



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

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To
The Director / Registrar
The HOD/ Heads of Personnel/Admin/Vigilance/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,
Insurance Corporation and other Financial Institutions

**Two Week Interactive Live Training Program On
“Effective Office Administration & Establishment Rules”
Date: 16th to 29th Sept. 2025**

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our institute has been organizing premier training programs focusing on the application, interpretation, and evaluation of statutory rules related to Service, Finance matters, and Human Resources. These programs are conducted by a team of competent and dedicated trainers committed to delivering high-quality learning experiences.

Based on the requirements received from our client organizations, we are pleased to announce the Two-Week Interactive Live Training Program on **“Effective Office Administration and Establishment Rules”** **scheduled to be held from 1st to 15th May 2025.**

We invite nominations for this comprehensive online training program designed to enhance skills and understanding in office administration and establishment rules.

ABOUT THE TRAINING PROGRAMME:-

Administrative leadership in the university system serves as the guiding force that steers the institution toward fulfilling its educational, social, and ethical mandates. Senior administrative positions are entrusted with responsibilities—whether outlined in statutes, charters, or articles of incorporation—ensuring that both the institution and its members meet their objectives.

While administrative leaders may not always be directly involved in teaching or research, they are respected for their sound judgment, institutional knowledge, and foresight. These individuals are often integrated into the institutional framework through appointments to senior administrative roles.

PARTICIPANTS PROFILE:-

This two-week online training program is specifically designed for: Administrative Officers, Assistant Registrars, Section Officers, Stenographers, and Assistants, Equivalent employees working in universities or institutes fully funded by the Central or State Government.

Participants from these roles will benefit from the program's comprehensive coverage of administrative skills and practices.

PROGRAMME DURATION & SCHEDULED:-

- It will be two weeks online Interactive live training program from 16th to 29th Sept. 2025.
- Online training / workshop will be held from 10:00 AM to 01:00 PM (Per training day).

PROGRAMME COVERAGE:-

- Drafting of Pre & Post Recruitment Formalities, Recruitment Rules, Confirmation / Probation & Resignation
- Procedure for Cadre Review, Cadre Review of various posts
- Principles of seniority Principles of Seniority in Direct recruitment, Promotion, deputation, Absorption and reemployment & DPC role and functions(evaluation of reports)
- Constitutional Provisions with latest amendment relating to reservation
- Caste Certificates and its scrutiny and issues related
- Reservation rosters- Post based vs Vacancy based
- Reservation for PWD (horizontal reservation)
- Liaison Officer role and functions
- Pay Fixation with illustrations (special focus on pay on promotion, concept of bunching etc)
- Leave and LTC Rules
- Salient feature of the Act, Information Records and Right to Information
- Responsibilities of Public Authorities & Fees, Time limits, Exemptions
- Appeals Powers and functions of Information commission
- Implications of Right to Information act
- Role of PIOs, APIOs and Deemed PIO & Record Management in context of RTI
- Vigilance overview, Chargesheet drafting and tips
- Conduct of Inquiry, Evaluation of evidence, Action on IO report & Appeal revision Review

FEE:- INR 18000/- plus 18% GST Total INR 21240/-. Fees includes training material (soft copy), participant's certificate etc.

FEE WAIVER:- For 4 nominations the fee for 5th nomination will be waived.

LAST DATE: - Last Date of Accepting nominations is 11.09.2025. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

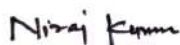
REGISTRATION:-

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of “**Systematic Institute of Economic Research & Development**” payable at New Delhi. NEFT payment may be made direct to Current **A/c No. 62310200000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPPK7937K **GSTIN-07BXPPK7937K12N**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from this opportunity.

We look forward to accommodating nominations from your esteemed organization.



Neeraj Kumar

Program Coordinator

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