



## SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

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

Ref. No.: SIERD/T-47B, T-48, T-49& T-49B/2018  
Date:08.06.2018

**Prog. No. T-49:** Workshop on "Essential of Procurement Management, Government e-Market Place (GeM 3.0), E-Procurement and Inventory Management" From 6<sup>th</sup> to 8<sup>th</sup> August 2018, at "Airport City Hotel" Kolkata.

**Prog. No. T-49B:** Workshop on "Workshop on "Enterprise Resource Planning (ERP) Training for Government Officials" From 9<sup>th</sup> to 11<sup>th</sup> August 2018, at "Hotel Naren Palace" Puri.

**Prog. No. T-50:** Workshop on "The Right to Information Act., Improvement of Records Management and Cases of Sexual Harassment at Workplace" From 28<sup>th</sup> to 30<sup>th</sup> August 2018, at Hotel "Preethi Classic Tower" Ooty (T. N.).

**Prog. No. T-50B:** Workshop on "Enhancing Productivity in Office through Leadership Development, Motivation & Teamwork" From 5<sup>th</sup> to 7<sup>th</sup> Sept. 2018, at "Lotus Beach Resort" Goa.

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 in-depth 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,

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



TEQIP-II  
for air ambath  
21/6/18  
Yours faithfully  
Neeraj Kumar  
Coordinator (SIERD)

**Prog. No. T-49: Workshop on "Essential of Procurement Management, Government e-Market Place (GeM 3.0), E-Procurement and Inventory Management"**  
From 6<sup>th</sup> to 8<sup>th</sup> August 2018, at Kolkata.

#### 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:-

- Public Procurement -Principles, Procedures & Ethical Considerations & Financial Rules relating to Procurement with reference to GFR.
- Tender Creation, CVC Guidelines on Public Procurement & Drafting of Integrity Pact
- E-Procurement Guidelines & Drafting of Tender for E-Procurement (NIT & BOQ)
- Creation of Nodal & User Account; User Access Control
- E-Publishing & Back End Infrastructure for E-Procurement
- Step by Step Guide to E-Procurement with Live Demo on CPP Portal & Duties and Responsibilities of Nodal Officer for E-Procurement
- Bidders Perspective
- Opening & Evaluation of Technical Bid & Financial Bid
- Award of Contract
- Government e-Market Place (GeM) of DGS&D -
- Introduction & Organizational Registration
- GeM- Procurement Cycle & Payment Procedures
- Inventory Management - Planning, Activities, Accounting & Reconciliation
- Inventory Management - GFR Guidelines

#### LAST DATE:-

Registration for programmes Residential accommodation is 31<sup>st</sup> July 2018 and for Non-Residential 3<sup>rd</sup> 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 6<sup>th</sup> Aug. 2018 (12 Noon), Afternoon & Check out 9<sup>th</sup> August 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/Chaques 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-49B: Workshop on "Workshop on "Enterprise Resource Planning (ERP) Training for Government Officials"**  
From 9<sup>th</sup> to 11<sup>th</sup> August 2018, at Puri.

#### 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 3<sup>rd</sup> August 2018 and for Non Residential 7<sup>th</sup> August 2018. Nomination can also be forwarded after the last date on Enquiry/Confirmation

**COURSE DURATION:-** The workshop will commence at 12:30PM on 09.08.2018 and will conclude at 5:00PM on 11.08.2018

**RESIDENTIAL CANDIDATE:** Check in 9<sup>th</sup> August 2018 (12 Noon) Afternoon & Check out 12<sup>th</sup> Aug. 2018, Forenoon

**Prog. No. T-50: Workshop on "The Right to Information Act., Improvement of Records Management and Cases of Sexual Harassment at Workplace"**  
From 28<sup>th</sup> to 30<sup>th</sup> August 2018, at Ooty

**Prog. No. T-50B: Workshop on "Enhancing Productivity in Office through Leadership Development, Motivation & Teamwork"**  
From 5<sup>th</sup> to 7<sup>th</sup> September 2018, at Goa.

#### OBJECTIVE:-

- To discuss the requirements under RTI Act.
- To define Systems and Procedures for Implementation of the Act.
- To discuss interlinkages of RTI Act. with other relevant Acts.
- To discuss roles and responsibility of Public Information Officer and Powers and Functions of information Commission
- To describe Important Judgments of Central Information Commission and different State Commission

#### WHO SHOULD ATTEND :-

Central Public Information Officers (CPIOs), State Public Information Officers (SPIOs), Assistant Public Information Officers (APIOs), Appellate Authority and Senior & Middle level Officers, Managers from Central & State Govt. Department, Ministries, Boards, Corporations, Cooperative, PSU, Banks, Public Finance Institutions, Educational Institutions and Senior Managers from Private sectors

#### COURSE OUTLINE:-

- ❖ Constitutional provisions, objective and strategy for effective exercise of RTI
- ❖ Procedures for implementation and responsibilities of public authorities and information officers
- ❖ Exemptions from disclosures and important landmark rulings of the information commission.
- ❖ Practical problems in implementation & Strategies to tackle increased workload
- ❖ Records Management in Context of RTI.
- ❖ What is Sexual Harassment & Measures to prevent cases of sexual harassment in working place

#### LAST DATE:-

Registration for programmes Residential accommodation is 21<sup>st</sup> August 2018 and for Non Residential 24<sup>th</sup> August 2018. Nomination can also be forwarded after the last date on Enquiry/Confirmation

**COURSE DURATION:-** The workshop will commence at 10:00AM on 28.08.2018 and will conclude at 1:00PM on 30.08.2018

**RESIDENTIAL CANDIDATE:** Check in 27<sup>th</sup> August 2018 (12 Noon) Afternoon & Check out 30<sup>th</sup> August 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:- (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. BXPPK7937K.

#### 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 :-

Above programme is designe for:-

Section head / Admin officers/ Assistants / Scientific & Technical Officers & staff / Store Officers & Store Keepers / Admn. Officers, Vehicle Operators / Industrial Employees / Fire Department and Members of Safety Committee, Executives / Officers / Managers Engaged In Any Departmen

#### 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 29<sup>th</sup> August 2018 and for Non Residential 31<sup>st</sup> August 2018. Nomination can also be forwarded after the last date on Enquiry/Confirmation

**COURSE DURATION:-** The workshop will commence at 11:30AM on 05.09.2018 and will conclude at 5:00PM on 07.09.2018

**RESIDENTIAL CANDIDATE:** Check in 5<sup>th</sup> September 2018 (12 Noon) Afternoon & Check out 8<sup>th</sup> September 2018, Forenoon.

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