



National Productivity Council

RESIDENTIAL TRAINING PROGRAMME ON "ESTABLISHMENT RULES, CCS RULES, NOTING & DRAFTING AND VIGILANCE MANAGEMENT" PROGRAMME CODE: (T2526ABG03)



**Nov 17th to 21st 2025
{Goa}**

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 various fields such as Agribusiness, 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 120 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. ABOUT THE PROGRAMME

The implementation of the 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 Rule, administrative noting & drafting along with vigilance during their day to day activities. General Administration and Personal in any organisation are a crucial procedure which involves a number of activities. The CCS / CCA Rules are very crucial and involve 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. The programme will improve the knowledge of the different provisions of the Establishment Rules & CCS Rules and their applications. Noting and Drafting are important steps in decision making process. The purpose of Noting is to convey all the aspects of a case to anyone who is reading it. Not only that, the noting is also required 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 are 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 as Finance, Personnel, Technical and Marketing. If the vigilance set up is effective in an organization, it will certainly ensure the functioning of the other segments like Finance, Personnel, Technical and Marketing in an efficient way.

3. LEARNING OBJECTIVES

The program aimed at exposing participants to perform better in their roles in dealing with matter related to establishment & vigilance management. It will improve their knowledge of the different provisions of the Establishment Rules & CCS Rules and their applications. Further it will equip the participants to draft noting & drafting clearly to facilitate smooth decision-making process and strengthen vigilance management and procedure for imposing major/minor penalties will be discussed in details.

4. BROAD PROGRAMME COVERAGE

- Introduction & applicability of establishment rules & CCS rules
- Key provisions of Central Civil Services (Classification, Control & Appeals) Rules, 1965
- Rules governing CCS (Leave) rules 1972 & CCS (LTC) rules, 1988
- Rules Governing ACP, MACP; ACR & APAR
- Rules Governing Disciplinary Action in Service
- Rules Governing Retirement/Pensioner Benefits
- 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 servant

5. METHODOLOGY

The training sessions would be interactive in nature. The methodology of the programme would be participative with a focus on the principal of adult learning. The sessions will include conceptual deliberations, presentations, learning case studies and group exercises and discussion.

6. PARTICIPANTS' PROFILE

Officer from middle level/senior level of management working in establishment HR, administration, vigilance officers/managers within different Central Ministries & State Government Departments, Educational Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, autonomous institutions, Banks, Corporations, Labor Unions/Associations, NGOs and other private organisations.

7. FACULTY

The faculties for the training programme will be comprise of expert, senior NPC Experts & other renowned and experienced trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Date & Code	November 17 (Monday) –November 21 (Friday), 2025 (TP2526AGB03)	
Program Venue	Goa India	
Programme Fee	Residential Participants ₹ 70000/- + 18% GST	Non-Residential Participants ₹ 55000/- + 18% GST
For Residential Participants	Check-in at Hotel -17 th Nov 2025 (Afternoon) (Check in time from afternoon onwards at Hotel/Resort) Check-out from Hotel – 21 st Nov 2025 (Forenoon)	

Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

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, GST No.: 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:
- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

Sh. S P Singh
Director & Group Head (AB Group),
National Productivity Council,
5-6 Institutional Area, Lodhi Road, New
Delhi – 110003

Email: sp.singh@npcindia.gov.in

Phone:-011-24607326

Mobile: +91-7589219766

You may also contact to Mr Hemant Kumar 08700754619

Programme Coordinator

Dr Bajrang Lal

National Productivity Council,
5-6 Institutional Area, Lodhi Road,
New Delhi – 110003

Phone: 011-24607390,24607393

Email: bajrang.lal@npcindia.gov.in

Mobile: 8447469855

- **Last date of nominations in programme: 10.11.2025 (Monday)**

11. 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 card 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.



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:** (T2526ABG03)

Programme Duration: 17-21, November 2025

Location: Goa

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

GSTN:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- 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
In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at New Delhi

Programme Fees per Participant plus GST to be paid in advance or receipt of invoice

Establishment Rules, CCS Rules, Noting & Drafting and Vigilance Management



National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry

Government of India

5-6, Institutional Area, Lodhi Road

New Delhi – 110003

Email sp.singh@npcindia.gov.in

011-24607326/24607390