



4-Day Training Program on Establishment Matters 18 - 21, December 2006, Hyderabad.

Background

Organizations processes are based on set of rules and regulations. There are certain areas where judiciary also interprets which become statutory in due course. It is necessary for employees to equip themselves with desired knowledge for error free processes. Sankalp identified few establishment matters requiring learning of in and outs of the subject.

Reservation Policy

It is mandatory for all employers to follow scrupulously all directions in maintenance of rosters so that selections and promotions in any organization will become error free and attracts no legal sanctions against the employers. It is seen in many organizations, even the Liaison Officers are not fully aware of intricacies of reservation policy by each letter and spirit and they depend on establishment officials in maintaining the rosters. This session is designed to train officials concerned with preparation of rosters at their workplace.

Content

- Scope & Scheme of Reservation
- Verification of claims of SC/ST/OBC
- Grouping of Isolated Posts
- Rosters preparation & maintenance.
- Dereservation
- Relaxation & concessions in appointments/promotions
- Appointment and role of Liaison Officers, National Commission for SC/ST/OBC
- Miscellaneous matters like Inspections, Representation of SC/ST on selection boards, Harassment and discrimination against SC/ST, forwarding of applications etc.
- Certificates prescribed.
- Persons/Section excluded from reservations.

CCS (Leave) Rules followed by software

Leave rules appears to be simple unless external audit points out the mistake. There are many misconceptions about quantum of leave to be availed, authority of medical certificates, advance intimation to avail the leave, clubbing of different kind of leave and so on. This session is aimed at dispelling such doubts on the subject. There will be a presentation of leave management software, CLAP (Computerized Leave Accounting Package) a proprietary software of Sankalp.

Content

- Definitions
- Right to leave
- Regulation of claim to leave
- Effect of dismissal, removal or resignation on leave at credit
- Commutation of one kind of leave into another
- Combination of different kinds of leave
- Grant and return or recall from leave
- Absence after expiry of leave
- Different kinds of leave, its credits/debits, eligibility criteria etc
- Persons employed after retirement
- Leave to Probationers
- Encashment of earned leave and half-pay leave
- Leave Salary
- Special kinds of leave, its eligibility and limits etc.
- Medical certificates issuing authorities
- Miscellaneous matters including interpretation, powers to relax etc
- Presentation of CLAP software

Pay and Pay Fixation

Pay fixation appears to be simple and easy. But lot of issues are involved, especially in large organization where mobility of employees from one type organization to another type of organization. The session is aimed at imparting necessary technical skills to avoid audit paras.

Content

- Definitions of pay
- Fixation of pay under Fundamental Rules
- Issues relating (increment drawal option etc) to pay fixation
- Stepping up of pay
- Fixation of pay of re-employed pensioners, Ex-Combatant Clerks etc
- Matters relating to sanction of increments
- Advance Increments, Stagnation Increments
- Attachment of debt and maintenance

Retirement & Pensionary benefits

The program is based on Central Civil Services (Pension) Rules, 1972. Accuracy in pension proposals is very much essential for discharge of pension and other benefits to the employees on the date of retirement. The Pension Payment Authority may reject the proposal for necessary corrections in the pension papers if not done correctly. This program is aimed at providing such necessary input from calculations to drafting of pension papers. The program also throws light on new pension policy.

Content

- General conditions of pension
- Matters relating to qualifying service
- Classes of pension and conditioners governing their grant
- Regulation of pension, DCRG, Family Pension, ex-gratia compensation
- Procedure for pension sanction and authorization
- Interest on delayed pension payments
- Method of payment of pension & gratuity
- New Pension Policy that is effective from 01.01.2004.
- Immediate relief to members of deceased family
- Instruction on premature retirement
- Pro rata retirement benefits on absorption into PSUs, ABs
- Change-over from CPF to Pension Scheme
- Ex-gratia pension/family pension to CPF retirees.
- The acts of quitting, resignation, voluntary retirement, removal/dismissal etc and retirement benefit thereof.
- Calculation of Leave Salary and Pension Contribution (LS&PC)
- Extra-ordinary pension.

To Whom: Group 'B' and 'C' Officials of Central/Autonomous/Public Sector organizations actively associated with the subject.

Fee: Rs.10,000/- and Rs.7,500/- per residential and non-residential participant respectively.

All participants shall be provided with breakfast, working lunch and high teas. Dinner for residential participants only.

Educational Trip: The fee includes an educational trip to various local centers of learning and recreation. Trip to Ramoji film city on 4th day will be arranged for study of Leadership and Management Learning Centre.

