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17.11.2025

WORKSHOP ON ESTABLISHMENT RULES AT GANGTOK, SIKKIM

National **A**cademy of **H**uman **R**esource **D**evelopment (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Establishment Rules** is being organized by NAHRD from **17.05.2026 to 20.05.2026** at Gangtok, Sikkim.

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 services
- Roster- Concept, Identification, Preparation, Operation & Maintenance
- Provisions for reservation for persons with disability (PWD)
- Vacancy and Compassionate Appointment
- Latest Case Law on the above subjects

Workshop Methodology

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. Rajan Verma is former advisor to Ministry of Labour & Employment, Government of India. He has recently retired from the post of Chief Labour Commissioner (Central), Government of India. He is M.Com, LLB, Post Graduate in Labour Laws with Post Graduate in Industrial Relations & Personnel Management. He have attended 2 International training programs on Labour Inspections and Labour Administration & OSH in International Training Centre for International Labour Organization (ILO) at Turin, Italy. He have also participated as delegate from India in meetings, workshops of ILO on various subjects like Forced Labour at Rio de Janario, Brazil; Review of Conventions & Recommendations at ILO Geneva, Switzerland and Disputes Resolution Mechanism workshop by ILO at Dhaka, Bangladesh.

Sh. Ramesh L. Soni is a highly qualified veteran in the filed of administration of Labour Laws and Labour Welfare in the country. He is done his Bachelors in Science with Honours with a degree in law and diploma in Labour Laws and Labour Welfare from Mumbai University. He is an MBA in HR with masters in Personnel Management (HR) plus a Diploma in Personnel Management and Industrial Relations from coveted university and A.I.I.I from the Insurance Institute of India. He is providing consulting services in the field of Labour Laws for more than 35 years. He has contributed to a lot of articles on the present subject. He is a regular faculty on the present subject and is also a visiting faculty for a number of reputed institutes such as Bharatratna Dr. Babasaheb Ambedkar Institute of Management and Legal Research (Mumbai), Institute of Chartered Accounts of India (ICAI), Institute of Company Secretaries of India (ICSI) and many more. He is having huge experience in the field of Labour Laws and Statutory Compliances.

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, 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:

Single Occupancy - Rs. 74,000/- plus GST @ 18% per participant

Twin Sharing - Rs. 65,000/- plus GST @ 18% per participant

Non-Residential - Rs. 50,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all- inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: The Fern Denzong Hotel & Spa/ Yanthang Heritage, Gangtok, Sikkim-737101

Check In- 17.05.2026 (02:00 P.M.) **Check Out-** 21.05.2026 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 18.05.2026 and will conclude at 5:30 P.M. on 20.05.2026. However, there will be an introductory session on 17.05.2026 after all participants have reported at the venue. In case of non-availability of rooms at training venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development 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. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. A/c No. 8912179265 IFSC Code. KKBK0004620

PAN: AAJFN7963N GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **28.04.2026.**

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

Thanks & Regards



For NAHRD