

पीआरबीअकादमी | P R B ACADEMY

Dated 03-03-2026

Ref.No: PRB/TRG/KOV/2026-27 /0

Head of HR/Training/Personnel/Admin Department/Vigilance

Subject:" **Overview of Applicable Labour Laws & Statutory Compliances, Work–Life Balance for a Manager ."** from **20th May to 24th May 2026 (Check-in 20thMay. 2026 at 17:00 p.m. & Check-out 24th May 2026, 10.00 a.m.)**

Dear Sir/Madam,

We are pleased to inform you that PRB Academy is organizing a Residential Workshop on theabove-mentioned subject. The workshop will be held from 20th **May. 2026** to 24th **May. 2026**, at**Hotel Sagara. Beach Resort KovalamTrivendram , Kerala -Pin-695521**And a open session on Yoga and meditation at Vivekananda Rock Kanyakumari, Tamilnadu .The program is specifically designed for senior, middle, and junior-level**HR/Training/Personnel/Admin Department/Vigilance, and Line Managers/Executives/ To be promoted as Supervisors(Male/Female).**It will be conducted by renowned faculty, and will focus on reviewing both new and existing laws,acts, rules, and procedures related to the subject matter.

We are confident that your esteemed organization will benefit from this learning opportunity and encourage you to nominate participants from various verticals, as in the previous year. Kindly send us the nominations along with the participation fee on or before **05th May.2026.**

Thank you in advance for your prompt response.

Yours sincerely,



(DeshpalSinghRathore)

Director

Encl: Programme Brochure

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We wish to introduce **PRB Academy**, an autonomous techno-managerial organization established in 2003 with the objective of delivering Management Development Programs (MDPs) for corporate organizations through residential training workshops and online training modules. The Academy is also engaged in providing consultancy services, third-party assessment for CSR projects, and other allied professional services. PRB Academy has been actively functioning since 2016 under the name **Parivartan Rajbhasha Academy**. Both PRB Academy and Parivartan Rajbhasha Academy are managed under the leadership of a single promoter.

Over the years, PRB Academy has successfully delivered training programs to more than 58 Central Public Sector Undertakings (CPSUs) and other organizations. The core training areas include the POSH Act (Prevention of Sexual Harassment at Workplace) – Training of Trainers (ToT), Administrative and Preventive Vigilance, New Labour Codes, Capacity Building and Leadership Development, and Corporate Governance and Compliance.

The Promoter Director of PRB Academy, **Mr. Deshpal Singh Rathore**, is an Ex-Nominated Member of the Hindi Advisory Committee, Ministry of Home Affairs (Official Language Department), Government of India. He has also served as a political adviser to various Parliamentarians and is currently associated as a Director of a Community Radio Station (FM 88.8). Under his leadership, the organization has implemented more than 35 CSR projects across India, focusing on women empowerment, digital education, health and nutrition, and community development. PRB Academy promotes cultural values, CSR initiatives, and the use of language in society as well as within service organizations in India. The Academy provides training and consultancy to various organizations to enhance management effectiveness. It has successfully conducted numerous workshops in the past, which were highly appreciated by officials from Central and State Government organizations and institutions across the country. Many of our earlier events were inaugurated by Union Ministers, Members of Parliament, trade union leaders, and other distinguished dignitaries. PRB Academy has also conferred awards in the fields of women empowerment, labour welfare, Rajbhasha promotion, and other areas of social development.

ABOUT THE PROGRAMME

Attending a residential workshop on applicable labour laws, statutory compliances and work–life balance offers significant benefits to both organizations and individual executives. For organizations, the training helps ensure better legal compliance, reducing the risk of penalties, litigation, and regulatory issues. Trained managers can efficiently handle statutory requirements such as Provident Fund, ESI, and labour law documentation, leading to smoother operations and reduced errors. This contributes to the organization's reputation as a law-abiding and employee-friendly workplace, which in turn boosts employee trust and retention.

