

No. 42/13/2025-5Trg
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 4th April, 2025

To

All the Administrative Secretaries of Government of Haryana State.

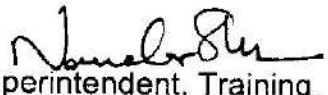
Subject:- Request for Nomination (S) in DPC-Forthcoming Training Programme at Mussoorie(UK) & Leh (UT).

Sir/ Madam,

I am directed to refer to the subject noted above and to inform that a copy of the E-mail dated 28 March, 2025 received from Sh. Sanjeev Bhardwaj, Asstt. Director(Trg.), Delhi Productivity Council, Plot No. 2, Institutional Area, sector-9, Dwarka, New Delhi-110077. has been uploaded on the Chief Secretary Haryana Website (<http://csharyana.gov.in>).

The necessary action may be taken in view of Govt. Instruction No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,


Superintendent, Training

Endst. No. 42/13/2025-5Trg.

Dated, Chandigarh the 4th April, 2025

A copy is forwarded to Sanjeev Bhardwaj, Assistant Director(Trg.), Delhi Productivity Council, Plot No. 2, Institutional Area, sector-9, Dwarka, New Delhi-110077. w.r.t. this E-mail letter dated 28 March, 2025 for information.


Superintendent Training

Fwd: Request for nomination(s) in DPC Forthcoming Training Programme at Mussoorie (UK) & Leh (UT)

1 message

SSPS Haryana <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

28 March 2025 at 17:04

===== Forwarded message =====

From: <dpctraining2020@gmail.com>

To: <kaushalsanjeev@hry.nic.in>, "SSPS Haryana" <ssps@hry.nic.in>

Date: Fri, 28 Mar 2025 16:48:39 +0530

Subject: Request for nomination(s) in DPC Forthcoming Training Programme at Mussoorie (UK) & Leh (UT)

===== Forwarded message =====

Dear Sir / Madam,

Delhi Productivity Council (DPC) is a non-profit making autonomous Techno-Managerial organization, was established in 1959 and is affiliated with National Productivity Council (under **Ministry of Commerce & Industry, Govt. of India**) and the **Delhi Administration, Govt. of N.C.T. of Delhi** for promoting productivity culture in Industrial as well as Service Organizations in India, through training & consultancy services, apart from organizing residential, non-residential as well as in-company programs.

We are pleased to inform you that the DPC is organizing the Management Development Residential Training Programmes in the month of April & May 2025. Details of the Training programmes along with Brochures are enclosed as under -

1. Training Programme on "Stress Management & Managing Mental Health" to be held from 28th April 2025 to 2nd May 2025 at Mussoorie (UK).
2. Training Programme on "Steps in Vigilance Proceedings & Inquiries" to be held from 13th to 17th May 2025 at Leh (UT).
3. Training Programme on "Preventive Vigilance" to be held from 13th to 17th May 2025 at Leh (UT).

We are confident that your esteemed organization would like to take advantage of these learning events and sponsor a couple of participants from different verticals to attend these training programmes. Kindly send us the nomination(s) at the earliest.

Always assuring you of our best services. An early action in this matter will be highly appreciated and please feel free to contact us for any query.

Thanks & Regards,

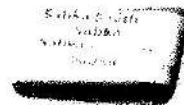
Yours sincerely,
on behalf of **Delhi Productivity Council**
-sd-

(Sanjeev Bhardwaj)
Asst. Director (Trg.)
Delhi Productivity Council
9818663122 / 7042662227

3 attachments

- 1. Stress Management Managing Mental Health.pdf
657K
- 3. Preventive Vigilance.pdf
600K
- 2. Steps in Vigilance Proceeding Inquiries.pdf
613K

Training Branch**CFMS/Diary No.** 42297**Dated** 31/3/25



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON

MANAGING MENTAL HEALTH



CONNECT
WITH OTHERS

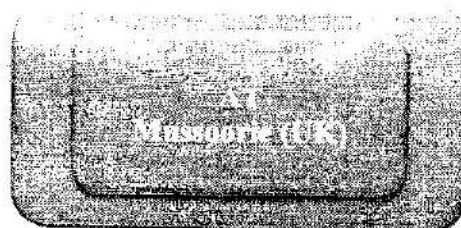
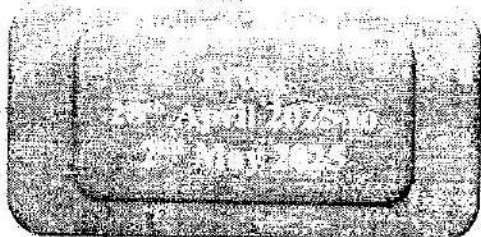


