



## गोंडवाना विद्यापीठ, गडचिरोली

(महाराष्ट्र शासन अधिसूचनाक्रमांक २००७/(३२२/०७)विशि-४ महाराष्ट्र विद्यापीठ अधिनियम १९९४(१९९४ चा महा.३५) च्या कलम ३ च्या पोटकलम(२) अन्वये दिनांक २७ सप्टेंबर, २०११ रोजी स्थापित व महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ (सन २०१७ चा महाराष्ट्र विद्यापीठ अधिनियम क्रमांक ६) द्वारा संचालित राज्य विद्यापीठ)

(आस्थापना विभाग)

एम. आय. डी.सी. रोड, कॉम्प्लेक्स, गडचिरोली जि. गडचिरोली ४४२६०५  
दुरध्वनी क्र. ०७१३२-२२३१०४ email:- gondwanaesst@gmail.com

जा.क्र. गो.वि./आस्था./२२४६/२०२०

दि. १२/०८/२०२०

### परिपत्रक

**विषय :- Nomination Invited for Four Week Online Interactive Live Training Program On "Administrative Management" & "Financial Management & Accounting" from २nd to २९th Sept. २०२०.**

**संदर्भ :- Systematic Institute of Economic Research & Development (SIERD) New Delhi यांचे दि.०३/०८/२०२० रोजीचे ई-मेल.**

विद्यापीठातील अधिकारी, शिक्षक व शिक्षकेत्तर कर्मचारी तसेच गोंडवाना विद्यापीठाशी संलग्नित सर्व महाविद्यालय यांना कळविण्यात येते की, Systematic Institute of Economic Research & Development (SIERD), New Delhi या संस्थेमार्फत दि. ०२/०९/२०२० ते दि. २९/०९/२०२० या कालावधीत Four Week Interactive Live Training Programme चे आयोजन केलेले आहे. करीता इच्छुकांना संदर्भिय ई-मेल मधील नियम व अटींना अनुसरून आपले नाव नोंदणी करून सदर कार्यक्रमाचा लाभ घेता येईल. करीता सर्वांनी नोंद घ्यावी.

सोबत :- संदर्भिय ई-मेल.

(डॉ. ईश्वर एस. मोहले)

कुलसचिव

गोंडवाना विद्यापीठ, गडचिरोली

#### प्रतिलिपी:-

१. मा. कुलगुरु यांचे स्विय सहाय्यक, गोंडवाना विद्यापीठ, गडचिरोली.
२. मा. प्र-कुलगुरु यांचे कार्यालय, गोंडवाना विद्यापीठ, गडचिरोली.
३. मा. सर्व विभाग प्रमुख, गोंडवाना विद्यापीठ, गडचिरोली यांनी सदरहू परिपत्रक आपल्या अधिनस्त असलेल्या अधिकारी व कर्मचारी यांच्या निदर्शनास आणून द्यावे.
४. मा. प्राचार्य, संलग्नित सर्व महाविद्यालये.



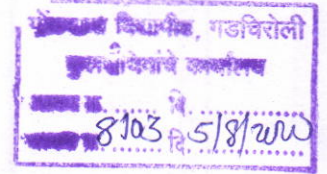
Dr Ishwar Mohurley <gug.registrar@gmail.com>

**Nominations Invited for Four Week Online Interactive Live Training Program on "Administrative Management" & "Financial Management & Accounting" from 2nd to 29th Sept. 2020**

1 message

SIERD <info@sierd.org>  
To: registrargadvasu@gmail.com

Mon, Aug 3, 2020 at 10:12 AM



Original Message

**Subject:** Nominations Invited for Four Week Online Interactive Live Training Program on "Administrative Management" & "Financial Management & Accounting" from 2nd to 29th Sept. 2020

**Date:** 31-07-2020 03:52 PM

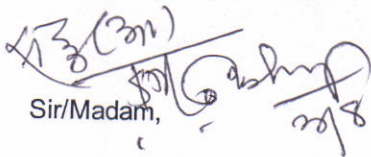
**From:** SIERD <info@sierd.org>

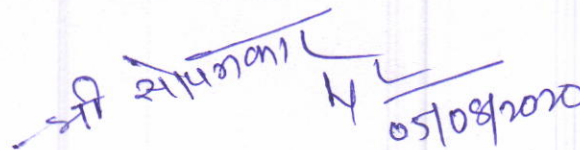
**To:** rastogi.gk@iitr.ac.in

गोंडवाना विद्यापीठ गडचिरोली  
अस्थापना विभाग  
आवक क्र. 3566 दि. 5-8-2020  
लावक क्र. .... दि. ....