Additionally, compliance-oriented managers can proactively identify and manage legal risks, ensuring the organization avoids costly disputes or audits. They learn how to manage legal responsibilities with confidence while also adopting techniques for balancing their workload and personal life. This improves their productivity, reduces stress, and supports mental well-being. The residential format of the workshop provides an immersive environment for focused learning, real-life case discussions, and peer interaction, making the training more impactful and transformative.

Overall, the program empowers managers to lead more effectively and contribute meaningfully to organizational growth while maintaining personal balance.

CONTENTS

Four days residential workshop on “Overview of Applicable Labour Laws & Statutory Compliances, Work–Life Balance for a Manager

1.1 Introduction to Key Labour Legislations

This refers to the study and understanding of major labour laws that govern employment practices. These legislations are designed to ensure rights of workman & statutory responsibilities by employers. In India, several labour laws apply across industries, while some are specific to high-risk sectors like mining, collieries, and power generation, which require special focus on safety and security. Some key Indian labour laws include:

- * Factories Act, 1948 – regulates working conditions in factories.
- * Minimum Wages Act, 1948 – ensures workers receive a minimum wage.
- * Employees' Provident Fund Act, 1952 – provides retirement benefits including pension under EPS, 95.
- * Industrial Disputes Act, 1947 – deals with conflict resolution between employers and workers.
- * Understanding these laws is crucial for ensuring legal compliance and protecting both employers and employees.

1.2 Statutory Compliance Framework & Reporting Requirements

This covers the systematic approach businesses must follow to comply with labour laws. Statutory compliance includes:

- * Timely submission of reports and returns to government departments (e.g., PF, ESI, labour welfare funds)
 - * Maintaining payroll systems that adhere to wage laws
 - * Keeping records of working hours, leaves, and employee benefits
- Non-compliance can lead to penalties, legal action, or reputational damage. Hence, having a structured compliance framework is essential.

1.3 Managerial Responsibilities in Record Keeping & Documentation

Managers have a critical role in maintaining proper records and documentation required under various labour laws. Their responsibilities include:

- * Keeping attendance and leave records
 - * Maintaining salary registers and wage slips
 - * Ensuring documentation of employment contracts, training records, and disciplinary actions
 - * Facilitating audits and inspections by labour authorities
- Accurate and updated documentation helps in legal compliance and internal audits, and serves as proof during labour disputes.

1.4 Challenges in Ensuring Compliance and Risk Management

Organizations often face several challenges in staying compliant:

- * Frequent changes in labour laws and regulations

- * Lack of awareness among managers or HR personnel
- * Multiple locations or branches, making centralized compliance difficult
- * Technological gaps – using outdated systems for tracking employee data
- * Risk of penalties or lawsuits due to non-compliance or oversight

Effective risk management includes continuous monitoring, training, and use of compliance software to reduce human error and legal risks.

1.5 Strategies for Achieving Work–Life Balance in Managerial Roles

Managers often face long hours and high-pressure environments, making work–life balance a challenge. Strategies to improve this include:

- * Time management and prioritization of tasks
- * Delegating responsibilities effectively
- * Encouraging the use of flexible work arrangements, such as remote work or staggered hours
- * Promoting a healthy workplace culture that values employee well-being
- * Using technology tools to automate routine compliance tasks and free up time for strategic work

A balanced approach leads to higher productivity, reduced burnout, and better job satisfaction for managers.

FACULTY

The faculty includes senior level Director who worked in a Pan India Organization in Service Sector having large no. of Male / Female employees. They have contributed substantially in the area of training and development in this area and served in different capacities in various committees constituted under the Act. The faculty members has exposures for running various parliamentary committees inspections.

