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No. EDN-H (21) B (15) 47/2019-All Type Training-

Directorate of Higher Education

Himachal Pradesh

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To Dated: Shimla-171001 the August, 2019

All the Deputy Director of Higher Education
in Himachal Pradesh

Subject: - Upcoming Workshops by NAHRD (09/2019 to 02/2020).

Memo;

The National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi is going to organize large number of workshops during the month of September, 2019 to February, 2020 at various training institutes throughout India and requested to nominate officers and executives for each workshop at the earliest and draw maximum benefit from the opportunity (Photocopy enclosed for ready reference).

In this connection, it is to inform you that the National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi has requested to kindly nominate officers from Department of Higher Education for the workshops. You are, therefore directed to make wide publicity amongst the field functionaries for above mentioned workshops. The willing candidates may apply for the same at their own cost on voluntary & self-training basis. The participation fee for residential participant covers the cost of lodging, boarding, meals and study material of the participants. In case of single occupancy, spouse/family members are welcome on additional all inclusive nominal charges. Further, it is informed that information related to training programme is available on website: www.nahrd.in.

For further information or clarification you can contact Mr. Rohit Agarwal, E-mail: rohit@nahrd.in Phone No. +91 98730-57803 and Mr. Vivek Manchanda, E-mail: vivek@nahrd.in Phone No. +91 96507 45789. The nomination may be send through post/E-mail by providing participants' name, designation, contact number and e-mail ID alongwith Demand Draft in favour of National Academy of Human Resource Development payable at New-Delhi. The participation fee is to be paid at the time of nomination. The nomination form can be downloaded for above said website.

Signature

(Dr. Pramod Chauhan)

Jt. Director of Higher Education(C-II)

Himachal Pradesh

Phone No. 0177-2652579

E-mail: dhe-sml-hp@gov.in

Endst. No. Eve Dated: Shimla-171001 the July, 2019

Copy for information and necessary action to:-

- 1 The Director, National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi-110024 with reference to his Reference No. JCW/08/19-Dated: 12/08/2019.
- 2 The Superintendent (Computer/IT Cell) Directorate of Higher Education, Himachal Pradesh, Shimla-1 is hereby requested to upload the same on departmental website.
- 3 Guard file.

शिक्षा निदेशालय उच्च शिक्षा

Jt. Director of Higher Education(C-II)
Himachal Pradesh

23 AUG 2019

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Ref: UCW/08/19



12.08.2019

Officer I/c (Training & Development/HRD/Personnel)
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001

UPCOMING WORKSHOPS BY NAHRD (09/2019 to 02/2020)

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 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, 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., Food Safety & Standards Authority of India, Indian Oil Corporation Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, State Bank of India, Punjab National Bank, NABARD, Dedicated Freight Corridor Corporation of India Limited, 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, Indian Space Research Organization (ISRO), Border Security Force (BSF), GIC of India, EXIM Bank, Delhi Metro Rail Corporation, U.P. Jal Vidyut Nigam Ltd., Mumbai Metro Rail Corporation, New India Assurance Co. Ltd., India Trade Promotion Organization, IREDA, Bharat Dynamics Ltd. and many more.

National Academy of Human Resource Development

Office : A-304, Ground Floor, Defence Colony, New Delhi-110024

Gen for
English Summary
29/08/19

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 are organizing following workshops for benefit of officers working in government organizations:

