


No. A-33022/3/2010-Trg.
Government of India
Ministry of Statistics & Programme Implementation
Central Statistical Organization
(Training Division)

8th Floor, Jeevan Prakash Building,
25, Kasturba Gandhi Marg,
New Delhi – 110001
Dated: Jan., 18, 2010

OFFICE MEMORANDUM

Subject: - Training programmes offered by D/o Personnel and Training and D/o Economic Affairs, M/o Finance.

Please find enclosed herewith the OM/Circulars received from D/o Personnel and Training and D/o Economic Affairs, M/o Finance offering various training programmes/workshops. It was decided in the meeting of Screening Committee that the training programme circulars circulated by DOPT/D/o Economic Affairs to all Ministries (being an open invitation to all concerned) may be uploaded on website of the ministry (maintained by Computer Center) and also forwarded to ISS Cadre and ISS association for wider circulation. The officers, who are willing to send their applications directly to the Concerned Department, may do so after getting it forwarded through their respective department/office where they are posted. As regards officers posted in M/o Statistics & P.I, their applications may be forwarded through Administration of the Department.


(V.B.Gupta)
Dy. Director (Trg.)

To

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1. DDG(Computer Center)
 2. Director, ISS (Cadre)
 3. Secretary, ISS Association

Per/21/1

D/o

[Signature]
27.10/10

JD(S/A)

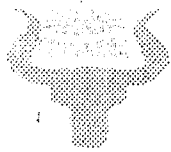
DKA
23/12/10

DD(MR)

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27/12/10

AD(S/C)

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23/01/10
Sh. R. D. Jais



Centre for Training & Social Research

(Registered under Societies Registration Act-1860)
PAN No.:- AAATC 3590P

Branch Office:-
4/17, Ground Floor, West Patel Nagar,
New Delhi- 110 008
Phone : 011 64664599, 65066174
Fax: 91 11 45087488

To, 79 11
The Director
Min. of Statistics & Programme Implementation
GOI, Room No. 408, 4th Floor,
Sardar Patel Bhavan, Sansad Marg,
New Delhi 110 001

Ref. No.: CTSR/TRG/200/02/2010
Dated : 18th December, 2009

SUB:- Technical Workshop on "Purchase Policy & Procedure in Govt. Deptts., Autonomous Organisation & PSUs" From 24th to 26th February, 2010

Sir/Madam,

We crave indulgence on your valuable time by requesting you kindly to peruse the enclosed brochure relating to the Workshop cited as subject. Its objectives are:

OBJECTIVES:

- ☛ Acquainting the participants with the scope and functioning of a Purchase Organisation.
- ☛ Appraisal of purchase policy and procedure.
- ☛ To enable the participants to have a clear perception of the financial rules pertaining to purchase of stores.
- ☛ To give an overview of procurement planning and modes of purchase.
- ☛ To discuss in detail the practice and procedure of Bid Management and Contract Award.
- ☛ To explain legal intricacies in Purchase Contracts; and Safeguards to be undertaken.
- ☛ To explain measures to be taken for effective Post Contract Management.
- ☛ To elucidate the procedure for Rate Contract and its benefits.
- ☛ To state the steps to be taken for disposal of surplus/obsolete/unserviceable stores.
- ☛ To elucidate measures to be taken for Quality Assurance.

OUR CENTRE:

Our Centre, which is run on no-profit, no loss basis' has been engaged inter alia in undertaking Training Programs on various subjects for the benefit of the officers working in Govt Departments, Public Sector Undertakings, autonomous bodies etc. for the past nine years. Because of our top grade Faculty, Decent facilities at the venue of training and personal attention, we have been getting highly encouraging response and heartening feedback from the participants.. More than 750 organizations sent their officers for training to our Centre; and some of these are mentioned overleaf. These organizations noticed a perceptible improvement in the efficiency of their nominees;

