

Fwd: Residential Training Programme on "LEAP: Leadership Efficiency and Productivity" from 8th Sep -12th Sep 2025 at Gangtok - Request for Nominations.**Shri Dharmendra** <csdelhi@nic.in >

Thu, 31 Jul 2025 3:02:32 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: "Santosh Kumar" <santosh.kumar@npcindia.gov.in>**To:** "Shri Dharmendra" <csdelhi@nic.in>**Sent:** Thursday, July 31, 2025 2:59:26 PM**Subject:** Residential Training Programme on "LEAP: Leadership Efficiency and Productivity" from 8th Sep -12th Sep 2025 at Gangtok - Request for Nominations.**No. T2526ECA03****Date.: 31/07/2025****Sub: Residential Training Programme on "LEAP: Leadership Efficiency and Productivity" from 8th Sep -12th Sep 2025 at Gangtok - Request for Nominations.****Dear Sir/Madam,**

*National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training, and research assignments in frontier areas of management, technology and governance-oriented disciplines. National Productivity Council is organizing **residential training program on "LEAP: Leadership Efficiency and Productivity" from 8th Sep -12th Sep 2025 at Gangtok***

PROGRAMME THEME

LEAP – Leadership, Efficiency and Productivity – is designed to empower current and emerging leaders with the skills and insights needed to lead with vision, manage with purpose, and deliver results.

This program focuses on building leadership competencies that enhance both individual and organizational efficiency. It emphasizes the importance of strategic thinking, decision-making, communication, and people management as key pillars of productive leadership. By integrating practical tools and techniques for time management, goal setting, performance tracking and overall workplace productivity.

The program also addresses the challenges of leading in the digital era, managing change, and sustaining high performance in a hybrid or fast-paced work environment. Through interactive sessions, case studies, and leadership assessments, participants will gain a deeper understanding of their leadership style and learn how to align it with organizational goals to maximize impact.

LEARNING OBJECTIVES

- This training program aims to equip participants with:
- A clear understanding of effective leadership roles and responsibilities
 - Skills to improve personal and team productivity
 - Tools and techniques for better time and task management
 - Strategies to enhance communication and decision-making
 - Methods for setting goals and managing performance
 - Approaches to lead teams through change and challenges
 - Insights into building a positive and accountable work culture
 - Self-awareness of leadership style and how to apply it effectively

BROAD PROGRAMME COVERAGE

- The training program will cover the following key areas:
- Understanding the fundamentals of leadership and its importance in today’s workplace
 - Building and leading high-performing teams
 - Time management and personal productivity techniques
 - Goal setting, planning, and prioritization for better results
 - Effective communication and active listening skills
 - Decision-making and problem-solving strategies
 - Managing change and leading through uncertainty
 - Performance management and employee motivation

TARGET GROUP

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Urban Local Bodies, State Pollution Control Boards/Pollution Control Committees, Co-operatives, Corporations, Banks, NBFCs, Labor Unions/Associations, Financial Institutions and/or Academic and/or Research Institutions.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 70,000 plus GST @ 18% amounting to Rs. 82,600/- (Rupees Eighty-Two Thousand Six Hundred Only.) Per Participant. The Non-residential participation fees will be Rs. 55,000/- plus GST @ 18% amounting to Rs. 64,900/- (Rupees Sixty-Four Thousand Nine Hundred Only) per participant. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential.

FACULTY AND METHODOLOGY

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

VENUE & DATES

Programme Dates & Venues	8 th -12 th September 2025 at Gangtok
Programme Code	T2526ECA03
Arrival day	September 08, 2025 Afternoon

(Check in time from afternoon onwards at Hotel/Resort)	
Departure day (Check out time from forenoon onwards at Hotel/Resort)	September 12, 2025 Forenoon

NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.

REGISTRATION:

Nominations indicating the names of officials and designations with full contact details including e-mail addresses along with the crossed cheque/demand draft for participation fee drawn in favour of National Productivity Council and payment of New Delhi may be forwarded to: K.D. Bhardwaj, Director & Group Head (ECA).

PAYMENT DETAILS

Ø Participation Fees per Participant per Programme to be paid in advance by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI

Ø PAN No: AAATN0402F

Ø GSTIN: 07AAATN0402F1Z8

Ø ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch

Ø A/c No. **02650100000 9207**, NEFT/RTGS/IFSC No. IOBA0000265

Ø In case of ECS Payment, the payment details should be intimated accordingly along with UTR number

GENERAL INSTRUCTIONS

- GST as per GOI Rules (presently @ 18%) & may be revised as per GoI guidelines.
- Due to limited number of seats, it is recommended to inform at the earliest, for ensuring availability in time.
- Please note that NPC would not be in a position to provide accommodation before and after the above dates and participants requiring it would be required to do the arrangement of their own.

We are confident that your organization will seize this opportunity by nominating delegates for the programme. Nominations should include the participant's name, designation, contact address, email ID, phone/mobile number, and fax number, along with the applicable participation fee.

The residential participation fee is Rs. 70,000/- plus 18% GST, amounting to a total of Rs. 82,600/- (Rupees Eighty-Two Thousand Six Hundred Only) per participant. The non-residential participation fee is Rs. 55,000/- plus 18% GST, totaling Rs. 64,900/- (Rupees Sixty-Four Thousand Nine Hundred Only) per participant.

Payment should be made via ECS, or through a crossed cheque/demand draft drawn in favour of "National Productivity Council", payable at New Delhi, and forwarded to the undersigned.

The last date for nominations 28th August 2025

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

For any other query, kindly contact Mr. Lalit Kamde, Dy. Director at Phone: 011-24607310, Mob.: 09860439586, and email- : ls.kamde@npcindia.gov.in

Thanking you and looking forward to receiving nominations.

Yours faithfully

Thanks & Best Regards,

K.D. Bhardwaj

Director & Group Head (ECA),

National Productivity Council,

(Under Ministry of Commerce & Industry, Govt. of India)

5-6 Institutional Area

Lodi Road, New Delhi – 110003

Email: kd.bhardwaj@npcindia.gov.in

Website: www.npcindia.gov.in

Online Brochure:

https://www.npcindia.gov.in/NPC/Uploads/training_head/Headquarter/T2526ECA0332816.pdf

Forthcoming Training Programme				
S. No.	Title of the training programme	Duration & Date	Venue	Fee Per Participants (excluding 18% GST)
1.	Human Rights, Anti-Corruption, and Anti-Bribery: Strengthening Transparent Governance in ESG	15-19 Dec, 2025	Goa	Rs.70,000/- (R) Rs. 55,000/- (NR)
2.	Environmental, Social, and Governance (ESG): A Pathway to Sustainability and Net-Zero Transition	19-23 Jan, 2026	Sri Vijaya Puram (Port Blair)	Rs.70,000/- (R) Rs. 55,000/- (NR)
*R- Residential *NR- Non-Residential				

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Regards

O/o The Chief Secretary, Delhi

Fwd: Sopa9m:Inviting Nominations : Four Day Capacity Building Program - "Advanced course on Procurement (Policy and Procedure based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Project Delivery through EPC Contracts" (19-22 August, 2025 - ibis Styles, Vagator, Goa)

Shri Dharmendra <csdelhi@nic.in>

Mon, 04 Aug 2025 12:36:44 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Commissioner of Industries"<comind@nic.in>

From: "rajeshkumar batraiica" <rajeshkumar.batraiica@gmail.com>

Sent: Monday, August 4, 2025 11:12:12 AM

Subject: Sopa9m:Inviting Nominations : Four Day Capacity Building Program - "Advanced course on Procurement (Policy and Procedure based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Project Delivery through EPC Contracts" (19-22 August, 2025 - ibis Styles, Vagator, Goa)

Dear Sir / Ma'am,

Indian Institute of Corporate Affairs (established by the **Ministry of Corporate Affairs, Govt. of India**) announces **Four-Day Capacity Building Program - "Advanced course on Procurement (Policy and Procedure based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Project Delivery through EPC Contracts: Navigating Solutions to Emerging Challenges"** scheduled during **19-22 August, 2025 - ibis Styles Goa Vagator**.

In view of the importance of the subject, may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry/Department/Esteemed organization by sending the nominations along with Program Fee.

For more information, please refer to the attached letter along with the detailed program outline.

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Regards
O/o The Chief Secretary, Delhi

3 Attachment(s)

Letter_19-22 Aug, 2025.pdf 134.3 KB	Detailed_Program_19-22 Aug, ... 506.2 KB	Registration_Form_19-22 Aug,... 141.9 KB
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**INDIAN INSTITUTE OF CORPORATE AFFAIRS
(CENTRE FOR MSME)**

REGISTRATION FORM

IICA's Flagship Four Day Capacity Building Program (44th Edition):

“Advanced course on Procurement (Policy and Procedure based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Project Delivery through EPC Contracts: Navigating Solutions to Emerging Challenges”

(19-22 August, 2025 - ibis Styles Goa Vagator)

	Name	Designation	Organization	Contact no.	E-mail ID
Attendee 1					
Attendee 2					
Attendee 3					
Attendee 4					

Note: Separate sheet/column may be added if the numbers of participants are increased.

Complete address of organization	GST No.	PAN NO.

