

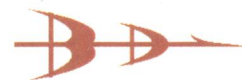
भारत डायनामिक्स लिमिटेड

(भारत सरकार का उद्यम-रक्षा मंत्रालय)

Bharat Dynamics Limited

(A Govt. of India Enterprise - Min. of Defence)

CIN : L24292TG1970GOI001353



Ref: BDL/04/C-HRD&OD

Date: 23 May 2019.

To

Dr Radha Mohan Chebolu,
Coordinator, Part time programmes
ICFAI Business School (IBS)
Dontanapalli, Shankerpalli Road,
Hyderabad-501203, TS

निगमकार्यलय , प्लॉट नं. ३८-३९, टी. एस एफ सी भवन

(आई सी आई सी आई टॉवर्स के पास)

फाइनेंशियल डिस्ट्रिक्ट, गच्छी बाउली, हैदराबाद- 500 032, भारत.

Corporate Office, Plot No. 38-39, TSFC Building

(Near ICICI Towers), Financial District, Gachibowli,

Hyderabad-500032, INDIA.

फोन : Phone: 040-23456173 फेक्स : Fax : 040-23456164.

Sir,

Sub: Conducting of MDP Program on Leadership Excellence and Personnel Effectiveness Managerial Effectiveness (LEAPE) as a part of Induction programme for BDL Executives -reg.

Ref; Your e-mail offer dated 03 Apr 2019.

Reference is invited to e-mail offer dated 03 Apr 2019 for conduct of MDP Program on Leadership Excellence and Personnel Effectiveness (LEAPE) as a part of Induction programme for BDL Executives from 12 Jun 2019 to 14 Jun 2019.

The proposed program meant for BDL Executives who were promoted from Non Executives to Executives cadre on different streams viz Seniority basis and Professionally qualified in two separate batches to be conducted at your IBS premises on the above dates. Management has accepted your proposal with the following terms and conditions:

Terms & Conditions:

The program has to be organized at IBS premises in two batches. The cost of the program is Rs. 1250/- per participant per day + Applicable Tax for 3 days. The price includes resource person cost + Training material cost+ lecture theatre cost+ Breakfast + Lunch+ Tea & snacks.

Terms of Payment

100% payment within 30 days from the date of programme on submission of proforma invoice with GST number.

In this context, we would like to inform you to organize the above program on the dates mentioned above to share knowledge and experiences on the subject for the benefit of our Executives to update their knowledge bank.

Thanking you,

Yours faithfully,
For BHARAT DYNAMICS LIMITED.

(S NARAYANAN)
GENERAL MANAGER (HR)

भारत डायनामिक्स लिमिटेड

(भारत सरकार का उद्यम-रक्षा मंत्रालय)

Bharat Dynamics Limited

(A Govt. of India Enterprise - Min. of Defence)

CIN : L24292TG1970GOI001353



Ref: BDL/04/C-HRD&OD

Date: 12 Sep 2019.

To
Dr Radha Mohan Chebolu,
Coordinator, Part time programmes
ICFAI Business School (IBS)
Dontanapalli, Shankerpalli Road,
Hyderabad-501203, TS

Sir,

Sub: Organizing Residential Management Development Program on Stress to Streamline of Life (SSL) towards work life balance from 16 Sep 2019 to 18 Sep 2019. -reg.

Ref: Your e-mail offer for the subject program

Greetings from Bharat Dynamics Limited.

Reference is invited to offer cited above. It is requested to organize Residential MDP program on Stress to Streamline of Life (SSL) towards work life balance to 30 Women Executives of our Company as part of Initiatives for women for work life balance as well as leadership development.

Terms of payment:

Program cost:

- i) Rs. 3400/- per participant per day +GST as applicable with AC Accommodation on IBS Campus. The cost includes accommodation and food along with cost for resource persons and study material, Training cost, breakfast, Lunch, Tea and snacks etc.
- iii) 100% payment within 30 days from the date of completion of the programme on submission of proforma invoice with GST number.

In this context, we would like to inform you to organize the above program from 16 Sep 2019 to 18 Sep 2019

Thanking you,

Yours faithfully,
For BHARAT DYNAMICS LIMITED.

12-09-19

(BIPLAB SINHA)
DY. GENERAL MANAGER (C-HR)

निगमकार्यलय , प्लॉट नं. ३८-३९, टी. एस एफ सी भवन
(आई सी आई सी आई टॉवर्स के पास)
फाइनेंशियल डिस्ट्रिक्ट, गच्छी बाउली, हैदराबाद- 500 032, भारत.
Corporate Office, Plot No. 38-39, TSFC Building
(Near ICICI Towers), Financial District, Gachibowli,
Hyderabad-500032, INDIA.
फोन : Phone: 040-23456173 फेक्स : Fax : 040-23456164.



Debapratim Purkayastha <debapratim@ibsindia.org>

Invite as resource person for Case Writing & Teaching Workshop

Dhruva Chak <dhruva.chak@bimtech.ac.in>

Tue, Aug 21, 2018 at 4:21 PM

To: Debapratim Purkayastha <debapratim@ibsindia.org>

Cc: "A.K Dey" <ak.dey@bimtech.ac.in>, Nimisha Singh <nimisha.singh@bimtech.ac.in>

August 21

Dear Dr Purkayastha,

I refer to your correspondence with Dr Dey and your mail below. We would be happy to

invite you to conduct a workshop on Case Writing and Teaching on October 10, 2018

for 30 faculty at BIMTECH, Greater Noida on the lines suggested by Dr Dey.

The remuneration we would be offering is Rs 50,000/- + applicable Taxes. In

addition, to and for air fare, local conveyance and stay would be as per Dr Dey's mail

to you.

Looking forward to your acceptance and confirmation.

Kind Regards

Your sincerely,

Dhruva Chak MA, PGDBA (IIM Ahmedabad)
Professor (Marketing) & Chairperson, Centre for Faculty Development

Birla Institute of Management Technology

Plot No.5, Knowledge Park II

Greater Noida - 201 306

Tel: 0120-2323001-10

Fax: 0120-2323022/25/2323012

Email: dhruva.chak@bimtech.ac.in

Follow Us on -



Visit our Website - www.bimtech.ac.in

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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made on **Twentyninth** day of **March, Two thousand Eighteen**, between Centralized Training Academy for Railway Accounts, Ministry of Railways, Government of India, Tarnaka, Secunderabad (hereinafter called as **CTARA**) and Icfai Business School(IFHE University), Dontanapally Village, R.R.District-501504(hereinafter called as **IBS**) for conducting short term Management Development Programmes (MDP) for the Officers and Staff of Indian Railways.

The parties hereto are desirous of recording the terms and conditions of their agreement in writing

Now this Memorandum of Understanding witnesseth as under;

1. The courses mentioned in the enquiry letter are indicative and not exhaustive. CTARA reserves the right to change/modify these programmes as per its requirement.
2. The courses shall be designed by IBS for Junior, Middle and Senior Management level of officers and other staff of Indian Railways to be conducted at CTARA premises, Secunderabad.
3. The faculty shall be professionals/reputed academicians in their respective fields.
4. The Course details viz., session-wise topics, the speakers, pedagogical methods etc., shall be sent by IBS to the Director, CTARA at least two weeks ahead of the scheduled dates for approval.
5. The programme shall include Case Studies covering different concepts envisaged in the course module and also from various research papers of IBS. Reading material connected to the course shall be supplied to the participants at the start of the course by IBS at no extra cost.

