



PARSAM INSTITUTE OF STATUTORY RULES

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CALENDAR OF TRAINING PROGRAMMES - 2018-19

Prg. No.	Date	Title	Venue
261	20th to 22nd Jun 2018	Interface between 7th CPC orders and Pay fixation under FRs, Fixation of pay of re-employed pensioners, Regulation of pay in Ex-cadre posts, Impact of penalties on pay and MACP scheme.	Ooty
262	4th to 6th Jul 2018	Recruitment procedures in Central Government Offices - Recruitment of Concessional categories - Procedures for D P C - APARs, Promotions and Seniority.	Hyderabad
263	11th to 13th Jul 2018	Contract Management, Contract Law & the Procedures pertaining to the Registration, Tendering & Procurement of Goods / Services as applicable to Government funded Organisations.	Bengaluru
264	18th to 20th Jul 2018	Materials Management and Inventory Holding - Need of the hour.	Mysore
265	1st to 3rd Aug 2018	THE DIFFERENCE THAT MAKES THE DIFFERENCE with Neuro Linguistic Programming - Personality Development, Relationship Management, Communication Skills, Time Management, Conflict Management, Team Work, Leadership and Public Speaking Skills for efficient working in Offices.	Hyderabad
266	29th to 31st Aug 2018	Competency Dictionary for Public servants - Ethos, Values, Ethics, Equity, Efficiency and Work Culture, Office Management, Grievance Redressal Machinery for Employees and Public. Conduct Rules and National Pension System.	Goa
267	26th to 28th Sep 2018	Handling of Erratic Behaviour of employees - Control Functions - Various Procedures in Disciplinary Rules.	Mysore
268	24th to 26th Oct 2018	Court Procedures and Litigation Management.	Ooty
269	14th to 16th Nov 2018	Constitutional Provisions relating to Reservations in Central Services, PSUs and Autonomous Bodies etc. Post Based Rosters.	Kochi

Prg. No.	Date	Title	Venue
270	28th to 30th Nov 2018	Right to Information Act - 2005. Law of Information and practical aspects in its implementation. Records Management. Interface between Departments and Courts, Administrative Law and its relevance in RTI and Disciplinary Proceedings.	Bengaluru
271	5th to 7th Dec 2018	Latest in Inventory Storage Systems and Supply Chain Management.	Goa
272	12th to 14th Dec 2018	An insight into Goods & Services Tax (GST) covering the Registration procedures, Time, Place & Value of Supplies, Filing of returns, Setting off Input Tax Credit, Reverse Charge & other details with practical exercises.	Bengaluru
273	9th to 11th Jan 2019	THE DIFFERENCE THAT MAKES THE DIFFERENCE with Neuro Linguistic Programming - Personality Development, Relationship Management, Communication Skills, Time Management, Conflict Management, Team Work, Leadership and Public Speaking Skills for efficient working in Offices.	Bengaluru
274	23rd to 25th Jan 2019	Office System & Office Procedure, Tools of Office Management, Email policy of the Government, Noting & Drafting, Records Management, Personnel Department's Duties in relation to Social Equity, Stress and its impact on work and methods of managing stress.	Goa
275	6th to 8th Feb 2019	Application of Service Rules (Pay, Pension, Leave and Travelling Allowance) & critical analysis on various aspects of MACP with Case Laws.	Ooty
276	20th to 22nd Feb 2019	Special course for Personnel staff such as Private Secretary, Personal Assistant etc., covering their Duties and various Service Rules.	Bengaluru
277	6th to 8th Mar 2019	Prevention of Sexual harassment at Work places - Precautions steps - Handling of Complaints in such cases.	Bengaluru

Fee Structure : (a) Course fee is included in all the four options.
(b) Fee payable is per candidate basis (plus GST @ 18%)

1.	Non Residential	Rs. 10000 + GST @ 18%
2.	Residential (Non - AC Room - On sharing basis)	Rs. 16000 + GST @ 18%
3.	Residential (Non - AC Room - Single Occupancy)	Rs. 20000 + GST @ 18%
* Options 2 & 3 - Residential course fee includes accommodation only (does not include breakfast & dinner)		
4.	Residential (AC Room - Single Occupancy) includes breakfast and dinner	Rs. 25000 + GST @ 18%

* Our GST No. is 29AAOFP3202D1ZF.

* Fee payable in favour of "Parsam Institute of Statutory Rules" at Bengaluru.

For more details, please visit www.parsaminstitute.com