

Domestic Courses



For Officers Working in Ministries/Departments,
Autonomous Bodies, PSEs and State Legislative
Assemblies.



PARI TRAINING INSTITUTE

ABOUT PARI



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 , 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. 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, Dr. P.P.K. Ramacharyulu, Secretary, Rajya Sabha, Sh. Mukul Pandey, OSD, Rajya Sabha, Sh. J. Sundriyal, Joint Secretary, Mrs. Garima Bhagat Lohani, CVO, ESIC, Sh. Pranai Prabhakar, CVO, CWC, Sh. S. K. Tripathi, Joint Secretary, Sh. Pradeep Chaturvedi, Joint Secretary. Ms. Sulagna Chattopadhyay, Founder Editor, GnY Magazine among others.

COURSES ON OFFER

1. Three Days Basic Course on Parliamentary Procedure

- Parliamentary Terminologies
- Raising Matter of Public Importance through various parliamentary devices and Modalities of Running Parliament during Covid-19 Pandemic
- Parliamentary Questions
- Law Making Processes & Government Assurances
- Parliamentary Committee System and appearing before it
- Papers Laid on the Tables; Parliamentary Privileges and Protocols for MPs and MLAs

Course Schedule: Date to be Announced

Online Class Fee: 10500 (+GST 18%)

Classroom In-Person Class Fee: 22500 (+GST 18%)

2. One Day Course on Parliamentary Questions and Assurances

- 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 the pendency of Assurances effectively?

Course Schedule: Date to be Announced

Online Class Fee: 4000 (+GST 18%)

Classroom In-Person Class Fee: 10500 (+GST 18%)

3. One Day Course on Parliamentary Committee Systems

- The Origin, Evolution and Importance of Parliamentary-Protocols while receiving MPs and visiting Committees and making presentations before them?
- 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?

Course Schedule: Date to be Announced

Online Class Fee: 4000 (+GST 18%)

Classroom In-Person Class Fee: 10500 (+GST 18%)

4. Two Days Course on Hospital Procurement Vigilance

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

Course Schedule: Date to be Announced

Online Class Fee: 8000 (+GST 18%)

Classroom In-Person Class Fee: 18000 (+GST 18%)

5. One Day 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 Schedule: Date to be Announced

Online Class Fee: 4000 (+GST 18%)

Classroom In-Person Class Fee: 10500 (+GST 18%)

6. One Day Online Workshop on Mental Health First Aid (MHFA)

Expected Outcomes

A. In individuals completing the course:

- Improved knowledge about common mental health problems
- Improved skills and confidence to detect and respond appropriately to common mental health problems.
- Improved attitudes towards people with mental health problems
- Improvement in their own well being and mental health

B. Within the health care settings:

- Improved knowledge and attitudes around common mental health problems and ways of responding.
- Reduced stigma around talking about mental health issues in workplaces
- Improved recognition and response to mental health problems in patients with better outcomes

Course Schedule: Date to be Announced

Online Class Fee: 2500 (+GST 18%)

Classroom In-Person Class Fee: 6000 (+GST 18%)

7. Capacity Building in Rajbhasha Hindi Typing Work

- राजभाषा नीति एवं क्रियान्वयन, हिंदी टूल, मोबाइल में हिंदी, कंप्यूटर में हिंदी
- राजभाषा नियम, नोटिंग एवं डाइपिंग, हिंदी/दिवस/सप्ताह/पखवाड़ा व वार्षिक कार्यक्रम
- हिंदी यूनिकोड कार्यसाधक लेखन ज्ञान: हिंदी में टाइपिंग
- प्रशिक्षणों का हिंदी टाइपिंग कार्यसाधक ज्ञान परीक्षण (टेस्ट)

Course Schedule: Date to be Announced

Classroom In-Person Class Fee: 6000 (+GST 18%)

8. PREVENTIVE VIGILANCE COURSE MODULE

(Module Recommended by Central Vigilance Commission)

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.

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

Activities

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

Course Schedule: Date to be Announced

Online Class Fee: 8000 (+GST 18%)

Classroom In-Person Class Fee: 19500 (+GST 18%)

9. VIGILANCE MANAGEMENT COURSE MODULE

TOPICS TO BE COVERED IN VIGILANCE MANAGEMENT COURSE

- Overview of Anti-corruption scenario in India;
- 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 and Functions Expected of Chief Vigilance Officers;
- Complaint handling and processing in an organization;
- Whistle blower mechanism in India;
- Conduct Rules-an overview;
- Misconduct in service-Vigilance & Non Vigilance;
- Vigilance Investigation and preparation of Report;
- Processing of CVOs recommendations;
- Role of Disciplinary authorities;
- Procedures for disciplinary actions-penalties;
- Procedures for conducting departmental enquiries and preparing charge-sheets;
- Implementation and effect of major and minor penalties.
- Common misconducts in Public Procurement with Case Studies; The concept of best Value for money, its economic underpinning; Competition and Entry Barrier; Eligibility Criteria in Govt. Tenders; Discrimination and Differentiation.

Course Schedule: Date to be Announced

Online Class Fee: 12000 (+GST 18%),

Classroom In-Person Class Fee: 28000 (+GST 18%)



Course Director, PARI

Shri S. Bal Shekar

Former Secretary General,
Lok Sabha, Parliament of India



Director, PARI

Dr. Narmadeshwar Prasad

Guest Faculty

Dr. Yogendra Narain, (IAS Retd.) Former Secretary General, Rajya Sabha.

Dr. P.P.K. Ramacharyulu, Former Secretary General, Rajya Sabha.

Sh. Anindo Majumdar, IAS (Retd.), Former Secretary, Central Vigilance Commission (CVC).

