

TOPICS AND SCOPE of TRAININGS

Lesson No	Lesson Title	Scope & Content <i>(Illustrative, not exhaustive)</i>
1.	Formal inauguration and Interaction with Sr. Officers of S&P cadre	--
2.	Open House Session for PPT presentation of Case Studies submitted in advance by the participants	
3.	Getting Started	A recapitulation of the learning so far: MCQ type online/ offline composite Quiz covering the entire spectrum of topics taught in Phase-I. It may have about 100 MCQs. This will help the participants to refresh their last learning.
General Financial Rules (GFR) 2017		
4.	Ch-1: Introduction (Rules 1–6) Ch-2: General System of Financial Management (Rules 7–20)	Rule by Rule Critical Analysis with explanation of GOI decisions thereunder
5.	Ch-2(I): General Principles Relating to Expenditure & Payment of Money (Rules 21–32)	
6.	Ch-2(II): Defalcation and Loss (Rules 33–38) Ch-2 (III) Submission of Records and Information (Rules 39-41)	
7.	Ch-3(I): Budget Formulation and Implementation (Rules 42–56)	

8.	Ch-3(II): Control of Expenditure Against Budget (Rules 57–70)	
9.	Ch-4: Government Accounts (Rules 71-87) Ch 4 (I): Annual Accounts (Rule 88-91)	
10.	Ch-4 (III) Proforma Account (Rules 92-95) Ch-4 (IV) Personal Deposit Account (Rules 96-97) Ch-4(V): Capital and Revenue Accounts (Rules 98–100)	
11.	Ch-6: Procurement of Goods (Rules 142–158)	Rule by Rule Critical Analysis with explanation of GOI decisions thereunder
12.	Ch-6: Procurement of Goods (Rules 159-176)	
13.	Ch-6(A): Procurement of Consulting Services (Rules 177–196)	
14.	Ch-6(B): Outsourcing of Services (Non-consulting Services) (Rules 197–206)	
15.	Ch-7: Inventory Management (Rules 207–223)	
16.	Ch-8: Contract Management (Rules 224–227A)	
17.	Ch-12 (VIII): Maintenance of Records (Rule 320)	
18.	Ch-12 (IX): Contingent and Miscellaneous Expenditure (Rules 321–324)	
Delegation of Financial Powers Rules (DFPR) 1978 & 2024		

19.	Delegation of Financial Powers Rules (DFPR) 2024 (Rules 1–11)	Rule-by-Rule Critical Analysis along with Annexures
20.	Delegation of Financial Powers Rules (DFPR) 2024 (Rules 12–21) Delegation of Financial Powers Rules 1978 – Rule 21 only	
GeM and CPPP		
21.	GeM - an overview and re-capitulation	An over view of processes, Hierarchy of roles, navigation through GeM, Category Management System (CMS) and Qudrants, Modes of procurements and Types of Biddings
22.	General Terms and Conditions (GTC)	Clause-by-Clause Critical Analysis and explanation
23.	Additional Terms and Conditions (ATC)	Clause-by-Clause Critical Analysis of accompanying instructions and conditions
24.	Procurement on GeM – Do’s & Don’ts - Preventive Vigilance Angles	A detailed and critical exposition
25.	New and Special Functionalities	A detailed and critical exposition- Buyer driven Rate Contract, Running Contract, LTE, Data Analytics Dashboard (Anomaly Detection dashboard for tracking Irregular transactions/ collusions etc.)
26.	Updating Payment Status and Cancellation of Pending Orders	A detailed and critical exposition
27.	Availability / Non-availability of Goods & Services on GeM	Clause-by-Clause Critical Analysis of stipulations in GeMAR&PTS
28.	Hands-on Bidding on GeM, Closure of contracts	A hands-on Bidding experience on GeM for different types of Biddings

