



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA

PUN.CAB.APTP.No.S640/09.06.002/2025-26

August 21, 2025

The Chairman/Managing Director/Chief Executive Officer
Commercial Banks, Urban Cooperative Banks, Regional Rural Banks

Madam / Dear Sir,

Programme on Developing Interpersonal & Communication Skills
(In-campus)

(October 06-09, 2025)

Interpersonal and communication skills have always been placed high as a key ingredient for successful job performance in the organizations. They are important for communicating and working with groups and individuals in both personal and professional life. People with strong interpersonal skills tend to build good relationships and can work well with others. They understand family, friends, co-workers and clients well. People often enjoy working with colleagues who have good interpersonal skills. Other benefits of interpersonal skills include the ability to solve problems, handle conflicts and make good decisions.

2. Keeping the above in mind, College of Agricultural Banking (CAB), Pune, has scheduled the captioned training programme for Mid- Level Officers of Commercial Banks, Cooperative Banks & RRBs.

3. **Date and timing of programme** : Four Days: October 06-09, 2025

Time: 10.00 am to 05.30 pm

4. **Venue: In-campus Programme**

College of Agricultural Banking, University Road, Pune - 411 016

5. **Who should attend:** Mid- Level Officers of Commercial Banks, Cooperative Banks & RRBs.

कृषि बैंकिंग महाविद्यालयभारत (महाराष्ट्र) 016 411 - पुणे, विद्यापीठ मार्ग,
फोन 25538392 (020-91) ई-मेल- principalcab@rbi.org.in

College of Agricultural Banking, University Road, Pune - 411 016 (Maharashtra) INDIA
Phone : (91-020) 25538392 E-mail : principalcab@rbi.org.in

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6. **Fee, Objectives, Course Content and other details of the programme:** given in the Annex I.
7. **Last date for sending nominations:** Nominations may kindly be sent **on or before September 26, 2025**, to enable smooth conduct of the programme.
8. **Nomination form:** Nominations may please be sent by e-mail to nomination.gl@rbi.org.in in the nomination form, given in Annex II.
9. **Queries:** In case of any queries, you may contact Smt. Rajashri Kulkarni, 8308791237 (rajashrikulkarni@rbi.org.in) or the undersigned (shubhabrat@rbi.org.in).

Yours faithfully

(Shubhabrat Agrawal)

Programme Director

8085120868

Encl: As above

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ANNEX 1

1. **PARTICIPANT PROFILE:** Mid-Level Officers of Commercial Banks, Cooperative Banks & RRBs.

2. **PROGRAMME OBJECTIVES:** To enable the participants to:

- Gain knowledge and insights about their own personality and that of others which they can leverage to build efficient teams and communicate effectively.
- Develop the capacities and skills required to build constructive and effective relationships.
- Develop the attitude/orientation to leverage awareness of self and others to lead with influence and trust.
- To help participants become familiar with strategies for effective communication

3. **PROGRAMME CONTENTS:**

Module I: Personal and Inter-Personal Effectiveness

Module II: Influencing and Team Building

Module III: Communication

4. **VENUE & ACCOMMODATION:**

The Programme will be held at College of Agricultural Banking, Reserve Bank of India, Pune. The Programme is residential and arrangements for lodging and boarding will be made in the College. You may report to CAB on the **October 05, 2025**.

5. **PEDAGOGY:**

A mix of pedagogical tools will be used – cases, lectures, discussions, presentations, audio-visuals, psychometric test(s) and experiential exercises.

6. **DURATION:** October 06-09, 2025, (Time: 10.00am to 05.30pm)

7. **FEE:** Fee has to be paid as per following table for each participant:

Sr.	Group Wise Fee Details	Tuition Fees	GST @18%	Total Fee including GST
1	Group 1: Commercial Banks and Financial Institutions	Rs. 23000/-	Rs. 4140/-	Rs. 27140/-

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2	Group 2: Scheduled UCBs, Non-Scheduled UCBs with deposit base of more than Rs.100 crore, RRBs	Rs. 17300/-	Rs. 3114/-	Rs. 20414/-
3	Group 3: Non-Scheduled UCBs with deposit base of less than Rs.100 crore	Rs. 11500/-	Rs. 2070/-	Rs. 13570/-
<p>* In terms of section 48 of RBI Act 1934, RBI is exempted from payment of Income Tax or Super Tax on any of its Income, Profits or Gains. Nominating institutions should therefore not deduct TDS on the Programme Fees.</p> <p>Please use the programme code – HRL/06102025/01 in Sender to Receiver Information while remitting the fee through NEFT.</p> <p>GST (Reg. No. 27AAIFR5286M1ZG)</p>				

*Account Details for remittance of Fees will be shared with confirmation of nomination by CAB.

8. PROGRAMME DIRECTOR:

Capt. Shubhabrat Agrawal, GM & Member of Faculty, E-mail: shubhabrat@rbi.org.in

9. CONTACT PERSON FOR NOMINATION RELATED QUERIES:

In case of any queries regarding nomination, you may contact Shri Prathmesh Patil, Tel.: 020- 25582396, 9503779432 & E-mail: nomination.gl@rbi.org.in during Monday to Friday (10:00am to 05:30pm).

IMPORTANT DATES TO REMEMBER:

Programme Dates	October 06-09, 2025
Nominations to be received by	September 26, 2025
Reporting at CAB	October 05, 2025 - Evening
Completion of programme	5.30 pm on October 09, 2025

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