



No. A 33055/1/2011-ISTM (AV-3)
GOVERNMENT OF INDIA
INSTITUTE SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)
OLOF PALME MARG, NEW DELHI-110067
TEL:2610; TELEFAX: 26104183

Dated 18th April, 2011

To

- 1) Secy. To the Govt. of India (All Ministries / Departments)
- 2) All Attached & Subordinate Offices.
- 3) All State Governments / All Union Territories
- 4) The Central Vigilance Commission
- 5) All Public Sector Undertakings / All Autonomous Bodies

Subject : Training Circular – Training Programme in *Administrative Vigilance – 3 (Code AV- 3) for Assistants and equivalent level officials* to be conducted by this institute during 04th July to 15th July, 2011.

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Sir,

The next Training Programme on Administrative Vigilance-3 (AV-3) for Assistants and equivalent level officials will be conducted by this Institute during 04th July to 15th July, 2011.

2. The course particulars and nomination proforma are given in Appendices I & II respectively. Nominations of the eligible officials, complete in all respect and in the prescribed proforma should reach the Institute latest by 20th May, 2011. The Nomination may be preferably sent by Fax No.26104183.

3. It may kindly be noted that due to renovation work at the ISTM hostel, it will not be possible for us to provide hostel accommodation during the training period. Hence it is requested that all outstation participants to make their own arrangements for stay during the period of training.

3. Only those officials, whose candidature is confirmed by this Institute, may be relieved for the course. If no letter is received from this Institute, it may be presumed that it has not been possible to accept the candidature of the person concerned. Persons who report for the programme without confirmation of their selection by the Institute will under no circumstances be admitted.

4. For any query/information regarding the course, you may contact the undersigned or **Mrs.Swarnalata Sharma, Course Secretary.**

Yours faithfully,

Encl: Appendix-I, II.

Sd/-
(Sandeep Mukherjee)
Deputy Director (Vigilance Course)
Tel.26185310

COURSE INFORMATION SHEET

CODE : AV - 3

TITLE: Training Programme in Administrative Vigilance for Assistants and equivalent level officials dealing with Vigilance matters.

DURATION 2 weeks (04th July to 15th July, 2011)

AIM OF THE COURSE: To develop the skills required for handling Vigilance and Disciplinary cases.

BROAD CONTENT OF THE COURSE :

1. Constitutional provisions relating to disciplinary proceedings
2. Role of CVO
3. Misconduct and remedial action
4. Preventive vigilance
5. Preliminary Investigation
6. Drafting of charge Sheet
7. Principles of Natural Justice
8. Appointment, role and functions of Inquiry Officers and Presenting Officers
9. Conduct of inquiry
10. Evaluation of Evidence
11. Drafting of Inquiry report
12. Action on Inquiry Report
13. Special Provisions
14. Financial Effects of penalty
15. Suspension
16. Appeal, Review and Revision
17. Role and function of CBI and CVC

METHODOLOGY : The programme will be organised on highly participative lines. The training methods will include, lecture, group discussion, Group Exercise, Presentations, Case study, role-play, etc.

ELIGIBILITY CONDITIONS: The programme is meant for Assistants & equivalent level officials in the Central Secretariat dealing with Vigilance matters and officers of the comparable status in other Central Government Offices, State Government Offices and PSUs/Autonomous Bodies.

COURSE CAPACITY : 25

COURSE FEE & OTHER EXPENSES : A capitation fee of Rs. 2000/- per week per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Capitation Fee of Rs.4,000/- is required to be paid through a Crossed Cheque/Bank Draft in favour of Assistant Director, Institute of Secretariat Training & Management, New Delhi, payable at New Delhi. The Capitation Fee of Rs.4,000/- is required to be paid on receipt of confirmation about the acceptance of the nomination, but on or before the commencement of the course.