Registration & Program Charges

Venue / Location	ibis Styles Goa Vagator Chapora Fort Road – Vagator - Bardez – Goa – 403509
Training Date	19-22 August, 2025
Residential Program Fee	INR 62,540/- (INR 53,000 + 18% GST) per participant
Non-Residential Program Fee	INR 41,300/- (INR 35,000 + 18% GST) per participant
▪ For Individual Nomination - No Discount is applicable	
▪ For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee	
▪ For Prime Group of minimum 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 10% discount and 3 nominations will be eligible for 5% discount)	

- **IICA's Residential Program Fee includes 4 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AMT & PMT with cookies.**
- **IICA's Non-Residential Program Fee includes Buffet Lunch, AMT & PMT with cookies.**

Payment Details

NEFT/DD		Amount	
Transaction ID		Date	

Bank Account Details:-

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
4.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
5.	NEFT IFSC Code	BKID0006705

Terms & Conditions

- 1) Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
- 2) Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- 3) The program fee once deposited is non-refundable, however, substitutions are allowed.
- 4) IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
- 5) IICA will not provide boarding and lodging before and after the dates of the programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- 6) The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- 7) Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
- 8) The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

PROGRAMME DIRECTOR

Mr. Rajesh Batra,
Head-Centre for MSME
Indian Institute of Corporate Affairs

E-mail: rajesh.batra@iica.in ,
cmsme.iica@gmail.com
Phone: 9871417394 , 8595690458

IICA's Flagship
Four Day Capacity Building Program (44th Edition)
on

“Advanced course on Procurement (Policy and Procedure based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Project Delivery through EPC Contracts: Navigating Solutions to Emerging Challenges”

19-22 August, 2025 - ibis Styles Goa Vagator



About Indian Institute of Corporate Affairs (IICA)

Indian Institute of Corporate Affairs (www.iica.nic.in) is a 21st century unique world-class institution established by the **Ministry of Corporate Affairs, Government of India**. Its aim is to provide holistic treatment of all issues that impact corporate functioning to help today's business and shape tomorrow's. **The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities. The state-of-the-art campus of IICA is located at IMT Manesar, Dist. Gurugram, Haryana.**

The **Centre for MSME**, an integral part of **Indian Institute of Corporate Affairs (IICA)**, has been established to foster understanding of the regulatory framework, encourage innovative responses to business environments and focus on all other relevant issues affecting the MSMEs. It enables capacity building through training and interactions such as seminars and workshops, engages in documentation and research on MSMEs practices, encourages cluster development initiatives and uses its pivotal crosscutting position to create synergy among various facets of the MSME sector.

About the Capacity Building Program

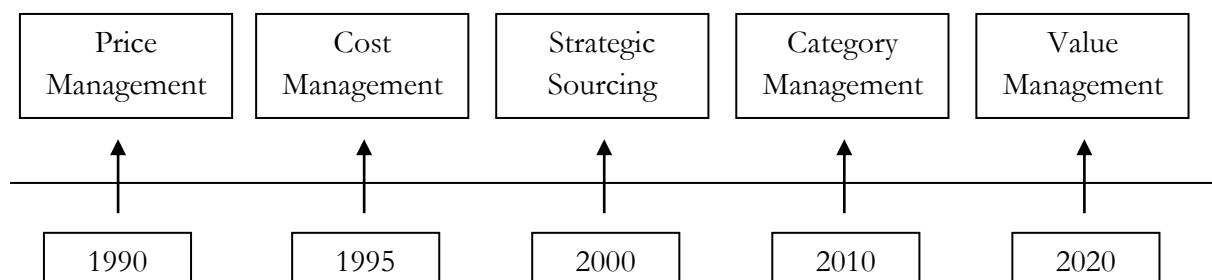
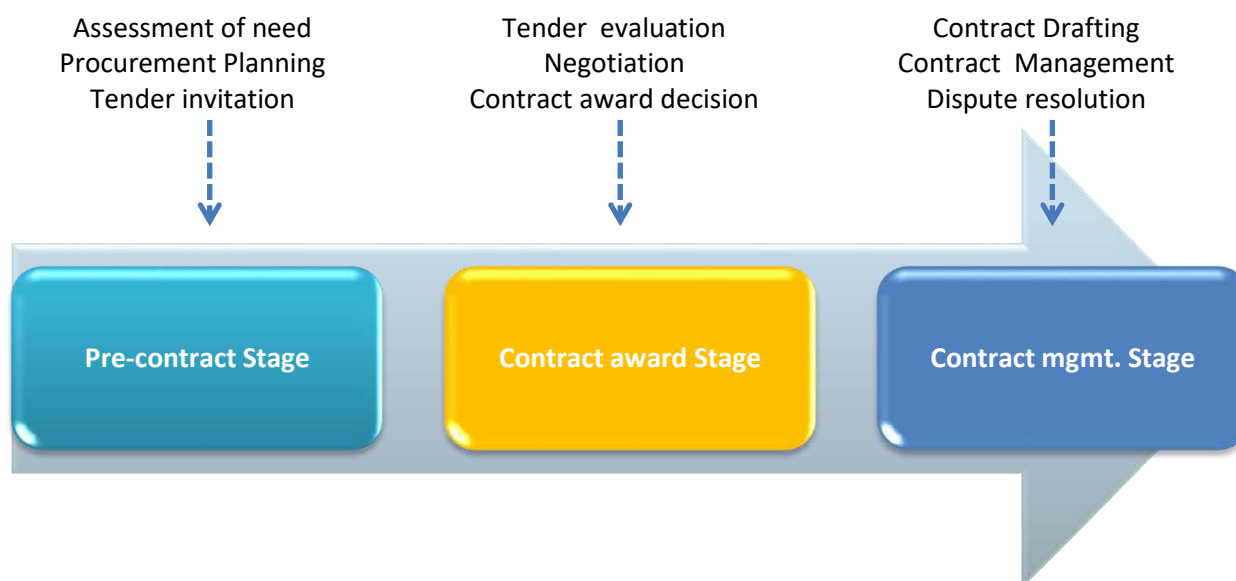
Procurement has always been a vital function of the governments and large amounts are spent in public procurement by the Central & State Governments, municipal and other local bodies, statutory corporations and State-Owned Enterprises (SOE) in India. The procurement of goods, works and services is very vast both in terms of variety & volume. Considering the size of the country, the number of procurement entities as well as products / service categories, the task is highly onerous and challenges are multifarious. These challenges need to be addressed.

Procurement has become a specialized function in the era of globalization. The changing business environment calls for efficient, responsive and transparent purchase procedures. Today the world class organizations talk about the dedicated suppliers and emphasize on need of an efficient, transparent and effective supply chain management.

India spends up-to 20% of its GDP on Public Procurement, with some government departments earmarking as much as 50% of their annual budgets for such expenditure. In the manufacturing sector, the cost of material is sometimes up to 65% - 70% of the product cost and the quality of the finished product is heavily dependent upon the quality of material purchased, hence the impact of the procurement functions on cash flow & profitability is very high.

Sound Public Procurement policies and practices are among the essential elements of Good Governance, significantly impact the economy by generating demand and consumption, promote local industry and improve SMEs access to public procurement. Good practices reduce costs and produce timely results, poor practices lead to wastage of public funds and delays and are often the cause for allegations of corruption and inefficiency. The big question is "How to enhance efficiency & accountability becomes even more important."

India is a large country and has a very large public institutions / bodies at national & state level besides PSUs and other autonomous organizations. Public bodies are involved in construction of roads, canals, hospitals, bridges, schools, government buildings / offices etc. The procurement of goods varies for Defence, Railways, Health, Paramilitary forces etc. and the range are enormous.

Key Procurement Trends**Public Procurement & Contract Management****E-procurement – A Fully Digitized Procurement Process**

E-procurement increases transparency as well as competition, simplifies and speeds up tendering process, eliminates human error, helps in seamless sharing of information, provides ease of operation and leads to quicker decision. It also facilitates pre and post contract management. A fully digitized Procurement process is imperative for the Government striving to minimize disruptions in delivering the day-to-day necessities to the people. E-Procurement plays the critical role in enabling a digital government. From increasing transparency, value for money, communication and innovation, E-Procurement not only ensures continuity but can drive value.

E-Procurement plays the critical role in enabling Digital Procurement Processes and support the entire procurement value chain

- ✓ Digital requests for quotations
- ✓ Sourcing to contract negotiations
- ✓ E-signatures and verification
- ✓ Supplier risk management
- ✓ Supplier financial analysis
- ✓ Procurement risk analysis
- ✓ Digital procurement network collaboration

Adoption of Government e-Marketplace (GeM) in Procurement

GeM - Government e-Market place is the national portal to make public procurement transparent & simple. Conceived by Government of India, GeM is an end-to-end e-commerce platform for procurement of goods & services by Government organizations. GeM offers all modes of procurement (direct purchase, L1, bid & reverse auction) in a paperless and cashless manner. The GeM portal is currently being used by almost all departments/ organizations of Central and State Governments as mandated mandatory by the Government of India.

