



## Gangtok, Sikkim

NATIONAL PRODUCTIVITY COUNCIL

## Training Programme

On

## Preventive Vigilance, Disciplinary Action,

## Enquiry, Good Governance, RTI

A word cloud on a blue background with a white grid pattern. The word "RULES" is the largest and most central. Other prominent words include "CRIMINAL", "REGULATIONS", "IMPLIED", "WRITTEN", "FEDERAL", "AUTHORITY", "ENVIRONMENTAL", "STATUTES", "POLICIES", "GOVERNMENT", "ENFORCE", "SOCIAL REFORM", "STANDARDS", "PHILOSOPHY", "PENALTIES", "LAWMAKERS", "SAFETY", "CODE", "COURT", "PERMITS", "LOCAL", and "FOLLOW".

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ONE EARTH • ONE FAMILY • ONE FUTURE

## **1. ABOUT NPC:**

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

## **2. PROGRAMME THEME:**

The prime objective of Good Governance is to promote transparency and to create accountability among public servants. In this connection huge efforts have been taken by Central Vigilance Commission (CVC) at making both Government and Public Sector units, to concentrate on Preventive Vigilance to contain corruption. Furthermore, considering the huge budgetary allocation and expenditure in procurement of Goods and Services, e-procurement system has been mandated in all Government Departments and Public Sector Units to promote transparency. The Departmental Action is designed to equip employees with the knowledge and skills necessary to effectively handle disciplinary actions, enquiries and Right to Information (RTI) requests. These three areas are crucial for the smooth functioning of any organization, as they involve the maintenance of discipline, transparency and accountability.

### **Disciplinary Action:**

Disciplinary action is a process used by employers to address inappropriate behavior or performance by employees. This training program will cover the various stages of disciplinary action, including investigation, hearing, decision-making and appeals. Participants will learn how to effectively manage employee conduct and performance issues in a fair and consistent manner, while adhering to legal and procedural requirements.

### **Enquiry:**

Enquiry is an important aspect of any disciplinary action or grievance process. It involves gathering and analysing evidence to determine whether an employee has engaged in misconduct or violated company policies. In this training program, participants will learn

how to conduct a fair and thorough enquiry, including interviewing witnesses, collecting and analysing evidence, and preparing a report. They will also learn how to make objective and evidence-based decisions, while ensuring that the process is transparent and legally defensible.

### **Good Governance:**

Effective Governance refers to structures and processes that are designed to ensure accountability, transparency, responsiveness, rule of law, stability, equity and inclusiveness, empowerment, and broad-based participation. During the course of governance, citizens have the right to access such information which have public interest and delivering rightful information to stakeholders is sign of **GOOD GOVERNANCE**. Good Governance is to promote transparency and to create accountability among public servants. In this connection huge efforts have been taken by Central Vigilance Commission (CVC) at making both Government and Public Sector units, to concentrate on Preventive Vigilance to contain corruption.

### **Right to Information (RTI):**

The Right to Information (RTI) Act is a powerful tool for promoting transparency and accountability in public organizations. This training program will provide participants with an overview of the RTI Act, including its objectives, scope, and procedures. Participants will learn how to handle RTI requests, including the process for identifying and retrieving relevant information, responding to requests within the prescribed timelines, and maintaining confidentiality where necessary.

### **Preventive Vigilance:**

Preventive Vigilance is one of the most effective tools in minimizing Corruption. Organizations under Government of India including Public Sector Undertakings, Public Sector Banks, Financial Institutions are constantly upgrading their systems and procedures to bring more transparency and objectivity in decision making processes.

## **3. LEARNING OBJECTIVES:**

This training programme enable participants to learn:

- Understanding Disciplinary Action: Employees need to understand the concept of disciplinary action, its importance, and the legal framework that governs it. This will help them to handle disciplinary cases with sensitivity and professionalism.
- Conducting Enquiries: Employees should know the procedures for conducting an inquiry and how to gather evidence to ensure that the inquiry is fair and impartial.

