



India Institute of Secretariat Training & Development

G/F WB-159 Old Plot No.-53-A, WB Block, Ganesh Nagar-2, Shakarpur, East Delhi, New Delhi-110092

Phone: 011 22941056 & 22941014, Mobile: 9891987306

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By E-Mail & Registered Post

Ref No IISTD/NEW/VIG/25-20-802

New Delhi

To
The Principal Secretary
Department of Personnel

Subject: Three days Training Program on Administrative Vigilance and Prevention of Corruption, Handling/ Scrutiny/ Investigation of complaints / Grievances having vigilance Angle

Three days Training Program on "Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel

Three days Training Program on Digital Personal Data Protection Act 2023 & Privacy Compliance

- From 22 to 24 July, 2025 at Hotel Deskitsal, Leh
- From 23 to 25 September, 2025 at Lemon Tree Hotel, Port Blair
- From 27 to 29 October, 2025 at Hotel Ramada by Wyndham Darjeeling
- From 18 to 20 November, 2025 at Lemon Tree Hotel, Port Blair
- From 08 to 10 December, 2025 at Hotel Olive County Manali
- From 17 to 19 Feb, 2026 at Hotel Pax Grand Blue, Udaipur
- From 10 to 12 March, 2026 at Hotel Bogmallo Beach Resort, Goa

Dear Sir/Madam,

1. India Institute of Secretariat Training & Development (IISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises), registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. IISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.
2. Reference to Central Vigilance Commission Circular No. 024/VGL/081/36147 Dated 01/08/2024 on Observance of Vigilance Awareness Week, 2024. The Central Vigilance Commission adopts several strategies for effective implementation of its mandate to fight corruption. Observance of 'Vigilance Awareness Week' remains one of the primary tools of preventive vigilance with the focus on building awareness and re-affirming the commitment of everyone to uphold integrity in public governance. The Central Vigilance Commission observes Vigilance Awareness Week every year in the week in which the birthday of Sardar Vallabhbhai Patel falls. This year, the Commission has decided that Vigilance Awareness Week 2024 would be observed from **28th October 2024 to 3rd November 2024** on the following theme:
"Culture of Integrity for Nation's Prosperity"
3. As a prelude to Vigilance Awareness Week 2024, the Commission has desired that all organizations may undertake a three-month campaign from 16th August 2024 (Friday) to 15th November 2024 (Friday) on Preventive Vigilance with focus on following areas:
 - a. Capacity Building programs



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- b. Identification and implementation of Systemic Improvement measures
 - c. Up-dation of Circulars / Guidelines / Manuals
 - d. Disposal of complaints received before 30.06.24
 - e. Dynamic Digital Presence
4. The prime objective & it aims at making every Organization, both Government and Public Sector units, to concentrate on Preventive Vigilance to reduce corruption in our country. Further another field wherein huge budgetary allotment is being spent is in procurement of Goods and Services. In order to contain corruption, at the same time to promote transparency, e- procurement system is in vogue in all Government Departments and Public Sector Units. Training throws light on the concept of E-Procurement and procedure and also on the role of Preventive Vigilance in every Organization, which in other words, is the basis for Key to Good Governance.
5. Anti-corruption measures of the Central Government are responsibility of (i) the Central Vigilance Commission (ii) Administrative Vigilance Division (AVD) in the Department of Personnel & Training; (iii) Central Bureau of Investigation (CBI); (iv) Vigilance units in the Ministries / Departments of Government of India, Central Public Sector Enterprises and other autonomous organisations; (v) Disciplinary authorities; and (vi) Supervisory officers.
6. General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances. These rules and orders are treated as executive instructions to be observed by all Departments and Organisations under the Government and specified Bodies except otherwise provided for in these Rules. The GFR, 2017, which were released in February 2017, are based on a comprehensive review of GFR, 2005 with the aim of promoting simplicity and transparency in the Government financial system and procedures.
 - [Manual for Procurement of Goods \(Updated June, 2022\)](#)
 - [Manual for Procurement of Consultancy & Other Services \(Updated June, 2022\)](#)
 - [Manual for Procurement of Works \(Updated June, 2022\)](#)
7. The Training Programme is meant for State & Central Government Officials, Central Public Sector Enterprises (CPSEs), Public Sector Undertakings (PSUs), Autonomous Bodies, Professionals, Entrepreneurs and Academicians. Training Objectives are:
 - To ensure prompt observance of proper conduct ethics related to integrity.
 - To institute pro-active vigilance and preventive vigilance and help employees to take unbiased and effective decisions.
 - To eliminate factors which provide opportunity for corruption and malpractices by in-depth examination of the Organization and procedures.
 - To conduct regular, periodical and surprise visit to check quality and progress of the work.
 - To sensitize the Corporation for implementing rotational transfers for employees posted at sensitive posts.
 - To encourage team spirit, innovation and to develop a transparent and accountable system.
 - To advise the Corporation towards removal of discretionary powers so that decisions can be taken in a transparent manner.
 - To streamline investigations so that it acts on deterrent to the corrupt elements at the same time encourage honest employees.
 - To create vigilance awareness among employees to bring about the change in the work culture and work ethics.
 - To implement CVC guidelines/circulars in the Organization.



