

**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>

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**From:** [mdi-nfcg-conference@mdi.ac.in](mailto:mdi-nfcg-conference@mdi.ac.in)

**Cc:** "imlak shaikh" <[imlak.shaikh@mdi.ac.in](mailto:imlak.shaikh@mdi.ac.in)>, "leena kaushal" <[leena.kaushal@mdi.ac.in](mailto:leena.kaushal@mdi.ac.in)>, "arun tripathy" <[arun.tripathy@mdi.ac.in](mailto: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](mailto: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](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: Two days Offline Workshop on Handling Social Media and Information Retrieval &#40;HSMIR-05&#41; for Section Officers and Assistant Section Officers or officers of equivalent ranks from 10th to 11th Nov 2025**

**Shri Dharmendra** <csdelhi@nic.in>

Thu, 31 Jul 2025 4:32:36 PM +0530

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

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

**To:** [jsns@ddpmod.gov.in](mailto:jsns@ddpmod.gov.in)

**Sent:** Thursday, July 31, 2025 3:56:23 PM

**Subject:** Two days Offline Workshop on Handling Social Media and Information Retrieval &#40;HSMIR-05&#41; for Section Officers and Assistant Section Officers or officers of equivalent ranks from 10th to 11th Nov 2025

**FILE NO-Y-15017/5/2025-ISTM**

**Date: 31.07.2025**

To

1. All Ministries / Departments of the Govt. of India
2. Head of Department, All Attached / Subordinate Offices
3. The Chief Controller of Accounts / Controller Offices
4. The Secretary, UPSC, Dholpur House, New Delhi

**Subject: Two days Offline Workshop on "Handling Social Media and Information Retrieval (HSMIR-05)" for Section Officers and Assistant Section Officers or officers of equivalent ranks from 10<sup>th</sup> November to 11<sup>th</sup> November 2025.**

Madam/Sir,

I am directed to inform that a Two Days' **Offline** Workshop on "**Handling Social Media and Information Retrieval (HSMIR-05)**" is scheduled to be conducted at this Institute from **10<sup>th</sup> November to 11<sup>th</sup> November 2025**. The details of the workshop, its content

details, eligibility conditions, procedure for nomination and other information are given at Annexure- I.

2. All Ministries/Departments / Organisation of Government of India are requested to nominate suitable Officers to attend the programme. The nominees are required to compulsorily fill up the nomination forms online at [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form). The last date for receiving of online nominations will be **30<sup>th</sup> October, 2025**.

3. Names of selected candidates will be put on the website of ISTM. No individual communication of acceptance will be issued. Therefore, all sponsoring authorities are requested to ensure that only those candidates selected for the Programme are relieved to attend it, whose names are appearing on the ISTM website. Therefore, the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. [www.istm.gov.in](http://www.istm.gov.in)

4. Only such officials may be nominated who can attend this programme on whole time basis. While making nominations the level and type of participants as indicated in Annexure-I may kindly be borne in mind. An officer who has already attended similar training course / workshop conducted by ISTM should not be nominated.

**Encl: Annexure- I**

Yours faithfully

Sd/-

**Balaji N.**

**Deputy Director & Course Coordinator**

**Email: [balaji.n@gov.in](mailto:balaji.n@gov.in)**

**Tel: 011-26737516**

**Annexure-I**

## **Course Information Sheet**

**Title** : Handling Social Media and Information Retrieval (HSMIR-05)

**Duration** : 2 days (10<sup>th</sup> November to 11<sup>th</sup> November 2025)

### **Aim of the Workshop:**

The participants in the training program will be able to apply the inputs on Handling Social Media &

Information Retrieval in a multitude of areas. They will also be able to get practical information and knowledge of various platforms, social media ethics, and strategies which are crucial for effective communication, information-gathering, research, and decision-making processes.

### **Broad Contents of the Workshop:**

- a) Social Media Analytics
- b) Information Retrieval Techniques
- c) Content Curation and Management

- d) Privacy and Security Consideration
- e) User Engagement and Community Management
- f) Crisis Communication
- g) Ethical Consideration
- h) Emerging Technologies and Trends

## Methodology

Primarily lecture method will be employed with presentations wherever deemed necessary.

