



Date: 18th to 22nd September 2023

Goa



Training Programme On Establishment and recruitment rules, Disciplinary and enquiry proceedings, Preventive Vigilance, Legal and RTI, POSH



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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

The Departmental Action training program is designed to equip employees with the knowledge and skills necessary to effectively handle disciplinary actions, enquiries and Right to Information (RTI) requests. These three areas are crucial for the smooth functioning of any organization, as they involve the maintenance of discipline, transparency and accountability.

Disciplinary Action:

Disciplinary action is a process used by employers to address inappropriate behavior or performance by employees. This training program will cover the various stages of disciplinary action, including investigation, hearing, decision-making and appeals. Participants will learn how to effectively manage employee conduct and performance issues in a fair and consistent manner, while adhering to legal and procedural requirements.

Enquiry:

Enquiry is an important aspect of any disciplinary action or grievance process. It involves gathering and analysing evidence to determine whether an employee has engaged in misconduct or violated company policies. In this training program, participants will learn how to conduct a fair and thorough enquiry, including interviewing witnesses, collecting and analysing evidence, and preparing a report. They will also learn how to make objective and evidence-based decisions, while ensuring that the process is transparent and legally defensible.

Preventive Vigilance:

Preventive Vigilance is one of the most effective tools in minimizing Corruption. Organizations under Government of India, various state Governments including Public Sector Undertakings, Public Sector Banks, and Financial Institutions are constantly upgrading their systems and procedures to bring more transparency and objectivity in decision making processes.

Right to Information (RTI):

The Right to Information (RTI) Act is a powerful tool for promoting transparency and accountability in public organizations. This training program will provide participants with an overview of the RTI Act, including its objectives, scope, and procedures. Participants will learn how to handle RTI requests, including the process for identifying and retrieving relevant information, responding to requests within the prescribed timelines, and maintaining confidentiality where necessary.

POSH:

The POSH Act is a legislation enacted by the Government of India in 2013 to address the issue of sexual harassment faced by women in the workplace.

The Act aims to create a safe and conducive work environment for women and provide protection against sexual harassment.

3. LEARNING OBJECTIVES

This training programme enable participants to learn:

- **Understanding Disciplinary Action:** Employees need to understand the concept of disciplinary action, its importance, and the legal framework that governs it. This will help them to handle disciplinary cases with sensitivity and professionalism.
- **Understanding Establishment and Recruitment rules.**
- **Conducting Enquiries:** Employees should know the procedures for conducting an inquiry and how to gather evidence to ensure that the inquiry is fair and impartial.
- **Handling RTI Requests:** Employees must understand the process of handling RTI requests and the obligations of public authorities to provide information to the public.

- Participants would be trained on aspects of preventive vigilance and its significance in terms of upgrading the system and procedure to bring transparency & accountability in day to day decision making process.
- Communication and Documentation: Employees should be trained on effective communication skills to handle disciplinary action, inquiries, and RTI requests. This includes documenting all proceedings, maintaining confidentiality, and ensuring transparency.
- Legal Framework: Employees should be trained on the legal framework governing disciplinary action, inquiries, and RTI requests. This will help them to follow the procedures and avoid legal complications.
- Ethics and Integrity: Employees should understand the importance of ethics and integrity in handling disciplinary action, inquiries, and RTI requests. This includes maintaining confidentiality, avoiding conflicts of interest, and ensuring impartiality.
- POSH: Employees will be familiarized with the legal aspects of sexual harassment through the insights of Supreme Court judgement on Vishaka (known as Vishaka Guidelines) and Prevention, Prohibition & Redressal Act, 2013. They will also be familiarized about the necessary steps to be taken by the employer to assist the victim in terms of support and preventive action.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training:

- An overview of the concept of discipline and misconduct, relevant provisions of the Constitution of India, misconduct and disciplinary action rules, and the principles of natural justice.
- It also includes detailed procedures for conducting preliminary investigations, issuing charge sheets, suspensions, ex-parte inquiries, and conducting enquiry proceedings, including the roles of authorities such as the Disciplinary Authority, Enquiry Officer, and Presenting Officer.
- Legal aspects of disciplinary proceedings and also handling vigilance related matters.
- The procedure for awarding punishment, the disposal of appeals and reviews, CVC directives and guidelines, and landmark decisions related to disciplinary action. Additionally, it covers the procedure and salient features of enquiry conducted by the ICC under the POSH Act, disciplinary action and RTI, and through brainstorming activities such as case studies, mock enquiries, and group presentations.

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 Public Sector Undertakings, Private Sector Units, Financial Institutions, NBFCs, Corporations, Central & State Government Departments, Academic Institutions, Labour 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

Programme Code	<i>TP/23-24/46</i>	
Program Venue	Goa	
Programme Fee	Residential Participants ₹ 55,000/- + 18% GST (In Words: Rupees Fifty-Five Thousand only plus 18% GST) per participant	Non-Residential Participants ₹ 39,500/- + 18% GST (In Words: Rupees Thirty-Nine Thousand Five Hundred only plus 18% GST) per participant
For Residential Participants	Check-in at Hotel-18 th September 2023 (Check in time from afternoon onwards at Hotel/Resort) Check-out from Hotel-22 nd September 2023 (Check in time from forenoon onwards at Hotel/Resort)	

8.1 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.

9. HOW TO APPLY

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

The Training Coordinator

National Productivity Council

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

Email Id: ashutosh.makup@npcindia.gov.in, npciehq@npcindia.gov.in

Tel: 011-24607363, 7978960438

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.
- 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
ashutosh.makup@npcindia.gov.in
npciehq@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location:

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

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
- 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
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8

National Productivity Council
(Under Department for Promotion of Industry and Internal Trade)
Ministry of Commerce and Industry
Government of India
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