NAHRD
(An ISO 9001:2015 Certified Organization)

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WORKSHOP ON ESTABLISHMENT RULES AT GOA

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 **10.02.2027** to **13.02.2027** at Goa.

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. Sandeep Mukherjee is a former Director in the Government of India with extensive experience in establishment administration and service matters. He began his career in the Ministry of Law, handling key establishment functions, including recruitment, promotions, court cases and disciplinary proceedings. He subsequently served as Deputy Director (Vigilance) at ISTM, DoPT, where he regularly conducted training on Disciplinary Rules and Procedures and Reservation. He has also contributed to the Handbook for Inquiry Officers and Presenting Officers. His expertise in establishment procedures, service rules and disciplinary matters enables him to deliver practical, application-oriented sessions on the interpretation and implementation of Establishment Rules in government organisations.

Sh. K.S. Kumar is a former Director in the Ministry of Defence and former Officiating Director and Head of Department at the Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoPT), Government of India. An accredited Master Trainer of the Training Division, DoPT, he has extensive experience in government administration, service-related matters, disciplinary procedures and vigilance. He has conducted over 200 training programmes for Presenting Officers, Inquiry Officers and Vigilance Officers. His rich experience in government functioning and procedural matters enables him to provide practical insights into the interpretation and implementation of Establishment Rules.

In addition, other faculty members having practical knowledge on the subject will be invited as guest faculty.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, JNPA, Indian Space Research Organization, Border Security Force, GIC of India, Delhi Metro Rail Corporation, Bharat Dynamics Ltd., Canara Bank, UCO Bank, AI Airport Services Limited, Rashtriya Chemicals & Fertilisers Limited, National Fertilizers Limited, MOIL Limited, RailTel Corporation Limited, GAIL (India) Limited, NTPC Limited, NLC India Limited, SIDBI, THDC India Limited, NHPC Limited, Jute Corporation of India, REC Limited, Grid Controller of India Limited, Hindustan Petroleum Corporation Limited and many more.

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. 55,000/- 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: Baywatch Resort Goa, Sernabatim Beach Road, Colva, Goa- 403708

Check In-10.02.2027 (3:00 P.M.) **Check Out-**14.02.2027 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 11.02.2027 and will conclude at 5:30 P.M. on 13.02.2027. However, there will be an introductory session on 10.02.2027 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

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.

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