



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: In-house Training Programme for Administrative Staff & Engineers to be conducted in your State

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 the 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. IRMRA has been working in the direction of improving the quality and technology. In order to achieve this IRMRA has launched several training programmes. It shall be our privilege to organize Technical Training programs for Chief Engineers, Superintending Engineers, Executive Engineers, Assistant Engineer, Junior Engineer (Civil, Mechanical & Electrical). I am enclosing the List of In-House Training Programs, Workshops, Seminars being organised by IRMRA. These programs are being designed especially meeting your requirements.
4. It is requested to kindly go through the list and let us know the programs that you wish to conduct within your esteemed Institution for your Scientists, Engineer, Administrator, Educationist, Administrative Staff and Technicians.
5. 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.

6. 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.
7. You may contact Mr P R Sundar (Training Co-ordinator) of IRMRA for more details at 8657545808 (or) E-mail: training@irmra.org; rr@irmra.org

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

Venue: Any Selected location in your State / UT

| Code | Programme Title | Duration | Course Fee + 18 % GST |
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| IRMRA-01 | Gender Sensitivity, Prevention and Redressal of Sexual Harassment of Women at Workplace, Vishakha Guidelines as applicable to Govt Depts., Autonomous Bodies & PSUs | 2 Days | 1,35,000.00 |
| IRMRA-02 | Right to Information (RTI) Act 2005---Case Studies, Court Cases, Suo-Moto Disclosure, On-line System, Improvement of Record Management System | 2 Days | 1,35,000.00 |
| IRMRA-03 | 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 | 1,35,000.00 |
| IRMRA-04 | Establishment Rules & General Administration Matters of Government Departments Autonomous Bodies & PSUs | 3 Days | 1,55,000.00 |
| IRMRA-05 | Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs | 2 Days | 1,35,000.00 |
| IRMRA-06 | Finance Management in Govt along with Financial & Administrative Powers in Government Departments Autonomous Bodies & PSUs | 2 Days | 1,35,000.00 |
| IRMRA-07 | Government E- Marketplace (GEM) | 2 Days | 1,35,000.00 |
| IRMRA-08 | Motivation at Work Place, Positive Attitude, Grooming, Planning Skills | 2 Days | 1,35,000.00 |
| IRMRA-09 | Disciplinary Proceedings & Domestic Enquiries | 2 Days | 1,35,000.00 |
| IRMRA-10 | Materials Management---Purchase Policy & Procedure, E-procurement in Govt Depts. Autonomous Bodies, PSUs | 3 Days | 1,55,000.00 |
| IRMRA-11 | Stress & Stress Management: Development of Staff, enhancing their Efficiency and Effectiveness by Improving their Behavioural /Soft Skills | 2 Days | 1,35,000.00 |
| IRMRA-12 | Implementation of 7 th Central Pay Commission with Focus on Pay-Fixation and New Pension Rules in Government Depts. Autonomous Bodies & PSUs | 2 Days | 1,35,000.00 |

