



SOCIETY FOR ECONOMIC RESEARCH & TRAINING

(Registered under Societies Registration Act. Regd. No. 1860) PAN No. : AADAS4228C, Service Tax No. AADAS4228CSD004

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Ref. : SERT/A-194, A-195 & A-196/2016-17

Dated : 07.11.2016

The Registrar
UNIVERSITY OF MUMBAI
M.G. Road
Fort
Mumbai - 400032



Prog. No. A-194 : Two Days workshop on "Public Procurement of Goods and Services - Policy & Procedure and E-Procurement Process" From 6th to 7th January 2017, at New Delhi.

Prog. No. A-195 : Three Days workshop on "Implementation of Pay Fixation Allowance, MACP and Other Service Matters as per 7th CPC Rules and Instructions Including Overview of Pension Rules and NPS" From 19th to 21st January 2017, at New Delhi.

Prog. No. A-196 : Three Days workshop on "The RTI Act. 2005 - Case Studies/Court Cases, Improvement of Records Management System and Challenge before PIOs while Implementing the Act. & Important Decision of CIC Including Prevention of Sexual Harassment of Women at Workplace" From 2nd to 4th February 2017, at New Delhi.

Dear Sir/Madam,

Please find enclosed a copy of the Brochures A-194, A-195 & A-196 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 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 regards

Yours faithfully

- 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

(Neeraj Kumar)
Director

UCC
08/12/16

PAO
J. S. R.

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15/11

Prog. No. A-194 : Two Days workshop on "Public Procurement of Goods and Services - Policy & Procedure and E-Procurement Process" From 6th to 7th January 2017, at New Delhi.

BACKGROUND :

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 organizations, Govt. & semi org. involving Railways, Defence, CPWD, Hospitals and other like Org.; to enlighten and familiarize their Material and purchase Managers, production/operation managers, Quality Control Managers/Engineers, Store executive etc. 'SERT' is organizing a two day 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.

PARTICIPANT'S 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.

PROGRAMME DURATION & SCHEDULE :-

It will be two days Technical Workshop from 6th to 7th January 2017, and will be conducted from 10A.M. to 5P.M. daily. There will be twelve session, four session each day. Each session will be of 75 minutes duration.

VENUE :

This workshop will be conducted at "Aura De Asia" Main Patel Nagar, New Delhi.

PROGRAMME COVERAGE :-

- Introduction to Public Procurement, Legal, Procedural and Regulatory Frame Work of Public Procurement.
- General Financial Rules and Government of India Procedures of Procurement of Goods
- Bidding Procedure, Preparation of Technical Specifications, Standard Bidding Documents, Qualifying criteria.
- Bid Evaluation criteria and Quantity Distribution criteria, Award of contract.
- GFR and GoI Guidelines for Procurement of Consulting services.
- EOI and model RFP template, Selection method, Evaluation and Negotiation, CVC Guidelines on tendering, Procurement
- E-Procurement Guidelines, Difference between Manual Procurement, E-Publishing and E-Procurement, Back-end infrastructure for E-procurement, Step by step Guide to E-Procurement.
- Creation of Nodal and User Accounts, Digital Signature for E-Procurement, Bidders perspective, Drafting of Tender Document as per E-Procurement, Overview of Tender creation, Publishing, Opening and Evaluation of Technical and Financial Bids.

FEE :-

Non-Residential : Rs. 8000 + 15% Service Tax = Total Rs. 9200/- 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 + 15% Service Tax = Total Rs. 19550/- Per Candidates 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.**

b) Single Occupancy : Rs. 20000/- + 15% Service Tax = Total Rs. 23000/- per candidate (Fee Includes breakfast & dinner)

Candidates have to make their own arrangement for Transport.

RESIDENTIAL CANDIDATE :-

Check in time: 5th January 2017, Afternoon
Check out time: 8th January 2017, Forenoon

REPORTING TIME :

The participants are to report for registration at 9.45AM on 6th January 2017, at the Venue Hotel "Aura De Asia" New Delhi.

LAST DATE :-

Registration for programmes Residential accommodation is 28th December 2016, and for Non Residential 4th January 2017. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.

**Prog. No. A-195 : Three Days workshop on "Implementation of Pay Fixation Allowance, MACP and Other Service Matters as per 7th CPC Rules and Instructions Including Overview of Pension Rules and NPS"
From 19th to 21st January 2017, at New Delhi.**

BACKGROUND :-

Almost all Central Govt. Deptt. Subordinate Offices and Autonomous Bodies have adopted these rules implementation of 7th Pay Commission orders, the Government has brought about a number of amendments to the pension and other retirement benefits. Many Organizations are seized with problems in setting cases within a prescribed time span and the possibility of payment of pensionary dues with penal interest in cases of delay.

OBJECTIVES :-

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

1. List out types of pension and other retirement benefits;
2. Calculate qualifying service, emoluments, average emolument, pension, gratuity, commutation of pension, family pension, New Pension Scheme Leave encashment; travels & Medical facilities.
3. Share and discuss experience with a view to find solutions to specific cases of quicker settlement.

