दिल्ली सरकार
कार्यालय प्रमुख अभियंता, लोगनिविदि,
12वां तल, बहु-मंजिला भवन, इंद्रप्रस्थ संपर्क, नई दिल्ली- 110002
भ-23490260, 23724560, 23311293 फैक्स 23319021
Toll Free Complaint No. 1800 11 0093
वेबसाइट: http://pwd.delhigovt.nic.in
ई-मेल: pwdhqdelhi@gmail.com/cdpwdhqdelhi@gmail.com

संख्या:10(1)/प्रमुख अभि./निदेशक./लोगनिवि./2018/6027 दिनांक 25-09-2018

सेवा में
प्रधान मुख्य अभियंता (अनु.),
लोगनिवि., एमएसओ भवन,
नई दिल्ली।

प्रधान मुख्य अभियंता (फर.),
लोगनिवि., एमएसओ भवन,
नई दिल्ली।


सदर्भ—

उपरोक्त विषय पर प्राप्त पत्र की प्रतिलिपि संलग्न की जा रही है। आपसे अनुरोध है कि उपरोक्त प्रशिक्षण हेतु हमेशा अधिकारियों के नामांकन इस कार्यालय को दिनांक 10/10/18 तक मिज़वाए।

संलग्न: उपरोक्तानुसार।

prüतिलिपि—लोगनिवि वेबसाइट।

(सुमेंद्र"
सहायक प्रशासनिक अधिकारी
To, The Director (Pers)  
Public Works Department  
Govt. of NCT of Delhi  
12th Floor, MSO Building, I.P. Estate  /New Delhi-110 002

Ref. : ITPR/170/171  
Dated : 30/08/2018

Sub. : Workshop on  
1. "Reservation in Service"  
   From 11th to 13th October, 2018  
2. "Public Procurement, E-Procurement, Govt. e-Marketplace (GeM)"  
   From 25th to 27th October, 2018

Sir/Madam,

Enclosed please find two copies of Brochure on the above cited Training Programmes to be organized by us at Delhi. Ours is an organization with specialisation in training of human resource, which is an essential ingredient of all organizations. Our main aim has always been to provide the best training inputs and training techniques to the Participants so that they also become capable of providing the necessary guidance and on-the-job training to their colleagues/staff working under them in the furtherance of the training objectives.

Keeping the above in view, we invite your kind attention to the scope and programme coverage of our training, as given in the enclosed Brochures. We request you to avail of this opportunity of getting your management functionaries trained by reputed specialists for recurring effective support in day to day management. We, therefore, request you to nominate concerned personnel not only from the Head Office but also from your regional and zonal offices for participation in each training programme.

We would also welcome any invitation from your side for In-house Training programme at your premises. We already conducted in-house training programmes for various organisations. (Please see list overleaf).

Yours Truly

D.K. JHA  
(Coordinator)
In-House Training Programme Successfully Completed for the following Organizations

