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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

Dated: Shimla-171001, the _____ May, 2023

To

- 1 All the Principals, Government Degree Colleges, in Himachal Pradesh.
- 2 All the Deputy Director of Higher Education, in Himachal Pradesh.

Subject: - 1 Workshop on HR Establishment Rules at Leh.
2 Residential Workshop on Preventive Vigilance at Leh.
3 Residential Workshop on Digital Workplace; Essentials for non-IT Executives from July 10-14, at Gangtok Sikkim-Request for Nominations.

Please find enclosed herewith copy of E-mail-dated: 27/04/2023 received from Dr. Abhishek Jain, Secretary (Education) to the Government of Himachal Pradesh, Shimla-2, Ref. No. ESR/07/23-12/04/2023 and Ref. No. AVG/06/23-18/03/2023-Dated: 18/03/2023, Ref. No. GST/06/23-Dated: 18/03/2023 and Ref. No. ISM/07/23-Dated: 12/04/2023 received from the Director, NAHRD, New-Delhi on the subject cited above.

In this connection, you are hereby directed to do the needful in the matter and send the action taken report to this Directorate through return Fax/E-mail as well as to the quarter concerned.

Enclosures: 08 Pages.

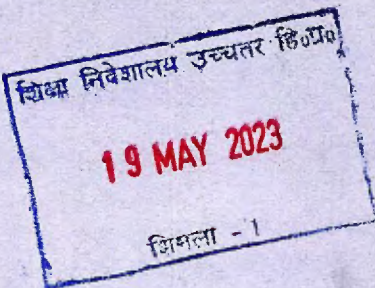
Director of Higher Education
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the _____ May, 2023

Copy for information to:

- 1 The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 refer to his Email-dated: 27/04/2023.
- 2 The Director, National Academy of Human Resource Development, Office: A-304, Ground Floor, Defence Colony, New-Delhi refer to his/her References Number referred above.
- 3 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the letter on Departmental Website.
- 4 Guard file.

Director of Higher Education
Himachal Pradesh, Shimla-1



401
3/5/23

Fwd: Residential Training Programme on "Digital Workplace: Essentials for non-IT Executives" from July 10-14, 2023 at Gangtok, Sikkim - Request for Nominations.

From : Dr. Abhishek Jain <secy-edu-hp@nic.in>

Thu, Apr 27, 2023 05:45 PM

Subject : Fwd: Residential Training Programme on "Digital Workplace: Essentials for non-IT Executives" from July 10-14, 2023 at Gangtok, Sikkim - Request for Nominations.

2 attachments

To : Dr Amarjeet K Sharma <dhe-sml-hp@gov.in>, Director Elementary Education <eleedu-hp@gov.in>, spdssahp@gmail.com, SCERT H P at Solan <scert-hp@nic.in>, highereducationhp@gmail.com, elemantaryeducation@gmail.com

DHE
2.8 APR 2023
Branch <i>Goy</i>

From: "Nikhil Panchbhai" <npcitg@npcindia.gov.in>

To: "Dr. Abhishek Jain" <secy-edu-hp@nic.in>

Sent: Thursday, April 27, 2023 4:16:04 PM

Subject: Residential Training Programme on "Digital Workplace: Essentials for non-IT Executives" from July 10-14, 2023 at Gangtok, Sikkim - Request for Nominations.

P.O. No.: TP/23-24/25

Dt.: 27/04/2023

Sub: Residential Training Programme on "Digital Workplace: Essentials for non-IT Executives" from July 10-14, 2023 at Gangtok, Sikkim - Request for Nominations.

Dear Sir/Madam,

National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology oriented disciplines. National Productivity Council is organizing residential training program on **"Digital Workplace: Essentials for non-IT Executives" from July 10-14, 2023 at Gangtok, Sikkim.**

INTRODUCTION

The training program on "Digital Workplace: Essentials for Non-IT Executives" is intended to help government organizations to develop the capabilities and skills of their employees from various backgrounds and areas of expertise to learn and understand to generate value through effective digital workplace.

This course aims to infuse the technological awareness & knowledge, commitment & willingness as well as to bridge the challenges pertaining to skills plus mindset gaps prerequisites for the effective digital workplace.

Participants in this program will also learn to adjust and improve their organizational processes to make better decisions, so they can work resourcefully and productively.

Satish Shasma

<https://email.gov.in/https://email.gov.in/https://email.gov.in/message?id=349033&tz=Asia/Kolkata&xim=1>

COURSE COVERAGE

The training will provide participants an understanding about the role of e-Office in their workplace and the scope of organizational digital change needed to embrace change and the extent of capability building needed for digital transformation.

