

SOCIETY FOR ECONOMIC RESEARCH & TRAINING (SERT)

To,

Vice Chancellor/ Registrar
H.N.B.Garhwal University
(A Central University)
Srinagar – Dist. Garhwal
Uttarakhand – 246174



Dated: 12.07.2023
Ref.: SERT/A-273 to 273E/2023



Sir/Madam,

Greetings from Society for Economic Research & Training (SERT) New Delhi, We plan to organize Workshop on the following topics:-

Prog. No.	Workshop on	Date & Venue
A-273	Recruitment Rules, Reservation in Services & Rosters	16 th & 17 th October 2023 New Delhi
A-273A	Pay Fixation, Leave, TA, LTC, & CS (MA) Rules and Maintenance of Service Book	30 th & 31 st October 2023 New Delhi
A-273B	Disciplinary Rules & Procedures with emphasis on Departmental Inquiries	16 th to 17 th November 2023 New Delhi
A-273C	HR & Establishment Rules, APAR, DPC and MACP Scheme	29 th & 30 th November 2023 New Delhi
A-273D	Government e-Market Place (GeM) & Preventive Vigilance in Procurement	1 st & 2 nd December 2023 New Delhi
A-273E	Right to Information & Improvement of Records Management	27 th & 28 th December 2023 New Delhi

FEE:- Non-Residential: Rs. 14000 + 18% GST = Total Rs. 16520/- Per Candidate per program (Fee Includes the cost of Course Material, refreshment, Pad, Pen Bag/folder, Participant certificate. working lunch, Tea/coffee & other Estt. Charges.

Residential:

- On twin sharing basis** Rs. 25400 + 18% GST = Total Rs. 29772/- Per Candidate per program if the Organisation in nominating two officials (same gender).
- Single Occupancy:** Rs. 32000 + 18% GST total Rs. 37760/- Per candidate per programme.
- The participation Residential fee covers the cost of lodging, boarding, meals & study material of the participants.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Yours faithfully

(Anuj Sharma)
Programme Coordinator

Encl: The Programmes Brochures

Prog. No. A-273: Workshop on "Recruitment Rules, Reservation in Services & Rosters"

Date: 16th & 17th October 2023,
New Delhi

Prog. No. A-273A: Workshop on "Pay Fixation, Leave, TA, LTC, & CS (MA) Rules and Maintenance of Service Book"

Date: 30th to 31st October 2023,
at New Delhi

BACKGROUND:- We assure you that these programmes will be very useful to Officers and Dealing Assts. dealing this subject in the Central Government, Central Autonomous Bodies and PSUs, Nationalized Banks all of which follow the Central Govt. Rules. The role and function of Liaison officer, National Commissions of SC, ST, OBCs, EWS and Ex-servicemen also the roles played by the Parliamentary Committees for the welfare of these backward classes will be discussed in details. Therefore, understanding one alone is not sufficient to successfully undertake recruitment activities in the organisation. Recently the Government has also introduced 10% reservation for EWS (Economically weaker sections) which has necessitated revision of rosters for all recruiting authorities. To equip the personnel dealing with recruitment

PARTICIPANTS PROFILE:- Personnel Managers, Administrative Head, Liaison Officers, HRD Managers, Executives & Officials dealing with the responsibility of recruitment, promotion reservation, Welfare and redressal of grievances of employees belonging to SCs, STs, OBCs, Ex-servicemen, PWD and Office representative of Associations of SC, ST, OBC, Ex-servicemen & PWBD may also attend for updated and latest knowledge about this subject.

PROGRAMME COVERAGE:

- Recruitment Rules, Confirmation /Probation & Resignation
- Drafting of Pre & Post Recruitment Formalities
- Constitutional Provisions with latest amendment relating to reservation
- Caste Certificates and its scrutiny and issues related
- Preparation, Operation and Maintenance of post based rosters for SC/ST/OBS & EWS
- to implement 10% reservation for EWS
- Preparation of select panel and Concept of own merit
- Role and function of Liaison officers
- Relaxation and Concession to SC/ST/OBC/EWS/Ex-Servicemen & PWBD

COURSE DURATION:- The workshop will commence at 10:00AM on 16.10.2023 and will conclude at 5:00PM on 17.10.2023

RESIDENTIAL CANDIDATE:- Check in 15th Oct. 2023 (afternoon), and Check out 18th Oct. 2023, Forenoon

LAST DATE:- Last date of Accepting nominations is 9th October 2023. Nomination can also be forwarded after the last date on Enquiry / Confirmation.

