



रक्षा लेखा नियंत्रक (सेना)
CONTROLLER OF DEFENCE ACCOUNTS (ARMY)
बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी 250001 -
Belvedere Complex, Ayudh Path, Meerut Cantt-250 001
☎ 0121-2794357 फ़ैक्स संख्या Fax Nos. 0121-2646254, 2646216
ई-मेल आई.डी./e-mail id: oandmcdaarmy.dad@hub.nic.in
(Through Email and website)



सं. संग. एवं प./प्रशि.नामांकन/ISTM/ 2023-24

दिनांक: 06.03.2024

सेवा में,

प्रभारी अधिकारी

1-AN-II (Local)	2-AAO (A) Agra	3-AAO (A) Dehradun
4-PAO (ORs) JRC Bareilly	5-PAO (ORs) GRRC Lansdwone	6-PAO (ORs) KRC Ranikhet
7-PAO (ORs) BEG&C Roorkee		

विषय: Three Days Online Training Programme on "Administrative Vigilance Role of IO/PO"

संदर्भ:- मुख्यालय कार्यालय का पत्रांक TD/AN/1013/Trg-E1/2023-24, दिनांक 04.03.2024 (प्रति संलग्न)।

कृपया मुख्यालय कार्यालय के संदर्भित पत्र का संज्ञान लेने का कष्ट करें, उक्त संबंध में मुख्यालय कार्यालय द्वारा सूचित किया गया है कि ISTM प्रशिक्षण संस्थान द्वारा निम्न प्रशिक्षण दिनांक 06/05/2024 से 08/05/2024 तक ONLINE माध्यम द्वारा आयोजित किया जाएगा:

S. No	Name of course	Period of course	Last date for submission of nomination	Level of officers required for nomination	Mode of Training	Link for filling Nomination
i	Three Days Online Training Programme on "Administrative Vigilance Role of IO/PO"	06/05/2024-08/05/2024	06/04/2024	Group 'A' & 'B' Officers.	Online	https://www.istm.gov.in/home/online-nomination-form

2. उक्त संबंध में, आपसे अनुरोध किया जाता है कि आप अपने अनुभाग/कार्यालय में कार्यरत ऐसे willing एवं eligible अधिकारियों को, जिन्हें संबंधित विषयों पर प्रशिक्षण की आवश्यकता है एवं उनके द्वारा इस प्रकार का प्रशिक्षण पूर्व में प्राप्त नहीं किया हो, को नामित करें।

3. नामित प्रतिभागियों की सूचना इस अनुभाग/कार्यालय को प्रेषित करें एवं नामित प्रतिभागियों को ISTM की website www.istm.gov.in पर self-registration करने हेतु निर्देशित करें।

4. Self-registration हेतु कृपया निम्न जानकारी प्रतिभागियों से साझा करें:

(i) Organization Details में, प्रतिभागी जिस कार्यालय में तैनात है, उसकी जानकारी अंकित करें।

(ii) Sponsoring Authority Name, designation, Address एवं Contact Nos से संबंधित कॉलम में प्रतिभागी द्वारा अपने कार्यालय/अनुभाग प्रभारी अधिकारी की जानकारी अंकित की जाए।

(iii) Form submit होने के उपरांत Nominee details, Sponsoring Authority द्वारा प्रति हस्ताक्षरित कराकर ISTM को प्रेषित करना सुनिश्चित किया जाए।

(iv) मुख्यालय कार्यालय के संदर्भित पत्र एवं ISTM द्वारा जारी निर्देशों का अनुपालन सुनिश्चित किया जाए।

5. उक्त Course का आयोजन 'ONLINE' माध्यम से कराया जा रहा है अतः इस पाठ्यक्रम हेतु यात्रा/दैनिक भत्ता देय नहीं है।

6. कृपया रजिस्ट्रेशन की प्रति इस अनुभाग/ कार्यालय को दिनांक 20/03/2024 तक प्रेषित करें, ताकि आवश्यक सूचना मुख्यालय कार्यालय को प्रेषित की जा सके।

समूह अधिकारी द्वारा अवलोकित।

संलग्न:- यथोपरि

— हस्ता —
वरिष्ठ लेखा अधिकारी
(संग. एवं प. कक्ष)

प्रतिलिप:-

प्रभारी अधिकारी
IT & S अनुभाग (स्थानीय)

वैबसाइट पर अपलोड करने हेतु।

— हस्ता —
वरिष्ठ लेखा अधिकारी
(संग. एवं प. कक्ष)

“हर काम देश के नाम”

कार्यालय रक्षा लेखा महानियंत्रक

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

प्रशिक्षण एवं विकास केंद्र (सेंट्रल)

CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
NEAR ARMY BASE HOSPITAL, BRAR SQUARE,
DELHI CANTT.-110010

फोन Ph : 011- 25682457, 25694268/98 फैक्स Fax : 011-25694308

ईमेल E-mail : trgdv- brar.cgda@nic.in

No. TD/AN/1013/Trg-E1/2023-24

Dated : 04.03.2024

To

1. All PCsDA/CsDA
2. All PIFAs/IFAs

(Through WAN only)

Subject: Training Programmes conducted by ISTM New Delhi.

ISTM, under the Deptt. of Personnel & Training (DoPT) is organizing the under mentioned Training Programmes for the officers of Ministries/Departments of Govt. Of India:

S. No	Name of course	Period of course	Last date for submission of nomination	Level of officers required for nomination	Mode of Training	Link for filling Nomination
i	Three Days Online Training Programme on "Administrative Vigilance Role of IO/PO"	06/05/24 - 08/05/24	06/04/2024	Group 'A' & 'B' Officers.	Online	https://www.istm.gov.in/home/online_nomination_form

2. **Nomination form** for the above workshop/training is to be filled by the officers nominated through ISTM website link as mentioned in their notification (copy enclosed). The sponsoring letters may be sent to ISTM separately by Email/Fax **latest by 08.04.2024**. A copy of course details is enclosed herewith for ready reference.

