



National Productivity Council

Training Programme on

PREVENTIVE VIGILANCE AND DISCIPLINARY PROCEEDINGS

PROGRAMME CODE: (TP/22-23/133)

**6-10 FEBRUARY 2023
(BODH GAYA)**



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 create accountability among public servants, to contain corruption. In this context huge efforts have been taken by Central Vigilance Commission; making every Organisation, both Government and Public Sector units, to concentrate on Preventive Vigilance to reduce corruption in our country. Further, every Government Servant / Public Servant has to observe conduct rules in order to maintain discipline in working environment. The misconduct of an individual is an indiscipline activity and has to be dealt with as per law. The disciplinary authority is empowered to take appropriate action against the delinquent. This training programme is going to deal with various aspects of preventive vigilance and disciplinary proceedings including role and functions of Central Vigilance Commission and Chief Vigilance Office; the role of the disciplinary authority, constitutional Protection available to Govt. servants and also importance of Natural Justice to be adopted in each & every stage and the details of the procedure, the disciplinary authority has to observe before imposing penalty on the charged officer.

3. LEARNING OBJECTIVES

This training program will enable the participants to discharge their function effectively, through practical sessions with actual case study material the participants will get hands on training on drafting of investigation reports and charge sheets, sessions on ethics and organizational integrity

- ❖ Conduct preliminary/disciplinary enquiry and also examine reports.
- ❖ Identify and suggest areas of preventive vigilances.
- ❖ Explain the necessity of ethics in governance
- ❖ How to conduct disciplinary Proceedings
- ❖ Role and Responsibilities of Investigating Officer
- ❖ Framing of Charges and issuing of Charge Memo & Imposition of Penalty
- ❖ Appeal, Revision and Appeal

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- ❖ Preventive Vigilance – Overview & Functions
- ❖ Tools of Preventive Vigilance
- ❖ Role of Chief Vigilance Officer
- ❖ Central Vigilance Act 2003
- ❖ Role and Functions of Central Vigilance Commission
- ❖ Whistle Blower's Protection Act 2014
- ❖ Public Interest Disclosure and Protection of Informers Resolution (PIDPIR)

- ❖ Role of Disciplinary Authority in Disciplinary proceedings
- ❖ Constitutional provisions to Government Servants
- ❖ Natural Justice
- ❖ Important steps in Disciplinary procedure
- ❖ Preliminary Investigation on receipt of complaints
- ❖ Suspension
- ❖ Framing of Charges and issuing of Charge Memo
- ❖ Appointment of Inquiry Officer and Presenting Officer
- ❖ Conduct of Inquiry, Action of Inquiry Report
- ❖ Imposition of Penalty, Appeal, Revision and Appeal

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations and will employ a blend of lectures with audio-visual aids; case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private, Financial Institutions and/or Academic and/or Research Institutions.

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

Programme Code	TP/22-23/133	
Program Venue	Bodh Gaya	
Programme Fee	Residential Participants ₹ 49000 /- + 18% GST	Non-Residential Participants ₹ 30500/- + 18% GST
For Residential Participants	Check-in at hotel - 6 th February 2023 (A/N) Check-out from Hotel – 10 th February 2023 (F/N)	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
<ul style="list-style-type: none"> • 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.

- NPC shall offer 10% discount on programme fee to organizations sponsoring 3-5 participants and 15% discount of programme fee to organizations sponsoring more than 5 participants.

10. 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
Tel: 011-24607319**

- **Last date for Receiving of nominations: 23rd January 2023**

11. 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 & fro 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.
- ❖ 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.
- ❖ 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.



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
npctraining@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):

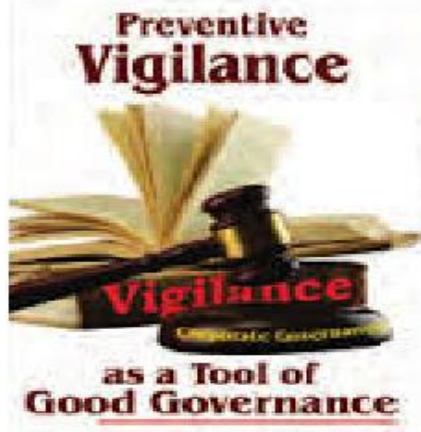
Payment Particulars

- **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

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आज़ादी का
अमृत महोत्सव



वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE



NATIONAL PRODUCTIVITY COUNCIL

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