

# TRAINING PROGRAM ON PREVENTIVE VIGILANCE & DISCIPLINARY PROCEEDINGS KAZIRANGA, ASSAM

PROGRAM CODE : T2425GUW06

27-31 January, 2025



## 1. ABOUT NATIONAL PRODUCTIVITY COUNCIL

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, the services of external professionals and subject matter specialists are also sought on a need basis, depending upon the nature and scope of work. NPC extends services from its headquarters in 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 organizations including Central Government Ministries and State Governments.

## 2. PROGRAMME THEME

The implementation of the 7<sup>th</sup> CPC recommendations has brought in several changes in the basic Establishment Rules. As Government systems of personnel administration continue to focus largely on these rules and procedures, it is very important that the person handling such issues related to the Establishment are trained to handle the scenario. This training program shall cover the various aspects of Preventive Vigilance and Disciplinary Proceedings as per the prevalent rules in service.

## 3. LEARNING OBJECTIVES

This training program shall focus on the rules governing Preventive Vigilance and Disciplinary Proceedings in services in government organizations. During the training, the sessions shall primarily focus on giving hands-on training to the participants through theoretical sessions, group exercises, workshops etc. to make the participants understand the various aspects of Vigilance and Disciplinary proceedings

## 4. BROAD PROGRAM COVERAGE

The Training program shall tentatively cover the following aspects

- Preventive Vigilance – An Overview
- CVC Guidelines on Vigilance
- Domestic Inquiry and Misconduct- types of Vigilance -An overview
- Constitutional Provisions and Principles of Natural Justice
- Suspension and its implications
- Criminal Proceedings vs. Domestic Enquiry proceedings
- Preliminary Investigation, Role of Disciplinary Authority/ Sanction of Prosecution
- Drafting of Charge Sheet
- Appointment, Role & Function of IO,PO & Defence Assistant
- Conduct of Inquiry , Procedure thereof and Submission of Inquiry Report
- Evaluation of Evidence, Analysis of IO's Report Imposition of penalty & Financial implication thereof.
- Impact of Penalty & Judicial Review, Case Studies

## 5. METHODOLOGY

The 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

All employees across Senior & Middle management levels working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries.

## 7. FACULTY

The faculty for the training programme may comprise senior NPC Experts & other renowned and experienced Trainers from the respective field. The training methodology will have a focus on interactive discussions, small group activities, business games, exercises, role plays, videos, and presentations

## 8. PROGRAMME FEE & VENUE

<b>Programme Code</b>	<b>T2425GUW06</b>	
<b>Program Venue</b>	Kaziranga, Assam	
<b>Programme Fee</b>	<b><u>Residential Participants</u></b> ₹60,000/- + 18% GST	<b><u>Non-Residential Participants</u></b> ₹ 44,000/- + 18% GST
<b>For Residential Participants</b>	Check-in at the hotel: 12 noon onwards on 27 <sup>th</sup> January, 2025 Check-out from Hotel: Before 11 am on 31 <sup>st</sup> January, 2025.	

## 9. PAYMENT DETAILS

Programme fee inclusive of GST may be paid on the following bank account and proof of payment to be attached along with the application form:

### Online Payment Details:

Bank Name : State Bank of India  
Branch : New Guwahati  
Bank A/c No : 39754600161  
IFS Code : SBIN0000221  
PAN No : AAATN0402F  
GST No : 18AAATN0402F1Z5

*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 are 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.*

## 10. HOW TO APPLY

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

**Shri Manoj Kumar Verma,**

**Director, National Productivity Council**

**2<sup>nd</sup> Floor Minakshi Bhawan, Rajgarh Road, Guwahati – 781 007, Assam**

Email Id: [mk.verma@npcindia.gov.in](mailto:mk.verma@npcindia.gov.in); [guwahati@npcindia.gov.in](mailto:guwahati@npcindia.gov.in)

Tel: 0361-3512552, Mob. +91-9613970803

**Last date for Receiving nominations: 31<sup>st</sup> December, 2025**

## 11. GENERAL INSTRUCTIONS

- ❖ Due to a limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, for ensuring availability. Acceptance of the nominations is subject to the seat availability and receipt of the 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 for training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed. Boarding and lodging facilities shall not be provided to Non-residential participants
- ❖ 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 arrangements 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 the 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 a separate folio for each participant. Participants may directly settle their additional dues regarding a family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded a Certificate of Participation on successful completion of the 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  
Regional Directorate, Guwahati**

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Preventive Vigilance & Disciplinary Proceedings**

Programme Code: **T2425GUW01**

Programme Duration: **27-31 January, 2025**

Venue/ Location: **Kaziranga, Assam**

Select Participation on Residential Basis

OR Non-Residential Basis

**Details of Nominated Participants:**

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organisation Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

**Details of Nominating Authority:**

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

Select, if Organization is GST Exempted  **OR** Select, if Organization is Not GST Exempted

**SELF DECLARATION ON GST EXEMPTION (OPTIONAL)**

*As per GST 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.*

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility. \*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) \_\_\_\_\_

(Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) \_\_\_\_\_

Organisation TAN No. (Mandatory on TDS deduction)) \_\_\_\_\_

**DECLARATION**

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_



## **National Productivity Council**

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry, Government of India

5-6, Institutional Area, Lodhi Road

New Delhi - 110003

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