Key Stakeholders of GeM

Buyers

- Central Govt.
- Central PSUs
- State Govt.
- State PSUs
- Autonomous Bodies

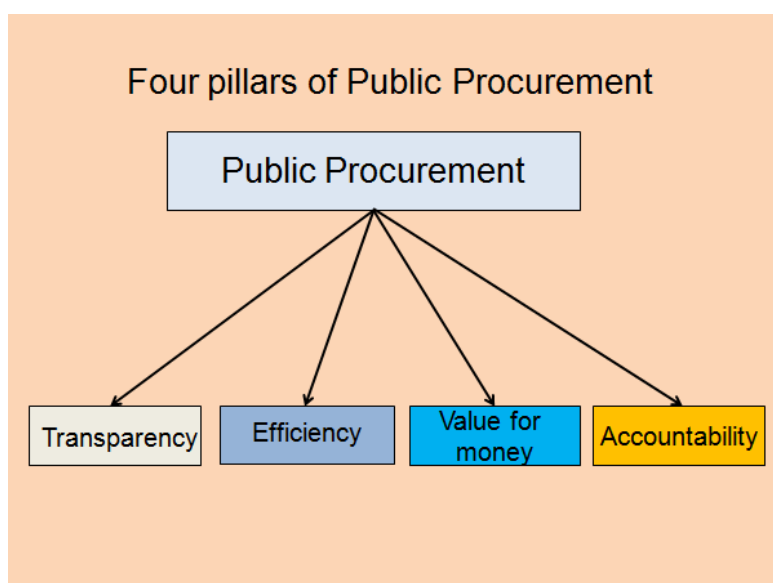
Sellers

- OEMs
- MSE
- Startup
- Authorized Resellers
- Service Providers

With the Central Government Ministries and undertakings buying goods & services of at least Rs.5 lacs to Rs 7 Lacs crore worth of every year, **the big question is “How to enhance efficiency & accountability of public & private sector through “Procurement (Procedures & Contracting), Tenders, Bids & Contract Management”** becomes even more important. Considering the size of the country, the number of procurement entities as well as products / service categories, the task is highly onerous and challenges are multifarious.

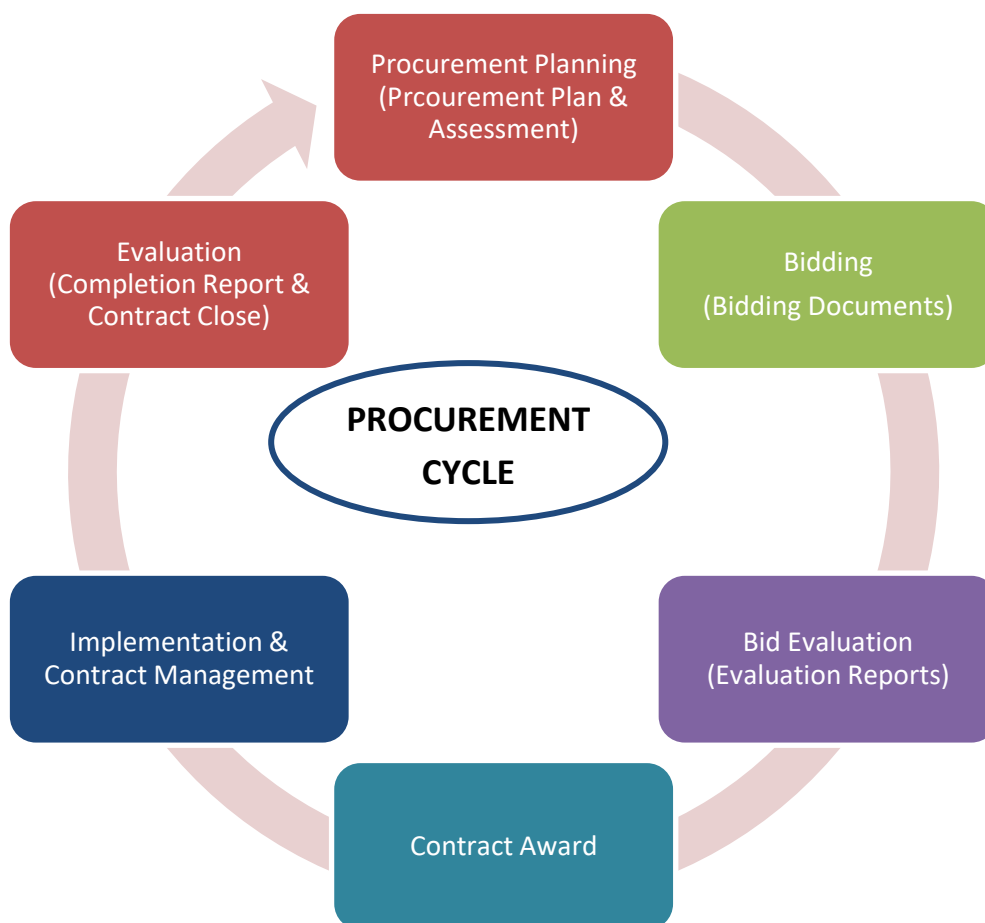
Government Market Is Not As Complex

Globally, with \$ 10-12 trillion in market opportunity at stake, there are many companies / corporates, high value work / projects within a few weeks and building highly impactful business serving Government customers. **India is therefore an important market for Multi-nationals & Foreign Companies looking to engage in new business and diversify into India’s potential roadmap of 5 trillion markets for business.**



In India, Public buying procedures and policy instructions are based on the General Financial Rules (GFR) of the Dept. of expenditure, Ministry of Finance, Government of India. The General Financial Rules have been amended in March 2017 and Rule 149 has also been introduced in this regard. These are a compendium of general provisions to be followed by all offices of Government of India while dealing with matters of the financial nature.

Essentially, procurement means timely acquisition, purchase & delivery of goods, works and services at the best possible total cost of ownership to the customer. It includes estimate or indent preparation, tendering, contract management, catalogue management and auction and caters to procurement of all types—works, goods and services



Vendor Management Lifecycle –

Eight processes take place over the course of Vendor Management Lifecycle:

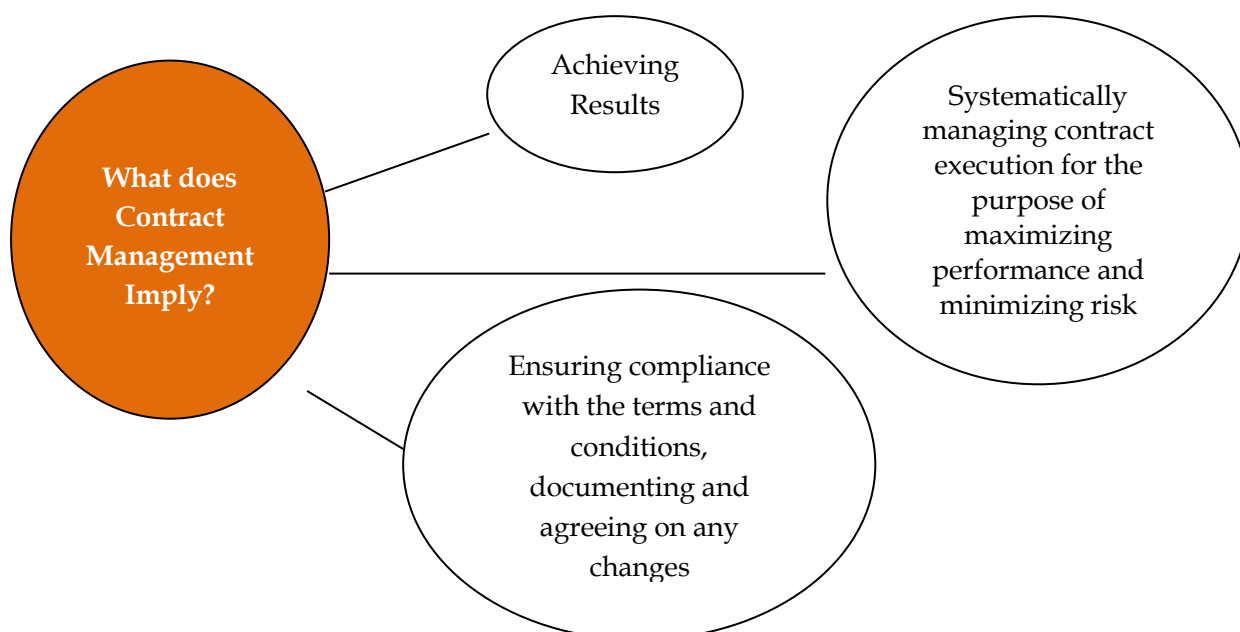
- Vendor Identification & Contact
- Vendor Qualification (Risk Mitigation)
- Vendor Review & Selection
- Vendor Onboarding
- Vendor Performance Management
- **Vendor Risk Management (VRM)**
- Vendor Relationship Management
- Vendor Offboarding



(Vendor Management Lifecycle Aims to Improve Efficiency, Accuracy & Completeness across all Eight Procedures of the Vendor Management Lifecycle)

What does Contract Management Imply?

Every contract seems to provide adequate protection when it is negotiated and signed. However, during contract performance, disputes often arise between buying organizations and their suppliers. Not having a good contract management process in place has consequences to both the buying organization and the consuming departments. If no one is managing the performance of the contract, an organization is likely to fail to meet its goals that it had for the project associated with the contract. Such failures may include delayed timelines, cost overruns, and more.



Engineering, Procurement and Construction (EPC) Contracts: Challenges and Project Milestone

An “Engineering, Procurement and Construction” or short EPC-Project is a particular form of contracting arrangement used in some industries where the EPC-Contractor is made responsible for all activities from design, procurement, construction, to commissioning and handover of the deliverables to the Owner.



In Engineering, procurement, and construction (EPC) contracts where the project involves supply, installation and commissioning of varied machines/equipment for establishing specialized maintenance/ information technology/communication/storage/overhauling facilities (with or without infrastructure) at one or more locations in the country. Such projects including up-gradation/modernization of existing assets may be carried out on Turnkey Basis and may also include setting up of requisite specialized technical infrastructure. The scope of such projects is large and varied involving number of activities.

