



SOCIETY FOR ECONOMIC RESEARCH & TRAINING

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To,

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

Ref. : SERT/A-160, A-161, A-162, A-163 & A-164/2015-16
Dated : 18.11.2015



Prog. No. A-160 : Three Day workshop on "Pensionary Benefits Under New Pension Scheme, Obligation of DDO under NPS, Records to be Maintained, Accounting Procedure & Guidelines for Employees Covered under NPS & MACP Scheme" from 4th to 6th February 2016, at New Delhi.

Prog. No. A-161 : One Day workshop on "Right to Information Act 2005, and Latest Development i.e. salient feature of Lokpal & Lokayuktas Act." on Date 8th February 2016, at New Delhi.

Prog. No. A-162 : One Day workshop on "Investigation and Inquiry for Prevention of Sexual Harassment of Women at Workplace" On date 9th February 2016, at New Delhi.

Prog. No. A-163 : Three Day workshop on "Latest Govt. Policy on Reservation in Services for SC/ST/OBC & Physically Handicapped in PSEs, Banks, Govt. Aided Bodies, Govt. Institutions for Liaison Officers & latest Supreme Court Judgements" from 11th to 13th February 2016, at Jaipur (Rajasthan).

Prog. No. A-164 : Three Day workshop on "Essential of Contract Management - Outsourcing of Services Including Tendering & Purchase Mechanism and Procurement Procedures" from 24th to 26th February 2016, at Kolkata.

Dear Sir/Madam,

Please find enclosed a copy of the Brochures A-160, A-161, A-162, A-163 & A-164 Technical workshops on the topics notes 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 exprience 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

Yours faithfully

Neeraj Kumar

(Neeraj Kumar)
Director

Encl : The Programme Brochures

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24/11/15

Prog. No. A-160 : Three Day workshop on "Pensionary Benefits Under New Pension Scheme, Obligation- DDO under NPS, Records to be Maintained, Accounting Procedure & Guidelines for Employees Covered under NPS & MACP Scheme" from 4th to 6th February 2016, at New Delhi.

BACKGROUNDS :-

Almost all Central Govt. Deptt. Subordinate offices and Autonomous Bodies have adopted these rules. Implementation of 6th Pay commission orders the Govt. 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.

PROGRAMME COVERAGE :-

- Comparison of the New Pension scheme with the old scheme of the Govt.
- Modes of Retirement including voluntary Retirements
- Classes of Pension
- Eligibility for Pensionary Benefits
- Calculation of Qualifying service for pension
- Calculation of Emoluments / average Emoluments
- Computation & Authorization of Pension, Retirement Gratuity, Concept of commutation, Restoration & Revision
- Method of working out pension amount in different cases by demonstration of examples.
- Family Pension - Calculation
- Authorization of Family Pension to Member of Family including Settlement of disputes in context of claim of Family Pension
- Revision of Family Pension in context of 6th Pay commission, Revision of Pay in context of 6th Pay Commission.
- GPF Deposit, Withdrawals and Final Settlement
- Deposits-Linked Insurance Scheme (CGEGIS)
- Gratuity Entitlement, Calculation of Gratuity Emoluments for Gratuity, Deductions Permissible.
- Maternity Benefits, Leave Period and Leave Encashment.
- New Pension Scheme - Applicability & modes of Implementation
- Salient feature of MACP Scheme.

PARTICIPANTS PROFILE :-

The Programme is designed for:

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

PROGRAMME DURATION & SCHEDULE :-

It will be three day Workshop from 4th to 6th February 2016, 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.

PROGRAMME MANAGEMENT :-

Apart from SERT's faculty resource personnel of eminence will be invited to chair sessions in their areas of specialization subject to availability Guest faculty will interalia be drawn from concerned departments.

FEE :-

Non-Residential : Rs. 9000 + 14% Service Tax = Total s. 10260/-
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. 18000 + 14% Service Tax = Total Rs. 20520/- Per Candidates per programme inclusive of boarding & lodging for two persons of same gender & of the same organization.

b) Single Occupancy : Rs. 22000+14% Service Tax = Total Rs. 25080/- per candidate (Fee includes breakfast & dinner).

Candidates have to make their own arrangement for Transport.

VENUE:-

The workshop will be conducted at "Hotel Aura De Asia" New Delhi.

RESIDENTIAL CANDIDATE :-

Check in time: 3rd February 2016 (afternoon)

Check out time : 7th February 2016 (forenoon)

PROGRAMME MANAGEMENT :-

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

REPORTING TIME :-

The participants are to report from registration at 09.45AM on 4th February 2016, at the Venue "Aura De Asia" New Delhi.

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 27th January 2016, and for Non Residential 2nd February 2016. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.

Prog. No. A-161 : One Day workshop on "Right to Information Act 2005, and Latest Development i.e. salient feature of Lokpal & Lokayuktas Act." on Date 8th February 2016, at New Delhi.

BACKGROUND :-

In our individual capacity, we all are citizens and have every right to have access to information but some of us are also public authorities, responsible to give information if required. The Act. Provides for setting to secure access to information in the custody and under the control of public authorities in the aim of promoting transparency and accountability in the working of every public authority. The constitution of a central information commission and state information commission and for matters connected therewith or incidental thereto. The public authorities are required to fulfill certain obligations and public information officers have been entrusted with certain under the Act.

