

उत्तर प्रदेश शासन  
कार्मिक विभाग-प्रशिक्षण समन्वय प्रकोष्ठ  
संख्या-1/2/2003-का-प्रसको/2017  
लखनऊ : दिनांक : ११ नवम्बर, 2017

समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव,  
उत्तर प्रदेश शासन।

अभियन्ता विकास परिषद के अन्तर्गत विभिन्न विषयों पर आयोजित प्रशिक्षण कार्यक्रमों से संबंधित अभियन्ता विकास परिषद के पत्र संख्या-आईएच/एलईटी/66-17, दिनांक 29.09.2017, संख्या-669/एलईटी/2017, दिनांक 29.09.2017, संख्या-666/एलईटी/2017, दिनांक 29.09.2017, संख्या-633/एलईटी/2017, दिनांक 29.09.2017, एवं संख्या-366/एलईटी/2017, दिनांक 29.09.2017 का कृपया संदर्भ ग्रहण करें।

2. उपर्युक्त के संबंध में अनुरोध है कि उक्त पत्रों में उल्लिखित प्रशिक्षण कार्यक्रम में प्रतिभाग करने से सम्बन्धित इच्छुक/पात्र अधिकारियों के नामांकन यथाशीघ्र अभियन्ता विकास परिषद, गाजियाबाद को प्रेषित करते हुए, कार्मिक विभाग को अवगत कराने का कष्ट करें। उक्त पत्र की प्रतियां नियुक्ति एवं कार्मिक विभाग की वेबसाइट <http://niyuktionline.up.nic.in> पर उपलब्ध है।

(कुमार राघवेन्द्र सिंह)  
संयुक्त सचिव

संख्या-1/2/2003(1)-का-प्रसको/2017, तद्दिनांक।

प्रतिलिपि,

1. वरिष्ठ प्रबंधक (टी.आर.जी.)/निदेशक/कार्यकारी निदेशक/  
महानिदेशक/अध्यक्ष/अधिशारी अभियन्ता (टी.आर.जी.),  
अभियन्ता विकास परिषद, बी-11सी, इन्द्रप्रस्थ आवासीय योजना,  
टीला शाबाजपुर, एनसीआर, नई दिल्ली, गाजियाबाद-201102  
को उनके उपर्युक्त संदर्भित पत्रों के संबंध में सूचनार्थ प्रेषित।
2. श्री नूरुल हुदा, सीनियर सिस्टम एनालिस्ट को उक्त पत्रों को  
वेबसाइट पर अपलोड करने हेतु प्रेषित।

आज्ञा से,

(कुमार राघवेन्द्र सिंह)  
संयुक्त सचिव



# Engineers Development Council

B-11C, Inderprastha Awasiya Yojana, Tiila Shabajpur, NCR New Delhi, Ghaziabad-201102  
 Ph: 011-22145234, 011-22145235, 0120-2642010, 0120-2642011, 0120-2642012  
 Mob No 09911295435 FaxNos 0120-2642013, 011-43615435  
 E Mail:-infoedc1977@gmail.com, Website:- www.edcnic.in

280/95-4/2017

Ref. NO:- IH/Let/66-17

New Delhi, Date 29<sup>th</sup> September, 2017

By Registered Post/AD

To, (2)  
 748/12/17

2372(UVS(U)/17  
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 (प्रा. 1)

The Director  
 Appointment & Personnel Department  
 Government Of Uttar Pradesh  
 Lucknow UP India

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4.10.17  
 (सुब्रह्मण्य त्रिपाठी)  
 विशेष सचिव  
 विद्युत विभाग  
 उ. प्र. शासन

Subject:- In-house Training programs to be Conducted in your State, India

Dear Sir/Madam,

Engineers Development Council (EDC), serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

It is intimated to our good self that Engineers Development Council (EDC), New Delhi have designed an In-house training with excellent and experienced faculty ( well known in their fields internationally & nationally).

