



National Productivity Council

Training Programme
on
Establishment Vigilance and Disciplinary Proceeding

PROGRAMME CODE: T2627IEG02

21-25 September 2026 (Shillong)

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

Integrity, accountability, and transparency are the cornerstones of good governance. Effective **Establishment Vigilance** and **Disciplinary Proceedings** play a vital role in preventing corruption, ensuring ethical conduct, and strengthening public confidence in Government organizations and Public Sector Undertakings.

This programme provides participants with a comprehensive understanding of the principles and practices of vigilance administration and disciplinary management. It covers preventive vigilance, complaint handling, vigilance clearance, departmental inquiries, disciplinary procedures, and the relevant provisions of the CCS (Conduct) Rules, CCS (CCA) Rules, and guidelines issued by the Central Vigilance Commission (CVC) and the Department of Personnel and Training (DoPT).

Through expert lectures, case studies, and interactive discussions, participants will gain practical insights into managing vigilance matters and disciplinary proceedings effectively while ensuring procedural fairness, legal compliance, and organizational integrity.

3. LEARNING OBJECTIVES

By the end of the programme, participants will be able to:

- Understand the fundamentals of Establishment Vigilance and Disciplinary Proceedings.
- Familiarize themselves with the provisions of the CCS (Conduct) Rules, CCS (CCA) Rules, CVC guidelines, and DoPT instructions.
- Learn the procedures for handling vigilance matters and disciplinary cases.
- Understand the principles of preventive vigilance and ethical governance.
- Enhance their ability to ensure transparency, accountability, and compliance in personnel administration.

4. BROAD PROGRAMME COVERAGE

The broad topics/ sessions coverage has been listed below: -

- Concept and significance of Establishment Vigilance
- Vigilance framework: Role of CVC, CVO, and Vigilance Units

- Preventive and Punitive Vigilance Measures
- CCS (Conduct) Rules, CCS (CCA) Rules, and DoPT Guidelines
- Handling of Complaints and Vigilance Cases
- Vigilance Clearance and Maintenance of Vigilance Records
- Departmental Disciplinary Proceedings and Principles of Natural Justice
- Drafting of Charge Sheets, Inquiry Reports, and Speaking Orders
- Roles and Responsibilities of the Disciplinary Authority, Inquiry Officer, and Presenting Officer
- Penalties, Appeals, Revision, and Review Procedures
- Recent CVC Instructions, DoPT Guidelines

5. 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.

6. PARTICIPANTS' PROFILE

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

Programme Code	T26277IEG02	
Program Venue	Will be informed to participants later.	
Programme Fee	Residential Participants ₹ 70,000 /-	Non-Residential Participants ₹ 55,000 /-
For Residential Participants	Check in - 21 st September 2026 (AN) Check out - 25 th September 2026 (FN)	

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: 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.

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	Sh. Mukesh Prakash, Dy. Director (IE) National Productivity Council 5-6 Institutional Area Lodhi Road, New Delhi – 110003 Email: mukesh.prakash@npcindia.gov.in Ph: 011-24607317 Mobile No.: +91-8800313874
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- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

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

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 & GST No. of 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



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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