SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

RZ-17B/223, J-Block, Back Gali,
West Sagarpur, New Delhi – 110046
Mobile No. 9958014267
Website: www.sierd.org

Ref. No.: SIERD/T-216B/2022
Date: 15.02.2022

To
The HOD/ Heads of Personnel/Admin/Vigilance/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,
Insurance Corporation and other Financial Institutions

Residential Workshop On
"PREVENTIVE VIGILANCE"
From 20th to 22nd April 2022
At Goa

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned training program.

INTRODUCTION:-

The Institute has designed special training package on the above subject for middle/senior level Administrative Officers and functional level officers involved in the decision making process in the organization with a goal to meet the challenges and needs of contemporary society. Administrative Law has no definite sphere and by itself is not an independent subject of law like other laws. This has made this law highly dynamic and an effective instrument in the hands of people to combat administrative arbitrariness through instrument of judiciary. It is born out of judicial decisions to usher in rule of law in the society by bringing in norms of good governance.

WHO SHOULD ATTEND:-

This Programme is designed for :-
Executives, Vigilance Officers, Senior and Middle level Managers, and Administrative/HR Managers who have to hold/associate in preliminary inquiries, act as Presenting officer in or have to hold regular Departmental Inquiries and for Non vigilance functionaries to understand the vigilance mechanism & its complexities. Also for those officials of PSUs, Autonomous Bodies, State/Central Govt. who are dealing/likely to deal in future with the topic.

FACULTY:- The Sessions will be conducted by highly experienced faculty. Individual questions/doubts and their clarifications would be encouraged

WORKSHOP DURATION:- The Programme will commence at **02:30PM on 20.04.2022** and will conclude at **05:00PM on 22.04.2022**

COURSE OUTLINE:-

- **Facets of vigilance-Preventive, punitive and surveillance**
- **Conceptual framework**
- **Integrity Pact & Discussions on best practices**
- **Preventive steps to be taken in tender process and CVC guidelines on Preventive Vigilance**
- **Role and functions of CVC and CVO**
- **Procurement, e-procurement, GeM and CVC/ Ministry of Finance Guidelines**
- **Brief overview of the Conduct Rules**
- **Principles of Natural Justice- a discussion**
- **Brief Introduction to the Prevention of Corruption Act**
- **Overview of Disciplinary / Vigilance action against an employee**
- **Framing of charge sheet**
- **Role and function of the Inquiry officer**
- **Case studies and reinforcement quiz on Preventive Vigilance**

FEE:-

Residential on Single Occupancy: Rs.34000 + 18% GST total Rs. 40120/- Per Participant

Residential on twin sharing basis Rs. 25000 + 18% GST = Total Rs. 29500/- Per Participant

Non-Residential: Rs. 13000 + 18% GST = Total Rs. 15340/- Per Participant

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Spouse/Family members are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family members. Participation fees for non- residential participant include cost of lunch and study material.

RESIDENTIAL CANDIDATE: **Check in 20th April 2022 (12:00PM) & Checkout 23rd April 2022 (11:00AM)**

PLACE OF STAY & WORKSHOP:- **Regenta Central, North Goa.**

LAST DATE:- **Last Date of Accepting nominations is 11.04.2022. Nomination can also be forwarded after the last date on Enquiry/Confirmation.**

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of **"Systematic Institute of Economic Research & Development"** payable at New Delhi. NEFT payment may be made direct to Current **A/c No. 62310200000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPPK7937K **GSTIN- 07BXPPK7937K1ZN**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

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. SIERD shall not be responsible for the same. In addition, SIERD may also require participants and their accompanying guests to fulfill certain requirement(s) which will be conveyed one week before the workshop.

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

We shall be glad to accommodate the nominations from your organization.

Neeraj Kumar
Program Coordinator
SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT
New Delhi - 110046, Mob. No.9958014267
E-mail: sierd@rediffmail.com / info@sierd.org