BALANCE SLEEP
SCHEDULE



PRACTICE SELF CARE

MANAGEMENT DEVELOPMENT & MANAGING MENTAL HEALTH



ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110077

Tel.:011-45575733-34,

Mob: 9818663122 / 9818531870 / 7042662227 / 9899760431 / 9871737438

E-mail: dpctraining2020@gmail.com Website: www.delhiproductivitycouncil.com

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DPC has been providing consultancy and training services in the field of Productivity, Vigilance, Human Resources Management, Information Technology, Finance, Security, Safety, etc., to the Government and Public & Private Sector Organization for almost six decades.

Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make healthy choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood.

Stress is part of life in a fast-paced society. However, contrary to popular belief, stress is not always bad. We need some stress to stimulate us. Some levels of stress are beneficial (called eustress). It helps us to set and achieve goals, as well as perform at a higher level. It is estimated that stress is a factor in up to 70% of visits to physicians. Therefore, an important part of healthy living is to learn to bring stress to beneficial levels.

Mental and physical health are equally important components of overall health. For example, depression increases the risk for many types of physical health problems, particularly long-lasting conditions like diabetes, heart disease, and stroke. Similarly, the presence of chronic conditions can increase the risk for mental illness.

People can experience different types of mental illnesses or disorders, and they can often occur at the same time. Mental illnesses can occur over a short period of time or be episodic. This means that the mental illness comes and goes with discrete beginnings and ends. Mental illness can also be ongoing or long-lasting.

Yes, it's important to remember that a person's mental health can change over time, depending on many factors. When the demands placed on a person exceed their resources and coping abilities, their mental health could be impacted.

- ❖ Understanding stress
- ❖ Causes of Stress
- ❖ Understanding your working environment
- ❖ Avoid Burnout
- ❖ How Mentally Fit are you?
- ❖ Introduction & Components to Mental Health
- ❖ Attitude Formation and Change
- ❖ Personality Traits
- ❖ Qualities of Emotional Intelligence
- ❖ Levels of Mind, Energy & Mental Programming
- ❖ Exercise to build resilience and Mental Strength

The Programme is meant for Employees across all levels (Junior, Middle & Senior) Executives, Managers, Officers, Engineers, Under Secretaries, Section Officers, Dealing Assistants, Officers from Finance, Administration, Security, Projects, HR, Purchase, Commercial, Personnel departments, PS/PA, Stenographer working in Ministries, Central Govt. Offices / State Govt. or Public & Private Sector Undertakings, Subordinate Offices of the Govt., Union Territories, Nationalized Banks & Financial Institutions, Boards, Administrative Bodies & Cooperative Sectors and others.

A completion certificate will be given to the participant at the end of the programme.

Check-in time: 12:00 p.m. on 2nd May 2025
Check-out time: 10:00 a.m. on 2nd May 2025

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Single Occupancy – Rs.56,500/- plus GST@18% per participant

2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

Fee for Non-Residential – Rs. 29,000/- plus GST@18% per participant

Note – Mussoorie Hotel will be 3 Star or 3 Star plus.

(I) RESIDENTIAL PARTICIPANTS:

- Participants will get room, bed tea (in room service), breakfast, lunch, dinner and tea during programme time, Programme Kit & Sightseeing.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks / Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- Participants **accompanying spouse** will have to pay extra **Rs. 1500/- per day inclusive (all Meals)** directly to the hotel.
- Participants will have to make their **own travel arrangements to reach the programme venue**.
- For Check-in before and check-out after the programme dates the extra Hotel charge will be borne by the Participants.

