



दिल्ली सरकार
कार्यालय प्रमुख अभियंता, लोनिवि,
12वां तल, बहु-मंजिला भवन, इंदिराप्रस्थ संपदा, नई दिल्ली: 110002
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संख्या:10(1)/प्रमुख अभि./निदेशक/लोनिवि/2018/7003(H) दिनांक 16.11.2018

सेवा में

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

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

विषय: Work Shop on Leadership, Team Behaviour and Stress
Management from 28th to 30th Nov. 2018.
2- RTI, ACT and Sexual Harassment of Women at Work place Act
from 13th to 15th Dec. 2018

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 30-11-2018 तक भिजवाए ।

संलग्न: उपरोक्तानुसार ।


(सुमापनी)

सहायक प्रशासनिक अधिकारी

✓ प्रतिलिपि: लोनिवि वेबसाइट ।



integrated training & policy research

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Ph. : 011-25700234, Fax : 011-25705288, Mob.: 09871910333

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

आवृत्ति सं. 13383

दिनांक 12/11/18

Ref. : ITPR/172/173

Dated : 18/10/2018

प्रमुख अधिकारी / 6A
(सचिव एवं सहा.)
(सहायक सचिव)
(सहायक सचिव)
(सहायक सचिव)
(सहायक सचिव)

Sub: Workshop on

1. "Leadership, Team Behaviour and Stress Management."
From 28th to 30th No. 2018
2. "RTI Act and Sexual Harassment of Women at Workplace Act".
From 13th to 15th Dec. 2018

Sir/Madam,

We are enclosing few copies of Brochure on the above Training Programme to be organized by us at Delhi. Ours is an organization with specialization 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 necessary guidance and on-the-job training to their colleagues/staff working under them in furtherance of the training objectives.

Keeping the above in view, we invite your kind attention to the said training programme, as given in enclosed Brochure (Scroll down) and request you in availing the opportunity to get your management functionaries trained by our reputed specialists to enable render 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 & zonal offices for participation in the said training programme.

We also undertake exclusive in-house training programme on various topics/subjects, as per the needs of your Organisation. For the purpose, we have the requisite expertise. Enclosed is a list of organization where in-house training have been successfully conducted by us. You are welcome to call us on the numbers, as mentioned for any query/assistance in the matter.

Yours Truly

(A. Vijay Kumar)
Coordinator
9868174685

14/11

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 ofUGC).
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 Micobacterial 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.
49. 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. SVNIT- Surat.
55. MGIRI (Min. of MSME)- Wardha
56. BBMB- Chandigarh on "Reservation in Services".
57. BBMB- Chandigarh on "Essential Labour Law for Line Managers"
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. AYJNIIH- (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 Pratishtan (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 Panchayati 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.
116. IGTR-Ahmedabad
117. C-DOT (MoCIT)

Going on - ATVP (Min of Defence)

Proposal Under Consideration : MRPL-Mengalore, Indian Institute of Maize Research - Ludhiana, IGNTU - Amarkantak, NIFFT - Ranchi, Tea Board - Darjeeling, Coir Board - Kerala

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 reservation 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 "RTI Act and Sexual Harassment of Women at Workplace Act".
From 13th to 15th Dec. 2018**

Programme Coverage:

1. Background, Genesis & Salient features of RTI Act.
2. Important Definitions, Responsibility of Public Authority
3. Duties of PIO and procedure for furnishing of information
4. Transparency Officer and RTI Cells.
5. Records management for Effective Implementation of RTI Act.
6. Information exempted under the RTI Act
7. Severability clause and third party information
8. Appellate Authorities, Procedure of 1st Appeal & Tips to dispose them off.
9. 2nd level Appeals and Role & Functions of CIC& SIC
10. Offences & Penalties and Action in good faith
11. Miscellaneous provisions and Reports
12. Quiz, Exercises & Important case law.
13. Sexual Harassment of women at Workplace (Prevention, Prohibitions & Redressal of Grievances) Act, 2013

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

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.

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-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 V (Rajendra Place) New Delhi.

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

Each Nomination should contain Following Points :

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

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-07AAAT15556M129

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.

