



# INDIAN RUBBER MANUFACTURERS RESEARCH ASSOCIATION (IRMRA)

(Affiliated to DPIIT, Ministry of Commerce & Industry, Govt. of India) (ISO 9001:2015 Certified & NBQP Registered Training Institution)

REF No. IRMRA/TECH/19/ 024

Mumbai, Dated: 5 December 2019

By Registered Post

To,

The Secretaries, All Ministries/Departments of Central and State Governments.

The Chief Executives, All CPSUs, PSBs, and Financial Institutions

The Chief General Manager (DAPM), Reserve Bank of India

The Chairmen, LIC, GIC and Insurance Companies

The Directors, All National Institutes of Technology/IITs/IIMs

The Chairmen, All Ports

The Directors, All Institutes

The Chairmen, All Boards & Autonomous Bodies

The Vice-Chancellors, All Universities/Autonomous Institutions

The Directors, All Research Institutes

The Directors, DRDOs

The Chairmen, IRDA, TRAI, PFRDA, SEBI and other Statutory Bodies

The Chief Executives Officers, Private Companies/Establishments

Subject: Executive Development Programs - Call for Nominations

Respected Sir/Madam,

1. IRMRA (established in 1958) is an Autonomous body Under Dept. of Industrial Policy & Promotion, [Ministry of Commerce & Industry, Govt. of India, New Delhi](#). In the last 60 years, it has rendered remarkable service to Industries, enhance skill and knowledge among the employees of Central / State government, Central public sector enterprises, Universities/Autonomous Institutions, Private Sector through Training, Workshops, Seminars, and Conferences. IRMRA also provide opportunities to Administrator, Educationist, Scientists & Technologists to conduct Academic and Sponsored Research Activities.
2. IRMRA is at the forefront in professional development of engineers in both core engineering disciplines and also in the interdisciplinary domains such as climate change, Environment Management, Quality Management, Intelligent transportation, renewable energy and Water Resource Management.
3. Executive Development Programs conducted by IRMRA are delivered on a continual learning philosophy and are ideal for working executives, who are hard pressed for time and find it difficult to enroll for regular in long duration Programs.
4. We are approaching you through this letter with a request to disseminate the list of these program to all the departments / offices in your area of responsibility so that they can avail benefit of the same. All Ministries/ Departments / State Governments/ UTs / CCAs / Private organizations etc. are requested to give wide publicity to the program, upload this on their websites for the information of all concerned and encourage the officers to apply. These programs will help the officers to identify the areas of weakness in the systems and thus boost the economy and employment in the State.
5. You are requested to kindly look at the attached Program Brochure for details. We solicit your kind cooperation by sending the Nominations at earliest since it is a limited seat program and registrations will be done on first come first serve basis only.

6. Details of the 'Terms and Conditions' of the program, nomination form and other documents are enclosed to this letter. Details of the program are also available on IRMRA website. [www.irmra.org](http://www.irmra.org).
7. You may contact Mr P R Sundar (Training Co-ordinator) of IRMRA for more details at 8657545808 (or) E-mail: [training@irmra.org](mailto:training@irmra.org); rr@irmra.org

Yours faithfully,  
(Dr. Rupesh Rohan)  
Assistant Director  
Mobile: 8291404906

List of Executive Development Programs

Course Code	Programme Title	Date (Duration: 3Days)	Venue	Course Fee (Per Participant) Rs. + 18% GST Extra	
				Non Residential	Residential
IRMRA-47	Emerging Trends in Construction Management in Govt. departments, autonomous bodies & PSUs	16 - 18 Jan, 2020	Hotel Ramada 02-03, Auckland, Villa, Gandhi Road, Near Capital Tower, Darjeeling, WB	30,500.00	46,500.00
IRMRA-48	Amendment to CCS (Pension) Rules, Pensionary Benefits Under the Old Pension Scheme and New Pensions Scheme in Wake of VI th Pay Commission Report & Grant of Financial Up gradation Under MACP in Govt. departments, autonomous bodies & PSUs	16 - 18 Jan, 2020	Hotel Ramada 02-03, Auckland, Villa, Gandhi Road, Near Capital Tower, Darjeeling, WB	30,500.00	46,500.00
IRMRA-49	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules in Government Departments Autonomous Bodies & PSUs	19 - 21 April, 2020	Hotel Shambhala Leh 194 101, Ladakh (UT).	30,500.00	46,500.00
IRMRA-50	Hazardous Waste Management and Pollution Prevention Gain valuable skills from a world class expert in waste management and pollution control. in Govt. departments, autonomous bodies & PSUs	19 - 21 April, 2020	Hotel Shambhala Leh 194 101, Ladakh (UT).	30,500.00	46,500.00
IRMRA-51	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting	17 - 19 May, 2020	Hotel Silver Rock, Mussoorie, Distt. Dehra	30,500.00	46,500.00

