



दिल्ली सरकार
कार्यालय प्रमुख अभियंता, लोनिवि,
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संख्या:10(1)/प्रमुख अभि./निदेशक/लोनिवि/2018/6027 दिनांक 25 09 2018

सेवा में

प्रधान मुख्य अभियंता(अनु.),
लोनिवि, एमएसओ भवन,
नई दिल्ली ।

प्रधान मुख्य अभियंता(परि.),
लोनिवि, एमएसओ भवन,
नई दिल्ली ।

विषय:- Workshop on 1- Reservation in Service from 14th to 13th
October, 2018. 2- public procurement E- procurement port
e marketplace (GEM) from 25th to 27th October, 2018.

संदर्भ:-

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

संलग्न: उपरोक्तानुसार ।


(सुभापनी)

सहायक प्रशासनिक अधिकारी

✓ प्रतिलिपि:- लोनिवि वेबसाइट ।



integrated training & policy research

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ID-7763

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

प्रमुख अभियन्ता

आवती सं. 11500

दिनांक 17/9/18

प्रमुख अभियन्ता

निदेशक (कार्य एवं स्था.) CA

निदेशक (अनुव्यय)

उप निदेशक अभियन्ता 17-9-18

उप निदेशक (कार्य/स्वा/अनु/जन सु. अधि.)

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 Rules".
2. Indian Council of Historical Research on "Reservation in Services".
3. NIT Warangal.
4. Delhi JAI 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 of UGC).
8. NIT-Suratkal.
9. Export Inspection Agency, Delhi; HQs.
10. Christian Medical College, Ludhiana.
11. Bhakra Beas Management Board-Chandigarh.
12. **Min. of Environment and Forests.**
13. Indian Instt. of Tropical Meteorology- Pune.
14. Indian Institute of Chemical Technology - Hyderabad.
15. **Directorate General of Foreign Trade.**
16. Indian Institute of Foreign Trade.
17. IIT-Kanpur.
18. National JALMA Instt. for Leprosy & Other Microbacterial Diseases (ICMR).
19. HQs. Goa Naval Area.
20. Central Pollution Control Board.
21. NIT- Karnataka.
22. **Min. of Textiles.**
23. Coffee Board, New Delhi.
24. Coffee Board- Bangalore
25. **ICMR (HQs.).**
26. National Zoological Park.
27. NIT-Jaipur.
28. Delhi Institute of Tool Engg.
29. MNIT-Allahabad.
30. National Museum (Min. of Culture).
31. DMRC- Jodhpur.
32. Nuclear Power Corporation Ltd.
33. IIT, Delhi.
34. National Institute of Malaria Research.
35. Indian Intt. of Packaging- Mumbai.
36. Delhi Public Library.
37. Madras Fertilizer Ltd.
38. National Institute of Biologicals - Noida.
39. MNIT Bhopal.
40. NIT Patna.
41. National Council of Philosophical Research.
42. FCI Arawali 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. Imphal.
49. HLL-Trivendrum, "Reservation in Services
50. Cement Corporation of India Ltd.,
51. DRDO (Hqs.)
52. RITES Ltd. - Gurgaon.
53. Indian Academy of Highway Engineers-Noida.
54. SYNIT- Surat.
55. MGIRI (Min. of MSME)- Wardha
56. BBMB- Chandigarh on "Reservation in Services".
57. BBMB- Chandigarh on "Essential Labour Law for Line Manages"
58. IIM- Kozhikode
59. UDAI- Banglore (Planning Commission)
60. NIT - Raipur
61. Dr. H.S. Gour Viswavidyalaya- Sagar
62. BBMB- Nangal Trg. Centre
63. BBMB- Talwara Trg. Centre.
64. BBMB- Chandigarh (HQ).
65. CPRI- Bangalore
66. NHFDC- Feridabad
67. AYJNIHH- (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-Hyderabad
72. IIM-Kozhikode
73. IISER-Kolkata
74. NIT-Delhi
75. IUCCA-Pune
76. SVP National Police Academy-Hyderabad (2nd Batch)
77. MSRVV Pratishthan (Min. Of HRD)-Ujjain
78. National Fertilizers-Noida
79. SVP National Police Academy-Hyderabad (2nd Batch)
80. BIS-Noida
81. IISER-Bhopal
82. National Institute of Technology-Raipur.
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. IIT-Roorkee
94. BIS (6th Batch)
95. India Trade Promotion Organisation
96. Naval Dockyard-Vishakhapatnam
97. IIM-Bangalore
98. NIT-Jamshedpur, for group 'D' Employees.
99. CIHCS-Dahung, Arunachal Pradesh
100. MNIT-Bhopal
101. Central University - Tripura
102. IIM-Ahmedabad
103. ITDC - New Delhi
104. IIT-Rorkee (In Four Batches)
105. Min. of Panchayti Raj
106. AAKANKSHA (Min. of Defence)
107. IIM-Kaslipur
108. IIT-Patna
109. NEEPCO-Shillong
110. BBMB-Chandigarh
111. BBMB-Nangal
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-Mengalore, Indian Institute of Maize Research - Ludhiana, Tea Board, IGNTU - Amarkantak, NIFFT - Ranchi, C-DOT



