

OFFICERS' RESETTLEMENT TRAINING PROGRAMME

2009-2010



DIRECTORATE OF TRAINING
DIRECTORATE GENERAL RESETTLEMENT
MINISTRY OF DEFENCE
WEST BLOCK-IV, R.K. PURAM
NEW DELHI - 110066

For further information contact the following :-

Srl. No.	Appointment	Rank	Name	Phone No.	Email	Remarks
1.	Dir (Trg)	Gp Capt	R Venkataramanan	011-26192358	dirtrg@gmail.com	(i) Policy Matters (ii) Other Important Queries
2.	Jt Dir (Trg)	Lt. Col	S S Bal	011-26192366	jtdirtrg@yahoo.com	(i) Institutes' Proposals (ii) Detailment on Courses (iii) Pending Bills

Note: For any enquiry regarding receipt of application etc. serving army officers should contact their respective MS, Air Force officers JDPO (Placement Cell) and Naval officers DESA before contacting Training Directorate. Army officers can then contact MS-07. Finally, officers should contact DGR.

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Maj Gen S G Chatterji, VSM
Director General Resettlement



MESSAGE

1. Effective post-retirement Resettlement of officers in civil life is an important command facet, contributing towards a righteous cause. To accomplish this, the Directorate General Resettlement (DGR) continues to uphold its charter and progress its commitment in providing meaningful training to retiring and retired service officers, to enable them in finding suitable and appropriate employment, post superannuation, it has been possible to identify and include courses which provide excellent job opportunities.
2. DG(R) has been making every endeavor to accommodate maximum officers for the management courses in a fair and impartial manner. With simple function and transparent norms in place, all most all the officers who applied for courses have been accommodated with excellent feedback and accolades from the attendees of the courses.
3. Review of courses is an ongoing process for rationalization and to ensure imparting quality training. The scope of the security course has been enhanced to empower the officers desirous of managing private security agency to include aspects of Labour Laws, Forensic Science, Cyber Security, Fire Fighting and Disaster Management and the like. Accordingly the duration of the course has been extended to ten weeks.
4. Independent Director Course was introduced to provide resettlement opportunities to Senior Officers of the rank of Brigadier or equivalent and above. These specially designed programmes was being conducted over a week to enable senior officers, to serve as Independent Directors. Based on the feedback from B Schools, the scope of the course has been enhance by adding module on 'Analysis of Financial performance' of companies. This has added value and boost up employability beyond that of Independent Directors.
5. In view of the growing employment opportunities in sunrise sector such as retail, modular courses on retail management and business entrepreneurship have also been included for the benefit of officers.

6. Resettlement demands thorough planning, preparation; correct training, seizing all available opportunities and vigorous pursuit of objectives. I would recommend, that regular offices prepare for their post-retirement plans/training/expertise, at least two to three years in advance, rather than at the last moment. A deliberate thought needs to be given to various avenues available to an officer, on retirement, once he transits into a competitive civil life. Based on appropriate resettlement training course, which will directly help in his/her post retirement settlement plan. Backed by their varied experience and juxtaposed with resettlement training. I strongly believe, that the unique opportunity offered by the DGR to these officers, it would provide the necessary **cutting edge in the Corporate/Civil Sector.**

7. Feed back from the environment is very valuable for the DGR to know whether the efforts are translating into opportunities for those seeking employment in the civil sector. We, therefore, urge personnel from all three services, to derive maximum possible advantage from these employment opportunities as well as the resettlement programmes. A timely feed back/recommendations/suggestions would be welcome to improve upon systems/procedures in the larger interest of the officers.

8. In the end, I wish all the retired and retiring officers the very best in their future endeavors to train under the DGR sponsored courses, enabling them to lead a dignified and contented life. We expect the officers to be the “Brand Ambassadors” of the Armed Forces, where upon their excellent performance will pave way for many others to follow suit and the ‘Brand Sainik’ will become a famous brand of reckoning in the country.

New Delhi: 110066

Dated: 18 March 2009



(SG Chatterji)
(Major General)
Director General (Resettlement)

GUIDELINES AND NORMS FOR ALLOTMENT OF 24 WEEKS MANAGEMENT COURSES

Introduction

1. The 24 weeks Certificate in Business Management Courses for officers at various IIMs and selected 'A' grade Business Schools have become very popular as Resettlement Training Programmes. As a result the number of applicants for these courses has been increasing notably over the years. To ensure transparency and preclude conjecture, the pragmatic way out has been to set out clear norms and guidelines related to methodology being followed for allotment of vacancies, thereby streamlining the allotment.

The Norms

2. The following guidelines will be followed :-

- (a) Courses within a financial year will be grouped on quarterly basis (i.e. April, July, October & January).
- (b) Based on demand and identification of the Institutes two to three courses will be planned in each quarter.
- (c) The group for a quarter will be considered as a whole for allotment of vacancies.

3. **The Basis of Allotment:** Vacancies for the courses will be based on **need of the officers** and **contribution to the organization**. Accordingly the vacancies will be divided into four categories.

Categories

4. The available vacancies for each course will be allotted on the basis of the categories and percentages as mentioned below.

<u>Category</u>	<u>Percentage of Seats</u>
Brigadier	05%
Col/Lt Col	55%
Maj/Capt (SS Officers)	25%
WSES Officers	08%
Widows	02%
Organisation's discretion	05%

General Norms for Allotment (Applicable to All)

5. **Regular Officers:-** The priority for allotment of vacancies in the above categories will be as follows:-

(a) Retired Officers

- (i) Officers boarded out medically.
- (ii) Officers Superannuated.
- (iii) Officers Retired (Premature).

(b) Serving Officers

- (i) Officers superannuating within duration of the course.
- (ii) Officers superannuating within 2 months post termination of the course.
- (iii) Officers on PMR with release date within the duration of the course.
- (iv) Officers on PMR being released, within 2 months post termination of the course.

6. **Short Service Officers.** Priority of allotment will be for officers already released followed by serving officers in the order given below:-

- (a) Officers on final release (on completion of all extendable engagements).
- (b) Released during second extension.
- (c) Released after completing first extension.
- (d) Released during first extension.
- (e) Released on completion of initial engagement. (5 years as per the old terms of engagement and 10 years for officers who will be governed by new terms set by Govt. of India).

7. **Short Service Officers (Women)** Priority of allotment will be for officers already released followed by serving officers in the order given below:-

- (a) Officers on final release (on completion of all extendable engagements).
- (b) Released during second extension.
- (c) Released after completing first extension.
- (d) Released during first extension.
- (e) Released on completion of initial engagement. (5 years as per the old terms of engagement and 10 years for officers who will be governed by new terms set by Govt. of India).

8. **Widows** In the light of a large number of widows wanting to undergo these courses and in keeping with the ethos of DGR to provide welfare measures to the widows, 2% vacancies will be offered to them. However, desirous applicants will need to fulfill the following:-
- Minimum educational qualification – Graduation.
 - Undertake to pay fee as applicable to other participating officers.
9. The allotment will be based on the data of release/retirement. In case the date of release/retirement is same, then the date of commission/seniority followed by service number will be the criteria for fixing seniority for allotment of vacancies.
10. Officers will be allowed to give their preference for the courses within a quarter. Officer's preference will be given due consideration while allotting the vacancies, albeit in keeping with the overall seniority for the quarter based on general norms for allotment of vacancies.

Specific Norms – Applicable to Each Category

11. **Retired Officers.** Retired /Released officers shall forward their applications counter signed by their respective **Zila Sainik Board (ZSB)**, along with copy of PPO/Retirement order. In the case of retired officers, an application submitted will be carried forward for the next quarter, in a year, provided he/she meets all the eligibility criteria. However, preference for the institute as they are announced for each quarter will have to be forwarded afresh by the officers.
12. **Serving Officers (Regular - Commission/Short Service /Short Service (Women)**
- All applications will be forwarded by Service HQ to the DGR, through respective MS branch.
 - The applications forwarded to DGR will be endorsed with date of superannuation/PMR.
 - Applications will have to be forwarded afresh for each quarter.
13. It has been observed, that many officers withdraw from courses at the last moment, when detailed for courses at Institutes which are their second/third preference. In case an officer wishes to be considered for only a particular institute, the same needs to be specified in the application.

Date : 01 Dec 2008



(S G Chatterji)
Maj Gen
DG (Resettlement)

OBJECTIVE ANALYSIS: 24 WEEKS MANAGEMENT COURSES

The Programme

1. Working for a corporate arena demands that professional should not be at dissonance with civilian and corporate life; indeed, this programme is an interlink pin for such professionals to re-orient themselves towards their new professionals' life. DGR took a huge leap forward in 2004-05 when it introduced specially designed 24 weeks Management Course. With over 2140 Officers in 36 Batches who have successfully completed these courses, salient aspects of the course and placements based on feedback from officers, interaction with 'B' schools and corporate world are mentioned below. These are only guidelines.

Programme Objectives

2. The Objectives of the programme are:

- (a) To familiarize the officers with a new framework, i.e. business environment.
- (b) To orient them towards the management education and management training.
- (c) To provide the understanding of the conceptual and analytical tools.
- (d) Providing them skills related to all significant management fields including all technical and behavior techniques.
- (e) to provide them the exposure in different areas of management that is necessary while selecting the second career.

