

# **NATIONAL PRODUCTIVITY COUNCIL, JAIPUR**

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

**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 necessary 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 organisations including Central Government Ministries and State Governments.

As learning and skill upgradation is a continuous process and should never stop, a three-day online workshop is being organized by NPC on **“Vigilance & Disciplinary Proceedings: Insight to Role of IO/PO”** on **28.05.2025 and 30.05.2025.**

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:** 28<sup>th</sup> May 2025 – 02.30 pm to 05.30 pm

29<sup>th</sup> May 2025 - 02.30 pm to 05.30 pm

29<sup>th</sup> May 2025 – 02.30 pm to 05.30 pm

**Participation Fee:** Rs 6500/- + 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:** State Bank of India,  
**Branch:** Bhawani Sing Road, Bapu Nagar, Jaipur 302004  
**Bank Account No:** 40084592614, **Branch Code:** 031477  
**IFCS/RTGS/NEFT Code:** SBIN0031477,  
**MICR Code:** 302002118  
**PAN No:** AAATN0402F  
**TAN NO:** JPRN00099B  
**GST No:** 08AAATN0402F1Z6

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 26.05.2025.** 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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