

No.42/11/2023-3Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 22th March, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - DPC Forthcoming Training Programme from April to June 2023.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of Email letter dated 15.03.2023 received from Sh. Sanjeev Bhardwaj, Asst. Director (Trg.) Delhi Productivity Council, Plot No. 2, Institutional Area, Sector 9, Dwarka, New Delhi has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

It is, therefore, requested to take further necessary action keeping in view of letter No. 22/38/2010-4Trg dated 21.12.2022.

Yours faithfully,

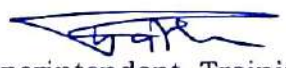

Superintendent, Training
for Chief Secretary to Govt., Haryana.

Endst. No. 42/11/2023-3Trg.

Dated Chandigarh, the 22th March, 2023

22/3/23

A copy is forwarded to Sh. Sanjeev Bhardwaj, Asst. Director (Trg.) Delhi Productivity Council, Plot No. 2, Institutional Area, Sector 9, Dwarka, New Delhi-110077 w.r.t his Email letter dated 15.03.2023 for information.


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

22/3/23

Fwd: DPC Forthcoming Training Programme from April to June 2023

1 message

Pankaj <ssps@hry.nic.in>

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

15 March 2023 at 15:03

Training Branch

Diary No. 31505

Dated 16/03/2023

From: kaushalsanjeev@hry.nic.in**To:** "Pankaj" <ssps@hry.nic.in>**Sent:** Wednesday, March 15, 2023 12:46:18 AM**Subject:** Fwd: DPC Forthcoming Training Programme from April to June 2023

16/03 37.

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

To: "ACS Home" <acs-home@hry.gov.in>, "Director" <agriculture@hry.nic.in>, "Director General of Animal Husbandry and Dairying GoH" <dg.ahd@hry.nic.in>, "Archaeology Haryana" <archaeology@hry.nic.in>, dghe@higherduhry.com, sedharyana@hry.nic.in, "eduprimary" <eduprimary@hry.nic.in>, "SEC Haryana" <sec@hry.nic.in>, "Yash Garg, IAS Special Secretary and Director, IT" <sit@hry.nic.in>, "Environment Govt of Haryana" <environment@hry.nic.in>, etc@haryanatax.gov.in, "ACS Finance and Planning" <acs.finance-hry@gov.in>, "Director Fisheries" <fisheries@hry.nic.in>, "DFCSCA" <foods@hry.nic.in>, "Jagdish Chander" <pcsf-hry@hry.nic.in>, "DGHS, Haryana" <dhs.dghs@hry.nic.in>, "EIC Irrigation" <irrigation@hry.nic.in>, "Labour Commissioner Office" <labourcommissioner@hry.nic.in>, "Haryana Police" <police@hry.nic.in>, "Director General of Prison Haryana" <office_dg.prisons@hry.nic.in>, "DGIPR HARYANA" <pr@hry.nic.in>, "Engineer in Chief, Haryana PWD" <pwd-eic@hry.nic.in>, "FC Revenue Govt of Haryana" <fcr@hry.nic.in>, "Sanjay Joon" <drd@hry.nic.in>, "Haryana Tourism Corporation Limited" <htdcl@hry.nic.in>, tcpharyana@hry.nic.in, directortcp@hry.nic.in, "Transport Department Haryana" <transport@hry.nic.in>, "DTA" <treasuries@hry.nic.in>, "Director General SVB" <dgsbv-hry@hry.nic.in>, "Women and Child Department Haryana" <wcd@hry.nic.in>, "EIC PHED Haryana" <eicphed@phedharyana.gov.in>, "PAG AU Haryana Chandigarh" <agauharyana@cag.gov.in>, "Archives Department Govt of Haryana" <archives@hry.nic.in>, "Transport Commissioner Haryana" <stcharyana@hry.nic.in>, "Civil Aviation Haryana" <cavation@hry.nic.in>, panchayats@hry.nic.in, "ESA Govt of Haryana" <esa@hry.nic.in>, "Home Guards and Civil Defence Haryana" <homeguards.hgncd-hry@gov.in>, "Industries Department" <industries@hry.nic.in>, "Ramesh Chander Bidhan" <itve@hry.nic.in>, "Member Secretary HALSA" <halsa@hry.nic.in>, "New & Renewable Energy Department" <hareda@hry.nic.in>, "Director Social Justice and Empowerment Department" <sje@hry.nic.in>, "Welfare of Schedule Castes and Backward Classes GoH" <woscbsc@hry.nic.in>, "Jagdeep Singh" <sports@hry.nic.in>, "DS&D Haryana" <supplies@hry.nic.in>, "DTE Hry" <dtehry@hry.nic.in>, "Rajiv Rattan" <dgte.hry@techeduhry.gov.in>, "Daya Sharma" <jcfood.fda-hry@gov.in>, "ESI Healthcare Hry" <esi@hry.nic.in>, "Vinod Aggarwal" <cei.power-hry@gov.in>, kaushalsanjeev@hry.nic.in, "TVSN Prasad" <prasadtvsn@hry.nic.in>, mahavirsingh@hry.nic.in, rajpalsdhir@hry.nic.in, sumitams@hry.nic.in, "Mr Ankur Gupta" <guptaankur@hry.nic.in>, "Anurag Rastogi IAS Secretary Coordination Government to Haryana" <rastogianurag@hry.nic.in>, "Anand Mohan Sharan, IAS" <sharananandmohan@hry.nic.in>, "Raja Sekhar Vundru DDG" <rs.vundru@gov.in>, khemka@hry.nic.in, gargvineer@hry.nic.in, malikanail@hry.nic.in, "Dr. Smt. G. Anupama IAS" <g.anupamakumar@hry.nic.in>, guptaak@hry.nic.in, hipagrg@hipagurgaon.in, "PS to DGH" <horticulture@hry.nic.in>

