



राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद - 500 030, भारत
NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT
Rajendranagar, Hyderabad-500 030, INDIA



Phones : (040) 2458 1322; Fax : (040) 2401 5912; http://www.naarm.ernet.in

Dr D. Rama Rao
Director

F.N.comptroller/naarm/2015
3rd July, 2015

**Sub: Training Programme on Administration and Finance Management for Senior Level
Administrative & Finance Officers from August 11-14, 2015**

Dear Sir / Madam,

A 4-days "Training Programme on Administration and Finance Management" is being conducted at ICAR-NAARM, Hyderabad from 11-14th August, 2015 for senior level Administrative and Finance Officers of ICAR Institutes. The objective is to provide an opportunity for Senior Level Administrative and Finance Officers of ICAR institutes for mutual interaction and knowledge sharing among them and to sharpen their administrative and financial skills to discharge their day to day responsibilities more effectively and efficiently.

The programme flyer with all details is attached. We request you to nominate and sponsor the Chief Admn. Officer /Sr.Admn. Officer/Chief F&AO/Sr.F&AO of your institute for this training programme. The **last date** for receiving the nomination by post or online is **22nd July, 2015**. A copy of the flyer has also been sent by email to you.

With best regards,

Yours faithfully,


[D. Rama Rao]

Encl: as above

41. **The Director**
ICAR - Indian Institute of Spices
Research, Marikunnu P.O.,
Calicut-673012, Kerala

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in HRD page
2-7-15
10/6/15



ICAR - National Academy of Agricultural Research Management
Rajendranagar, Hyderabad , Telangana 500 030



Nomination Form

1. Name of the Programme and Date: **Training Programme on Administration and Finance Management [August 11-14, 2015]**

2. Full Name (in block letters):

First name

Middle name

Last name

3. Date of birth and age:

4. Sex:

5. Nationality:

6. Designation:

7. Present employer and address :

8. Address for communication (in block letters):

Landline :

Cell :

E-Mail:

Fax:

9. Professional experience (attach additional sheets if required)

10. Academic record (start from Bachelor's Degree)

Exam	University / Institution	Year	Subjects	Division/ Rank	Other Information, if any
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(Signature of the applicant)

Date:

Place:

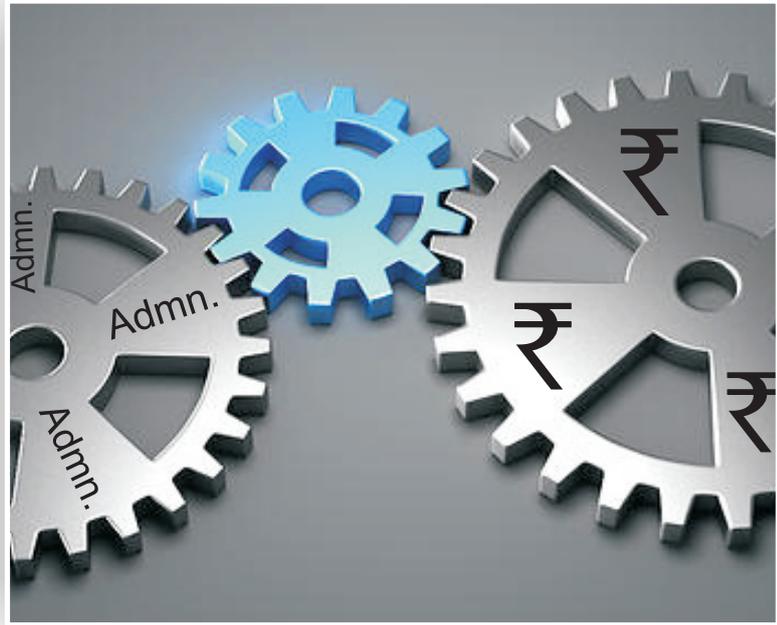
Recommendation of the Sponsoring authority

