

No.10/12/2019-1Trg.

HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 5th August, 2020.

To

All the Administrative Secretaries of Haryana State.

Subject: - Reg. Online training programme on "**Recruitment Rules and Reservation in Service**" schedule from 28th & 29th August, 2020 at **integrated training & policy research, (Training Division), 207, Lal Ratan Building, West Patel Nagar, New Delhi.**

Sir/Madam,

I am directed to refer to the subject noted above and to forward a copy of the letter No. **ITPR/TRG-194/195** dated **20.07.2020**, received from **SH. A. VIJAY KUMAR**, Coordinator, Integrated Training & Policy Research, (Training Division), 207, Lal Ratan Building, West Patel Nagar, New Delhi-110008 for further necessary action.

Yours faithfully,


Superintendent, Training
for Chief Secretary to Govt., Haryana. *W/SIR*

Endst. No. 10/12/2019-1Trg.

Dated Chandigarh, the 5th August, 2020.

A copy is forwarded to **SH. A. VIJAY KUMAR**, Coordinator, Integrated Training & Policy Research, (Training Division), 207, Lal Ratan Building, West Patel Nagar, New Delhi-110008 w.r.t his letter No. **ITPR/TRG-194/195** dated **20.07.2020** for information.


Superintendent, Training
for Chief Secretary to Govt., Haryana. *W/SIR*



Training Branch <branchtrg@gmail.com>

Fwd: Online Training Programme on "Amendments in Union Budget 2020" on 7th & 8th August 2020.

1 message

Nitin Kumar Yadav, IAS <nks@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

24 July 2020 at 12:15

From: "KESHNI ANAND ARORA" <cs@hry.nic.in>
To: "Nitin Kumar Yadav, IAS" <nks@hry.nic.in>
Sent: Friday, July 24, 2020 12:12:41 PM
Subject: Fwd: Online Training Programme on "Amendments in Union Budget 2020" on 7th & 8th August 2020.

From: itpr@itprdelhi.com
To: "Catchall CEA" <csr.man@cea.nic.in>, "Catchall CEA" <csr.man@cea.nic.in>, csr@npcl.co.in, csr@npcl.co.in, "COMPANY SECY, MAHANADI COALFIELDS LIMITED, PAID(Orissa)" <cs.mcl@nic.in>, "COMPANY SECY, MAHANADI COALFIELDS LIMITED, PAID(Orissa)" <cs.mcl@nic.in>, "cs naran" <cs.naran@salicet.co.in>, "cs naran" <cs.naran@salicet.co.in>, "Company Secretary" <cs.npc@nic.in>, "Company Secretary" <cs.npc@nic.in>, "Chief Secretary CS, Puducherry" <cs.pon@nic.in>, "Chief Secretary CS, Puducherry" <cs.pon@nic.in>, "cs mnc chennai" <cs.mnc.chennai@gmail.com>, "cs mnc chennai" <cs.mnc.chennai@gmail.com>, "cs tdl" <cs.tdl@nic.in>, "cs tdl" <cs.tdl@nic.in>, "CS AP" <cs@ap.gov.in>, "CS AP" <cs@ap.gov.in>, "KESHNI ANAND ARORA" <cs@hry.nic.in>, "KESHNI ANAND ARORA" <cs@hry.nic.in>, cs@karnataka.gov.in, cs@karnataka.gov.in, "Chief Secretary, Punjab" <cs@punjabmail.gov.in>, "Chief Secretary, Punjab" <cs@punjabmail.gov.in>
Sent: Friday, July 24, 2020 11:39:53 AM
Subject: Online Training Programme on "Amendments in Union Budget 2020" on 7th & 8th August 2020.

Integrated training & policy research

(Training Division)

207, Lal Ratan Building, West Patel Nagar, New Delhi-110 008.

