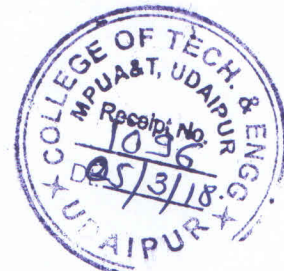




## SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

Ref. No.: SIERD/T-39B, T-40, T-41 & T-42/2018  
Date: 21.02.2018

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



Sub:- Prog. No. T-39B: Workshop on "Enterprise Resource Planning (ERP) Training for Government Officials" From 19<sup>th</sup> to 21<sup>st</sup> April 2018, at Hotel "Naren Palace" Puri (Orissa).

Prog. No. T-40: Workshop on "Financial Control, Budgeting, Accounting & Auditing Techniques, Income Tax & TDS Mechanism followed in Govt. Offices" from 3<sup>rd</sup> to 5<sup>th</sup> May 2018 at New Delhi.

Prog. No. T-41: Workshop on "Enhancing Productivity in Office through Leadership Development, Motivation & Teamwork" from 21<sup>st</sup> to 23<sup>rd</sup> May 2018, at New Delhi.

✓ Prog. No. T-42: Workshop on "Behavioral Skills, Spirituality & Stress Management in Workplace using NLP Techniques" From 24<sup>th</sup> to 26<sup>th</sup> May 2018, at "Airport city Hotel, 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

*Neeraj Kumar*

Neeraj Kumar  
Coordinator (SIERD)

*To Mahesh Kothari  
TECP cell  
Pl discuss  
(602)  
05.3.2018*

*No Nomination  
approved  
on 05/3/18  
G/S*



**Sub:- Prog. No. T-39B: Workshop on  
"Enterprise Resource Planning (ERP)  
Training for Government Officials"  
From 19<sup>th</sup> to 21<sup>st</sup> April 2018, at Puri (Orissa).**

**Prog. No. T-40: Workshop on "Financial  
Control, Budgeting, Accounting & Auditing  
Techniques, Income Tax & TDS Mechanism  
followed in Govt. Offices"  
From 3<sup>rd</sup> to 5<sup>th</sup> May 2018 at New Delhi.**

#### INTRODUCTION:-

Enterprise Resource Planning (ERP) is the integrated management of core activities of an organization, often in realtime and mediated by software and technology. ERP is usually referred to as a category of activities management software — typically a suite of integrated applications—that an organization can use for its core activities like Document Management Systems, Budgeting, Financial management, Project management, Accounting, Logistics, procurement, sales & distribution and most critical activities of Administration and Establishments etc.

Whatever be the priority of the organization, ERP Systems can definitely help you to achieve it. If you are focused on improving access and delivery of services, your priority is the front-end interface with customers and citizens. It is about providing more organized, aligned and often integrated information flows, new transactional capacities, as well as new mechanisms for feedback, consultation, and more participative forms of democracy.

#### WHO SHOULD ATTEND :-

This Programme is designed for: The Officers / Manager / Executive and the functionaries responsible for improving Organization's efficiency by way of implementing some type of ERP systems in their organization. This program will also be helpful for the Officers / Manager / Executive and the functionaries of the organization to improve their services where ERP systems are already implemented.

#### COURSE OUTLINE:-

- ❖ Introduction to ERP:
- ❖ ERP and Related Technologies:
- ❖ ERP Systems and Core Modules:
- ❖ Future Directions in ERP:
- ❖ ERP Implementation Lifecycle:
- ❖ Introduction to GRP:
- ❖ Selection of ERP vendors:
- ❖ ERP Vendors, Consultants and Users & In-House Implementation.

#### LAST DATE:-

Registration for programmes Residential accommodation is 12<sup>th</sup> April 2018 and for Non-Residential 17<sup>th</sup> April 2018. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

**COURSE DURATION:-** The workshop will commence at 3:30PM on 19.04.2018 and will conclude at 5:00PM on 21.04.2018

**RESIDENTIAL CANDIDATE:** Check in 19<sup>th</sup> April 2018, Afternoon & Check out 22<sup>nd</sup> April 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

#### INTRODUCTION:-

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

#### 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 Estt. Matters.

#### COURSE OUTLINE:-

- Financial Management - Overview
- Financial Control Methodologies
- Accounting Policies & Accounting Conventions
- Fixed Assets & Depreciation Accounting
- Common Format of Accounts in CABs – Financial Statements
- Common Format of Accounts in CABs – Notes on Accounts
- Accounting for Grants-in-Aid
- Budgeting – Types & Methodologies
- General Financial Rules (GFR 2017) - Overview
- General Financial Rules (GFR 2017) - GFR Forms
- TDS on Salaries & TDS - Others

