



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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Prof. B.V.N. Sachendra

Programme Director

April 22, 2024

Dear Sir/Madam,

Programme on

Legal Aspects of Contract Management and Administration

(August 12-14, 2024)

Contract Management and Administration is unequivocally central and pivotal for every organisation. Contracts, being legally binding, influence an organisation's stakeholder relationships, pricing structures, scope of work, rights and obligations, project timelines, warranty provisions, etc. Given how critical contracts are, effective Contract Management and Administration can dramatically improve the performance of the organisation's operational and financial risks.

According to an estimate, 20% to 30% of GDP of developing countries is used for procurement of goods, works and services. Despite all the efforts being put in to optimise the effectiveness of procurement processes, conflicts and disagreements are still occurring. In order to avoid the disputes and misunderstandings, it is imperative that procurement, contract and project professionals have thorough understanding of Legal Aspects of Contract Management and Administration.

Administrative Staff College of India undertakes extensive training, consultancy and research in the field of Legal Aspects of Contract Management and Alternative Dispute Resolution methodologies. The College has done a lot of research on the subject.

I am glad to inform you that the College is running its next three-day training programme on **Legal Aspects of Contract Management and Administration** from **August 12-14, 2024**. The College is conducting the programme in its picturesque Hyderabad campus.

We request you to attend and nominate your executives involved in the related functions for the programme. Please do not hesitate to get in touch with me if you need any clarifications or additional information. You can contact Mr. G Sreenivas Reddy, Programmes Officer for more information. He can be reached at poffice@asci.org.in or on **(+91) 9246203535**. I can be reached at **(+91) 9963174706** or bvns@asci.org.in

We are enclosing the Brochure and the Nomination Form. Please use copies of the nomination form to nominate multiple officials from your organisation. Kindly ensure that the nomination forms reach us by **July 29, 2024**.

Looking forward to the pleasure of hearing from you.

Yours Sincerely

B.V.N. Sachendra

Encl: Brochure and Nomination Form

Programme on
**LEGAL ASPECTS OF
CONTRACT MANAGEMENT AND ADMINISTRATION**
(August 12-14, 2024)



Programme Overview

Contracts form the basis for many business relationships and dictate every aspect of business strategies and relationships. A tangible Contract Management function enables an organization to manage obligations in an effective manner; saves the involved parties from wasting significant time and effort countering non-productive and unpleasant situations and provides significant benefits in terms of business strategies and procedures.

Research reveals that in most of the developing countries, about 55% of contractual parties are not happy with each other and a majority of them end up in legal hassles despite spending a considerable amount of time and resources concluding contracts to their liking.

Once the contract is finalised and services are procured, many parties fail to properly monitor and ensure the implementation of the contracts and fail to fulfil their contractual obligations. Failure to meet these obligations often results in missed savings, heavy fines, costly and time consuming litigations, and broken relationships - all of which constitute decreased stakeholder benefits and reduced Value for Money. Contract failures not only result in financial losses but also result in cascading adverse effects on performance because of disruption of work; counterproductive activities like litigation; loss of reputation, goodwill; and so on.

In today's business environment, organizations have a wider choice in deciding on their contracting partners and contract management methodologies than ever before. As a result, managing contracts for supply of Goods, Works and Services has become a predominant activity for middle and senior level managers, officers and executives. It has become imperative for them to have thorough understanding of Contract Interpretation, understand the issues arising in contracts and their implications; sharpen the contract management skills; benchmark, adapt contract management best practices from the business world, familiarize themselves and enhance their knowledge on the Legal issues in Contract Management and Administration.

The training programme aims to build the capability of the participating departments /organisations by enhancing the knowledge of participating officers / managers / executives to better appreciate the Legal Aspects of Contract Management and Administration.

Impact

By improving the capability of the managers, officers and executives in better managing contracts, organisations can achieve:

- ◆ Greater efficiency by having knowledgeable and confident officers / executives in place to manage risk and complexity associated with contract administration
- ◆ Better value through informed and proactive contract management decision making
- ◆ Superior quality services and more satisfied service users

Objectives

The Programme is intended to provide a broad perspective on the Legal Aspects of Contract Management and Administration to the participating executives. The specific objectives of the programme are:

- ◆ To help participants better understand Contract Act and the provisions therein
- ◆ To sharpen the skill set of participants to better understand, interpret, administer and manage contracts
- ◆ To sensitise the participants on the possible impact of common disputes in the contracts on the overall project execution and help them acquire more insights on the Legal Aspects of Contract Management and Administration.