Upon the successful completion of this programme, participants would:

- Understand the emergence & trends of digital technology and its impact on workplace.
- Understanding organisational change management issues & challenges for digital interventions in workplace.
- Understanding the basics of data analytics and its role for creation of value and generation of competitive advantage.
- Strategic alignment of organizational digital strategy with needs and objectives of various functions of the organization.
- Case study presentations and discussions

TARGET GROUP

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Co-operatives, Corporations, Banks, Financial Institutions and/or Academic and/or Research Institutions.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 55,000 plus GST @ 18% amounting to Rs.64,900/- (Rupees Sixty-Four Thousand Nine Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 39,500/- plus GST @ 18% amounting to Rs.46,610/- (Rupees Forty Six Thousand Six Hundred Ten Only) per participant. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential.

FACULTY AND METHODOLOGY

The methodology would lay emphasis on experiential learning through lectures, case studies, and group based exercises focusing on the conceptual knowledge and current business practices/ issues along with interactive discussions with participants to share their knowledge and experience during the training program.

NPC would impart the required training through experienced expert trainer(s) from NPC along with expert guest speakers from academia and/or industry, having rich practical experience, for the entire duration of the training.

VENUE & DATES

Programme Dates & Venues	
Programme Code	July 10-14, 2023 at Gangtok, Sikkim
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	TP/23-24/25 July 10, 2023 Afternoon

Departure day
(Check out time from forenoon onwards at
Hotel/Resort)

July 14, 2023 Forenoon

NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.

REGISTRATION:

Nominations indicating the names of officials and designations with full contact details including e-mail addresses along with the crossed cheque/demand draft for participation fee drawn in favour of National Productivity Council and payment of New Delhi may be forwarded to: Sh. Nikhil Panchbhai, Group Head (IT).

PAYMENT DETAILS

- Participation Fees per Participant per Programme to be paid in advance by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- PAN No: AAATN0402F
- GSTIN: 07AAATN0402F1Z8
- ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch
- A/c No. 026501000009207, NEFT/RTGS/IFSC No. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number

GENERAL INSTRUCTIONS

- Some Non-residential participants can also be accommodated in the programmes at reduced fees, on specific requests for the same.
- GST as per GOI Rules (presently @ 18%) & may be revised as per GoI guidelines.
- Due to limited number of seats, it is recommended to inform at the earliest, for ensuring availability in time.
- Please note that NPC would not be in a position to provide accommodation before and after the above dates and participants requiring it would be required to do the arrangement of their own.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the programme. Nomination indicating the name(s) of the participants, designation, contact address, e-mail id, phone/mobile number and FAX number etc. along with a crossed cheque/demand draft of participation fees on residential basis is Rs. 55,000 plus GST @ 18% amounting to Rs.64,900/- (Rupees Sixty-Four Thousand Nine Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 39,500/- plus GST @ 18% amounting to Rs.46,610/- (Rupees Forty Six Thousand Six Hundred Ten Only) per participants favouring "National Productivity Council" and payable at New Delhi may be forwarded to the undersigned.

The last date for nominations is 29th June 2023.

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

For any other query, kindly contact Sh. Rajeev Gupta, Dy. Director (IT) on Mobile: +91-7390802060, Phone:- 011-24607335 and email- rajeev.gupta@npcindia.gov.in

Thanking you and looking forward to receive nominations.

Yours faithfully

Thanks & Best Regards,

Nikhil Panchbhai
Director & Group Head (IT),
National Productivity Council,
(Under Ministry of Commerce & Industry, Govt. of India)
5-6 Institutional Area
Lodi Road, New Delhi - 110003
Mobile: 08368398480
Phone:-011-24607321
Email: nikhil.p@npcindia.gov.in
Website: www.npcindia.gov.in



Forthcoming Training Programme

S. No.	Title of the training programme	Duration & Date	Venue	Fee Per Participants (Rs. excluding 18% GST)
1.	Preventive Vigilance, E- Procurement and Key to Good Governance	August 21-25, 2023	Ooty	Rs.55000/- (R) Rs. 39500/- (NR)
2.	Good Governance & Transparency through RTI	11-15 September, 2023	Goa	Rs.55000/- (R) Rs. 39500/- (NR)
3.	Digital Workplace: Essentials for non-IT Executives	09-13 October, 2023	Puri	Rs.55000/- (R) Rs. 39500/- (NR)
4.	E- procurement of Goods and Services, and related GFR Rules	20-24, November, 2023	Port Blair, A& N Islands	Rs.57500/- (R) Rs. 42500/- (NR)

*R- Residential *NR- Non-Residential



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28/4/23

Ref: ESR/07/23

12.04.2023

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

2023122483
25-04-2023

WORKSHOP ON HR ESTABLISHMENT RULES AT LEH

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 **12.07.2023 to 15.07.2023** at **Leh, Ladakh**.

