

Urgent
Through e-mail

No.142/2/2019-AVD.1 (B)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Personnel & Training
North Block, New Delhi – 110 001

Dated: - 12.01.2024

To
Chief Secretaries of All States/UTs
(through e-mail)

Subject: -Training of Trainer (ToT) programmes on Vigilance and Disciplinary Matters for Officers dealing with Disciplinary Proceedings against AIS officers in State Governments/UTs.

Sir/Madam,

I am directed to refer to the **Training of Trainer (ToT) programmes** on the above subject matter and to say that in the past as it was decided with the approval of Secretary (P) during a series of meetings (Personnel) with Secretaries or representatives of GAD/Personnel Departments of all State Governments that the Inquiry Officers/ Disciplinary Authorities may be suitably trained in the various procedures of Disciplinary Proceedings to avoid delays in processing such matters. Accordingly, the Institute of Secretariat Training and Management, an Attached Office under this Department, was selected to organize Training of Trainer (ToT) programme. The last time such training was conducted successfully from 19.9.2022 to 24.09.2022.

2. In order to enhance the understanding and potential of the officers of State Govts/UTs dealing with the Disciplinary matters against AIS officers, the ISTM will be conducting training for four days on the above subject matter. The Course fee shall be borne entirely by Government of India. The training programme shall be conducted through off-line mode. The basic information of the training programme is as follows: -

Objective: - The training for the officers of State Governments/UTs on the procedures to be followed in cases of Disciplinary Proceedings as per AIS (D&A) Rules, 1969, AIS (DCRB) Rules, 1958 and AIS (Conduct Rules), 1968 to avoid delays.

Eligibility- It is desirable that at least the Gazetted rank level officers should be deputed to undergo the ToT programme who possess background knowledge in Disciplinary/Vigilance matters, aptitude for being a trainer and participation in some trainer development programme.

Duration of the course – four days {dated 5th February, 2024 to dated 08th February, 2024}

How to register for course- The willing officers who could be spared for the above mentioned period of training may register themselves on the registration link as mentioned below:-

https://www.istm.gov.in/home/online_osp_form

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Last date for online registration: - 31 Jan. 2024. However, if required, registration may be accepted by 02nd Feb., 2024

Batch Size of training: - maximum 30 participants

3. You are requested to nominate at least 01 but not more than 02 participants dealing with the DP matters under AIS Rules from your State/UT keeping in view of the batch size and also ensure to spare them to be trained under the proposed ToT so that ISTM as well as this Department can proceed further with commencement of the programme.

4. The details of allowed participants from your respective State/UT may please be sent through email to Course coordinator i.e. Sh. Puneet Kumar Sharma (puneetkumar.sharma@gov.in), ISTM under intimation to the undersigned (e-mail: subodhverma@prasarbharati.gov.in, rajat.kr02@gov.in).

Yours faithfully,



(Subodh Verma)

Under Secretary to the Govt. of India

Tele.No.23092298

Copy to:-

Joint Director (Training/Coord.),
Institute of Secretariat Training and Management (ISTM),
OLD JNU Campus, New Delhi.