

National Council for Training & Social Research

(Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi)

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Ref. No. : 669/LET/2015

New Delhi, Date 19th December, 2015

By Registered Speed Post/AD

To,

The Director

Indian Institute of Spices Research

Marikunnu P.O., Kozhikode (Calicut),

Kerala, India - 673012

Subject:- Technical Workshop Call For Nominations

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR), Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi, serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

S No.	Topic	Date & Venue	Course Fee (Per Participant) Rs. (INR)		
			Non Residential	Residential Twine Sharing	Residential Single Sharing
1.	- "Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIth Pay Commission Report & Grant of Financial Up gradation Under MACP"	Date 26 th To 28 th February, 2016 Venue:- Kashmir International Club Conference (SKICC) Srinagar (J&K)	16,600/-	33,600/-	43,600/-
2.	" Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"	Date 17 th To 19 th March, 2016, Venue:- V I C E R O Y Hotel Gandhi Road Darjeeling, West Bengal, India	16,600/-	33,600/-	43,600/-
3.	"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills"	Date 21 st To 23 rd April, 2016 Venue:- Hotel Silver Rock, Library, Main Mall Road, Near Ghandhi Chowk, Mussoorie, Distt.- Dehra Dun, Uttarakhand	16,600/-	33,600/-	43,600/-
4.	Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System	Date 21 st To 23 rd May, 2016 Venue:- Hotel Annapurna, Kathmandu (Nepal)	16,600/-	33,600/-	43,600/-

We invite your kind attention to the coverage of the program. We assure you that the program will be very useful for officers and staff in the Headquarter Office, Regional Offices and other subordinate offices of State & Central Government, State & Central Autonomous Bodies and PSU's which follow the State & Central Government rules and help promote up gradation of technical standards in the context of human resource development.

We crave indulgence on your valuable time by requesting you kindly to peruse the below details relating to the workshop cited as subject. We would also welcome invitation from your side for In- House Training programme at your premises.

Note:- You requested to send all Communication letters/Payments Demand Draft/Cheque through by Registered Post/Speed Post/E Mail/Fax only.

Thank you and assuring you of our best service as per our tradition.

With best Regards.

Yours faithfully,
For National Council For Training & Social Research



Deepak Gupta, (Addl. Director)

"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIth Pay Commission Report & Grant of Financial Up gradation Under MACP"

Date:- 26th February, 2016 To 28th February, 2016, Venue:- Kashmir International Club Conference (SKICC) Srinagar (J&K)

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Kashmir International Club Conference (SKICC) Srinagar (J&K) Check In :- 25th February, 2016 (Afternoon) & Check Out :- 28th February, 2016 (Forenoon)

THE NEED

The employees governed under the old pension scheme are often heard complaining that they are not made conversant with their entitlements under the scheme and their obligations under the rules & regulation to avoid delay in receipts of Pensionary benefits. Even on receipt of Pensionary benefits, they are unsure & unaware how & where to invest the money so that they may have a regular return & lead a peaceful & comfortable life.

The employees governed by the new pension scheme are too unsure how the scheme will be operationalized and what advantages will accrue what they quit/ retire from service.

In order to help the employees a training programme, has been designed so as to equip them with the knowledge so that they can on their own ascertain the correctness of dues paid to them. This training programme is also useful from the stand point of Administrative authorities who can send the dealing executives to acquire the knowledge of expeditious processing/ settlement of pension cases.

The faculty engaged for this training programme, is experienced and carries a high reputation of delivering lecturer in govt. offices & offices of govt. instrumentalities.

The training is intensive, and practical oriented. The participants are encouraged to bring their problem & difficulties faced in day to day work so that solutions can be found out within ambit of rules & orders on the subject.

PROGRAMME COVERAGE

CCS (Pension) Rules, Processing of Pension Cases, Exercises on Pension & Gratuity, CCS (Extraordinary Pension) Rules , Liberalized Pensionary Awards , Other Retirement Benefits: Gratuity, Leave Encashment, Deposit Linked Insurance Scheme, CGEGIS, TA on Retirement , MACPS, New Pension Schemes, Defined Contributions

Operation Of Schemes, Contribution During Leave, Ex-ordinary Leave, Suspension, Dies-non Duration Of Schemes, Exit Of Schemes , Benefits under pension scheme incase of death/ disablement of persons governed by PS., Retirement Planning., Calculation Of Leave Salary & Pension Contribution , Entitlement on Permanent Transfers to Commutation of Pension under the old table and new table

"Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"

Date:- 17th March To, 19th March, 2016 Opting for residential accommodation are requested to go directly and stay in A/C rooms at V I C E R O Y Hotel Gandhi Road Darjeeling, West Bengal, India Check In :- 17th March, 2016 & Check Out:- 19th March, 2016.