Preparation for the Course:

3. These courses involves intense study, demanding a great deal of hard work, time and dedication by the officers. All officers opting for these courses are advised to prepare thoroughly for the courses and be prepared to burn the mid night oil. Knowledge on personal computers and end-user computing will be essential for the program.

GMAT/Test:

4. Many MNCs who come for campus recruitment ask for scores in reputed test such as GMAT. Based on the feedback received from the Institutes, officers are advised to consider appearing for GMAT. Scores of these tests when included in the Curriculum Vitae (CV) helps

in value addition and placements. It will be pertinent to mention that some officers who could get good scores were able to get admission in the one year Post Graduate Management Programmes for Executives being conducted at various IIMs.

Placements:

5. Campus placement is organized by a Placement Committee consisting of representative from the participants. The placement committee will formulate detailed guidelines and rules for placement assistance. The role of institute is advisory only and the institute is not obliged to provide placement. Placements during / after the course are based on the 'CORE COMPETENCY' and Profile of the Officers in the Armed Forces. Officers also need to bear in mind, that good officers do not materialize merely by virtue of a Certificate from these reputed 'B' Schools'. Aspirants have to perform and aggressively project themselves in the fiercely competitive job market.

Age Factor

6. In the Corporate World demand is for officers having a lower age profile. Views that have emerged based on experience with corporate sector and interaction with the Management Institutes are as below.

- | | |
|---------------------|---|
| (i) Above 50 Years | - Very few officers get placed (NO GO) |
| (ii) 45 – 50 Years | - Few of the officers get placed (SOME GO) |
| (iii) 40 – 45 Years | - Some of the officers get placed (FAIR GO) |
| (iv) Below 40 Years | - Most of the officers get placed (GO GO) |

7. Consequently officers in the lower age bracket get better placement through campus interview. Majority of officers above 50 years however have got placed through their personal contacts. On termination of the course 10% - 15% of Officers who are not placed are invariably in the age bracket of above 50 years.

PS. For further details contact Trg Dte on 011-26192358/26192366/dirtrg@gmail.com

ELIGIBILITY CRITERIA

1. **General Criteria:** All officers of Army, Navy and Air force falling in the following categories are eligible to undergo resettlement training through DGR.
 - (a) Serving Officers.
 - (b) Retired/Released officers fulfilling the criteria of Ex-Servicemen as defined by the DoPT.

2. The following are **not eligible**.
 - (a) Officers who have been dismissed from service.
 - (b) Officers who have resigned their commission.

3. **Serving Officers (PC):** Serving officers fulfilling the following terms and conditions shall be eligible to undergo resettlement training courses through DGR.
 - (a) 24 Weeks Management Courses:**
 - (i) Should be in the last year of service
 - (ii) Should have put in minimum five years of service
 - (iii) PMR should have been approved in case not superannuating
 - (iv) Should be superannuating /released within two months on completion of course.
 - (v) Should not have undergone any other DGR sponsored course

 - (b) Other Courses:**
 - (i) Should be in the last 5 years of service
 - (ii) Should have put in minimum five years of service
 - (iii) Can undergo courses up to a maximum duration of 89 days. It can be one course of 89 days or more than one course of shorter duration subject to a total of 89 days.
 - (iv) Should not have undergone 24 week management course.

4. **Retired Officers (PC):** Retired officers fulfilling the following terms and conditions shall be eligible to undergo resettlement training courses through DGR.

(a) 24 Weeks Management Courses:

- (i) Should fulfill the criteria to be eligible as Ex-Servicemen.
- (ii) Should not be re-employed in any Govt. post.
- (iii) Should not have undergone any other DGR sponsored course.

(b) Other Courses:

- (i) Should fulfill the criteria to be eligible as Ex-Servicemen.
- (ii) Should not be re-employed in any Govt. post.
- (iii) Should not have undergone 24 week management course.
- (iv) Officers who have undergone 3 months (89 days) Resettlement Training Course during service are eligible to undergo another resettlement course after retirement on full Payment.

5. **Short Service Commissioned Officers (SSC & WSES):** Short Service commissioned officers fulfilling the following terms and conditions shall be eligible to undergo resettlement training courses through DGR

- (a) SSC officers are eligible to undergo Resettlement Training Course on completion of five years of service or after declaration of board result for Permanent Regular Commission, under the following conditions:-
 - (i) An officer who has been denied Permanent Regular Commission
 - (ii) A non-optee for Permanent Regular Commission.
 - (iii) SSC Officers on extension are eligible only in their last year of service. Officers on extension, who are permitted to take premature release as per their terms of service, may apply anytime during their extension period.
- (b) Officers who get nominated for 24 weeks management course are not eligible to attend any other course even after retirement.
- (c) Officers who have undergone 3 months (89 days) Resettlement Training Course during service are eligible to undergo another resettlement course, other than 24 weeks Management course after retirement on full Payment.

Application for Courses

6. Serving officers should forward application forms in duplicate through Army HQ (concerned MS/controlling group & MS-7), Naval HQ (DESA), Air HQ (JDPO placement cell) as applicable.
7. Retiring officers should forward application forms directly to training directorate at DGR, duly countersigned by the concerned Rajya Sainik Board/Zila Sainik where the officer is registered. Attested copy of PPO/Release Order is to be attached with the application.
8. Advance copies of the application is not required to be sent to DGR. Enclosures other than those mentioned like Bio-Data/ CVs, Degree, Certificates are not required to be attached.
9. Applications of only eligible officers shall be forwarded by the services HQs/RSB/ZSB.

Distribution of Course Vacancy

10. All course vacancy shall be distributed in the ratio of 60:20:20 between Army, Navy and Air Force. Courses which are specific to Navy/Air Force personnel the ratio will be changed as required.

Note : An officer may select any one of the following placement oriented schemes provided by the DGR:

- (a) 24 week management course.
- (b) Coal transport company.
- (c) Security (Pvt Ltd Company).
- (d) Toll Plaza.

LIST OF TWENTY FOUR WEEKS MANAGEMENT COURSES : 2009-2010

Srl. No.	Name of Institute	Dates		Course Serial No.	Page No.
		From	To		
1.	Indian Institute of Management, Kolkata (IIM-K)	06-04-2009	19-09-2009	01/04	22
2.	Management Development Institute, Gurgaon (MDI-G)	13-04-2009	26-09-2009	02/04	22
3.	Narsee Monjee Institute of Management Studies, Bangalore (NMIMS)	20-04-2009	03-10-2009	03/04	23
4.	Indian Institute of Management, Lucknow (IIM - L - Noida)	06-07-2009	18-12-2009	09/07	27
5.	Narsee Monjee Institute of Management Studies, Mumbai (NMIMS)	06-07-2009	18-12-2009	10/07	27
6.	Xavier Labour Relation Institute, Jamshedpur (XLRI-J)	13-07-2009	24-12-2009	11/07	28
7.	Alliance Business School - Bangalore	13-07-2009	24-12-2009	12/07	28
8.	Indian Institute of Management, Ahmedabad (IIM-A)	05-10-2009	20-03-2010	23/10	35
9.	Indian Institute of Management, Lucknow (IIM - L)	12-10-2009	27-03-2010	24/10	35
10.	Amity Institute of Education and Training, Noida	05-10-2009	20-03-2010	25/10	36
11.	Institute of Finance & International Management, Bangalore	12-10-2009	27-03-2010	26/10	36
12.	Indian Institute of Management, Bangalore (IIM-B)	11-01-2010	26-06-2010	38/01	43
13.	Indian Institute of Management, Indore (IIM-I)	04-01-2010	19-06-2010	39/01	43
14.	Institute of Management Technology (Ghaziabad)	18-01-2010	03-07-2010	40/01	44

Note: Officers are advised to remain in contact with their respective service HQs/ Director Training DGR for additions, changes in the 24 weeks management courses.

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Course No.	Name of the Course	Min - Max	Duration (in weeks)	Starting Month	Page No.
1	Certificate in Business Management	40-50	24	April	22
2	Certificate in Business Management	40-50	24	April	22
3	Certificate in Business Management	40-50	24	April	23
4	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	May	24
5	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	May	24
6	Coaching for CPL/ATPL	05-30	08	May	25
7	Labour Laws, Industrial Relation and Human Resource Development	05-30	06	June	26
8	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	June	26
9	Certificate in Business Management	40-50	24	July	27
10	Certificate in Business Management	40-50	24	July	27
11	Certificate in Business Management	40-50	24	July	28
12	Certificate in Business Management	40-50	24	July	28
13	Retail Management	05-30	12	July	29
14	Certificate in Logistics and Shipping	30-60	12	July	29
15	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	July	30
16	Independant Director Course	25-50	10 days	July	30
17	Certificate Programme in Supply Chain Management	05-30	12	August	31
18	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	August	31
19	Seafaring	10-30	12	August	32

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Course No.	Name of the Course	Min - Max	Duration (in weeks)	Starting Month	Page No.
20	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	September	33
21	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	September	33
22	Entrepreneurship Programme in Computer Service Centre	05-30	12	September	34
23	Certificate in Business Management	40-50	24	October	35
24	Certificate in Business Management	40-50	24	October	35
25	Certificate in Business Management	40-50	24	October	36
26	Certificate in Business Management	40-50	24	October	36
27	Entrepreneurship and Small Business Management	05-30	06	October	37
28	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	October	37
29	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	October	38
30	Independant Director Course	25-50	10 days	October	38
31	Retail Management	05-30	12	November	39
32	Certificate Programme in Supply Chain Management	05-30	12	November	39
33	Administration, Finance and Security of Academic Institutions	05-30	12	November	40
34	Certificate in School Management	05-30	12	November	40
35	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	November	41
36	Security, Survey and Audit and Risk Analysis	05-30	06	November	41
37	Disaster Management	05-30	08	December	42
38	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	December	42
39	Certificate in Business Management	40-50	24	January	43

