



## **CAPACITY BUILDING PROGRAMME**

ON

## **GENERAL ADMINISTRATION AND MANAGEMENT**

**(DECEMBER 14-16, 2016)**

### **INTRODUCTION**

The Indian Council of Agricultural Research, *under the inspiring and motivating leadership of its Hon'ble President -cum- Union Cabinet Minister for Agriculture and Farmers' Welfare*, has made it a cherished goal to undertake the necessary **capacity building exercise** in respect of **each and every employee** of the **ICAR**, in the larger interest of Indian people served by us. *The more the Human resource becomes capable, the better our services to the populace would be.*

### **OBJECTIVES**

The Indian Agriculture sector is still highly unorganized. For example, only 17% of Indian Dairy economy falls under organized set-up, with about 83% of our Dairy economy still remaining unorganised. The organised set-up differs from the unorganised part, in having a well-established and highly-regulated system of Production, Marketing and **Management**, based on the pillars of sustainability and customer satisfaction.

What distinguishes the Organizations from one another, is nothing but the **quality** of the **Human Resource** serving an Organization. An organization inhabited by corrupt and/or inefficient bundle of employees, may be no better than its unorganized counterpart in the economy. This is what caused 'Perestroika' and 'Glasnost', thereby leading to the disintegration of the erstwhile Republic of USSR into 19 independent Nations, with near-complete dissolution of the poorly organized 'Communist' institutions.

Today, the role of ICAR is to contribute to the **transformation** of country's unorganised agricultural economy into **organized** Production systems on **scientific** lines, in a sustainable and viable manner, *with in-built mechanisms to mitigate the risks associated with Climate-*

*change scenarios.* **Unorganized** Agricultural Production systems today face the danger of extinction, in the face of recurrent and alternating spells of **droughts, floods, landslides, insect-infestations**, etc., *leading to farmers' suicides, mass migration, rural poverty, etc.*

So, the ICAR Research Institutes, with their well-trained **Human Resource, Infrastructure and Management**, serve as the **model** for **organised Production system** in their respective spheres. Thus, while the **ICAR-National Dairy Research Institute, Karnal** serves as such a model in the Dairy Sector, the **ICAR-National Rice Research Institute, Cuttack** serves as similar model in the Rice Production system. The Indian farmers visiting such Institutes get a **fulsome experience and feel** of an **organised Production system** *vis-a-vis* their **unorganised** Production systems.

Therefore, the **ICAR Institutes**, *while offering vision and glimpse of organised Production systems to our farmers*, need to constantly improve their **Organization and Management (O&M)**, in order to remain relevant to their primary customers i.e. farmers, *through their continuing process of capacity-building of their entire set of Human Resource*. Given the premier role of **Management** in **building**, sustaining and evolving an **Organization**, the **capacity-building** of the **Management personnel** is the most **crucial** to the interests of the ICAR Institutes.

How an ill-trained Cook may spoil the entire kitchen and its food, or how an inept Pilot may cause an Aeroplane to crash, is quite easy to see. On the other hand, the well-groomed Human Resource of an MNC offers quite a pleasant experience that leads to greater output and growth, from both quantity and quality perspectives.

Accordingly, it is highly urgent and imperative to undertake **capacity-building** of **Human Resource of every kind**, on the subjects relevant to **General Administration and Management** in ICAR Institutes. In addition to the Managerial-cum-Administrative personnel, the **Scientific** or **Technical** employees, too, need as much knowledge and awareness of these subjects as needed by the Administrative-cum-Managerial Human Resource.

Especially, in ICAR Institutes, it is quite usual for a **Scientist** or a **Technical Officer** to serve as **Vigilance Officer, HoO, DDO, Liaison Officer, Purchase Officer, I/c Works, I/c Vehicles, I/c Guest House, Protocol Officer** or as **Chairman/Member** in various Committees like **Purchase Committee, Works Committee, House Allotment Committee, Contractual Labour Management Committee, LPC, Vehicles Management Committee,**

**Screening Committee, DPC, Review DPC, etc., on account of his/her Contribution to Institute-building Activities (prescribed as an important job-item in **Part-II** of **Scientists' APARs** and carrying **3% weightage** in their **CAS Score-Cards**).**

As such, the **knowledge of Management subjects** is **equally vital** for both **Managerial-cum-Administrative Human Resource** and 'managerially contributing' **Scientific/Technical** personnel, *as the ignorance of Rules is no excuse under the law (*Ignorantia juris non excusat*), for any **erroneous or poor performance of Management-related responsibilities and duties**.*

## **CONTENT**

The **Capacity Building Programme** on "**General Administration and Management**", seeks to impart the valuable knowledge of the most relevant Management subjects, some of which are illustrated as follows:

- I.** Recruitment-related topics covering the processes of Direct Recruitment, Probation, Promotion, LDCE, MACP, Merit Promotions, CAS, Lateral Entry, Retention (as per FR 56-j), etc., and the concepts of Vacancy Registers, Recruitment Rosters, Reservation Rosters, Circulation of Vacancies, Seniority-lists, Eligibility-lists, DPC Check-lists, ARS Score-Cards, etc.
- II.** Supply Chain Management (SCM)-related topics covering the Procurement of Works, Goods and Services, both under Government (as per GFR) and World-Bank-funded Projects like NAIP, NAEP (National Agricultural Education Project), etc.
- III.** Contract Management-related topics related to drafting of Contract documents, monitoring of Contracts, etc., with special emphasis on the handling of Labour Contracts, in the light of Labour laws.
- IV.** Human Resource Management – related topics like Leave Management, House Allotment, Engagement of Consultants, Engagement of Apprentices, Capacity Building Programmes, etc.