Sh. Sanjay Shrivastava, IAS (Retd.), Former Election Commissioner, Delhi and Chandigarh.

Sh. Anil Singhal, IRSS Retd. and Ex-CTE, Central Vigilance Commission (CVC).

Sh. Saroj Kumar Sadangi (IRSS), PCMM, Chittaranjan Locomotive Works.

Mrs. Garima L. Bhagat, (IRS), Commissioner of Income Tax

Shri Suresh Madhavan, CVO, MSTC & FSNL.

Sh. Mukul Pande, Former Addl. Secretary, Rajya Sabha.

Shri N. K. Singh, Ex-Addl. Secretary, Rajya Sabha,

Sh. R. S. Kambo, Former Addl. Secretary, Lok Sabha.

Sh. Devender Singh Aswal, Former Addl. Secretary, Lok Sabha.

Sh. J. Sundariyal, Former Joint Secretary, Rajya Sabha.

Sh. S. K. Tripathi, Former Joint Secretary, Rajya Sabha.

Sh. Pradeep Chaturvedi, Joint Secretary (Question), Rajya Sabha.

Sh. Alok Saxena, Former Addl. Secretary, Ministry of Health and Family Welfare, Govt. of India.

Sh. Rajeev Sharma, Special Director, Security, Rajya Sabha.

Sh. T. S. Rangarajan, Director, Lok Sabha.

Shri Surjit Singh, Former Director, Central Vigilance Commission,.

Shri Mukesh Chaturvedi, Former Director, DoPT, Govt. of India.

Shri J. Vinod Kumar, Former Director, Policy & Coordination, CVC.

Shri Somnath Mukherjee, (WBA&AS), AFO, West Bengal University of Animal and Fisheries Sciences, Belgachhia.

Sh. K. S. Nagi, Senior Advisor, Ministry of Health and Family Welfare.

Sh. S. Ranga Rajan, Director, Rajya Sabha.

Sh. Sanjeev Chandra, Director, Rajya Sabha.

Dr. Sudipto Chatterjee, Senior Team Member, Parivartan Trust.



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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Account Number : **50200046748750**

IFSC Code : **HDFC0000678**

MICR Code : **110240104**

PAN No. : **AAAYFP0495N**

GSTIN: **07AAAYFP0495N1Z9**

International Trainings Organised by PARI

In all 20 international training programmes have been completed by PARI:

- **London** | October 2018 | November 2018 | January 2019 | February 2019 | March 2019 | May 2019 | Oct 2019 | Dec 2019 | Feb 2020 | **Public Policy Management in Parliamentary Democracy.**
- **London** | April 2019 | June-July 2019 | Aug-Sep 2019 | Nov-Dec 2019 | July 2022 | Oct 2022 | **Public Health Policy Administration in Parliamentary Democracy.**
- **London** | Feb 2020 | **Anti-Corruption in a Parliamentary Democracy.**
- **Melbourne** | Feb 2020 | June 2022 | November 2022 | **Leadership for Mental Health System Development.**
- **Perth** | October-November 2023 | **Public Policy Management in Parliamentary Democracy.**

National Training Organised by PARI

About 50 national training programmes have been completed by PARI:

- **New Delhi** | November 2017 | Jan 2018 | Feb 2018 | May 2018 | Aug 2020 | April 2022 | **Basic Course on Parliamentary Procedures**
- **New Delhi** | Feb 2018 | May 2018 | **Advanced Course on Parliamentary Procedures**
- **New Delhi** | March 2018 | April 2018 | July 2018 | Oct 2018 | Sep 2019 | Nov 2019 | **Customised Training Programme on Parliamentary Procedures**
- **New Delhi** | July 2018 | **Customised Course on Parliamentary Administration for Officers of State Assemblies/UTs**
- **New Delhi** | July 2018 | **Customised Training Programme for Protocol Officers dealing with Parliament/Visiting Parliamentary Committees in Chief Secretary Office.**
- **Mumbai** | Sep 2019 | **Parliamentary Procedure in collaboration with National Institute of Securities Markets (NISM)**
- **New Delhi** | Sep 2020 | March 2021 | Sep 2021 | Nov 2021 | **Online workshop on Parliamentary Questions and Assurances**
- **New Delhi** | Sep 2020 | Jan 2021 | Feb 2021 | Sep 2021 | **Online workshop on Parliamentary Committee System**
- **New Delhi** | Sep 2020 | **Online course on Hospital Procurement Vigilance**
- **New Delhi** | Dec 2020 | July 2023 | **Online and Offline Customised Training Programme for the PAs attached to Hon'ble Members of Parliament**
- **New Delhi** | Feb 2021 | March 2021 | May 2021 | June 2021 | July 2021 | Sep 2021 | Jan-Feb 2022 | Feb 2022 | Sep 2022 | Oct 2023 | **Online Training Course on Preventive Vigilance**
- **New Delhi** | March 2021 | **Online Course on Gender Sensitisation**
- **New Delhi** | May 2021 | June 2021 | Aug 2021 | Nov 2021 | Feb 2023 | Sep 2023 | **Online Course on 'Vigilance Management' for Vigilance Officers**
- **New Delhi** | Oct 2021 | **Online Course on VIP Protocols**
- **Duliajan** | Aug 2022 | **Training on 'What every manager should know about disciplinary proceedings'**
- **Kolkata** | Sept 2022 | Jan 2023 | **Training on Preventive Vigilance**
- **Gurugram** | Sept 2023 | **Customised Two Days Programme on Vigilance, Public Procurement and Ethics & Good Governance for the officers working in RITES Limited**

