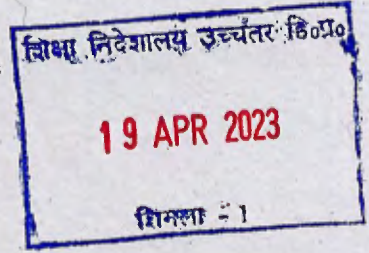


**No. EDN-H (21) B (15) 47/2023-(ALL TYPE TRAININGS)-**

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**



To

Dated: Shimla-171001, the \_\_\_\_\_ April, 2023

All the Principals, Government Degree Colleges,  
in Himachal Pradesh

- Subject: - 1 Capacity Building Program for Drawing & Disbursing Officers (DDOs) at Manali, Himachal Pradesh.**  
**2 Residential Workshop on Contract Management, Dispute Resolution & Arbitration at Manali, Himachal Pradesh.**

Please find enclosed herewith copies of DDO/06/23-dated: 18/03/2023 and COM/06/23-dated: 18/03/2023 received from the Director, NAHRD, New-Delhi on the subject cited above. (copy enclosed)

In this connection, you are hereby directed to encourage teaching/non-teaching staff under your control to participate in above mentioned workshop at own cost <sup>in</sup> lean period.

**Enclosures: 06 Pages.**

*(Signature)*  
**(Dr. Nandlal Sharma)**

Jt. Director of Higher Education(C-II)  
Himachal Pradesh, Shimla-1

**Endorsement No. Even, Dated: Shimla-1, the \_\_\_\_\_ April, 2023**

**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.

*(Signature)*  
Jt. Director of Higher Education(C-II)  
Himachal Pradesh, Shimla-1

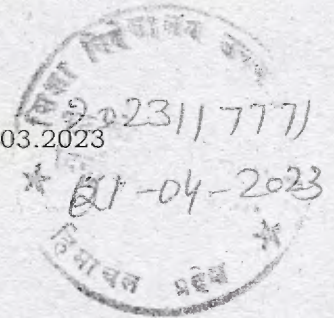


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6/4/23

Ref: COM/06/23

18.03.2023

Officer I/c (Contracts/BD/Legal)  
Directorate of Higher Education, H. P.  
Shimla,  
Himachal Pradesh-171001



**RESIDENTIAL WORKSHOP ON CONTRACT MANAGEMENT, DISPUTE RESOLUTION  
& ARBITRATION AT MANALI, HIMACHAL PRADESH**

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 government organizations across the country.

A residential workshop on Contract Management, Dispute Resolution & Arbitration is being organized by NAHRD from 18.06.2023 to 21.06.2023 at Manali, Himachal Pradesh.

The above-mentioned workshop is for the benefit of officers dealing with tenders and contracts in Government, Semi Government, Autonomous Bodies, Public Sector Undertakings etc. The program shall address different types and facets of contracts and the rights, obligations and implications on business operations. The present workshop will introduce participants to the fundamental principles of contract management, including legal basis and purpose of a contract, structure and key contractual terms, different types of contracts and the management of the contract over its lifecycle. The present workshop will provide participants with practical understanding of contract management including strategies for improving negotiation and management of contracts over the contract lifecycle, negotiation of supplier relationships, dispute resolution etc. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Introduction to Public Procurement
- Procurement Process and Cycle
- Legal & Procedural Framework
- Contract Negotiation & Contract Award
- Execution of Contract
- Legal Aspects of Contracts
- Essential and Ancillary Conditions of a Contract
- Role of Employer, Engineer & Contractor
- Guarantee, Indemnity, Wagering & Contingency
- Letter of Credit & Performance Guarantee
- Force Majeure & Delays
- Variation and Claims Management
- Managing Contractual Disputes
- Dispute Resolution and various ADR methods
- Arbitration as specialized mode of Dispute Resolution

Yem

Sh. Satish Sharma  
Duo  
5/4/23

### **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 and Contract Management. He is presently engaged as member of outside expert committee of public sector undertakings. 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 on public procurement, contract management and other related subjects.