THE NEED

Scandals in Govt purchases are highlighted in the headlines of newspapers more often than one would expect. Scandals are mainly because of circumvention of the rules and regulations laid down for purchase. Avarice and caprice come into play when unscrupulous suppliers are able to hoodwink Purchase Officers especially those who are bereft of in depth knowledge of the rules and regulations on the subject. Therefore, the need is to impart proper training to Purchase Officers and their superiors in each and every organization. OUR FACULTY We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich purchase experience since they are mostly retired Joint Secretaries of the Govt of India.

OUR REGULAR FACULTY Shri M.C.Panda : Addl. Dir. Gen. D.G.S&D, Shri Ravi Gupta: Addl. Dir. Gen. D.G.S&D, Shri K.K. Ghosh: Jt. Secretary, Min of Home Affairs, Shri Mk.K. Bhatnagar: Dy. Dir. Gen.D.G.S&D, Shri A.K. Srivastav : Dy. Dir.Gen.D.G.S&D[Retd.] , Shri Surjit Lal: Dy. Dir.Gen.D.G.S&D[Retd.], Shri Harbans Lal: Dy. Dir.Gen.D.G.S&D[Retd.], Shri A.N. Kapur :Director [Trg.].

Guest Faculty is invited from premier Purchase Departments of the Govt of India.

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

COVERAGE

- & Scope of Contract Management, Execution and Monitoring of the Contract., CVC Guidelines, Public Procurement in India – An Overview, Historical background., Fundamental Principles of Public Buying., Transparency, Fairness., Efficiency, Economy and Accountability. General Financial Rules, Objectives., Modification of the rules – Procedure. Financial Propriety, Modes of Procurement, Local Purchase, Bid system. Procurement Planning, Items to be procured, Quantity to be procured, Broad Specifications, Mode of Procurement. Eligibility criteria for goods, Eligibility and qualification of Bidders. Delivery Schedule
- Procedure for bidding, Procedure for settlement of disputes. Criteria for:
 - a) Determining responsiveness of bids., Evaluating the bids on common platform.
 - b) Awarding contract to the responsive lowest bidder.
 - Preparation of Bid Documents
 - Instructions to bidder, Conditions of Contract, Schedule of Requirement., Specifications and allied Technical Details., Price Schedule for quoting prices., Contract Form, Making Bidding document self contained and comprehensive without ambiguity.
 - Tender Enquiry- Opening & Evaluation of Tenders
 - Bid Publicity. Sale of Bid Documents, Submission of Bids., Bid opening. Bid Evaluation. Spot Comparative Statement
 - Ranking Statement, Rejection of Bids
 - Award of Contract Technical specifications of items/packing., Contract conditions, General., Special conditions of contract.
 - Contract Management:- Constitutional provisions., General principles of contract., Standard Forms., Contract Document –Financial limits., Cost Plus Contract, Price Variation Clause., Payment of Duties and taxes, Foreign exchange fluctuations, etc., Lump sum contracts., Liquidated damages., Warranty clause. Acceptance/Rejection of goods., Amendments of contracts., Resolving disputes, Monitoring of contracts., Bank guarantee or other instruments.
 - Quality Assurance, Pre-dispatch inspection.
 - E-Procurement, Final Inspection, Consumer's right of rejection, Preliminary examination of goods on receipt.
 - Disposal of Goods, Identification of stores for disposal, Modes of disposal

"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills

Date:- 21st April, 2016 To 23rd April, 2016, Venue:- Hotel Silver Rock, Library, Main Mall Road, Near Ghandhi Chowk, Mussoorie, Distt.- Dehra Dun, Uttarakhand -

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Silver Rock, Library, Main Mall Road, Near Ghandhi Chowk, Mussoorie, Distt.- Dehra Dun, Uttarakhand Check In :- 20th April, 2016 & Check Out:- 23rd April, 2016.

