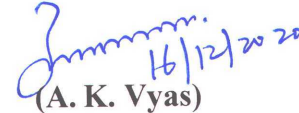F. No. HRM-3(10)/2020-KAB/ १८९   **Dated:16ᵗʰ December, 2020**

OFFICE MEMORANDUM

Subject: **Nomination for Online Training Programme on" Administrative Vigilance-Disciplinary Procedures" from 11ᵗʰ to 15ᵗʰ January, 2021 at ISTM, New Delhi**

      The Institute of Secretariat Training and Management (ISTM), Department of Personnel & Training, Ministry of Personnel Public Grievances & Pensions, GoI, New Delhi has invited nominations for the online training programme on **"Administrative Vigilance-Disciplinary Procedures"** from **11ᵗʰ to 15ᵗʰ January, 2021** at ISTM, New Delhi . The course is designed for officials at the level of Assistants Section Officers and Section Officers, who are required to discharge the function of Inquiry Officer/Presenting Officer. The Officers who are desirous to attend this programme may send their nomination in the prescribed nomination form through proper channel to HRM Unit, ICAR HQs latest by **22.12.2020** as per ATP 2020-21 for onward transmission to ISTM, New Delhi. The Nomination Form may be downloaded from ICAR website under col. Circular/HRM Unit. The nomination may not be sent online directly to ISTM until it is approved by the Council.

      The Officers who have already attended this training programme need not apply. The applicant will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi. The participation in the above programmes will be subject to acceptance of nomination by ISTM and also further orders from the Council.

16/12/2020

(A. K. Vyas)
ADG (HRM) &
Training Manager, ICAR
E-mail: Abhay.Vyas@icar.gov.in; navin.jain@icar.gov.in;
sohrm2018@gmail.com

Encl.: As above.

Distribution:-

1. All Officers/ Sections of ICAR HQs.
2. All Directors of ICAR Institutes
3. All HRD Nodal Officers of ICAR Institutes
4. E-office Notice Board
5. ICAR Portal
6. HRM Portal
7. Guard File

Date:15.12.2020

To

1) All Ministries/Departments of the Govt. of India
2) All State Governments / All Union Territories
3) The Central Vigilance Commission
4) All Public Sector Undertakings

Subject: - One Week Online Training Programme on Administrative Vigilance-Disciplinary Procedures from 11th to 15th January, 2021 at ISTM, New Delhi - **Extension of last Date for submission of online application form regarding.**

Madam/Sir,
        The undersigned is directed to refer to this Office letter of even no. dated 22nd October, 2020 on the above mentioned subject.

2. As informed vide this circular of even no. dated 22nd October,2020 a One Week Online Training Programme on Administrative Vigilance-Disciplinary Procedures will be conducted by this Institute from **11th to 15th January, 2021 THROUGH ONLINE MODE**. The details of the programme i.e. the objectives, course contents, level and type of participants, etc., are given in Annexure-I.

3. The last date for submission of online application for the above mentioned training programme has now been extended till **05th January, 2021.** The applicants will be informed on **06th January, 2021** through email regarding confirmation of their participation in the above mentioned course.

4. Nomination form for the above mentioned programme/workshop shall be filled online at **https://www.istm.gov.in/lms/registration** by the applicants. It may kindly be noted that it is mandatory to fill up the application form online. The applicant must ensure that printout of his/her online application is approved by his/her sponsoring authority and a copy of the same is forwarded through email to the undersigned by **06th January, 2021** for shortlisting the applications for the course. The original printout of the online application duly approved by the respective sponsoring authority along with a letter from the sponsoring authority is to be compulsorily sent separately by post or email.

5. The other conditions are same as mentioned in this office letter of even no. dated 22nd October, 2020.

Encl: Annexure-I

Yours faithfully,
Sd/-
(Vinod Kumar)
Deputy Director & Course Director
Tel: 011-26737607
Email id: vinod.k70@gov.in

ANNEXURE-I

COURSE INFORMATION SHEET

CODE : AV3 -08

TITLE : Training Programme in Administrative Vigilance- DisciplinaryProcedures-3

DURATION : One Week (11th to 15th January, 2021)

AIM OF THE COURSE.

To develop the skills required for functioning as Inquiry Officers & Presenting Officer

BROAD CONTENT OF THE COURSE

Ø Constitutional provisions relating to disciplinary proceedings
   Ø Principles of Natural Justice.
   Ø Departmental Investigations prior to disciplinary cases.
   Ø Analysis of charge sheet.
   Ø Role & Functions of Inquiry Officer.
   Ø Role & Functions of Presenting Officer & Defence Asstt.
   Ø Preliminary Hearing
   Ø Regular Hearing and recording of evidence
   Ø Evaluation of Evidence.
   Ø Drafting of Inquiry Report & Action on IO's Report.
   Ø Mock Inquiry.

METHODOLOGY

The programme will be organised on highly participative lines. The training methods will include lecture, group discussion, case study, mock inquiry etc.

PARTICIPANTS (Eligibility Conditions)

The programme is meant for the officers of the level of Assistants Section Officers and Section Officers equivalent in the Central Secretariat and officers of comparable status in the Central Govt. Offices/ State Govts. or Public Sector Undertakings, who are required to discharge the function of Inquiry Officer/Presenting Officer.

Course Capacity: 25

Course Fee and Other Expenses:

A capitation fee of Rs. 5,000/- 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 is required to be paid through a Crossed Cheque/Bank Draft in favour of **"PAO (DP & AR)", New Delhi**. The capitation fee may be sent by speed post in advance after the participation is confirmed and communicated to the participants before the commencement of the course. If the capitation fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

Hostel Accommodation:

Since the course will be held through online mode and participants will be attending the course from their respective offices/home, no hostel accommodation will be provided.

NOTE: Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. **www.istm.gov.in.** They may be relieved only after display of their name on the website of ISTM. **No separate communication by post would be issued by ISTM and therefore the sponsoring Authority/participants are advised to check the website of ISTM regularly i.e. www.istm.gov.in**

Institute of Secretariat Training & Management

Online Nomination Form

*Select Course   Select Course   ▼

*Have you previously attended any course at ISTM?   ○ Yes ● No

*Mobile No.   +91

*First Name   Select title ▼   Middle Name   *Last Name

Name in Hindi   * Father's / Spouse's / Mother's / Guardian's name

*Gender   Select Gender   ▼   *Category   Select Category   ▼

*Differently Abled   ○ Yes ● No

*Date of Birth   * Educational Qualification

* Service   Select Service   ▼   * Designation / Rank   Select Designation / Rank   ▼

*Level of Pay Matrix   Select Level   ▼

*Date of Joining Service   * Date of Joining Current Post

* Brief Service Particulars

ORGANISATION DETAILS

* Organisation Name   * Organisation Type   Select Organisation Type   ▼

* Organisation Email   *Organisation Phone

* Organisation Street Address

* Organisation City   *Organisation Pincode

* Organisation State   Select Organisation State   ▼

PERSONAL / RESIDENCE DETAILS

Aadhaar Number   *Email

* Street Address

* City   * Pincode

*State   Select Residence State   ▼

OTHER DETAILS

* Emergency Contact Details

*How the training is likely to benefit
the nominee as well as the
organisation (in 2 lines).

Whether Hostel Accommodation is
required   Yes   No

'I certify that the above information is
correct   (Checked = Yes; Unchecked = No;)

Enter Image Characters $j\,0^6 7\,r\,w$