Fwd: Four days Training Programme on Administrative Vigilance- Role of IO/PO (AV3-18) from 15.09.2025 to 18.09.2025

Shri Dharmendra < csdelhi@nic.in >

Thu, 19 Jun 2025 5:20:22 PM +0530

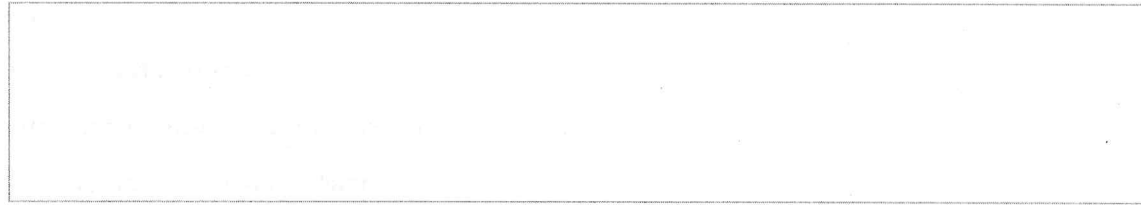To   "Sh Anil Kumar Singh"<secservices@nic.in>,"Shri Sudhir Kumar"<dvigil@nic.in>

Diary 13137
19-06-25

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
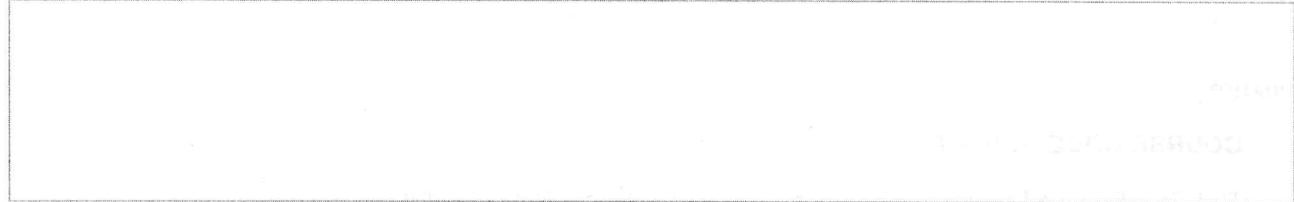**To:** jsns@ddpmod.gov.in
Sent: Thursday, June 19, 2025 3:52:39 PM
Subject: Four days Training Programme on Administrative Vigilance- Role of IO/PO (AV3-18) from 15.09.2025 to 18.09.2025

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Date:

19.06.2025

To

All Ministries / Departments of the Govt. of India

All State Governments / All Union Territories

The Central Vigilance Commission/Election Commission of   India/UPSC

All Public Sector Undertakings / All Autonomous Bodies/ All Statutory Bodies

Subject: Four days Training Programme on Administrative Vigilance- Role of IO/PO (AV3-18) from 15.09.2025 to 18.09.2025.

Madam/Sir,

The Training Course on Administrative Vigilance- Role of IO/PO (AV3-18) is scheduled to be conducted on 15.09.2025 to 18.09.2025.

2.   Details of the training programme, eligibility requirements and facilities available are given at **Annexure**. The participants need to send their nominations compulsorily through online mode in ISTM

website (www.istm.gov.in) and thereafter take print out of the same and send it duly countersigned by the sponsoring authority latest by **8th** September, 2025.

The Link to the Online Form is :

https://www.istm.gov.in/home/online_nomination_form .

3.   Only such officers should be nominated who can attend the programme on whole time basis. While making nominations, the level and type of participants as indicated in **Annexure** may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other Institution should not be nominated for this programme.

4.   Only such Candidates, whose nominations are accepted for the training course/Workshop by the Institute of Secretariat Training & Management, would be allowed to join the Workshop. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded on ISTM Website **www.istm.gov.in** and will also be communicated to the Participants and Sponsoring Authorities through Email.

Encl: Annexure

Yours faithfully

Sd/-

(Deepak Kumar Bist)

Joint Director & Course Coordinator

Email: deepakkumar.bist@gov.in

Tel: 011-26737604

Annexure

1.   **COURSE CODE: -** AV3-18

2.   **TITLE: -** Training Programme on Administrative Vigilance- Role of IO/PO

3.   **DURATION: -** Four days (15.09.2025 to 18.09.2025)

4.   **Venue:-** ISTM, New Delhi

5.   **AIM OF THE COURSE: -** To develop the skills required for functioning as Inquiry Officers & Presenting Officers.

6.   **OBJECTIVES: -** By the end of the Training Programme, the Participants will

                be able to:

1)   List out the Constitutional provisions relating to disciplinary proceedings.

2)   Explain the Principles of Natural Justice.

3)   Describe the Role & Functions of Inquiry Officer, Presenting Officer & Defence Assistant.

4)   Draft the inquiry Report.

5)   State Steps involved in conducting an Inquiry.

6.   BROAD CONTENT OF THE COURSE: -

1) Constitutional provisions relating to disciplinary proceedings

2) Principles of Natural Justice.

3) Departmental Investigations prior to disciplinary cases.

4) Analysis of charge sheet

5) Role & Functions of Inquiry Officer.

6) Role & Functions of Presenting Officer & Defence Asstt.

7) Preliminary Hearing

8) Regular Hearing and recording of evidence

9) Evaluation of Evidence.

10) Drafting of Inquiry Report & Action on IO's Report.

11) Mock Inquiry.

7.   METHODOLOGY: Offliline

8.   PARTICIPANTS (Eligibility Conditions)

The programme is meant for the officers of the level of group 'A' & 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/ State Govts. or Public Sector Undertakings, who are required to discharge the function of Inquiry Officer/Presenting Officer.

9.   **Course Capacity:** The maximum number of participants that can be admitted to the Course is 25-30.

10.   **Course Fee and Other Expenses:**

10.1 There is no course fee for Central Govt. & State Govt. officers. A course fee of Rs. 4,000/- (Rupees Four Thousand Only) 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.

10.2   Course fee can be paid through following methods .

(i)   Cheque/Demand Draft in favour of "PAO, DP & AR" payable at "New Delhi".

(ii)   Through online mode :-

      Go to website – "bharatkosh.gov.in"

    Go to "quick payments"

(https://bharatkosh.gov.in/NTRPHome/QuickPayment)

Select the Ministry as - "034 – Personnel, P.G & P

Select Purpose as - "Course Fee in ISTM"

(iii)   After payment, send the screenshort/transaction details through email and bring a copy at the time of reporting at ISTM.

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10.3   If the course fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

11.   Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: www.istm.gov.in -> training -> participants login-> book hostel (one month before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities.

ISTM

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Administrative Vigilance - Role of IO/PO
Course Code : AV3-18
Date :   15 Sep 2025 to 18 Sep 2025
Mode :   Offline

For more details, click here for "COURSE CIRCULAR" and please visit our website at www.istm.gov.in.

Regards

Deepak Kumar Bist

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

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Regards
O/o The Chief Secretary, Delhi