Participant Profile

The programme is structured to serve the interest of Executives / Officers / Engineers / Managers in middle and senior positions in Government, Manufacturing and Service organisations involved in contract management functions. In particular, the programme will be of special interest to: Project Managers / Executives, Contract Managers / Engineers, Purchase Managers / Executives, Commercial Managers / Executives, Materials Managers, Industrial Engineers, Financial / Cost Accountants, Legal Officers / Advisors – in short - everyone who is involved in management and administration of Contracts.

Pedagogy

The programme will be delivered through lectures, case studies and practices. The resource persons for this programme will constitute members of college faculty and eminent practitioners.

Organisational sponsorship is essential

Venue

The programme is fully residential and the participants will be accommodated in air conditioned single occupancy rooms. The college does not provide accommodation for the family. The college is Wi-Fi enabled in a comprehensive way.

Duration

The programme duration is 3 days starting from **August 12-14, 2024**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

Programme Fee

Residential Fee: Rs. 43,700/- (US \$800 for foreigners) plus GST as applicable (presently 18%) per participant. The fee covers tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Non-Residential Fee: Rs. 37,700/- plus GST as applicable (presently 18%) per participant. The fee covers tuition, course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A discount of 10% on the Programme fee for three or more participants from the same organisation will be given, provided the payment is credited into our Bank account before August 09, 2024.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/59)** to **pooffice@asci.org.in** for confirmation.

Bank details are given below:

For Indian Participants:

Bank Account Number 62090698675
Beneficiary Name Administrative Staff College of India
IFSC Code SBIN0020063
Bank Name State Bank of India
Branch Address Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082

For Foreign Participants:

Bank Account Number 62090698675
Beneficiary Name Administrative Staff College of India
Swift Code SBININBB327
Bank Name State Bank of India
Branch Address Bellavista Branch, Rajbhavan Road, Somajiguda, Hyderabad - 500 082.
Country India

Medical Insurance

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominees' medical coverage in the event of hospitalisation.

Last Date for Nomination

Please use the prescribed/attached form. Last date for receiving nominations is **July 29, 2024**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

Last Date for Withdrawal

August 05, 2024. Any withdrawals after this date will entail forfeiture of fee paid, if any.

ASCI Alumni Association

Participants of the College programmes will automatically become members of the ASCI alumni association.

Certificate of Participation

The College issues a Certificate of Participation on conclusion of the programme.

Programme Director

Prof. B.V.N. SACHENDRA

e-mail : bvns@asci.org.in
(+91) 9963174706

Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.



ABOUT ASCI

ASCI is the first management development institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,69,000. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2024-25.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.



Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,
Hyderabad - 500 082, India.

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College Park Campus

Road No. 3, Banjara Hills,
Hyderabad - 500 034.
Tel: 040-66720700 / 01 /02 /05
Fax : 040-66720725

Delhi Campus

C-24, Institutional Area
South of IIT, Behind Qutub Hotel
New Delhi-110 016.
Tel: 011-26962204, 26961750, 26961850



ADMINISTRATIVE STAFF COLLEGE OF INDIA
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, (India)

Nomination Form
Programme on

Legal Aspects of Contract Management and Administration
(August 12-14, 2024)

Nominee's Contact Information :

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____ Home : _____
e-mail :	_____	Fax :	_____

Sponsor's Details

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN No. :	_____
Address :	_____
	_____ Pincode : _____
Phone(s) :	(Off) : _____ (Mobile) : _____
e-mail :	_____ Fax : _____

Fee Particulars

Amount Payable :	_____	Mode of Payment (DD/Chq/NEFT) :	_____
Name of the Bank :	_____	Date of Instrument/Transfer :	_____
Instrument Number :	_____	UTR Number for NEFT :	_____

Medical Insurance

Name of the Insurance Agency	Policy Number	Validity upto
Note : Coverage should be available in Hyderabad, India		

Signature and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Sreenivasa Reddy, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in