

# Training Calendar for online **CAPACITY BUILDING COURSES** (November-December 2020)



For officers working in ministries/departments, autonomous bodies and PSUs under Central Government and also officers of state governments and state legislatures



## **PARI TRAINING INSTITUTE**

# ABOUT PARI



PARI Training Institute was established with a view to undertake meaningful research on parliamentary and administrative issues in India and provide capacity building courses on Parliamentary Procedure, Public Policy Management, Public Health Policy Administration, Anti-Corruption and Vigilance Management, ethic and values and public service etc. which enable the stakeholders to build their capacity and be efficient in public service. The capacity building courses are tailor-made for officers of the Ministries/Departments, Autonomous bodies and PSUs under the central government and also officers of state governments and state legislatures. The Faculty at the PARI is headed by Sh. S. Bal Shekar, Former Secretary General, Lok Sabha. The guest faculty includes Dr. Yogendra Narain, IAS (Retd) and former Secretary General, Rajya Sabha, Shri Mukul Pandey, Addl. Secretary, Rajya Sabha, Shri J. Sundriyal, Joint Secretary, Shri S. K. Tripathi, Shri P. Prabhakar, Chief Vigilance Officer, Mrs. Garima Lohani Bhagat, Chief Vigilance Officer among others.

## Introduction

We at Parliamentary and Administrative Research Institute (PARI) are firm believers in the adage that change is the only constant. PARI is on a mission to strengthen democracy with enhancing parliamentary literacy and we do it through the medium of excellent, high-quality capacity building domestic and international courses for officers of the Ministries/Departments, Autonomous Bodies, Public Sector Enterprises under the Government of India and State Legislative Assemblies and State governments etc. Our faculty is drawn from the Indian Parliament and Government of India. They are the best with a vast experience of 25-35 years in their fields. PARI has also forged collaborations with some of the most elite institutes and universities like the renowned DODS Training Institute in the United Kingdom and the prestigious University of Melbourne in Australia to train cohorts of Indian officials in different capacities, ranging from Public Policy to Public Health Policy, Mental Health System to Vigilance. In India PARI Training Institute has a collaboration with the National Institute of Securities Markets (NISM), a training entity of the Securities and Exchange Board of India (SEBI), Mumbai.

We have had multiple batches enrolled for our training courses, both domestic and international since November 2017. But then, Covid-19 disturbed our schedule and our batches stand postponed particularly scheduled for London and Melbourne. So the management and the faculty at PARI decided to adapt and come up with a model to go for ONLINE mode with highly targeted, relevant courses.

We introduced our first ONLINE course in August and the response has been extremely encouraging. We have already conducted five successful batches in August and September 2020. Our first two courses on Parliamentary Procedures received the enthusiastic participation of 28 delegates from renowned Government Organisations and PSU's like Coal India, Indian Oil Corporation, AIIMS, NIRM, ALIMCO, IIFT among many others. Encouraged by the glowing feedback received we introduced two specialised, domain-specific workshops on Parliamentary Questions and Committees respectively and we were delighted to receive nominations and participation from 23 delegates from Organisations such as AIIMS, NCRB, and the Ministry of Coal. The delegations included senior officers who were pleased with the thorough nature of the workshops.

## New Courses

We then introduced a course on Hospital Procurement Vigilance keeping the present scenario in mind where the Public health infrastructure is the only shield we have against this pandemic. The

first batch was scheduled for 15-16 September 2020. We again saw participation from over 10 delegates from over AIIMS Deoghar, LGB Hospital Tezpur, Lady Hardinge Medical College & Smt. S. K. Hospital, and Institute of Post Graduate Medical Education, Kolkata.

### **Ethics and Values in Public Service**

A Government servant's first and foremost duty is to serve the needs of the people and the Nation without prejudice or malice in his heart. Almost every government official be it the head of the organisation or working at various levels he/she comes across many instances in his/her line of duty which calls on him/her to exercise high moral judgment and adherence to certain codes of conduct. We at PARI wholeheartedly embrace the Central Government's initiative to invoke and imbibe principles of ethics and values into the administration of our Nation. We strive to further the Department of Personnel & Training's (DoPT) mission of spreading sound knowledge on Ethics and Values with the introduction of a two-day course on Ethics and Values in Public Service. We are hopeful that this course will act as an introduction and reckoner for a more ethical administrative structure.