**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, Slovenia. He is National Facilitator as accredited by Department of Personnel & Training. He is a regular faculty on Public Procurement, Contract Management, Negotiation and Dispute Resolution.

**Mr. Ajay Thomas** is an independent arbitrator and is on the panel of arbitrators of SCOPE, the apex body of Indian Public Sector Enterprises and also serves as the Vice Chairman of the Paris-based ICC International Court of Arbitration's India Arbitration Group. He had the unique privilege of working with three of the world's leading arbitration institutions and has over 17 years of experience as arbitration administrator, arbitrator and advocate. He is also a guest faculty at the Indian Society of International Law (ISIL), New Delhi. He is having huge experience on Dispute Resolution and Arbitration.

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 Commerce & Industry, LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, 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, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., IREDA, Dredging Corporation of India Ltd., Bharat Dynamics Ltd. and many more.

### **Participation Fee:**

Residential (Single Occupancy) -Rs. 59,000/- plus GST @ 18% per participant

Residential (Twin Sharing)\* -Rs. 50,000/- plus GST @ 18% per participant

Non- Residential- Rs. 40,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

**Venue:** Tiaraa Hotels & Resorts, Naggar Road, Pirni, Manali, Himachal Pradesh-175143

Check In- 18.06.2023 (2:00 P.M.)      Check Out- 22.06.2023 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 19.06.2023 and will conclude at 5:30 P.M. on 21.06.2023. However there will be an introductory session on 18.06.2023 after all participants have reported at the venue. In case of non-availability of rooms at Tiaraa Hotels and Resorts Manali as on date of nomination, arrangements for stay shall be made in another property:

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

**For further information or clarification kindly contact:**

**Rohit Agarwal**

**Vivek Manchanda**

Email- rohit@nahrd.in  
Phone- +91 9873057803

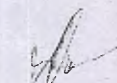
Email-vivek@nahrd.in  
Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited. Please note that we are going to follow all protective measures against COVID-19. Participants and their accompanying guests (if any) shall be required to fulfill requirements as required by competent authorities at points of boarding and arrival. NAHRD shall not be responsible for the same. In addition, NAHRD may also require participants and their accompanying guests to fulfill certain requirement(s) which will be conveyed one week before the workshop.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD

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

- Workshop on **Rosters & Reservation in Services** from 09.05.2023 to 12.05.2023 at Gangtok (Sikkim),
- Workshop on **Disciplinary Rules & Procedures** from 09.05.2023 to 12.05.2023 at Gangtok (Sikkim),
- Workshop on **Right to Information** from 24.05.2023 to 27.05.2023 at Mount Abu,
- Workshop on **Pay Fixation Rules** from 24.05.2023 to 27.05.2023 at Mount Abu,
- Workshop on **Handling of Court Cases** from 28.05.2023 to 31.05.2023 at Mount Abu,
- Workshop on **Prevention of Sexual Harassment of Women at Workplace** from 28.05.2023 to 31.05.2023 at Mount Abu (Rajasthan),
- Workshop on **Goods & Services Tax (GST)** from 14.06.2023 to 17.06.2023 at Manali,
- Workshop on **Audit, Accounting, Budgeting & Financial Management** from 14.06.2023 to 17.06.2023 at Manali (Himachal Pradesh),
- **Capacity Building Program for Drawing & Disbursing Officers (DOs)** from 14.06.2023 to 17.06.2023 at Manali (Himachal Pradesh),
- Workshop on **Public Procurement with e-Procurement** from 18.06.2023 to 21.06.2023 at Manali (Himachal Pradesh),
- Workshop on **Contract Management Dispute Resolution and Arbitration** from 18.06.2023 to 21.06.2023 at Manali (Himachal Pradesh),
- Workshop on **Information and Cyber Security** from 18.06.2023 to 21.06.2023 at Manali,
- Workshop on **Preventive Vigilance** from 12.07.2023 to 15.07.2023 at Leh (Ladakh),
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- **Capacity Building Program for Secretaries, Assistants and AOs** from 12.07.2023 to 15.08.2023 at Leh (Ladakh),
- Workshop on **Work Life Balance & Stress Management** from 02.08.2023 to 05.08.2023 at Leh (Ladakh),
- Workshop on **Corporate Social Responsibility (CSR)** from 02.08.2023 to 05.08.2023 at Leh (Ladakh),
- Workshop on **Corporate Governance under Companies Law and LODR** from 02.08.2023 to 05.08.2023 at Leh (Ladakh),
- Workshop on **e-Governance & Cyber Security** from 22.08.2023 to 25.08.2023 at Singapore,
- Workshop on **Work Life Balance & Leadership Development** from 22.08.2023 to 25.08.2023 at Singapore,

