



# SOCIETY FOR ECONOMIC RESEARCH & TRAINING

(Registered under Societies Registration Act. 1860) GST No.07AADAS4228C1ZT  
RZ-42B/210, J-Block, Gali No. 3, West Sagarpur, New Delhi – 110046 Telefax No. 011-25390231  
Mob.9990812988, E-mail: director@sertdelhi.org Website: www.sertdelhi.org

**Director/Registrar/Principal/GM (HR)**  
**Admin. Officer//C HRD (Trg.)**

**PUBLIC WORKS DEPARTMENT**  
12<sup>th</sup> Floor, MSO Building,  
I. P. Estate,  
New Delhi – 110002

Ref : SERT/A--255, A-256, A-255B, A-256B & A-257B & A-257/2019  
Dated: 06.05.2019

प्रमुख अधिकारी  
कार्य सं. 5372  
दिनांक 27/5/2019  
स्थापना  
Establishment  
GA  
27-5-19

**Prog. No. A-255:** Workshop on "RTI Act.- Focused Analysis of the Law of Information & Challenge before PIO while Implementation the Act. & Landmark Decision of CIC & Prevention of Sexual Harassment of Women at Workplace" From 11<sup>th</sup> to 13<sup>th</sup> July 2019, at New Delhi.

**Prog. No. A-256:** Workshop on "Critical areas of Service Matters (Pay Fixation, Pension, Leave and LTC), MACP Scheme, Planning for Retirement & National Pension Systems (NPS)" from 18<sup>th</sup> to 20<sup>th</sup> July 2019, at New Delhi.

**Prog. No. A-255B:** One Week Workshop on "ADMINISTRATIVE & ESTABLISHMENT MATTERS" From 15<sup>th</sup> to 19<sup>th</sup> July 2019, at New Delhi.

**Prog. No. A-256B:** One Week Workshop on "FINANCIAL MANAGEMENT & ACCOUNTING" From 22<sup>nd</sup> to 26<sup>th</sup> July 2019, at Kolkata.

**Prog. No. A-257B:** Workshop On "Developing Leadership Skills for Effective Teamwork" From 1<sup>st</sup> to 3<sup>rd</sup> August 2019, at Visakhapatnam (A. P.).

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

Dear Sir/Madam,

Please find enclosed a copy of the Brochures A-255, A-256, A-255B, A-256B, A257B & A-257 Workshops on the topics noted above scheduled to be organized by SERT New Delhi.

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 indepth experience on the subject both as a Trainer and a career Bureaucrat. We also undertake studies on various subjects e.g. administrative, financial, disciplinary meters 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](http://www.sertdelhi.org)

Encl: The Programmes Brochures

कायलिय प्रमुख अभियंता, लोकनिर्माण विभाग  
ए-255-ए-257-सी/पी/10/11/2019/2815  
दिनांक 27/5/19  
Niraj Kumar  
(Neeraj Kumar)  
Dir. Director  
महात्वांक प्रशासनिक अधिकारी  
कार्यालय प्रमुख अभियंता  
लोकनिर्माण विभाग



**Prog. No. A-255: Workshop on "RTI Act.- Focused Analysis of the Law of Information & Challenge before PIO while Implementation the Act. and Landmark Decision of CIC & Prevention of Sexual Harassment of Women at Workplace" From 11<sup>th</sup> to 13<sup>th</sup> July 2019, at Hotel S. K. Crown Park, Narayana, New Delhi.**

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

#### **OBJECTIVES:**

To prepare CPIO/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 10<sup>th</sup> July 2019 (afternoon), and Check out 13<sup>th</sup> July 2019, Forenoon

**LAST DATE:-** Registration for programmes Residential accommodation is 4<sup>th</sup> July 2019 and for Non Residential 9<sup>th</sup> 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 Estt. 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

#### **BACKGROUND:-**

Almost all Central Govt. Deptt. Subordinate Offices and Autonomous Bodies have adopted these rules implementation of 7<sup>th</sup> 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 emolument, 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 7<sup>th</sup> 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 17<sup>th</sup> July 2019 (afternoon), and Check out 20<sup>th</sup> July 2019, Forenoon

**LAST DATE:-** Registration for programmes Residential accommodation is 11<sup>th</sup> July 2019 and for Non Residential 15<sup>th</sup> July 2019.