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Course No.	Name of the Course	Min - Max	Duration (in weeks)	Starting Month	Page No.
40	Certificate in Business Management	40-50	24	January	43
41	Certificate in Business Management	40-50	24	January	44
42	Labour Laws, Industrial Relations and Human Resource Development	05-30	06	January	44
43	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	January	45
44	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	January	45
45	Digital Wireless Technology	05-30	12	January	46
46	Seafaring	10-30	12	January	46
47	Retail Management	05-30	12	February	47
48	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	February	47
49	Business Entrepreneurship	05-30	12	March	48
50	Certificate Programme in Supply Chain Management	05-30	12	March	48
51	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	March	49
52	Corporate and Industrial Security, Safety and Intelligence Management	05-30	10	March	49

PROGRAMME

(2009-2010)

April - 2009

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
01/04	Certificate in Business Management	Contact Person: Prof. Prafulla Agnihotri Indian Institute of Management, Diamond Harbour Road, Joka, Kolkata – 700104 Ph: 24678300/ 8306 Fax: 24678062/8307 Email: sushil@iimcal.ac.in	24	06-04-2009	19-09-2009	175000	70000	Note - 03
02/04	Certificate in Business Management	Contact Person: Wg Cdr R S Mann (Retd.) Management Development Institute (MDI), Mehraulli Road, Sukhrali, Gurgaon-122001 Ph: 4560177 Fax: 2341189 Email: Caomdp@mdi.ac.in	24	13-04-2009	26-09-2009	175000	70000	Note - 03

(22)

Please mention course serial number in all verbal queries and written correspondence.

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
03/04	Certificate in Business Management	Contact Person: Prof Suresh Mony Narsee Monjee Institute of Management Studies (NMIMS), 11, Kaveri Regent Coronet, 80 Feet Road, 7th Main, 3rd Block Koramangala, Bangalore - 560034 Ph: 65466008	24	20-04-2009	03-10-2009	175000	70000	Note - 03

For further details please visit www.dgrindia.com

May - 2009

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
04/05	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Mr. Vishal Saxena Alliance Educare, C/o Laxman Public School, Hauz Khas Enclave, New Delhi Ph: 26865129, Mob: 09810441765 Email: ae_lps@allianceeducare.com	10	04-05-2009	11-07-2009	14000	5600	Note - 08
05/05	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Mr S Prakash The Lancer Technologies, Above TVS Showroom, 80 Feet Road, Subbayana Palaya, Banaswadi Main Road, Bangalore -560043 Ph: 25457789, Fax: 25458939 E-mail: thelancertech@yahoo.co.in	10	04-05-2009	11-07-2009	14000	5600	Note - 08

(24)

Please mention course serial number in all verbal queries and written correspondence.

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
06/05	Coaching for CPL/ATPL	Contact Person: Wg Cdr K S Seth (Retd.) Seth Academy, D-2/8, Janakpuri, New Delhi -110046 Ph: 28520218, 28520704 Mob: 09811023279 Email : sethks@vsnl.com	08	18-05-2009	11-07-2009	20000	8000	Note - 07

For further details please visit www.dgrindia.com

June - 2009

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
07/06	Labour Laws, Industrial Relations and Human Resource Development	Contact Person: Mrs. Kiran Institute of Management and Engineering Technology (IMET), 108, Kirti Deep Building, Near SBI Bank, New Delhi -110046 Ph: 20901374 Mob: 09968536025 Email: imetpkd@gmail.com	06	01-06-2009	11-07-2009	15000	6000	Note - 14
08/06	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Brig M S Dadwal (Retd.) The Lancer Technologies, Above Melaram Studio, Gopinath Bazar, Delhi Cantt - 110010 Ph: 25684560, 25684590 Mob: 09810382827 Email: delhi@thecavalierindia.com	10	01-06-2009	08-08-2009	14000	5600	Note - 08

(26)

Please mention course serial number in all verbal queries and written correspondence.

July - 2009

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
09/07	Certificate in Business Management	Contact Person: Prof N K Gupta Indian Institute of Management, Lucknow (Noida Campus) B-1, Sector-62 Noida - 201303 Ph: 2501741 Email: nkg@iimlnc.ac.in	24	06-07-2009	18-12-2009	175000	70000	Note - 03
10/07	Certificate in Business Management	Contact Person: Dr. M C Agarwal Narsee Monjee Institute of Management Studies (NMIMS), V L Mehta Road, Ville Parle (West), Mumbai - 400056 Ph: 26183688 Fax: 26114512 Email: mcagarwal@nmims.edu	24	06-07-2009	18-12-2009	175000	70000	Note - 03

For further details please visit www.dgrindia.com

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
11/07	Certificate in Business Management	Contact Person: Prof. Pranabesh Ray Xavier Labour Relation Institute (XLRI), PO. 222, Jamshedpur- 831001 Ph: 2225506 Extn. 404 (O) Fax: 2227814 Email: pray@xlri.ac.in	24	13-07-2009	24-12-2009	175000	70000	Note - 03
12/07	Certificate in Business Management	Contact Person : Dr. Kumar Alliance Business School, No. 2/3, II Cross, 36 Main Dollar Scheme, BTM, Ist Stage, Bangalore. Ph : 27841609, Mob: 09342266072 Email: kumar@alliancebschool.ac.in	24	13-07-2009	24-12-2009	160000	64000	Note - 03

(28)

Please mention course serial number in all verbal queries and written correspondence.

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
13/07	Retail Management	Contact Person: Col K K Singh (Retd.) Olive Heritage Education, SCO-60, District Shopping Centre, Palam Vihar Road, Sec-23 A, Gurgaon Mob: 98680221859, 9212191859 Email: kk.singh45@yahoo.co.in	12	06-07-2009	26-09-2009	36000	14400	Note - 15
14/07	Certificate in Logistics and Shipping	Contact Person: Capt. V J Pushpa Kumar Indian Institute of Logistics, Indian Chambers Building, 2nd Floor, No.6, Esplanade, Broadway, Chennai - 108 Ph : 25345013 / 14, Mob: 09940008044 Email: Captpushpakumar@iilschennai.com	12	06-07-2009	26-09-2009	50000	20000	Note - 04

For further details please visit www.dgrindia.com

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
15/07	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Lt Col S Chopra (Retd.) Cavalier Coaching and Security Network Pvt Ltd. C-73, Shardapuri, Marble Market, Raja Garden, Ring Road, New Delhi-110015 Ph: 41446601 Mob: 931212331 E-mail: thecavalier@rediffmail	10	06-07-2009	12-09-2009	14000	5600	Note - 08
16/07	Independent Directors Course	Contact Person: Mr. D S Rajora ASSOCHAM 1 Community Centre, Zamrudpur, Kailash Colony, New Delhi-110048 Ph: 46550555 Fax: 56536481/82	10 days	13-07-2009	23-07-2009	40000	16000	Note - 13

(30)

Please mention course serial number in all verbal queries and written correspondence.

August - 2009

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
17/08	Certificate Programme in Supply Chain Management	Contact Person: Mr. Karan Narula SynchroServe Global Solutions Pvt Ltd., 207, 2nd Floor Maximus Tower 2B, Mind Space, Raheja IT Park Madhapur, Hyderabad -500081 Ph: 40320820, Mob: 09000004450 Email: info@synchroserve.com	12	03-08-2009	24-10-2009	45000	18000	Note - 06
18/08	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Mr. P K Dikshit Institute of Fire Services and Industrial Security Management, (IFS&ISM), WZ-289, Behind Kumardeep Showroom, Near Janak Sethu, Nangal Raya, New Delhi- 110046 Ph: 28116715 Mob: 9868089055 Email: ifsism@yahoo.com	10	03-08-2009	10-10-2009	14000	5600	Note - 08

For further details please visit www.dgrindia.com

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
19/08	Seafaring	Contact Person: Cdr K S Mathews (Retd.) Naval Maritime Academy (NAMAC), INS Kunjali, R C Church, Near Kendriya Vidyalaya-3, Colaba, Mumbai-400005 Ph: 22166036 Email: namac@namacindia.com.	12	03-08-2009	24-10-2009	46540	18616	Note - 16

(32)

Please mention course serial number in all verbal queries and written correspondence.

September - 2009

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
20/09	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Col. Pradeep Bajaj (Retd.) OSSIM C-133, Industrial Area, Phase -VIII, Mohali - 160059 Ph: 09910207892	10	07-09-2009	14-11-2009	14000	5600	Note - 08
21/09	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Mr. Vishal Saxena Alliance Educare, C/o Laxman Public School, Hauz Khas Enclave, New Delhi Ph: 26865129 Mob: 09810441765 Email: ae_ips@allianceeducare.com	10	07-09-2009	14-11-2009	14000	5600	Note - 08

For further details please visit www.dgrindia.com

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
22/09	Entrepreneurship Programme in Computer Service Centre	Contact Person: Mrs. Shakuntala V Thakur Creative Computers, 403, Prestige Chamber, Opp. Thane Railway Station, Station Road, Thane (W) - 400601 Ph: 25398276, 65771713 E-mail: royalinsitute@ymail.com	12	07-09-2009	28-11-2009	20000	8000	Note - 12

(34)

Please mention course serial number in all verbal queries and written correspondence.

