SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

RZ-17B/223, J-Block, Back Gali,
West Sagarpur, New Delhi – 110046
Mobile No. 9958014267
Website: www.sierd.org

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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

Workshop On

"Application of Service Matters (Pay Fixation, Leave & TA Rules), Retirement Benefits, Pension & NPS"

Date 11th & 13th April 2022, Rishikesh (Uttarakhand)

Sir/Madam,

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

Our Institute has been organizing premier training program 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 requirements received from our client organizations, we are organizing the below mentioned Workshop / training program.

INTRODUCTION-:

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.

WHO SHOULD ATTEND -:

1.This course is designed to suit Executives, Line Managers, Middle Management and Dealing hands working in personnel and Establishment sections.

2.The program has been designed to provide comprehensive input to all level of staff/ officers dealing with establishment rules in various organisations.

FACULTY: -

The Sessions will be conducted by highly experienced faculty on interactive basis. Individual questions/doubts and their clarifications would be encouraged.

WORKSHOP DURATION:- The Programme will commence at **02:30PM on 11.04.2022** and will conclude at **05:00PM on 13.04.2022**

COURSE OUTLINE:-

- Pay fixation rules
- Leave Rules
- TA Rules
- Pensions Rules
- Other Retirement benefits
- National Pension System (NPS)

FEE:-

Residential on Single Occupancy: Rs. 34000 + 18% GST total Rs. 40120/- Per Participant

Residential on twin sharing basis Rs. 25000 + 18% GST = Total Rs. 29500/- Per Participant

Non-Residential: Rs. 13000 + 18% GST = Total Rs. 15340/- Per Participant

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Spouse/Family members are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family members. Participation fees for non- residential participant include cost of lunch and study material.

RESIDENTIAL CANDIDATE:- **Check in 11th April 2022 (12:00PM) & Checkout 14th April 2022 (11:00AM)**

PLACE OF STAY & WORKSHOP:- **Regenta Inn on Gange (By Royal Orchid Hotel) Rishikesh (Uttarakhand).**

LAST DATE: - Last Date of Accepting nominations is 04.04.2022. 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. 62310200000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) 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.

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