



हर कदम, हर उमर  
किसानों का हमसफर  
भारतीय कृषि अनुसंधान परिषद

*AgriSearch with a human touch*



भा.कृ.अ.प.-केन्द्रीय आलू अनुसंधान संस्थान  
शिमला- 171 001, हि.प्र. (भारत)



ICAR-Central Potato Research Institute  
Shimla 171 001, H.P. (INDIA)

## National Level Training on Procurement & PFMS for ICAR Officers at ICAR-CPRI Shimla during 11<sup>th</sup>-15<sup>th</sup> September

The rapidly changing scenario in public procurement and fund management system has necessitated an extensive training program on Procurement & PFMS by way of bringing together the knowledge domains and utilizing it to smoothen the transition phase of adopting these new systems.

As you are aware that in recent past there has been a paradigm shift in procurement processes with advent of a new GFR, a new purchase manual, e procurement, GeM and a new taxation system in form of GST .ICAR- CPRI Shimla having implemented these changes in its work processes & having reasonable expertise in these areas proposes to conduct a national level training program for capacity building & abridging knowledge gap of ICAR personnel engaged in procurement cycle

Further, with PFMS also being made mandatory in the fund flow management system and it being intricately linked with procurement, training on PFMS shall also be conducted during this period.

CPRI family invites officers of level **AAO & above of ICAR institutes** to attend this interactive training programme to be held in Shimla from 11<sup>th</sup> till 15<sup>th</sup> of September 2017.

An Indicative list of Points of Discussion to be taken up during the programme is on Next Page

### Summarised Details of the programme are as under

<b>Name of the Programme:</b>	<b>National Level Training on Procurement &amp; PFMS for ICAR officers</b>
<b>Duration :</b>	<b>5 days ( 11th-15th September 2017)</b>
<b>Host Institution :</b>	<b>ICAR-CPRI Shimla</b>
<b>No of participants:</b>	<b>40-45 participants (Half of participants shall be from ICAR-CPRI)</b>
<b>Eligibility of participants:</b>	<b>AAO/AFAO and above level officers of ICAR system</b>
<b>Number of Lectures:</b>	<b>20 Lectures ( 75 mins duration) ( 14 on Procurement &amp; 6 on PFMS)</b>
<b>Methodologies for Training:</b>	<b>Interactive Lectures, Group activities, Hands on computer Training</b>
<b>Last Date of sending Nominations:</b>	<b>31<sup>st</sup> August 2017(preferably on <a href="mailto:sandeep.dudi@gmail.com">sandeep.dudi@gmail.com</a> )</b>
<b>Intimation of Confirmation of Nomination:</b>	<b>To be sent to respective institutes on 2<sup>nd</sup> September 2017</b>

Faculty for aforementioned program shall be invited from Banking sector, Import Management Firms, other institutes, ICAR HQ, NIC apart from in-house faculty from CPRI

Looking forward to an active Participation!!