## Eligibility Conditions

Section Officers and Assistant Section Officers or officers of equivalent ranks **Workshop Capacity : 35**

## Course Fee

There is no course fee for participants from Government Ministries/ Departments; Attached offices/ Subordinate offices. However, a Course fee of **Rs. 2,000/-** per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings through online payment mode to PAO (DP & AR) as per details given below:-

**Website – Bharatkosh.gov.in Ministry**

**– Personnel. P.G & P**

It is also requested to send details of payment made through email at [“balaji.n@gov.in”](mailto:balaji.n@gov.in)

**Last Date for Receiving Nominations: 30.10.2025**

**NOTE:** Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. [www.istm.gov.in](http://www.istm.gov.in). They may be relieved only after display of their name on the website of ISTM. **No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. [www.istm.gov.in](http://www.istm.gov.in).**

[www.istm.gov.in](http://www.istm.gov.in)



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 : Handling Social Media and Information Retrieval

Course Code : HSMIR-05

Date : 10 Nov 2025 to 11 Nov 2025

Mode : Offline

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

Regards

Balaji N

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



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Regards  
O/o The Chief Secretary, Delhi

**Fwd: Workshop on effective Presentation Skills by ISTM**

**Shri Dharmendra** <csdelhi@nic.in>

Fri, 01 Aug 2025 11:54:08 AM +0530

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

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

**To:** [jsns@ddpmod.gov.in](mailto:jsns@ddpmod.gov.in)

**Sent:** Friday, August 1, 2025 11:19:37 AM

**Subject:** Workshop on effective Presentation Skills 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 effective Presentation Skills

Course Code : WEPS-10

Date : 25 Aug 2025 to 26 Aug 2025

Mode : Offline

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

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Regards

O/o The Chief Secretary, Delhi

**Fwd: 185th Cash and Accounts (C&A – 185th) Course to be conducted in ISTM from 03.11.2025 to 02.01.2026 (9-Weeks) in Hybrid Mode – reg.**

**Shri Dharmendra** <csdelhi@nic.in >

Wed, 06 Aug 2025 6:21:43 PM +0530

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

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

**To:** [jsns@ddpmod.gov.in](mailto:jsns@ddpmod.gov.in)

**Sent:** Wednesday, August 6, 2025 5:52:13 PM

**Subject:** 185th Cash and Accounts (C&A – 185th) Course to be conducted in ISTM from 03.11.2025 to 02.01.2026 (9-Weeks) in Hybrid Mode – reg.

**FILE NO:Y-17011/03/2025-ISTM**

**दिनांक / Date: 06<sup>th</sup> August, 2025**

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments/All Union Territories

The Central Vigilance Commission/Election Commission of India/UPSC

All Public Sector Undertakings / All Autonomous Bodies

**Subject:** 185<sup>th</sup> Cash and Accounts (C&A – 185<sup>th</sup>) Course to be conducted in ISTM from 03.11.2025 to 02.01.2026 (9-Weeks) in Hybrid Mode – reg.

Madam/ Sir,

I am directed to say that 185<sup>th</sup> Cash and Accounts Course will be conducted by this Institute w.e.f. **03.11.2025 to 02.01.2026 (9-weeks) [Online Mode- 03<sup>rd</sup> November to 07<sup>th</sup> November, 2025 (01-Week) & Offline Mode- 10<sup>th</sup> November to 02<sup>nd</sup> January, 2026 (08-Weeks)]**. Details of the objectives of Course, its contents, eligibility conditions, procedure for nomination etc., are given in Annexure. Examination in respect of topics like Arrear Bill, Calculation of income tax, Interest on advances, HBA, GPF, etc. will be held using MS- Excel. Therefore, **working knowledge of MS – Excel is a MUST**. While sponsoring the names, this aspect may be kept in view.

