



National Productivity Council

Training Programme  
on  
ESTABLISHMENT RULES & CCS RULES,  
NOTING & DRAFTING AND VIGILANCE MANAGEMENT

PROGRAMME CODE: T2425CDG04

**9-13 December 2024**  
**(MANALI, H.P.)**

## **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**

Establishment rules & Central Civil Services (Classification, Central and Appeal rule), 1965 is effective from 1st December 1965 and is applicable for every Government Servant except Railways and All India Services. Noting and Drafting are important steps in decision making process. The purpose of a noting is to convey all the aspects of a case to anyone who's reading it. Not only that, but the noting is also required to exhibit elaborate analytical assessments of the officer to his associates and seniors. The noting is a recording of the internal deciding process.

A draft should just clearly state the final decision or order. Even if there were any contentions and deliberations in the decision-making process, they should remain on the noting only, and not reflect in the draft. The draft conveys the final decision or order, clearly and without any ambiguity.

There is a need for a strong vigilance organization in the PSUs/Govt. organization with a set of rules to regulate the conduct of the employees of these undertakings. The objective of vigilance is to ensure that the management gets the maximum out of its various transactions. Vigilance has to be looked upon as one of the essential components of management. It is as important a segment in an organization like Finance, Personnel, Technical and Marketing. If the vigilance set up is effective in an organization, it will certainly ensure the functioning of the other segment like Finance, Personnel, Technical and Marketing in an efficient way.

## **3. LEARNING OBJECTIVE**

This training program prepares participants to:

- To improve their knowledge of the important provisions of the establishment rules & CCS rules and their applications,
- To discuss with participants about noting & drafting,
- To discuss about role of Anti-Corruption Agencies, preventive vigilance & Procedure for imposing major/minor penalties

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

The following topics shall be covered during the training.

- Introduction & Applicability of Establishment rule& CCS rules
- Key provisions of Central Civil Services (Classification, Control & Appeals) Rules, 1965
- Classification of Services/Posts
- Appointing Authority
- Suspension
- Penalties & Disciplinary Authorities
- Procedure for imposing Penalties
- Action on Enquiry report
- Communication of order
- Appeals
- Overview of noting & drafting
- Guidelines on noting & drafting.
- Salient features of Prevention of Corruption Act
- Role of Anti-Corruption Agencies.
- Preventive Vigilance including preventive steps to be taken in Tender Procedures
- Procedure for imposing major/minor penalties
- Suspension and its implications on the public servants – Admissibility of suspended public servants

#### **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**

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labor Unions/Associations.

#### **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>	T2425CDG04	
<b>Program Venue</b>	Hotel_____, Manali, H.P	
<b>Programme Fee</b>	Residential Participants ₹ __65,000_____-/- + 18% GST	Non-Residential Participants ₹ _45,000_____-/- + 18% GST
<b>For Residential Participants</b>	Check-in at hotel - (12:00 pm) Check-out from Hotel - (9:00 am)	

## 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.*

## HOW TO APPLY

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

Ashok Kumar Deputy Director National Productivity Council, Bay No. 1 & 2, Sector 14, Panchkula, Haryana Mobile No. 9888481938 Email: ashok.kumar@npcindia.gov.in	Sh. Suvyendu Shivakar, Deputy Director Mobile No.: +91-6287872655 Email: suvyendu.s@npcindia.gov.in
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**NATIONAL PRODUCTIVITY COUNCIL**  
**5-6 Institutional Area, Lodhi Road, New Delhi – 110003**

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: Establishment Rules & CCS Rules, Noting & Drafting and Vigilance Management

Programme Code: T2425CDG04

Programme Duration: 09/12/2024 to 13/12/2024

Venue/ Location: Manali (H.P.)

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

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: \_\_\_\_\_

## 10. GENERAL INSTRUCTIONS

- ❖ 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 program 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.
- ❖ 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.