



SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

To,
The Principal
College of Technology and Engineering
Udaipur - 313001
(Rajasthan)

Ref. No.: SIERD/T-45B, T-46, T-47 & T-48B/2018
Date: 18.04.2018

**Prog. No. T-45B: Workshop on "E- Procurement and Government e-Market Place (GeM)"
From 26th to 28th June 2018, at Goa.**

**Prog. No. T-46: Workshop on "Goods and Services Tax (GST) & E- Way Bill" From 9th to
11th July 2018, at Hyderabad.**

**Prog. No. T-47: Workshop on "Dynamics of Leadership & Effectiveness of Teamwork"
From 12th to 14th July 2018, at Bangalore.**

**Prog. No. T-48B: Workshop on "Essentials of Deploying and Managing Contract Labour"
From 6th to 8th August 2018, at Kolkata.**

Dear Sir/Madam,

Enclosed please find Brochures on the above Training Programme to be organized by us. 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.

Keeping the above in view, we invite your kind attention to the programme coverage of our training as given in enclosed Brochures. 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.

Our Institute (SIERD), is organizing Training Programs 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 an indepth experience on the subject both as a Trainer and a career Bureaucrat.

We request you to forward nominations for the above programmes from your organizations as per the nomination form at Appendix / overleaf where the details of course fee etc. have been indicated. Assuring you of our best Service.

We shall be glad to have the nomination from your Organisations.

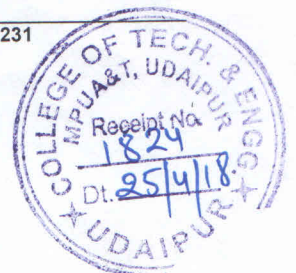
With best regards.

Yours faithfully

Note: Kindly do inform us about nomination through E-mail / Fax / or Speed- Post to avoid inconveniences of delay in Courier & Ordinary Post.

Encl: The Programme Brochure

Tejpal Cell
Neeraj Kumar
25.7.2018



**Prog. No. T-45B: Workshop on
"E- Procurement and Government
e-Market Place (GeM)"
From 26th to 28th June 2018, at Goa.**

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 :-

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..

COURSE OUTLINE:-

- 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.
- Government e-Market Place (GeM) of DGS&D - Introduction & Organizational Registration
- GeM - Procurement Cycle & Payment Procedures
- Interactive Session

LAST DATE:-

Registration for programmes Residential accommodation is 19th June 2018 and for Non-Residential 23rd June 2018. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

COURSE DURATION:- The workshop will commence at 2:30PM on 26.06.2018 and will conclude at 5:00PM on 28.06.2018

RESIDENTIAL CANDIDATE: Check in 26th June 2018 (12 Noon), Afternoon & Check out 29th June 2018, Forenoon

Fee: (Including 18% GST) GSTIN- 07BXPPK7937K1ZN

A. Non-Residential:-Rs.12,980/- Per Delegate per program (includes Training Kit, Lunch & Conference Tea)

B. Residential:- (This fee Includes the programme fee, Training Kit & Conference and also covers the cost of lodging and boarding, breakfast, lunch and dinner).

i) On twin sharing basis- Rs.23,600/- Per Delegate per program

ii) Single occupancy basis –Rs.30, 680/- Per Delegate per program

Nomination: Each Nomination should be accompanied with requisite fee by crossed DD/Cash/Chques should be payable at New Delhi drawn in favor of "Systematic Institute of Economic Research & Development" payable at New Delhi. NEFT payment may be made direct to Current A/c No.606700301000128 (IFSC Code VIJB0006067, MICR NO. 1100029070) VIJAYA Bank, Patel Nagar, Branch, New Delhi under intimation by email. PAN No. BXPPK7937K

For registration /any other information, Please Contact: (Neeraj Kumar) Coordinator (Admin) Mob. 9958014267

**Prog. No. T-46: Workshop on "Goods and
Services Tax (GST) & E- Way Bill"
From 9th to 11th July 2018,
at Hyderabad.**

INTRODUCTION:-

GST is now a reality. It is one of the world's biggest tax reforms in one of the world's largest economies. Once implemented, GST will have a deep impact on our economy. New business models Supply chain models will emerge. Companies prepared for GST will reap profits. The Constitution Amendment Bill for Goods and Services Tax (GST) has been approved by The President of India post its passage in the Parliament (Rajya Sabha on 3 August 2016 and Lok Sabha on 8 August 2016) and ratification by more than 50 percent of state legislatures. The Government of India is committed to replace all the indirect taxes levied on goods and services by the Centre and States and implement GST by April 2017.

WHO SHOULD ATTEND :-

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 and Establishment Matters

COURSE OUTLINE:-

- Registration, Inauguration & expectation sharing
- GST at a Glance
- Registration, Exemptions, Composition Scheme
- Invoicing
- Place of Supply
- Value of Supply
- Payment of Tax
- Filing of Returns alone
- Introduction of E-Way Bill?
- Why is E-way bill required
- When Should E-Way Bill be issued?
- Cases when e-Way bill is Not Required

LAST DATE:-

Registration for programmes Residential accommodation is 3rd July 2018 and for Non Residential 7th July 2018. Nomination can also be forwarded after the last date on Enquiry/Confirmation

COURSE DURATION:- The workshop will commence at 2:30PM on 09.07.2018 and will conclude at 5:00PM on 11.07.2018

RESIDENTIAL CANDIDATE: Check in 9th July 2018 (12 Noon) Afternoon & Check out 12th July 2018, Forenoon

Prog. No. T-47: Workshop on "Dynamics of Leadership & Effectiveness of Teamwork" From 12th to 14th July 2018, at Bangalore.

