

# **SOCIETY FOR ECONOMIC RESEARCH & TRAINING**

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To  
All Ministries / Department of the Govt. of India,  
All Attached and Subordinate Offices of Govt. of India  
Secretary, UPSC/Election Commission/Central Vigilance  
Commission, New Delhi  
Comptroller & Auditor General of India, New Delhi  
Chief Secretary of All State Govt. & UT Administration

Ref. No. SERT/A-269B/2022  
Dated: 19.07.2022

Sir/Madam,

As you may be aware, our Institute (SERT) has been organizing premier training program / Workshop on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the need requirements received from our client organizations, we are organizing the below mentioned training program.

We request you to sponsor as many officials as possible from your headquarters as well as from your Zonal/Regional and other subordinate offices.

## **Workshop On “Pay Fixation, Leave & TA Rules and Maintenance of Service Book”**

**From 27<sup>th</sup> to 29<sup>th</sup> December 2022 at New Delhi**

### ➤ **BACKGROUND:-**

General Administration in any organisation is a crucial procedure which involves several activities. The government systems of personnel administration continue to focus largely on Establishment Rules and Procedures. Several changes have been made time to time in the basic Establishment Rules. It is very crucial that these rules are carefully administered to ensure all the laid down guidelines and procedures of the government are adhered to.

### ➤ **PARTICIPATION PROFILE:-**

- This course is designed to suit Executives, Line Managers, Middle Management and Dealing hands working in personnel and Establishment sections.
- The program has been designed to provide comprehensive input to all level of staff/ officers dealing with establishment rules in various organisations.

### ➤ **PROGRAM DURATION AND SCHEDULE:-**

The Workshop will commence at 10:00AM on 27.12.2022 and will conclude at 2:00PM on 29.12.2022.

### ➤ **REPORTING TIME:-**

- **REPORTING TIME:** The participants are to report for registration at 09.45AM on 27 Dec. 2022, at the Venue at Sarovar Portico, Narayana, New Delhi
- **RESIDENTIAL CANDIDATE:** Check in 26<sup>th</sup> Dec. 2022, Afternoon & Check out 29<sup>th</sup> Dec. 2022, Forenoon

### ➤ **VENUE:-** Hotel Sarovar Portico, Naraina New Delhi.

➤ **PROGRAM COVERAGE:-**

- **Pay Fixation in Pay Matrix with illustrations**
- **Pay Matrix - Levels, Entry Pay, Index & relevant details**
- **Leave Rules**
- **MACP Scheme**
- **National Pension System**
- **Maintenance of Service Book**

➤ **PARTICIPATION FEE:-**

- **Non-Residential: Rs. 16500 + 18% GST = Total Rs. 19470/-** Per Candidate per program (Fee Includes the cost of Course Material, refreshment, Pad, Pen Bag/folder, Participant certificate. working lunch, Tea/coffee & other Estt. Charges.
- **Residential:**
- **On twin sharing basis Rs. 25400 + 18% GST = Total Rs. 29972/-** Per Candidate per program if the Organisation in nominating two officials (same gender).
- **Single Occupancy: Rs.33000 + 18% GST total Rs. 38940/-** Per candidate per programme.
- The participation Residential fee covers the cost of lodging, boarding, meals & study material of the participants.

➤ **REGISTRATION:-**

The Organization may please send the nominations stating the Name, Designation, their Mobile No. and Contact No., with full address with requisite fee by crossed DD/Cheque/NEFT drawn in favour of "**Society for Economic Research & Training**" payable at New Delhi.

**LAST DATE:-** Registration for the programmes Residential & Non-Residential is **1th Dec. 2022**. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

**DETAILS FOR ECS PAYMENT:-**

**Bank Name: HDFC BANK. Address: Plot No.28, Block-B, Community Centre, Janakpuri, New Delhi – 110058.**

**CA Account No.: 01292000019064 NEFT IFS Code: HDFC0000129, MICR Code No.: 110240016**

**Account Type: Current Account (Code-0129) PAN No.: AADAS4228C GST No. 07AADAS4228C1ZT**

**Note: Facility of on-line registration is available vide our website [www.sertdelhi.org](http://www.sertdelhi.org)**

For further information or clarification kindly contact:

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