



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/2016

To,

New Delhi, Date 06th January, 2017

By Registered /AD

The Director

Indian Institute of Spices Research

Kozhikode- 673012, Kerala



Subject:- Training Programme-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.		
			Non Residential	Residential Twine Sharing	Residential Single Sharing
1.	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs".	16 th To 18 th March, 2017 Venue:- Hotel Jhelum Resorts, Gandhi Nagar, Jammu, (J&K)	30,690.00	42,390.00	53,690.00
2.	"Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs".	19th To 21st April, 2017 Venue :- "Hotel Shambhala" Leh-194 101, Ladakh (India).	30,690.00	42,390.00	53,690.00
3.	"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills	24th To 26th May, 2017 Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand	30,690.00	42,390.00	53,690.00
4.	" Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies"	21-23 June, 2017 Venue :- Megapode Resort Megapode ,Haddo Road Port Blair – 744101, Andaman & Nicobar Islands	30,690.00	42,390.00	53,690.00

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.

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,
(Director)

Handwritten notes and signatures at the bottom left corner, including "H20", "Lm", "9/1", and "S. Dayashree 21/1/17".

**"BOOK KEEPING & ACCOUNTING, ACCOUNTING STANDARDS & STRATEGY TO IMPLEMENT
ACCRUAL SYSTEM OF ACCOUNTING IN GOVERNMENT DEPARTMENTS AUTONOMOUS
BODIES & PSUS"**

Date:- 16th To 18th March, 2017 (3 days), Venue:- Hotel Jehlum Resorts, Gandhi Nagar, Jammu, (J&K)
Opting for residential accommodation are requested to go directly and stay in A/C rooms at Venue:- Hotel Jehlum Resorts,
Gandhi Nagar, Jammu, (J&K), Check In :- 15th (Afternoon) & Check Out :- 18th March, 2016 (Forenoon)

THE NEED

Funding is the lifeline of an organization. Functioning of the organization is entirely dependent on management and control of funds, viz. budgeting, control of expenditure. Cash flows, cash handling etc. Efficiency in functioning is dependent upon the manner in which funds are planned and controlled. As a corollary the persons handling these jobs have to be knowledgeable about the techniques of these functions. On the job training generally does not enable the trainee to have a clear grasp of the basic concept and intricacies in budgeting, accounting, cash flows etc. and the person remains bereft of common errors and omissions, and the experience of those working in similar position in other organizations. Limited knowledge becomes a risky proposition. Training is thus essential not only for the functionaries at base level, but also for the supervisors if they want to remain effective. In fact proper utilization of funds depends largely on the acumen and capability of the supervisors. Hence the need to impart training to the functionaries and supervisors. Program coverage is as under:

PROGRAMME COVERAGE:-

- Accounting Need for Accounting and Accounting Formats., Sources of information for the preparation of accounts, System of Accounting (Cash/ Credit/ Accrual), Accounting Standards and Procedure followed in formulation Accounting Standards., Accounting Policy and Notes on Accounts., Bank Reconciliation.
- Concept of transfer entries, Preparation of Journal Vouchers & purposes served., Preparation of Journal Ledger & purpose served, Financial controls exercised by DDOs, PAOs & HODs., General principles of delegation of Financial Powers., Various types of Grants-in-aid and treatment extended to Grants-in-aid in the Accounts, Meaning & Classification of Assets (with depreciation)/ Liabilities. Prepaid expenses and accrued incomes, Marketable securities, Accounts receivable & Inventory (stock)
- Preparation of Annual Accounts-Receipt & Payments A/c, Income & Expenditure A/c and Balance sheet and their functions, Procedures relating to submission of annual accounts to Parliament.

**"ROSTER WRITING AND RESERVATION IN SERVICES GOVT. POLICY FOR SCS, STS, OBCS AND
PHYSICALLY HANDICAPPED & RECRUITMENT RULES"**

Date 19th April, 2017 To 21st April, 2017 Venue :- "Hotel Shambhala" Leh-194 101, Ladakh (India). Opting for residential accommodation are requested to go directly and stay in A/C rooms at "Hotel Shambhala" Leh-194 101, Ladakh (India). Check In :- 18th April, 2017 (Afternoon) & Check Out :- 21st April, 2017 (Forenoon)

THE NEED

Concepts of reservation is a hot topic being debated these days in governmental circles, courts, media and industrial circles in context of economic and social changes emerging these days. Participants have to understand & appreciate need of reservation because the society is still caste ridden and need the governmental support to come in the main stream. Further a section of our society lack physical ability to earn their livelihood independently and need support. These issues are discussed in the context of orders issued by the govt. from time to time. The course will definitely benefits the officer connected with the execution of reservation scheme.

OBJECTIVE

- To enable the participants to have an insight into the Reservation.
- Prepare and operate Reservation Rosters.
- The inbuilt scheme of Seniority of SC/ST/OBC.
- Procedure to fill up the backlog vacancies.

PROGRAMME COVERAGE

- Objectives and historical background and constitutional provisions for Reservation of posts in services.
- Criteria for determining-SC, ST and OBC.
- Relaxations and Concessions to Reserved Category of persons in appointment.
- Scope and quantum of Reservations in direct appointment.
- Scope and quantum of Reservations in promotion.
- Horizontal reservation for Ex- Serviceman, Physically Handicapped Persons, Sportsmen and Compassionate appointments.
- Preparation of Post-Based Roster.
- Seniority of persons selected on own's merit list and against reserved posts.
- Preparation of Combined Seniority where requirement is based against reserved posts.
- How to deal with cases of reservation where the cadre strength is (i) one post and (ii) less than 14.
- De-reservation procedure.

- Carry forward of de-reserved posts and filling up of backlog vacancies.
- Practical exercise on reservation.
- A latest development in the area of the reservation.
- Role of Liaison officer, Schedule Caste Commission and Schedule Tribes Commission.
- Maintenance of Reservation Procedure.

The focus of this program is on case studies Practical Exercises in preparation of the Roster. Considerable time would be allotted for this part of the training. Administrative aspects will receive only passing mention. In this respect, this program is unique in design.

- Note:- Centre encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

"STRESS & STRESS MANAGEMENT & STAFF DEVELOPMENT IN IMPROVING ENHANCING EFFICIENCY AND BEHAVIORAL SKILLS"

Date 24th To 26th May, 2017, Venue:-Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand, Opting for residential accommodation are requested to go directly and stay in A/C rooms at :- Venue:- Hotel Silver Rock, Mussoorie, Distt.- Dehra Dun, Uttarakhand Check In :- 23rd May,2017 (Afternoon) & Check Out :- 26th May,2017 (Forenoon)

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.

"MATERIALS MANAGEMENT AND PURCHASE POLICY & PROCEDURE, E-PROCUREMENT IN GOVT. DEPARTMENTS, AUTONOMOUS BODIES"

Date 21-23 June, 2017, Venue :- Megapode Resort, Megapode, Haddo Road, Port Blair – 744101, South Andaman, Andaman & Nicobar Islands, India. Opting for residential accommodation are requested to go directly and stay in A/C rooms at Megapode Resort Port Blair, Andaman & Nicobar Islands (India) Check In :- 20th June, 2017 & Check Out:-23rd June, 2017

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 interspersed 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.

PROGRAMME COVERAGE

- Need & 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

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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)

Ms Madhu Gupta, 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.