

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

शिक्षा निदेशालय उच्चतर शिक्षा

20 OCT 2023

Dated: Shimla-171001, the _____ October, 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 Pay Fixation Rules at Port Blair, A&N Islands.
 - 2 Workshop on Public Private Partnership (PPP) at Jaipur, Rajasthan.
 - 3 Workshop on Public Procurement with e-Procurement at Jaipur Rajasthan.
 - 4 International Program on Organizational Leadership at Dubai in Collaboration with University of Dubai.
 - 5 Workshop on Contract Management, Dispute Resolution & Arbitration at Jaipur Rajasthan.
 - 6 Workshop on Rosters & Reservation in Services at Jaipur, Rajasthan.

Please find enclosed herewith copies of Ref. No. PAF/12/23-dated: 11/09/2023, Ref. No. PPP/01/24-dated: 22/09/2023, Ref. No. PUP/01/24-dated: 22/09/2023, LDR/02/24-01/09/2023, Ref. No. COM/01/24-dated: 22/09/2023 and Ref. No. RES/01/24-dated: 22/09/2023 received from the Directorate of Higher Education, National Academy of Human Resource Development, Office: A-304, Ground Floor, Defence Colony, New Delhi on the subject cited above.

In this connection, you are hereby directed to make wide publicity amongst the field functionaries for above said residential programme. The willing candidates may apply for the same at their own cost on voluntary & self-training basis. The participation fee for residential participant covers the cost of lodging, boarding, meals and study material of the participants. In case of single occupancy spouse/family members are welcome on additional all inclusive nominal charges. Further, it is informed that information related to training programme is available on website: www.nahrd.in.

For further information or clarification you can contact Mr. Rohit Agarwal, E-mail: rohit@nahrd.in Phone No. +91 98730-57803 and Mr. Vivek Manchanda, E-mail: vivek@nahrd.in Phone No. +91 96507 45789. The nomination may be send through post/E-mail by providing participants' name, designation, contact number and e-mail ID alongwith Demand Draft in favour of National Academy of Human Resource Development payable at New-Delhi. The participation fee is to be paid at the time of nomination. The nomination form can be downloaded for above said website.

Enclosures: 18 Pages.

Director of Higher Education
Himachal Pradesh, Shimla-1

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

Copy for information to:

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



Ref: PAF/12/23

11.09.2023

2023145953
20-09-2023

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

WORKSHOP ON PAY FIXATION RULES AT PORT BLAIR, A&N ISLANDS

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 workshop on **Pay Fixation Rules** is being organized by NAHRD from **13.12.2023 to 16.12.2023 at Port Blair (A&N Islands)**.

The above mentioned workshop is for the benefit of staff dealing with pay fixation in Government, Semi Government, Autonomous Bodies, Statutory Authorities, Public Sector Undertakings, etc. The program has been designed to provide practical insight into pay fixation rules so as to enable them to apply pay fixation rules and procedures under different circumstances including post implementation of the report of the VII Central Pay Commission (Ministry of Finance) and 3rd pay Revision Guidelines (Department of Public Enterprises). Central & State government organizations that are yet to implement current pay commission should also nominate their officers for the present workshop. It is needless to add that errorless fixation of pay scale at every stage is need of the hour. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- 7th Central Pay Commission Recommendations & Revised Pay Rules 2016
- Fixation of Pay by organizations under various State Governments
- Fixation of Pay of Reemployed Pensioners
- Financial Effect of Penalties
- Pay Fixation in Autonomous Bodies/ Statutory Authorities in terms of O.M. dated 13.01.2017
- DPE- 3rd Pay Revision Committee- Assessment & Recommendation 2017
- Compensation Package and Categorization of CPSE
- Pay Scales and Fitment Benefit, Bunching of Pay and Pay Protection
- Dearness Allowance, HRA and Leased Accommodation
- Perks and other allowances
- Modified Assured Career Progression Scheme (MACP)
- National Pension System (NPS)

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Faculty

Sh. K.S. Kumar is a former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is having vast experience in matters pertaining to Establishment Matters, Pay Fixation, etc.