Prestigious Associations and Institutional Participation in PRB Academy Initiatives

MINISTRIES:

MINISTRY OF CONSUMER AFFAIRS, MINISTRY OF SKILL DEVELOPMENT, MINISTRY OF INFORMATION AND BROADCASTING

PUBLIC SECTOR UNDERTAKINGS:

OIL AND NATURAL GAS CORPORATION LIMITED (ONGC), ONGC VIDESH LIMITED, INDIAN OIL CORPORATION LIMITED (IOCL), ENGINEERS INDIA LIMITED (EIL), BHARAT PETROLEUM CORPORATION LIMITED (BPCL), HINDUSTAN PETROLEUM CORPORATION LIMITED (HPCL), NUMALIGARH REFINERY LIMITED (NRL), MANGALORE REFINERY AND PETROCHEMICALS LIMITED (MRPL), STEEL AUTHORITY OF INDIA LIMITED (SAIL), RASHTRIYA ISPAT NIGAM LIMITED (RINL), NATIONAL MINERAL DEVELOPMENT CORPORATION LIMITED (NMDC), KUDREMUKH IRON ORE COMPANY LIMITED (KIOCL), COAL INDIA LIMITED (CIL) AND ITS SUBSIDIARIES — MCL, NCL, CCL, ECL, SECL, HINDUSTAN COPPER LIMITED, DAMODAR VALLEY CORPORATION (DVC), NHPC LIMITED, NTPC LIMITED, RURAL ELECTRIFICATION CORPORATION (REC), SATLUJ JAL VIDYUT NIGAM (SJVN), ELECTRONICS CORPORATION OF INDIA LIMITED (ECIL), HINDUSTAN LIFECARE LIMITED, COCHIN SHIPYARD LIMITED, NATIONAL ALUMINIUM COMPANY LIMITED (NALCO).

BANKING AND FINANCIAL INSTITUTIONS:

BANK OF BARODA, STATE BANK OF INDIA, PUNJAB NATIONAL BANK, NABARD, HUDCO, IDBI BANK.

RAILWAYS AND INFRASTRUCTURE ORGANIZATIONS:

DFCCIL, IRCTC, MUMBAI RAIL VIKAS CORPORATION, CONTAINER CORPORATION OF INDIA LIMITED, RAILWAY BOARD, NHRCL, CRIS, IREDA.

EDUCATIONAL AND ACADEMIC INSTITUTIONS:

CENTRAL UNIVERSITY OF GUJARAT, CENTRAL UNIVERSITY OF KERALA, REGIONAL INSTITUTE OF EDUCATION (NCERT, BHUBANESWAR).

RESEARCH AND TECHNICAL ORGANIZATIONS:

INDIA METEOROLOGICAL DEPARTMENT (IMD), NATIONAL CENTRE FOR SEISMOLOGY, INDIAN INSTITUTE OF TROPICAL METEOROLOGY (IITM, PUNE), INDIAN NATIONAL CENTRE FOR OCEAN INFORMATION SERVICES (INCOIS, HYDERABAD), NATIONAL INSTITUTE OF OCEAN TECHNOLOGY (NIOT, CHENNAI), NATIONAL CENTRE FOR MEDIUM RANGE WEATHER FORECASTING (NCMRWF, NOIDA).

OTHER ORGANIZATIONS:

DIRECTORATE OF DAVP, BORDER SECURITY FORCE (BSF), DELHI POLICE, NATIONAL INFORMATICS CENTRE (NIC), EXPORT CREDIT GUARANTEE CORPORATION (ECGC LIMITED).

Venue, Date & Time:

At Hotel Sagara Beach Resort, Vizhinjam P.O. Kovalam, LightHouse Road Kovalam, Kerala- Pin-695521

Nearest Airport- Trivandrum Airport 15Km

Nearest Railway Station - , Trivandrum **Railway** Station 14km

Check-in-20th May 2026 by 17:00 p.m.

Checkout-24st May .2026 by 10.00 a.m.

The workshop will commence at 9.30 a.m. on 21st May 2026 and will conclude at 17:30 p.m. on 23rd May 2026. However there will be an introductory session on 20th May 2026, after all participants have reported **Hotel Sagara Beach Resort, Vizhinjam P.O. Kovalam.**

Participation Fee:

	Residential		Non-Residential
	Fee Per Participant Single occupancy Rs.60000/-	Fee for Two Participants double occupancy Rs.90,000/-	Fee Per Participant Rs.45,000/-

- * Applicable Goods & Service Tax 18%.
- * fee(s) in all cases should be remitted before the commencement of the programme.