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| IRMRA-13 | 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 Govt Depts. Autonomous Bodies & PSUs | 2 Days | 1,35,000.00 |
| IRMRA-14 | Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity; Stress and its impact on work and methods of managing stress" | 3 Days | 1,55,000.00 |
| IRMRA-15 | 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 | 1,35,000.00 |
| IRMRA-16 | Leadership and Decision Making | 2 Days | 1,35,000.00 |
| IRMRA-17 | Ethics and Values | 2 Days | 1,35,000.00 |
| IRMRA-18 | Swatch Bharat Mission | 2 Days | 1,35,000.00 |
| IRMRA-19 | Managing Stress for Personal Efficacy | 2 Days | 1,35,000.00 |
| IRMRA-20 | Goods & Service Tax in India (GST) | 2 Days | 1,35,000.00 |
| IRMRA-21 | Building Construction & Maintenance | 2 Days | 1,35,000.00 |
| IRMRA-22 | Construction Materials (Road & Building) | 2 Days | 1,35,000.00 |
| IRMRA-23 | Estimate/Contract Preparation | 2 Days | 1,35,000.00 |
| IRMRA-24 | CPM as Tool for Construction Management | 2 Days | 1,35,000.00 |
| IRMRA-25 | Project Management for Engineers | 2 Days | 1,35,000.00 |
| IRMRA-26 | Quality Control & Quality Assurance | 2 Days | 1,35,000.00 |
| IRMRA-27 | Project Preparation, DPR Preparation and Core Network | 3 Days | 1,55,000.00 |
| IRMRA-28 | Project Management in Construction Industry | 3 Days | 1,55,000.00 |
| IRMRA-29 | Preliminary Buildings & Road Construction Requirement and Survey. | 2 Days | 1,55,000.00 |
| IRMRA-30 | Modern Survey Techniques Including GIS/GPS & total Station. | 3 Days | 1,55,000.00 |
| IRMRA-31 | Construction and Maintenance of Flexible & Rigid Pavements (Including Use of New Materials & Technologies) | 2 Days | 1,35,000.00 |
| IRMRA-32 | Preparation of DPRs (Including Cost Estimation) for Building & Roads Projects | 3 Days | 1,55,000.00 |
| IRMRA-33 | Procurement & Contract Management for Building & Roads Projects | 2 Days | 1,35,000.00 |
| IRMRA-34 | Quality Control and Material Testing Procedures & Laboratory Practice | 2 Days | 1,35,000.00 |
| IRMRA-35 | Feasibility Study & Preparation of Detailed Project Reports (DPR). | 3 Days | 1,55,000.00 |
| IRMRA-36 | Computer Applications (General)-- Internet, MS Windows, MS Office (Word, Excel, PowerPoint), Email, Digital Signature | 3 Days | 1,55,000.00 |
| IRMRA-37 | Computer Applications (Arch& Drawing): MS Windows, AutoCAD, Intro to MS Office (Word, Excel, Power Point), Email, | 3 Days | 1,55,000.00 |
| IRMRA-38 | Quality Control and Quality Assurance in Concrete Construction including Extreme-Weather Concreting | 2 Days | 1,35,000.00 |
| IRMRA-39 | Rigid Pavements----Design, Construction & Quality Control Aspects. | 2 Days | 1,35,000.00 |
| IRMRA-40 | Design Construction and Maintenance of Flexible Pavements. | 2 Days | 1,35,000.00 |

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| IRMRA-41 | Planning of Electrical Sub Station including Fire Fighting Arrangements | 2 Days | 1,35,000.00 |
| IRMRA-42 | Indoor and Outdoor Lighting: Design & Relevant NBC Provisions | 2 Days | 1,35,000.00 |
| IRMRA-43 | Preparation of DPR and Tender Documents for Sewerage Schemes | 2 Days | 1,35,000.00 |
| IRMRA-44 | Preparation of DPR and Tender Documents for Solid-Waste Management Projects | 3 Days | 1,55,000.00 |
| IRMRA-45 | Pavement Evaluation Techniques and their Application for Maintenance and Rehabilitation | 3 Days | 1,55,000.00 |
| IRMRA-46 | Repair and Rehabilitation of Concrete Structures (Including Water-Proofing Materials and Techniques) | 2 Days | 1,35,000.00 |

Details of the proposed training programme is as follows:

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

IRMRA shall take responsibility of all arrangement as appended below:

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance. feedback, examination, valedictory session & certificate distribution.

The Department/Board/ Undertakings/PSU's shall take responsibility for all arrangement in your State as appended below:

- To arrange Boarding, Lodging for faculty & IRMRA Staff
- Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local Work for faculty & IRMRA Staff.
- Arrangement of Venue, lunch and 2-time tea for participants, faculty & IRMRA Staff.

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

TEA/COFFEE BREAK 11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM LUNCH 01:00 PM to 02:00PM

COURSE FACULTY: Eminent professionals in the field (Retired / Serving) from Central / State Govt/ PSU / expert from the Private sector. All our faculty members have rich experience.

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