



Programme Code: -DPC/RTP/2025-26/13



## MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



## DISCIPLINE MANAGEMENT, INVESTIGATION & DISCIPLINARY ACTION / PROCEEDINGS

From  
15<sup>th</sup> to 19<sup>th</sup>  
September 2025

AT  
Pondicherry (UT)

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](mailto:dpctraining2020@gmail.com) / [dpc\\_1959@rediffmail.com](mailto:dpc_1959@rediffmail.com)

Website: [www.delhiproductivitycouncil.com](http://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 fields 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

Discipline Management & Conduct of Disciplinary Proceedings is of paramount importance. Timely and proper conduct of Disciplinary action cases is the essence of whole process to ensure that justice is imparted adequately and timely. However, in the present context the lack of knowledge, expertise and skill among the Inquiry Officers, Presenting Officers and Disciplinary Authorities has resulted in undue delays in conduct of Disciplinary Proceedings and often unjust outcome results in demoralising the officers. Justice Delayed is Justice Denied.

It is also important to sensitise the officers and executives at large about the importance of managing discipline as also the compliance of proper Code of Conduct amongst themselves and their cadres. It is important for establishing trust and transparency in the work and safeguarding the interest of the organization. It will also ensure that they do not fall prey to any wrong doing for whatsoever reason and face eventual disciplinary proceedings. The program envisages imparting knowledge among the participants about vigilance provisions, Officers/Employees Conduct as well as Discipline & Appeal regulations and procedure for the conduct of enquiry.

When public sector employees are incompetent at work or engage in misconduct relating to the performance of their duties, employers may seek to discipline those employees, either to correct their behavior or to service. Employers, however, are bound by specific laws and court decisions that relate to the procedural and substantive requirements to effect discharge or other disciplinary penalties.

Although there is increased public and judicial scrutiny in this area, the notion that public employees may be disciplined or separated from public service only under the most extreme circumstances, and solely for the gravest offenses, is utterly untrue. The same reasons which are generally acceptable for disciplining employees in private industry may be the basis for discipline in public service – although in public service specific due process procedures must be followed and the employer's actions are subject to broader review.

Generally, disciplinary proceedings involving civil service employees are governed by the provisions of sections 75, 75-b, 76 and 77 of the Civil Service Law and/or the negotiated agreements between the various bargaining units and each public employer. Each statute and/or negotiated agreement provides for or relates to the procedures to be followed during the various stages of a disciplinary proceeding. Though variance from some of these procedures may have little practical effect on the proceeding or may be easily remedied, other failures to follow established procedures may profoundly affect the course and outcome of the action or may even be fatal to the charges at any stage of the proceeding, or upon appeal and review. The importance of following proper procedures, therefore, cannot be over emphasized.

## CONTENTS

- Corruption and Salient features of Prevention of Corruption Act,
- Role and Jurisdiction of CVC
- Need and role of Vigilance setup and Preventive Vigilance
- To understand implications of the Principles of Natural Justice
- Stages of Disciplinary Proceedings
- Suspension & Deemed Suspension
- Penalties – Minor & Major Penalties
- Appointment of Enquiry Authority and Presenting Officer,
- Role of Enquiry Authority and Presenting Officer.
- Defense Assistant and their role

- Do's and Don'ts for Enquiry Officers
- Do's and Don'ts as Presenting office / Enquiry Officer
- Recording proceedings & Framing / Issue of Charge Sheet
- Preliminary Hearing / Regular Hearing in Departmental Enquiry
- Types of Evidence and their importance.
- Action after Inquiry & Speaking Order
- Appeals
- Revision & Review

### **PARTICIPANTS LEVEL**

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(s) at the end of the programme.

### **VENUE, DATE & TIME**

**Venue: Pondicherry (UT)**

**Date: 15<sup>th</sup> to 19<sup>th</sup> September 2025**

**Check in time: 12 noon on 15<sup>th</sup> September 2025 &**

**Check-out time: 10:00 a.m. on 19<sup>th</sup> September 2025**

### **PROGRAMME FEE**

#### **1. FEE FOR RESIDENTIAL PARTICIPANT(S)**

| <b>For Member(s) of DPC – Single Basis</b> | <b>For Non-Member(s) of DPC – Single Basis</b> |
|--|--|
| 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**

#### **3. FEE FOR TWIN SHARING BASIS**

**Fee for Twin Sharing – Rs. 38,000/- plus GST@18% per participant**

**Note - \* Bulk Nomination(s) for 5 or more participants – 1 Participant is complementary.**

### **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: PUNB0444700 & 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: 1<sup>ST</sup> SEPTEMBER 2025.**

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



# DELHI PRODUCTIVITY COUNCIL

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

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## APPLICATION FORM FOR NOMINATIONS

**Title of Programme:** Discipline Management, Investigation & Disciplinary Action / Proceedings

**Programme Code:** DPC/RTP/2025-26/13

**Programme Date:** 15<sup>th</sup> to 19<sup>th</sup> September 2025

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

**Location:** Pondicherry (UT)

*Details of Nominated Participation:*

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

**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



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