Sent: Wednesday, March 15, 2023 12:51:30 PM**Subject:** DPC Forthcoming Training Programme from April to June 2023

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 will be organizing the following Management Development Residential Training Programme in the month April to June 2023. Details of the Training programs (Brochure enclosed) to be held from April to June 2023 are as under -

1. Training Programme on "Achieving High Performance in Organization through Work Life Balance" to be held from 17th to 21st April 2023 at Leh (UT).
2. Training Programme on "Domestic Enquiry and Disciplinary Proceedings" to be held from 23rd to 27th April 2023 at Leh (UT).
3. Training Programme on "RTI and Preventive Vigilance for Organizational Transparency" to be held from 22nd to 26th May 2023 at Gangtok (Sikkim).
4. Training Programme on "Managing Competence at work for High Performance" to be held from 19th to 23rd June 2023 at Srinagar (J&K)

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. You are requested to kindly go through the brochure and nominate a few officials to take advantage for the benefit of your organization. Kindly send us the nomination(s) at the earliest.

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.

Thanks & Regards,

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

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

4 attachments

-  **1-Brochure on Achieving High Performance in Organization through Worklife Balance -April 2023.pdf**
718K
-  **4-Managing Competence at Work for High Performance- June 2023.pdf**
711K
-  **2-Domestic Enquiry and Disciplinary Proceedings- April 2023.pdf**
566K
-  **3-RTI and Preventive Vigilance for Organizational Transparency- May 2023.pdf**
720K

- 3 -

MANAGEMENT DEVELOPMENT PROGRAMME
ON



**ACHIEVING HIGH PERFORMANCE
IN ORGANIZATION THROUGH
WORK LIFE BALANCE**

FROM

17TH TO 21ST APRIL 2023

AT

LEH (UT)



ORGANISED BY

DELHI PRODUCTIVITY COUNCIL

**PLOT No.2, INSTITUTIONAL AREA, SECTOR 9,
DWARKA, NEW DELHI – 110077**

TEL.:011-45575734,

MOB.: 9818663122 / 9818531870 / 7042662227 / 9899760431

E-MAIL: dpctraining2020@gmail.com / dpc_1959@rediffmail.com

WEBSITE:- www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

DPC is a not-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 in India.

