



SOCIETY FOR ECONOMIC RESEARCH & TRAINING

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To,

Ref. : SERT/A-129, A-130, A-131, & A-132/2015

Dated : 06.04.2015

Director

Indian Institute of Spices Research

Marikunnu P. O.,

Kozhikode (Calicut) – 673012

Kerala



Prog. No. A-129 : Two Day workshop on "Gender Issues in Offices (Sexual Harassment of Women at Workplace) Role of Administrative & Personnel Officers" from 29th to 30th May 2015, at New Delhi.

Prog. No. A-130 : Two Day workshop on "Financial Management In Organizations Involving Budget, Expenditure Control Audit Including Receipt and Payment Process in Govt. and semi Govt. Organization" from 5th to 6th June 2015, at New Delhi.

Prog. No. A-131 : Three Day workshop on "Latest Trend in Administration Including Recruitment Policy, Probation, Seniority, APAR, Seniority, DPC, and Leave Rules" from 11th to 13th June 2015, at Dehradun.

Prog. No. A-132 : Three Day workshop on "Materials Management & Purchase Policy, Procedure & E-Procurement in Govt. Departments, Autonomous Bodies & PSUs" from 18th to 20th June 2015, at Kolkata.

Dear Sir/Madam,

Please find enclosed a copy of the Brochures A-129, A-130, A-131 & A-132 workshops on the topics noted above scheduled to be organized by SERT in New Delhi.

We invite your kind attention to the coverage of the programmes of the enclosed brochure. 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 center (SERT), is organizing Training Programme 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 on 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 have also conducted In-House Training Programmes for IIT Guwahati in August 2011, NIT Arunachal Pradesh In January 2013 and RGIIM Shillong In April 2013 having their 130, 44 and 36 officials in one go, which has been marked outstanding by the Director's IIT Guwahati, NIT Arunachal Pradesh and RGIIM Shillong.

We request you to forward nominations for the above programmes from your organisations 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 regard

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 to on-line registration is available vide our website : www.sertdelhi.org

Encl : The Programme Brochures

Yours faithfully

Neeraj Kumar

(Neeraj Kumar)

Director

13/4/15

MRD
13/4
1-2-44
16/04/15

Prog. No. A-129 : Two Day workshop on "Gender Issues in Offices (Sexual Harassment of Women at Workplace) Role of Administrative & Personnel Officers" from 29th to 30th May 2015, at New Delhi.

Prog. No. A-130 : Two Day workshop on "Financial Management in Organizations Involving Budget, Expenditure Control Audit Including Receipt and Payment Process In Govt. and semi Govt. Organization" from 5th to 6th June 2015, at New Delhi.

BACKGROUND :-

As the workforce is becoming not ad more diverse, the issue of Managing diversity and Gender sensitisation of has gained attention worldwide. India is no exception Based on the Guidelines provided by the Supreme Court in Visakha's case, the Central Govt. has gone to the extent of amending the CCS (Conduct) Rules 1964 To ensure the safety of women at workplace law on the subject-The Sexual Harrassent of women at place of work (Prevention, Prohibition and Redressal) Act, 2013 has also been made. There are plethora of executive instructions also on the subject. This training programme has been designed to educate and sensilise the Personnel at various levels of the need to ensure safety and well being of women working with/under them.

OBJECTIVE :-

On completion of training, the participants will be able to :-

- Understand the concept of Diversity in organisations
- Understand and explain the difference between Sex and Gender
- Explain the need and importance of Gender sensitivity
- Explain the role of Gender in day today activity of an organization
- Highlight and understand impact of various messages received in childhood on a person's Personality
- Explain salient features of SC guidelines on Sexual Harassment of women at place of work
- Explain salient features of The Sexual Harrassent of women at place of work (Prevention, Prohibition and Redressal) Act 2013.

PARTICIPANTS PROFILE :-

Suitable for personnel at all levels Personnel Manager's Administrative Manager's, HRD Managers and other executives.

PROGRAMME COVERAGE :-

- Sex and Gender
- Gender issue-what it means
- Discrimination between sex and Gender
- Need for Gender sensitization
- Gender and Development Provisions in Constitution of India & service rules
- Supreme Court Guidelines relating Sexual Harassment at place of work
- Prevention of sexual harassment at workplace Act af atmosphere in offices for women
- Role of administrative and personnel officer
- Enquiry into complaints on sexual harassment

BACKGROUND :-

With the tremendous increase in the activities of the Government, PSUs and autonomous/statutory bodies the cash transactions in the organization have increased manifold. Over the years it has been observed that the staff is on the decrease and the volumes of cash related works like receipts and payments have to increased considerably. It has therefore become imperative to strengthen the financial administration in the organizations. To meet the training needs of the personnel dealing with cash & accounts matters we are continuously endeavoring to develop condensed courses covering the essentials of the Financial Management with the target to make the Staff and Officials conversant with the Rules on the subject and interact with the learned faculties to develop the skills of handling the difficult problems with confidence and perfection.

