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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



To

Dated: Shimla-171001, the _____ December, 2022


All the Deputy Director of Higher Education,
in Himachal Pradesh

- Subject: -**
- 1 **Residential Workshop on Contract Management, Dispute Resolution & Arbitration at Port Blair, A&N Island.**
 - 2 **Workshop on Disciplinary Rules & Procedures at Port Blair, A&N Island.**
 - 3 **Workshop on Work Life Balance & Leadership Development at Port Blair, A&N Island.**
 - 4 **Workshop in Rosters & Reservation in Services at Port Blair, A&N Island.**
 - 5 **Workshop on Disciplinary Rules & Procedures at Port Blair, A&N Island.**

Please find enclosed herewith copies of Ref. No. COM/02/23-Dated: 11.11.2022, Ref. Number: DRP/02/23-dated: 11.11.2022, Ref. No. WLB/02/23-dated: 12/11/2022, Ref. No. RES/02/23-07/11/2022 and Ref. No. DRP/02/23-Dated: 11/11/2022 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.

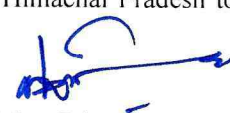
Enclosures: 15 Pages.

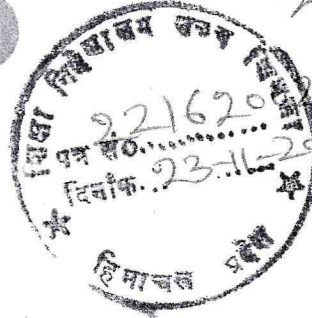

Director of Higher Education
Himachal Pradesh, Shimla-1

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



Ref: COM/02/23

11.11.2022

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 PORT BLAIR, A&N ISLANDS

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 **12.02.2023 to 15.02.2023 at Port Blair, A&N Islands.**

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

Handwritten signature: Satish Shalwa
Handwritten date: 25/11/22

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 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:

Single Occupancy- Rs. 64,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 55,000/- plus GST @ 18% per participant

Non-Residential- Rs. 45,000/- 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: Hotel Sentinel: Phoenix Bay, Port Blair, A&N Islands: 744101

Check In- 12.02.2023 (12:00 P.M.)

Check Out- 16.02.2023 (08:30 A.M.)

The workshop will commence at 4:00 P.M. on 12.02.2023 and will conclude at 5:30 P.M. on 15.02.2023.

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

Email-vivek@nahrd.in

Phone- +91 9873057803

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 Port Blair. 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 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),

- Workshop on **Public Procurement with e-Procurement (GeM & CPPP)** from 22.02.2023 to 25.02.2023 at Kathmandu (Nepal),
- Workshop on **Corporate Governance for Directors, Independent Directors and KMPs** from 26.02.2023 to 01.03.2023 at Kathmandu (Nepal),
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You are advised to kindly refer to brochures for details about these workshops such as course content, venue, profile of faculty members etc. Detailed brochures for these workshops are available on our website (www.nahrd.in).

For further information or clarification kindly contact:

Rohit Agarwal

Email- rohit@nahrd.in

Phone- +91 9873057803

Vivek Manchanda

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In addition, we can also organize online/ offline customized workshops for your organization as per your requirement. You are kindly requested to make most of the opportunity and send your nominations at the earliest.



Gen
25-11-22



Ref: DRP/02/23

11.11.2022

Officer i/c (Admin/Personnel/Departmental Proceedings)
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001

WORKSHOP ON DISCIPLINARY RULES & PROCEDURES AT PORT BLAIR

(A&N ISLANDS)

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.

A workshop on Disciplinary Rules & Procedures is being organized by NAHRD from **12.02.2023 to 15.02.2023 at Port Blair, A&N Islands.**

The above-mentioned workshop is for the benefit of staff dealing with Vigilance/ Disciplinary Proceedings in Government, Semi Government, Autonomous Bodies, Public Sector undertakings etc. The program has been designed to provide practical insight into the process of disciplinary and other allied process. This workshop will help the officers to develop skills required for handling vigilance and disciplinary cases. After the workshop the participants shall have updated themselves in the following aspects:

- Principles of Natural Justice and areas of applicability
- Process of Drafting of Charge Sheet
- Examination of Witnesses
- Role & Functions of Chief Vigilance Officer
- Role & Functions of the Inquiry Officer and Presenting Officer
- Skills required for performing the role of Presenting Officer
- Salient aspects of the Presenting Officer's brief
- Ingredients of Inquiry Officer's report
- Appreciation of Evidence
- Identify the actions/omissions which vitiate the inquiry
- Case Law and Case Studies
- Courts/ Tribunals & Judicial Review

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

Sh. Satish Sharma
25/11/22

Faculty

Sh. K.S. Kumar is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers.

