

Guidelines for organising Workshop/Seminar/Meetings at SIRD, Jharkhand, Ranchi

Institutions seeking assistance of SIRD, Ranchi for above are requested to follow the following guidelines for better implementation of Capacity building programme.

1. First of all please contact training officer Er.Shubha Kumar on her cell-09431930367, email sirdranchi@gmail.com and seek slot for your programme.
2. Download checklist from our website www.sirdranchi.nic.in and after filling it properly e-mail it to sirdranchi@gmail.com so that tentative budget estimate can be prepared and sent to you.
3. After the budget estimate is forwarded, you are requested to deposit 75% advance through DD/Banker cheque/RTGS transfer. **Cheques are not accepted.**
4. For Govt. depts./Institution, in absence of 75% advance undertaking by competent authority in hard copy be handed over to Training cell of SIRD at South Campus.
5. After acceptance of advance / undertaking SIRD will nominate a faculty as Course Coordinator for the smooth running of above.
6. No programme will be entertained without advance payment or proper undertaking of competent authority.
7. For RTGS transfer details of SIRD accounts is as follows: -

| Sl. No. | Heads | Particulars |
|---------|--------------------|-----------------------------|
| 1. | Name of the Bank | ICICI Bank |
| 2. | Bank Code | 1150 |
| 3. | Name of the Branch | Ratu Road Branch , Ranchi |
| 4. | Account No. | 115001000510 |
| 5. | IFSC Code | ICICI0001150 |
| 6. | Email id | abhishek.tiwa@icicibank.com |

8. This has the approval of the competent authority.