- Workshop on **Rosters & Reservation in Services** from 24.09.2023 to 27.09.2023 at Goa,
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- Workshop on **Handling of Court Cases** from 24.09.2023 to 27.09.2023 at Goa,
- **Capacity Building Program for Drawing & Disbursing Officers (DDOs)** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **HR Establishment Rules** from 20.11.2023 to 23.11.2023 at Jim Corbett National Park, Uttarakhand,
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6/4/23

Ref: DDO/06/23

18.03.2023

Drawing & Disbursing Officer (DDO)  
Directorate of Higher Education, H. P.  
Shimla,  
Himachal Pradesh-171001

2023117785  
01-04-2023

**CAPACITY BUILDING PROGRAM FOR DRAWING & DISBURSING OFFICERS  
(DDOs) AT MANALI, HIMACHAL PRADESH**

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.

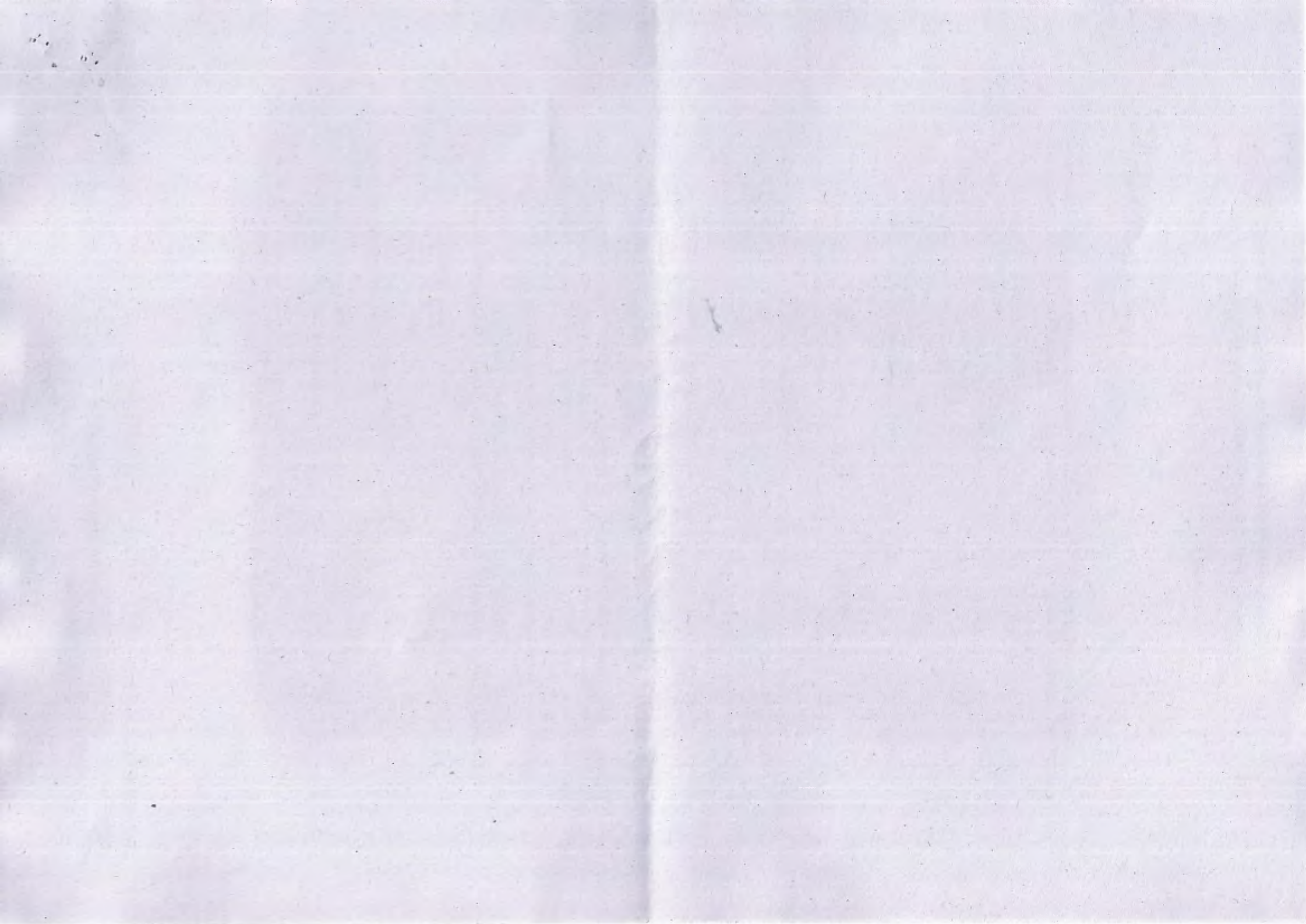
A Capacity Building Program for Drawing and Disbursing Officers (DDOs) is being organized by NAHRD from **14.06.2023 to 17.06.2023** at **Manali, Himachal Pradesh**.