To

The HOD/ Heads of Personnel/Admin/Vigilance/HRD  
All the Govt. Deptts, Autonomous Bodies & PSUs  
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,  
Insurance Corporation and other Financial Institutions

  
Sir/Madam,

  
05/08/2020

Greetings from **Systematic Institute of Economic Research & Development (SIERD) New Delhi.**

Our Institute has been organizing premier training programmes on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources in Government, Semi-Government organisations and Autonomous Bodies handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned online training programs.

**Four Week Interactive Live Training Programme from 2<sup>nd</sup> to 29<sup>th</sup> September 2020**

**Module A: "Administrative Management"**

**From 2<sup>nd</sup> to 15<sup>th</sup> September 2020**

**Module B: "Financial Management & Accounting"**

**From 16<sup>th</sup> to 29<sup>th</sup> September**

**(most suitable for mid-career mandatory training for promotion)**

## **ABOUT THE TRAINING PROGRAMME:-**

Administrative leadership in the University system is the force which guides the University as a whole. Administrative positions at senior level are vested with the responsibility, whether derived by statute, charter or articles of incorporation, for ensuring that the institution and its members fulfil their educational, social and ethical mandates. Administrative leaders may or may not be leaders in either teaching or research but are respected for their judgement, institutional knowledge and predictive powers. Such individuals are usually drawn into the institutional structure through appointment to senior administrative positions. Historically, the role of the administrators has tended to focus on the responsibility in functional areas such as administration, planning, finance, student welfare, and reporting. Some of the important skills required for Administrators can be identified as leadership qualities, communication skills, human resource management, financial management etc.

All Central Autonomous Bodies are required to balance between social objectives and the mainstream functions for which they are formed on one side and the rules & regulations of the government and other regulatory bodies. They also need to keep pace with the changing socio-cultural environment and technological developments. To ensure transparency in their operation, efficiency and sustainability in their activities and programmes, a good knowledge and understanding of the various administrative procedures, accounting systems and financial management are required. This necessitates a good exposure in both conceptual and practical aspects of accounting, financial management and general administration tuned for the autonomous bodies for their sound governance.

## **PARTICIPANTS PROFILE:-**

- Assistant Registrar/ Section Officers or equivalent Officers working in the University/ Institutes (fully funded by the Central/State Government) may attend this 4 week online training programme.
- The programme has been divided into two distinct modules i.e. "**Administrative Management**" and "**Financial Management and Accounting**". An organization can also choose to nominate participants in either of the two modules as each is independent of the other. However, both the modules also could be completed one after the other and would be immensely beneficial.

**FACULTY:** - The Sessions will be conducted by highly experienced faculty on interactive and live basis online. Individual questions/doubts and their clarifications would be encouraged.

**FEE:-** INR 30000/- plus 18% GST Per participant online training program for both the component.

If the nomination is for a only a single component i.e. either "**Administrative Management**" or "**Financial Management and Accounting**" the fees would be INR 18,000/- plus 18% GST. Fees includes training material (soft copy), participant's certificate etc.

## **PROGRAM DURATION:-**

It will be four week online Interactive live training program from 2<sup>nd</sup> to 29<sup>th</sup> September 2020. The module on "**Administrative Management**" would be held from 2<sup>nd</sup> to 15<sup>th</sup> September and the second module on "**Financial Management & Accounting**" from 16<sup>th</sup> to 29<sup>th</sup> September 2020. There will be two sessions per day. Morning session will be from 10.30AM to 1.00PM and afternoon session will be from 2.00PM to 5.00PM.

It will be our endeavour to send pre-course material especially containing case studies, quiz etc which the participants can attempt during the session to ensure that they achieve the objectives of each session. We have also prepared small videos on relevant topics to enable the participants to absorb the basics of those topics before joining the session so that quality interaction could take place during the training.

