

# COURSE CALENDAR 2021-22



For Officers Working in Ministries/Departments, Autonomous Bodies and PSUs under the Central Government.



## PARI TRAINING INSTITUTE



# ABOUT PARI & ITS MISSION



**NEW DELHI**

PARI Training Institute was established in November 2017 with a view to undertaking meaningful research on parliamentary and administrative issues in India and provide capacity building courses on Parliamentary Procedures, Public Policy Management, Public Health Policy Administration, Mental Health Management, Anti-Corruption and Vigilance Management, Preventive Vigilance, Gender Sensitisation in the workplace, Soft Skills, Raj Bhasha, VIP Protocols and Privileges, Interior Security, Cyber Security 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. So far over 100 ministries/departments/autonomous bodies/PSUs have nominated their officers to the various courses organised by PARI. We are proud to share that over 1000 government officers have attended various domestic and international courses organised so far by PARI, and all are happy alumnus of Pari Training Institute.

## COURSES ON OFFER

### 1. Online Basic Course on Parliamentary Procedures

- Parliamentary Terminologies
- Raising Matters of Public Importance through various parliamentary devices
- Parliamentary Questions and Government Assurances
- Law Making Processes
- Parliamentary Committee Systems
- Handling Demands for Grants with the Nodal Department-Related Parliamentary Standing Committee
- Papers Laid on the Tables
- Parliamentary Privileges and Protocols for MPs and MLAs
- Parliamentary Committee Visits and Hosting Skills

**Course Fee: 10000 (+GST 18% Per Participant)**

**Duration: 3 Days**

### 2. Online Course on Parliamentary Questions and Assurances

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

**Course Fee: 4000 (+GST 18% Per Participant)**

**Duration: 1 Day**



### 3. Online Course on Parliamentary Committee Systems

- The Origin, Evolution and Importance of Parliamentary
- Types of Committees in Lok Sabha & Rajya Sabha and their Guidelines on dealing with Recommendations of the Committees
- Dealing with Department-related Parliamentary Committees especially during the Examination of Demands for Grants
- How to deal with the Standing Committees viz. Petitions; Government Assurances; Sub-ordinate Legislation and Paper Laid on the Table, effectively?
- Protocols while receiving MPs and visiting Committees and making presentations before them?

**Course Fee: 4000 (+GST 18% Per Participant)**

**Duration: 1 Day**

### 4. Online Course on VIP Protocols

- An Overview of VIP Protocols
- Parliamentary Protocol During International Visits of MPs and Arranging meetings with various delegations
- An Overview of Protocol on visits of Central Ministers, Governors, MPs and other VIPs
- General Protocol During Conferences
- Protocol of MPs and MLAs when they visit Govt. Officers in States
- Study Visits by the Parliamentary Committees and their Protocol

**Course Fee: 4000 (+GST 18% Per Participant)**

**Duration: 1 Day**

### 5. Online Course on 'Vigilance Management' for Vigilance Officers

- Overview of Vigilance Management in India;
- Role of Parliament in Vigilance Management;
- Institutional and Legal set up in India for Vigilance Management;
- CVC: Role, power and functions;
- CBI: Role, power and functions;
- Salient features of Prevention of Corruption Act 1988 and Amendment of 2018;
- Role of RTI in Vigilance Management;
- Role and functions expected of Chief Vigilance Officers;
- Complaint handling and processing in an organization;
- Whistle blower mechanism in India;
- Vigilance Investigation and preparation of Report;
- Processing of CVOs recommendations;
- Role of Disciplinary authorities;
- Procedures for disciplinary actions-penalties;
- Procedures for conducting departmental enquiries;
- Implementation and effect of major and minor penalties.

**Course Fee: 12000 (+ 18% GST Per Participant)**

**Duration: 3 Days**



## 6. Online Course on Gender Sensitisation

- Gender Sensitisation Perspectives
- Defining Sexual Harassment in Workplace
- Causes and Impacts of Sexual Harassment at workplace;
- National level landmarks in the Prevention of Sexual Harassment and Legal Framework;
- Case Studies;
- Good Practices in Developed and Developing countries.

**Course Fee: 4000 (+ 18% GST Per Participant)**

**Duration: 1 Day**

## 7. Online Course on Preventive Vigilance based on the Module of CVC

### DAY 1: Lectures & Case studies

#### 1. Preventive Vigilance: A Conceptual Framework

##### SUB-THEMES

- Overview of Vigilance Functions including Evolution;
- Punitive, Participative and Preventive Vigilance;
- Importance of Preventive Vigilance;
- Examples of best Practices both within India and Abroad on Preventive Vigilance;
- Procurement, Including e-procurement and Government e-marketplace-need for Efficiency and Transparency;
- Audit – An Overview.