October - 2009

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
23/10	Certificate in Business Management	Contact Person: Prof. Shailesh Gandhi Indian Institute of Management, Vastrapur, Ahmedabad - 380015 Ph: 26324864 Fax : 26306896 Email: shailesh@iimahd.ernet.in	24	05-10-2009	20-03-2010	175000	70000	Note - 03
24/10	Certificate in Business Management	Contact Person: Mr. Vinod Arora, Indian Institute of Management (IIM) Prabandh Nagar, Off . Sitapur Road, Lucknow - 226013 Ph: 2736282 Email: mdp@iiml.ac.in	24	12-10-2009	27-03-2010	175000	70000	Note - 03

For further details please visit www.dgrindia.com

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
25/10	Certificate in Business Management	Contact Person: Brig. A K Bhanot, VSM (Retd.) Amity University AIET, K Block, Amity Campus Sector 44, Noida - 201303 Ph: 4391311/355 Email: subhashb@amity.edu	24	05-10-2009	20-03-2010	160000	64000	Note - 03
26/10	Certificate in Business Management	Contact Person: Director Institute of Finance & International Management (IFIM) # 8p & 9p, KIADB, Opp. to Infosys Gate # 4, Industrial Area, Electronics City 1st Phase, Bangalore - 560068 Ph: 41102888, 41102820 Fax: 41432844	24	12-10-2009	27-03-2010	160000	64000	Note - 03

(36)

Please mention course serial number in all verbal queries and written correspondence.

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
27/10	Entrepreneurship and Small Business Management	Contact Person: Mr. P K Dikshit Institute of Fire Services and Industrial Security Management, (IFS&ISM), WZ-289, Behind Kumardeep Showroom, Near Janak Sethu, Nangal Raya, New Delhi - 110046 Ph: 28116715 Mob: 9868089055 Email : ifsism@yahoo.com	06	05-10-2009	14-11-2009	15000	6000	Note - 11
28/10	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Col. Pradeep Bajaj (Retd.) OSSIM C-133, Industrial Area, Phase -VIII, Mohali - 160059 Ph: 09910207892	10	05-10-2009	12-12-2009	14000	5600	Note - 08

For further details please visit www.dgrindia.com

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
29/10	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Lt Col A P Singh (Retd.) National Security Training Institute, WZ 80A, (Neelgagan Hotel Basement) Mohan Nagar, Pankha Road, New Delhi - 110046 Mob: 9350829487 Email: nationalsecuritytraining@gmail.com	10	05-10-2009	12-12-2009	14000	5600	Note - 08
30/10	Independent Directors Course	Contact Person: Wg Cdr R S Mann (Retd.) Management Development Institute (MDI), Mehraulli Road, Sukhrali, Gurgaon-122001 Ph: 4560177 Fax: 2341189 Email: Caomdp@mdi.ac.in	10 days	05-10-2009	15-10-2009	40000	16000	Note - 13

(38)

Please mention course serial number in all verbal queries and written correspondence.

November - 2009

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
31/11	Retail Management	Contact Person: Mr. Vishal Saxena Alliance Educare, C/o Laxman Public School, Hauz Khas Enclave, New Delhi Ph: 26865129 Mob: 09810441765 Email: ae_lps@allianceeducare.com	12	02-11-2009	23-01-2010	36000	14400	Note - 15
32/11	Certificate Programme in Supply Chain Management	Contact Person : Dr. Kumar Alliance Business School, No. 2/3, II Cross, 36 Main Dollar Scheme, BTM, Ist Stage, Bangalore. Ph : 27841609 Mob: 09342266072 email: kumar@alliancebschool.ac.in	12	02-11-2009	23-01-2010	45000	18000	Note - 06

For further details please visit www.dgrindia.com

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
33/11	Administration, Finance and Security of Academic Institutions	Contact Person: Brig A K Bhanot, VSM (Retd.) Amity Institute of Education, K Block, Amity Campus, Amity University, Sector-44, Noida - 201303 Ph: 4391311/355 Email: subhashb@amity.edu	12	02-11-2009	23-01-2010	22000	8800	Note - 01
34/11	Certificate in School Management	Contact Person: Ms. Aloka Alliance Educare, Alliance International, C-54-A, Sector - 56, Noida. Ph: 2589073 Mob: 9910130911 Email: ae_ais@allianceeducare.com	12	02-11-2009	23-01-2010	45000	18000	Note - 05

(40)

Please mention course serial number in all verbal queries and written correspondence.

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
35/11	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Mr. P K Dikshit Institute of Fire Services and Industrial Security Management, (IFS&ISM), WZ-289, Behind Kumardeep Showroom, Near Janak Sethu, Nangal Raya, New Delhi - 110046 Ph: 28116715 Mob: 9868089055 Email : ifsism@yahoo.com	10	02-11-2009	09-01-2010	14000	5600	Note - 08
36/11	Security, Survey and Audit and Risk Analysis	Contact Person: Col. Pradeep Bajaj (Retd.) OSSIM C-133, Industrial Area, Phase -VIII, Mohali - 160059 Ph: 09910207892	06	02-11-2009	12-12-2009	8000	3200	Note - 16

For further details please visit www.dgrindia.com

December - 2009

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
37/12	Disaster Management	Contact Person: Mrs. Kiran Institute of Management and Engineering Technology (IMET), 108, Kirti Deep Building, Near SBI Bank, New Delhi -110046 Ph: 20901374 Mob: 09968536025 Email: imetpkd@gmail.com	08	07-12-2009	30-01-2010	20000	8000	Note - 10
38/12	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Director, The Lancer Technologies, II Floor, Opp. Sanjivini Hospital, Above Unicon Centre, Near Anurag Nursery, Indiranagar Crossing, Dehradun - 248001 Ph: 6456406 Mob: 09219536506	10	07-12-2009	13-02-2010	14000	5600	Note - 08

(42)

Please mention course serial number in all verbal queries and written correspondence.

January - 2010

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
39/01	Certificate in Business Management	Contact Person : Prof. Rajendra K Bandi/ Ms Geetha Indian Institute of Management, Bannerghatta Road, Bangalore – 560076 Ph: 26582373, 26993004 Fax: 26584004, 26584050 Email: rbandi@iimb.ernet.in	24	11-01-2010	26-06-2010	175000	70000	Note - 03
40/01	Certificate in Business Management	Contact Person: Dr. V K Gupta / Ms Richa Verma Indian Institute of Management, Pigdamber, Rau, Indore - 453331 Ph: 2399112 Fax: 2399116 Email: vkguptarichav@iimidr.ac.in	24	04-01-2010	19-06-2010	175000	70000	Note - 03

For further details please visit www.dgrindia.com

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
41/01	Certificate in Business Management	Contact Person: Mr. Anand Khanna Institute of Management Technology, Hapur Road, Raj Nagar, Ghaziabad - 201001 Ph: 2759810, 2756749 Fax: 2713020 Email: admission@imt.ac.in	24	18-01-2010	03-07-2010	175000	70000	Note - 03
42/01	Labour Laws, Industrial Relations and Human Resource Development	Contact Person: Mr. P K Dikshit Institute of Fire Services and Industrial Security Management, (IFS&ISM), WZ-289, Behind Kumardeep Showroom, Near Janak Sethu, Nangal Raya, New Delhi - 110046 Ph: 28116715 Mob: 9868089055 Email: ifsism@yahoo.com	06	04-01-2010	13-02-2010	15000	6000	Note - 14

(44)

Please mention course serial number in all verbal queries and written correspondence.

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
43/01	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Mr. Vishal Saxena Alliance Educare, C/o Laxman Public School, Hauz Khas Enclave, New Delhi Ph: 26865129 Mob: 09810441765 Email: ae_lps@allianceeducare.com	10	04-01-2010	13-03-2010	14000	5600	Note - 08
44/01	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Col. Pradeep Bajaj (Retd.) OSSIM C-133, Industrial Area, Phase -VIII, Mohali - 160059 Ph: 09910207892	10	04-01-2010	13-03-2010	14000	5600	Note - 08

For further details please visit www.dgrindia.com

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
45/01	Digital Wireless Technology	Contact Person: Ms. Nidhi Sumbly Telecom Network Solutions (P) Ltd. A-44A, Sector- 16 Noida. Ph: 9910383446 Email: nidhi.sumbly@tnsworld.co	12	04-01-2010	27-03-2010	28000	11200	Note - 09
46/01	Seafaring	Contact Person: Cdr K S Mathews (Retd.) Naval Maritime Academy (NAMAC), INS Kunjali, R C Church, Near Kendriya Vidyalaya-3, Colaba, Mumbai-400005 Ph: 22166036 Email: namac@namacindia.com	12	04-01-2010	27-03-2010	46540	18616	Note - 16

(46)

Please mention course serial number in all verbal queries and written correspondence.

