

**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32**

File No.5(1)2/11-UTCS(TS-1)/

Date

**CIRCULAR**

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for functional efficiency. A three days training course on "**Basic Functional Efficiency in Vigilance Matters**" is an important course in the list. The Course shall commence on **11<sup>th</sup> July, 2011 to 13<sup>th</sup> July, 2011 (Monday to Wednesday)**.

**IMPORTANCE OF THE COURSE**

There is a set of norms of expected behaviour and conduct for the Government functionaries and also a legal framework to combat corruption in public life. While it is important to protect honest Government functionary from harassment, it is essential that instances of misconduct and corruption are dealt with effectively. This requires knowledge of rules, ability to investigate and analyze, and process the instances of misconduct and corruption objectively and according to rules.

**TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit those working in the Government, its local/autonomous bodies, Public sector undertakings and directly associated with dealing/processing vigilance/corruption cases. It shall also be useful for those posted in anti-corruption unit of the Government. The course would be useful to functionaries both at the lower/middle management. Training Module/Learning Units are enclosed.

**OBJECTIVES OF THE COURSE**

At the end of the Course the participants will be able to :

1. Explain the necessity of ethics in governance.
2. Differentiate between vigilance and non-vigilance cases and roles of various Government agencies entrusted with vigilance/anti-corruption functions.
3. Define basic concepts and terms contained in the Vigilance Manual/ CCS (Conduct) Rules, CCS (CCA) Rules, POC Act, CVC Act etc. and apply the provisions correctly.
4. Identify appropriate disciplinary authority.
5. Draft charge-sheets, memorandums and various orders/prosecution sanctions.
6. Conduct preliminary/disciplinary enquiry and also examine reports.
7. Identify and suggest areas of preventive vigilances.

**CONTENTS OF THE COURSE**

1. Ethics in Governance
2. Vigilance setup in the Government
3. Administrative Vigilance
4. Administrative Vigilance, Complaint Handling and Preliminary Enquiry
5. Administrative Vigilance and Suspension
6. Constitutional Provisions and CCS(CCA) Rules, 1965

7. Punitive Vigilance & Disciplinary Action
8. Inquiry Reports and Action & Imposition of Penalty
9. Legal Framework against corruption
10. Other practices against corruption
11. Preventive Vigilance and mechanism
12. Record Management in Vigilance

**METHODOLOGY OF THE COURSE**

The Course would be conducted by experts and experienced in the area of Vigilance and anti-corruption. While lecture method would be generally followed case studies and practical exercises may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

**NOMINATIONS FOR THE COURSE**

1. The Course envisages class strength of **40** Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data form of the participants in the format prescribed (enclosed) may be sent by **4<sup>th</sup> July, 2011**.
4. Nominations received after **4<sup>th</sup> July, 2011** may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

**OTHER INSTRUCTIONS**

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on phone nos. 22308552, fax no. 22307822, **22308556** email address [dutcs@nic.in](mailto:dutcs@nic.in) & [adtrglutcs.delhi@nic.in](mailto:adtrglutcs.delhi@nic.in).

  
(NEEL KAMAL)

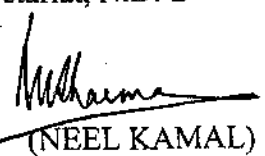
Assistant Director (Training)

Date 27-05-11

File No.5(1)2/11-UTCS(TS-I)/15444-15611

Copy forwarded to:

1. All HODs/Local/Autonomous Bodies and State Undertakings/Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2
3. E.O. for updating on the website of the Department.

  
(NEEL KAMAL)

Assistant Director (Training)

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**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY IN  
VIGILANCE MATTERS**

| Name of the Package of Courses                        |          | BASIC FUNCTIONAL EFFICIENCY  |                  |
|---|----------|--|------------------|
| Duration of the Course                                |          | Three Days (11.07.2011 to 13.07.2011)<br>Monday – Wednesday            |                  |
| Number of Sessions                                    |          | Twelve (12)  |                  |
| Training Branch                                       |          | I  |                  |
| Name of Course Coordinator                            |          | Sh. Neel Kamal, Asstt. Director  |                  |
| Sessions  | Duration | Topics   | Proposed Speaker |
| <b>11.07.2011</b><br>Session – I<br>10.00 am- 11.15am | 75 Min.  | • Ethics in Governance   |                  |
| Tea   |          |  |                  |
| Session – II<br>11.30 am- 12.45pm                     | 75 Min.  | • Vigilance setup in the Government                                    |                  |
| Lunch   |          |  |                  |
| Session – III<br>01.45 pm- 03.00pm                    | 75 Min.  | • Administrative Vigilance   |                  |
| Tea   |          |  |                  |
| Session – IV<br>03.15 pm- 04.30pm                     | 75 Min.  | • Administrative Vigilance, Complaint Handling and Preliminary Enquiry |                  |
| <b>12.07.2011</b><br>Session – V<br>10.00 am- 11.15am | 75 Min.  | • Administrative Vigilance and Suspension                              |                  |
| Tea   |          |  |                  |
| Session – VI<br>11.30 am- 12.45pm                     | 75 Min.  | • Constitutional Provisions and CCS(CCA) Rules, 1965                   |                  |
| Lunch   |          |  |                  |
| Session – VII<br>01.45 pm- 03.00pm                    | 75 Min.  | • Punitive Vigilance & Disciplinary Action                             |                  |
| Tea   |          |  |                  |
| Session – VIII<br>03.15 pm- 04.30pm                   | 75 Min.  | • Inquiry Reports and Action<br>• Imposition of Penalty                |                  |

|  |         |                                      |  |
|--|---------|--------------------------------------|--|
| <b>13.07.2011</b><br>Session – IX<br>10.00 am- 11.15am | 75 Min. | • Legal Framework against corruption |  |
| Tea  |         |                                      |  |
| Session – X<br>11.30 am- 12.45pm                       | 75 Min. | • Other practices against corruption |  |
| Lunch  |         |                                      |  |
| Session – XI<br>01.45 pm- 03.00pm                      | 75 Min. | • Preventive Vigilance and mechanism |  |
| Tea  |         |                                      |  |
| Session – XII<br>03.15 pm- 04.30pm                     | 75 Min. | • Record Management in Vigilance     |  |