

SOCIETY FOR ECONOMIC RESEARCH & TRAINING

RZ-42B/210, J-Block, Gali No.3, West Sagarpur, New Delhi - 110046
Telefax No. 011-49066483 Website: www.sertdelhi.org E-mail: director@sertdelhi.org

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-273C/2023-24
Dated: 01.12.2023

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 “HR & Establishment Rules, APAR, DPC and MACP Scheme”

Date: 2nd & 3rd February 2024 at New Delhi

➤ **BACKGROUND:-**

With the conceptual changes in the role of Administration's accountability and responsibility it has become necessary to keep our officers aware of the spirit of the rules and their applications. Besides lack of proper appreciation of Recruitment Rules, Pre and post recruitment formalities, Review of Recruitment Rules, Recruitment Procedure, DPC procedure, Seniority principles, Preparation. .

➤ **PARTICIPATION PROFILE:-**

- 1.This course is designed to suit Executives, Line Managers, Middle Management and Dealing hands working in personnel and Establishment sections.
- 2.This Programme is designed for Officers / Managers / Executives and those who have to deal with the subject of Establishment, recruitment and promotion

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

➤ **REPORTING TIME:-**

- Non-Residential Participants will have to be report at 09:45 A.M. on 02.02.2024, at Sarovar Portico, Narayana, New Delhi
- **RESIDENTIAL CANDIDATE:** Check in 1st Feb. 2024 (Afternoon) & Check out 4th Feb. 2024 (11:00 Hours).

➤ **PROGRAM DURATION AND SCHEDULE:-**

The Workshop will commence at 10:00AM on 02.02.2024 and will conclude at 5:00PM on 03.02.2024.

➤ **PROGRAM COVERAGE:-**

- ❖ **Recruitment Rules, Confirmation / Probation & Resignation**
- ❖ **Drafting of Pre & Post Recruitment Formalities**
- ❖ **APAR - form, Content, rules and functions of Reporting officers and Reviewing officers and Accepting Authorities,**
- ❖ **effects of adverse entries, Maintenance and preparation of APAR**
- ❖ **Principles of seniority (focus on rota-quota principles)**
- ❖ **DPC role and functions(evaluation of reports)**
- ❖ **Sealed cover procedures**
- ❖ **MACP Scheme**

➤ **PARTICIPATION FEE:-**

- **Non-Residential: Rs. 14000 + 18% GST = Total Rs. 16520/-** Per participant (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. 29772/-** Per participant if the Organisation in nominating two officials (same gender).
- **Single Occupancy: Rs.32000 + 18% GST total Rs. 37760/-** Per participant.
- 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 **25th Jan. 2024**. 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

For further information or clarification kindly contact:

Anuj Sharma
Programme Coordinator
Email: sert_ayush@rediffmail.com
Phone: +91-8604864938

Neeraj Kumar
Director
Email: director@sertdelhi.org
Phone: +91-7011558302