February - 2010

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
47/02	Retail Management	Contact Person: Mr. Sivesh Kumar Indian Retail School, Site No. 2, Pocket OCF Sector - C, Nelson Mandela Road, Vasant Kunj New Delhi – 110070 Ph: 65484817, 65481421	12	01-02-2010	24-04-2010	36000	14400	Note - 15
48/02	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Mr. P K Dikshit Institute of Fire Services and Industrial Security Management, (IFS&ISM), WZ-289, Behind Kumardeep Showroom, Near Janak Sethu, Nangal Raya, New Delhi - 110046 Ph: 28116715 Mob: 9868089055 Email: ifsism@yahoo.com	10	01-02-2010	10-04-2010	14000	5600	Note - 08

For further details please visit www.dgrindia.com

March - 2010

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officer's Share	
49/03	Certificate in Business Entrepreneurship	Contact Person: Mr. Vishal Saxena Alliance Educare, C/o Laxman Public School, Hauz Khas Enclave, New Delhi Ph: 26865129 Mob: 09810441765 Email: ae_lps@allianceeducare.com	12	01-03-2010	22-05-2010	26000	10400	Note - 02
50/03	Certificate Programme in Supply Chain Management	Contact Person: Director Institute of Finance & International Management (IFIM) # 8p & 9p, KIADB, Opp. to Infosys Gate # 4, Industrial Area, Electronics City 1st Phase, Bangalore - 560068 Ph: 41102888, 41102820 Fax: 41432844	12	01-03-2010	22-05-2010	45000	18000	Note - 06

(48)

Please mention course serial number in all verbal queries and written correspondence.

Course Srl. No	Nomenclature/Utility of the Course	Institute	Dura- tion in Weeks	Dates		Fees		Remarks
				From	To	Total Fees	Officers Share	
51/03	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Col Kulkarni (Retd.) The Lancer Technologies, Canrich Arcade, Next to Mona Food, M G Road, First Floor, Pune Ph: 32546057, 26052607 Mob: 9881137533 Email: pune@thecavalierindia.com	10	01-03-2010	08-05-2010	14000	5600	Note - 08
52/03	Corporate and Industrial Security, Safety and Intelligence Management	Contact Person: Col Rajinder Singh Gadhok (Retd.) Olive Greens, YMCA Complex, Sector-11-C Chandigarh-160011 Ph: 2271871 Mob : 09316529717 Email: rs@olivegreens.in	10	01-03-2010	08-05-2010	14000	5600	Note - 08

For further details please visit www.dgrindia.com

NOTES - OFFICERS

Note - 1

Administration, Finance and Security of Academic Institutions

Institutional level management, management of education and role of state policies, inventory management & budgeting , maintenance of records & registers, time table management, handling accidental situations, general overview of all national level advisory & regulation bodies, arrangement & organization of co-curricular activities , school function, sports day, annual day, carnivals, fete, seminars, conferences, hobby clubs & academic clubs, management of school auxiliary services, canteen, mess, hostel, transport, security, bookshop, uniform shop ,general sanitation & health education

Note - 2

Certificate in Business Entrepreneurship

An introductory framework, establishing a small enterprise, forms of ownership, financing small business, lease financing and hire purchase, working capital management, purchasing and inventory management, production and operation management , issues in small business marketing, small entrepreneur in international business , profit planning and budgeting , accounting for small business ,growth strategies for small business, office organisation for small business , sickness in small scale industries, institutional assistance to small scale industries , policy support to small scale industries ,business ethics and MRTP Act. WTO related issues, knowledge management, total quality management, ISO 9001, pollution control, rights and patents.

Note - 3

Certificate in Business Management

Economics analysis and policy, Financial Reporting and Analysis, Organization Behavior, Manufacturing & Materials Management, Marketing Management, Legal aspects in Management, Managerial computing, Business research methods, Logistics & Supply Chain Management, Project management, Strategic management, Industrial Marketing, Service Marketing, Human Resources Management, Communication & Presentation Skills Financial Management, Sales and Distribution Management, Operations Management, Retail Management, Managing Conflicts & Negotiations, Entrepreneurship Development, Management Information System.

Note - 4

Certificate in Logistics and Shipping

English & Business Communication, Customs, Ware Housing (Cfs) and Inventory Management, Fundamentals of Logistics, Introduction to Shipping, International Business Management, Shipping Business, Port Agency, Linear Trade, Dry Cargo Chattering, Transportation and Distribution Management, Freight Forwarding, Stevedoring and Port Ops.

Note - 5

Certificate in School Management

Institutional level management. Perspectives of management: Management Strategies, Management of education, role of State Policies, Mechanics of institutional Management: Handling different General Sanitation and Health Education. Handling accidental situations. Time table management .Maintenance of records and registers. Arrangement, organization of Co-Curricular activities: School function, Sports day, annual day, Carnivals, fete, Seminars, Conferences, different hobby Clubs., Management of School auxiliary Service: Canteen, mess, Hostel, transport, Security, bookshop, uniform Shop. Inventory management and budgeting. General management budgeting. General Overview of all the national level advisory and regulation bodies.

Note - 6

Certificate Programme in Supply Chain Management

Marketing Channels, Types of channel structures, Principles of channel Design, Managing Channel Partners, Conflict Management, Introduction to International Retail formats, Order Processing Systems, Types of Inventory Management, Transport System

Note - 7

Coaching for CPL/ATPL

Air Regulations, Navigation General Instruments, Ground Study for pilots, Radio Aids, Met and Flight Planning

Note - 8

Corporate and Industrial Security, Safety and Intelligence Management

Industry and security, Security survey and analysis, Physical security and management, Access control system, Security of information, Electronics in aid of security, Security of personnel, Duty deployment, Fire safety and fire protection, Intelligence, Strikes manifestation, Security of plants, Offices and monuments, Examination of scene of crime, Investigation, Medical first aid, Bomb threat situation, Crowd control, Fundamentals of

public relations, Communication equipment and its management, Security of bank, Security of hotel, Computer in aid of security, Security of personnel, V/S laws, Labour laws, Role of private investigation, Establishment of private security agency and its marketing, Procedure and legal requirements for running a security agency. Fire prevention, Fire hazards, Fire fighting techniques and Portable fire extinguisher, Physics and chemistry of combustion., Hydraulics, Portable chemical fire extinguisher, First stage fire fighting equipment, Hose and hose fittings, Breathing apparatus, Foam and foam making apparatus, Ladders, Ropes and lines, Water relaying fire prevention, Fire alarm detection systems, communications, Fire insurance, Building construction, Investigation of fire, Arson investigation, Fire safety of hazardous chemicals, Environmental safety (Eco friendly fire fighting system), Preparing for fire emergency, Fire service legislation, leadership and management. Parking and traffic management in Industry, General Management, Organisational Behaviour, Disaster Management and Business.

Note - 9

Digital and Wireless Technology

Telecom scenario in India and the World, Digital Communication, Telecom Fundamentals, GSM System survey & Engineering, Signaling in Telecom, RF Engineering, Transmission Engineering, Network Management, Operation Support System.

Note - 10

Disaster Management

Dimensions of natural and anthropogenic disasters, Principle/ components of disaster management, Organisation structure for disaster management, Disaster management schemes, Flood control, drought management, Cyclones avalanches mangroves, Land use planning, Inter-linking of rivers, Role of union /states, Role of armed forces/ other agencies in disasters, Important statutes/ legal provisions IEDs/ bomb threat planning, NBC threat and safety measures, forest, oil fires, Crisis in power sector, Accidents in coal mines, Terrorism and emergency management, Case studies, Field visits, Dissertation, Project work, Operations management (OM) Risk assessment and disaster response, Quantification techniques, NGO management, SWOT analysis based on design & formulation strategies, Insurance and risk management, Role of financial Institutions in mitigation effort, Group dynamics.

Note - 11

Entrepreneurship and Small Business Management

An introductory framework, establishing a small enterprise, forms of ownership, financing small business, lease financing and hire purchase, working capital management, purchasing and inventory management, production and operation management, issues in small business marketing,

small entrepreneur in international business, profit planning and budgeting, accounting for small business, growth strategies for small business, office organisation for small business, sickness in small scale industries, institutional assistance to small scale industries, policy support to small scale industries, business ethics and MRTP Act. WTO related issues, knowledge management, total quality management, ISO 9001, pollution control, rights and patents.

Note - 12

Entrepreneurship Programme for Computer Service Centre

Introduction to Computers Service Center, Overview of Service Industries, Computer Assembling, Computer Repairing, Annual Maintenance Contract, LAN / WAN, Anti Virus Programme, Ribbon/Cartage/ Toners Refilling, Communication Skill, Personality Development, Accounting, Office Management

Note - 13

Independent Directors Course

Corporate form of Organisation – its functions, Characteristics, legal and managerial perspectives, Board of Directors- role and responsibilities, corporate governance- principles and practices, Functions of Audit and other board committees, Financial statements and financial performance (to be covered in depth), Value creation and share value management, Corporate strategies, Capital markets, Stock exchange listing and listing regulations, Governance issue in private and public sectors, Corporate collapse and failures, Enterprise risk management, Corporate Social Responsibility (CSR).

Note - 14

Labour Laws, Industrial Relations and Human Resource Development

Labour Laws: Workmen’s Compensation Act 1923, Trade Union Act, 1926, Payment of Wages Act 1936, Industrial Employment Act, (Standing Orders) 1946, Industrial Dispute Act 1947, Factories Act 1948, Minimum Wages Act, 1948, Employees State Insurance (ESI) Act 1948, Employees Provident Fund and Misc. Provision. 1952, Collection of Statistics Act, 1953, Employment Exchange (Compulsory Notification of Vacancy Act 1959), The Maternity Benefit Act 1961, Apprentices Act 1961, Payment of Bonus Act 1965, Gratuity Act 1972, Labour Laws (Exemption from Furnishing Returns by Certain Establishment) Act 1988.

