

INFORMATION BROCHURE

(2023-2024)



NIGAM

The Edger

National Institute of Governance, Administration & Management (NIGAM)

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Introducing NIGAM:

National Institute of Administration Governance and Management (NIGAM) is a partnership firm formed and registered under MSME by eminent professionals with strong Public Governance and Professional Management background, vast experience and knowledge based on development administrative system/Strategic Management. Pool of experts/specialists associated with NIGAM are from various fields such as Public Administration, Human Resource Management, Law, Financial Management etc., and their expertise are well recognized whether it is Public Governance or in Private management. The soul objective of NIGAM is to impart training through various modes, conducting seminars and workshops on the subjects of Public Administration, Governance and Management with specific requirements of the organisations and the end users *per se*. Besides imparting trainings or organizing workshops it does involve in formulating administrative policies, Standards of Operating procedures on subjects having specific pattern of dealing, Manuals/Codes of Office Procedures for organizations on invitation basis.

Vision:

To create the existing organizational members as human assets by enhancing their resourcefulness by furthering concept clarity, inducting into fresh knowledge on Govt. Rules, Regulations and procedures and the organizational knowledge/ behaviors required under the development public administrative system or in a strategic management system for an ever-increasing productivity in the form of delivery of services or products as the case may be.

Mission:

To establish NIGAM as an Institution of National repute with absolute trust and reliability of the end users on its course contents, methods of imparting knowledge and the profiles of the Faculties.

NIGAM- a bird's eye view:

National Institute of Administration Governance and Management (NIGAM) is a partnership firm registered in the year 2021 with the soul objective of providing customised training either through inhouse or residential by class room Trainings, conducting seminars & workshops on the subjects of Public Administration, Governance and Management with specific requirements of the end users in order to enhance the knowledge, skill and competency of the employees in an organization. It involves in designing training modules and contents suiting to the need of the organizations and to develop various manuals/SOPs required for smooth functioning of the administrative machinery public governed or privately managed.

The institute, giving due emphasis to the uncertainties in the micro and macro-politico-economic environment, the volatile market conditions and the resultant change in the citizenry/customer's awareness and expectations, provides for the most relevant inputs/contents in order to have a developed workforce with exceptional competency, skill level and the required strength to face the ever-changing socio-economic environments vis-a-vis the intra/inter environments of an organization. NIGAM provides research based practical oriented curriculum, state-of-the-art technology keeping the environmental expectations in view through recognized trainers with proven expertise and track record. All the modules, programs are research based-with specific needs of an organization applying the new technologies and properly understanding the government policies in



different sectors and their implications so that the ever-changing environment is managed in-house by the well trained, competent workforce. It also facilitates in making course contents for various levels of trainings such as induction and refresher ones.



The Faculty:

The sessions are conducted by highly educated and experienced faculties who are also recognized by appropriate nodal authorities as Master Trainers with proven record of expertise and output. Their details are provided at the time of seeking nominations or at the time of confirmation of nominations. The faculties are paid as per the policy under the provision of remuneration of NIGAM. Their expertise are/has been outsourced for the purpose of imparting trainings or organizing workshops in all the departments under Govt. of India, the PSUs (both central and state govt.), autonomous bodies, authorities, attached and sub-ordinate offices of Govt of India and the States and in Private organization pan India.

The Methodologies:

The sessions are highly participative in nature with special focus to the day to day difficulties being encountered with by the participants at the time of interpretation or implementation of the policies, rules/regulations pertaining to the subject in question. Knowledge/experience sharing, conceptual deliberations and discussions, presentations, case laws, case studies, exercises and talks on the subject are part of the sessions which are highly interactive. Sessions are concluded with proper training feedbacks focusing on the objective gain of the participants.



The Fees:

a) Inhouse participation:

i) Delhi/NCR:

For one day, for number of participants up to 30- Rs. 3.0 lakh + GST @ 18%,
For two days, for number of participants up to 30- Rs. 5.0 lakh + GST@18%*

ii) For Outstation:

For one day, for number of participants up to 30- Rs. 4.0 lakh + GST @ 18%, For two days, for number of participants up to 30- Rs. 6.0 lakh + GST@18%

Note: The fees indicated is applicable for the year 1st April, 2023-31st March, 2024.

b) Residential & Non-Residential participation:

Participants need to stay in the venue arranged by NIGAM whereas, in case of Non-residential attendance the participants can attend the programme with his/her own arrangement by paying the training fee only which is 60% of the total fees or as indicated in the particular training programme. However, for course fee, please refer to the Training Calendar for a particular year or the letters circulated seeking for nominations by NIGAM from time to time for particular trainings and locations.

