

No.42/03/2021-5Trg.

HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 2nd January, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - Management Development Programme on "Preventive Vigilance & Disciplinary proceedings" from 23rd to 28th January 2023 at Cochin (Kerala) & Lakshadweep (UT).

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of letter no. **DPC/Trg./Koc-Lakshadweep/2022-23/** email dated **15.12.2022** received from Sh. Sanjeev Bhardwaj, Asst. Director (Trg.) Delhi Productivity Council Plot No.-2, Institutional Area, Sector 9, Dwarka, New Delhi- 110077, has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

It is, therefore, requested to take further necessary action accordingly.

Yours faithfully,



Superintendent, Training
for Chief Secretary to Govt., Haryana.

Endst. No. 42/03/2021-5Trg.

Dated Chandigarh, the 2nd January, 2023.

A copy is forwarded to Sh. Sh. Sanjeev Bhardwaj, Asst. Director (Trg.) Delhi Productivity Council Plot No.-2, Institutional Area, Sector 9, Dwarka, New Delhi- 110077 w.r.t his letter no. **DPC/Trg./Koc-Lakshadweep/2022-23/** email dated **15.12.2022** for information.



Superintendent, Training
for Chief Secretary to Govt., Haryana.

Fwd: Request for nomination(s) in DPC Residential Training Programmes at Cochin (Kerala)-cum-Lakshadweep (UT)

1 message

Pankaj <ssps@hry.nic.in>

15 December 2022 at 16:24

To: branchtrg <branchtrg@gmail.com>, Anup Singh <anup.singh-hry@hry.gov.in>

From: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>

To: "Pankaj" <ssps@hry.nic.in>

Sent: Thursday, December 15, 2022 2:48:18 AM

Subject: Fwd: Request for nomination(s) in DPC Residential Training Programmes at Cochin (Kerala)-cum-Lakshadweep (UT)

Dear Sir/Madam,

This trailing mail is being forwarded for information and further necessary action please.

Regards,
PS/CS

Training Branch

Diary No. 139294

Dated 19-12-2022.



