

Integrated Training & Policy Research

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Dated: 11/03/2021

To

The HOD/ Heads of Pers/Admn/Fin/HRD

All the Govt. Deptts, Autonomous Bodies & PSUs

Sub: Online Training Programme on

A. "Annual Performance Appraisal (APAR)" on 23rd & 24th April 2021

B. "Recruitment Rules and Reservation in Service" on 05th & 06th May 2021

Sir/Madam,

We are enclosing a copy of Brochure on the above two 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

(A. Vijay Kumar)
Coordinator
Mob. No. 09868174685

Brochure

A. “Annual Performance Appraisal (APAR)” on 23rd & 24th April 2021.

Programme Coverage:

- I. Overview of the guidelines on APAR
- II. Purpose of APAR
- III. Art of Writing – Self Resume – Practical activities
- IV. Art of translating Performance evaluation into writing – practical activities
- V. Enhancing performance vocabulary bank deposits
- VI. Probation, Confirmation & DPC Procedure
- vii. How to calculate weightage in APAR
- viii. Revised APAR Grading For MACP – Date Of Effect and Overall Grading To Decide MACP
- IX. Tools for assessing performance over a period of time – practical activities

B. “Recruitment Rules and Reservation in Service” on 05th & 06th May 2021

Programme Coverage:

- I. Recruitment Rules an overview.
- II. Constitutional Provisions for Reservation in Service
- III. Scope and Applicability of Reservation in service in Direct Recruitment, Promotion and other modes of induction
- IV. Reservation
 - ☐ Verification of claims of reserved category
 - ☐ Concept of Post based rosters
 - ☐ Rosters-Preparation, Operation and Maintenance with example
- V. Preparation of panel, Concept of own merit, Carry forward and backlog vacancies
- VI. Role & functions of liaison officers Relaxations and Concessions to reserved category employees
 - ☐ Reservation for EWS
 - ☐ Reservation for PWD
- VII. Role & functions of liaison officers
- VIII. Interactive sessions (Open House Discussion)

Mode of Delivery: Online through either Microsoft Team

Methodology: Power Point Presentations; Group Discussions; Clarifications on problem Areas; Case Studies & Analysis.

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

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. Participants have to report at 9.45 A.M.

Arrangement by us: Reading Material (Soft Copy) Participation Certificate and Fee Receipt. _

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, on receipt of the **nomination form, as per specimen below.**

NOMINATION FORM

1.	Name & complete address of the organisation	
2.	Name of the participant	
3.	Mobile No.	
4.	e.mail ID	
5.	Designation	
6.	Experience	
7.	Academic qualification.,	

Signature of the Nominating authority or authorized Officer

Fee and Payment Structure

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

Payment Structure - On receipt of nomination, bank details will be shared with the participant/organisation for remittance of the requisite fee through NEFT/ECS/PFMS, etc.