

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

Online Training Programme on “Vigilance & Disciplinary Proceedings: Insight to Role of IO/PO”

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of **DPIIT, Ministry of Commerce and Industry, GOI**. It was Founded in 1958 as tripartite, non-profit organization with equal representation from the government, employers, and workers' organisations apart from technical and professional institutions on its governing council to promote productivity culture in India. NPC provides **Consultancy, Training** and undertakes **Research** in the areas of productivity besides implementing the Productivity Promotion Programmes of the Tokyo based **Asian Productivity Organisation (APO)**, an inter-governmental body of which the Indian Government is a founding member. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades.

As learning and skill upgradation is a continuous process and should never stop. In view of travel and other restrictions due to COVID-19, a two-day online workshop is being organized by NPC on **“Vigilance & Disciplinary Proceedings: Insight to Role of IO/PO”** on 24.11.2021 and 26.11.2021.

Any organisation requires a framework of policies, rules regulations and procedures to fulfil its roles. These are necessary to function in an orderly and smooth manner. The orderly conduct based on well - defined standards and clear guidelines is called discipline. The word “discipline” is probably derived from the word “disciple”, which means learner or follower. When a person spontaneously and willingly abides by the required norms, it is called positive or constructive discipline; whereas when he is compelled to behave in a particular way under threat or fear of punishment, it is termed as negative or punitive discipline. Although positive discipline is desirable, there will be occasions when punitive action has to be resorted to for three main reasons: a). to make the employee realise the seriousness of infringing the rules of conduct b). to send right messages to others, and c). to prevent recurrence of such events within the organization.

National Productivity Council is organising this online e-Training to cover the various aspects Vigilance & Disciplinary Proceedings: Insight to Role of IO/PO for central, state government & PSUs officials.

Programme Objectives:

- The basic objective of this program is to enhance skill and knowledge of the personnel about Vigilance & Disciplinary Proceedings: Insight to Role of IO/PO

Programme Coverage:

- Overview of Vigilance / Disciplinary procedures
- Drafting of Charge Sheet
- Appointment of IO (inquiry Officer)-Role and functions
- Conduct of Inquiry (Input)
- Evaluation of the evidence-important concepts
- Action on Inquiry Officer's report (Rule 15)

Participant Profile: The program has been designed to provide comprehensive input to all level of staff/ officers dealing with Vigilance & Disciplinary Proceedings in various organisations.

Methodology: The programme would be participative in the nature. The sessions would be based on conceptual deliberations, case studies, success stories and group discussion.

Faculty: NPC faculty and experts from the field would conduct the programme

Date & Timings: 24th November 2021 (Wednesday) – 02.00 pm to 05.00 pm

25th November 2021 (Thursday) - 02.00 pm to 05.00 pm

26th November 2021 (Friday) – 02.00 pm to 05.00 pm

Participation Fee: Rs 7900/- + GST(18%)

Participation Fee (MSME): Rs 5900/- + GST(18%)

Relevant link for registration will be sent to all the participants 1 day before the workshop. Participants will also be provided prior assistance for requisite technical support. Participants will also be awarded with digitally signed certificate after successful completion of the workshop. Participants will be allowed to raise their queries; however, participants can also send their specific questions in advance for optimum utilization of available time.

Nominations may be sent through:

1. Participants sponsored by organisations may enroll themselves by email to the undersigned and providing participants' name, designation, Company Name, contact number & e-mail ID. Kindly also provide GSTIN of your organization at the time of nomination. Please note that participation fee is to be paid at the time of nomination.

For making payment through NEFT, details are as under: ECS Details (For Fee payment):

Bank Name: Indian Overseas Bank,
Branch: 70 Golf Link, New Delhi,
Bank Account No: 026501000009207,
IFCS/RTGS/NEFT Code: IOB-A0000265,
PAN No: AAATN0402F
TAN NO: JPRN00099B
GST No: 08AAATN0402F1Z6

2. In case of participants, registering in individual capacity they may register themselves on our website <https://www.npcindia.gov.in/NPC/User/webinarpage> and make necessary payments on the link attached.

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. **Last date of accepting nominations is 20.11.2021.** You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

For further information or clarification kindly contact:

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