



SOCIETY FOR ECONOMIC RESEARCH & TRAINING

(Registered under Societies Registration Act. Regd. No. 1860) PAN No. : AADAS4228C, GST No. : 07AADAS4228C1ZT
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The Principal
College of Technology and Engineering
Udaipur - 313001
(Rajasthan)

Ref. : SERT/A-218, A-219, A-220 & A-221/2017
Dated : 22.09.2017

Prog. No. A-218 : Three Days Workshop on "GST Implementation with Return Filling and Latest Changes and GFR 2017" From 20th to 22nd November 2017, at Hyderabad.

Prog. No. A-219 : Three Days Workshop on "RTI Act-A Focused Analysis of the Law of Information & Landmark Decisions of CIC and Prevention of Sexual Harassment of Women at Workplace and Role of Administrative & Personnel Officers" From 27th to 29th November 2017, at New Delhi.

Prog. No. A-220 : Three Days Workshop on "Financial Control of Expenditure, Budgeting, Accounting & Auditing Techniques, Income Tax & TDS Mechanism in Central Govt. Department & Autonomous Bodies" from 4th to 6th December 2017, at Kolkata.

Prog. No. A-221 : Three Days Workshop on "Implementation of Reservation Policy for SC/ST/OBC/Ex-Servicemen & PWD with latest Acts & Orders for Liaison Officers and Head of Administration in Government, Govt. Aided Bodies, Institutions and Banks" From 7th to 9th December 2017, at Puri.

Dear Sir/Madam,

Please find enclosed a copy of the Brochures A-218, A-219, A-220 & A-221 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 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 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 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

Encl : The Programme Brochures



Dr. Mahesh Kothari
Tegip cell
Pl. discuss
29.9.2017

Neeraj Kumar

(Neeraj Kumar)
Director

Prog. No. A-218 : Three Days Workshop on "GST Implementation with Return Filling and Latest Changes and GFR 2017"
From 20th to 22nd November 2017, at Hyderabad.

BACKGROUND :

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) an 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.

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 Technical Workshop from 20th to 22nd November 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 :

The workshop will be conducted at Hotel "Royal Grand Inn, Hyderabad:

REPORTING TIME :

The participants are to report for registration at 9.45AM on 20th November 2017, at the Venue Hyderabad.

RESIDENTIAL CANDIDATE :-

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

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

PROGRAMME MANAGEMENT :

Apart from own faculty resource, persons of eminence with vast exposure in the field will be invited to chair sessions in their areas of specialization to availability Guest faculty will inter-alia be drawn from concerned departments.

PROGRAMME COVERAGE :

- Registration, Inauguration & exoception sharing.
- GST at a Glance
- 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
- Payment of Tax and Filling of Returns along with the concept of Reverse charge, Input Tax Credit and IT driven automotive reversals
- A brief on IGST and Compensation to States Act. 2017
- GST Obligations for Government Department and Other notified Agencies
- Notifications and FAQs
- Interactive Session, Q&As and Vaedictory
- GFR 2017

FEE :-

Non-Residential : Rs. 10000 + 18% GST = Total Rs. 11800/- Per Candidate (Fee Includes the cost of Course Material, refreshment, Pad, Pen, Bag/folder, Participant certificate, Working Luch, 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.**

b) Single Occupancy : Rs. 25000/- + 18% GST total Rs. 29500/- per candidate (Fee Includes breakfast & dinner)

Candidates have to make their own arrangement for Transport.

CERTIFICATION OF PARTICIPATION :

The organization issue a Certificate of participation on the conclusion of the programme.

LAST DATE :-

Registration for programmes Residential accommodation is 14th Nov. 2017, and for Non Residential 17th Nov. 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.

Prog. No. A-219 : Three Days Workshop on "RTI Act.-A Focused Analysis of the Law of Information & Landmark Decisions of CIC and Prevention of Sexual Harassment of Women at Workplace and Role of Administrative & Personnel Officers" From 27th to 29th November 2017, at New Delhi.

BACKGROUND :-

To prepare CPIO/APIOs to help Public Authorities to implement the RTI Act, 2005. At the end of the Workshop, participants will be able to :

1. Describe the purpose and concept of RTI
2. Explain the salient features of Act and possible implications
3. Describe the process of seeking and providing information
4. List exemptions prescribed
5. Explain procedure of appeals and penalties imposable by Information Commission.
6. Powers and Functions of Information Commission
7. Describe Responsibilities of Public Authorities
8. Explain strategy for operationalizing RTI
9. Explain the basic features of Lokpal & Lokayuktas Act.

PARTICIPANTS PROFILE :-

This workshop shall be useful for all executives, supervisory staff, officers, managerial cadre and particularly those who are holding the offices of public authorities and are accountable to the public. This workshop will help the officers who are likely to be appointed as PIOs/APIOs under I.T. Act.

PROGRAMME COVERAGE :-

- Constitutional provisions, objective and strategy for effective exercise of the Right to Information.
- Procedures for implementation and responsibilities of public authorities and information officers.
- Exemptions from disclosures and important landmark rulings of the information commission.
- Controversies on interpretation and legal aspects.
- Group Discussion.
- Records Management in Context of RTI.
- What is Sexual Harassment
- Measures to prevent cases of sexual harassment in working place
- Role of administrative and personnel officer.

VENUE : The workshop will be conducted and stay at "Almonds Hotel", Patel Nagar, New Delhi.

