

● Respected Sir/ Madam,

Greetings from NAHRD!!

Subject: WORKSHOP ON ESTABLISHMENT RULES AT NEW DELHI

This is to inform you that National Academy of Human Resource Development (NAHRD) is organizing a workshop on Establishment Rules from **22.10.2018 to 24.10.2018** at **New Delhi**.

The object of the workshop is to apprise the officers about the Government orders and guidelines on the various aspects of Establishment Rules. This will help the officers in implementing the various Government guidelines on the subject so that the Personnel Management/Human Resources functions of the organization are carried out smoothly. This in turn would facilitate a conducive climate in the organization leading to optimum efficiency and performance. After participating in the workshop the participants shall have updated their knowledge and skills in the following areas:-

- Framing of Recruitment Rules & Guidelines on Employee Resourcing
- Probation, confirmation, lien and termination
- Principles of fixation of seniority
- The rota-quota principle in inter-se seniority fixation
- Guidelines & functions of Departmental Promotion Committees including cases of 'sealed cover', 'review DPCs' etc.
- The concept of reservation in government services
- Roster- Concept, Identification, Preparation, Operation & Maintenance
- Provisions for reservation for persons with disability (PWD)
- Latest Case Laws on the above subjects

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Faculty

Sh. K.S. Kumar is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt of India. He is a highly acclaimed authority on various establishment matters including reservations in services, roster maintenance, pay fixation etc.

Sh. S.K. Dasgupta is former Director (Administration), Department of Personnel & Training, Government of India. He is having more than 30 years of experience in various government departments. He is certified for Training of Trainings and Direct Skills Training by Department of Personnel & Training, Government of India. He is also having certification in training and development from Institute of Training & Development, the national forum for training and development (UK). He is a visiting faculty in many reputed institutes across India. He is having huge experience in the area of establishment matters.

Sh. Apendu Ganguly is former Director, Ministry of Defence, Government of India. During his service with Government of India, he has handled various personnel, establishment, administrative, legal and statutory matters. He has also served as full time faculty member with Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. In addition, he is a regular visiting faculty member with Delhi Judicial Academy, Defence Headquarters Training Institute, Defence Research & Development Organization, National Institute of Financial Management, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India etc. He is having huge experience in vigilance, legal and establishment matters.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, Ministry of Agriculture, LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export-Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Residential (Single Occupancy) –Rs. 35,000/- plus GST @ 18% per participant

Residential (Twin Sharing)* –Rs. 30,000/- plus GST @ 18% per participant

Non- Residential- Rs. 25,000/- plus GST @ 18% per participant

*Twin Sharing is available is available only for organizations nominating even number of participants.

The participation fee for residential participants covers the cost of lodging, boarding, meals & study material of the participants. In case of single occupancy, spouse/ family members are welcome on additional all inclusive nominal charges. Participation fees for non- residential participants include cost towards study material and lunch.

Venue:

Hotel Muse Sarovar Portico Kapashera, New Delhi

Check In- 22.10.2018 (12 Noon)

Check Out- 25.10.2018 (12 Noon)

Non- Residential participants will have to be report at 1:00 P.M. on 22.10.2018.

The workshop will commence at 2:30 PM on 22.10.2018 and will conclude at 6:00 PM on 24.10.2018.

Nominations may be send through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith cheque/DD in favor of National Academy of Human Resource Devep payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website.

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in
Phone- +91 9873057803

Email-vivek@nahrd.in
Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend workshop due to any reason and no substitution is made, fees shall be liable to be forfeited. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation before nominating. Last date of accepting nominations is 08.10.2018.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

In addition, we can also conduct in-house workshop on the above-mentioned subject for your organization based on your specific requirements. You are kindly requested to provide us with you requirements in this regard.

Thanks & Regards

NAHRD
A-304, Defence Colony,
New Delhi- 110024
011-41678044/45

National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New Delhi, ` , 110024, India,
www.nahrd.in