2. Nominations in the prescribed Performa may be submitted **ONLINE**, on our official website [http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_form) under the link 'Online Form' on or before the **closing date, i.e. 10<sup>th</sup> October, 2025** followed by submission of physical/hard copy of the Nomination Form, duly approved by the sponsoring authority, to this office latest by **10<sup>th</sup> October, 2025. Online Nomination Form, duly approved by sponsoring authority and received in this office latest by 10<sup>th</sup> October, 2025 will only be considered.**

3. The names of selected officials/candidates shall be placed on the website of ISTM on or before **17<sup>th</sup> October, 2025** (tentative date) under the link "Confirmed Nomination". Only those Officials/Candidates should be relieved, whose nominations have been accepted by this Institute. Selected Officials/candidates may be directed to attend the online classes w.e.f. **03<sup>rd</sup> November, 2025** for 01 week and physically report at ISTM at 9.00 AM on **10<sup>th</sup> November, 2025. NO SEPARATE CONFIRMATION FOR NOMINATION OR REQUEST FOR RELIEVING LETTER OR ANY OTHER COMMUNICATION to that effect will be issued by the ISTM.**

Yours faithfully,

- Sd-

(Vipin Kumar Bhargava)

Deputy Director & Course Coordinator

Email ID: [vkbhargava.84@gov.in](mailto:vkbhargava.84@gov.in)

Tel: 011-26737611

**ANNEXURE****PROGRAMME INFORMATION SHEET**

**TITLE** : 185<sup>th</sup> Cash and Accounts Course

**DURATION** : 09 Weeks (03<sup>rd</sup> November, 2025 to 02<sup>nd</sup> January, 2026)

Online Mode - 03<sup>rd</sup> November to 07<sup>th</sup> November, 2025 (01-Week)

Offline Mode - 10<sup>th</sup> November, 2025 to 02<sup>nd</sup> January, 2026  
(08-Weeks)

**OBJECTIVES OF THE PROGRAMME:**

The participants will be able to learn about the procedure of handling Cash & Accounts matters in Government Offices and will also expose to the skills required for practical application of various financial/ accounting principles, rules, regulations and procedures under different circumstances.

**BROAD CONTENTS OF THE PROGRAMME:**

1. Financial administration in government
2. Leave Salary and Pension contribution
3. Receipt and Payment Rules
4. FRs & SRs including General conditions of service, Joining Time & Fixation of Pay
5. TA Rules
6. Pension Rules including National Pension Scheme

7. Leave Rules
8. Medical Attendance Rules
9. LTC Rules
10. Calculation of Income Tax Rules
11. Classification of Accounts.
12. Budget: Principles; Process & Practice
13. GPF Rules including conversion of Advance into withdrawal and calculation of amounts under Deposit Linked Insurance Scheme (DLIS).
14. GFRs and Delegation of Financial Power Rules
15. Advances to Government Servants including House Building Advance Rules
16. Central Government Employees Group Insurance Scheme, 1980
17. Children's Education Allowance Scheme
18. Maintenance of Service Book, Expenditure Control Registers and other Books of Accounts
19. Gender sensitization
20. Goods & Service Tax
21. Public Financial Management System (PFMS)
22. Use of Computer – **Working Knowledge of MS-Excel etc. is a must.**

**METHODOLOGY:** Lecture, Case Studies, Self-study using the e-content available on the e-LMS platform of ISTM, Discussion on actual problems faced in dealing with specific cases. The participants will get opportunity to discuss actual problems faced by them in their respective organisations with reference to the Government of India Rules.

**ELIGIBILITY CONDITIONS: The nominees for the Cash and Accounts course should fulfill the following conditions:**

**(a) Grade:**

- (i) An Assistant (other than Directly Recruited Assistant) or equivalent rank in the Level-6 or Level-7 of the accepted 7<sup>th</sup> CPC Pay Matrix.
- (ii) A Directly Recruited Assistant or equivalent with at least two years of regular service in the Level-6 or Level-7 of the accepted 7<sup>th</sup> CPC Pay Matrix.
- (iii) A Senior Secretariat Assistant or equivalent with at least five years of regular service in the accepted 7<sup>th</sup> CPC Pay Matrix.

**(b) Experience:**

- i) Must actually be doing the cash or accounts work in their respective offices at the time of forwarding the nomination by the sponsoring authorities. The details of work, actually being done by him/her, should specifically be mentioned in the nomination form, for example- preparation of salary/arrear bills, Maintenance of cash book, preparation of TA, LTC, Medical, contingent bills etc. **Without mentioning the details of work, the nominations are liable to be rejected.**
- ii) Must have working knowledge of MS Excel.

**[Just writing “working in cash and accounts” in the details of work done will NOT be considered as criteria for being selected for the Course]**

**(c) Age:**

Must be below 56 years of age as on 03<sup>rd</sup> November, 2025. (i.e. on the date of commencement of the Course.)

