

**No. EDN-H (21) B (15) 47/2022-(ALL TYPE TRAININGS)-**

Directorate of Higher Education

Himachal Pradesh, Shimla-1

**Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,**

**E-mail: dhe-sml-hp@gov.in, genbr@rediffmail.com**

Dated: Shimla-171001, the \_\_\_\_\_ December, 2022

To

**All the Deputy Director of Higher Education,  
in Himachal Pradesh**


16 DEC 2022

- Subject:** - 1 **Residential Workshop on Audit, Accounting, Budgeting & Financial Management at Kathmandu, Nepal.**  
2 **Residential Workshop on Public Private Partnership (PPP) at Kathmandu, Nepal.**  
3 **Residential Workshop on Public Procurement with e-Procurement (GeM & CPPP) at Kathmandu, Nepal.**  
4 **Workshop on HR Establishment Rules at Kathmandu, Nepal.**

Please find enclosed herewith copies of Ref. No. AFM/02/23-Dated: 19.11.2022, Ref. No. PPP/02/23-dated: 19/11/2022, Ref. No. PUP/02/23-19/11/2022 and Ref. No. ESR/02/23-Dated: 19/11/2022 received from the Director, National Academy of Human Resource Development, Office: A-304, Ground Floor, Defence Colony, New-Delhi on the subjects cited above.

In this connection, you are hereby directed to do the needful in the matter accordingly and send the action taken report to this Directorate as well as to the quarter concerned.

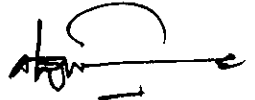
**Enclosures: 12 Pages.**

  
Director of Higher Education  
Himachal Pradesh, Shimla-1

**Endorsement No. Even, Dated: Shimla-1, the \_\_\_\_\_ December, 2022**

**Copy for information to:**

- 1 The Director, National Academy of Human Resource Development, Office: A-304, Ground Floor, Defence Colony, New-Delhi refer to his/her Reference Numbers referred above.
- 2 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the letter on Departmental Website.
- 3 Guard file.

  
Director of Higher Education  
Himachal Pradesh, Shimla-1

Green  
3/12/22

Ref: AFM/02/23

19.11.2022

Officer I/c (Accounts/Audit/Finance)  
Directorate of Higher Education, H. P.  
Shimla,  
Himachal Pradesh-171001

**RESIDENTIAL WORKSHOP ON AUDIT, ACCOUNTING, BUDGETING & FINANCIAL  
MANAGEMENT AT KATHMANDU, NEPAL**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized a large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A residential workshop on Audit, Accounting, Budgeting and Financial Management is being organized by NAHRD from **26.02.2023 to 01.03.2023** at **Kathmandu, Nepal**.

Due to tremendous increase in the activities of the Government, Public Sector Undertakings, Autonomous Bodies, Statutory Authorities etc., the volume of transactions has increased multiple times. Since these organizations are dealing with public money with high stakes, it is important to strengthen the financial administration in the organizations. It is imperative to meet the training requirements on the concerned officials to enhance their capacity towards the Financial Management in order to make them conversant with the relevant rules and regulations. A need has been felt to train the officers in Finance, Accounts, HR and Administration to equip them with requisite knowledge and skills for effectively discharging their duties. After participating in the workshop the participants shall have updated their knowledge and skills in the following areas:

- Financial Management and Financial Control
- General Financial Rules: Overview
- Delegation of Financial Power
- Budgeting- Types & Methodologies
- Accounting Policies & Conventions
- Fixed Assets & Depreciation
- Internal Audit and Statutory Audit
- CAG Audit- Overview and Compliances
- TDS on Salaries and other transactions
- Financial Statements & Notes on Accounts

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc.

Green

Sh. Satish Sharma  
DUP  
3/12/22

## **Faculty**

**Dr. Sanjiv Agarwal** is a Fellow Member of ICAI and a Fellow Member of ICSI besides being an associate member of the Institute of Chartered Secretaries & Administration, London (UK). He is also a post-graduate in Accountancy & Business Statistics from University of Rajasthan. He has been awarded Doctorate of Philosophy in Corporate Governance for the title "A Conceptual Approach to Corporate Governance: Preparation for Global Interface". He also holds a Diploma in Corporate Governance from ICSI. He is a practicing Chartered Accountant with vast exposure in corporate laws, corporate governance, financial services and Indirect Taxation. He has to his credit a large number of published articles in various professional journals, websites and economic dailies on various professional subjects including service tax, GST, accounting standards, corporate laws and corporate governance. He has so far authored/edited more than 30 books on various professional subjects including "Accounting Standards & Corporate Practices, Guide to Accounting & Accounting Standards, Manual of Accounting Standards, Corporate Governance: Concept & Dimensions and Audit Committee: Law & Practice". He is having huge experience on Audit and Accounting.

