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No. EDN-H (21) B (15) 47/2023-(All Type Trainings)-  
Directorate of Higher Education,  
Himachal Pradesh, Shimla-1

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Director of  
Higher Education  
21 MAR 2024  
Diary No. 341  
Kangra at Dharamshala

Dated: Shimla-171001 the March 2024

19 MAR 2024

All the Dy. Directors of Higher Education,  
In Himachal Pradesh,

Subject: - Workshop on Rosters & Reservation in Services At Munnar,  
Kerala.

Please find enclosed herewith copy of Ref. No. RES/06/24  
dated 23-02-2024 received from the Director, National Academy of Human  
Resource Development, Office: A-456, LGF, Defence Colony, New Delhi-110024  
on the subject cited above.

In this connection, you are hereby directed to do the needful in  
the matter accordingly and send the action taken report to this Directorate as well  
as to the quarter concerned.

Enclosures: 3 Pages

(Dr. Amarjeet K Sharma)  
Director of Higher Education,  
Himachal Pradesh, Shimla-1

Endst. No. Even Dated: Shimla-171001 the March 2024

Copy for information to;

1. The Director, National Academy of Human Resource Development, Office:  
A-456, LGF, Defence Colony, New Delhi-110024 refer to his/her  
References Number referred above.
2. The Technical Officer (Computer/IT Cell). Directorate of Higher Education,  
Himachal Pradesh to upload the letter on Department website.
3. Guard File.

EDN-KGIR (G-3) All type Trainings) -  
office of Dy. Director of Higher Education,  
Kangra at Dharamshala.  
Dt. 20/03/24

Dy. Director of  
Higher Education  
22 MAR 2024  
Diary No. 16543  
Kangra at Dharamshala

Director of Higher Education,  
Himachal Pradesh, Shimla-1

Copy forwarded to :- ① All the Principal/Headmaster of Distt. Kangra for information and  
further necessary action.

② The Director of Higher Education Shimla for information

Dy. Director of Higher Education  
Kangra at Dharamshala

Ref: RES/06/24

23.02.2024

Officer I/c (HR/Rosters/Recruitment)  
Directorate of Higher Education, H. P.  
Shimla,  
Himachal Pradesh-171001



## WORKSHOP ON ROSTERS & RESERVATION IN SERVICES AT MUNNAR, KERALA

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Rosters & Reservation in Services** is being organized by NAHRD from **02.06.2024 to 05.06.2024** at **Munnar, Kerala**.

The above-mentioned workshop is for the benefit of staff dealing with establishment, legal and HR functions in Government, Semi Government, Autonomous Bodies, Public Sector undertakings, etc. It will help the organization in effective implementation of various rules, order and guidelines on the present subject by the relevant authorities. It will also help appointing/ recruiting authorities in understanding applicable provisions in Reservation. The program has been designed to provide practical insight into various facets of reservations in services. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Constitutional Provisions for Reservations in Services
- Scope, Applicability, Percentages, Relaxation & Concession
- Roster- Concept, Identification, Preparation, Operation & Maintenance
- Reservation for Persons with Disability and Ex-Servicemen
- Reservation for Economic Weaker Sections (EWS)
- Verification of claims with relevant case law
- Reservation in Direct Recruitment & Reservation in Promotion
- Role & Functions of Liaison Officers
- The Rights of Persons with Disabilities Act, 2016 along with Rules
- Appointments on Compassionate Grounds with provisions and Case Law
- Open Sessions, Case Law and Case Studies

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc.

Sh. Jagdish  
13/3

## Faculty

**Sh. K.S. Kumar** is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is a highly acclaimed authority on various establishment matters including reservations in services. He has handled various aspects of recruitment process in Government and is fully conversant with the nuances of the subject. He has trained thousands of trainee officers across the country and has developed a number of trainers in training institutions spread all over the country. He has helped more than 50 organizations in preparing and maintenance of the reservation rosters.