29.	Sharing of Experience & insights on procurements on GeM- A Practitioners Insight	With special reference to P/o Toner Cartridge, Stationery, R&D consumables and Scientific Equipment, IT Facility Management Services etc.
30.	CPPP - An Overview	The processes & challenges, Doing GTE, OTE and LTE on CPPP
31.	Hands-on training on CPPP Bidding	Navigation through an actual Bidding process
Manuals and Model Tender Documents (Goods)		
32.	MOF Manual for Procurement of Goods	An overview
33.	CSIR Manual on Procurement of Goods (MPG) - 2019	An overview
34.	Procurements outside GeM: Direct Purchase and LPC Purchase	The procedure and processes, Check and Balances, DOs and DOnTs
35.	CSIR Manual on Procurement of Goods (MPG) – 2019 (Ch-7): Evaluation of Bids and Award of Contract: Indegenous	A critical understanding with real life examples covering typical and atypical cases
36.	CSIR Manual on Procurement of Goods (MPG) – 2019 (Ch-7): Evaluation of Bids and Award of Contract: Global	
37.	MoF Model Tender Document for Procurement of Goods	An overview
38.	CSIR Model Global Tender Document (Goods)	A detailed discussion of Structure of the Bid document, IFB/NIT, Ch -1 :

	Structure of the Bid Document, IFB/NIT , Chapter 1 : ITB	Instructions to Bidders (ITB) explaining significance of each clause Structure of the Bid Document
39.	CSIR Model Global Tender Document (Goods): Chapter 2 Conditions of Contract: GCC and SCC	A detailed discussion of Ch -2 : GCC and SCC
40.	CSIR Model Global Tender Document for Procurement of Goods: Chapter 3-5	A detailed discussion of Ch - 3, 4 and 5
41.	CSIR Model Global Tender Document for Procurement of Goods: Chapter 6 -8	A detailed discussion of Ch – 6, 7 and 8
42.	CSIR Schedule of Procurement Powers (SoPP)	A detailed understanding
Export & Import Procedure and Insurance - The Basics		
43.	Import and Export Procedure (I)	An overview (Basic), Import Procedure The regulatory framework, Processes and compliances
44.	Import and Export Procedure (II)	Imports through couriers/ posts, Re-export process, compliances and check points
45.	Underlying Banking & Financial Processes in imports (I)	All about UCP-DC and Letter of Credit and related terminologies, Bank Reconciliation + Inland LC, Documents through bank
46.	Underlying Banking & Financial Processes in imports (II)	
47.	Incoterms (I)	An overview, Origin and evolution, What it is and what it is not
48.	Incoterms (II)	The latest Incoterms 2020, Obligations of buyers and Sellers, Risks and Liabilities
49.	Model Tender Document for Engaging a C&F and CHA	Essential features, EQ, QC and Evaluation Criteria,

50.	Engagement of C&F and CHA: Tender Evaluation, Award and Operation of Contract	Preliminary scrutiny, Evaluation and award of contract, Practical Operation of the C&F and CHA contract, Action at different stages/ steps including passing of Bills
51.	Transit Insurance and Marine Cargo Insurance	The concept, Types The salient features of an insurance policy, Coverage, the process
52.	Insurance incidence and preferring claims	Incidences, Action on occurrence of incidences, Filing insurance claims Case studies, Dos and Dents
Key Policy Guidelines: GTE, MII ,MSE, Startups, Quality Standards, Etc		
53.	Global Tender Enquiry (GTE) – Current Framework of Rules	Clause-by-Clause Critical Analysis of the OM's, and special arrangement for CSIR
54.	Make in India Order	Clause-by-Clause Critical Analysis of the MII Order
55.	MSE Preference Policy / MSMED Act & Rules	Clause-by-Clause Critical Analysis of the Act, Rule and related OM's- MSE Tribunals, - Sambandh & Samadhan Portal
56.	Start-up India Guidelines	Critical Analysis of related OM's
57.	Quality in Public Procurement (I)	An overview, IS Standards/ Certifications/ Licenses, ISO Standards / BIS Marks / BIS Licence, New Standards
58.	Quality in Public Procurement (II)	QCO Vs CRO, Statutory compliance aspects for a Purchase Manager,
59.	Anti-Competitive Practices in Tenders/ procurements	Competition Act, 2002 – An Overview, various types of Anti-Competitive Practices, Detection and Remedy
Finance, Accounts,Tax Incidences and Project Types in CSIR		
60.	Tax Implications in Procurement & Sales	IT, GST, TDS PAN, TAN, TIN, TDS Vs TCS, Reverse Charging in GST, IGST,