VENUE (Stay & Conference): Hotel Sarovar Portico, Naraina, New Delhi

NOMINATIONS:- Each nomination should be accompanied with requisite fee by DD/Cheque in favor of SOCIETY FOR ECONOMIC RESEARCH & TRAINING payable at New Delhi. Kindly also provide GSTIN of your organization at the time of nomination. Registration form can be obtained from our website. In case of payment through NEFT, details are as under:

Bank: HDFC Bank, A/c No. 01292000019064, CA. IFSC Code.HDFC0000129, PAN: AADAS4228C, GSTIN:07AADAS4228C1ZT

For registration /any other information, Please Contact: (Anuj Sharma) Mob. 8604864938

BACKGROUND:

General Administration in any organisation is a crucial procedure which involves several activities. The government systems of personnel administration continue to focus largely on Establishment Rules and Procedures. Several changes have been made time to time in the basic Establishment Rules. It is very crucial that these rules are carefully administered to ensure all the laid down guidelines and procedures of the government are adhered to.

PARTICIPANT'S PROFILE:-

This course is designed to suit Executives, Line Managers, Middle Management and Dealing hands working in personnel and Establishment sections.

The program has been designed to provide comprehensive input to all level of staff/ officers dealing with establishment rules in various organisations.

PROGRAMME COVERAGE:

- Pay Fixation in Pay Matrix with illustrations
- Pay Matrix - Levels, Entry Pay, Index & relevant details
- Leave Rules
- TA Rules
- LTC Rules
- CS(MA) Rules
- Maintenance of Service Book

COURSE DURATION:- The workshop will commence at 10:00AM on 30.10.2023 and will conclude at 5:00PM on 31.10.2023

RESIDENTIAL CANDIDATE:- Check in 29th October 2023 (afternoon), and Check out 1st November 2023, Forenoon

LAST DATE:- Last date of Accepting nominations is 20th October 2023. Nomination can also be forwarded after the last date on Enquiry / Confirmation.

Prog. No. A-273B: Workshop on "Disciplinary Rules & Procedures with emphasis on Departmental Inquiries"
Date: 16nd & 17th Nov. 2023, at New elhi

Prog. No. A-273C: Workshop on "HR & Establishment Rules, APAR, DPC and MACP Scheme" Date: 29th & 30th November 2023, at New Delhi

INTRODUCTION:-

The Institute has designed special training package on the above subject for middle/senior level Administrative Officers and functional level officers involved in the decision making process in the organization with a goal to meet the challenges and needs of contemporary society.

PARTICIPANTS PROFILE :-

Executives, Vigilance Officers, Senior and Middle level Managers, and Administrative/HR Managers who have to hold/associate in preliminary inquiries, act as Presenting officer in or have to hold regular Departmental Inquiries and for Non vigilance functionaries to understand the vigilance mechanism & its complexities. Also for those officials of PSUs, Autonomous Bodies, State/Central Govt. who are dealing/likely to deal in future.

PROGRAMME COVERAGE:-

- Principles of Natural Justice and Case Laws
- Conduct Rules
- Disciplinary Rule and Procedure
- Techniques of Drafting charge sheet and penalty orders
- Departmental Inquiry procedure with case studies
- Role of Inquiry Officer, Presenting Officer and Disciplinary Authority

COURSE DURATION:- The workshop will commence at 10:00AM on 16.11.2023 and will conclude at 5:00PM on 17.11.2023

RESIDENTIAL CANDIDATE: Check in 15th Nov. 2023 Afternoon & Check out 18th Nov. 2023, Forenoon

LAST DATE:- Last date of Accepting nominations is 8th Nov. 2023. Nomination can also be forwarded after the last date on Enquiry / Confirmation.

VENUE (Stay & Conference): Hotel "Sarovar Portico" Naraina, New Delhi

NOMINATIONS:- Each nomination should be accompanied with requisite fee by DD/Cheque in favor of SOCIETY FOR ECONOMIC RESEARCH & TRAINING payable at New Delhi. Kindly also provide GSTIN of your organization at the time of nomination. Registration form can be obtained from our website. In case of payment through NEFT, details are as under:

Bank: HDFC Bank, A/c No. 01292000019064, CA. IFSC Code.HDFC0000129, PAN: AADAS4228C, GSTIN:07AADAS4228C1ZT

For registration /any other information, Please Contact: (Anuj Sharma) Mob. 8604864933

INTRODUCTION:-

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, Review of Recruitment Rules, Recruitment Procedure, DPC procedure, Seniority principles, Preparation.

PARTICIPANTS PROFILE :-

1.This course is designed to suit Executives, Line Managers, Middle Management and Dealing hands working in personnel and Establishment sections.

2.This Programme is designed for Officers / Managers / Executives and those who have to deal with the subject of Establishment, recruitment and promotion.

