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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 _____ April, 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 International Training Program Life Balance & Development of Future Leaders at Singapore in Collaboration with Singapore Institute of Management.
- 2 Residential Workshop on Public Procurement with e-Procurement at Manali, Himachal Pradesh.
- 3 Residential Workshop on Audit, Accounting & Financial Management at Manali, Himachal Pradesh.
- 4 Workshop on Goods & Services Tax (GST) at Manali, Himachal Pradesh.
- 5 Workshop on Information and Cyber Security at Manali, Himachal Pradesh.

Please find enclosed herewith copies of Ref. No. LDR/0823-dated: 22/03/2023, Ref. No.PUP/0623-18/03/2023, Ref. No. AFM/06/23-18/03/2023-Dated: 18/03/2023, Ref. No. GST/06/23-Dated: 18/03/2023 and Ref. No. ISM/06/23-Dated: 18/03/2023 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.

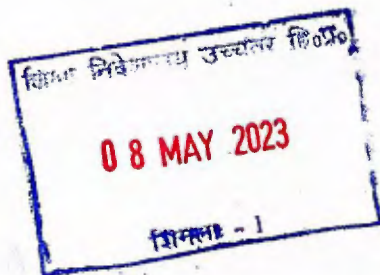
Enclosures: 15 Pages.



Addl. Director of Higher Education (Admn.)
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 References Number 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.

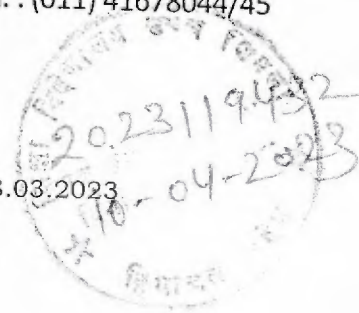



Addl. Director of Higher Education (Admn.)
Himachal Pradesh, Shimla-1



Gen
12/4/23

18.03.2023



Ref: ISM/06/23

Officer I/c (IT/Cyber Security/e-Office)
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001

WORKSHOP ON INFORMATION AND CYBER SECURITY AT MANALI, HIMACHAL PRADESH

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Ministries, Public Sector Undertakings, Autonomous Bodies, Statutory Authorities, 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 Information & Cyber Security is being organized by NAHRD from **18.06.2023 to 21.06.2023** at **Manali, Himachal Pradesh**.

Hacking is not always about illegal activity, its all about how to secure your cyberspace and system from attacks. Information and Cyber Security essentially consists of cyber ethics, email hacking & security, malware attacks, windows system attacks, online data investigation, Credit card frauds & Cases, Android mobile hacking etc. This workshop aims to give a basic understanding of Cyber world, information security and the use of ethical hacking to combat and protect your system against hazardous effects and cyber-attacks. The objective is to expose the participants to the background of the selected information security techniques, their applications and benefits to the organization, preparations necessary prior to its introduction. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Fundamentals of Ethical Hacking, Information and Cyber Security
- Need for Cyber Security
- Security Architecture, Auditing and Governance
- Types of Hackers
- Computer Networks, Security, Threats, Attacks, Controls, Protocols and Devices
- Application and Web Security
- Identity and Access Management
- Use of secure firewall, VPN, and IDS configuration and management
- Hacking by Viruses, Trojans, Keyloggers and Spywares
- Cryptography & Concept of Digital Signatures
- Exposure to Ethical Hacking the latest tools and methods being used by cyber criminals

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

Sh. Satish Sharma

Gen
12/4/23

National Academy of Human Resource Development

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

Faculty

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 and other management systems. He is having rich experience in providing consultancy and training services in e-Governance, Information Security, IT Applications in Business & Governance, DPR/RFP Preparation & Appraisals, Contract & SLA Management, Project Management, MIS, BPR/GPR, GIS, SCM/ERP, E-commerce to Governments, Private & public sector organizations in India and overseas. He has been invited as faculty for NISG, IIPA, NEGD organized Training Programs. He has conducted a number of workshops and is having huge experience on the present subject.