Sh. Yogesh Dwivedi is former faculty member, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He has served with various government departments such as ISTM, Ministry of Defence etc. He has handled many issues relating to implementation of 6th CPC, 7th CPC, MACP and other related matters. He is a regular faculty and having huge experience on Pay Fixation Rules.

Other ex- faculty member(s) from ISTM, Department of Personnel and Training, Govt. of India and/ or Department of Public Enterprises, Government of India, National Pension Trust System will be invited as guest faculties. These faculty members will have huge experience in the field of Pay Fixation, MACP, Pension and other related fields.

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

Residential (Twin Sharing) –Rs. 60,000/- plus GST @ 18% per participant

Non- Residential- Rs. 45,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: Hotel Sentinel / Peerless Resort, Port Blair, A&N Islands: 744101

Check In- 13.12.2023 (12:00 P.M.)

Check Out- 17.12.2023 (09:00 A.M.)

The workshop will commence at 9:30 A.M. on 14.12.2023 and will conclude at 5:30 P.M. on 16.12.2023. However, there will be an introductory session on 13.05.2023 after all participants have reported at the venue. In case of non-availability of rooms at the venue 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 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. 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 **27.11.2023**.

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 (September 2023 to March 2024). Details are as under:

- **Rosters & Reservation in Services** from 24.09.2023 to 27.09.2023 at Goa,
- **Disciplinary Rules & Procedures** from 24.09.2023 to 27.09.2023 at Goa,
- **Right to Information** from 24.09.2023 to 27.09.2023 at Goa,
- **Prevention of Sexual Harassment of Women at Workplace** from 24.09.2023 to 27.09.2023 at Goa,
- **Pay Fixation Rules** from 24.09.2023 to 27.09.2023 at Goa,
- **Management of Training & Training of Trainers** from 24.09.2023 to 27.09.2023 at Goa,
- **Goods & Services Tax (GST)** from 24.09.2023 to 27.09.2023 at Goa,
- **Audit, Accounting & Financial Management** from 24.09.2023 to 27.09.2023 at Goa,
- **Advanced Excel & Data Analytics** from 24.09.2023 to 27.09.2023 at Goa,
- **Government e-Marketplace (GeM) and Preventive Vigilance in Procurement** from 24.09.2023 to 27.09.2023 at Goa,
- **Contract Management, Dispute Resolution & Arbitration** from 24.09.2023 to 27.09.2023 at Goa,
- **Project Management** from 24.09.2023 to 27.09.2023 at Goa,
- **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,
- **Cyber Hygiene & Security** from 12.10.2023 to 13.10.2023 at New Delhi,
- **HR Establishment Rules** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park (Uttarakhand),
- **Labour Laws & HR Compliances** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park, Uttarakhand,
- **Preventive Vigilance** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park (Uttarakhand),
- **Official Language (Rajbhasha)** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park, (Uttarakhand),
- **Right to Information** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Work Life Balance & Leadership Development** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Corporate Governance** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),

- **Corporate Social Responsibility (CSR)** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Pay Fixation Rules** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Goods & Services Tax** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Indian Accounting Standards** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Audit, Accounting & Financial Management** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Contract Management, Dispute Resolution & Arbitration** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Public Procurement with e-Procurement** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Public Private Partnership (PPP)** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Rosters & Reservation in Services** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Insolvency & Bankruptcy Code (IBC)** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Disciplinary Rules & Procedures** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Handling of Court Cases** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Public Premises (Eviction of Unauthorised Occupants) Act, 1971** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Information & Cyber Security** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Emotional Intelligence & Human Factors** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Establishment Rules** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Prevention of Sexual Harassment of Women at Workplace** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Retirement Planning** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Capacity Building Program for Executive Secretaries, Personal Assistants and AOs** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Organizational Leadership** from 20.02.2024 to 24.02.2024 at Dubai (UAE),
- **Vigilance Administration for CVOs** from 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand),
- **Right to Information Act** 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand) and
- **Recruitment Rules, Cadre Review and Creation of Posts** 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand).

Ref: PPP/01/24

22.09.2023



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

WORKSHOP ON PUBLIC PRIVATE PARTNERSHIP (PPP) AT JAIPUR, RAJASTHAN

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 workshop on **Public Private Partnership (PPP)** is being organized by NAHRD from **17.01.2024 to 20.01.2024** at **Jaipur, Rajasthan**.

