



# NAHRD

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Chairman/VC/Director/Commissioner/Head of Organization  
Shivaji University, Kolhapur  
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Kolhapur, Maharashtra- 416004

### UPCOMING WORKSHOPS BY NAHRD (09/2018 to 12/2018)

Sir/ Madam,

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc.

Department of Personnel & Training, Government of India has issued National Training Policy, 2012 and guidelines for its implementation vide Office Memorandums No. 12021/8/2011-Trg.1 dated 19.01.2012 and 12012/1/2012-Trg.1 dated 04.07.2012 respectively providing that all employees of organizations from lowest level to senior most levels need be provided training to equip them with competencies for their current and future jobs. It specifically calls for using services of center of excellence to meet the training needs on thematic/ domain specific subjects to build professional competencies in relevant themes. NAHRD as Centre of excellence has designed customized domain and theme based intensive training programs with objective of providing deeper knowledge and understanding, incorporating latest developments underpinning the smart practices to facilitate experiential learning and sharing amongst participants.

Ministry of Women & Child Development, Government of India has also recognized NAHRD as its resource institute for the purpose of conducting workshops/ awareness programs on Prevention of Sexual Harassment of Women at Workplace.

NAHRD is also registered as Knowledge Management Partner Institution with Consultancy Development Centre, autonomous institution of DSIR- Ministry of Science & Technology, Government of India.

We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations throughout India which includes but not limited to Ministry of Road Highways & Transport, Ministry of Commerce & Industry, Ministry of Agriculture, LIC of India, Reserve Bank of India, Securities & Exchange Board of India (SEBI), Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization (ISRO), Directorate of Advertising & Visual Publicity (DAVP), Border Security Force (BSF), GIC of India, EXIM Bank, ITPO,

Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Various areas of our expertise are Right to Information Act, Administrative Vigilance, Prevention of Sexual Harassment of Women at Workplace, Pay Fixation Rules, Disciplinary Rules and Procedures, Reservation in Services, Stress Management, Time Management, Leadership Skills, Public Procurement, E-Procurement, Handling of Court Cases, Establishment Rules, Noting & Drafting, Public Private Partnership, etc.

We offer to conduct customized workshops/ training programs for your organization based on your requirements. These programs can be either conducted at your premises or any other location as suggested by you. We also provide consultancy services on various issues such as preparation of roaster, Third Party audit as required under RTI Act, establishment issues etc.

We have a team of professional trainers and consultants who are having huge experience in their respective fields. Most of our resource persons are master trainers as certified by training division of Department of Personnel & Training, Government of India.

In case of any requirement, you are kindly requested to provide us your requirements in order to serve you better. You are kindly requested to mention following:

- a. Subject of training program
- b. Expected number of participants
- c. Expected duration (number of days/ hours) for program
- d. Proposed location for the program
- e. Whether arrangements for program such as venue, equipment etc. will be arranged by your organization.

In addition, you are also kindly requested to nominate your officers for our open workshops scheduled from time to time. Our workshops scheduled till December 2018 are as under:

- Workshop on **Official Language (Rajbhasa)** from 24.09.2018 to 25.09.2018 at Goa,
- Workshop on **Public Private Partnership (PPP)** from 24.09.2018 to 26.09.2018 at Goa,
- Workshop with **Public Procurement with E-Procurement** from 25.09.2018 to 27.09.2018 at Goa,
- Workshop on **Information Technology Tools for Assistants, Stenographers, Secretaries etc.** from 26.09.2018 to 28.09.2018 at Goa,
- Workshop on **Swachh Bharat Mission** (Solid Waste Management Rules) from 27.09.2018 to 29.09.2018 at Goa,
- Workshop on **Establishment Rules** from 22.10.2018 to 24.10.2018 at New Delhi,
- Workshop on **Prevention of Sexual Harassment of Women at Workplace** from 23.10.2018 to 24.10.2018 at New Delhi (NAHRD is resource institute as recognized by Ministry of Women & Child Development, Government of India),
- Workshop on **Handling of Court Cases** from 25.10.2018 to 27.10.2018 at New Delhi,

- Workshop on **Administrative Vigilance with Disciplinary Rules & Procedures** from 25.10.2018 to 27.10.2018 at New Delhi,
- Workshop on **Right to Information Act** from 19.11.2018 to 21.11.2018 at Goa,
- **Executive Development Program** (Time Management, Stress Management, Leadership Skills, Influencing Tactics) from 19.11.2018 to 21.11.2018 at Goa,
- Workshop on **Companies Act, 2013** from 22.11.2018 to 24.11.2018 at Goa,
- Workshop on **Retirement Management** from 10.12.2018 to 12.12.2018 at Jaipur,
- Workshop on **Goods & Service Tax (GST)** from 11.12.2018 to 13.12.2018 at Jaipur,
- Workshop on **Noting & Drafting with Office Procedures** from 12.12.2018 to 14.12.2018 at Jaipur and
- Workshop on **Pay Fixation Rules, MACP, NPS etc.** from 13.12.2018 to 15.12.2018 at Jaipur.

Faculty for the present workshops will be former faculty members from Institute of Secretariat Training & Management (ISTM), Department of Personnel & Training, Government of India. In addition, various eminent people will be invited as guest speakers and chief guests for the above-mentioned workshops.

Further details about the above mentioned workshops such as participation fees, details of venue, profile of faculty members etc. are available on our website: [www.nahrd.in](http://www.nahrd.in) under the head of "Upcoming Workshops".

**For further information or clarification kindly contact:**

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You are requested to kindly nominate officers from your organization for the workshops mentioned above at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD