

File No. 23-12/56/2022-HOSTEL**Govt. of India**

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

IIPS-DEPT

HOSTEL

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**SUBJECT**

**Main Category** :  
**Sub Category** :  
**Description** : Training Programme for the Hostel Kitchen Staff

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**OTHER DETAILS**

**Language** : English  
**Remarks** :

# Vaishali Ghegadmal

HOD Food Production

Address E-31 EVEREST SOC, CHEMBUR

MUMBAI, MH 400071

Phone 9870982137

E-mail vaishaliog@gmail.com



To seek for a gainful employment that offers a challenging career & Development Opportunities



## Work History



Jul 2009 -  
Current

### Head of Food Production Department

G D Ambekar, Mumbai University, MUMBAI

- in charge of all kitchen outlet
- Responsible for academic activities like Theme dinner , regular assessment , examination etc.
- Conducted Work shop for Corporate company employees & NGO
- Improved operations through consistent hard work and dedication.



Feb 2003 -  
Jun 2009

### Lecturer

Kohinoor College of Hotel, MUMBAI

- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Arranged syllabus, developed schedule and determined reading list for varied courses simultaneously, giving students appropriate time to complete assignments and absorb information.
- Utilized distance learning technology to instruct students remotely. Course coordinator for Manipal University (2005-2006).
- Worked as a Controller of Examination in M.S.B.T.E. (2003-4)
- Done R.A.C in M.S.B.T.E.,
- Head of Internal Monitoring Committee 2003



May 2002 -  
Jan 2003

### Instructor

Young Women Christen Association, MUMBAI

- Responsible for outdoor Bakery & Cookery Orders
- Inventory in charge of Bakery department.
- Covering syllabus of Craft Course Bakery.



May 1998 -  
Jul 1999

### Lecturer

Naval Institute Of hotel, Colaba

- Covering syllabus of Second year HMCT.

◆ Feb 1998 - **Instructor ( Bakery & Confectionery**  
Jun 1998 *Manav Seva Sangh , MUMBAI*

◆ Jan 1996 - **Lecturer**  
Jan 1997 *Anjuman Islami collage of Hotel Management*

## ◆ Education

◆ Jul 2006 - **Master in Tourism : Tourism Management**  
Jul 2007 *Madurai Kamraj University - Madurai*

◆ Jan 1993 - **Diploma: Hotel Management & catering Technology**  
Jan 1996 *National Council of Hotel Management*

Receipt No : 11438/2022/IIPS\_HOSTEL

DAY ONE		DAY FIVE	
TIME	SALADS AND DIPS	MUGHLAI	MURG METHI MALAI
2HRS	NEW POTATO SALAD		BANIGAN BHARTA
	POD THAI SALAD		SUNHARI BHINDI -ALOO
	CHICKEN ASIAN		CARROT -SPINACH RICE
	HUMMUS		
DAY TWO	INDIAN MAIN	DAY SIX	GOAN CURRY
2 HRS	AVIAL	MULTI-CUSINE	MIRCH KA SALAAN
SOUTH INDIAN	LEMON RICE		PANEER PAPDI
	PACHADI		GATTEKI SABZI
	CHETTINAD		
	PAYASAM		
DAY THREE	MASALE BHAT	DAY SEVEN	THAI GREEN CURRY
MAHRASHTRIAN	TOMATO SAAR	GLOBAL	THAI RED CURRY
2 HRS	BHARLI WANGI		CHICKEN SATHE STICK
	KHAMAG KAKADI		HERB RICE
DAY FOUR	KASHIMIRI DUM ALOO	DAY EIGHT	QUESADILLA
KASHMIRI	ROGAN JOSH	GLOBAL	CHICKEN A LA KING
	KASHMIRI PULAO		SALSA - SAUR CREAM
	GILE FIDOSH ( SWEET)		CROUTTE
			Cheese - corn Etc.

Fees for workshop per day 3500  
Eight days 3000\*8 28000  
raw material which is not available 5000  
In your kitchen will be bought by the training academy

**Total Cost 33000/-**

Rs Thirty Three Thousand Only /-

Chef Vaishali Pagare  
9870982137

**AADISH P JOSHI**

B - D6, Satkar Society, Telll Galli,  
Andheri (East), Mumbai-400069  
Mobile: 7021227322, Email-Id- aadeejoshi@gmail.com.

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**Career Goal**

To excel as a Master Chef in a professionally challenging environment that enables optimal use of my knowledge and skills thereby maximizing my contribution towards making a delightful culinary experience for the clientele.

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**Synopsis**

Bringing 8+ years of Professional experience in Culinary Arts & Training. Demonstrated exceptional management skills by solely handling food outlets & services.

- Managing complex menu concepts in a simple & compelling manner
- Quick grasp over learning new techniques and skills, result oriented, working well under pressure & communicating ideas clearly and effectively
- Firmly believes in team work & possesses the ability to motivate & extract the best in collectively achieving the team & organizational goals.
- Ability to look at issues granularly and come up with practical solutions & workarounds with a positive approach

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**Culinary Knowledge**

Indian, Tandoor,

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**Core Competencies**

- Food Outlet Management.
- Special Event Catering & Planning
- Inventory Control & Management
- Kitchen & Staff Management
- Customer Delight
- Multitasking Skills
- Human Resource Management Skills
- SOP making and ynaultraining

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**Work Experience:**

- Currently working at "MM! Maroosh" from 4 years in kitchen department as DCDP
- Managed Tiffin service business at Powai, Mumbai. (Yr 2013)
- Worked as a **Catering Manager** at Baba Marine Institute, Wada. (2012-13)
- Worked as a commie II in "Mumbai Cricket Association" club, Bandra in kitchen department. (2010-12)
- Worked as a trainee in "Hotel Ambassadors" and "Hotel Atlantic" in kitchen department.
- Worked as part-time machine service engineer at "Machine Makers r.s."



AADISH P JOSHI

**EDUCATIONAL QUALIFICATION:**

Examination Passed	Institution	Month and year of passing	Percentage
Bachelor in Hotel and Tourism Management Studies	University of Mumbai	May 2009	61.14%
Third Year Of Hotel Management and Catering technology	Maharashtra state Board of technical education, Kohinoor College Of Hotel Management And Catering Technology	May 2008	54.40%
Second Year Of Hotel Management and Catering technology	Maharashtra state Board of technical education, Kohinoor College Of Hotel Management And Catering Technology	May 2007	58.00%
First Year Of Hotel Management and Catering technology	Maharashtra state Board of technical education, Kohinoor College Of Hotel Management And Catering Technology	May 2006	56.00%
HSC - Standard XII	Maharashtra State Board, M. L. Dahamukar College	March 2005	61.67
SSC - Standard X	Paranjape Vidyalaya, Maharashtra Board	March 2003	62.80

**Projects Accomplished During Academics:**

- As a part of HMCT (Summer Project)
  - Health Benefits Of Radish -
  - Bengali Cuisine

**Software Skills:**

- M.S. OFFICE,
- Internet
- Photoshop & other softwares

**Extra Curricular:**

- Organised a Theme Dinner "AL SHAAHINSHAH BARGAH" in the Third year. Worked for the same as a member of the organising committee and as Decor committee head
- Participated in various intercollegiate events during graduation

AADISH P JOSHI

- Active participation in arranging various cultural programmes in our Housing colony
- Passed 3rd Examination (Madhyama Pratham) of Tabla conducted by Gandharva Sangeet Mahavidyalaya

**Interests / hobbies:**

- Playing Games like Cricket, Football, Carom and Badminton etc.,
- Watching TV. Surfing on the net, chatting etc.
- Listening to music.
- Travelling
- Playing Tabla

**Other Details:**

- Age : 26 Years
- Date Of Birth : 26th October 1987
- Gender : Male
- Nationality : Indian
- Marital Status : Single

DATE:

PLACE: MUMBAI

AADISH P. JOSHI

Receipt No : 11438/2022/IIPS\_HOSTEL

DAY ONE	QUESADILLA	DAY FIVE	MASALE BHAT
TIME	CHICKEN A LA KING	MAHRASHTARIAN	TOMATO SAAR
2HRS	SALSA - SAUR CREAM		BHARLI WANGI
GLOBAL	CROUUTTE		KHAMAG KAKADI
	Cheese - corn Etc.		
DAY TWO	INDIAN MAIN	DAY SIX	KASHIMIRI DUM ALOO
2 HRS	AVIAL	KASHMIRI	ROGAN JOSH
SOUTH INDIAN	LEMON RICE		KASHMIRI PULAO
	PACHADI		GILE FIDOSH ( SWEET)
	CHETTINAD		
	PAYASAM		
DAY THREE	NEW POTATO SALAD	DAY SEVEN	MURG METHI MALAI
2 HRS	POD THAI SALAD	MUGHLAI	BANIGAN BHARTA
SALADS AND DIPS	CHICKEN ASIAN		SUNHARI BHINDI -ALOO
	HUMMUS		CARROT -SPINACH RICE
DAY FOUR	GOAN CURRY	DAY EIGHT	THAI GREEN CURRY
MULTI CUSINE	MIRCH KA SALAAN	GLOBAL	THAI RED CURRY
	PANEER PAPDI		CHICKEN SATHE STICK
	GATTEKI SABZI		HERB RICE

Fees for workshop per day	3200	
Eight days	3200*8	25600
raw material which is not avilable		4000
in your kitchen will be bought by the training academy		
<b>Total Cost</b>		<b>29600</b>

Twenty Nine Thousand six Hundred Only

Chef Aadish Joshi  
7021227322





## CHETAK GHEGADM AL

HOD Food Production

### Contact

#### Address

Mumbai India

#### Phone

+918828163640

#### E-mail

contact@chetchetok.com

#### Twitter

<https://twitter.com/chetchetok>

#### LinkedIn

<https://www.linkedin.com/in/chetchetok-ghegadm-al-50217>

#### WWW

<http://chetchetok.com/>

### Skills

Operations

Database Management

Business development and planning

I, Chef Chetak is a Master Chef, who is M.sc. in Hospitality and Tourism worked in the Hospitality industry for the last 25 years. Also connected with Hospitality Management schools as a Chef trainer too. Chef Chetak strongly believes that You don't need a silver fork to eat good food. Because "Cooking is like love. It should be entered into with abandon or not at all." So I have started to train food lovers who love cooking and are eager to feed others. Without investing much more in your other overheads like décor, labor cost, etc. you can start your food business from home also. If you can save your overhead, you can easily serve good quality food at a reasonable cost. So initially started with the "Home Chef online course" titled as "Become a Hoteliers from Home". In which taught taught easy and saleable recipes, Food cost control, Material management Etc.

### Work History

2020-03 -

Current

#### Founder

Chef Chetak academy, MUMBAI

- Studied market to determine optimal pricing of goods and capitalize on emerging opportunities.
- Developed Online Home Chef course for client who wanted to start food business from Home
- Course is approved by " Skill India "
- conducting Offline crash course in salad / Multi-cuisine Food
- Training social Media marketing for small entrepreneur

2016-06 -

2020-04

#### Head of the Department

Ice College Of Hotel Management, MUMBAI

- Conducted regular Theory and Practical classes for 3rd year and 2nd year students
- In charge of food festival
- Responsible for conducting exams as per university rule
- Authorized by Mumbai university for evaluating Exam papers

2014-12 -

2015-11

#### Executive Chef

SERENA BEACH RESORT Mandvi Kutch Gujarat

- Designed the Multi cuisine Menu ( Continental+ Mexican + Oriental) For a la carte as well as for Banquettes
- Responsible for entire kitchen operation

2014-06 -  
2014-11

- Menu planning for regular Buffet & banquet function
- On the job training to staff
- Responsible for food cost controlling
- Verified compliance in preparation of menu items and customer special requests.

### Head Chef

Hotel Accord

- In charge of restaurant named as OC Bar & grill
- Responsible for entire kitchen operation
- Menu planning for regular Buffet & banquet function
- On the job training to staff
- Collaborated with vendors and suppliers to obtain quality recipe ingredients while adhering to company budgets.

