

3

No. EDN-H (21) B (15) 47/2022-(ALL TYPE TRAININGS)-
Directorate of Higher Education
Himachal Pradesh, Shimla-1
Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,
E-mail: dhe-sml-hp@gov.in, genbr@rediffmail.com



Dated: Shimla-171001, the ___ June 2022

To

All the Deputy Director of Higher Education,
in Himachal Pradesh

Subject: - Residential Workshop on Administrative Vigilance with Disciplinary Rules & Procedures at Goa.

Memo;

Please find enclosed herewith a copy of letter number: AVG/09/22-dated: 16.06.2022 received from the Director, National Academy of Human Resource Development, New-Delhi on the subject cited above.

In this connection, it is to inform you that the National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi is going to organize five days Residential Workshop on "Administrative Vigilance with Disciplinary Rules & Procedures at Goa" from 19.09.2022 to 21.09.2022 and requested to nominate Officers and executives for above said workshop at the earliest and draw maximum benefit from the opportunity. The willing candidates may apply for the same at their own cost on voluntary & self-training basis. A brochure which gives detailed information about the programme and participation fee is enclosed herewith for ready reference. Further, it is informed that information related to "Pay Fixation Rules" is available on [website: www.nahrd.in](http://www.nahrd.in).

You are, therefore directed to do the needful in the matter accordingly and send the action taken report to this Directorate through return Fax/E-mail within a week, so that further necessary action could be taken in the matter accordingly.

Enclosures: 03 Pages.

Addl. Director of Higher Education (A)
Himachal Pradesh, Shimla-1

Dated: Shimla-171001, the ___ June 2022

Copy for information to:

- 1 The Director, National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi-110024 refer to his/her Reference number referred above.
- 2 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh, Shimla-1 to upload the letter on departmental website.
- 3 Guard file.



Addl. Director of Higher Education (A)
Himachal Pradesh, Shimla-1



ken
28-6-22

Ref: AVG/09/22

16.06.2022

Chief Vigilance Officer (CVO)
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001



RESIDENTIAL WORKSHOP ON ADMINISTRATIVE VIGILANCE WITH DISCIPLINARY RULES & PROCEDURES AT GOA

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

A workshop on Administrative Vigilance with Disciplinary Rules & Procedures is being organized by NAHRD from **19.09.2022 to 21.09.2022** at **Goa**.

The above-mentioned workshop is for the benefit of officers dealing with Vigilance/HR/Administration/Disciplinary Proceedings in Government, Semi Government, Autonomous Bodies, Public Sector undertakings etc. The program has been designed to provide practical insight into the process of vigilance matters, disciplinary/departmental proceedings and other allied process. This workshop will help the officers to develop skills required for handling vigilance and disciplinary cases. After the workshop the participants shall have updated themselves in the following aspects:

- Constitutional Provisions for services under the State
- Principles of Natural Justice and areas of applicability
- Salient Features of Prevention of Corruption Act, 1988
- Role & Functions of Central Vigilance Commission & CBI
- Role & Functions of Chief Vigilance Officers (CVO)
- Procedure for dealing with sanction of Prosecution Cases
- Procedure for obtaining first and second stage advices from the CVC
- Procedure for handling complaints and conducting Preliminary Investigation
- Preventive Vigilance including preventive steps to be taken in tender process
- Process for preparation of Charge Sheet
- Role and functions of Inquiry Officers & Presenting Officers
- Procedure for conducting Inquiry
- Examination of Witnesses
- Evaluation of Evidence
- Appeal, Review

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Gray

Scharya
24/06/2022

Faculty

Sh. M Sethu Ramalingam is former Deputy Director (Vigilance) of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. His previous postings were Deputy Chief (Legal) in CERC and Law Officer in Ministry of Defense. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers of Central Government, State Governments and Public Sector Undertakings. He has also drafted "*Handbook for Inquiry Officers & Disciplinary Authorities- 2013*" on behalf of *Government of India*. He is also practicing as an Advocate at Central Administrative Tribunal and Hon'ble High Court of Delhi.

Sh. K.S. Kumar is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt of India. He is a highly acclaimed authority on various establishment matters including vigilance matters, Disciplinary Rules & Procedures, Reservation in Services and many more.

Sh. Apendu Ganguly is former Director, Ministry of Defence, Government of India. During his service with Government of India, he has handled various personnel, establishment, administrative, legal and statutory matters. He has also served as full time faculty member with Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. In addition, he is a regular visiting faculty member with Delhi Judicial Academy, Defence Headquarters Training Institute, Defence Research & Development Organization, National Institute of Financial Management, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India etc. He is having huge experience in vigilance, legal and establishment matters.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, Ministry of Agriculture, LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export-Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Single Occupancy- Rs. 49,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 45,000/- plus GST @ 18% per participant

The participation fee covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization.

Venue: Country Inn & Suites by Radisson, Candolim, Goa- 403515

Check In- 19.09.2022 (2:00 P.M.) Check Out- 22.09.2022 (11:00 A.M.)