S NO	Venue:- Any Selected location in your state India Minimum batch size 30 Nos Participants Training Topics	Course Fee Per Participant	Duration
1.	"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System & a tool of Transparency"	Rs. 4600.00	2 Days
2.	Purchase Policy & Procedure In Governments And Risk & Contract Management In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
3.	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's duties in relation to social equity Stress and its impact on work and methods of managing stress"	Rs. 6,300.00	3 Days
4.	"Stress & Stress Management & Staff Development In Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
5.	Finance management in Govt. with Financial & Administrative Powers In Government Departments Autonomous Bodies & PSUs". In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
6.	"Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
7.	"Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"	Rs. 6,300.00	2 Days
8.	"Establishment Rules & General Administration Matters" of Government Departments Autonomous Bodies & PSUs".	Rs. 19,600.00	10 Days

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 4.8.17

9.	"Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies & PSUs".	Rs. 6,300.00	3 Days
10.	Implementation VIITH Central Pay Commission with focus on pay fixation and new pension rules In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
11.	"Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pensions Scheme in Wake of VIITH Pay Commission Report & Grant of Financial Up gradation Under MACP" In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
12.	"Gender sensitivity & prevention and redressal of sexual harassment of women at workplace" In Government Departments Autonomous Bodies & PSUs".	Rs. 4600.00	2 Days
13.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression" In Government Departments Autonomous Bodies & PSUs".	Rs. 6,300.00	3 Days
14.	Leadership and Decision Making.	Rs. 4600.00	2 Days
15.	Ethics and Values.	Rs. 4600.00	2 Days
16.	Negotiation Skills.	Rs. 4600.00	2 Days
17.	Swatch Bharat Mission.	Rs. 4600.00	2 Days
18.	Managing Stress for Personal Efficacy	Rs. 4600.00	2 Days
19.	Goods & Service Tax in India (GST)	Rs. 4600.00	2 Days

The participants will be issued course material during the courses.

Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

Engineers Development Council (EDC) shall take responsibility of all arrangement as appended below:-

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution.

The Department/Board/Undertaking/PSU's shall take responsibility of all arrangement in Your State as appended below:-

- To arrange Boarding, Lodging for faculty & EDC Staff.
- Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local Work for faculty & EDC Staff.
- Arrangement of Venue, lunch and 2 time tea for participants, faculty & EDC Staff.

Payment: In advance or before commencement of training program through bank draft in favor of "Engineers Development Council" payable at New Delhi.

Kindly do the needful & expecting for confirmation and further response at the earliest.

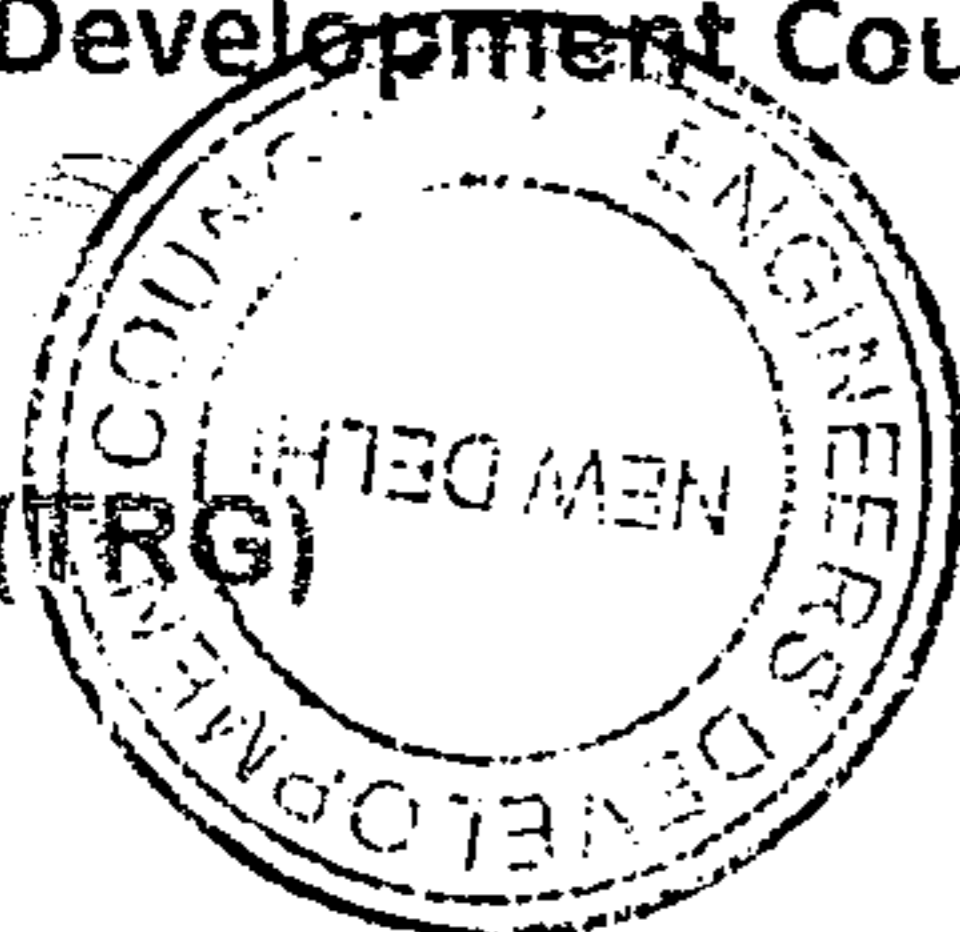
We hope that you will find the above in order and incase you need any more details or clarification kindly revert.

