

Acceptance of Nominations

Maximum 30 nominations shall be accepted. Nominations in the prescribed format should reach the address given in the nomination format on or before **July 26, 2022**

Nominations in the prescribed format should reach the following address –

Course Director
National Institute of Rural Development and Panchayati Raj, North Eastern Regional Centre
Jawarnagar, Khanapara, Guwahati – 781022, Assam
Phone: 0361-2304790/M-9435551185
E-mail- skghosh.nird@gov.in/ trgresnerc.nird@gov.in

Nominated officials may also register through the online link: <https://forms.gle/g6JaeKjRYxRjzwRx7>

About the NIRDPR

The NIRDPR is an apex organization under the Ministry of Rural Development, Government of India (GOI) for training, research, action research and consultancy in rural development. It is the think tank of the Government of India on issues pertaining to rural development. The Institute serves as a forum for discussion and debate on issue of common concern, attracts academics and development practitioners from all over the country and abroad. It is recognized nationally and internationally as a 'Centre for Excellence in Rural Development' in general and 'Centre for Excellence in HRD Research and Training' by the UN-ESCAP in particular and has been actively engaged in international training, workshop and consultancy during the last four decades.

The North Eastern Regional Centre of the National Institute of Rural Development (NIRDPR-NERC) came into existence in July 1983 at Guwahati with the aim to orient its training and research activities to the specific needs and potentials of North Eastern States.

NOMINATION FORMAT

Title of the Course: **Training on GeM, PFMS and e-Office for PRIs, RD and Line Departments' August 1-5, 2022**

Last date of receiving nominations: July 26, 2022

1. Full Name :
 2. Designation:
 3. Category of nominee (give tick mark)
 - Officials of Line Departments or Govt. Organizations
 - SIRDPR/ ETC Faculty
 - Officials of local body
 4. Name & address of the department/organization:
 5. Email ID:
 6. Mobile No. :
 7. Gender:
 8. Caste:
 9. Hostel Accommodation Required: Yes/No
 8. Whether attended any program conducted by NIRDPR:
- Date : _____ Signature of the sponsor
Place : _____ with office seal

**Training on
GeM, PFMS and e-Office for PRIs, RD and Line
Departments**

(August 1-5, 2022)

Venue: NIRDPR-NERC, Guwahati



COURSE BROCHURE

**LAST DATE OF RECEIVING NOMINATIONS
July 26, 2022**



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT &
PANCHAYATI RAJ
NORTH EASTERN REGIONAL CENTRE
JAWAHARNAGAR, KHANAPARA
GUWAHATI - 781 022**

Background

Digital India Programme emphasizes the use of online digital tools to support the governance at each layers for ushering an effective and transparent inter and intra-government processes. Government has built up and launched numbers of online platforms to promote paperless transactions for serving citizens ensuring transparency & accountability. With the introduction of some high standard digital platforms like Government e-Marketplace (GeM), eOffice and PFMS, Government departments at the different levels are now in a position to carry out procurement activities, file approval & tracking as well as financial transactions in prompt and transparent manner. The visibility of government in the public domain has increased manifold in the recent times.

The vision of e-Office is to achieve a simplified, responsive, effective and transparent working environment in all government offices. Government e-Marketplace (GeM) provides a single window solution for online procurement of common use Goods & Services. GeM endorses transparency, efficiency and speed in public procurement. Similarly, PFMS facilitates sound Public Financial Management System through an efficient fund flow and tracking system thus increasing the efficiency and financial transparency.

In view of the above, the training programme on “**GeM, PFMS and e-Office for PRIs, RD and Line Departments**’ is proposed mainly for the functionaries of rural development, PRIs/equivalent, SIRDPR/ETCs and officials of related line departments. This course shall provide a platform to discuss work-flow system of GeM, PFMS and e-office and paperless services relevant for rural development.

Objectives:

The main objectives of this training programme are:

- To develop understanding of paperless work environment.
- To familiarize with components of GeM, eOffice and PFMS
- To acquaint with the work flow transactions in GeM, eOffice and PFMS.

Broad Content

GeM

- Registration Process of Organization Buyer Account, Dashboard Management
- Searching Criteria, Buying Process for product and service, Bidding Process
- Order Management, CRAC Generation, Bill Generation, Closing of Buying Cycle

PFMS

- Registration process of organization/ department under PFMS
- Creation of Maker and Checker user, Vendor registration process
- Booking and approval process of Vouchers
- PFMS integration in Rural Development Schemes.

e-Office

- e-Office Registration Process, Users management, VPN account management
- Correspondence Diarizing Process, Online creation of files
- File Noting, movement and approval process, file tracking.

Training Methods

The methodology set for the proposed training programme includes Lecture-cum-Discussion,

hands on, live demo. This will be supported by Audio visual aid and PowerPoint presentation. The programme input will be delivered by the faculties of NIRDPR-NERC, Guwahati, and also the resource persons invited from state government, other organization.

Duration: 5 days (August 1-5, 2022)

Participants Level

State and District officers, IT Managers from the Rural Development, Panchayat Raj, related line departments and Faculties from SIRDPRs and ETCs

Course Director:

Er. S.K. Ghosh

M-9435551185, email: skghosh.nird@gov.in

Course Fee & Travel

There is no course fee. However, the sponsoring authorities will have to bear the travel expenses and DA (as applicable) of their nominees.

Venue:

The programme will be organized at **NIRDPR-NERC, Khanapara, Guwahati-781022**. Free Boarding & Lodging shall be provided.

Nominations

Course Details

The brochure along with nomination format can also be downloaded from the website of the NIRDPR-NERC, Guwahati i.e **www.nirdnerc.nic.in**