

**Refresher Course
on
Administration and Finance Management
for Section Officers, AAOs, AFAOs & Assistants**

June 23-29, 2017



Programme Director(s)

Sh Ashish Roy

Sh S. George



भाकृअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत
ICAR-National Academy of Agricultural Research Management
Rajendranagar, Hyderabad-500030, Telangana, India
<https://naarm.org.in>



Background

Section Officers, AAOs, AFAOs and Assistants of ICAR Institutes with minimum 5 years' experience play a very important role in the overall administrative function of the institute. The Officers in the administrative and finance need to be oriented to take up new challenges and assignments in the present era. In the recent past there have been changes and amendments in the rules and government policies with reference to establishment rules, GFR etc. This programme would therefore provide an opportunity for AAOs, AFAOs and Assistants in the institute to interact with each other and to have knowledge and exposure to the latest rule position/ICAR guidelines.

Objectives

To provide an opportunity for middle level officers of combined cadre of ICAR for mutual interaction and knowledge sharing among them.

To sharpen the administrative and financial skills to discharge their day to day responsibilities more effectively and efficiently.

Programme Contents

Establishment Rules, Pension and other Retirement Benefits, Pax Fixation, Reservation in Services for SC/ST/OBC, Ethics and Values in Public Governance, E-Procurement/Purchase Management in Government, E-office, Good Governance and sustainability through HR Practices, Leadership and Performance Management, Communication skills for Manager, Technical Service Rules

Programme Methodology

The programme will consist of a blend of lectures, mutual interaction, knowledge & experiences sharing, case studies and group discussion etc. The programme will provide excellent opportunity to discuss day to day working problem.

Eligibility

Section officers, AAOs, AFAOs and Assistants of ICAR Institutes with minimum 5 years' experience

Duration

June 23 – 29, 2017 (both the days inclusive)

Participants are expected to arrive latest by the evening of June 22nd and can leave after 1700 hrs. on June 29th, 2017

Last date for receiving nominations

June 01st, 2017

Venue

The programme will be conducted at the National Academy of Agricultural Research Management, Rajendranagar, Hyderabad – 500 030

Programme Fee

NIL

Boarding and Lodging

All participants are expected to stay in the well-furnished Halls of Residence or Scientists' Home on twin-sharing basis. Participants are requested not to bring any Family members with them

Travel

ICAR-NAARM is located in Rajendranagar (17 18'49"N latitude and 78 24'42" East longitude) in Hyderabad about 20 km from the Hyderabad Rajiv Gandhi International Airport, Shamshabad; 25 km from the Secunderabad Railway Station; 16 km from the Hyderabad Railway Station; 16 km from the Kacheguda Railway Station and 12 km from the Imlibun/Mahatma Gandhi Bus Station (MGBS). From any of these alighting points, participants can take an autorickshaw/taxi/car. Hyderabad has a salubrious climate.

Travel TA and DA has to be met by the sponsoring organizations.

How to Apply

Applicants are advised to fill nomination form online after registration on Training Management Information System (<http://www.naarm.org.in/training>). Upload filled, signed and scanned nomination form onto Training Management Information System or mail it to Academic Cell, NAARM (academiccell@naarm.ernet.in). **The number of participants in each batch would be thirty in number on first come first serve basis.**

For further information please contact:

OIC, Academic Cell,
ICAR-National Academy of Agricultural Research
Management,
Rajendranagar, Hyderabad -500 030 Telangana State, India.
Email: academiccell@naarm.ernet.in;
training.naarm@icar.gov.in
Telephone: +91-40-24581319/310/327
Fax: +91-40-24581484/24015912

Programme Director(s)

Sh Ashish Roy

Joint Director (A) and Registrar
ICAR-National Academy of Agricultural Research
Management
Rajendranagar, Hyderabad -500 030 Telangana State, India.
Phone: +91-40-24015913 | +91-40-24581555
Fax: +91-40-24581459
E-mail: jdard@naarm.ernet.in

Sh S. George

Chief Finance and Accounts Officer
ICAR-National Academy of Agricultural Research
Management
Rajendranagar, Hyderabad -500 030 Telangana State, India.
Phone: +91-40-24581478 | +91-40-24015928
Fax: +91-40-24581456
E-mail: cfao@naarm.ernet.in