



# SOCIETY FOR ECONOMIC RESEARCH & TRAINING

(Registered under Societies Registration Act. 1860) GST No. 07AADAS4228CSD004ZT  
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Ref : SERT/A-228, A-229, A-230 & A-231/2018  
Dated: 04.01.2018

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

Prog. No.A-228: Three Days Workshop on “Critical areas of Service Matters - 7th CPC Pay & Allowance, Leave and LTC, MACP Scheme, Planning for Retirement & Pensionary Benefits and National Pension Systems (NPS)” from 8th to 10th March 2018, at Kochi (Kerala).

Prog. No. A-229: Three Days Workshop on “Goods and Services Tax (GST) Implementation with return filing and Latest Changes and General Financial Rules (2017)” From 15<sup>nd</sup> to 17<sup>th</sup> March 2018, at New Delhi.

Prog. No.A-230: Three Days Workshop on “General Financial Rules (2017), Budgeting & Financial Control, Accounting & Auditing Techniques in Central Govt. Department & Autonomous Bodies” From 16<sup>th</sup> to 18<sup>th</sup> April 2018, at New Delhi.

Prog. No.A-231: Three Days Workshop on “Administrative Vigilance, Disciplinary Procedures & Departmental Inquiries, Handling Court Cases & Legal Matters” From 19<sup>th</sup> to 21<sup>st</sup> April 2018, at Kolkata.

Dear Sir/Madam,

Please find enclosed a copy of the Brochure A-228, A-229, A-230 & A-231 Workshops on the topics noted above scheduled to be organized by SERT New Delhi.

We invite your kind attention to the coverage of the programmes of the enclosed brochures. 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 centre (SERT), 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 also undertake studies on various subjects e.g. administrative, financial, disciplinary matters 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 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.

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 of on-line registration is available vide our website: www.sertdelhi.org

Encl: The Programmes Brochures



*Dr. Mahesh Kothari*  
*Deepak Sharma*  
*U- discuss to nominate participants.*  
*CA*  
*15.01.2018*

*Neeraj Kumar*  
(Neeraj Kumar)  
Director

**Prog. No.A-228: Workshop on "Critical areas of Service Matters - 7th CPC Pay & Allowance, Leave and LTC, MACP Scheme, Planning for Retirement & Pensionary Benefits and NPS" From 8th to 10th March 2018, at "Presidency Hotel" Ernakulam Town, Kochi (Kerala).**

### **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.

### **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 implement service rules effectively and efficiently

To revise the pension/family pension and other benefits to retirees

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

### **PROGRAMME COVERAGE:**

- Eligibility and Calculation for Retirement Benefits, Gratuity, CVP, as per 7th CPC
- Modes of Retirement including voluntary Retirements
- Family Pension – Calculation,
- New Pension Scheme – Applicability & modes of Implementation.
- Salient features of 7<sup>th</sup> CPC Pay and Allowances
- Changes in 7<sup>th</sup> CPC with reference to 6<sup>th</sup> CPC regarding Pay, Allowances and other service matters
- Pay Fixation in Pay Matrix with illustrations
- Leave rules, LTC and leave encasement
- MACP Scheme
- Comparison of the New Pension scheme with CCS(Pension) Rules of the Govt

**RESIDENTIAL CANDIDATE:** Check in 7<sup>th</sup> March 2018, Afternoon and Check out 10<sup>th</sup> March 2018, Forenoon

**LAST DATE:-** Registration for programmes Residential accommodation is 1<sup>st</sup> March 2018 and for Non Residential 6<sup>th</sup> March 2018.

### **FEE:-**

**Non-Residential:** Rs. 11000 + 18% GST = Total Rs. 12980/= Per Candidate (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. 20000 + 18% GST = Total Rs. 23600/= Per Candidate 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:** Rs.25000 + 18% GST total Rs. 29500/= Per candidate (Fee Includes breakfast & dinner).

For registration /any other information, Please Contact: (Neeraj Kumar) Director Mob. 9990812988

**Prog. No. A-229: Workshop on "Goods and Services Tax (GST) Implementation with return filing and Latest Changes and General Financial Rules (2017)" From 15<sup>th</sup> to 17<sup>th</sup> March 2018, at "Almondz Hotel" Patel Nagar, New Delhi**

### **BACKGROUND:-**

GST is now a reality. It is one of the world's biggest tax reforms in the 21st century in the fastest growing economies. Once fully operationalized, GST will have a deep impact on our economy. New business models Supply chain models will emerge. Companies prepared for GST will reap rich dividends. The Constitution Amendment Bill for Goods and Services Tax (GST) has been approved by The President of India post its passage in the Parliament and the state legislatures. The Government of India is committed to make it a game-changer for the betterment of the society.

