

फा.सं / FILE NO: Y-14016/1/2025-ISTM

Dated the 02<sup>th</sup> May, 2025

To

All Ministries / Departments of the Govt. of India  
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: Two days' Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-02) from 14 Jul 2025 to 15 Jul 2025 in ISTM – reg.**

Madam/Sir,

The Two day **Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-02)** is scheduled to be held in ISTM in **Offline Mode** from **14 Jul 2025 to 15 Jul 2025**. The details of the programme i.e. the objectives, course 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](https://www.istm.gov.in/home/online_nomination_form). It may please be noted that is mandatory to fill up nomination form online. The last date of online nomination is **15<sup>th</sup> June, 2025** 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 e-mail scanned copies after getting signed by their sponsoring authority.
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 **20<sup>th</sup> June, 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](http://www.istm.gov.in) and will also be communicated to the participants through e-mail.

Encl: Annexure-I

Yours faithfully

Sd/-

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## Annexure-I

**COURSE INFORMATION SHEET**

1. **COURSE TITLE:** Two days' Orientation Training Programme on Conduct Rules & Preventive Vigilance
2. **COURSE CODE:** (OTP-C-PV-02)
3. **DURATION:** Two days (14 Jul 2025 to 15 Jul 2025)
4. **AIM OF THE COURSE:** To acquaint the participants with the Conduct Rules for Government Servants, various aspects of vigilance administration and preventive measures for improving efficiency of the organization.
5. **OBJECTIVES:** By the end of the training programme, the participants will be able to:
  - 1) Explain various Conduct Rules applicable on Government Servants.
  - 2) Explain various aspects of Vigilance administration.
  - 3) Define concept of Preventive Vigilance
  - 4) Identify the areas in their respective work place/profile where preventive vigilance measures may be applied.
  - 5) List out various tools of Preventive Vigilance
6. **BROAD CONTENT OF THE COURSE: -**
  - 1) Provisions of CCS (Conduct Rules) 1964 and judicial dicta.
  - 2) Overview of the Vigilance Administration.
  - 3) The concept of Preventive Vigilance and its application in various fields of Government functioning.
  - 4) Group work and presentation on Conduct Rules and measures of Preventive Vigilance.
7. **METHODOLOGY: Offline in person training**

In the Training Programme at ISTM, the course will deal with the application of Conduct Rules and Preventive Vigilance through lecture-cum-discussion method and Group work followed by presentation by the participants.
8. **PARTICIPANTS (Eligibility Conditions)**

The programme is meant for the officers of the level of Group-A and Group-B in the Central Government Ministries/Departments and officers of equivalent status in the Central Govt. Offices/State Govt. Offices/ Autonomous Bodies/ Public Sector Undertakings/ Public Sector Banks etc.
9. **COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 40.



- 10. 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 **20<sup>th</sup> June, 2025.**
- 11. 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](http://www.istm.gov.in). They may be relieved only after receipt of such intimation from ISTM.
- 12. COURSE FEE & OTHER EXPENSES:** A course fee of **Rs. 2,000/- (Rupees Four 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 per the following details, **only after confirmation of the admission by ISTM:**

Website - [Bharatkosh.gov.in](http://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 Administration 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](http://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](http://www.istm.gov.in) regularly.
- iv. Confirmation of participation/admission will be sent only to those applicants, whose Sponsoring Authority has approved the nomination and approval letter is received in ISTM by 20<sup>th</sup> June, 2025.**

**13. 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](http://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.