


prog. No. A-256B: One Week Workshop on “FINANCIAL MANAGEMENT & ACCOUNTING” From 22nd to 26th July 2019, at Kolkata.


prog. No. A-257: Workshop on “Public Procurement, E-Procurement, Government e-Market Place (GeM 3.0) & Inventory Management” From 8th to 10th August 2019, at New Delhi.

Dear Sir/Madam,


We invite your kind attention to the coverage of the programmes of the enclosed brochures. We assure you that these programmes will be very useful to officers and personal staff in the Headquarter office, Regional Offices and other subordinate offices of Central Govt., Central Autonomous Bodies and PSUs which follow the Central Govt. Rules and help promote upgradation of technical standards in the context on human resource development.

Our centre (SERT), is organizing Training Programs on various subjects for the benefit of the officers working in Govt. Departments, Public Sector Undertakings, Autonomous Bodies etc. for a considerable time. The programme are conducted on a highly participative basis by highly experienced professional faculties, organisations having an in-depth experience on the subject both as a Trainer and a career Bureaucrat. We also undertake studies on various subjects e.g. administrative, financial, disciplinary matters etc.

We would also welcome invitation from your side for In-House training programme at your premises.

We request you to forward nominations for the above programmes from your organizations as per the nomination form at Appendix / overleaf where the details of course fee etc. have been indicated. Assuring you of our best service.

With best regards

Yours faithfully

Note: (i) Kindly do inform us about nomination through E-mail / Fax / or Speed- Post to avoid inconveniences of delay in Courier & Ordinary Post.

(ii) Facility of on-line registration is available vide our website: www.sertdelhi.org

Encl: The Programmes Brochures

**OBJECTIVES:**
To prepare PIOs/APIOs to help Public Authorities to implement the RTI Act, 2005. At the end of the Workshop, participants will be able to:
1. Describe the purpose and concept of RTI
2. Explain the salient features of Act and possible implications
3. Describe the process of seeking and providing information
4. List exemptions prescribed
5. Explain procedure of appeals and penalties imposable by Information Commission.
6. Powers and Functions of Information Commission
7. Describe Responsibilities of Public Authorities
8. Explain strategy for operationalizing RTI

**PARTICIPANT’S PROFILE:**
This workshop shall be useful for all executives, supervisory staff, officers, managerial cadre and particularly those who are holding the offices of public authorities and are accountable to the public. This workshop will help the officers who are likely to be appointed as PIOs/APIOs under I. T. Act.

**PROGRAMME COVERAGE:**
- Constitutional provisions, objective and strategy for effective exercise of the Right to Information.
- Procedures for implementation and responsibilities of public authorities and information officers.
- Exemptions from disclosures and important landmark rulings of the information commission.
- Controversies on interpretation and legal aspects.
- Records Management in Context of RTI.
- What is Sexual Harassment
- Measures to prevent cases of sexual harassment in working place
- Role of administrative and personnel officer

**COURSE DURATION:** The workshop will commence at 10:00AM on 11.07.2019 and will conclude at 2:00PM on 13.07.2019

**RESIDENTIAL CANDIDATE:** Check in 10th July 2019 (afternoon), and Check out 13th July 2019, Forenoon

**LAST DATE:** Registration for programmes Residential accommodation is 4th July 2019 and for Non Residential 9th July 2019

**FEE:**
- Non-Residential: Rs. 12000 + 18% GST = Total Rs. 14160/= Per Candidate per program (Fee includes the cost of Course Material, refreshment, Pad, Pen Bag/folder, Participant certificate, working lunch, Tea/coffee with snacks and other Esti. Charges.
- Residential: Rs. 21000 + 18% GST = Total Rs. 24780/= Per Candidate per program on Twin sharing basis. (Includes breakfast & dinner).
- Single Occupancy: Rs.26000 + 18% GST total Rs. 30680/= Per candidate (Fee includes breakfast & dinner).

For registration /any other information, Please Contact: (Neeraj Kumar) Director Mob. 9990812988

**Prog. No. A-256: Workshop on “Critical areas of Service Matters (Pay Fixation, Pension, Leave and LTC), MACP Scheme, Planning for Retirement & NPS” From 18th to 20th July 2019, at Hotel “S. K. Crown Park, Narayana, New Delhi**

**BACKGROUND:**
Almost all Central Govt. Deptt. Subordinate Offices and Autonomous Bodies have adopted these rules implementation of 7th Pay Commission orders, the Government has brought about a number of amendments to the pension and other retirement benefits. Many Organizations are seized with problems in settling cases within a prescribed time span and the possibility of payment of pensionary dues with penal interest in cases of delay.

