

# TRAINING PROGRAMME ON

**FR/SR AND ESTABLISHMENT  
RULES**

**19-23 JANUARY 2026**

**Sri Vijaya Puram  
(Port Blair)**



**HRM GROUP  
NATIONAL PRODUCTIVITY COUNCIL  
UTPAKTA BHAVAN 5-6 INSTITUTIONAL AREA  
LODHI ROAD, NEW DELHI - 110003**

## 1. ABOUT NPC

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, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at 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 organisations including Central Government Ministries and State Governments.

## 2. PROGRAMME THEME

Financial Rules, Service Rules, and Establishment Rules are essential pillars of organizational governance, ensuring efficiency, transparency, and accountability in operations. **Financial rules** regulate budgeting, expenditure, and resource allocation, preventing mismanagement and ensuring fiscal discipline. **Service rules** define employee rights, responsibilities, and workplace conduct, fostering a fair and productive work environment. **Establishment rules** govern structural and administrative aspects, including recruitment, hierarchy, and organizational policies, ensuring smooth operations and compliance with legal frameworks. Together, these rules provide a structured framework that enhances decision-making, minimizes risks, and promotes the sustainable growth of an organization.

## 3. LEARNING OBJECTIVES

The training program on **Financial Rules, Service Rules, and Establishment Rules** is designed to provide participants with a comprehensive understanding of the regulatory framework governing financial management, human resource policies, and administrative procedures in an organization. This program will cover key aspects related to rules, regulations and organizational governance. By equipping participants with in-depth knowledge of these rules, the training aims to enhance compliance, improve decision-making, and ensure efficient and transparent operations within the institution.

## 4. BROAD PROGRAMME COVERAGE

- Audit procedures and financial accountability
- Compliance with financial regulations and reporting requirements
- Employee rights, responsibilities, and code of conduct
- Recruitment, promotions, and performance evaluation policies
- Leave, benefits, and disciplinary procedures
- Workplace ethics and grievance redressal mechanisms

## 5. METHODOLOGY

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 in Middle & Senior Management, working in Ministries, Central & State Government Departments, Central and State PSUs , Banks and financial institutions , Boards, Administrative Bodies ,Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

## 7. FACULTY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field.

## 8. PROGRAMME FEE & VENUE

<b>Programme Code</b>	<b>T2526HRM05</b>	
<b>Program Venue</b>	<b>Sri Vijaya Puram (Port Blair)</b>	
<b>Programme Fee</b>	<b>Residential Participants</b> INR 70,000/- (Rs. Seventy Thousand only) + 18% GST	<b>Non-Residential Participants</b> INR 55,000/- (Rs. Fifty Five Thousand only) + 18% GST
<b>For Residential Participants</b>	Check-in at hotel- 12 Noon Onwards on 19 January 2026 Check-out from Hotel -: Before 12 Noon on 23 January 2026	

## 9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

*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 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.*

## 10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for Receiving of nominations: **10 January, 2026**

<p><b>Program Coordinator</b></p> <p>Ms. Asmita Raj Technical Assistant-HRM National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: <a href="mailto:asmita.raj@npcindia.gov.in">asmita.raj@npcindia.gov.in</a> Tel: 011-24607376/344/337</p>	<p>Sh. Umashankar Prasad Group Head (HRM) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: <a href="mailto:us.prasad@npcindia.gov.in">us.prasad@npcindia.gov.in</a> Tel: 011-24607376/344/337</p>
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**Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.**

## 11. GENERAL INSTRUCTIONS

- Due to limited number of seats, the nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. Acceptance of the nominations is subject to the seat availability and receipt of 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.
- The Non-residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. 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.
- 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 arrangement towards to-and-fro travel from 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 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 separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- The participants shall be awarded Certificate of Participation on successful completion of 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.
- Participants are required to follow the necessary COVID protocols during training.
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please visit – <https://npcindia.gov.in/NPC/User/TrainingHeadQuarter> for NPC's training calendar and details of other training programmes



**NATIONAL PRODUCTIVITY COUNCIL**  
**5-6 Institutional Area, Lodhi Road, New Delhi – 110003**

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: **FR/SR and Establishment Rules**

Programme Code: **T2526HRM05**

Programme Duration: **19-23 January 2026**

Venue/ Location: **Sri Vijaya Puram (Port Blair)**

Select Participation on Residential Basis  OR Non-Residential Basis

**Details of Nominated Participants:**

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organisation Address (kindly provide full address of 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

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) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_

**DECLARATION**

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_