We would also welcome any invitation from your side for In-house Training programme at your premises. We were therefore asked to undertake in house training programs by some of these organizations namely National Backward Classes Finance & Development Corporation-New Delhi, ISRO- Sriharikota, BIS-Noida, Central Pollution Control Board-Delhi, Mazagon Docks-Mumbai, The State Trading Corporation of India LTD.-New Delhi, Bharat Immunologicals & Biologicals Corporation Limited-Bulandshahr, Min. of Commerce & Industry (Department of Industrial Policy and Promotion), (Tariff Commission), (Office of Economic Adviser)-New Delhi, Coffee Board-(Coimbatore, Chickmagalur & Calcutta), The Govt. Examiner of Questioned Documents-Shimla Rajkumari Amrit Kaur College of Nursing-New Delh, Institute of Hotel Management, Catering & Nutrition-New Delhi and several others.

Assuring you of our best service as per our tradition and hoping to receive nominations for the above programme from your organization.

Thanking you & with best regards.

Yours faithfully,

Wish you a very
Happy New Year 2010

V.P. Ahuja
Director

Mob No.:- 09268733869

Encl: The Programme Brochure

Head Office:- 016, Plot No. 7, Janaki Apartment, Sector-22, Dwarka, New Delhi-110075

Phone:- 011 64163473, 64991978 Fax:- 91 11 28052526

E-mail: ctsr@ctsr.in / ctsr@live.com

Website: www.ctsr.in

Bagh Metro Station to Rajiv Chowk metro station & back for your comfortable journey. The Connaught Hotel is at a walking distance from Rajiv Chowk metro station.

At the very out-set it is clarified that the accommodation arrangement made by CTSR in the "Hotel Tribhovan Palace" is only to assist the participants regarding their stay and the same is absolutely optional. Participants are free to stay at any other place of their choice and convenience.

PROGRAMME DURATION & SCHEDULE:- It will be a Three day Technical Workshop from 24th to 26th February, 2010 and will be conducted from 10 A.M. to 5 P.M. There will be 12 sessions, four sessions each day. Each session will be of 75 minutes duration.

REPORTING TIME:- The participants are to report for Registration at 9:30 A.M. at the venue Hotel "The Connaught".

NOMINATION:- Each nomination Residential/Non-residential should be accompanied by drawn at Delhi Bank Cheque and out station units through a Demand Draft of the required amount drawn in favour of "Centre for Training & Social Research" payable at New Delhi and should be sent in advance along with the names & designation of the nominees except Defence Employees, their payment will be received after completion of the course and submission of our pre-receipted Bills. **Cheques of Outstation units will not be accepted.** Nomination once accepted can not be withdrawn, however substitution will be permitted.

Each nomination should contain the following information:-

1. Name & Complete Address of the Organisation.
2. Name of the participants.
3. Designation.
4. Office address with Tel.no./Fax no. & E-mail.
5. Residential address with Phone/Mobile.
6. Academic qualifications.
7. Experience.
8. Details of Demand Draft/Cheque.
9. Sponsoring authority's Name, Designation, Office address & Tel. No./Fax No. & E-mail.

LAST DATE:- Registration for Residential accommodation is 22nd Feb., 2010 and for Non-Residential is 23rd Feb., 2010.

CERTIFICATE OF PARTICIPATION:- The institute issues a Certificate of Participation on the conclusion of the programme.

FACULTY:-

- Shri M.C. Panda:- Addl. D.G. Supplies & Disposals, Govt. of India, [Retd.]
- Shri A.K. Srivastav:- Dy. D.G. Supplies & Disposals, Govt. of India, [Retd.]
- Shri M.K. Bhatnagar:- Dy. D.G. Supplies & Disposals, Govt. of India, [Retd.]
- Shri K.K. Ghosh:- Jt. Secretary, Min. of Home Affairs, [Retd.]
- Shri Surjit Lal:- Dy. D.G. Supplies & Disposals, GOI.
- Shri A.N. Kapur:- Director [Trg.]
- Guest Faculty is invited from premier Purchase Departments of the Govt. of India.