6. There will be no restriction on the number of participants in each course but it would be ideal to have strength of twenty participants.
7. A Course Co-Ordinator shall be nominated by IBS who will act as a Moderator for the Course to co-ordinate and interact with CTARA.
8. CTARA finalizes the Quarterly Schedule of Courses and allotment of courses to be conducted by IBS will be intimated in advance.
9. After allotment of a particular course to IBS, if sufficient number of nominations is not received, the Academy reserves the right to cancel the course and IBS will be intimated 4 days in advance.
10. Course fee of Rs. 22,000/- (Rupees Twentytwo thousand only) per day plus applicable taxes will be applicable during the tenure of the MOU. Per day denotes four sessions of One hour Fortyfive minutes each or as decided by CTARA.
11. The payment will be made after completion of the course and on receipt of bill in triplicate from IBS in the required format duly enclosing a copy of Bank's ECS/NEFT/RTGS mandate.
12. This Memorandum of Understanding will exist till 30th September, 2018.

In witness whereon the parties hereto have hereunto set and subscribed their respective hands the day and year first herein above written.



Dr. D. Satish

Head (CMD)

for IBS (IFHE University), Hyderabad
Dontanapally Village, R.R. District
501504



Koram Kishor

Addl. Director

for Director

Centralized Training Academy
for Railway Accounts
Tarnaka, Secunderabad

Witnesses;

(1) G. K. Srikanth
(G. K. SRICANTH).
Associate Professor.
IBS - Hyderabad

(2) C. V. Swamy Nathan
C. V. SWAMY NATHAN
Manager/Ttg
CTARA/SC

भारत डायनामिक्स लिमिटेड

(भारत सरकार का उद्यम-रक्षा मंत्रालय)

Bharat Dynamics Limited

(A Govt. of India Enterprise - Min. of Defence)

CIN : L24292TG1970GOI001353



Ref: BDL/04/C-HRD&OD

Date: 02 May 2019.

To

Dr Radha Mohan Chebolu,
Coordinator, Part time programmes
ICFAI Business School (IBS)
Dontanapalli, Shankerpalli Road,
Hyderabad-501203, TS

निगमकार्यलय , प्लॉट नं. ३८-३९, टी. एस. एफ. सी भवन

(आई सी आई सी आई टॉवर्स के पास)

फाइनेंशियल डिस्ट्रिक्ट, गच्छी बाउली, हैदराबाद- 500 032, भारत.

Corporate Office, Plot No. 38-39, TSFC Building

(Near ICICI Towers), Financial District, Gachibowli,

Hyderabad-500032, INDIA.

फोन : Phone: 040-23456173 फेक्स : Fax : 040-23456164.

Sir,

Sub: Conducting of MDP at BDL premises on GST & Case Study writing for our Management Trainees -reg.

Ref; Your e-mail offer dated 11 Feb 2019.

Reference is invited to offer dated 11 Feb 2019 for conduct of MDP on GST & Case Study writing for our Management Trainees from 13 May 2019 to 14 May 2019 and 15 May 2019 respectively. Management has accepted your proposal with the following terms and conditions:

Terms & Conditions:

i) GST:

The program has to be organized at BDL premises. The cost of the program is Rs. 24000/- per day + Applicable Tax for 2 days. The price includes resource person cost + Training material cost+ local transport will be arranged by BDL.

ii) Case Study Writing

The program has to be organized at BDL premises. The cost of the program is Rs. 24000/- per day + Applicable Tax for one day. The price includes resource person cost + Training material cost+ local transport will be arranged by BDL.

iii) Terms of Payment

100% payment within 30 days from the date of programme on submission of proforma invoice with GST number.

In this context, we would like to inform you to organize the above programs on the dates mentioned above to share knowledge and experiences on the subject for the benefit of our Management Trainees to update their knowledge bank.

Thanking you,

Yours faithfully,
For BHARAT DYNAMICS LIMITED.

(S NARAYANAN)
GENERAL MANAGER (HR)



MINISTRY OF RAILWAYS, GOVERNMENT OF INDIA

No.CTARA/OS/MDP/2020-21

Date: 08.01.2021

CMD Co-Ordinator
Centre of Management Development
IBS, Hyderabad
Dontanapally Village
R.R. District, Hyderabad-S01S04

Sir,

Sub: Conducting of short term Management Development Programme
at CTARA.

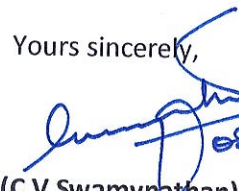
ooOoo

As one of the institutes empanelled by this Academy for conducting the above courses at our premises, your Institute has been selected to conduct a **Course on "Green financing and InvIT" from 19.01.2021 to 22.01.2021.(Each day two sessions only)**. The timings will be from 10.00 hrs to 11.30 hrs and 12.00 hrs to 13.30 hrs. This course will be conducted through zoom platform in view of Covid pandemic. Participants are from middle and senior management level positions. As such, it is requested to design the course with session-wise topics, speakers and also arrange to supply the study material in soft copy.

For further details you are requested to contact the Academy. This issues with the approval of Director/CTara.

Thanking you,

Yours sincerely,


08/01/2021
(C V Swamynathan)
AFA/Training
for Director/CTARA

Department of Posts: India
Office of the Chief Postmaster General, Telangana Circle, Hyderabad – 500 001.

To
The Postmaster General,
Hyderabad Region,
Head Quarters Region.
Hyderabad - 500 001.

No. BD/II/In-house Training/2018-19 dated at Hyd-1 the 23.04.2019

Sub:- In-house training programme on Leadership and Personality Development for 2 days on 29-04-2019 and 30-04-2019 at IBS, Hyderabad, IFHE Hyderabad Shankarpalli for ASP/IP and System Administrators - reg.

This is regarding In-house training programme for 2 days on 29-04-2019 and 30-04-2019 at IBS, Hyderabad, IFHE Hyderabad Shankarpalli for ASP/IP and System Administrators. The list of officials nominated (in consultation with both the ROs) for the above said training is furnished in Annexure.

The following seats have been allotted to the Regions for the said dates.

SNo	Region	In-house training on 29 th and 30 th April 2019
1	Hyderabad	10
2	Head Quarters	04
Total		14

2. It is requested to relieve the officials for the in-house training at IBS, Hyderabad to be held on 29-04-2019 and 30-04-2019. The training starts at 9.30hrs on 29.04.2019. It is requested to ensure that all the nominated officials attend the above said training without fail and without any exception. Deputing substitutes in place of nominated officials is NOT permitted.

3. Boarding and lodging facilities are provided in the campus of the IBS. Hence the trainees are eligible to claim TA only and NOT DA/Food bill. I am directed to intimate that all the trainees should stay in the training centre campus only, even if they are from Hyderabad. No candidate should leave the training centre before the evening of 30-04-2019. The trainees coming from outside Hyderabad can come one night in advance (i.e., Night of 28.04.2019) and stay at the training institute. They can also stay back in the campus for the night of 30.04.2019, if necessary.

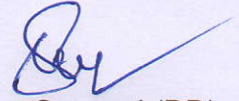
4. Buses are available every half an hour from Mehdipatnam Rythu Bazar Bus Stop. The bus number is 505 and stop name is IBS. The bus stops in front of the IBS Gate. The bus would have the board bearing "Mehdipatnam to Shankarpalli".