ABOUT THE PROGRAMME

People can be the greatest source of strength, irrespectively of the industry, the contemporary organizations are facing myriad challenges like ever-changing complex and dynamic external environment, retention of top talent, changing employee expectations, increased role of HR analytics, managing diversity at work, etc.

Today it is common for employees to have many competing responsibilities in their life. Organizations recognize the value of happy work force. Research also indicates that happy employees are productive employees. However, increase in work pressure has left the employees with no time for their personal endeavours. Poor work life balance has resulted in negative impact for both, the employees, and the business. Thus, it becomes imperative that organizations facilitate their employees in striking a balance between their professional demands and their personal lives.

Employees who have a better work-life balance often have a greater sense of responsibility, ownership, and control of their working life. If an employer helps an employee to balance their work and home life this can be rewarded by increased loyalty and commitment. They may also feel more able to focus on their work and to develop their career.

A poor balance between an employee's work commitments and their other responsibilities can lead to stress, high absence, and low productivity. To overcome these challenges, identify and optimizing the practices, that are required to achieve the strategic direction through work life balance.

OBJECTIVE OF THE PROGRAMME

- This program intends to bridge the gap between the professional and personal aspirations of the employees by helping them to identify stressors, develop resilience and adaptability to encounter uncertainties at work and in personal lives.
- Facilitating the employees to envision their career through the journey of life and aligning them with personal goals, the program aims to join hands with organizations in their commitment to create happy, productive, and sustainable team.

CONTENTS

- Self-assessment in the changing landscape of work
- Mapping a balanced life,
- Managing Priorities – Identifying key activities at work and at home,
- Recognizing and identifying behavioral modifications,
- Career management and integration of work life balance for professional growth,
- Improving Quality of Work life,
- Building individual strategies for navigating doldrums,
- Preparing Action Plan for Work Life Balance,

LEVEL OF THE PARTICIPANT(S)

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.

FACULTY AND PEDAGOGY

The program will conduct by senior specialists of DPC and seasoned HR professionals drawn from Industry with hands on experience in dealing with difficult situations in this area. This training program will be interactive and will consist of lectures, discussions, case studies role plays, experiential activities, and group presentations.

COMPLETION CERTIFICATE

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

VENUE, DATE, & TIME ↴

VENUE: LEH (UT)

DATE: 17TH TO 21ST APRIL 2023

CHECK-IN TIME: 11:00 A.M. ON 17TH APRIL 2023

CHECK-OUT TIME: 10:00 A.M. ON 21ST APRIL 2023

PROGRAMME FEE (PER PARTICIPANT)

Per Participant Fees	Fee Per Participant	GST @18%	Fee + GST (Total Rs.)	Per Participant Fee for 3 participants	GST @18%	Fee + GST (Total Rs.)
Members (Residential)	Rs.58,000/-	Rs.10,440/-	Rs.68,440/-	Rs.56,500/-	Rs.10,170/-	Rs.66,670/-
Members (Non- Residential)	Rs.48,500/-	Rs.8,730/-	Rs.57,230/-	Rs.47,000/-	Rs.8,460/-	Rs.55,460/-
Non-Members (Residential)	Rs.60,000/-	Rs.10,800/-	Rs.70,800/-	Rs.58,000/-	Rs.10,440/-	Rs.68,440/-
Non-Members (Non-Residential)	Rs.51,000/-	Rs.9,180/-	Rs.60,180/-	Rs.49,000/-	Rs.8,820/-	Rs.57,820/-

The fee includes the cost of tuition, access to reading material, etc. (Central Goods and Services Tax (GST) @ 18%.

Bulk Nomination: 4 or more Participants - More 3% Discount on Fees

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. 2000/- 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/ RAIL 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: dpcim1984@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 : PUNB0444700 & MICR CODE 110024244, CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO. : 07AAATD0844P1ZJ

Participation fee 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.

7-

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 / 9818531870
E-mail - dpctraining2020@gmail.com / dpc_1959@rediffmail.com
Website: www.delhiproductivitycouncil.com

LAST DATE FOR RECEIVING NOMINATIONS: APRIL 12, 2023

For best outcome we intend to limit programme intake to 25 participants and therefore request you to send in your nominations at the earliest.

