



**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-260B/2025  
Date: 23.07.2025

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

**Comprehensive One-Week Workshop on  
"Effective Office Administration (EOA) and Establishment  
Regulations"**

**Date: 15<sup>th</sup> to 19<sup>th</sup> December 2025, Kochi**

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:-**

Effective Office Administration (EOA) and Financial Management (FM) are crucial for the growth and success of any organization. In today's highly competitive and fast-evolving business environment, organizations need efficient systems, streamlined processes, and sound financial management strategies to ensure long-term sustainability and profitability. Strong administrative and financial practices help in maximizing organizational resources, increasing productivity, and improving overall decision-making.

**WHO SHOULD ATTEND :-**

The program is designed for officers and officials from a wide range of sectors and organizations, including: Government Departments, Academic Institutions, Public Sector Organizations, Co-operatives and Corporations Labour Unions/Associations, Boards and Financial Institutions, Autonomous Organizations.

Additionally, the program is beneficial for Executives, Officers, and Section Officers who are poised to take on managerial responsibilities in the 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 15.12.2025 and will conclude at afternoon on 19.12.2025

## COURSE OUTLINE:-

- Human resourcing, Modes of Recruitment and Recruitment Rules.
- Probation and Confirmation in service Principles of seniority
- Caste Certificates and its scrutiny and issues related
- Reservation rosters- Post based vs Vacancy based
- Reservation for PWD (horizontal reservation)
- Pay Fixation with illustrations (special focus on pay on promotion, concept of bunching etc)
- Leave, LTC Rules, NPS and UPS
- 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:-

**Residential on Single Occupancy: Rs. 55000 + 18% GST total Rs. 64900/- Per Participant**

**Residential on twin sharing basis Rs. 41000 + 18% GST = Total Rs. 48380/- Per Participant**

**Non-Residential: Rs. 25000 + 18% GST = Total Rs. 29500/- 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 14<sup>th</sup> Dec. 2025 (afternoon) & Checkout 19<sup>th</sup> Dec. 2025 (11:00AM)**

**Non- Residential participants will have to be report at 09:30 A.M. on 15.12.2025.**

**PLACE OF STAY & WORKSHOP:- Hotel Presidency, Ernakulam Town, Kochi.**

**LAST DATE: -** Last Date of Accepting nominations is **05.12.2025**. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

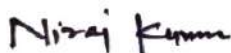
## **NOMINATION: -**

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 / info@sierd.org**