



# SOCIETY FOR ECONOMIC RESEARCH & TRAINING

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Ref. : SERT/A-212, A-213 & A-214/2017  
Dated : 17.08.2017

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

Prog. No. A-212 : Three Days Workshop on "Pensionary Benefits under CCS (Pension Rules), National Pension System (NPS), Planning for Retirement, Pay Matrix, Allowance of 7th CPC" From 5<sup>th</sup> to 7<sup>th</sup> October 2017, at New Delhi.

Prog. No. A-213 : Three Days Workshop on "Implementation of Reservation Policy for SC/ST/OBC/Ex-Servicemen & PWD with Latest Acts & Orders in Govt. Aided Bodies Govt. Institutions, Banks and etc." From 12<sup>th</sup> to 14<sup>th</sup> October 2017, at New Delhi.

Prog. No. A-214 : Three Days Workshop on "Administrative Vigilance, Disciplinary Procedures & Departmental Inquiries Including Prevention of Sexual Harassment of Women" From 26<sup>th</sup> to 28<sup>th</sup> October 2017, at Manali (H.P.)

Dear Sir/Madam,

Please find enclosed a copy of the Brochures A-212, A-213 & A-214 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 meters etc.

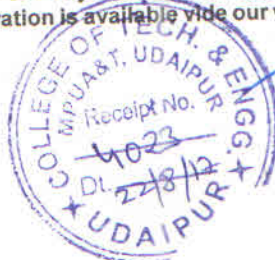
We would also welcome invitation from your side for In-House training programme at your premises.

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](http://www.sertdelhi.org)

Encl : The Programme Brochures



Yours faithfully

*Neeraj Kumar*

(Neeraj Kumar)  
Director



**Prog. No. A-212 : Three Days Workshop on "Pensionary Benefits under CCS (Pension Rules), National Pension System (NPS), Planning for Retirement, Pay Matrix, Allowance of 7th CPC"**  
From 5<sup>th</sup> to 7<sup>th</sup> October 2017, at New Delhi.

**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. Retiring employees are also anxious to know about their entitlement, Pre and Post retirement procedures for Pension and other benefits for peaceful, healthy and happy retired life.

**OBJECTIVES :-**

On completion of training, the participants will be able to :

- List out types of pension and other retirement benefits.
- Calculate qualifying service, emoluments, average emolument, pension, gratuity, commutation of pension, family pension, New Pension Scheme Leave encashment, travels & Medical facilities.
- Share and discuss experience with a view to find solutions to specific cases for quicker settlement

**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 revise the pension/family pension revised pay and pay fixation and also process new cases as per the revised rules.
- Programme is also covering capsule on Planning for retirement which is useful for officials retiring in near future.

**PROGRAMME DURATION & SCHEDULE :-**

It will be three days Technical Workshop from 5<sup>th</sup> to 7<sup>th</sup> October 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 :**

This workshop will be conducted at "Almondz Hotel", Patel Nagar, New Delhi.

**METHODOLOGY :**

Lectures, Practical exercisesd, Assimilation, Exercises, discussions, Reinforcement, Quizzes case studies.

**PROGRAMME COVERAGE :**

- Comparison of the New Pension Scheme with the old CCS (Pension) Rules of the Govt.
- Modes of Retirement including voluntary Retirements
- Eligibility and Calculation for Pensionary Benefits, Gratuity, CVP etc.
- Family Pension—Calculation.
- CCS (Pension) Rules—Retirement benefits as per 7<sup>th</sup> CPC
- New Pension Scheme - Applicability & modes of Implementation.
- Salient features of 7<sup>th</sup> CPC
- Changes in 7<sup>th</sup> CPC with reference to 6th CPC regarding Pay, Allowance and other service matters.
- Pay Matrix - Levels, Entry Pay, Index & relevant details
- Pay Fixation in Pay Matrix with illustrations
- Interaction and discussion on case laws.

**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: 4<sup>th</sup> Oct. 2017, Afternoon  
Check out time : 8<sup>th</sup> Oct. 2017, Forenoon

**REPORTING TIME :**

The participants are to report for registration at 9.45AM on 5<sup>th</sup> Oct. 2017, at the Venue Hotel "Almondz Hotel" New Delhi.

**LAST DATE :-**

Registration for programmes Residential accommodation is 27<sup>th</sup> Sept. 2017, and for Non Residential 3<sup>rd</sup> Oct. 2017. Nomination can also be forwarded after expiry of the last date on Enquiry/ Confirmation.



