



National Council for Secretariat Training & Development

Training Program on

**Effective Office Management: Focus: e-Procurement,
Tendering & Contract Management, GEM & GFR**



1. ABOUT NCSTD

National Council for Secretariat Training & Development (NCSTD), is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NCSTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

2. PROGRAMME THEME

Administrative Effectiveness is the capacity of an organization, institution, or business to produce desired results with a minimum expenditure of energy, time, money, personnel, materiel, etc. Administrative efficiency and effectiveness are the key to positive administrative changes. This training emphasizes the need for knowledge and expertise in various aspects of e-Procurement & GeM, GFR, Tendering & Contract Management to bring transparency and ease in the delivery system. All executives irrespective of their functional allocation must be aware of the aforesaid concepts to develop accountability of public servants.

Procurement has become a specialized function in the era of changing business environment calls for efficient, responsive, and transparent purchase procedures. GeM – Government e-Marketplace is the national portal to make public procurement transparent & simple. Conceived by Government of India, GeM is an e-business platform for procurement of goods & services by government organizations. Both these functions couldn't be done effectively without in dept knowledge of Tenderinh & Contract Management and GFR.

“Efficiency is the foundation of Survival; Effectiveness is the foundation of Success

3. LEARNING OBJECTIVES

- The programme aims to enhance efficiency & accountability of organisation through “Effective Procurement Management”.
- To enhance competency level of the participants on the subject public procurement, e-procurement & GeM.
- To develop an understanding of Tendering Process, Contract Management and GFR.

4. BROAD PROGRAMME COVERAGE

The program exposes the participants to develop

- Public procurement procedures and policy instructions based on the General Financial Rules (GFR) of the Dept. of expenditure, Ministry of Finance, Government of India.
- The General Financial Rules
- Modes of procurement offered by GeM - direct purchase, L1, bid & reverse auction in a paperless manner.
- Basic Functioning of GeM portal, currently being used by almost all departments/ organizations of central and state governments as mandated mandatory by the Government of India.

5. METHODOLOGY

The methodology of the programme would be participative in nature with a focus on principal of adult learning. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, success stories, individual and group exercises/discussion.

6. PARTICIPANTS' PROFILE

The programme is designed for officials working across different functional areas of management including administration, finance, purchase, personnel & training/HRD, contracts, procurement, etc. from organisation. The details of the program and their coverage are provided with brochure enclosed herewith.

7. FACULTY

The faculty for the training programme will comprise of senior NCSTD experts & other renowned and experienced trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Fee	Programme fee for - residential Single Sharing participant 56,600/- + 18% GST - residential Single Sharing participant 48,600/- + 18% GST Per Participant	Programme fee for non-residential participant 36,600/- + 18% GST per Participant
For Residential Participants	Check-in at Hotel- Tuesday afternoon Check-out from Hotel – Friday Forenoon	

9. Residential Participation Framework

For participants opting for full boarding and lodging arrangements:

- Hotel Tier: All residential accommodations are organized at premium, pre-vetted 4-star hotel properties to ensure corporate comfort.
- Duration of Stay: Standard accommodation is strictly capped at 3 Nights. / 4 Days
- Pre-Programme Check-in: Participants are required to check in to the hotel one (1) day prior to the official commencement of the program.
- Post-Programme Check-out: Participants must check out one (1) day after the formal conclusion of the program.
- Package Boarding Inclusions: The residential package comprehensively covers room stay charges and three main meals daily (Daily Breakfast, Lunch, and Dinner).
- Incidental Charges: Any personal expenses incurred during the stay (e.g., room service, mini-bar, laundry, telephone calls, or extended stay extensions) are not included and must be settled directly by the participant with the hotel front desk at checkout.

10. Non-Residential Participation Framework

For local participants or those arranging their own lodging:

- Fee Structure: ₹36,600 + 18% GST per individual participant.
- Inclusions: This fee covers tuition, program kits, study materials, as well as institutional hospitality (working lunch, tea/coffee, and mid-session refreshments) at the venue during program hours.

11. PAYMENT DETAILS

- All payments must be processed securely via electronic bank transfer (RTGS or NEFT),
- Total participation fees must be cleared and credited to our account in advance or strictly prior to the commencement of the training.
- Hotel rooms under the residential quota are blocked provisionally. Room inventory

will be firmly locked and confirmed only upon receipt and verification of the advance payment.

12. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following E-mail address:

Plot No.- 102, 52A,V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.
Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654
E-Mail: -info@ncstd.in, infoncstd@gmail.com, Website:-www.ncstd.in

- Last date for receiving of nominations is one (1) week prior to the scheduled start date of the chosen programme.



National Council for Secretariat Training & Development
Plot No.- 102, 52A,V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India

EXECUTIVE DEVELOPMENT PROGRAM APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Effective Office Management: Focus: e-Procurement, Tendering & Contract Management, GEM & GFR**

Date _____ To _____, Venue _____.

Name : _____

Designation : _____

Organization/Department: _____

Office Address : _____

City :- _____ Pin _____ State _____

Telephone : (Off) _____ (Res) _____

Fax : _____ Mob No.: _____ E-mail : _____

Nomination Status

Residential

☐

Non-Residential

☐

Date: _____

Signature _____

Place:- _____

(Photocopies of the form can be utilized for additional delegates.)

13. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ NCSTD shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NCSTD will not be liable for medical expenses incurred by the participants during the program.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NCSTD at any point of time.
- ❖ As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.