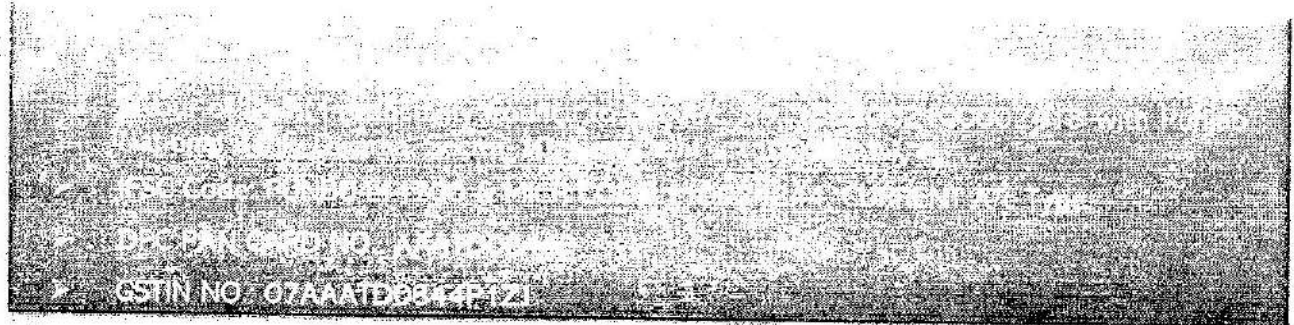
NOTE: Kindly carry your photo ID for self and family (if accompanying)

(II) NON-RESIDENTIAL PARTICIPANTS:

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing.

(III) AIRPORT TRANSFER: To be arranged by the participants at their own cost.

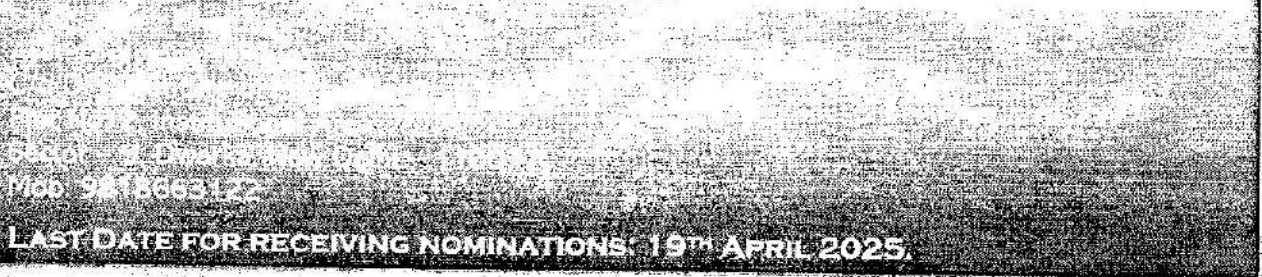
Please send us the name(s) of the participant(s) through electronic remittances i.e., e-mail at: dpctraining2020@gmail.com along with the participant(s) fee as per following –



The participation fee is non-refundable once the nomination(s) is confirmed. However, substitutions can be made, or the fees can be adjusted against future nominations. DPC reserves its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation / postponement any fees paid to DPC shall be refundable in full or can be carried forward for adjustment against nominations to future programme(s).

Please feel free to contact for any Query at below address –

PLEASE ADDRESS YOUR ENQUIRIES TO:



For the best outcome we intend to limit the programme intake to 15 participants and therefore request you to send in your nominations at the earliest.



DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110 077.

Tel. No. 011-45575733, 45575734

E-mail – dpctraining2020@gmail.com

Title of Programme: STRESS MANAGEMENT & MANAGING MENTAL HEALTH

Programme Code: DPC/RTP/2025-26/1

Programme Date: 28th April to 2nd May 2025

Programme Duration: 5 Days & 4 Nights

Location: Mussoorie (UK)

Details of Nominated Participation:

S. No.	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

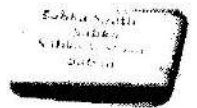
Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS/NEFT Details like Cheque / DD no.):

Payment Particulars -

- ↓ **ECS Payment Details:** Punjab National Bank, Dwarka, Sector-10, New Delhi Branch;
A/c No. 1502002100002418, IFSC Code: PUNB0444700
- ✦ 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 Delhi Productivity Council payable at New Delhi.
- ✦ Programme Fees per Participant plus GST to be paid in advance.
- ✦ PAN No. AAATD0844P
- ✦ GSTIN: 07AAATD0844P1ZJ



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON

PREVENTIVE VIGILANCE

PREVENTIVE VIGILANCE



ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi - 110077

Tel.:011-45575733-34,

Mob: 9818663122 / 9871737438

E-mail: dpctraining2020@gmail.com, dpc_1959@rediffmail.com

Website: www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

Delhi Productivity Council (DPC) is a non-for-profit autonomous Techno-Managerial organization, was established in 1959 and is affiliated with **National Productivity Council** (under the **Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Govt. of India**) and the **Delhi Administration, Govt. of N.C.T. of Delhi** for promoting productivity culture in India.

