

HOW TO APPLY

The interested functionaries of KVKs can submit the registration form through Google Form (link provided) after obtaining approval from their concerned competent authority and payment of course fee of Rs.1000 (Rupees One thousand only) from the HRD fund of the KVK / ATARI as per the following bank details:

Account Holder Name	ICAR UNIT-NIASM, Baramati
Account Number	30862846914
Name of the Bank	State Bank of India
Branch Address	Afzalpurkar Building, Bhigwan Road, Baramati, Maharashtra-413 102
IFSC	SBIN0000321



**SCAN TO PAY
Registration Fee**

ICAR Unit NIASM Baramati

Link for Registration:

https://docs.google.com/forms/d/e/1FAIpQLSfUIbo3TiLV2dW5UxRmumDq0Lb_Z_5yE_JSwtD3PnPY8Wgrw/viewform?usp=sharing&ouid=109827453382336193571

CONTACT INFORMATION

Director Dr.K.Sammi Reddy Director ICAR-National Institute of Abiotic Stress Management, Baramati, Pune, Maharashtra director.niasm@icar.org.in Mobile: 96521 14864	ADG (HRM) & Training Manager Dr.Shanti Kumar Sharma Assistant Director General (HRM) Indian Council of Agricultural Research Krishi Anusandhan Bhawan-II Pusa, New Delhi Mobile: shanti_organic@rediffmail.com
HRD, Chairman & Head Dr. Ajay Kumar Singh ICAR-National Institute of Abiotic Stress Management, Baramati, Pune, Maharashtra Email: ajaysingh73ansh@gmail.com Mobile: 94049 29022	Principal Scientist, HRM Unit, ICAR Dr.Navin Kumar Jain Principal Scientist, HRM Unit Indian Council of Agricultural Research Krishi Anusandhan Bhawan-II Pusa, New Delhi Mobile: nkjp1971@gmail.com
Programme Director Dr. Sunil Kumar Das Chief Finance & Accounts Officer ICAR-National Institute of Abiotic Stress Management, Baramati, Pune, Maharashtra Email: finadmnpro.trg@gmail.com Mobile: 98618 87909	Programme Coordinator Shri Mahesh Khubdikar Chief Administrative Officer ICAR-National Institute of Abiotic Stress Management, Baramati, Pune, Maharashtra Email: mahesh.khubdikar@icar.org.in Mobile: 96374 58805
Programme Coordinator Shri Junaidkhan Pathan Administrative Officer ICAR-National Institute of Abiotic Stress Management, Baramati, Pune, Maharashtra Email: junaid.pathan@icar.org.in Mobile: 80078 22378	Programme Coordinator Shri Trilok Saini Assistant Administrative Officer ICAR-National Institute of Abiotic Stress Management, Baramati, Pune, Maharashtra Email: trilok.saini@icar.org.in Mobile: 84475 54807

IMPORTANT INFORMATION

Last date for Registration: **02/12/2025**

Selection of applicant subject to payment of course fees and forwarding of application through concerned competent authority.



Capacity Building Programme on EFFICIENT ADMINISTRATIVE AND FINANCIAL MANAGEMENT for the functionaries of KVKs in India

08-24 December, 2025

Organizer
ICAR-National Institute of Abiotic Stress Management
In collaboration with HRM Unit, ICAR, HQs.



ICAR-National Institute of Abiotic Stress Management
Baramati-413 115, Pune, Maharashtra

BACKGROUND

The Krishi Vigyan Kendras (KVKs) have been established by Indian Council of Agricultural Research (ICAR) to help in accelerating the agricultural production and improving the socio-economic conditions of the farming community. There are around 693 KVKs in India functioning under the control of State Agricultural Universities (SAUs), ICAR Institutes, Central Agricultural Universities (CAUs), Central Universities (CUs), Public Sector Undertakings (PSUs) and Non-Government Organizations (NGOs). Administrative control over the staff employed under the KVK is vested in the host institutions because the scientific, technical, and administrative personnel working at the KVKs are members of the respective host institution's cadre and their service conditions are governed by the host institution's personal policies and statutes.

The KVKs rely on their scientists, technical and administrative personnel to carry out technological testing and improvement programs, front-line demonstrations, in-service training for the field level extension functionaries and training for farmers, farm women and rural youth. Cutting-edge institutes like KVKs require knowledgeable, committed and creative personnel because of its unique characteristics and flexibility, which enable different staff members to take on different responsibilities depending on local needs and circumstances.

The intended capacity building program has been carefully designed to assist the KVK functionaries in carrying out their duties and responsibilities while handling day-to-day activities related to procurement, PFMS/TSA, budgeting, accounting, inventory management etc. **The targeted capacity building program's goal is not to change the service conditions of the personnel of the KVKs but to improve the knowledge and skills of the individual in order to enhance the organizational efficiency.**

Considering the contribution of KVKs and their employees for increasing the nation's agricultural output and improving the socio-economic status of rural communities, the ICAR-National Institute of Abiotic Stress Management (NIASM), Baramati, Pune, Maharashtra in collaboration with HRM Unit of ICAR, New Delhi has decided to conduct the capacity building programme **through online mode.**



COURSE OBJECTIVES

- ❖ Develop administrative abilities to better manage the day-to-day work of KVK.
- ❖ Acquire a comprehensive understanding of the principles and practices involved in procurement.
- ❖ Familiarize with digital working environment.
- ❖ Enrich the knowledge and skill of the workforce in order to improve organizational efficiency.

COURSE OUTLINES

- ❖ Fundamental Principles & Objectives in Procurement
- ❖ Procurement of Goods as per GFR
- ❖ Inventory Management
- ❖ Cash Book & Bank Reconciliation Statement
- ❖ Procurement through Government e-Marketplace (GeM)
- ❖ Budgeting Control of Expenditure
- ❖ PFMS & TSA system in ICAR
- ❖ Statutory liabilities like Income Tax, GST, etc.
- ❖ Preventive Vigilance
- ❖ Budgeting & Accounting of Externally Aided Projects
- ❖ Case Studies related to Procurement



DURATION

The duration of the Course is from 8th December to 24th December (17 Days).

TARGET AUDIENCE

Administrative, Technical and other personnel working at Krishi Vigyan Kendras of State Agricultural Universities (SAUs), ICAR Institutes, Central Agricultural Universities (CAUs), Central Universities, Public Sector Undertakings (PSUs) and Non-Government Organizations (NGOs) in India.

TRAINING HIGHLIGHTS

Sessions led by professionals with extensive experience.
Individual evaluations and performance reviews.
Real-time evaluation through practical tasks.

COURSE DELIVERY

The course would be offered through Zoom platform. There will be around 11 online sessions, each lasting 75 minutes, covering both theory and practical aspects. The sessions will be delivered by the Master Trainers of ICAR on administrative & finance matters, senior officers of ICAR Headquarter, ICAR institutes and senior officers from other organization as per the need. The Pedagogy followed in the programme will be the blend of lectures using PPT / Self-exploration instruments, pre and post evaluation, case analysis, etc.