भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(एक आईएसओ9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)
कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING
कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

दिनांक / **Date: 21.04.2025**

To

Secy. to the Govt. of India (All Ministries / Departments)

All Attached & Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: **One Week Offline training Programme on Administrative Vigilance- Role of IO/PO (AV1-24) from 04 Aug 2025 -To- 08 Aug 2025 in ISTM.**

Sir/Madam,

The Training Programme on **Administrative Vigilance - Role of IO/PO (AV1-24)** to be held in **Offline Mode** during **04 Aug 2025 -To- 08 Aug 2025** in ISTM, New Delhi. The details of the Programme i.e. the objectives, Training Programme contents, level and type of participants, venue etc. are given in Annexure-I.

2.   Nomination form for the course may be filled online at ISTM website

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

It may please be noted that is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or a scanned copy of forwarding letter may be sent by e-mail.

3.	Only such officers should be nominated who can attend the programme on **whole time basis in ISTM**, New Delhi. While making nominations, the level and type of participants as indicated in **Annexure-I** 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. Nominations of eligible officials complete in all respect should reach the undersigned latest by **04 July 2025**

4.	Only such candidates, whose nominations are accepted for the Programme by the Institute of Secretariat Training & Management, would be allowed to join the Programme. It is, therefore, reiterated that nominees should be relieved only after acceptance of nomination by the ISTM. The acceptance of nomination letter will be uploaded in the ISTM's website www.istm.gov.in and will also be communicated to the participants through e-mail.

Enclosure: Annexure - I

Yours faithfully,

- Sd-

(Puneet Kumar Sharma)

Deputy Director & Course Director

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Tel: 01126737509

प्रशासनिक ब्लाक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD), ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI – 110067
वेबसाईट / WEBSITE – https://www.istm.gov.in; टेलीफैक्स / FAX – 011-26104183; ई-मेल / E-Mail – istm@nic.in

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ANNEXURE-I

TRAINING PROGRAMME INFORMATION SHEET

1.	**TRAINING PROGRAMME TITLE:** Training Programme on Administrative Vigilance- Role of IO/PO (Offline)

2.	**TRAINING PROGRAMME CODE:** AV1-24

3.	**DURATION:** One Week (04th to 08th Aug 2025)

AIM: To develop the skills required for functioning as Inquiry Officers &	Presenting Officers.

4.	**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.

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5.   **BROAD CONTENT: -**

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1)   Constitutional provisions relating to disciplinary proceedings
2)   Principles of Natural Justice.
3)   Analysis of charge sheet
4)   Role & Functions of Inquiry Officer.
5)   Role & Functions of Presenting Officer & Defence Asstt.
6)   Preliminary Hearing
7)   Regular Hearing and recording of evidence
8)   Evaluation of Evidence.
9)   Drafting of Inquiry Report
10)   Mock Inquiry

6. METHODOLOGY: Offline mode

Part-1: In the offline Training Programme at ISTM, the course will deal with the essential aspects of administrative vigilance and role of IO/PO in conduct of Inquiry through interactive classroom session and conduct of mock inquiry.

7. PARTICIPANTS (Eligibility Conditions)

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

8.   TRAINING PROGRAMME CAPACITY:

The maximum number of participants that can be admitted to the Training Programme is 35.
9.   NOMINATIONS FOR THE COURSE:

Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before **11th July 2025.**

10.   ACCEPTANCE OF NOMINATION:

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the
Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.

11. COURSE FEE & OTHER EXPENSES:

A course fee of **Rs. 5,000/- (Rupees Five Thousand Only)** per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. Course fee is required to be paid through online mode as follows:
Website - Bharatkosh.gov.in Ministry - Personnel, P.G. & P Purpose -
Course fee in ISTM Deposit amount through online mode.
There   is   no   Course   fee   for   the   officers   of   Central   Govt./   State   Govt./UT Ad ministration and its Attached / Subordinate offices.

NOTE:

i.   Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in.
ii.   They may be relieved only after display of their names on the website of ISTM.
iii. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM www.istm.gov.in regularly.

12.   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 Caretr or Hostel

Warden at Tele - 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