For all major EPC Projects, a Detailed Project Report is prepared laying down detailed scope of work involved, bill of material, cost estimates and time frames for project completion.

In case of termination of EPC Contract (which are applicable for Turnkey Projects where milestone payments are involved), the title of the partially built Goods shall be transferred to the BUYER , if the BUYER exercises discretion to take over partially built Goods.

Keeping the above imperatives in mind, it is important to discuss and understand following issues:-

- What happens when the project is delayed?
- In what circumstances can the works be suspended?
- What is the cost to the employer for suspending the contractor?
- What is the consequence of an event of Force Majeure?
- Can the employer or the contractor terminate the agreement for prolonged Force Majeure?
- Is the contractor entitled to an extension of time?
- Can the award be enforced against the assets of the other party effectively?
- How the contract provide a mechanism for variations to the works (“Variation”)
- whether the contract contains provisions providing for cost escalations or Cost savings as a result of a variation.
- How the contract provide obligations on the contractor to provide regular construction progress reports to the employer
- How the reporting requirements and the timelines for reporting dovetail with obligations that the employer has to the lenders under the finance documents?
- How the nature of the site of the project is thoroughly analyzed by the employer’s technical advisers and the lender’s technical advisers?
- Are there access issues relating to the project site which indicate the likelihood of delay?
- To what extent are atmospheric, meteorological, topographical, hydrological, geological and subsurface conditions relevant to the particular project?
- How the local applicable laws and regulations been reviewed in relation to the project?
- What is the impact of a change in law relating to a cost escalation?

Aims & Objectives

- Developing procurement personals competency & commitment in cost reduction responsibilities in line with the changing roles and responsibilities of Procurement function, Understanding the Operational and Financial strategies of Procurement and Increasing knowledge to enable procurement professionals to :
 - ✓ Identify the areas for cost reduction
 - ✓ Carry out economic evaluations of contracting.
 - ✓ Calculate the financial impact of changed payment terms
 - ✓ Understand how the time value of money concept should factor into procurement decisions
 - ✓ Apply costing principles that apply to procurement
 - ✓ Apply accounting concepts related to inventory, including the goals sought by senior management and how a procurement department can contribute
 - ✓ Understand how negotiated discounts and freight charges are accounted for
 - ✓ Understand the difference between direct and indirect expenses including Direct materials cost analysis and cost reduction
 - ✓ Expertly manage working capital and improve cash flow through smart supply chain management
 - ✓ Select appropriate payment terms, taking various cash cycles into consideration
 - ✓ Measure a procurement department's contribution to the organization's financial performance, including calculating cost savings and reconciling them with changes in expenses as reported on financial statements
 - ✓ Carry out Procurement Centres cost analysis
 - ✓ Use vendor Management to achieve business goals such as:-
 - a) Harnessing Opportunities for Cost Savings
 - b) Taking Steps to Speed up the Onboarding Process
 - ✓ Discover how to maximize their organization's resources by optimizing procurement process and selecting the best supplier

Learning Objectives

- The program helps to align the procurement strategies with management expectations and to identify actionable points, which can have an immediate effect on improving the performance of the organization in the short term & are consistent with strategic imperatives in the long term.
- The program will help the participants to understand intricacies of procurement in PSUs, Railways, Defence and other Central & State Govt. Departments.
- The program will provide insights to foresee risks and take informed decision on running high value contracts on a Value for Money (VFM) basis.
- The program will equip the participants with required competencies to carry out economic evaluations of contracting.
- The Program will provide insights and best practices on contract management in procurement.
- The program will equip participants to learn about the key components of successful contract management.
- Negotiation : Principles & Techniques
- Strategic Sourcing, Vendor Selection Processes and Vendor Performance Appraisal
- Align understanding of supply chain management for consistent flow of information, products and funds.
- Provide through knowledge of the important techniques for managing suppliers.

Participants will:-

- Acquire expertise in e-procurement, streamlining procurement processes, reducing inefficiencies and ensuring accountability in public spending
- Learn to write a contract's key legal provisions such as indemnities and limits of liability
- Learn to write a contract's key commercial provisions such as pricing and delivery
- Learn to write a contract's key technical provisions such as specifications and warranties
- Align understanding of the principles for writing contract language that is clear and ideally suited for national & international procurement situations
- Understand how the importance of contracts will differ among international suppliers and Improve risk management
- Understand how to optimize procurement contracts for maximum value.
- Navigating Contracts at such times (new-found risks created by Post COVID high Inflation scenario)
- Strategic negotiation of commercial contracts
- Managing variation and modification of contracts
- Managing breach and termination of contracts
- Negotiating alternative dispute resolution clauses
- Effective risk control measures to minimize risk exposure and avoid disputes
- Identify & Prevent Risks (common & inherent) allocated between Supplier & Purchaser.
- Learn & understand to apply Effective Vendor Management process to:
 - a) Control costs
 - b) Deliver excellent service to customers
 - c) Derive Maximum Value from Vendors in the Long Run
 - d) Enhanced Performance
 - e) Reduces the Vendor Risk of Supply Chain Disruption
- Learn about key strategies, best practices and real-world case studies that demonstrate how to achieve the greatest value for your procurement investment

Program Highlights

- Highly interactive training sessions by subject matter experts, Presentations from the experts, Case Studies, Interaction with experts, Activities and Group Discussions.
- A certificate of Participation will be awarded to the participants after the successful completion of the program by IICA.

Why Goa for outbound training

Goa is one of the fastest growing states in the country. Goa's economic growth is driven by the strong performance of industrial sectors such as mining, tourism & pharmaceuticals. Besides, Goa is blessed with beautiful beaches and hills, a rich heritage, architecture and culture. Goa is a prime destination for national & international conferences and landmark exhibitions. Goa has its own airport and accounts for domestic & international flights. All the prime airlines have direct flights from various metro cities of India.

Who Should Attend

- Head of Procurement, Purchasing & Supply Chain Leaders & Professionals such as Managers/DGM/GM/Directors/Associated Directors, Finance & Accounts Managers, Contract Managers, Procurement Managers, Category Managers, Business Development Managers, Operation Managers, Project Managers, Commercial Managers, Head of Sourcing, Auditors & Supply Controllers, Administrative Officers, Managers involved in Purchasing Operations in PSUs, Defence, Railways, CPWD, Health, Aviation, Telecom, Construction, Smart City Development Corporations and other Central & State Govt. Departments.
- Responsible Government Officials for Public Procurement as well as Asst. Secretary to Joint Secretary working with various Central Ministries / Departments including audit and vigilance agencies.
- Procurement Analyst, Divisional Head of Finance, Stores & Purchase / Logistics from Municipalities, Hospitals, School Boards & Academic Institutions, Deputy Registrar to Registrar from Self Financing Technical Institutes (SFTIs) / Universities, Corporate Legal Heads/General Counsels, Public service, utility managers, Executives and legal experts, Corporate Legal Advisors, Company Secretaries, Corporate Lawyers, Arbitrators & Mediators
- CEOs & CFOs, Senior Professionals from Corporate houses, PSUs, Statutory / Autonomous Bodies
- National, Regional & Local Government Officials, Ministerial, State transport authorities, Commissioners of various Regulatory bodies, Decision Makers.
- Procurement Staff of bilateral and multilateral international organizations, international financial institutions, unilateral agencies, Embassies' etc.
- All Public Procurement Practitioners of National & International Agencies
- Project Directors & Procurement Staff of projects funded by National & International Financial Institutions: World Bank, Asian Development Bank, African Development Bank, European Development Bank, SIDBI & other development partners.

Program Learning Content / Coverage

Day- 1 19 August, 2025 (Tuesday)

TIMINGS	SESSIONS
01:00 pm onwards	Check-in at ibis Styles Goa Vagator
01:00 pm - 03:00 pm	Lunch at the assigned hall in the hotel
03:00 pm - 03:15 pm	Setting the Context & Welcome Remarks Introduction among the participants
03:15 pm - 06:00 pm	Managing Procurement integration, complexity and uncertainty : Strategic Choices and Options <ul style="list-style-type: none"> • Managing Bid Evaluation Process (Tendering Process, Bidding Document, Evaluation of Bid, Acceptance of Bid and Award of Work) • Overview of Procurement Sequence / Procurement Actions • Recent Guidelines & General Financial Rules (GFR) applications w.r.t. GeM, its process flow, challenges & complexities • Elements of a Contract, Drafting, Negotiation & Enforcement • Understanding Contract as Risk Allocation Mechanism • Procurement & Liquidated Damages • Procurement & Total Cost of Ownership • Procurement & Demand Management • Procurement & Suppliers Competition – RFP

Day - 2
20 August, 2025 (Wednesday)

