

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

"No one shall be condemned unheard" is one of the basic principles of natural justice. This equally applies to domestic enquiry. To put this principle into practice is, however, a difficult job. This problem arises because the rules and laws for conducting domestic enquiry must be garnered from myriad decisions of High Courts and the Supreme Court. Inadequate understanding of the basic principles and the emerging trends as evident through judicial interpretations, has often resulted in setting aside of findings of domestic enquiries. Departure from impartiality and objectivity in domestic enquiry, in other words denial of opportunity to the delinquent employee to prove his innocence amounts to denial of justice. Undoubtedly, the quality of domestic enquiry has an important role to play in building up morale and trust in the organization. In almost all organizations vigilance cells have been organized to monitor the activities of the employees

This programme has been designed to give the participants an in depth understanding of the basic principles of natural justice and element of objectivity in procedures relating to domestic enquiry. In addition to the conceptual and pragmatic issues relating to the subject, judgements of High Courts and the Supreme Court will also be discussed during the programme with a view to enlighten and enrich the participants on various aspects of domestic enquiry so that they can perform their role, in this regard, effectively.

This programme will be organized on highly participative lines. The training methods will include, lecture, group discussion, case study, mock inquiry, etc.

CONTENTS

- Constitutional provisions relating to disciplinary proceedings
- Principles of Natural Justice.
- Departmental Investigations prior to disciplinary cases.
- Analysis of charge sheet.
- Role & Functions of Inquiry Officer.
- Role & Functions of Presenting Officer & Defence Asst.
- Preliminary Hearing
- Regular Hearing and recording of evidence
- Evaluation of Evidence.
- Drafting of Inquiry Report & Action on IO's Report.
- Mock Inquiry

PARTICIPANTS

The Programme is meant for Employees across all levels (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 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 participants at the end of the programme.

VENUE, DATE & TIME

Venue: Rishikesh-Rudraprayag- Badrinath

Date: 12th to 16th October 2026

Check in time: 12 noon on 12th October 2026 &

Check-out time: 10:00 a.m. on 16th October 2026

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Residential Participant Fee – Single Basis	Rs.98,900/- plus GST@18% per participant
--	--

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.3500/- 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: dpcetraining2020@gmail.com / dpcim1984@gmail.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 DPC 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: 1ST OCTOBER 2026

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)

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110 077.

Tel. No. 011-45575734

E-mail – dpctraining2020@gmail.com / dpc_1959@rediffmail.com

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Administrative Vigilance – Role of Inquiry Officer / Presenting Officer

Programme Code: DPC/RTP/2026-27/Vig/3

Programme Date: 12th October to 16th October 2026

Programme Duration: 5 Days & 4 Nights

Location: Rishikesh-Rudraprayag-Badrinath

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



Delhi Productivity Council

Plot No.2, Institutional Area, Sector 9,

Dwarka, New Delhi – 110077

Mob: 9818663122 / 7042662227

Tel.:011-45575734,

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

Website: www.delhiproductivitycouncil.com