Selected Institutions/Depts. Evincing in our Training Programme:

*AIIMS (Bhubneshwar & Jodhpur)*Airport Authority of India *All India Int. of Ayurveda, *All India Institute of Speech & Hearing-Mysore, *AAKANSHA, *Aeronautical Quality Assurance *ARIES-Nainital, *Assam University, *APEDA, *ABVIIT-Gwalior, *Agharkar Research Institute-Pune *Assam Gas Based Power Plant *All India Radio & Doordarshan, *A&N Administration, *A.P. Road Devt. Corporation, *Building Materials & Technology Promotion Council, *AMD-Hyderabad, *Bureau of Investigation (Punjab Police) *Bhabha Atomic Research Centre-Mumbai, *BMB-Chandigarh *Bridge & Roof Co. (I) Ltd., *Biecco Lawrie Ltd. *Bharat Wagon Engg. Co. Ltd., *Brahmaputra Cracker & Polymer Ltd., *Bharat Electronics Ltd., *BIBCOL-Bulandshahr, *BCC-LDhanbad, *Brahmputra Board, *Birsra Agricultural University, *Bank Note Press-Dewas, *BCI-Prasar Bhatti, *Bridge & Roof Co. (I) Ltd., *Bank of Baroda-(Gujarat, Delhi, Barilly, Kanpur, Bharatpur), *Board of Practical Training (ER), *CSK Himachal Pradesh Krishi Viswavidyalaya, *CAPART, *CBSE, *Chennai Petroleum Corporation Ltd., *C-Dot, *Central Cottage Industries Corporation of (I) Ltd., *CEERI-Pilani, *CEPTAM (DRDO), *Central Forensic Science Laboratory, *Centre for Cultural Resources & Training, *Central Drugs Laboratory, *Coal India Ltd. *CGHS-(Bangalore, Patna) *Central University (Karnataka, Gujarat, H.P., Tripura,

Bihar, Kerala, Manipur, Orissa, Punjab), *CPDOTI-Bangalore, *Central Ground Water Board, *CATS, *Central Council for Research in Homoeopathy, *Central Institute of Psychiatry, *CIPET (HQs) - Lucknow, Assam), *Central Institute of Indian Languages, Psychiatry, *CIPET-(Hqs, Lucknow, Assam), *Central Institute of Indian Languages, *C.P.R.I. Bangalore, *Central Wool Development Board *Central Agricultural University- Imphal, *CPWD, *CDAC, *Central Institute of Road Leather Exports *Chief Construction Engineer (R&D) North, *Children's Film Society India, *COAE-Bangalore *COA-(Chennai, Kanpur, Ahmadnagar, Bangalore, Hyderabad), *DDA *Directorate of Qualit Assurance (Naval), *DGQA, New Delhi, *Directorate of Maize Research, *Directorate of Film Festival, *Defence Research Committee, *DMD Establishment *Delhi Urban Arts Commission, *Delhi Pollution Control Committee, *Dr. B. Baroo Cancer Institute, *Delhi Public Library, *Delhi Transco Ltd., *Directorate of Transformer & Generator-Kolima *Directorate General of Health Services, *Directorate of Forensic Science (Min. of Home Affairs), *Directorate of Border Roads *Directorate General of Hydrocarbons, *Delhi State Cancer Institute, *Delhi Institute of Tool Engineering, *Electronics Test & Development Centre, *Electronics & Computer Software Export Promotion Council, *ECIL *ECGC- Mumbai, *ERNET India Ltd, *Ed. CIL, *Electronics Regional Test Laboratory, *EIC-Delhi *Export Inspection Agency - Chennai *Fluid Control Research Institute, *Forest Research Institute, *Guru Govind Singh Indraprastha University, *GIC(I) Ltd., *Goa Shipyard Ltd., *Govt. Examiner of Questioned Documents, *Hospitals- (AIIMS, Sardarjung, lady Harding, Aruna Asaf Ali, Bhagwan Mahavir, Guru Teg Bahadur, Hindu Rao, Rao Tula Ram, Lal Bahadur Shastri, Kasturba, Deen Dayal Upadhyay, N.C. Joshi Memorial, Lok Nayak)* H.P. Electricity Regulatory Commission, *HUDDCO, *Hqs. Chief Engineer, *HQ Base Workshop Group EME (HQ, ATVP), *I.B.P. Co. Ltd., *Inland Waterways Authority of India, * India Press-Naski *Institute of Life Sciences, *Institute of Liver & Biliary Sciences, *Inter-University Accelerator Centre (a center of UGC), *Indo Danish Tool Room, *Indo German Tool Room, *ITBP, Information & Library Network Centre-Ahmedabad, *International Institute of Population Sciences, *Indian Overseas Bank (Chennai, Delhi), *Indian Institute of Packaging, *ICMR-HQ, *Indian Plywood Industries Research & Trg. Intt, *Institute of Hotel Management Catering & Nutrition (Mumbai, Bangalore, Punjab), *Indian Statistical Institute, *IISER (Bhopal, Pune, TVM), *IMPC-Almora, *Indian Institute of Ports Management, *Indian Institute of Public Administration, *IIM-(Lucknow, Trichy, Raipur, Indore, Kolkata, Rohtak, Ahmedabad, Kozhikode, Kashipur, Bangalore), *Indian School of Mines, *ICPR, *Indian Institute of Astrophysics-Bangalore, *Institute of Pesticide Formulation Technology, *Indian Institute of Space Science & Technology- Trivendrum, *Indian Institute of Tropical Meteorology, *Indian Nursing Council ICFRE-Dehradun, *Indira Gandhi Krishi Viswavidyalaya, *Indira Gandhi National Forest Academy, *IUCCA-Pune, *IRM/RA-Thane, *Institute of Chemical Technology, *Institute of Animal Health & Veterinary Biologicals, *Indian Institute of Interogative Medicine, *Institute of Health Management, *Industrial Training Institute-Delhi, *INS Hansa, *India Security Press-Naski, *International Centre for Automotive Technology *Oil India Ltd., *ITT (Bombay, Delhi, Rudkee, Kharagpur, Madras, Kanpur, Patna), *Jamia Millia Islamia, *Joint Plant Committee, *Jawaharlal Nehru University, *Jawaharlal Nehru Port Trust, *Joint Cipher Bureau, *Indian Association for the Cultivation of Sciences, *Kalakeshera Foundation, *Kendrya Vidyalaya Sangathan, *Kasturba Hospital, *KRIBHCO, *Khadi & Village Industries Commission, *Khuda Baksh Oriental Public Library, *Labour Bureau-Chandigarh *LBS Natural Academy of Administrative-Mussoorie *Meghalaya Rural



