

**SUBJECT: Workshop on "Preventive Vigilance, Disciplinary Proceedings and conduct of Departmental Inquiry with handling Court Cases" on 2<sup>nd</sup> and 3<sup>rd</sup> November, 2017 at Pachmarhi, M.P.**

Dear Sir/Madam,

Greetings for the day!!

**Association of Municipalities and Development Authorities (AMDA)** established in 1983 in its Executive Council Meeting on 11<sup>th</sup> August, 2017 decided that all the Municipalities, Municipal Corporation and Development Authorities shall be the members of AMDA without any Membership fee. As you may be aware that AMDA acts as a focal point for exchange of ideas and information on Urban Planning and Development for the Urban Local Bodies (ULBs), Development Authorities and is actively involved in the work of Institutional Development in Capacity Building of Municipal Corporation and Development Authorities for more than three decades.

In the series of its Capacity Building programme, AMDA is organizing a residential workshop on **"Preventive Vigilance, Disciplinary Proceedings and conduct of Departmental Inquiry with handling Court Cases" on 2<sup>nd</sup> and 3<sup>rd</sup> November, 2017 at Pachmarhi, M.P.**

AMDA would be pleased to invite you for its forthcoming workshop and sincerely request to avail the opportunity of getting your functionaries exposed to the intricacies of Preventive as well as Administrative Vigilance, involving Disciplinary Proceedings/Departmental Inquiries and Handling of Court Cases.

**COURSE COVERGAE:**

1. Exposure to Prevention of Corruption Act
2. Essential of Preventive Vigilance
3. Discipline and Non-abidance of instructions/orders
4. Conduct of Departmental Proceedings
5. Holding of Departmental Inquiry
6. Mechanism of handling issues before Court of Law

### **METHODOLOGY:**

The workshop shall be conducted in participative mode, including lecture and interaction/discussion on real problems and case studies.

### **PARTICIPANTS PROFILE:**

All employees across all level in Urban Local Bodies, Development Authorities, Statutory Organizations, Autonomous Bodies, PSUs, Universities and Academic Institutions or Cooperative Sectors.

### **FACULTY:**

The faculty for the Workshop will comprise of senior officers and experienced faculties from the eminent training institutes and experts dealing with the subjects.

### **VENUE AND JOURNEY:**

**No TA to the participants will be paid by AMDA.**

- Workshop at "CHAMPAK BUNGLOW", Pachmarhi.
- The Residence will be at "Champak Bunglow", Hotel "Club View" and Hotel "Glen View" depending upon availability of rooms.
- The transit accommodation at Bhopal will be "Palash Residency" where the Delegates/ participants are expected to report between 6 am to 10a m on 1<sup>st</sup> November, 2017 for breakfast.
- Departure for Pachmarhi at 11 am so as to reach there at around 6 pm with lunch and tea on the way. For this purpose kindly, refer to the tentative tour itinerary.

**Delegates/Participants should provide their journey plan well in advance along with the participation fee for proper coordination and convenient arrangements.**

### **DATES & TIMING**

2<sup>nd</sup> and 3<sup>rd</sup> November, 2017 at Pachmarhi, M.P.

### **PARTICIPATION FEE:**

- I. Programme is Residential.
- II. Participation Fee Rs. 18000/- +GST which will include course fee, course material, accommodation on Single-Room basis, all meals and visits.
- III. Charges for accompanying spouse would be Rs. 4000/- extra for all the days towards accommodation, meals and visits
- IV. Those intend to have Twin-sharing the fee will be Rs. 9000/- + GST which will include course fee, course material, accommodation on Twin-sharing, all meals and visits.
- V. Those who intend to be Non-residential participants and make their own arrangement have to pay Rs. 4000/- +GST towards course fee, course material and meals on workshop days.

**Note:** Please note that in case nominated participant(s) is not able to attend the workshop due to any reason and substitution is made, invoice amount shall still be payable. Kindly confirm the nomination immediately including on the website of AMDA [www.amdaindia.org](http://www.amdaindia.org).

