

NPC

➤ **Programme Title: 2**

General Office Administration and HR related issues like HR Policy, RTI Act, Establishment Rules, Review under FR (56)j, Enquiry & Disciplinary Proceedings, Vigilance etc. (3 days)

➤ **About the Programme:**

Productivity in office is directly linked to the efficiency and robust in executing all internal process and effective management of the human resources. Further, it's also important for administration to comply with the rules and regulation specified under various provisions. Therefore, competency and understanding on these aspects is highly critical for effective administration and better management of resources. This programme would help the junior, middle level management of all CPSEs and SLPEs to develop competency on various rules and regulation for governing the office administration and management of human resources.

➤ **Coverage:**

1. RTI Act.
2. HR policy
3. Establishment Rules.
4. Review under FR (56) j.
5. Enquiry & Disciplinary Proceedings, and vigilance cases.
6. Gender sensitiveness at work place
7. Overview of Labour codes

➤ **Duration:**

3 Days Online Session (5-6 hours each day including breaks)

➤ **Target Audience:**

Middle level and Junior level Management of CPSEs and SLPEs.

➤ **Learning Outcome:**

Upon completion of this training, participants will be able to:

- Understand the implementation of HR policy, review of the same and amend the policy as per the requirement.
- Understand various aspects of RTI Act-2015, its implementation and challenges, orders of various state and central information commission
- Learn about establishment rules, review under 56 (j), conducting disciplinary proceedings, vigilance enquiries, gender sensitiveness at work place etc.