Industrial Relations (IR): Industrial relations, Introduction, Labour dispute in India, Trade Unions, Collective bargaining, Grievances, Employee discipline, Employee compensation, Labour welfare and Social security, Workers participation in management, India and International Labour organisation (ILO).

Human Resource Development (HRD): Planning and organising the HRD system, Individual behavior, Group behavior, Acquisition of human resource, Performance and Potential appraisal, Training and development, Motivation, Job satisfaction and Quality of work life, Leadership, Employees welfare, Communication, Help Co-operation, Competition and conflict, Organisational climate or culture (OC), Organisational change and development

Note - 15

Retail Management

Retail concepts and environment, Principles of retail selling, Effective stores management, Effective inventory planning and control, Retail marketing and brand management, Promotional planning and execution, People management in retail, Supply chain processes and their vital importance to the retail industry, Vender selection, Development and performance analysis, Consumer behavior, Customer relationship management, Hiring, Training & retaining manpower in retail business, Principles of visual merchandising and space planning, Retail technologies available and its application.

Note - 16

Seafaring

Personal Safety and Social Responsibility, Proficiency in Survival Craft and Rescue Boats, Advance Fire Fighting, Radar Observation Course, Automatic Radar Plotting Aids, Master Revalidation Course, Global Maritime Distress and Safety System , Radar, ARPA and Navigation Simulator Course, Ship Security Officer's Course

Note - 17

Security, Survey and Audit and Risk Analysis

Security, Survey, Gen- How to conduct Survey? Questionnaire, Management Surveys, Personnel Accident Prevention, Fire Loss Prevention, Physical Security, Information/ Internal Security, purchase processes, Emergency process surveys, Security Audits, How to conduct Audits, Policies & procedures

INSTRUCTIONS FOR INSTITUTES CONDUCTING RESETTLEMENT TRAINING PROGRAMME:
OFFICERS AND PBOR

1. DGR resettlement training courses which are scheduled to commence between 01 April 2009 and 31 March 2010, have been finalised. The consolidated programme has been published separately for Officers and Personnel below Officers Rank (PBOR), in the form of Resettlement Training Brochures.
2. Your Institute has been allotted Resettlement Training Courses for Officers and PBOR during the current training year as per details given in this book . Anomalies/Errors, if any, may kindly be intimated to us by FAX at the earliest, followed by written confirmation. Some administrative instructions related to conduct of these courses are given in succeeding paragraphs and are to be complied with.

Detailment: Officers

3. The detailment of officers on these courses is done by Directorate of Training at DGR. Names of officers detailed for the course will be forwarded directly to you at least two weeks prior to the commencement of the course.

Detailment: PBOR

5. The detailment of PBOR on these courses is done by Service HQ as given below. Nominal Roll of Defence Personnel will be forwarded to you directly by the respective Service HQs two weeks prior to commencement of the course :-

- | | | | |
|-----|-----------|---|--|
| (a) | Army | : | Adjutant General's Branch
Ceremonial & Welfare Dte (CW-5)
Army HQ, Sena Bhawan, 'A' - Wing, Room No. 404, New Delhi-110011 |
| (b) | Naval | : | D E S A
Dte of Ex. Servicemen Welfare, 6th Floor, Chanakya Bhawan,
Chanakya Puri, New Delhi-110023 |
| (c) | Air Force | : | JDPA (P Cell)
Air HQ, Vayu Bhawan, New Delhi-110011 |

6. The procedure for documentation, which is common for Officers and PBOR, to be followed by your Institute is given below. Any deviation from the laid down instructions will empower this Directorate to cancel the courses or remove your Institute from empanelment for conducting any courses for DGR thereafter.
- (a) **Initial Reporting:** Personnel reporting late upto 3 days may be considered for admission. The Institute/Training establishment will forward a report by post/email within one week after commencement of course. The report will include their Service No., Rank, Name, Unit and the Date of reporting. The report will be sent by post/email.
- (b) **Attendance Register:** An attendance register will be maintained and signed by students every day. Any absentee must be reported to the unit where he is attached, with a copy to this office, through speed post/courier for necessary action. Specimen of the attendance register is shown in **Appendix-‘A’**.
- (c) **Leave :** Participants are entitled to three days’ leave for courses upto three months’ duration, six days’ leave of courses for more than three months and upto six months duration and fourteen days leave for courses of more than six months duration. The leave may be sanctioned by permanent unit/local unit of the individual. Prior information must be given to Training Directorate by the Institute.
- (d) **Certificate:** The course certificates must be submitted to Training Directorate within two weeks of commencement of the course. These shall be countersigned by the representative of DGR and returned to the Institute by return post and should be awarded to students on the last day of the course. Specimen certificate is enclosed as **Appendix-‘B’**. Syllabus (main headings only) and breakdown of grading will be printed on the reverse of the certificate as given in the specimen certificate. Certificate to be issued will be of A-4 size and printed under arrangements by the Institute. Institutes are to take the signature of each individual on a nominal roll as having received the certificate and attach the same with the final pre-receipted bill. Formats given in **Appendix-‘C’**. Bills for final payment will **NOT** be processed unless accompanied by confirmation of certificate having been issued to each individual.
- (e) **Agreement Form:** Separate agreements (for Officers / PBOR) have to be executed on plain paper before the commencement of the course between the Director/Competent Authority of the Institute and the Training Directorate of DGR. This agreement will be valid from 01 April 2008 to 31 March 2009 or last day of the course, whichever is later. Format is given in **Appendix –‘D’** for Officers and **Appendix - ‘E’** for PBOR. You are requested to forward three copies of agreement for each course serial, duly completed and signed by February each year. Two copies of the agreement forms, duly countersigned by Director Training, will be returned to you by post.
- (f) **Feedback Form:** One copy of feedback form duly completed and signed by the course senior should be sent along with the final bill after completion of the course.
7. **Preparation and Presentation of Officers’ Bill (60%) and PBOR Bill (100%):** Final payment in the form of cheques is made by Controller Defence Accounts HQ (Misc. Section), ‘G’ Block, DHQ P.O., New Delhi-110011. The Contingent Bills are prepared by this Directorate. Generally it takes 4-6 weeks to elapse between the Preparation of Contingent Bill and issue of cheque by Controller Defence Accounts HQ (CDAHQ), New Delhi-110011. The CDAHQ deducts Registry charges from the bill towards postage. The bill should be submitted within one week after completion of the course. The following documents **MUST BE SUBMITTED** for payment:

- (a) Pre-receipted bill in duplicate as per performa given in **Appendix-‘F’** duly affixed with Revenue Stamp.
- (b) Two original copies of the nominal roll of the participants duly signed by them. Format is given in **Appendix-‘G’**. The nominal roll must be signed by the institute at the bottom.
- (c) One **original copy** and one photocopy of Agreement. **(See Appendix ‘D’ for Officer and Appendix ‘E’ for PBOR)**
- (d) Separate nominal roll of the participants duly signed by them as having received the course certificate **(See Appendix –‘C’)**.
- (e) Copy of feedback form duly completed/signed by each participant with comments/signature from the Institute.

8. **Time Schedule**

Following time schedule must be adhered to by the Institute:-

<u>Sl.No.</u>	<u>Report/Document</u>	<u>Time</u>	<u>Mode</u>
(a)	Initial Report	Within one week after Commencement of Course	E-mail/Post
(b)	Absentee Report	On occurrence	E-mail/Post
(c)	Certificates	Within two weeks after commencement of course	Courier/Post
(e)	Feedback, Pre-receipted Bill (60% of total for Officers & 100% for PBOR) and related documents	Within two weeks of termination of course	Courier/Post

9. Contact on any working day on tele/fax numbers 011-26192358 and 011-26192366, e-mail at dirtg@gmail.com/jtmdir@yahoo.com or by post for further details.

Jt Director (Trg)
For D G R

Attendance Register

1. Course Serial No : Date of Commencement :.....
2. Name of Course : Date of Termination :.....
3. Name of Institute : For the Month of : Year.....

Std. No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	Signature of Students

Signature and Seal of Institute

Roll No.....

Course Srl. No.....

Appendix - 'B'

Certificate No.....

Name of Institute

Emblem of Institute if any

Certified that

Service No. Rank Name

having completed specialised training from to

in

.....

(Course sponsored by Director General Resettlement, Ministry of Defence)

and satisfying the qualifying requirement is awarded Grade.....

