Invitation for the Training Programme on "Making a Secure & Resilient Workplace at ICAR/ICAR Institutes" at ICAR-CPRI Shimla - reg

Head of Administration, CPRI

Fri 1/20/2023 6:31 AM

To:ICAR USERS <icar.all@icar.gov.in>;

Cc:Director Cell, CPRI, Shimla <dircell.cpri@icar.gov.in>; Alok Kumar <Alok.Kumar@icar.gov.in>; Joginder Singh Thakur <Joginder.Thakur@icar.gov.in>; devkmalik@gmail.com <devkmalik@gmail.com>; Crop Improvement & Seed Technology <stci.cpri@icar.gov.in>; Head of Station, Kufri, CPRI, Shimla <kufri.cpri@icar.gov.in>; Head of Station, Shillong, CPRI, Shimla <shillong.cpri@icar.gov.in>; Head of Station, Ooty, CPRI, Shimla <ooty.cpri@icar.gov.in>; Head of Station, Patna, CPRI, Shimla <patna.cpri@icar.gov.in>; Head of Station, Gwalior, CPRI, Shimla <gwalior.cpri@icar.gov.in>; Head of Station, Jalandhar, CPRI, Shimla <jalandhar.cpri@icar.gov.in>; Head of Station, Modipuram, CPRI, Shimla <modipuram.cpri@icar.gov.in>; Head of Finance, CPRI <hof.cpri@icar.gov.in>; Section Incharge, Guest House & Canteen, CPRI, Shimla <guesthouse.cpri@icar.gov.in>; Section Incharge, Engineering Section, CPRI, Shimla <es.cpri@icar.gov.in>; Section Incharge, Farm Management, CPRI, Shimla <fm.cpri@icar.gov.in>; Section Incharge, Work & Contract, CPRI, Shimla <wc.cpri@icar.gov.in>; Section Incharge, Store Section, CPRI, Shimla <ss.cpri@icar.gov.in>; Head, Division of Crop Improvement, CPRI, Shimla <hdci.cpri@icar.gov.in>; Head, Division of Social Science, CPRI, Shimla <hdss.cpri@icar.gov.in>; Head, Division of Seed Technology, CPRI, Shimla <hdst.cpri@icar.gov.in>; Head, Division of Plant Protection, CPRI, Shimla <hdpp.cpri@icar.gov.in>; Head, Division of CP&PHT, CPRI, Shimla <hdcppht.cpri@icar.gov.in>; Incharge, Lower Lab, CPRI, Shimla <lowerlab.cpri@icar.gov.in>; Incharge, Hindi Cell, CPRI, Shimla <hindi.cpri@icar.gov.in>; Director Cell, CPRI, Shimla <dircell.cpri@icar.gov.in>; Project Coordinator, CPRI, Shimla <pc.cpri@icar.gov.in>; Section Incharge, CPIO, CPRI, Shimla <cpio.cpri@icar.gov.in>; Section Incharge, PME, CPRI, Shimla <pme.cpri@icar.gov.in>; Section Incharge, Library, CPRI, Shimla <library.cpri@icar.gov.in>; Section Incharge, AKMU, CPRI, Shimla <akmu.cpri@icar.gov.in>; Section Incharge, Finance, CPRI, Shimla <fin.cpri@icar.gov.in>; Section Incharge, DDO, CPRI, Shimla <ddo.cpri@icar.gov.in>; Section Incharge, Bill& Cash, CPRI, Shimla <bc.cpri@icar.gov.in>; Head, Division of Crop Production, CPRI, Shimla <hdcp.cpri@icar.gov.in>; Admin E-office, CPRI, Shimla <admineoffice.cpri@icar.gov.in>; Establishment Section ICAR-CPRI Shimla <estt.cpri@icar.gov.in>;

◌ 1 attachment

Brochure of Training Programme on "Making a Secure & Resilient Workplace at ICARICAR Institutes" at ICAR-CPRI Shimla..pdf;

F.No. 7-2/2022/CAO/Vol.V   Dated: 20.01.2023

Dear Sir/Madam

It is to inform you that the Council has given the responsibility to this Institute to organize a Training Programme on **"Making a Secure & Resilient Workplace at ICAR/ICAR Institutes" at ICAR-CPRI Shimla.** The Brochure in this regard is being attached herewith as an attachment. In this regard, you are requested to nominate/sponsor name(s) of Administrative/Finance/Stenographic Staff of your Institute up to 04.02.2023 by email only in the format (provided at the end of the brochure) and also fill the Google form through the link given below. The candidates will be finalized on first – cum- first server basis.

