

HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 15th November, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject:- NPC Jaipur Launches Residential Training Program during 11th - 15th December, 2023 at Udaipur, Rajasthan on the topic " Establishment Rules & Reservation in Services for SC/ST/OBC/EWS".

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of Email letter dated 03.11.2023 received from Ms. Aditi Mishra Dy. Director, National Productivity Council SB-96, JLN Marg, Bapu Nagar, Jaipur-302015 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,

Bini Rani
15/11/23

Deputy Superintendent, Training
dr

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

Dated Chandigarh, the 15th November, 2023

A copy is forwarded to **Ms. Aditi Mishra Dy. Director, National Productivity Council SB-96, JLN Marg, Bapu Nagar, Jaipur-302015 w.r.t his Email letter dated 03.11.2023** for information.

Bini Rani
15/11/23

Deputy Superintendent, Training
dr

Fwd: NPC Jaipur Launches Residential Training Program during 11th-15th December, 2023 at Udaipur, Rajasthan on the topic "Establishment Rules & Reservation in Services For SC/ST/OBC/EWS".

1 message

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

3 November 2023 at 09:09

22
03/11/23
3 Trg.

Training Branch

Diary No. 146102

Dated 03/11/2023

From: kaushalsanjeev@hry.nic.in
To: "Prabhjot Singh" <ssps@hry.nic.in>
Sent: Thursday, November 2, 2023 2:57:29 AM
Subject: Fwd: NPC Jaipur Launches Residential Training Program during 11th-15th December, 2023 at Udaipur, Rajasthan on the topic "Establishment Rules & Reservation in Services For SC/ST/OBC/EWS".

From: "aditi mishra" <aditi.mishra@npcindia.gov.in>
To: kaushalsanjeev@hry.nic.in

Sent: Wednesday, November 1, 2023 11:26:14 AM

Subject: NPC Jaipur Launches Residential Training Program during 11th-15th December, 2023 at Udaipur, Rajasthan on the topic "Establishment Rules & Reservation in Services For SC/ST/OBC/EWS".

Director

Govt. of Haryana

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of DPIIT, Ministry of Commerce and Industry, GOI. NPC provides Consultancy, Training and undertakes Research in the areas of productivity besides implementing various Productivity Promotion Programmes. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades. NPC is organizing a Residential Training Program during 11th-15th December, 2023 at Udaipur, Rajasthan on the topic "**Establishment Rules & Reservation in Services For SC/ST/OBC/EWS/PwD**". We are sure that you would take advantage of the programme and nominate a few officials from your organization. For further information or clarification kindly contact the undersigned.

Appended is the detailed program brochure.

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

5 Day Residential Training Programme on

"Establishment Rules & Reservation in Services For SC/ST/OBC/EWS"

At Udaipur during 11-15 December 2023

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of DPIIT, Ministry of Commerce and Industry, GOI. NPC provides Consultancy, Training and undertakes Research in the areas of productivity besides implementing the Productivity Promotion Programmes of the Tokyo based Asian Productivity Organisation (APO), an inter-governmental body of which the Indian Government is a founding member. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades.

General Administration in any organisation is a crucial procedure which involves several activities. The government systems of personnel administration continue to focus largely on Establishment Rules and Procedures along with an intricate fabric of Reservation Rules in Services for SC/ST/OBC/EWS . Several changes have been made time to time in these Rules, making it crucial to be carefully understood for effective implementation. It is very important that these rules are carefully administered to ensure all the laid down guidelines and procedures of the government are adhered to.

Programme Objectives:

- Enhance skill and knowledge of the personnel dealing with the Establishment Rules of the Government of India during their day-to-day activities.
- Describe Constitutional provisions relating to reservation in service, definition in respect of SC/ST/OBC/EWS/PWD and identifying their scope and applicability.

Programme Coverage:

- Conduct and Disciplinary Rules
- Seniority & Promotion, Leave Rules 1972
- List the role and functions of Liaison Officers and other monitoring agencies.
- Reservation in Direct Recruitment and Promotion
- Concepts of de-reservation, carry forward, backlog.
- Prepare, operate, and maintain reservation rosters.
- State the provisions for reservation for persons with disability (PwD)

Participant Profile: The program has been designed to provide comprehensive input to all levels of staff/ officers dealing with establishment and Reservation rules in various organisations.

Methodology: The programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group discussion.

Participation Fee: The programme fees on a residential basis is Rs. 55,500 /- + 18% plus GST Per Participant. The Non- residential participation fees will be Rs. 30,500/- + 18% plus GST Per Participant. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential & nonresidential can be opted for as per choice.

Faculty: NPC faculty and experts from the field would conduct the programme

Schedule:

Programme Dates	December 11-15, 2023
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	December 11, 2023, AN
Departure day (Check out time from forenoon onwards at Hotel/Resort)	December 15, 2023, FN
Programme Starts at	December 11, 2023, at 4 PM
Programme Closes at	December 15, 2023, at 11 AM

****Early Check-In and Late Check-out is subject to availability of room at hotel and charges thus incurred will have to be settled by the participant directly to the hotel**

REGISTRATION:

Nominations along with participants details, name, designation, organization, contact address, email, phone, mobile no. whether residential or nonresidential along with DD/Cheque/ECS details towards participation fee should reach NPC Jaipur latest by **05 December, 2023** respectively to Programme Director National Productivity Council Regional Directorate –Jaipur SB-96, JLN Marg, Bapu Nagar, Jaipur – 302015, Rajasthan

PAYMENT DETAILS:

Bank Name: State Bank of India,

Branch: Bhawani Sing Road, Bapu Nagar, Jaipur 302004

Bank Account No: 40084592614, **Branch Code:** 031477

IECS/DTGS/NEFT Code: SBIN0031477

MCR Code: 302002118

PAN No: AAATN0402F

TAN NO: JPRN00099B **GST No:** 08AAATN0402F1Z6

In the case of ECS Payment, the payment details should be intimated accordingly. **GENERAL INSTRUCTIONS:** - GST as per GOI Rules (presently @ 18%) **GST No. of the organization must be provided.** Due to the limited number of seats, it is recommended to inform the following at the earliest, for ensuring availability in time.

- Overstay if any has to be settled by participants directly.

FOR FURTHER DETAILS PLEASE CONTACT:

Ms. Aditi Mishra

Dy. Director

**National Productivity Council SB-96, JLN Marg, Bapu
Nagar, Jaipur – 302015, Rajasthan**

Mobile No: 09928226777

E-Mail: aditi.mishra@npcindia.gov.in, **website:** www.npcindia.gov.in