



कुल सचिव का कार्यालय
 डाकू प्राप्ति
 संख्या 767
 तिथि 02/8/19
 लखनऊ विश्वविद्यालय
 लखनऊ-226007

SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

GA 963
 31/8/19

Director/Registrar/Principal/GM (HR)
 Admin. Officer/I/C HRD (Trg.)
UNIVERSITY OF LUCKNOW
 Lucknow - 226007
 (U. P.)

Ref. No.: SIERD/T-73, T-74, T-74B, T-75, T-76 & T-76B/2019
 Date: 20.07.2019

D.R-290
 03/8/19

Prog. No. T-73: Workshop on "Administrative Vigilance, Investigation, Disciplinary Procedures & Departmental Inquiries and Handling Court Cases" From 16th to 18th September 2019 at Kochi.

Prog. No. T-74: Workshop on "Essential of Procurement Management, E-Procurement (using CPP) & Government e-Market Place (GeM 3.0)" From 17th to 19th September 2019 at Kochi.

Prog. No. T-74B: Workshop on "Personal Effectiveness and Behavioral Skills for Executive Secretaries, PA/PS, Administrative Personnel & Office Staff" From 23rd to 25th Sept. 2019 at Goa.

Prog. No. T-75: Workshop on "Enhancing Productivity in Office through Leadership Development, Motivation & Teamwork" From 14th to 16th October 2019 at Manali (H. P.).

Prog. No. T-76: Workshop on "PLANNING FOR HAPPY RETIREMENT LIFE" From 16th to 18th October 2019 at Manali (H. P.).

Prog. No. T-76B: Workshop on "Administrative & Establishment Matters" From 17th to 19th October 2019 at Manali (H. P.).

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.

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.

Cordially yours

Neeraj Kumar
 Coordinator (SIERD)

O.S. (GA)
 03/08

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

कुल सचिव

RZ-17B/233 (Back Gali), J-Block, West Sagarpur, New Delhi - 110046, Fax No. 011-25390231
 Website: www.sierd.org E-mail: sierd@rediffmail.com/ info@sierd.org

कृपया सचिव को पत्र ड्राइंग वेबसाइट को विधि की वेबसाइट पर अपलोड करने के लिए अनुरोध किया जा रहा है।
 05/08/19 05.08.19 5.8.2019

Prog. No. T-73: Workshop on "Administrative Vigilance, Investigation, Disciplinary Procedures & Departmental Inquiries and Handling Court Cases" From 16th to 18th Sept. 2019 at Presidency Hotel, Kochi.

INTRODUCTION:-

The Institute has designed special training package on the above subject for middle/senior level Administrative Officers and functional level officers involved in the decision making process in the organization with a goal to meet the challenges and needs of contemporary society. Administrative Law has no definite sphere and by itself is not an independent subject of law like other laws. This has made this law highly dynamic and an effective instrument in the hands of people to combat administrative arbitrariness through instrument of judiciary. It is born out of judicial decisions to usher in rule of law in the society by bringing in norms of good governance.

WHO SHOULD ATTEND :-

This Programme is designed for :- Executives, Vigilance Officers, Senior and Middle level Managers, and Administrative/HR Managers who have to 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. who are dealing/likely to deal in future.

COURSE OUTLINE:-

- > Over View of Administrative Vigilance
- > Salient features of the Constitution and legal aspects of service matters
- > Principles of Natural Justice and Case Laws
- > Conduct Rules
- > Disciplinary Rule and Procedure
- > Techniques of Drafting charge sheet and penalty orders
- > Departmental Inquiry procedure with case studies
- > Role of Inquiry Officer, Presenting Officer and Disciplinary Authority
- > Administrative Law-an overview
- > Handling of Court Cases, Preparing & Filing reply

LAST DATE:- Last date of Accepting nominations is 06.09.2019. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

COURSE DURATION:- The workshop will commence at 10:00AM on 16.09.2019 and will conclude at 2:00PM on 18.09.2019

