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No. EDN-H (21) B (15) 47/2019-All Type Training-

Directorate of Higher Education

Himachal Pradesh

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To Dated: Shimla-171001 the January, 2020

All the Deputy Director of Higher Education
in Himachal Pradesh

Subject: - Upcoming Workshops by NAHRD (01/2020 to 06/2020).

Memo:

The National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi is organizing various training programmes during the month of January, 2020 to June 2020 and sufficient slots have been allotted to the Department of Higher Education and requested to nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

In this connection, you are hereby directed to make wide publicity amongst the field functionaries for above said workshops. The willing candidates may apply for the same at their own cost on voluntary & self-training basis. Further, it is informed that information related to above said training programme is available on website: www.nahrd.in.

For further information or clarification you can contact Mr. Rohit Agarwal, E-mail: rohit@nahrd.in Phone No. +91 98730-57803 and Mr. Vivek Manchanda, E-mail: vivek@nahrd.in Phone No. +91 96507 45789. Further detail about the above said workshops such as participation fees, details of venue, course content, profile of faculty members etc. are available on website: www.nahrd.in under "upcoming workshops"

— Sign —
Jt. Director of Higher Education(C-II)
Himachal Pradesh
Phone No. 0177-2652579
E-mail: dhe-sml-hp@gov.in

Endst. No. Even Dated: Shimla-171001 the January, 2020

Copy to:-

- 1 The Director, National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi-110024 with reference to his Reference No. UCW/01/20-Dated: 02.01.2020.
- ✓ 2 The Superintendent (Computer/IT Cell) Directorate of Higher Education, Himachal Pradesh, Shimla-1 is hereby requested to upload the same on departmental website.
- 3 Guard file.

शिक्षा निदेशालय उच्चतर

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

14 JAN 2020



Gen
08.01.2020

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

Ref: UCW/01/20

02.01.2020

Chief Legal Officer (CLO)
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001



UPCOMING WORKSHOPS BY NAHRD (01/2020 to 06/2020)

Sir/ Madam,

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.

Department of Personnel & Training, Government of India has issued National Training Policy and guidelines for its implementation vide office memorandums providing that all employees of organizations from lowest level to senior most levels need be provided training to equip them with competencies for their current and future jobs. It specifically calls for using services of center of excellence to meet the training needs on thematic/ domain specific subjects to build professional competencies in relevant themes. NAHRD as Centre of excellence has designed customized domain and theme based intensive training programs with objective of providing deeper knowledge and understanding, incorporating latest developments underpinning the smart practices to facilitate experiential learning and sharing amongst participants.

Ministry of Women & Child Development, Government of India has also recognized NAHRD as its resource institute for the purpose of conducting workshops/ awareness programs on Prevention of Sexual Harassment of Women at Workplace. NAHRD is also registered as Knowledge Management Partner Institution with Consultancy Development Centre, DSIR- Ministry of Science & Technology, Government of India.

We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations throughout India which includes but not limited to Ministry of Road Highways & Transport, Ministry of Commerce & Industry, Ministry of Agriculture, LIC of India, Reserve Bank of India, Securities & Exchange Board of India (SEBI), Coal India Ltd., FSSAI, Indian Oil Corporation 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, Indian Space Research Organization (ISRO), Border Security Force (BSF), GIC of India, EXIM Bank, Delhi Metro Rail Corporation, U.P. Jal Vidyut Nigam Ltd., Mumbai Metro Rail Corporation, New India Assurance Co. Ltd., India Trade Promotion Organization, IREDA, Bureau of Indian Standards, Bharat Dynamics Ltd., ONGC, Steel Authority of India Limited (SAIL), GAIL and many more.

Genl.

Sd/-
07/01/2020

National Academy of Human Resource Development

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

Various areas of our expertise are Right to Information Act, Administrative Vigilance, Prevention of Sexual Harassment of Women at Workplace, Pay Fixation Rules, Disciplinary Rules and Procedures, Reservation in Services, Stress Management, Time Management, Leadership Skills, Public Procurement, Goods & Services Tax (GST), E-Procurement, Handling of Court Cases, E-Governance, Establishment Rules, Noting & Drafting, Public Private Partnership, etc.