**Google Form Link
: https://docs.google.com/forms/d/e/1FAIpQLSeHKFJIm1aOpfKkxsDBsgYpL7r5VP_7gL4JGVxB6_4HFJyIDg/viewform?usp=sf_link**

Thanks & Regards
Head Of Administration

ICAR-CPRI, Shimla

Training Programme on "Making a Secure & Resilient Workplace at ICAR/ICAR Institutes"

ICAR-CENTRAL POTATO RESEARCH INSTITUTE
SHIMLA-171001 (HP)

TRAINING PROGRAMME ON MAKING A SECURE & RESILIENT WORKPLACE AT ICAR/ICAR INSTITUTES

22-24 FEBRUARY, 2023

Organizing Authority
ICAR-Central Potato Research Institute

Course Director:Sh. Alok Kumar, CAO
Course Coordinator: Sh. Raj Kumar, SFAO
Course Coordinator: Sh. Joginder Singh Thakur, AO

ICAR-Central Potato Research Institute, Shimla-171001

URL:https://cpri.icar.gov.in/

BACKGROUND

Physical Security at ICAR institutes is all about protecting important data, confidential information, networks, software, equipment, facilities, institute assets and the personnel.

The new challenge of security in ICAR institutes is mandated by increasing expanse of activities of ICAR Institutes, location of institutes in dense settlement as well as in hazard prone areas apart potential harms from stray animals, women security, rogue individuals offering threats of terrorism, vandalism & theft etc. besides, risk involvement in the era of Eoffice/GeM, efficient budget utilization etc.,

OBJECTIVE

- ➢ To update with the latest rules and regulation on establishment matters
- ➢ To learn practical aspects within rules and regulations.
- ➢ To enable participants to interpret the rules in true spirit in the overall interest of the organization.
- ➢ To give an opportunity to participants on interactive learning.

ABOUT ICAR-CPRI

ICAR-CPRI (https://cpri.icar.gov.in/) is a non-profit scientific institution under the ICAR and working exclusively on potato crop. The Institute has played a key role in popularizing potato cultivation and utilization under sub-tropical agro-ecosystem. It is well known that potato plays an important role in food and nutritional security of the world including India, while helping the rural poor to rise out of poverty. The Institute focuses all its energy to make that belief to become a reality.

REGIONAL STATIONS

- ICAR-CPRI, RS, Modipuram, Meerut (Uttar Pradesh)
- ICAR-CPRI, RS, Jalandhar (Punjab)
- ICAR-CPRI, RS, Gwalior (Madhya Pradesh)
- ICAR-CPRI, RS, Patna (Bihar)
- ICAR-CPRI, RS, Shillong (Meghalaya)
- ICAR-CPRI, RS, Ooty (Tamil Nadu)

ICAR-CPRI has well established seed production system in which Institute produces about 3000 tonnes of breeder's seed annually from about 521 ha. farm area distributed over 15 units in the country at our Regional Stations. The breeder's seed is supplied to various State Department of Agriculture/Horticulture for further multiplication in three stages as Foundation-I, Foundation-II, and Certified Seed.

ELIGIBILITY

Administrative Staff including Finance Staff and Stenographer Grades.

NOMINATIONS

Interested Administrative/Finance/Stenographer personnel can apply on the prescribed format (Registration Form) given on the last page. The duly filled nomination form should be sent by email to course coordinators (Hoa.Cpri@icar.gov.in).

NUMBER OF PARTICIPANTS: 25

➤ Last date(receipt of nomination): **February 04, 2023**
➤ Information to selected candidates : **February 06, 2023**

VENUE : Offline Mode (ICAR-CPRI Shimla)

➤ However, can be organized in hybrid (offline + online) depending upon the Weather Conditions etc.,

DURATION: 22-24 February, 2023

All correspondence may be addressed to

Course Director	Course Coordinator
Alok Kumar Chief Administrative Officer ICAR-Central Potato Research Institute Shimla -171001(H.P.)	**Joginder Singh Thakur** Administrative Officer ICAR-Central Potato Research Institute Shimla -171001 (H.P.)
Supervision and Guidance	
Director ICAR-Central Potato Research Institute Shimla - 171001	

ICAR-Central Potato Research Institute
Shimla – 171 001 (HP)

ISO 9001:2015

REGISTRATION FORM

Online Training Programme on **MAKING A SECURE & RESILIENT WORKPLACE AT ICAR/ICAR INSTITUTES**
(22-24 February, 2023)

1. **Full Name(Dr/Mr/Ms/Mrs):**

2. **Designation:**

3. **Date of Birth:**

4. **Present employer and address:**

5. **Mailing address:**

6. **Sex (Male /Female):**

7. **Marital Status : Married/Unmarried**

8. **Category : Gen/OBC/SC/ST**

9. **Mobile:**

It is certified that the information furnished above is correct.

(Signature of the applicant with date)

Recommendations of the forwarding Institute:

(……………………………………………)

Signature of the Forwarding Authority with Seal and Date

(……………………………………………)

**Please Note that all tour liabilities of the nominated officers/officials including TA/DA shall be brone by nominating institutes.
**Nomination received after due date shall not be considered.
**Send the duly filled nomination form to hoa.cpri@icar.gov.in

KEY CONTENT TO BE COVERED

➢ Risk involvement in the era of Eoffice/GeM including case studies and measures.

➢ Financial Management to ensure efficient budget utilization on quarterly basis.

➢ Project management external and internal funding and procedures thethereof.

➢ Women security and role of Internal Complaints Committee (ICC).

➢ Departmental Proceedings.

➢ Disaster Management and Time Management.

➢ Emotional Intellectual and Team Work.

➢ Fire Safety (Field Demonstration).

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