PARTICIPANT'S PROFILE :-

The programme is designed for :

The Officers/ Managers / Executives and the functionaries who have been entrusted with responsibility to take timely and prompt action to revise the pension / family pension revised pay and pay fixation and also to process new cases as per the revised rules.

PROGRAMME COVERAGE :-

- Salient features of 7th CPC
- Changes in 7th CPC with reference to 6th CPC regarding Pay. Allowances and other service matters.
- Pay Matrix - Levels, Entry Pay, Index & relevant details
- Pay Fixation in Pay Matrix with illustrations
- Increment and withholding or increment
- MACP Scheme
- CCS (Pension) Rules—Retirement benefits as per 7th CPC
- Pension, Family Pension, Gratuity
- Processing of Pension cases with illustrations
- Salient features & Management of New Pension System
- Pensionary and other benefits under NPS
- Interactive session and case studies

PROGRAMME DURATION & SCHEDULE :-

It will be three days Technical Workshop from 19th to 21st January 2017, and will be conducted from 10A.M. to 5P.M. daily. There will be twelve session, four session each day. Each session will be of 75 minutes duration.

VENUE :-

This workshop will be conducted at "Aura De Asia" Patel Nagar, New Delhi.

FEE :-

Non-Residential : Rs. 9000 + 15% Service Tax = Total Rs. 10350/-
- 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. 18000 + 15% Service Tax = Total Rs. 20700/- Per Candidates 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.**

b) Single Occupancy : Rs. 22000/- + 15% Service Tax = Total Rs. 25300/- per candidate (Fee Includes breakfast & dinner)

Candidates have to make their own arrangement for Transport.

RESIDENTIAL CANDIDATE :-

Check in time: 18th January 2017, Afternoon

Check out time : 22nd January 2017, Forenoon

REPORTING TIME :

The participants are to report for registration at 9.45AM on 19th January 2017, at the Venue Hotel Goa.

NOMINATION :-

The Organization may please send the nominations stating the Name, Designation, their Mobile No. and Contact No. with full address with requisite fee by crossed DD/Cheque/NEFT 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

DETAILS FOR ECS PAYMENT :

Bank Name : HDFC BANK

Address : Plot No. 28, Block-B, Community Centre, Janakpuri, New Delhi - 110058.

CA Account No. : 01292000019064

NEFT IFS Code : HDFC0000129.

MICR Code No. : 110240016

Account Type : Current Account (Code-0129)

PAN No. : AADAS4228C

LAST DATE :-

Registration for programmes Residential accommodation is 11th January 2017, and for Non Residential 17th January 2017. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.

Prog. No. A-196 : Three Days workshop on "The RTI Act. 2005 - Case Studies/Court Cases, Improvement of Records Management System and Challenge before PIOs while Implementing the Act. & Important Decision of CIC Including Prevention of Sexual Harassment of Women at Workplace"
From 2nd to 4th February 2017, at New Delhi.

OBJECTIVES :-

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 :

1. Describe the purpose and concept of RTI
2. Explain the salient features of Act and possible implications
3. Describe the process of seeking and providing information
4. List exemptions prescribed
5. Explain procedure of appeals and penalties imposable by Information Commission.
6. Powers and Functions of Information Commission
7. Describe Responsibilities of Public Authorities
8. 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 :-

- 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.
- Practical problems in implementation & Strategies to tackle increased workload.
- Controversies on interpretation and legal aspects.
- Group Discussion
- Records Management in Context of RTI.
- What is Sexual Harassment.
- Measures to prevent cases of sexual harassment in working place.

PROGRAMME DURATION & SCHEDULE :-

It will be three days Workshop from 2nd to 4th February 2017, and will be conducted from 10A.M. to 5P.M. daily. There will be eight session, four session each day. Each session will be of 75 minutes duration.

VENUE :

Stay arrangement and workshop will be conducted at Hotel "Arua De Asia" Patel Nagar, New Delhi.

REPORTING TIME :

The participants are to report for registration at 9.45AM on 2nd February 2017, at the Venue "Arua De Asia" New Delhi.

FEE :-

Non-Residential : Rs. 9000 + 15% Service Tax = Total Rs. 10350/-
- 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. 18000 + 15% Service Tax = Total Rs. 20700/- Per Candidates 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.**

b) Single Occupancy : Rs. 22000/- + 15% Service Tax = Total Rs. 25300/- per candidate (Fee Includes breakfast & dinner)

Candidates have to make their own arrangement for Transport.

PROGRAMME MANAGEMENT :

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

NOMINATION :-

The Organization may please send the nominations stating the Name, Designation, their Mobile No. and Contact No. with full address with requisite fee by crossed DD/Cheque/NEFT 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

CERTIFICATION OF PARTICIPATION :

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

LAST DATE :-

Registration for programmes Residential accommodation is 25th January 2017, and for Non Residential 31st January 2017. 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.

(Ajay)
Programme Coordinator
Mob. 9650578744

(Neeraj Kumar)
Director
Mob. 9990812988