We are organizing following residential workshops for benefit of officers working in government organizations:

- Workshop on **NPA Management & Recovery Measures** from 13.01.2020 to 15.01.2020 at Gurgaon,
- Workshop on **Public Procurement with E- Procurement** from 27.01.2020 to 29.01.2020 at Pondicherry,
- Workshop on **Public Private Partnership (PPP)** from 27.01.2020 to 29.01.2020 at Pondicherry,
- Workshop on **Information Technology Tools for PAs, Secretaries, Stenographers** from 27.01.2020 to 29.01.2020 at Pondicherry,
- Workshop on **Prevention of Sexual Harassment of Women at Workplace** from 30.01.2020 to 01.02.2020 at Pondicherry,
- Workshop on **Companies Act** from 30.01.2020 to 01.02.2020 at Pondicherry,
- Workshop on **Insolvency & Bankruptcy Code (IBC)** from 30.01.2020 to 01.02.2020 at Pondicherry,
- Workshop on **Right to Information** from 17.02.2020 to 20.02.2020 at Kathmandu (Nepal),
- Workshop on **Administrative Vigilance with Disciplinary Rules** from 17.02.2020 to 20.02.2020 at Kathmandu (Nepal),
- Workshop on **Goods & Services Tax (GST)** from 02.03.2020 to 04.03.2020 at Udaipur (Rajasthan),
- Workshop on **Corporate Social Responsibility (CSR)** from 02.03.2020 to 04.03.2020 at Udaipur (Rajasthan),
- Workshop on **Official Language (Rajbhasha)** from 11.05.2020 to 13.05.2020 at Mussoorie (Uttarakhand),

- Workshop on **Income Tax** from 11.05.2020 to 13.05.2020 at Mussoorie (Uttarakhand),
- Workshop on **Companies Act** from 14.05.2020 to 16.05.2020 at Mussoorie (Uttarakhand),
- Workshop on **Insolvency & Bankruptcy Code (IBC)** from 14.05.2020 to 16.05.2020 at Mussoorie (Uttarakhand),
- Workshop on **Pay Fixation Rules, MACP & NPS** from 25.05.2020 to 27.05.2020 at New Delhi,
- Workshop on **Public Procurement with E- Procurement** from 25.05.2020 to 27.05.2020 at New Delhi.
- Workshop on **Right to Information Act** from 01.06.2020 to 03.06.2020 at Lonavala (Maharashtra),
- Workshop on **Prevention of Sexual Harassment of Women at Workplace** from 01.06.2020 to 03.06.2020 at Lonavala (Maharashtra),
- Workshop on **Work Life Balance & Leadership Development** from 01.06.2020 to 03.06.2020 at Lonavala (Maharashtra)
- Workshop on **HR Establishment Rules** from 04.06.2020 to 06.06.2020 at Lonavala (Maharashtra),
- Workshop on **Disciplinary Rules & Procedures** from 04.06.2020 to 06.06.2020 at Lonavala (Maharashtra),
- Workshop on **Handling of Court Cases** from 04.06.2020 to 06.06.2020 at Lonavala (Maharashtra),
- Workshop on **Digital Transformation of Organizations & E- Governance** from 16.06.2020 to 18.06.2020 at Ooty (Tamil Nadu),
- Workshop on **Goods & Services Tax (GST)** from 16.06.2020 to 18.06.2020 at Ooty (Tamil Nadu),
- Workshop on **Labour Laws, Statutory Compliance & Labour Cases** from 18.06.2020 to 20.06.2020 at Ooty (Tamil Nadu),

- Workshop on **Handling of Arbitration Proceedings** from 18.06.2020 to 20.06.2020 at Ooty (Tamil Nadu).

Faculty for the present workshops will be senior faculty members having huge experience on these subjects which includes former faculty members from Institute of Secretariat Training & Management (ISTM), Department of Personnel & Training, Government of India. Further details about the above mentioned workshops such as participation fees, details of venue, course content, profile of faculty members etc. are available on our website: www.nahrd.in under "*upcoming workshops*".

For further information or clarification kindly contact:

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Vivek Manchanda

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You are requested to kindly nominate officers from your organization for the workshops mentioned above at the earliest and draw maximum benefit from the opportunity.

We can also organize in-house workshops for your organization on any of the above-mentioned topics. We can either organize these workshops at your official venue or we can also organize customized workshops and training programs at some other location based on your requirements.

Thanks & Regards



For NAHRD

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