Programme Code: -DPC/RTP/2026-27/5

Sabka Saath
Sabka Vikas
Sabka Vishwas
Sabka Prayas

## MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON





# EXCELLENCE IN HR & VIGILANCE ADMINISTRATION: POLICIES, PROCEDURES AND EMERGING CHALLENGES

**From**
**14th to 18th**
**December 2026**

**At**
**Munnar & Thekkady**
**(Kerala)**

## 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

Human Resource (HR) and Vigilance Administration play a vital role in ensuring organizational efficiency, transparency, accountability, discipline and ethical governance. In an increasingly complex regulatory and business environment, organizations must adopt robust HR policies, effective administrative procedures and proactive vigilance mechanisms to prevent misconduct, strengthen internal controls and promote a culture of integrity.

In the present administrative environment, organizations face increasing expectations regarding efficiency, fairness, transparency, compliance and timely delivery of services. Excellence in HR and Vigilance Administration therefore requires more than adherence to established rules and procedures. It calls for a proactive, ethical, technology-enabled and employee-centric approach that balances organizational objectives with fairness, accountability and due process.

Effective HR administration encompasses manpower planning, recruitment, service matters, performance management, training and development, employee engagement, grievance redressal, disciplinary proceedings and succession planning. Vigilance administration complements these functions by emphasizing preventive vigilance, awareness generation, identification of systemic weaknesses, timely investigation of complaints and appropriate action against established misconduct.

Emerging challenges such as digital transformation, workplace misconduct, cyber-enabled frauds, conflicts of interest, corruption risks, employee grievances and evolving labour regulations require professionals to continuously upgrade their knowledge and administrative capabilities.

This training programme aims to enhance participants' understanding of contemporary HR practices, vigilance procedures, regulatory compliance and preventive vigilance strategies for building transparent, accountable and high-performing organizations.

## CONTENTS

- Contemporary HR Administration and Organizational Excellence
- HR Policies Rules and Regulations
- Employee relations and work place management
- Discipline, Grievance Redressal and Disciplinary Proceeding
- Workplace Ethics, POSH and Employee Relations
- Fundamentals of Vigilance Administration and Preventive Vigilance
- Complaint Handling, Preliminary Inquiry and Investigation
- Disciplinary Action, CVC Guidelines and Legal Framework
- Emerging Challenges in HR, Vigilance and Institutional Risk Management
- Ethics, Integrity and whistleblower protection

## PARTICIPANTS LEVEL

The Programme is meant for All levels of Executive (Junior, Middle & Senior) i.e., Dealing Assistants, PA/PS, Stenographer, Section Officers, Middle & Senior level Executives in an organization at various function areas of HR, Administration, Personnel departments, Vigilance, Finance, Security, Projects, Purchase, Commercial, 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.

## COMPLETION CERTIFICATE

**A completion certificate will be given to the participant(s) at the end of the programme.**

## VENUE, DATE & TIME

**Venue: Munnar-cum-Thekkady (Kerala)**
**Date: 14th to 18th December 2026**
**Check in time: 1:00 pm on 14th December 2026 at Munnar &**
**Check-out time: 11:00 a.m. on 18th December 2026 at Thekkady**

## PROGRAMME FEE

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

| | |
|---|---|
| **Participant Fee - Single Basis** | Rs.84,400/- 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. 3000/- 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.

**(II) AIRPORT TRANSFER**: To be arranged by the participants at their own cost.

**KINDLY NOTE**:

- Kindly carry your photo ID for self and family (if accompanying)
- Nearest Airport to Munnar is Kochi Airport for Hotel Check-In
- Nearest Airport to Thekkady is Madurai Airport for Hotel Check-out

## 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: 5TH DECEMBER 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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Tel. No. 011-45575733, 45575734 E-mail – **dpctraining2020@gmail.com / dpc_1959@rediffmail.com**

## *APPLICATION FORM FOR NOMINATIONS*

**Title of Programme**: **Excellence in HR & Vigilance Administration: Policies, Procedures and Emerging Challenges**

**Programme Code**: **DPC/RTP/2026-27/5** **Programme Date: 14th to 18th December 2026**

**Programme Duration**: **5 Days & 4 Nights** **Location**: **Munnar-cum-Thekkady (Kerala)**

***Details of Nominated Participation:***

| S. No. | Name of Delegate | Designation | Mobile No. | Email ID | Official Address for Correspondence |
|---|---|---|---|---|---|
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**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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