

Ref. No. C- 5200

Dated: 10.10.2019

Sub: Residential Training Programme on “ESTABLISHMENT RULES & CCS RULES, NOTING & DRAFTING AND VIGILANCE MANAGEMENT” AT KANYAKUMARI DURING DECEMBER 23-27, 2019

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training course during **DECEMBER 23-27, 2019 at KANYAKUMARI.**

Establishment rules & Central Civil Services (Classification, Central and Appeal rule), 1965 is effective from 1st December, 1965 and is applicable for every Government Servant except Railways and All India Services. Noting and Drafting are important steps in decision making process. The purpose of a noting is to convey all the aspects of a case to anyone who's reading it. Not only that, the noting is also required to exhibit elaborate analytical assessments of the officer to his associates and seniors. The noting is a recording of the internal deciding process.

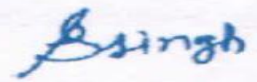
A draft should just clearly state the final decision or order. Even if there were any contentions and deliberations in the decision making process, they should remain on the noting only, and not reflect in the draft. The draft conveys the final decision or order, clearly and without any ambiguity.

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 Finance, Personnel, Technical and Marketing. If the vigilance set up is effective in an organization, it will certainly ensure the functioning of the other segment like Finance, Personnel, Technical and Marketing in an efficient way.

A brochure containing detailed information about the programme (course coverage and programme fee) is enclosed. You are requested to nominate personnel from your organization to participate in this programme. The programme is residential and fee is inclusive of board and lodge. The numbers of seats are limited and nominations will be accepted on first-cum-first-served basis.

Thanking you,

Yours truly,



(S.P.Singh)
Regional Director

RESIDENTIAL TRAINING PROGRAMME

ON

**“Establishment Rules & CCS Rules,
Noting & Drafting and Vigilance Management”**

AT

**KANYAKUMARI
(23-27th December, 2019)**



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

SCO-40 (1st Floor), Sector – 7 C, Madhya Marg, Chandigarh

Phone: 0172- 2794108, 2794110; E-mail: npc-chd@chd.nic.in

Website : www.npcindia.gov.in

PROGRAMME OBJECTIVES:

To improve their knowledge of the important provisions of the establishment rules & CCS rules and their applications,

To discuss with participants about noting & drafting,

To discuss about role of Anti-Corruption Agencies, preventive vigilance & Procedure for imposing major/minor penalties

CONTENTS:

Introduction & Applicability of Establishment rule& CCS rules

Key provisions of Central Civil Services (Classification, Control & Appeals) Rules, 1965

Classification of Services/Posts

Appointing Authority

Suspension

Penalties & Disciplinary Authorities

Procedure for imposing Penalties

Action on Enquiry report

Communication of order

Appeals

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 servants.

PARTICIPATION:

All Officers/officials and Managers from Central & State Government Departments, Ministries, Boards, Corporations, Cooperatives, Public Sector Undertakings, Banks, Public Financial Institutions, Educational Institutions, Universities and Managers from Private Sectors

METHODOLOGY:

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role-plays, case studies and success stories will be used for knowledge sharing

CERTIFICATION:

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course

VENUE & DATES:

VENUE: KANYAKUMARI

DATES: 23-27th December, 2019 (FOUR NIGHTS ONLY)

Check-in: 23.12.2019 (A.N) Check-out: 27.12.2019 (F.N)- Four Nights Only

The Session will start on 23.12.2019 at 16.30 hours

PROGRAMME FEE:

Rs. 48,000/- (Rupees Forty Eight Thousand only) plus applicable GST (at present 18%) per participant. The requisite fee must be sent along with nomination.

Note: In case of Central Government, State Government, Union Territory administration, they are exempted from IGST

Confirmation of nomination is subject to receipt of participation fee along with nomination letter. Accompanying spouse and Children will have to pay to the hotel directly in cash towards boarding & lodging. The requisite participation fee must be sent along with nomination.

PHYSICAL ARRANGEMENT:

The participants will have to make their own travel arrangements to reach the venue of the programme on 23.12.2019 (AN) and return on 27.12.2019 (FN). Complete stay arrangements including breakfast, lunch & dinner for the participants have been made in the hotel and charges are included in the programme fee.

NOMINATIONS:

All nominations must accompany Cheque/DD/RTGS in favour of **“National Productivity Council”**. For making payment through RTGS, the bank details are as under:

IOB Bank A/C No: 026501000009207

IFCS/RTGS/NEFT Code: IOBA0000265

MICR Code: 110020007

PAN No: AAATN0402F

GST No: 04AAATN0402F1ZE

Bank Name: Indian Overseas bank, 70-Golf Links, New Delhi-110003

The number of seats is limited and nominations will be accepted on first-cum-first basis. Last date of nomination is 16.12.2019

ENQUIRIES AND MAILING ADDRESS:

Regional Director

National Productivity Council

SCO-40(1st Floor), Sector-7C, Madhya Marg, Chandigarh

Phone: 0172- 2794108, 2794110; Fax :0172-2794109

Contact: Mr. S.P.Singh, Regional Director, M- 07589219766

Shailesh kumar Vimal Assistant Director, M-7888724793

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