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Technical Workshop on "Reservation in Service"

from 11th to 13th Oct. 2018

Objectives:

On completion of the course, the participants will be able to

- Describe Constitutional Provisions relevant to the policy of Reservation in Services;
- Verify the claims belonging to SC/ST/OBC;
- List the relaxations and concessions available to reserved category employees;
- Prepare, operate and maintain reservation rosters in a given situation;
- Explain the procedure for reservation for PH category in Direct Recruitment and in Promotion
- Explain the procedure for reservation in Direct Recruitment and in Promotion;
- Describe the role and functions of liaison Officer;

Programme Schedule

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

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)

Development Society, *MANAGE, *Manganese Ore (I) Ltd., *Material Organization, Naval Store Depot, *Military Engineering Services, *Mizoram University, *Mazgaon Dock Ltd., *Ministry of New & Renewable Energy, *Ministry of Environmental and Forests (RO), *MECON. Ltd., *Ministry of Tourism, *Ministry of Micro, Small & Medium Enterprises, *Ministry of Rural Development, *Ministry of Petroleum & Natural Gas, *Ministry of Petroleum & Natural Gas, *Mineral Exploration Corporation Ltd., *M.S.R.V.P.-Ujjain, *Medical Council of India, *National Insurance Co. Ltd., *NIELIT (New Delhi, Chandigarh, Tripura, Gorakhpur, Silong, Ajmer, Kolkata), *National Brain Research Centre Gorakhpur, Silong, Ajmer, Kolkata), *National Brain Research Centre, *National Capital Region Planning Board, *National Institute of Urban Affairs, *National Institute of Biologicals *NIPIC-Tanda *NIPER-Chandigarh, *National Centre for Sustainable Management- Chennai, *National Human Rights Commission *National Exchange of India, *NITTR- (Bhopal, Chandigarh), *NDMC, *NEPA Ltd., *NIEPA, NIFT, *National Water Development Agency, *NEERI, *NIMHNS-Bengaluru, *NHAI *Naval Dockyard, *North Eastern Police Academy, *Note Mudran (P) Ltd., *NEEPCO Ltd., *NBCC, NIFFT-Ranchi *National Institute of Administrative Research, *National School of Drama, *National Institute of Homoeopathy - Kolkata, *National Accreditation Board for Testing and Calibration Lab., *NAAC, *NITH-Hyderabad, *National Film Department Corporation Ltd., *National Institute of Mentally Handicapped, *National Power Training Institute, *NALCO-Orissa, *National Institute of Sidha, *National Fertilizers Ltd., *National Centre for Cell Sciences, *NCDC, *NRDC, *NVKS, *National Board for Higher Mathematics, *NIC, *NATRSP, *NERIST-Arunachal Pradesh, *National Museum of Natural History, *National Institute of Health & Family Welfare, *National Health Systems Research Centre, *National Skill Devt. Corporation, *National Institute of Industrial Engg. Mumbai, *National Health Mission-Sikkim, J&K, Chhattisgarh) *National Test House-Kolkata, *NCAEPR-Pusa, *Naval Materials Research Laboratory, *National Institute of Miner's Health, *North Eastern Space Applications Centre-Meghalaya, *Northern India Textile Research Association, *National Institute of Open Schooling, *N.I.P.G.R., *National Int. of Bank Management - Pune, *Nehru Memorial Museum & Library, *Lakshmi Bai National Institute of Physical Education-Gwalior, *O/o the Jute Commissioner, *Ordinance Factory Board-Kolkata, *ONGC-Dehradun, *O/o the Director General of Prisons (Tihar/Central Jail), *Power HR-Fourm, *Power Finance Corporation Ltd., *PWD, *P&S Bank, *Pt. D.U. Institute For the Physically Handicapped, *Petroleum Conservation Research Association, *Paradip Port Trust, *PEC Ltd. *Petroleum Planning & Analysis Cell, *Protection of Plant Varieties & Farmers Right Authority, *Patent Office-Delhi, OPEC - University of Technology-Chandigarh, *Rashtriya Chemicals & Fertilizer Ltd., *Restriya Mahila Kosh, *Rampur Rara Library, *RBI (Chandigarh, Hyderabad, Bangalore & Guwahati, Mumbai, Patna), *Rubber Board, *Rail Vikas Nigam Ltd., *SAMEER-Chennai, *SSB, *Rampur Raza Library, *Regional Centre for Urban & Environment Studies, *Regional Centre for Military Air Worthiness, *School of Planning & Architecture (Bhopal, New Delhi), *S.V.P. National Policy Academy, State Pollution Control Board (Orissa, W.B. & New Delhi) *S.V.P. Institute of Textile Management, *Security Printing & Minting Corporation Ltd., *SDS Tuberculosis Research Centre & Rajiv Gandhi Institute of Chest Diseases, *SJUN Ltd., *SQAE(I), New Delhi, *SCTIMST-Kerala, *SEBI, *State AIDS Control Society- (U.P., J & K, A.P., Delhi, Chandigarh, Manipur, Nagaland, Orissa), *STPI (Bhubaneswar, Bangalore, Guwahati, Noida), *Shri Ramchandra University, *S.N. Bose National Centre for Basic Sciences, *Space Application Centre (ISRO), *STC, *Spices Board, *Sports Authority of India - Sonapat *Steel Authority of India, *South Eastern Coalfields Ltd., *SAIL (CET)-Ranchi, *Salim Ali Centre for Ornithology & Natural History, *Telecom Regulatory Authority of India, *Thapar University-Tamil Nadu Agricultural University, *The Handicrafts & Handlooms Exports Corporation, *TCIL, *TIFEC, *Tax Board-Kolkata *Tobacco Board, *The Sirgani Collieries Co. Ltd., *Tehri Hydro Devt. Corporation Ltd., *The Asiatic Society, *Tool Room & Training India, *Tropical Forest Research Institute, *The New India Assurance Co. Ltd. *UGC Centre, *The New India Assurance Co. Ltd. *University of Horticulture Sciences, *UGC Medical Sciences, *UNDP, *University of Agricultural Sciences, *University College of Intt.- Noida, *Vijaya Bank-Chandigarh, *Vigyan Prasas-Noida *WAPCOS Ltd., *Wild Life Institute of India, *Vikram Sarabhai Space Centre, *Various Organisations of *ICMR, *CSIR, *ICAR, *NITS (Ministry of HRD), *CQA & *DRDOs (Ministry of Defence).

