



# **TWO DAYS WORKSHOP**

**ON**

## **GENERAL ESTABLISHMENT**

## **RULES & PROCEDURES**

Date- 28-29 October 2021

Venue- Training & Research Institute (TRI),  
16 Danda Nooriwala,  
In front of New Doon Blossoms School  
Sahastradhara Road,  
Dehradun, Uttarakhand

Organized by-

**WILL & SKILL CREATION (P) LIMITED**

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## **Introduction**

In any Organization, the work efficiency and delivery of quality services, mainly depends upon the employees level of knowledge. Working of Organizations is based on a set of rules and regulations. Employees are assigned certain duties and responsibilities to achieve the goal/objective of that very particular Organization. It is necessary for employees to equip themselves with the desired knowledge about the rules, regulations and procedures, to perform the given task error free and efficiently.

Hence every employee of an Organization must have knowledge about their organization, its objectives, structure, and work procedures. Keeping this in mind a Two Days Workshop on General Establishment Rules has been designed for Government & Semi- Government Officials, dealing with the subject.

## **WORKSHOP SCHEDULE**

### **DAY 1**

- Constitutional Provisions: General Service Conditions & Framing of Service Rules
- Types of Appointments & Selection Process
- Holding departmental promotion committee (DPC) meetings
- Framing proceedings of DPC meeting/approval/issuing order
- Probation, confirmation, lien
- Various modes of Promotion ( Selection and Non- Selection)

### **DAY 2**

- Government Servant's Conduct Rules
- Disciplinary and Appeal Rules
- Types of Punishment & procedures/steps for conducting disciplinary proceedings
- Seniority Rules & fixation of Seniority
- Open session & Valedictory

## **Program Agenda**

This course is designed for the senior and middle management officers who are dealing with the Establishment related matters and procedures, within their organizations respectively.

**Note:- Workshop duration 10:30 AM to 05:30 PM.**

## Program Approach

The course is based on a series of modules, which can be adapted to the requirements of the course participants. The emphasis is put on practice and includes: Group interactions: Lecture demonstration and presentations.

**Note:- Workshop will start at 10:30 AM on 28 October 2021 and all the participants are requested to reach the venue latest by 10:15 AM on 28 October 2021 for registration and further proceedings. All the protocols issued by the Government with reference to COVID -19 are required to be followed by all the participants.**

## Faculty Profile

Senior and experienced subject experts those who bring with them a vast experience in the field of administration, training and have practical knowledge of policy framing and implementation with respect to establishment related works, will be the key resource person for this two days Workshop.

## Delegates Fee

Fees for each participant- **Rs.3,500/- + 18% GST**

The program fee for each participant covers overall workshop facilitation, reading material, tea/cookies, lunch and the Certification. **Note 10% group discount will be given to the Organization nominating minimum 05 participants from their Organization.**

## Registration & mode of Payment

Nomination indicating the names of participants, their designation, contact details, mobile number, etc along with a crossed cheque / demand draft for the participation must be sent in advance:

Our PAN Number-	AABCW6343G	Our GST Number-	05AABCW6343G1ZF
Account No-	50200012278517	IFS Code-	HDFC0000225
Payment in favor of-	WILL & SKILL CREATION PRIVATE LIMITED		
Bank Name-	HDFC Bank Limited, Rajpur Road, Dehradun		

## About Will & Skill Creation

**Will & Skill Creation Private Limited** is a duly incorporated company based in Dehradun, which is dynamic, innovative and creative in its approach and aims to cater the specific organizational needs with regard to training, skill building, and other consultancy services. We aim to build an effective relationship with the esteemed organizations and institutions and are ready to be a supporter for their ever growing success and progression. We with the support of well renowned faculties, industry professionals, and experts from administrative, legal, financial, and other relevant disciplines are ready to serve the organization and society at large.