(Signature and Designation of the Nominating Authority)

naarm

Training Programme on Administration and Finance Management

August 11-14, 2015



Programme Directors

D D Verma

B D Phansal



भाकृअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-500030, तेलंगाण, भारत
ICAR-National Academy of Agricultural Research Management
Rajendranagar, Hyderabad-500030, Telangana, India
<http://www.naarm.ernet.in>



Background

The senior officers of combined cadre of ICAR Administration & Finance play a very important role in the overall management of institutes in different corners of the country. The senior officers in administration & finance therefore need to be groomed to take up the new challenges and assignments. In the recent past there have been certain changes & amendments in the Government policies, Establishment rules and General Financial rules etc. The programme would therefore provide an opportunity for the senior officers of combined cadre to interact with each other and will have knowledge sharing and exposure to the latest rules position / ICAR guidelines from senior Guest faculty.

Objectives

- To provide an opportunity for senior officers of combined cadre of ICAR for mutual interaction and knowledge sharing among them.
- To sharpen the administrative and financial skills to discharge their day to day responsibilities more effectively and efficiently.

Programme Contents

Pay fixation, Pension rules including new pension scheme, Finance structure & budgeting management, General Financial rules, Purchase procedures, communication skills, TA/LTC rules, Stress Management, Administrative vigilance, Right to Information Act, 2005, Conduct Rules 1964, Leave rules, Disciplinary matters, CCS (CCA) Rules 1965, Contract labour (Regulations and Abolition) Act & industrial disputes Act, FMS/MIS in ICAR, ICAR rules and guidelines for professional services functions (training, consultancy, contract research & contract service), Interpersonal Relationship & Team building and Time management. Issues Related to Asset register, outstanding advances, Audit paras & Bank reconciliation.

Programme Methodology

The programme will consist of a blend of lectures, mutual interaction, knowledge & experiences sharing, case studies and group discussion etc. The programme will provide excellent opportunity to discuss day to day working problem.

Eligibility

CAO/CFAD/SAO/SFAO of ICAR.

Duration

August 11-14, 2015 (both the days inclusive)

Participants are expected to arrive latest by the evening of August 10, 2015 and can leave after 1700 hrs. on August 14, 2015.

Venue

The programme will be conducted at the National Academy of Agricultural Research Management, Rajendranagar, Hyderabad – 500 030

Programme Fee: NIL

Boarding and Lodging

All participants are expected to stay in the well-furnished Halls of Residence or Scientists' Home on twin-sharing basis. Participants are requested not to bring any Family members with them

Travel

ICAR-NAARM is located in Rajendranagar (17 18'49"N latitude and 78 24'42" East longitude) in Hyderabad about 20 km from the Hyderabad Rajiv Gandhi International Airport, Shamshabad; 25 km from the Secunderabad Railway Station; 16 km from the Hyderabad Railway Station; 16 km from the Kacheguda Railway Station and 12 km from the Imlibun/Mahatma Gandhi Bus Station (MGBS). From any of these alighting points, participants can take an autorickshaw/taxi/car. Hyderabad has a salubrious climate.

Travel TA and DA has to be met by the sponsoring organizations.

How to Apply

Applicants are advised to fill nomination form online after registration on Training Management Information System (<http://www.naarm.org.in/training>). Upload filled, signed and scanned nomination form onto Training Management Information System or mail it to Academic Cell, NAARM (academiccell@naarm.ernet.in).

For further information please contact:

OIC, Academic Cell,

ICAR-National Academy of Agricultural Research Management,
Rajendranagar, Hyderabad -500 030 Telangana State, India.

Email: academiccell@naarm.ernet.in; training.naarm@icar.gov.in

Telephone: +91-40-24581319/310/327

Fax: +91-40-24581484/24015912

Programme Director(s)

Sh. D. D. Verma

Comptroller

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Sh. B.D. Phansal

Chief Administrative Officer

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