From: "veenarani dpc" <veenarani.dpc@gmail.com>

To: sanchimsids@gmail.com, udsmsis@yahoo.com, gwaliordairy@gmail.com, jdssanchi@gmail.com, sureshallia@omfed.com, jkpatnaik@omfed.com, jatindrapal@omfed.com, aksingh@omfed.com, pacmd@omfed.com, dbverma@omfed.com, rpchaturvedy@omfed.com, kspatro@omfed.com, pcjena@omfed.com, smtripathy@omfed.com, mumesh@omfed.com, hemantkojha@omfed.com, smohanty@omfed.com, dsenapati@omfed.com, bcpradhan@omfed.com, "nagen mishra" <nagen.mishra@omfed.com>, sanjayaksahu@omfed.com, publicrelation@omfed.com, omfed@yahoo.com, "rcdfho jp1" <rcdfho_jp1@sancharnet.in>, mail@benmilk.com, bhagirrathi8@rediffmail.com, mimulnin@sancharnet.in, dmu2006@rediffmail.com, "dudhe bhatte" <dudhe_bhatte@yahoo.co.in>, vitaindia@gmail.com, hddcfl@hry.nic.in, vitablb@gmail.com, vitajind@gmail.com, vitasrs@gmail.com, vitaamb@gmail.com, milkunionkkr1@yahoo.co.in, vitarohak@gmail.com, psip2010@gmail.com, asdycm@gmail.com, secyspecial@gmail.com, Hakamsingh1957@gmail.com, cecanals18@gmail.com, "shailesh pact" <shailesh.pact@gmail.com>, "pmkhare pact" <pmkhare.pact@gmail.com>, pradeeptiwari82@gmail.com, "vijay pact" <vijay.pact@gmail.com>, "divyanshu pact" <divyanshu.pact@gmail.com>, "gaurav isoid" <gaurav.isoid@gmail.com>, cedrainage2008@gmail.com, cekadpb@gmail.com, cersdspk@yahoo.com, rsdd661@gmail.com, "ce lining punjab" <ce.lining.punjab@gmail.com>, "devkumar lko" <devkumar_lko@yahoo.co.in>, deepakjaiswalpact@gmail.com, abhishekkishan@gmail.com, sonusinghpact@gmail.com, "prakash pact" <prakash.pact@gmail.com>, rajpact@gmail.com, "shweta pact" <shweta.pact@gmail.com>, "pact sumit" <pact.sumit@gmail.com>, "taj upid" <taj.upid@gmail.com>, "kalpana pact" <kalpana.pact@gmail.com>, "secyirrig 2" <secyirrig_2@yahoo.co.in>, "hod plan" <hod.plan@gmail.com>, rcspunjab@gmail.com, anitaganguli@gscfld.com, pmsutaria@gscfld.com, ajaysikdar@gscfld.com, dkdave@gscfld.com, industrialproducts@gnfc.in, genslpp@gipcl.com, genbaroda@gipcl.com, gsecl@gebmail.com, "CMD FCI" <chairman.fci@gov.in>, "Bijay Kumar Singh" <edp.fci@gov.in>, "Vanita Rattan Sharma" <edit.fci@gov.in>, "Vanita Rattan Sharma" <edf.fci@gov.in>, "ED Transport FCI" <edt.fci@gov.in>, "P.P.Singh,ED(G)" <edg.fci@gov.in>, "Sudeep Singh" <edpqr.fci@gov.in>, "MOITREYI MOHANTY" <ifs.fci@gov.in>, "Devesh Yadav" <gmpe.fci@gov.in>, "Rajagopal A" <gmit.fci@gov.in>, "CMD FCI" <Chairman.fci@nic.in>, "Shri SHANTMANU" <asfa.fpd@nic.in>, "JS Storage and PG" <Jsstg.fpd@nic.in>, lohiya30@gmail.com, "Mr Sanjay Lohiya" <sanjay.lohiya@gov.in>, "Managing Director" <mdcwc@nic.in>, secretaryfoodpunjab@gmail.com, pashudhanhar@rediffmail.com, "Director General of Animal Husbandry and Dairying GoH" <dg.ahd@hry.nic.in>, "edusecondary" <edusecondary@hry.nic.in>, edusecondaryhry@gmail.com, agriharyana2009@gmail.com, psfcagrihry@gmail.com, "Ravinder Singh" <ravinder@hry.nic.in>, "Arun Bansal" <arun@hry.nic.in>, cit@hry.nic.in, "Secretary EIT Haryana" <ssit@hry.nic.in>, "Yash Garg, IAS Special Secretary and Director, IT" <sit@hry.nic.in>, "Finance Minister Haryana" <fm@hry.nic.in>, powerm-hry@nic.in, "MinisterIndustryandCommer Haryana" <industry-m-hry@nic.in>, "Minister Food and Supply Haryana" <fsm-hry@nic.in>, "Minister Public Health Haryana" <phm-hry@nic.in>, "Minister Agriculture Haryana" <agriculture-m-hry@nic.in>, "Minister Social Justice and Empowerment Haryana" <socialm-hry@nic.in>, "Minister Health Haryana" <healthm-hry@nic.in>, "Minister of Cooperation Government of Haryana" <cooperation-hry@nic.in>, "Minister Labour and Employment Haryana" <labourm-hry@nic.in>, "Minister Sports and Youth Haryana" <sportsm-hry@nic.in>, tcpm-hry@nic.in, "Sanjeev Kaushal, IAS" <cs@hry.nic.in>, "FC Revenue Govt of Haryana" <fcr@hry.nic.in>, "Anurag Rastogi IAS" <secypower@hry.nic.in>, "FC Civil Aviation GoH" <fcaviation-hry@nic.in>, fcpnes@hry.nic.in, "Principal Secretary Employment" <fcmemployment-hry@nic.in>, "Devender Singh, IAS" <fcindustry@hry.nic.in>, "A.K. 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Sent: Thursday, December 15, 2022 11:07:03 AM
Subject: Request for nomination(s) in DPC Residential Training Programmes at Cochin (Kerala)-cum-Lakshadweep (UT)

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 a Residential Management Development Programmes on "Preventive Vigilance & Disciplinary Proceedings" from 23rd to 28th January 2023 at Cochin (Kerala)-cum-Lakshadweep (UT) . Details of the Training programs Brochure is enclosed for your kind perusal.

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 for the benefit of your organization. You are requested to kindly go through the brochure and nominate a few officials.

