



INTEGRATED INSTITUTE OF MANAGEMENT & TRAINING

(Registered under Societies Registration Act-1860)

Pan No.:AAAAI7511F, Service Tax No.:AAAAI7511FSD001

Ref. No.: IIMT/PROG-41/07/2016

Dated : 07TH APRIL, 2016

To, z228 11
The Vice Chancellor
Mumbai University
M.G. Road, Fort
Mumbai
Maharashtra 400 032

Registrar

[Signature]
10/6/2016
2/vc

VENUE

"HOTEL REGENT GRAND"
2/6, EAST PATEL NAGAR, OPPOSITE
METRO PILLAR NO. 167, NEAR PUSA
ROAD, NEW DELHI 110 008

SUBJECT: WORKSHOP ON "MATERIALS MANAGEMENT AND PURCHASE POLICY & PROCEDURE, E-PROCUREMENT IN GOVT. DEPARTMENTS, AUTONOMOUS BODIES" FROM 13TH TO 15TH JULY, 2016

Dear Sir/Madam,

Integrated Institute of Management & Training (IIMT) was established to deliver competency enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized a large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations/bodies.

Training Programme to be organized by us at New Delhi. Ours is an organization with specialization in training of human resource, which is an essential ingredient of all organizations. Our main aim has always been to provide the best training inputs and training techniques to the participants so that they also become capable of providing the necessary guidance and on-the-job training to their colleagues/staff working under them in the furtherance of the training objectives.

Keeping the above in view, we invite your kind attention to the programme coverage of our training as per the details given below. We request you to avail of this opportunity of getting your management functionaries trained by reputed specialists for recurring effective support in day to day management. We, therefore, request you to nominate concerned personnel not only from the Head Office but also from your regional & zonal offices for participation.

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.

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.

FACULTY

- Shri Ravi Gupta: Addl. Dir. Gen. D.G.S.&D [Retd.]
- Shri Anil Gupta: Addl. Dir. Gen. D.G.S.&D [Retd.]
- Shri M.C. Panda: Addl. Dir. Gen. D.G.S.&D [Retd.]
- Shri K.K. Ghosh: Jt. Secretary, Min. of Home Affairs, [Retd.]
- Shri A.K. Srivastav: 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.

PROGRAMME COVERAGE

- Overview of Contract Act and Sale of Goods Act.
- Essentials of Contract.
- Purchase procedure as in GFRs.
- Various type of Outsourced Services
- Procurement of Services in the organization
- Interrelation of contract and supply/work orders vis-à-vis the supplier.
- Preparation of Documents-

P.T.O

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E-MAIL: iimt@iimt.co, director@iimt.co

- Expression of Interest
- Proposal for services
- Preparation of Tender Documents
- Method of evaluation,
- Mechanism of two bid system.
- Significance of Security and cautions to be followed.
- Case Studies-
 - Receipt and Payment towards the Stores
 - Inspection within the limitation period
 - Avoidance of wasteful expenditure
 - Freight on board and freight on delivery/Receipt
 - Monitoring of stores and stock registers
- Inventory Management and Inventory Control
- Disposal of obsolete and unserviceable stores
- Manner of determining the Reserve prices.
- Manner of disposal
- Guidelines of the Central Vigilance Commission
- E procurement process including general discussion on personal experience in e procurement process.

ADMISSION PROCEDURE

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

NOMINATIONS

Nominations may be send by providing participants' name, designation, contact number & e-mail ID alongwith participation fee in favor of INTEGRATED INSTITUTE OF MANAGEMENT & TRAINING. payable at New Delhi as per the details given below :

DETAILS OF OUR BANK ACCOUNT THROUGH NEFT/RTGS

Account Name	INTEGRATED INSTITUTE OF MANAGEMENT & TRAINING
Name of Bank	Indian Overseas Bank
Name of Branch	Sector-12, R.K. Puram, New Delhi-110 022.
Bank Account No	173602000000786
IFS Code	IOBA0001736
MICR Code No	110020087
Account Type	Current Account
Pan No	AAAAI7511F
Service Tax No	AAAAI7511FSD001

• **Note:** Please note that nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant(s) is not able to attend the workshop due to any reason and no substitution is made, invoice amount shall still be payable. Limited seats available. Kindly seek confirmation before nominating.

PROGRAMME DURATION & SCHEDULE

It will be a Three days Technical Workshop from 13TH to 15TH July, 2016 and will be conducted from 10 A.M. to 5 P.M daily. There will be 12 sessions, four sessions each day. Each session will be of 75 minutes duration.

