**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 InvestigationDrafting of Charge-sheetIssue 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 & ReviewImpact of Penalty and Judicial reviewCase 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 VigilanceImportant Guidelines of CVC andConsultation 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
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| 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 |