Training Programme on Administrative and Financial Matters

A three day “Training Programme on Administrative and Financial Matters” has been organized by the ICAR-Indian Institute of Sugarcane Research, Lucknow during 03-05 March 2020. The programme was organized under the Human Resource Development policy of the council and was successfully completed from 03rd to 05th March, 2020.

The training programme was inaugurated by Dr. A.D. Pathak, Director IISR, Lucknow on 03rd March. The various topics related to administration and finance like, Noting & Drafting, Procurement through GeM, Procurement through CPPP, Salient features of the GFR – 2017, Preventive vigilance, Time management, e-Office, Prevention of sexual harassment at workplace etc. were covered during three days. The training programme was aimed for the administrative personnel working in the institute to develop their skill in the age of technical development. The training programme was accordingly designed and focused on effective use of online tools (FMS, ERP, GeM, CPPP, e-Office), office automation and moving towards paperless office. In his valedictory address on 05th March, Dr. A.D. Pathak, Director IISR Lucknow emphasized upon the skill development through a regular practice of learning and by updating knowledge on relevant rules and regulations as both the administration and finance are the two peer of the organization. He also recognized the role of administration in the development of the organization and requested to continue with the same zeal. Later, Sh. S.K. Singh, Sr. Administrative Officer & Master Trainer briefed about the training programme and urged upon the development of skills and updation of knowledge in terms of rules and regulations for administration personnel. He also stated that for optimum utilization of human resource, continuous skill development is highly required that too in this technical age where most of the things are going to be online. For that purpose only HRM division of the council has developed a well organized training policy and a panel of Master Trainers throughout the country. Dr. Sangeeta Srivastava, Pr. Scientist and HRD Nodal Officer appreciated such programmes and suggested to organize more trainings on the skill development and urged upon development of Knowledge Ecosystem in the council for all category of staff which in turn will result for the betterment of the organization. The entire training programme was coordinated by Sh. S.K. Singh and Dr. Sangeeta Srivastava who were the key lecturers also. The training programme was concluded with vote of thanks by Sh. Saroj Kumar Singh, Sr. Administrative Officer & Head of Office.

A total of 36 participants from different institute of the city participated in the training programme.