



National Productivity Council

Training Programme  
on  
**PREVENTIVE VIGILANCE & DISCIPLINARY PROCEEDINGS**  
PROGRAMME CODE: (T2425PAT01)



03-07 JUNE 2024 (OOTY)

## **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 Govt. & PSUs, to concentrate on Preventive Vigilance to reduce corruption. Further, every Government / Public Servant must observe conduct rules to maintain discipline in working environment. The misconduct of an individual is an indiscipline activity and must be dealt with as per law. The disciplinary authority is empowered to take appropriate action against the delinquent. This training prog. is going to deal with various aspects of preventive vigilance & disciplinary proceedings including role and functions of CVC and CVO; constitutional Protection available to Govt. servants; importance of Natural Justice to be adopted in each & every stage and the details of the procedure to be observed 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.

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

## **4. BROAD PROGRAMME COVERAGE**

The following topics shall be covered during the training.

- ❖ Preventive Vigilance – Overview & Functions
- ❖ 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
- ❖ 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

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labor 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

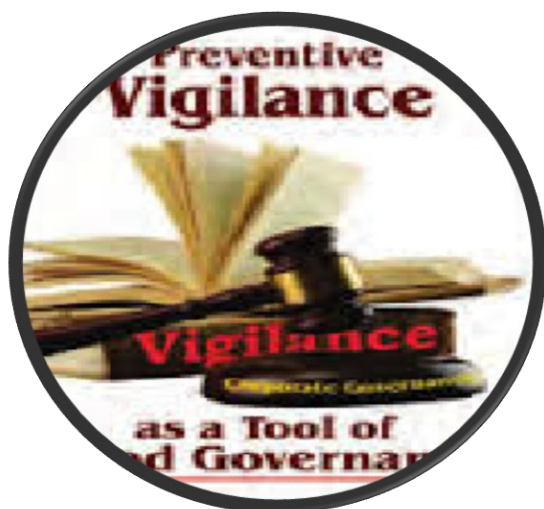
<b>Programme Code</b>	T2425PAT01	
<b>Program Venue</b>	OOTY, Tamil Nadu	
<b>Programme Fee</b>	Residential Participants ₹ 60,000 /- + 18% GST	Non-Residential Participants ₹ 44,000 /- + 18% GST
<b>For Residential Participants</b>	Check-in at hotel - 3 <sup>rd</sup> June 2024 (A/N) Check-out from Hotel – 7 <sup>th</sup> June 2024 (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.

- **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: 10AAATN0402F2ZK

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

J K Singh  
Regional Director,  
**National Productivity Council**  
3rd floor, Sudama Bhawan, Boring Road  
Crossing, Patna- 800 001

Phone : [0612-2558311](tel:0612-2558311),  
Mobile : [6202565271](tel:6202565271)  
Email : [jk.singh@npcindia.gov.in](mailto:jk.singh@npcindia.gov.in) ,  
[patna@npcindia.gov.in](mailto:patna@npcindia.gov.in)

Sh. Ujjwal Narayan,  
Dy. Director  
Email: [ujjwal.narayan@npcindia.gov.in](mailto:ujjwal.narayan@npcindia.gov.in)  
Ph: 0612-2558311  
Mobile No.: +91-8140114409;



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

**APPLICATION FORM FOR NOMINATIONS**

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

Programme Code: **T2425PAT01**

Programme Duration: **03-07 June 2024**

Venue/ Location: **Ooty, Tamil Nadu**

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: \_\_\_\_\_

## 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 & 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.