2013-10 -  
2014-05

### Chef

Le sutra Hospitality Pvt. Ltd

- Of the Blue, Khar, Mumbai (Italian specialty restaurant), in charge of Italian specialty restaurant
- Duties include
- Design the Manpower duty roster for 50 employees
- Planning & ordering the food materials
- Budgeting & food cost controlling
- Keep track of the quality & quantity of the product
- Complaint & query handling of guests

2006-09 -  
2010-05

### Lecturer Food Production

BHARTI VIDYAPEETH OF HOTEL MANAGEMENT,  
MUMBAI

- Major topics instructed - International cuisine.
- Arranged Theme Dinners, Study Tours, Guest Lectures
- Was a recruitment coordinator
- Also handled a Student Council
- Visiting other institute as external examiner for conduction of practical exam

### Education

2006-09 -  
2010-06

**B KTR Hospitality: Lecturer – Food & Beverage Production**

Education Trust, Authorities Bharti Vidyapeeth's  
College of hospitality and tourism management  
Airport

Done entire affiliation process from concern.  
Instructed – International cuisine, Food & Beverage  
management, Quantity food kitchen Menu  
Planning/Analysis etc. Arranged Theme Dinners,  
Study tours, Guest Lectures Was a recruitment  
coordinator Also handled a Student Council Visiting  
other institute as external examiner for conduction  
of practical exam Hotel Sahara Star, Mumbai Airport  
(Formerly known as Centaur Hotel)

1994-10 -  
2006-06

**Diploma: Hotel Management & Catering Technology**

IHM Ahmadabad Catering College, National  
Council - AHMADABAD

1991-08 -  
1994-01

**Bachelor of Commerce (B. Com)**

Osmania University - Hyderabad

1993-01

2011-01

**M.sc.: Hospitality & Tourism Mgt**

Madurai Kamaraj University

**Accomplishments**

- (Multi-cuisine chef)

**Certifications**

chetak01

Nationality Indian

Languages Known English, Hindi & Marathi

Date: Sep 2021

CHETAK SANJOTOSH GHEGADMAL

## script writer

### Marathi-Hindi script writer

Located in Mumbai since childhood. Worked with hotel Sahara star which was formerly known as Hotel CENTAUR airport. Fought against Disinvestment policy for workers right and performed Marathi Street play in all over Maharashtra, named as **SAWAL GHATNECHA** (Question of constitution)

Wrote many one act plays like Shwasayatra, Nana postmen, chakevyuha etc..

Was working with Bharti Vidyapeeth of Hotel Mgt as Lecturer, this period

Started to write block in News paper Mahanayak named **NILA KATHHA**

Won many State prizes for Marathi Drama as :

**JAI-MAHARASHTRA .... Year ....1998**

[ A story of a small village where all kind of political twists

On basis of caste, female : sex is described]

**VASANT RAMCHANDRA SAWANT .....Year 2003-4**

(A Struggle between Common man and Builder lobby)

**KEEP WATCHING DON'T GO..... Year 2008-9**

(Effect of media on mass)

**SATYASHARANAM ..... Year 2011**

(Story of Ancient Indian period which try to read line between

Atamvaad and Anatmavaad)

Currently wrote comedy skits for TV channel and Serial named **BODHIVRUKHA** is under process on Lord Buddha Chanel

Wrote Marathi film **AMRUTNAK**

Written 40 + Episode Of Comedy serial "GANGU ANI GOTYA " on TV -9 Marathi

Won state many prizes for Marathi script writing competition .



Receipt No : 11438/2022/IIPS\_HOSTEL

DAY ONE		DAY FIVE	
TIME	SALADS AND CHIPS	MUGHLAI	MURG METHI MALAI
2 HRS	NEW POTATO SALAD		BANIGAN BHARTA
	POD THAI SALAD		SUNHARI BHINDI -ALOO
	CHICKEN ASIAN		CARROT -SPINACH RICE
	HUMMUS		
DAY TWO	INERIAN MAIN	DAY SIX	GOAN CURRY
2 HRS	AVIAL	MULTI CUISINE	MIRCH KA SALAAN
SOUTH INDIAN	LEMON RICE		PANEER PAPDI
	PACHADI		GATTEKI SABZI
	CHETTINAD		
	PAYASAM		
DAY THREE	MASALE BHAT	DAY SEVEN	THAI GREEN CURRY
MAHARASHTRIAN	TOMATO SAAR	GUJARATI	THAI RED CURRY
2 HRS	BHAREJ WANGI		CHICKEN SATHE STICK
	KHAMAG KAKADI		HERB RICE
DAY FOUR	KASHMIRI DUM ALOO	DAY EIGHT	QUESADILLA
KASHMIRI	ROGAN JOSH	GUJARATI	CHICKEN A LA KING
	KASHMIRI PULAO		SALSA - SAUR CREAM
	GILE FIDOSH ( SWEET)		CRUUTTE
			Cheese - corn Etc.

Fees for workshop per day Rs 3000  
Eight days 3000\*8 24000  
raw material which is not avilable 3000  
in your kitchen will be bought by the training academy

Total Cost 27,000/-

Rs Twenty Thousand Only

Chef Chetak  
8828163600



**Note No. #1**

This is to bring to your kind notice that there are 19 Kitchen staff working in Hostel Mess. As we have to regularly arrange special lunch for different Dignitaries and high level Ministry officials, in order to enhance Kitchen Staff **Culinary skills, it is proposed to conduct a training programme for the Hostel Kitchen Staff.**

We have contacted and conducted meeting with Three Chefs and invited quotation to conduct the training programme. Their profile and quotations are placed opposite for reference. The details of the quotations are as follows:

Sr. No.	Chef	Amount quoted (in Rs.)	Cuisine Covered in the Training Prog.
1.	Aadish P Joshi	29,600	Salads and Dips, South Indian, Mahrashtarian, Kashmiri, Salads and Dips, Indian Main, Mughlai, Multi Cuisine, Global
2.	Vaishali Ghegadmal	33,000	
3.	Chetak Ghegadmal	27,000	

It can be seen from the quotations that Chef Chetak Ghegadmal has quoted the lowest amount of Rs.27,000/- to conduct the 8 day training Programme. It could also have been completed in 5 days but due to the busy schedule of the kitchen staff, it was decided to conduct 2 hours training for 8 days. The 8-day Training schedule is placed opposite for reference.

If approved, we can organize the training programme to be conducted by Chef Chetak in the second or third week of the January 2023

**Submitted for consideration and further approval of Budget of Rs.35,000/- for the Training Programme. (Chef fees, purchase of raw materials and miscellaneous expenses).**

28/12/2022 6:36 PM

ANITA D. DOGRA  
(HOSTEL MANAGER (IIPS))

**Note No. #2**

May be considered-

This issue was discussed in the 'Hostel section' meeting with the Director.

30/12/2022 1:03 PM

DR. APARAJITA CHATTOPADHYAY  
(PROFESSOR (P&D))

**Note No. #3**

Forwarded for approval please

30/12/2022 1:15 PM

ANIKET CHATTOPADHYAY  
(ASSISTANT FINANCE OFFICER(IIPS))

**Note No. #4**

Approved

30/12/2022 2:20 PM

DR.K S JAMES  
(DIRECTOR AND SR. PROF (IIPS))

**Note No. #5**

An of Rs.8000/- may please be transferred to me, to meet the miscellaneous and raw material expenditure. Once the training programme is over we will process the Chef bill for payment and also submit the Rs.8000/- settlement.

02/01/2023 11:38 AM

ANITA D. DOGRA  
(HOSTEL MANAGER (IIPS))













Attendance sheet of Training Programme on Culinary Skill from 09/01/2023 to 19/01/23

[illegible]



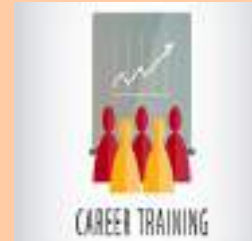


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# International Institute for Population Sciences

(An Autonomous Organization of Ministry of  
Health & Family Welfare, Government of India)



## IQAC and Academic Support Cell

**Cordially Invite all the Faculty, Staff and Students of IIPS for the  
Training Programme on  
“Code of Conduct in Higher Educational Institution”.**

During  
**3-4 March 2023 & 8, 9 & 10 March 2023 from 4.00 PM - 5:30 PM**  
at  
Library Hall, 3rd floor, Library Building IIPS, Mumbai

### **Welcome Address**

**Shri Prashant Borde**

Chief Administrative Officer-cum-Registrar

### **Vote of Thanks**

**Prof. Nandita Saikia**

Co-coordinator, IQAC Cell, IIPS

**Training Programme organized by  
IQAC & Academic Support Cell**

### **Resource Person**



**Mrs. Priya Sawant**

Training Expert & Master Trainer  
NSDC, GOI

### **Organizing Sections**

#### **IQAC and Academic Support Cell**

**Mrs. Lavina Tauro**

Selection Grade Stenographer

**Mr. Amol B. Hase**

Assistant



**“Code of Conduct in Higher Educational Institution”.**

for Faculty, Staff and Students

3-4 March 2023 &amp; 8, 9 &amp; 10 March 2023 from 4.00 PM - 5:30

**Training Schedule**

Day	Date	Subject	Resource Person	Locations
1	03 March 2023	Code of Conduct for <b>Students</b>	<b>Mrs. Priya Sawant,</b> Training Expert & Master Trainer, N SDC, GOI	3 <sup>rd</sup> Floor Library Hall
2	04 March 2023	Code of Conduct for <b>Students</b>	<b>Mrs. Priya Sawant,</b> Training Expert & Master Trainer, NSDC, GOI	3 <sup>rd</sup> Floor Library Hall
3	08 March 2023	Code of Conduct for <b>Faculty &amp; Staff</b>	<b>Mrs. Priya Sawant,</b> Training Expert & Master Trainer, NSDC, GOI	3 <sup>rd</sup> Floor Library Hall
4	09 March 2023	Code of Conduct for <b>Faculty &amp; Staff</b>	<b>Mrs. Priya Sawant,</b> Training Expert & Master Trainer, NSDC, GOI	3 <sup>rd</sup> Floor Library Hall
5	10 March 2023	Code of Conduct for <b>Faculty &amp; Staff</b>	<b>Mrs. Priya Sawant,</b> Training Expert & Master Trainer, NSDC, GOI	3 <sup>rd</sup> Floor Library Hall



# International Institute for Population Sciences

(An Autonomous Organization of Ministry of  
Health & Family Welfare, Government of India)



## **IQAC with IIPS Administration**

*Cordially invites you to*

## **The Capacity Building Programme**

**“Ethics for Administrative Professionals in Higher Educational Institutions”**

**From**

**5- 7, 11 & 18 July 2022 from 4.15 PM - 5:30 PM**

**At**

**IIPS Premises, Mumbai**

### Welcome Address

**Mr. Sudarshan Bhadra**

Assistant Registrar (Academic)

### Inauguration

**Prof. K. S. James**

Director & Sr. Professor

### Training Programme organized by

**IQAC Cell & Academic Support Cell**

### Vote of Thanks

**Prof. R. Nagarajan**

Coordinator, IQAC Cell

### Resource Persons



**Lt. Col. Prashant Borde**

Chief Administrative Officer



**Dr. K. Praveen Kumar**

Library and Information  
Officer

### **❖ Organizing Section \*\***

#### Academic Support Cell

**Dr. M. Vaithilingam**

Research Officer

**Mrs. Lavina Tauro**

Selection Grade Stenographer

**Mr. Amol B. Hase**

Assistant

## Training Programme

Ethics for Administrative Professionals in Higher Educational

### Programme Schedule

➤ **Day 1: - Date- 05 July 2022 ----- Venue :- Seminar Hall**

- (a) Situation Reaction Assessment Participants → Participants.
- (b) Necessity of Ethics for Administrative Professionals → Lt.Col.Prashant Borde ,CAO.

➤ **Day 2: - Date- 06 July 2022. ----- Venue :- Seminar Hall**

- (a) Moral Judgement → Lt. Col. Prashant Borde, Chief Administrative officer, IIPS
- (b) Discussions → Participant .

➤ **Day 3: - Date- 07 July 2022----- Venue :- Seminar Hall**

- (a) Antecedent and linkages with ethical climate →
- (b) Case Study →
- (c) Discussion →

➤ **Day 4: - Date- 11 July 2022.----- Venue :- 3<sup>rd</sup> floor Library Bulding**

- (a) Narrative Experience on unethical /Ethical experiences by administrative professionals.
- (b) 03 Probationers – 1. AR (Admin) 2. AR (Aca) 3. Office superintendent.
- (c) Discussion →

➤ **Day 5: - Date- 18 July 2022. ----- Venue :- 3<sup>rd</sup> floor Library Bulding**

- (a) Non Ethical Behaviors in Administration → Dr. K. Praveen Kumar.
- (b) Conclusion →

















































- Characteristics of Transformational Leadership
1. Transformational leadership
    - Idealized Influence
    - Inspirational Motivation
    - Intellectual Stimulation
    - Individual Consideration



# International Institute for Population Sciences

(Deemed to be University)

**Deonar, Mumbai**

(An Autonomous Organization of Ministry of Health & Family Welfare, Government of India)



**IQAC with IIPS Administration**

*Cordially invites you to*

**Workshop on “Nutrition, Health and Hygiene in Mess & Hostel”  
for Mess & Hostel staff**

**On**

**20<sup>th</sup> – 26<sup>th</sup> July 2022**

**From 3.30 PM - 4:30 PM**

**At**

**Dining Hall, IIPS, Mumbai**

**Welcome Address**

**Prof. Aparajita Chattopadhyay**  
Hostel Warden, IIPS

**Inauguration By**

**Dr. Ram Babu Bhagat**  
Ag. Director & Sr. Professor

**Training Programme Organized by**  
IQAC Cell & Academic Support Cell

**Vote of Thanks**  
**Ms. Anita Dogra**  
Hostel Manager, IIPS

**Resource Persons**



**Dr. Umesh M. Shenoy**  
(M.D.)



**Mrs. Natasha**  
**R. Surani**



**Dr. Rohini V. Ambekar**  
(M.B.B.S., D.G.O., D.F.P.)

**Organizing Sections**

**IQAC and Academic Support Cell**

**Dr. M. Vaithilingam**  
Research Officer

**Mrs. Lavina Tauro**  
Selection Grade Stenographer

**Mr. Amol B. Hase**  
Assistant



# Training Programme



## Programme Schedule

20<sup>th</sup> – 26<sup>th</sup> July 2022

From 3.30 PM - 4:30 PM

At

Dining Hall, IIPS, Mumbai

**Day 1 : Wednesday, 20 July 2022----- Venue :- Dining Hall**

Maintainance of Hygine statndards in student hostels and Student mess - Dr. U.M. Shenoy