**Sh. Rajesh Saxena** is former Joint Secretary (Personnel), Ministry of Defence, Government of India. He has also served as Principal Director, Directorate of Personnel, Navy, HQ & Director, Defence Headquarters Training Institute (DHTI), Ministry of Defence. He is having experience with a number of government organizations including Institute of Secretariat Training & Management (ISTM), DoPT, Government of India where he has also served as a full time faculty member. He is MBA (Public Policy) from Faculty of Economics, University of Ljubljana, Solvenia. He is National Facilitator as accredited by Department of Personnel & Training. He is a regular faculty on Public Procurement, General Financial Rules, Financial Management and many more.

**Sh. Abhishek Sethi** is a member of the Institute of Chartered Accountants of India and commerce graduate from Hansraj College, University of Delhi. He is also a law graduate from Faculty of Law, University of Delhi. He is a regular speaker on GST & has addressed issues on GST for various clients including various government organizations namely Indian Railways, NBCC, Border Roads Organization, etc. He is a regular faculty on Accounts and Audit.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Agriculture, Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India (RBI), Securities & Exchange Board of India (SEBI), Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IITs, IIMs, IHMs, NHPC, Bank of Baroda, State Bank of India, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Bharat Dynamics Ltd. and many more.

## **Participation Fee:**

Single Occupancy- Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 60,000/- plus GST @ 18% per participant

Non-Residential- Rs. 45,000/- plus GST @ 18% per participant

In addition, we also request you to consider nominating officers for our other residential workshops (December 2022 to March 2023). Details are as under:

- Residential workshop on **Goods & Services Tax (GST)** from 07.12.2022 to 10.12.2022 at Port Blair (A&N Islands),
- Residential workshop on **Audit, Accounting, Budgeting & Financial Management** from 07.12.2022 to 10.12.2022 at Port Blair (A&N Islands),
- Residential **Capacity Building Program for Secretaries, Assistants & Stenographers** from 07.12.2022 to 10.12.2022 at Port Blair (A&N Islands),
- Residential workshop on **Public Procurement with e-Procurement (GeM & CPPP)** from 07.12.2022 to 10.12.2022 at Port Blair (A&N Islands),
- Workshop on **Right to Information Act** from 16.01.2023 to 18.01.2023 at New Delhi,
- Workshop on **Prevention of Sexual Harassment of Women at Workplace** from 16.01.2023 to 18.01.2023 at New Delhi,
- Workshop on **Handling of Court Cases** from 16.01.2023 to 18.01.2023 at New Delhi,
- Workshop on **Public Premises (Eviction of Unauthorised Occupants) Act, 1971** from 16.01.2023 to 18.01.2023 at New Delhi,
- Workshop on **Government e-Marketplace (GeM) and Central Public Procurement Portal (CPPP)** from 19.01.2023 to 21.01.2023 at New Delhi,
- Workshop on **Labour Laws & HR Compliances** from 19.01.2023 to 21.01.2023 at Delhi,
- Workshop on **Pay Fixation Rules** from 19.01.2023 to 21.01.2023 at New Delhi,
- Workshop on **Parliamentary Procedures, Questions & Assurances** from 19.01.2023 to 21.01.2023 at New Delhi,
- Workshop on **Work Life Balance & Leadership Development** from 12.02.2023 to 15.02.2023 at Port Blair, A&N Islands,
- Workshop on **Contract Management, Dispute Resolution & Arbitration** from 12.02.2023 to 15.02.2023 at Port Blair, A&N Islands,
- Workshop on **Rosters & Reservation in Services** from 12.02.2023 to 15.02.2023 at Port Blair, A&N Islands,
- Workshop on **Disciplinary Rules & Procedures** from 12.02.2023 to 15.02.2023 at Port Blair, A&N Islands,
- Workshop on **Public Private Partnership (PPP)** from 22.02.2023 to 25.02.2023 at Kathmandu (Nepal),
- Workshop on **Capacity Building Program for Secretaries, Assistants & Stenographers** from 22.02.2023 to 25.02.2023 at Kathmandu,
- Workshop on **HR Establishment Rules** from 22.02.2023 to 25.02.2023 at Kathmandu (Nepal),