Thanking You,

Yours Truly,

For Engineers Development Council

SR. Manager (TRG)





# Engineers Development Council

B-11C, Inderprastha Yojana, TiilaShabajpur, NCR New Delhi, Ghaziabad-201102  
 Ph: 011-22145234, 011-22145235, 0120-2642010, 0120-2642011, 0120-2642012  
 Mob No 09911295435 FaxNos 0120-2642013, 011-43615435  
 E Mail:-infoedc1977@gmail.com, Website:- [www.edcnic.in](http://www.edcnic.in)

Ref. No. : 669/LET/2017

New Delhi, Date 29<sup>th</sup> September, 2017

To,

By Registered Post /AD

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 4.10.17  
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 17-2

The Director  
 Appointment & Personnel Department  
 Government Of Uttar Pradesh  
 Lucknow UP India

Subject:- Training Program-Call For Nomination (मानव त्रिपाठी)

Dear Sir/Madam,

Engineers Development Council (EDC), serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

S. No.	Topic	Date & Venue	Course Fee (Per Participant) (Rs.)	
			Non Residential	Residential
1.	"Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System".	23 <sup>rd</sup> To 25 <sup>th</sup> November, 2017 Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa	30,690.00	53,690.00
2.	"Finance Management in Govt. with Financial & Administrative Powers in Govt. departments, autonomous bodies"	21st To 23rd December, 2017 Venue:- Hotel Royal Plaza, 19, Ashoka Road, Connaught Place, New Delhi-110001	30,690.00	53,690.00
3.	"Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs".	29th To 31st January, 2018 Venue:- Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, Andaman & Nicobar, India	30,690.00	53,690.00
4.	"Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies".	23rd To 25th February, 2018 Venue:- Hotel Jhelum Resorts, Gandhi Nagar, Jammu, (J&K)	30,690.00	53,690.00

We invite your kind attention to the coverage of the program. We assure you that the program will be very useful for officers and staff in the Headquarter Office, Regional Offices and other subordinate offices of State & Central Government, State & Central Autonomous Bodies and PSU's which follow the State & Central Government rules and help promote up gradation of technical standards in the context of human resource development.

We crave indulgence on your valuable time by requesting you kindly to peruse the below details relating to the workshop cited as subject. We would also welcome invitation from your side for In- House Training program at your premises.

Thank you and assuring you of our best service as per our tradition.

With best Regards.

Yours faithfully,

For Engineers Development Council



For  
 4.7.17

## "Right to information Act 2005, Case Studies/ Court Cases And Improvement Of Record Management System"

Date 23<sup>rd</sup> To 25<sup>th</sup> November, 2017, Venue:- HOTEL Bagmallo Beach Resort, Panaji, Goa  
Opting for residential accommodation are requested to go directly and stay in A/C rooms at HOTEL Bagmallo Beach Resort, Panaji, Goa Check In :- 22<sup>nd</sup> November, 2017 ( Afternoon) & Check Out :- 25<sup>th</sup> November, 2017 ( Forenoon)

### THE NEED

RTI is an important weapon in the hands of our citizens, empowering them to seek any accessible information from a public Authority, and making the Govt. and its functionaries more accountable and responsible, A lot of publicity has been given to the RTI Act through Print and Electronic media to make the people aware of the scope and extent of this new right and all the more procedure for obtaining information.

- Awareness of this new enactment is necessary not-only for the ordinary citizen but also the functionaries of Public Authority. Who should familiarize themselves with the procedure for dealing with complaints from the information seekers records to be maintained the information exempt from disclosures, role of central and state information commission etc.
- Keeping the above aspect in view i.e. (i) spreading the public awareness of the RTI and equipping the subordinates of Public Authority with the knowledge of procedure and requirements of RTI Act, this programme has been designed for the benefits of the participants.

### PROGRAMME COVERAGE

- Records Management, Right to information Act Constitutional provisions objectives etc, Right to information extent & coverage, Exemptions from disclosures, Procedure for obtaining information
- Information related to Third Party, Public Authorities under the Act, functions and responsibilities.
- Role of Public Information office first Appellate Authority, Constitution of Central/State information commission-selection and terms & conditions of appointment or removal of its member, Role of Central Information Commission, Appeals, Complaints, Practical Problems in implementation. Case Studies/ Court Cases, Offence & Penalties.