**Day 2: Thursday, 21 July 2022.----- Venue :- Dining Hall**

Nutrition requirement for students in the age of 22 to 28 years - Dr .R.V. Ambekar

**Day 3: Friday, 22 July 2022 ----- Venue :- Dining Hall**

Maintainance of hygine statndards in student hostels and Student mess - Dr. U. M .Shenoy

**Day 4: Monday, 25 July 2022 ----- Venue :- Dining Hall**

Special concern for girls students staying inside /outside IIPS campus - Mrs.Natasha Surani

**Day 5: Monday, 25 July 2022 ----- Venue :- Dining Hall**

Nutrition requirement for students in the age of 22 to 28 years – Dr .R.V. Ambekar

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# International Institute for Population Sciences

## Department of Survey Research and Data Analytics

### Organizing a workshop on *Introduction to Python Programming* 1st to 5th March 2023

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## About IIPS

The International Institute for Population Sciences, which celebrated its Golden Jubilee in the year 2006, was established in Mumbai in July 1956 with the collaboration of the United Nations Population Fund (UNFPA), the Government of India, and the Sir Dorabji Tata Trust to serve as the regional Institute for training and research in population studies for the countries in Asia and the Pacific region. The Institute is a “Deemed University” functioning under the administrative control of the Ministry of Health and Family Welfare, Government of India. This is the only Institute of its kind in the world exclusively devoted to teaching and research in population and health-related issues. The IIPS alumnus is occupying prestigious positions in international and national organizations, universities, development agencies, and non-governmental organizations and has created a brand value for the Institute. The Institute runs several research activities in collaboration with international and national research institutes/organizations and universities.

The Institute plays a pivotal role in planning and development of the country by generating valuable health and development indicators through large scale nationwide sample surveys at state and district level and is a National Nodal Agency for conducting prestigious surveys like NFHS (DHS-India), DLHS, LASI, SAGE, GATS, and Youth Study. Until 2018, the Institute has trained 3953 students (3275 from India and 678 from 41 different countries) through various courses.

## Workshop Overview

In the era of digital data, coding and analytics, students/practitioners of different disciplines must have knowledge of basic coding to venture into the dynamic world of data-driven decision making. ‘Introduction to Python Programming’ workshop is designed for non-programmers to get the flair of coding that will further help them to undertake advanced-level coding courses in future. Python is a very powerful open-source language, which is capable of doing phenomenal data management and analysis tasks.

## Relevance of the Workshop

The learnings are directly applicable to contemporary job roles in corporate/government/non-profit organizations in the field of data handling and analytics. The learnings can be effectively utilized in project/research work as well.



## Dates

March 01-05, 2023

## Venue

ICT Unit Lab, International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai-400088, Maharashtra, India

## Who can Apply

Research Students/Academicians/Professionals working in the field of applied econometrics/statistics/mathematics/demography/population studies and public health.

## Workshop Outcomes

After completion of this workshop, the participants are expected to

- Apply coding and write programs in Python
- Use python coding for string extraction, manipulation and data handling
- Apply different in-built modules such as math, random and Regular Expressions for computation and analysis purpose
- Apply different data analysis modules such as NumPy, Pandas for exploring and analyzing data
- Analyze data using various visual representations and descriptive measures

## Intake capacity

Maximum 30

## Course fee

Rs.3000/-

## What we provide

Access to computer lab, stationary kit, course material in soft form, tea and lunch during workshop days, and certificate on successful completion.

## Important Dates

Last date to submit application: 05/02/2023

Announcement of selected candidates: 07/02/2023

## Session Details

Day	Session	Topic	Detailed Content
Day 1	Session-1 (90 minutes)	Introduction to Python Programming	Introduction and Installation of Anaconda platform, The Python Shell, Use of a text editor , Jupyter Notebook, Spyder, Executing Python scripts, Basic Syntax, Variables, Data Types, Operators
		Variables, Data Types, Operators	
	Hands-on practice (90 minutes)		
	Session-2 (90 minutes)	Conditional Statements, Looping, Control Statements	Conditional Statements: if, elif, else Nested if-else, catching exceptions "try and except"
			Looping: For, While, Nested loops Control Statements: Break, Continue, Pass
Control Flow Statements Functions			
Day 2	Hands-on practice (90 minutes)		
	Session-1 (90 minutes)	File Handling	<b>File Handling:</b> Opening files, Reading files, Searching through a file, Writing files
		String Manipulation	<b>String Manipulation:</b> Accessing Strings, Basic Operations, String Slices, looping and counting, String Methods, Parsing strings
	Hands-on practice (90 minutes)		
	Session-2 (90 minutes)	Lists Dictionaries Tuples	<b>Lists:</b> Introduction, Accessing Lists, Operations, Working with Lists, Functions and Methods
<b>Dictionaries:</b> Introduction, accessing values in Dictionaries, Working with Dictionaries, Properties, Functions <b>Tuples:</b> Introduction, Accessing tuples, Operations, Working with Tuples, Functions and Methods			
Hands-on practice (90 minutes)			
Day 3	Session-1 (90 minutes)	Function Modules	<b>Functions:</b> Built-in functions, defining a function, Calling a function, Function Arguments
			<b>Modules:</b> Importing a Module, Math Module, Random Module, Regular Expression Module
	Hands-on practice (90 minutes)		
	Session-2 (90 minutes)	Regular Expressions (RE)	<b>Regular Expressions (RE):</b> Character matching using RE, extracting data using RE
Hands-on practice (90 minutes)			
Day 4	Session-1 (90 minutes)	NumPy	<b>NumPy</b> Ndarray-Creating NumPy arrays, types of data, the dtype option, intrinsic creation of an array, Operations on NumPy Arrays, arithmetic operators, the matrix product, increment and decrement operators, universal functions (ufunc), aggregate functions, indexing an array, Slicing arrays, iterating an array, shape manipulation, Array manipulation- splitting and joining arrays, Reading and writing array on data files.
			Hands-on practice (90 minutes)
	Session-2 (90 minutes)	Pandas	<b>Pandas</b> Introduction to Pandas data structures, Creating series, Creating DataFrames, Adding data, Saving DataFrames, Indexing methods, Slicing a DataFrame, Arithmetic methods with DataFrames, Reading and Writing Data, I/O API tools, CSV and Textual files, Reading Data in CSV or Text Files, Writing Data in CSV, Reading and Writing Data on MS-Excel Files
			Hands-on practice (90 minutes)
Day 5	Session-1 (90 minutes)	Descriptive Analytics using Python	<b>Descriptive Analytics using Python</b> Loading a dataset into Pandas DataFrame, displaying records of the DataFrame, Value Counts and Cross Tabulations, Sorting values by columns, Creating New Columns, Filtering Records Based on Conditions, Summary measures
			Hands-on practice (90 minutes)
	Session-2 (90 minutes)	Data Visualization using Matplotlib library	Exploration of data using visualization (Using <b>Matplotlib library</b> ), Bar chart, Histogram, Distribution or Density Plot, Box Plot, scatter plot, pair plot, correlation and heat map
			Hands-on practice (90 minutes)



## **PATRON**

**Prof. K.S. James, Director & Sr. Professor, IIPS**

## **Workshop Co-ordinators**

**Prof. S.K. Singh**

**Prof. Laxmikant Dwivedi**

**Dr. Preeti Dhillon**

**Dr. Guru Vasishtha**

**For any queries, contact: [vasishtha@iipsindia.ac.in](mailto:vasishtha@iipsindia.ac.in)**

## **Resource Person:**



**Dr. Tina Dutta**

Dr. Tina Dutta is Assistant Professor and FDP Coordinator in the School of Business at AURO University, Surat. By academic training, she is a statistician, a demographer and a social science researcher. She is a Fellow (PhD) from Indian Institute of Management, Calcutta. Dr. Tina has been actively involved in teaching, training and curriculum-development of subjects such as, Business Statistics, Quantitative techniques, Business Analytics, Econometrics, Time-series modeling and forecasting, Research Methodology, Data Science using Python, Data Analytics using Power BI, Operation Research, Value added courses on SPSS, and STATA.

## **Application link:**

**[Workshop On "Introduction on Python Programming" \(google.com\)](#)**



# International Institute for Population Sciences

(An Autonomous Organization of Ministry of Health & Family Welfare, Government of India)



## **IQAC cell with IIPS Administration**

*Cordially invites to all Faculty, Staff and students.*

### **“Financial Management Workshop”.**

**On**

**14<sup>th</sup> - 18<sup>th</sup> November 2022 from 4.00 PM - 5:30 PM**

**At**

**Library Building Hall, 3<sup>rd</sup> floor, IIPS, Mumbai**

#### **Welcome Address**

**Mr. Aniket Chattopadhyay**  
AFO, IIPS

#### **Inauguration By**

**Prof. K. S. James**  
Director & Sr. Professor

#### **Training Programme organized by**

**IQAC Cell & Academic Support Cell**

#### **Vote of Thanks**

**Prof. R. Nagarajan**  
Coordinator, IQAC Cell

### **Resource Persons**



**Mr. Girish Chandra ,**  
Consultant, IIPS



**Lt. Col. Prashant Borde**  
Chief Administrative  
Officer



**Mr. Aniket Chattopadhyay**  
Assistant finance Officer

**External Experts: - 1. State Bank Of India, Banking Services**  
**2. CA.S.K.Banerjee , APS Associates ,Tax and Compliance**

#### **❖ Organizing Section \*\***

#### **IQAC cell and Academic Support Cell**

**Mrs. Lavina Tauro**  
Selection Grade I Stenographer

**Mr. Amol B. Hase**  
Assistant





**“Workshop Programme on “Financial Management” on  
14<sup>th</sup> - 18<sup>th</sup> November 2022 from 4.00 PM - 5:30 PM at  
Library Building Hall, 3<sup>rd</sup> floor, IIPS, Mumbai**



**Capacity Building Programme Schedule.**

Sr.No	Resource Person	Venue	Date
1	<b>Lt.Col.Prashant Borde</b> Chief Administrative officer cum-Registrar	<b>Library Building Hall, 3<sup>rd</sup> floor, IIPS, Mumbai</b>	<b>14 Nov 2022</b>
2	<b>Mr.Aniket Chattopadhyay,</b> AFO,IIPS		<b>15 Nov 2022</b>
3	<b>Mr. Girish Chandra</b> ,Consultant		<b>16 Nov 2022</b>
4	<b>External Experts</b> State Bank Of India, Banking Services		<b>17 Nov 2022</b>
5	<b>CA.S.K.Banerjee ,</b> <b>APS Associates ,Tax and Compliance</b>		<b>18 Nov 2022</b>

**Workshop on “Financial Management Workshop” for all Faculty, Staff and students.**

**Venue: 14th - 18th November 2022 from 4.00 PM - 5:30 PM at**

**Library Building Hall, 3rd floor, IIPS, Mumbai**

***Faculty / Staff List***

<b><u>Sr. No.</u></b>	<b><u>Name of Staff</u></b>	<b>Signature</b>	<b>Signature</b>	<b>Signature</b>	<b>Signature</b>	<b>Signature</b>
		<b>14.11.2022</b>	<b>15.11.2022</b>	<b>16.11.2022</b>	<b>17.11.2022</b>	<b>18.11.2022</b>
1.	Mr.Saish Praksah Todankar					
2.	Mr.Amol B.Hase					
3.	Mr.Dnyandeve G. Bhovad					
4.	Mr.Rambacchan Vishwakarma					
5.	Mr.Bhau S. Sawant		-			
6.	Mr.S..N.Zore	-		-		
7.	Mr.Vasudev D. Gowda					



8.	Mr. Vikash Atri	<u>Bhang</u>	<u>Bhang</u>	<u>Bhang</u>	<u>Bhang</u>	<u>Bhang</u>
9.	Ms. Mayuri Shinde	<u>Q</u>	<u>Q</u>	<u>Q</u>	<u>Q</u>	<u>Q</u>
10.	Mr. Ketan Andhale	<u>Kul</u>	<u>Kul</u>	<u>Kul</u>	<u>Kul</u>	<u>Kul</u>
11.	Ms. Yogita H. Rangari	<u>my</u>	<u>my</u>	<u>my</u>	<u>my</u>	
12.	Mr. Ashish D. Patole	<u>and</u>	<u>and</u>	<u>and</u>	<u>and</u>	<u>and</u>
13.	Mr. Ramtilak verma	<u>and</u>	<u>and</u>	<u>and</u>	<u>and</u>	—
14.	Mr. Ankush K. Ghotkar	<u>gh</u>	<u>gh</u>	<u>gh</u>	<u>gh</u>	
15.	Mr. Sanjay O. Walmiki	—	<u>g</u>	<u>g</u>	<u>g</u>	<u>g</u>
16.	Mrs. Vanita S. Randive	<u>Randive</u>	—	<u>Randive</u>	<u>Randive</u>	<u>Randive</u>
17.	Mrs. Mansi D. Parab					
18.	Mr. Girish Chandra	<u>gch</u>	<u>gch</u>	<u>gch</u>	<u>gch</u>	<u>gch</u>

