



integrated training & policy research

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ID-21
To,
The Director (Pers)
Public Works Department
Govt. of NCT of Delhi
12th Floor, West Building, I.P. Estate,
New Delhi-110 002

प्रमुख अभियंता

आवृत्ति सं. 15110

दिनांक 29/12/2018

Ref. : ITPR/174/175

Dated : 03/12/2018

का. (आ.) ले A

Sub: Workshop on

1. "Public Procurement, E-Procurement, Govt. e-Marketplace (Gem) & PFMS" From 17th to 19th Jan 2019
2. "Accounts & Administration" from 7th to 9th Feb. 2019.

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

(A. Vijay Kumar)
Coordinator
9868174685

कार्यालय प्रमुख अभियंता, लो० नि० वि०,
सं० इंजिन सी० पी० 1007/2018/7864 दि० 28/12/18
अतिरिक्त सहायक एवं आसपास कापियाही हेतु प्रेषित
१ लो० नि० वि० की वेब-साइट
अनुसंधान हो कि वह जो भी नये पात्रों का आप एन्ड के अनुसार
अनुसंधान अधिकारी आपका विकल्प शीघ्र मिलवाए।

Joshi
सहायक प्रशासनिक अधिकारी
कार्यालय प्रमुख अभियंता
लो० नि० वि०, दिल्ली सरकार

In-House Training Programme Successfully Completed for the following Organizations

Development Society, *MANAGE, *Manganese C
Naval Store Depot, *Military Engineering Services,
Ltd., *Ministry of New & Renewable Energy, *Mini
(RO), *MECON. Ltd., *Ministry of Tourism, *Mi
Enterprises, *Ministry of Rural Development,
*Ministry of Petroleum & Natural Gas, *Mine
*M.S.R.V.P.-Ujjain, *Medical Council of India, *Natio
Delhi, Chandigarh, Tripura, Gorakhpur, Silong,
Research Centre Gorakhpur, Silong, Ajmer, Kolkata
*National Capital Region Planning Board, *Nationa
Int. of Biologicals *NTPC-Tanda *NIPER-Chandiga
Management- Chennai, *National Human Rights (C
India, *NITTR- (Bhopal, Chandigarh) *NDMC *N
Water Development Agency, NEERI, *NIMHNS-B
*North Eastern Police Academy, *Note Mudran (P) I
Ranchi *National Institute of Administrative Rese
*National Institute of Homoeopathy - Kolkata, *Nati
and Calibration lab., *NAAC *NITH-Hyderabad, *Na
Ltd., *National Institute of Mentally Handicapped,
*NALCO-Orissa, *National Institute of Sidha, *Natio
for Cell Sciences, *NCDC, *NRDC, *NVKS, *Natio
*NIC, *NATRSP, *NERIST-Arunachal Pradesh, *N
*National Institute of Health & Family Welfare, *N
Centre, *National Skill Devt. Corporation, *National I
*National Health Mission-(Sikkim, J&K, Chhattisgar
*NCAEPR-Pusa, *Naval Materials Research Labor
Health, *North Eastern Space Applications Centre
Research Association, *National Institute of Open S
of Bank Management - Pune, *Nehru Memorial Mus
Institute of Physical Education-Gwalior, *O/o the Jut
Board-Kolkata, *ONGC-Dehradun, *O/o the
(Tihar/Central Jail), *Power HR-Fourm, *Power Fin
Bank, *Pt. D.U. Institute For the Physically Hand
Research Association, *Paradip Port Trust, *PEC L
Cell, *Protection of Plant Varieties & Farmers Right A
- University of Technology-Chandigarh, *Rashtriya C
Mahila Kosh, *Rampur Rara Library, *RBI (Char
Guwahati, Mumbai, Patna), *Rubber Board, *R
Chennai, *SSB, *Rampur Raza Library, *Regiona
Studies, *Regional Centre for Military Air Worthiness
(Bhopal, New Delhi), *S.V.P. National Policy Acad
(Orissa, W.B. & New Delhi) *S.V.P. Institute of Textile
Minting Corporation Ltd., *SDS Tuberculosis Researc
Chest Diseases, *SJUN Ltd, *SQAE(I), New Delhi
AIDS Control society- (U.P., J & K, A.P., Delhi,
Orissa), *STPI (Bhubaneswar, Bangalore, Guwa
University, *S.N. Bose National Centre for Basic Sc
(ISRO), *STC, *Spices Board, *Sports Authority of
India, *South Eastern Coalfields Ltd., *SAIL (CE
Ornithology & Natural History, *Telecom Regul
University, *Tamil Nadu Agricultural University, *The
Corporation, *TCL, *TIFEC, *Tax Board-Kolkata *Tobi
Co. Ltd., *Tehri Hydro Devt. Corporation Ltd. *The
India, *Tropical Forest Research Institute, *The Asia
Centre, *The New India Assurance Co. Ltd. *Univer
*UIDAI-Hyderabad, UNDP, *University of Agriculture
Medical Sciences, *Veterinary, Animal Fisheries Ur
Int. - Noida, *Vijaya Bank-Chandigarh, *Vigyan Prasa
Institute of India, *Vikram Sarabhai Space Centre, *
**CSIR, **ICAR, **NITs (Ministry of HRD), **CQA &

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, Iudhiana.
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 Laprosy & Other Microbacterial Diseases (ICMR).
19. HQs. Goa Naval Area.
20. Central Pollution Control Board.
21. NIT- Kamataka.
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 &
57. BBMB- Chandigarh on "Essential Labour Law for Line Manages"
58. IIM- Kozhikode
59. UDAI- Bangalore (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

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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Mob. : 09868174685, 09871910333

Workshop on "Public Procurement, E-Procurement, Govt. e-Marketplace (GeM) & PFMS" From 17th to 19th Jan. 2019.