1. MNIT Allahabad six day training prog on “Establishment Rule”.
2. Indian Council of Historical Research on “Reservation in Services”.
3. NIT Warangal.
4. Delhi IIT Board 12 day Trg. Prog. In four batches.
5. Export Inspection Council of India (Min. of Commerce & Industry).
6. Centre for Personnel Talent Management (DRDO).
7. Consortium of Educational Communications (An inter-University Centre ofUGC).
8. NIT-Suratkal.
9. Export Inspection Agency, Delhi; HQs.
13. Indian Inst. of Tropical Meteorology- Pune.
15. Directorate General of Foreign Trade.
17. IIT- Kanpur.
19. HQs. Goa Naval Area.
20. Central Pollution Control Board.
21. NIT- Karnatak.
22. Min. of Textiles.
25. ICMR (HQs).
27. NIT-Jaipur.
29. MNIT- Allahabad.
30. National Museum (Min. of Culture).
31. DNRC- Jodhpur.
32. Nuclear Power Corporation Ltd.
33. IIT- Delhi.
34. National Institute of Malaria Research.
36. Delhi Public Library.
37. Madras Fertilizer Ltd.
39. MNIT Bhopal.
40. NIT-Patna.
41. National Council of Philosophical Research.
42. FCI- Aravali Gypsum & Minerals India Ltd, Jodhpur.
43. National Institute of Malaria Research.
44. The Patent Office (Deptt. of Industrial Policy & Promotion).
45. Central Council for Research in Homoeopathy (AYUSH).
46. Central Power Research Institute- Bangalore.
47. Tobacco Board- Guntur.
48. Institute of Bio Resources and Sustainable Devt. Impala.
49. H.U. Trivendrum, "Reservation in Services"
50. Cement Corporation of India Ltd., DRRD (HQs).
51. RITES Ltd. - Gurgaon.
52. Indian Academy of Highway Engineers-Noida.
53. SYNIT- Surat.
54. MBIRI (Min. of MSME)- Wardha
55. BBMB- Chandigarh on “Reservation in Services”.
56. BBMB- Chandigarh on “Essential Labour Law for Line Manages”
57. BBMB- Chandigarh on “Essential Labour Law for Line Manages”
58. IITK- Kozhikode
59. UDAP- Bangalore (Planning Commission)
60. NIT - Raipur
61. Dr. H.S. Gour Vidyavidyalaya- Sagar
63. BBMB- Talwara Trg. Centre.
64. BBMB- Chandigarh (HQ).
65. CPRI- Bangalore
66. NHFDC- Feridabad
67. AYJNIHHH (Min. of Social Justice & Empowerment) Mumbai.
68. Educational Consultants (I) Ltd. (EdCIL)
69. BBMB- Chandigarh & Sundernagar.
70. Central University of Himachal Pradesh.
71. SVP National Police Academy-Hyderbad
72. IIM-Kozhikode
73. IIEST-Kolkata
74. NIT-Delhi
75. IUCC-Pune
76. SVP National Police Academy-Hyderbad (2nd Batch)
77. MSRVP Pratishthan (Min. Of HRD)-Ujjain
78. National Fertilizers-Noida
79. SVP National Police Academy-Hyderbad (2nd Batch)
80. BIS- Noida
81. IIEST- Bhopal
82. National Institute of Technology-Rajpur.
83. Central University - Himachal Pradesh.
84. Central Control Board
85. BIS - Mumbai
86. Central University of H.P.
87. I.I.M - Bangalore
88. Bureau of Indian Standards (BIS) Chandigarh
89. Victoria Memorial Hall-Kolkata
90. NIT- Jalandhar
91. CIHCS-Arunachal Pradesh
92. National Police Academy, Hyderabad (3rd Batch)
93. IIIT-Roorkee
94. BIS (6th Batch)
95. India Trade Promotion Organisation
96. Naval Dockyard-Vishakhapatnam
97. IIIM-Bangalore
98. NIT-Jamshedpur, for group ‘D’ Employees.
99. CIHCS-Dahanu, Arunachal Pradesh
100. MNIT-Bhopal
101. Central University - Tirupur
102. IIM-Ahmedabad
103. ITDC - New Delhi
104. IIIT-Roorkee (In Four Batches)
105. Min. of Panchayti Raj
106. AAKANKSHA (Min. of Defence)
107. IIIM-Kashipur
108. IIIT-Patna
109. NEEPCO- Shillong
110. BBMB-Chandigarh
111. BBMB-Nagpur
112. BBMB-Chandigarh
113. National Institute of Malaria Research (ICMR)-Delhi
114. Indo German Tool Room - Ahmedabad
115. National Power Trg. Institute, Neyveli, T.N.