Email: trgdivision@gmail.com, itpr@itprdelhi.com

Phone No. 011-2570 0234 Fax: 011-25705288, Mob. 09871910333

Ref: ITPR/TRG-194/195

Dated: 20/07/2020

Training Branch
Diary No. 64743
Dated 28.07.2020
27.07 1303
The HOD/ Heads of Pers/Admin/Fin/HRD
All the Govt. Depts, Autonomous Bodies & PSUs
Sub: Online Training Programme on
1. "Amendments in Union Budget 2020" on 7th & 8th August 2020.
2. "Recruitment Rules and Reservation in Service" on 28th & 29th August 2020

Sir/Madam,

We are enclosing a copy of Brochure on the above Training Programmes to be organized by us. Ours is an organization with specialization in training of human resource, which is an essential ingredient of all organizations. Our main aim has always been to provide the best training inputs and training techniques to the participants so that they also become capable of providing necessary guidance and on-the-job training to their colleagues/staff working under them in furtherance of the training objectives.

Keeping the above in view, we invite your kind attention to the said training programmes, as given in Brochure (Scroll down) and request you in availing the opportunity to get your management functionaries trained by our reputed specialists to enable render effective support in day to day management. We, therefore, request you to nominate concerned personnel, not only from the Head Office but also from your regional & zonal offices for participation in the said training programme.

We also undertake exclusive in-house training programme on various topics/subjects as per the needs of your Organisation. For the purpose, we have the requisite expertise. Enclosed is a list of organization where in-house training have been successfully conducted by us. You are welcome to call us on the numbers, as mentioned for any query/assistance in the matter.

Yours Truly

1. Online Training Programme on "Amendments in Union Budget 2020"

on 7th & 8th August 2020.

Day 1

- Overview of the contents of the Budget 2020-21 affecting the Income Tax Structure
- Areas of Income Tax with old as well as the new provisions and the relevant changes during the COVID 19 period
- Various changes in the forms of Income Tax Returns (Form ITR 1 to ITR 7) and the continuing effect thereof in disclosure/hiding of income.
- Computation of Income, Filing of returns, EPF/GPF/PPF, Donations and several deductions, determination of benefit under either of the two options (Old and New)

Day-2

- Overview of the Budget 2020-21 in respect of Goods and Service Tax.
- Changes in the GST during the COVID 19 period and highlights of the Financial Package of 20 lakh Crore.
- Affect of changes in the ES, PF and MSMEs with effect thereof in the organization in filing of returns and associated areas.
- Exposure to the Banking Laws, Negotiable Instrument Act as well as the Company Laws.

2. Online Training Programme on "Recruitment Rules and Reservation in Service" on 28th & 29th August 2020

1. Constitutional Provisions for Reservation in Service
2. Scope and Applicability of Reservation in service in Direct Recruitment, Promotion and other modes of induction
3. Reservation
4.
 1. Verification of claims of reserved category
 2. Concept of Post based rosters
 3. Rosters-Preparation, Operation and Maintenance with example
5. Preparation of penal, Concept of own merit, Carry forward and backlog vacancies
6. Relaxations and Concessions to reserved category employees
7. Reservation for EWS
8. Reservation for PWD
9. Role and functions of Liaison Officers
10. Interactive sessions (Open House Discussion)

Methodology to be adopted for the Training: Power Point Presentations; Group Discussions; Clarifications on problem Areas; Case Studies & Analysis.

Programme Management: Apart from own faculty resource, persons of eminence with vast exposure in the field will be invited to chair sessions in their areas of specialization subject to availability. Guest faculty will inter-alia be drawn from concerned departments.

Programme Duration & Schedule: In the 2 (Two) day programme there will be 8 sessions 4 each day. Each session will be of 75 minutes duration. The programme will be from 10 AM to 5 PM.

Break: Tea/Coffee 11:15 AM to 11:45 AM & 03:15 PM to 03:45 PM; Lunch: 01:00 PM to 02:00 PM

Reporting time: The participants will report at 10 AM

Fee: Rs.5, 900/- (Rupees five thousand nine hundred only) per participant per prog. (Including 18% GST)

Bank details: INTEGRATED TRAINING & POLICY RESEARCH.