19.	Mr.Shubham Kawadkar	<u>\$11k</u>	<u>\$11k</u>	<u>\$11k</u>	<u>\$11k</u>	<u>\$11k</u>
20.	Mrs.Lavina Tauro	<u>Lavina</u>	<u>Lavina</u>	<u>Lavina</u>	<u>Lavina</u>	<u>Lavina</u>
21.	Mr.Aniket Chattopadhyay	<u>Aniket</u>	<u>Aniket</u>	<u>Aniket</u>	<u>Aniket</u>	<u>Aniket</u>
22.	Mrs.Priyanka S. Tawade	<u>Priyanka</u>	<u>Priyanka</u>	<u>Priyanka</u>	<u>Priyanka</u>	<u>Priyanka</u>
23.	Ms.Shweta H.Deoghare	<u>Shweta</u>	<u>Shweta</u>	<u>Shweta</u>	<u>Shweta</u>	<u>Shweta</u>
24.	Ms. Shardul .R. Kanchan	<u>Shardul</u>	<u>Shardul</u>	<u>Shardul</u>	<u>Shardul</u>	<u>Shardul</u>
25.	Mrs.Arti Kumari	<u>Arti</u>	<u>Arti</u>	<u>Arti</u>	<u>Arti</u>	<u>Arti</u>
26.	Ms.Nikita D. Patole	<u>Nikita</u>	<u>Nikita</u>	<u>Nikita</u>	<u>Nikita</u>	<u>Nikita</u>
27.	Ms.Sheetal N. Zore	<u>Sheetal</u>	<u>Sheetal</u>	<u>Sheetal</u>	<u>Sheetal</u>	<u>Sheetal</u>
28.	Mrs.Asmita Parab					
29.	Mr.Rajesh Ghughe	<u>Rajesh</u>	<u>Rajesh</u>	<u>Rajesh</u>	<u>Rajesh</u>	<u>Rajesh</u>



30.	Ms.Priya S.Mudhliyar					
31.	Ms.Suvarna J. Shinde	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	
32.	Mr.A.R.Nirmal					
33.	Mr.Manish Kumar					
34.	Mr.Swapnil Borhade					
35.	Mrs.Seema D. Supe					
36.	Ms.Sneha Dudhwadkar			<u>Dudhwadkar</u>	<u>Dudhwadkar</u>	
37.	Mr.Rashtrapal B. Lakhan			<u>R</u>	<u>R</u>	
38.	Mrs.Nanda Pawar	<u>Nsp</u>	<u>Nsp</u>	<u>Nsp</u>	<u>Nsp</u>	<u>Nsp</u>
39.	Mr.Dashrath N. vidhate			<u>Vidhate</u>	<u>Vidhate</u>	<u>Vidhate</u>
40.	Dr.Prveen Kumar					

41.	Mr.Motilal Mohare					
42.	Ms.Sakula Pawar	<i>JPV</i>	<i>LSV</i>	<i>JPV</i>	—	—

43. Mrs. Prabha P. Kelkar *PKelh.*

*PKelh.*

*PKelh.*

*PKelh.*

44. Mr. Sumita Bhatnagar

*Sumita*

*Sumita*

*Sumita*

*Sumita*



**Workshop on "Nutrition, Health and hygiene in Mess & Hostel" for Mess & Hostel staff.**

**Venue: 19<sup>th</sup> - 26<sup>th</sup> July 2022 from 3.30 PM - 4:30 PM at Dining Hall, IIPS, Mumbai**

**Hostel Staff List**

<u>Sr. No.</u>	<u>Name of Staff</u>	<u>Signature</u> 20 July 2022	<u>Signature</u> 21 July 2022	<u>Signature</u> 22 July 2022	<u>Signature</u> 25 July 2022	<u>Signature</u> 26 July 2022
1.	Ms. Anita Dogra					
2.	Ms. Asmita Parab					
3.	Mr. Dhaku Zore					
4.	Mr. Gajanan Sardar					
5.	Mr. Rakesh Goderiya					
6.	Mr. Ganesh Khopatkar					
7.	Mr. Janu Chougule					

8.	Mr. Rahul Salunkhe	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>
9.	Mr. Ajay Jena	<u>Ajay</u>	<u>Ajay</u>	<u>Ajay</u>	<u>Ajay</u>	<u>Ajay</u>
10.	Mr. Pramod Singh	<u>PRAMOD</u>	<u>PRAMOD</u>	<u>PRAMOD</u>	<u>PRAMOD</u>	<u>PRAMOD</u>
11.	Mr. Krushna Das	<u>DAS</u>	<u>DAS</u>	<u>DAS</u>	<u>DAS</u>	<u>DAS</u>
12.	Mr. Yogesh Gaikar	<u>Gaikar</u>	<u>Gaikar</u>	<u>Gaikar</u>	<u>Gaikar</u>	<u>Gaikar</u>
13.	Mr. Vishal Rajpure	<u>Rajpure</u>	<u>Rajpure</u>	<u>Rajpure</u>	<u>Rajpure</u>	<u>Rajpure</u>
14.	Mr. Aditya Bhalerao	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>
15.	Mr. Amit Singh	<u>Amit</u>	<u>Amit</u>	<u>Amit</u>	<u>Amit</u>	<u>Amit</u>
16.	Mr. Rahul Kurmi	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>	<u>Rahul</u>
17.	Mr. Rohit Ukande	<u>Rohit</u>	<u>Rohit</u>	<u>Rohit</u>	<u>Rohit</u>	<u>Rohit</u>
18.	Mr. Adake Sudhir Dhulappa	<u>Adake</u>	<u>Adake</u>	<u>Adake</u>	<u>Adake</u>	<u>Adake</u>



19.	Ms. Vaishali Chandrakant	वैशाली	वैशाली	वैशाली	वैशाली	वैशाली
20.	Ms. Revati Koli	रेवती कोली	रेवती	रेवती	रेवती	रेवती
21.	Ms Vandana Kudale	वंदना	वंदना	वंदना	वंदना	वंदना
22.	Mr. Vinayak Chougule					
23.	Ms. Sunita R.					
24.	Ms. Suwarna Shinde	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>
25.	Mr. Subhash R.	Subash.R.R	Subash.R.R	Subash.R.R	Subash.R.R	Subash.R.R



# India Institute of Secretariat Training & Development

## Certificate of Recognition

This certificate is proudly presented to ..... **Shri. Vikash** ..... of

**International Institute of Population Sciences, Mumbai**

for his **Enthusiastic Participation on**

**Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped &  
Recruitment Rules, In Government Departments Autonomous Bodies & PSUs.**

**held on 23<sup>rd</sup> - 25<sup>th</sup> February, 2023**

**In witness whereof IISTD awards this certificate, on this day, the 25<sup>th</sup> February, 2023**







# अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

(विश्वविद्यालय समुदाय)  
तारक एच परियोजना प्रकल्प, पश्चात तारक एच परियोजना केंद्र  
नॉर्थ ईस्ट गेट, बंगला, मुम्बई- 400 088, महाराष्ट्र



# International Institute for Population Sciences

(Deemed University)\*  
An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India  
Central Office: Pashchim Fort, Bombay, Mumbai-400 088, INDIA

No.: G-53: OO/Training-IIST&D-ND/ 14957 /2023

Date : January 03, 2023

## OFFICE ORDER

Mr. Vikash A., UDC, from International Institute for Population Sciences (IIPS), Mumbai-400 088, is nominated to attend the Non residential training program on " Roster Writing and Reservation in Services Government policy for SCs, STs, OBCs, and Physically Handicapped and Recruitment rules in Government Departments Autonomous Bodies and PSUs" (IISTD 053) organized by Indian Institute of Secretariat Training & Development, New Delhi, during February 23-25, 2023, at Mussoorie, Uttarakhand, India.

(Lt. Col. P. S. Borde )  
CAO-cum-Registrar, IIPS.

3/1/2023

Mr. Vikash A.,  
UDC, IIPS.

C.C to :

- 1 A.R. (Admin.)
- 2 AFO
- 3 Establishment Section
- 4 Director Office
- 5 P. File.





**Note No. #1**

With reference to the letter received (and attached to this noting below) from the India Institute of Secretariat Training and Development (IISTD) seeking nominations for the Executive Development Program. I Vikash, UDC, Establishment Section, IIPS would like to express my aspiration to attend the training program on "Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and Physically Handicapped and Recruitment rules in Government Departments Autonomous Bodies and PSUs"(IISTD 053 ) which will be conducted between 23rd -25th February 2023 at Mussoorie, Uttarakhand, India

As per the General Instructions mentioned, I find myself eligible for the above training programme. Additionally, this intensive workshop will help me develop and enhance my skills towards maintaining notes and understand the Government of India reservation policies for different recruitments in an elaborated and comprehensive way. With this training, I will be able to carry on and deliver my responsibilities in a much efficient way at my organization (IIPS). Additionally, I will also be able to assist different departments (Establishment and Administration) in a much effective way and also help to develop recruitment rules for various job openings and positions at IIPS.

I would be delighted if you could kindly consider my request and send my nomination as a potential participant to the IISTD training program to the above mentioned course.

Submitted for your kind approval.

**Executive+Development+Programme-1.1.pdf**

27/12/2022 3:44 PM

VIKASH  
(UPPER DIVISION CLERK (ESTABLISHMENT))

**Note No. #2**

Mr. Vikash's request may be considered to attend the said training program as per Note #1

28/12/2022 11:03 AM

JISHA PRASANNA NAIR  
(STENOGRAPHER (ESTABLISHMENT))

**Note No. #3**

Forwarded for kind perusal please

29/12/2022 2:23 PM

MANJIRI M. RANE  
(ASSISTANT REGISTRAR (ADMIN))



**Note No. #4**

Recommended for attending the training program

30/12/2022 10:14 AM

ANIKET CHATTOPADHYAY  
(ASSISTANT FINANCE OFFICER (NPS))**Note No. #5**

Approved

30/12/2022 10:28 AM

DR. K. S. JAMES  
(DIRECTOR AND SR. PROF (NPS))**Note No. #6**

Dear Sir,

This is to seek your approval for the course fee for the **non-residential training program**. The fee for the **non-residential** training program is Rs. 29,999/- plus 18% GST.

## India Institute of Secretariat Training & Development

Course Code	Topics	Date		Venue	Course Fee + GST
		Duration			
		3 Days			Non-Residential
IISTC 053	Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs and PwD & Recruitment Rules in Government Departments Autonomous Bodies & PSUs	23 - 25 Feb, 2023		Hotel Madhuban Sarovar Portico, Mussoorie	29,909/-

Course Fee is attached herewith  
A 18% GST is also

Additionally, I would also like to request you to provide me with the TA and DA as per the government norms.

Thank you

Sincerely,  
Vikash

30/12/2022 12:01 PM

VIKASH  
(UPPER DIVISION CLERK (ESTABLISHMENT))

**Note No. #7**

Approved

**CAO-cum-Registrar (Acting)**

30/12/2022 12:46 PM

ANIKET CHATTOPADHYAY  
(ASSISTANT FINANCE OFFICER (IPS))

**Note No. #8**

30/12/2022 4:23 PM

VIKASH  
(UPPER DIVISION CLERK (ESTABLISHMENT))



Note No. #1

Attachment:Executive+Development+Programme-1-1.pdf



# India Institute of Secretariat Training & Development

C/o- 19B-19C Old Hmt Market A- 19B Block, Ganesh Nagar 2, Okhla, East Delhi, New Delhi 110042

Phone: 011-22941064, 22941014 Mobile: 9891987906

http://india-institutetraininganddevelopment.com

By E-Mail & Registered Post

Ref No: STD/4/23-47-1897

New Delhi

To

The Director

International Institute For Population Sciences (Deemed University), Govandi Station Road, Deonar,

Mumbai - 400248.

G22 2556 3257

Subject: Executive Development Programme - Call for Nominations

Dear Sir/Madam

India Institute of Secretariat Training & Development (IISTD) is a autonomous Institute registered with Department of Labour, Govt of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises, registered Under the Societies Registration Act XIII of 1900 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

Executive Development Programs conducted by IISTD are delivered on a continual learning philosophy and are ideal for working executives, who are hard-pressed for time and find it difficult to enroll for regular long-duration programs. These programs provide an opportunity for a class of people who have not had an opportunity to keep abreast of the latest managerial tools and techniques through formal management education.

