



Programme Code: -DPC/RTP/2025-26/03



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



PREVENTIVE VIGILANCE

From
13th to 17th
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@redffmail.com

Website: 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

Vigilance is to be seen as a complementing tool to the various other management functions such as finance, marketing, purchasing, production, technical, HR, etc. An effective vigilance setup within an organization ensures smooth functioning of the other elements of management.

Vigilance is a deeply internal matter within an organization, with its principal function being preventive rather than punitive. It would be futile if the role of vigilance were to wait for lapses to be committed and then take them up as post-mortem. Thus, all management should be interested in implementing preventive vigilance.

Most organizations have well defined rules and regulations and other preventive measures well enshrined into their code of ethics but inspite of that employees seek loopholes to gain illegal gratification, indulge in malpractices & fraud for their personal gains.

Most of the organizations have vigilance cells to monitor illegal activities, report and take necessary action as per rules. However, due to lack of systematic training, addressing such issues takes time and sometimes doesn't yield results.

Therefore, preventive vigilance calls for constant review of rules, procedures, practices and sharpening the skills of the vigilance personnel. This programme is designed to develop the necessary vigilance competence.

Preventive Vigilance is the 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.

The programme has been designed to provide practical insight into the process of vigilance matters and other allied processes. This programme will help the officers to develop the skills required for handling various types of vigilance cases. The present programme is also for the benefit of officers who would like to being developed as Internal Faculty on the present subject for their respective organizations.

CONTENTS

- ❖ Significance of Vigilance in an organization
- ❖ Preventive Vigilance “A Conceptual Framework”
- ❖ Vigilance organizations and their functions
- ❖ Role & Functions of Chief Vigilance Officer
- ❖ Measures & Sources of Preventive Vigilance such as Complaints Handling, Whistle Blower, Procurement, e-Governance, Transparency, etc.
- ❖ CVC Guidelines on Preventive Vigilance
- ❖ Discussion & Query Sessions

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: 13th to 17th May 2025

Check in time: 12 noon on 13th May 2025 &

Check-out time: 10:00 a.m. on 17th 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 Basis – 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: 1ST 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)

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APPLICATION FORM FOR NOMINATIONS

Title of Programme: PREVENTIVE VIGILANCE

Programme Code: DPC/RTP/2025-26/3

Programme Date: 13th to 17th 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

Vigilance!



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