V. Financial Management related topics like TA, TTA, LTC, Pay-Fixation, New Pension Scheme, Processing of Pension cases, etc.

VI. Other relevant Management topics.

## **ELIGIBILITY**

All Administrative-cum-Managerial employees as well as other Scientific/Technical employees as per the managerial requirements/vision of individual ICAR Institutes

## **FACULTY**

It is envisaged to invite Management Specialists from the Group-A “Combined Cadre of Administrative Officers”, having vast experience of performing in the premier ICAR Institutes. These Officers are presently serving in distinguished capacities of Director (Personnel), Director (Finance), Comptroller, Registrar-cum-Joint Director (Admn.), Chief/Senior Administrative/Finance & Accounts Officers, Deputy/Under Secretaries or Administrative/Finance &Accounts Officers at ICAR Headquarters/Institutes.

Many of them hold prestigious Management Diplomas from reputed Management Institutes like IIM, MDI, NIFM, ICFAI, etc. A number of them possess other professional qualifications in the fields of Engineering, Law, etc. Quite a good number of them are Post-graduate alumni of reputed Institutions like University of Delhi, an Ivy League University in USA, etc. One of them, Dr. Pankaj Kumar holds Ph.D. degree in Contract Management from JNU, New Delhi. Many of them have envious school-background of schools like Netarhat School at Netarhat, Rashtriya Military Academy at Dehradun, Sainik School at Tilaiya, Patna-based schools like St. Xaviers, St. Michael’s, Loyola and so on.

## **LOGISTICS/ARRANGEMENTS**

ICAR-RCER, Patna is strategically located at the North-western boundary of Lok Nayak Jai Prakash Narayan (LNJPN) International Airport, Patna. The distance from Patna Junction Railway Station is approximately 8 kms. The GPS-based ‘Ola’ AC-Taxis are available every time throughout the day and night (24x7) and the same may be instantly booked using ‘Ola’ Mobile App., which may be easily downloaded on one’s Mobile Phone. The Institute has quite limited Transportation facilities restricted mainly to VIPs.

ICAR-RCER has two Guest Houses and a Hostel. One of them is the New Guest House named as Farmers' Hostel, located in the Main Campus. The other Old Guest House is located in the ICAR-RCER-WALMI Campus located at Phulwarisharif near AIIMS, Patna. The Hostel is also located at WALMI Campus, adjacent to the Old Guest House. The capacity of Double-Bed AC Rooms is in excess of 25. In addition, the nearby-situated ICAR-CPRS and Bihar Veterinary College, too, have a number of Guest Houses/Kisan Bhawan. In the event of non-availability in ICAR/Government Guest Houses, the accommodation may also be got booked in premium Hotels like Maurya, Panache, Gargi Grand, Pataliputra Exotica, Chanakya, Pataliputra Ashoka, etc., in accordance with the individual entitlements of the Officers.

## **NOMINATIONS**

The willing and prospective participants may submit their nominations through E-Mail/Fax, to the Programme Coordinator/Course Director, in the prescribed format (attached herewith). The details of both Programme Coordinator and Course Director are mentioned below:-

<p><b><u>Programme Coordinator:</u></b>            Name: Sh. Pushpanayak            Designation: Chief Administrative Officer            Address: ICAR-RCER, P.O.: BVC; Patna-14            E-Mail: <a href="mailto:pushpanayak2008@gmail.com">pushpanayak2008@gmail.com</a>            Phone No.: 09471006004; 08406004570;            Fax No.: 0612-2223956;</p>	<p><b><u>Course Director:</u></b>            Name: Sh. Vipul Raj            Designation: Administrative Officer            Address: ICAR-RCER, P.O.: BVC; Patna-14            E-mail: <a href="mailto:vipulraj4u@gmail.com">vipulraj4u@gmail.com</a>            Phone/Fax No.: 0612-2228805; 2223956;</p>
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The Batch-size of 25 Participants has been planned. In the possible event of extra rush of nominations, the 'First Come, First Serve' principle will be applied to short-list the Nominations. **The prospective Participants should submit their Nominations, preferably by/before the deadline of November-end i.e. 30<sup>th</sup> November, 2016.** The confirmation of Nominations will be conveyed by E-Mail, to both Participant and Nominating Authority. In case any confirmed Participant seeks to withdraw his/her Nomination for any reason, he/she must do so at the earliest possible, so that the wait-listed Nominees may be confirmed for Participation in this Capacity Building Programme on "General Administration and Management" at ICAR-RCER, Patna.

