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

Directorate of Higher Education

Himachal Pradesh, Shimla-1

Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,

E-mail: dhe-sml-hp@gov.in, genbr@rediffmail.com



Dated: Shimla-171001, the _____ June, 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 Capacity Building Program for Drawing & Disbursing Officers at Goa.
2 Workshop on Goods & Services Tax (GST) at Goa.
3 Workshop on Government e-Marketplace and Preventive Vigilance in Procurement at Goa.

Please find enclosed herewith copy of Ref. No. DDO/09/23-12/06/2023, Ref. No. GST/09/23-dated: 12/06/2023 and Ref. No. GEM/09/23-dated: 12/06/2023 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: 09 Pages.

Director of Higher Education
Himachal Pradesh, Shimla-1

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

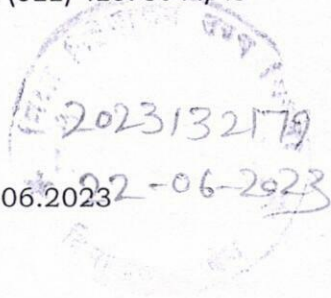
Copy for information to;

- 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.

Director of Higher Education
Himachal Pradesh, Shimla-1



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26/8/23



Ref: DDO/09/23

12.06.2023

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

**CAPACITY BUILDING PROGRAM FOR DRAWING & DISBURSING OFFICERS
(DDOs) AT GOA**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various government organizations across the country.

A Capacity Building Program for Drawing and Disbursing Officers (DDOs) is being organized by NAHRD from **24.09.2023 to 27.09.2023** at **Goa**.

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

- General Principles of Financial Management
- Duties and Responsibilities of DDOs
- Delegation of Financial Power
- Dos and Dents for DDOs
- TDS and other accounting concepts
- Basics of GST and TDS on GST
- Role of DDOs in GeM & Procurement
- Public Finance Management System (PFMS)
- Digital Signatures and its effective use
- Information and Cyber Security

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

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

- 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,
- 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 **Management of Training & 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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26/6/2023

Ref: GST/09/23

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



WORKSHOP ON GOODS & SERVICES TAX (GST) AT GOA

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, 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 **Goods & Services Tax (GST)** is being organized by NAHRD from **24.09.2023 to 27.09.2023 at Goa.**

Government Departments, Public Sector Undertakings, Statutory Bodies, Autonomous Bodies The present workshop is for the benefit of officers dealing with GST and related areas in, 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- profiteering mechanism
- Applicability of GST to Government Works Contract
- Taxability of employer-employee transactions & GST credits pertaining to 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

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

- 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),
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- Workshop on **Audit, Accounting & Financial Management** from 24.09.2023 to 27.09.2023 at Goa,



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26/5/23

Ref: GEM/09/23

12.06.2023

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



WORKSHOP ON GOVERNMENT e-MARKETPLACE (GeM) AND PREVENTIVE VIGILANCE IN PROCUREMENT AT GOA

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.

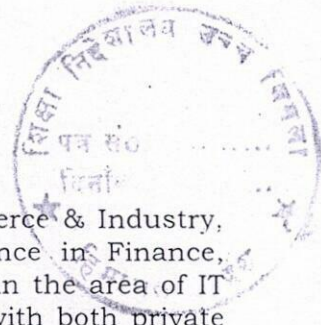
A workshop on **Government e-Marketplace (GeM) and Preventive Vigilance in Procurement** is being organized by NAHRD from **24.09.2023 to 27.09.2023** at **Goa**.

The above-mentioned workshop is for the benefit of officers dealing with purchase procedure, administration and vigilance in Government, Semi Government, Autonomous Bodies, Public Sector undertakings, etc. GeM is completely online and end-to-end integrated e-procurement portal for products and services aiming to promote ease of doing business. Many users are facing a number of issues in using GeM and certain tips for effective use are unknown to many. This workshop will enable the participants to gain overall understanding of GeM with adequate hands on training for procuring goods and services on GeM. This workshop will also provide preventive vigilance strategy to the participants thereby helping them in preventing happening of any untoward incident with adverse implications during the procurement process. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Overview of Public Procurement
- Manual Procurement vs. e-Procurement
- GeM: Introduction, registration, formalities and procedure
- GFR Rule 149 for GeM
- Procurement cycle and payment procedure in GeM
- Placement of order for goods and services on GeM
- Special conditions for parties under GeM
- Receipt of Goods
- Bidding and reverse auction
- Significance of Vigilance in an Organization
- Measures & Sources of Preventive Vigilance
- Preventive steps to be taken during procurement
- CVC guidelines on preventive vigilance and procurement
- Complications and latest developments in GeM

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc. Hands on experience on the GeM portal will also be provided.

Ch. Sethi
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Faculty

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, IT and IT enable services. He is now working is consultant in the area of IT enabled services like training and facilitation. He has actively worked with both private as well as public sector. He was actively associated with GeM and is having huge experience in the area of Public Procurement and GeM.

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 Project Management, Public Procurement, Contract Management and other related subjects.

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 Preventive Vigilance.

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., Bureau of Indian Standards and many more.

Participation Fee:

Single Occupancy- Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 60,000/- 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.

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