**For Director General Resettlement
Ministry of Defence**

**Director
Name of Institute**

APPENDIX - 'C'

**NOMINAL ROLL OF.....<NAME OF COURSE>..... COURSE
COURSE SERIAL NO.
CERTIFIED THAT I HAVE RECEIVED THE COURSE CERTIFICATE : -**

Srl. No	Service No.	Rank	Name	Unit	Signature of Student

Counter Signature of Head, Institute

FORMAT OF AGREEMENT TO BE EXECUTED BY THE TRAINING INSTITUTE
AGREEMENT (FOR OFFICERS)

This Agreement is between Director (Training), Directorate General Resettlement, Ministry of Defence, Government of India, West Block IV, Sector-I, R K Puram, New Delhi-110066 and Director/CEO/Chairman/Managing Director of the Institute

1. Training Institute will ensure that:-
 - a) Training is conducted as per syllabus outlined in the Training Programme Book.
 - b) Nominal Roll of the officers who have reported for the course is forwarded to the Training Directorate, DGR , within one week of the commencement of the course.
 - c) Officers reporting after the date of commencement of the course are not admitted without prior approval of the Director (Training), DGR or Joint Director (Training) in writing.
 - d) Certificates/Diplomas duly completed (without grading) are to be forwarded along with nominal roll, for signature from DGR so that these can be awarded to the officers at the time of completion of their course.
 - e) The Institutes should submit a nominal roll of officers confirming the receipt of their certificates/diplomas along with **60%** of the Bill.
 - f) Officers undergoing the course are fully accountable throughout the duration of the course . An attendance register will be maintained and a photocopy of the same is to be forwarded to the Training Directorate at the end of the course along with the Bill.
 - g) Adequate material required, if any, during the training is provided to the trainees.
 - h) Training courses are conducted exclusively for those officers who have been detailed by the Training Directorate unless otherwise mutually agreed upon . Retired officers will be allowed to attend the course only after written permission from Training Directorate, DGR.
 - i) Absentee report in respect of the officers is intimated on telephone and followed up in writing expeditiously.
 - j) Course fee is inclusive of the, University/ Institutes/College fees/Course material/Book/Notes provided to trainees by the Institute.
 - k) Adequate equipment and computers are made available to the trainees during the practical training (maximum 2 students per equipment/ computer).
 - m) Proper seating/administrative arrangements are made for trainees.
 - n) The participation certificates shall be awarded to only those officers who have successfully completed the programme as assessed by the Institute.

2. Training fee and duration of the course will be as given below:-

Course Serial. No.	Name of Course	Duration (in Weeks):	Fee per Trainee incl. of Service Tax (In Rs.)			
			From	To	40%	60%

3. 40% share of the course fees will be collected by the Institute directly from officers at the time of reporting for the course. The remaining 60% of the course fee will be paid by DGR on receipt of bill only after completion.
4. The number of trainees for each course will be mutually decided between the Directorate of Training, DGR and the Institute.
5. Postponement/cancellation of any course will be the discretion of Directorate of Training, DGR. However, ample time will be given to the Institute to cancel a course through a prior notice.
6. Every year this agreement comes into effect from 01st April and shall be valid till 31st March (of following year) or the last date of the course, which ever is later. Institutes should note that the agreement should be renewed every new training year
7. In case of any dispute arising thereof, the decision of the Directorate General Resettlement, Ministry of Defence, Government of India,, will be final and binding on the Institute.
8. DGR reserves the right to sponsor an observer for selected courses, free of charge, to assess the quality of training being imparted and infrastructure facilities being provided.

Director
(Name and Address
of the Institute)

(Seal of Institute)

Director (Training),
Directorate General Resettlement,
Ministry of Defence,
West Block - IV,
R K Puram,
New Delhi- 110066

Signature of Witness

(Name and Address of the Witness)

FORMAT OF AGREEMENT TO BE EXECUTED BY THE TRAINING INSTITUTE
AGREEMENT (FOR PBOR)

This Agreement is between Director (Training), Directorate General Resettlement, , Ministry of Defence, Government of India, West Block IV, Sector-I, R K Puram, New Delhi-110066 and Director/CEO/Chairman/Managing Director of the Institute

1. Training Institute will ensure that:-
 - a) Training is conducted as per syllabus outlined in the Training Programme Book.
 - b) Nominal Roll of the Trainees who have reported for the course is forwarded to the Training Directorate, DGR within one week of the commencement of the course.
 - c) Personnel reporting after the date of commencement of the course are not admitted without prior approval of the Director (Training), DGR or Joint Director (Training) in writing.
 - d) Certificates duly completed (without grading) are to be forwarded for signature at DGR office.
 - e) The Institutes should submit original of trainees confirming the receipt of their certificates along with the final bill. and certificate to the effect that clauses (f), (g), (h), (i), (j) (k) (l) (m) and (n) are fully adhere to by the Institute.
 - f) Trainees undergoing the course are fully accountable throughout the duration of the course .An attendance register will be maintained and a photocopy of the same is to be forwarded to the Training Directorate at the end of the course along with the Bill.
 - g) Adequate material required, if any, during the training is provided to the trainees.
 - h) Training courses are conducted exclusively for those Personnel who have been detailed by the Training Directorate unless otherwise mutually agreed upon .Ex-servicemen will be allowed to attend the course only after written permission from Training Directorate, DGR.
 - i) Absentee report in respect of the trainees is intimated by email and followed up in writing expeditiously.
 - j) Course fee is inclusive of the, University/ Institutes/College fees/Course material/Book/Notes provided to trainees by the Institute.
 - k) Adequate equipment and computers are made available to the trainees during the practical training (maximum 2 students per equipment/ computer)
 - m) Proper seating/administrative arrangements are made for trainees
 - n) The participation certificates shall be awarded to only those trainees who have successfully completed the Programme as assessed by the Institute.

2. Training fee and duration of the course will be as given below:-

Course Serial. No.	Name of Course	Duration (in Weeks):	Period		Fee per Trainee incl. of Service Tax (In Rs.)
			From	To	

3. 100 % course fee will be paid by DGR on receipt of bill only after completion of the course
4. The number of trainees for each course will be mutually decided between the Directorate of Training, DGR and the Institute.
5. Postponement/cancellation of any course will be the discretion of Directorate of Training, DGR. However, ample time will be given to the Institute to cancel a course through a prior notice.
6. Every year this agreement comes into effect from 01st April and shall be valid till 31st March (of following year) or the last date of the course, which ever is later. Institutes should note that the agreement should be renewed every new training year
7. In case of any dispute arising thereof, the decision of the Directorate General Resettlement, Ministry of Defence, Government of India,, will be final and binding on the Institute.
8. DGR reserves the right to sponsor an observer for selected courses, free of charge, to assess the quality of training being imparted and infrastructure facilities being provided.

Director
(Name and Address
of the Institute)

(Seal of Institute)

Director (Training),
Directorate General Resettlement,
Ministry of Defence,
West Block - IV, R K Puram,
New Delhi- 110066

Signature of Witness

(Name and Address of the Witness)

APPENDIX - 'F'

(PRE-RECEIPTED BILLS SHOULD BE WRITTEN ON LETTER HEAD)

PRE-RECEIPTED BILL

(..... OF THE TOTAL)*

<Name of Course and Course Serial No.>

Charges for course w.e.f.....to.....

for<No. of students>.....candidates @Rs..... per candidate.

Total amount of Rs.....<in figures>..... (.....<amount in words>.....).

Cheque may please be issued in favour of.....<Name of Institute>.....

(Affix Rs 1/-Revenue Stamp)

Signature :

Name :

Designation :

*** Kindly mention 60% of the total amount in Rs. in the case of officers only**

NOMINAL ROLL OF.....<NAME OF COURSE>..... COURSE
COURSE SERIAL NO.
FROM..... TO.....

Sl. No.	Service No.	Rank	Name	Unit	Authority	* Identity Card/ Release order	Full Signature of Student

*Identity Card No/ Release Order No is to be written by individual in his own handwriting along with full signature, as done in the Application Form submitted to DGR Records.

Note

1. Names of Candidates must be out of the approved list forwarded to the Institute by DGR. No additions are to be made without written approval of training Directorate.
2. Candidates out of the approved list forwarded by DGR, who do not report for the course are NOT to be included in the nominal roll.
3. Director/Representative of the Institute is to certify that candidates listed in the Nominal Roll have reported for the course and they have paid their share of 40 % of the course fee to the Institute (for Officers only), before putting his/her full name/signature on each page. The stamp/ seal of the Institute should also appear on every page.
4. In case of any anomaly, bills will not be cleared for payment.

APPLICATION FORM FOR TRAINING OF EX-SERVICEMEN (PBOR)

PART A

Service No. _____ Rank: _____ Name _____
Arm/Service/Trade: _____ Date of Birth _____ / _____ / _____
Education Qualifications: Civil _____ Military _____
Date of Retirement: _____ / _____ / _____ Character as mentioned in the discharge certificate: _____
Name of course in which training is desired.: _____
Starting Date _____ / _____ / _____ Concluding Date _____ / _____ / _____
Civil Experience, if any, in the Particular trade: _____
Any pre-release course attended before retirement: _____
Date: _____ Signature: _____
Address: _____
City: _____ District: _____ State: _____ Pin: _____

Documents Required:-

- (a) Photocopy of Ex- Servicemen Discharge Book
- (b) Photocopy of Ex-Servicemen Identity Card

PART B

VERIFICATION BY ZILA SAINIK BOARD

Certified that the particulars given above have been verified from the discharge certificate of the individual.

Secretary
Zila Sainik Board

(FOR OFFICIAL USE ONLY)

Recommended / Not Recommended for the course

Date : _____ Joint Director (Training)
For Director (Training)

Leave Recommendation Certificate

From the Institute for the Unit where PBOR is attached.

Service No.: Rank: Name:

Parent Unit: Attached Unit:

Course undergoing Course Srl .No.

From To

Recommended Days C/L from To with Suffix

and Prefix

Name of Institute

.....

Seal

Director

Date:

From Unit where PBOR is attached:

Sanctioned Leave Days C/L from To with Suffix

and Prefix

.....

Seal

Signature of OC Unit

Unit

Date:

Station

Note:

- 1. The certificate will be invalid without the signature and seal of Institute**
- 2. PBOR can avail only:-**
 - (a) A maximum of three days leave during courses up to three months duration.
 - (b) A maximum of six days leave for courses of more than three months and up to six months duration.
 - (c) A maximum of ten days leave for courses of more than six months duration.

