



SOCIETY FOR ECONOMIC RESEARCH & TRAINING

(Registered under Societies Registration Act. Regd. No. 1860) PAN No. : AADAS4228C, Service Tax No. AADAS4228CSD004
RZ-42B/210, J-Block, Gali No. 3, West Sagarpur, New Delhi - 110046 Telefax No. : 011-25390231
Mob. : 9990812988, E-mail : director@sertdelhi.org, Website : www.sertdelhi.org

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

Ref. : SERT/A-204, A-205 & A-206/2017
Dated : 22.04.2017

Teerip Cell
6/16.5.2017

Prog. No. A-204 : Workshop on "Financial Control of Expenditure, Budgeting, Accounting & Auditing Techniques, Income Tax & TDS Mechanism in Central Govt. Department & Autonomous Bodies" From 6th to 8th July 2017, at New Delhi.

Prog. No. A-205 : Workshop on "Planning for Retirement, Entitlement and payment of retirement benefits under CCS (Pension Rules) & National Pension System (NPS) as per 7th CPS orders & Latest Guidelines and Act." From 13th to 15th July 2017, at New Delhi.

Prog. No. A-206 : Workshop on "Administrative Vigilance, Disciplinary Rules & Departmental Inquiries & Prevention of Sexual Harassment of Women at Workplace" From 20th to 22nd July 2017, at New Delhi.

Dear Sir/Madam,

Please find enclosed a copy of the Brochures A-204, A-205 & A-206 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

- 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

**Prog. No. A-204 : Workshop on "Financial Control of Expenditure, Budgeting, Accounting & Auditing Techniques, Income Tax & TDS Mechanism in Central Govt. Department & Autonomous Bodies"
From 6th to 8th July 2017, at New Delhi.**

BACKGROUND :

With the tremendous increase in the activities of the Government, PSUs and autonomous/statutory bodies the cash transactions in the organization have increased manifold. 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 increased considerably. It has therefore become imperative to strengthen the financial administration in the organizations. To meet the training needs of the personnel dealing with cash & accounts matters we are continuously endeavoring to develop condensed courses covering the essentials of the Financial Management with the target to make the Staff and Officials conversant with the Rules on the subject and interact with the learned faculties to develop the skills of handling the difficult problems with confidence and perfection.

OBJECTIVES :-

On Completion of the Workshop, the Participants will be able to :

- Describe the essentials of Financial Propriety;
- Application of Rules on Finance and Accounts matters;
- Sharpen the skills in applying these rules/guidelines in the work situation;
- Guide their fellow workers to rightly apply the financial discipline
- Share experience and discuss problems to work out possible solution

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 and Establishment Matters.

PROGRAMME DURATION & SCHEDULE :-

It will be three days Workshop from 6th to 8th July 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.

REPORTING TIME :

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

METHODOLOGY :

Lectures, Practical exercise, Assimilation Exercises, discussions, Reinforcement, Quizzes case studies.

PROGRAMME COVERAGE :-

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

FEE :-

Non-Residential : Rs. 10000 + (Applicable Tax) 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. 19000 + (Applicable Tax) Per Candidates Per programme Inclusive of boarding & lodging for two persons of same gender & of the same organization.

b) Single Occupancy : Rs. 25000/- + (Applicable Tax) per candidate (Fee Includes breakfast & dinner)

Candidates have to make their own arrangement for Transport.

RESIDENTIAL CANDIDATE :-

Check in time: 5th July 2017, Afternoon

Check out time : 9th July 2017, Forenoon

Each Nomination Should Contain The Following Information

1. Name & Complete Address of the organization.
2. Name of the participants with Designation
3. Office address with Tel. No./Fax No. & E-mail address
4. Residential address of the nominee with Phone / Mobile Number
5. Academic Qualification & Experience
6. Details of Demand Draft / Cheque sent
7. Sponsoring Authorities Name, Designation, Office address with Tel. No./Fax No., E-mail address

LAST DATE :-

Registration for programmes Residential accommodation is 30th June 2017, and for Non Residential 4th July 2017. Nomination can also be forwarded after expiry of the last date on Enquiry/ Confirmation.

Prog. No. A-205 : Workshop on "Planning for Retirement, Entitlement and payment of retirement benefits under CCS (Pension Rules) & National Pension System (NPS) as per 7th CPS orders & Latest Guidelines and Act." From 13th to 15th July 2017, at New Delhi.

BACKGROUND :

All Central Govt. Departments, Subordinate offices and Autonomous Bodies have Implemented 7th Pay commission orders wherein the Govt. has brought about changes for the Pay fixation as per Pay Matrix, calculation of different types of Pensions, Family Pension, Gratuity, Leave Encashment and other retirement benefits. Many organizations and employees want to process the settlement claims of the pensionary benefits within a prescribed time span and wish to avoid the possibility of payment of pensionary dues with penal interest in cases of delay. Retiring employees are also anxious to know about their entitlements, Pre and Post retirement procedures for Pension and other benefits for peaceful, healthy and happy retired life.

OBJECTIVES :-

On Completion of the Workshop, the Participants will be able to :

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

PARTICIPANT'S PROFILE :-

This 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 is also covering capsule on Planning for retirement which is useful for officials retiring in near future.