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

Kindly send us the nomination(s) at the earliest.

with regards,

Yours sincerely,

-sd-

Sanjeev Bhardwaj
Asst. Director (Trg.)
Delhi Productivity Council
9818663122 / 8587802227





DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organizations 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, Website:- www.delhiproductivitycouncil.com
E-mail – dpcim1984@gmail.com, dpctraining2018@gmail.com,

Ref. No. DPC/Trg./Koc-Lakshadweep/2022-23/

Dt. 9th December 2022

Head of Vigilance / HR / Training / Personnel / Admin Departments,

Subject: Management Development Programme on “Preventive Vigilance & Disciplinary Proceedings” from 23rd to 28th January 2023 at Cochin (Kerala) & Lakshadweep (UT).

(Check-in on 23rd Jan. 2023 at 11.00 a.m. & Check-out on 28th Jan. 2023 at 10.00 a.m.)

Dear Sir/Madam,

We have a great pleasure in informing you that DPC is organizing a Management Development Programme on “Preventive Vigilance & Disciplinary Proceedings” from 23rd to 28th January 2023 at Cochin (Kerala) & Lakshadweep (UT).

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. DPC is engaged in providing training and consultancy to wide variety of organizations in the areas of Productivity, Quality, Safety, Management effectiveness and Organizational effectiveness for almost six decades in India.

The power of the state under article 309 to prescribe conditions of service by law or by rules includes the power to regulate disciplinary proceedings against government servants. Whether the matter is regulated by rules or under acts of legislature they have the same effect and therefore it is obligatory for the state to act in conformity with those rules.

The object of providing for and regulating disciplinary proceedings is to punish government servants guilty of corruption, misbehavior, misconduct, or negligence. It is to ensure a fair trial to the govt. servants against whom disciplinary proceedings are instituted and to provide adequate safeguards against false allegations. Therefore, the rules prescribe certain mandatory procedures for holding disciplinary proceedings. Disciplinary Rules and procedure are a standardized step-by-step comprehensive procedure that an organization commits to in situations where an employee must be warned, reprimanded, or dismissed. If the procedure is not standardized & fair, the organizations could face discrimination or other legal charges.

Vigilance proceedings and function to be performed by the CVO are of wide sweep and include collecting intelligence about corrupt practices committed or likely to be committed by the employees of his organization, investigating, or causing an investigation to be made into verifiable allegations reported to him, processing.

The programme will be conducted by renowned & experienced faculty. The programme is designed to review new laws and acts, existing laws, rules, procedures, practices, and role of vigilance to help the organizations to chalk out an effective plan of preventive actions.

Level of 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, Finance, Administration, Security, Projects, HR, Purchase, Commercial, Personnel department, PS/PA, Stenographer working in Ministries, Central Govt. Offices / State Govt. or Subordinate Offices of the Govt., Public & Private Sector Undertakings, Union Territories, Boards, Nationalized Banks & financial Institutions, Administrative Bodies and other like Tourism, Hotel and Hospitals etc.

We are confident that your esteemed organization would like to take advantage of learning event and sponsored couple of participants from different verticals. Kindly send us the nomination(s) alongwith the participation fee at the earliest.

Thanking you in advance for your prompt response.

Yours faithfully,

On behalf of **Delhi Productivity Council**

(Sanjeev Bhardwaj)

Assistant Director

#9818663122/8587802227

Encl: Programme Brochure

MANAGEMENT DEVELOPMENT PROGRAMME
ON
THINK ABOUT IT...



PREVENTIVE VIGILANCE &
DISCIPLINARY PROCEEDINGS

From

23rd – 28th January 2023

At

Cochin (Kerala) & Lakshadweep (UT)



ORGANISED BY

DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area,

Sector 9, Dwarka, New Delhi – 110077

Tel.:011-45575733-34, M:- 9818663122, 8587802227

E-mail: dpcim1984@gmail.com, dpctraining2020@gmail.com

Website:- www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

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. DPC Plays a Catalytic role in productivity promotion undertaking consultancy, training (Residential, Non-Residential, In-company) and research assignments in frontier areas of management & technology oriented disciplinary.

ABOUT THE PROGRAMME

The power of the state under article 309 to prescribe conditions of service by law or by rules includes the power to regulate disciplinary proceedings against government servants. Whether the matter is regulated by rules or under acts of legislature they have the same effect and therefore it is obligatory for the state to act in conformity with those rules.