**Prog. No. A-255B: One Week Workshop on  
"Administrative & Establishment Matters"  
From 15<sup>th</sup> to 19<sup>th</sup> July 2019,  
at S. K. Crown Park, New Delhi.**

**Prog. No. A-256B: One Week Workshop on  
"Financial Management & Accounting"  
From 22<sup>nd</sup> to 26<sup>th</sup> July 2019,  
at Airport City Hotel, Kolkata**

### 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 14<sup>th</sup> July 2019 (afternoon), and Check out 19<sup>th</sup> July 2019, Forenoon

LAST DATE:- Registration for programmes Residential accommodation is 8<sup>th</sup> July 2019 and for Non Residential 11<sup>th</sup> 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 Estt. Charges.

Residential: Rs. 38000 + 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).

### 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 OUTLINE:-

#### BUDGETING & FINANCIAL MANAGEMENT

- Budgeting: Principles of Budgeting; Outcome Budget and Zero Based Budgeting & Preparation of Revised Estimates and Supplementary Demand for Grants
- GFR 2017 & Delegation of Financial Power Rules

#### ACCOUNTING FOR AUTONOMOUS BODIES

- General Principles and Conventions of Accounting; Accounting Standards
- Uniform Format of Accounts for Central Autonomous Bodies; Financial Statements for presentation of Annual Accounts ; Accounting Polices & Notes on Accounts
- Accounting for Sponsored Projects, Grants-in-aid, Earmarked Funds, Endowment Funds and Retirement Benefits; Accounting for Revenue and Capital Expenditure, Utilization Certificate for Grants-in-Aid

#### AUDITING & STATUTORY COMPLIANCES

- Auditing: Overview and Types of Audit; General principles and practices of auditing procedures; Dealing with CAG Audit, Statutory Audit and Internal Audit
- Statutory Compliances: relating to Income Tax, GST, Provident Fund / NPS, Foreign Contribution

#### GOODS & SERVICES TAX (GST)

- GST at a Glance, Object & Purpose, Overview of GST and Unique Features of GST along with the concepts Technology
- Registrations, Exemptions, Composition Scheme and Rates of Tax in GST
- Payment of Tax and Filing of Returns along with the concept of Reverse charge, Input Tax Credit and IT driven automotive reversals & A brief on IGST & Compensation to States Act. 2017

#### BYE LAWS, MEETINGS & REPORT WRITING

- Broad principles of framing Bye Laws
- Organizing Meetings, Preparation of Notice & Agenda Papers, Recording of Minutes and Action Taken Report
- Broad principles of writing reports ; Standards Reports for submission to the parent ministry; Drafting of Annual Report

COURSE DURATION:- The workshop will commence at 10:00AM on 22.07.2019 and will conclude at 2:00PM on 26.07.2019

RESIDENTIAL CANDIDATE:- Check in 21<sup>st</sup> July 2019 (afternoon), and Check out 26<sup>th</sup> July 2019, Forenoon

LAST DATE:- Registration for programmes Residential accommodation is 15<sup>th</sup> July 2019 and for Non Residential 18<sup>th</sup> July 2019.

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



**Prog. No. A-257B: Workshop On "Developing Leadership Skills for Effective Teamwork"**  
From 1<sup>st</sup> to 3<sup>rd</sup> 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 staff. 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 31<sup>st</sup> July 2019 (afternoon), and Check out 3<sup>rd</sup> August 2019, Forenoon

**LAST DATE:-** Registration for programmes Residential accommodation is 26<sup>th</sup> July 2019 and for Non Residential 29<sup>th</sup> 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 Estt. 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-257: Workshop on "Public Procurement, E-Procurement, Government e-Market Place (GeM 3.0) & Inventory Management"**  
From 8<sup>th</sup> to 10<sup>th</sup> August 2019,  
at Hotel "S. K. Crown Park, Narayana, New Delhi.

**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.
- General Financial Rules and Government of India Procedures of Procurement of Goods.
- Bidding Procedure, Preparation of Technical Specifications, Standard Bidding Documents, Qualifying criteria.
- Bid Evaluation criteria and Quantity Distribution criteria, Award of contract
- GFR and Gol Guidelines for Procurement of Consulting services
- Eol and model RFP template, Selection method, Evaluation and Negotiation, CVC Guidelines on tendering, Procurement.
- E-Procurement, Guidelines, Difference between Manual Procurement, E-Publishing and 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, 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 DGS&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 7<sup>th</sup> Aug. 2019 (afternoon), and Check out 10<sup>th</sup> August 2019, Forenoon

**LAST DATE:-** Registration for programmes Residential accommodation is 1<sup>st</sup> August 2019 and for Non Residential 6<sup>th</sup> August 2019.