**Prog. No. A-213 : Three Days Workshop on "Implementation of Reservation Policy for SC/ST/OBC/Ex-Servicemen & PWD with Latest Acts & Orders in Govt. Aided Bodies Govt. Institutions, Banks and etc." From 12<sup>th</sup> to 14<sup>th</sup> October 2017, at New Delhi.**

### **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-servicement 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. Another landmark judgement of the Apex Court on 8.10.2013 on reservation for Persons with Disabilities (UOI Vs National Federation of Blind)- 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 of belong to SC/ST/OBC i.e. what to verify in the caste/tribe certificates;
- Effect of Migration, Marriage, Conversion and Adoption on caste/Tribe status;
- Prepare, operate and maintain Post-based reservation rosters
- Apply the concept of own merit in Direct Recruitment and in Promotion
- 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 Managers, Liaison Officers, HRD Managers and other Executives engaged with the responsibility of recruitment, reservation, Welfare and redressal of grievances of employees belonging to SCs, STs, OBCs, Ex-servicemen, PWD and Office bearers of Associations of SCs, STs and OBCs may also attend for updated and latest knowledge about this subject.

### **PROGRAMME DURATION & SCHEDULE :-**

It will be three days Technical Workshop from 12<sup>th</sup> to 14<sup>th</sup> October 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 "Almonds Hotel" Patel Nagar, New Delhi.

### **PROGRAMME COVERAGE :**

- Constitutional provision for Reservations of SC, ST and OBCs
- Discussions on landmark judgements regarding reservation in service.
- Effect of Migration, Marriage, Conversion and Adoption on caste/Tribe status;
- Principles for making and operating post-based rosters
- Model Rosters/Registers with exercise
- Vacancy calculation for recruitment and for promotions;
- Departmental Promotion Committee; its role and functions;
- Benchmark, Grading 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
- Implementation of select list;
- Sealed cover procedure and Review DPC

### **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.**

**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: 11<sup>th</sup> Oct. 2017, Afternoon  
Check out time: 15<sup>th</sup> Oct. 2017, Forenoon

### **REPORTING TIME :**

The participants are to report for registration at 9.45AM on 12<sup>th</sup> Oct. 2017, at the Venue Hotel New Delhi.

### **LAST DATE :-**

Registration for programmes Residential accommodation is 4<sup>th</sup> Oct. 2017, and for Non Residential 10<sup>th</sup> Oct. 2017. Nomination can also be forwarded after expiry of the last date on Enquiry/Confirmation.



**Prog. No. A-214 : Three Days Workshop on "Administrative Vigilance, Disciplinary Procedures & Departmental Inquiries Including Prevention of Sexual Harassment of Women"**  
From 26<sup>th</sup> to 28<sup>th</sup> October 2017, at Manali (H.P.)

### **BACKGROUND :**

The concept of vigilance has acquired new dimensions in the in the fast changing economic scenario wherein the Govt. Department/Organizations, autonomous bodies and PSEs are required to face new challenges of competition for their survival and sustained growth autonomy in functioning demands, responsibility and accountability coupled with transparency in decision making. This makes the role of Vigilance very vital for the vigilance and non-vigilance functionaries in PSEs and Govt. Organizations Recent efforts of Central vigilance commission to create vigilance awareness among public servants further indicate seriousness and sincerity of authorities to root out corruption and create confidence among tax payers. The decision of the Apex court of the country have also added some landmarks in vigilance jurisprudence.

### **OBJECTIVES :-**

To programme has been designed to achieve the following objectives :-

1. To make the participants understand the procedural aspects of department proceedings in general.
2. To appreciate the legal aspect governing the Departmental actions.
3. To understand the role of inquiry officer presenting officer, Defence Assistants in actual proceedings of Department inquiries.
4. To share experience and discuss related problems in real work situation in the present industrial scenario.

### **PARTICIPANT'S PROFILE :-**

Executive, Senior and Middle level Managers, Vigilance Officers, who have to have 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. Officials) who are dealing/ likely to deal in future.

### **PROGRAMME DURATION & SCHEDULE :-**

It will be three days Technical Workshop from 26<sup>th</sup> to 28<sup>th</sup> October 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 "Mountain Top" Near Hidimba Temple, Manali.

### **REPORTING TIME :**

The participants are to report for registration at 9.45AM on 26<sup>th</sup> Oct. 2017, at the Venue Manali.

### **RESIDENTIAL CANDIDATE :-**

Check in time: 25<sup>th</sup> Oct. 2017, Afternoon  
Check out time : 29<sup>th</sup> Oct. 2017, Forenoon

### **PROGRAMME COVERAGE :**

- Registration, Inauguration & exoectation sharing.
- Coduct Rules - Dos and Don'ts
- Handling of complaints and Vigilance
- Disciplinary Procedures
- Departmental Inquiry Procedure with case studies
- Role of Disciplinary Authorities, Inquiry Officer and Presenting Officer
- Suspension and its effects on service matters
- Principles of natural justice & Framing of charge sheet
- What is Sexual Harassment
- Workplace defined & Initial relief
- Complaints Committee to be Inquiring authority
- Measures to prevent cases of sexual harassment in working place.

### **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.**

### **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](http://www.sertdelhi.org)

### **CERTIFICATION OF PARTICIPATION :**

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

### **LAST DATE :-**

Registration for programmes Residential accommodation is 18<sup>th</sup> Oct. 2017, and for Non Residential 24<sup>th</sup> Oct. 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.