## **PROGRAM OUTLINE:-**

### **MODULE A: ADMINISTRATIVE MANAGEMENT**

- Administrative issues such as Drafting of Pre & Post Recruitment Formalities, Recruitment Rules, Confirmation /Probation & Resignation
- Writing of ACRs (now APAR)-form, Content, rules and functions of Reporting officers and Reviewing officers and Accepting Authorities, effects of adverse entries, Maintenance and preparation of Annual Performance Appraisal Reports
- Constitution and Functions of Departmental Promotion Committees (DPC) –General Provision Relation to Seniority with special emphasis to fixation of seniority on Promotion/Direct recruitment

- Salient Features of the MACP Scheme & Case Study on MACP Scheme
- LTC, Leave Rules, TA Rules, Medical Attendance Rules
- Office Procedure & Maintenance of Service Book
- Behavioral Skills
  
- Constitutional Provisions relating to reservation
- Reservation Policy for SC/ST/OBC & EWS
- Preparation, Operation and Maintenance of post based rosters
- Application of reservation rosters in direct recruitment and Promotion and Concept of own merit both in promotion
- Reservation for Persons with disabilities (PWD)
- Role and function of Liaison officers
  
- Modes of Retirement including voluntary Retirements
- Eligibility and Calculation for Retirement Benefits, Gratuity, CVP, as per 7th CPC
- Salient features of 7th CPC Pay & Allowances and Advances
- Pay Fixation with illustrations
- New Pension Scheme – Applicability & modes of Implementation.
  
- Over View of Administrative Vigilance {drafting of chargesheet, conduct of inquiry, role and function of Disciplinary authority, Presenting officer and Inquiry Officer
- Salient features of the Constitution and legal aspects of service matters
- Conduct Rules
- Awareness of RTI Act.

## **MODULE B: FINANCIAL MANAGEMENT & ACCOUNTING**

### **BUDGETING & FINANCIAL MANAGEMENT**

- Budgeting: Principles of Budgeting; Outcome Budget and Zero Based Budgeting
- Preparation of Revised Estimates and Supplementary Demand for Grants
- General Financial Rules : GFR 2017 & Delegation of Financial Power Rules

### **ACCOUNTING FOR AUTONOMOUS BODIES**

- General Principles and Conventions of Accounting; Accounting Standards
- Uniform Format of Accounts for Central Autonomous Bodies; Financial Statements for presentation of Annual Accounts ;
- Accounting Policies & Notes on Accounts
- Accounting for Sponsored Projects, Grants-in-aid, Earmarked Funds, Endowment Funds and Retirement Benefits; Accounting for Revenue and Capital Expenditure
- Utilization Certificate for Grants-in-Aid.

### **AUDITING & STATUTORY COMPLIANCES**

- Auditing: Overview and Types of Audit; General principles and practices of auditing procedures; Dealing with CAG Audit,
- Statutory Audit and Internal Audit
- Statutory Compliances: relating to Income Tax, GST, Provident Fund / NPS, Foreign Contribution

### **GOODS & SERVICES TAX (GST)**

- GST at a Glance, Object & Purpose, Overview of GST and Unique Features of GST along with the concepts Technology
- Registrations, Exemptions, Composition Scheme and Rates of Tax in GST
- Payment of Tax and Filing of Returns along with the concept of Reverse charge, Input Tax Credit and IT driven automotive
- reversals
- A brief on IGST and Compensation to States Act. 2017

### **BYE LAWS, MEETINGS & REPORT WRITING**

- Broad principles of framing Bye Laws
- Organizing Meetings, Preparation of Notice & Agenda Papers, Recording of Minutes and Action Taken Report
- Broad principles of writing reports ; Standards Reports for submission to the parent ministry; Drafting of Annual Report

### **PUBLIC PROCUREMENT, E-PROCUREMENT & GEM**

- 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.
- GFR and Gol Guidelines for Procurement of Consulting services, Selection methods (LCS and QCBS), Evaluation
- Procurement (outsourcing) of other (Non-consultancy) services
- CVC Guidelines on Procurement
- Government e-Market Place (GeM) - Introduction & Organizational Registration, Secondary user creation and registration
- 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
- Overview of Tender creation, Publishing, Opening and Evaluation of Technical and Financial Bids under e-procurement

**LAST DATE: -** Last Date of Accepting nominations is 27.08.2020. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

### **NOMINATION: -**

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of "**Systematic Institute of Economic Research & Development**" payable at New Delhi. NEFT payment may be made direct to Current A/c **No.606700301000128 (IFSC Code VIJB0006091, MICR NO. 1100029070) VIJAYA Bank Now Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPPK7937K **GSTIN- 07BXPPK7937K1ZN**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from this opportunity.

