**Training Module**

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| Name of the Package of Courses | | | | **Certificate Course on Vigilance Matters** | |
| Duration of the Course | | | | 5 days (30.01.23 to 03.02.23) | |
| Number of Sessions | | | | 20 (Twenty) | |
| Training Branch | | | | TS-I | |
| Name of Course Coordinator | | | | SH. ASEEM KUMAR GOEL (Asstt. Director) | |
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| **Sessions** | **Topics** | | | | |
| **Day 1 (30.01.23)** | | | | | |
| Session – I  10.00 am- 11.15am | Constitutional Provisions  -Article 309,  -Doctrine of Pleasure  -Article 311 – Umbrella Protection to Civil Servants  Special Provisions   * Role of UPSC * Statutory Provisions with regard to CBI and CVC: Delhi Police Special Establishment Act and CVC Act. | | | | |
| Session – II  11.30 am- 12.45pm | CCS (Conduct) Rules, 1964  -Applicability  -Concept of misconduct  -Dos’ and DONTS’  With special reference to Rules 2, 3, 3 A, B & C, 4, 5, 9, 13, 16, 17, 18, 20 and 22. | | | | |
| **Lunch** | | | | | |
| Session – III  01.45 pm- 03.00pm | Prevention of Corruption Act, 1988   * Extent of Application * Concept of Public Servant * Amendment in POC Act, 1988 under section 17A. * Powers of Special Judges * Criminality of misconduct * Prosecution Sanction * Vigilance Angle * Brief overview of Administrative Vigilance and its kinds:- * Preventive Vigilance * Detective Vigilance * Punitive Vigilance * Post Punitive Vigilance * Stake Holders and their roles | | | | |
| Session – IV  03.15 pm- 04.30pm | * Whistle Blower Act. * Lokayukta Act. * How to deal the PIDPI (Public Interest Disclosure & Protection of Informer Resolution) complaints. * Preliminary Investigation * Action on complaint (Anonymous/pseudonymous) * Analyze the allegations of complaint. * Need of PI. * Investigating Officer * Departmentally or through police authorities * Who can do it * Principles of natural justice and whether the same apply to Preliminary Investigation. * Preparatory action * Whether inspection of site should precede confiscation of records * Preparation of inquiry report in CVC (Central Vigilance Commission) format. | | | | |
| **Day 2 (31.01.23)** | | | | | |
| Session – I  10.00 am- 11.15am | Overview of CCS (CCA) Rules, 1965  -Applicability   * Concept of Appointing Authority and Disciplinary Authority * Consultation with CVC (Central Vigilance Commission) for 1st Stage Advice before issuing charge sheet to Group ‘A’ officer. * Major Penalties * Minor Penalties * Procedure for imposing Major and Minor Penalties * Special Procedure in various situations * Common Proceedings * Procedure for holding inquiry in cases of officers borrowed and lent from other Organizations | | | | |
| Session – II  11.30 am- 12.45pm | Suspension   * Requirement * Competent authority * Deemed suspension * How to count first 90 days from the date of suspension in case of deemed suspension? * Review of suspension under rule 10(6) of CCS(CCA) Rules, 1965. * Next action if suspension is lapsed as per rule 10(6) of CCS(CCA) Rules, 1965. * Subsistence allowance * Misuse of provision * Reinstatement * Regularizing the period of suspension * Administrative effects of suspension | | | | |
| **Lunch** | | | | | |
| Session – III  01.45 pm- 03.00pm | Charge Sheet   * Statutory Effect * Quasi Judicial Function * Competent Authority * Drafting of Charge Sheet * Components of Charge Sheet * Requirement of Documents and witness * Relevancy of documents/witnesses must be mentioned in Annexure-II of the Charge sheet. * Modification * Withdrawal * Approving Authority * Dropping of Charges * Issue of charge sheet | | | | |
| Session – IV  03.15 pm- 04.30pm | Appointment Role & Function of IO, PO & Defense Assistant   * Level of IO * Level of PO * Level of Defense Assistant * Eligibility of Appointment of IO, PO and Defense Assistant * Duties of IO and PO. | | | | |
| **DAY-3 (01.02.23)** | | | | | |
| Session – I  10.00 am- 11.15am | | Conduct of inquiry   * Preliminary hearing * Regular hearing * Inspection of Documents * Additional Documents * Non-production of Documents * Deposition of Prosecution witnesses * Submission of Defense Statement * Scope of Self Witness | | | |
| Session – II  11.30 am- 12.45pm | | Conduct of Inquiry Continued   * Deposition of Defense Witnesses * Mandatory Question * Preparation of daily order sheet * Brief of PO * Brief of CO * Mandatory provision to be followed by the IO as per Rule 14 of the CCS (CCA) Rules, 1965 to avoid technical infirmities. * Model timelines, factors that delay inquiry and measures to avoid delays.   Close of Inquiry | | | |
| **Lunch** | | | | | |
| Session – III  01.45 pm- 03.00pm | | IO’s Report   * Components of Report * Format of report * Action on Inquiry Report * Remission of Inquiry * Disagreement * De novo vis-à-vis further inquiry * Communication of IO’s report to CO * Action against Pensioners. * Consultation with CVC for 2nd Stage Advice and with UPSC. | | | |
| Session – IV  03.15 pm- 04.30pm | | Appeal   * Cases when Appeal does not lie * Limitation * Personal hearing with Defense Assistant * Format * DONTs’ in Appeal   Revision   * Revisionary Authority * Circumstances * Effect and Impact   Review   * Reviewing Office * Circumstances * Limitation * Format * Effect and impact   Implementation of penalties   * How to implement the penalties (issue of Administrative Order). * Date of Effect of penalty when penalty order of Disciplinary Authority modifies by the Appellate/Review/Revising Authority. | | | |
| **DAY-4 (02.02.23)** | | | | | |
| Session – I  10.00 am- 11.15am | Review session   * Suspension/review of suspension. * Drafting of Charge Sheet * Components of Charge Sheet * Requirement of Documents and witness * Relevancy of documents/witnesses must be mentioned in Annexure-II of the Charge sheet. * Mandatory provision to be followed by the IO as per Rule 14 of the CCS(CCA) Rules, 1965 to avoid technical infirmities. | | | | |
| Session – II  11.30 am- 12.45pm | Conducting mock inquiry   * Objective * Briefing | | | | |
| **Lunch** | | | | | |
| Session – III  01.45 pm- 03.00pm | The participants shall be given real experiencing of conducting an Inquiry. | | | | |
| Session – IV  03.15 pm- 04.30pm | * They will be supplied a Charge Sheet. * They will themselves Chose IO, PO, CO, Defense Assistant, Witnesses amongst them * They will create actual scene of Inquiry * Inquiry will be conducted in the Presence of Faculty * They will mock all the procedure of Inquiry   This will be a real test about their understanding various nuances of the Inquiry | | | | |
| **DAY 5 (03.02.23)** | | | | | |
| Session – I  10.00 am- 11.15am | Debriefing of mock inquiry | | | | |
| Session – II  11.30 am- 12.45pm | * Discussions * Participants will point out the mistakes in procedure and application   Faculty will provide inputs on all steps of Inquiry | | | | |
|  | **Lunch** | | | | |
| Session – III  01.45 pm- 03.00pm | * Test (objective & case study) | | | | |
| Session – IV  03.15 pm- 04.30pm | * Contd.. | | | | |