#### LAST DATE:-

Registration for programmes Residential accommodation is 27<sup>th</sup> April 2018 and for Non Residential 1<sup>st</sup> May 2018. Nomination can also be forwarded after the last date on Enquiry/Confirmation

**COURSE DURATION:-** The workshop will commence at 2:30PM on 03.05.2018 and will conclude at 5:00PM on 05.05.2018

**RESIDENTIAL CANDIDATE:** Check in 3<sup>rd</sup> May 2018, Afternoon & Check out 6<sup>th</sup> May 2018, Forenoon



**Prog. No. T-41: Workshop on "Enhancing Productivity in Office through Leadership Development, Motivation & Teamwork" from 21<sup>st</sup> to 23<sup>rd</sup> May 2018, at New Delhi.**

**INTRODUCTION:-**

Enhancing Productivity is a primary objective in every organization and the responsibility of attaining that objectivity lies with its employees. Leadership, Motivation and Teamwork plays pivotal roles in empowering the employees in enhancing the productivity of the organization, starting with personal & professional development. To become effective in life and to be successful in accomplishing individual and organizational goals, these innate human traits 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 towards achieving organizational goals requires to be sharpened. This workshop will enable the participants to reflect on and actualize the secrets behind the essentials of leadership, motivation and teamwork which have transformational effect for organizational excellence and attaining higher productivity.

**WHO SHOULD ATTEND :-**

Junior / Middle level Executives / Supervisory Staff, Trade Union Leaders of all Cadres, Self Employed Entrepreneurs, Technical/ Non - Technical Personnel from any discipline

**COURSE OUTLINE:-**

- ❖ Organizational Productivity - an overview
- ❖ Role of Leadership in enhancing productivity
- ❖ The Dynamics of Leadership
- ❖ Leadership Models & Styles
- ❖ Employee Motivation and Productivity
- ❖ Communication Skills
- ❖ Teamwork & Productivity
- ❖ Effectiveness of Teamwork
- ❖ Competence development
- ❖ Measuring Productivity and Performance
- ❖ Creative Problem Solving
- ❖ Management Games

**LAST DATE:-**

Registration for programmes Residential accommodation is 15<sup>th</sup> May 2018 and for Non-Residential 18<sup>th</sup> May 2018. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

**RESIDENTIAL CANDIDATE:** Check in 21<sup>st</sup> May 2018, Afternoon & Check out 24<sup>th</sup> May 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

**Prog. No. T-42: Workshop on "Behavioral Skills, Spirituality & Stress Management in Workplace using NLP Techniques" From 24<sup>th</sup> to 26<sup>th</sup> May 2018, at Kolkata**

**INTRODUCTION:-**

"Soft skills" have become important in work situations to ensure successful completion of tasks more as a team rather than as an individual. Office environment has changed over the years, and it is no longer possible to run an organization merely based on the power or hierarchical status. Emotional issues creep in, very often, which sometimes extend beyond the frontiers of office space. It is also possible that emotional and human elements may travel from home environment to office. "Soft skills" are as important as "Work skills" and to harness psychological patterns in work-life situations.

Modern day Office Management requires skills and knowledge of the 21<sup>st</sup> century to cope up with the processing and retrieval of information by harnessing the technological developments and improving the communication systems.

The workshop is designed to train the participants on the essentialities of the soft skills in workplace and the skills and knowledge required for modern office management based on the practical needs.

**WHO SHOULD ATTEND :-**

This Programme is designed for Executive's Secretaries, PSs/PAs and other staff functioning in Admin. & Estt. Finance & Accounts section. Production, Stores, Purchase, Quality control Deptt. and other sections

**COURSE OUTLINE:-**

- Effective Communication Skills
- Relationship Management
- Work Life Balance
- Stress & Anxiety Management
- Decision Making Skills
- Discipline & Ethics
- Motivation & Productivity Enhancement
- Creativity in Workplace
- Office Communications
- Office Procedures & Noting & Drafting
- Report Writing & MIS
- Filing & Record Management
- Information Security & Basic ICT Skills

**LAST DATE:-**

Registration for programmes Residential accommodation is 16<sup>th</sup> May 2018 and for Non Residential 22<sup>nd</sup> May Feb. 2018. Nomination can also be forwarded after the last date on Enquiry/Confirmation

**RESIDENTIAL CANDIDATE:** Check in 24<sup>th</sup> May 2018, Afternoon & Check out 27<sup>th</sup> May 2018, Forenoon

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