### **PARTICIPANTS 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 COVERAGE:-**

- Registration, Inauguration & expectation sharing.
- GST at a Glance - Changeability and levy of Goods and Service tax
- Constitutional Background including Amendments
- Object & Purpose, Overview of GST and Unique features of GST along with the concepts Technology
- Registrations, Exemptions, Composition Scheme and Rates of Tax in GST
- Tax credit- Input and analysis
- Compliance and procedure required for GST transition and related issues
- Payment of Tax and Filing of Returns along with the concept of Reverse charge, Input Tax Credit and IT driven automotive reversals
- A brief on IGST & Compensation to States Act. 2017
- GST Obligations for Government departments and other notified Agencies
- Notifications and FAQs
- Valuation aspects of GST
- Open House - Interactive Session, Q&As and Valedictory
- General Financial Rules, 2017, Purchase Procedure, GeM.and related issues

**RESIDENTIAL CANDIDATE:-** Check in 14<sup>th</sup> March 2018, Afternoon and Check out 17<sup>th</sup> March 2018, Forenoon

**LAST DATE:-** Registration for programmes Residential accommodation is 7<sup>th</sup> March 2018 and for Non Residential 13<sup>th</sup> March 2018.

**Prog. No.A-230: Workshop on "GFR (2017), Budgeting & Financial Control, Accounting & Auditing Techniques in Central Govt. Department & Autonomous Bodies" From 16<sup>th</sup> to 18<sup>th</sup> April 2018, at "Almondz Hotel, Patel Nagar, New Delhi.**

**Prog. No.A-231: Workshop on "Administrative Vigilance, Disciplinary Procedures & Departmental Inquiries, Handling of Court Cases & Legal Matters" From 19<sup>th</sup> to 21<sup>st</sup> April 2018, at "Airport City Hotel, Jessore Road, Kolkata.**

#### **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. It is imperative to meet the training needs of the personnel dealing with cash & accounts matters to enhance their capacity towards the Financial Management with the target to make the staff & officials conversant with the rules on the subject & interact with the learned faculties to sharpen their skills of handling the difficult problems.

#### **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 Financial Rules (2017)
- Delegation of Financial Power Rules
- Principles of Budget including kinds of Budget- Organization specific
- Preparation of Annual Accounts
- Grants in aid and the accountable thereof
- Receipt and Payment accounts
- Utilization of receipts- extent thereof
- Handling of Different kinds of bills for payment
- Balance Sheet- Preparation and Study thereof
- Bank reconciliation
- Receipts of the organization and utilization before remittances
- Public Deposit Accounts
- Fund Flow and Cash Flow in the organiz

**RESIDENTIAL CANDIDATE:** Check in 15<sup>th</sup> April 2018, Afternoon and Check out 18<sup>th</sup> April 2018, Forenoon

**LAST DATE:-** Registration for programmes Residential accommodation is 10<sup>th</sup> April 2018 and for Non Residential 13<sup>th</sup> April 2018.

#### **FEE:-**

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**Residential:** Rs. 20000 + 18% GST = Total Rs. 23600/= Per Candidate on Twin sharing basis. (Includes breakfast & dinner).  
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**Single Occupancy:** Rs.25000 + 18% GST total Rs. 29500/= Per candidate (Fee Includes breakfast & dinner).

For registration /any other information, Please Contact: (Neeraj Kumar) Director Mob. 9990812988

#### **BACKGROUND:-**

The Institute has designed special training package on the above subject for middle/senior level Administrative Officers and functional level officers involved in the decision making process in the organization with a goal to meet the challenges and needs of contemporary society. Administrative Law has no definite sphere and by itself is not an independent subject of law like other laws. This has made this law highly dynamic and an effective instrument in the hands of people to combat administrative arbitrariness through instrument of judiciary. It is born out of judicial decisions to usher in rule of law in the society by bringing in norms of good governance.

#### **PARTICIPANTS PROFILE :-**

**This Programme is designed for :-**

Executives, Vigilance Officers, Senior and Middle level Managers, and Administrative/HR Managers 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. who are dealing/likely to deal in future.

#### **PROGRAMME COVERAGE:-**

- Over View of Administrative Vigilance
- Salient features of the Constitution and legal aspects of service matters
- Principles of Natural Justice and Case Laws
- Conduct Rules
- Disciplinary Rule and Procedure
- Techniques of Drafting charge sheet and penalty orders
- Departmental Inquiry procedure with case studies
- Role of Inquiry Officer, Presenting Officer and Disciplinary Authority
- Handling of Court Cases, Preparing & Filing reply

**RESIDENTIAL CANDIDATE:-** Check in 18<sup>th</sup> April 2018, Afternoon and Check out 21<sup>st</sup> April 2018, Forenoon

**LAST DATE:-** Registration for programmes Residential accommodation is 11<sup>th</sup> April 2018 and for Non Residential 17<sup>th</sup> April 2018.