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Ref: PPP/02/23

Officer I/c (Projects/Public Private Partnership: PPP)  
Directorate of Higher Education, H. P.  
Shimla,  
Himachal Pradesh-171001



19.11.2022

**RESIDENTIAL WORKSHOP ON PUBLIC PRIVATE PARTNERSHIP (PPP) AT  
KATHMANDU, NEPAL**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

A workshop on Public Private Partnership (PPP) is being organized by NAHRD from **22.02.2023 to 25.02.2023** at **Kathmandu, Nepal**.

The present workshop is for the benefit of officers dealing with planning, formulation, appraisal and/ or monitoring of Public Private Partnership project proposals in Government, Semi Government, Autonomous Bodies, Public Sector undertakings, etc. Objective of the present workshop is to enable the participants in developing the skills required for the work in the area of Public Private Partnership (PPP). PPP have played a vital role in spurring economic growth in India. PPPs help public sector to develop a more commercial approach. A thorough understanding of the concept of PPP and its application is necessary for improvements in the access to and effectiveness of the crucial service that these assets provide. The present workshop will equip the participants with competencies to process PPP proposals and enable them to discharge their duties and responsibilities more effectively. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Concept of Public Private Partnership (PPP)
- Salient Features & Different Models of Public Private Partnership
- Identifying likely problems in formulating, appraising, implementing & monitoring a PPP project
- Invitation & Evaluation of Tenders
- PPP: A presentation on the concession agreement with emphasis on various sectors
- Appointment of Independent Engineer
- Contract (Construction & Concession Period) Management
- Problems & Discussions to evolve solutions
- Dispute Resolution

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc. Real life problems in Public Private Partnership will also be discussed and dealt with.

Sh. Satish Sharma  
DUP

3/12/22

## **Faculty**

**Sh. M.C. Panda** is former Additional Director General, Directorate General of Supplies & Disposal and also former Additional Secretary, Ministry of Commerce, Government of India. He is having more than 30 years of experience in Administration, Procurement, Contract Management and PPP. He is presently engaged as member of outside expert committee of public sector undertakings. He has dealt with a number of projects including projects financed by the World Bank. He is also appointed as Arbitrator in commercial disputes by various organizations such as MMTC, NTPC, NHAI etc. In addition he has also been a faculty on the present subject with Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Government of India. He is having huge experience in the area of Public Private Partnership and other related subjects.

**Sh. K.S. Samrendra Nath** is former Director, Ministry of Steel; Government of India. He is a member of the Central Secretariat Services having finance as educational background from various reputed institutes such as SRCC, University of Delhi; National Institute of Financial Management etc. He was a faculty member with Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Government of India over a period of 12 years. In addition, he is having 22 years of experience in finance wing of Ministry of Power and Ministry of Urban Development. He is having huge experience on the present subject.

**Sh. B.G. Gupta** is highly accomplished trainer and consultant with national and international experience in providing training and consultancy services in the field of IT applications in business and governance, monitoring and evaluation with more than 20 years experience of commissioning and use of IT for MIS, Project Management, Public Private Partnership (PPP) and other management systems. He had been Director (MIS) NCDC, New Delhi. He has also been a Senior Consultant with National Productivity Council and also a faculty with National Institute of Technology, Allahabad. He has conducted a number of workshops on the present subject.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Agriculture, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India, Securities & Exchange Board of India (SEBI), Coal India Ltd., Engineers India Ltd, FSSAI, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, Dedicated Freight Corridor Corporation of India Ltd., HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India (TRAI), Delhi University; Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Bureau of Indian Standards (BIS), Mumbai Metro Rail Corporation, Lucknow Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, National Highways Authority of India (NHAI), etc.