#### 2. Case Studies on Preventive Vigilance (Best Practices)

At least discussion on Two case studies related to the organization in the area of initiative on Preventive Vigilance.

- Experience sharing with the Moderator.

### DAY 2: Group Discussion & presentations

#### Group Discussions on Preventive Vigilance Measures on the Following Topics:

##### 1. Procurement Principles

- i. Cannons of Procurement
- ii. CVC Guidelines
- iii. Government E-marketplace
- iv. E-Procurement

##### 2. Audit

- i. Objectives of Audit
- ii. Compliance
- iii. Statutory
- iv. Performance
- v. Internal/Concurrent
- vi. Forensic

##### 3. Whistle Blower Mechanism

- i. Internal in every organization
- ii. Protection of Whistle Blower
- iii. Feedback on Action Taken
- iv. Use of Technology

##### 4. Ethics

- i. Evolution Over Ages

- ii. Ethical Dilemma-Case studies
- iii. Conflict of Interest

##### 5. Technology as an Enabler

- I. Leveraging Technology
- II. Cyber Crime
- III. Innovation

##### 6. E-Governance

- i. Process Re-engineering
- ii. Reducing Discretion

##### 7. Conduct Rules

- i. Overview
- ii. Constitutional Basis
- iii. Major Provisions: Control, Discipline and Appeal Rules ( relevant service rules).

##### 8. Right to Information

##### 9. Complaint Handling System

##### 10. Transparency



### Activity: First Half

1. A minimum of 6 Groups has to be constituted on the above indicated topics.
2. The groups should identify the bottlenecks in the vertical which make it vulnerable to corruption or lack of transparency and efficiency in the implementation of schemes etc.
3. The groups should suggest preventive measures to plug the bottlenecks with time-lines'.
4. The groups should prepare a power-point presentation (10 slides).

**Course Fee: : 8000 (+ 18% GST Per Participant)**

**Duration: 2 Days**

### Activity: Second Half

1. The groups to make a presentation on their subjects before the Expert Panel: Time for presentation-10 minutes; Q and A -10 minutes each.
2. The expert panel to discuss Preventive Vigilance as a strategy and also to comment on each group's presentation.
3. Valediction and closing of the programme.

### Guest Faculty

**Dr. Yogendra Narain**, (IAS Retd.) Former Secretary General, Rajya Sabha  
**Sh. Anindo Majumdar**, IAS (Retd), Former Secretary, Central Vigilance Commission  
**Sh. Mukul Pande**, OSD, Rajya Sabha  
**Shri N. K. Singh**, Deputy Chairman, Rajya Sabha  
**Sh. H. S. Rana**, Director, Institute of Public Administration  
**Sh. Devender Singh Aswal**, Former Addl. Secretary, Lok Sabha  
**Sh. J. Sundariyal**, Joint Secretary, Rajya Sabha  
**Sh. S. K. Tripathi**, Joint Secretary and CVO, Rajya Sabha Secretariat  
**Sh. Pradeep Chaturvedi**, Joint Secretary (Question), Rajya Sabha Secretariat  
**Mr. P. Prabhaker**, CVO, Central Warehouse Corporation of India  
**Mrs. Garima L. Bhagat**, CVO, Employees' State Insurance Corporation (ESIC)  
**Sh. Alok Saxena**, Joint Secretary, Ministry of Health and Family Welfare, Govt. of India

**Dr. Satya Prakash**, Joint Secretary, Ministry of Parliamentary Affairs, Govt. of India  
**Sh. Rajeev Sharma**, Special Director, (Security) Rajya Sabha Secretariat  
**Sh. Surjit Singh**, Former Director, Central Vigilance Commission  
**Shri Mukesh Chaturvedi**, Former Director, DoPT, Govt. of India  
**Sh. T. S. Rangarajan**, Director, Lok Sabha  
**Sh. J. Vinod Kumar**, Former Director, Policy & Coordination, Central Vigilance Commission  
**Sh. A. K. Srivastava**, Director, Lok Sabha Secretariat  
**Sh. K. S. Nagi**, Senior Advisor, Ministry of Health and Family Welfare  
**Sh. S. Ranga Rajan**, Director, Rajya Sabha  
**Sh. Sanjeev Chandra**, Addl. Director, Rajya Sabha  
**Sh. J. N. Oberoi**, Parliamentary Advisor to HPCL and Formerly with Lok 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



