



SOCIETY FOR ECONOMIC RESEARCH & TRAINING

(Registered under Societies Registration Act. 1860) GST No.07AADAS4228C1ZT
RZ-42B/210, J-Block, Gali No. 3, West Sagarpur, New Delhi – 110046
Mob.7011558302, E-mail: director@sertdelhi.org Website: www.sertdelhi.org

To,
Director/Registrar/Principal/GM (HR)
Admin. Officer//C HRD (Trg.)
CENTRAL UNIVERSITY OF HARYANA
Jant-Palli,
Mahendragarh – 123031
Haryana

Ref : SERT/A-266,266B, 267 & 267B/2021
Dated: 08.11.2021

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-266	Practical Approach to Public Procurement, E-Procurement & Government e-Market Place (GeM)	2 nd to 4 th February 2022 New Delhi
A-266B	Implementation of Reservation Policy on SC/ST/OBC/EWS/PWD & Ex-Servicemen	9 th to 11 th February 2022 New Delhi
A-267	Financial Management – Budgeting, Accounting & Auditing Techniques and Income Tax on Salary	3 rd to 5 th March 2022 New Delhi
A-267B	Special Course for Personnel Such as Stenographers, PA/PS & other Staff Including Office Procedures	14 th to 16 th March 2022 New Delhi

FEE:- Non-Residential: Rs. 12500 + 18% GST = Total Rs. 14750/- 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. 24000 + 18% GST = Total Rs. 28320/- Per Candidate per program if the Organisation in nominating two officials (same gender).
- Single Occupancy:** Rs.29000 + 18% GST total Rs. 34220/- 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

Neeraj Kumar

(Neeraj Kumar)
Director

Encl: The Programmes Brochures

Ajay / Amit Sharma to broadcast
Sanjiv
28/11/21

SOCIETY FOR ECONOMIC RESEARCH & TRAINING

CALENDAR OF TRAINING PROGRAMME FROM APRIL 2022 TO MARCH 2023

<u>Prog. No.</u>	<u>Title</u>	<u>Date</u>	<u>Venue</u>
A-268	Budgeting & Financial Control, Accounting & Auditing Techniques in Government Department"	27 th to 29 th April 2022	New Delhi
A-268B	Practical Approach to Public Procurement, E-Procurement & Government e-Market Place (GeM)	18 th to 20 th May 2022	New Delhi
A-269	Reservation Policy for SC/ST/OBC/EWS/PWD and Ex-Servicemen for Liaison Officers and Head of Administration in Govt. Aided Bodies, Institutions, Banks etc.	2 nd to 4 th June 2022	New Delhi
A-269B	Financial Control, Budgeting, Accounting & Auditing Techniques, Income Tax & TDS Mechanism followed in Govt. Offices"	4 th to 6 th July 2022	New Delhi
A-270	The Right to Information Act. – A Focused Analysis of the Law of Information & Challenge before PIOs while Implementing the Act and Landmark Decisions of CIC	3 rd to 5 th August 2022	New Delhi
A-270B	Retirement Benefits (Pension, Gratuity, Commutation, Leave & TA Rules) and National Pension System (NPS)	5 th to 7 th September 2022	New Delhi
A-271	Better Office Management for PA/PS, Stenographer & other office Staff"	6 th to 8 th October 2022	New Delhi
A-271B	Recruitment Procedures, Promotion Rules, DPC and Maintenance of Service Book	10 th to 12 th November 2022	New Delhi
A-272	Roster witting & Reservation in Services for SC/ST/OBC/EWS/PWD and Ex-servicemen for Liaison Officers and Head of Administration in Govt. Aided Bodies, Institutions and Banks"	1 st to 3 rd December 2022	New Delhi
A-272B	Administrative Vigilance, Disciplinary Proceedings with emphasis on Departmental Inquiries and Handling Court Cases	5 th to 7 th January 2023	New Delhi
A-273	Staff Development In Improving Enhancing Efficiency of PS/PA, Stenographers & other office Staff	2 nd to 4 th February 2023	New Delhi
A-273B	Essential of Procurement Management, E-Procurement and Government e-Market Place (GeM)	2 nd to 4 th March 2023	New Delhi

Fee Structure:

(a) Course fee is included in all the three options. (b) Fee payable is per candidate basis (+18% GST)

1. Non Residential Rs. 12500 + 18% GST = Total Rs. 14750/-
2. Residential on sharing basis Rs. 24000 + 18% GST = Total Rs. 28320/-
3. Residential on single Occupancy basis Rs. 29000 + 18% GST = Total Rs. 34220/-

* Options 2 & 3 - Residential course fee includes accommodation, breakfast & dinner

* Our GST No. 07AADAS1228C1ZT

* Fee payable in favour of "Society for Economic Research & Training" payable at New Delhi

* For more details please visit www.sertdelhi.org

Prog. No. A-266: Workshop on "Practical Approach to Public Procurement, E-Procurement & Government e-Market Place (GeM)"
From 2nd to 4th February 2022, at New Delhi

Prog. No. A-266B: Workshop on "Implementation of Reservation Policy on SC/ST/OBC/EWS/PWD & Ex-Servicemen"
From 9th to 11th February 2022, 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.

WHO SHOULD ATTEND :-

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.