FURTHER INFORMATION:- It is hereby reaffirmed that the aforesaid programme shall be conducted as per schedule and will not be changed/postponed or cancelled. Further enquiries and correspondence regarding admission and other matters relating to the programme may be addressed to:

V.P. Ahuja Director Mob: 09268733869	Gaurav Prog Co-ordinator Mob: 09810410903
Vanshikha Addl. Prog Co-ordinator Mob: 09268178067	Neha Addl. Prog Co-ordinator

ABOUT CTSR

CTSR is a Society registered under the Registration of Societies Act, 1860. The functional areas of our activity include not only study of the rules of the Central Government in relation to Central Civil Services and the rules of the Central Autonomous Bodies/ Public Sector Undertakings but also study of the management systems with a view to initiating a campaign for streamlining them wherever. We have separate Divisions for Service Rules, Financial Management, Management Services, Material Management and Labour Laws. The focus of our programmes on statutory rules is not only on equipping the Operating Staff at middle/junior level to efficiently execute grassroot level tasks but also on giving effective support in decision making process by briefing the senior officers at the decision making level (Heads of Personnel Divisions, Heads of offices, Drawing and Disbursing Officers and other Officers vested with powers to regulate service benefits, financial management operations and others who assist the sanctioning authorities) Presentation on the rules and regulations is combined with practical examples/case studies.

The organisation has a well equipped office and other infrastructure in a centrally located modern office complex at New Delhi.

Our Objective: Upgradation of standards of performance of Central Civil Services, Employees of Central Autonomous Bodies and Central Public Sector Undertakings as also of Private Sector.

Our Strategy: Maintain high professional standards of training.

Working Style: Innovative

Public Relations Policy: Honest and straightforward dealings

Venue

"The Connaught"

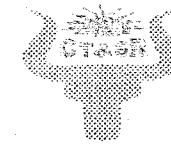
37, Shaheed Bhagat Singh Marg, (Adjacent to Shivaji Stadium), New Delhi-110 001

Technical Workshop

on

"Purchase Policy & Procedure in Govt. Depts., Autonomous Organisation & PSUs"

From 24th to 26th February, 2010



CENTRE FOR TRAINING & SOCIAL RESEARCH

Branch Office 4/17, Ground Floor, West Patel Nagar, New Delhi-110 008

Phone: 011-64664599, 65066174 Fax: 91-11-45087488

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Website: www.ctsr.in

BACKGROUND

Scandals in Govt. purchases have been coming to surface from time to time. Faulty purchases resulting in heavy drain on Exchequer have been highlighted in several Audit Reports of the Comptroller and Auditor General of India. An analytical study of such cases reveals that the main cause for such scandals is circumvention of the rules and procedures or lack of in-depth knowledge of such regulations. Unscrupulous suppliers try their best to hoodwink the purchase officers for swindling money; and become successful when the officers are bereft of thorough knowledge of the purchase procedure and rules on the subject.

Financial propriety demands real economy in purchases viz. lowest rates without compromising quality; and restricting supply orders to the actual need. The tendency on the part of the suppliers is to quote the lowest and try to get the highest price by exploiting loopholes in the system. 'On the job training' does not enable the persons concerned to have a clear concept of rules and to have thorough knowledge especially with regard to their application. They remain unaware of the manner in which cheating had taken place in other Deptts and how to avoid the same.

Hence the need for the workshop. It will have dual purpose firstly of imparting training and secondly of sharing experience by discussion by the participants with our Faculty members who have held high positions in Purchase hierarchy of Govt. Deptts.

Justice Krishna Iyer had said 'System of jurisprudence does work, if only you know how to make it work'. As a corollary 'Purchase System does work properly, if one knows how to make it work', after getting adequate training.

PROGRAMME COVERAGE

Public Procurement in India:- An Overview

- Historical background.
- Fundamental Principles of Public Buying.
- Transparency, Fairness.
- Efficiency, Economy and Accountability.

General Financial Rules

- Objectives
- Modification of the Rules – Procedure.
- Financial Propriety.
- Modes of Procurement.
- Local Purchase.
- Bid System.