**NOTE:**

- (i) The complete detail of experience should be given right from UDC/SSA (regular) onwards;
- (ii) The programme is quite intensive and entails good amount of homework. Therefore, only those eligible officials who are willing, diligent and have an aptitude for sustained work may be nominated.
- (iii) **The Programme contains one practical paper on Computer MS-Excel also. As such the nominees MUST have working knowledge of MS-Excel.**
- (iv) The nominee must NOT have attended the Cash & Accounts Training Programme earlier at whatever level.
- (v) All Sponsoring Authorities must obtain the approval of the administrative officers concerned before forwarding the names for the programme.
- (vi) The eligibility conditions mentioned above at (a) to (c) may be relaxed by Director, ISTM on a written request from the sponsoring authority subject to availability of seat(s).

**PROGRAMME CAPACITY: 30-35**

**PROGRAMME FEE:**

Course fee of **Rs. 45,000/- (Rupees Forty-Five Thousand Only)** per participant is payable in respect of the trainees sponsored by organizations other than the Central Government, viz., Autonomous Bodies/ PSUs, etc. Bank Draft/ Banker's Cheque is to be drawn in favour of **“PAO, DP&AR”** payable at New Delhi. **Course fee is to be sent by hand, through the participants, only.**



**OTHER EXPENSES:**

All the participants whose nominations have been accepted shall have to bring an amount of Rs. 30,000/- from their offices drawn as TA/DA Advance, subject to final adjustment, subsequently. The amount shall be used for meeting expenditure on Institutional-cum-Study Tour, which is an essential component of the training programme. **This amount may be deposited/electronically transferred in the respective account of the participants ONLY.**

**ACCOMMODATION:**

ISTM has a modest hostel facility where AC rooms are available on twin sharing, on first come first served basis for the OUTSTATION PARTICIPANTS ONLY. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact the Hostel Warden on Phone Number: 8076072465. In case hostel accommodation is not available due to any reasons, the participants shall have to make their own arrangement.

**VENUE:** Seminar Hall Complex, ISTM, JNU (Old) Campus. [For Offline mode]

**EXAMINATION:** There will be 04 Written examinations & 01 Examination on MS-Excel along with General Assessment during the said Course. Minimum 50% marks have to be obtained to qualify in each of the examinations/papers.

**OTHER:**

The officials/candidates whose nominations have been accepted shall bring a **CALCULATOR. Also**, they are advised to bring the following books (the latest edition) either from their offices.

- i. CGA (Receipt and Payment Rules), 2022
- ii. FR & SR Part II (TA Rules)
- iii. CCS (Pension) Rules 2021
- iv. General Financial Rules



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 : Cash & Accounts  
Course Code : C&A-185  
Date : 03 Nov 2025 to 02 Jan 2026  
Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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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>

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**From:** "rajeshkumar batraiica" <[rajeshkumar.batraiica@gmail.com](mailto: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 (44<sup>th</sup> 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**

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

- **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**

<b>NEFT/DD</b>		<b>Amount</b>	
<b>Transaction ID</b>		<b>Date</b>	

**Bank Account Details:-**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
<b>1.</b>	Name of the Beneficiary	Indian Institute of Corporate Affairs
<b>2.</b>	Account Number	604810210000007
<b>4.</b>	Bank Name &Branch	Bank of India, Manesar Branch, Haryana
<b>5.</b>	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](mailto:rajesh.batra@iica.in) ,  
[cmsme.iica@gmail.com](mailto:cmsme.iica@gmail.com)  
Phone: 9871417394 , 8595690458

**IICA's Flagship**  
**Four Day Capacity Building Program (44<sup>th</sup> 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](http://www.iica.nic.in)) is a 21<sup>st</sup> 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

