



Programme Code: -DPC/RTP/2025-26/02



## MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



# STEPS IN VIGILANCE PROCEEDINGS & INQUIRIES

From  
13<sup>th</sup> to 17<sup>th</sup>  
May 2025

AT  
Leh (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, 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 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

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

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:** 13<sup>th</sup> to 17<sup>th</sup> May 2025

**Check in time:** 12 noon on 13<sup>th</sup> May 2025 &

**Check-out time:** 10:00 a.m. on 17<sup>th</sup> May 2025

## PROGRAMME FEE

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

For Member(s) of DPC – Single Basis	For Non-Member(s) of DPC – Single Basis
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 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> 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.

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## APPLICATION FORM FOR NOMINATIONS

**Title of Programme:** Steps in Vigilance Proceedings & Inquiries

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

**Programme Date:** 13<sup>th</sup> to 17<sup>th</sup> 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



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