

Ref: DDO/02/25

30.05.2024

CAPACITY BUILDING PROGRAM FOR DRAWING & DISBURSING OFFICERS
(DDOs) AT PUDUCHERRY

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A Capacity Building Program for Drawing and Disbursing Officers (DDOs) is being organized by NAHRD from **05.02.2025 to 08.02.2025** at **Puducherry**.

Drawing and Disbursing Officers (DDOs) play a crucial role in formulation and execution of budget at grass root level. DDO is the main pillar of the financial management in every organization. It is important for DDO to see that the best possible value is obtained for all public funds spent by him and to guard against every wasteful expenditure from public funds. The DDO must ensure that all the relevant rules and regulations are complied with while incurring any expenditure on behalf of the organization. A need has been felt to train the DDOs in order to equip them with requisite knowledge and skills for effectively discharging their duties. After participating in the workshop the participants shall have updated their knowledge and skills in the following areas:

- General Principles of Financial Management
- Duties and Responsibilities of DDOs
- Delegation of Financial Power
- Dos and Dons for DDOs
- TDS and other accounting concepts
- Basics of GST and TDS on GST
- Public Finance Management System (PFMS)
- Digital Signatures and its effective use
- Information and Cyber Security

Workshop Methodology

Please note that in case of any new rule/ provision is notified or amended in existing provisions/ rules made by the competent authority, the same will also be covered in the present workshop.

Faculty

Sh. K.S. Samrendra Nath is former Director, Ministry of Steel, Government of India. He is a member of the Central Secretariat Services having finance as educational background from various reputed institutes such as SRCC, University of Delhi; National Institute of Financial Management etc. He was a faculty member with Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Government of India over a period of 12 years. In addition, he is having 22 years of experience in finance wing of Ministry of Power and Ministry of Urban Development. He is having huge experience on the present subject.

Dr. Sanjiv Agarwal is a Fellow Member of ICAI and a Fellow Member of ICSI besides being an associate member of the Institute of Chartered Secretaries & Administration, London (UK). He is also a post-graduate in Accountancy & Business Statistics from University of Rajasthan. He has been awarded Doctorate of Philosophy in Corporate Governance for the title "A Conceptual Approach to Corporate Governance: Preparation for Global Interface". He also holds a Diploma in Corporate Governance from ICSI. He is a practicing Chartered Accountant with vast exposure in corporate laws, corporate governance, financial services and Indirect Taxation.

Sh. Abhishek Sethi is a member of the Institute of Chartered Accountants of India and commerce graduate from Hansraj College, University of Delhi. He is also a law graduate from Faculty of Law, University of Delhi. He is a regular speaker on GST & has addressed issues on GST for various clients including various government organizations namely Indian Railways, NBCC, Border Roads Organization, etc. and has addressed public queries in association with GST department as part of GST outreach programs. He is also a visiting faculty at NACIN and a guest trainer at DGGST & DRI on the present subject.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Agriculture, Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India (RBI), Securities & Exchange Board of India (SEBI), Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Bharat Dynamics Ltd. and many more.

Participation Fee:

Single Occupancy- Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 60,000/- plus GST @ 18% per participant

Non-Residential- Rs. 40,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: Anandha Inn Convention Centre No -154, Sardar Vallabhai Patel Salai, Thiruvalluvar Nagar, Puducherry, 605001

Check In- 05.02.2025 (3:00 P.M.)

Check Out- 09.02.2025 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 06.02.2025 and will conclude at 5:30 P.M. on 08.02.2025. However, there will be an introductory session on 05.02.2025 after all participants have reported at the venue. In case of non-availability of rooms at training venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. A/c No. 8912179265 IFSC Code. KKBK0004620

PAN: AAJFN7963N GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **18.01.2025**.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD