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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: dhc-sml-hp@gov.in, genbr@rediffmail.com**

Dated: Shimla-171001, the \_\_\_\_\_ June, 2023

To

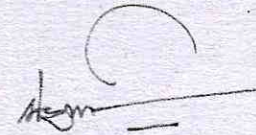
- 1 All the Principals, Government Degree Colleges, in Himachal Pradesh.
- 2 All the Deputy Director of Higher Education, in Himachal Pradesh.

**Subject: - 1 Workshop on Contact Management, Dispute Resolution & Arbitration at Goa.**  
2 Workshop on Advance Excel & Data Analytics at Goa.

Please find enclosed herewith copy of Ref. No. AFM/09/23-12/06/2023 and No. COM/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 officials concerned.

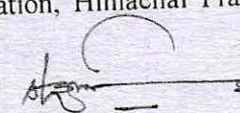
**Enclosures: 06 Pages.**

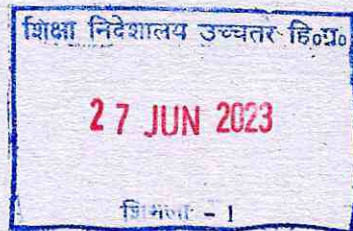
  
Director of Higher Education  
Himachal Pradesh, Shimla-1

**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 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 upload the letter on Departmental Website.
- 3 Guard file.

  
Director of Higher Education  
Himachal Pradesh, Shimla-1





4/ey  
20/6/23

Ref: COM/09/23

12.06.2023

Officer I/c (Contracts/BD/Legal)  
Directorate of Higher Education, H. P.  
Shimla,  
Himachal Pradesh-171001

2023/310  
16-06  
2023

## WORKSHOP ON CONTRACT MANAGEMENT, DISPUTE RESOLUTION & ARBITRATION 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 **Contract Management, Dispute Resolution & Arbitration** 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 tenders and contracts in Government, Semi Government, Autonomous Bodies, Public Sector Undertakings etc. The program shall address different types and facets of contracts and the rights, obligations and implications on business operations. The present workshop will introduce participants to the fundamental principles of contract management, including legal basis and purpose of a contract, structure and key contractual terms, different types of contracts and the management of the contract over its lifecycle. The present workshop will provide participants with practical understanding of contract management including strategies for improving negotiation and management of contracts over the contract lifecycle, negotiation of supplier relationships, dispute resolution etc. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Introduction to Public Procurement
- Procurement Process and Cycle
- Legal & Procedural Framework
- Contract Negotiation & Contract Award
- Execution of Contract
- Legal Aspects of Contracts
- Role of Employer, Engineer & Contractor
- Guarantee, Indemnity, Wagering & Contingency
- Letter of Credit & Performance Guarantee
- Force Majeure & Delays
- Variation, Claims Management and Managing Contractual Disputes
- Dispute Resolution and various ADR methods
- Arbitration as specialized mode of Dispute Resolution

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

Dr. Sahiba  
19/6  
G.A.

## **Faculty**

**Sh. M.C. Panda** is former Additional Director General, Directorate General of Supplies & Disposal and also former Additional Secretary, Ministry of Commerce, Government of India. He is having more than 30 years of experience in Administration, Procurement and Contract Management. He is presently engaged as member of outside expert committee of public sector undertakings. In addition he has also been a faculty on the present subject with Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Government of India. He is having huge experience on public procurement, contract management and other related subjects.

**Dr. B. Krishnamurthy** is the founder and CEO of Best-Known Methods & Solutions Pvt. Limited which is a Management Consulting company involved in Executive Coaching, Legal and other related areas, e- Governance and Management Training Programs for organizations across the country. He has over 36 years of experience in Public Sector in the field of IT, Contracts and Project Management. He is a master trainer on e- Governance and related subjects. He has also been Program Director for Train the Trainer Program for senior officers of State Governments. He was awarded the "IT Professional of the Year" award by Hyderabad Management Association in 2008 for his contributions made to development of IT Sector in Andhra Pradesh. He has also authored a number of books. He is having huge knowledge and experience in the area of Contract Management & Dispute Resolution.