DPC has been providing consultancy and training services in the field of Productivity, Vigilance, Human Resources Management, Information Technology, Finance, Security, Safety, etc., to the Government and Public & Private Sector Organization for almost six decades.

ABOUT THE PROGRAMME

Vigilance is to be seen as a complementing tool to the various other management functions such as finance, marketing, purchasing, production, technical, HR, etc. An effective vigilance setup within an organization ensures smooth functioning of the other elements of management.

Vigilance is a deeply internal matter within an organization, with its principal function being preventive rather than punitive. It would be futile if the role of vigilance were to wait for lapses to be committed and then take them up as post-mortem. Thus, all management should be interested in implementing preventive vigilance.

Most organizations have well defined rules and regulations and other preventive measures well enshrined into their code of ethics but inspite of that employees seek loopholes to gain illegal gratification, indulge in malpractices & fraud for their personal gains.

Most of the organizations have vigilance cells to monitor illegal activities, report and take necessary action as per rules. However, due to lack of systematic training, addressing such issues takes time and sometimes doesn't yield results.

Therefore, preventive vigilance calls for constant review of rules, procedures, practices and sharpening the skills of the vigilance personnel. This programme is designed to develop the necessary vigilance competence.

Preventive Vigilance is the adoption of various measures to improve systems and procedures to eliminate or reduce corruption. Standardization, automation, leveraging technology, transparency, accountability, control & supervision, training, and awareness are tools of preventive vigilance in which use of information technology plays a pivotal role as it reduces interface and discretion. The main objective of Preventive Vigilance is not to wait for commission of an offence but to ensure its prevention by identifying the vulnerable areas in the organization & plugging the loopholes.

The programme has been designed to provide practical insight into the process of vigilance matters and other allied processes. This programme will help the officers to develop the skills required for handling various types of vigilance cases. The present programme is also for the benefit of officers who would like to being developed as Internal Faculty on the present subject for their respective organizations.

CONTENTS

- ❖ Significance of Vigilance in an organization
- ❖ Preventive Vigilance "A Conceptual Framework"
- ❖ Vigilance organizations and their functions
- ❖ Role & Functions of Chief Vigilance Officer
- ❖ Measures & Sources of Preventive Vigilance such as Complaints Handling, Whistle Blower, Procurement, e-Governance, Transparency, etc.
- ❖ CVC Guidelines on Preventive Vigilance
- ❖ Discussion & Query Sessions

PARTICIPANTS

The Programme is meant for Employees across all levels (Junior, Middle & Senior) Executives, Managers, Officers, Engineers, Under Secretaries, Section Officers, Dealing Assistants, etc., from Vigilance & Officers handling disciplinary action matters, Finance, Administration, Security, Projects, HR, Purchase, Commercial, Personnel departments, PS/PA, Stenographer working in Ministries, Central Govt. Offices / State Govt. or Public & Private Sector Undertakings, Subordinate Offices of the GoI., Union Territories, Nationalized Banks & Financial Institutions, Boards, Administrative Bodies & Cooperative Sectors and others who are directly involved with prevention of corruption and keeping the organization clean of corrupt elements.

COMPLETION CERTIFICATE

A completion certificate will be given to the participant at the end of the programme.

VENUE, DATE & TIME

Venue: Leh (UT)

Date: 13th to 17th May 2025

Check in time: 12 noon on 13th May 2025 &

Check-out time: 10:00 a.m. on 17th May 2025

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

For Member(s) of DPC	For Non-Member(s) of DPC
Single Occupancy	
Rs.65,000/- plus GST@18% per participant	Rs.68,000/- plus GST@18% per participant

2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

Fee for Non-Residential – Rs. 44,500/- plus GST@18% per participant

Note - Bulk Nomination(s) for 5 or more participants - More 5% Discount on Fee.

FACILITIES & SERVICES

(I) RESIDENTIAL PARTICIPANTS:

- Participants will get room, bed tea (in room service), breakfast, lunch, dinner and tea during programme time, Programme Kit & Sightseeing.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks / Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- Participants **accompanying the spouse** will have to pay extra **Rs. 2500/- per day inclusive (all Meals)** directly to the hotel.
- Participants will have to make their **own travel arrangements to reach the programme venue**.
- For Check-in before and check-out after the programme dates the extra Hotel charge will be borne by the Participants.