5. The venue of the training centre is:

IBS Hyderabad, IFHE Hyderabad,
Dontanapalli, Shankerpalli Road,
Hyderabad - 501203.

Contact Nos:

Prof: Rajashekar: 08143063349, Prof: Kranthi: 09787405571, Prof: Satish:
09849322745.



Asst. Postmaster General (BD),
O/o the C P.M.G.,
Telangana Circle, Hyd -1.

Copy to:

1. ISB, Shankarpalli, Hyderabad-501 203 for information. This is in continuation of the phone talk of date with Prof. Satish. It is requested to kindly make necessary arrangements for the above said training.
2. All Divisional Heads concerned.



Asst. Postmaster General (BD),
O/o the C P.M.G.,
Telangana Circle, Hyd -1.

ANNEXURE**List of officials nominated to undergo 2 days inhouse training at IBS, Hyderabad**

Sl.No	Name of the Officials Sri / Ms	Designation	Division/office of working	Mobile No.
1	Sai Krupakar Reddy	SA	Adilabad Dn	9494128532
2	Satish	SA	Hanamkonda Dn.	9949200938
3	Srihari	SA	Karimnagar Dn	9494873691
4	M Ravi Kumar	IP	Narayanpet Sub Dn., Mahabubnagar Dn.	9490164824
5	K Ajay Kumar	OA	Nalgonda Dn.	9618108913
6	S Santhosh Kumar	Offtg. IP	Nizamabad Sub Dn.	9160176017
7	S Sateesh	OA	Peddapalli Dn.	9703177277
8	Srinivas	SA	Suryapet Dn.	9642887534
9	T Sai Krishna	OA, SA	Warangal Dn.	9966394549
10	K Uday Kumar Reddy	SA	Hyderabad GPO	7416119792
11	K Balakrishna	SA	Siddipet HO, Medak Dn.	9030450239
12	A Rajender	SA	Sangareddy Dn.	9000421841
13	Dandappa	IRM	RMS 'Z' Dn.	9490164867
14	R Bhushanam	SA	Khairtabad HO, Hyd City Dn.	9032457672

भारतीय डाक विभाग

Department of Posts : India

मुख्य पोस्टमास्टर जनरल कार्यालय, तेलंगाना सर्किल, हैदराबाद – 500 001

Office of the Chief Postmaster General, Telangana Circle, Hyderabad – 500 001

To

The Postmaster General,
Hyderabad Region,
Head Quarters Region.

No. SB/Budget/2018-19 dated at Hyd-1 the 19.12.2018

Sub:- In-house training programme on Marketing and soft skills for 2 days on 27-12-2018 and 28-12- 2018 at IBS, Hyderabad, IFHE Hyderabad Shankarpalli for Marketing Executives, PRI(P)s and other staff doing marketing work- reg.

This is regarding In-house training programme for 2 days on 27-12-2018 and 28-12-2018 at IBS, Hyderabad, IFHE Hyderabad Shankarpalli for Marketing Executives, PRI(P)s and other staff doing marketing work. The list of officials nominated (in consultation with both the ROs) for the above said training is furnished in Annexure I.

The following seats have been allotted to the Regions for the said dates.

Sl	Region	In-house training on 27 th and 28 th Dec 2018
1	Hyderabad	6
2	Head Quarters	11
	Total	17

2. It is requested to relieve the officials for the in-house training at IBS, Hyderabad to be held on 27-12-2018 and 28-12-2018. The training starts at 9.30hrs on 27.12.2018. It is requested to ensure that all the nominated officials attend the above said training without fail and without any exception. Deputing substitutes in place of nominated officials is NOT permitted.

3.. Boarding and lodging facilities are provided in the campus of the IBS. Hence the trainees are eligible to claim TA only and NOT DA/Food bill. I am directed to intimate that all the trainees should stay in the training centre campus only, even if they are from Hyderabad. No candidate should leave the training centre before the evening of 28-12-2018. The trainees coming from outside Hyderabad can come one night in advance (ie. Night of 26.12.2018) and stay at the training institute. They can also stay back in the campus for the night of 28.12.2018, if necessary.

4. Buses are available every half an hour from Mehdiapatnam Rythu Bazar Bus Stop. The bus number is 505 and stop name is IBS. The bus stops in front of the IBS Gate. The bus would have the board bearing "Mehdiapatnam to Shankarpalli".

5. The venue of the training centre is:

IBS Hyderabad, IFHE Hyderabad,
Dontanapalli, Shankerpalli Road,
Hyderabad - 501203 .

Contact Nos:

Prof: Rajashekar : 08143063349, Prof: Kranthi : 09787405571, Prof: Satish : 09849322745

सहायक पोस्टमास्टर जनरल (वि.से.)

Asst.Postmaster General, (FS.)

मु.पो.मा.ज.कार्यालय, तेलंगाना सर्किल, हैदराबाद - 1

O/o the C P.M.G., Telangana Circle, Hyd -1

Copy to:

1. ISB, Shankarpalli, Hyderabad-501 203 for information. This is in continuation of the phone talk of date with Prof. Satish. It is requested to kindly make necessary arrangements for the above said training.
2. All Divisional Heads concerned.

सहायक पोस्टमास्टर जनरल (वि.से.)

Asst.Postmaster General, (FS.)

ANNEXURE I

Sl.No	Name of the Region	Division name	Name of the marketing executive/ (PRI(P)	Office of working
1	Hyderabad	Hanamkonda	U.Shankar	OA,Hanamkonda
2	Hyderabad	Karimnagar	G.V.Srihari	OA,Karimnagar
3	Hyderabad	Khammam	T.Ruben	PA,Kothagudem
4	Hyderabad	Mahabubnagar	Raghavendra Goud	DO, PLI
5	Hyderabad	Nalgonda	Ch.Srikanth	PA, Bhongir HO
6	Hyderabad	Nizamabad	B.Saya Reddy	PA, Nizamabad HO
7	Hyderabad Head Quarters	Hyderabad GPO	U. Shankar	PA, Hyd GPO
8	Hyderabad Head Quarters	Secunderabad	K Lokesh,	ME, Secunderabad HO
9	Hyderabad Head Quarters	Secunderabad	L. Naveen Kumar Chary,	ME, Trimulgherry HO
10	Hyderabad Head Quarters	Secunderabad	P Ashok Kumar,	PRI(P), Secunderabad HO
11	Hyderabad Head Quarters	Secunderabad	NNL Narasimham,	PRI(P), Trimulgherry HO
12	Hyderabad Head Quarters	Hyderabad City	B. Vittal Rao,	OA(ME), DO
13	Hyderabad Head Quarters	Hyderabad City	K. Venkatesh,	PRI(P), Sanathnagar IE SO
14	Hyderabad Head Quarters	Hyderabad City	MAK Jilani	PRI(P), Hyd. City
15	Hyderabad Head Quarters	Hyd. South East	K. Keerya,	PRI(P)-II, Hyd Jubilee HO
16	Hyderabad Head Quarters	Hyd. South East	K. Rajesh,	M.E, Hyd S.E Dn
17	Hyderabad Head Quarters	R.O	K. Srinivas,	M.E, O/o PMG, HQ Region, Hyd