-8-
PVC-II

MANAGEMENT DEVELOPMENT PROGRAMME

ON



MANAGING COMPETENCE AT WORK FOR HIGH PERFORMANCE

FROM

19TH TO 23RD JUNE 2023

AT

SRINAGAR (J&K)



ORGANISED BY

DELHI PRODUCTIVITY COUNCIL

PLOT No.2, INSTITUTIONAL AREA, SECTOR 9,
DWARKA, NEW DELHI – 110077

TEL.:011-45575734,

MOB.: 9818663122 / 9818531870 / 7042662227 / 9899760431

E-MAIL: dpctraining2020@gmail.com / dpc_1959@rediffmail.com

WEBSITE: www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

DPC is a not-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 in India.

ABOUT THE PROGRAMME

People can be the greatest source of strength as well as stress at work. Irrespectively of the Industry, the contemporary organizations are facing myriad challenges like ever-changing complex and dynamic external environment, retention of top talent, changing employee expectations, increased role of HR analytics, managing diversity at work, etc.

To overcome these challenges, identify and optimizing the practices, that are required to achieve the strategic direction through competence management, play a significant role. Thus, competence management is the foundation of improved performance and high productivity in organization. But many managers find it difficult to manage competencies at work.

In this regard, this training programme will be helpful for leaders and managers to manage and develop competence at work, to deliver the organizational objectives. It will also help in improving cognitive, managerial, personal effective and other skills that predict superior performance at work.

CONTENTS

The following topics shall be covered during the training-

- Identifying core competencies
- Leveraging on the existing competencies
- Developing team and individual level competencies
- Development and career pathing
- Goal setting for peak performance.
- Developing leadership competencies
- Managing diverse workforce

LEVEL OF THE PARTICIPANT(S)

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 Govt., 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.

FACULTY AND PEDAGOGY

The program will conduct by senior specialists of DPC and seasoned HR professionals drawn from Industry with hands on experience in dealing with difficult situations in this area. This training program will be interactive and will consist of lectures, discussions, case studies role plays, experiential activities, and group presentations.

COMPLETION CERTIFICATE

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

VENUE, DATE, & TIME

VENUE: SRINAGAR (J&K)

DATE: 19TH TO 23RD JUNE 2023

CHECK-IN TIME: 11:00 A.M. ON 19TH JUNE 2023

CHECK-OUT TIME: 10:00 A.M. ON 23RD JUNE 2023

Programme Fee

For Member(s) of DPC

Single Occupancy – Rs.58,000/- plus GST @18% per participants

Twin Sharing* - Rs.43,000/- plus GST@18% per participant

For Non-Member(s) of DPC

Single Occupancy – Rs.60,000/- plus GST @18% per participants

Twin Sharing* - Rs.45,000/- plus GST@18% per participant

* Twin sharing is available only for organizations nominating even number of participants of same gender.

Note - Bulk Nomination(s) for 3 or more participants - More 3% Discount on Fees

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. 2000/- per day inclusive (all Meals) directly to the hotel.
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- 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/ RAIL 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: dpcim1984@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 : PUNB0444700 & MICR CODE 110024244, CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO. : 07AAATD0844P1ZJ

Nomination once confirmed cannot be cancelled, however, substitution of participant(s) can be made. In case fees have already been paid and the participant(s) is not able to attend the programme due to any reason then paid fees will 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:

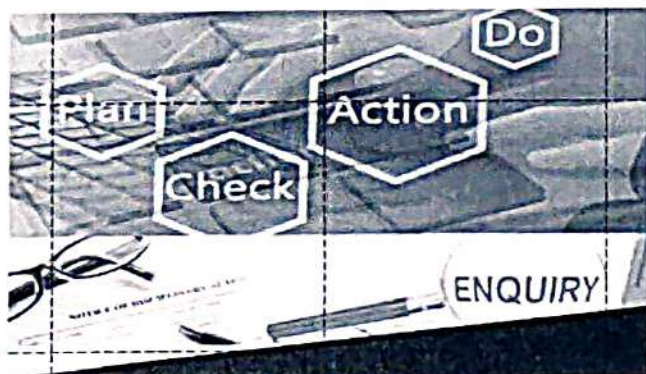
Shri Sanjeev Bhardwaj,
Asst. Director (Training),
C/o DPC Institute of Management,
Plot No. 2, Institutional Area,
Sector – 9, Dwarka,
New Delhi – 110077
Mob: 9818663122 / 9818531870
E-mail – dpctraining2020@gmail.com / dpc_1959@rediffmail.com
Website: www.delhiproductivitycouncil.com

