

ONLINE

Customised Training Programme

For the PAs attached to Hon'ble Members of Parliament



PARI TRAINING INSTITUTE

Course Title

Online Customised Training Programme For the PAs attached to Hon'ble Members of Parliament

The Course Schedule

Batch II - January 16-17, 2021 (Saturday to Sunday)

The Module

A Two Days' Programme has been devised for Capacity Building of PAs. There will be 3 to 4 Classes of 90 to 120 minutes duration and a Valediction session spread over 2 days per batch. The Faculty will consist of retired as well as serving parliament officers with huge experience behind them.

The Course will broadly consist of the following Topics

01. Members' Salary & Allowances: Submission of forms etc.
02. Members' Amenities: Knowing various Amenities available to Members
03. Members Privileges & Ethics: Understanding Privileges and Ethical requirements
04. Parliamentary Committee Meetings & Tours: Preparing Members for the meetings & Study Tours
05. Various Parliamentary devices to raise issues of public importance including questions: Knowing various procedures about using these devices
06. Managing parliamentary papers: Indexing, filing and processing
07. Various Bodies where MPs are represented
08. Difference between an MP and a Parliamentarian
09. Awareness about Parliament Estate and security protocols
10. Soft skills while dealing with officials and Public.

Batch I, December 26-27, 2020 (Participants List)

Shri G. Ganga Rao,
Senior Assistant to **Shri Bellana Chandra Sekhar**, Honb'le Member of Parliament,
Lok Sabha, Vizianagaram Constituency

Shri Gaurav Choudhary
PA to **Shri Sanjay Jaiswal**, Honb'le Member of Parliament, Lok Sabha,
Paschim Champaran Constituency

Shri Sankalp Shrivastava,
Assistant to **Dr. Subhash Chandra**,
Honb'le Member of Parliament, Rajya Sabha

Shri O. P. Sharma,
Private Secretary to **Shri Digvijay Singh**,
Honb'le Member of Parliament,
Rajya Sabha

Shri Aravind C.,
PA to **Shri Bikash Ranjan**,
Honb'le Member of Parliament,
Rajya Sabha

Ms. Sayanti Sengupta,
PA to **Shri Bikash Ranjan**,
Honb'le Member of Parliament,
Rajya Sabha

Shri Rajesh Kumar Ranjan,
PA to **Shri Syed Zafar Islam**,
Honb'le Member of Parliament, Rajya Sabha

Shri Haobam Tuken Singh,
PA to **Maharaja Sanajaoba Leishemba**,
Honb'le Member of Parliament,
Rajya Sabha

Participants Feedback

Feedback received from Participants of the Online batch held on 26-27 December 2020

1. Thank you so much for conducting such an enriching, informative training session for all of us. It has been very helpful and have made it more interesting for us to work in the present capacity. If this can be conducted every year with some practical classes it would be more helpful and make us more efficient to assist our Honourable MPs - Ms Sayanti Sengupta, PA to **Hon'ble MP Shri Bikashranjan Bhattacharyya Ji.**
2. It was great experience as I get desired knowledge about proceedings and general activity about parliamentary work. Hope such type of initiation will continue in future also. Thanks to PARI for such great start - Shri Rajesh Ranjan, PA to **Hon'ble MP Shri Syed Zafar Islam Ji.**
3. Thank you very much PARI for conducting such a knowledgeable training. Online course is the best way for any type of training - Shri Gaurav Choudhary, PA to **Hon'ble MP Shri Dr. Sanjay Jaiswal Ji.**
4. Very encouraging course to help us in the best discharge of our duty - Shri Ganga Rao Gedela, PA to **Hon'ble MP Shri Bellana Chandra Shekhar Ji.**
5. It a good initiative. This course should be of atleast 7 days and Hon. MPs should be invited to discuss about their expectations to their PS and PAs. Thanks to PARI - Omprakash Sharma, PA to **Hon'ble MP Shri Digvijaya Singh Ji.**
6. It is a very good initiative taken by PARI although it could have been much more insightful and practical if it was done offline. My suggestions is; At-least 5 days training should be there as it is quite tough to cover all points in a day or two - Shri Sankalp Srivastava, PA to **Hon'ble MP Shri Dr. Subhash Chandra Ji.**
7. Firstly, I would like to thank PARI for this initiative. I as a new P.A. faced difficulties earlier. I have learned many new insights and many useful tips personally from experienced and learned mentors from PARI Dr. Prasad ji, Pandey ji, Sundriyal ji, Srivatsava ji and Sharma ji. During this training program, I am taught the role and responsibility of a P.A. I am enlightened with all the experiences of the trainers in various topics. I personally thank Dr. N. Prasad sir for sowing the seed of social responsibility and my best wishes for the PARI to conduct such enriching and intellectual training program - Aravind C, PA to **Hon'ble MP Shri Bikash Ranjan Bhattacharyya Ji.**

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. Itron 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 (NTRON), 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

NOMINATION RECEIVED FROM HON'BLE MEMBERS OF PARLIAMENT

1. Shri Bellana Chandra Sekhar, Honb'le Member of Parliament, Lok Sabha, Vizianagaram Constituency
2. Shri Sanjay Jaiswal, Honb'le Member of Parliament, Lok Sabha, Paschim Champaran Constituency
3. Dr. Subhash Chandra, Honb'le Member of Parliament, Rajya Sabha
4. Shri Digvijay Singh, Honb'le Member of Parliament, Rajya Sabha
5. Shri Bikash Ranjan, Honb'le Member of Parliament, Rajya Sabha
6. Shri Syed Zafar Islam, Honb'le Member of Parliament, Rajya Sabha
7. Maharaja Sanajaoba Leishemba, Honb'le Member of Parliament, Rajya Sabha



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

Training Fees

INR 3,000 + 18% GST (Per Participant)

Note: Nomination must be sent 7 days before the start of the course. Please do not transfer the fees before receiving the conformation from us.



PARI TRAINING INSTITUTE

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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**
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 GSTIN: **07AAYFP0495N1Z9**