PO No.:		05-Aug-18
Agreement of Professional Services		
Made at Hyderabad		
On 08		
August 2018		
Between		
The ICFAI Foundation for Higher Education (IFHE), Dontanapalli, Shankarpalli Road, Hyderabad 501203, Telangana		
GSTN Registration Number: 36AABTT3573GIZC		
Legal Name: THE ICFAI FOUNDATION FOR HIGHER EDUCATION		
Trade Name: The ICFAI Foundation for Higher Education		
Address: 52, Nagarjuna Hills, Punjagutta, Hyderabad, Telangana - 500082		
AND		
ITC Paperboards and Specialty Papers Division		
ITC Paperboards and Specialty Papers Division, 106, Sardar Patel Road, Secunderabad, Telangana - 500003		
Company Name:	ITC Paperboards and Specialty Papers Division	
Bill To Address: (In case of multiple locations, please specify all)	Name of the company: ITC Paperboards and Specialty Papers Division Address: ITC Paperboards and Specialty Papers Division, 106, Sardar Patel Road, Secunderabad, Telangana - 500003 Landline Number:	

[Handwritten signatures]

Courier Shipping Address:	Name : Chadalawada Sai Sanjay Designation : Address: ITC Paperboards and Specialty Papers Division, 106, Sardar Patel Road, Secunderabad, Telangana - 500003 Phone Number : 8897935926				
Project Owner Details	Name: Chadalawada Sai Sanjay Designation: Email id: Chadalawada.Sai.Sanjay@itc.in Phone number: 8897935926				
GSTIN #					
PAN #					
Are you registered under SEZ zone and exempted from taxes? If yes, please provide the supporting document.					
Project owner from IBS Hyderabad	Dr. D Satish, 9849322745				
Scope of Service:					
Sl. No.	Offering/Phase	Particulars	Timelines of Delivery	Amount in INR	
1.	MDP on Business Communication - 3 modules for each batch spanning 6 working days across all ITC PSPD locations - Hyderabad, Bhadrachalam, Kovai, and Tribeni	INR 3,00,000/- per batch	As per the dates scheduled by ITC - PSPD	3,00,000	
	Total Amount			3,00,000	

Payment Schedule:

Sl. No.	Details of Payment Cycle	Amount in INR	Payment Timeline
1	After the completion of 3 modules (6 working days) for each batch	3,00,000	5 days after invoice is raised

Terms and Conditions:

1. The MDPs would be conducted in 3 modules for each batch. Each module will consist of 8 sessions in a span of 2 days. Hence the total number of days of training for each batch will be 6 working days. There would be a gap of at least 15 days between each module to enable participants to assimilate and work towards the assignments.
2. Each module will have a main faculty who will conduct the sessions and a support faculty who will provide additional help to the main faculty and review the participants' during the sessions. Participants will be closely monitored on their performance and suggestions for improvement will be provided. The participants are also bound to complete all the assignments during the program.
3. The program coordinator and resource persons will conduct a review of oral, written and presentation skills during the 3rd module of each batch and submit the evaluation to the participants and concerned authorities along with suggestions for improvement.
4. The certificates with the grade scored by the participant will be provided by IBS Hyderabad, IFHE University after completion of 3 modules for each batch.
5. The MDPs will be conducted only in ITC premises across its four locations – Hyderabad, Bhadrachalam, Kovai and Tribeni. The travel expenses (rail and air tickets, including local cab charges in the base location), boarding and lodging for the resource persons will be borne by ITC. IT support in terms of computers to be provided to participants by ITC for the second module on Written Communication.
6. The cost of each MDP is Rs. 3,00,000/- + 18% GST (which includes 36 hours of training + 12 hours of home assignment + reading and study material) to be paid after completion of all modules for each batch.
7. All payments (cheque/ DD) would be made in favor of 'ICFAI Foundation for Higher Education' payable at Hyderabad.
8. In case of online payments, transfer to be done to 'ICFAI Foundation for Higher Education', Account No: 020201007037, Name of the account: IFHE – Seminars & Workshops A/c, ICICI Bank, Nerella House, No. 4 Nagarjuna Hills, Punjagutta, Hyderabad 500082, RTGS/NEFT IFSC Code: ICIC0000202.
9. In case this agreement is terminated from the client's end before the end of the agreed term above, amount received would not be liable for refund.
10. Video recording of our trainer's classroom without prior approval and clicking photos of our training content is strictly prohibited.
11. We seek your permission to use your Company name and Logo in our List of client's page in our website.


Signature and Company Stamp on behalf of

IBS Hyderabad

Date: 05-Aug-2018


Signature and Company Stamp on behalf of

ITC – PSPD, Hyderabad

Date: 10-01-2019



KERALA INSTITUTE OF LOCAL ADMINISTRATION

An autonomous body constituted by the Government of Kerala

Mulamkunnathukavu P.O., Thrissur - 680581, Kerala, India
Fax: +91 487 - 2201062; Website: www.kila.ac.in

Dr. Joy Elamon
Director

Phone : +91 487 - 2201312
Mob : +91 9446521312
Email : director@kila.ac.in
Skype : joy.elamon

No. KILA/2019/101/4613

9.10.2019

Dear Dr. Sathish,

Sub: Management Development Training of Block Pachayat Secretaries-
Ref: This office letter of even no. dated 4.10.2019

In continuation of this office letter referred, I am to inform that the course fee Rs 25,000/- + GST per candidate in connection with *the visit of the 36 Block Pachayat Secretaries at your Institution during 20th to 27th October 2019* is accepted. Please make all arrangements as proposed earlier.

Thanking you

With regards


JOY ELAMON

To

Dr. D. Sathish,
Professor (Finance & Accounting)
IBS – Hyderabad The ICFAI Foundation for Higher Education
Donthanapally Village, Shankerpalli Road
Hyderabad- 501203, Telangana
Mobile – 09849322745 <satishd@ibsindia.org>



KERALA INSTITUTE OF LOCAL ADMINISTRATION

An autonomous body constituted by the Government of Kerala

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Fax: +91 487 - 2201062; Website: www.kila.ac.in

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Mob : +91 9446521312

Email : director@kila.ac.in

Skype : joy.elamon

No. KILA/2019/101/4613

4.10.2019

Dear Dr. Sthish,

Sub: Mangement Development Training of Block Pachayat Secretaries-

Ref: Your mail dated 3.10.2019

Greetings from KILA !

Thank you for accepting our request for organising the training a group of 36 Block Pachayat Secretaries at your Institution during 20th to 27th October 2019 and also invited your attention to the earlier communications/ mails in this regard. We request to make the following arrangements as per the following schedule:

1. The delegates will come on 20th Afternoon and would leave your campus on 27th October 2019
2. Food and accommodation from 20th Afternoon till 27th October, 2019 for total 36 delegates
3. Training for the delegates to start from 21st (Monday) and continue till 26th (Saturday)
4. A training kit has to be provided.
5. On one of the days (Wednesday or Thursday) visit to Hyderabad city
6. Access to use or provide the facilities : Library, indoor sports, Outdoor sports etc

Please forward an estimate for the above programme.

Thanking your

With regards


JOY ELAMON

To

Dr. D. Sathish,
Professor (Finance & Accounting)
IBS – Hyderabad The ICFAI Foundation for Higher Education
Donthanapally Village, Shankerpalli Road
Hyderabad- 501203, Telangana
Mobile – 09849322745 <satishd@ibsindia.org>



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Dr. Joy Elamon

Director

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Email : director@kila.ac.in
Skype : joy.elamon

No. KILA/2019/101/8206/HQ

5.12.2019

Dear Dr. Sathish,

Sub: Management Development Training of Dist Level Officers from Panchayat
Department -

Ref: 1. This office letter of even no. dated 3.12.2019
2. Your email dated 3.12.2019

In continuation of this office letter referred, I am to inform that the course fee Rs 25,000/- + GST per candidate in connection with *the visit of District Level officers from Panchayat Department at your Institution during 9th to 14th December 2019* is accepted. Please make all arrangements as proposed earlier.

