

TRAINING PROGRAMME BY INSTRUMENTATION LIMITED
ON
PURCHASE PROCEDURES AND CVC GUIDELINES

Venue: Palakkad Unit, Instrumentation Limited (IL)

On 26th & 27th July 2016 in two batches for Officers & Supervisors of Palakkad Unit, IL

With an objective of creating awareness among the officials of Palakkad Unit, on CVC guidelines, procurement and purchase procedures for CPSEs and also to make them vigilant, a comprehensive training programme was organized at IL, Palakkad on 26th and 27th July 2016. The training was conducted by Shri Dinesh Kumar, Technical Examiner (CVC) New Delhi along with Shri Arvind Bajaj AGM (Procurement), IL Kota and Shri. O P Chaturvedi, Advisor, Vigilance, IL.

Welcoming the dignitaries and the participants, Shri PM Gopalakrishnan, AGM and Unit Head of IL, Palakkad, expressed that the subject of the training programme was the need of the hour and would be very useful to all the participants.



Welcome address by Mr. P M Gopalakrishnan AGM (PU) and Unit Head

The programme was inaugurated by Mr. MP Eshwar, CMD, IL. He emphasized on the need for being vigilant in all activities. He also stressed that without the proper knowledge of the CVC guidelines and Purchase procedures, there cannot be an effective and smooth procurement system. He also advised participants to gain maximum advantage from the eminent Vigilance department faculty members who are well experienced in their respective domains. He further pointed out that the clarity and transparency in activities would eliminate unnecessary delays thereby improving overall productivity. He concluded by stating the aim of such training is to ensure a well-informed, flawless and effective procurement system, which is one of the most essential functions of the Unit.



Inauguration of the programme and address by Mr. M P Eshwar CMD, IL

After the inaugural address, Shri RS Sinha, CVO, IL addressed participants and expressed his appreciation that CMD, IL had taken initiative for organizing a pertinent and useful training programme and that it was organized by Vigilance Department, IL in a very short period of one week.



Address by Mr. R S Sinha, CVO, IL

The training programme started with Shri Dinesh Kumar, Technical Examiner, CVC giving presentation on the subject **“CVC Guidelines and Purchase Procedures for Public Procurement.”** This included detailed and elaborate discussion on topics viz various CVC guidelines, stages of procurement, types of tendering, guidelines for negotiations, security measures to be taken in the case of advance payment to suppliers etc. His lecture, substantiated with power point presentation and relevant case studies was interactive, informative and interesting.



Training session by Mr. Dinesh Kumar, Technical Examiner, CVC, New Delhi

In the second session, Shri Arvind Bajaj, AGM (Procurement), IL Kota outlined on the subject of **“Procurement Procedures at IL”**. He pointed out that CVC guidelines were the base for formulating procedures which were specific and customized by individual PSEs. He gave the details of the tendering system being followed in IL and the Delegation of Power for various purchase activities to be implemented.

Shri OP Chaturvedi, Advisor, Vigilance, IL, speaking on the topic **“Vigilance Awareness”**, shared his long experience of working in the Vigilance department. He stressed on the necessity of creating vigilance awareness not only among employees but in the society as a whole. He also gave brief examples of the vigilance system in IL and concluded with the advice to be loyal to self, to the leader, to the rules and to the organization.



CMD, IL and CVO, IL with members of training programme and ILP officials

The training programme concluded with vote of thanks by the Unit Head, Shri P M Gopalakrishnan.

After completion of the sessions, feedback forms were submitted by each participant, grading the training programme on parameters such as subject knowledge, course content, presentation, effectiveness of the training, etc.

Feedback received from the participants is excellent with almost all agreeing that the training was very informative and useful. In fact, most participants have suggested/agreed for conducting additional sessions on the topic. Few comments from participants are reproduced here:

- *“Excellent programme and got knowledge about procurement and CVC guidelines about tendering stages”.*
- *“Training programme was good. Hard copy of the sessions to be circulated to every employee”.*
- *“Very useful training program”.*
- *“Got more information regarding purchase procedures, rate contract tendering”.*
- *“Excellent presentation and subject delivered nicely”.*
- *“Gained knowledge about vigilance procedures and what to do and not to do”.*
- *“The training has to be conducted to all the employees during joining. And the same in hardcopy to be maintained/circulated.”*
- *“It was very interesting and interactive session. Helpful to follow purchase procedures of CVC guidelines.”*
- *“A much more elaborate session will be good to understand more on the guidelines”.*
- *“Session need more time for discussions”.*



A section of participants engrossed in the session