The object of providing for and regulating disciplinary proceedings is to punish government servants guilty of corruption, misbehavior, misconduct, or negligence. It is to ensure a fair trial to the govt. servants against whom disciplinary proceedings are instituted and to provide adequate safeguards against false allegations. Therefore, the rules prescribe certain mandatory procedures for holding disciplinary proceedings. Disciplinary Rules and procedure are a standardized step-by-step comprehensive procedure that an organization commits to in situations where an employee must be warned, reprimanded, or dismissed. If the procedure is not standardized & fair, the organizations could face discrimination or other legal charges.

Vigilance proceedings and function to be performed by the CVO are of wide sweep and include collecting intelligence about corrupt practices committed or likely to be committed by the employees of his organization, investigating, or causing an investigation to be made into verifiable allegations reported to him, processing.

OBJECTIVES OF THE PROGRAMME

This Programme will focus on the rules of governing Preventive Vigilance and Disciplinary Proceedings in services in government organizations. Programme shall primarily focus on giving hands-on training to the participants through theoretical sessions, group exercises, workshops, etc. to make the participants understand the various aspects of Vigilance and Disciplinary proceedings

CONTENTS

The Programme will cover the following aspects:

- Preventive Vigilance – An Overview
- CVC Guidelines on Vigilance
- Domestic Inquiry and Misconduct- Types of Vigilance -An overview
- Constitutional Provisions and Principles of Natural Justice
- Suspension and its implications
- Criminal Proceedings vs. Domestic Enquiry proceedings
- Preliminary Investigation, Role of Disciplinary Authority / Sanction of Prosecution
- Drafting of Charge Sheet
- Appointment, Role & Function of IO, PO & Defence Assistant
- Conduct of Inquiry, Procedure thereof and Submission of Inquiry Report
- Evaluation of Evidence, Analysis of IO's Report Imposition of Penalty & Financial implication thereof.
- Impact of Penalty & Judicial Review, Case Studies

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, 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.

VENUE, DATE & TIME

VENUE: Cochin (Kerala) & Lakshadweep (UT)	DATE: 23 rd to 28 th January 2023
	Check-in: 11 a.m. on 23 rd January 2023
	Check-out: 12 noon on 28 th January 2023

PROGRAMME FEE

Participant Programme Fee	Residential	
	Fee Per Participant (Rs.)	Per Participant Fee for 3 or more Participants (Rs.)
DPC Members	88500/-	86500/-
Non-Members	90000/-	88000/-

* GST extra currently @ 18%.

** Air Ticket (to & fro) of the Participants from Cochin to Lakshadweep will be borne by DPC

FACILITIES & SERVICES

(I) RESIDENTIAL PARTICIPANTS:

- Participants will get room, bed tea (in room service), break-fast, lunch, dinner and tea during programme time, Programme Kit & Sightseeing.
- Participants will have to make their own travel arrangements to reach the programme venue.
- Participants accompanying spouse will have to pay extra **Rs. 6000/- per day** inclusive (all Meals) directly to the hotel.
- 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.
- 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: Participants have to arrange their Airport Transfer at their own cost till Cochin and then Cochin to Lakshadweep (to & fro) cost will be borne by DPC.

REGISTRATION

Please send us the name(s) of the participant(s) through e-mail on dpcim1984@gmail.com / dpctraining2020@gmail.com along with payment as per the following.

Bank details for RTGS/NEFT: Bank Name: Punjab National Bank Branch: Dwarka, Sector -10 New Delhi – 110075 A/c No: 1502002100002418 A/c Type: Current A/c IFSC: PUNB0444700 MICR: 110024244	For Correspondence: Delhi Productivity Council (Training Vertical) C/o DPC Institute of Management. Plot No.-2, Institutional Area, Sector-9, Dwarka, New Delhi - 110077 Tel: 011 – 45575733-34, Mob: 9818663122/ 8587802227 E-mail - dpctraining2020@gmail.com Website: www.delhiproductivitycouncil.com Contact Person – Mr. Sanjeev / Ms. Jyoti
GSTIN: 07AAATD0844P1ZJ	PAN: AAATD0844P

The fee(s) in all cases should be remitted before the commencement of the programme by Bank Draft / Cheque / RTGS / NEFT in favour of **Delhi Productivity Council** payable at New Delhi.

Participation fee(s) is non-refundable once nomination is confirmed. However, substitution 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 programmes.

For best outcome we intend to limit programme intake to 10-12 participants and therefore request you to send in your nominations at the earliest by 25th December 2022.