			Dun, Uttarakhand		
IRMRA-52	Feasibility Study & Preparation of Detailed Project Reports (DPR) for Buildings & Road Projects in Govt. departments, autonomous bodies & PSUs”	17 - 19 May, 2020	Hotel Silver Rock, Mussoorie, Distt. Dehra Dun, Uttarakhand	30,500.00	46,500.00
IRMRA-53	Materials management and purchase policy & procedure, E- procurement in Govt. departments, autonomous bodies.	21 - 23 June, 2020	Radisson Hotel Kathmandu, Lazimpat, Kathmandu, Nepal	30,500.00	46,500.00
IRMRA-54	Project Management for Engineers	21 - 23 June, 2020	Radisson Hotel Kathmandu, Lazimpat, Kathmandu, Nepal	30,500.00	46,500.00
IRMRA-55	The Zen Mind Management in Govt. departments, autonomous bodies & PSUs.	21 - 23 July, 2020	Fortune Hotel Sullivan Court 123, Selbourne Road, Opposite Rose Garden, Ooty	30,500.00	46,500.00
IRMRA-56	Roster Writing and Reservation in Services in Govt. Policy for SCs, STs, OBCs and Physically Handicapped & Recruitment Rules in Government Departments Autonomous Bodies & PSUs.	21 - 23 July, 2020	Fortune Hotel Sullivan Court 123, Selbourne Road, Opposite Rose Garden, Ooty	30,500.00	46,500.00
IRMRA-57	Arbitration and Dispute Settlement Mechanism Vis a Vis Construction Contracts	18 - 20 Oct., 2020	Hotel Sentinel, Phoenix Bay, Port Blair	30,500.00	46,500.00
IRMRA-58	Gender Sensitivity & Prevention and Redressal of Sexual Harassment of Women at Workplace	18 - 20 Oct., 2020	Hotel Sentinel, Phoenix Bay, Port Blair	30,500.00	46,500.00
IRMRA-59	Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioural Skills in Government Departments Autonomous Bodies & PSUs	21 - 23 Nov, 2020	Hotel the Royal Plaza 19, Ashoka Road, Connaught Place, New Delhi	30,500.00	46,500.00
IRMRA-60	Totality of Project Management - leading to Certificate in Project Management (CIPM)’	21 - 23 Nov, 2020	Hotel the Royal Plaza 19, Ashoka Road, Connaught Place, New Delhi	30,500.00	46,500.00
IRMRA-61	Construction Management TQM & Safety in Government Departments Autonomous Bodies & PSUs.	5 - 7 Dec, 2020	Hotel Bagmallo Beach Resort, Panaji, Goa	30,500.00	46,500.00
IRMRA-62	Right to Information Act 2005, Case Studies/ Court Cases and Improvement of Record Management System”. In Government Department, Autonomous Bodies & PSUs.	5 - 7 Dec, 2020	Hotel Bagmallo Beach Resort, Panaji, Goa	30,500.00	46,500.00

Note: Participants opting for residential program should Check into the Hotel on the day prior to first day of the course (Afternoon). Check-out will be morning of day 3 of the course

### Details of proposed training programme is as follows:

1. **IRMRA** encourages prospective participants and their managements to write in advance specifying any issues/problems areas which they would like to be included in course material/or and discussed during the workshop provided they are within the ambit of the subject of the program.
2. **Nomination:** Each Nomination, Residential / Non-Residential, should be accompanied by RTGS / Bank draft and should be sent in advance along with the nomination. Payment for Defence Personnel will be received after completion of the course and submission of our pre-receipted Bills.
3. **Payment:** In advance or before the commencement of training program through RTGS / Bank draft in favour of "IRMRA" payable at Mumbai.  
NEFT/IFSC: ICIC0001887  
ICICI Bank Ltd (Current Account) A/C no: 188701000046  
GST No. 27AAAAT7089F1Z6  
PAN No. AAAAT7089F
4. Substitution of nominees is permitted. Participants opting for residential accommodation are requested to go directly and check-in into the Hotel. Participants are free to stay at any other place of their choice and convenience.
5. **Admission Procedure:** Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.
6. **Programme Duration & Schedule:** It will be a three-day Technical Workshop. Timing will be 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.
7. **Reporting Time:** The participants are to report for registration at 9:00 AM at Venue
8. **Tea/Coffee Break** 11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM
9. **Lunch** 01:00 PM to 02:00PM
10. **Course Faculty:** We have our own regular Faculty. Eminent professionals in the field (Retired / Serving) from Central / State Govt/ PSU / expert from Private sector. All our faculty members have rich experience since they are mostly retired Joint Secretary level officers.
11. 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 and answer sessions.
12. **Methodology:** Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by

discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are held.

13. **Arrangements by IRMRA:** Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate, Photography.
14. **Transport:** The candidates have to make their own arrangements.
15. **Certification:** The participants will be awarded certificates on completion of the course without any absenteeism on 3rd day at the end of the course.
16. **Change of Schedule:** The aforesaid Program shall be conducted as per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.
17. **Further Information:** It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control. You can call the Central Line 022-67873200 for any queries regarding the Workshop Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed:

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