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Workshop on 1. "Right to Information Act and Citizen's Charter" from 8th to 10th January 2020

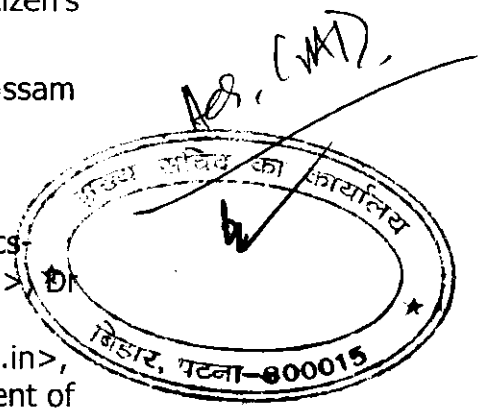
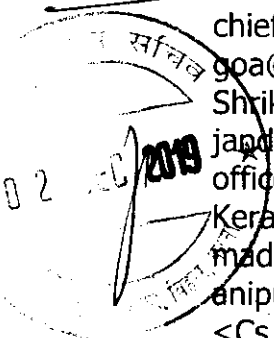
From : delhiitpr@gmail.com

Fri, Nov 29, 2019 12:15 PM

Subject : Workshop on 1. "Right to Information Act and Citizen's Charter" from 8th to 10th January 2020

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कार्यलय
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integrated training & policy research

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Ref: ITPR/TRG-185/186

Dated: 25/11/2019

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02/12/19

To

The HOD/ Heads of Pers/Admn/Fin/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs

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Sub: Workshop on

1. "Right to Information Act and Citizen's Charter" from 8th to 10th January 2020

2. "Staff Development Programme" from 29th to 31st January 2020

Sir/Madam,

We are enclosing a copy of Brochure on the above two Training Programmes to be organized by us at Delhi. Ours is an organization with specialization in training of human resource, which is an essential ingredient of all organizations. Our main aim has always been to provide the best training inputs and training techniques to the participants so that they also become capable of providing necessary guidance and on-the-job training to their colleagues/staff working under them in furtherance of the training objectives.

Keeping the above in view, we invite your kind attention to the said training programmes, as given in enclosed Brochure (Scroll down) and request you in availing the opportunity to get your management functionaries trained by our reputed specialists to enable render effective support in day to day management. We, therefore, request you to nominate concerned personnel, not only from the Head Office but also from your regional & zonal offices for participation in the said training programme.

We also undertake exclusive in-house training programme on various topics/subjects, as per the needs of your Organisation. For the purpose, we have the requisite expertise. Enclosed is a list of organization where in-house training have been successfully conducted by us. You are welcome to call us on the numbers, as mentioned for any query/assistance in the matter.

Yours Truly

(A. Vijay Kumar)
Coordinator
9868174685

Boucher

Workshop on

1. "Right to Information Act and Citizen's Charter" from 8th to 10th January 2020

Programme Coverage:

1. Background, Genesis & Salient features of RTI Act.
2. Important Definitions, Responsibility of Public Authority

3. Duties of PIO and procedure for furnishing of information
4. Transparency Officer and RTI Cells.
5. Records management for Effective Implementation of RTI Act.
6. Information exempted under the RTI Act
7. Severability clause and third party information
8. Appellate Authorities, Procedure of 1st Appeal & Tips to dispose them off.
9. 2nd level Appeals and Role & Functions of CIC& SIC
10. Offences & Penalties and Action in good faith
11. Miscellaneous provisions and Reports
12. Quiz, Exercises & Important case law.
13. Concept of Citizen's/Client's Charter, Service Delivery & Client/Consumer Protection

2. "Staff Development Programme" from 29th to 31st January 2020
Programme Coverage:-

1. Org. Behaviour- scope and processes
2. Communication in Organisation
3. Inter-personal Effectiveness
4. Leadership styles and team development
5. Development of Attitude, Values and ethical practices
6. Management of Stress & Time – a practicing approach
7. General Principles of Office Procedures
 - Filing System
 - Noting Drafting and Forms of communication
 - Records Management
 - Checks on Delays

Note: *Participants may bring specific problems and issues encountered in their organisations for finding probable solutions through discussion, if necessary by modification of inputs through consensus within available time

Methodology to be adopted for the Training: Power Point Presentations; Group Discussions; Clarifications on problem Areas; Case Studies & Analysis.

Venue:- Hotel Siddhartha, 3-Rajendra Place, New Delhi (Near Pusa Circle & Nearest Metro Station "Rajendra Place")

Programme Management: Apart from own faculty resource, persons of eminence with vast exposure in the field will be invited to chair sessions in their areas of specialization subject to availability Guest faculty will inter-alia be drawn from concerned departments.