**Mr. Ajay Thomas** is an independent arbitrator and is on the panel of arbitrators of SCOPE, the apex body of Indian Public Sector Enterprises and also serves as the Vice Chairman of the Paris-based ICC International Court of Arbitration's India Arbitration Group. He had the unique privilege of working with three of the world's leading arbitration institutions and has over 17 years of experience as arbitration administrator, arbitrator and advocate. He is also a guest faculty at the Indian Society of International Law (ISIL), New Delhi. He is having huge experience on Dispute Resolution and Arbitration.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., IREDA, Dredging Corporation of India Ltd., Bharat Dynamics Ltd. and many more.

## **Participation Fee:**

Single Occupancy- Rs. 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.

**Venue:** Resort Rio, Near Baga Beach Tambudki, Arpora, Goa 403518

Check In- 24.09.2023 (3:00 P.M.)

Check Out- 28.09.2023 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 25.09.2023 and will conclude at 5:30 P.M. on 27.09.2023. However, there will be an introductory session on 24.09.2023 after all participants have reported at the venue. In case of non-availability of rooms at Resort Rio 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:

Name of Beneficiary: National Academy of Human Resource Development

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.

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. Last date for accepting nominations is **08.09.2023**.

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 (June to September 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 (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 **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,

- Workshop on **Advanced Excel & Data Analytics** from 24.09.2023 to 27.09.2023 at Goa,
  - Workshop on **Government e-Marketplace (GeM) and Preventive Vigilance in 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 05.11.2023 to 08.11.2023 at Jim Corbett National Park, Uttarakhand,
  - Workshop on **Labour Laws & HR Compliances** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park, Uttarakhand,
  - Workshop on **Preventive Vigilance** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park, Uttarakhand,
  - Workshop on **Official Language (Rajbhasha)** from 05.11.2023 to 08.11.2023 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),
  - Workshop on **Corporate Social Responsibility (CSR)** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands) and
  - Workshop on **Pay Fixation Rules** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands)
- Details brochures for these workshops are available on our website.



6/16/23

Ref: AFM/09/23

12.06.2023

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16-06

Officer I/c: Information Technology (IT)  
Directorate of Higher Education, H. P.  
Shimla,  
Himachal Pradesh-171001

## WORKSHOP ON ADVANCE EXCEL & DATA ANALYTICS 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 **Advance Excel and Data Analytics** is being organized by NAHRD from **24.09.2023 to 27.09.2023** at **Goa**.

Analytics is the process of collecting, analysing and interpreting data to inform decisions and improve business results. In today's fast-paced business environment, organizations need analytics to understand their operations, customers and business. Few of the main reasons organizations need analytics are:

- Better decision making:
- Improving Customer Experience:
- Optimizing operations:
- Identifying New Markets:
- Performance Measurement:

The workshop is designed for the officers and managers who are decision makers in Government, Semi Government, Autonomous Bodies, Public Sector Undertakings etc. the program will enable the attendees to understand the basics of Analytics and the different aspects of implementation. They will also get to know the different tools which are being used in the market and its pros and cons. The workshop would give a general understanding and the fundamentals of business analytics and how to use it to understand & leverage market dynamics. Things like types of data, their storage technologies and analysis tools and visualization of data. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Advanced Excel and its application
- Types of data
- Problems and tools to handle data
- Concepts of Data Lake and Data Ocean
- Descriptive analytics
- Predictive and prescriptive analytics
- Different tools for analytics and data integration
- Excel for data analytics and visualization.
- Future technologies and application in market prediction

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

#### **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 Excel and Data Analytics.

**Dr. Kingshuk Srivastava** earned his Ph. D in Computer Science Engineering from University of Petroleum and Energy Services, Dehradun. His field of research is AI, Data Warehousing, Data Science and NOSQL databases. He was the topper and Silver Medallist in M. Tech. from UPES. After a short stint in the industry with "Planman Technology", Dr. Kingshuk is presently working as a faculty for the last eight years in UPES at the "School of Computer Science Engineering". He has conducted workshops on Big Data Hadoop, AI and Machine Learning under Management Development Program. He has supervised and mentored Three PhD & several projects under Business Analytics, Business Intelligence and Big Data IoT. His other areas of interest consist of Big Data, Business Analytics, Business Intelligence, Storage Technology, Oil & Gas sector and Data Warehousing.

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.

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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**

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

**Vivek Manchanda**

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

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Thanks & Regards

For NAHRD