PROGRAMME COVERAGE:-

- Recruitment Rules, Confirmation /Probation & Resignation
- Drafting of Pre & Post Recruitment Formalities
- APAR - form, Content, rules and functions of Reporting officers and Reviewing officers and Accepting Authorities,
- effects of adverse entries, Maintenance and preparation of APAR
- Principles of seniority (focus on rota-quota principles)
- DPC role and functions(evaluation of reports)
- Sealed cover procedures
- MACP Scheme

COURSE DURATION:- The workshop will commence at 10:00AM on 29.11.2023 and will conclude at 5:00PM on 30.11.2023

RESIDENTIAL CANDIDATE:- Check in 28th Nov. 2023 (afternoon), and Check out 1st Dec. 2023, Forenoon

LAST DATE:- Last date of Accepting nominations is 21st Nov. 2023. Nomination can also be forwarded after the last date on Enquiry / Confirmation.

Prog. No. A-273D: Workshop On "Government e-Market Place (GeM) & Preventive Vigilance in Procurement" From 1st & 2nd Dec. 2023, at New Delhi.

INTRODUCTION:-

The course is designed keeping in view the growing emphasis on optimizing the purchase and inventory management system, through application of modern management practices to bring in economy and efficiency, ensuring compliance of regulatory provisions and maintenance of transparency.

PARTICIPANTS PROFILE :-

The course may be attended by Middle and Senior Level Officers & Managers dealing with Purchase, Material Management, Administration and Finance & Accounts in Government Departments, Statutory Bodies, PSUs and Autonomous Bodies.

PROGRAMME COVERAGE:-

- Introduction to GeM
- Registration Requirements and Procedure
- GFR Provisions for GeM
- GeM Procurement Cycle (Start to end)
- Special Conditions under GeM
- Direct and L1 purchase in GeM
- Bid and Reverse Auction
- General Discussion on latest development in GeM, Clarification / Queries
- Preventive Vigilance 'A Conceptual Framework"
- CVC Guidelines on Procurement
- Measures & Sources of Preventive Vigilance
- Preventive steps to be taken during procurement

COURSE DURATION:- The workshop will commence at 10:00AM on 01.12.2023 and will conclude at 5:00PM on 02.12.2023

RESIDENTIAL CANDIDATE:- Check in 30th Nov. 2023 (afternoon), and Check out 3rd Dec. 2023, Forenoon

LAST DATE:- Last date of Accepting nominations is 24th November 2023. Nomination can also be forwarded after the last date on Enquiry / Confirmation.

VENUE (Stay & Conference): Hotel Sarovar Portico, Naraina, New Delhi

NOMINATIONS:- Each nomination should be accompanied with requisite fee by DD/Cheque in favor of SOCIETY FOR ECONOMIC RESEARCH & TRAINING payable at New Delhi. Kindly also provide GSTIN of your organization at the time of nomination. Registration form can be obtained from our website. In case of payment through NEFT, details are as under:

Bank: HDFC Bank, A/c No. 01292000019064, CA. IFSC Code.HDFC0000129, PAN: AADAS4228C, GSTIN:07AADAS4228C1ZT

For registration /any other information, Please Contact: (Anuj Sharma) Mob. 9604964933

Prog. No. A-273E: Workshop on "Right to Information & Improvement of Records Management" From 27th & 28th December 2023 at New Delhi

OBJECTIVE:- To prepare CPIO/APIOs to help Public Authorities to implement the RTI Act, 2005. At the end of the Workshop, participants will be able to:

- Describe the purpose and concept of RTI
- Explain the salient features of Act and possible implications
- Describe the process of seeking and providing information
- Explain procedure of appeals and penalties imposed by Information Commission.
- Powers and Functions of Information Commission
- Describe Responsibilities of Public Authorities
- Explain strategy for operationalizing RTI

PARTICIPANT'S PROFILE:- This workshop shall be useful for all executives, supervisory staff, officers, managerial cadre and particularly those who are holding the offices of public authorities and are accountable to the public. This workshop will help the officers who are likely to be appointed as PIOs/APIOs under I. T. Act..

PROGRAMME COVERAGE:

- Experience sharing – indicating unique cases as also proactive steps taken by the Department Background genesis and salient features of the Act
- Constitutional provisions, objective and strategy for effective exercise of the Right to Information.
- Procedures for implementation and responsibilities of public authorities and information officers.
- Exemptions from disclosures and important landmark rulings of the information commission.
- Controversies on interpretation and legal aspects.
- Group Discussion.
- Records Management in Context of RTI.

COURSE DURATION:- The workshop will commence at 10:00AM on 27.12.2023 and will conclude at 5:00PM on 28.12.2023

RESIDENTIAL CANDIDATE:- Check in 26th Dec. 2023 (afternoon), and Check out 29th Dec. 2023, Forenoon

LAST DATE:- Last date of Accepting nominations is 20th Dec. 2023. Nomination can also be forwarded after the last date on Enquiry / Confirmation.