List of Executive Development Programs:

Course Code	Topic	Date		Venue	Course Fee (Inr) per Participant + 19% GST Extra		
		Duration	3 Days		Per Registration	Per Participant	
						Travel Sharing	Living Sharing
IISTD 036	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments, Autonomous Bodies & PSUs.	5 – 7	January, 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-
IISTD 037	Office Systems & Office Procedures, E-Governance, Typing & Drafting, Records Management, Office Automation	5 – 7	January, 2023	Hotel Crowne Plaza Kochi, Kerala	25,999/-	43,999/-	59,999/-
IISTD 038	Preventive Vigilance & Strategic Financial Management	5 – 7	January, 2023	Hotel Crowne Plaza Kochi, Kerala	29,999/-	48,999/-	59,999/-

# अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

(विश्वविद्यालय समतुल्य)\*

आरक्षण एवं परिवार कल्याण विभाग, भारत सरकार का स्वास्थ्य विभाग  
मोवडी स्टेशन रोड, मुंबई- 400 086, भारत



# International Institute for Population Sciences

(Deemed University)

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India  
Ground Station Road, Bombay, Mumbai-400 086 India



No.: G-123/ Training- IIPS/ 12-14 / 2023

Date: March 09, 2023

## OFFICE ORDER

Sub: Training programme scheduled at IIPS, Mumbai, March 14- April 06, 2023.

A training programme has been arranged for the Multi-Tasking Staff of the Institute to give training for attending to the duties of Caretaker, OHP Operator cum-Machine Operator and Xerox Operator to handle the work in the event of any exigency

- Arrangement of mike system and projector during official meetings, functions, etc.
- Logistics arrangement for the Guests, Officials and Participants during meetings/functions, etc.
- Stage arrangements,
- Xeroxing and Scanning Work,

Sr.No.	Name of the Staff	Department	Team
1	Mr. Bablu K. Valmiki	Establishment Section	Team 1
2	Mr. Vasudev Gowda	Establishment Section	
3	Mr. Ashish Sudam Patule	EM Section	
4	Mr. Rajesh Pillai	Library Department	
5	Mr. Ketan Andhale	Director Office	Team 2
6	Mr. Rajesh Ghuge	Account Section	
7	Mr. Avachesh Kumbhar	Stores Section	
8	Mr. Vivek Paul	CAO cum Registrar's Office	Team 3
9	Mr. Sudhir T. Gabhale	Library Department	
10	Mr. Sanjay Omprakash Walimki	EM Section	
11	Mr. Devendra Kumar Yadav	Academic Section	
12	Ms. Suwama J. Shinde	Stores Section	Team 4
13	Mr. Rakesh Goderiya	Hostel	
14	Mrs. Rekha Shinde	EM Section	
15	Mr. Anil Gandhi	Library Department	
16	Mr. Ganesh Khoparkar	Hostel	

The schedule of the training is on the next page.

ok  
Rang.





अन्तर्राष्ट्रीय जनसंख्या  
विज्ञान संस्थान  
(विश्वविद्यालय समतुल्य)\*

अवस्थान: पूर्व महाराष्ट्र राज्यपाल भवन, भारत सरकार का स्वास्थ्य विभाग  
सोवडी स्टेशन रोड, देवघर, मुंबई- 400 085, भारत



International Institute for  
Population Sciences

(Deemed University)\*

An Autonomous Organisation of Ministry of Health & Family Welfare, Govt. of India  
Ground Station Road, Deonar, Mumbai - 400 085 India

Team	Date	Timing	Name of the Training	Trainer	Location of Training
Team 1	14/03/2023	5:10 p.m. to 5:45 p.m.	Mike and Projector Arrangement	Mr. R.B. Lakhan / Mr. Mangesh Shrivalkar	3rd Floor, Library Building
	15/03/2023		Logistics arrangement during official meeting/ functions, etc.	Mr. Yogesh Kherdekar	
	16/03/2023		Stage Arrangements	Mr. R.B. Lakhan / Mr. Mangesh Shrivalkar	
	17/03/2023		Xeroxing and Scanning Work	Mr. Vasant Athavale & Mr. Ishwar Waghela	
Team 2	20/03/2023	5:10 p.m. to 5:45 p.m.	Mike and Projector Arrangement	Mr. R.B. Lakhan / Mr. Mangesh Shrivalkar	3rd Floor, Library Building
	21/03/2023		Logistics arrangement during official meeting/ functions, etc.	Mr. Yogesh Kherdekar	
	23/03/2023		Stage Arrangements	Mr. R.B. Lakhan / Mr. Mangesh Shrivalkar	
	24/03/2023		Xeroxing and Scanning Work	Mr. Vasant Athavale & Mr. Ishwar Waghela	
Team 3	27/03/2023	5:10 p.m. to 5:45 p.m.	Mike and Projector Arrangement	Mr. R.B. Lakhan / Mr. Mangesh Shrivalkar	3rd Floor, Library Building
	28/03/2023		Logistics arrangement during official meeting/ functions, etc.	Mr. Yogesh Kherdekar	
	29/03/2023		Stage Arrangements	Mr. R.B. Lakhan / Mr. Mangesh Shrivalkar	
	30/03/2023		Xeroxing and Scanning Work	Mr. Vasant Athavale & Mr. Ishwar Waghela	
Team 4	31/3/2023	5:10 p.m. to 5:45 p.m.	Mike and Projector Arrangement	Mr. R.B. Lakhan / Mr. Mangesh Shrivalkar	3rd Floor, Library Building
	3/4/2023		Logistics arrangement during official meeting/ functions, etc.	Mr. Yogesh Kherdekar	
	5/4/2023		Stage Arrangements	Mr. R.B. Lakhan / Mr. Mangesh Shrivalkar	
	6/4/2023		Xeroxing and Scanning Work	Mr. Vasant Athavale & Mr. Ishwar Waghela	

With regards,

CC to:

1. Establishment, Academic, Accounts, BM, Store, Hostel Sections
2. Director Office, CAO cum Registrar's Office, Library Department
3. P. File

Yours Faithfully,

(... Col. P.N. Borde)  
CAO-cum-Registrar

o/c  
B  
9/3.





**Note No. #1****काबलिय रिपण्णी**

गृह मंत्रालय, भारत सरकार द्वारा सूख में दिनांक 14-15 सितम्बर 2022 को दूसरा अखिल भारतीय राजभाषा सम्मेलन आयोजित किया गया है। इस सम्मेलन में भाग लेने हेतु संस्थान से राजभाषा कार्य में संलग्न अधिकारी को नामित किया जाना अनिवार्य है और नामित अधिकारी का विवरण स्वास्थ्य और परिवार कल्याण मंत्रालय में ई-मेल द्वारा 16-08-2022 तक भेजना है। अतः अनुरोध है कि संस्थान के हिन्दी अधिकारी एवं श्रीमती लवीना टायरो, चयन श्रेणी आशुलिपिक को राजभाषा सम्मेलन में भाग लेने हेतु नामित करने व अनुमति प्रदान करने की कृपा करें।

यदि अनुमोदन प्रदान किया जाता है तो सथ में नियमानुसार टी ए/डी.ए भी प्रदान करने की कृपा करें।

आपकी जानकारी हेतु स्वास्थ्य और परिवार कल्याण मंत्रालय से प्राप्त पत्र सं. 13015/01/2020-हिन्दी दिनांक 07.07.2022 को प्रति संलग्न है।

दूसरे अखिल भारतीय राजभाषा सम्मेलन में अधीनस्थ कार्यालयों की सहभागिता हेतु पत्र.pdf

08/08/2022 3:27 PM

A. R. NIRMAL  
(HINDI OFFICER (IIPS))

**Note No. #2**

08/08/2022 3:45 PM

DR. ABHISHEK SINGH  
(PROFESSOR(PHMS))

**Note No. #3**

Please put up

08/08/2022 3:58 PM

MANJIRI M. RANE  
(ASSISTANT REGISTRAR (ADMIN))

**Note No. #4**

A letter received from the Ministry of Home Affairs, the Department of Official Language, regarding the seminar on 14-15 September 2022 at Surat.

As per the attached letters dated 24/6/2022 and 7/7/2022, stating that 'राजभाषा से जुड़े अधिकारी/अधिकारियों को नामित करने का कह करे.' (Please nominate the Officer/Officer associated with the Official Language)

As Note#1, Hindi Officer nominated self and Mrs. Lavina Tauro, Selection Grade Stenographer for the above-stated seminar.

22/08/2022 3:32 PM

A. R. NIRMAL  
(HINDI OFFICER (IIPS))

**Note No. #10**

Refer note 1, 4, and 9.

It is recommended that Mr AR Nirmal, Mrs Lavina T, and Mr Dinesh More be permitted to attend the meeting on National Rajbhasha (Hindi) Conference at Surat.

22/08/2022 4:30 PM

LT. COL. PRASHANT SUNIL BORDE  
(CHIEF ADMINISTRATIVE OFFICER-CUM-REGISTRAR)

**Note No. #11**

Approved

22/08/2022 9:30 PM

DR. K. S. JAMES  
(DIRECTOR AND SR. PROF (IIPS))

**Note No. #12**

Please prepare office order for the staff recommended at Note#10.

24/08/2022 4:50 PM

A. R. NIRMAL  
(HINDI OFFICER (IIPS))

**Note No. #13**

संख्या No. CS3/UCN /2022  
सितम्बर / September 6, 2022

**कार्यालय आदेश/OFFICE ORDER**

गृह मंत्रालय, भारत सरकार द्वारा सूत्र में दिनांक 14-15 सितम्बर 2022 को दूसरा अखिल भारतीय राजभाषा सम्मेलन आयोजित किया गया है। इस सम्मेलन में भाग लेने हेतु संस्थान से नामित अधिकारियों का विवरण नीचे दिया गया है।

The second All India Official Language Conference has been organized by the Ministry of Home Affairs, Government of India during 14-15 September 2022 in Surat. The details of the officers nominated by the institute to participate in the conference are given below.

क्रम संख्या /	नाम/Name	पद/Designation
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अंशुला आर्या, and others  
गोप्य

ANSHULA ARYA, I.A.S.  
Secretary



सत्यमेव जयते

भारत सरकार

राजभाषा विभाग

गृह मंत्रालय

GOVERNMENT OF INDIA  
DEPARTMENT OF OFFICIAL LANGUAGE  
MINISTRY OF HOME AFFAIRS

अ.शा. पत्र सं. 11954/12/2022 सं.भा.(नीति)

दिनांक: 24 जून 2022

अ.शा.पत्र सं. 11954/12/2022 सं.भा.(नीति)

विषय: 14-15 सितंबर, 2022 को सूरत (गुजरात) में हिंदी दिवस, द्वितीय अखिल भारतीय राजभाषा सम्मेलन एवं वर्ष 2022 के हिंदी पखवाड़ा के आयोजन के संबंध में।

संविधान सभा ने 14 सितंबर, 1949 को हिंदी को राजभाषा के रूप में अंगीकार किया और तब से ही इस दिवस की स्मृति में, प्रतिवर्ष 14 सितंबर 'हिंदी दिवस' के रूप में मनाया जाता है। संविधान सभा द्वारा सोचे गए संवैधानिक और प्रशासनिक उत्तरदायित्वों तथा संविधान की भावना के अनुरूप तथा प्रेरणा, प्रोत्साहन और सद्भावना की नीति के साथ, राजभाषा हिंदी का प्रचार-प्रसार करने और इसके प्रयोग को बढ़ाने के निरंतर प्रयास किए जाते हैं।

2. गृह मंत्रालय का राजभाषा विभाग संघ के सरकारी कामकाज में हिंदी का प्रगामी प्रयोग बढ़ाने और समस्त सांविधिक एवं कानूनी उपबंधों का पालन सुनिश्चित करने की दृष्टि से, अनेक महत्वपूर्ण उत्तरदायित्वों का निर्वहन करता है। इन्हीं उत्तरदायित्वों की एक कड़ी के रूप में विभाग द्वारा प्रतिवर्ष हिंदी दिवस का आयोजन दिल्ली में किया जाता रहा है। वेहद हर्ष का विषय है कि इस वर्ष हिंदी दिवस का आयोजन माननीय गृह एवं सहकारिता मंत्री जी की अध्यक्षता में अत्यन्त भव्य एवं गरिमामयी स्वरूप में पहली बार दिल्ली से बाहर सूरत (गुजरात) में किया जाएगा। हिंदी दिवस एवं दूसरे अखिल भारतीय राजभाषा सम्मेलन का यह सम्मिलित आयोजन 14-15 सितंबर, 2022 को सूरत में होगा।

3. हिंदी का उत्साहवर्धक ज्ञातवर्णन सृजित करने और इस कार्यक्रम में माननीय गृह एवं सहकारिता मंत्री जी की गरिमामयी उपस्थिति को देखते हुए, अनुरोध है कि सभी मंत्रालय/विभाग/सम्बद्ध एवं अधीनस्थ कार्यालय/बैंक/उपक्रम/निगम/बोर्ड इत्यादि हिंदी पखवाड़ा कार्यक्रम 14 से 29 सितंबर के दौरान ही मनाना सुनिश्चित करें और विभिन्न प्रतियोगिताएं इसी अवधि के दौरान आयोजित करें। कार्यक्रम की रूपरेखा इस प्रकार बनाई जाए कि प्रत्येक कार्यालय के हिंदी दिवस का शुभारंभ 14 सितंबर 2022 को सूरत, गुजरात से हो और समापन 29 सितंबर, 2022 को संबंधित कार्यालय में हो। मंत्रालय/विभागों आदि में हिंदी पखवाड़े के दौरान आयोजित की जाने वाली विभिन्न प्रतियोगिताएं 16 सितंबर के बाद सम्पन्न कराई जाएं। मंत्रालय/विभाग/सम्बद्ध एवं अधीनस्थ कार्यालय/बैंक/उपक्रम/निगम/बोर्ड इत्यादि अपनी सुविधानुसार इस अवधि के उपरान्त हिंदी माह भी आयोजित कर सकते हैं। इस दौरान इस तरह के आयोजन किए जाएं, जो अधिकारियों और कर्मचारियों को हिंदी भाषा के प्रयोग के लिए प्रोत्साहित करें। इसके अतिरिक्त कार्यक्रमों का यह भी उद्देश्य होना चाहिए कि हिंदी में मौलिक कार्य जैसे टिप्पणी, मसौदे, पत्राचार आदि को बढ़ाया



