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7/2/2023  
**RLS Global Smart Learning Institute (RLSGSLI)**

(A registered Micro, Small and Medium Enterprise (MSME). Registration No. UDYAM-HR-08-0003613). Smt. Rashmi, Founder of RLSGSLI, 111/5, Opp. Arya Kanya Mahavidyalaya, Patel Nagar, Narwana (Jind), Haryana – 126116.M. +91-9467423458, eMail: [rlssmartinstitute@gmail.com](mailto:rlssmartinstitute@gmail.com)

No: RLSGSLI/Training/02/2023

Date: 07/02/2023

To,

1. All the Secretaries of the Departments in Punjab.
2. All the Heads of the Departments in Punjab.
3. All the Commissioner of Divisions/Deputy Commissioners in Punjab.
4. All the Managing Directors of Boards and Corporations in Punjab.
5. All the Chief Executive Officers in Government of Punjab.
6. All the Head of Offices and DDOs in Punjab.

Sub: Nominations for Two-Days Competency Based Training Courses in Online Mode

Respected Sir/Madam,

The New Emerging Issues are making the environment changed not only for the teachers but also for the principals and administrative staff working in the academic institutions and universities. The Central Government with its National Training Policy 2012<sup>1</sup> made it clear that it is essential to match individuals' competencies with the jobs they have to do and bridge competency gaps through training (Section 1.5 of the NTP 2020).

The RLS Global Smart Learning Institute - a registered MSME<sup>ii</sup>, designed two days courses either on two Saturdays or two Sundays, for Officers and Officials working in Government, on a nominal fee. Each course covers live interactions with an expert faculty using doubt clearing approaches, per day for approx. 2 hours on specific areas as mentioned in the title of the course. (Details given in Annexure- 'A'). However, more courses may also be asked to be scheduled, by reviewing the titles of courses available at <https://forms.gle/e1GsZUkoMaBXG8fk8>.

There is nominal fee, which may also be paid after participation and in such case, kindly give in writing that **the fee will be paid after participation of the deputed officers/officials**. If an employee pays the fee, an e-receipt is provided as a proof of payment; along with e-certificate of participation, and e-notes. The competent authorities, may reimburse the fee paid by the participants on basis of three proofs i.e. (a) fee payment proof – PayTm/GPay/EFT funds transfer slip generated by app or portal in favour of "Name: Rashmi, Account No: 01172191026806, Type: Saving Account, Bank: Punjab National Bank, Narwana, IFSC: PUNB0011710", (b) e-Certificate, (c) e-Receipt.

Kindly depute the officers/officials mentioning their names, designations, WhatsApp numbers, e-mail addresses with the selected online course/s & send the same on official letter pad through email to [rlssmartinstitute@gmail.com](mailto:rlssmartinstitute@gmail.com). After getting the details of nominees or filled registration form from a person, they are provided Google Meet Link to join the course. For any query, kindly contact at +91-9467423458 (WhatsApp).

With regards,

Yours faithfully,

Rashmi

(Smt. Rashmi)

Founder and Chief Executive Officer

<sup>1</sup>The policy is available on website of Department of Personnel and Training (DoPT), Government of India i.e. <https://dopttrg.nic.in/webportal/AboutUs/NationalTrainingPolicies/NTP2012.pdf>

<sup>ii</sup>The Regn. No. UDYAM-HR-08-0003613 verifiable at [https://udyamregistration.gov.in/Udyam\\_Verify.aspx](https://udyamregistration.gov.in/Udyam_Verify.aspx).



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eMail: rlsmartinstitute@gmail.com, Web: <https://smartinstitute.rls.blogspot.com>

-Annexure 'A'

<b>List of Two Days (2-Saturdays or 2-Sundays) Courses</b>			
<b>Note – Each topic is delivered with live interactions with an expert faculty, doubt clearing sessions, followed by e-Notes, e-Certificate of participation, and e-receipt of paid fee.</b>			
Sr.	Title of Course	Dates and Time	Fee Per Participant
<b>→ Financial Irregularities, Recoveries, and Vigilance in Government Organizations</b>			
1.	Financial Irregularities & Recoveries in Government Organizations	18 <sup>th</sup> Feb Sat – 9:45 am to 11:30 am	Rs. 450 Only
2.	Administrative and Financial Vigilance in Government Organizations	25 <sup>th</sup> Feb Sat – 9:45 am to 11:30 am	
<b>→ Income Tax Matters in Government Organizations</b>			
3.	Submission of eTDS 24Q 26Q in Government Organizations	11 <sup>th</sup> Feb Sat – 9:45 am to 11:30 am	Rs. 450 Only
4.	Duties and Responsibilities of Government Heads and DDOs – TDS under Income Tax	18 <sup>th</sup> Feb Sat – 11:45 am to 1:30 pm	
<b>→ e-Procurement including e-Tendering and Government e-Marketplace</b>			
5.	e-Procurement System (e-Tendering) in Government Organizations	25 <sup>th</sup> Feb Sat – 5:00 p.m. to 6:45 p.m.	Rs. 450 Only
6.	Procurement using Government e-Marketplace (GeM) Portal in Government	4 <sup>th</sup> Mar Sat – 5:00 p.m. to 6:45 p.m.	
<b>→ Tax Deduction at Source (TDS) and Returns in Government Organizations</b>			
7.	Submission of eTDS 24Q 26Q in Government Organizations	25 <sup>th</sup> Feb Sat – 11:45 am to 1:30 pm	Rs. 450 Only
8.	Goods and Services Tax (GST) for DDOs – TDS and Returns	4 <sup>th</sup> Mar Sat – 11:45 am to 1:30 pm	
<b>→ Government Accounting – Management of Cash and Store</b>			
9.	Government Accounting – Maintenance of Cash Book	25 <sup>th</sup> Feb Sat – 2:15 p.m. to 4:00 p.m.	Rs. 450 Only
10.	Government Accounting – Inventory / Store Management	4 <sup>th</sup> Mar Sat – 2:15 p.m. to 4:00 p.m.	
<b>→ Office Procedures: Noting, Drafting, and Letter Writing in Government Organizations</b>			
11.	Office Procedures – Noting and Drafting	26 <sup>th</sup> Feb Sun – 9:45 a.m. to 11:30 a.m.	Rs. 450 Only
12.	Letter Writing and Draft Preparation	5 <sup>th</sup> Mar Sun – 9:45 a.m. to 11:30 a.m.	
<b>→ Governance at Workplaces – RTI and RTS in Government</b>			
13.	Handling Right to Information (RTI) Applications in Government Organizations	26 <sup>th</sup> Feb Sun – 5:00 p.m. to 6:45 p.m.	Rs. 450 Only
14.	Right to Service (RTS) Act in Government	19 <sup>th</sup> Feb Sun – 5:00 p.m. to 6:45 p.m.	

ਦਫਤਰ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ) ਬਠਿੰਡਾ

ਪਿੱਠਾਕੋਟ ਨੰ: ਜੀ-1/1 ( ) 2023/ 2051 ਮਿਤੀ : 09/02/2023

ਉਪਰੋਕਤ ਪੱਤਰ ਦਾ ਉਤਾਰਾ ਸਮੂਹ ਸਕੂਲ ਮੁੱਖੀਆਂ ਸਸਸਸ/ਸਹਸ/ਸਮਿਸ ਜਿਲ੍ਹਾ ਬਠਿੰਡਾ ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ ਤੇਜ਼ੀ ਨਾਲ ਜਾਂਦਾ ਹੈ।

ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ)

ਬਠਿੰਡਾ 15/02