**Course Director**  
Ratnesh Kumar  
CAO, CPRI

**Course Co-ordinator**  
G C Prasad  
SFAO, CPRI

**Course Manager**  
Sandeep Singh Dudi  
AO, CPRI

## Part-I PROCUREMENT:

1.	Overview of Purchase procedures in view of new GFR's and Purchase Manual
2.	Bid Document <ul style="list-style-type: none"><li>Drafting Specifications</li><li>Bid Document Drafting</li><li>Essential Sections: GCC, SCC etc</li><li>Legal terminologies</li><li>Changes in bid document in view of e procurement</li></ul>
3.	Bid evaluation <ul style="list-style-type: none"><li>Bid Opening</li><li>Technical Evaluation</li><li>Financial Evaluation</li><li>Final Decision</li><li>Sanctioning Expenditure</li></ul>
4.	Specific Important Topics related to purchase <ul style="list-style-type: none"><li>Letter of Credit</li><li>Import purchase Management</li><li>Bank guarantee</li><li>Performance security</li><li>Bid Security</li><li>Inventory Management</li><li>Buy Back Purchase</li></ul>
5.	Contract Management <ul style="list-style-type: none"><li>Order design/Drafting</li><li>Important conditions</li><li>Legal implications: Contract act</li><li>Important statutory Acts: Sales of Goods Act, Proprietary act, Taxation Laws</li></ul>
6.	Procurement of services <ul style="list-style-type: none"><li>Overview</li><li>GFR provisions</li><li>Bid Document</li><li>Bid Evaluation</li></ul>
7.	Procurement of works.: Overview of GFR provisions, works Manual, ICAR provisions
8.	Purchase risk mitigation <ul style="list-style-type: none"><li>Do's &amp; don't's</li><li>Precautionary Measures</li><li>Common procedural flaws</li></ul>
9.	E-procurement & E publishing <ul style="list-style-type: none"><li>Digital Signature certificate</li><li>Registration</li><li>Documents to be uploaded</li><li>BOQ</li><li>Documents to be sought from bidders</li><li>Bid Evaluation</li><li>Comparative Charts</li><li>Award of Contract</li></ul>
10.	GeM <ul style="list-style-type: none"><li>Registration</li><li>Direct Purchase</li><li>Bidding</li><li>Reverse Auction</li><li>PRC</li><li>CRAC</li></ul>

## Part-II PFMS

PFMS
<ul style="list-style-type: none"><li>Overview</li><li>Fund flow concept</li><li>Features of PFMS &amp; its Importance</li><li>Concept of mapping &amp; Hierarchy</li><li>Organization Registration</li><li>Password creation/modification</li><li>Vendor Creation</li><li>EAT module (Expenditure Advance Transfer)</li><li>Expenditure utilization certification module</li></ul>

### Summarised Details of the programme are as under

Name of the Program:	National Level Training on Procurement & PFMS for ICAR officers
Duration:	5 days (11th-15th September 2017)
Host Institution:	ICAR-CPRI Shimla
No of participants:	40-45 participants (Selection on first come first serve basis)
Eligibility of participants:	AAO/AFAO and above officers of ICAR System
Number of Lectures:	20 Lectures (75 mins duration) (14 on Procurement & 6 on PFMS)
Methodologies for Training:	Interactive Lectures, Group activities, Hands on computer Training
Last Date of sending Nominations:	31 <sup>st</sup> August 2017(preferably on <a href="mailto:sandeep.dudi@gmail.com">sandeep.dudi@gmail.com</a> )

Intimation of Confirmation of Nomination: To be sent to respective institutes on 2<sup>nd</sup> September 2017

All tour liabilities of the nominated officer shall be borne by nominating institute

### Faculty for the Training Programme

Faculty for the program shall be invited from Banking sector, Import Management Firms, other institutes, ICAR HQ, NIC apart from in-house faculty from ICAR-CPRI

GC Prasad  
Course Co-ordinator

Sandeep Singh Dudi  
Course Manager

Ratnesh Kumar  
Course Director



हर कदम, हर डगर  
किसानों का हमसफर  
भारतीय कृषि अनुसंधान परिषद

*AgriSearch with a human touch*



भा.कृ.अ.प.-केन्द्रीय आलू अनुसंधान संस्थान  
शिमला- 171 001, हि.प्र. (भारत)



ICAR-Central Potato Research Institute  
Shimla 171 001, H.P. (INDIA)

## Nomination form for attending National level training on Procurement & PFMS for ICAR Officers at ICAR-CPRI Shimla

Name of the institute.....

Nominated Official's Name.....

Designation.....

Recommendation of Competent Authority.....

Signature with Stamp

Please Note that all tour liabilities of the nominated official including TA/DA shall be borne by nominating institute.

Duration of the Programme is 5 days ( 11<sup>th</sup> -15<sup>th</sup> September 2017)

Nominations received after due date shall not be considered.

Send the duly filled nomination form to [sandeep.dudi@gmail.com](mailto:sandeep.dudi@gmail.com)

Signature of Nominated Official