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.

Sh. Satish Sharma

DUP

27/4/23

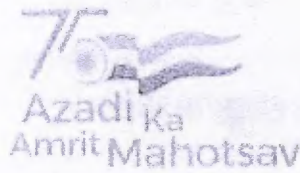
National Academy of Human Resource Development

Office : A-304, Ground Floor, Defence Colony, New Delhi-110024

Thanks & Best Regards,

Nikhil Panchbhai
Director & Group Head (IT),
 National Productivity Council,
 (Under Ministry of Commerce & Industry, Govt. of India)
 5-6 Institutional Area
 Lodi Road, New Delhi - 110003
 Mobile: 08368398480
 Phone:-011-24607321
 Email: nikhil.p@npcindia.gov.in

Website: www.npcindia.gov.in



Forthcoming Training Programme				
S. No.	Title of the training programme	Duration & Date	Venue	Fee Per Participants (Rs. excluding 18% GST)
1.	Preventive Vigilance, E- Procurement and Key to Good Governance	August 21-25, 2023	Ooty	Rs.55000/- (R) Rs. 39500/- (NR)
2.	Good Governance & Transparency through RTI	11-15 September, 2023	Goa	Rs.55000/- (R) Rs. 39500/- (NR)
3.	Digital Workplace: Essentials for non-IT Executives	09-13 October, 2023	Puri	Rs.55000/- (R) Rs. 39500/- (NR)
4.	E- procurement of Goods and Services, and related GFR Rules	20-24, November, 2023	Port Blair, A& N Islands	Rs.57500/- (R) Rs. 42500/- (NR)

*R- Residential *NR- Non-Residential



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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, roaster maintenance, pay fixation etc.

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 Ministry of Road Transport & Highways, Ministry of Commerce & Industry, Ministry of Agriculture, 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, etc.

Participation Fee:

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

• 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: Hotel Ladakh Himalayan Retreat, Fort Road, Leh, Ladakh-194101

Check In- 12.07.2023 (10:00 A.M.)

Check Out- 16.07.2023 (08:00 A.M.)

The workshop will commence at 9:30 A.M. on 13.07.2023 and will conclude at 5:30 P.M. on 15.07.2023. In case of non-availability of Ladakh Himalayan Retreat as on date of nomination, arrangements shall be made in some other property closer to the venue.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with 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

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

Vivek Manchanda

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

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case any 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 all travel 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,
- 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 (DDOs)** 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),
- Workshop on **HR Establishment Rules** from 12.07.2023 to 15.07.2023 at Leh (Ladakh),
- **Capacity Building Program for Secretaries, Assistants and AOs** from 12.07.2023 to 15.07.2023 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,
- 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,
- Workshop on **Disciplinary Rules & Procedures** from 24.09.2023 to 27.09.2023 at Goa,



Leh
28/4/23

Ref: AVG/07/23

12.04.2023

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

2023/22485
25-04-2023

RESIDENTIAL WORKSHOP ON PREVENTIVE VIGILANCE AT LEH, LADAKH

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 Preventive Vigilance is being organized by NAHRD from **12.07.2023 to 15.07.2023 at Leh, Ladakh.**

Central Vigilance Commission, Government of India has issued a circular regarding a 2 days training module on Preventive Vigilance which was developed by Central Vigilance Commission in consultation with various stakeholders. Also, the module prepared by CVC is for the benefit for officers working across all levels and departments in Ministries, Autonomous Bodies, Statutory Authorities, Universities, Public Sector Undertakings etc. The program has been designed to provide practical insight into the process of vigilance matters and other allied process. This workshop will help the officers to develop skills required for handling various types of vigilance cases. The present workshop is also for the benefit for officers who would like to being developed as Internal Faculty on the present subject for their respective organizations. After the workshop the participants shall have updated themselves in the following aspects:

- Significance of Vigilance in an organization
- Preventive Vigilance "A Conceptual Framework"
- Vigilance organizations and their functions
- Role & Functions of Chief Vigilance Officer
- Measures & Sources of Preventive Vigilance such as RTI, Complaints Handling, Whistle Blower, Procurement, e-Governance, Transparency etc.
- CVC Guidelines on Preventive Vigilance
- Preventive Vigilance in Procurement
- Panel Discussion on Preventive Vigilance as a Strategy

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

Dee
27/4/23

Faculty

Sh. M Sethu Ramalingam is a 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. K.S. Samarendra Nath is a 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 also a National Facilitator on Ethics & Value in Public Governance by Department of Personnel & Training. He is a regular faculty on Ethics, Public Procurement, Audit, Right to Information Act and many more Financial and Administrative matters.

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 procurement, vigilance, RTI and other related subjects.

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Participation Fee:

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

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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

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case any 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 all travel 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