Bank Name & Branch: Bank of Baroda, K.G. Marg, New Delhi

Admission Procedure: Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the programme will be communicated as soon as possible after the receipt of nomination.

Nominations: Each Nomination should be accompanied with requisite fee by crossed DD/ECS/PFMS/Cheques should be payable at New Delhi drawn in favour of

Nomination Form

1. Name & complete address of the Organization nominating the participants
2. Name of the Participants with Mob. No. email ID
3. Designation & Experience
4. Academic Qualification
5. Details of DD/ Cheque /Pay order/PFMS/NEFT/ RTGS/IMPS
6. It should bear the signature of the Nominating authority or authorized Officer.

About Us

Integrated Training & Policy Research (ITPR) is a registered society under the Societies Registration Act, 1860, involved in management and catering to needs of Government departments, public sector enterprises, autonomous bodies etc in the area training its officers and staff members, besides undertaking consulting in policy research and management. ITPR has a team of professionals, consultants and management experts in its panel to carry out customised training and research projects. Over the years, ITPR has developed expertise and experience in following specific events and activities across the country.

1. Organising short duration (3 to 5 days) training workshops- custom designed in-house courses at the organisation's venue or at New Delhi for mixed groups for different organisations, in the areas of government rules and procedures in personnel management, establishment matters, reservation in services, financial management, purchase procedures, organisation behaviour, right to information and likes, for middle and lower functionaries.
2. Undertake consultancy projects for preparation of procedure manuals in administrative areas, preparation of reservation rosters, recruitment rules, organisation bye-laws etc.
3. Carry out third party audit of proactive disclosure under Right to Information Act, 2005 and external audit of implementation of Citizen Charters in government departments and public sector organisations etc

In-house Training Programme Successfully completed for the following Organisations: MNIT Allahabad six day training Prog. on "Establishment Rules", 2. Indian Council of Historical Research, 3. NIT Warangal, 4. Delhi JAL Board (12 day Trg. Prog. in four batches); 5. Export Inspection Council of India (Min. of Commerce & Industry), 6. Centre for Personnel Talent Management (DRDO) 7. CEC, (An Inter University Centre of UGC); 8. NIT- Suratkal, 9. Export Inspection Agency, Delhi; HQs. 10. Christian Medical College, Ludhiana 11. Bhakra Beas Management Board-Chandigarh; 12. Indian Instt. of Tropical Meteorology-Pune, 13. Indian Institute of Chemical Technology-Hyderabad, 14. Directorate General of Foreign Trade (Ministry of Commerce), 15. Indian Institute of Foreign Trade, 16. IIT-Kanpur, 17. National JALMA Institute for Leprosy & Other Mycobacterial Diseases (ICMR), 18. Ministry of Environment & Forests, 19. NIT-Karnataka, 20. Central Pollution Control Board, 21. HQs Goa Naval Area, 22. Coffee Board-Delhi, 23. Indian Council of Medical Research (ICMR-HQs), 24. Ministry of Textiles, 25. Coffee Board-Bangalore; 26. National Zoological Park, 27. MNIT-Jaipur, 28. Delhi Institute of Tool Engineering (Govt. of NCT of Delhi) 29. Export Inspection Agency-Delhi HQs. 30. MNIT- Allahabad, 31. National Museum (Min. of Culture), 32. Export Inspection Agency-Delhi HQs, 33. Desert Medicine Research Centre-Jodhpur, 34. Nuclear Power Corporation of (I) Ltd., 35. IIT-Delhi, 36. National Institute of Malaria Research 37. Indian Institute of Packaging- Mumbai; 38. Delhi Public Library. (Min. of Culture), 39. Madras Fertilizers on "Reservation in Services" 40. National Institute of Biologicals- Noida, 41. MNIT-Bhopal, 42. NIT-Patna, 43. National Council of Philosophical Research, 44. FCI Arawali Gypsum & Minerals India Ltd, Jodhpur, 45. National Institute of Malaria Research, 46. The Patent Office (Deptt. of Industrial Policy & Promotion) 47. Central Council for Research in Homoeopathy (AYUSH), 48. Central Power Research Institute-Bangalore, 49. Tobacco Board-Guntur, 50. Institute of Bioresources and Sustainable Devt. - Imphal, 51. Cement Corporation of (I) Ltd. 52. (DRDO-HQs), 53. RITES - Gurgaon, 54. National Academy of Highway Engineers, 55. SVNIT-Surat, 57. MGRI (Min. of MSME)-Wardha, 58. UIDAI (Planning Commission)-Bangalore, 59. BBMB-Chandigarh on "Reservation in Services as Punjab Govt." 60. BBMB-Chandigarh on "Essential Labour Laws for Line Managers", 61. IIM-Kozhikode, 62. BBMB-Nagari Training Centre & Talwara Training Centre; 63. NIT-Raipur, 64. Dr. H.S. Gour Viswavidyalaya, 65. BBMB (HQs)-Chandigarh 66. NHFDC-Faridabad