3. There is no course fee for officers of the Central Government.

4. The names of the selected candidates will be published on ISTM website (www.istm.gov.in) and no separate communication to the participants will be issued. Therefore, all sponsoring authority should ensure that only those candidates whose name appear on the website may be relieved for the course.

5. A copy of the nomination detail may also be forwarded to this office for our record. The nominated officers may also be directed to submit soft copy of the course material, received from ISTM during training, to CENTRAD along with Feedback report of the programme.

Enclosure : As above.



(Mohan Kumar)
SAO(Trg)

Copy to :

(i) The Officer-in-Charge : For uploading on WAN please.
IT&S Wing, CGDA HQrs.

(ii) The Officer-in-Charge : For nomination of two officers are dealing with
AN-IV Section, CGDA HQrs such work in this office.



(Mohan Kumar)
SAO(Trg)

mail

CENTRAD BRAR SQUARE

Fwd: Three Days Online Training programme on "Administrative Vigilance Role of IO/PO" from 06th May to 08th May, 2024.

From : CGDA Office <cgda@nic.in>

Fri, Feb 23, 2024 04:35 PM

Subject : Fwd: Three Days Online Training programme on "Administrative Vigilance Role of IO/PO" from 06th May to 08th May, 2024.

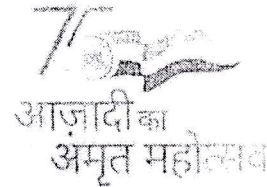
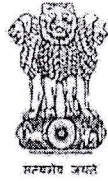
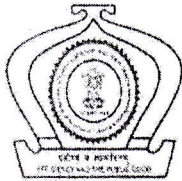
To : CENTRAD BRAR SQUARE <trgdiv-brar.cgda@nic.in>

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

To: cfo@ilca.in

Sent: Friday, February 23, 2024 12:58:13 PM

Subject: Three Days Online Training programme on "Administrative Vigilance Role of IO/PO" from 06th May to 08th May, 2024.



फा.सं / FILE NO: File No. Y-14014/1/2024-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

दिनांक / Date: 23.02.2024

To

All Ministries / Departments of the Govt. of India

All State Governments / All Union Territories

The Central Vigilance Commission

All Public Sector Undertakings / All Autonomous Bodies/ All Statutory Bodies

Subject: Three Days Online Training programme on "Administrative Vigilance Role of IO/PO" from 06th May to 08th May, 2024.

Madam/Sir,

This Institute will be conducting a Three Days Training Programme on Administrative Vigilance Role of IO/PO for Group 'A' & 'B' equivalents from 6th May to 8th May, 2024. The mode of Training will be **THROUGH ONLINE MODE**. The details of the workshop, its contents, eligibility condition, procedure for nomination and other information are given Annexure-I

2. Nomination form for the course may be filled online at https://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill form online. Last date for filling up online form is 06th April, 2024. 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 & so as to reach undersigned latest by 08th April, 2024.

3. Only such officers should be nominated who can attend the 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 programme conducted by ISTM or any other Institution should not be nominated for this programme.

4. Only such candidates, whose nominations are accepted for the Workshop by the Institute of Secretariat Training & Management, would be allowed to join the workshop. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. The acceptance of nomination letter will be uploaded in ISTM website www.istm.gov.in 15 days prior to starting of the workshop and no separate communication by post would be issued.

Encl: Annexure - I

Yours faithfully,

Sd-

(Namita Malik)

Joint Director & Course Director

Email ID: namita.malik@gov.in

Tel: 011 26737608

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



AV1-19 COURSE INFORMATION SHEET

The Institute	ISTM is a premier training institute under the administrative control of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India, and a lead resource Centre in the country for
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	strengthening professional capabilities of trainers in the Central and State Training Institutes. It has in its faculty, several "Master Trainers" and "Recognized Trainers" as National resource persons in the area of training techniques.
COURSE CODE	AV1-19
TITLE	ONLINE Training Programme on Administrative Vigilance Role of IO/PO
DURATION	Three Days (06th May to 08th May, 2024)
Aim of the Programme	To develop the skills required for functioning as Inquiry Officers & Presenting Officer
Broad Contents of The Course:	<ol style="list-style-type: none">1) Constitutional provisions relating to disciplinary proceedings2) Principles of Natural Justice.3) Departmental Investigations prior to disciplinary cases.4) Analysis of charge sheet5) Role & Functions of Inquiry Officer.6) Role & Functions of Presenting Officer & Defence Asstt.7) Preliminary Hearing8) Regular Hearing and recording of evidence9) Evaluation of Evidence.10) Drafting of Inquiry Report & Action on IO's Report.11) 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	Group 'A' & 'B' Officers
Course Capacity	50
Faculty	The workshop will be implemented by the professionally competent in-house/Guest faculty of the Institute
Course Fee and Other Expenses	(a) No course fee is payable by officers of Ministries/

Departments.

(b) A Course fee of Rs. 3,000/- 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 online mode as follows:

Procedure of Bharatkosh.gov.in

Website - Bharatkosh.gov.in

Ministry - Personnel, P.G. & P

Purpose - Course fee in ISTM

Deposit amount through online mode

OR

(c) A capitation fee of Rs. 3,000/- 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.

NOTE: Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in. They may be relieved only after display of their name on the website of ISTM. Also the payment regarding of course fee the participants be made only after the acceptance of their nomination by ISTM by prior commencement of the course. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM i.e. www.istm.gov.in website of ISTM i.e.