TIMINGS	SESSIONS
10:00 am - 01:00 pm	Vendor Management & Procurement / Supply Chain Risk Assessment and Mitigation Plan <ul style="list-style-type: none"> • Vendor Management Procurement • Vendor Management Stages • Vendor Management Lifecycle • Development of new sources and Registration of Vendors • Vendor Performance Monitoring and Rating • Identifying Potential Vendors : Commonly used KPIs • The Importance of Sustainability in Supply Chains. • The Annual Supply Chain / Procurement Planning Process • Successful Supply Chain Risk Assessment Process & Risk Mitigation Plan • General factors to consider in Risk Assessment • IT enabled intelligent Supply Chains : Assessing the role of Blockchain Technology to move towards Industry 4.0
01:00 pm - 02:00 pm	Lunch
02:00 pm - 05:30 pm	Overview of Government e Marketplace & GeM Registration Process <ul style="list-style-type: none"> • Benefits to Buyer, How to raise Incident, Buyer Ratings • Workflow & Timeline of GeM • General Financial Rules (GFR) application w.r.t. GeM, its process flow, challenges & complexities • Primary User Registration, Secondary User Registration • Buyer, Consignee, • Procurement through GeM for Goods and Services' • DDO/PAO • Sign up to catalogue management and Payments. • Product & service upload • Category creation / modifications • How to take timely payments advantages. • How to get timely delivery acceptance, • GeM GST Invoice • Latest features on GeM for procurement of Goods & Services'

Day - 3
21 August, 2025 (Thursday)

TIMINGS	SESSIONS
10:00 am - 01:00 pm	<p>Existing Public Procurement Guidelines – Challenges & Areas of concern</p> <ul style="list-style-type: none"> • Fundamental principles of Public Procurement • Financial Prudence • Risk perspective • Intricacies in Government procurement • Trends in procurement procedures • General Financial Rules (GFR) application w.r.t. CPP Portal and GeM, its process flow, challenges & complexities <p>Present Regulatory Framework for Public Procurement & Public Procurement Process</p> <ul style="list-style-type: none"> • CVC Guidelines; CCI and Govt. orders • Procurement manual of state and public sectors • Limitations of existing procurement procedures • Trends in procurement procedures manual to E-Tendering • Best practices in E-Tendering
01:00 pm - 02:00 pm	Lunch
02:00 pm - 05:30 pm	<p>Public Procurement Process</p> <ul style="list-style-type: none"> • Procurement planning/Indenting and Estimate followed by case studies • Bid documentation and Bid invitation (NIT):Basic structure of Tender • Drafting of NIT for Tendering : Determining Qualifying Criteria, Tech specs • Deciding the Mode of Procurement, Bid System, Pre NIT /Pre-bid Conference and Financial Prudence • Strategic decisions: Firm / Variable Price, Price Variation Clause, Advance mobilization and payment terms General Conditions of Contract (GCC) and Special Conditions of Contract (SCC) ,Critical areas in tender documentation followed by case studies • Bidding process and Need for dynamic tendering procedures • Risk perspective at all stages starting from planning to bidding to execution to consumption followed by case studies • Intricacies in Government procurement followed by case studies • Preventive Vigilance & Public Procurement <p>Make in India & Public Procurement: How Purchase Preference linked with Local Content (PP-LC) encourage suppliers & service providers & add value to goods & services by adopting Make in India-Critical areas ,Challenges in implementation with case studies</p>

Day - 4
22 August, 2025 (Friday)

TIMINGS	SESSIONS
10:00 am - 01:00 pm	<ul style="list-style-type: none"> • What is EPC contract • Issues and challenges of EPC contracts • EPC objectives and functions • Why and When for construction works of large scale and complex infrastructure • EPC EPCM EPCI Turnkey • Overall challenges and risks: identifying known unknowns and unknown followed by case studies • Insurance management • Delays & Defects • Force Majeure and Termination • Risk mitigation • Dispute resolution mechanism • Fixing of responsibility and accountability
01:00 pm - 02:00 pm	Lunch
02:00 pm - 05:30 pm	<p>Contract Termination/Renewal Decision</p> <ul style="list-style-type: none"> • Evaluate Supplier Performance, your requirements and the Market price and competition for Contract termination/renewal decision. <p>KPIs to Measure the Performance of Your Contracts followed by case studies</p> <p>Effective Strategic Procurement Sourcing & Process Management: Supply Chain Management and Optimizations</p> <ul style="list-style-type: none"> • KPIs for effective sourcing • Drivers of improved procurement performance • Supplier Selection and Relationship Management - Developing relationships during renegotiation, supplier relationship management, the financial impact on supplier management and vested outsourcing • EOQ (Economic Order Quantity) concept and its application • Vendor Selection and Evaluation • Vendor Development – Value Drivers
	Wrap-up and Feedback, Closing remarks

Registration & Program Charges

Venue / Location	ibis Styles Goa Vagator Chapora Fort Road – Vagator - Bardez – Goa – 403509
Training Date	19-22 August, 2025
Residential Program Fee	INR 62,540/- (INR 53,000 + 18% GST) per participant
Non-Residential Program Fee	INR 41,300/- (INR 35,000 + 18% GST) per participant
▪ For Individual Nomination - No Discount is applicable	
▪ For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee	
▪ For Prime Group of minimum 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 10% discount and 3 nominations will be eligible for 5% discount)	

- **IICA's Residential Program Fee includes** 4 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AMT & PMT with cookies.
- **IICA's Non-Residential Program Fee includes** Buffet Lunch, AMT & PMT with cookies.
- The above program fee does not include transfer to the hotel/venue and airport, local travel and air-travel.

IICA RESIDENTIAL PROGRAMME SCHEDULE

19 August, 2025 Day 1	20 August, 2025 Day 2	21 August, 2025 Day 3	22 August, 2025 Day 4	23 August, 2025
Arrival day- Check in from 01:00 pm onwards	Breakfast	Breakfast	Breakfast	Departure day- check out by 11:00 am
	Forenoon sessions	Forenoon sessions	Forenoon sessions	
Lunch (01:00pm-03:00pm)	Lunch	Lunch	Lunch	
Post Lunch Session	Post Lunch sessions	Post Lunch sessions	Post Lunch sessions	
Dinner	Dinner	Dinner	Dinner	

Bank Account Details:-

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Type of Account	Saving Account
4.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
5.	NEFT IFSC Code	BKID0006705

Participants Voice & Experience Sharing

Company Name	Designation	Feedback
National CPWD Academy	Chief Engineer	A great mix of theory & practical issues in this training on procurement
NDDDB Dairy Services	Senior Analyst (Purchase)	This was an excellent training program where we had the opportunity to share experiences with our field experts. In the midst of a hectic life, it felt like a refreshing course conducted by IICA.
Himachal Pradesh Power Corporation Limited (HPPCL)	Assistant Engineer	Thank you mentors for the fantastic procurement training program. Truly appreciate the time & effort you put into making the sessions so informative. Thank you once again.
Central Coalfields Ltd.	Dy. Manager (Finance)	Enhanced knowledge towards Procurement from GeM portal
Small Industries Development Bank of India (SIDBI)	Manager	Good content as well as faculty approved in the training program-
Food Safety and Standards Authority of India (FSSAI)	Deputy Director	More such programmes be organized in future
National Fertilizers Limited	Manager (Materials)	Level of learning & understanding from the session was excellent
Department of Rural Development and Panchayati Raj, Govt. of Jammu & Kashmir	Assistant Commissioner	Very good the resource person has immense knowledge and huge experience on the subject
Bokaro Power Supply Company Pvt. Ltd. (BPSCL)	D.G.M.	Help in drafting of future contract & procurement proposals
Odisha Power Transmission Corporation Limited (OPTCL)	Company Secretary	The Public procurement guideline framework, procedure related matter were nicely present
Bokaro Power Supply Company Pvt. Ltd. (BPSCL)	Sr. Manager	Practical problem, situation, and scenario provided with details solution with will helping decision making
Bengaluru Metro Rail Corporation Limited (BMRCL)	Manager (Finance)	Well explained the about concept with case studies & practical examples
Bengaluru Metro Rail Corporation Limited (BMRCL)	Asst. Manager	Knowledge sharing by their experience, very good live examples by their experience
Services Sports Control Board	Joint Secretary	Based on various cases discussed, learnt about best practices to be followed towards robust Public Procurement
Bokaro Power Supply Company (P) limited	AGM	"Obtained knowledge of the structure of Good Governance"
Bharat Petroleum Corporation Ltd	Chief Manager	"Very well explained with experiences & examples"

IFD, Department of Expenditure, MoF	Assistant Section Officer	"Helped in developing deeper understanding of procurement procedure"
Bokaro Power Supply Company (P) limited	Sr. Manager	"Lots of knowledge regarding subject matter"
REC Ltd.	Chief Manager (Finance)	"The Presenter, efficiently made an impressive presentation"
Institute of Secretariat Training & Management	Deputy Secretary	"The sessions were very illustrative" "A great learning"
NABARD	DGM	"Thank you, the training was useful" "Sessions are interesting and clarified most of the things"
RailTel Corporation of India Limited	AGM	"Information shared in training was useful. Good to learn some new terms" "Topic was well covered & Explained"
Power System Operation Corporation Limited	Manager (HR)	"Thanks a lot sir for this great lecture"
Baxter (India) Pvt. Ltd.	-	"Sir thank you..it's a great learning"
Bhakra Beas Management Board	AD(Procurement)	"Learnt a lot with your experience"
Balmer Lawrie & Co. Ltd.	Sr. Manager (HR & OL)	"Really an excellent programme"
Balmer Lawrie & Co. Ltd.	Senior Manager	"Understanding the procedure logically and in easy language with examples. Particularly the session on GFR is useful. Consolidation of all the provisions in a single session"
Balmer Lawrie & Co. Ltd	Senior Manager	"Clear explanation and updation on recent circulars"
RailTel Corporation of India Limited	Senior Manager	"Increased knowledge and alertness towards Tender process"
Damodar Valley Corporation	EE(E)	"A very eventful and wonderful training program"
Balmer Lawrie & Co. Ltd	Assistant Manager (Commercial)	"Valuable advice on clauses of contracts"
New Space India Limited	Finance Head	"The practical examples of the Faculty based on his vast experience was helpful"
Mazagon Dock Shipbuilders Limited	AGM	"Excellent experience & in-depth knowledge"
Airport Authority of India	AGM	"Very good informative programme"
Airport Authority of India	Senior Manager	"Gave a better idea about Procurement processes with examples" "Really amazed at the in-depth knowledge of faculty"
THDC India Limited	Sr. Manager (Contracts)	"Faculty is well versed with the legal issues in contract and replied all my queries. The session is very informative, it certainly helped me in my working in dealing contract" "Faculty is very experience in their field and learning from this programme is certainly helpful in my working. They have clarified all my doubts."