- Workshop on **Public Procurement with E- Procurement** from 01.09.2019 to 04.09.2019 at Tirupati, Andhra Pradesh,
- Workshop on **Contract Management** from 01.09.2019 to 04.09.2019 at Tirupati, Andhra Pradesh,
- Workshop on **Retirement Planning for Retiring Officials** from 02.09.2019 to 04.09.2019 at Tirupati, Andhra Pradesh,
- Workshop on **Project Management** from 04.09.2019 to 07.09.2019, at Tirupati, Andhra Pradesh,
- Workshop on **Managing IT Consultants for Development Projects** from 04.09.2019 to 07.09.2019 at Tirupati, Andhra Pradesh,
- Workshop on **Information Security Management** from 05.09.2019 to 07.09.2019 at Tirupati, Andhra Pradesh,
- Workshop on **Goods & Services Tax (GST)** from 23.09.2019 to 25.09.2019 at Goa,
- Workshop on **Insolvency & Bankruptcy Code (IBC)** from 23.09.2019 to 25.09.2019 at Goa,
- Workshop on **Companies Act and Corporate Governance** from 25.09.2019 to 27.09.2019 at Goa,
- Workshop on **Corporate Social Responsibility (CSR)** from 26.09.2019 to 27.09.2019 at Goa,
- Workshop on **NPA Management and Recovery Measures** from 10.10.2019 to 12.10.2019 at Gurugram,
- Workshop on **Reservation in Services** from 14.10.2019 to 16.10.2019 at New Delhi,
- Workshop on **Pay Fixation Rules, MACP & NPS** from 14.10.2019 to 16.10.2019 at New Delhi,

- Workshop on **Prevention of Sexual Harassment of Women at Workplace** from 14.10.2019 to 15.10.2019 at New Delhi
- Workshop on **Administrative Vigilance with Disciplinary Rules & Procedures** from 04.11.2019 to 07.11.2019 at Jim Corbett National Park, Uttarakhand,
- Workshop on **HR Establishment Rules** from 04.11.2019 to 07.11.2019 at Jim Corbett National Park, Uttarakhand,
- Workshop on **Right to Information Act** from 18.11.2019 to 21.11.2019 at Udaipur, Rajasthan,
- **Management Development Program** (Influencing Skills, Leadership Skills, Time Management & Stress Management) from 18.11.2019 to 21.11.2019 at Udaipur, Rajasthan,
- Workshop on **Official Language (Rajbhasha)** from 09.12.2019 to 11.12.2019 at Goa,
- Workshop on **Arbitration Act** from 09.12.2019 to 11.12.2019 at Goa,
- Workshop on **Goods & Services Tax (GST)** from 12.12.2019 to 14.12.2019 at Goa,
- Workshop on **Income Tax** from 12.12.2019 to 14.12.2019 at Goa,
- Workshop on **Public Procurement with E- Procurement** from 27.01.2020 to 29.01.2020 at Pondicherry,
- Workshop on **Public Private Partnership (PPP)** from 27.01.2020 to 29.01.2020 at Pondicherry,
- Workshop on **Information Technology Tools for PAs, Secretaries, Stenographers** from 27.01.2020 to 29.01.2020 at Pondicherry,
- Workshop on **Prevention of Sexual Harassment of Women at Workplace** from 30.01.2020 to 01.02.2020 at Pondicherry,
- Workshop on **Companies Act** from 30.01.2020 to 01.02.2010 at Pondicherry,
- Workshop on **Insolvency & Bankruptcy Code (IBC)** from 30.01.2020 to 01.02.2020 at Pondicherry,

- Workshop on **Right to Information** from 17.02.2020 to 20.02.2020 at Kathmandu, Nepal and
- Workshop on **Administrative Vigilance with Disciplinary Rules** from 17.02.2020 to 20.02.2020 at Kathmandu, Nepal.

Faculty for the present workshops will be senior faculty members having huge experience on these subjects which includes former faculty members from Institute of Secretariat Training & Management (ISTM), Department of Personnel & Training, Government of India. Further details about the above mentioned workshops such as participation fees, details of venue, course content, profile of faculty members etc. are available on our website: www.nahrd.in under the head of "upcoming workshops".

For further information or clarification kindly contact:

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Vivek Manchanda

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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.

We can also organize in-house workshops for your organization on any of the above-mentioned topics. We can either organize these workshops at your official venue or we can also organize customized workshops and training programs at some other location based on your requirements.

Thanks & Regards



For NAHRD