THE NEED

The field of Office Management has undergone a sea change in the past decade. The emphasis on transparency and the right to information has generated ever increasing expectation of the citizens from the Government Organizations. Coping up with changing environment and attitude of the citizens is one of the greatest challenges today. Ever increasing workload and its complexity calls for a higher level of efficiency and effectiveness of the supporting staff. This program has been designed accordingly to enhance professional capabilities and to bring in a change in the approach and attitude of the Private Secretaries, Personal Assistants and other staff members playing a supporting role to the decision makers.

PROGRAMME COVERAGE

- Changing role of Personal Staff in the emerging socio-economic environment.
- Public Relations, Secretarial Etiquettes, Handling of Visitors and Telephone Calls.
- Office Procedure including-
 - Filing System, Noting & Drafting, Records Management, Checks on Delays, Simplification of work & procedures
- Stress & Stress Management, Motivation, Team Building, Self Development, Mind & Attitude, Time Management, Group Dynamics
- Interpersonal Relationship

"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System"

Date :- 21st May, 2016 To 23rd May, 2016, Venue:- Hotel Annapurna, Kathmandu (Nepal)

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Annapurna, Kathmandu (Nepal), Check In :- 20th May, 2016 & Check Out:- 23rd May, 2016.

THE NEED

RTI is an important weapon in the hands of our citizens, empowering them to seek any accessible information from a public Authority, and making the Govt. and its functionaries more accountable and responsible.

A lot of publicity has been given to the RTI Act through Print and Electronic media to make the people aware of the scope and extent of this new right and all the more procedure for obtaining information.

Awareness of this new enactment is necessary not only for the ordinary citizen but also the functionaries of Public Authority. Who should familiarize themselves with the procedure for dealing with complaints from the

information seekers records to be maintained the information exempt from disclosures, role of central and state information commission etc.

Keeping the above aspect in view i.e. (i) spreading the public awareness of the RTI and equipping the subordinates of Public Authority with the knowledge of procedure and requirements of RTI Act, this programme has been designed for the benefits of the participants.

SCOPE AND COVERAGE

- Records Management
- Right to information Act Constitutional provisions objectives etc.
- Right to information extent & coverage
- Exemptions from disclosures.
- Procedure for obtaining information
- Information related to Third Party
- Public Authorities under the Act, functions and responsibilities.
- Role of Public Information office first Appellate Authority.
- Constitution of Central/State information commission-selection and terms & conditions of appointment or removal of its member.
- Role of Central Information Commission.
- Appeals, Complaints
- Practical Problems in implementation.
- Case Studies/ Court Cases.
- Offence & Penalties.

OUR FACULTY

We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich in experience since they are mostly retired Joint Secretaries level of the Govt of India.

METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

NOMINATION

Each Nomination, Residential/ Non Residential, should be accompanied by a Demand Draft of the required amount drawn in favor of "National council for Training & Social Research" payable at New Delhi and should be sent in advance along with the nomination. Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills. Cheques of Outstation Units will not be accepted. Substitution of nominees can be permitted.

Non-Residential-Please send the payment in advance on before commencement of the Program

Residential-Accommodation would be available if confirmed Payment in advance before Commencement of the Program.

Payment may please be made through Bank Draft in favor of "National Council for Training & Social Research" payable at New Delhi.

TEA/COFFEE BREAK

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

LUNCH

01:00 PM to 02:00 PM

ADMISSION PROCEDURE

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

PROGRAMME DURATION & SCHEDULE

It will be a three days Technical Workshop will be conducted from 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

ARRANGEMENTS BY US

Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate.

Transport:-The candidates have to make their own arrangements.

Certification

The participants will be awarded certificates on completion of the course without any absenteeism on 3rdday at the end of the course.

FURTHER INFORMATION

It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

Note: Or You can call the Central Line +91-9911295435 for any queries regarding the Workshop Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed to:-

Sh. Deepak Gupta, (Addl. Director)

Malika Sethi, Prog Co-ordinator

Note: - In house Training Program are also organized by us. In-house training programs at the premises of sponsoring organizations-Subjects can be selected by the sponsors.