The present workshop is for the benefit of officers dealing with planning, formulation, appraisal and/ or monitoring of Public Private Partnership project proposals in Government, Semi Government, Autonomous Bodies, Public Sector undertakings, etc. Objective of the present workshop is to enable the participants in developing the skills required for the work in the area of Public Private Partnership (PPP). PPP have played a vital role in spurring economic growth in India. PPPs help public sector to develop a more commercial approach. A thorough understanding of the concept of PPP and its application is necessary for improvements in the access to and effectiveness of the crucial service that these assets provide. The present workshop will equip the participants with competencies to process PPP proposals and enable them to discharge their duties and responsibilities more effectively. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Concept of Public Private Partnership (PPP)
- Salient Features & Different Models of Public Private Partnership
- Identifying likely problems in formulating, appraising, implementing & monitoring a PPP project
- Invitation & Evaluation of Tenders
- PPP: A presentation on the concession agreement with emphasis on various sectors
- Appointment of Independent Engineer
- Contract (Construction & Concession Period) Management
- Problems & Discussions to evolve solutions
- Dispute Resolution

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc. Real life problems in Public Private Partnership will also be discussed and dealt with.

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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 charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: Hotel Fern/Royal Orchid, Tonk Road, Near Airport, Jaipur, Rajasthan-302108

Check In- 17.01.2024 (2:00 P.M.) Check Out- 21.01.2024 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 18.01.2024 and will conclude at 5:30 P.M. on 20.01.2024. However, there will be an introductory session on 17.01.2024 after all participants have reported at the venue. In case of non-availability of rooms at the training venue as on date of nomination, arrangements for stay shall be made in another property closer to the venue.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of 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


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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.

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 **26.12.2023**.

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 (October 2023 to March 2024). Details are as under:

- **Cyber Hygiene & Security** from 12.10.2023 to 13.10.2023 at New Delhi,
- **HR Establishment Rules** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park (Uttarakhand),
- **Labour Laws & HR Compliances** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park, Uttarakhand,
- **Preventive Vigilance** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park (Uttarakhand),
- **Official Language (Rajbhasha)** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park, (Uttarakhand),
- **Right to Information** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Work Life Balance & Leadership Development** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Corporate Governance** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Corporate Social Responsibility (CSR)** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Pay Fixation Rules** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Goods & Services Tax** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Indian Accounting Standards** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Audit, Accounting & Financial Management** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Contract Management, Dispute Resolution & Arbitration** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Public Procurement with e-Procurement** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Public Private Partnership (PPP)** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Rosters & Reservation in Services** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Insolvency & Bankruptcy Code (IBC)** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
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- **Emotional Intelligence & Human Factors** from 04.02.2024 to 07.02.2024 at Pondicherry,
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- **Vigilance Administration for CVOs** from 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand),
- **Right to Information Act** 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand) and
- **Recruitment Rules, Cadre Review and Creation of Posts** 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand).

Kindly refer to the detailed brochure for details of any of the workshops mentioned above.

For further information or clarification kindly contact:

Rohit Agarwal

Email- rohit@nahr.d.in

Phone- +91 9873057803

Vivek Manchanda

Email-vivek@nahr.d.in

Phone-+91 9650745789

Ref: PUP/01/24

22.09.2023

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

WORKSHOP ON PUBLIC PROCUREMENT WITH e-PROCUREMENT AT JAIPUR, RAJASTHAN

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 workshop on **Public Procurement with e-Procurement** is being organized by NAHRD from **17.01.2024 to 20.01.2024** at **Jaipur, Rajasthan**.

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

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. K.S. Samarendra Nath is a former Director, Ministry of Steel, Government of India. He is a member of the Central Secretariat Services having finance as educational background from various reputed institutes such as SRCC, University of Delhi; National Institute of Financial Management etc. He was a faculty member with Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Government of India over a period of 12 years. In addition, he is having 22 years of experience in finance wing of Ministry of Power and Ministry of Urban Development. He is also a National Facilitator on Ethics & Value in Public Governance by Department of Personnel & Training. He is a regular faculty on Ethics, Public Procurement, Audit, Right to Information Act and many more Financial and Administrative matters

Sh. 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, 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: Hotel Fern/Royal Orchid, Tonk Road, Near Airport, Jaipur, Rajasthan-302108

Check In- 17.01.2024 (03:00 P.M.)