NOTE: Kindly carry your photo ID for self and family (if accompanying)

(II) NON-RESIDENTIAL PARTICIPANTS:

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing.

(III) AIRPORT TRANSFER: To be arranged by the participants at their own cost.

REGISTRATION FOR THE PROGRAMME

Please send us the name(s) of the participant(s) through electronic remittances i.e., e-mail at: dpctraining2020@gmail.com, dpc_1959@rediffmail.com along with the participant(s) fee as per following –

MODE OF PAYMENT

- The fee may preferably be transferred by Bank Draft/Cheque/RTGS/NEFT/IMPS/ECS in favour of Delhi Productivity Council to our A/c. No. 1502002100002418 with Punjab National Bank, Dwarka, Sector-10, New Delhi – 110075.
- IFSC Code: PUNBO444700 & MICR CODE 110024244. CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO.: 07AAATD0844P1ZJ

The participation fee is non-refundable once the nomination(s) is confirmed. However, substitutions can be made, or the fees can be adjusted against future nominations. DPC reserves its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation / postponement any fees paid to DPC shall be refundable in full or can be carried forward for adjustment against nominations to future programme(s).

Please feel free to contact for any Query at below address –

PLEASE ADDRESS YOUR ENQUIRIES TO:

Shri Sanjeev Bhardwaj,
Asst. Director (Training),
C/o DPC Institute of Management,
Plot No. 2, Institutional Area, Sector – 9, Dwarka, New Delhi – 110077
Mob. 9818663122

LAST DATE FOR RECEIVING NOMINATIONS: 1ST MAY 2025.

For the best outcome we intend to limit the programme intake to 15 participants and therefore request you to send in your nominations at the earliest.



DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi - 110 077.

Tel. No. 011-45575733, 45575734

E-mail - dpctraining2020@gmail.com, dpc_1959@rediffmail.com

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **PREVENTIVE VIGILANCE**

Programme Code: **DPC/RTP/2025-26/3**

Programme Date: **13th to 17th May 2025**

Programme Duration: **5 Days & 4 Nights**

Location: **Leh (UT)**

Details of Nominated Participation:

S. No.	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS/NEFT Details like Cheque / DD no.):

Payment Particulars -

- ✦ **ECS Payment Details:** Punjab National Bank, Dwarka, Sector-10, New Delhi Branch.
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- ✦ PAN No. AAATD0844P
- ✦ GSTIN: 07AAATD0844P1ZJ

Vigilance!



Delhi Productivity Council

Plot No.2, Institutional Area, Sector 9,

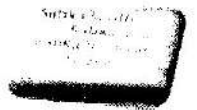
Dwarka, New Delhi – 110077

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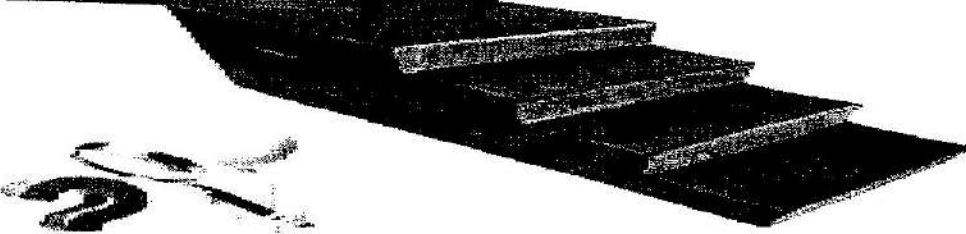
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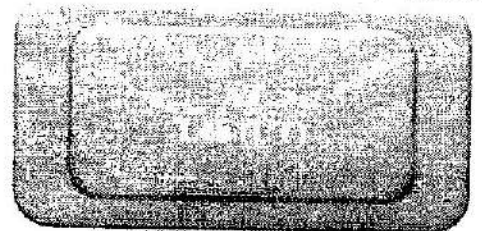
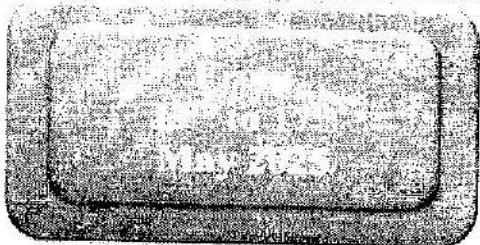
MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON

