



# Centre for Training & Social Research

(Registered under Societies Registration Act-1860)  
PAN No.:- AAATC 3590P

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Ref. No.: CTSR/TRG/322-323/03/2014

Dated : 20th December, 2013

To, 1537 21  
The Vice Chancellor  
Guru Gobind Singh Indraprastha University  
Sector 16c  
Dwarka  
Delhi 1100 75

CTSIR/UNICO  
4973  
Diary No. ....  
Date 12/11/14 .....

**PROGRAMME No.:322 "ROSTER WRITING AND RESERVATION IN SERVICES GOVERNMENT POLICY FOR SCs, STs, OBCs AND PHYSICALLY HANDICAPPED & RECRUITMENT RULES"**  
FROM 06<sup>TH</sup> TO 08<sup>TH</sup> MARCH, 2014

NEXT PROGRAMME ON THIS SUBJECT FROM 05<sup>TH</sup> TO 07<sup>TH</sup> JUNE, 2014

**PROGRAMME No.:323 "RIGHT TO INFORMATION ACT 2005, CASE STUDIES/COURT CASES AND IMPROVEMENT OF RECORD MANAGEMENT SYSTEM"** FROM 14<sup>TH</sup> TO 15<sup>TH</sup> MARCH, 2014

NEXT PROGRAMME ON THIS SUBJECT FROM 06<sup>TH</sup> TO 07<sup>TH</sup> JUNE, 2014

Dear Sir/Madam,

We enclose Brochure giving full details of the above programs (Non-residential/Residential) to be held at "Hotel The Connaught" 37, Shaheed Bhagat Singh Marg, (Adjacent to Shivaji Stadium), New Delhi-110 001. We invite your kind attention to the coverage of the programme as set out at page 2 of the enclosed brochure. We assure you that the programme will be very useful for officers and staff in the Headquarter Office, Regional Offices and other subordinate offices of Central Government, Central Autonomous Bodies and PSUs which follow the Central Government rules and help promote upgradation of technical standards in the context of human resource development.

Concepts of Reservation is a hot topic being debated these days in governmental circles, courts, media and industrial circles in context of economic and social changes emerging these days. Participants have to understand & appreciate need of reservation because the society is still caste ridden and need the governmental support to come in the main stream. Further a section of our society lack physical ability to earn their livelihood independently and need support. Of late few instructions of the DoPT have made understanding of the reservation very critical. DoPT has issued an Office Memorandum on 10.8.2010 wherein the concept of own merit has been applied from a retrospective date. This has caused many doubts and the need for review DPC etc. Further, the preparation of L-shaped rosters, application of local percentage have also been issues which have been source of much confusion.

**Note:** We also conduct the programme on a very highly participative method by using exercises, case-studies and other trainee centered methods. Our handbook on reservation that we use during the training have also been highly appreciated as the handbook is not only a compilation of orders of the DoPT but also illustrates the various orders by way of examples etc.

### OUR CENTRE:

Our Centre, which is run on no-profit, no loss basis' has been engaged *inter alia* in undertaking Training Programs on various subjects for the benefit of the officers working in Govt Departments, Public Sector Undertakings, autonomous bodies etc. for the past eleven years. Because of our top grade Faculty, decent facilities at the venue of training and personal attention, we have been getting highly encouraging response and heartening feedback from the participants. More than 750 organizations sent their officers for training to our Centre; and some of these are mentioned overleaf. These organizations noticed a perceptible improvement in the efficiency of their nominees;

We undertook in-house training programs in some of the organizations namely National Backward Classes Finance & Development Corporation-New Delhi, ISRO- Sriharikota, BIS-Noida, Central Pollution Control Board-Delhi, Mazagon Docks-Mumbai, The State Trading Corporation of India LTD.-New Delhi, Bharat Immunologicals & Biologicals Corporation Limited-Bulandshahr, Min. of Commerce & Industry (Department of Industrial Policy and Promotion), (Tariff Commission), (Office of Economic Adviser)-New Delhi, Coffee Board-(Coimbatore, Chickmagalur & Calcutta), The Govt. Examiner of Questioned Documents-Shimla, JIPMER-Pondicherry, Institute of Hotel Management, Catering & Nutrition-New Delhi, NALCO Mines & Refinery Complex, Damanjodi, Oil India Limited-Assam, Lady Reading Health School-Delhi, IIT-Kanpur, National Buildings Construction Corporation Limited-Delhi, Institute of Liver and Biliary Sciences-Delhi, 31 Movement Control Unit Air Force Station Palam-New Delhi, National Council for Cooperative Training-New Delhi and several others.

We would also welcome invitation from your side for In-house Training programme at your premises. We also undertake studies on various subjects e.g. administrative, financial, disciplinary matters etc. Thanking you and assuring you of our best service as per our tradition, with best regards.

Yours faithfully,  
for Centre For Training & Social Research

*Gaurav Ahuja*  
Gaurav Ved Parkash Ahuja  
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Encl: The Programme Brochure

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