Check Out- 21.01.2024 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 18.01.2024 and will conclude at 5:30 P.M. on 20.01.2024. However, there will be an introductory session on 17.01.2024 after all participants have reported at the venue. In case of non-availability of rooms at the training venue as on date of nomination, arrangements for stay shall be made in another property closer to the venue.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of 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:

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.

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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

- **Emotional Intelligence & Human Factors** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Establishment Rules** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Prevention of Sexual Harassment of Women at Workplace** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Retirement Planning** from 04.02.2024 to 07.02.2024 at Pondicherry,
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In addition, we also request you to consider nominating officers for our other workshops (October, 2023 to March 2024). Details are as under:

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- **Handling of Court Cases** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Public Premises (Eviction of Unauthorised Occupants) Act, 1971** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Cyber Hygiene & Security** from 04.02.2024 to 07.02.2024 at Pondicherry,

Ref: LDR/02/24

01.09.2023

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



**INTERNATIONAL PROGRAM ON ORGANIZATIONAL LEADERSHIP AT DUBAI IN
COLLABORATION WITH UNIVERSITY OF DUBAI**

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.

The University of Dubai is one of the top accredited universities in UAE. UOD is also a University Partner with several International Universities and Colleges and offers an extraordinary variety of business, law, engineering, and IT programs. Centre of Executive Development, University of Dubai was established to address skills and qualification gaps in the workforce and to support the government's human resources development programs.

An International Program on **Organizational Leadership** is being organized by NAHRD in collaboration with University of Dubai from **20.02.2024 to 24.02.2024** at **Dubai, UAE.**

Leadership is the ability to implement change by creating and communicating a vision to others. Organizational leadership is the qualities and skills required to run an organization or one of its divisions. It is greater in scale and scope than many other forms of leadership. Although leadership does not inherently require business acumen, it is helpful for organizational leaders to have, so they can guide their organizations, drive innovation, and manage organizational change. To be a successful leader, it is crucial to continuously develop your skills. Identify which leadership style resonates with you and seek opportunities to grow and adapt. Whether you are already an organizational leader or hoping to become one, you can benefit from pursuing educational opportunities that enhance your leadership knowledge and abilities.

The program is designed to empower officials with the essential skills, insights, and strategies to effectively lead and drive positive change in a rapidly evolving professional landscape. Through interactive sessions, case studies, group discussions, and field visits, participants will develop an understanding and enhance their ability to lead teams, navigate challenges and contribute to the long-term success of their organizations. The program is designed along the following parameters:

Sh. Sabina
Gen. R2
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- **Corporate Social Responsibility (CSR)** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
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Ref: LDR/02/24

01.09.2023

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



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- **Contract Management, Dispute Resolution & Arbitration** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
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Ref: COM/01/24

22.09.2023

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

WORKSHOP ON CONTRACT MANAGEMENT, DISPUTE RESOLUTION & ARBITRATION AT JAIPUR, RAJASTHAN

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 **17.01.2024 to 20.01.2024 at Jaipur, Rajasthan.**

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
- Essential and Ancillary Conditions of a Contract
- 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

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

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

Non-Residential- Rs. 40,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: Hotel Fern/Royal Orchid, Tonk Road, Near Airport, Jaipur, Rajasthan-302108

Check In- 17.01.2024 (2:00 P.M.)