The workshop will commence at 4:00 P.M. on 19.09.2022 and will conclude at 5:30 P.M. on 21.09.2022. In case of non-availability of Country Inn & Suites by Radisson as on date of nomination, arrangements shall be made in a similar property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in
Phone- +91 9873057803

Email-vivek@nahrd.in
Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case any nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited. Please note that we are going to follow all protective measures against COVID-19. Participants and their accompanying guests (if any) shall be required to fulfill all travel requirements as required by competent authorities at points of boarding and arrival. NAHRD shall not be responsible for the same. In addition, NAHRD may also require participants and their accompanying guests to fulfill certain requirement(s) which will be conveyed one week before the workshop.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.


Thanks & Regards



For NAHRD

In addition, we also request you to consider nominating officers for our other residential workshops (July to December 2022). Details are as under:

- Residential workshop on **Recruitment Rules, Rosters & Reservation in Services** from 12.07.2022 to 15.07.2022 at Leh (Ladhak),
- Residential workshop on **Disciplinary Rules & Procedures** from 12.07.2022 to 15.07.2022 at Leh (Ladhak),
- Workshop on **Government e-Marketplace (GeM)** from 03.08.2022 to 04.08.2022 at New Delhi,
- Workshop on **Central Public Procurement Portal (CPPP)** on 05.08.2022 at New Delhi,
- Residential workshop on **Goods & Services Tax (GST)** from 23.08.2022 to 26.08.2022 at Leh (Ladhak),
- Residential workshop on **Work Life Balance & Leadership Development** from 23.08.2022 to 26.08.2022 at Leh (Ladhak),
- Residential workshop on **Administrative Vigilance and Disciplinary Rules & Procedures** from 19.09.2022 to 21.09.2022 at Goa,
- Residential workshop on **Pay Fixation Rules** from 19.09.2022 to 21.09.2022 at Goa,
- Residential workshop on **Legal Literacy for Government Organizations** from 19.09.2022 to 21.09.2022 at Goa,
- Residential workshop on **Public Premises (Eviction of Unauthorized Occupants) Act, 1971** from 19.09.2022 to 21.09.2022 at Goa,
- Residential workshop on **Labour Laws & HR Compliances** from 22.09.2022 to 24.09.2022 at Goa,
- Residential workshop on **Public Procurement with e-Procurement (GeM & CPPP)** from 22.09.2022 to 24.09.2022 at Goa,
- Residential workshop on **Contract Management, Dispute Resolution & Arbitration** from 22.09.2022 to 24.09.2022 at Goa,
- Residential workshop on **Time Management & Stress Management** from 22.09.2022 to 24.09.2022 at Goa,
- Residential workshop on **Right to Information Act** from 10.10.2022 to 12.10.2022 at Udaipur (Rajasthan),
- Residential workshop on **Prevention of Sexual Harassment of Women at Workplace** from 10.10.2022 to 12.10.2022 at Udaipur (Rajasthan),
- Residential workshop on **Official Language (Rajbhasha)** from 16.11.2022 to 19.11.2022 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Preventive Vigilance** from 16.11.2022 to 19.11.2022 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Recruitment Rules, Rosters & Reservation in Services** from 16.11.2022 to 19.11.2022 at Jim Corbett National Park (Uttarakhand),

- 
- Residential workshop on **Insolvency & Bankruptcy Code (IBC)** from 20.11.2022 to 23.11.2022 at Jim Corbett National Park (Uttarakhand),
 - Residential workshop on **Board Governance for Directors & KMPs** from 20.11.2022 to 23.11.2022 at Jim Corbett National Park (Uttarakhand),
 - Residential workshop on **Corporate Social Responsibility (CSR)** from 20.11.2022 to 23.11.2022 at Jim Corbett National Park (Uttarakhand),
 - Residential workshop on **Goods & Services Tax (GST)** from 07.12.2022 to 10.12.2022 at Port Blair (A&N Islands),
 - Residential workshop on **Audit, Accounting, Budgeting & Financial Management** from 07.12.2022 to 10.12.2022 at Port Blair (A&N Islands),
 - Residential **Capacity Building Program for Secretaries, Assistants & Stenographers** from 11.12.2022 to 14.12.2022 at Port Blair (A&N Islands) and
 - Residential workshop on **Public Procurement with e-Procurement (GeM & CPPP)** from 11.12.2022 to 14.12.2022 at Port Blair (A&N Islands).

In addition, we also request you to consider nominating officers for our online workshops (July to August 2022). Details are as under:

- Online workshop on **Government e-Marketplace (GeM)** from 05.07.2022 to 06.07.2022,
- Online workshop on **Disciplinary Rules & Procedures** from 05.07.2022 to 06.07.2022,
- Online workshop on **Prevention of Sexual Harassment of Women at Workplace** from 28.07.2022 to 29.07.2022,
- Online workshop on **Pay Fixation Rules** from 28.07.2022 to 29.07.2022,
- Online workshop on **Right to Information** from 04.08.2022 to 05.08.2022 and
- Online workshop on **Corporate Social Responsibility (CSR)** from 04.08.2022 to 05.08.2022.

You are advised to kindly refer to brochures for details about these workshops such as course content, participation fee, venue, profile of faculty members etc. Detailed brochures for these workshops are available on our website (www.nahrd.in).