



PARSAM INSTITUTE OF STATUTORY RULES

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Circular No. PISR/TRG/PRG - Calendar 2017-18

Date : 15/05/2017

The Director
Staff Education Research and Training
Govt of Karnataka
No.4, 100 Ft Ring Road, Banasankari 3rd Stage
Bangalore 560085 Karnataka
Ph: 26422372

Fax:

Sir/Madam,

Please quote your
ID: 421 - 228

Sub: Training Programme Schedule for the months of July, August and September 2017 along with the Fee Structure.

Kind Attn:

Any Government Organisation will be able to achieve its targeted goals only by way of motivating the work force. Motivation need not necessarily be by way of enhanced salary packages. Timely promotions, timely distribution of their entitlements as per service rules will motivate the employees better. If this is to be achieved proper implementation of various service rules and financial rules is a must. Thus it requires thoroughness in various financial and service rules, which is possible only by way of training.

Our Training Programmes in the near future are as follows:

Prg. No.	Subject	Venue	Dates
241	Changes in Pay Fixation under FRs after implementation of 7th CPC recommendations, Fixation of pay of re-employed pensioners, Regulation of pay in Ex-cadre posts, Impact of penalties on pay and MACP scheme	Tirupati	5 th to 7 th July 2017
242	Contract Management, Contract Law & the Procedures pertaining to the Registration, Tendering & Procurement of Goods / Services as applicable to Government funded Organizations	Bengaluru	19 th to 21 st July 2017
243	Recruitment procedures, Promotion Rules and DPC	Mysore	26 th to 28 th July 2017
244	Inventory Handling, Storage and Retrieval Systems	Goa	9 th to 11 th August 2017
245	Neuro Semantics and Neuro Linguistic Programme on Decision Making Ability, Developing Communication Skills, Building Team Work, Conflict Management, Acquiring Leadership qualities and Public Speaking Skills for efficient working in Offices.	Ooty	30 th August to 1 st September 2017
246	Values, Ethics and Work Culture, Office Management, Grievance Redressal Machinery for Employees & Public. Conduct Rules and National Pension System	Bengaluru	20 th to 22 nd September 2017

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Having been in the field of training for nearly two decades this institution has gained expertise in giving proper training for officials of Government Organisations / Public Sector Undertakings / Autonomous Bodies etc., in the following subjects

1. Recruitment	9. Office managements
2. Pay Fixation	10. Income Tax calculation
3. Departmental promotion committee	11. Tenders and Contracts
4. Annual performance appraisal reports	12. Accounting Standards
5. Seniority & Promotions	13. RTI
6. Special representation rosters	14. Prevention of Sexual Harassment Act
7. Vigilance & Disciplinary proceedings	15. Personality Development
8. Inventory Management	16. Legal matters and so on

The course materials for these programmes are updated with reference to 7th pay commission recommendation / rules, recent finance acts etc.

We would therefore request you to kindly sponsor your Officers and Officials working in various branches to the training programmes organized by this Institute and gain the benefits out of the training programmes, so that effectiveness and efficiency in performance can be increased many fold in your offices.

II. Fee Structure : (a) Course fee is included in all the four options.

(b) Fee payable is per candidate basis (plus taxes)

1.	Non Residential	Rs. 10000 + Taxes
2.	Residential (Non - AC Room - On sharing basis)	Rs. 16000 + Taxes
3.	Residential (Non - AC Room - Single Occupancy)	Rs. 20000 + Taxes
* 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 + Taxes

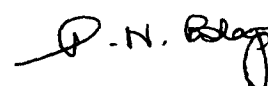
* Our Service Tax Registration No. is AAOFP3202DSD001, Service Tax Division, Bengaluru.

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

Apart from this, we have tailor-made packages to suit the requirements of your prestigious organization. Senior Officers from Govt. Offices and Officers in service with vast knowledge and experience are associated with this Institute, to effectively deliver training modules. The organizations who have sponsored their Officers to participate in the programmes have expressed their overall satisfaction and paid encomiums about the quality of training imparted by this Institute.

In case of further enquiries, please feel free to contact us on our Cell No. 09845050663 (Mr. P.S. Prakash) or Cell No. 09845248899 (Mr. P.N. Balaji).

Yours faithfully,



(P.N. Balaji)

For more details, please visit