



**ADMINISTRATIVE TRAINING INSTITUTE**

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***Training Module***

***on***

**“Contract Management”**

*By:*

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Lalithamahhal Road, Mysore – 570 011.

*Training Module*  
*on*  
**Contract Management**

**Objectives: - At the end of the course the participants will be able to;**

- 1) Describe relevant laws and principles governing contracting.
- 2) Describe tendering procedures and rules.
- 3) Develop tender notices / Invitation for bids, tender schedules, comparative statements / Evaluation reports for bids.
- 4) Prepare contract documents such as Purchase orders, agreements.
- 5) Conclude technically sound contracts in a manner free from procedural and legal lacunae.
- 6) Handle post contract management.
- 7) To handle current models of contracting and their applicability.

**DAY I****SESSION I & II**

Content:	Introductory activities and eliciting expectations from the participants
Session objectives:	At the end of the session the participants able to know the objectives of the Training course. The expectations from the participants will be obtained. The objectives will be synchronized with the expectations.
Expected outcome:	To orient the trainees to training situation & to make them participate in the training by synchronizing the objectives to the expectations
Method:	Group discussion & Lecture
Process:	Ice breaking activity “pick a number to introduce your partner” will be done. The participants will be made to sit in different groups. The groups are asked to write the expectations. The Group will present and will be displayed on the board
Performance aid:	Black board, Flipcharts, Marker pens
Time/Duration:	Two hours

**DAY I****SESSION III & IV**

Content:	Introduction to Contracts in Government – Nature and Type of contracts Contracts & Tenders
Sub content:	Writing of bio-data Filling up of nomination forms Maintaining leave particulars Duplicate service register Verification of SR Remedial measures when SR is lost.
Session objectives:	Proper writing of SR and filing of nominations in order to finalize pension records in time.
Expected outcome:	To know the importance of timely & systematic maintenance of SR by the participants
Method:	Group discussion, group activity. individual activity

Process:	<p>To show the SR to the participants &amp; made them acquaint the various parts prescribed for particular entries.</p> <p>The RP will explain to take due care in attesting entries like, date of birth, caste certificate, qualification by the PSA.</p> <p>A group exercise for participants for filing nomination forms of DCRG, Family Pension &amp; Group Insurance will be arranged. The required forms will be supplied. The group leader will present, which will be refined after discussions.</p> <p>All the participants are asked to calculate the leave particulars with the given data.</p> <p>The RP will explain the importance of duplicate SR and verification of SR.</p>
Performance aid:	Black board, Flipcharts, Marker pens, SR format Important government orders Nomination, forms for DCRG, Family Pension, and Group Insurance.
Reading material:	A brief note on the instructions for the Entries to be made in different parts of SR & Maintenance of duplicate SR
Time/Duration:	Two hours

**DAY I**

**SESSION V & VI**

Content:	Contracting process – Principles Preparation of Tender Schedule - Invitation & Opening of tenders
Sub content:	Qualifying service Non Qualifying service Special addition to Qualifying service Emoluments
Session objectives:	The participants will be able to assess the QS from the datas in the SR and determining the emoluments precisely, for proper disposal of pension records.
Expected outcome:	To know the importance of and learn to calculate QS & Emoluments in determining the pension.
Method:	<b>Group discussions, lecture</b>

Process:	To explain the particular services which count for QS & those does not count as QS with relevant provisions. A group discussion on arriving at the special addition to QS under different situation will be given in the form of a Questionnaire The group leader will present and will be refined after discussions. The participants are required to calculate the emoluments with the given data
Performance aid:	Black board, Flipcharts, Marker pens.
Reading material:	Important government orders, a brief note on QS, Emoluments, special addition to Qualifying service & Provisions for non QS
Time/Duration:	Two hours

**DAY II**

**SESSION I & II**

Content:	Evaluation of bids
Sub content:	Superannuation pension Retiring Pension Invalid Pension Calculation of pensionary benefits
Session objectives:	The PSA will understand processing of different kinds of pension and calculation of pensionary benefits.
Expected outcome:	The participants will understand the importance of processing various kinds of pension records
Method:	<b>Group discussion</b>
Process:	To explain the provisions of different kinds of pension. From the given data the participants are required to calculate pensionary benefits on different kinds of pension.
Performance aid:	Black board, Flipcharts, Marker pens.
Reading material:	Important government orders A brief note on different kinds of pension calculation of different kinds of pensionary benefits. Precautions to be taken by PSA in cases of invalid, retiring and provisional pension.
Time/Duration:	Two hours