Procurement Planning

- Items to be procured
- Quantity to be procured
- Broad Specifications.
- Mode of procurement.
- Eligibility criteria for goods.
- Eligibility and qualifications of Bidders.

- Delivery Schedule.
- Procedure for bidding.
- Procedure for settlement of disputes.
- Criteria for-
 - a) Determining responsiveness of bids.
 - b) Evaluating the bids on common platform.
 - c) Awarding contract to the responsive lowest bidder.

Preparation of Bid Documents

- Instructions to Bidders.
- Conditions of Contract.
- Schedule of Requirement.
- Specifications and allied Technical Details.
- Price Schedule for quoting prices.
- Contract Form.
- Making Bidding document self contained and comprehensive without ambiguity.

Tender Enquiry:- Opening & Evaluation of Tenders

- Bid Publicity.
- Sale of Bid Documents.
- Submission of Bids.
- Bid Opening.
- Bid Evaluation.
- Spot Comparative Statement.
- Ranking Statement.
- Rejection of Bids.

Award Of Contract

- Technical specifications of items/packing.
- Contract conditions, General.
- Special conditions of contract.

Contract Management

- Constitutional provisions.
- General principles of contract.
- Standard Forms.
- Contract Document – Financial limits.
- Cost Plus Contract.
- Price Variation Clause.
- Payment of Duties and taxes.
- Foreign exchange fluctuations, etc.
- Lumpsum contracts.
- Liquidated damages.
- Warranty clause.
- Acceptance/Rejection of goods.
- Amendments to contracts.
- Resolving disputes.
- Monitoring of contracts.
- Bank guarantee or other instruments.

Quality Assurance

- Pre-dispatch inspection.
- E-Procurement.
- Final Inspection.
- Consumer's right of rejection.
- Preliminary examination of goods on receipt.

Disposal Of Goods

- Identification of stores for disposal.
- Modes of disposal.

METHODOLOGY:- Lectures, Practical Exercises, Discussions, Reinforcement, Quizzes in Hindi & English.

TEA/ COFFEE BREAK:- 11:15 AM to 11:30 AM &
03:15 PM to 03:30 PM

LUNCH:- 01:00 PM to 02:00 PM

ARRANGEMENT BY US:- Working Lunch, Tea/Coffee with Snacks, Course Material, Pad, Pen, Bag/Folder, Participation Certificate, Group Photograph.

PEDAGOGY:- The workshop will utilize wide variety of methods with the help of the specialists in each subject. Conceptual and theoretical inputs through lecture method will be supplemented with case studies, exercises and group discussions so as to have full involvement of each participant in the programme.

PROGRAMME MANAGEMENT:- Besides from CTSR faculty, resource personnel of eminence are invited to chair sessions in their areas of specialisation. They are mostly of the rank of Joint Secretaries.

VENUE:- The workshop will be held at Hotel "The Connaught" 37, Shaheed Bhagat Singh Marg, New Delhi-110 001. 1/2 KM from New Delhi Railway Station, 5 KM from Hazrat Nizamuddin Railway Station, 18 KM from Airports. (Tel:- 011-23364225)

FEES:-

Non-Residential: Rs. 7,000/- Per Candidate.

Residential: Rs. 11,000/- Per Candidate on Twin Sharing Basis. The other nominee of the same gender should be from the same organisation otherwise he/she would be charged on Single Occupancy.

Single Occupancy: Rs. 13,000/- Per Candidate. Candidate opting for residential accommodation are requested to go directly and stay in A/C rooms at "Hotel Tribhovan Palace" 14A/31, W.E.A. Channa Market, Karol Bagh New Delhi-110 005. Phone:- 25769100, 25748860, Mob:- 9310374999

The candidates have to make their own arrangement **transport, breakfast & dinner**. The venue of Programme of Workshop viz Hotel "The Connaught" is 3 KM from New Delhi Railway Station. Metro Train is available from Karol