Thanking you

With regards


JOY ELAMON

To

Dr. D. Sathish,
Professor (Finance & Accounting)
IBS – Hyderabad The ICAI Foundation for Higher Education
Donthanapally Village, Shankerpalli Road
Hyderabad- 501203, Telangana
Mobile – 09849322745 <satishd@ibsindia.org>





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Dr. Joy Elamon
Director

Phone : +91 487 - 2201312
Mob : +91 9446521312
Email : director@kila.ac.in
Skype : joy.elamon

No. KILA/2019/101/8206/HQ

3.12.2019

Dear Dr. Sathish,

Sub: Management Development Training of Dist Level Officers from Panchatyat Department-
Ref: Your mail dated 29.11.2019

Greetings from KILA !

Thank you for accepting our request for organizing the training for a group of 28 Deputy Directors/ Assistant Directors of Panchayats in your Institution during 9th December to 14th December 2019 and also invite your attention to the earlier communications/ mails in this regard. We request to make the following arrangements as per the following schedule:

1. The delegates will come on 8th Afternoon and would leave your campus on 15th December 2019
2. Food and accommodation from 8th evening till 15th December 2019 for a total of 28 delegates
3. Training for the delegates to start from 9th (Monday) and continue till 14th (Saturday)
4. A training kit has to be provided.
5. On one of the days a visit to Hyderabad city to be arranged.
6. Access to use or provide the facilities : Library, indoor sports, Outdoor sports etc

Please forward an estimate for the above programme.

Thanking you

With regards

JOY ELAMON

To

Dr. D. Sathish,
Professor (Finance & Accounting)
IBS – Hyderabad The ICFAI Foundation for Higher Education
Donthanapally Village, Shankerpalli Road
Hyderabad- 501203, Telangana
Mobile – 09849322745 <sathishd@ibsindia.org>



**KERALA INSTITUTE OF
LOCAL ADMINISTRATION**

An autonomous body constituted by the Government of Kerala

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Phone (Office) : +91 487 - 2207000

Fax : +91 487 - 2201062

Email : info@kila.ac.in

Website : www.kila.ac.in

No.2019/101/814/HQ

Date : 17.07.2019

From

The Director

To

M/s. IBS Hyderabad
Centre for Management Development,
Hyderabad - 501504.
www.ibshyderabad.org

Sir's,

Sub: Management Development Program for Newly Recruited Municipal
Secretaries of Urban Local Bodies.

Ref: Letter dated 6TH February, 2019.

We are happy to inform you that the **'Management Development Program for Newly Recruited Municipal Secretaries of Urban Local Bodies'** is scheduled to be conducted during 5th to 10th of August, 2019 (6 days). We will be making payments as follows:

Total payments for 6 days : Rs. 2,10,000/- (Rupees Two Lakhs, and Ten Thousand only) + applicable tax.

In addition, we will be reimbursing the economy class flight charges, local conveyance and will provide food and accommodation to the Resource Persons at KILA.

Kindly confirm the program.

Thanking you,

Yours faithfully,

DIRECTOR



खादी और ग्रामोद्योग आयोग
KHADI AND VILLAGE
INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of Micro, Small & Medium Enterprises, Govt. of India,
DIRECTORATE OF MARKETING/GOVT.SUPPLY

NO: MKT/25/12/2018-MARKETING-KVIC-KVIC-HQ

Dt: 27.03.2018

Shri D. Satish,
MDP Co-ordinator,
IBS-Hyderabad,
The ICFAI Foundation for Higher Education Campus,
Survey No. 156/157, Donthanapally Village,
Shankarpalli Road,
Hyderabad-501 203

Sub: Management Development Program for Senior Executives of
Khadi and Village Industries Commission-reg
Ref: Your proposal e-mail dated. 08.03.2018

Sir,

With reference to the proposal received vide e-mail dated 08.03.2018, it has been decided that the MDP for senior executives of KVIC be held during the period 18-20 April, 2018 at Offsite.

The total cost of training for 2.5 days @ ₹ 50,000.00 per day + GST as applicable i.e. ₹ 1,47,500.00 (inclusive of 18% GST) will be released to you through our State Office, KVIC, P.B. No. 362, Gandhi Bhavan, M.J. Road, Nampally, Hyderabad-500 001 after completion of the training program and submission of bills in original. The list of participants for the training program is enclosed at Annexure-A.

It is requested to kindly contact Shri V. Chandulal, Director, SO KVIC, Telengana on 040-24608465, +91-9550360005 to arrange the inauguration of the training session by Dy. CEO (Marketing). The offsite venue may please be informed to this office as well as SO KVIC, Telengana.

Yours faithfully,

(I. Jawahar)
Director (Marketing)



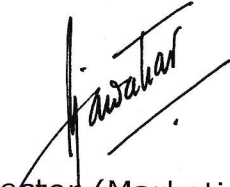


खादी और ग्रामोद्योग आयोग
KHADI AND VILLAGE
INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of Micro, Small & Medium Enterprises, Govt. of India,
DIRECTORATE OF MARKETING/GOVT.SUPPLY

ANNEXURE-A

SN	Name and Designation of the participation	Contact number
1	Shri Satya Narayana, Dy. CEO (North Zone)/Manager, KGB New Delhi	9417421416
2	Shri S.K. Gupta, Manager/Project Manager	8987034244
3	Shri Siddhertha Roy, Manager/Director	8879508696
4	Shri C.M. Gopalkrishnan, Manager/Asst. Director	9495871200
5	Shri Ram Narayan, Manager/Asst. Director	9665840278
6	Shri S.S. Tambe, Manager/Dy. Director	7588289200
7	Dr. Ashok V. Ganvir, Manager/Dy. Director	7746977768
8	Shri Rajan Babu, Director (Information Technology)	022-2671 1329
9	Shri P.V.N. Shivaprasad, Dy. Director I/c, State Office, Andhra Pradesh	8500774252
10	Shri V. Chandulal, Director, State Office, Telengana	9550360005
11	Shri I. Jawahar, Director (Marketing)	022-2671 6680
12	Shri R.P. Asokan, Asst. Director-I (Marketing)	022-2671 6680
13	Shri Manoj Kumar Khamari, Asst. Director-II (Marketing)	022-2671 6680
14	Shri V. Koti Reddy, Asst. Director-II (Marketing)	022-2671 6680


Director (Marketing)





Oil and Natural Gas Corporation Limited

ONGC Academy KDMIPE Campus, Dehradun - 248 195, India
Phone (O) 0135-2754283, Fax : 0135-2758832, 2755019

No. ONGCA/FA-51/ATC/2019-20

Date: 12.2.2020
Place: Dehradun

To,

Dr.S.Venkata Sessaiah
Director
IBS (ICFAI Business School) (IFHE)
Dontanahalli,
Shankerpalli Road,
Hyderabad - 501 203

Land Line: 08417 - 236661/236662/236663

Sir,

SUB: WORK/JOB ORDER FOR CONDUCTING 5 DAYS RESIDENTIAL TRAINING PROGRAMME ON "MANAGEMENT ACCOUNTING FOR DECISION MAKING" FOR THE EXECUTIVES OF ONGC - REG.