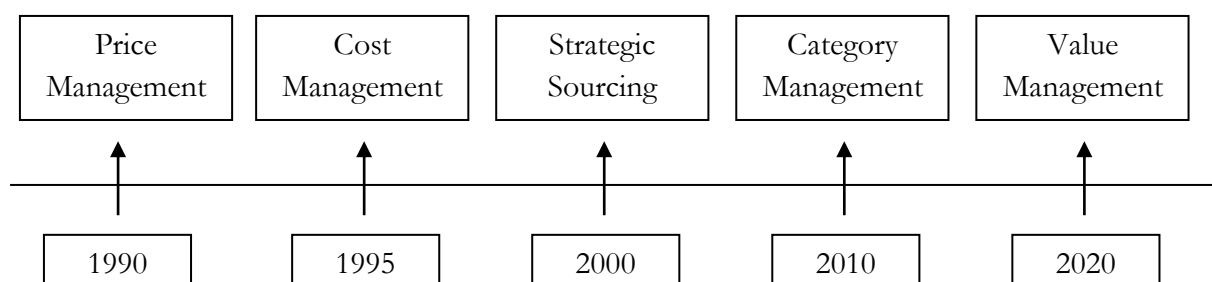
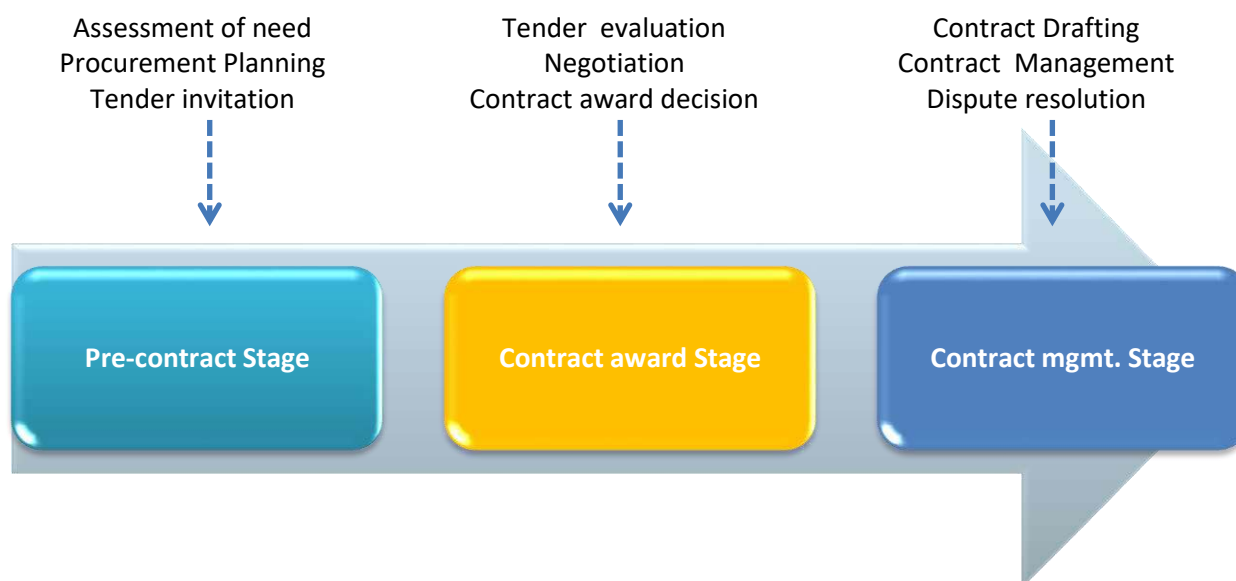
**Procurement has always been a vital function of the governments and large amounts are spent in public procurement by the Central & State Governments, municipal and other local bodies, statutory corporations and State-Owned Enterprises (SOE) in India. The procurement of goods, works and services is 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

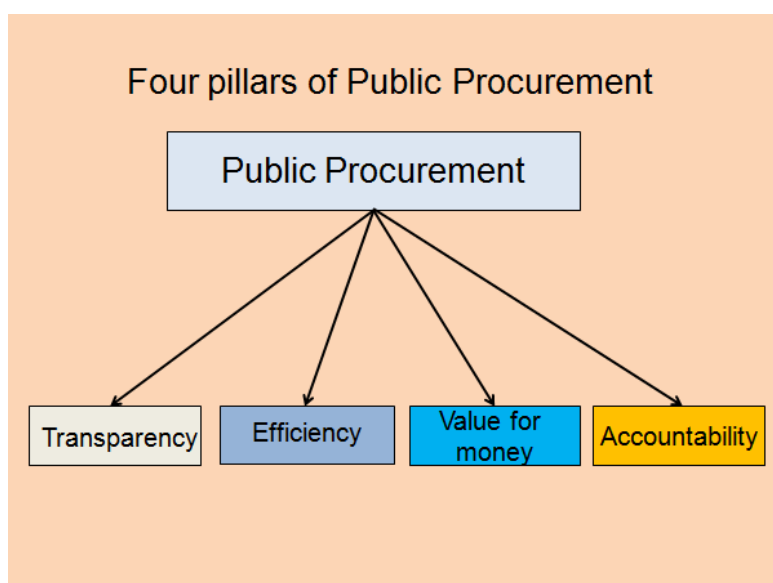
#### Sellers

- 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.

