



**SYSTEMATIC INSTITUTE OF  
ECONOMIC RESEARCH & DEVELOPMENT**

RZ-17B/223, J-Block, Back Gali,  
West Sagarpur, New Delhi – 110046  
Telefax No. 011- 49066483  
Website: www.sierd.in

Ref. No.: SIERD/T-260A/2025  
Date: 23.07.2025

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**  
**"Pension & Retirement Benefits: Understanding Gratuity,  
Commutation, Leave Encasement, GPF, NPS & UPS"**  
**Date 10<sup>th</sup> to 12<sup>th</sup> December 2025, Jaipur**

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:-**

All Central Govt. Departments, Subordinate offices and Autonomous Bodies have Implemented 7th Pay commission orders wherein the Govt. has brought about changes for the Pay fixation as per Pay Matrix, calculation of different types of Pensions, Family Pension, Gratuity, Leave Encashment and other retirement benefits. Many organizations and employees want to process the settlement claims of the pensionary benefits within a prescribed time span and wish to avoid the possibility of payment of pensionary dues with penal interest in cases of delay.

**WHO SHOULD ATTEND -:**

This Programme is designed for :

The Officers / Manager / Executive and the functionaries who have been entrusted responsibility to take timely and prompt action to implement service rules effectively and efficiently To revise the pension/family pension and other benefits to retirees Programme is also covering capsule on Planning for retirement which is useful for officials retiring in near future.

**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 10.12.2025** and will conclude at afternoon on **12.12.2025**

## **COURSE OUTLINE:-**

- Eligibility and Calculation for Retirement Benefits, Gratuity, CVP
- Modes of Retirement including voluntary Retirements
- Family Pension – Calculation
- Central Government Employees Group Insurance Scheme (CGEGIS)
- Leave Encashment
- General Provident Fund (GPF)
- Pension Payment Procedure
- New Pension Scheme – Applicability & modes of Implementation.
- Unified Pension Scheme (UPS)

## **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 9<sup>th</sup> Dec. 2025 (afternoon) & Checkout 12<sup>th</sup> Dec. 2025 (11:00AM)

**Non- Residential participants will have to be report at 09:30 A.M. on 10.09.2025.**

**PLACE OF STAY & WORKSHOP:-** Hotel Regenta Central, Jaipur.

**LAST DATE: -** Last Date of Accepting nominations is 01.12.2025. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

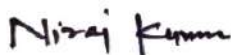
## **NOMINATION: -**

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**

**SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT**

**New Delhi - 110046, Mob. No.9958014267**

**Telefax No. 011- 49066483**

**E-mail: [sierd@rediffmail.com](mailto:sierd@rediffmail.com) / [info@sierd.org](mailto:info@sierd.org)**