These recent successes coupled with the Idea the Kramyogi Programme for Capacity Building proposed by our Prime Minister has reinforced our faith in the principle of lifelong and continuous learning. Thus, we have introduced a list of courses for the months of October and November 2020.:

### **Course Title: Basic Course on Parliamentary Procedures**

#### **SUB-TOPICS**

- Parliamentary Terminologies
- Raising Matter of Public Importance through various parliamentary devices
- Law Making Processes
- Parliamentary Committee System and appearing before it;
- Parliamentary Privileges and Protocols
- Parliamentary Questions & Assurances
- Committee on Papers Laid on the Table

#### **PROPOSED DATES**

👉 **November 12-13, 2020 (Thursday-Friday)**

👉 **December 29-30, 2020 (Tuesday-Wednesday)**

### **Course Title: Workshop on Parliamentary Questions and Assurances**

#### **SUB-TOPICS**

- The Origin and Evolution of Parliamentary Questions; types of questions;
- Guidelines to deal with Parliamentary Questions
- How to draft replies to Parliamentary Questions?
- Origin and Evolution of Parliamentary Assurances; Why it should be taken seriously?
- How to reduce pendency of Assurances effectively?

#### **PROPOSED DATES**

👉 **November 5-6, 2020 (Thursday-Friday)**

👉 **December 8-9, 2020 (Tuesday-Wednesday)**

## Course Title: Workshop on Parliamentary Committee System

### SUB-TOPICS

- Terminologies, Origin, Evolution and Importance of Parliamentary Committees;
- Protocols of MPs and Committees on Study visits
- Types of Committees in Lok Sabha & Rajya Sabha;
- Dealing with Department-related Parliamentary Committees in legislative and financial sphere
- Financial Committees of Parliament
- How to deal with the Standing Committees Viz. Petitions; Government Assurances; Sub-ordinate Legislation and Paper Laid on the Table, effectively?

### PROPOSED DATES

👉 **November 17-18, 2020 (Tuesday-Wednesday)**

👉 **December 15-16, 2020 (Tuesday-Wednesday)**

## Course Title: Hospital Procurement Vigilance System

### SUB-TOPICS

- Overview of Vigilance in Health Care Procurement and Management System
- Procurement of Drugs, Services and Works in Hospitals
- Ethics & Values in Public Service;
- Soft Skills and Ethical Behaviour in Procurement
- Role of Parliament in Ensuring Accountability in Hospital Procurement System

### PROPOSED DATES

👉 **November 24-25, 2020 (Tuesday-Wednesday)**

👉 **December 10-11, 2020 (Thursday-Friday)**

## Course Title: Ethics and Values in Public Service

### SUB-TOPICS

- Understanding Ethics and values in Public Service
- Integrity and Individual vs collective ethics in public dealings.
- Importance of Ethics and values in effective governance;
- Role of Parliament in enforcing Ethics and values in effective governance.
- How to implement ethics and values in public service?

### PROPOSED DATES

👉 **November 10-11, 2020 (Tuesday-Wednesday)**

👉 **November 26-27, 2020 (Thursday-Friday)**

👉 **December 17-18, 2020 (Thursday-Friday)**

---

**Course Fees:** INR 5,500 + 18% GST (Per Course & Per Participant).

**Note:** Nomination must be sent 7 days before the start of the individual course. This is applicable for every course. Please do not transfer the fees before receiving the confirmation from us.