Note No. #1

स. ई - 13015/01/2020 - हिंदी

भारत सरकार

स्वास्थ्य और परिवार कल्याण मंत्रालय

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निर्माण भवन, नई दिल्ली

दिनांक: 07.07.2022

विषय: राजभाषा विभाग, गृह मंत्रालय द्वारा 14 - 15 सितंबर, 2022 को सूरत, गुजरात में आयोजित किए जाने वाले दो-दिवसीय दूसरे अखिल भारतीय राजभाषा सम्मेलन में सहभागिता हेतु नामांकन।

कृपया सचिव, राजभाषा विभाग, गृह मंत्रालय की ओर से भारत सरकार के सभी मंत्रालयों/विभागों के सचिवों को संबोधित उनके 24 जून, 2022 के उपयुक्त विषयक अ. शा. पत्र सं. 11034/12/2022 - रा. भा. (नीति) [प्रति संलग्न] का अवलोकन किया जाए जिसके तहत अनुरोध किया गया है कि राजभाषा विभाग, गृह मंत्रालय द्वारा माननीय गृह एवं सहकारिता मंत्री जी की अध्यक्षता में सूरत (गुजरात) में 14 - 15 सितंबर, 2022 को आयोजित किए जा रहे दूसरे अखिल भारतीय राजभाषा सम्मेलन में भाग लेने हेतु प्रत्येक मंत्रालय से राजभाषा के कार्य से जुड़े सभी अधिकारियों और साथ ही, प्रत्येक मंत्रालय/विभाग के अधीनस्थ कार्यालयों/स्वायत्तशासी निकायों आदि से भी राजभाषा के कार्य से जुड़े अधिकारी/अधिकारियों को अनिवार्य रूप से नामित किया जाए।

अतः अनुरोध है कि कृपया अपने-अपने कार्यालयों से उपयुक्त सम्मेलन में भाग लेने हेतु राजभाषा से जुड़े अधिकारी/अधिकारियों को नामित करने का कष्ट करें और नामित किए गए कार्मिकों की सूची मंत्रालय को ई-मेल पते [nigam.dilip16@gmail.com](mailto:nigam.dilip16@gmail.com) (CC: [param.arya@nic.in](mailto:param.arya@nic.in)) पर 16 अगस्त, 2022 तक हर हाल में भिजवा दी जाए ताकि स्वास्थ्य और परिवार कल्याण मंत्रालय और उसके अधीनस्थ कार्यालयों आदि की ओर से उक्त सम्मेलन में भाग लेने हेतु नामित किए गए कार्मिकों की समेकित सूची राजभाषा विभाग, गृह मंत्रालय को समय पर प्रेषित की जा सके।

इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जा रहा है।



(परमानन्द आर्य)

निदेशक (राजभाषा)

सेवा में,

\_\_\_\_\_ को, जिसके द्वारा मंत्रालय के सभी अधीनस्थ कार्यालयों आदि के पत्रों में।

जा सके। वह भी अनुरोध है कि सभी मंत्रालयों/विभागों/कार्यालयों/उपक्रमों/बैंकों आदि में अमृत महोत्सव वर्ष के उपलक्ष्य में हिंदी पखवाड़े का मुख्य समारोह/पुरस्कार वितरण समारोह पखवाड़े के अंतिम दिन 29 सितंबर, 2022 (बृहस्पतिवार) या उसके बाद आयोजित किया जाए।

4. सभी मंत्रालयों/विभागों द्वारा सभी कार्मिकों को राजभाषा से संबंधित संवैधानिक प्रावधानों राजभाषा अधिनियम, 1963, राजभाषा नियम, 1976, राजभाषा संकल्प, 1968 और समय-समय पर राजभाषा विभाग द्वारा राजभाषा नीति से संबंधी जारी दिशा-निर्देशों से अवगत करवाए जाएं। साथ ही सरकारी कार्य में सरल और सहज हिंदी के प्रयोग पर विशेष बल दिया जाए। वरिष्ठ अधिकारियों की बैठक में राजभाषा नीति जोकि, प्रेरणा, प्रोत्साहन एवं सहभागिता पर आधारित है, के संबंध में चर्चा की जाए। अधिकारियों/ कार्मिकों को स्मृति आधारित अनुवाद सॉफ्टवेयर 'कंठस्थ' के अधिकाधिक प्रयोग के लिए प्रोत्साहित किया जाए। प्रसंगवश यह भी उल्लेखनीय है कि राजभाषा नियम, 1976 के नियम 12 के अनुसार केंद्रीय सरकार के प्रत्येक कार्यालय के प्रशासनिक प्रमुख का यह उत्तरदायित्व है कि वह राजभाषा अधिनियम, नियम तथा इनके अंतर्गत समय-समय पर जारी किए जाने वाले दिशा-निर्देशों का अनुपालन सुनिश्चित कराए।

5. आपसे अनुरोध है कि अपने मंत्रालय/विभाग के राजभाषा से जुड़े सभी अधिकारियों एवं मंत्रालय के कुछ अन्य वरिष्ठ अधिकारियों को सूरत में होने वाले हिंदी दिवस एवं दूसरे अखिल भारतीय राजभाषा सम्मेलन में अनिवार्य रूप से सम्मिलित होने का निर्देश दें (संबंधित विस्तृत जानकारी राजभाषा विभाग की साइट [rajbhasha.gov.in](http://rajbhasha.gov.in) से प्राप्त की जा सकती है। कृपया सभी सम्बद्ध/ अधीनस्थ कार्यालयों/बैंकों/ उपक्रमों/ बोर्डों/ निगमों आदि को भी ऐसे ही निर्देश मंत्रालय की ओर से जारी किए जाएं। उनके राजभाषा अधिकारी भी अनिवार्य रूप से 14-15 सितंबर, 2022 को सूरत, गुजरात में होने वाले कार्यक्रम में सहभागिता सुनिश्चित करें।

सुभाषचंद्र बोस स्मृति

शुभेच्छा,

(अंशुली आर्या)

भारत सरकार के सभी मंत्रालयों/विभागों के सचिव

अन्तर्राष्ट्रीय जनसंख्या  
विज्ञान संस्थान

(विश्वविद्यालय सम्बन्धित)\*

असत्य एवं झूठे विवरण प्रस्तुत करने पर, भारत सरकार का कानून लागू होगा।  
संवेदी सूचनाएं हैं, वेकेशन, गुप्तता- 4000/2000 भारत



IIPS  
International Institute for Population Sciences  
Sector 10, Vasant Vihar, New Delhi-110067  
Contact: 011-26109101, 26109102

International Institute for  
Population Sciences

(Deemed University)\*

In Association with the Ministry of Health & Family Welfare, Govt. of India  
Sector 10, Vasant Vihar, New Delhi-110067

संख्या No. G53/00/1180 /2022

सितम्बर /September 6, 2022

कार्यालय आदेश/OFFICE ORDER



गृह मंत्रालय, भारत सरकार द्वारा सूरत में दिनांक 14-15 सितम्बर 2022 को दूसरा अखिल भारतीय राजभाषा सम्मेलन आयोजित किया गया है। इस सम्मेलन में भाग लेने हेतु संस्थान से नामित अधिकारियों का विवरण नीचे दिया गया है।

The second All India Official Language Conference has been organized by the Ministry of Home Affairs, Government of India during 14-15 September 2022 in Surat. The details of the officers nominated by the institute to participate in the conference are given below.

क्रम संख्या / Sr.No.	नाम/Name	पद/Designation
1	श्री अ. र. निर्मल/Mr. A.R. Nirmal	हिंदी अधिकारी/Hindi Officer
2	श्रीमती लविना टावरो/Ms. Lavina Tauro	चयनश्रेणी आशुलिपिक/Selection Grade Stenographer
3	श्री दिनेश मोरे /Mr. Dinesh More	कार्यालय अधीक्षक/Office Su- perintendent

अ. र. निर्मल  
12-9-22

म. 12/9

(पी. एस. बोरदे /P.S. Borde)

ले. कर्नल /Lt. Col.

सी. ए. ओ. -व. कुलसचिव CAO-com-Registrar

01/09/22

L.C.M. 1. Accounts Section  
2. P. File



**Note No. #1**

This is to inform you that the National Academy of Human Resource Development is working towards the growth and enhancement of the human assets in the government sector. The NAHRD in association with Central and State Government organizations, local bodies, and other organizations, organizes training for above said departments.

For Competency enhancement, the NAHRD has scheduled the Workshop on **Audit, Accounting, Budgeting, and Financial Management** from **11.12.2022 to 14.12.2022** at Port Blair, A&N Islands. (The complete detail of the workshops is attached below)

**Participation Fees:**

Sr. No	Fees	Amount	Total
1	Single Occupancy	64000+18% Per participant	75,520/-
2	Twin Sharing	55000+18% Per participant	64,900/-
3	Non Residential	45000+18% Per participant	53,100/-

In this regard, The Assist. Finance Officer, IIPS has recommended the name of the following Three Accounts staff;

1. Mr. B. S. Sawant, Jr. Accounts Officer
2. Mr. Rambachan Vishwakarma, Accountant
3. Mr. D. G. Bhovad, UDC Cum Cashier

Therefore, it is requested that, the IIPS director may kindly approve the above participation Fee, travel towards the workshop and their TA/DA as per Govt. norms and also approve Mr. D. G. Bhovad's Air Travel allowance.

Submitted for approval,



Email.pdf



AFM-12-22.pdf



NAHRD Approval.pdf

30/08/2022 2:51 PM

ACCOUNTANT  
(ACCOUNTANT(IIPS))

**Note No. #2**

Forwarded for approval,

07/09/2022 12:18 PM

BHAU SADASHIV SAWANT  
(JR. ACCOUNTS OFFICER (IIPS))

**Note No. #3**

Forwarded for approval please

Ag. CAO-cum-Registrar

07/09/2022 12:19 PM

ANIKET CHATTOPADHYAY  
(ASSISTANT FINANCE OFFICER(IIPS))

**Note No. #4**

Not more than two person may be sent from one section at a time. Pl modify accordingly.

12/09/2022 2:31 PM

DR.K S JAMES  
(DIRECTOR AND SR. PROF (IIPS))

**Note No. #5**

As per discussion with AFO, the following names are suggested for Training:

1. Mr. B. S. Sawant, Jr. Accounts Officer
  2. Mr. Rambachan Vishwakarma, Accountant
- with Twin Sharing.

Submitted for approval.

14/09/2022 10:20 AM

ACCOUNTANT  
(ACCOUNTANT(IIPS))

**Note No. #6**

Forwarded for approval please

14/09/2022 11:41 AM

ANIKET CHATTOPADHYAY  
(ASSISTANT FINANCE OFFICER(IIPS))

**Note No. #7**

Pl put up

14/09/2022 1:51 PM

DR.K S JAMES  
(DIRECTOR AND SR. PROF (IIPS))

**Note No. #8**

Recommended please.

14/09/2022 2:12 PM

LT. COL. PRASHANT SUNIL BORDE  
(CHIEF ADMINISTRATIVE OFFICER-CUM-REGISTRAR)

**Note No. #9**

Approved

15/09/2022 9:53 AM

DR.K S JAMES  
(DIRECTOR AND SR. PROF (IIPS))

**Note No. #10**

Please Process

15/09/2022 10:04 AM

ACCOUNTANT  
(ACCOUNTANT(IIPS))

**Note No. #11**

Based on the above approval, we both have booked the Air ticket for the said training. The ticket copy is attached herewith for your reference.

In this regard, we would like to take an advance of Rs. 90,000/- for Air ticket booking and Traveling Expenses. The advance may be released in below mentioned 2 installment.

1st Rs. 76,082/- for Air Ticket Charges (Reimbursement): May be transferred now  
2nd Rs. 13,918/- towards TA/DA (Both Persons): May be transferred in the month of December 2022.

Therefore, it is requested to the Director IIPS to kindly approve the advance of Rs. 90,000 payable in 2 installment.

Submitted for approval please.



