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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली - 110001

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001

संख्या 15-6(82)/98-O&M-II(Vig.)

दिनांक : 08 अप्रैल, 2021

No.

प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

सीएसआईआर के सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक
The Directors/Heads of all National Labs./Instts. of CSIR

विषय: Training Course/Workshop on Administrative Vigilance : Role of IO/PO (AV1-12) to be conducted from 14, Jun 2021 to 18, Jun 2021 - reg.

महोदया/महोदय,

मैं उपरोक्त विषय पर आईएसटीएम (ISTM) द्वारा भेजी गई ई-मेल दिनांक 30.03.2021 की एक प्रति जानकारी एवं आवश्यक कार्यवाही हेतु भेज रहा हूँ। इस सम्बन्ध में, यह उल्लेख किया जा सकता है कि कुछ प्रयोगशालाएँ/संस्थान विशेष रूप से उच्च स्तर पर आयोजित विभागीय जाँच का कम ज्ञान/अनुभव होने के कारण आई ओ/पी ओ की नियुक्ति में कठिनाइयों का सामना कर रहे हैं।

अतः आपसे अनुरोध किया जाता है कि आईएसटीएम (ISTM) द्वारा आयोजित उपरोक्त प्रशिक्षण कार्यक्रम में अधिकारियों एवं वैज्ञानिकों को नामित किया जा सकता है।

I am forwarding a copy of the e-mail dated 30.03.2021 sent by ISTM on the above subject for information and necessary action. In this regard, it may be mentioned that some of the labs./instts. are finding difficulties in appointment of I.O./P.O. having less knowledge/experience of the conducting departmental inquiry particularly at higher level.

You are, therefore requested that officers including scientists may be nominated to the aforesaid training programme conducted by the ISTM.

भवदीय,

(ले. कर्नल विक्रम सिंह राणा)
मुख्य सतर्कता अधिकारी

संलग्न : यथोपरि

प्रतिलिपि :

1. महानिदेशक, सीएसआईआर का कार्यालय
2. संयुक्तसचिव(प्रशा.), सीएसआईआर का कार्यालय
3. वित्तीय सलाहकार, सीएसआईआर का कार्यालय
4. विधि सलाहकार, सीएसआईआर का कार्यालय
5. सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के वरि. प्रशा. नियन्त्रक/ प्रशा. नियन्त्रक/प्रशा. अधिकारी
6. सीएसआईआर मुख्यालय/कॉम्प्लेक्स के /वरिष्ठ-उप-सचिव/ उप-सचिव/अवर सचिव
7. प्रमुख आईटी विभाग इस पत्र को सीएसआईआर वेबसाइट पर उपलब्ध करने हेतु।
8. वरिष्ठ भंडार एवम क्रय अधिकारी
9. सतर्कता अनुभाग में कार्यरत सभी अनुभाग अधिकारी
10. कार्यालय प्रति

Training Course / Workshop on Administrative Vigilance: Role of IO/PO (AV1-12) to be conducted from 14, Jun 2021 to 18, Jun 2021.

From : ISTM <noreply-istm@nic.in>

Tue, Mar 30, 2021 03:22 PM

Subject : Training Course / Workshop on Administrative Vigilance: Role of IO/PO (AV1-12) to be conducted from 14, Jun 2021 to 18, Jun 2021.

To : ctrl63 ssbbst <ctrl63.ssbbst@gov.in>

Reply To : ISTM <r.singh25@gov.in>

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: Training Course / Workshop on **Administrative Vigilance: Role of IO/PO (AV1-12)** to be conducted from **14, Jun 2021 to 18, Jun 2021.**

Sir/Madam,

I am directed to say that a training course / workshop "**Administrative Vigilance: Role of IO/PO**" will be conducted at this Institute from **14, Jun 2021 to 18, Jun 2021 (1 Weeks)**. Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. Nomination form for the training course / workshop may be filled online at **http://www.istm.gov.in/home/online_nomination_form**. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

3. Only such officials should be nominated who can attend this programme on whole time basis. 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 training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **8, May 2021**.

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

वेबसाइट / WEBSITE - <https://www.istm.gov.in>; टेलीफैक्स / FAX - 011-26104183; ई-मेल / E-Mail - istm@nic.in

4. Only such officials, whose nominations are accepted for the training course / workshop by the Institute of Secretariat Training & Management, would be allowed to join. 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 in ISTM website https://www.istm.gov.in/home/view_all_nomination_acceptance one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,

- Sd-

(Rajesh Singh)

Deputy Director & Course Director

Email ID: r.singh25@gov.in

Tel: 01126737516

Mob: 9643580896

ANNEXURE-I

COURSE INFORMATION SHEET

Code : AV1-12

Title : Administrative Vigilance: Role of IO/PO

Duration : 1 Weeks (From 14, Jun 2021 to 18, Jun 2021)

AIM OF THE COURSE:

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

BROAD CONTENTS OF THE COURSE:

- Constitutional provisions relating to disciplinary proceedings

- Principles of Natural Justice.
- Departmental Investigations prior to disciplinary cases.
- Analysis of charge sheet.
- Role & Functions of Inquiry Officer.
- Role & Functions of Presenting Officer & Defence Asstt.
- Preliminary Hearing
- Regular Hearing and recording of evidence
- Evaluation of Evidence.
- Drafting of Inquiry Report & Action on IO's Report.
- Mock Inquiry.

METHODOLOGY

The programme will be organised on highly participative lines. The training methods will include, lecture, group discussion, case study, mock inquiry etc.

ELIGIBILITY CONDITIONS:

The programme is meant for the officers of the level of dealing Assistants, Section Officers and above in the Central Secretariat and officers of comparable status in the Central Govt. Offices/ State Govts. or Public Sector Undertakings, who are required to discharge the function of Inquiry Officer/Presenting Officer.

COURSE CAPACITY

The maximum number of participants that can be admitted to the Course is 25.

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 Director so as to reach him/her before **08, May 2021**.

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.

COURSE FEE/CAPITATION FEE

A capitation fee of **Rs. 5000/-** 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. Capitation fee is required to be paid through a Crossed Cheque/Bank Draft **in favour of PAO, DP & AR, New Delhi** payable at New Delhi. If the capitation fee is not paid in advance or at the time of admission of the candidate, he/she will not be admitted to the programme. The Travelling Allowance and Daily Allowance if any of the officers nominated to attend the course will be borne by the Sponsoring authorities.

ACCOMMODATION

ISTM has a modest hostel facility where rooms are available on twin sharing and first-come-first-served basis and subject to availability. Only course participants will be permitted to stay in the hostel. Participants are requested to apply online for hostel facility only after acceptance of their nomination.