General Insurance Corporation of India	Senior Manager	"Lots of learning from the experiences of a highly interactive and experienced participants group" "Most queries/doubts were cleared in an effective manner by the faculty"
General Insurance Corporation of India	Deputy Manager	"The Programme had more potential approach with relatable examples and situations giving relatable solutions to issues faced in our working"
Bharat Petroleum Corporation Limited	Procurement Officer CPO(M)	"Lot of examples were explained, Real life experience, Good knowledge on each topic"
Bharat Petroleum Corporation Limited	Sr. Manager Fin.(CPOMktg.)	"Very useful & informative"
Chennai Metro Rail Limited	Deputy Manager (CM)	"Speaker was very interactive and covered the topics in interesting manner"
Mumbai Metro Rail Corporation Limited	Sr. DGM (IT)	"Very well organized programme by Mr. Rajesh Batra, IICA. Interested to attend more programmes in future"
Power Grid Corporation of India Ltd.	Sr.GM (CS), CC	"Overall programme is very good and refreshing"
Indian Port Rail & Ropeway Corporation Limited	Jt. General Manager (Finance)	"Enjoyed and learnt the content of the programme"
RailTel Corporation of India Ltd.	Executive Director	"Very good"
Power Finance Corporation Ltd	General Manager	"Programme has been conducted with expected professionalism"
Bharat Dynamics Ltd.	AGM	"Training program is excellent to comply the manual and to meet in time procurement"
GAIL India Limited	Chief Manager	"Excellent Program"
Hindustan Petroleum Corporation Ltd	Chief Procurement Manager	"Very informative touching upon every aspects of Procurement"
MOIL Limited	Sr. Manager	"Overall program is excellent and lectures delivered by guest is very helpful in our working area"
Mahanadi Coalfields Limited	Sr. Manager	"Excellent program. I am fortunate to have attended the program. I will recommend people to attend programs of IICA"
Hindustan Petroleum Corporation Ltd	Category Manager	"All faculties were knowledgeable and good orators who made session interesting"
Mangalore Refinery and Petrochemicals Ltd	Manager	"Program was Well organised in a effective manner for enhancing the knowledge of procurement"
Eastern Coalfields Ltd.	Manager	"Thank You IICA"
Eastern Coalfields Limited	Asst. Manager	"Thank You IICA for the good and well-designed training program conducted with great professionalism"
Central Mine Planning & Design Institute Ltd.	Assistant Manager	"Overall good"
NHIDCL	Assistant Manager (HR)	"It was a well-designed and well organized program"
Department of Expenditure, Ministry of Finance	Section Officer	"The program has been well structured for enhancing the knowledge of procurement and dealing with the issues faced during such procurement"
United India Insurance Co. Ltd.	AO	"Sessions are very helpful for our work profile and many queries were clarified with interaction"

Program Director & Facilitator



Mr. Rajesh Batra
Head-Centre for MSME
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)

Rajesh currently works as Head of the Centre for Micro, Small and Medium Enterprises (MSMEs). Rajesh has held this position since 2014 with additional responsibilities including Chief Administrative Officer (CAO), Nodal Officer Projects – National CSR Award & Corporate Data Management (CDM) as well as Chairperson of various Committees such as Internal Monitoring Committee (IMC) and Tender Evaluation Committee (TEC) for all projects at Indian Institute of Corporate Affairs (IICA). Additionally, Rajesh has also worked as Head – Institutional Partnership and Corporate Communication (IP&CC).

Rajesh is currently responsible for several development activities through Capacity Building measures by taking serious initiatives in Entrepreneurship Education, Research and Consultancy, Collaboration for Policy Facilitation, professional endeavours for institutional strengthening, Sector guidelines and advocacy to develop best practices for SMEs.

Over the last 30 years, he has worked in different verticals / domains including 18 years of operational experience in public sector financial organization i.e. The National Small Industries Corporation Limited (NSIC) & Indian Institute of Corporate affairs (IICA), established by Ministry of Finance & Corporate Affairs, extensively in the Policy development work, Business Strategy, Project Management, Programme management, Procurement / Supply Chain Management (SCM), Business development, working capital management, regulatory risk and rationalizing the business and financial structure as well as in areas such as promotion, development and financing of Micro, Small and Medium Enterprises, SME competitiveness enhancement and institutional strengthening.

Rajesh Batra is conferred with “National Award for Excellence in the field of Public Services – MSMEs taking into Global Arena” by H.E. Governor of Mizoram on 7th February, 2020.

He was appointed Sole Arbitrator under the Arbitration & Conciliation Act 1996 by the Chairman-cum-Managing Director of NSIC Limited for adjudication of disputes and differences between NSIC Ltd. and Private Business units. Besides, as a member of core team, he worked closely to lead / oversee the matters related with large scale implementation of Activity Plan / Programmes including govt. grant monitoring and administration under the Centrally Sponsored large Schemes of Govt. of India.

Rajesh has done his masters in commerce and postgraduate management courses in the areas of Foreign Trade and Marketing. Currently, Rajesh is working very closely with the industry and with different GOI offices at the Ministry level, State bodies, industry associations/chambers of commerce, entrepreneurship development institutes, SMEs, national and international supporting partners and banks/financial institutions to ensure capacity building at both ends: at the government level as well as at the industries. He gets invited to speak and chair sessions by organizations such as Ministry of MSME and its constituent institutions, Industry Associations and other leading International Institutions in India and overseas.

Before joining IICA – an autonomous institution under the Administrative Control of Ministry of Corporate Affairs, Government of India, Rajesh worked as Deputy General Manager (Heading up SMEs Government Purchase Division, SMEs Marketing & Business Development Division, SMEs Exhibition Division, SMEs training / incubation centres (TICs) on PPP mode with India's apex SME development organization – The National Small Industries Corporation Ltd. (NSIC) – The Premier Mini – Ratna Government of India Enterprise under Ministry of Micro, Small & Medium Enterprises.

IICA/MSME/02072025

02 July, 2025

Dear Sir / Ma'am,

IICA's Flagship Four-Day Capacity Building Program (44th Edition) - Call for Nominations:

**"Advanced course on Procurement (Policy and Procedure based on GFR, GeM & E-Procurement),
Strategic Sourcing, Cost Reduction Techniques & Project Delivery through EPC Contracts:
Navigating Solutions to Emerging Challenges"**

(19-22 August, 2025 - ibis Styles Goa Vagator)

Indian Institute of Corporate Affairs (IICA) has a focused **Centre for Micro, Small & Medium Enterprises**, established to foster understanding of the Regulatory Framework, encourage innovative responses to business environment and focus on issues affecting MSMEs. The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities.

Encouraged with the overwhelming response and success of our recent program held at Kalimpong, we are conducting again our next **Four Day Capacity Building Program: Advanced course on Procurement (Policy and Procedure based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Reduction Techniques & Project Delivery through EPC Contracts: Navigating Solutions to Emerging Challenges** scheduled during **19-22 August, 2025 at ibis Styles Goa Vagator** to give you in-depth knowledge of topics relevant to Procurement Procedures, Policies and Contract Management. Training details, schedule and costing is also mentioned in the detailed program outline.

As you are aware that Government procurement has become a specialized function in the era of globalization. The changing business environment calls for efficient, responsive and transparent purchase procedures. Today, the world-class organizations talk about the dedicated suppliers and emphasize on need of an Efficient, Transparent and Effective Supply Chain Management.

Procurement training is crucial for any business plan. It affects customer satisfaction, product quality, cash flows, and profitability. As supply chains become more intricate and limited, having essential skills is vital to succeeding in today's business environment. Besides, **Risk management is an essential component of procurement training. In today's challenging business environment, Procurement professionals must be equipped with the skills to identify, assess and mitigate the different types of risks that could impact their organizations. These include supply, price, financial, legal, and safety risks.**

This forthcoming capacity building program will be attended by various professionals at the senior level in public procurement from different Government departments, Central & State PSUs, Public & Private sector organizations to discuss the critical issues & concerns having direct impact in Procurement process.

The aim of this program is to provide a common platform for all stakeholders to identify various factors to improve overall efficiency & effectiveness of public procurement. The capacity building program will discuss major issues like need for policy review, regulatory issues, innovative purchasing partnerships, role of changing technologies, the process accelerator: e-procurement, GeM-Government e-Market Place, environmental aspects and many other related issues.

We have also included a session on Existing Public Procurement Guidelines – The Process Accelerator: E-Procurement challenges & GeM – Government e-Market Place.

