



No. A 33055/3/2011-ISTM (AV-2)
GOVERNMENT OF INDIA
INSTITUTE SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)
OLOF PALME MARG, NEW DELHI-110067
TEL:26105592; TELEFAX: 26104183

Dated 19th August, 2011

To

- 1) Secy. To the Govt. of India (All Ministries / Departments)
- 2) All Attached & Subordinate Offices.
- 3) All State Governments / All Union Territories
- 4) The Central Vigilance Commission
- 5) All Public Sector Undertakings / All Autonomous Bodies

Subject : Training Circular – Training Programme in **Administrative Vigilance – 2 (Code (AV- 2) for Section Officers and above level officials** to be conducted by this institute during **21st Nov.– 2nd Dec., 2011.**

Sir,

I am directed to say that the next Training Programme on Administrative Vigilance - 2 (AV-2) for Section Officers and above level officials will be conducted by this Institute during **21st Nov.– 2nd Dec., 2011.**

2. The course particulars and nomination proforma are given in Appendices I & II respectively. Nominations of the eligible officials, complete in all respect and in the prescribed proforma should reach the Institute **latest by 14 October, 2011 (Friday).**

3. **Only those officials, whose candidature is confirmed by this Institute, may be relieved for the course.** If no letter is received from this Institute, it may be presumed that it has not been possible to accept the candidature of the person concerned. Persons who report for the programme without confirmation of their selection by the Institute will under no circumstances be admitted. It may be mentioned here that due to renovation work at the ISTM Hostel, it will not be possible to provide hostel accommodation during the training period.

Yours faithfully,

Encl: As above


(Deepak Kumar Bist)
Assistant Director
& Course Coordinator

COURSE INFORMATION SHEET

CODE : AV - 2

TITLE: Training Programme in Administrative Vigilance for Section Officers and above level officials dealing with Vigilance matters.

Duration: 21st Nov.– 2nd Dec., 2011.

AIM OF THE COURSE: To develop the skills required for handling Vigilance and Disciplinary cases.

BROAD CONTENT OF THE COURSE :

1. Constitutional provisions relating to disciplinary proceedings
2. Role of CVO
3. Misconduct and remedial action
4. Preventive vigilance
5. Preliminary Investigation
6. Drafting of charge Sheet
7. Principles of Natural Justice
8. Appointment, role and functions of Inquiry Officers and Presenting Officers
9. Conduct of inquiry
10. Evaluation of Evidence
11. Drafting of Inquiry report
12. Action on Inquiry Report
13. Special Provisions
14. Financial Effects of penalty
15. Suspension
16. Appeal, Review and Revision
17. Prevention of Corruption Act, 1988
18. Role and function of CBI and CVC

METHODOLOGY : The programme will be organised on highly participative lines. The training methods will include, lecture, group discussion, Group Exercise, Presentations, Case study, role-play, etc.

ELIGIBILITY CONDITIONS: The programme is meant for Section Officers & above level officials in the Central Secretariat dealing with Vigilance matters and officers of the comparable status & above in other Central Government Offices, State Government Offices and PSUs/Autonomous Bodies.

COURSE CAPACITY : 25

COURSE FEE & OTHER EXPENSES : A capitation fee of **Rs. 2000/- per week per participant** will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Capitation Fee of Rs.4,000/- is required to be paid through a Crossed Cheque/Bank Draft in favour of Assistant Director, Institute of Secretariat Training & Management, New Delhi, payable at New Delhi. The Capitation Fee of Rs.4,000/- is required to be paid on receipt of confirmation about the acceptance of the nomination, but on or before the commencement of the course.

ACCOMMODATION: It may be mentioned here that due to renovation work at the ISTM Hostel, it will not be possible to provide hostel accommodation during the training period.

(Please see the Course Information Sheet before filling the Nomination Form)

NOMINATION FORM

Course Code

Date from

To

Course Title

1.	Name	:			
2.	Designation	:		3. Scale of Pay	
4.	Organisation with Complete Address and Telephone/FAX Numbers and Email ID: (to which intimation about nomination is to be sent)				
	E mail ID				
5.	Whether it is a Central/State Govt. Ministry/Department or PSU/Autonomous Body:				
6.	Educational Qualification		7. Professional Qualification		
8.	Whether SC/ST/OBC/General		9. Service to which belongs		

10. Brief Service particulars:-

S. No	Post held	From	To	Scale of pay	Nature of duties

11.	Whether fulfils eligibility conditions				
12.	How the programme is likely to benefit the nominee as well as the organisation (in 2 lines)				
13.	Previous courses attended at ISTM (with dates in bracket)				
14.	Whether Hostel Accommodation is required				

Signature of the Nominee.....

To be filled in by the Sponsoring Authority

It is certified that the particulars given above are correct. The officer will be relieved for training, if selected and in no case will be withdrawn in between from the Course. The Prescribed Capitation Fee and other charges as applicable will be paid to ISTM for this course.

Complete Postal Address of the Sponsoring Authority with Telephone Number and Fax Number	Signature Name/Designation (of the Sponsoring authority) With Office Seal
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