COURSE OUTLINE:-

- 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, CVC Guidelines on Procurement
- GFR and GoI Guidelines for Procurement of Consulting services, Selection methods, Methods of evaluation. Procurement (outsourcing) of other (Non-consultancy) services
- E-Procurement, Guidelines, Difference between Manual Procurement, E-Publishing and for E-procurement,
- Overview of Tender creation and Publishing
- Government e-Market Place Organizational Registration, Secondary user creation and registration, General and Special conditions for buyers and Sellers under GeM.
- GeM- Procurement Cycle, Various mode of procurements under GeM – direct purchase, L1 purchase and Bidding and Reverse auction
- Exercise and General Discussion

COURSE DURATION:- The workshop will commence at 10:00AM on 02.02.2022 and will conclude at 2:00PM on 04.02.2022

RESIDENTIAL CANDIDATE:- Check in 1st February 2022 (afternoon), and Check out 4th February 2022, Forenoon

LAST DATE:- Last date of Accepting nominations is 24th January 2022. Nomination can also be forwarded after the last date on Enquiry / Confirmation.

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 & PWD may also attend for updated and latest knowledge about this subject.

PROGRAMME COVERAGE:

- Constitutional Provisions with latest amendment relating to reservation
- Recruitment procedures
- Quantum of reservation in direct recruitment and Promotion
- 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
- National Commission.

COURSE DURATION:- The workshop will commence at 10:00AM on 09.02.2022 and will conclude at 2:00PM on 11.02.2022

RESIDENTIAL CANDIDATE:- Check in 8th February 2022 (afternoon), and Check out 11th February 2022, Forenoon

LAST DATE:- Last date of Accepting nominations is 2nd February 2022. Nomination can also be forwarded after the last date on Enquiry / Confirmation.

VENUE (Stay & Conference): Lemon Tree Hotel 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: (Neeraj Kumar) Director Mob. 7011558302

Prog. No. A-267: Workshop On "Financial Management – Budgeting, Accounting & Auditing Techniques and Income Tax on salary" From 3rd to 5th March 2022, at New Delhi.

Prog. No. A-267B: Workshop on "Special Course for Personnel Such as Stenographers, PA/PS & other Staff Including Office Procedures" From 14th to 16th March 2022, New Delhi

BACKGROUND:

In the present scenario, the tremendous increase in the activities of the Government, PSUs and Autonomous/Statutory Bodies the cash transaction have been increased multiple. Over the years it has been observed that the staff is on the decrease and the volumes of cash related works like receipts and payments have to increase considerably. It has therefore become authoritative to strengthen the financial administration in the organisations.

PARTICIPANT'S PROFILE:-

This course is designed to suit exclusively for officers like superintendents, Assistants, Head Clerks, UDCs, Senior Accountants, Junior Accountant and other staff dealing with Finance & Accounts responsible for providing inputs to the high echelon in an organization.

PROGRAMME COVERAGE:

- General Principal of Accounting in GFRs
- Delegation of Financial Power Rules
- Basic Functional Efficiency in Accounts Matters
- Budgeting – Types & Methodologies
- General Principles & Procedures for Budget preparation and Management
- Role of DDO/HOO & PAO in Accounting & Budgetary Control
- Accounting for Grant-in-Aid
- Auditing – Principles & Practices Watchdogs of Govt. Accounting – Internal & Statutory Audit
- Income Tax on salary & TDS Mechanism

COURSE DURATION:- The workshop will commence at 10:00AM on 03.03.2022 and will conclude at 1:00PM on 05.03.2022

RESIDENTIAL CANDIDATE:- Check In 2nd March 2022 (afternoon), and Check out 5th March 2022, Forenoon

LAST DATE:- Last date of Accepting nominations is 23rd February 2022. Nomination can also be forwarded after the last date on Enquiry / Confirmation.

BACKGROUND:-

In our experience we found that personal staff do attend various training programmes organized by this Institute on service rules. Such programmes may contain a passing reference to the role of personnel staff in administration. Such courses do not fully meet the training requirements of such staff. As noticed, demand for a course covering the required subjects in the area of performance of personnel staff has come up as a necessity.

OBJECTIVE:-

On completion of training, the participants will be able:

- ◆ To enhance effectiveness of their functioning as AO/Asstts/PAs/PSs and office staff by inculcating the values of sound organizational principles.

PARTICIPANT'S PROFILE:-

The programme has been designed to meet the requirements of supervisory personnel and junior/middle level managers employed in factories, mines, plants, office establishments, construction sites, service organizations, field operations, Executive's, Admin, MT Supervisors, PAs, Stores house staff & Ministerial staff.

PROGRAMME COVERAGE:

- The Role of personnel staff in improving the image of the office
- Expectations of a Boss from PS/PA & personal staff
- Quality of good personnel staff
- General Principal of Office Procedure
- Noting & Drafting Skills
- Filing System & Records Management
- Effective Communication skills & Interpersonal Skills

COURSE DURATION:- The workshop will commence at 10:00AM on 14.03.2022 and will conclude at 1:00PM on 16.03.2022

RESIDENTIAL CANDIDATE:- Check In 13th March 2022 (afternoon), and Check out 16th March 2022, Forenoon

LAST DATE:- Last date of Accepting nominations is 7th March 2022. Nomination can also be forwarded after the last date on Enquiry / Confirmation.

VENUE (Stay & Conference): Lemon Tree Hotel 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: (Neeraj Kumar) Director Mob. 7011558302