RESIDENTIAL CANDIDATE: Check in 15th September 2019 (12 Noon), Afternoon & Check out 18th September 2019, Forenoon

Fee: (Including 18% GST) GSTIN- 07BXPPK7937K12N

A. Non-Residential:-Rs.13570/- 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.25370/- Per Participant per program if the Organization is nominating two officials (same gender)

ii) Single occupancy:- Rs.31270/- Per Delegate per program

Nomination: Each Nomination should be accompanied with requisite fee by crossed DD/Cash/Chaq̄ues 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.606700301000126 (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 Mob. 9958014267

Prog. No. T-74: Workshop on "Essential of Procurement Management, E-Procurement (using CPP) & Government e-Market Place (GeM 3.0)" From 17th to 19th September 2019 at Presidency Hotel, Kochi.

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

LAST DATE:-

Last date of Accepting nominations is 06.09.2019. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

COURSE DURATION:-

The workshop will commence at 10:00AM on 17.09.2019 and will conclude at 2:00PM on 19.09.2019

RESIDENTIAL CANDIDATE:

Check in 16th September 2019 (12 Noon) Afternoon & Check out 19th September 2019, Forenoon

Prog. No. T-74B: Workshop on "Personal Effectiveness and Behavioral Skills for Executive Secretaries, PA/PS, Administrative Personnel & Office Staff" From 23rd to 25th Sept. 2019 at "Red Fox Hotel, Morjim, Goa.

INTRODUCTION:-

The fast changing business organization has brought in unprecedented role changes of all the employees working in an organization. Busy senior executives have now much higher expectations from their Secretaries and Office staff to conserve their own energy and save precious time. Secretaries and office staff have not only to be perfectly competent in their conventional roles, but also have to actively assist their senior executives on many other fronts in their new support roles. Professional capabilities, approach and attitude of Secretaries have, therefore, to be undergo an sea change.

WHO SHOULD ATTEND :-

Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Office Staff and those who discharge secretaries duties and responsibilities, will be benefitted this programme.

COURSE OUTLINE:-

- Emerging Role of Executive Secretaries, PA and Office Staff
- Effective Communication Skills
- Relationship Management
- Work Life Balance
- Decision Making Skills
- Motivation & Productivity Enhancement
- Managing the Boss and his Office
- Managing Time and Stress at Workplace

LAST DATE:-

Last date of Accepting nominations is 16.09.2019. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

COURSE DURATION:-

The workshop will commence at 10:00AM on 23.09.2019 and will conclude at 2:00PM on 25.09.2019

RESIDENTIAL CANDIDATE:-

Check in 22nd Sept. 2019 Afternoon & Check out 25th September 2019, Forenoon.

Fee: (Including 18% GST) GSTIN- 07BXPPK7937K12N

A. Non-Residential:-Rs.13570/- 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.25370/- Per Delegate per program

ii) Single occupancy:- Rs.31270/- Per Delegate per program

Nomination: Each Nomination should be accompanied with requisite fee by crossed DD/Cash/Cheques 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 Mob. 9958014267

Prog. No. T-75: Workshop on "Enhancing Productivity in Office through Leadership Development, Motivation & Teamwork" From 14th to 16th October 2019 at Hotel "Mountain Top" Manali (H. P.).

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 Department

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

LAST DATE:- Last date of Accepting nominations is 05.10.2019. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

COURSE DURATION:- The workshop will commence at 10:00AM on 14.10.2019 and will conclude at 2:00PM on 16.10.2019

RESIDENTIAL CANDIDATE:-

Check in 13th Oct. 2019 (12 Noon) Afternoon & Check out 16th October 2019, Forenoon

Prog. No. T-76: Workshop on "PLANNING FOR HAPPY RETIREMENT LIFE"
From 16th to 18th October 2019
at Hotel "Mountain Top" Manali (H. P.).

