



## National Productivity Council

# Training Programme on Human Rights and Anti-corruption & Anti- bribery Management System to improve Governance as part of ESG PROGRAMME CODE: (T2425ECA04)



23rd - 27th September 2024  
Gangtok, Sikkim

## 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

Respect for human rights in everyday operation is increasingly imperative across different sectors. New human rights due diligence regulations, investor interest in the detailed working of human rights programs, and customer demands for transparency all make human rights a priority. Because of changing regulations and compliances around human rights, Organisations 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 labor), 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 offering, giving, soliciting, or receiving of any item of value as 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 conserved 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, institution, 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 Organisation.
- Introducing participants best practices of human rights, prevention of corruption, respect for woman and identify dominant culture features and shared values in the Organisation.

### **4. BROAD PROGRAMME COVERAGE**

The following topics shall be covered during the training:

- 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 Organisations
- Anti-corruption and anti-bribery management system
- Case studies, examples and best practices to make your Organisation socially responsible.

### **5. TARGET PARTICIPANT**

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Urban Local Bodies, State Pollution Control Boards/Pollution Control Committees, Co-operatives, Corporations, Banks, NBFCs, Labor Unions/Associations, Financial Institutions and/or Academic and/or Research Institutions.

### **6. METHODOLOGY**

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

### **7. FACULTY**

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

## 8. PROGRAMME FEE & VENUE

<b>Programme Code</b>	T2425ECA04	
<b>Program Venue</b>	Gangtok, Sikkim	
<b>Programme Fee</b>	<b><u>Residential Participants</u></b> 60,000/- + 18% GST (In Words: <b>Rupees Sixty Thousand only</b> ) plus 18% GST per participant	<b><u>Non-Residential Participants</u></b> 44,000/- + 18% GST (In Words: <b>Rupees Forty- Four Thousand only plus 18%</b> GST) per participant
<b>For Residential Participants</b>	Check In: <b>23<sup>rd</sup> September 2024 (Afternoon)</b> Check Out: <b>27<sup>th</sup> September 2024 (Forenoon)</b>	

## 9. PAYMENT DETAILS

<b>100% payment has to be made in advance along with acceptance of proposal.</b>
<ul style="list-style-type: none"><li>• ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch;</li><li>• A/c No. 026501000009207, IFSC Code. IOBA0000265</li><li>• DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI</li><li>• Nominations for the program and payment can be done Online by visiting:</li><li>• <a href="https://www.npcindia.gov.in/NPC/User/TrainingHeadQuarter">https://www.npcindia.gov.in/NPC/User/TrainingHeadQuarter</a></li><li>• Challan generation, NEFT, RTGS are also available for payment)</li><li>• NPC'S PAN No: AAATN0402F,</li><li>• NPC'S GSTIN: 07AAATN0402F1Z8</li></ul>



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:

**Director & Group Head**

**Environment & Climate Action Group**

**National Productivity Council**

**5-6 Institutional Area, Lodhi Road**

**New Delhi - 110003**

**Email Id: [ls.kamde@npcindia.gov.in](mailto:ls.kamde@npcindia.gov.in)**

**Tel:011-24607310, Mob: 9860439586**

**Last date for Receiving of nominations: 08.09.2024**

## 11. GENERAL INSTRUCTION

- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. 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.
- 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 towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training programme venue. All participants shall make their own arrangement 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.
- 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.



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

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: **Human Rights and Anti-Corruption & Anti-Bribery Management system To Improve Governance as Part of ESG**

Programme Code: **T2425ECA04**

Programme Duration: **23-27 September 2024**      Venue/ Location: **Gangtok, Sikkim**

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 Organisation Address(kindly Provide full address of correspondence)
1					

Select, if Organisation is GST Exempted OR       Select, if Organisation 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 programme 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 Organisation to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

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)

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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:\_\_\_\_\_