69. Central Power Research Institute-Bangalore, 70. AY/NIHH (Min. of Social Justice and Empowerment)-Mumbai, 71. Ed.CIL-Noida, 72. BBMB-Chandigarh, 73. Central University of Himachal Pradesh, 74. IIM-Kozhikode, 75. SVP National Police Academy-Hyderabad, (Min. of Home Affairs), 76. IISER- Kolkata, 77. IUCCA-Pune 78. NIT- Delhi, 80. M S R V VPratishthan-Ujjain, 81. SVP National Police Academy-Hyderabad (2nd Batch), 82. IISER-Bhopal, 83. National Fertilizers- Noida, 84. NIT-Raipur, 85. Central Pollution Control Board, 86. Bureau of Indian Standards-Mumbai, 87. Central University of Himachal Pradesh 88. Indian Institute of Management-Bangalore 89. Victoria Memorial Hall-

Kolkata, 90. NIT-Jalandhar, 92. CIHCS-Dahung-Arunachal Pradesh, 93. SVP National Police Academy-Hyderabad (3rd Batch) 94. India Trade Promotion Organisation, 95. IIT-Roorkee, 96. Bureau of Indian Standards (6th Batch) 96. Naval Dockyard -Vishakhapatnam, 97. IIM-Bangalore, 98. NIT-Jamshedpur, 99. HLL-Trivendram, 100. CIHCS-Dahung-Arunachal Pradesh, 101. Central University Tripura, 102. MNIT-Bhopal, 103. India Tourism Development Corp. Ltd. (ITDC), 104. IIM-Ahmedabad, 105. IIT-Roorkee, 106. "AAKANKSHA" (ATVP, Min. of Defence), 106. Min. of Panchayatraj, 107. IIM-Kashipur, 108. IIT-Patna, 108. NEEPCo, Shillong, 109. BBMB-Chandigarh, 110. BBMB-Nagpur, 111. BBMB-Chandigarh, 112. National Institute of Malaria Research (ICMR)-Delhi, 113. National Power Training Institute-Neyveli-Tamil Nadu, 114. Indo-German Tool Room-Ahd, 115. C-DOT (Ministry of Communication and Information Technology) 116. IGTR-Ahmadabad, 117. ATVP (Min. of Defence), 118. IGTR-Ahmadabad, 119. KVIC-Mumbai, 120. Indian Institute of Engineering Science and Technology, Shibpur, 121. IGTR-Ahmadabad, 122. IIM-KOLKATA, 123. NIT-Manipur, 124. NIT-Calicut, 125. Punjab & Sindh Bank, 126. IIM-Kolkata, 127. IGTR-Ahmadabad, 128. Central Institute of Himalayan Culture Studies-A.P. 129. MANIT-Bhopal,

Proposal under Consideration: BITS-Pilani, NIT-Jaipur, National Scheduled Castes Finance and Development Corporation, Bharatiya Reserve Bank Note Mudran (P) Limited, Salboni, NIT Agartala, NHRC-Delhi, VPT-Visakhapatnam, DASD-Calicut.