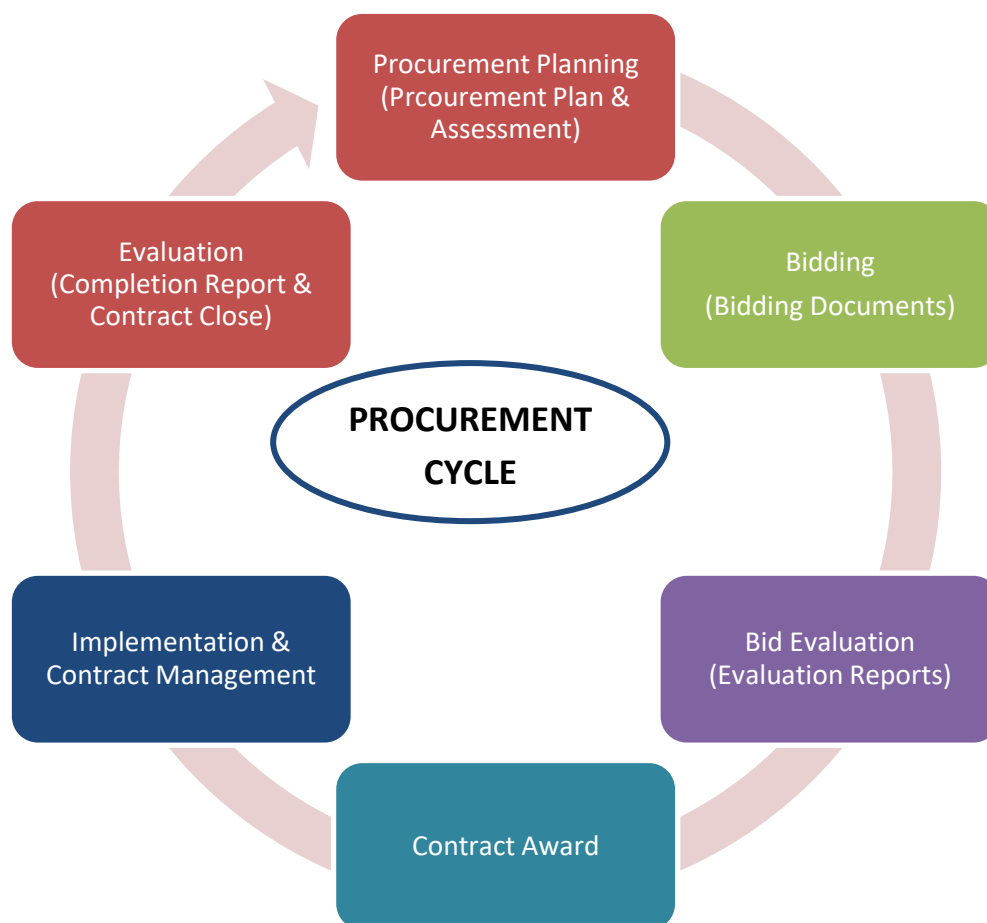
### Government Market Is Not As Complex

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:**

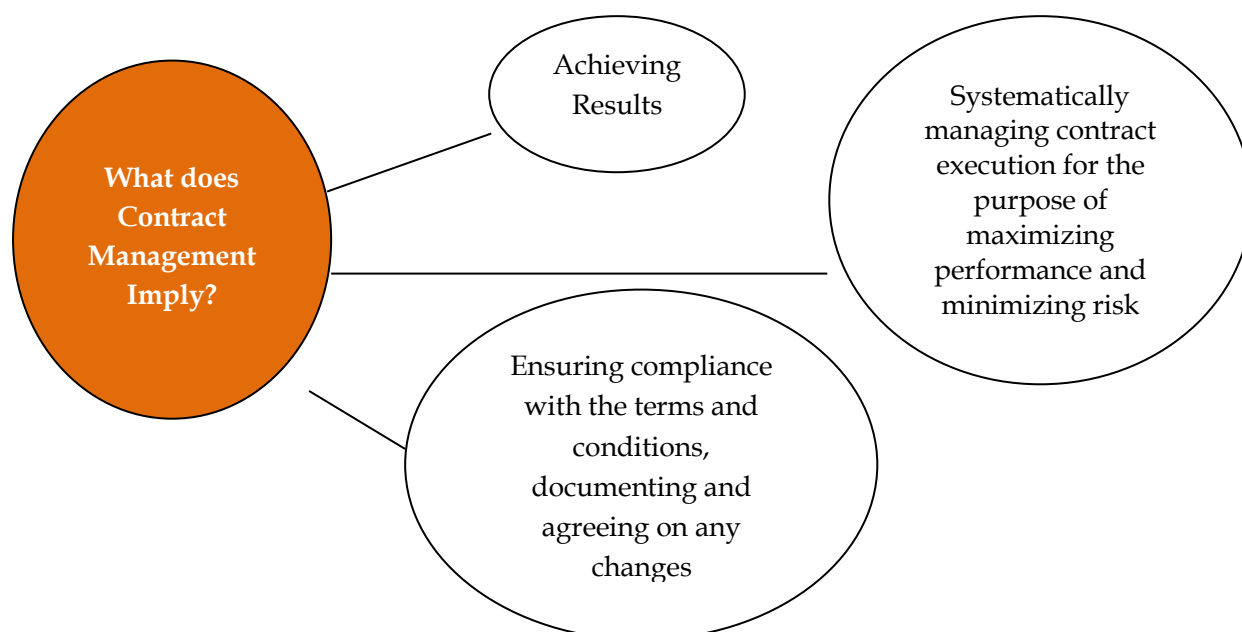
- Vendor Identification & Contact
- Vendor Qualification ( Risk Mitigation )
- Vendor Review & Selection
- Vendor Onboarding
- Vendor Performance Management
- **Vendor Risk Management (VRM)**
- Vendor Relationship Management
- Vendor Offboarding



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

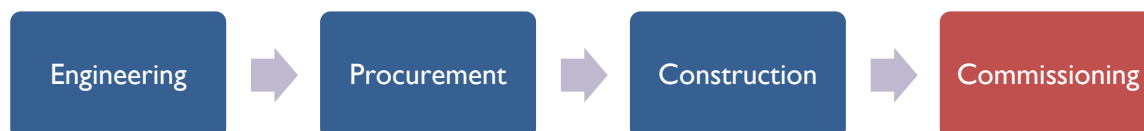
### **What does Contract Management Imply?**

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

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- 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

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- 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	<b>Managing Procurement integration, complexity and uncertainty : Strategic Choices and Options</b> <ul style="list-style-type: none"> <li>• Managing Bid Evaluation Process (Tendering Process, Bidding Document, Evaluation of Bid, Acceptance of Bid and Award of Work)</li> <li>• Overview of Procurement Sequence / Procurement Actions</li> <li>• Recent Guidelines &amp; General Financial Rules (GFR) applications w.r.t. GeM, its process flow, challenges &amp; complexities</li> <li>• Elements of a Contract, Drafting, Negotiation &amp; Enforcement</li> <li>• Understanding Contract as Risk Allocation Mechanism</li> <li>• Procurement &amp; Liquidated Damages</li> <li>• Procurement &amp; Total Cost of Ownership</li> <li>• Procurement &amp; Demand Management</li> <li>• Procurement &amp; Suppliers Competition – RFP</li> </ul>