Drawing and Disbursing Officers (DDOs) play a crucial role in formulation and execution of budget at grass root level. DDO is the main pillar of the financial management in every organization. It is important for DDO to see that the best possible value is obtained for all public funds spent by him and to guard against every wasteful expenditure from public funds. The DDO must ensure that all the relevant rules and regulations are complied with while incurring any expenditure on behalf of the organization. A need has been felt to train the DDOs in order 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:

- General Principles of Financial Management
- Duties and Responsibilities of DDOs
- Delegation of Financial Power
- Dos and Don'ts for DDOs
- TDS and other accounting concepts
- Basics of GST and TDS on GST
- Public Finance Management System (PFMS)
- Digital Signatures and its effective use
- Information and Cyber Security

Please note that in case of any new rule/ provision is notified or amended in existing provisions/ rules made by the competent authority, the same will also be covered in the present workshop.

Sh. Satish Sharma  
DUP  
5/4/23





### **Faculty**

**Dr. Sanjiv Agarwal** is a fellow member of ICAI and ICSI besides being an associate member of the Institute of Chartered Secretaries & Administration, London (UK). He has over 3 decades of professional experience as a practicing Chartered Accountant. He has keen interest in academics and is regular contributor of articles and has to his credit a large number of published articles in various professional journals, websites and economic dailies on various subjects. Dr. Agarwal is an active participant and faculty at various National and Regional Seminars and Conferences on various topics organized by ICAI, ICSI and Apex Chambers.

**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. 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. and has addressed public queries in association with GST department as part of GST outreach programs. He is also a visiting faculty at NACIN and a guest trainer at DGGST & DRI 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 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, IIITs, 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.

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PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

**For further information or clarification kindly contact:**

**Rohit Agarwal**

**Vivek Manchanda**

Email- rohit@nahrd.in  
Phone- +91 9873057803

Email-vivek@nahrd.in  
Phone-+91 9650745789

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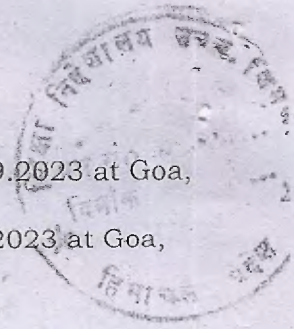
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