**OBJECTIVE:**
On completion of training, the participants will be able to:
1. List out types of pension and other retirement benefits.
2. Calculate qualifying service, emoluments, average emoluments, pension, gratuity, commutation of pension, family pension, New Pension Scheme Leave encashment; travels & Medical facilities.

**PARTICIPANT’S PROFILE:**
The programme is designed for:
The Officers/ Managers / Executives and the functionaries who have been entrusted with responsibility to take timely and prompt action to revise the pension / family pension revised pay and pay fixation and also to process new cases as per the revised rules.

**PROGRAMME COVERAGE:**
- Pay Fixation in Pay Matrix with illustrations
- Pay Matrix - Levels, Entry Pay, Index & relevant details
- Leave & LTC Rules
- MACP Scheme
- CCS (Pension) Rules – Retirement benefits as per 7th CPC
- Pension, Family Pension, Gratuity
- Processing of Pension cases with illustrations
- Salient features & Management of New Pension System
- Pensionary and other benefits under NPS
- Interactive session and case studies

**COURSE DURATION:** The workshop will commence at 10:00AM on 18.07.2019 and will conclude at 2:00PM on 20.07.2019

**RESIDENTIAL CANDIDATE:** Check in 17th July 2019 (afternoon), and Check out 20th July 2019, Forenoon

**LAST DATE:** Registration for programmes Residential accommodation is 11th July 2019 and for Non Residential 16th July 2019.

For registration /any other information, Please Contact: (Neeraj Kumar) Director Mob. 9990812988
PARTICIPANT'S PROFILE:
The course is designed for officials at the level of Manager / Executives, Personnel Manager, Section Officer and Assistant Section Officers (of CSS) or equivalent level in other offices of Central Government, State Government, UT Administration, PSUs, Constitutional Bodies, and Autonomous Bodies etc.

PROGRAMME COVERAGE:
- Administrative issues such as Drafting of Pre & Post Recruitment Formalities
- Recruitment Rules,
- APARs and its evaluation-general guidelines
- Constitution and Functions of DPC –General Provision Relation to Seniority
- Special emphasis to fixation of seniority on Promotion/Direct recruitment
- Office Procedure
- Maintenance of Service Book
- Salient Features of the MACP Scheme
- LTC, Leave Rules, TA Rules, Medical Attendance Rules
- Reservation in Services - Constitutional provisions
- Concepts of Post based Rosters - Preparation operation and maintenance
- Reservation for Persons with Disabilities
- Reservation in Direct Recruitment - Concept of “Own Merit” preparation of merit list
- Reservation in promotion - preparation of Presentation
- Modes of Retirement including voluntary Retirements
- New Pension Scheme - Applicability & modes of Implementation
- Eligibility and Calculation for Retirement Benefits, Gratuity, CVP, as per 7th CPC
- Pay Fixation with illustrations

COURSE DURATION:
The workshop will commence at 10:00AM on 15.07.2019 and will conclude at 2:00PM on 19.07.2019

RESIDENTIAL CANDIDATE: Check in 14th July 2019 (afternoon), and Check out 19th July 2019, Forenoon

LAST DATE: Registration for programmes Residential accommodation is 8th July 2019 and for Non Residential 11th July 2019.

FEE:
- Non-Residential: Rs. 22000 + 18% GST = Total Rs. 25960/- Per Candidate per program (Fee Includes the cost of Course Material, refreshment, Pad, Pen Bag/folder, Participant certificate, working lunch, Tea/Coffee and other Essl. Charges)
- Residential: Rs. 30000 + 18% GST = Total Rs. 44840/- Per Candidate per program on Twin sharing basis. (Includes breakfast & dinner). The further nominee of the same gender should be from the same organisation otherwise he/she would be charged on Single occupancy.

Single Occupancy: Rs.45000 + 18% GST total Rs. 53100/- Per candidate (Fee Includes breakfast & dinner).

For registration /any other information, Please Contact: (Neeraj Kumar) Director Mob. 9990612988
Prog. No. A-257B: Workshop On "Developing Leadership Skills for Effective Teamwork"
From 1st to 3rd August 2019,
at "Royal Fort Hotel" Visakhapatnam (A. P.).

