

No.42/03/2023-3Trg.  
HARYANA GOVERNMENT  
CHIEF SECRETARY OFFICE  
TRAINING DEPARTMENT

Dated, Chandigarh the 2<sup>nd</sup> August, 2023.

To

All the Administrative Secretaries of Haryana State.

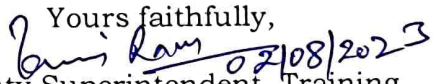
**Subject: - NPC Training Program on Prevention of Sexual Harassment at workplace (Posh).Programme Code: (TP/23-24/47).**

\*\*\*\*\*

Sir/Madam,

I am directed to refer to the subject noted above and to enclose herewith an e-mail dated 22.07.2023 received from National Productivity Council (Under the Department to Promotion of Industry and Internal Trade), Ministry of Commerce and Industry Government of India, 5-6, Institutional Area, Lodhi Road, New Delhi-110003, for necessary action at your end. The duration/schedule of under reference training programme is 11<sup>th</sup>-15<sup>th</sup> September, 2023.

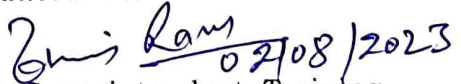
The necessary action may be taken in view of Govt. Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,  
  
Deputy Superintendent, Training  
for the Chief Secretary to Govt., Haryana.

Endst. No. 42/03/2023-3Trg.

Dated Chandigarh, the 2<sup>nd</sup> August, 2023.

A copy of the above is forwarded to, **National Productivity Council Ministry of Commerce and Industry Government of India, 5-6, Institutional Area, Lodhi Road New Delhi-110003, w.r.t his email letter dated 22.07.2023.**

  
Deputy Superintendent, Training  
For the Chief Secretary to Govt., Haryana

**RE: Reg. Details of the Participants for the Leh Program & Brochure**

1 message

P. R. Rajkamal &lt;rajkamal.pr@npcindia.gov.in&gt;

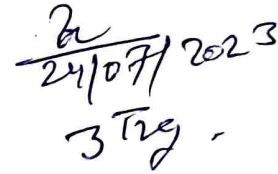
22 July 2023 at 07:51

To: DMER Haryana &lt;dmer-hry@nic.in&gt;

Cc: Sunita Yadav &lt;sunitayadav.dmer@hry.gov.in&gt;, branchtrg@gmail.com, "Dr. B. Hemant Kumar Rao" &lt;hemant.rao@npcindia.gov.in&gt;, R Sunder Raj &lt;rsunder.raj@npcindia.gov.in&gt;, "P. R. Rajkamal" &lt;rajkamal.pr@npcindia.gov.in&gt;

Dear Madam,

Please find the attached Brochure of "POSH" program which will be conducted from 11th to 15th September 2023.

Thanks & Regards,  
P. R. Rajkamal  
24/07/2023  
3 Trg

-----Original Message-----

From: P. R. Rajkamal &lt;rajkamal.pr@npcindia.gov.in&gt;

Sent: Friday, July 21, 2023 7:16 PM

To: 'DMER Haryana' &lt;dmer-hry@nic.in&gt;

Cc: 'Sunita Yadav' &lt;sunitayadav.dmer@hry.gov.in&gt;; 'branchtrg@gmail.com' &lt;branchtrg@gmail.com&gt;; 'Dr. B. Hemant Kumar Rao' &lt;hemant.rao@npcindia.gov.in&gt;; 'P. R. Rajkamal' &lt;rajkamal.pr@npcindia.gov.in&gt;; 'R Sunder Raj' &lt;rsunder.raj@npcindia.gov.in&gt;

Subject: RE: Reg. Details of the Participants for the Leh Program

Dear Madam,

Reference trailing email, the hotel venue will be shortlisted soon. The hotel venue is likely to be "Hotel Grand Willow" or "Hotel Lingzi" for the Leh Program.

We would like to know the detail of the participant for the Leh Program. Kindly share us the details, which will enable us to do the necessary arrangements accordingly.

Awaiting your earlier response.

Thanks & Regards,  
P. R. Rajkamal

-----Original Message-----

From: P R Rajkamal &lt;rajkamal.pr@npcindia.gov.in&gt;

Sent: Friday, July 14, 2023 11:10 PM

To: DMER Haryana &lt;dmer-hry@nic.in&gt;

Cc: Sunita Yadav &lt;sunitayadav.dmer@hry.gov.in&gt;; branchtrg@gmail.com

Subject: Reg. Leh Program Details

Dear Madam,

Please find the attached Leh Program Brochure as desired.

Thanks & regards,  
P. R. Rajkamal,  
Dy. Director,  
NPC, Hyderabad  
8015266093 Brochure for POSH (Leh-Ladakh).pdf  
388K

Training Branch

Diary No. 101472

Dated 25/07/2023



National Productivity Council

Training Programme  
on  
**PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE  
(POSH)**

Programme Code: (TP/23-24/47)

11<sup>th</sup> – 15<sup>th</sup> September 2023  
(Leh-Ladakh)

POSH

THE PREVENTION OF  
**SEXUAL  
HARASSMENT**  
AT WORKPLACE TRAINING

THE PREVENTION OF  
**SEXUAL  
HARASSMENT**

## **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 Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH) makes it mandatory to conduct POSH training. The organization can attract heavy penalties like a fine of INR 50000 for a first-time offence and cancellation of a business license for repeated offences if the law is not followed. In addition, just having a law does not help. Many times, women question whether a particular behaviour can be counted as sexual harassment even after they felt uncomfortable or violated. So, it is important for employees to know what is acceptable in the workplace, what constitutes to sexual harassment and what does not.