LAST DATE FOR RECEIVING NOMINATIONS: 12TH JUNE 2023

For best outcome we intend to limit programme intake to 25 participants and therefore request you to send in your nominations at the earliest.

12-
Fuc-111

MANAGEMENT DEVELOPMENT PROGRAMME ON



DOMESTIC ENQUIRY AND DISCIPLINARY PROCEEDINGS

FROM

23RD TO 27TH APRIL 2023

AT

LEH (UT)



ORGANISED BY

DELHI PRODUCTIVITY COUNCIL

PLOT No.2, INSTITUTIONAL AREA, SECTOR 9,
DWARKA, NEW DELHI – 110077

TEL.:011-45575734,

MOB.:9818663122 / 9818531870 / 7042662227 / 9899760431

E-MAIL: dpctraining2020@gmail.com / dpc_1959@rediffmail.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 in India.

ABOUT THE PROGRAMME

The Connotation of the words "*Vigilance*" and "*Discipline*" is anti-corruption efforts. These are non-standalone activities; rather these must be seen as a part of the overall risk management strategy of any organization. Nonetheless, discipline is a vital management tool which aims for increase efficiency and effectiveness of the organization by preventing the leakages that adversely affect productivity and profitability.

For the smooth functioning of an industry, the defined codes of discipline, contracts of service by awards, agreements and standing orders must be adhered to. In the event of an employee not complying with these codes of conduct, he/she is liable to face disciplinary actions initiated by the Management according to the Standing Order. This procedure is called Domestic Enquiry and it is conducted in accordance with the standing order/agreements.

An employer's decision to initiate disciplinary proceedings against an employee may give rise to serious consequences for the employee such as the issuance of a written warning, a show cause letter, suspension from work or the ultimate punishment of dismissal. These decisions may also have a serious bearing on the employer if the dismissed employee lodges an unfair dismissal claim which is referred to the Industrial Court and the dismissal is found to be without just cause or excuse. Therefore, it is important that any disciplinary action taken against employees must follow the right disciplinary procedure.

To maintain purity and integrity of the employees, there is a need for understanding the concepts of vigilance, investigation, enquiry proceedings, principles of natural justice and what vitiates domestic proceedings. 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.

OBJECTIVE OF THE PROGRAMME

- To make the participants understand the procedural aspects of domestic enquiry proceedings.
- To appreciate the regulations governing the disciplinary actions.
- To understand the role of Inquiry Officer, Presenting Officer, and Defence Assistant in domestic inquiries.

CONTENTS

- Principles of Natural Justice and areas of applicability
- Disciplinary Rules: Concept and its applicability
- CVC Guidelines and Whistle-Blower Policy
- Analyse and Appreciation of Evidence
- Charge-Sheet, its Framing and Service
- Examination of Witnesses
- Role & Function of CVO
- Enquiry Proceedings: Role of IO, PO Defence Assistant, Ex-parte Proceeding & Common Proceedings
- Writing Enquiry Report
- Administration of Punishment/Penalty
- Appeal and Review

LEVEL OF THE PARTICIPANT(S)

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 Govt., 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.

FACULTY AND PEDAGOGY

The program will be conducted by senior specialists of DPC and seasoned professionals drawn from Industry with hands on experience in dealing with difficult situations in this area. This training program will be interactive and will consist of lectures, discussions, case studies, role plays, experiential activities, and group presentations.