Sh. M Sethu Ramalingam is former Deputy Director (Vigilance) of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. His previous postings were Deputy Chief (Legal) in CERC and Law Officer in Ministry of Defence. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers of Central Government, State Governments and Public Sector Undertakings. He has also drafted "**Handbook for Inquiry Officers & Disciplinary Authorities- 2013**" on behalf of **Government of India**. He is also practicing as an Advocate at Central Administrative Tribunal and Hon'ble High Court of Delhi.

Sh. Apendu Ganguly is former Director, Ministry of Defence, Government of India. During his service with Government of India, he has handled various personnel, establishment, administrative, legal and statutory matters. He has also served as full time faculty member with Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. In addition, he is a regular visiting faculty member with Delhi Judicial Academy, Defence Headquarters Training Institute, Defence Research & Development Organization, National Institute of Financial Management, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India etc. He is having huge experience in vigilance, legal and establishment matters.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to 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, 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, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

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Venue: Peerless Resort: Corbyns Cove, Port Blair, A&N Islands: 744101

Check In- 12.02.2023 (12:00 P.M.)

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The workshop will commence at 4:00 P.M. on 12.02.2023 and will conclude at 5:30 P.M. on 15.02.2023.

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Ref: WLB/02/23

12.11.2022

Officer I/c (Training/L&D/HRD)
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001

**WORKSHOP ON WORK LIFE BALANCE & LEADERSHIP DEVELOPMENT AT PORT
BLAIR, A&N ISLANDS**

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 Work Life Balance & Leadership Development is being organized by NAHRD from **12.02.2023 to 15.02.2023 at Port Blair, A&N Islands.**

Today's career oriented people are continuously challenged by the demands of full-time work and when the day is done at the office, they carry more of the responsibilities and commitments at home. As per various surveys, majority of working force especially workingwomen are struggling to achieve work life balance. The present workshop will turn up the focus and vitality with solutions that create more effective work practices. The present workshop will also focus on developing/ improving leadership qualities in participants attending the present workshop. This program will lead to improvement not only in job performance but also in knowledge, personality, attitude and behavior of an executive, which will benefit not only the executive but also the organization. This in turn would facilitate a conducive climate in the organization leading to optimum efficiency and performance. After participating in the workshop the officers shall have updated their knowledge and skills in the following areas:

- Identify time management challenges & assess their efficiency
- How to prioritize, delegate effectively and mastering priorities
- Analyze stress symptoms, their causes & its impact on work
- Techniques for Handling Stress
- Apply principles of time management to increase productivity on the job and enhance quality of work without/ with less stress
- Enhance level of self-awareness
- Increase Personal Leadership Impact
- Develop Leadership Style for individual effectiveness
- Identify and improve their Influencing Tactics and Resiliency Building

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

Sh. Satish Sharma
25/11/22

Faculty

Smt. Shivani Garg Sabharwal is a Management & Behavioral Training Consultant. A Dale Carnegie Certified and armed with a Post Graduate Diploma in Business Administration, she has facilitated around 1200 plus hours of classroom delivery. With an experience of more than 15 years in the corporate world and certification in program 'Seven Habits of highly Effective People', she has delivered workshops as well as managed and trained teams of trainers. She carries an appropriate blend of corporate and training experience. The drive to apply management concepts taught in institutes to actual day working of the organizations is the rationale behind her trainings. She is a competent result oriented HR professional and has handled various HR Functions ranging from recruitment to performance management and on boarding to off boarding the employees. She possesses excellent interpersonal, communication and organizational skills with proven abilities, problem solving and learning. She has successfully designed and delivered workshops for various levels of participants and her sessions have been widely appreciated across industries.

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 having huge experience Work Life Balance & Leadership Development.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to 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, 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, 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, Bureau of Indian Standards and many more.

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Venue: Hotel Sentinel: Phoenix Bay, Port Blair, A&N Islands: 744101

Check In- 12.02.2023 (12:00 P.M.)