**DAY II**

**SESSION III & VI**

Content:	Award of Contract Transparency & Accountability - Public official responsibility in contracts
Sub content:	Obtaining form I B No due certificate Sanction of Pension Death certificate List of family members Succession certificate Calculation & sanction of Family pension and death gratuity Compassionate appointment Rule
Session objectives:	The PSA shall prepare flawless pension records so that the pensioner shall get pension/family pension with in one month from the date of retirement.
Expected outcome:	To build up proper pension records
Method:	<b>Group discussion/Group activity/lecture</b>
Process:	The RP will explain the contents and enclosures in form I-B and the responsibility of PSA in obtaining Form I-B, no due certificate to build up pension records for sanction of pension. The RP will explain the contents & importance of List of family members and circumstances under which successes ion certificate to be obtained. From the given data the participants are required to calculate Family pension benefits. Case study:- a) More than one claimant b) In the absence of list of family Members. c) <b>Case study:</b> The court asked for Para wise remarks for inordinate delay in sanctioning pension.
Performance aid:	Black board, Flipcharts, Marker pens.
Reading material:	Important government orders and a brief note on Family pension.
Time/Duration:	Two hours

**DAY III****SESSION I & II**

Content:	Enforcement of Contracts Post Contract implementation
Sub content:	Group Insurance General provident Fund Leave salary
Session objectives:	The responsibility of PSA in recovering the government dues and to avoid penal provisions
Expected outcome:	To build up records for settlement of terminal benefits
Method:	<b>Group activity</b>
Process:	The provisions of Group Insurance, GPF, Leave salary will be explained to the participants. The participants will be made to sit in groups. Each group will be provided with required formats with data for calculation & preparing documents for final withdrawal.
Performance aid:	Black board, Flipcharts, Marker pens.
Reading material:	Important government orders & a brief note on Group insurance & GPF.
Time/Duration:	Two hours

**DAY III****SESSION III & IV**

Content:	Dispute resolution - Role of Arbitration in Government Contracts
Sub content:	Departmental enquiry Suspension Recovery of excess Pay & allowances drawn Recovery of pecuniary loss. Recovery of rent of Govt. quarters
Session objectives:	The PSA shall prepare flawless terminal benefits so that the pensioner shall get pensionary benefits with in one month from the date of retirement.
Expected outcome:	The PSA will observe such instances while preparing pension records with out fail.
Method:	

Process:	The RP will explain the responsibility of PSA in cases of pension records where DE is pending or under suspension. The RP will explain the recovery of excess Pay & Allowances, pecuniary loss and non payment of rent. Recovery of Government dues:- -From pensionary benefits -From terminal benefits - In case of death of a government Servant while DE is pending.
Performance aid:	Black board, Flipcharts, Marker pens.
Reading material:	Important government orders & a brief note on recovery of Government dues.
Time/Duration:	Two hours

### DAY III

### SESSION V & VI

Content:	Current developments in contracting in government – their relevance & applicability - International contracting practices
Sub content:	The agony of Thabara Passing the buck attitude of officers/officials The red-tapism The negative attitude of officers The revolt of Thabara
Session objectives:	Sensitizing participants to issues regarding early settlement of pension through Thabarana kathe film.
Expected outcome:	To overcome the negative attitudes. To lead the participants for early settlement of pension claims.
Method:	<b>Film-show</b>
Process:	The participants will discuss and list out key issues and reasons for the delayed pension to Thabara in terms of knowledge, skill and attitude. They will also discuss and present necessary solutions and action to prevent such recurrence Participants will make presentations with reference to important points that emerged during the group discussions. Each group will be allotted 10 minutes for presentations.

	Listing of learning points by the participants in groups. Summing up by the course Director.
Performance aid:	Black board, Flipcharts, Marker pens.
Reading material:	Important government orders & a brief note on recovery of Government dues.
Time/Duration:	Two hours

**COURSE EVALUATION & DISTRIBUTION OF CERTIFICATE**