In view of the importance of the subject, **may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry / Department / Esteemed organization by sending the nominations along with Program Fee as below:-**

Venue / Location	ibis Styles Goa Vagator Chapora Fort Road – Vagator - Bardez – Goa - 403509
Training Date	19-22 August, 2025
Residential Program Fee	INR 62,540/- (INR 53,000 + 18% GST) per participant
Non-Residential Program Fee	INR 41,300/- (INR 35,000 + 18% GST) per participant
▪ For Individual Nomination - No Discount is applicable	
▪ For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee	
▪ For Prime Group of min. 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants . (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 10% discount and 3 nominations will be eligible for 5% discount)	

- **IICA's Residential Program Fee includes** 4 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AMT & PMT with cookies.
- **IICA's Non-Residential Program Fee includes** Buffet Lunch, AMT & PMT with cookies.
- The above program fee does not include transfer to the hotel/venue and airport, local travel and air-travel.
- Seats are limited & on a first-come first-serve basis. The last date for receiving nominations is 12th August, 2025.

Your participation will prove very helpful to your Professional Development. You will experience interactive learning led by subject-matter experts to give you in depth knowledge of topics relevant to Procurement Procedures, Policies and Contract Management.

Looking forward to receiving your confirmation.

Yours Sincerely,

(Rajesh Batra)

Head, Centre for MSME

Mobile no- 9871417394, 8595690458

Encl.:

- Detailed Programme Outline
- Registration Form

Fwd: Call for Papers: MDI–NFCG Conference on Corporate Governance (Dec 11–13, 2025)**Shri Dharmendra** <csdelhi@nic.in >

Sat, 02 Aug 2025 4:36:54 PM +0530

To "Sh Anil Kumar Singh" <secservices@nic.in>, "ACS Finance & Planning" <psfin@nic.in>

From: mdi-nfcg-conference@mdi.ac.in**Cc:** "imlak shaikh" <imlak.shaikh@mdi.ac.in>, "leena kaushal" <leena.kaushal@mdi.ac.in>, "arun tripathy" <arun.tripathy@mdi.ac.in>**Sent:** Saturday, August 2, 2025 4:01:49 PM**Subject:** Call for Papers: MDI–NFCG Conference on Corporate Governance (Dec 11–13, 2025)

Dear Ma'am/Sir,

Greetings from Management Development Institute Gurgaon (MDI)

We are pleased to announce a prestigious three-day conference titled **“Navigating the New Era of Corporate Governance: Insights into Reporting, Law, and Insolvency,”** jointly organized by the **National Foundation for Corporate Governance (NFCG)** and the **School of Management of Financial Institutions (SoMFI), MDI Gurgaon**, from **December 11–13, 2025**, at our campus.

The conference aims to explore emerging paradigms in corporate governance, financial and non-financial reporting, ESG, IBC, company law, and the evolving concept of **quantum governance**. A **pre-conference symposium/workshop** on *“Financial & Non-Financial Reporting and Governance – Exploring New Frontiers”* will be held on **December 11**.

Accepted full papers will be considered for publication in the **conference proceedings** (proposed with Routledge, Taylor & Francis). The event offers a platform for researchers, policymakers, and practitioners to share insights, innovations, and policy recommendations.

We invite you to contribute and participate in this important dialogue. Please also feel free to circulate this among interested scholars.

Important Dates:

- Extended Abstract / Full Paper Submission: **August 31, 2025**
- Notification of Acceptance: **Within 1–2 weeks of submission**
- Full Paper for Book Proceedings: **September 15, 2025**

- Pre-Conference Symposium: **December 11, 2025**
- Conference Dates: **December 11–13, 2025**
- Registration Deadline: **November 10, 2025**
- Paper Submission Email: mdi-nfcg-conference@mdi.ac.in

Conference Themes include (but are not limited to):

Corporate Governance | Financial Reporting | ESG | Quantum Governance | Insolvency & Bankruptcy Code | Company Law | Corporate Ethics | Crisis Management | Stakeholder Engagement | Sustainable Business | Technology & Innovation in Governance | Legal & Regulatory Reforms | Regulatory Frameworks & Compliance | Policy Developments | Risk Management | Corporate Finance & Investment Strategies | Global & Local Market Dynamics | Mergers & Acquisitions | Innovation in Corporate Strategy | Case Studies & Best Practices

Brochure: https://mdi.ac.in/resources/admin_uploads/events/MDI%20&%20NFCG%20Conference_25%20June%202025.pdf

Conference Webpage: <https://www.mdi.ac.in/events/navigating-the-new-era-of-corporate-governance-insights-into-reporting-law-and-insolvency>

Warm regards,

Team MDI–NFCG Conference

Conference Conveners:

Prof. Imlak Shaikh | Prof. Arun Kumar Tripathy | Prof. Leena A. Kaushal

Conference Chair:

Prof. Manoj Anand, Dean, SoMFI

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Regards

O/o The Chief Secretary, Delhi

Fwd: Workshop on the Right to Information Act, 2005**Shri Dharmendra** <csdelhi@nic.in>

Sun, 03 Aug 2025 12:57:18 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: iggnewdelhi@gmail.com

To: "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Dr. V Candavelou IAS" <cs-go@nic.in>, chiefsecretary@gujarat.gov.in, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, officeofcs@gmail.com, "Dr. A Jayathilak IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "MSRao" <raoms@gov.in>, "cs miz" <cs_miz@rediffmail.com>, csmizoram@gmail.com, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary, Punjab" <cs@punjabmail.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, chiefsecyuk@gmail.com, csuttarakhand@nic.in, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, administratordd@gov.in, "Praful Patel" <lk-admin@nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>

Sent: Saturday, August 2, 2025 10:55:55 PM**Subject:** Workshop on the Right to Information Act, 2005

Dear Sir/Madam,

Institute of Good Governance is organizing a two-day **Workshop on Right to Information Act, 2025** on **26th and 27th September, 2025** at **Vividus Hotel Bengaluru, No. 3, Kumarakrupa Road, Madhav Nagar, Bengaluru -560001**. Details of the Workshop are given in the **ATTACHMENT**. You are requested to nominate your officers for the Workshop.

In case of any query, **you may contact Dr. H. S. Rana on his mobile no. 9448451380** or me on my **mobile no. 9968099867**.

K. G. Verma

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Regards

O/o The Chief Secretary, Delhi

1 Attachment(s)

TRG-2526-4-RTI.docx

31.6 KB

INSTITUTE OF GOOD GOVERNANCE

(Registered under Societies Registration Act, 1860)

UB 33, Indraprakash Building, Barakhamba Road, New Delhi-110001

E-mail address: iggnewdelhi@gmail.com

No: TRG-4-2526-RTI

Dated 28.07.2025

To

Secretaries of all the Central Ministries/Departments.

Chief Secretaries of all the States/UTs.

Heads of all the Attached and Subordinate Offices of Government of India/State Governments.

Chairmen/CMDs/CEOs of all the Central and State PSUs, Autonomous Bodies, Statutory Bodies, Ports, Boards, Public Sector Banks, Insurance Companies and other Financial Institutions.

Vice-Chancellors of all the Universities.

Directors of all the IIMs, IITs, NITs etc.

Subject: Workshop on the Right to Information Act, 2005 on 26th and 27th September, 2025 at **Vividus Hotel Bengaluru, No. 3, Kumarakrupa Road, Madhav Nagar, Bengaluru -560001.**

Sir/Madam,

The Right to Information Act is now about twenty years old. A number of judgments of the Supreme Court and various High Courts besides the decisions of the Central Information Commission and State Information Commissions have given new dimension to the interpretation of various provisions of the Act. It is necessary to have a feel of these judgments/ decisions for correct and effective implementation of the Act. The Central Information Commission and the State Information Commissions have been directing, from time to time, various public authorities under section 19(1)(d) (v) of the Act to give training to their PIOs and Appellate Authorities because, according to the Commissions, RTI applications and appeals under the Act are not being disposed of in accordance with the provisions of the Act. Otherwise also section 26(1)(d) requires the public authorities to provide training to their PIOs. The CIC has desired all public authorities to appoint Nodal Officers and train them for effective implementation of the Act. Attention is also invited to sub - sections (4) and (5) of section 5 under which any officer of the public authority may become deemed PIO any time. Thus, almost every officer need be trained on the subject.

2. This Institute is organizing a two-day Workshop on the Right to Information Act, 2005 on 26th and 27th September, 2025 at **Vividus Hotel Bengaluru, No. 3, Kumarakrupa Road, Madhav Nagar, Bengaluru - 560001.** The workshop will start at 09:30 hrs. on 26.09.2025 and will continue till 17:00 hrs. on both the days as per the attached **SCHEDULE.**

3. Participation fee for participants who wish to stay on single occupancy basis will be Rs.33,000/- per participant including all taxes. Participation fee for participants who share room with another participant i.e., who stay on double occupancy basis will be Rs.28,000/- per participant including all taxes. The fee includes the cost of lodging and boarding, breakfast, lunch and dinner. (If any participant is accompanied by his/her spouse, the spouse will be provided lodging and boarding facilities on complimentary basis). The lodging and boarding will be available from September 25, 2025 (afternoon) to September 28, 2025 (morning) under this arrangement. Participation fee for the participants who do not want to stay at the hotel arranged by the Institute and make their own arrangements for stay is Rs. 15,000/-per participant including all taxes. The fee may be paid through a demand draft drawn in favor of the 'Institute of Good Governance' payable at 'New Delhi' or through NEFT/ RTGS. Details of the Bank Account of the Institute are given below:

Name of the Bank: Axis Bank Limited, Statesman House, 148, Barakhamba Road, New Delhi-110001

Account No: 914010021379009

MICR code of Branch: 110211002

IFSC code of the Branch for NEFT/ RTGS: UTIB0000007

PAN of the Institute: AAAAI7597K

GST No. of the Institute: 07AAAAI7597K1Z3.