# Our Client Organisations

Since November 2017

## GOVERNMENT OF INDIA

1. Ministry of Personnel, P.G. and Pensions, Department of Pension & Pensioners Welfare, New Delhi
2. Department of Personnel and Training (DoPT), New Delhi
3. Ministry of Tribal Affairs, New Delhi
4. Ministry of Earth Sciences, New Delhi
5. Ministry of Electronics and Information Technology, New Delhi
6. Ministry of Development of North Eastern Region, New Delhi
7. Department of Space, Bangalore
8. Department of Scientific and Industrial Research (DSIR), New Delhi
9. Ministry of Road Transport & Highways, New Delhi
10. Ministry of Communication (Department of Posts), New Delhi
11. Ministry of Health & Family Welfare, New Delhi
12. Ministry of Shipping, New Delhi
13. Ministry of Commerce & Industry, Department of Industrial Policy & Promotion, New Delhi
14. Department of Health Research, New Delhi
15. Ministry of Parliamentary Affairs, New Delhi
16. Ministry of Coal, New Delhi
17. Department of Revenue, Ministry of Finance, New Delhi
18. Ministry of Human Resource Development, New Delhi
19. Ministry of Tourism, New Delhi
20. Department of Youth Affairs, New Delhi
21. Department of Agricultural Research and Education, New Delhi
22. Ministry of Power, New Delhi
23. Indian Council of Medical Research, Department of Health, New Delhi
24. DRDO, Department of Defence Research, New Delhi
25. Department of Economic Affairs, Ministry of Finance, New Delhi
26. Department of Empowerment of Persons with Disabilities (Diyangjan), Ministry of Social Justice, New Delhi

## PUBLIC SECTOR ENTERPRISES

1. National Aluminium Company (NALCO), Bhubaneswar
2. Bharat Heavy Electricals Limited (BHEL), New Delhi
3. Hindustan Aeronautics Limited (HAL), Bangalore
4. Central Coalfields Limited (CCL), Ranchi
5. South Eastern Coalfields Limited (SECL), Bilaspur
6. Mahanadi Coalfields Limited (MCL), Sambalpur
7. Western Coalfields Limited (WCL), Nagpur
8. Indian Bank, Chennai
9. RITES Limited, Gurugram
10. Telecommunications Consultants India Limited (TCIL), New Delhi
11. Oil & Natural Gas Corporation (ONGC), Dehradun
12. Ircan International Limited, New Delhi

13. National Highways Authority of India (NHAI), New Delhi
14. Indian Oil Corporation Ltd. (IOCL), New Delhi
15. Bharat Petroleum Corporation Ltd. (BPCL), Mumbai
16. Hindustan Petroleum Corporation Limited (HPCL), Mumbai
17. Dedicated Freight Corridor Corporation of India Ltd., New Delhi
18. Indian Farmers Fertiliser Cooperative (IFFCO), New Delhi
19. GAIL (India) Ltd., New Delhi

## AUTONOMOUS BODIES

1. National Crime Record Bureau, Ministry of Home Affairs, New Delhi
2. National Buildings Construction Corporation (NBCC), New Delhi
3. Centre for Excellence in Basic Sciences, Department of Atomic Energy, Mumbai
4. CSIR - Central Electrochemical Research Institute, Karaikudi
5. Securities and Exchange Board of India (SEBI), Mumbai
6. Central Board of Excise and Customs (CBEC), New Delhi
7. Integrated Coastal and Marine Area Management (ICMAM), Chennai
8. India Meteorological Department (IMD), New Delhi
9. Indira Gandhi Centre for Atomic Research, Kalpakkam
10. Lokopriya Gopinath Bordoloi Regional Institute of Mental Health, Tezpur
11. Institute of Nano Science and Technology (INST), Mohali
12. National Biodiversity Authority (Ministry of Environment, Forest and Climate Change), Chennai
13. All India Institute of Medical Sciences (AIIMS), New Delhi
14. Jawaharlal Institute of Post Graduate Medical Education & Research (JIPMER), Puducherry,
15. Central Mine Planning & Design Institute Limited (CMPDI), Ranchi
16. Institute for Plasma Research, Gandhinagar
17. Office of the Controller General of Defence Accounts, Ministry of Defence, New Delhi
18. National Institute of Tuberculosis and Respiratory Diseases, New Delhi
19. National Council for Promotion of Sindhi Language (NCPSSL), New Delhi
20. National Productivity Council, New Delhi,
21. Indian Institute of Foreign Trade, New Delhi,
22. National Skill Development Council (NSDC), New Delhi
23. National Institute of Rural Development and Panchayati Raj, Hyderabad
24. Central Institute of Himalayan Culture Studies (CIHCS), Itanagar

