

# NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

## Online Training Programme on “Establishment Rules”

**NATIONAL PRODUCTIVITY COUNCIL** is a national level autonomous body under the aegis of **DPIIT, Ministry of Commerce and Industry, GOI**. It was Founded in 1958 as tripartite, non-profit organization with equal representation from the government, employers, and workers’ organisations apart from technical and professional institutions on its governing council to promote productivity culture in India. NPC provides **Consultancy, Training** and undertakes **Research** in the areas of productivity besides implementing the Productivity Promotion Programmes of the Tokyo based **Asian Productivity Organisation (APO)**, an inter-governmental body of which the Indian Government is a founding member. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades.

As learning and skill upgradation is a continuous process and should never stop. In view of travel and other restrictions due to COVID-19, a two-day online workshop is being organized by NPC on **“Establishment Rules”** on **27.01.2021 and 29.01.2021**.

General Administration in any organisation is a crucial procedure which involves several activities. The government systems of personnel administration continue to focus largely on Establishment Rules and Procedures. Several changes have been made time to time in the basic Establishment Rules. The CCS / CCA Rules are very crucial and involves a few 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 e-Training to cover the various aspects governing the establishment rules in services for central, state government & PSUs officials.

### **Programme Objectives:**

- 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.

### **Programme Coverage:**

- Conduct Rules
- Disciplinary Rules
- Seniority & Promotion
- Leave Rules 1972 etc

**Participant Profile:** The program has been designed to provide comprehensive input to all level of staff/ officers dealing with establishment rules in various organisations.

**Methodology:** The programme would be participative in the nature. The sessions would be based on conceptual deliberations, case studies, success stories, management games and group discussion.

**Faculty:** NPC faculty and experts from the field would conduct the programme

**Date & Timings:** 27<sup>th</sup> January 2021 (Wednesday) – 02.00 pm to 05.00 pm

29<sup>th</sup> January 2021 (Friday) – 02.00 pm to 05.00 pm

**Participation Fee:** Rs 6900/- + GST

Participation Fee (MSME): Rs 4900/- + GST

Relevant link for registration will be sent to all the participants 1 day before the workshop. Participants will also be provided prior assistance for requisite technical support. Participants will also be awarded with digitally signed certificate after successful completion of the workshop. Participants will be allowed to raise their queries; however, participants can also send their specific questions in advance for optimum utilization of available time.

**Nominations may be sent through:**

1. Participants sponsored by organisations may enroll 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  
**TAN NO:** JPRN00099B  
**GST No:** 08AAATN0402F1Z6

2. In case of participants, registering in individual capacity they may register themselves on our website <https://www.npcindia.gov.in/NPC/User/webinarpge> and make necessary payments on the link attached.

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. **Last date of accepting nominations is 26.01.2021.** You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

For further information or clarification kindly contact:

**Aditi Mishra (Deputy Director)**, National Productivity Council (Under DPIIT, M/o Commerce & Industries, GOI) SB-96, JLN Marg, Bapu Nagar, Jaipur – 302015, Phone: 9928226777, 0141-2703573, 2702935, email: [aditi.mishra@npcindia.gov.in](mailto:aditi.mishra@npcindia.gov.in) , web : [www.npcindia.gov.in](http://www.npcindia.gov.in)