INTRODUCTION:-

The Retirement is one of the most important life events many of us will over experience. From both a personal and financial perspective, realizing a comfortable retirement is an extensive process that takes sensible planning and years of persistence. Even once it is reached, managing our retirement is an ongoing responsibility that lasts throughout our life. While all of us would like to retire comfortably, the complexity and time required to build a successful retirement plan can make the whole process seem daunting. However, it can often be done with sound planning and a long-term commitment.

WHO SHOULD ATTEND :- In General the Executive who are at the end of their current career and desire to have a meaningful retirement. This programme will be useful for senior and middle level Executive / Managers from Public and Private Sector, Central and State Government Department, Public Utility and Service Sector, Public Administration and Cooperative Sector & any Official Retiring within Five year.

COURSE OUTLINE:-

- > Retirement Aspects
- > Preparation before Retirement
- > Entitlement and Benefits on Retirement for Self and Family
- > Concessions, Privileges to Senior Citizens
- > Tips to Cope up the changes
- > Planning for Retirement:-
 - a. Psychological & Emotional
 - b. Physical - Health, Medical care scheme & Policies, Yoga and Meditation
 - c. Financial - Safe and Secured Investment and Tax Planning
 - d. Legal - WILL
- > Management of Lifestyle and Routine:-
 - a. Health and Fitness, Social Commitments, Relationship, Family, Friends,
 - b. Quality of Life, Time Management & Creativity and Hobbies
- > Tips for Health Care, Diet
- > Happy and Pleasant settled Life

LAST DATE:- Last date of Accepting nominations is 05.10.2019. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

COURSE DURATION:- The workshop will commence at 10:00AM on 16.10.2019 and will conclude at 2:00PM on 18.10.2019

RESIDENTIAL CANDIDATE: Check in 15th Oct. 2019 Afternoon & Check out 18th Oct. 2019, Forenoon.

Fee: (Including 18% GST) GSTIN- 07BXPPK7937K1ZN

A. Non-Residential:-Rs.13570/- 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.25370/- Per Participant per program If the Organization is nominating two officials (same gender)

ii) Single occupancy:- Rs.31270/- Per Delegate per program

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

Prog. No. T-76B: Workshopn "ADMINISTRATIVE AND ESTABLISHMENT MATTERS"
From 17th to 19th October 2019
At Hotel "Mountain Top" Manali (H. P.).

INTRODUCTION:-

With the conceptual changes in the role of Administration's accountability and responsibility it has become necessary to keep our officers dealing hand aware of the concept & spirit of the rules and their applications. Besides lack of proper appreciation of Recruitment Rules, Pre and post recruitment formalities, Maintenance of Rosters of SC/ST/OBC, and Physically Handicapped very often leads to avoidable court cases. Review of Recruitment Rules, Recruitment Procedure, DPC procedure, Seniority principles, Preparation, Maintenance & Operation of Reservation Rosters.

WHO SHOULD ATTEND :-

1. This course is designed to suit Executives, Line Managers, Middle Management and Dealing hands working in Personnel, Administration and Establishment sections.
2. This Programme is designed for Officers / Managers / Executives and those who have to deal with the subject of Establishment, recruitment and promotion.

COURSE OUTLINE:-

- Administrative issues such as Drafting of Pre & Post Recruitment Formalities
- Recruitment Rules,
- Constitution and Functions of DPC -General Provision Relation to Seniority
- Maintenance of Service Book
- LTC, Leave Rules, TA Rules
- Reservation in Services - Constitutional provisions
- Concepts of Post based Rosters - Preparation operation and maintenance
- Reservation in Direct Recruitment - Concept of "Own Merit" preparation of merit list
- Reservation in promotion - preparation of Presentation

LAST DATE:-

Last date of Accepting nominations is 05.10.2019. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

COURSE DURATION:-

The workshop will commence at 10:00AM on 17.10.2019 and will conclude at 2:00PM on 19.10.2019

RESIDENTIAL CANDIDATE:

Check in 16th Oct. 2019 Afternoon & Check out 19th Oct. 2019, Forenoon.