Please refer to your proposal dated 14.10.2019. Your proposal for conducting Residential Training Programme at IBS (IFHE), Hyderabad for the Executives of ONGC has been accepted by competent authority.

Therefore ONGC Academy is pleased to confirm the subject training to be conducted by IBS (IFHE), Hyderabad during the month of March, 2020.

The terms and conditions are as under:-

1. The work order and accepted terms and conditions of the offer shall remain valid till 31.3.2020. Actual course dates shall be finalized in consultation with the training provider/ agency. Work Order and accepted terms and conditions which can be further extended beyond 31.3.2020 in case programme scheduling get extended with mutual consent of parties.
2. **Programme Title and Program Code :-**

"Management Accounting for Decision Making", FA 51/2019-20.


विनोद के.बी. / Minod K. B.
उप महाप्रबंधक (विधि) / DGM (Legal)
ओएनजीसी अकादमी, देहरादून
ONGC Academy, Dehradun

3. Program Coverage:

Course Structure	Programs (Maximum)	No. of participants per program (Approx.)
"Management Accounting for Decision Making."	1	25

4. Deliverables:-

- (1) Importance and relevance of Management Accounting in decision making.
- (2) Joint Ventures & Strategic Alliances.
- (3) Comprehensive business budgeting.
- (4) Understanding cash flows and capital budgeting.
- (5) Making capital investment decisions.
- (6) Performing risk analysis in capital budgeting.
- (7) Capital Aspects & Terminology.
- (8) Cost behavior
- (9) Cost Volume Profit (CVP) Analysis
- (10) Applying CVP Analysis in Strategic Decision Making.
- (11) Incremental Analysis.
- (12) Linkage of Budgets with Strategic plans and objectives.
- (13) Using Advanced Budgeting in competitive world - Flexible Budgeting, Zero Based Budgeting & Activity based Budgeting.
- (14) Setting Standards.
- (15) Variance Analysis Probability.
- (16) Managing Inventory.
- (17) Credit Policy and Management.
- (18) Performance Measurement & Evaluation.
- (19) Responsibility Centers.

5. Duration of the Training Program:-

- (a) 5 Days Classroom Training/Coaching.
- (b) 2 Non-working days for travelling and boarding, lodging of the participants (Arrival and stay of participants one day prior to Class Room Training and Departure one day subsequent to the Class Room Training).


विनोद के.बी. / Vinod K. B.
उप महाप्रबंधक (विधि) / DGM (Legal)
ओएनजीसी अकादमी, देहरादून
ONGC Academy, Dehradun

6. Dates of Training programme:-

In the Months of March, 2020. (Tentative)

7. Program Scheduling:-

The training programme will commence at 09.30 hrs. and end at 17.30 hrs. Daily comprising of 4 sessions everyday with 2 tea breaks (11:15 -11:30 hrs. and 15:30 hours. -15:45 hours) and break for lunch (13:00 hrs. -14:00 hrs.)

8. Venue:-

ICFAI Business School (IBS) (IFHE), Hyderabad.

9. Faculty:-

Faculty of Management, IBS (IFHE), Hyderabad.

10. Required Qualification and Experience of Faculty:-

- (a) The faculty (ies) should preferably be having Masters or Doctorate degree in relevant subject.
- (b) Faculty members to be involved in the program should have minimum 5 years of experience in the concerned area. The age of the faculty shall not exceed 70 years as date of submission of proposal/offer.

11. All Travelling, boarding / lodging and other expenses of the faculty (ies) shall have to be borne by the agency/ training provider.

12. Training course material:-

- (a) The Agency / Faculty is to provide one set of course material (one hard copy / one soft copy in pen drive) at least one week before the start/commencement of training programme to ONGC Academy, Dehradun.
- (b) The training course material (hard/soft copy (in pen drive) also to be provided to the participants upon successful completion of the classroom coaching.
- (c) ONGC Academy may upload the course contents/material on its internal portal for dissemination of knowledge to a wider section of its employees.

13. Training Kit:-

- (1) Training Provider should provide a training kit to the participants at the commencement of the program.
- (2) The training kit should contain the following:
 - (a) Executive Kit Bag with Writing Pad/Note Book, Pen, Pencil, Eraser and Sharpener.

विनोद के.बी. / Vinod K. B.
उप महाप्रबंधक (विधि) / DGM (Legal)
ओएनजीसी अकादमी, देहरादून
ONGC Academy, Dehradun

14. Evaluation of Training Programme:-

- (1) Special attention to be given on topics mentioned in your proposal during the course.
- (2) In order to ascertain the effectiveness of the program, Pre-Course & Post-Course Evaluation of Participants will be conducted by the Faculty through a questionnaire of around 20/25 multiple choice questions. These questions are to be provided by the Agency/Faculty along with the course material. The answer sheets pertain to pre and post course test will be evaluated by Faculty and the mark sheets should be handed over to the respective course co-ordinator of ONGC Academy.
- (3) Training Agency/Faculty should ensure the Registration of the Trainees/Participants on the date of commencement of the programme in the prescribed **proforma/Registration Sheet** attached herewith and forward the same to the ONGC Academy.
- (4) Training Agency/Faculty should ensure and obtain the attendance of the Trainees/Participants in the Forenoon and Afternoon per Day of Training in the Prescribed **Profoma/Attendance sheet** attached herewith and forward the same upon the successful completion of the training to ONGC Academy..
- (5) Following attached Standard Performa/Forms of ONGC Academy for the Evaluation of the Training has to be collected by Training Agency/Faculty(s) from the Participants and Faculty(s)/Chief Faculty respectively after they have duly filled and signed the same on completion of the training and to be furnished to ONGC Academy upon successful completion of the training programme:-
 - (a) End of the Course Feedback by Trainees/Participants.
 - (b) Feedback on Faculty/Chief Faculty by Trainees/Participants.
 - (c) Faculty/Chief Faculty Feedback on the Training Program/and on Trainees.
- (6) As per the policy of the ONGC Academy, Overall Feedback of the Program should be more than 7.5 on 1-9 scale. If feedback of any faculty is less than 7.5 on 1-9 scale, he or she will not be considered in future program.

15. Training Agency/Provider shall have to provide the following facilities for **Residential program**:-

- (i) Class room with projection system, sound system and PC/Laptop.
- (ii) Tea/ Coffee with light refreshments/snacks, Working Lunch during training period for faculty (ies) and participants.
- (iii) All participants are to be provided with boarding and lodging in single occupancy AC Room from one day prior to start of the program till next day of the end of the program. While normally participants of all programmes stay on campus, in case accommodation is not available in campus suitable alternate arrangements will be made outside the campus including transport facility to reach the training class room/Hall and back to accommodation.


विनोद के.बी. / Vinod K. B.
उप महाप्रबंधक (विधी) / DGM (Legal)
ओएनजीसी अकादमी, देहरादून
ONGC Academy, Dehradun

16. Successful training provider/ agency shall submit bank details for payment through ECS mode within one week of receipt of work order.
17. The training provider/ agency shall comply with all the relevant laws, rules and regulations of the land as applicable from time to time.
18. Applicable law and jurisdiction:

The work order including all matters connected with this work order shall be governed by Indian Law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian courts at Dehradun (the place from where the work/job order has been placed).