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

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

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Vivek Manchanda

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Ref: RES/02/23



07.11.2022

Officer I/c (Recruitment/Rosters)
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001

WORKSHOP ON ROSTERS & RESERVATION IN SERVICES AT PORT BLAIR, A&N ISLANDS

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 residential workshop on Rosters & Reservation in Services is being organized by NAHRD from **12.02.2023 to 15.02.2023 at Port Blair, A&N Islands.**

The above-mentioned workshop is for the benefit of staff dealing with establishment, legal and HR functions in Government, Semi Government, Autonomous Bodies, Public Sector undertakings, etc. It will help the organization in effective implementation of various rules, order and guidelines on the present subject by the relevant authorities. It will also help appointing/ recruiting authorities in understanding applicable provisions in Reservation. The program has been designed to provide practical insight into various facets of reservations in services. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Constitutional Provisions for Reservations in Services
- Scope, Applicability, Percentages, Relaxation & Concession
- Roster- Concept, Identification, Preparation, Operation & Maintenance
- Reservation for Persons with Disability and Ex-Servicemen
- Reservation for Economic Weaker Sections (EWS)
- Verification of claims with relevant case law
- Reservation in Direct Recruitment & Reservation in Promotion
- Role & Functions of Liaison Officers
- The Rights of Persons with Disabilities Act, 2016 alongwith Rules
- Open Sessions, Case Law and Case Studies

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

S. Satish Sharma
25/11/22

Faculty

Sh. K.S. Kumar is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is a highly acclaimed authority on various establishment matters including reservations in services. He has handled various aspects of recruitment process in Government and is fully conversant with the nuances of the subject. He has trained thousands of trainee officers across the country and has developed a number of trainers in training institutions spread all over the country. He has helped more than 50 organizations in preparing and maintenance of the reservation rosters.

Sh. S.K. Dasgupta is former Director (Administration), Department of Personnel & Training, Government of India. He is having more than 30 years of experience in various government departments. He is certified for Training of Trainings and Direct Skills Training by Department of Personnel & Training, Government of India. He is also having certification in training and development from Institute of Training & Development, the national forum for training and development (UK). He is a visiting faculty in many reputed institutes across India. He is having huge experience in the area of establishment matters.

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, Securities & Exchange Board of India, 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, 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, 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, etc.

Participation Fee:

Single Occupancy- Rs. 64,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 55,000/- plus GST @ 18% per participant

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

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Venue: Peerless Resort: Corbyns Cove, Port Blair, A&N Islands: 744101

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Ref: DRP/02/23

11.11.2022

Chief Vigilance Officer/Officer I/c (Vigilance)
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001



WORKSHOP ON DISCIPLINARY RULES & PROCEDURES AT PORT BLAIR

(A&N ISLANDS)

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A workshop on Disciplinary Rules & Procedures is being organized by NAHRD from **12.02.2023 to 15.02.2023 at Port Blair, A&N Islands.**

The above-mentioned workshop is for the benefit of staff dealing with Vigilance/ Disciplinary Proceedings in Government, Semi Government, Autonomous Bodies, Public Sector undertakings etc. The program has been designed to provide practical insight into the process of disciplinary and other allied process. This workshop will help the officers to develop skills required for handling vigilance and disciplinary cases. After the workshop the participants shall have updated themselves in the following aspects:

- Principles of Natural Justice and areas of applicability
- Process of Drafting of Charge Sheet
- Examination of Witnesses
- Role & Functions of Chief Vigilance Officer
- Role & Functions of the Inquiry Officer and Presenting Officer
- Skills required for performing the role of Presenting Officer
- Salient aspects of the Presenting Officer's brief
- Ingredients of Inquiry Officer's report
- Appreciation of Evidence
- Identify the actions/omissions which vitiate the inquiry
- Case Law and Case Studies
- Courts/ Tribunals & Judicial Review

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

Gen
Sh. Satish Sharma
Dul
25

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Sh. M Sethu Ramalingam is former Deputy Director (Vigilance) of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. His previous postings were Deputy Chief (Legal) in CERC and Law Officer in Ministry of Defense. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers of Central Government, State Governments and Public Sector Undertakings. He has also drafted "**Handbook for Inquiry Officers & Disciplinary Authorities- 2013**" on behalf of **Government of India**. He is also practicing as an Advocate at Central Administrative Tribunal and Hon'ble High Court of Delhi.

Sh. Apendu Ganguly is former Director, Ministry of Defence, Government of India. During his service with Government of India, he has handled various personnel, establishment, administrative, legal and statutory matters. He has also served as full time faculty member with Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. In addition, he is a regular visiting faculty member with Delhi Judicial Academy, Defence Headquarters Training Institute, Defence Research & Development Organization, National Institute of Financial Management, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India etc. He is having huge experience in vigilance, legal and establishment matters.

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