PARTICIPANTS PROFILE :-

This course is designed to suit exclusively for officers like superintendents, Assistants, Head Clerk, UDCs, Senior Accountants, Junior Accountant and other staff dealing with Finance & Accounts responsible for providing inputs to the high echelon in an organization.

PROGRAMME COVERAGE :-

- Departmentalized Accounting System
- Receipts, custody, payments and accounting of Govt. Funds
- Role and Functions of DDO's, PAOs & HODs
- General principles of delegation of Financial Powers
- Adoption of GFRs and DoFPRS by Autonomous bodies
- Resolution of Board of Directors and its significance
- Budgeting Techniques
- Principal documents constituting the budget
- Revenue and capital budget
- Essential of budgeting
- Controls exercised through budget
- Voted and charged expenditures
- Plan and Non Plain Expenditure
- Principles, Types and Objectives of Audit
- Audit of Receipts, Efficiency Performance Audit, Regularity Audit, Propriety Audit
- Audit of Stores and Stocks
- Audit of Major Contracts
- Duties and Powers of CAG

VENUE :- The both workshop will be conducted a Hotel "Aura De Asia" Patel Nagar, New Delhi.

FEE :- Non-Residential : Rs. 7000 + 14% Service Tax Per Candidate per programme (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. 17000 + 14% Service Tax Per Candidate per programme on Twin sharing basis. (Includes breakfast & dinner). **The further nominee of the same gender should be from the same organization otherwise he/she would be charged on Single occupancy.**

Single Occupancy : Rs. 20000 + 14% Service Tax per candidate per programme (Fee Includes breakfast & dinner). **Candidates have to make their own arrangement for Transport.**

LAST DATE :- Registration for programmes Residential accommodation is 20th May 2015, and for Non Residential 27th May, 2015. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.

Prog. No. A-131 : Three Day workshop on "Latest Trend in Administration Including Recruitment Policy, Probation, Seniority, APAR, Seniority, DPC, and Leave Rules" from 11th to 13th June 2015, at Dehradun.

BACKGROUNDS :-

With the conceptual changes in the role of Administration's accountability and responsibility it has become necessary to keep our officers aware of the spirit of the rules and their applications. Besides lack of proper appreciation of Recruitment Rules, Pre and post recruitment formalities, Maintenance of Rosters of SC/ST/OBC, and Physically Handicappede very often leads to avoidable court cases. Review of Recruitment Rules, Recruitment Procedure, DPC procedure, Seniority principles, Preparation, Maintenance & Operation of Reservation Rosters, Service Book, Leave Rules, and Revision of Pay Fixation in view of the 6th Pay Commission are the key areas in personnel administration. The area of personnel management, therefore needs skillful handling of rules in order not only to keep motivation of employees at appropriate level but also to avoid conflict and maintain the desired of the organization.

OBJECTIVES :-

1. To explain the importance of Recruitment Rules and pre-and post recruitment formalities.
2. Explain the procedure relating to probation and confirmation.
3. Fixation of Pay & Maintenance of Service Book.
4. Leave Rules, T.A. Rules & Medical Attendance Rules
5. Preparation, Maintenance and operation of Reservation Rosters.
6. Explain DPC & Seniority Principle.

PARTICIPANTS PROFILE :-

Personnel Managers, Administrative Manager, Liaison Officers, HRD Manager and other executives engaged with the responsibility of recruitment, reservation, welfare and redressal or grievances of employees belonging to SCs, STs & OBCs Office bearers of Associations of SCs, STs and OBCs may also attend.

PROGRAMME COVERAGE :-

- Registration, Inauguration & expectation sharing
- Pre and Post Recruitment Policy and procedures
- Compassionate Appointments
- Reservation-Constitutional Provisions
- Reservation & Concessions for SC/ST/OBC/PWD and others
- Principles for operating Post Based Rosters
- Annual Performance Assessment Report (APAR) & concept of Bench Mark
- APAR-Handling of adverse remarks/Below bench mark grading with case studies.
- Promotions-Composition & Functions of Departmental Promotion Committee (DPC) Promotion procedures, Review DPC
- Fixation of Seniority, Review DPC
- Leave Rules, Leave encashment and LTC Case studies.

PROGRAMME DURATION & SCHEDULE :-

Workshop start time: 1400 Hours on 11th June 2015, Workshop concluding time : 1700 Hours on 13th June 2015.

FEE :-

Non-Residential : Rs. 9000 + 14% Service Tax Per Candidate per programme (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 :

a) Twin Sharing : Rs. 19000 + 14% Service Tax Per Candidates per programme inclusive of boarding & lodging for two persons of same gender & of the same organization.

b) Single Occupancy : Rs. 25000 + 14% Service Tax per candidate per programme inclusive of boarding & lodging.