Discount:

- (1) NIGAM offers discounts @10% on participants fee, if the nominations are beyond 3 (in case of residential programmes only) and @20% (approx.), if any organization invites for in house training programmes beyond 01 day. The fee shown above has taken the discount into consideration.



(2) NIGAM provides additional discounts @5% in addition for participants from any of the offices/departments under the Ministry of Defence and the Ministry of Railways. For the details of such offers please refer to the particular notification on the training programme as and when circulated for response.

Training Subjects:

The list of subjects on which trainings/workshops are organized by the institute (both inhouse & residential) may be seen at **Annexure- “A”** (at Page-5). The training calendar for the FY 23-24 is at **Annexure-“D”**(at Page-9).

Trainings/Workshops Done:

Trainings have been imparted on regular basis pan India for the employees of Central and State Govt. offices, their attached and sub-ordinate offices, PSUs of both central and State Govt., authorities, Financial Institutions, autonomous organisations and Private Companies. Our Faculties have provided their services as trainings/workshops for the officers of Indian Ordnance Factory, Mahanadi Coal Fields Ltd, IRCA, IITM, Lady Harding Medical College, GODAWARI Electricals in 2021-22 etc. In 2022-23 services provided to the officials of IRCTC, REC and Uttar Banga University.

Venue & Date:

It is dependent upon the mode of trainings/workshops organized i.e, inhouse or residential. However, the details of venue and date are advised in the training calendars issued by the institute or at the relevant point of time when the institute seeks for nominations.

Nomination:

Organisations can invite the institution for inhouse training programmes at their campus/office as per their convenience with prior intimation of at least 45-60 days.

For sending nominations, organization/s shall have to send the nominations stating the participants Name, Designation, their mobile number/contact number & E-mail ID to the Director (BD&M) and course coordinator, NIGAM through e-mail at nigamtrainings@gmail.com . Otherwise, nominations may be sent to the following address;













**Office No. 610, 6th Floor, S. L. Tower,
Alpha Commercial Belt-I, Greater Noida -201310 (UP).**

The GSTIN of the participating organization/s at time of Nomination needs to be sent without fail. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of “NIGAM” payable at Greater Noida. NEFT payment may be made direct to current A/c No. 41051056550 (IFSC code-SBIN0011475) State Bank of India, Alpha-I, Greater Noida, UP under intimation to NIGAM by e-mail.

The nomination(s) along with participation fees need to be sent well in advance of the last date mentioned in the nomination inviting letters. Nominating offices may please use the application format given at **Annexure —‘B’**(page-7).



General Guidelines:

-  Acceptance of the nominations is subject to the availability of seat and receipt of the nomination proposals in time. It is advised that the nominations may be sent well in advance latest by the last date and as per attached format. Proposals for in-house programmes shall be sent at least 45-60 days in advance to enable NIGAM arranges for the event.
-  For in-house training programmes the sponsoring organization has to provide their conference/meeting room, as the case may be with audio and projector facility, if available or otherwise, a venue may be arranged for either by any of the parties on mutual coordination.
-  The Residential programme fee covers the professional fees towards training, boarding & lodging of the participant(s). It does not include the transportation charges to the venue and from the venue.
-  The in-house programme fee covers the professional fee towards training, transportation charges and the boarding and lodging expenses of the team NIGAM. The fee once deposited is non-refundable.
-  Nominations once confirmed by the can't be cancelled. Nominating organisations may however, send substitutes. In case after confirmation of nomination/s the concerned organization, for any reason is not able to send its participant or the participant himself/herself is not able to attend the programme, even then fees shall be payable by the nominating organization/s to NIGAM.
-  The participants are awarded Certificate of Participation on successful completion of programme for which all the participants must fill up their details such as name and designations correctly in the paper circulated by NIGAM at the start of the programme. Certificates are distributed on the spot or are sent within 21 days of completion of the programme, as the case, may be.
-  Participants attendance are ensured at each of the sessions and each days of training and any aberrations found is communicated to their parent organisations. The relevant Conduct Rules are applicable during the tenure of the programme.
-  For in-house programmes the sponsoring organization shall allow fixing Banners of NIGAM at appropriate place.
-  Nominees travelling with family has to bear all the accommodation expenses on twin sharing basis separately.
-  Wherever feasible NIGAM arranges for sightseen keeping the importance of such visit and the number of nominations into consideration, and
-  Any other instructions/guidelines as may be issued from time to time by the relevant Government may be complied with.
-  For all the queries/enquiries about training programme, fees, faculties, venue and dates etc. the contact person is the programme coordinator or the Director, Operation and Marketing as the case may be.

