



Programme Code: -DPC/RTP/2025-26/07



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



VIGILANCE ADMINISTRATION

From
23rd to 27th
June 2025

AT
Gangtok (Sikkim)

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

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

In spite of well-defined Rules and Regulations and prevailing laws of the land, all human conduct intends to secure any un-deserved, illegal or immoral pecuniary or other material advantage detriment to another individual or Society or the State. There are the Conduct and Discipline Rules, but personnel find many loopholes and indulge in irregularities and malpractices for their personal gains. In almost all organizations vigilance cells have been organized to monitor the activities of the employees; but unfortunately, no systematic training programme are being conducted for the vigilance officers and other executives.

The purpose of this programme is to acquaint Executive level with the existing agencies and laws related to corruption, procedures to prevent and detect corrupt practices and legal action to be taken by the organization against the corrupt employees. Besides these, the executive will be put through various case studies and penal discussions by experienced faculty.

CONTENTS

- a. History of Corruptions; Salient Features of Prevention of Corruption Act-1988.
- b. Role and Jurisdiction of CVC
- c. Functions of CBI, its set-up, composition, Powers and Jurisdiction etc.
- d. Need and Role of Vigilance set-up and Preventive Vigilance – The Framework of Vigilance,
- e. The role of vigilance as a management functions in Govt./PSU's/Nationalized Bank/Pvt. Sector Enterprises,
- f. Vigilance mechanism in handling complaints, source information and preventive checks,
- g. Investigation techniques and developing skills for investigation,
- h. Enquiry Procedure: Charge Sheet, Departmental Enquiries, Processing or Report, Appeal/Reviews,
- i. Disproportionate Assets,
- j. How to effectively assist the Chief Vigilance Officer of the organization,
- k. Case Studies
- l. Panel 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(s) at the end of the programme.

VENUE, DATE & TIME

Venue: Gangtok (Sikkim)

Date: 23rd to 27th June 2025

Check in time: 12 noon on 23rd June 2025 &

Check-out time: 10:00 a.m. on 27th June 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 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: 14TH JUNE 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)

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

Tel. No. 011-45575733, 45575734

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

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Vigilance Administration

Programme Code: DPC/RTP/2025-26/07

Programme Date: 23rd to 27th June 2025

Programme Duration: 5 Days & 4 Nights

Location: Gangtok (Sikkim)

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, 9871737438

Tel.:011-45575733-34,

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

Website: www.delhiproductivitycouncil.com