About Us :

Our organization is a Society Registered under the Societies Registration of Act of 1860. The functional area of our activity is Training the Officers and Staff of Govt. Depts, Autonomous Bodies & PSUs. We also do system study in regard to Personal Management, Financial Management, Material Management & Labour Legislation. Its training programmes are intended for middle level officers of the Govt. Depts. Central Autonomous Bodies, PSUs, spread all across the country. These Programmes are conducted through workshops (3 to 4 days) designed to enable the participants to brush of their knowledge of rules & procedures, through talks from experts & close interaction with the faculty & the participants. In addition we also undertake preparation of procedure manuals in the sphere of Personnel & Financial Management updating recruitment rules based on latest guidelines of Govt. and Supreme Court Judgements & Maintenance of representation rosters for Implementation of Reservation Policy as per Govt. directive on Annual Contact Basis, cost will depends on cadre strength promotion & appointment maid during the year. We also have on our panel experienced retired Govt. Officers to conduct enquiries & submit reasoned enquiry report in disciplinary cases. We can also under take preparation of comprehensive replies to court cases. We also undertake IN-HOUSE training program sponsored by large organization and conduct them in the premises of the organization. Some organizations/Institute may also require special Training Programme to cover topics of their exclusive interest. To cater to the ITPR can design tailor made programmes also. We have highly experienced faculty in their field & not only they are subject expert in the various topics but also experts in the Training Technique areas. Besides guest faculty is taken from amongst Sr. Officers in Central Govt. Depts. concerned. We may added that more than 1000s of Organisations / Institution availed our services in our previous programme.



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Workshop on "Public Procurement, E-Procurement, Govt. e-Marketplace (GeM)"
from 25th to 27th Oct. 2018.

Programme Coverage:

- ❖ Introduction to Public Procurement, Legal, Procedural and Regulatory Frame Work of Public Procurement.
- ❖ General Financial Rules and Government of India Procedures of Procurement of Goods.
- ❖ Bidding Procedure, Preparation of Technical Specifications, Bid Evaluation criteria,
- ❖ GFR and GoI Guidelines for Procurement of Consulting services, EoI and model RFP template, Selection methods, Evaluation and Negotiation,
- ❖ Procurement (outsourcing) of other (Non-consultancy) services
- ❖ CVC Guidelines on Procurement
- ❖ Government e-Market Place (GeM) - Introduction & Organizational Registration, Secondary user creation and registration (through video and demo session)
- ❖ General and Special conditions for buyers and sellers under GeM
- ❖ GeM- Procurement Cycle & Payment Procedures,
- ❖ E-Procurement, Guidelines, Difference between Manual

Procurement, E-Publishing & E-Procurement, Back-end infrastructure for E-procurement, Step by step Guide to E-Procurement

- ❖ Creation of Nodal and User Accounts, Digital Signature for E-Procurement, Drafting of Tender Document as per E-Procurement,
- ❖ Overview of Tender creation, Publishing, Opening and Evaluation of Technical and Financial Bids under procurement

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 inter alia 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-07AAATI5556M1Z9

- 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

Cheques/DD drawn in favour of
"Integrated Training & Policy Research", New Delhi.

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.