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Workshop on "Leadership, Team Behaviour and Stress Management" from 28th to 30th Nov. 2018.

Objectives:- At the end of the workshop the participants will be able to-

- 1) Identify different aspects of human behavior at work place
- 2) Identify the roles of attitude, values and work ethics, in achieving performance at workplace
- 3) Describe process of communication in Organisation and role interpersonal effectiveness in achieving productive performance
- 4) Describe leadership styles, team & task behavior and motivation at workplace, &
- 5) Describe types of stress they face at workplace and the ways to overcome them,

Programme Coverage:

1. Aspects of Human Behaviour in Organisation
2. Attitude, Values & Ethics at Workplace
3. Communication and interpersonal relationship in Organisation
4. Leadership, Team & Task Behaviour and Motivation for Performance
5. Stress and Stress Management
 - identifying causes of stress
 - role of time management in stress
6. Stress and Stress Management
 - Role of communication & Conflict towards stress
 - Personal and workplace stress
 - Ways of overcoming stress

Activity: Presentation, discussion, Game & Exercises
Workshop Facilitators: Eminent faculty, Master Trainers and Organisation Behaviour specialists from national institutes.

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 Siddharthi, 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 *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, Tirupur, Gorakhpur, Silong, Ajmer, Kolkata), *National Brain Research Centre Gorakhpur, Siang, Aijmer, Kolkata), *National Brain Research Centre *National Capital Region Planning Board, *National Institute of Urban Affairs, *National Int'l. of Biologicals *NTPC-Tanda *NIPER-Chandigarh, *National Centre for Sustainable Management-Chennai, *National Human Rights Commission *National Exchange of India, *NITTTR- (Bhopal, Chandigarh) *NDMC *NEPA Ltd., *NIEPA, NIFT, *National Water Development Agency, NEERI, *NIMHNS-Bangalore, *NHAI *Naval Dockyard, *North Eastern Police Academy, *Note Mudran (P) Ltd., *NEPCO Ltd., *NBCC, NIFT-Ranchi *National Institute of Administrative Research, *National School of Drama, *National Institute of Homoeopathy - Kolkata, *National Accreditation Board for Testing and Calibration Lab., *NAAC, NIT-Hyderabad, *National Film Department Corporation Ltd. *National Institute of Mentally Handicapped, *National Power Training Institute, *NALCO-Orissa, *National Institute of Sicha, *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'l. of Bank Management - Pune, *Neeru 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., *Rastriya Mahila Kosh, *Rampur Raza 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.F., J & K, A.P., Delhi, Chandigarh, Manipur, Nagaland, Orissa), *STPI (Shubraeswar, 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 Sigranti Colliers Co. Ltd. *Tehri Hydro Devt. Corporation Ltd. *The Institute of Company Secretary of India, *Tropical Forest Research Institute, *The Asiatic Society, *Tool Room & Training Centre, *The New India Assurance Co. Ltd., *University of Horticulture Sciences, *UGC *UJDAI-Hyderabad, *UNDP, *University of Agricultural Sciences, *University College of Medical Sciences, *Veterinary, Animal Fisheries University, *V.V. Giri National Labour Int'l.-Noida, *Vijaya Bank-Chandigarh, *Vigyan Prasang-Noida, *VAPCOS Ltd., *Wild Life Institute of India, *Wipro, *World Space Centre, *Various Organisations of *ICMR, *CSIR, *ICAR, *INRI (Ministry of HRD), *COA & *EPDOs (Ministry of Defence).