GUIDELINES FOR PROPOSALS TO BE SUBMITTED BY INSTITUTES TO DGR FOR CONDUCTING RESETTLEMENT COURSES

Introduction

1. Directorate General Resettlement (DGR) is the nodal agency of the country for resettlement of retiring service personnel from the Army, Navy and Air Force. Training Directorate of DGR is responsible for organising training of Officers and Personnel below Officer Rank (PBOR) of the three services to prepare them for their resettlement after retirement. This training is organised in diverse fields at various Government (Central and State), Semi-Government and Private Institutes spread all over India. Programme for these courses “to be conducted between 01st April and 31st March every year” will be decided in advance by the Training Directorate and published in the form of a Resettlement Training Book.

Planning of Courses

2. Courses are being organised on various disciplines to provide opportunities to retiring service personnel to prepare for employment or self – employment. The courses are reviewed yearly to ensure their relevance in the prevailing job market. Following guidelines have to be adhered to while planning these courses:-
 - (a) Course must be employment or self – employment oriented
 - (b) **Duration :**
 - (i) Officers : Not exceeding 89 days. Selected courses on Management at IIMs/Top Business Schools can be up to 179 days.
 - (ii) PBORs : Maximum one year.
 - (c) **Course Curriculum** – Courses are to be designed keeping in mind the knowledge base and service experience of the trainees who retire in the age group of 35-55 years. They belong to technical / non-technical group from Army , Navy and Air Force. Minimum educational qualification to undergo these courses must be clearly mentioned.
 - (d) All courses should be planned for every training year from 01st April to 31st March.

Submission of Proposals:

- (3) Proposals are invited as per the prescribed format from all Institutes desirous to conduct courses sponsored by DGR.
- (4) Proposals for courses have to be submitted to the Director (Training) at DGR as follows:-
- (a) Proposals for a Officers and PBOR courses have to be submitted in one folder only. The proposals should be presented in a plastic file, the cover of which should display the name of the Institute at the top and Officer/PBOR mentioned in the centre.
 - (b) All courses offered by the Institute for officers and PBOR have to be included in one proposal.
 - (c) It is mandatory for all Institutes to submit fresh proposals to be empanelled for the next year i.e. Institutes which are conducting DGR courses for a particular year are also required to re-submit fresh proposals for the next training year.
 - (d) Proposals are to be submitted strictly as per the prescribed format, otherwise they shall not be considered.
 - (e) 5" X 7" size photographs/videos of the infrastructure/classrooms/training facilities and the building from the front should also be attached with the proposals.
- (5) Last date of submission of proposals for a particular training year is 30th June, of the previous training year. Proposals received on or after 1st July will not be entertained.

FORMAT OF PROPOSAL

PART I – GENERAL

1.
 - (a) Name of Institute :
 - (b) Year of Establishment :
 - (c) Type of Institution :
(Govt/Semi Govt/ITI/Pvt Company/Society/ Deemed University/Private University)
 - (c) Field(s) of Specialization :

2.
 - (a) Complete Postal Address :
 - (b) Telephone/Fax
 - (c) Web Site:
 - (d) E-mail :

3. Location of Establishment (A sketch has to be attached).
(Include distance from nearest Military Establishment)

4. Whether Establishment is registered as a Society/Trust/Organization/Training Institute with any Government Body.
Give details of Registration. Attach the following documents:-
 - (a) Photocopy of Registration Certificate.
 - (b) Photocopy of Constitution/Bye Laws of the Organisation.
 - (c) List of Trustees/Directors/Owner(s) with complete postal address and telephone numbers of all nominees.

5. Financial. Give details of Service Tax Registration, TAN/PAN etc.
(Please attach the following documents)
 - (a) Photocopy of Service Tax Registration
 - (b) Photocopies of Income Tax Return for the last three years.

6. Accreditation/ Affiliation/Recognition
Does the Establishment/Institute have any accreditation/affiliation/recognition for the course(s) being run by it ? If “Yes” attach photocopies of documents to support the claim.

PART II – MANPOWER AND INFRASTRUCTURE

Infrastructure

7. Building

- (a) Total Area -
- (b) Class Rooms – Number, Capacity and Area
- (c) Laboratories – Number, Capacity and Area
- (d) Other Areas - Principal / Director/ Staff Room etc. Give details.
- (e) Other Amenities – Back up Power, Reception, Library, Toilet etc

8. **Equipment** : Details of the equipment available should be relevant to the course.

Serial No.	Equipment	Configuration/ Model	Quantity	Remark

9. General :

- (a) Is the Institute located in/is a part of residence? Yes/No
- (b) Is a proper display board giving name of Institute displayed prominently? Yes/No
- (c) Is the Institute involved in training other than DGR sponsored courses? Yes/No
- (d) If the answer to (c) above is Yes, furnish details.

Faculty

10. Principal / Director

- (a) Name :
- (b) Age :
- (c) Experience :

11. Programme Director/Coordinator

- (a) Name :
- (b) Age :
- (c) Experience :

12. Instructional Staff / Faculty

Provide the following details of the Instructional Staff:-

Name	Age	Designation	Qualification	Experience	Status(Full/Part Time)	Period of service in this Establishment

PART - III - DETAILS OF PREVIOUS DGR COURSES

Srl No.	Year	Course No	Course Name	No of Participants	Placement Details if Any

PART IV – PROPOSED COURSE

13. Nomenclature of the Course :
14. Duration of the Course :
15. Number of Courses Proposed :
16. Proposed dates :
17. Fee Structure (Only Tuition Fee, per participant) :
18. Max and Min Strength of Students acceptable :
19. Detailed Syllabus of the Course :
20. Utility/ Job Prospects of the Course:

(Special care should be taken while framing this section. The utility/ job prospects should be written in such a manner that the person who want to pursue a particular course should get a clear idea of the future employment opportunities available after completion of the course.)

Notes :

1. Separate sheet may be used for each proposed Course.
2. Syllabus and Note may be attached as Appendices if required.

FEEDBACK FORMAT
RESETTLEMENT COURSES : OFFICERS/PBOR 2009-10

- (a) Name of the course and Number of Officers/ PBOR who have attended the course.
- (b) Job Placement with copy of job offered by companies etc.
- (c) Summary of points given by the Officers/PBOR who attended the course. Summary of points to be signed by the Senior most person who has attended the course.
- (d) Summary Points by the Institution.
- (e) Suggestions/ Recommendations
- (f) Visits organised during the course.

Note:- Individual feedback from students is not required to be forwarded to DGR alongwith bill. However, feedback from the Institute as mentioned above must be forwarded immediately after termination of the course otherwise the bill will **NOT** be processed for payment.

CHECK LIST FOR SUBMISSION OF BILLS

1. Pre- Receipted Bill

- (a) Two original copies of pre – receipted bill, with revenue stamp and ink signed are to be submitted with correct course no. / course subject/ course duration
- (b) Correct course fee charged as per the training programme.
- (c) Service tax no. is to be mentioned on the pre – receipted bill.
- (d) Pre – receipts are to be stamped by the Institute.
- (e) Pre – receipts are to be prepared on the letter head of the Institute

2. Nominal Roll

- (a) Correct course no. / course subject/ course duration
- (b) Nominal roll is signed by all the candidates.
- (c) Nominal roll is signed and stamped by the Institute.
- (d) DGR/Service HQ authority for candidates' participation is mentioned.
- (e) Full details of the candidates are mentioned in the nominal roll
- (f) Genuine signatures of candidates.
- (g) Two copies of the original nominal roll are to be enclosed.

3. Course Certificate Receipt

- (a) Certificate as per clause (e) of the agreement from the candidates for having received the course certificate to be enclosed with the bill.
- (b) Certificate is to be signed and stamped by the Institute.
- (c) Certificate is to be signed by all the candidates.
- (d) Full details of the candidates are to be mentioned in the certificate.
- (e) Two copies of certificate need to be enclosed.

4. Agreement

- (a) Correct course no./ course name/ duration/ course fee on the agreement is as per the training programme.
- (b) Two originals agreement are to be enclosed.
- (c) Two agreements are to be signed and stamped by the Institute.
- (d) Two original copies of the agreement are to be witnessed by a member of the Institute, clearly showing his signature, name and address.
- (e) The agreement is as per the DGR format.
- (f) 100% Course Fee in Indian rupees is to be mentioned in the agreement.

5. For compliance of Clauses (g) (k) (l) and (m) of the agreement

(a) Two copies of the compliance certificate for clauses (g) (k) (l) and (m) on Institute's letter head are to be enclosed with the bill.

Specimen of the Certificate

We certify the following (for Course No. _____):-

- (1) That all the candidates who have undergone this course have collected/received their course certificates as per clause (e).
- (2) That adequate material and test equipment required during the training were provided to the trainees as per clause (g) of the agreement.
- (3) That adequate equipment and computers were made available to the trainees during the practical training (maximum 2 students per equipment/computer) as per clause (k) of the agreement.
- (4) Proper seating/administrative arrangements were made for trainees as per clause (m) of the agreement.

Signature of the Director
Seal and Stamp of the Institute

6. Copy of attendance sheet.

7. Detailed feedback as per the format.

Note: - Bills are to be forward at the earliest but not later than one month after the termination of the course.