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### Fee Payment

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GSTIN: **07AAAYFP0495N1Z9**

# ONLINE COURSE CALENDAR

## (November 2021)

<b>Basic Course on Parliamentary Procedures</b>
<b>November 11-13, 2021</b>
<b>Course Fee:</b> 10,000/- (+GST 18% Per Participant) <b>Duration:</b> 3 Days
<b>Course on Parliamentary Questions and Assurances</b>
<b>November 8, 2021</b>
<b>Course Fee:</b> 4000/- (+GST 18% Per Participant) <b>Duration:</b> 1 Day
<b>Course on Parliamentary Committee Systems</b>
<b>Course Fee:</b> 4000/- (+GST 18% Per Participant) <b>Duration:</b> 1 Day
<b>Course on VIP Protocols</b>
<b>Course Fee:</b> 4000/- (+GST 18% Per Participant) <b>Duration:</b> 1 Day
<b>Course on Gender Sensitisation</b>
<b>November 26, 2021</b>
<b>Course Fee:</b> 4000/- (+ 18% GST Per Participant) <b>Duration:</b> 1 Day
<b>Course on 'Vigilance Management' for Vigilance Officers</b>
<b>November 16 to 18, 2021</b>
<b>Course Fee:</b> 12000/- (+ 18% GST Per Participant) <b>Duration:</b> 3 Days
<b>Course on Preventive Vigilance based on the Module of CVC</b>
<b>November 23 to 24, 2021</b>
<b>Course Fee:</b> 8000/- (+ 18% GST Per Participant) <b>Duration:</b> 2 Days



# 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
27. Ministry of Education, New Delhi
28. Department of Drinking Water & Sanitation, 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. Ircon 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
20. Oil India Limited
21. IREL (India) Limited, Mumbai
22. MMTC Limited, New Delhi
23. New Mangalore Port Trust, Mangalore, Karnataka
24. India Tourism Development Corp. Ltd., New Delhi
25. Biotechnology Industry Research Assistance Council (BIRAC), New Delhi
26. NLC India Limited, Neyveli, Tamilnadu
27. Balmer Lawrie & Co. Ltd., Kolkata
28. Central Warehousing Corporation, New Delhi
29. THDC India Limited, Rishikesh, Uttarakhand
30. Power Finance Corporation Ltd., New Delhi
31. Northern Coalfields Limited, Singrauli, M.P.
32. North Eastern Electric Power Corporation Limited (NEEPCO), Shillong, Meghalaya
33. Heavy Engineering Corporation Limited, Ranchi, Jharkhand
34. Ferro Scrap Nigam Limited, Bhilai, Chhattisgarh
35. Mangalore Refinery and Petrochemicals Ltd., Mangaluru, Karnataka
36. Indian Renewable Energy Development Agency Limited (IREDA), New Delhi

## AUTONOMOUS BODIES

1. National Crime Record Bureau, 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 (NCPSL), 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
51. Aeronautical Quality Assurance (DGAQA), New Delhi
52. NIELIT, New Delhi
53. North Eastern Regional Institute of Water and Land Management (NERIWALM), Tezpur
54. National Institute of Fashion Technology, Hyderabad, Telangana
55. National Centre for Cell Science, Pune
56. Centre for Marine Living Resources and Ecology (CMLRE), Kochi
57. Department of Justice, New Delhi
58. Indian Institute of Foreign Trade, New Delhi
59. NIFTEM, Sonipat

#### **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
6. Rajya Sabha Secretariat



# COURSES CONDUCTED SO FAR

## Domestic Training Programmes

- Basic Course on Parliamentary Procedures
- Advanced Course on Parliamentary Procedures
- Customised Training Programme on Parliamentary Procedures
- Customised Course on Parliamentary Administration for Officers of State Assemblies/UTs
- Customised Training Programme for Protocol Officers dealing with Parliament/ Visiting Parliamentary Committees in Chief Secretary Office
- Course on Parliamentary Procedure in Collaboration with National Institute of Securities Markets (NISM), Mumbai, Maharashtra
- Two Days online Course on Hospital Procurement Vigilance
- Online Customised Training Programme for the PAs attached to Hon'ble Members of Parliament
- One Day online Workshop on Parliamentary Questions and Assurances
- One Day online Workshop on Parliamentary Committee System
- Two Days online Training Course on Preventive Vigilance for Officers Working in PSUs under the Central Government
- One Day Online Course on Gender Sensitisation
- Three Days' Online Course on 'Vigilance Management' for Vigilance Officers

## International Training Programmes

- Joint International Course on Public Policy Management in Parliamentary Democracy (New Delhi + London)
- A Customised Course on Public Health Policy Administration in Parliamentary Democracy (New Delhi + London + Leeds)
- A Customised Course on Training in Anti-Corruption in a Parliamentary Democracy (New Delhi + London)
- Training Programme on "Leadership for Mental Health System Development (Melbourne, Australia)