Accommodation & Venue: Accommodation will be provided in Government Guest Houses in and around venue center, MANAGE. The venue is 15 km and 22 km away from Hyderabad and Secunderabad railway stations. For details of MANAGE, please visit web site www.manage.gov.in

Registration: *Transport will be provided to pick up residential candidates on their arrival.* Reservation can be made by written communication or official email and such communications are to be honored without fail. Sankalp confirms the seat in training on first come first basis. Fee in the form of DD in favor of "Sankalp Embedded Systems India Pvt. Ltd., Hyderabad" is to be furnished at the time of registration at 9.30 AM on 18th December, 2006.

Case Studies: Participants can send case studies in advance for discussion during the respective training sessions. Experienced faculty shall handle the case studies.

About Sankalp : Sankalp has experience in conducting rule based training programs apart from specialized programs in HR. Sankalp HR division poised to provide training to various categories of employees working in government as well as private sector. Sankalp has also experience in conducting in-house training programs at client's place after making study of training assessment needs.

Faculty: The focus of the program will on the imparting of tangible training by efficient and effective faculty drawn from government sector and training centers.

Address for communication

Director

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4-Day Training Program on Financial & Accounting Matters of Government Organizations 11 - 14, December 2006, Hyderabad.

Background

Most of the officials are not fully aware of financial aspects at macro level. The comprehension of financial aspects at macro level is very much essential for understanding micro level financial matters in an organization. Various areas of financial interest have been identified for the benefit of officials working in finance divisions/sections.

Double Entry Book Keeping or Accounting on accrual basis

Government organizations, be it a non-profit scientific organization or non-trading setup, the scenario for financial management in such setups are now completely changed to make organizations vibrant and viable. In this direction, accrual system of financial accounting has been introduced in government organizations.

- Definition
- Concepts & Conventions
- Writing of transactions in Ledgers, Journals etc
- Preparation of trial balance
- Annual accounts of non-profit making/non-trading organizations
- Practical exercises

Government Accounts

The prime object of this session is to give over review of inflow of money into Government, estimation of expenditure and re-appropriation to various schemes/Objects.

- Five tier classification system
- Preparation of budget in Government organizations
 - number of statements
 - Demands for grants
 - Plan & Non-Plan schemes
 - Outcomes of budget
- Preparation of appropriation account & budgetary control

Financial Management in Government

This session is aimed at providing necessary knowledge to evaluate financial health of an organization by employing accounting

- techniques.
- Funds flow & cash flow statement
- Capital budgeting
- CVP analysis
- Different types of budget

Purchase procedures in Government organizations

The purchase management has now got new look by introduction of New GFR rules. Officials associated with procurement need to be updated with pros & cons of flexible new GFR to utilize in the new direction.

- e-Procurement
- Tender documentation
- Tender evaluation
- Offer letters
- Agreements
- Performance guarantee
- Performance monitoring
- Penalties
- Re-tendering

Project Evaluation/Project Management

- Practical exercises

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4-Day Training Program on Legal Matters of Government Organizations 4 - 7, December 2006, Hyderabad.

Background

Employers have both obligations and responsibilities to run the organizations. A set of prerequisites and procedures are stipulated down while accepting the obligations and responsibilities. The said prerequisites or procedures are based on established rules, regulations, and law. This training program is an attempt by Sankalp to familiarize participants with all such legal matters.

Sexual Harassment at Workplace

Majority of employers are not aware of mechanisms to be developed in the organizations to prevent harassment of women at workplace or to handle the issues they ought to be handled. It is the time to know as what bureaucracy says or judiciary stipulates on the subject

Content

- Definition of sexual harassment.
- Guidelines/orders for prevention of sexual harassment.
- Obligations on the part of employers for prevention and redressal of complaints.
- Sexual harassment at workplace/outside workplace.
- Procedure for complaints, legality, pros & cons of complaints.
- Domestic enquiry by internal committee.
- Analysis of courts pronouncements including Visakha case.

Industrial Disputes and Labour Laws

The concept of hiring on contract basis has become the order of the day both in government and private organizations. But most of the employers are not aware of the legal implications of contract labor. The subject of contract labor may not be clear sometimes due to judicial interpretations and enactment of laws by bureaucracy from time to time. The session is aimed at making to understand the Contract Labor Act and other related Acts in true letter and spirit so that organizations can handle legal issues effectively and efficiently.