## **Participation Fee:**

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Twin Sharing- Rs. 60,000/- plus GST @ 18% per participant

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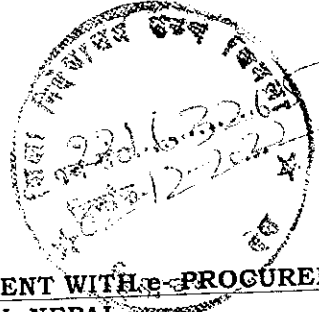
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- Workshop on **HR Establishment Rules** from 22.02.2023 to 25.02.2023 at Kathmandu (Nepal),

11/11/22  
23-12-2022

Ref: PUP/02/23

19.11.2022

Officer I/c (Tenders/e-Procurement)  
Directorate of Higher Education, H. P.  
Shimla,  
Himachal Pradesh-171001



**RESIDENTIAL WORKSHOP ON PUBLIC PROCUREMENT WITH e-PROCUREMENT  
(GeM & CPPP) AT KATHMANDU, NEPAL**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

A residential workshop on Public Procurement with e- Procurement (GeM & CPPP) is being organized by NAHRD from **22.02.2023 to 25.02.2023** at **Kathmandu, Nepal**.

The above mentioned workshop is for the benefit of officers dealing with purchase procedure in Government, Semi Government, Autonomous Bodies, Public Sector undertakings, etc. The program has been designed to provide practical insight into procedure for public procurement so as to enable them to perform functions more effectively by adhering to relevant guidelines/ principles/ rules as provided by the relevant authorities. In addition, many users are facing a number of issues in using Government e-Marketplace (GeM) and Central Public Procurement Portal (CPPP) and certain tips for effective use are unknown to many. This workshop will also enable the participants to gain overall understanding of GeM and CPPP with adequate hands on training for procuring goods and services on GeM and CPPP. It is needless to say that proper purchase management is need of the hour as official(s) making purchases on behalf of the organization is custodian of organization's wallet. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Public Procurement- Scope, Importance & Principles
- Procurement Process & Cycle
- Tendering Systems & Methods
- Bidding Process, Preparation of Bid Documents, R.F.P.
- Evaluation of Tenders, Negotiation, Award of Tender
- Make in India Initiative & Policies
- Important CVC directives on public procurement
- MSME Procurement Policy
- GeM: Introduction, registration, formalities and procedure
- Procurement cycle and payment procedure in GeM
- Placement of order for goods and services on GeM
- Special conditions for parties under GeM
- Central Public Procurement Portal (CPPP)
- Complications and latest developments in GeM and CPPP

GeM

Satish Sharma  
3/12/22



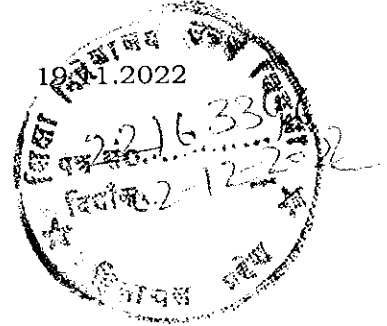


Lien  
3-12-22

Email : info@nahrd.in  
Website : www.nahrd.in  
Ph. : (011) 41678044/45

Ref: ESR/02/23

Officer I/c (Establishment/HR/Admin)  
Directorate of Higher Education, H. P.  
Shimla,  
Himachal Pradesh-171001



### WORKSHOP ON HR ESTABLISHMENT RULES AT KATHMANDU, NEPAL

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on HR Establishment Rules is being organized by NAHRD from **22.02.2023 to 25.02.2023** at **Kathmandu, Nepal**.

The object of the workshop is to apprise the officers about the Government orders and guidelines on the various aspects of Establishment Rules. This will help the officers in implementing the various Government guidelines on the subject so that the Personnel Management/Human Resources functions of the organization are carried out smoothly. This in turn would facilitate a conducive climate in the organization leading to optimum efficiency and performance. After participating in the workshop the participants shall have updated their knowledge and skills in the following areas:

- Framing of Recruitment Rules & Guidelines on Employee Resourcing
- Probation, confirmation, lien and termination
- Principles of fixation of seniority
- The rota-quota principle in inter-se seniority fixation
- Guidelines & functions of Departmental Promotion Committees including cases of 'sealed cover', 'review DPCs' etc.
- The concept of reservation in services
- Roster- Concept, Identification, Preparation, Operation & Maintenance
- Provisions for reservation for persons with disability (PWD)
- Vacancy and Compassionate Appointment
- Latest Case Law on the above subjects

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Lien  
Sh. Satish Sharma  
DUP  
3/12/22

**National Academy of Human Resource Development**  
Office : A-304, Ground Floor, Defence Colony, New Delhi-110024