



NATIONAL PRODUCTIVITY COUNCIL



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Azadi Ka
Amrit Mahotsav

TRAINING PROGRAM

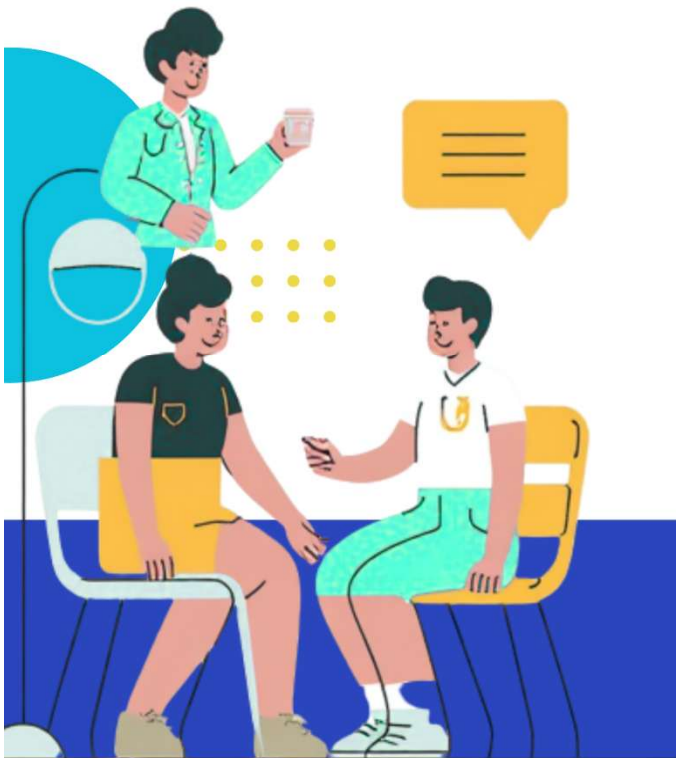
VIGILANCE & DISCIPLINARY PROCEEDINGS

A practical Guide for Inquiry and presenting officers

PROGRAM CODE: T2627GUW01

MUNNAR

29th June to 3rd July 2026



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

Vigilance plays an important role in promoting honesty, transparency, and accountability in Government Organizations and PSUs. As guided by the Central Vigilance Commission (CVC), vigilance helps prevent corruption, misuse of authority, favoritism, and procedural irregularities in official work. It is not limited to detecting wrongdoing after it occurs but also focuses on creating systems and practices that reduce the chances of misconduct. Through preventive, detective, and corrective measures, vigilance supports ethical administration and strengthens public trust in institutions.

Disciplinary proceedings are an essential part of maintaining integrity and discipline in public service. When cases involve misconduct such as lack of integrity, abuse of position, negligence, or corruption it becomes very important to deal with such issues as applicable law, rules and regulations. It is imperative that the Inquiry Officers (IO) and Presenting Officers (PO) are adequately trained in matters related to Vigilance and Departmental Inquiry so as to ensure fair and transparent handling and disposal of such cases.

National Productivity Council (NPC) Training programme has been designed to inculcate the importance of Vigilance and Disciplinary Proceedings by updating skills, knowledge on applicable rules and regulations. The Training emphasize on various aspects of Vigilance and highlights the aspects related to handling Disciplinary Proceedings.

3. LEARNING OBJECTIVES

NPC has designed the training program to help participants to understand the concept of vigilance and disciplinary proceedings from the IO and PO perspective.

4. BROAD PROGRAM COVERAGE

By the end of the training program, participants will be able to:

- ❖ Understand the concept, importance, and scope of vigilance in an organizations
- ❖ Familiarize themselves with the role of the Central Vigilance Commission (CVC) and the organizational vigilance framework;
- ❖ Identify common vigilance issues, misconduct, and preventive vigilance measures in official functioning;
- ❖ Understand the basic provisions of disciplinary proceedings under CCS (CCA) Rules, 1965;

- ❖ Recognize the stages involved in handling vigilance cases and departmental inquiries; and
- ❖ Appreciate the importance of integrity, accountability, transparency, and ethical conduct in public service.

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 including Junior, Middle & Senior management levels working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries who are likely to take up the role of IOs and POs.

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

Programme Code	T2627GUW01	
Programme Fee	<u>Residential Participants</u> ₹ 70,000/- + 18% GST	<u>Non-Residential Participants</u> ₹ 55,000/- + 18% GST
For Residential Participants	Check-in at the hotel: 12 noon onwards on 29 th June 2026 Check-out from Hotel: Before 11 am on 3 rd July 2026	

9. PAYMENT DETAILS

Program fee inclusive of GST to be paid in advance and proof of payment to be attached along with the application form:

- **ECS Payment Details:** State Bank of India, New Guwahati Branch; A/c No. 39754600161, IFSC: SBIN0000221
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GUWAHATI
- PAN No: AAATN0402F, GSTIN: 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. fee to organizations sponsoring more than 5 participants.

10. HOW TO APPLY

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

The Training Coordinator

National Productivity Council

1st Floor, NERAMAC Complex, Panjabari Road, Six Mile, Guwahati 781022

Email Id: Subhra.seal@npcindia.gov.in ; guwahati@npcindia.gov.in

Tel: 8486017697

Last date for Receiving nominations: 8th June 2026

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, to ensure 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 for 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
1st Floor, NERAMAC Complex, Panjabari Road, Six Mile, Guwahati 781022
Email: guwahati@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme : **Vigilance and Disciplinary Proceedings**

Program Code : **T2627GUW01**

Program Duration : 29th June to 3rd July 2026

Location: **MUNNAR**

Select Participation on **Residential Basis**

OR Non-Residential Basis

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organization 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 Organization who are Not Exempted and having GST registration please provide your GST No. (Mandatory):

(PS: - Kindly provide the GST number of organization on which GST Invoice to be raised)

Organization PAN No. (Optional) _____

Organization TAN No. (Mandatory on TDS deduction)) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

NATIONAL PRODUCTIVITY COUNCIL

Regional Directorate
1st Floor, NERAMAC Complex,
Panjabari Road, Six Mile
Guwahati- 781022

Email :- guwahati@npcindia.gov.in

Website :- www.npcindia.gov.in