## **EXPENDITURE**

While **Registration Fee** is Nil, the Participants will be provided free **Working Lunch** during Lunch hour and **Light Refreshment-cum-Tea** during **Forenoon** and **Afternoon** sessions, on **all three days** of the **Programme**. *In case it is feasible to arrange some 'Evening Study-Visits' to some nearby places of Educational and/or Cultural interest, the 'Working Dinner' may also be arranged.*

As such, the Participants will have to **bear** the **expenditure** on only their **onward and return travel** (between their Place of Posting and ICAR-RCER, Patna), **accommodation**, **food** (*other than Working Lunch, etc., officially provided by hosts*) and **local travel** in Patna, as per their respective entitlements of TA/DA, **to be drawn from their own office**, in accordance with their Grade Pay. The currently admissible **TA/DA entitlements** (i.e. **upper limits**) in respect of **ICAR/GoI employees**, are briefly stated as follows:-

Sl. No.	Grade Pay (Rs.)	Outstation Travel entitlement	Accommodation entitlement	Daily Food entitlement	Daily Local Travel Entitlement (for taking Food, Medicines, etc.)
1.	10,000/-	By Air (Economy)/ Train (AC-I)/ Ship (Deluxe)	Rs. 7,500/- per day	Rs. 750/-	Rs. 1,200/- [50km@Rs.24/-] [Taxi (AC/Non-AC)]
2.	≥ 7,600/-	By Air (Economy)/ Train (AC-II)/ Ship (Deluxe)	Rs. 4,500/- per day	Rs. 450/-	Rs. 1,200/- [50km@Rs.24/-] [Taxi (Non-AC)/Bus (AC)]
3.	≥ 5,400/-	By Air (Economy)/ Train (AC-II)/ Ship (Deluxe)	Rs. 2,250/- per day	Rs. 300/-	Rs. 225/- [Taxi (Non-AC)/Bus (AC)]
4.	≥ 4,200/-	By Train (AC-II)/ Ship (First/'A' Cabin Class)	Rs. 750/- per day	Rs. 225/-	Rs. 150/- [Taxi (Non-AC)/Bus (AC)]
5.	≥ 2,400/-	By Train (AC-III)/ Ship (Second/'B' Cabin Class)	Rs. 450/- per day	Rs. 150/-	Rs. 75/- [Auto-rickshaw/Bus (Non-AC)]
6.	≥ 1,800/-	By Train (AC-III)/ Ship (Bunk Class)			

We will ensure to the maximum possible extent that the **Accommodation** for **Participants with lower entitlements** is provided in **Government Guest Houses/Hostels**, *as the Participants with higher entitlements may always afford stay in Hotels, in the event of getting "Non-Available Government/ICAR Guest House" Certificate from us.* Participants, *if any*, from Dr. Rajendra Prasad Central Agricultural University, Pusa (Samastipur) will also be eligible for the aforesaid entitlements, as per the existing Central Government Rules.

**FORMAT FOR NOMINATION FORM**

**CAPACITY BUILDING PROGRAMME ON**

**“GENERAL ADMINISTRATION & MANAGEMENT” (December 14-16, 2016)**

1.	Name of Participant	:	Dr./Sh./Ms. ....	
2.	Designation	:		
3.	Grade Pay	:	Rs. .... /-	
4.	Accommodation entitlement (/day)	:	Rs. .... /-	
5.	Name & Address of the Organization (ICAR/CAU)	:		
6.	E-Mail Address	:		
7.	Phone/Fax/Mobile No.	:		
8.	Arrival (Anticipated)	Arriving by & at	:	
		Date & Time	:	
9.	Departure (Anticipated)	Departing by & at	:	
		Date & Time	:	
10.	Whether <b>Transport</b> desired for Pick-up/Drop at Airport/Rly. Station	:	<b>Yes/No</b> (Advisable to self-book ‘Ola’ Taxi, if Mobile-savvy)	
	Whether <b>Escort</b> also required (for Older/lady/PH Officers, etc.)	:	<b>Yes/No</b>	
11.	Choice of Room/Occupancy	:	Single Occupancy/Twin-Sharing(AC/Non-AC)/ <b>No need</b>	
12.	Choice of Bath-Soap/Shampoo, etc.	:	<b>Yes</b> (..... Soap, ..... Shampoo) / <b>No need</b>	
13.	Whether Morning Newspaper (s)/ Magazine(s) desired in Room	:	<b>Yes</b> ( <i>The Times of India / Hindustan/ .....</i> ) / <b>No</b>	
14.	Whether Morning Tea/coffee desired	:	<b>Yes</b> (at .... AM, with/without Sugar) / <b>No</b>	
14.	<b>Choice of Food</b>	:	<b>Vegetarian</b> (North/South Indian) / <b>Non-Vegetarian</b>	
15.	Whether ‘ <b>Evening Study-Visits</b> ’ desired to nearby <b>Places of Interest</b>	:	<b>Yes</b> (would like to see ....., ..... ) / <b>No</b>	
16.	Whether the Participant seeks solution to any <b>Institute matter</b>	:	<b>Yes</b> (query attached with this Form) / <b>No</b>	

Signature of Participant

Seal & Signature of Nominating Authority