- **Handling RTI Requests:** Employees must understand the process of handling RTI requests and the obligations of public authorities to provide information to the public.
- **Communication and Documentation:** Employees should be trained on effective communication skills to handle disciplinary action, inquiries, and RTI requests. This includes documenting all proceedings, maintaining confidentiality, and ensuring transparency.
- **Legal Framework:** Employees should be trained on the legal framework governing disciplinary action, inquiries, and RTI requests. This will help them to follow the procedures and avoid legal complications.
- **Ethics and Integrity:** Employees should understand the importance of ethics and integrity in handling disciplinary action, inquiries, and RTI requests. This includes maintaining confidentiality, avoiding conflicts of interest, and ensuring impartiality.

#### **4. BROAD PROGRAMME COVERAGE:**

The following topics shall be covered during the training:

- An overview of the concept of discipline and misconduct, relevant provisions of the Constitution of India, misconduct and disciplinary action rules, and the principles of natural justice.
- It also includes detailed procedures for conducting preliminary investigations, issuing charge sheets, suspensions, ex-parte inquiries, and conducting enquiry proceedings, including the roles of authorities such as the Disciplinary Authority, Enquiry Officer, and Presenting Officer.
- The procedure for awarding punishment, the disposal of appeals and reviews, Vigilance enquiry, CVC directives and guidelines, and landmark decisions related to disciplinary action. Additionally, it covers the procedure and salient features of enquiry conducted by the ICC under the POSH Act, disciplinary action and RTI, and through brainstorming activities such as case studies, mock enquiries, and group presentations.

#### **5. METHODOLOGY**

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

## 6. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Public Sector Undertakings, Private Sector Units, Financial Institutions, NBFCs, Corporations, Academic Institutions, Labour Unions/Associations.

## 7. FACULTY:

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

## 8. PROGRAMME FEE & VENUE:

|                                     |  |
|-------------------------------------|--|
| <b>Programme Code</b>               | <b>TP/23-24/31</b>   |
| <b>Program Venue</b>                | <b>Gangtok, Sikkim</b>   |
| <b>Programme Fee</b>                | <b>Residential Participants</b><br>₹ 55,000/- + 18% GST (In Words: Rupees Fifty-Five Thousand only plus 18% GST) per participant<br><br><b>Non-Residential Participants</b><br>₹ 42,500/- + 18% GST (In Words: Rupees Forty-Two Thousand Five Hundred only plus 18% GST) per participant |
| <b>For Residential Participants</b> | <b>Check In:</b> 20 <sup>th</sup> July 2023 (AN)<br><b>Check Out:</b> 24 <sup>th</sup> July 2023 (FN)  |

### 8.1 PAYMENT DETAILS:

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

*As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.*

## 9. HOW TO APPLY:

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

**The Training Coordinator**

**National Productivity Council**

**5-6 Institutional Area, Lodhi Road, New Delhi – 110003**

**Email Id: [npctraining@npcindia.gov.in](mailto:npctraining@npcindia.gov.in) , [ashutosh.makup@npcindia.gov.in](mailto:ashutosh.makup@npcindia.gov.in)**

**Tel: 011-24607363, 7978960438**

## 10. GENERAL INSTRUCTIONS:

- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- NPC shall not bear any charges towards participants' to & for travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- Participants are required to follow the necessary COVID protocols during training.
- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.



## NATIONAL PRODUCTIVITY COUNCIL

5-6 Institutional Area, Lodhi Road, New Delhi – 110003

[npctraining@npcindia.gov.in](mailto:npctraining@npcindia.gov.in), [ashutosh.makup@npcindia.gov.in](mailto:ashutosh.makup@npcindia.gov.in)

### APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location:

#### **Details of Nominated Participants:**

| S. No | Name of Delegate | Designation | Mobile No. | Email ID | Official Address for correspondence |
|-------|------------------|-------------|------------|----------|-------------------------------------|
| 1     |                  |             |            |          |                                     |
| 2     |                  |             |            |          |                                     |
| 3     |                  |             |            |          |                                     |
| 4     |                  |             |            |          |                                     |
| 5     |                  |             |            |          |                                     |

#### **Details of Nominating Authority:**

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD):

### **Payment Particulars**

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at  
NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8

**National Productivity Council**  
(Under Department for Promotion of Industry and Internal Trade)  
Ministry of Commerce and Industry  
Government of India  
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