## "Finance Management in Govt.with Financial &Administrative Powers in Govt. departments, autonomous bodies".

Date :- 21st To 23rd December, 2017, Venue:- Hotel Royal Plaza,, 19, Ashoka Road, Connaught Place, New Delhi-110001, Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Jivitesh, # 11,Pusa Road, Opposite Metro Pillar Number.87, New Delhi, Delhi 110005, Check In :- 20th December, 2017 (Afternoon) & Check Out :- 23rd December, 2017 (Forenoon)

### THE NEED

Finance Management is catalyst to the success of an organization. The management techniques and the skill to apply the same can help in growing of the organization by leaps and bounds. Govt of India have therefore framed rules for finance management and the same have been compiled in the form of a book called G.F.R. (General Financial Rules ) which was substantially modified in 2005 .Autonomous organization can follow these rules or make their own rules on the pattern of G.F.R. Training program will help in having clear concept of the management techniques and the rules on the subject, and to become aware of the pitfalls and also how to avoid the same The program is useful not only for base level officers but also for all the officers concerned with Finance Management. The program is also useful for others not directly connected with Finance Management as they can plan their programs properly on the basis of the finance Management requirements. Program coverage is as under:

### PROGRAMME COVERAGE:-

- General Financial Rules, 2007, Standards of Financial Propriety, Purchase Policy , Purchase of Stores , Contract Management
- Instructions on Economy in Expenditure, Delegation of Financial, Appropriation and Re-Appropriation of funds , Filling up of Posts.
- Loans & Advances –Interest Bearing Loans. (car, Motor bike) , Count Attachment Decrees, Defalcation and Losses , Security Deposits, Features of Direct Tax Code

**“Roster Writing And Reservation In Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules In Government Departments Autonomous Bodies & PSUs”.**

Date:- 29th To 31st January, 2018, Venue:- Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, India Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Peerless Sarovar Portico -A Sarovar Hotel, Port Blair, India , Check In :- 28th January,2018 ( Afternoon) & Check Out :- 31st January,2018 ( Forenoon)

**THE NEED** Concepts of reservation is a hot topic being debated these days in governmental circles, courts, media and industrial circles in context of economic and social changes emerging these days. Participants have to understand & appreciate need of reservation because the society is still caste ridden and need the governmental support to come in the main stream. Further a section of our society lack physical ability to earn their livelihood independently and need support. These issues are discussed in the context of orders issued by the govt. from time to time. The course will definitely benefits the officer connected with the execution of reservation scheme.

**OBJECTIVE**

- To enable the participants to have an insight into the Reservation.
- Prepare and operate Reservation Rosters.
- The inbuilt scheme of Seniority of SC/ST/OBC.
- Procedure to fill up the backlog vacancies.

**PROGRAMME COVERAGE**

- Objectives and historical background and constitutional provisions for Reservation of posts in services.
- Criteria for determining-SC, ST and OBC.
- Relaxations and Concessions to Reserved Category of persons in appointment.
- Scope and quantum of Reservations in direct appointment.
- Scope and quantum of Reservations in promotion.
- Horizontal reservation for Ex- Serviceman, Physically Handicapped Persons, Sportsmen and Compassionate appointments.
- Preparation of Post-Based Roster.
- Seniority of persons selected on own's merit list and against reserved posts.
- Preparation of Combined Seniority where requirement is based against reserved posts.
- How to deal with cases of reservation where the cadre strength is (i) one post and (ii) less than 14.
- De-reservation procedure.
- Carry forward of de-reserved posts and filling up of backlog vacancies.
- Practical exercise on reservation.
- A latest development in the area of the reservation.
- Role of Liaison officer, Schedule Caste Commission and Schedule Tribes Commission.
- Maintenance of Reservation Procedure.

The focus of this program is on case studies Practical Exercises in preparation of the Roster. Considerable time would be allotted for this part of the training. Administrative aspects will receive only passing mention. In this respect, this program is unique in design.

- **Note:-** Centre encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.

**“Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies”**

Date 23rd To 25th February, 2018, Venue:- Hotel Jehlum Resorts, Gandhi Nagar, Jammu, (J&K) Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Jehlum Resorts, Gandhi Nagar, Jammu, (J&K), Check In :- 22nd February, 2018 ( Afternoon) & Check Out :- 25th February ( Forenoon)

**THE NEED**

Scandals in Govt purchases are highlighted in the headlines of newspapers more often than one would expect. Scandals are mainly because of circumvention of the rules and regulations laid down for purchase. Avarice and caprice come into play when unscrupulous suppliers are able to hoodwink Purchase Officers especially those who are bereft of in depth knowledge of the rules and regulations on the subject. Therefore, the need is to impart proper training to Purchase Officers and their superiors in each and every organization. \

**OUR FACULTY**

We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich purchase experience since they are mostly retired Joint Secretaries of the Govt of India.