Commander Mukesh Saini (Retd.) - Commander Saini is a veteran naval officer, a specialist in Communication and Electronics Warfare with more than 35 years of experience in Information Warfare, Cyber Security and now Privacy. He is presently focusing on privacy compliance for upcoming Indian privacy regime under Personal Data Protection Act. He was head of National Information Security Coordination cell at National Security Council Secretariat (PMO), a precursor to National Cyber Security Coordinator's office. He was also invited to UN for drafting UN Resolution on Cyber Security as Governmental Expert. He is member secretary of Task for "Credible Cyber Deterrence in Armed Forces of India", report of which presently under implementation. To his credit, Commander Saini has two patent applications, one of them is on privacy and cyber security audit implementation.

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:

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 Agarwai

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 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 (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 15.08.2023 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),
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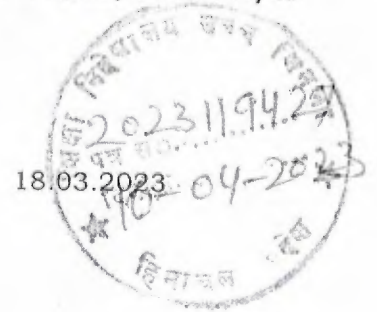
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- Workshop on **e-Governance & Cyber Security** from 22.08.2023 to 25.08.2023 at Singapore,
- Workshop on **Work Life Balance & Leadership Development** from 22.08.2023 to 25.08.2023 at Singapore,

- 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,
- Workshop on **Right to Information** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Prevention of Sexual Harassment of Women at Workplace** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Pay Fixation Rules** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Training of Trainers** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Goods & Services Tax (GST)** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Audit, Accounting & Financial Management** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Advanced Excel & Data Analytics** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Public Procurement with e-Procurement** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Contract Management, Dispute Resolution & Arbitration** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Project Management** from 24.09.2023 to 27.09.2023 at Goa,
- 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,
- Workshop on **Labour Laws & HR Compliances** from 20.11.2023 to 23.11.2023 at Jim Corbett National Park, Uttarakhand,
- Workshop on **Preventive Vigilance** from 20.11.2023 to 23.11.2023 at Jim Corbett National Park, Uttarakhand,
- Workshop on **Official Language (Rajbhasha)** from 20.11.2023 to 23.11.2023 at Jim Corbett National Park, Uttarakhand,
- Workshop on **Right to Information** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- Workshop on **Work Life Balance & Leadership Development** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- Workshop on **Corporate Governance** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands) and
- Workshop on **Corporate Social Responsibility (CSR)** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands).



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12/4/23



Ref: GST/06/23

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

WORKSHOP ON GOODS & SERVICES TAX (GST) AT MANALI, H.P.

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 workshop on Goods & Services Tax (GST) is being organized by NAHRD from **14.06.2023 to 17.06.2023** at **Manali, Himachal Pradesh.**

The present workshop is for the benefit of officers dealing with GST and related areas in Government Departments, Public Sector Undertakings, Statutory Bodies, Autonomous Bodies, etc. GST is the biggest Indirect Tax reform since independence which is implemented from 01.07.2017. The GST council has taken various important decisions post implementation to ensure smooth transition to the new tax regime. A need has been felt to train the officers in Finance, Accounts 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:

- Salient Features of GST
- CGST, SGST, UTGST & IGST with compare & contrast vis-à-vis earlier system
- Scope of Supply, Composite Supply, Mixed Supply, Zero Rate Supply
- Tax Invoice, Time of Supply & Place of Supply Rules
- Procedure for Registration of Government Departments/ Statutory Authorities, etc.
- TDS procedure for Goods & Services Tax
- GST provisions specific of Government Organizations
- Returns filing by Government Departments
- Reverse Charge Mechanism & its application
- Input Tax Credit, RCM & TCS
- Composition Levy, Anti-profitteering mechanism
- Applicability of GST to Government Works Contract
- Taxability of employer-employee transactions & GST credits pertaining to employee travels
- Supplies without consideration among branches/ related parties, valuation
- Impact on GST on Imports, Treatment of Government Services under GST
- GST Audit & Appeals
- Important notifications for GST and Latest Developments

Grey

S. Satish Sharma
DWS
12/4/23

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 with vast exposure in indirect taxes including GST. 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 including GST, Corporate Laws, Corporate Governance etc. He has authored a number of books on GST which includes Guide to GST (February 2016), A Complete Guide to GST: Ready Reckoner in Q & A Format (November 2016), GST: Laws, Concepts & Impact Analysis of Select Industries (March 2017), Goods & Services Tax- Law & Practice (April 2017), Goods & Service Tax- For Traders and Service Providers (August 2017), Goods & Service Tax- For Industrial and Manufacturing Sector (September 2017), Judicial Pronouncements relevant under GST Regime (January 2018) and GST Cases with summary (Second Edition, October- 2018- 2 Volumes). Dr. Agarwal is an active participant and faculty at various National and Regional Seminars and Conferences on various topics including GST organized by ICAI, ICSI and Apex Chambers. He is also a member of GST Core Group constituted by ICSI. He is considered to be an authority on GST considering his experience and exposure in the present area.