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For NAHRD

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Vivek Manchanda

Email-vivek@nahrd.in

Phone-+91 9650745789

Ref: RES/01/24

22.09.2023

Liaison Officer (SC/ST/OBC/PWD)
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001



WORKSHOP ON ROSTERS & RESERVATION IN SERVICES
AT JAIPUR, RAJASTHAN

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A workshop on **Rosters & Reservation in Services** is being organized by NAHRD from **17.01.2024 to 20.01.2024** at **Jaipur, Rajasthan**

The above-mentioned workshop is for the benefit of staff dealing with establishment, legal and HR functions in Government, Semi Government, Autonomous Bodies, Public Sector undertakings, etc. It will help the organization in effective implementation of various rules, order and guidelines on the present subject by the relevant authorities. It will also help appointing/ recruiting authorities in understanding applicable provisions in Reservation. The program has been designed to provide practical insight into various facets of reservations in services. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Constitutional Provisions for Reservations in Services
- Scope, Applicability, Percentages, Relaxation & Concession
- Roster- Concept, Identification, Preparation, Operation & Maintenance
- Reservation for Persons with Disability and Ex-Servicemen
- Reservation for Economic Weaker Sections (EWS)
- Verification of claims with relevant case law
- Reservation in Direct Recruitment & Reservation in Promotion
- Role & Functions of Liaison Officers
- The Rights of Persons with Disabilities Act, 2016 along with Rules
- Appointments on Compassionate Grounds with provisions and Case Law
- Open Sessions, Case Law and Case Studies

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Workshop Methodology

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

Faculty

Sh. K.S. Kumar is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is a highly acclaimed authority on various establishment matters including reservations in services. He has handled various aspects of recruitment process in Government and is fully conversant with the nuances of the subject. He has trained thousands of trainee officers across the country and has developed a number of trainers in training institutions spread all over the country. He has helped more than 50 organizations in preparing and maintenance of the reservation rosters.

Sh. S.K. Dasgupta is former Director (Administration), Department of Personnel & Training, Government of India. He is having more than 30 years of experience in various government departments. He is certified for Training of Trainings and Direct Skills Training by Department of Personnel & Training, Government of India. He is also having certification in training and development from Institute of Training & Development, the national forum for training and development (UK). He is a visiting faculty in many reputed institutes across India. He is having huge experience in the area of establishment matters.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India, Securities & Exchange Board of India, 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, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

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

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

Non-Residential- Rs.40,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: Hotel Fern/Royal Orchid, Tonk Road, Near Airport, Jaipur, Rajasthan-302108

Check In- 17.01.2024 (2:00 P.M.)

Check Out- 21.01.2024 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 18.01.2024 and will conclude at 5:30 P.M. on 20.01.2024. However, there will be an introductory session on 17.01.2024 after all participants have reported at the venue. In case of non-availability of rooms at the training venue as on date of nomination, arrangements for stay shall be made in another property closer to the venue

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of 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:

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.

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 **26.12.2023**.

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 (October 2023 to March 2024). Details are as under:

- **Cyber Hygiene & Security** from 12.10.2023 to 13.10.2023 at New Delhi,
- **HR Establishment Rules** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park (Uttarakhand),
- **Labour Laws & HR Compliances** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park, Uttarakhand,
- **Preventive Vigilance** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park (Uttarakhand),
- **Official Language (Rajbhasha)** from 05.11.2023 to 08.11.2023 at Jim Corbett National Park, (Uttarakhand),
- **Right to Information** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Work Life Balance & Leadership Development** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Corporate Governance** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Corporate Social Responsibility (CSR)** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Pay Fixation Rules** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Goods & Services Tax** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Indian Accounting Standards** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Audit, Accounting & Financial Management** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Contract Management, Dispute Resolution & Arbitration** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Public Procurement with e-Procurement** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Public Private Partnership (PPP)** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Rosters & Reservation in Services** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Insolvency & Bankruptcy Code (IBC)** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Disciplinary Rules & Procedures** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Handling of Court Cases** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Public Premises (Eviction of Unauthorised Occupants) Act, 1971** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Cyber Hygiene & Security** from 04.02.2024 to 07.02.2024 at Pondicherry,

- **Emotional Intelligence & Human Factors** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Establishment Rules** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Prevention of Sexual Harassment of Women at Workplace** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Retirement Planning** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Capacity Building Program for Executive Secretaries, Personal Assistants and AOs** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Organizational Leadership** from 20.02.2024 to 24.02.2024 at Dubai (UAE),
- **Vigilance Administration for CVOs** from 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand),
- **Right to Information Act** 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand) and
- **Recruitment Rules, Cadre Review and Creation of Posts** 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand).

Kindly refer to the detailed brochure for details of any of the workshops mentioned above.

For further information or clarification kindly contact:

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IT Cell