BACKGROUND:-
In our experience we found that personal staff do attend various training programmes organized by this Institute on service rules. Such programmes may contain a passing reference to the role of personnel staff in administration. Such courses do not fully meet the training requirements of such subjects. As noticed, demand for a course covering the required subjects in the area of performance of personnel staff has come up as a necessity.

OBJECTIVE:-
On completion of training, the participants will be able:
- To equip them with appropriate skill to meet objective and expectations of the organization.
- To develop participants ability to meet challenge of vibrant organization in a fast changing scenario.
To share experience and discuss related problems in real work situation.

PARTICIPANT'S PROFILE:-
The programme has been designed to meet the requirements of supervisory personnel and junior/middle level managers employed in factories, mines, plants, office establishments, construction sites, service organizations, field operations, Executive's, Admin, MT Supervisors, Pas, Stores house staff & Ministerial staff.

PROGRAMME COVERAGE:
- Importance of Leadership & Teamwork
- Self-exploration, Attitude, Behaviour and Self-effectiveness
- Motivating, Building and Leading the Team
- Inter-personal Relations
- Leadership Skills
- Management of Time
- Building Work Culture for Productivity, Quality and Cost Control
- Communication and Listening Skills
- Grievance Handling and Counseling
- Stress Management

COURSE DURATION:- The workshop will commence at 10:00AM on 01.08.2019 and will conclude at 2:00PM on 03.08.2019

RESIDENTIAL CANDIDATE:- Check in 31st July 2019 (afternoon), and Check out 3rd August 2019, Forenoon

LAST DATE:- Registration for programmes Residential accommodation is 26th July 2019 and for Non Residential 29th July 2019

FEE:-
Non-Residential: Rs. 12000 + 18% GST = Total Rs. 14160/= Per Candidate per program (Fee Includes the cost of Course Material, refreshment, Pad, Pen Bag/folder, Participant certificate, working lunch, Tea/coffee with snacks and other Est. Charges.

Residential: Rs. 21000 + 18% GST = Total Rs. 24780/= Per Candidate per program on Twin sharing basis. (Includes breakfast & dinner).

Single Occupancy: Rs.26000 + 18% GST total Rs. 30680/= Per candidate (Fee Includes breakfast & dinner).

For registration /any other information, Please Contact: (Neera) Kumar) Director Mob. 999812888

Prog. No. A-257: Workshop on "Public Procurement, E-Procurement, Government e-Market Place (GeM 3.0) & Inventory Management"
From 8th to 10th August 2019,

BACKGROUND:-
It is a fact that proper Purchasing and Contract Management provide phenomenal scope of profit improvisation. Proper training and exposure in the field of Material Management is necessary for each Manager/Executive working in the field of contract. Including Stores, work services, supply and general condition of contract. Good Purchasing practices and procedure of contract management system can do wonders for the Organization. In reality this has direct impact on profitability. With this background in view and persistent demands from Org. in Public sector organizations, Govt. & semi Govt. org. involving Railways, Defence, CPWD, Hospitals Ports & Light houses Roads and Bridges, Highways and other like Organisation.

PARTICIPANT'S PROFILE:-
Officer & Staff dealing with the Administration wings of the Organizations handling Procurement of Store, issue of Stores and Inventory control, Officers and Staff of the Finance & Accounts, as well as officers of Quality Control divisions

PROGRAMME COVERAGE:
- Introduction to Public Procurement, Legal, Procedural and Regulatory Frame Work of Public Procurement.
- Bidding Procedure, Preparation of Technical Specifications, Standard Bidding Documents, Qualifying criteria.
- Bid Evaluation criteria and Quantity Distribution criteria, Award of contract.
- GFR and GoI Guidelines for Procurement of Consulting services
- Eol and model RFP template, Selection method, Evaluation and Negotiation, CVC Guidelines on tendering, Procurement.
- Creation of Nodal and User Accounts, Digital Signature for E-Procurement, Bidders perspective, Drafting of Tender Document as per E-Procurement, Overview of Tender creation, Publishing, Opening and Evaluation of Technical and Financial Bids.
- Government, e-Market Place (GeM) of DQ&D Introduction & Organizational Registration
- GeM- Procurement Cycle & Payment Procedures
- Inventory Management

COURSE DURATION:- The workshop will commence at 10:00AM on 08.08.2019 and will conclude at 2:00PM on 10.08.2019

RESIDENTIAL CANDIDATE:- Check in 7th Aug. 2019 (afternoon), and Check out 10th August 2019, Forenoon

LAST DATE:- Registration for programmes Residential accommodation is 1st August 2019 and for Non Residential 6th August 2019.