

National Productivity Council



Training Programme on Establishment Vigilance and Disciplinary Proceeding



PROGRAMME CODE: T2425IND06

**24-28 March 2025
Srinagar**

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 Industrial Engineering, Human Resource Management, Energy, Environment, Economics, 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.

PROGRAMME THEME

Establishment Vigilance and Disciplinary Proceedings are vital components in maintaining the integrity and efficiency of the public administration system. Establishment Vigilance involves the proactive monitoring of government employees to detect and prevent corrupt practices, malpractices, and violations of service rules. Disciplinary proceedings are initiated when an employee's conduct is found to be in violation of established norms, with actions ranging from warnings to dismissal depending on the severity of the misconduct. These procedures ensure accountability, transparency, and the ethical functioning of government offices, reinforcing public trust in the administrative machinery.

LEARNING OBJECTIVES

- Understand the principles of vigilance and the importance of maintaining integrity within an organization.
- Learn the key steps involved in conducting disciplinary proceedings and ensuring fairness.
- Gain knowledge of relevant laws, policies, and regulations governing vigilance and disciplinary actions.
- Enhance the ability to manage sensitive situations and communicate decisions with transparency and professionalism.
- Explore best practices for maintaining a positive organizational culture while upholding discipline and compliance.

BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- 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 & Defense 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.

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.

PARTICIPANTS' PROFILE

The training program is suitable all employees across Jr./middle & Senior management levels working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries.

FACULTY

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

PROGRAMME FEE & VENUE

Programme Code	T2425IND06	
Program Venue	Srinagar	
Programme Fee	Residential Participants ₹ 60,000/- (Rs. Sixty Thousand only) Plus GST @ 18% or ₹ 70, 800 /- including GST@18%	Non-Residential Participants ₹ 44,000/- (Rs. Forty-four Thousand only) Plus GST @ 18% or ₹ 51,920 /- including GST @ 18%
DURATION/Time	Check-in at hotel – 12:00 PM on 24.3.2025 Check-out from hotel- 12:00 PM on 28.3.2025	
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.

HOW TO APPLY

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

The Training Coordinator, IE Group
National Productivity Council
5-6 Institutional Area, Lodhi Road
New Delhi – 110003
Email Id: b.prabhakar@npcindia.gov.in
Tel: 011-24607367

Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

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 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.

NATIONAL PRODUCTIVITY COUNCIL

5-6 Institutional Area, Lodhi Road, New Delhi – 110003
npctraining@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Establishment Vigilance and Disciplinary Proceeding

Programme Code: T2425IND06

Programme Duration: 24-28 March 2025

Location: Srinagar

Details of Nominated Participants:

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

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

Participants can scan the UPI QR code from any UPI app to make the payment.

SCAN to PAY from any UPI App



NATIONAL PRODUCTIVITY COUNCIL

UPI ID: NPCDelhi0265@IOB

- 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

5-6, Institutional Area, Lodhi Road

New Delhi – 110003