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.

Participation Fee:

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

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

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

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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:

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.

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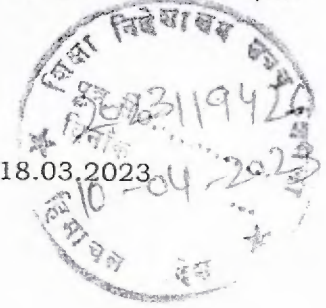
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- Workshop on **Prevention of Sexual Harassment of Women at Workplace** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Pay Fixation Rules** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Training of Trainers** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Goods & Services Tax (GST)** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Audit, Accounting & Financial Management** from 24.09.2023 to 27.09.2023 at Goa,
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- Workshop on **Public Procurement with e-Procurement** from 24.09.2023 to 27.09.2023 at Goa,
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- Workshop on **Project Management** from 24.09.2023 to 27.09.2023 at Goa,
- 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,
- Workshop on **Labour Laws & HR Compliances** from 20.11.2023 to 23.11.2023 at Jim Corbett National Park, Uttarakhand,
- Workshop on **Preventive Vigilance** from 20.11.2023 to 23.11.2023 at Jim Corbett National Park, Uttarakhand,
- Workshop on **Official Language (Rajbhasha)** from 20.11.2023 to 23.11.2023 at Jim Corbett National Park, Uttarakhand,
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- Workshop on **Work Life Balance & Leadership Development** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- Workshop on **Corporate Governance** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands) and
- Workshop on **Corporate Social Responsibility (CSR)** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands).

NAHRD



Gen
12/4/23

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



Ref: AFM/06/23

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

RESIDENTIAL WORKSHOP ON AUDIT, ACCOUNTING & FINANCIAL MANAGEMENT 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 residential workshop on Audit, Accounting and Financial Management is being organized by NAHRD from 14.06.2023 to 17.06.2023 at Manali, Himachal Pradesh.

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
- 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.

Sh. Satish Sharma
DUP
12/4/23

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

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, 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.

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- 14.06.2023 (2:00 P.M.) Check Out- 18.06.2023 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 15.06.2023 and will conclude at 5:30 P.M. on 17.06.2023. However there will be an introductory session on 14.06.2023 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 (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 15.08.2023 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,
- Workshop on **Disciplinary Rules & Procedures** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Right to Information** from 24.09.2023 to 27.09.2023 at Goa,
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- **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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12/4/23

18.03.2023

Ref: PUP/06/23

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

**RESIDENTIAL WORKSHOP ON PUBLIC PROCUREMENT WITH e- PROCUREMENT 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 organizations.

A residential workshop on Public Procurement with e- Procurement 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 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

Sh. Satish Sharma
Gen
12/4/23

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 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, Solvenia. 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.

Sh. Ramanathan V. is former Training Head, GeM, Ministry of Commerce & Industry, Government of India. He is having more than 30 years of experience in Finance & Accounts. He is now working as consultant in the area of IT enabled services like training and facilitation. He was actively associated with GeM and is having huge experience in the area of Public Procurement and GeM.

In addition, other faculty member(s) having hands-on experience on the subject may be invited as guest faculty.

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, 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:

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

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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.

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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:

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 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.

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For NAHRD

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- **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),
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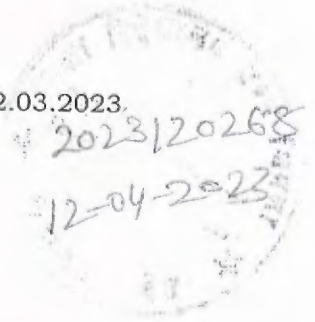


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18-4-23

Ref: LDR/08/23

22.03.2023

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



**INTERNATIONAL TRAINING PROGRAM ON WORK LIFE BALANCE & DEVELOPMENT
OF FUTURE LEADERS AT SINGAPORE IN COLLABORATION WITH SINGAPORE
INSTITUTE OF MANAGEMENT**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Ministries, Public Sector Undertakings, Autonomous Bodies, Statutory Authorities, 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.

