



Programme Code: -DPC/RTP/2026-27/Vig/2



MANAGEMENT DEVELOPMENT PROGRAMME ON



CORPORATE VIGILANCE & EMPLOYEE DISCIPLINARY PROCEEDINGS

From
31st August 2026 –
4th September 2026

At
Madurai-cum-
Rameshwaram

ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110077

Tel.:011-45575734, Mob: 9818663122 / 7042662227

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 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

In a dynamic business environment, corporate vigilance plays a crucial role beyond mere compliance, acting as a strategic compass for proactive risk management, fostering a culture of integrity, and enabling organizational adaptability and resilience. It transitions from a reactive function to an integral management tool that ensures long-term sustainability and success. Vigilance is a core component in business, essential for identifying risks, maintaining compliance, ensuring security, and adapting to change. Core purpose of vigilance set up is to promote a vigilant culture including continuous improvements in the internal systems, processes and practices, as enabler to businesses. If management is about running a business, vigilance is about seeing that it is run ethically.

Corporate Vigilance in Public Sector Undertakings (PSUs) involves a system of preventive and punitive measures to ensure honesty, integrity, and transparency. The **Chief Vigilance Officer (CVO)**, who reports to the CEO and the **Central Vigilance Commission (CVC)**, heads the vigilance division and works on investigating corruption, conducting surprise inspections, and implementing systemic improvements to prevent misconduct. Its role includes exercising superintendence over the CVOs in PSUs, calling for reports, conducting inquiries into complaints, advising on vigilance matters, and recommending action to the government or the PSU. The CVC ensures that vigilance wings are effective and that PSUs adopt transparent, ethical, and accountable practices. Further, the role is divided into preventive vigilance (e.g., educating employees, simplifying procedures) and punitive vigilance (e.g., investigating complaints and taking disciplinary action).

Corporate vigilance directly connects to **employee's disciplinary proceedings** by providing the foundation and evidence for initiating and conducting formal disciplinary actions when misconduct is detected. The goal of employee disciplinary proceedings is to correct behavior, uphold workplace standards, and protect the company legally. It is a process used by employers to address inappropriate behavior or performance by employees.

This residential training programme will focus on various stages of disciplinary action, including investigation, hearing, decision-making and appeals. It will help the participants to learn how to effectively manage employee conduct and performance issues in a fair and consistent manner, while adhering to legal and procedural requirements.

Enquiry is also another aspect of disciplinary action or grievance process. It involves gathering and analyzing evidence to determine whether an employee has engaged in misconduct or violated company policies.

This programme will help the participants to learn how to conduct a fair and thorough enquiry, including interviewing witnesses, collecting and analyzing evidence, and preparing a report.

PROGRAMME OBJECTIVE

1. To understand and deliberate on the vigilance ecosystem in Government aided organizations, Central and State Governments, Cooperatives, PSU, Public & Private Sector Banks, Financial Institutions, Corporates, MSMEs and Startups including preventive vigilance, preliminary enquiry and proceedings for culminating to final decisions which should be fair, transparent and legally tenable.
2. To understand the concept of disciplinary action, its importance, and the legal framework that governs it. This will help them to handle disciplinary cases with sensitivity and professionalism.

3. To understand the procedures for conducting an inquiry and how to gather evidence to ensure that the inquiry is fair and impartial.
4. To train the employees in effective communication skills to handle disciplinary action and inquiries.

CONTENTS

- a. Corruption – Cause, effect and measures of control in a liberalized economy.
- b. Anti-corruption measures – Role of Preventive vigilance in containing and frauds.
- c. The Framework of Vigilance functions.
- d. Vigilance machinery – External & Internal – The need for structural change.
- e. Disciplinary Proceedings - Purpose, Principles and Procedures.
- f. Role & Functions of Enquiry Officer, Presenting and Defending Officer in vigilance proceedings.
- g. Dos and Don't as Presenting Officer / Enquiry Officer / Defending Officer.
- h. Investigation procedure for vigilance case, procedures for acting against corrupt officials
- i. Role of jurisdiction of CVC & Function of CBI is a premier investigating agency of the Govt.
- j. Importance of Investigation and its report in Departmental Enquiries
- k. Framing / Issue of Charge Sheet
- l. Preliminary Hearing / Regular Hearing in Departmental Enquiry
- m. Types of Evidence and their importance
- n. Inflicting Punishment, Punishment should not be disproportionate.
- o. Enquiry Report Writing and Issue of Final Order of Punishment

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: Madurai-cum-Rameshwaram (TN)

Date: 31st August to 4th September 2026

Check in time: 12 noon on 31st August 2026 &

Check-out time: 10:00 a.m. on 4th September 2026

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Residential Participant Fee – Single Basis	Rs.81,500/- plus GST@18% per participant
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2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

Non-Residential Participant fee – Single Basis	Rs.60,000/- plus GST@18% per participant
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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: 20TH AUGUST 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)

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APPLICATION FORM FOR NOMINATIONS

Title of Programme: Corporate Vigilance & Employee's Disciplinary Proceedings

Programme Code: DPC/RTP/2026-27/Vig/2

Programme Date: 31st August to 4th September 2026

Programme Duration: 5 Days & 4 Nights

Location: Madurai-cum-Rameshwaram (TN)

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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