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- To gain an overall understanding of Government e-Marketplace (GeM) and GFR 2017

6. Course Contents:

- Preventive Vigilance "A Conceptual Framework, Basics of Discipline, Misconduct and Disciplinary proceedings, Enquiry Proceedings.*
- Tender guidelines, Government e-Marketplace (GeM), General Financial Rules, DOE OM's & CVC guidelines related to Public Procurement. Commission's guidelines on Intensive Examination of Procurement & Other Contracts.*
- Constitutional Dimensions of Right to Information Act 2005, Exemptions from disclosure of information.*
- Prevention of Corruption Act, 1988, Management audit of vigilance unit (MAVU), Adoption and implementation of Integrity Pact-Revised, Standard Operating Procedure*
- DOPT instruction on Vigilance Matters: Grant of Vigilance Clearance to AIS Officers & Central Civil Services/Central Civil posts, Handling of complaints in Ministries/Departments.*
- Complaint Handling System, Action on anonymous / pseudonymous complaints, Procedure for Handling of complaints sent for necessary action to the organisations concerned, Implementation of final penalty orders issued by the Competent Authority and submission of compliance report.*
- CVC guidelines / Circular on Inquiry/ Disciplinary matters, Timely completion of Departmental Inquiries. Obtaining documents from CBI for the purpose of departmental inquiry proceedings.*
- Drafting of Charge sheet and Disciplinary proceeding, Regular Departmental Action for Minor/ Major Penalty. Guidelines for dealing with disagreement between DA and CVC in cases of granting Sanction for Prosecution.*

8. The Workshop fee per participant will be

Non-Residential	Double Sharing	Single Sharing
Rs 29,999/-+ 18% GST Extra	Rs 48,999/-+ 18% GST Extra	Rs 59,999/-+ 18% GST Extra

9. Payment: In advance or before commencement of training program through RTGS/Bank draft in favour of "India Institute of Secretariat Training & Development" payable at New Delhi.
10. Methodology: The programme will be organised on highly participative lines. The training methods will include, lecture, group discussion, Group Exercise, Presentations, Case study, role-play, etc.
11. The participants will be issued course material (Soft Copy) during the courses. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S). The Non-residential fee covers the Training charges, working lunch only.
- For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges payable in Advance.



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- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- **Please note that IISTD would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.**
- Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.
- The participants will be issued soft copy course material during the courses.
- Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
- Hotel mentioned in proposal may change due to non-availability of rooms in that case similar hotel accommodation will be booked.

For any details, please feel free to get in touch with the undersigned. Thanking you in anticipation and assuring you of our best services. Kindly do the needful & expecting for confirmation and further response at the earliest.

For India Institute of Secretariat Training & Development

Somveer

Shri Somveer

Director (Training)