Air Ticket Booking \_ Book Flight Tickets \_ Cheap Air Fare \_ LTC  
Fare\_ IRECTC AIR.pdf

26/09/2022 12:00 PM

RAMBACHAN P VISHWAKARMA



(ACCOUNTANT(IIPS))

**Note No. #12**

Forwarded for approval please

26/09/2022 1:08 PM

**ANIKET CHATTOPADHYAY**  
(ASSISTANT FINANCE OFFICER(IIPS))

**Note No. #13**

Recommended please

26/09/2022 1:54 PM

**LT. COL. PRASHANT SUNIL BORDE**  
(CHIEF ADMINISTRATIVE OFFICER-CUM-REGISTRAR)

**Note No. #14**

Approved

26/09/2022 9:51 PM

**DR.K S JAMES**  
(DIRECTOR AND SR. PROF (IIPS))



# National Academy of Human Resource Development

A-304, Defence Colony, New Delhi-110024

Certifies that

Mr. B. S. Sawant (International Institute for Population Sciences)

*has participated in the workshop on Audit, Accounting, Budgeting and Financial  
Management organized by NAHRD at Port Blair (A & N Islands)*

*from 07.12.2022 to 10.12.2022*

Faculty



For NAHRD







# National Academy of Human Resource Development

A-304, Defence Colony, New Delhi-110024

Certifies that

Mr. Rambachan Vishwakarma (International Institute for Population Sciences)

*has participated in the workshop on Audit, Accounting, Budgeting and Financial*

*Management organized by NAHRD at Port Blair (A & N Islands)*

*from 07.12.2022 to 10.12.2022*

Faculty



For NAHRD



# अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

(विश्वविद्यालय सम्बुद्ध)

एन.एच. ५६/४, अन्तराष्ट्रीय जनसंख्या, अन्तराष्ट्रीय जनसंख्या संस्थान, २००००  
राष्ट्रीय महानगर, दिल्ली, भारत- ४०० ००३



# International Institute for Population Sciences

(Deemed University)

An Autonomous Organisation of Ministry of Health & Family Welfare, Govt. of India  
Council Office: P.O. Coimbatore, Marol 400 201 India

No.G-53/00/ 1254 /2022  
October 06, 2022

## OFFICE ORDER

The following officials have been nominated to attend a basic training programme on GEM procurement with related to services, goods and works procurement at Arun Jaitley Institute of Financial Management, Faridabad:

Sr. No.	Name of the Official & Designation	Training Schedule
1.	Mrs. Jisha P. Nair, Stenographer Gr. II	10 - 15 October 2022
2.	Mrs. Jyoti V. Kadam, Assistant	
3.	Mrs. Manasi D. Parab, Stenographer Gr.III	21 - 26 November 2022

*(Signature)*

(P.S. Borde)

Lt. Col.

CAO-cum-Registrar

6/10/22

i. Mrs. Jisha P. Nair

*(Signature)*  
6/10/22

ii. Mrs. Jyoti V. Kadam

*(Signature)*  
6/10/22

iii. Mrs. Manasi D. Parab

*(Signature)*  
6/10/22







अन्तर्राष्ट्रीय जनसंख्या  
विज्ञान संस्थान  
(विश्वविद्यालय समतुल्य)\*

अवधूत एम. जीवित अन्तर्गत संस्था, नवरा वास्तव्य एम. एम. एम. एम. एम.  
अवधूत संस्था नं. ४०० ०८८, मुंबई



International Institute for  
Population Sciences  
(Deemed University)\*

\* Autonomous Organization of IIT Bombay, Govt. of India  
Ground Floor, IIT Bombay, Mumbai - 400 075, India

No.: G-53: OO/Training-IIST&D-ND/14692022

Date : December 01, 2022

**OFFICE ORDER**

Mr. Saish Prakash Todankar, UDC (Stores) and Mr. Avadhesh Kumhar, MTS (Stores), from International Institute for Population Sciences (IIPS), Mumbai- 400 088, are nominated to attend the "Public Procurement for Government Officers GeM & GFRs 2017, 2019 & Arbitration" training programme organized by Indian Institute of Secretariat Training & Development, New Delhi, during February 23-25, 2023, at Hotel Bogmollo Beach Resort, South, Goa.

(Lt. Col. P. S. Borde)  
CAO-cum-Registrar, IIPS.

Mr. Saish Prakash Todankar,  
UDC (Stores), IIPS.

Mr. Avadhesh Kumhar,  
MTS (Stores), IIPS.

CC to :

- 1 A R. (Admin.)
- 2 AFO
- 3 Establishment Section
- 4 Director Office
- 5 P. File.







# India Institute of Secretariat Training & Development

## Certificate of Recognition

This certificate is proudly presented to ..... **Shri. Saish Prakash Todankar** ..... of  
**International Institute of Population Sciences, Mumbai**

for his Enthusiastic Participation on

**Public Procurement for Government Officers GEM & GFRs 2017, 2019 & Arbitration**

**held on 23<sup>rd</sup> - 25<sup>th</sup> February, 2023**

**In witness whereof IISTD awards this certificate, on this day, the 25<sup>th</sup> February, 2023**







# India Institute of Secretariat Training & Development

## Certificate of Recognition

This certificate is proudly presented to ..... **Shri. Avadhesh Kumhar** ..... of  
**International Institute of Population Sciences, Mumbai**  
for his Enthusiastic Participation on  
Public Procurement for Government Officers GEM & GFRs 2017, 2019 & Arbitration  
held on 23<sup>rd</sup> - 25<sup>th</sup> February, 2023  
In witness whereof IISTD awards this certificate, on this day, the 25<sup>th</sup> February, 2023









अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान, फरीदाबाद  
Arun Jaitley National Institute of Financial Management,  
Faridabad

## **CERTIFICATE OF PARTICIPATION**

**Smt. Jisha P. Nair**  
**Stenographer Gr.II**  
**International Institute for Population Sciences**

**has participated in the**  
**Management Development Programme**

**on**

**Public Procurement (Basic)**

**held from**  
**10<sup>th</sup> to 15<sup>th</sup> October, 2022**

  
**Mukesh Kumar Singh**  
**Program Director**

  
**Prabhat R Acharya**  
**Director-AJNIFM**







# National Academy of Human Resource Development

A-304, Defence Colony, New Delhi-110024

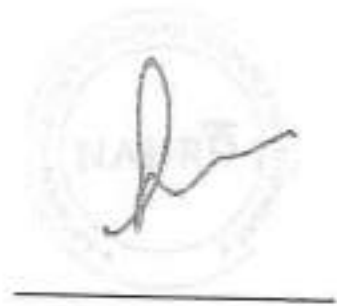
Certifies that

Mr. Aniket Chattopadhyay (International Institute for Population Sciences)

*has participated in the workshop on Audit, Accounting, Budgeting and Financial  
Management at Kathmandu, Nepal from 26.02.2023 to 01.03.2023*

  
Faculty

Administration Section- For including into Personal file.  
Achry 15/03

  
For NAHRD



**Note No. #1**

Please find attached brochure of Training programme on Public procurement (Basic & advance ) & Arbitration conducted by Arun Jaitley National Institute of Financial Management. In this regard it is requested to kindly approve nomination of following officials for obtaining basic training on GEM procurement with related to services, goods and work procurement from 10-15 October 2022.

1. Ramtilak R. Verma
2. Rajesh A. Ghuge

As per the brochure the course fees shall be borne by Ministry of Finance, GOI. It is also requested to kindly consider and approve TA as per rules for the above officials.

Submitted for approval,



**Training Programs Public Procurement (Basic & Advanced) and Arbitration 2022-23.pdf**

26/08/2022 4:35 PM

ACCOUNTANT  
(ACCOUNTANT(IIPS))

**Note No. #2**

Forwarded for approval,

29/08/2022 12:24 PM

BHAU SADASHIV SAYWANT  
(JR. ACCOUNTS OFFICER (IIPS))

**Note No. #3**

Forwarded for approval please

30/08/2022 9:46 AM

ANIKET CHATTOPADHYAY  
(ASSISTANT FINANCE OFFICER(IIPS))

**Note No. #4**

Kindly compile and put up.

30/08/2022 9:52 AM

LT. COL. PRASHANT SUNIL BORDE  
(CHIEF ADMINISTRATIVE OFFICER-CUM-REGISTRAR)

**Note No. #5**

Please do the needful

30/08/2022 3:12 PM



MANJIRI M. RANE  
(ASSISTANT REGISTRAR (ADMIN))

**Note No. #6**

Reference to Note#4, the nomination of following officials have been approved by the Director & Sr. Professor on 29/08/2022, and it has been suggested that at a time only two members may attend the training:

**First Slot -**

Mr. Saish Todankar and Ms. Suvarna Shinde - 25th September to 1st October'22

**Second Slot -**

Ms. Jisha P Nair and Ms. Jyoti V. Kadam - 10th October to 15th October, 22

**Third Slot**

Mr. Vikash and Mr. Avadesh Kumhar - 14th November to 19th November 22

**Fourth Slot**

Ms. Manasi D. Parab and Ms. Sheetal Zore - 21th November to 26th November, 22

In view of the above kindly suggest any other date for the officials proposed at Note#1 to attend the training program.

02/09/2022 5:50 PM

JISHA PRASANNA NAIR  
(STENOGRAPHER (ESTABLISHMENT))

**Note No. #7**

Request to re-look the schedule and re-submit the revised dates accordingly Establishment section will write to the institute.

03/09/2022 2:50 PM

MANJIRI M. RANE  
(ASSISTANT REGISTRAR (ADMIN))

**Note No. #8**

Reference above, the staff of Accounts Section will attend the program from 12th to 17th Dec., 2022

Forwarded for approval please

Ag. CAO-cum-Registrar

07/09/2022 12:34 PM

ANIKET CHATTOPADHYAY  
(ASSISTANT FINANCE OFFICER(IIPS))

**Note No. #9**

Approved

08/09/2022 11:31 AM

DR. K S JAMES  
(DIRECTOR AND SR. PROF (IIPS))**Note No. #10**

Sir,

Sub: Nomination of officials for training programme on Public Procurement (Basic)

SLOT		
Name, Designation and Grade Pay	Date of Training	Experience
	12 <sup>th</sup> - 17 <sup>th</sup> December 2022	

As per the procedure of the AJNIFM the details of the nominated officials are to be provided in the enclosed format.

Also, the nomination approval received for Establishment Section staff is enclosed for reference.



Confirmation Email received from AJNIFM.pdf

12/09/2022 3:38 PM

JISHA PRASANNA NAIR  
(STENOGRAPHER (ESTABLISHMENT))**Note No. #11**

Reference above, the following persons can be send to the training programme of India Institute of Secretariat Training and Development (Autonomous body under Ministry of Labour). The details are as under:

Training Code:ISTD039

Training Topic: Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.

Date of Training: 17 -19 November, 2022

Nominated Persons: Mr. D.Bhovad and Mr. Ramtilak Verma.

Expenditure:Rs. 48999/- x2 plus 18% GST

Training Code: IISTD 052

Training Topic: Team Dynamics, Leadership and Strategic Vision, Synergy at work and Effective Communication Under Capacity program

Building in Govt. departments, autonomous bodies & PSUs

date of training: 23-25 January, 2023

Nominated Person: Aniket Chattopadhyay

Expenditure: Rs. 59999/- plus 18% GST

Forwarded for approval please

16/10/2022 2:49 AM

ANIKET CHATTOPADHYAY  
(ASSISTANT FINANCE OFFICER(IIPS))

#### Note No. #12

pl attach the training details

16/10/2022 11:07 AM

DR. K S JAMES  
(DIRECTOR AND SR. PROF (IIPS))

#### Note No. #13

Reference above, the training programme schedule has been attached.

Forwarded for approval as per note no# 11.



Training Programme IISTD.pdf

17/10/2022 10:03 AM

ANIKET CHATTOPADHYAY  
(ASSISTANT FINANCE OFFICER(IIPS))

#### Note No. #14

P put up

17/10/2022 10:18 PM

DR. K S JAMES  
(DIRECTOR AND SR. PROF (IIPS))

#### Note No. #15



1. Refer notes ante.

2. Following training and development activities are suggested.

(a) Mr. D.Bhavad and Mr. Ramtilak Verma : IISTD 049 Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs, 23 - 25 January, 2023 Hotel Crowne Plaza Kochi, Kerala 29,999/- + GST (Non residential basis fees). The individuals can claim the cost of hotel stay and transport in Kochi. The training cost will be paid by the institute. (Training program enclosed in Note 13)

(b) Mr. Saish Todankar and Mr Avadesh : IISTD 059 Public Procurement for Government Officers (GeM& GFRs 2017, 2019) & Arbitration 23 - 25 February, 2023 Hotel Bogmollo Beach Resort, South Goa, Goa 29,999/- + GST (Non residential basis fees). The individuals can claim the cost of hotel stay and transport in Goa. The training cost will be paid by the institute. (Training program enclosed in Note 13)

(a) Lt Col PS Borde and Mr Aniket Chattopadhyay : Public Procurement Basic course (16 - 21 Jan 23) at Arun Jaitley National Institute of Financial Management, New Delhi. The training cost will be paid by the Ministry of Finance. (Training program enclosed in Note 1)

3. Kindly comment if any changes suggested and put up.

18/10/2022 11:46 AM

LT. COL. PRASHANT SUNIL BORDE  
(CHIEF ADMINISTRATIVE OFFICER-CUM-REGISTRAR)

**Note No. #16**

Ref to note # 15. forwarded for approval please

18/10/2022 2:13 PM

MANJIRI M. RANE  
(ASSISTANT REGISTRAR (ADMIN))

**Note No. #17**

Forwarded for approval please

18/10/2022 2:46 PM

ANIKET CHATTOPADHYAY  
(ASSISTANT FINANCE OFFICER(IIPS))

**Note No. #18**

Approved

18/10/2022 4:36 PM

DR.K S JAMES  
(DIRECTOR AND SR. PROF (IIPS))

### Note No. #19

Refer Note #15, for Training programme of "Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs" on 23-25 January, 2023 at Hotel Crowne Plaza Kochi, Kerala, to Mr. D. Bhuvad and Mr. Rantilak Verma have been nominated by account section.