**Sh. S.K. Dasgupta** is former Director (Administration), Department of Personnel & Training, Government of India. He is having more than 30 years of experience in various government departments. He is certified for Training of Trainings and Direct Skills Training by Department of Personnel & Training, Government of India. He is also having certification in training and development from Institute of Training & Development, the national forum for training and development (UK). He is a visiting faculty in many reputed institutes across India. He is having huge experience in the area of establishment matters.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India, Securities & Exchange Board of India, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

## Participation Fee:

Residential (Single Occupancy): Rs. 59,000/- plus GST @ 18% per participant

Residential (Twin Sharing): Rs. 50,000/- plus GST @ 18% per participant

Non-Residential- Rs. 40,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

**Venue:** The Silvertips Munnar, Aluva-Munnar Road, Munnar, Kerala-685612

Check In- 02.06.2024 (02:00 P.M.)

Check Out- 06.06.2024 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 03.06.2024 and will conclude at 5:30 P.M. on 05.06.2024. However, there will be an introductory session on 02.06.2024 after all participants had reported at the venue. In case of non-availability of rooms at the Hotel Silver Tips as on date of nomination, arrangements for stay shall be made in another property closer to the venue.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. A/c No. 8912179265 IFSC Code. KKBK0004620

PAN: AAJFN7963N GSTIN: 07AAJFN7963N1ZF

**For further information or clarification kindly contact:**

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**Vivek Manchanda**

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Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **20.05.2024**.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards

In addition, we also request you to consider nominating officers for our other workshops (May 2024 to August 2024). Details are as under:

- Goods & Services Tax (GST) from 15.05.2024 to 18.05.2024 at Gangtok (Sikkim),
- Audit, Accounting & Financial Management from 15.05.2024 to 18.05.2024 at Gangtok (Sikkim),
- Contract Management, Dispute Resolution & Arbitration from 15.05.2024 to 18.05.2024 at Gangtok (Sikkim),
- Government e-Marketplace (GeM) & Preventive Vigilance in Procurement from 15.05.2024 to 18.05.2024 at Gangtok (Sikkim),
- Capacity Building Program for DDOs from 15.05.2024 to 18.05.2024 at Gangtok (Sikkim),
- Cyber Hygiene & Security from 19.05.2024 to 22.05.2024 at Gangtok (Sikkim),
- Use of Artificial Intelligence at Workplace from 19.05.2024 to 22.05.2024 at Gangtok (Sikkim),
- Advance Excel & Data Analytics from 19.05.2024 to 22.05.2024 at Gangtok (Sikkim),
- Work Life Balance & Leadership Development from 19.05.2024 to 22.05.2024 at Gangtok (Sikkim),
- Capacity Building Program for Secretaries, Assistants & AOs from 19.05.2024 to 22.05.2024 at Gangtok (Sikkim),
- Right to Information Act from 02.06.2024 to 05.06.2024 at Munnar (Kerala),
- Rosters & Reservation in Services from 02.06.2024 to 05.06.2024 at Munnar (Kerala),
- Handling of Court Cases from 02.06.2024 to 05.06.2024 at Munnar (Kerala),
- Disciplinary Rules & Procedures from 02.06.2024 to 05.06.2024 at Munnar (Kerala),
- Pay Fixation Rules from 25.06.2024 to 28.06.2024 at Leh (Ladakh),
- Management of Training & Training of Trainers from 25.06.2024 to 28.06.2024 at Leh (Ladakh),
- Preventive Vigilance from 25.06.2024 to 28.06.2024 at Leh (Ladakh),
- Establishment Rules from 25.06.2024 to 28.06.2024 at Leh (Ladakh) and
- Organizational Development & Culture from 05.08.2024 to 10.08.2024 at Singapore & Kuala Lumpur.

Kindly refer to the detailed brochure for details of any of the workshops mentioned above.

**For further information or clarification kindly contact:**

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