

COURSE BROCHURE

ORIENTATION TRAINING PROGRAMME ON PREVENTIVE VIGILANCE

(3rd NOVEMBER to 4th NOVEMBER, 2022)



**GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(AN ISO 9001:2015 INSTITUTION)**

Institute of Secretariat Training and Management

The Institute of Secretariat Training and Management (ISTM) was established in May 1948. Over the years, ISTM has emerged as a premier Central Training Institution in training of Officers working in the Central Secretariat, State Governments/ Union Territories, Public Sector Enterprises (PSEs) and Autonomous Bodies.

Central Secretariat is at the apex level of governance in the country and the officers and staff posted in the Central Secretariat not only monitor the National flagship programmes and projects but also help formulate, review and monitor the implementation of public policies. The role of officers posted in Central Secretariat therefore calls for high quality, dedication and expertise in the allotted areas.

Central Secretariat utilizes a diverse set of talent pool of officers and ISTM celebrates this diversity by providing training across a broad range of subjects to a large number of officers from various civil services having a variety of functional specializations.

ISTM has long experience in imparting quality training programs using state of the art training techniques providing the participants an environment supportive for accelerated learning. To do so, ISTM uses learner-centric and interactive methods like case studies, group discussions, brainstorming and learning through modelling and games etc.

ISTM aims at excellence in the quality of its content, methodology and effective in design and delivery of learning resources. It continuously strives to set the highest benchmarks in effective instructions design, engaging best-in-class resources and utilizing the user feedback to constantly improve the learning experience.

Over the years, the Institute has developed the in-house expertise in facilitating the skill development and behavior modification for improving organizational effectiveness.

ISTM is envisioned to play an important part in the capacity building initiative of Mission Karmayogi by strengthening its professional capacity so as to develop the framework for the Role based Competency model.

Training Programmes & Activities

Cadre Training Programmes

- Implementation of Cadre Training Plan mandated by DoPT
- Foundation and Midcareer training for CSS & CSSS

Thematic Training Programmes (Calendared & Customized)

Administrative Rules and Procedures

- Administrative Vigilance
- Establishment Matters
- Reservation in Services
- Noting & Drafting

- Handling Parliamentary Work
- Handling of CAT/Court Cases
- Preparation of Cabinet Notes
- RTI Act, 2005 & POSH Act, 2013

Financial Management

- GeM and Public Procurement
- Project Management
- Cash & Accounts
- Public Private Partnership
- Drafting of EFC/ PIB proposals

Computer Applications

- MS Office Suite
- e-Office
- Big data Analytics
- Emerging Technologies in Government
- Statistical Tools and Techniques

Public Policy

- Formulation of Public Policy
- Sustainable Development Goals
- Strategic Planning
- Citizen-centric Service Delivery
- Good Governance

Organizational Management

- Human Resource Management
- Knowledge Management
- Organizational Behaviour in Government
- Team Building and Leadership

Trainer Development Programmes

- Direct Trainer Skills and Design of Training
- Implementation of National Training Policy
- Development programme for Recognized and Master Trainer

Consultancy Project Work

- Manpower/Work Study/Cadre Restructuring
- Third party audit of proactive disclosure
- Training Need Analysis

Course Brochure

1. Title : Orientation Training Programme on Preventive Vigilance (Online)

2. Duration : 2 Days (3rd November to 4th November, 2022)

3. Aim :

To develop skills and competencies required for the work in the area of preventive vigilance.

4. Course Content:

Facets of Vigilance, Preventive Vigilance & Role of CVC & Vigilance Officers, Preventive Vigilance & Disciplinary Rules & Procedures

5. Methodology

i. The Workshop shall be conducted in participative mode, including lecture and discussion on real life problems on preventive vigilance.

ii. It will be conducted through Online Webinar (Cisco Webex).

6. Nominations for the Course/Eligibility:

The course is designed for 'Group "A"/ Up to Group "B" Officers dealing with matters working in Central/State Government, Autonomous Bodies, Public Undertaking etc.

7. Course Capacity: 50 (Approx)

8. Registration for the course: Nomination form for the course may be filled online at <https://www.istm.gov.in/lms/registration>. It may kindly be noted that it is **mandatory to fill form online**. Also, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring letter should be sent separately by post/ email/fax.

9. Acceptance of Nomination:

Officers whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM. The nominated officers may be relieved to attend the training on full time basis after receipt of confirmation from ISTM.

10. Course Fee and Other Expenses:

- I. No course fee is payable by officers of Ministries/ Departments.
- II. A Course fee of **Rs.2000/-** 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. The Course fee is required to be paid through a Crossed Cheque/Bank Draft **in favour of "PAO, DP & AR, New Delhi."**