Programme Duration & Schedule: In the 3 (Three) day programme there will be 12 sessions 4 each day. Each session will be of 75 minutes duration. The programme will be from 10 AM to 5 PM. **Tea/Coffee** 11:15 AM to 11:45 AM & 03:15 PM to 03:45 PM; **Lunch:** 01:00 PM to 02:00 PM

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Reporting time & Place: The participants will report at 9.45 AM at the Venue

Fee: Including 18% GST

A. Non-Residential:-Rs.16, 520/- per participant per prog.

B. Residential:- i) On twin sharing basis- Rs.23,600/- per participant,
ii) Single occupancy –Rs.25, 960/- per participant

Arrangement by us: Working lunch, Breakfast, Training Kit (Reading Material, Pad, Pen, Bag/Folder), Participation Certificate, Group Photograph, (Detention Certificate if necessary), and Fee Receipt. **However the participants have to make their own arrangement for dinner.**

Place of Accommodation: Hotel Rangoli (in front of the Venue.)

Admission Procedure: Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the programme will be communicated as soon as possible after the receipt of nomination.

Nominations: Each Nomination should be accompanied with requisite fee by crossed DD/Cash/Chaqués should be payable at New Delhi drawn in favour of **Integrated Training & Policy Research, New Delhi.**

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Nomination Form

1. Name & complete address of the Organization nominating the participants
2. Name of the Participants with Mob. No. phone, email ID
3. Designation & Experience
4. Academic Qualification
5. Residential / Non residential
6. Details of DD/ Cheque /Pay order/Cash at the time of registration only.
7. It should bear the signature of the Nominating authority or authorized Officer.

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About Us

Our Organisation is a Society Registered under the Societies Registration Act of 1860, as amended. The functional area of our activity is Training the Officers and Staff of Government Departments, Autonomous Bodies and Public Sector Undertakings (PSUs). We also do system study in regard to Personal Management, Financial Management, Material Management & Labour laws.

Our training programmes are intended for middle level officers of the Govt Deptts., Central Autonomous Bodies, PSUs, spread across the country. These programmes are conducted through workshops (3 to 4 days), designed to enable the participants to update their knowledge of rules & procedures, through talks from experts and close interaction with the faculty and the participants.

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In addition, we also undertake contract for preparation of procedure manuals in the areas of Personnel & Financial Management, updating Recruitment Rules, based on latest guidelines of Government and Supreme Court judgements; maintenance of reservation rosters for implementation of Reservation Policy as per Government directives.

We have on our panel experienced retired Government officers to conduct enquiries and submit reasoned enquiry report in disciplinary cases. Also, undertake preparation of comprehensive replies to court cases.

We undertake **in-house** training programmes by different government organisations and conduct them in their premises. In addition, we undertake training programmes to cater to the specific requirement/needs of any organisation and cover topics of their exclusive interest. ITPR, also offer design/tailor made programmes.

We have highly experienced faculty in their respective field. Not only are they subject expert in various topics but also experts in the Training Technique areas. Besides, we invite as guest faculty from amongst senior officers in Central Government departments concerned.

In-house Training Programme Successfully completed for the following Organisations: MNIT Allahabad six day training Prog. on "Establishment Rules", 2. Indian Council of Historical Research, 3. NIT Warangal, 4. Delhi JAL Board (12 day Trg. Prog. in four batches); 5. Export Inspection Council of India (Min. of Commerce & Industry), 6. Centre for Personnel Talent Management (DRDO) 7. CEC, (An Inter University Centre of UGC); 8. NIT- Suratkal, 9. Export Inspection Agency, Delhi; HQs. 10. Christian Medical College, Ludhiana 11. Bhakra Beas Management Board-Chandigarh; 12. Indian Instt. of Tropical Meteorology-Pune, 13. Indian Institute of Chemical Technology-Hyderabad, 14. Directorate General of Foreign Trade (Ministry of Commerce), 15. Indian Institute of Foreign Trade, 16. IIT-Kanpur, 17. National JALMA Institute for Leprosy & Other Mycobacterial Diseases (ICMR), 18. Ministry of Environment & Forests, 19. NIT-Karnataka, 20. Central Pollution Control Board, 21. HQs Goa Naval Area, 22. Coffee Board-Delhi, 23. Indian Council of Medical Research (ICMR-HQs), 24. Ministry of Textiles, 25. Coffee Board-Bangalore; 26. National Zoological Park. 27. MNIT-Jaipur, 28. Delhi Institute of Tool Engineering (Govt. of NCT of Delhi) 29. Export Inspection Agency-Delhi HQs. 30. MNIT- Allahabad, 31. National Museum (Min. of Culture), 32. Export Inspection Agency-Delhi HQs. 33. Desert Medicine Research Centre-Jodhpur, 34.

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Nuclear Power Corporation of (I) Ltd., 35. IIT-Delhi, 36. National Institute of Malaria Research 37. Indian Institute of Packaging- Mumbai; 38. Delhi Public Library. (Min. of Culture), 39. Madras Fertilizers on "Reservation in Services" 40. National Institute of Biologicals- Noida, 41. MNIT-Bhopal, 42. NIT-Patna, 43. National Council of Philosophical Research, 44. FCI Arawali Gypsum & Minerals India Ltd, Jodhpur, 45. National Institute of Malaria Research,