Singapore Institute of Management is one of Singapore's leading private education and lifelong learning institutions. For over 50 years, SIM has innovated as a learning institution to develop talent for Singapore's workforce. SIM currently offers 120+ Academic Programs and 80+ Executive and Professional Courses. SIM is also a University Partner with several International Universities and Colleges.

An International Training Program on Work Life Balance & Development of Future Leaders is being organized by NAHRD in collaboration with Singapore Institute of Management, from **22.08.2023 to 26.08.2023** at **Singapore**.

The "**Work Life Balance & Development of Future Leaders**" program helps participants increase the awareness of their Leadership preferences & work traits, and helps them apply their leadership competencies to drive action, lead & develop people, and build successful teams. As per various surveys, majority of working force especially working women are struggling to achieve work life balance. The present program will turn up the focus and vitality with solutions that create more effective work practices. 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. After the program, participants will be able to:

1. Determine the key challenges and aspirations in their roles as leaders and the factors that enable or disable their leadership effectiveness.
2. Relate their leadership behavior to their personal traits and preferences, thereby identifying their strengths and areas for improvements in managing self, others and actions.
3. Apply exemplary dynamic leadership practices when managing people in a VUCA (Volatile, Uncertain, Complex and Ambiguous) work environment.

Gren

S. Sharma
17/04/2023

Traits based Leadership evaluation through **Harrison Assessments:**

The Harrison Competency Model

- Clarifies the competencies required for Emerging Leaders and Senior Leaders.
- Identifies strong individual characteristics and determines if they are "derailers".
- Provides the critical insights necessary to turn "derailers" into strengths.
- Maps personal behaviors against a comprehensive set of leadership competencies.
- Inspires change by recognizing individual strengths and pinpointing critical leverage points.
- Builds organizational capacity by building leadership within your leaders.

The program incorporates experiential learning methods with extensive use of experiential activities and profiling instruments, that allow participants to discover, practice, apply and develop their leadership skills.

The program will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, and field visits, etc. The lectures would be conducted by Singapore Institute of Management at their own Campus in Singapore with **Certification issued by SIM and NAHRD.**

Multiple workshops and programs 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: Rs. 3,20,000/- plus GST @ 18% per participant

Venue: 4/5* Hotel in Singapore

Check In- 22.08.2023 (afternoon)

Check Out- 27.08.2023 (morning)

The participation fee covers the cost of accommodation on single occupancy, airport transfers (on 22.08.2023 & 27.08.2023) in Singapore (SIC basis), meals, training, field visits, travel insurance and visa assistance. Kindly note that flights are not included in the participation fee and must be managed by the participants as per their TA/DA rules. Family member(s) are welcome on all-inclusive additional charges.

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:

Name of the Beneficiary: National Academy of Human Resource Development

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

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

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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.

Please note that nominations with all required details along with participation fees shall reach us on or before 26.07.2023. 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 (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 15.08.2023 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,
- Workshop on **Disciplinary Rules & Procedures** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Right to Information** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Prevention of Sexual Harassment of Women at Workplace** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Pay Fixation Rules** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Training of Trainers** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Goods & Services Tax (GST)** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Audit, Accounting & Financial Management** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Advanced Excel & Data Analytics** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Public Procurement with e-Procurement** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Contract Management, Dispute Resolution & Arbitration** from 24.09.2023 to 27.09.2023 at Goa,
- Workshop on **Project Management** from 24.09.2023 to 27.09.2023 at Goa,
- 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,
- Workshop on **Labour Laws & HR Compliances** from 20.11.2023 to 23.11.2023 at Jim Corbett National Park, Uttarakhand,
- Workshop on **Preventive Vigilance** from 20.11.2023 to 23.11.2023 at Jim Corbett National Park, Uttarakhand,
- Workshop on **Official Language (Rajbhasha)** from 20.11.2023 to 23.11.2023 at Jim Corbett National Park, Uttarakhand,
- Workshop on **Right to Information** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- Workshop on **Work Life Balance & Leadership Development** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- Workshop on **Corporate Governance** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands) and
- Workshop on **Corporate Social Responsibility (CSR)** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands).

17/09/23