No: 11-36/2014-Trg (Vol. III)
Government of India
Ministry of Communications & IT
Department of Posts (Training Division)

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Dated: 05.11.2019

To,
1. AS&FA, Postal Directorate, New Delhi.
2. All Head of Circles.
3. CGM (BD&M Directorate/PLI Directorate/Parcel Directorate)
4. All Senior DDsG, Dak Bhawan.
5. Director, RAKNPA, Ghaziabad (UP).
6. All DDsG, Dak Bhawan.
7. Directors, All PTCs.
8. Assistant Director, RTC, Nashik.

Subject: - Nominations for Training programme/ Workshop on Administrative Vigilance: Role of IO/PO to be conducted by ISTM, New Delhi, from 03-07 Feb 2020.

With reference to the subject matter, it is intimated that Training programme/ Workshop on Administrative Vigilance: Role of IO/PO is going to be conducted by ISTM, New Delhi, from 03-07 Feb 2020.

2. In this regard, nomination of officers may kindly be made by each Circle, according to ‘Level of participants’ mentioned against the said training programme, on the link provided on official website of Institute of Secretariat Training & Management, New Delhi, i.e. https://www.istm.gov.in/home/online_nomination_form after obtaining permission of the Competent Authority and under intimation to this Division for issue of formal orders regarding deputation of officers/officials for attending the said training at ISTM. **It may kindly be ensured that no officer/official is relieved for training unless formal orders are issued by this Division.**

3. This has the approval of Competent Authority.

(Moona Yasmin)
ADG (Training)

Encl.: As above.

Copy to: -

CEPT, Mysuru, for information and necessary action in respect of uploading this letter on official website of the department in ‘Training & Courses’ Module.
ANNEXURE-I

COURSE INFORMATION SHEET

Code : AV1
Title : Administrative Vigilance: Role of IO/PO
Duration : 1 Weeks

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.
- 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 one
month to starting of the course.

**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.