This is to inform you that the above said Kerala training program date has been changed from 05-07 January, 2023 instead of 23-25 January 2023 by "Indian Institute of Secretariat Training & Development (IISTD), New Delhi. Please see the attached mail for your reference.

Kindly it may allow Mr. D. Bhuvad and Mr. Rantilak Verma to attend this Kerala Training program on 05-07 January 2023, so that they can book their train tickets as soon as possible.



Kerala Training Programme.pdf

22/12/2022 4:03 PM

ACCOUNT SECTION  
(ACCOUNTANT(IIPS))

### Note No. #20

Forwarded for approval.

22/12/2022 4:27 PM

BHAU SADASHIV SAWANT  
(JR. ACCOUNTS OFFICER (IIPS))

### Note No. #21

Forwarded for approval please

22/12/2022 5:45 PM

ANIKET CHATTOPADHYAY  
(ASSISTANT FINANCE OFFICER(IIPS))

### Note No. #22

Recommended please.

23/12/2022 12:51 PM

LT. COL. PRASHANT SUNIL BORDE  
(CHIEF ADMINISTRATIVE OFFICER-CUM-REGISTRAR)

### Note No. #23

Approved

23/12/2022 6:30 PM

DR. K S JAMES  
(DIRECTOR AND SR. PROF (IIPS))

**Note No. #24**

07/02/2023 12:10 PM

ACCOUNT SECTION  
(ACCOUNTANT(IIPS))

**Note No. #25**

Reference to Note#15, it is submitted for your kind information the venue of training program scheduled from 23-25 Feb 2023 has now changed from Goa to Mussorie. Mr. Saish Todankar and Mr. Avadesh has been nominated for the said training program. Accordingly approval may be granted to Mr. Saish Todankar and Mr. Avdesh to attend the training program at Mussorie on the above mentioned dates.

07/02/2023 12:36 PM

JISHA PRASANNA NAIR  
(STENOGRAPHER (ESTABLISHMENT))

**Note No. #26**

Ref. to note # 25. approval may please be accorded for training programme scheduled from 23-25 Feb. '23 in r/o Mr. Saish and Mr. Avadesh at Mussorie

07/02/2023 5:53 PM

MANJIRI M. RANE  
(ASSISTANT REGISTRAR (ADMIN))

**Note No. #27**

Forwarded for approval please.

08/02/2023 4:42 PM

BHAU SADASHIV SAWANT  
(JR. ACCOUNTS OFFICER (IIPS))

**Note No. #28**

Recommended please.

09/02/2023 9:59 AM

LT. COL. PRASHANT SUNIL BORDE  
(CHIEF ADMINISTRATIVE OFFICER-CUM-REGISTRAR)

**Note No. #29**

Pl confirm whether they are involved in any of the NFHS or other bid documents which are of urgent nature which may affect its timeline?

09/02/2023 11:52 AM

DR.K S JAMES  
(DIRECTOR AND SR. PROF (IPS))**Note No. #30**

Mr. Saish and Mr. Avadesh are not involved in NFHS procurement.

Mr. Saish has floated one bid which will be opened shortly. The other bids are under process for technical vetting. The timeline would be for 21 days which will not be during the said period. Since they are going from 23-25 Feb.'23 no urgent work in the department will be affected. The same will be managed by the undersign alongwith Ms. Suwarna and Mr. Pillai.

Approval may be given for training.

09/02/2023 12:38 PM

MANJIRI M. RANE  
(ASSISTANT REGISTRAR (ADMIN))**Note No. #31**

Approved

09/02/2023 2:38 PM

DR.K S JAMES  
(DIRECTOR AND SR. PROF (IPS))**Note No. #32**

For further necessary action please

09/02/2023 3:17 PM

MANJIRI M. RANE  
(ASSISTANT REGISTRAR (ADMIN))**Note No. #33**

19/03/2023 9:44 PM

JISHA PRASANNA NAIR  
(STENOGRAPHER (ESTABLISHMENT))



## TRAINING PROGRAMMES ON PUBLIC PROCUREMENT (BASIC & ADVANCED) & ARBITRATION

### About AJNIFM

The Arun Jantley National Institute of Financial Management (AJNIFM) is a Centre of Excellence specializing in capacity building of professionals in the fields of public policy, financial management, public procurement and other governance issues for promoting highest standards of professional competence and practice. AJNIFM is setup as a society, under department of expenditure, ministry of finance. NIFM is a premier resource center for the capacity building of senior, middle and entry level of management in Government of India. AJNIFM also caters to the training needs of state governments, defence establishments, banks, autonomous bodies, local government, public sector undertakings and other financial institutions. Training Programmes are customized and executed for the officials from other countries as well. Apart from capacity building, AJNIFM is also engaged in research studies in the areas of accounting, audit, financial management, parliamentary financial control and other issues related to public policy and delivery systems.

AJNIFM has a sprawling lush green campus of forty two acres situated in Faridabad, N.C.R. It has state-of-art training halls, computer labs, hostels, indoor and outdoor sports complex and library having unique architectural design.

### About Public Procurement related courses

Large amount of public funds are being spent on public procurement for which specific rules and procedures have been framed. It is imperative that the executives/officers/ staff engaged in public procurement & arbitration possess thorough knowledge of all the relevant rules, regulations and procedures of public procurement & arbitration.

Ministry of Finance, Government of India has identified AJNIFM as the nodal agency for conducting training programmes on these subjects with a view to educating and familiarizing the concerned executives/officers with all the relevant rules and procedures of public procurement. AJNIFM receives active support from Public Procurement Division of Ministry of Finance, Government of India in this regard. AJNIFM has been conducting such training Programmes regularly since 1996.

### Pedagogy and Faculty

AJNIFM offers very high quality training solutions for all types of public procurement of goods, works and consulting services as also GeM. The Institute has vast intellectual resources to meet the ever increasing demand of building public procurement capacity. Training modules and session plans have been carefully designed to cover both the theories and practices of public procurement with case studies, group discussions etc. The faculty comprises academics of AJNIFM and leading experts who have about four decades of experience in various areas of public procurement, including policy formulation. Many are currently engaged as senior consultants/advisers/trainers in various organizations like the World Bank, government departments, Competition Commission of India and consulting firms.

**Attachment: Training Programs Public Procurement (Basic & Advanced) and Arbitration 2022-23.pdf****1. Public Procurement (Basic)****o For Whom and Duration**

All officers and staff presently dealing with or likely to be associated with public procurement of goods, works and services (from Procurement, Finance, Technical / user departments and Audit) should attend. This is a six day's (Monday to Saturday) residential Programmes.

**o Programme Contents****A. Principles of Public Procurement**

- Introduction to Public Procurement
- Legal, Procedural and Regulatory Framework of Public Procurement
- General Financial Rules 2017 on Procurement of Goods

**B. Procurement of Goods with Government Fund**

- Schedule of powers
- Registration of Vendors
- Procurement methods
- Standard bidding documents
- Pre-Qualification and Post Qualification of Bidders
- Quantity Distribution Criteria
- Evaluation of Bids: Techno-Commercial Bid and Price Bid
- Assessment of Reasonableness of Price
- Drafting of Bid Evaluation Committee Proceedings
- Role of the competent authority
- Notification of Contract Award
- Instructions related to Make in India and Purchase Preference in various sectors

**C. Procurement of Works with Government Fund**

- Instructions in General Financial Rules, 2017 on Procurement of Works
- Types of Tenders
- Types of Contracts
- Standard Bidding Documents
- Pre-Qualification and Post-Qualification
- Bid Evaluation
- Award of Contract
- Payment Terms and Contract: Price Adjustments

**D. Procurement of Consulting Services**

- General Financial Rules and Government of India Guidelines
- Manual for Procurement of Consultancy Services issued by the Government of India
- Model RFP Template issued by the Government of India
- Selection Methods
- Evaluation
- Negotiation
- Types of Contracts etc.

**E. Contract Management**

- Payments, PVC
- Extension of completion period, quantity variation, LD
- Warranty and AMC

**F. Government e-Market place (GeM)****G. E-Procurement of Goods: Theory and Practice with Hands-on-Sessions**

**Notification: Training Programs Public Procurement (Basic & Advanced) and Arbitration 2022-23.pdf****♦ Important Information**

Up to January, 2022 ANJIFM has conducted 224 basic public procurement Programmes (Residential /Online) and trained 9657 participants from across the spectrum of government, including various Ministries/ Departments of the Government of India such as CPWD, ISSO, ICAIR, UGWH, NIT, GSI, Income Tax, Department of Post, DoJ, Department of Atomic Energy, Academic Institutes like IITs, AIIMS Defence Services (Army, Air Force & Navy), and CAPFs like BSF, CRPF, ITBP etc.

Twenty basic public procurement programmes have been planned in the year 2022-23, as detailed in the table below:

<b>Schedule of training during 2022-23</b>					
Month	Duration	Month	Duration	Month	Duration
April, 22	04-09 April	Aug. 22	29 Aug—03 Sep	Jan, 23	16-21 January
	18-23 April	Sep. 22	05-10 September		30 Jan-04 Feb
May, 22	23-28 May		26 Sep—01 Oct	Feb, 23	20-25 February
	30 May—04 June	Oct, 22	10-15 October		27 Feb-04 Mar
June, 22	20-25 June	Nov. 22	14-19 November		
	27 June-02 July		21-26 November		
July, 22	18-23 July	Dec. 22	12-17 December		
	25-30 July		19-24 December		

It is requested that nominations may be sent to ANJIFM well in advance to enable proper planning and confirmation.

**♦ Course Fee**

- For officers and staff of central government ministries, departments, their attached and subordinate offices, central autonomous bodies, central statutory and regulatory bodies – Course Fee will be paid by Ministry of Finance - GOI.
- PSUs and Other Indian participants – ₹46,000/- plus applicable GST (Rupees Forty Six thousand plus applicable GST) per participant.
- Foreign participants – 800 USD per participant.
- The course fee includes tuition fee, course materials, boarding, lodging during the programme.
- The course fee may be remitted before commencement of the program through RTGS/NEFT details for which are: Axis (aitley) National Institute of Financial Management, PAN: AAAAN2489D, GST No.06AAAAN2489D1ZQ, Name of the Bank: HDFC Bank, IFSC: HDFC0002415, MICR No. 170240246, Account No. 50100083121045

**Attachment#11: Training Programs Public Procurement (Basic & Advanced) and Arbitration 2022-23.pdf****2. Public Procurement (Advanced)****• For Whom and Duration**

Senior level officers in the Ministries and Departments, Statutory Bodies, Central Autonomous Bodies who are associated with public procurement of goods, works and services may attend. Officers from the PSUs and the state governments dealing with procurement will also benefit from the course. Since this is an advanced level course, officials who are directly dealing with or supervising the purchase function or providing policy inputs in procurement matters in their organization should attend. Applicants who have attended the public procurement (Basic) training at ANJFM will be given preference for the Advanced Programme. This is a five day (Monday through Friday) residential programme.

**• Pedagogy and Faculty**

ANJFM offers very high quality training solutions for all types of public procurement of goods, works and consulting services. The Institute has vast intellectual resources to meet the increasing demand of capacity building of procurement officials. Training modules and session plans have been carefully designed to cover both the theories and practices of public procurement with case studies, group discussions etc. The faculty comprise academics of ANJFM and leading experts who have a rich experience in various areas of public procurement, including policy formulation. Some of the speakers are currently engaged as senior consultants/advisers/trainers in various organizations like the World Bank, Government Departments, Competition Commission of India and consulting firms.

**• Programme Contents**

- A. International Best Practices in Public Procurement**
- B. Competition Issues in Public Procurement:**
  - The Competition Act 2002
  - Role of the Competition Commission of India
  - Competition Impact Assessment
  - Anti-competitive behaviour: Cartelization, bid rigging, collusive bidding
- C. Sustainable Procurement Practices**
- D. Engineering, Procurement and Construction Contracts and Design-Build Contracts**
- E. Contract Price Adjustment Conditions, Price Adjustment Formulae**
- F. e Reverse Auction**
- G. Import of Goods:**
  - International Competitive Bidding
  - GOI Procedure for imports, Special features for import
  - INCOTERMS
  - Letter of Credit Operation
- H. PPP Projects and Concession Agreements—Analysis of Bidding Parameters**
- I. Arbitration and Conciliation Act 1996 & Other Legal Aspects**
- J. Frauds in Public Procurement**
- K. CVC Guidelines**