



National Training Program on

Smart Governance in Office Systems & Office Procedure

October 10-12, 2022



Organized by



ICAR- National Bureau of Agriculturally Important Microorganisms (NBAIM)

Kushmaur, Mau Nath Bhanjan, 275103, Uttar Pradesh

Background

ICAR-National Bureau of Agriculturally Important Microorganisms (NBAIM) is a premier institute under Crop Science Division of Indian Council of Agricultural Research, New Delhi. This institute was established in 2001 and started functioning at old NBPGR building in IARI, New Delhi and was shifted to this place in 2004. Human Resource Development activities are of great concern at our bureau along with its mandated research activities and regular training programs are being organized round the year in area of science and allied disciplines.

But, a need of training in area of Administrative issues, IP, office automation, E-Governance, Records Management, Establishment Rules, Government e-Market place, Preventive Vigilance & Strategic Financial Management, patent and trademark applications filing & processing and several related issues was felt, and then translated into form of this 3 days national training program which will help participants of diverse background and role to understand and achieve smooth functioning in their organizations.

The training program will have the following areas to be addressed:

- Office Automation, E-Governance, Records Management, Ethics in Relation to Social Equity.
- Establishment Rules
- Government e-Market place (Portal), Procurement from GeM, e- tendering, eGovernance & GST
- Procurement & Contract Management.
- Preventive Vigilance & Strategic Financial Management.
- IP protection, patent and trademark applications filing & processing.
- Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace.

The training program includes both lectures and practical demonstration on the above theme areas. Several resource persons from different parts of the country will address the participants. The program will consist of lectures, online demonstration of various online platforms which is being used in ICAR system.

Expected Benefits to the Participants

- Participants will get opportunity to interact with most experienced officers dealing with Establishment, Financial, Administrative, Procurement, etc. and will be benefitted from their knowledge and experience sharing.
- Participants will also be sensitized about the checks to be taken care off at different stages of file processing from vigilance angle specifically in case of purchase, recruitment etc.
- Participants will also be exposed on various aspects of IP issues, Patent and trademark application filing and processing.
- Trainee participants will be provided an insight on Gender sensitivity and prevention of sexual harassment of women at workplace and to maintain ethics in relation to social equity.

Number of participants: Limited to 30

Eligibility	Permanent employees (Scientific, Admin and Technical) of ICAR/SAUs/Universities
Training Fee	NIL
Accommodation	Accommodation shall be provided on payment in NBAIM Guest house/transit house on sharing basis
How to apply	Interested candidates should send scanned copy of duly forwarded application form on ao.nbaim@icar.gov.in or Anchal.srivastava@icar.gov.in
Last date to apply	26.09.2022

Application form

Please affix your
recent passport
photograph here

1. Title of training Program Smart Governance in Office Systems & Office Procedure
2. Name and address of the
sponsoring Institute
3. Details of candidate
 - a. Name
 - b. Designation
 - c. Address
 - d. Phone / Mobile No.
 - e. e.mail
 - f. Date of Birth
4. Educational qualification
5. Experience in years
6. Nominating Authority

Signature of Candidate

Date:

Signature of Nominating Authority with seal

Date:

Note: TA/DA of the participants will be borne by their sponsoring organization.

For further details, get in touch with

Dr. Alok K. Srivastava,
Director (Acting),
ICAR-NBAIM
Kushmaur, Mau
275103, Uttar Pradesh
Ph. 0547-2970727 e.mail: director.nbaim@icar.gov.in

Course coordinator

Sh. Navin Kumar
Administrative Officer
ICAR-NBAIM
Kushmaur, Mau
275103, Uttar Pradesh
Ph. 9450652996
e.mail: ao.nbaim@icar.gov.in

Joint Course Co-ordinator

Sh. Dheeraj Kumar Agnihotri
Senior Finance and Accounts Officer
ICAR-NBAIM
Kushmaur, Mau
275103, Uttar Pradesh
Ph. 8707839818
e.mail : hof.nbaim@icar.gov.in

Course co-coordinator

Sh. Shyamji Shukla
Asst. Administrative Officer
ICAR-NBAIM
Kushmaur, Mau
275103, Uttar Pradesh
Ph. 0547-2970727
e.mail: shyamji.shukla@icar.gov.in

Course co-coordinator

Sh. Anchal Kumar Srivastava
Technical Officer
ICAR-NBAIM
Kushmaur, Mau
275103, Uttar Pradesh
Ph. 8429407006
e.mail: anchal.srivastava@icar.gov.in