61.	Forms of Business Entities: Assessing their Financial Strength in Bid evaluation	Types business entities, Understanding various Financial Statements of businesses entities, Assessing their strength in terms of turn over, Tax returns, Profit & loss etc. for determining their qualification in Bid evaluation
62.	Budget and Budget Heads in CSIR (w.r.t. Procurement of Goods & Services)	Current Budget Heads and classification codes
63.	Auditing Systems and Processes in CSIR	Types of Audit, Internal and External, Transaction and Compliance, Special Audit, Types of Audit Paras – CAG and PAC Paras, The process of settlement, Structure of a CAG IR (Parts & Sections)
64.	Role and function of IFD/ Finance with special reference to procurements	The scheme of IFD, The role and function of IFD/ Finance, Vetting of proposals and advice
65.	Role of Purchase Officer as Disbursing Officer	Roles and Responsibilities while passing Bills of vendors
66.	Project and Project Types in CSIR (In-house & EFP)	Types of projects in operation in CSIR
67.	AMS Application	An overview, Workflow interface from S&P side
Legal and Vigilance Aspects, Rights of Buyers and Post Contract Management		
68.	Legal Aspects in Procurement & Contracts	
69.	Dispute Resolution Mechanism	
70.	Post-Contract Management (PCM)	
71.	Consumer Protection Act – Rights of Consumers / Buyers	Rights of consumers, CCPA- Role & Function, National Consumer Help Line

72.	Vigilance oversight mechanism of Public Procurements in CSIR	Vigilance apparatus – CVC, CVO, Vigilance manual and Vigilance Angle, The process of vigilance-Monthly/ Quarterly Reports, Inspections/CTE type Inspection, Complaint handling mechanism, PIDPI Complaints
73.	Integrity Pact and IEM Scheme	Current guidelines and its operation
Stores Processes		
74.	Basic Store Procedures	Inventory/Assets Management and Donation.
75.	Disposal of Stores	Disposal procedure, Donation as a mode of disposal, Scrapping of Vehicles, and other StoresForward Auction, Clauses of Auction / Tender Documentation.
76.	Physical Verification of Stores	The Steps, Report, Discrepancies and Reconciliation, Insights, DOs and Dents
77.	Loss and Write-off	The step by step procedure, Insights, DOs and Dents
78.	Record Retention and Weeding-out	Step by Step process for actual weeding out
New Age Technology: AI & ML, MS Suite		
79.	CPS (CSIR Purchase Software) – The New Application for S&P	A snapshot/ Overview/ Walk-through session
80.	CPS (CSIR Purchase Software) – The New Application for S&P	
81.	Emerging Technologies in SCM: AI & ML, AR/VR, Blockchain	Application in Purchase Process
82.	Digital fluency (I)	Hands-on training session on MS Word, Excel and Powerpoint
83.	Digital Fluency (II)	

84.	Optimal use of E-Office	Opening of Files in E-Office, Avoiding indiscriminate opening of E-files, Following a Standard File Opening System for S&P, Parking of Files
Soft Skills: The Skills that Matter		
85.	How to write a (i) Case Study (ii) Project Report	To impart a practitioners tips and techniques with illustrations, DOs and Donts, Explaining with model Samples
86.	Digital Communication (I) - Drafting Minutes of a Meeting (MOM) - Impactful E-mail	To impart practitioner's tips and techniques with illustrations, DOs and Donts, Explaining with model Samples, The art and science of giving subject/ section headings
87.	Digital Communication (II) Impactful PPT	
88.	Emotional Intelligence/ Quotient/ Agility (EI/EQ/EA)	Concept, Videos showing role play simulations at 'moment of truth'
89.	Attitude and Behaviour at work-place	Selected/ choosen videos could be played to demonstrate how a set of toxic behaviour/ negative attitude (ego, arrogance, domination, disdain etc) can create a toxic environment where as a set of positive behaviour and attitude (empathy, compassion, respect, congeniality etc.) can create a work-heave. The instructor will then illustrate the point.
90.	Ethics in work-place	One or two situations may be given to the participants to take decisions putting themselves in that situation. The results will be analysed by the instructor to drive home the ethics issues involved.
Class-room Assignments/ Group Discussions/ Case Based Activities/ Product Awareness		

91.	Electronics and IT Goods (Requirements for Compulsory Registration) Order 2021	Group Discussion
92.	Air Purifier: Know the product before you buy	Major Components of an Air purifier (Core engineering), Typical features/ specifications and functionalities, ACH, CADR, Special features, Energy Efficiency, Comparative analysis, Standards and certifications, Installation, After sales service and maintainance, Warranty/ Extended Warranty, AMC, CMC, Local content, Players in the market/ market leaders
Winding Up Session/ Valedictory		
93.	Briefing Session for Projects / Assignmrnts	Tips and doubt clearing on project topics and its scope
94.	Valedictory Session	