



# SOCIETY FOR ECONOMIC RESEARCH & TRAINING

(Registered under Societies Registration Act. 1860) PAN No. AADAS4228C, GST No. 07AADAS4228CSD004ZT  
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To,  
The Principal  
College of Technology and Engineering  
Udaipur – 313001  
(Rajasthan)

Ref : SERT/A-215, A-216, A-& 217/2017  
Dated: 09.09.2017

Prog. No.A-215: Three Days Workshop on "Public Procurement of Goods and Services – Policy & Procedure, E-Procurement Process and Government e-Market Place (GeM)" From 9<sup>th</sup> to 11<sup>th</sup> November 2017, at New Delhi.

Prog. No.A-216: Three Days Workshop on "Implementation of 7<sup>th</sup> CPC Pay & Allowance, MACP, Pension Rules, National Pension System and other Service Matters" From 13<sup>th</sup> to 15<sup>th</sup> November 2017, at Kochi.

Prog. No.A-217: Three Days Workshop on "Special Course for Administrative Officers Including the Personnel Staff of Senior Officers (Stenographers, PA/PS, Store Keeper) Important Service Rules, Noting Drafting, Interpersonal Skills, Effective Communication Skills & etc" From 13<sup>th</sup> to 15<sup>th</sup> November 2017, at Kochi.

Dear Sir/Madam,

Please find enclosed a copy of the Brochure A-215, A-216, & A-217 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 Brochure



*Dr Mahesh Kohari,*  
*Pl discuss to*  
*Deputy staff members*  
*18.9.2017*  
*Tejip*  
*Nisaj Kumar*  
(Neeraj Kumar)  
Director

**Prog. No.A-215: Three Days Workshop on "Public Procurement of Goods and Services – Policy & Procedure, E-Procurement Process and Government e-Market Place (GeM)"**  
From 9<sup>th</sup> to 11<sup>th</sup> November 2017, at New Delhi.

**BACKGROUND:-**

It is a fact that proper Purchasing and Contract Management provide phenomenal scope of profit improvisation. Proper training and exposure in the field of Material Management is necessary for each Manager/Executive working in the field of contract. Including Stores, work services, supply and general condition of contract. Good Purchasing practices and procedure of contract management system can do wonders for the Organization. In reality this has direct impact on profitability. With this background in view and persistent demands from Org. in Public sector organizations, Govt. & semi Govt. org. involving Railways, Defence, CPWD, Hospitals Ports & Light houses Roads and Bridges, Highways and other like Org.; to enlighten and familiarize their Material and purchase Managers, production/operation managers, Quality Control Managers/Engineers, Store executive etc. "SERT" is organizing a three days workshop (Residential/Non-Residential) at New Delhi

**OBJECTIVE:-**

- The broad objectives which the programme seeks to achieve are:
- To provide the participants the advantage to Material Management.
- To enable the participants to appreciate the need & importance of effective and efficient, and transparent purchasing procedure and Material Management.
- To be conversant with the technicalities in the day to day purchases.
- To enlighten the participants to lay down terms & conditions of contracts and tenders and the mechanism to enforce them.
- To make conversant about latest provisions pertaining to GFR, DoFPR as well as CVC guide lines on Procurement and Purchases.
- To be fully conversant with Management of Store as well as inventory control.
- To provide the participants in depth knowledge about developing negotiation skills and dispute redressal.

**PARTICIPANT'S PROFILE:-**

Officer & Staff dealing with the Administration wings of the Organizations handling Procurement of Store, issue of Stores and Inventory control, Officers and Staff of the Finance & Accounts, as well as officers of Quality Control divisions.

**PROGRAMME DURATION & SCHEDULE:-**

It will be three days workshop from 9<sup>th</sup> to 11<sup>th</sup> 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 "Almondz Hotel" Patel Nagar, New Delhi.

**PROGRAMME COVERAGE:**

- ❖ Introduction to Public Procurement, Legal, Procedural and Regulatory Frame Work of Public Procurement.
- ❖ General Financial Rules and Government of India Procedures of Procurement of Goods.
- ❖ Bidding Procedure, Preparation of Technical Specifications, Standard Bidding Documents, Qualifying criteria.
- ❖ Bid Evaluation criteria and Quantity Distribution criteria, Award of contract
- ❖ GFR and Gol Guidelines for Procurement of Consulting services
- ❖ Eoi and model RFP template, Selection method, Evaluation and Negotiation, CVC Guidelines on tendering, Procurement
- ❖ E-Procurement, Guidelines, Difference between Manual Procurement, E-Publishing and E-Procurement, Back-end infrastructure for E-procurement, Step by step Guide to E-Procurement
- ❖ Creation of Nodal and User Accounts, Digital Signature for E-Procurement, Bidders perspective, Drafting of Tender Document as per E-Procurement, Overview of Tender creation, Publishing, Opening and Evaluation of Technical and Financial Bids.
- ❖ Government e-Market Place (GeM) of DGS&D - Introduction & Organizational Registration
- ❖ GeM- Procurement Cycle & Payment Procedures

**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 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.**

**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 8<sup>th</sup> November 2017, Afternoon.  
Check out 12<sup>th</sup> November 2017, Forenoon.

