

No.42/03/2023-3Trg.

HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 04th September, 2023.

To

All the Administrative Secretaries of Haryana State.

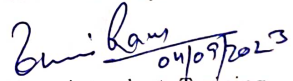
Subject: - Invitation for Nomination for Residential/ Non Residential Training Program on " Recruitment Rules and Reservation in Services" from 9th to 17th October 2023 at Port Blair.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of Email letter dated 21.08.2023 received from Sh. Subhra Seal, Deputy Director National Productivity Council, (Under DPIIT, Ministry of Commerce & Industry, Gol) 2nd Floor, Meenakshi Bhawan, Rajgarh Road, Guwahati- 781007 has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

It is, therefore, requested to take further necessary action keeping in view of letter No. 22/38/2010-4Trg dated 21.12.2022.

Yours faithfully,


Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

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

Dated Chandigarh, the 04th September, 2023

A copy is forwarded to Sh. Subhra Seal, Deputy Director National Productivity Council, (Under DPIIT, Ministry of Commerce & Industry, Gol) 2nd Floor, Meenakshi Bhawan, Rajgarh Road, Guwahati- 781007 w.r.t his Email letter dated 21.08.2023 for information.


Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

Fwd: Invitation for Nomination for Residential / Non Residential Training Program on "Recruitment Rules and Reservation in Services from 9th to 17th October 2023 at Port Blair

1 message

Prabhjot Singh <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

Training Branch

Diary No. 113138

Dated 23/08/2023

21 August 2023 at 17:13

2
22/08/2023

3 Fy.

From: "Subhra Seal" <subhra.seal@npcindia.gov.in>

To: "Prabhjot Singh" <ssps@hry.nic.in>

Sent: Monday, August 21, 2023 4:37:23 AM

Subject: Invitation for Nomination for Residential / Non Residential Training Program on "Recruitment Rules and Reservation in Services from 9th to 17th October 2023 at Port Blair

Subject:- Invitation for Nomination for Residential / Non Residential Training Program on "Recruitment Rules and Reservation in Services from 9th to 17th October 2023 at Port Blair

Respected Sir / Madam,

Greetings from **National Productivity Council Guwahati**.

As you might be aware, the National Productivity Council, Guwahati, under the aegis of the Ministry of Commerce & Industry, Govt. of India has been periodically conducting various functional as well as Skill Development Training Programs / Workshops round the year for different categories of personnel of the Central and State Governments, Public Sector Undertakings (Central and State), Autonomous Bodies etc. under the National Training Policy guidelines of the Govt. of India.

The basic objectives of these programs are to enhance the skill and knowledge development of human resources with a focus on capacity building of human resources, striving to achieve excellence in work culture, enhancing production and productivity and facing competition for the present and future. Ultimately, the organization stands to gain in the long run through their human resource development.

In this regard, we are pleased to announce that a Training program on **Recruitment Rules and Reservation in Services** has been scheduled **at Port Blair from 9th to 17th October 2023**. In this regard, a detailed brochure is appended below.

We request you to kindly nominate officials from your organization for the Training program. For any further details the program coordinator may be contacted on +91-8638265625

Yours Sincerely,

Warm Regards

Subhra Seal

Deputy Director

राष्ट्रीय उत्पादकता परिषद

National Productivity Council

(Under DPIIT, Ministry of Commerce & Industry, GoI)

2nd Floor , Meenakshi Bhawan, Rajgarh Road, Guwahati -781007

www.npcindia.gov.in

Training Program on

Recruitment Rules and Reservation in Services from 9th to 17th October 2023

ABOUT NATIONAL PRODUCTIVITY COUNCIL

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, the services of external professionals and subject matter specialists are also sought on a need basis, depending upon the nature and scope of work. NPC extends services from its headquarters in 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 organizations including Central Government Ministries and State Governments.

PROGRAMME THEME

The implementation of the 7th CPC recommendations has brought in several changes in the basic Establishment Rules. As Government systems of personnel administration continue to focus largely on these rules and procedures, it is very important that the person handling such issues related to the Establishment are trained to handle the scenario. Recruitment is one such major function which requires utmost attention and needs to be handled cautiously. Every recruitment process in any organization is governed by certain rules. For government organizations, the Establishment Rules governing the recruitment process need to be strictly adhered to. Reservation in services as per statute needs to be followed strictly and any noncompliance may lead to complications or even litigations.

LEARNING OBJECTIVES

This training program shall focus of the rules governing Recruitment and Reservation in services in government organizations. During the training, the sessions shall primarily focus on giving hands-on training to the participants through theoretical sessions, group exercises, workshops etc. to make the participants understand the various aspects of recruitment and reservation rules.

BROAD PROGRAM COVERAGE

The Training program shall tentatively cover the following aspects

❖ **Rules Governing Recruitment and Appointment:** Classification and creation of posts, Framing and amendment of Recruitment Rules, Methods of Appointment-Promotion, Direct Recruitment, Deputation, Absorption, Re-employment, Compassionate Appointment etc.

❖ **Probation Confirmation Seniority, Promotion, Lien:** Salient features, various Rules/guidelines/ instructions of DOPT, Orders of the Hon'ble Supreme Court of India etc

❖ **Reservation in Services:** Definitions of SC, ST, OBC, Effects of conversion, migration etc., Reservation Policy in DR/Promotion, Relaxation & Concessions, Concept of de-reservation & carry forward, Role & function of National Commissions, Role & function of Liaison Officers, EWS criteria, Preparation of Rosters, Reservation for Ex-Servicemen/Meritorious Sportspersons

METHODOLOGY

The 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.

PARTICIPANTS' PROFILE

All employees across middle & Senior management levels (Non-IT Professionals) working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries.

FACULTY

The faculty for the training programme may comprise senior NPC Experts & other renowned and experienced Trainers from the respective field. The training methodology will have a focus on interactive discussions, small group activities, business games, exercises, role plays, videos, and presentations.

PROGRAMME FEE & VENUE

Programme Code	<u>TP/23-24/63</u>	
Program Venue	Port Blair, A&N Islands	
Programme Fee	<u>Residential Participants</u> ₹ 99,000/- + 18% GST	<u>Non-Residential Participants</u> ₹ 60000/- + 18% GST
For Residential Participants	Check-in at the hotel: 12 noon onwards on 9 th October 2023 Check-out from Hotel: Before 11 am on 17 th October 2023	

PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with the 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 are 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 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: npctraining@npcindia.gov.in ; guwahati@npcindia.gov.in

Tel: 0361-3512552

Last date for Receiving nominations: 25th September 2023

GENERAL INSTRUCTIONS

- ❖ Due to a limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, to ensure 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 for training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed. Boarding and lodging facilities shall not be provided to Non-residential participants
- ❖ 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 a separate folio 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 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

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, Sanction Order etc.*):

-

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