**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

**DIRECTORATE OF TRAINING: (UNION TERRITORY CIVIL SERVICES)**

**INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KARKARDOOMA COURT, DELHI-32**

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**- Learning Unit –**

**‘Vigilance Matters’ (Including Disciplinary Proceedings)**

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| **Name of the Package of Courses** | **FUNCTIONAL EFFICIENCY** |
| **Duration of the Course** | **Three days (……………to……………)** |
| **Number of Sessions** | **12 (Twelve)** |
| **Training Branch** | **I** |
| **Name of Course Coordinator** | **Assistant Director (TS-I)** |

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| **Date & Session** | **Contents & Sequence** |
| **DAY-1 (……….………….)** | |
| Session - I  (10.00 AM to 11.15 AM) | CCS (Conduct) Rules, 1964 – An Overview |
| Session - II  (11.30 AM to 12.45 PM) | CCS (CCA) Rules, 1965- An Overview |
| Session - III  (1.45 PM to 3.00 PM) | Constitutional Protection to Civil Servants-  Article- 309, 310, 311 |
| Session - IV  (3.15 PM to 4.30 PM) | Suspension and its Implications |
| **DAY-2 (…………………..)** | |
| Session - I  (10.00 AM to 11.15 AM) | **Procedure for Departmental Inquiry:**  Preliminary Investigation  Drafting of Charge-sheet  Issue of Charge-sheet |
| Session - II  (11.30 AM to 12.45 PM) | Conducting of Inquiry |
| Session - III  (1.45 PM to 3.00 PM) | Action on the Report of Inquiry Officer |
| Session - IV  (3.15 PM to 4.30 PM) | Appeal, Revision & Review  Impact of Penalty and Judicial review  Case Studies |
| **DAY-3 (……………………..)** | |
| Session - I  (10.00 AM to 11.15 AM) | **Vigilance Set up in the Government:**  Central Vigilance Commission, State Vigilance Commissions, CBI, Dte. of Vigilance  Important Guidelines of CVC and  Consultation with CVC and UPSC |
| Session - II  (11.30 AM to 12.45 PM) | **Departmental Mechanism for Enforcing Discipline**  Role of various functionaries, viz. Disciplinary Authority, Chief Vigilance Officer, Inquiry Officer ,Presenting Officer, Defence Witness |
| Session - III  (1.45 PM to 3.00 PM) | **Other practices against corruption followed by Preventive Vigilance**   * Agreed list – GOI instructions * List of Officers of Doubtful Integrity – GOI instructions * Vigilance Clearance – DoPT’s instructions * Promoting competition. * Simplifying procedures. * Adopting standard /good practices. * Leveraging Technology for proactive vigilance |
| Session - IV  (3.15 PM to 4.30 PM) | **Preventive Vigilance mechanism ( Contd…)**   * Positive Silence * Social Audit * Financial/performance audit. * Bill watch system * Reverse option system * Importance of Record Management in Vigilance * Etiquettes & decorum   **Open –Question-Answer Session**  Feedback and Valediction |