Candidates have to make their own arrangement for Transport.

RESIDENTIAL CANDIDATE :-

Check in time: Morning of 11th June 2015

Check out time : Morning of 14th June 2015

PROGRAMME MANAGEMENT :-

Apart from SERT's faculty resource personnel of eminence will be invited to chair sessions in their areas of specialization.

VENUE :-

The workshop will be conducted a "Hotel Relax" 7, Court Road, Dehradun (Uttarakhand)

REPORTING TIME :-

The participants are to report from registration at 12.00AM on 11th June 2015, at the Venue Hotel "Hotel Relax" Dehradun (Uttarakhand).

NOMINATION :

The Organization may please send the nomination starting the Name, Designation, their Mobile No. and Contact No. with full address with requisite fee by crossed DD/Cheque/Cash drawn in favour of "Society for Economic Research & Training" payable at New Delhi. Kindly e-mail your nomination for each course separately in the prescribed format, as given in our website www.sertdelhi.org

CERTIFICATE OF PARTICIPATION :

The organization issue a Certificate of participation on the conclusion of the programme.

LAST DATE :-

Registration for programmes Residential accommodation is 3rd June 2015, and for Non Residential 9th June 2015. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.

Prog. No. A-132 : Three Day workshop on "Materials Management & Purchase Policy, Procedure & E-Procurement in Govt. Departments, Autonomous Bodies & PSUs" from 18th to 20th June 2015, at Kolkata.

BACKGROUNDS :-

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 organization, Govt & semi Govt. org. involving Railways, Defence, CPWD, Hospitals Ports & Light houses Road and Bridges, Highways and other like Org.; to enlighten and familiarize their Material and purchase Managers, production/operation managers, Quality Control Manager's/Engineers, Store executive etc. "SERT" is organizing a three day technical workshop (Residential/Non-Residential) at New Delhi.

OBJECTIVES :-

- The broad objectives which the programme seeks to achieve are:
- To provide the participants the advantage to Material Management.
- To enable the participants to appreciate the need & importance of effective and efficient, and transparent purchasing procedure and Material Management.
- To be conversant with the technicalities in the day to day purchases.
- To enlighten the participants to lay down terms & conditions of contracts and tenders and the mechanism to enforce them.
- To make conversant about latest provisions pertaining to GFR, DoFPR as well as CVC guide lines on Procurement and Purchases.
- To be fully conversant with Management of Store as well as inventory control.
- To provide the participants in depth knowledge about developing negotiation skills and dispute redressal.

PARTICIPANTS 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.

VENUE :-

The workshop will be conducted at a "Hotel Esteem" Kolkata.

PROGRAMME DURATION & SCHEDULE :-

Workshop start time : 1400 hours on 18th June 2015.
Workshop concluding time : 1700 hours on 20th June 2015

RESIDENTIAL CANDIDATE :-

Check in time: Morning of 18th June 2015
Check out time : Morning of 21st June 2015

PROGRAMME COVERAGE :-

- Purchase Policy, Tendering Procedure and Delegation of Powers.
- Supply Chain Management Techniques-Operational Issues in Material Management.
- Technological advances relating to procurement: E-Purchase Systems.
- Technicalities and Accountability in Tendering Process, Purchase and Contract Management and Dispute Resolution
- Cost reduction by Inventory Control, Standardization on Material and Improved Procurement Practices.
- Vendor Development and Vendor Rating.
- Appointment of Consultant Procedure for Empanellement.
- Negotiation Skills
- Guidelines of Central Vigilance Commission on tendering, Procurement, release of payment and award of contracts.
- Internal control systems to prevent Irregularities.
- Case studies and syndicate discussion.

FEE :-

Non-Residential : Rs. 9000 + 14% Service Tax Per Candidate per programme (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 :

a) Twin Sharing : Rs. 19000 + 14% Service Tax Per Candidates per programme inclusive of boarding & lodging for two persons of same gender & of the same organization.

b) Single Occupancy : Rs. 25000 + 14% Service Tax per candidate per programme inclusive of boarding & lodging.

Candidates have to make their own arrangement for Transport.

REPORTING TIME :-

The participants are to report for registration at 12.00 AM on 18th June 2015, at the venue "Hotel Esteem" Kolkata.

LAST DATE :-

Registration for programmes Residential accommodation is 9th May 2015, and for Non Residential 16th May 2015. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.

FURTHER INFORMATION :-

Further enquiries and correspondence regarding admission and other matters relating to the programme may be addressed to.

(Rahul Sharma)
Programme Coordinator
Mob. 9650578744

(Neeraj Kumar)
Director
Mob. 9990812988