



राष्ट्रीय उत्पादकता परिषद

एक स्वायत्त संगठन उद्योग संवर्धन एवं आंतरिक व्यापार विभाग, वाणिज्य उद्योग मंत्रालय के अंतर्गत (भारत सरकार)

National Productivity Council

An autonomous body under the Department for Promotion of Industry and Internal Trade,
Ministry of Commerce & Industry, Govt. of India

Online Training on

Establishment Rules in Services (CCS / CCA)

The implementation of the 7th CPC recommendations has brought in several changes in the basic Establishment Rules. The government systems of personnel administration continue to focus largely on these rules and procedures. The basic objective of this program is to enhance skill and knowledge of the personnel dealing with the Establishment Rules during their day to day activities. General Administration in any organisation is a crucial procedure which involves a number of activities. The CCS / CCA Rules are very crucial and involves a number of sub rules which needs to be carefully understood for effective implementation. It is very crucial that these rules are carefully administered to ensure all the laid down guidelines and procedures of the government are adhered to. **National Productivity Council** is organising this **online weekend workshop** to cover the various aspects governing the **Establishment Rules in Services** for government officials. The course has been designed to covered in weekends via online training. Detailed description of the course is given below.

07, 11

NOVEMBER

2020

MODULE 1

RULES GOVERNING CCS (LEAVE) RULES 1972 & CCS(LTC) RULES, 1988

REGISTRATION FEES: ₹ 4720/- (GST inclusive)

21, 22

NOVEMBER

2020

MODULE 2

RULES GOVERNING ACP, MACP; ACR & APAR

REGISTRATION FEES: ₹ 4720/- (GST inclusive)

27,28,29

NOVEMBER

2020

MODULE 3

RULES GOVERNING DISCIPLINARY ACTION IN SERVICE

REGISTRATION FEES: ₹ 4720/- (GST inclusive)

5TH

DECEMBER

2020

MODULE 4

RULES GOVERNING RETIREMENT/PENSIONARY BENEFITS

REGISTRATION FEES: ₹ 2950/- (GST inclusive)



Sh PCP Mahapatra, is a distinguished Scholar, a university Gold Medallist with two postgraduate degrees one each in oceanography and chemistry. In addition, he holds a PG Degree in Industrial Relations & Personnel Management, LLB and MBA. He belongs to the Central Secretariat Services and has served the Govt of India in various central Ministries over three decades. He possesses rich experience in the field of Administration, Establishment, Legal, Vigilance, DE, RTI, Training etc. Being a professional Trainer (trained Trainer), he has independently conducted more than 500 training programs in varied topics. Presently Sh Mahapatra is an Advocate and practices law. He imparts training as faculty in many government trainings institutes

Register for all four Modules at a special discounted price of
₹ 15,000/- (Inclusive of GST)

Register at :

<http://tiny.cc/ER5>

WHO SHOULD ATTEND THE PROGRAM?

The program is suitable for and highly beneficial for all ASOs/SOs/Dealing Assts/ Officers etc. who are posted in establishment /Administration etc. Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Junior & Middle level officials from Government Departments, Public Sector & Private Sector Organisation, Corporations, Board, Autonomous bodies, Banks and Service Organization etc. will find this program to very beneficial

E-certificates shall be provided to the participants at the end of the program

FEE STRUCTURE

The total fee for this program has been fixed as below

MODULE	FEE (INCLUDING GST)	Registration Link
Module 1: Rules governing ccs (leave) rules 1972 & CCS(LTC) rules, 1988	₹ 4720 /-	http://tiny.cc/ER1
Module 2: Rules governing ACP, MACP; ACR & APAR	₹ 4720 /-	http://tiny.cc/ER2
Module 3: Rules governing disciplinary action in service	₹ 4720 /-	http://tiny.cc/ER3
MODULE 4: Rules governing retirement/pensionary benefits	₹ 2590/-	http://tiny.cc/ER4
All four modules at discounted price	₹ 15,000 /-	http://tiny.cc/ER5

DISCOUNT OF 10% APPLICABLE FOR ORGANISATIONS NOMINATING 5 (FIVE) OR MORE OFFICIALS

NOMINATIONS MAY BE SENT THROUGH:

1. Participants willing to register in individual capacity, may register themselves on our website and make necessary payments on the link attached.

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis.

2. Participants sponsored by organisations may enrol themselves by email to the undersigned and providing **Participants' name, designation, Company Name, contact number & e-mail ID**. Kindly also provide GSTIN of your organization at the time of nomination. Please note that participation fee is to be paid at the time of nomination. For making payment through NEFT, details are as under:

ECS Details (For Fee payment):

Bank Name	: Indian Overseas Bank,
Branch	: 70 Golf Link, New Delhi,
Bank Account No	: 026501000009207,
IFCS/RTGS/NEFT Code	: IOB-A0000265,
PAN No	: AAATN0402F
GST No	: 18AAATN0402F1Z5

FOR FURTHER INFORMATION OR CLARIFICATION KINDLY CONTACT



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