25. Chittaranjan National Cancer Institute (CNCI), Kolkata
26. National Council of Science Museums, Kolkata
27. Physical Research Laboratory, Ahmedabad
28. Central Council For Research in Unani Medicine, New Delhi
29. Children's Film Society India, Mumbai
30. National Institute for Micro, Small and Medium Enterprises (NI-MSME), Hyderabad
31. National Institute of Rock Mechanics, Bangalore
32. All India Institute of Medical Sciences (AIIMS), Jodhpur
33. National Technical Research Organisation (NTRO), New Delhi
34. All India Institute of Medical Sciences (AIIMS), Nagpur
35. Tata Memorial Hospital, Mumbai
36. VMMC & Safdarjung Hospital; New Delhi
37. Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTR), Cuttack
38. National High Speed Rail Corporation Limited (NHSRCL), New Delhi
39. All India Institute of Medical Sciences (AIIMS), Raipur
40. All India Institute of Medical Sciences (AIIMS), Bhubaneswar

41. National Small Industries Corporation (NSIC), New Delhi
42. Artificial Limbs Manufacturing Corporation of India (ALIMCO), Kanpur
43. National Capital Region Planning Board, New Delhi
44. All India Institute of Medical Sciences (AIIMS), Deoghar
45. Bureau of Police Research and Development (BPRD), New Delhi
46. Institute of Post Graduate Medical Education & Research, Kolkata
47. Lady Hardinge Medical College, New Delhi
48. Smt. S. K. Hospital, New Delhi.
49. North Eastern Council Secretariat, Shillong
50. All India Institute of Medical Sciences (AIIMS), Gorakhpur

#### STATE ASSEMBLIES/GOVERNMENT

1. Meghalaya Legislative Assembly Secretariat,
2. Punjab Vidhan Sabha Secretariat,
3. Sikkim Legislative Assembly Secretariat,
4. Government of National Capital Territory of Delhi
5. Mizoram Legislative Assembly Secretariat



*Course Director, PARI*

**Shri S. Bal Shekar**

Former Secretary General,  
Lok Sabha, Parliament of India



*Director, PARI*

**Dr. Narmadeshwar Prasad**

Ex. Addl. Director,  
Rajya Sabha, Parliament of India

#### Guest Faculty



**Dr. Yogendra Narain**

(IAS Retd.) Former  
Secretary General,  
Rajya Sabha



**Shri Mukul Pande**

OSD to Hon'ble Chairman,  
Rajya Sabha Former Add.  
Sec., Rajya Sabha



**Shri D. S. Aswal**

Advisor, M/o HRD  
& Ex-Additional  
Secretary, Lok Sabha



**Shri J. Sundriyal**

Joint Secretary,  
Rajya Sabha



**Shri P. Prabhakar**

Chief Vigilance Officer,  
Central Warehousing  
Corporation of India



**Mrs. Garima L. Bhagat**

Chief Vigilance Officer,  
Employees' State Insurance  
Corporation (ESIC)



**Shri S. K. Tripathi**

Joint Secretary,  
Rajya Sabha



#### PARI TRAINING INSTITUTE

504, Bhikaji Cama Bhawan, Bhikaji Cama  
Place, New Delhi - 110066

Ph.: +91-11-40159058, 46014233

Visit: [www.pari.parliament.org](http://www.pari.parliament.org)

Email: [pari.parliament@gmail.com](mailto:pari.parliament@gmail.com)

**Contact person - Amit Kumar:**

Ph.: 7678491255

#### Fee Payment

Draft/Cheque/NEFT in favour of PARI TRAINING INSTITUTE  
LLP, should be paid to bank mentioned below:

Agency Name as per Bank : **PARI TRAINING INSTITUTE LLP**

Name of the Bank : **HDFC Bank**

Branch Address: **Ansal Chamber-1, Bhikaji Cama Place,  
New Delhi-110066**

Account Number : **50200046748750**

IFSC Code : **HDFC0000678**

MICR Code : **110240104**

PAN No. : **AAAYFP0495N**

GSTIN: **07AAAYFP0495N1Z9**