OBJECTIVES :-

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

1. Describe the purpose and concept of RTI
2. Explain the salient features of Act and possible implications
3. Powers and Functions of Information Commission
4. Describe Responsibilities of Public Authorities.
5. Explain strategy for operationalizing RTI
6. Explain the basic features of Lokpal & Lokayuktas Act.

PARTICIPANTS 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.
- Practical problems in implementation & Strategies to tackle increased workload.
- Records Management in Context of RTI
- Salient features of Lokpal & Lokayuktas Act.

VENUE :- The both workshop will be conducted at Hotel "Aura De Asia" Patel Nagar, Opp. Metro Pillar No. 201, New Delhi.

FEE :- Non-Residential : Rs. 5000 + 14% Service Tax = Total Rs. 5700/- 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.

LAST DATE :- Registration for programmes Residential accommodation is 5th February 2016. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.

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

Prog. No. A-162 : One Day workshop on "Investigation and Inquiry for Prevention of Sexual Harassment of Women at Workplace" On date 9th February 2016, at New Delhi.

BACKGROUND :-

As the workshop is becoming more and more diverse, the issue of Managing diversity and Gender sensitisation 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 Harassment 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 sensitise the Personnel at various levels of the need to ensure safety and well being of women working with/under them.

OBJECTIVES :-

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

PARTICIPANTS PROFILE :-

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

PROGRAMME COVERAGE :-

- Overview of CCS(CCA) Rules/Conduct Rules
- Work Place defined
- Complaints committee.
- What is sexual harassment
- Initial relief
- Complaints committee to be inquiring authority
- Need for investigation
- Decision to issue of chargesheet and conducting inquiry
- Special Provision to deal with threat or intimidation

Prog. No. A-163 : Three Day workshop on "Latest Govt. Policy on Reservation in Services for SC/ST/OBC & Physically Handicapped in PSEs, Banks, Govt. Aided Bodies, Govt. Institutions for Liaison Officers & latest Supreme Court Judgements" from 11th to 13th February 2016, at Jaipur (Rajasthan).

BACKGROUNDS :-

We assure you that these programme will be very useful to officers dealing with this subject in the Central Government, Central Autonomous Bodies and PSU's, Nationalized Banks all of which follow the Central Govt. Rules. The role and function of Liaison officer, National Commissions of SC, ST and OBCs and also the roles played by the Parliamentary Committees for the welfare of these backward classes will be discussed in details. The details of the programme which includes (i) Maintenance of Rosters (ii) Various relaxations and concessions for SC/ST/OBCs etc are given in the brochure annexed.

PARTICIPANTS PROFILE :-

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

PROGRAMME COVERAGE :-

- Reservation for SC, ST and OBCs & Constitutional Provisions
- Special discussions on landmark judgements viz Indra Sawhney Vs UOI, R.K. Sabharwal, M.Nagraj Vs UOI etc.
- Effect of Migration, Marriage, Conversion and Adoption on caste/Tribe status
- Principles for making and operating post-based rosters
- Model Rosters/Registers
- Vacancy calculation for recruitment and for promotions;
- Departmental Promotion Committ; its role and functions;
- Benchmark, Grading and the concept of own merit;
- Horizontal reservation for Persons with Disability(PWD) and maintenance of 100 point registers;
- Implementation of select list;
- Leave Rules, Leave encashment and LTC Case studies & Review DPC

VENUE:-

The workshop will be conducted at **Maharani Palace, Jaipur.**

LAST DATE :-

Registration for programmes Residential accommodation is 3rd Feb. 2016 and for Non Residential 8th Feb. 2016. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.

FEE :-

Non-Residential! : Rs. 10000 + 14% Service Tax = Total Rs. 11400/- 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. 19000 + 14% Service Tax = Total Rs. 21660/- Per Canditde Per programme Inclusive of boarding & lodging for two persons of same gender & of the same organization.

Single Occupancy : Rs. 25000 + 14% Service Tax = Total Rs. 28500/- per candidate per programme (Fee Includes breakfast & dinner).

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

Prog. No. A-164 : Three Day workshop on "Essential of Contract Management - Outsourcing of Services Including Tendering & Purchase Mechanism and Procurement Procedures" from 24th to 26th February 2016, at Kolkata.

OBJECTIVE :-

- The broad objectives which the programme seeks to achieve are :
- To provide the participants the advantage to Material handling and procurement Management
- Importance of Contract its essentials in particulars to the outsourcing of service and procure 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.
- Technicalities of engaging the outsourced staff and monitoring thereof.
- To enlighten the participants to lay own terms & conditions of contracts and tenders and the mechanism to enforce them.

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 offices of Quality Control divisions.

PROGRAMME COVERAGE :-

- Need & Scope of Contract Management
- Essentials of Indian Contract Act
- Role of Agent and Guarantor
- Preparation of Expression of Interest
- Principles of Purchase and Procurement
- Why Registration of vendors is essential
- Tendering Procedure
- Evaluation of Tenders and Award of work/contract
- Processing of Bills / Monitoring of Performance
- CVC Guidelines on procurement and purchases.

VENUE:-

The workshop will be conducted at **"Airport City Hotel" Kolkata.**

LAST DATE :-

Registration for programmes Residential accommodation is 16th Feb. 2016 and for Non Residential 23rd Feb. 2016. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.