## **3. LEARNING OBJECTIVES**

This training program prepares participants to:

- Create a safe and respectful work culture. We don't just educate about the Act, we instil a deep understanding, fostering empathy and respect. Equip participants today for a better, more inclusive tomorrow.
- POSH (Prevention of Sexual Harassment) training is an important aspect that companies need to focus on to combat the problems of sexual harassment in the workplace. When employees receive POSH training, it not only helps them to fight against sexual harassment but also helps them avoid being charged.
- During the training sessions, participants will recognize what constitutes sexual harassment in the workplace.
- This training program will help participants to be aware of what to do if their colleagues are subjected to sexual harassment. This training program is designed for both employees and management, regardless of their gender or designation.

#### 4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training.

- The Genesis - Prevention, Prohibition and Redressed Act 2013
- Various Forms of Sexual Harassment – Physical, Verbal, Non-Verbal as well as Virtual Harassment
- What is a Workplace?
- Role of Employer and Employees in Preventing Sexual Harassment
- Obligations of the Employer
- Preventive Authorities
- Who can complain and where?
- The Need Step

#### 5. METHODOLOGY

The programme is highly interaction oriented. While dealing with each area, the theoretical inputs will be supplemented with appropriate case studies, assignments, group discussions, exercises and audio-visual presentations, in addition to sharing of relevant experiences by the participants.

#### 6. PARTICIPANTS' PROFILE

Middle / Sr. Level executives from Various Organisations/Industries.

#### 7. FACULTY

NPC Specialists from behavioural sciences, HRD areas and prominent guest speakers from practising organizations.

#### 8. PROGRAMME FEE & VENUE

|                       |                                                   |                                                       |
|-----------------------|---------------------------------------------------|-------------------------------------------------------|
| <b>Programme Code</b> | TP/23-24/47                                       |                                                       |
| <b>Program Venue</b>  | Leh-Ladakh                                        |                                                       |
| <b>Programme Fee</b>  | Residential Participants<br>₹ 55,000 /- + 18% GST | Non-Residential Participants<br>₹ 42,500 /- + 18% GST |

#### 9. PAYMENT DETAILS

|                                                                                                                                                                                                                                                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Programme fee plus GST is to be paid in advance and proof of payment is to be attached along with the application form.                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"><li>• ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; 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>• NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 36AAATN0402F1Z7</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 the 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: [npcetraining@npcindia.gov.in](mailto:npcetraining@npcindia.gov.in);**

**[hemant.rao@npcindia.gov.in](mailto:hemant.rao@npcindia.gov.in); [rajkamal.pr@npcindia.gov.in](mailto:rajkamal.pr@npcindia.gov.in);**

**Tel: 011-24607319 / 80152 66093**

- **Last date for Receiving nominations: 04<sup>th</sup> September 2023**

## 11. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, for ensuring availability. Acceptance of the nominations is subject to the seat availability and receipt of the 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 arrangements 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 the 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 folios for each participant. Participants may directly settle their additional dues regarding a family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point in 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  
[npctraining@npcindia.gov.in](mailto:npctraining@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:

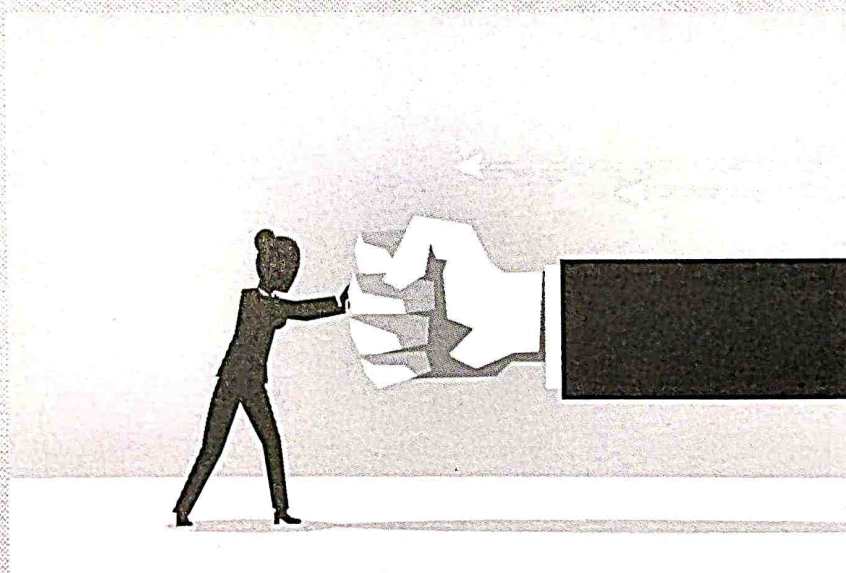
Email ID:

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 the case of ECS Payment, the payment details should be intimated accordingly along with the 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: 36AAATN0402F1Z7



**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  
Tel: +91-11-24607319  
[npctraining@npcindia.gov.in](mailto:npctraining@npcindia.gov.in)