19. Conciliation and Arbitration: As per the policy guidelines of ONGC.
21. Settlement of all questions, disputes or differences shall be subject to the exclusive jurisdiction of competent courts at Dehradun, Uttarakhand, India.
22. **Course Fee for the Training Program:-**

Subject/Description	Amount
Total Course Fee for 5 days Residential Training Programme on "Management Accounting for Decision Making" for 25 Participants inclusive of GST and also inclusive of Boarding and Lodging of Participants in Single Occupancy AC Rooms (inclusive of 1 day prior to start of the Program and 1 day following conclusion of Program) and Course Material. The cost/fee includes Course Fee, Programme Design and Co-ordination, Course Kit, Reading Material, Cases, Course Certificate & Folder, Group Photographs, Transport etc.	Rs. 5,49,425/- (i.e., Rs.21,977/- per Participant X 25 Participants). <u>Note</u> If the participants are less than 25, the payments will be made on pro-rata basis. i.e., Number of participants who actually participated in the training programme X the agreed rate of Rs.21,977/-)

23. **Payment Terms:-**

- (1) As per the rules and procedure of ONGC no advance payment will be made.
- (2) Payment will be made only after satisfactory completion of the training program.
- (3) Payment will be made by ONGC within 21 days of such claim after receipt of invoice(s) at ONGC Academy, subject to submission of correct invoice(s) as per the work order, through ECS mode.


12/02/2020
विनोद के.बी. / Vinod K. B.
उप महाप्रबंधक (विधि) / DGM (Legal)
ओएनजीसी अकादमी, देहरादून
ONGC Academy, Dehradun

- (4) If the training Agency is already a Vendor of the ONGC, the Vendor Code should be mentioned in the Invoice(s). The **Mandate Form** for making ECS payment will have to be filled by the training provider & submitted along with the invoice(s). The ECS Form will be provided by ONGC to the training provider/agency.
- (5) Payment shall be made through ECS by ONGC Academy after successful completion of training program and on receipt of :-
- (a) Date and Session wise topic details with Faculty Names.
 - (b) One set of Course/Reading Material.
 - (c) Certificate of Participation
 - (d) Invoice in duplicate.
 - (e) Copy of valid Income Tax Deduction Exemption Certificate (If applicable).
 - (f) Income Tax PAN Number of IIM, Indore.
 - (g) IGST/SGST Registration Number of IIM, Indore, if applicable.
- (6) Goods and Service tax, as applicable, shall be reimbursed as per actuals to the training provider/ agency upon receipt of satisfactory documentary evidence of deposit of the same. In case the training provider/faculty) is exempted from taxes/Govt. levies, it shall have to submit documentary evidence in this
- (7) TDS will be deducted by ONGC as applicable and certificate of the same amount will be issued by ONGC Finance in due course. TDS exemption certificate if applicable may please be submitted by the institute.

This work order is placed as per your acceptance of scope of work and terms and conditions mentioned in our request for proposal for training.

In view of the above you are requested to conduct the training program in the month of March, 2020 (Tentative) and **inform the convenient dates for conducting the training program preferably after 15th in the month of March, 2020** by return mail.

In case of any clarification, please feel free to contact the undersigned. Kindly acknowledge the receipt and confirm your acceptance at the earliest.

Yours faithfully,

Vinod.K.B
Deputy General Manager (Legal)
Co-ordinator
Functional Training Group
ONGC Academy
Dehradun
Mobile No. 9443009763

Encl: As above.



Management Development Group

ONGC Academy, Kaulagarh Road, Dehra Dun – 248195 (Uttarakhand)

Phone No. 0135 – 2796516,

Ref No: ONGCA/MDP-191/2018-19

18.12.2018

Work Order

To,

Institute of Chartered Financial Analysts of India (ICFAI)

Survey No. 156/157, IFHE University - IBS Campus, Donthanapally,

Shankarapalli Road, Hyderabad – 501203 (Telangana)

Kind attention: - Dr. D Satish, Prof., CMD Coordinator

Subject: Program on “Management Accounting for Decision Making” for ONGC executives

Ref: Your proposal dt. 20.11.2018 for conducting ONE training program on “Management Accounting for Decision Making” during 2018-19 at IBS Campus Hyderabad.

Dear Sir,

ONGC Academy is pleased to intimate you that your proposal for conducting 01 program on “Management Accounting for Decision Making” during 2018-19 have been approved by competent authority as per following details:

Financial implications:

S. No.	Heads	Amount (INR)
1.	Course fee for 5 days programs (irrespective of no. of participants) per participant including boarding and lodging of participants in single occupancy AC room and course material <i>Remarks: May also note that participants generally report a day prior to start of program & leave a day following conclusion of program.</i>	17,000.00
2.	Applicable GST, If any	3,060.00
Total cost of the program		20,060.00

- **May please note that ONGC will try to send minimum batch of 20 executives, however program fee will be paid on actual no. of participants.**

Batch Size: Around 25 executives

Terms & Conditions:

1. As per rules and procedure of ONGC **no advance payment will be made**
2. Faculty members involved in the program should have minimum 05 years of experience in the concerned area
3. Indicative day / session wise schedule may be submitted.
4. One set of course material in soft & hard copy to be submitted to ONGC Academy after completion of the program.
5. ONGC academy reserve the right to discontinue the **work-order** at any time if feedback of the program is less than 7.5 on 1-9 scale
6. Payment will be made after successful completion of the program & receipt of all required documents along with Invoice raised by institute in a reasonable time.
7. **Program fee will be paid on actual no. of participants.**
8. TDS will be deducted by ONGC as applicable and the certificate of the same amount will be issued by ONGC Academy finance section in due course. TDS exemption certificate if applicable may please be submitted by the institute.

In view of the above, it is requested to kindly convey the acceptance of above terms & conditions as soon as possible so that necessary action can be initiated at our end. The program is proposed to be conducted in February, 2019.

Warm regards,



18/12/2018

J S Attri
DGM(E), MD Group, Room No-410
4th Floor, ONGC Academy, KDMIPE Campus
Kaulagarh Road, Dehradun (Uttarakhand) - 248195
Phone: 0135-2796516, Mob: 09410390283
Email: attri_ja@ongc.co.in



Centralised Training Academy for Railway Accounts
MINISTRY OF RAILWAYS, GOVERNMENT OF INDIA

No.CTARA/OS/MDP/2019-20

Date: 20.08.2019

CMD

Centre of Management Development

IBS, Hyderabad

Dontanapally Village

R.R.District, Hyderabad-501504

Sir/Madam,

Sub: Conducting of Short-term Management Development Programmes
for the year 2019-20 at CTARA/Secunderabad.
oo0oo

CTARA, Centralized Training Academy for Railway Accounts, was established by the Ministry of Railways, Government of India in May 2005. Since then, this Academy has been imparting quality training in the areas of management, computers and Railway working to Indian Railways personnel.

The training courses comprise of various management subjects related to Finance and Accounts in general and Indian Railway's Finance and Accounts, in particular. Apart from these, various other integrated courses for other departments are also conducted by the Academy, keeping in view the needs of these departments and the latest developments in their respective fields.