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 Gol Guidelines for Procurement of Consulting services, Eol 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 e-procurement
- ❖ Overview of Public Financial Management System (PFMS)

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 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.

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.

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7. It should bear the signature of the Nominating authority or authorized officer.

Selected Institutions/Depts. Evincd in our Training Programme:

*AIIMS (Bhubneshwar & Jodhpur)*Airport Authority of India *All India Intt. of Ayurveda, *All India Institute of Speech & Hearing-Mysore, *AAKANSHA, *Aeronautical Quality Assurance *ARIES-Nainital, *Assam University, *APEDA, *ABV IIT- 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, *BBMB-Chandigarh *Bridge & Roof Co. (I) Ltd., *Biecco Lawrie Ltd. *Bharat Wagon Engg. Co. Ltd., *Brahmaputra Cracker & Polymer Ltd., *Bharat Electronics Ltd., *BIBCOL-Bulandshahr, *BCCL-Dhanbad, *Brahmaputra Board, *Birsra Agricultural University, *Bank Note Press-Dewas, *BCI-Prasar Bharti, *Bridge & Roof Co. (I) Ltd., *Bank of Baroda-(Gujarat, Delhi, Barailly, 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-Bengalore, *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, *CQAE-Bangalore *CQA-(Chennai, Kanpur, Ahmadnagar, Bangalore, Hyderabad), *DDA *Directorate of Qualit Assurance (Naval), *DGQA, New Delhi, *Directorate of Maize Research, *Directorate of Film Festival, *Defence Research Laboratory *DMD Establishment *Delhi Urban Arts Commission, *Delhi Pollution Control Committee, *Dr. B. Barooh 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. ClI, *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., Goa, *Govt. Examiner of Questioned Documents, Hospitals- (AIIMS, Safdarjung, 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, *HUDCO, *Hqs. Chief Engineer, *HQ Base Workshop Group EME (HQ. ATVP), *I.B.P. Co. Ltd., *Inland Waterways Authority of India, * India Press-Nasik *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 Reserach & Trg. Intt., *Institute of Hotel Management Catering & Nutrition (Mumbai, Bangalore, Punjab), *Indian Statistical Institute, *ISER (Bhopal, Pune, TVM), IMPCI-Aimora, *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-Bengalore, *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 Vishwavidyalaya, *Indira Gandhi National Forest Academy, *IUCCA-Pune, *IRMRA-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-Nasik, *International Centre for Automotive Technology *Oil India Ltd., *IIT- (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, *Kalakeshetra Foundation, *Kendriya Vidyalaya Sangathan, *Kasturba Hospital, *KRIBHCO, *Khadi & Village Industries Commission, *Khuda Bakhsh Oriental Public Library, *Labour Bureau-Chandigarh *LBS Natural Academy of Administration-Mussoorie *Meghalaya Rural

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 *NTPC-Tanda *NIPER-Chandigarh, *National Centre for Sustainable Management- Chennai, *National Human Rights Commission *National Exchange of India, *NITTR- (Bhopal, Chandigarh), *NDMC, *NEPA Ltd., *NIEPA, NIET, *National Water Development Agency, *NEERI, *NIMHNS-Bangalore, *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, and Calibration lab., *NAAC, *NITH-Hyderabad *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., *Rastriya 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, *TCL, *TIFEC, *Tax Board-Kolkata *Tobacco Board, *The Sigrani Collieries 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 *JIDAI-Hyderabad, *UNDP *University of Agricultural Sciences, *University College of Medical Sciences, *Veterinary, Animal Fisheries University, *WAPCOS Ltd., *Wild Life Intt.- Noida, *Vijaya Bank-Chandigarh, *Vigyan Prasari-Noida, *WAPCOS Ltd., *Wild Life Institute of India, *Vikram Sarabhai Space Centre, *Various Organisations of *ICMR, *CSIR, *ICAR, *NITs (Ministry of HRD), *CGA & *DRDOs (Ministry of Defence).



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Workshop on "Accounts & Administration" from 7th to 9th Feb., 2019

Programme Coverage:

1. Financial Administration : An Overview
2. Role & Functions of DDO/HOO
3. Regulation of Pay & Increments under 7th CPC
4. Modified Assured Career Progression Scheme (MACPS)
5. Leave Rules & Encashment of Leave
6. Annual Performance Appraisal Report (APAR)
7. Contractual Employees Management
8. Conduct & Discipline Rules
9. Pension, Gratuity & other Retirement Benefits under 7th CPC.

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)