

TRAINING PROGRAM ON HUMAN RIGHTS, ANTI-CORRUPTION & ANTI-BRIBERY MANAGEMENT SYSTEM

24th to 28th November 2025

Darjeeling, West Bengal

PROGRAM CODE: T2526GUW01



1. ABOUT NATIONAL PRODUCTIVITY COUNCIL

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, the services of external professionals and subject matter specialists are also sought on a need basis, depending upon the nature and scope of work. NPC extends services from its headquarters in New Delhi and 12 regional offices across the country manned by more than 100 full-time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organizations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

Respect for human rights in everyday operations is increasingly imperative across different sectors. New human rights due diligence regulations, investor interest in the detailed workings of human rights programs, and customer demands for transparency all make human rights a priority. Because of changing regulations and compliances around human rights, organizations need to continuously review and advance human rights policies, processes, effectiveness, and impact. The program will cover human rights based on UN Guiding Principles (UNGPs) and National Guidelines on Responsible Business Conduct (NGRBC) released by the Ministry of Corporate Affairs (MCA), Government of India. Human rights laws encompass specific standards for women (prevention of sexual harassment), children (prevention of child labour), persons with disabilities, minorities and other vulnerable groups, who now possess rights that protect them from discrimination that had long been common in many societies.

Bribery especially refers to the offering, giving, soliciting, or receiving of any item of value as a means of influencing the actions of an individual holding a public or legal duty. The legal definition of bribery is to give a gift to someone with the intention of influencing the actions of the recipient who has a legal or public duty. Bribery is considered a crime under the Foreign Corrupt Practices Act. Attempted bribery and successful bribery are usually punished the same under the law. It is indicated that the ways to Prevent Bribery and Corruption in the Workplace include initiatives such as:-

- Implement an anti-bribery and anti-corruption policy.
- Establish a culture of Anti Bribery and anti-corruption practices.
- Conduct third-party due diligence.
- Know the difference between bribes and gifts.
- Understand how Anti Bribery and anti – corruption practices work in everyday practices.
- Knowing the signs of bribery
- Provide regular anti-bribery training etc.

3. LEARNING OBJECTIVES

This training program aims to sensitize participants in the following ways:

- Encouraging offices, departments, institutions, and organisations to adopt simple yet impactful human rights practices, systems, and procedures.
- Improving governance as part of ESG by having sound anti-corruption and anti-bribery

management systems.

- Promoting culture which respects human rights and good governance towards becoming socially responsible organization.
- Introducing participants best practices of human rights, prevention of corruption, respect for woman, and identify dominant cultural features and shared values in the organization

4. BROAD PROGRAM COVERAGE

The Training program shall tentatively cover the following aspects:

- Principles of human rights and part of UN Guiding Principles (UNGP)
- National Guidelines on Responsible Business Conduct laid down by the Government of India
- Prevention of sexual harassment
- Principles for socially responsible offices, departments, institutions, and organizations
- Anti-corruption and anti-bribery management system
- Case studies, examples and best practices to make your organisation socially responsible.

5. METHODOLOGY

The methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

All employees including middle & Senior management levels working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries.

7. FACULTY

The faculty for the training programme may comprise senior NPC Experts & other renowned and experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Code	T2526GUW01	
Program Venue	Darjeeling, West Bengal	
Programme Fee	<u>Residential Participants</u> ₹ 65,000/- plus GST	<u>Non-Residential Participants</u> ₹ 50000/- plus GST
For Residential Participants	Check-in at the hotel: 12 noon onwards on 24 th November 2025 Check-out from Hotel: Before 11 am on 28 th November 2025	

9. PAYMENT DETAILS

Program fee inclusive of GST to be paid as per the following:

- **ECS Payment Details:** State Bank of India, New Guwahati Branch; A/c No. 39754600161, IFSC: SBIN0000221
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GUWAHATI
- PAN No: AAATN0402F, GSTIN: 18AAATN0402F1Z5

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services are provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration. fee to organizations sponsoring more than 5 participants.

10. HOW TO APPLY

Please apply in the prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

The Training Coordinator

National Productivity Council

49, Bye Lane 12, Rajgarh, Guwahati, Assam – 781007

Email Id: guwahati@npcindia.gov.in, mk.lilhare@npcindia.gov.in

Tel: 0361-3512043, 9806020294

Last date for receiving nominations: 10th November 2025

11. GENERAL INSTRUCTIONS

- ❖ Due to a limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, for ensuring availability. Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters/orders issued by their department for attending the training program.
- ❖ The Non-Residential programme fee covers the professional fee for training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed. Boarding and lodging facilities shall not be provided to Non-residential participants.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence/place of stay and the training program venue. All participants shall make their own arrangements to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of the programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open a separate folio for each participant. Participants may directly settle their additional dues regarding a family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
guwahati@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Human Rights, Anti-Corruption & Anti-Bribery Management System**

Programme Code: **T2526GUW01**

Programme Duration: **24th November to 28th November 2025**

Location: **Darjeeling, W.B.**

Select Participation on Residential Basis ☐ **OR** Non-Residential Basis ☐

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

Select, if Organization is GST Exempted ☐ **OR** Select, if Organization is Not GST Exempted ☐

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
 - I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
 - I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.
- *I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) _____

(Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____



National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry, Government of India

5-6, Institutional Area, Lodhi Road

New Delhi - 110003

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