LAST DATE :- Registration for programmes Residential accommodation is 21st Nov. 2017, and for Non Residential 24th Nov. 2017. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.

FEE :-

Non-Residential : Rs. 10000 + 18% GST = Total Rs. 11800/- 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 : Rs. 20000 + 18% GST = Total Rs. 23600/- Per Candidate Per programme 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.**

Single Occupancy : Rs. 25000 + 18% GST = Total Rs. 29500/- per candidate per programme (Fee Includes breakfast & dinner).

Prog. No. A-220 : Three Days Workshop on "Financial Control of Expenditure, Budgeting, Accounting & Auditing Techniques, Income Tax & TDS Mechanism in Central Govt. Department & Autonomous Bodies" from 4th to 6th December 2017, at 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 and 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
- Income and Expenditure Accounts
- 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 organization.

VENUE : The workshop will be conducted and stay at "Airport City Hotel" Kolkata.

LAST DATE :- Registration for programmes Residential accommodation is 27th Nov. 2017, and for Non Residential 30th Nov. 2017. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.

Prog. No. A-221 : Three Days Workshop on "Implementation of Reservation Policy for SC/ST/OBC/Ex-Servicemen & PWD with latest Acts & Orders for Liaison Officers and Head of Administration in Government, Govt. Aided Bodies, Institutions and Banks" From 7th to 9th December 2017, at Puri.

BACKGROUND :

We assure you that these programmes will be very useful to Officers and Dealing Assts, dealing this subject in the Central Government, Central Autonomous Bodies and PSUs, Nationalized Banks all of which follow the Central Govt. Rules. The role and function of Liaison officer, National Commissions of SC, ST and OBCs and Ex-servicemen also the roles played by the Parliamentary Committees for the welfare of these backward classes will be discussed in details. The details of the programme which includes (i) Maintenance of Rosters (ii) Various relaxations and concessions for SC/ST/OBCs/PWD/Ex-servicemen etc are given in the brochure annexed. -The fallout of the recent DoPT order dated 30/09/2016 issued in the Contempt Petition (C) No. 314/2016 in SLP (C) No. 4831/2012-Samta Andolan Samiti through its President v/s Sanjay Kothari & ors in which the Government of India has held that until further orders, no further promotion of reserved candidates against unreserved post has necessitated special discussion in the matter. Special coverage on filling up of backlog vacancies would also be discussed. Recent Act. & Orders on Persons with benchmark would also be discussed.

OBJECTIVES :-

On completion of the course, the participants will be able to :-

- Describe Constitutional provisions relevant to the policy of Reservation in Services;
- Verify the claims to belong to SC/ST/OBC i.e. what to verify in the caste/tribe certificates;
- Effect if Migration, Marriage, Conversion and Adoption on caste/tribe status;
- Prepare, operate and maintain Post-based reservation rosters
- Apply the concept of own merit in promotion as well as direct recruitment
- Explain the procedure for reservation in Direct Recruitment and in Promotion.
- Enumerate the various concessions and relaxations available to SC/ST/OBC/Ex-servicemen and PWD.

PARTICIPANT'S PROFILE :-

Personnel Managers, Administrative Head, Liaison Officers, HRD Managers, Executives & Officials dealing with the responsibility of recruitment, promotion reservation. Welfare and redressal of grievances of employees belonging to SCs, STs, OBCs, Ex-servicemen, PWD and Office representative of Associations of SC, ST, OBC, Ex-servicemen & PWD may also attend for updated and latest knowledge about this subject.

PROGRAMME DURATION & SCHEDULE :-

It will be three days Technical Workshop from 7th to 9th Dec. 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 :

Stay arrangement and workshop will be conducted at Hotel "Naren Palace" Puri.

PROGRAMME COVERAGE :

- Constitutional provision for Reservations of SC, ST and OBCs
- Discussions on landmark judgements regarding reservation in service.
- Role & functions of Liaison Officers and National Commission
- Effect of Migration, Marriage, Conversion and Adoption on caste/Tribe status;
- Principles for making and operating post-based rosters
- Model Rosters/Registers with exercise
- Recruitment and promotion Policies and Implementation of select list
- Departmental Promotion Committee; its role and functions; Review DPC, Sealed cover procedure
- Benchmark and the concept of own merit.
- Horizontal reservation & concession for Persons with Disability (PWD) highlighting latest Act/Order
- Concessions and relaxations for SC/ST/OBC/Ex-servicemen/PWD (PWBD)
- Fixation of Seniority.

FEE :-

Non-Residential : Rs. 10000 + 18% GST = Total Rs. 11800/- Per Candidate (Fee Includes the cost of Course Material, refreshment, Pad, Pen, Bag/folder, Participant certificate, Working Luch, 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.

b) Single Occupancy : Rs. 25000/- + 18% GST total Rs. 29500/- per candidate (Fee Includes breakfast & dinner)

Candidates have to make their own arrangement for Transport.

RESIDENTIAL CANDIDATE :-

Check in time: 6th Dec. 2017, Afternoon

Check out time : 10th Dec. 2017, Forenoon

REPORTING TIME :

The participants are to report for registration at 9.45AM on 7th Dec. 2017, at the Venue Hotel Puri.

LAST DATE :- Registration for programmes Residential accommodation is 30th Nov. 2017, and for Non Residential 5th Dec. 2017. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.

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