We shall be glad to accommodate the nominations from your organization.

With best regards

**Neeraj Kumar**  
Program Coordinator  
SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT  
New Delhi - 110046, Mob. No.9958014267  
E-mail: sierd@rediffmail.com / info@sierd.org

**Note: Registration Form & Brochures Attached**

### **ABOUT SIERD**

**Systematic Institute of Economic Research & Development (SIERD), New Delhi**, is an Institute dedicated for the complete development of Human Resources through Education, Training and Research, conducts various Human Resource Development Programmes for different target groups. SIERD is an independent body to undertake activities in the field of training and development.

**SIERD** has a pannel of eminent resource persons having more than 20 to 30 years of experience in their areas of specialization. Innovative training package with experimental training tools for effectiveness are the landmarks of SIERD.

Constant research work is in progress at **SIERD** to develop need based and innovative training programmes for different target groups. Study materials are also prepared in different languages based on the training needs.

**VISION:-** Changing the inner attitude, one can change the outer aspects of life


**MISSION:-** Dedicated for the complete development of Human Resources


### Organizations' Benefited By Program of SIERD

Multiple workshops organized by SIERD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Coal India Ltd., Indian Oil Ltd, IITs, NITs, IIITs, IIMs, IHMs, NHPC, NABARD, HUDCO, HAL, JNPT, Anna University, Coir Board, Spices Board, Indian Space Research Organization, STPI, GIC of India, BIT, India Trade Promotion Organization, Bharat Dynamics Ltd., Directorate General of Shipping, Headquarters, Western Naval Command Mumbai, Rajiv Gandhi Indian Institute of Management, Shillong, Central Institute of Psychiatry Ranchi, Indian Institute of Management Ranchi, National Test House Kolkata, Economic Research & Statistics Section, Coir Board Cochin, Rajiv Gandhi University of Health Sciences, Bangalore, The Synthetic & Art Silk Mills' Research Association Mumbai, Material Organisation, Eastern Naval Command Visakhapatnam, Nehru Yuva Kendra Sangathan New Delhi, Uttarakhand Electricity Regulatory Commission Dehradun, National Institute of Rural Development & Panchayati Raj Guwahati, Indian Institute of Technology Guwahati, National Hydrographic Office Dehradun, National Institute of Technology Surathkhal, Karnataka, Gas Turbine Research Establishment (GTRE) Bangalore (DRDO Unit, Ministry of Defence, Govt of India), Institute of Hotel Management Aurangabad, Combat Vehicle Research & Development Establishment (DRDO) Chennai, Electronics Corporation of India Limited Hyderabad, Defence Materials & Stores Research & Development Establishment (DMSRDE) Kanpur, (DRDO Unit, Ministry of Defence, Govt of India), National Institute of Nutrition Hyderabad, Indian Institute of Engineering Sciences & Technology Shibpur Howrah, National Institute of Technology Agartala Tripura, Goa University, Gulbarga University Karnataka, Indian Institute of Technology Roorkee, N.H.D.C. Limited Bhopal, Vikram Sarabhai Space Centre Thiruvananthapuram, Institute of Hotel Management Catering Technology & Applied Nutrition Hyderabad, Maharana Pratap University of Agriculture & Technology Udaipur, I.K. Gujral Punjab Technical University Punjab, Integrated Test Range, DRDO Chandipur Orissa, Sardar Vallabhbhai Patel National Police Academy (SVPNPA) Hyderabad, National Institute of Nutrition Hyderabad, Indian Institute of Foreign Trade Kolkata, North Eastern Regional Institute of Science & Technology Nirjuli Itanagar, College of Veterinary Science & Animal Husbandry (Central Agricultural University) Mizoram, National Institute