**REPORTING TIME:-**

The participants are to report for registration at 9.45AM on 9<sup>th</sup> November 2017, at the Venue "Almondz Hotel" New Delhi.

**LAST DATE:-**

Registration for programmes Residential accommodation is 2<sup>nd</sup> November 2017 and for Non Residential 7<sup>th</sup> November 2017. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

**Prog. No.A-216: Three Days Workshop on "Implementation of 7<sup>th</sup> CPC Pay & Allowance, MACP, Pension Rules, National Pension System and other Service Matters"**  
From 13<sup>th</sup> to 15<sup>th</sup> November 2017, at Kochi.

**Prog. No.A-217: Workshop on "Special Course for Administrative Officers Including the Personnel Staff of Senior Officers Important Service Rules, Noting Drafting, Interpersonal Skills, Effective Communication Skills & etc"**  
From 13<sup>th</sup> to 15<sup>th</sup> November 2017, at Kochi

#### **BACKGROUND:-**

Almost all Central Govt. Deptt. Subordinate Offices and Autonomous Bodies have adopted these rules implementation of 7<sup>th</sup> Pay Commission orders, the Government has brought about a number of amendments to the pension and other retirement benefits. Many Organizations are seized with problems in settling cases within a prescribed time span and the possibility of payment of pensionary dues with penal interest in cases of delay.

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

The programme is designed for:  
The Officers/ Managers / Executives and the functionaries who have been entrusted with responsibility to take timely and prompt action to revise the pension / family pension revised pay and pay fixation and also to process new cases as per the revised rules.

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

- ❖ Salient features of 7<sup>th</sup> CPC
- ❖ Changes in 7<sup>th</sup> CPC with reference to 6<sup>th</sup> CPC regarding Pay, Allowances and other service matters
- ❖ Pay Matrix - Levels, Entry Pay, Index & relevant details
- ❖ Pay Fixation in Pay Matrix with illustrations
- ❖ Increment and withholding of increment
- ❖ MACP Scheme
- ❖ CCS (Pension) Rules –Retirement benefits as per 7<sup>th</sup> CPC
- ❖ Pension, Family Pension, Gratuity
- ❖ Processing of Pension cases with illustrations
- ❖ Salient features & Management of New Pension System
- ❖ Pensionary and other benefits under NPS
- ❖ Interactive session and case studies

#### **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 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.

**Single Occupancy:** Rs.25000 + 18% GST total Rs. 29500/= Per candidate (Fee Includes breakfast & dinner).

**VENUE:-** The workshop will be conducted at "Presidency Hotel" Ernakulam Town, Kochi (Kerala)

#### **LAST DATE:-**

Registration for programmes Residential accommodation is 7<sup>th</sup> Nov. 2017 and for Non Residential 10<sup>th</sup> Nov. 2017. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

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

#### **BACKGROUND:-**

In our experience we found that personal staff do attend various training programmes organized by this Institute on service rules. Such programmes may contain a passing reference to the role of personnel staff in administration. Such courses do not fully meet the training requirements of such staff. As noticed, demand for a course covering the required subjects in the area of performance of personnel staff has come up as a necessity.

#### **OBJECTIVES:-**

- On completion of training, the participants will be able
- ❖ To enhance effectiveness of their functioning as AO/Asstts/PAs/PSs and office staff by inculcating the values of sound organizational principles
  - ❖ To equip them with appropriate skill to meet objective and expectations of the organization.
  - ❖ To develop participants ability to meet challenge of vibrant organization in a fast changing scenario.
  - ❖ To share experience and discuss related problems in

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

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

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

- The Role of personnel staff in improving the image of the office
- Confidentiality of information and Maintenance of Confidential Records in context of RTI
- Internal / External customer care
- Communication skills & Interpersonal Skills
- Working as bridge between the Boss and the
- Taking care of needs of Boss
- Various service rules concerning the personal staff like Conduct Rules/Pension etc.
- Noting & Drafting Skills.