



Engineers Development Council

(Established by Labour Department, Government of Uttar Pradesh),
B-11C, Inderprastha, TiilaShahbajpur, Loni, Ghaziabad, Uttar Pradesh Pin 201102
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Ref. NO:- IH/M/69-18

New Delhi, Date 22nd June, 2018

In-house Training Programs

Dear Sir/Madam,

Engineers Development Council (EDC) (Established by Labour Department, Government of Uttar Pradesh) serves as apex body and representative of the various segments of Indian Industry with the mandate to provide thrust to organized infrastructural development of the nation.

We have well designed systems to conduct an “In-house training “ with excellent faculty (well known in their respective fields)

Venue:- Any Selected location in your state /area (India)

S No.	Training Topics	Duration	Course Fee Rs.
1.	Right to Information(RTI) Act 2005---Case Studies, Court Cases , Suo-Moto Disclosure, On-line System, Improvement Of Record Management System	2 Days	99,000.00
2.	Materials Management---Purchase Policy & Procedure, E- procurement in Govt Deptts , Autonomous Bodies , PSUs	3 Days	1,36,000.0
3.	“Establishment Rules & General Administration Matters” of Government Departments Autonomous Bodies & PSUs”.	3 Days	1,36,000.0
4.	Finance Management in Govt along with Financial & Administrative Powers In Government Departments Autonomous Bodies & PSUs”.	2 Days	99,000.00
5.	Book Keeping & Accounting, Accounting Standards & Strategy To Implement Accrual System of Accounting In Government Departments Autonomous Bodies & PSUs	2 Days	99,000.00
6.	“Stress & Stress Management”---- Development of Staff , Enhancing their Efficiency and Effectiveness by Improving their Behavioral/Soft Skills	2 Days	99,000.00
7.	“Roster Writing And Reservation In Services ,Govt Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules” In Government Departments Autonomous Bodies & PSUs”.	2 Days	99,000.00
8.	Implementation of 7 th Central Pay Commission With Focus on Pay-Fixation and New Pension Rules In Government Deptts Autonomous Bodies &PSUs”.	2 Days	99,000.00
9.	“Gender Sensitivity, Prevention and Redressal of Sexual Harassment of Women at Workplace , Vishakha Guidelines “ as applicable to Govt Deptts , Autonomous Bodies & PSUs	2 Days	99,000.00
10.	“Amendment To CCS (Pension) Rules, Pensionary Benefits Under The Old Pension Scheme And New Pension Scheme in Wake of 7 th Central Pay Commission Report & Grant of Financial Upgradation Under MACP” In GovtDeptts Autonomous Bodies & PSUs	2 Days	99,000.00
11.	“Office Systems & Office Procedures, E-Governance, Noting & Drafting,	3 Days	1,36,000.0

	Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity; Stress and its impact on work and methods of managing stress"		
12.	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders & Modified Assured Career Progression" In Government Departments Autonomous Bodies & PSUs".	2 Days	99,000.00
13.	Leadership and Decision Making	2 Days	99,000.00
14.	Ethics and Values	2 Days	99,000.00
15.	Swatch Bharat Mission	2 Days	99,000.00
16.	Managing Stress for Personal Efficacy	2 Days	99,000.00
17.	Goods & Service Tax in India (GST)	2 Days	99,000.00
18.	Building Construction & Maintenance	2 Days	99,000.0
19.	Construction Materials (Road & Building)	2 Days	99,000.00
20.	Estimate/Contract Preparation	2 Days	99,000.00
21.	CPM as Tool for Construction Management	2 Days	99,000.00
22.	Project Management For Engineers	2 Days	99,000.00
23.	Quality Control & Quality Assurance	2 Days	99,000.00
24.	Project Preparation, DPR Preparation and Core Network	3 Days	1,36,000.00
25.	Project Management In Construction Industry	3 Days	1,36,000.00
26.	Preliminary Buildings & Road Construction Requirement and Survey.	2 Days	99,000.00
27.	Modern Survey Techniques Including GIS/GPS & total Station.	3 Days	1,36,000.00
28.	Construction and Maintenance of Flexible & Rigid Pavements (Including Use of New Materials & Technologies)	2 Days	99,000.00
29.	Preparation of DPRs (Incl Cost Estimation) for Building & RoadsProjects	3 Days	1,36,000.00
30.	Procurement & Contract Management for Building & Roads Projects	2 Days	99,000.00
31.	Quality Control and Material Testing Procedures & Laboratory Practice	2 Days	99,000.00
32.	Feasibility Study & Preparation of Detailed Project Reports (DPR).	3 Days	1,36,000.00
33.	Computer Applications (General)-- Internet, MS Windows , MS Office (Word ,Excel, Power Point), Email, Digital Signature	3 Days	1,36,000.00
34.	Computer Applications (Arch& Drawing) -- MS Windows , AutoCAD , Intro to MS Office (Word ,Excel, Power Point), Email,	3 Days	1,36,000.00
35.	Quality Control and Quality Assurance in Concrete Construction including Extreme-Weather Concreting	2 Days	99,000.00
36.	Rigid Pavements----Design, Construction & Quality Control Aspects.	2 Days	99,000.00
37.	Design Construction and Maintenance of Flexible Pavements.	2 Days	99,000.00
38.	Planning of Electrical Sub Station incl Fire Fighting Arrangements	2 Days	99,000.00
39.	Indoor and Outdoor Lighting----Design & Relevant NBC Provisions	2 Days	99,000.00
40.	Preparation of DPR and Tender Documents for Sewerage Schemes	2 Days	99,000.00
41.	Preparation of DPR and Tender Documents for Solid-Waste Management Projects	3 Days	1,36,000.00
42.	Pavement Evaluation Techniques and their Application for Maintenance and Rehabilitation	3 Days	1,36,000.00
43.	Repair and Rehabilitation of Concrete Structures (Including Water-Proofing Materials and Techniques)	2 Days	99,000.00

The participants will be issued course material.

Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question-answer sessions.

Engineers Development Council (EDC) shall take responsibility of following arrangements:-

- a) Travel & honorarium for the faculty.
- b) Course Material , Computer CD's & course kit for participants.
- c) Inaugural session, registration, attendance, feedback, examination, valedictory session & certificate distribution, Photography.

The Department/ Board/ Undertaking/ PSU shall take responsibility of following :-

- a) To arrange Boarding, Lodging for faculty& EDC Staff.
- “b) Conveyance” for Pickup-and-Drop (from Airport/Railway Station & local base) for Faculty & EDC Staff.
- C) Administrative Arrangement of Venue, Lunch and 2 time tea for participants, faculty & EDC Staff.

Payment: --In advance or before commencement of training program through Bank Draft in favor of “Engineers Development Council” payable at New Delhi.

Expecting confirmation and further response at the earliest. In case you need any more details or clarification kindly revert.

Thanking You,

Yours Truly,
For Engineers Development Council
SD/-

(Sandeep Kumar)
Manager (Trg)

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