46. The Patent Office (Deptt. of Industrial Policy & Promotion) 47. Central Council for Research in Homoeopathy (AYUSH), 48. Central Power Research Institute-Bangalore, 49. Tobacco Board-Guntur, 50. Institute of Bioresources and Sustainable Devt.- Imphal, 51. Cement Corporation of (I) Ltd. 52. (DRDO-HQs). 53. RITES – Gurgaon, 54. National Academy of Highway Engineers, 55. SVNIT-Surat. 57. MGIRI (Min. of MSME)-Wardha, 58. **UIDAI (Planning Commission)-Bangalore**, 59. BBMB-Chandigarh on "Reservation in Services as Punjab Govt." 60. BBMB-Chandigarh on "Essential Labour Laws for Line Managers"; 61. IIM-Kozhikode, 62. BBMB-Nangal Training Centre & "Talwara Training Centre; 63. NIT-Raipur, 64. Dr. H.S. Gour Viswavidyalaya; 65. BBMB (HQs)-Chandigarh 66. NHFDC-Faridabad 69. Central Power Research Institute-Bangalore, 70. AYJNIHH (Min. of Social Justice and Empowerment)-Mumbai, 71. Ed.CIL-Noida, 72. BBMB-Chandigarh, 73. Central University of Himachal Pradesh, 74. IIM-Kozhikode, 75. SVP National Police Academy-Hyderabad, (Min. of Home Affairs). 76. IISER- Kolkata, 77. IUCCA-Pune 78. NIT- Delhi, 80. M S R V V Pratishtan-Ujjain, 81. SVP National Police Academy-Hyderabad (2nd Batch), 82. IISER-Bhopal, 83. National Fertilizers- Noida, 84. NIT-Raipur, 85. Central Pollution Control Board, 86. Bureau of Indian Standards-Mumbai, 87. Central University of Himachal Pradesh 88. Indian Institute of Management-Bangalore 89. Victoria Memorial Hall- Kolkata, 90. NIT-Jalandhar, 92. CIHCS-Dahung-Arunachal Pradesh, 93. SVP National Police Academy-Hyderabad (3rd Batch) 94. India Trade Promotion Organisation, 95. IIT-Roorkee, 96. Bureau of Indian Standards (6th Batch) 96. Naval Dockyard –Vishakhapatnam, 97. IIM-Bangalore, 98. NIT-Jamshedpur, 99. HLL-Trivendram. 100. CIHCS-Dahung-Arunachal Pradesh, 101. Central University Tripura, 102. MNIT-Bhopal, 103. **India Tourism Development Corp. Ltd. (ITDC)**. 104. IIM-Ahmedabad, 105. IIT-Roorkee, 106. "AAKANKSHA" (ATVP, Min. of Defence), 106. Min. of Panchaytiraj. 107. IIM- Kashipur, 108. IIT-Patna, 108. NEEPCo, Shillong. 109. BBMB-Chandigarh, 110. BBMB- Nangal, 111. BBMB-Chandigarh, 112. National Institute of Malaria Research (ICMR)-Delhi, 113. National Power Training Institute-Neyveli, Tamil Nadu. 114. Indo-German Tool Room-Ahd. 115. C-DOT (Ministry of Communication and Information Technology) 116. IGTR-Ahmadabad. 117. ATVP (Min. of Defence), 118. IGTR-Ahmadabad, 119. KVIC- Mumbai 120. **Indian Institute of Engineering Science and Technology, Shibpur**, 121. IGTR-Ahmadabad, 122. IIM-KOLKATA, 123. NIT- Manipur, 124. NIT- Calicut,

Going on: Punjab & Sindh Bank

Proposal under Consideration: GE (East) Jabalpur, Coir Board, South Delhi Municipal Corporation, Naval Dockyard Vishakhapatnam, DDA, Guru Govind Singh I.P.

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Our future Workshop on :-

**"Public Procurement, E-Procurement, Govt. e-
Marketplace (GeM) & PFMS"**

From 6th to 8th Feb. 2020

Programme Coverage:

- Introduction to Public Procurement, Legal, Procedural and Regulatory Frame Work of Public Procurement.
- General Financial Rules and Government of India Procedures of Procurement of Goods.
- Bidding Procedure, Preparation of Technical Specifications, Bid Evaluation criteria,
- GFR and GoI Guidelines for Procurement of Consulting services, EoI and model RFP template, Selection methods, Evaluation and Negotiation,
- Procurement (outsourcing) of other (Non-consultancy) services
- CVC Guidelines on Procurement
- Government e-Market Place (GeM) - Introduction & Organizational Registration, Secondary user creation and registration (through video and demo session)
- General and Special conditions for buyers and sellers under GeM
- GeM- Procurement Cycle & Payment Procedures,
- E-Procurement, Guidelines, Difference between Manual Procurement, E-Publishing and E-Procurement, Back-end infrastructure for E-procurement, Step by step Guide to E-Procurement
- Creation of Nodal and User Accounts, Digital Signature for E-Procurement, Drafting of Tender Document as per E-Procurement,
- Overview of Tender creation, Publishing, Opening and Evaluation of Technical and Financial Bids under e-procurement
- **Overview of Public Financial Management System (PFMS)**

Note: *Participants may bring specific problems and issues encountered in their organisations for finding probable solutions through discussion, if necessary by modification of inputs through consensus within available time.