of Technology Patna, National Institute of Technology Durgapur, National Institute of Technology Kurukshetra, Indian Institute of Technology Patna, Indira Gandhi Institute of Medical Sciences (IGIMS) Patna, National Institute of Technology, Arunachal Pradesh, National Institute of Technology Silchar, North Eastern Police Academy, Shillong, Oil India Limited Duliajan (Assam), Bhartiya Nabhkiya Vidyut Nigam Limited, Kancheepuram (T. N.), Naval Aircraft Yard Goa. The Indian Law Institute New Delhi, Indian Institute of Information Technology, Kalyani (W. B.), Vesvesvaraya National Institute of Technology Nagpur, Indian Institute of Science Education and Research (IISER) Tirupati, Solid State Physics Laboratory, DRDO New Delhi, All Indian Institute of Ayurveda New Delhi, Naval Armament Depot, Karwar (Karnataka), Indian Institute of Science Education and Research (IISER) Pune, NBCC (India) Limited New Delhi, Tata Institute of Social Science Mumbai, Lakshmi Bai National College of Physical Education Trivendrum, Institute of Hotel Management Goa, Indian Institute of Technology Jodhpur, CCS National Institute of Agriculture Marketing Jaipur, SV National Institute of Technology Surat, Central Adoption Resource Authority New Delhi, Indian Institute of Astrophysics Bangalore, Defence Laboratory, DRDO Jodhpur, National Assessment and Accreditation Council Bangalore, Chittaranjan National Cancer Institute Kolkata, Electronics & Radar Development Establishment, DRDO Bangalore, Bhartiya Reserve Bank Note Mudran Pvt. Ltd. Salboni, Centre for Artificial Intelligence and Robotics DRDO Bangalore, Indian Institute of Technology Kharagpur, Numaligarh Refinery Limited Guwahati, Directorate General of Hydrocarbons Noida, Indian Institute of Information Technology & Management Trivandrum, L. G. B. Regional Institute of Medical Health Tezpur, Sam Higginbottom University of Agriculture Technology & Sciences Allahabad, Indian Institute of Management Ahmadabad, National Institute of Technology Shillong, H.P. Electricity Regulatory Commission Shimla, National Institute of Electronics and Information Technology Calicut, National Institute of Speech & Hearing Trivandrum, Fluid Control Research Institute Palakkad Kerala, Advance Systems Laboratory DRDO Hyderabad, Material Organisation Karwar, National Tuberculosis Institute Bangalore, National Institute of Technology Pondichery, Victoria Memorial Hall Kolkata, Institute of Hotel Management Bangalore, Coir Board Kochi, Birsra Institute of Technology Sindri Dhanbad, V. O. Chidmbaranar Port Trust T. N., Centre for High Energy Systems & Sciences DRDO, Hyderabad, Kerala Startup Mission Trivandrum, Institute for Design of Electrical Measuring Instruments Mumbai, International Institute of Population Sciences Mumbai, National Institute of Technical Teachers Training & Research Bhopal, ECGC Limited Mumbai, Central University of Gujarat Gandhinagar, DEBEL, DRDO New Delhi, RITES Ltd. Gurgaon, IIP Mumbai, DFCCIL New Delhi, AISH Mysore, Bharat Electronic Ltd. Sahibabad, Bharat Electronic Limited Pune, Indian Institute of Technology Mandi, Braithwaite & Co. Ltd. Kolkata, NIFT Gandhinagar, NIFT Kannur, NIFT Mumbai, VRDE Ahmednagar, IIIT Vadodara, Film Division Mumbai, IIM Udaipur, IIT Bhubaneshwar, JNCASR Bangalore, The Maharaja Sayajirao University of Baroda, National Gallery of Modern Art Bangalore, IIIT Chittoor, NIFT Hyderabad, CDAC Pune, IIM Sambalpur, NIFT New Delhi, Karnataka Vikash Grameen Bank Dharwad, IWAI Noida, Power Grid Corporation of India Gurgaon, GIC of India Mumbai, THDC Rishikesh, NIOT Chennai, PSG CT Coimbatore, IRCTC Mumbai, IIT Dhanbad

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**2 attachments**

 **Prog. No.T-98.pdf**  
1322K

 **Registration form.docx**  
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