**OUR REGULAR FACULTY**

Shri M.C.Panda : Addl. Dir. Gen. D.G.S&D, Shri Ravi Gupta: Addl. Dir. Gen. D.G.S&D, Shri K.K. Ghosh: Jt. Secretary, Min of Home Affairs, ShriMk.K. Bhatnagar: Dy. Dir. Gen.D.G.S&D, Shri A.K. Srivastav : Dy. Dir.Gen.D.G.S&D[Retd.] ,

ShriSurjitLal: Dy. Dir.Gen.D.G.S&D[Retd.], ShriHarbansLal: Dy. Dir.Gen.D.G.S&D[Retd.], Shri A.N. Kapur :Director [Trg.] Guest Faculty is invited from premier Purchase Departments of the Govt of India.

### METHODOLOGY

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

### PROGRAMME COVERAGE

- Need & Scope of Contract Management , Execution and Monitoring of the Contract., CVC Guidelines, Public Procurement in India – An Overview, Historical background., Fundamental Principles of Public Buying., Transparency, Fairness., Efficiency, Economy and Accountability.
- General Financial Rules, Objectives., Modification of the rules – Procedure. Financial Propriety, Modes of Procurement, Local Purchase, Bid system., Procurement Planning, Items to be procured, Quantity to be procured, Broad Specifications, Mode of Procurement. Eligibility criteria for goods, Eligibility and qualification of Bidders. Delivery Schedule
- Procedure for bidding, Procedure for settlement of disputes. Criteria for-
  - a) Determining responsiveness of bids., Evaluating the bids on common platform.
  - b) Awarding contract to the responsive lowest bidder.
- Preparation of Bid Documents, Instructions to bidder, Conditions of Contract, Schedule of Requirement., Specifications and allied Technical Details., Price Schedule for quoting prices., Contract Form, Making Bidding document self contained and comprehensive without ambiguity.
- Tender Enquiry- Opening & Evaluation of Tenders, Bid Publicity. Sale of Bid Documents, Submission of Bids., Bid opening. Bid Evaluation. Spot Comparative Statement, Ranking Statement, Rejection of Bids
- Award of Contract Technical specifications of items/packing., Contract conditions, General., Special conditions of contract.
- Contract Management:- Constitutional provisions., General principles of contract., Standard Forms., Contract Document – Financial limits., Cost Plus Contract, Price Variation Clause., Payment of Duties and taxes, Foreign exchange fluctuations, etc., Lump sum contracts., Liquidated damages., Warranty clause. Acceptance/Rejection of goods., Amendments of contracts., Resolving disputes, Monitoring of contracts., Bank guarantee or other instruments, Quality Assurance, Pre-dispatch inspection., E-Procurement, Final Inspection, Consumer's right of rejection, Preliminary examination of goods on receipt, Disposal of Goods, Identification of stores for disposal, Modes of disposal

### NOMINATION

Each Nomination, Residential/ Non Residential, should be accompanied by a Demand Draft of the required amount drawn in favor of "National council for Training & Social Research" payable at New Delhi and should be sent in advance along with the nomination. Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills. Cheques of Outstation Units will not be accepted. Substitution of nominees can be permitted.

Non-Residential-

Please send the payment in advance on before commencement of the Program

Residential-Accommodation would be available if confirmed Payment in advance before Commencement of the Program.

Payment may please be made through Bank Draft in favor of "National Council for Training & Social Research" payable at New Delhi.

TEA/COFFEE BREAK

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

LUNCH

01:00 PM to 02:00 PM

### ADMISSION PROCEDURE

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

### PROGRAMME DURATION & SCHEDULE

It will be a three days Technical Workshop will be conducted from 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

### REPORTING TIME

The participants are to report for registration at 9:00 AM at Venue.

### ARRANGEMENTS BY US

Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate.

Transport:-The candidates have to make their own arrangements.

### Certification

The participants will be awarded certificates on completion of the course without any absenteeism on 3<sup>rd</sup> day at the end of the course.

### FURTHER INFORMATION

It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

Note: Or You can call the Central Line +91-9911295435 for any queries regarding the Workshop Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed to:-

Sh. Deepak Kumar , (Addl. Director)

Ms Priyanka Singh , Prog Co-coordinator