PARTICIPATION FEE

<u>NON-RESIDENTIAL</u>	Rs. 10,000/ plus Service Tax @ 14.5% per participant
<u>SINGLE OCCUPANCY</u>	Rs. 22,000/ plus Service Tax @ 14.5% per participant
<u>DOUBLE OCCUPANCY</u>	Rs. 18,000/ plus Service Tax @ 14.5% per participant

* Available only for organizations nominating even number of participants.

PLACE OF ACCOMMODATION

"Hotel Karat 87 inn" Address : 18/19, W.E.A, Padam Singh Road, Karol Bagh, Opp Metro pillar No.80 New Delhi 110 005
Landline : 011-45174517, 011-08467929688

CHECK IN- 12TH July, 2016. (Afternoon)

CHECK OUT - 16TH July, 2016. (Forenoon)

ARRANGEMENT BY US:

Working lunch, Reading Material, Pad, Pen, Bag/Folder, Participation Certificate, Group Photograph, (Detention Certificate if necessary), and Fee Receipt. However, Including Breakfast & Dinner. The candidates have to make their own arrangements. The venue of Workshop viz "HOTEL REGENT GRAND" Metro Train is available from Karol Bagh Metro Station to Rajendra Place Metro Station & back for your comfortable journey. "HOTEL REGENT GRAND" is at a walking distance from Rajendra Place Metro Station.

VENUE REPORTING TIME

The participants are to report for Registration at 9:30 A.M. at the venue "HOTEL REGENT GRAND" 2/6, EAST PATEL NAGAR, OPPOSITE METRO PILLAR NO. 167, NEAR PUSA ROAD, NEW DELHI 110 008

• **Note:** For further information or clarification kindly contact: **Mr. Aayan, Email-iimt@iimt.co , Phone-+91 9818189787**

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

We would also welcome any invitation from your side for In-house Training programme at your premises.

Thanking You

Yours Sincerely

Integrated Institute of Management & Training

Shaveta

Shaveta

Director

Email- director@iimt.co

Phone- +91 9810086322

• **Please Note Address For Coresspondance**

Integrated Institute of Management & Training
Post Box No. 7515 New Delhi 110 070

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SUBJECT : WORKSHOP ON "SPECIAL PROGRAMME ON PENSION AND OTHER RETIREMENT BENEFITS FOR UNDER SECRETARIES/SECTION OFFICERS AND EQUIVALENT OFFICERS DEALING WITH PENSION CASES" FROM 20TH TO 22ND JULY, 2016

Dear Sir/Madam,

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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 operationalised and what advantages will accrue what they quit/retire from service. In order to help the employees a training programmes, 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 the ambit of rules & orders on the subject.

AIM OF THE COURSE

- The objectives which the above Training Programme seeks to achieve are broadly to help the participants to:-
- acquire a detailed knowledge and understanding of the provisions of the Central Civil Services (Pension) Rules, 1972, Central Services (Commutation of Pension) Rules, 1981, General Provident Fund (Central Services) Rules, 1960 Central Govt. Employees Group Insurance Scheme, 1980 and New Pension Scheme etc.
 - develop an understanding and in-depth knowledge of the procedure relating to determination and authorization of pension, retirement gratuity, death gratuity and family pension;
 - share and exchange of practical experience and ideas in dealing with day-to-day problems in relation to grant of pension and other post retirement benefits;
 - sharpen their professional skills for the proper determination and authorisation of the benefits due to the pensioners.

METHODOLOGY

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc.

TRAINERS/FACULTY

Our faculty members are either retired DOPT trainers or serving officers dealing with the subject having extensive experience on the subject P.T.O

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PROGRAMME COVERAGE

- Scope and applicability of the Central Civil Services (Pension) Rules, 1972.
- Calculation of qualifying Service, average emoluments, determination and authorization of the amounts of pensionary benefits.
- Gratuity - Kinds of gratuities & their calculation
- Preparation of pension papers on retirement and on death of a Govt. servant.
- Provisions relating to encashment of leave.
- Scope and applicability of the General Provident Fund (Central Services) rules, 1960.
- Commutation of Pension under the old table and new table.
- How to make timely payment of balances in G.P.F./C.P.F. & Leave encashment to retirees/families of deceased employees.
- Provisions relating to TA on Retirement/Death of a Govt. Servant.
- Provisions relating to Central Govt. Employees Group Insurance Scheme.
- Entitlements on Permanent Transfers to Autonomous Bodies/PSU
- Overview relating to New Pension Scheme.

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Thanking You

Yours Sincerely

Integrated Institute of Management & Training

Shaveta
Director
Email- director@iimt.co
Phone- +91 9810086322

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