**Day - 2**  
**20 August, 2025 (Wednesday)**

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

**Day - 3**  
**21 August, 2025 (Thursday)**

TIMINGS	SESSIONS
10:00 am - 01:00 pm	<p><b>Existing Public Procurement Guidelines – Challenges &amp; Areas of concern</b></p> <ul style="list-style-type: none"> <li>• Fundamental principles of Public Procurement</li> <li>• Financial Prudence</li> <li>• Risk perspective</li> <li>• Intricacies in Government procurement</li> <li>• Trends in procurement procedures</li> <li>• General Financial Rules (GFR) application w.r.t. CPP Portal and GeM, its process flow, challenges &amp; complexities</li> </ul> <p><b>Present Regulatory Framework for Public Procurement &amp; Public Procurement Process</b></p> <ul style="list-style-type: none"> <li>• CVC Guidelines; CCI and Govt. orders</li> <li>• Procurement manual of state and public sectors</li> <li>• Limitations of existing procurement procedures</li> <li>• Trends in procurement procedures manual to E-Tendering</li> <li>• Best practices in E-Tendering</li> </ul>
01:00 pm - 02:00 pm	<b>Lunch</b>
02:00 pm - 05:30 pm	<p><b>Public Procurement Process</b></p> <ul style="list-style-type: none"> <li>• Procurement planning/Indenting and Estimate followed by case studies</li> <li>• Bid documentation and Bid invitation (NIT):Basic structure of Tender</li> <li>• Drafting of NIT for Tendering : Determining Qualifying Criteria, Tech specs</li> <li>• Deciding the Mode of Procurement, Bid System, Pre NIT /Pre-bid Conference and Financial Prudence</li> <li>• 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</li> <li>• Bidding process and Need for dynamic tendering procedures</li> <li>• Risk perspective at all stages starting from planning to bidding to execution to consumption followed by case studies</li> <li>• Intricacies in Government procurement followed by case studies</li> <li>• Preventive Vigilance &amp; Public Procurement</li> </ul> <p>Make in India &amp; Public Procurement: How Purchase Preference linked with Local Content (PP-LC) encourage suppliers &amp; service providers &amp; add value to goods &amp; 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"> <li>• What is EPC contract</li> <li>• Issues and challenges of EPC contracts</li> <li>• EPC objectives and functions</li> <li>• Why and When for construction works of large scale and complex infrastructure</li> <li>• EPC EPCM EPCI Turnkey</li> <li>• Overall challenges and risks: identifying known unknowns and unknown followed by case studies</li> <li>• Insurance management</li> <li>• Delays &amp; Defects</li> <li>• Force Majeure and Termination</li> <li>• Risk mitigation</li> <li>• Dispute resolution mechanism</li> <li>• Fixing of responsibility and accountability</li> </ul>
01:00 pm - 02:00 pm	<b>Lunch</b>
02:00 pm - 05:30 pm	<p><b>Contract Termination/Renewal Decision</b></p> <ul style="list-style-type: none"> <li>• Evaluate Supplier Performance, your requirements and the Market price and competition for Contract termination/renewal decision.</li> </ul> <p>KPIs to Measure the Performance of Your Contracts followed by case studies</p> <p><b>Effective Strategic Procurement Sourcing &amp; Process Management: Supply Chain Management and Optimizations</b></p> <ul style="list-style-type: none"> <li>• KPIs for effective sourcing</li> <li>• Drivers of improved procurement performance</li> <li>• Supplier Selection and Relationship Management - Developing relationships during renegotiation, supplier relationship management, the financial impact on supplier management and vested outsourcing</li> <li>• EOQ (Economic Order Quantity) concept and its application</li> <li>• Vendor Selection and Evaluation</li> <li>• Vendor Development – Value Drivers</li> </ul>
	<b>Wrap-up and Feedback, Closing remarks</b>

**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
▪ <b>For Individual Nomination - No Discount is applicable</b>	
▪ <b>For Standard Group of min. 2 &amp; upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee</b>	
▪ <b>For Prime Group of minimum 4 &amp; 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)</b>	

- **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	Breakfast
	Forenoon sessions	Forenoon sessions	Forenoon sessions	Departure day- check out by 11:00 am
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

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**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 7<sup>th</sup> 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 (44<sup>th</sup> 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:-**

<b>Venue / Location</b>	<b>ibis Styles Goa Vagator</b> Chapora Fort Road – Vagator - Bardez – Goa - 403509
<b>Training Date</b>	19-22 August, 2025
<b>Residential Program Fee</b>	INR 62,540/- (INR 53,000 + 18% GST) per participant
<b>Non-Residential Program Fee</b>	INR 41,300/- (INR 35,000 + 18% GST) per participant
▪ <b>For Individual Nomination</b> - No Discount is applicable	
▪ <b>For Standard Group of min. 2 &amp; upto 3 nominations from one organization</b> - We will be offering a discount of 5% on Program Fee	
▪ <b>For Prime Group of min. 4 &amp; above nominations from one organization</b> - We will be offering a discount of 10% for the <b>additional participants</b> . (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 12<sup>th</sup> 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