COMPLETION CERTIFICATE

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

VENUE, DATE, & TIME ↪

VENUE: LEH (UT)

DATE: 23RD TO 27TH APRIL 2023

CHECK-IN TIME: 11:00 A.M. ON 23RD APRIL 2023

CHECK-OUT TIME: 10:00 A.M. ON 27TH APRIL 2023

PROGRAMME FEE (PER PARTICIPANT)

Per Participant Fees	Fee Per Participant	GST @18%	Fee + GST (Total Rs.)	Per Participant Fee for 3 participants	GST @18%	Fee + GST (Total Rs.)
Members (Residential)	Rs.58,000/-	Rs.10,440/-	Rs.68,440/-	Rs.56,500/-	Rs.10,170/-	Rs.66,670/-
Members (Non- Residential)	Rs.48,500/-	Rs.8,730/-	Rs.57,230/-	Rs.47,000/-	Rs.8,460/-	Rs.55,460/-
Non-Members (Residential)	Rs.60,000/-	Rs.10,800/-	Rs.70,800/-	Rs.58,000/-	Rs.10,440/-	Rs.68,440/-
Non-Members (Non-Residential)	Rs.51,000/-	Rs.9,180/-	Rs.60,180/-	Rs.49,000/-	Rs.8,820/-	Rs.57,820/-

The fee includes the cost of tuition, access to reading material, etc. (Central Goods and Services Tax (GST) @ 18%.

Bulk Nomination(s): 4 or more Participant(s) - More 3% Discount on Fees

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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. 2000/- 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/ RAIL 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: dpcim1984@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 : PUNB0444700 & MICR CODE 110024244, CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO. : 07AAATD0844P1ZJ

Participation fee 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.

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

PLEASE ADDRESS YOUR ENQUIRIES TO:

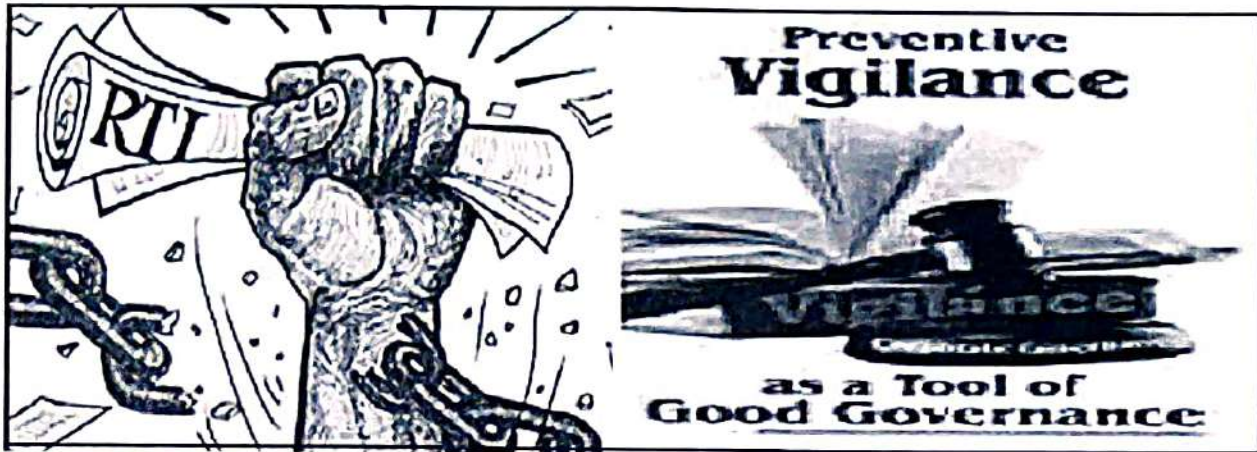
Shri Sanjeev Bhardwaj,
Asst. Director (Training),
C/o DPC Institute of Management,
Plot No. 2, Institutional Area,
Sector – 9, Dwarka,
New Delhi – 110077
Mob: 9818663122 / 9818531870
E-mail - dpctraining2020@gmail.com / dpc_1959@rediffmail.com
Website: www.delhiproductivitycouncil.com

LAST DATE FOR RECEIVING NOMINATIONS: APRIL 20, 2023

For best outcome we intend to limit programme intake to 25 participants and therefore request you to send in your nominations at the earliest.