VIGILANCE



proceedings

STEPS IN VIGILANCE PROCEEDINGS & INQUIRIES



ORGANISED BY



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ABOUT THE PROGRAMME

As per Supreme Court of India *"The Departmental Enquiry" is not the empty formality, It is a serious proceeding intended to give the officer concerned a chance to meet the charge and to prove his innocence*". Therefore, procedural fairness at every stage of Departmental Enquiry is of utmost importance. Supreme Court of India also observed *"It is well settled that a Disciplinary Inquiry has to be a quasi-judicial inquiry held according to the principles of natural justice and the Enquiry Officer has a duty to act judicially"*.

Articles 311 of the Constitution, which are applicable to the Civil Servants of the Union and the States, give broad guidelines for initiation of Departmental action against employees. These guidelines have also been kept in mind while framing procedures for Departmental Enquiries by other services including public sectors. Lord Denning observed *"Justice must be written in confidence, and confidence is destroyed when right minded persons go away thinking "Judge was biased". Justice, therefore, must not only be done but seem to be done"*. According to Prof. Wade *"this is an area where appearance may be more important than reality"*. Transparency in the entire process of Departmental Enquiry is essential.

Keeping above in mind a Programme on *"Steps in Vigilance Proceeding & Inquiries"* has been framed.

CONTENTS

- ❖ What is Discipline / Disciplinary Proceeding?
- ❖ Preliminary Hearing / Regular Hearings in Departmental Enquiry
- ❖ Types of Evidence and their importance
- ❖ Principles of Natural Justice
- ❖ The inflicting of Punishment should not be disproportionate.
- ❖ What vitiates Departmental Enquiry?
- ❖ Enquiry Report Writing and Issue of Final Order of Punishment.
- ❖ Importance of Investigation and its Report on Departmental Enquiries
- ❖ Functions of the Enquiry, Presenting and Defending Officers in Domestic Enquiry Proceedings.
Do's and Don'ts as Presenting Officer/ Enquiry Officer.
- ❖ Framing / Issue of Charge Sheet (Key Ingredients)
- ❖ Group Discussion

PARTICIPANTS

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Date: **13th to 17th May 2025**

Check in time: **12 noon on 13th May 2025** &

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- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO.: 07AAATD0844P1ZJ

The participation fee is non-refundable once the nomination(s) is confirmed. However, substitutions can be made, or the fees can be adjusted against future nominations. DPC reserves its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation / postponement any fees paid to DPC shall be refundable in full or can be carried forward for adjustment against nominations to future programme(s).

Please feel free to contact for any Query at below address –

PLEASE ADDRESS YOUR ENQUIRIES TO:

Shri Sanjeev Bhardwaj,
Asst. Director (Training),
C/o DPC Institute of Management,
Plot No. 2, Institutional Area,
Sector – 9, Dwarka, New Delhi – 110077
Mob: 9818663122

LAST DATE FOR RECEIVING NOMINATIONS: 1ST MAY 2025.

For the best outcome we intend to limit the programme intake to 15 participants and therefore request you to send in your nominations at the earliest.



DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110 077.

Tel. No. 011-45575733, 45575734

E-mail – dpctraining2020@gmail.com, dpc_1959@rediffmail.com

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Steps in Vigilance Proceedings & Inquiries

Programme Code: DPC/RTP/2025-26/2

Programme Date: 13th to 17th May 2025

Programme Duration: 5 Days & 4 Nights

Location: Leh (UT)

Details of Nominated Participation:

S. No.	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS/NEFT Details like Cheque / DD no.):

Payment Particulars -

- ★ **ECS Payment Details:** Punjab National Bank, Dwarka, Sector-10, New Delhi Branch; A/c No. 1502002100002418, IFSC Code: PUNB0444700
- ★ 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 Delhi Productivity Council payable at New Delhi.
- ★ Programme Fees per Participant plus GST to be paid in advance.
- ★ PAN No. AAATD0844P
- ★ GSTIN: 07AAATD0844P1ZJ



Delhi Productivity Council

Plot No.2, Institutional Area, Sector 9,
Dwarka, New Delhi – 110077

Mob: 9818663122, 7042662227

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E-mail: dpctraining2020@gmail.com

Website: www.delhiproductivitycouncil.com