Training programs organised (both inhouse and residential) by NIGAM: Annexure - 'A'

NIGAM organizes round the year training programs pan India depending upon the levels of participation and suitability of the location at the relevant point of time and as and when an organization requests for the same for in-house trainings. The list of trainings/workshops organized by NIGAM are as under;

S.No.	Name of the Program	Code	Level of Participants in any type of organization (Public Managed or Privately managed)
A. Behavioural Techniques (BT)			
1.	Stress Management	SM	Up to Gr-B officers/ Supervisory level
2.	Organisation Behaviour in Public Management	OBG	Gr.A/Up to Gr-B officers/ Middle/Junior management and Supervisory level
3.	Ethics and Values in Public Governance	EVPG	Gr.A/Up to Gr-B officers/ Middle/Junior management and Supervisory level
4.	Workshop in Effective Presentation Skills	WEPS	Gr.A/Up to Gr-B officers/ Middle/Junior management and Supervisory level
5.	Workshop on Communication Skills	WCS	Gr.A/Up to Gr-B officers/Junior management and Supervisory level
6.	Inter Personnel Effectiveness	IPE	Gr.A officers/ Middle/Junior management level
7.	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place.	POSH	Gr.A/Up to Gr-B officers/ Middle/Junior management/ Supervisory level
8.	Workshop on Team Building and Leadership	WTBL	Up to Gr-B officers/ Supervisory level
9.	Workshop on Personality Development	WPD	Up to Gr-B officers/ Supervisory level
B. Establishment and Vigilance Administration (EVA)			
10.	Administrative Vigilance, Role of IO/PO	AV	Gr.A/Up to Gr-B officers/ Middle/Junior management/Supervisory level
11.	Preventive Vigilance	PV	Gr.A/Up to Gr-B officers/ Middle/Junior management/Supervisory level
12.	Workshop on Liaison Officer	WLO	Gr.A/Up to Gr-B officers/ Middle/Junior management/Supervisory level
13.	Litigation Management	LM	Gr.A/Up to Gr-B officers/ Middle/Junior management/Supervisory level
14.	Reservation in Services for SC/ST/OBC/ExSM/PWDs	RIS	Gr.A/Up to Gr-B officers/ Middle/Junior management/Supervisory level.
15.	Preparation of Rosters	POR	Gr.A/Up to Gr-B officers/ Middle/Junior management/Supervisory level
16.	Effective Drafting in Disciplinary Matters	EDDM	Gr.A/Up to Gr-B officers/ Middle/Junior management/Supervisory level
17.	Establishment Rules	ER	Gr.A/Up to Gr-B officers/ Middle/Junior management/Supervisory level
18.	Workshop on Disciplinary Rules & Procedures.	WDRP	All the members of an organization at all levels. Mainly the DA, the IO/PO and the dealing hands.
C. Office Management Programmes (OMP)			
19.	Effective Drafting	ED	Up to Gr-B officers/ Supervisory level
20.	e-Service Book, e-Human Resource Management in Govt., e-Leave Rules	e-BHRM	All officials of Central/ State/UTs
21.	Workshop on Noting & Drafting	WND	Up to Group 'B' Officers
22.	Workshop on e-Office	WEO	Group "A"/ Up to Gr. "B" Officers
23.	Advanced course on Record Management	ARM	Group "A"/ Gr. "B" Officers, Supervisory level. All dealing hands, records officer etc.