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PUC-TR

**MANAGEMENT DEVELOPMENT PROGRAMME
ON**



**RTI AND PREVENTIVE VIGILANCE FOR
ORGANIZATIONAL TRANSPARENCY**

**FROM
22ND TO 26TH MAY 2023
AT
GANGTOK (SIKKIM)**



**ORGANISED BY
DELHI PRODUCTIVITY COUNCIL**

**PLOT No.2, INSTITUTIONAL AREA, SECTOR 9,
DWARKA, NEW DELHI – 110077**

**TEL.:011-45575734,
MOB.: 9818663122 / 9818531870 / 7042662227 / 9899760431**

E-MAIL: dpctraining2020@gmail.com / dpc_1959@rediffmail.com

WEBSITE:- www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

DPC is a not-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 in India.

ABOUT THE PROGRAMME

The Right to Information Act or simply RTI, is an Act that aims to promote transparency across government institutions in India. The Act came into existence in 2005, after sustained efforts of anti-corruption activists. It is termed as revolutionary because it opens government organizations up for scrutiny. Equipped with knowledge about RTI, a common man can demand any government agency to furnish information.

Preventive Vigilance is 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.

Organizational transparency is a philosophy of sharing appropriate and non-confidential information freely to benefit the organization and their stakeholders – employees, customers, investors, government, and society. Transparency is often cited as essential to the trust stakeholders place in organizations. In the past two decades, more focus in transparency has taken shape across different domains of organization post surfacing of prominent corporate scandals in both national and international levels. Both RTI and Preventive vigilance can act as a perfect catalyst for maintaining and sharing information with stakeholders to provide foundation for organizational transparency.

OBJECTIVE OF THE PROGRAMME

At the end of the training, Participants shall be able to understand.

- Overview, history, and background of RTI Act.
- Provision and obligations of public authorities under RTI and role of various PIOs.
- Overview of Central Vigilance Commission and other vigilance institutes.
- Concept Of Disciplinary Authority, Its Roles and Functions, vigilance angles and its dimensions, etc.
- Overview and need of Organisational Transparency.
- Role of RTI and Preventive Vigilance towards promoting Organizational Transparency.

CONTENTS

The following topics shall be covered during the training-

- Basics of RTI and its various provisions
- Procedure to be followed while relying to RTIs,
- Role of various officials
- Role of Central Vigilance Commission and its activities
- Administrative Vigilance and its types
- Concept of Disciplinary Authorities
- Inquiry process and Inquiry Report
- Need of Organizational Transparency in current scenario
- Organizational Transparency in Government Sectors

LEVEL OF THE PARTICIPANT(S)

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 Govt., 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.

FACULTY AND PEDAGOGY

The program will conduct by senior specialists of DPC and seasoned professionals drawn from Industry with hands on experience in dealing with difficult situations in this area. This training program will be interactive and will consist of lectures, discussions, case studies role plays, experiential activities, and group presentations.

COMPLETION CERTIFICATE

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

VENUE, DATE, & TIME ↴

VENUE: GANGTOK (SIKKIM)

DATE: 22ND TO 26TH MAY 2023

CHECK-IN TIME: 11:00 A.M. ON 22ND MAY 2023

CHECK-OUT TIME: 10:00 A.M. ON 26TH MAY 2023

Programme Fee

For Member(s) of DPC

Single Occupancy – Rs.58,000/- plus GST @18% per participants

Twin Sharing* - Rs.43,000/- plus GST@18% per participant

For Non-Member(s) of DPC

Single Occupancy – Rs.60,000/- plus GST @18% per participants

Twin Sharing* - Rs.45,000/- plus GST@18% per participant

* Twin sharing is available only for organizations nominating even number of participants of same gender.

Note - Bulk Nomination(s) for 3 or more participants - More 3% Discount on Fees

FACILITIES & SERVICES

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- 20 -
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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 / 9818531870
E-mail - dpctraining2020@gmail.com / dpc_1959@rediffmail.com

LAST DATE FOR RECEIVING NOMINATIONS: 15TH MAY 2023

For best outcome we intend to limit programme intake to 25 participants and therefore request you to send in your nominations at the earliest.