



**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

Workshop On
"HR in Administration, Recruitment, Promotion, Seniority,
APAR, DPC, MACP and Various Procedures Including Sealed
cover Penalties"
Date: 9th to 11th July 2025, Bangalore

Sir/Madam,

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

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned Workshop / training program.

INTRODUCTION:-

With the conceptual changes in the role of Administration's accountability and responsibility it has become necessary to keep our officers aware of the spirit of the rules and their applications. Besides lack of proper appreciation of Recruitment Rules, Pre and post recruitment formalities, Review of Recruitment Rules, Recruitment Procedure, DPC procedure, Seniority principles, Preparation.

WHO SHOULD ATTEND :-

- 1.This course is designed to suit Executives, Line Managers, Middle Management and Dealing hands working in personnel and Establishment sections.
- 2.This Programme is designed for Officers / Managers / Executives and those who have to deal with the subject of Establishment, recruitment and promotion.

FACULTY: -

The Sessions will be conducted by highly experienced faculty on interactive basis. Individual questions/doubts and their clarifications would be encouraged.

WORKSHOP DURATION:- The Programme will commence at **10:00AM on 09.07.2025** and will conclude at afternoon on **11.07.2025**.

COURSE OUTLINE:-

- Recruitment Rules, Confirmation /Probation & Resignation
- Drafting of Pre & Post Recruitment Formalities
- Procedure for Cadre Review
- Cadre Review of various posts
- APAR - form, Content, rules and functions of Reporting officers and Reviewing officers and Accepting Authorities,
- effects of adverse entries, Maintenance and preparation of APAR
- Principles of seniority
- DPC role and functions(evaluation of reports) Sealed cover procedures
- MACP Scheme

FEE:-

Residential on Single Occupancy: Rs. 40000 + 18% GST total Rs. 47200/- Per Participant

Residential on twin sharing basis Rs. 30000 + 18% GST = Total Rs. 35400/- Per Participant

Non-Residential: Rs. 20000 + 18% GST = Total Rs. 23600/- Per Participant

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Spouse Or one Family member are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family member. Participation fees for non- residential participant include cost of lunch and study material.

RESIDENTIAL CANDIDATE:- Check in 8th July 2025 (afternoon) & Checkout 11th July 2025 (11:00AM)

Non- Residential participants will have to be report at 09:45 A.M. on 09.07.2025.

PLACE OF STAY & WORKSHOP:- MySpace Silverstar Hotel, 126, 6th Cross Road, Bangalore.

LAST DATE: - Last Date of Accepting nominations is 02.07.2025. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

NOMINATION: -

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-07BXPPK7937K1ZN

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 shall be glad to accommodate the nominations from your organization.



Neeraj Kumar

Program Coordinator

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