Going on - Indo German Tool Room Ahmedabad
Proposal Under Consideration : MRPL-Mangalore, Indian Institute of Maize Research - Ludhiana,
Tea Board, IGNTU - Amarkantak, NIFFT - Ranchi, C-DOT
Technical Workshop on “Reservation in Service”
from 11th to 13th Oct. 2018

Objectives:
On completion of the course, the participants will be able to
a) Describe Constitutional Provisions relevant to the policy of Reservation in Services;
b) Verify the claims belonging to SC/ST/OBC;
c) List the relaxations and concessions available to reserved category employees;
d) Prepare, operate and maintain reservation rosters in a given situation;
e) Explain the procedure for reservation for PH category in Direct Recruitment and in Promotion;
f) Explain the procedure for reservation in Direct Recruitment and in Promotion;
g) Describe the role and functions of liaison Officer;

Programme Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st day</td>
<td>I</td>
<td>Constitutional Provisions &amp; Verification of claims</td>
</tr>
<tr>
<td>2nd day</td>
<td>I - II</td>
<td>Scope, applicability and percentages; Relaxation &amp; Concession</td>
</tr>
<tr>
<td>3rd day</td>
<td>I - II</td>
<td>Roster – Identification, Size etc, Preparation</td>
</tr>
<tr>
<td></td>
<td>III - IV</td>
<td>Operation &amp; Maintenance large Cadre Roster</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>Operation &amp; Maintenance small Cadre Roster</td>
</tr>
<tr>
<td></td>
<td>IV - V</td>
<td>Reservation for Persons with Disability</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>Reservation in Direct Recruitment</td>
</tr>
<tr>
<td></td>
<td>II - III</td>
<td>Reservation in Promotion</td>
</tr>
<tr>
<td></td>
<td>IV</td>
<td>Role of Liaison Officer</td>
</tr>
</tbody>
</table>

Note: - Participants may bring specific problems and issues encountered in their organisations for finding probable solutions through discussion, if necessary by modification of inputs through consensus within available time.

Methodology to be adopted for the Training:
Powerpoint Presentations; Group Discussions; Clarification on problem Areas; Case Studies & Analysis.

Venue: Hotel Siddharth, 3, Rajendra Place, New Delhi - 110008
(Near Pusa Circle & Nearest Metro Station Rajendra Place)
Programme Coverage:

From 25th to 27th Oct. 2018

Workshop on "Public Procurement: E-Procurement, Law & Practice" (emailed)
Methodology to be adopted for the Training:
Powerpoint Presentations; Group Discussions; Clarification on problem Areas; Case Studies & Analysis.

Venue: Hotel Siddharth, 3, Rajendra Place, New Delhi - 110008 (Near Pusa Circle & Nearest Metro Station Rajendra Place)

Programme Management: Apart from own faculty (Sr. Trainers from ISTM) resource persons of eminence will be invited to chair sessions in their areas of specialization subject to availability Guest faculty will interalia be drawn from concerned departments.

Arranged by us: Lunch, Breakfast, Tea/Coffee along with snacks, reading material pen, pad, bag, Participation Certificate, Group Photograph, Detention Certificate (if necessary), Fee receipt etc. However the participants have to make their own arrangement for breakfast & dinner.

Fee: (including 18% GST) GSTIN-07AAATI556M1Z9
A. Non-Residential: Rs. 15,340/- per participant
B. Residential:
   i) On twin sharing basis - Rs. 22,420/- Per Participant
   ii) Single occupancy - Rs. 24,780/- Per Participant


Place of Accommodation: Hotel Rangoli, In Front of the Venue (Rajendra Place) New Delhi.

Admission Procedure: Admission will be made on first come first served basis. Intimation regarding admission of the nominee to the programme will be communicated as soon as possible after the receipt of nomination.

Each Nomination should contain Following Points:
1. Name & complete address of the Organization nominating the Participants.
2. Name of the Participants with Mob. No. phone, email ID
3. Designation & Experience
4. Academic Qualification.
5. Residential or Non-residential.
6. Details of DD/Cheque/Cash/ at the time of registration or after completion of training.
7. It should bear the signature of the Nominating authority or Authorized officer.