Over the years, to impart quality training, CTARA has been engaging reputed management schools & training institutes. Continuing this practice, Academy invites reputed institutions engaged in imparting management education to design and impart short term Management Development Programmes(MDP) to the participants at its premises in the following areas;

- i. Human Resource Management
- ii. Transport Economics/Management
- iii. Managerial Economics
- iv. Alternate Finance with focus on PPP & FDI
- v. Advanced Financial Management & Accounting Techniques
- vi. Project Appraisal with latest Cost & Finance Analysis
- vii. Core Accounting (Accrual & Actual Accounts)
- viii. Accounting & Costing methods and any other Management subject

While the above are core areas, any other relevant subject connected to Management may also be suggested. The course design, content and pedagogy may be designed in the best possible manner suitable for the top and middle management level officers & supervisory staff of Indian Railways.

Contd..

Centralised Training Academy for Railway Accounts
MINISTRY OF RAILWAYS, GOVERNMENT OF INDIA

::2::

The course, normally, shall be for a period of four (4) days with four sessions of one hour and forty five minutes each, per day. The cost of the course shall include course material. While quoting the rate per day, the cost and the tax component (if applicable) should be shown separately. Also GST registration and GSTIN should be provided.

Apart from the areas indicated in the pre-page, this Academy also provides training in the following areas for all round development of Railway employees, such as;

- Self-Improvement
- Personality Development,
- Communication and Soft Skills
- Improvement of Presentation Skills & Public Speaking and
- Any other course that CTARA decides in future

It is requested to submit the course content, faculty details, pedagogy of the courses which can be undertaken by your institution duly indicating the fees chargeable per day. On selection, your institute/agency will be **kept on panel for a period of one year till 30.09.2020**. The norms of payment for Government Institutions may be considered while submitting the offers. **EOI – Expression of Interest for the courses may be sent to the Academy's address so as to reach on or before 15.30 hrs. of 30.08.2019.**

Yours sincerely,



(S. Thiru Valluvan)
Dy. Director
for Director/CTARA

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made on **Twenty Seventh** day of **November, Two thousand Nineteen**, between Centralized Training Academy for Railway Accounts, Ministry of Railways, Government of India, Tarnaka, Secunderabad (hereinafter called as **CTARA**) and Icfai Business School(IFHE University), Dontanapally Village, R.R.District-501203 hereinafter called as **IBS**) for conducting short term Management Development Programmes (MDP) for the Officers and Staff of Indian Railways.

The parties hereto are recording the terms and conditions of their agreement in writing

Now this Memorandum of Understanding witnesseth as under;

1. The courses mentioned in the enquiry letter are indicative and not exhaustive. CTARA reserves the right to change/modify these programmes as per its requirement.
2. The courses shall be designed by IBS for Junior, Middle and Senior Management level of officers and other staff of Indian Railways to be conducted at CTARA premises, Secunderabad.
3. The faculty shall be professionals/reputed academicians in their respective fields.
4. The Course details viz., session-wise topics, the speakers, pedagogical methods etc., shall be sent by IBS to the Director, CTARA at least two weeks ahead of the scheduled dates for approval.
5. The programme shall include Case Studies covering different concepts envisaged in the course module and also from various research papers of IBS. Reading material connected to the course shall be supplied to the participants at the start of the course by IBS at no extra cost.



6. There will be no restriction on the number of participants in each course but it would be ideal to have strength of twenty participants.
7. A Course Co-Ordinator shall be nominated by IBS who will act as a Moderator for the Course to co-ordinate and interact with CTARA.
8. CTARA finalizes the Quarterly Schedule of Courses and allotment of courses to be conducted by IBS will be intimated in advance.
9. After allotment of a particular course to IBS, if sufficient number of nominations is not received, the Academy reserves the right to cancel the course and IBS will be intimated 4 days in advance.
10. Course fee of Rs. 25,000/-(Rupees Twenty Five thousand only) per day plus applicable taxes will be applicable during the tenure of the MOU. Per day denotes four sessions of One hour Forty Five minutes each or as decided by CTARA.
11. The payment will be made after completion of the course and on receipt of bill in triplicate from IBS in the required format duly enclosing a copy of Bank's ECS/NEFT/RTGS mandate.
12. This Memorandum of Understanding will exist till 30th September, 2020.

In witness whereon the parties hereto have hereunto set and subscribed their respective hands the day and year first herein above written.



Dr. D. Satish

Head(CMD)

for IBS(IFHE University), Hyderabad
Dontanapally Village, R.R. District
501203



S. Thiruvalluvan

AFA/Training

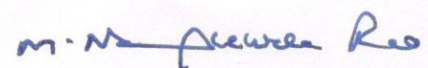
for Director

Centralized Training Academy
for Railway Accounts
Tarnaka, Secunderabad

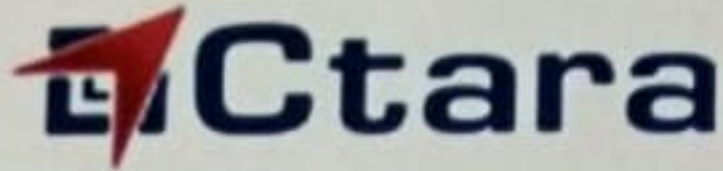
Witnesses;

(1)

(2)



M. NAGESWARA RAO
MANAGER/TRAINING
CTARA



MINISTRY OF RAILWAYS, GOVERNMENT OF INDIA

No.CTARA/OS/MDP/2019-20

Date: 25.11.2019

CMD

Centre of Management Development

IBS, Hyderabad

Dontanapally Village

R.R.District, Hyderabad-501504

Sir,

Sub: Conducting of short term Management Development Programme
at CTARA during 2019.20.

oo0oo

This is to intimate that your Institute has been selected to conduct a six week course on "Business Acumen and Change Management" from 02.12.2019 to 10.01.2020. This course will comprise of classroom sessions during first week and the sixth week with the intervening four weeks dedicated to project work. The first week classes will be from 02.12.2019 to 06.12.2019 and the sixth week classes from 06.01.2020 to 10.01.2020. The timings will be from 9.15 to 17.45 hrs. Participants are officers from middle and senior management. As such, it is requested to design the course with 16 sessions for each of the two weeks duly providing the session-wise topics, speakers for each session in advance and also arrange to supply the study material during the first week of the course. Participants are officers of Junior Scale to Senior Administrative Grade from all Departments.

For further details you are requested to contact the Academy to draw the schedule of the course.

Thanking you,

Yours sincerely,

(S Thiruvalluvan)
AFA/Training
for Director/CTARA



Sudaksha Education Enterprise
(A unit of XRG Consulting Pvt. Ltd.)
H.no 1-102/17&18,1st Floor, Meghana
Towers, Ayyappa Society, Madhapur,
Hyderabad- 533 003
Phone: 040-6656 7223
GST No: 36AAACX0640A1ZY

PO NO. SUDCAP/2019-20/007

To,
Mahesh Kumar Soma,
IBS Hyderabad
(A constituent of IFHE University)
Dontanapally, Hyderabad
M No: 9246163559
Email: maheshk@ibsindia.org

Sub: 1 Day of Stress Management Training

S.No	Description	Duration	Rate Per Day	Qty	Total Amt.
1.	Professional Services: Stress Management Training Training Dates: 04-Jul-19	1 Days	15000	1	15,000
				Total	15,000.00
				GST 18%	2700.00
				Total (With Taxes)	17,700.00
Seventeen Thousand Seven Hundred Rupees Only					

For Sudaksha Education Enterprise

Authorized Signatory