PROGRAMME DURATION & SCHEDULE :-

It will be three days Workshop from 13th to 15th July 2017, and will be conducted from 10A.M. to 5P.M. daily. There will be twelve sessions, four sessions 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.

METHODOLOGY :

Lectures, Practical exercise, Assimilation Exercises, discussions, Reinforcement, Quizzes case studies.

PROGRAMME COVERAGE :-

- Comparison of the New Pension scheme with the old CCS (Pension) Rules of the Govt.
- Modes of Retirement including voluntary Retirements
- Eligibility and Calculation for Pensionary Benefits. Gratuity CPV etc.
- Family Pension — Calculation
- Leave Rules and Leave Encashment
- New Pension Scheme—Applicability & modes of Implementation
- Salient feature about National Pension System
- PFRDA Act.
- Settlement of pensionary benefits under NPS
- Relevant Govt Orders and instructions
- Processing of pensionary claims, Family Pension, CVP, Gratuity, Leave Encashment etc. with live examples
- Interaction and discussion on case laws.

FEE :-

Non-Residential : Rs. 10000 + (Applicable Tax) 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. 19000 + (Applicable Tax) Per Candidates Per programme Inclusive of boarding & lodging for two persons of same gender & of the same organization.

b) Single Occupancy : Rs. 25000/- + (Applicable Tax) per candidate (Fee Includes breakfast & dinner)

Candidates have to make their own arrangement for Transport.

RESIDENTIAL CANDIDATE :-

Check in time: 12th July 2017, Afternoon

Check out time : 16th July 2017, Forenoon

REPORTING TIME :

The participants are to report for registration at 9.45AM on 13th July 2017, at the Venue Hotel "Aura De Asia" New Delhi.

LAST DATE :-

Registration for programmes Residential accommodation is 5th July 2017, and for Non Residential 11th July 2017. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.

Prog. No. A-206 : Workshop on "Administrative Vigilance, Disciplinary Rules & Departmental Inquiries & Prevention of Sexual Harassment of Women at Workplace"
From 20th to 22nd July 2017, at New Delhi.

BACKGROUND :

The concept of vigilance has acquired new dimensions in the fast changing economic scenario wherein the Govt. Department/Organizations, autonomous bodies and PSEs are required to face new challenges of competition for their survival and sustained growth autonomy in functioning demands, responsibility and accountability coupled with transparency in decision making. This makes the role of Vigilance very vital for the vigilance and non-vigilance functionaries in PSEs and Govt. Organizations. Recent efforts of Central vigilance commission to create vigilance awareness among public servants to root out corruption and create confidence among tax payers. The decision of the Apex court of the country have also added some landmarks in vigilance jurisprudence.

OBJECTIVES :-

The programme has been designed to achieve the following objectives :-

1. To make the participants understand the procedural aspects of department proceedings in general.
2. To appreciate the legal aspect governing the Departmental actions.
3. To understand the role of inquiry officer presenting officer, Defence Assistants in actual proceedings of Department inquiries.
4. To share experience and discuss related problems in real work situation in the present industrial scenario.

PARTICIPANT'S PROFILE :-

Executives, Senior and Middle level Managers, Vigilance Officers, who have to hold/associate in preliminary inquiries, act as presenting officer in or have to hold regular departmental inquiries and for Non vigilance functionaries to understand the vigilance mechanism & its complexities. Also for those officials (of PSUs, Autonomous Bodies, State/Central Govt. Officials) who are dealing/likely to deal in future.

PROGRAMME DURATION & SCHEDULE :-

It will be three days Workshop from 20th to 22nd July 2017, and will be conducted from 10A.M. to 5P.M. daily. There will be twelve sessions, four sessions 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.

REPORTING TIME :

The participants are to report for registration at 9.45AM on 20th July 2017, at the Venue Hotel "Aura De Asia" New Delhi.

RESIDENTIAL CANDIDATE :-

Check in time: 19th July 2017, Afternoon
Check out time : 23rd July 2017, Forenoon

PROGRAMME COVERAGE :-

- Registration, Inauguration & expectation sharing
- Conduct Rules—Dos and Don'ts
- Handling of complaints and Vigilance
- Disciplinary Procedures
- Departmental Inquiry Procedure with case studies
- Role of Disciplinary Authorities, Inquiry Officer and Presenting Officer
- Suspension and its effects on service matters
- Principles of natural justice & Framing of charge sheet
- What is Sexual Harassment
- Workplace defined & Initial relief
- Complaints Committee to be Inquiring authority
- Measures to prevent cases of sexual harassment in working place.

FEE :-

Non-Residential! : Rs. 10000 + (Applicable Tax) 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. 19000 + (Applicable Tax) Per Candidates Per programme Inclusive of boarding & lodging for two persons of same gender & of the same organization.

b) Single Occupancy : Rs. 25000/- + (Applicable Tax) per candidate (Fee Includes breakfast & dinner)

Candidates have to make their own arrangement for Transport.

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 12th July 2017, and for Non Residential 18th July 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 (Neeraj Kumar) Director Mob. 9990812988.