1- SERVICES & FACILITIES – for Residential Participants:

Registration	Registration at 5.00pm, Conference Hall on 20. May . 2026			
20 th May.	21 th May.	22 th May.	23 th May .	24 th May.
Day 1 st	Day 2 nd	Day 3 rd	Day 4 rd	Day 5 th
Arrival Day	Breakfast	Breakfast	Breakfast 07.30am to 10.30 am	Breakfast
Checking at 4.00pm	07.30am to 9.30 am	07.30am to 10.30 am		07.30am to 10.30 am
Tea Snacks at 5.00pm	Lunch – 1.30pm to 2.30pm	Lunch – 1.30pm to 2.30pm	Lunch – 1.30pm to 2.30pm	Departure Day 10.00 AM
Dinner 7.30pm to 9.30pm	Dinner 7.30pm to 10pm	Dinner 7.30pm to 10pm	Dinner 7.30pm to 10pm	
Introductory Session at 5 pm	Full Day Session	Full Day Session	Post Lunch session, Certificate distribution Conclude And local scenic	

- Participants will get room, bed tea (in room service), break-fast, lunch, dinner and tea during programme time,

Study material & Sightseeing.

- Participants will have to make their own travel arrangements to reach the Programme venue.
- Participants may be accompanied by their spouse and one child (up to 6 years old) free of charge
- Additional accompanying persons will be required to pay a nominal charge for food
- Maximum two family members are allowed with Participants.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks /Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- For Check-in before and check-out after the program dates the extra Hotel charge will be borne by the Participants.

NOTE: Kindly confirm your nominations details on or before 05 May .2026.

NOTE: Kindly carry your photo ID for self and family (if accompanying).

NOTE: Room sharing only for same gender from same organization.

2- NON-RESIDENTIAL PARTICIPANTS:

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing, swimming pool facilities etc.

3- AIRPORT/Rail TRANSFER: To be arranged by the participants at their own cost

4 FEE PAYMENT: The fee(s) in all cases should be remitted before the commencement of the programme by **Bank Draft /Cheque/RTGS/NEFT** in favor of **“Parivartan Rajbhasha Academy”** payable at New Delhi.

5- Participation fee(s) is non-refundable once nomination is confirmed. However, substitute can be made, or the fees can be adjusted against future nominations.

6- PRB Academy may reserve its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation/postponement any fees paid to PRB Academy shall be refundable in full or can be carried forward for adjustment against nominations to future programme.

7- The Participants are requested to get the confirmation from the organizer of workshop before proceeding to the venue. The PRB Academy will not be held responsible if any participant reaches the venue for postponed /cancelled program without getting the confirmation from the PRB Academy. The cancellation/postponement of the program, if any, be intimated to only those organizations whose nominations have been received by the Academy on time.

8- REGISTRATION

Please register the name(s) of the participant(s) at **e-mail:** prbacademy.training@gmail.com, dpsinghrathore@gmail.com

Send the Registration by e-mail along with your department ID Card.

9- Payment as per the following.

Bank details for RTGS/NEFT:	For Correspondence:
Bank Name: Punjab National Bank	P R B Academy
Branch: ECE House, Kasturba Gandhi Marg, New Delhi-110001	23/672, DDA FLATES, Madangir, New Delhi-110062
A/CNO: 1120002102330096	Mob: 9899112882, 9899496782
A/C Type: Current Account	Email: prbacademy.training@gmail.com
IFSC: PUNB0112000	Website: www.prbacademy.org
MICR: 110024043	Contact Person—Mr. Deshpal Singh Rathore
PANNO.: AFQPR7883B	GSTNO.: 07AFQPR7883B2ZU

Contact Person: Deshpal Singh Rathore –9899112882, 9899496282