INTRODUCTION:-

Leadership is a vital element in both personal & professional life of all of us. To become effective in life and to be successful in accomplishing individual and organizational goals, this innate human trait needs to be nurtured and oriented systematically. In the world of management, the quality of leadership provided is considered to be a prime factor for the success of an enterprise. The skill or the ability to persuade others to seek defined objectives enthusiastically which binds a team together and motivates it towards goals requires to be sharpened. This workshop will enable the participants to reflect on and actualize the secrets behind the essentials of leadership which transforms lukewarm desires of achievement to burning passion for accomplishing task through effective team building for organizational excellence

WHO SHOULD ATTEND :-

Office Assistants and Section Heads of all grades, Sales & Service Staff, Receptionists, Private Secretaries, PAs, Telephone Operators, Public Relations Staff, Protocol Staff, Guest House Assistants, Front Office Staff, Customer Liaison Staff and other such employees.

COURSE OUTLINE:-

1. Significance of Universal Leadership and Effective Teamwork
2. Exploring the Leadership trait – Ability of self
3. Barriers in Leadership and Teamwork with its Preventives
4. Leadership Models and Styles
5. Forces determining Effective Leadership
6. Power of Positive Attitude for Dynamic Leadership and Team work
7. Enriching Leadership Skills for Better Performance
8. Team Building Activities with Role Clarity
9. Assertive Communication Skills for Better Interpersonal Relations
10. Leading Self for Creative Problem Solving

LAST DATE:-

Registration for programmes Residential accommodation is 5th July 2018 and for Non Residential 10th July 2018. Nomination can also be forwarded after the last date on Enquiry/Confirmation

COURSE DURATION:- The workshop will commence at 2:30PM on 12.07.2018 and will conclude at 5:00PM on 14.07.2018

RESIDENTIAL CANDIDATE: Check in 12th July 2018 (12 Noon) Afternoon & Check out 15th July 2018, Forenoon

Fee: (Including 18% GST) GSTIN- 07BXP7937K1ZN

A. Non-Residential:-Rs.12, 980/- Per Delegate per program (includes Training Kit, Lunch & Conference Tea)

B. Residential:- (Room, Breakfast, Lunch, Dinner, Training Kit & Conference Tea)

i) On twin sharing basis- Rs.23,600/- Per Delegate per program

ii) Single occupancy –Rs.30, 680/- Per Delegate per program

Nomination: Each Nomination should be accompanied with requisite fee by crossed DD/Cash/Chques should be payable at New Delhi drawn in favor of "Systematic Institute of Economic Research & Development" payable at New Delhi. NEFT payment may be made direct to Current A/c No.606700301000128 (IFSC Code VIJB0006067, MICR NO. 1100029070) VIJAYA Bank, Patel Nagar, Branch, New Delhi under intimation by email. PAN No. BXP7937K,

Prog. No. T-48B: Workshop on "Essentials of Deploying and Managing Contract Labour" From 6th to 8th August 2018, at Kolkata.

WHO CAN PARTICIPATE:-

The programme will be suitable for Personnel Executives, Administrative Officers, F&A Officers, Safety Officers, Labour Officers, Law Officers, HRD Managers, Vigilance Officers, Production Managers, Project Managers, Welfare Officers and other Executives responsible for management of labour, formulation of policy on contract labour and observance of labour Laws & Acts.

COURSE OUTLINE:-

- Procurement of Service (Physically Measurable) under GFR.
- Concept, Principles and Legal Provisions.
- Role of Principal Employer and Controller of Accounts, Contract Labour (R&A) Act-1970
- Minimum Wages, Payment of Wages, VDA, Bonus, EPF, Medical Facility (ESI) and Leave
- Tendering for Procuring contract Labour through Man Power providing agency, Admin approval & vetting of requirements
- TE, Opening of Tender followed by CST, TPC, Issue of Work Order, Features for preparing of Templates
- EMD, PSD, Fore Closing, Suspension of Contract
- Monitoring of Contract, Compliance of instructions and orders CLC, Landmark judgments of courts on Contract Labour

LAST DATE:-

Registration for programmes Residential accommodation is 31st July 2018 and for Non Residential 3rd August 2018. Nomination can also be forwarded after the last date on Enquiry/Confirmation

COURSE DURATION:- The workshop will commence at 2:30PM on 06.08.2018 and will conclude at 5:00PM on 08.08.2018

RESIDENTIAL CANDIDATE: Check in 6th August 2018 (12 Noon) Afternoon & Check out 9th August 2018, Forenoon.

For registration /any other information, Please Contact: (Neeraj Kumar) Coordinator (Admin) Mob. 9958014267