D. Right to Information and Records Management (RTI & RM)			
24.	Records Management & Right to Information Act, 2005.	RM-RTIA	Group “A”/ Up to Gr. “B” Officers, Supervisory level. All dealing hands, records officer etc.
25.	Right to Information – Public Information Officers and Appellate Authorities	RTI/PIO&A	All officers/staff dealing with the subject directly or indirectly, Public Information Officers/ Central Public Information Officers, Appellate Authorities
E. Financial Management Programmes (FMP)			
26.	Workshop on Pay Fixation	WPF	Up to Gr-B officers/ Supervisory level in any organization and the dealing officials
27.	Workshop on e-Procurement	We-P	Gr.A/Up to Gr-B officers/ Middle/Junior management/ Supervisory level and all dealing officials.
28.	Workshop on Financial Management	WFM	Gr.A/Up to Gr-B officers/ Middle/Junior management/ Supervisory level and all dealing officials.
29.	Workshop on Public Procurement under GFR -2017	WPP	Gr.A/Up to Gr-B officers/ Middle/Junior management/ Supervisory level and all dealing officials.
30.	Workshop on Goods and Services Tax	WGST	Gr.A/Up to Gr-B officers/ Middle/Junior management/ Supervisory level and all dealing officials.
31.	Workshop on Financial Management for PSUs and other Autonomous Bodies	WFM	Specially for PSUs & Autonomous organizations
32.	Training on e-Tendering Procedure	e-Ten	Officers Group “A”/ Up to Gr. “B” Officers, Supervisory level. All dealing hands
33.	Training Programme on Central Public Procurement Portal (CPPP) & Government e-Market place (GeM)	CPPP&GeM	Group “A” & “B” Officers and officers at all level associated with procurement directly or indirectly
34.	Programme on Pensions & Other Retirement Benefits	PPORB	Gr. A/Up to Gr-B officers/ Middle/Junior management/Supervisory level and all dealing officials.
F. Legal matters (LM)			
35.	Workshop on Contract Management, Dispute Resolution & Arbitration.	CMDR A	Officers/staff dealing with procurement, contracts, preparation of Tender documents, Convener/members of Tender Evaluation etc.
36.	Workshop on Corporate Social Responsibility (CSR).	WCSR	Officers/staff of all departments associated with CSR activities.
37.	Labour Laws-Registration and compliances	LLR&C	Personnel of HR/Administration /Personnel Management and the staff dealing with labour related issues.
38.	Workshop on Arbitration Laws.	WAL	Personnel dealing with Arbitration.
39.	Legal Metrology, Food safety and related Compliances	LMFS	Members of marketing and sales team in an organization engaged as dealer, importer, manufacturer, service provider.
40.	Medical Devices and related Compliances	MDC	Members of marketing and sales team in an organization engaged as distributor, importer, whole seller, retailer, hospitals and laboratories.

Note: For date and venue (in case of residential please refer to the news letters for seeking nominations /training calendars issued by NIGAM from time to time. The location is dependent on type of training such as inhouse or residential and the locational suitability.

Annexure – 'B'**National Institute of Governance, Administration and Management (NIGAM)****Registration Format (Residential)****Workshop on:**.....**Venue** :.....**Date** :.....**1. Nomination details:**

S. No.	Name	Designation	Mobile No.	E- Mail
1.				
2.				
3.				
4.				
5.				

2. Details of Nominating Authority:

Name of Organization:		Address:	
Name of Nominating Officer:		Designation:	
GSTIN of Organization:		E Mail:	

3. The participation fee will be paid once the invoice is raised by NIGAM on completion of the training programme.



Proposal for in-house training

**Director (BD&M)
National Institute of Governance,
Administration and Management (NIGAM)
Greater Noida.**

Place/Date

1. Name of organisation:
2. Training/Workshop the organisation interested in:
 - (i).....
 - (ii).....
 - (iii).....
3. Probable date of the proposed event:
4. Approximate number of Participants:

Ma'am/Sir,

With the approval of the competent authority, NIGAM is hereby invited to organise the above said programmes for the number of members and on the date (if decided) as noted above at our office campus the address of which is given below;

Address of the organisation

It is requested that a confirmation to the same be sent at the earliest. Once confirmed, an advance of Rs. and other relevant details towards the programme will be sent.

Thanks,

Sincerely,

(Communicating authority)



Annexure- "D"

TRAINING CALENDER FOR FINANCIAL YEAR 2023-24

S.No.	Name of Training Programme	Location	Date
1.	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place. (POSH)	Shillong	15.06.23 and 16.06.23
2.	Administrative Vigilance, Role of IO/PO (AV)	Gangtok	19.06.23 and 20.06.23
3.	Labour Laws-Registration and Compliances (LLR&C)	Goa	06.07.23 - 08.07.23
4.	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place. (POSH)	Mysore	27.07.23 and 28.07.23
5.	Right to Information - Public Information Officers and Appellate Authorities. (RTI/PIO&AA)	Mount Abu	03.08.23 and 04.08.23
6.	Preventive Vigilance (PV)	Shirdi	21.09.23 and 22.09.23
7.	Records Management & Right to Information Act, 2005. (RMRTI)	Goa	05.10.23 and 06.10.23
8.	Workshop on Contract Management, Dispute Resolution & Arbitration. (CMDRA)	Port Blair	16.11.23 and 17.11.23
9.	Workshop on Disciplinary Rules & Procedures. (WDRP)	Udaipur	14.12.23 and 15.12.23
10.	Workshop on Arbitration Laws (WAL)	Statue of Unity, Vadodara	24.01.24 and 25.01.24
11.	Administrative Vigilance, Role of IO/PO (AV)	Ooty	28.02.24 and 29.02.24

Note: Venues are decided at the relevant point of time.

Gallery