Content

- Scope and scheme of Labour Laws
- Industrial Disputes Act, 1947 Definitions Strikes, lock-outs, Gherao Lay-off, retrenchment, closure of establishments Unfair labour practices Conditions of service of employees Industrial Disputes (Central) Rules
- Minimum Wages Act, 1948 Concept of minimum wages Definitions Minimum rate of wages Procedure for fixing and revising minimum wages
- Payment of Bonus Act, 1965 Concept of bonus Definitions Scope and applicability of the Act
- Contract Labour (Regulation and Abolition) Act, 1970 Reasons for abolition of contract labour Definitions Rights and obligations of principal employer Principles of prohibition of employment of contract labour Regularisation of contract labour Registration of Principal Employer and Licence by contractor Various report and returns
- Payment of Gratuity Act, 1972 Meaning of gratuity Need for payment of gratuity Applicability of the Act
- Trade Unions Act, 1926 Registration of Trade Unions Rights and liabilities of registered trade unions
- Workmen's Compensation Act, 1923 Definitions Employer's liability for compensation Amount of compensation
- PF & ESI Acts Governance of PF & ESI schema

Conduct Rules

Misconduct on the part of employees attracts application of the Central Civil Services (Conduct) Rules and the Central Civil Services (Classification, Control & Appeal) Rules. Procedure for punishing guilty employees is equally important lest the whole issue loses its ground by a court of law. The session is aimed at understanding as what is misconduct and how to handle such cases in conformity with procedures and rules stipulated.

Content

- Holding of preliminary inquiry or processing of a complaint or investigation.
- Opportunities to be given to the Charged Officer to defend his case.
- Conducting of a Disciplinary Inquiry
Role of Presenting Officer
Defence Assistant and Inquiry Officer.
- Methodology for presenting the case on behalf of Organisation.
- Case Laws based on Judicial pronouncements
- Framing of a charge sheet.
- Procedure to be following for minor penalty/major penalty.
- Mock inquiry
- Procedure for award of penalties.
- Appeal & Review.

Disciplinary Proceedings under CCS(CCA) Rules, 1965

Violation of Conduct Rules attracts disciplinary action. There are set of procedures to be followed while initiating disciplinary proceedings against erring employees. This session encompasses around understanding the participants to handle disciplinary cases without any flaws in its procedure.

- Definitions
- Appeals, Revision and Review
- Minor and major penalties
- Repeal and Savings

Turn overleaf.....

- Preparation of Charge Sheet
- Departmental Enquiries Act
- Reinstatement rules and instructions
- Proceedings after retirement
- Procedure for conducting enquiries.
- Procedure for conducting enquiries
- Types of enquiries
- Suspension and its related issues
- Unauthorized absence
- Disciplinary proceedings
- Disciplinary proceedings.
- Instructions to Inquiry Officers/Presenting Officers/Defence Assistants

Vigilance Matters

Corruption has become rampant in all public walks of life. Independent bodies have been instituted to handle such cases in government organizations. Employers are not fully aware of handling corruption cases in conformity with rules & regulations and procedures laid down thereof. The session equips the participants with necessary skills in handling vigilance cases properly.

Content

- Constitutional Background: Powers & functions of Central Vigilance Commission.
- Role and functions of VO / CVO / SO
- Definitions of conduct and misconduct.
- Punitive Vigilance Management
- Investigation and disposal of Grievances and Handling complaints.
- Set up, Composition, Functions, Role, Powers and Jurisdiction of CBI.
- Departmental Investigations prior to disciplinary cases.
- Disciplinary proceedings.
- Analysis of charge sheet.
- Preventive Vigilance & Security Management
- Appeals, Review and final disposal of cases.

Right to Information Act, 2005

The Government of India has enacted 'Right to Information Act 2005' to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of Public Authorities in order to promote transparency and accountability in the working of any public authority/ The right to information includes an access to the information which is held by or under the control of any public authority and includes the right to inspect the work, document, records, taking notes, extracts or certified copies of documents / records and certified samples of the materials and obtaining information which is also stored in electronic form.

- Definition, Applicability, Exemptions
- Duties of Public Authority
- Application procedure and its time limits
- Constitution, Role, Powers & Functions of Central Information Commission(CIC)
- Reporting procedure
- Jurisdiction of Courts
- Power to deal with implementation difficulties.
- Types of Authorities.
- Role of Public Information Officer (PIO)
- Role of Appellate Authority (AA)
- Constitution, Role, Powers & Functions of State Information Commission (SIC)
- Penalty provisions
- Some do's for Government bodies.

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