4. You are requested to nominate your PIOs, Deemed PIOs, APIOs, Appellate Authorities, Nodal Officers and other officers for the Workshop. It is also requested that while sending the nominations, complete postal address (with PIN code) and the GST number of your organization may be informed. In case of any query, you may contact **Dr. H.S. Rana, Director of the Institute** on his mobile no. **9448451380** or **Shri K.G.Verma, Ex- Joint Secretary, Department of Personnel and Training** on his mobile no. **09968099867**.

Attachment: As mentioned above.

Yours faithfully,


(Aakriti)
Deputy Director

Schedule

Date	Time	Topic
26.09.2025	09:30 – 10:00 hrs	Registration
	10:00 – 11:30 hrs	An Overview of the RTI Act, 2005
	11:30 – 11:45 hrs	Tea
	11:45 – 13:00 hrs	Suo Motu Disclosure
	13:00 – 14:00 hrs	Lunch
	14:00 – 15:30 hrs	Role of PIOs, APIOs and Deemed PIOs
	15:30 – 15:45 hrs	Tea
	15:45 – 17:00hrs	Disposal of Applications
27.09.2025	10:00 – 11:30 hrs	Exemptions
	11:30 – 11:45 hrs	Tea
	11:45 – 13:00 hrs	Complaints and Appeals under the Act
	13:00 – 14:00 hrs	Lunch
	14:00 – 15:30 hrs	Imposition of Penalties and other powers of the Commissions
	15:30 – 15:45 hrs	Tea
	15:45 – 17:00 hrs	RTI Rules and Miscellaneous issues

Fwd: Long Term Domestic Training Programme "Senior Leadership Programme" (SLP) - by Indian Institute of Management, Lucknow – 2025-26 – Rescheduled.

Shri Dharmendra <csdelhi@nic.in>

Fri, 01 Aug 2025 9:52:27 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: "Mukesh Kumar" <mukesh.kr07@gov.in>

To: "K. Vijayanand, IAS" <cs@ap.gov.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Dr. V Candavelou IAS" <cs-go@nic.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, csguj@gujarat.gov.in, "Prabodh Saxena" <cs-hp@nic.in>, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, branchtrg@gmail.com, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, cheifsecy@kerala.gov.in, "Anurag jain" <cs@mp.nic.in>, chiefsecy@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, admn-chandigarh@nic.in, "Administrator DNH DD" <administrator-dd-dnh@nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Praful Patel" <lk-admin@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Advisor to LG" <advisor-lg-ladakh@gov.in>, "Tanu Shree" <directordhti@caomod.nic.in>

Cc: "Manoj Kataria" <manoj.kataria14@nic.in>, "UMA MAGESH (US-PSU)"

<uma.magesh@nic.in>, "Vijay S" <vijays@cag.gov.in>

Sent: Thursday, July 31, 2025 5:57:21 PM

Subject: Long Term Domestic Training Programme "Senior Leadership Programme" (SLP) - by Indian Institute of Management, Lucknow – 2025-26 – Rescheduled.

Respected Ma'am/Sir,

Kindly find the attachment on the subject mentioned above.

With Regards,

Mukesh Kumar,
ASO (LTDP),
Training Division,
DoPT, New Delhi 110067

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Regards
O/o The Chief Secretary, Delhi

1 Attachment(s)

Circular of 1st SLP Reschedul...

56.8 KB

No. T-13017/4/2025-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
 New Mehrauli Road, New Delhi-110067,
 Dated: 31st July, 2025

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities
5. Directors General/Directors of Central & State Training Institutes

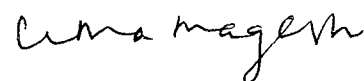
**Sub: Long Term Domestic Training Programme “Senior Leadership Programme”
 (SLP) - by Indian Institute of Management, Lucknow – 2025-26 – Rescheduled.**

Madam/Sir,

In continuation of this Department's circular of even number dated 29th May, 2025. It is informed that the Commencement date for the above mentioned programme has been extended to **09th November, 2025** instead of 03.08.2025 as notified earlier. Accordingly, the last date of receiving applications has also been revised to **20th October, 2025** instead of 28.07.2025.

2. This may please be brought to the notice of all eligible officers in your Ministry/ Department/ Organisation. The officers may be directed to download the application form either from [https://dopttrg.nic.in/SLP%20 Lucknow.html](https://dopttrg.nic.in/SLP%20Lucknow.html) or <https://www.iiml.ac.in/slp-programme>. All other terms and conditions contained in the circular dated 29th May, 2025 mentioned above remain unchanged.

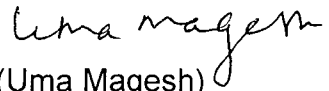
Yours faithfully,



(Uma Magesh)
 Under Secretary to the Government of India
 Telephone: 011-26706382

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, N.Delhi
13. Mr. Abhishek Shukla, Programme Coordinator, Senior Leadership Programme, Indian Institute of Management, Lucknow, Prabandh Nagar, IIM Road Lucknow - 226013 with request to consider applications received on or before October 20th, 2025.
14. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) webpage.


(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26706382

Fwd: Workshop on Cyber Security by ISTM**Shri Dharmendra** <csdelhi@nic.in>

Tue, 05 Aug 2025 11:11:37 AM +0530

To "A Anbarasu"<pshome@nic.in>,"Secretary (IT)"<secyit@nic.in>,"Sh Anil Kumar Singh"<secservices@nic.in>

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>**To:** "csoffice cg" <csoffice.cg@gov.in>**Sent:** Tuesday, August 5, 2025 10:23:04 AM**Subject:** Workshop on Cyber Security by ISTM

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop on Cyber Security

Course Code : W-CS-10

Date : 22 Sep 2025 to 23 Sep 2025

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards
O/o The Chief Secretary, Delhi

Fwd: Big Data Analytics in Government - Basic by ISTM

Shri Dharmendra <csdelhi@nic.in>

Tue, 05 Aug 2025 10:53:54 AM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Secretary (IT)"<secyit@nic.in>

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>

To: "csoffice cg" <csoffice.cg@gov.in>

Sent: Tuesday, August 5, 2025 10:21:35 AM

Subject: Big Data Analytics in Government - Basic by ISTM



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Big Data Analytics in Government - Basic

Course Code : BDAB-09

Date : 27 Oct 2025 to 29 Oct 2025

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

O/o The Chief Secretary, Delhi

Fwd: Workshop on the Right to Information Act, 2005**Shri Dharmendra** <csdelhi@nic.in>

Sun, 03 Aug 2025 12:57:18 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: iggnewdelhi@gmail.com

To: "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Dr. V Candavelou IAS" <cs-go@nic.in>, chiefsecretary@gujarat.gov.in, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, officeofcs@gmail.com, "Dr. A Jayathilak IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "MSRao" <raoms@gov.in>, "cs miz" <cs_miz@rediffmail.com>, csmizoram@gmail.com, "Jan e Alam, Chief Secretary Nagaland" <csnagl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary, Punjab" <cs@punjabmail.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, chiefsecyuk@gmail.com, csuttarakhand@nic.in, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, administratordd@gov.in, "Praful Patel" <lk-admin@nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>

Sent: Saturday, August 2, 2025 10:55:55 PM**Subject:** Workshop on the Right to Information Act, 2005

Dear Sir/Madam,

Institute of Good Governance is organizing a two-day **Workshop on Right to Information Act, 2025** on **26th and 27th September, 2025** at **Vividus Hotel Bengaluru, No. 3, Kumarakrupa Road, Madhav Nagar, Bengaluru -560001**. Details of the Workshop are given in the **ATTACHMENT**. You are requested to nominate your officers for the Workshop.

In case of any query, **you may contact Dr. H. S. Rana on his mobile no. 9448451380** or me on my **mobile no. 9968099867**.

K. G. Verma

--

Regards

O/o The Chief Secretary, Delhi

1 Attachment(s)

TRG-2526-4-RTI.docx

31.6 KB

INSTITUTE OF GOOD GOVERNANCE

(Registered under Societies Registration Act, 1860)

UB 33, Indraprakash Building, Barakhamba Road, New Delhi-110001

E-mail address: iggnewdelhi@gmail.com

No: TRG-4-2526-RTI

Dated 28.07.2025

To

Secretaries of all the Central Ministries/Departments.

Chief Secretaries of all the States/UTs.

Heads of all the Attached and Subordinate Offices of Government of India/State Governments.

Chairmen/CMDs/CEOs of all the Central and State PSUs, Autonomous Bodies, Statutory Bodies, Ports, Boards, Public Sector Banks, Insurance Companies and other Financial Institutions.

Vice-Chancellors of all the Universities.

Directors of all the IIMs, IITs, NITs etc.

Subject: Workshop on the Right to Information Act, 2005 on 26th and 27th September, 2025 at **Vividus Hotel Bengaluru, No. 3, Kumarakrupa Road, Madhav Nagar, Bengaluru -560001.**

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PAN of the Institute: AAAAI7597K

GST No. of the Institute: 07AAAAI7597K1Z3.

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Attachment: As mentioned above.

Yours faithfully,


(Aakriti)
Deputy Director

Schedule

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