**DETAILS OF OUR BANK ACCOUNT THROUGH NEFT/RTGS:**

**Account Name:** Association of Municipalities and Development Authorities

**Name of Bank:** Oriental Bank of Commerce

**Name of Branch:** Hauz Khas, New Delhi

**Bank Account No:** 05622010012820

**IFS Code:** ORBC0100562

**MICR Code No:** 110022043

**Account Type:** Saving Account

**Pan No:** AABTA8080D

**Service Tax No:** AABTA8080DST001

**GSTIN:** 07AABTA8080D1ZY

Cheques/Demand Drafts etc. should be in favour of "**Association of Municipalities and Development Authorities**"

**Registration:**

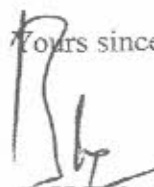
The participants may kindly report for Registration at the venue

**Note:** For further information or clarification kindly contact: Shri V.P. Sharma, Admin-cum Accounts Officer, AMDA or Renu Rana, Training Coordinator on Tel No. 011-41017641, 26494486, 26497973, Fax: 011-26491675, on Email-ID: [amdadelhi@gmail.com](mailto:amdadelhi@gmail.com)

**We would also welcome any invitation from your side for In-house Training programme at your premises.**

Thanking you,

Yours sincerely,

  
**(B K Tripathi)**  
Chairman (AMDA)

Encl: *Programme Schedule*  
*Nomination Form and Tentative Journey Plan*



**Association of Municipalities and Development Authorities (AMDA)  
Workshop**

**on  
"Preventive Vigilance, Disciplinary Proceedings and conduct  
of Departmental Inquiry with handling Court Cases"**

**on  
2<sup>nd</sup> and 3<sup>rd</sup> November, 2017 at Pachmarhi, M.P."**

Tentative Programme

**Day 1 (01.11.2017) - Arrival at Bhopal-Fresh-n-up, Breakfast and Boarding for Pachmarhi**

**Day 2 (02.11.2017)-**

10:00 - 10:30	<i>Registration, Introduction and Inaugural Session</i>
10.30 - 11.00	- Shri B K Tripathi, Chairman, AMDA & Member Secretary NCR Planning Board to deliver welcome address and inauguration of seminar
11.00 - 12:00	<b>Session 1 – An overview of Prevention of Corruption Act</b>
	The session will be an exposure towards the statutory provisions for Prevention of Corruption. - <b>Shri Naresh Bhardwaj, Under Secretary, Ministry of Urban Development</b> <b>OR</b> - <b>Shri Sandeep Mukherjee, Under Secretary, Department of Personnel &amp; Training</b>
12:00 - 12:15	<i>Tea/Coffee Break</i>
12:15 - 13:15	<b>Session 2 – Relevance of Preventive and Administrative Vigilance</b>
	This session will discussed the elements pertaining to Administrative and Financial breaches leading to attraction of violation of conduct rules. - <b>Shri Naresh Bhardwaj, Under Secretary, Ministry of Urban Development</b> <b>OR</b> - <b>Shri Sandeep Mukherjee, Under Secretary, Department of Personnel &amp; Training</b>
13:15 - 14:15	<i>Lunch Break</i>
14:15 - 15:15	<b>Session 3 – Disciplinary Proceedings</b>
	This session will be an exposure towards initiation of Disciplinary Proceedings, Issues of Charge Sheet and Mechanism of actions before commencement of inquiry proceedings. - <b>Shri V.K.S. Chauhan, Additional Secretary (Retd.), Govt. of NCT, Delhi</b>
15:15 - 15:30	<i>Tea/Coffee Break</i>
15:30-16:30	<b>Session 4 – Disciplinary Proceedings</b>
	This session will be an exposure towards initiation of Disciplinary Proceedings, Issues of Charge Sheet and Mechanism of actions before commencement of inquiry proceedings. - <b>Shri V.K.S. Chauhan, Additional Secretary (Retd.), Govt. of NCT, Delhi</b>



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**Tentative Programme**

**Day 3 (03.11.2017)**

	<b>Session 1 – Holding of Departmental Inquiry</b>
<b>10.30 - 11:30</b>	The session will discuss the essentials of Departmental Inquiry and the involvement of semi judicial procedure on the part of presenting officer as well as the charged officers. - <b>Shri V.K.S. Chauhan, Additional Secretary (Retd.), Govt. of NCT, Delhi</b>
<b>11:30 - 11:45</b>	<i>Tea/Coffee Break</i>
	<b>Session 2 – Holding of Departmental Inquiry</b>
<b>11:45 - 12:45</b>	The session will discuss the essentials of Departmental Inquiry and the involvement of semi judicial procedure on the part of presenting officer as well as the charged officers. - <b>Shri V.K.S. Chauhan, Additional Secretary (Retd.), Govt. of NCT, Delhi</b>
<b>12:45 - 14:00</b>	<i>Lunch Break</i>
	<b>Session 3 – Court cases-Responsibilities of Organisational Heads</b>
<b>14:00 - 15:00</b>	The session will focus on the mechanism of procedure required for handling cases before the Court of Law and associated issues - <b>Shri Naresh Bhardwaj, Under Secretary, Ministry of Urban Development</b> <b>OR</b> - <b>Shri Sandeep Mukherjee, Under Secretary, Department of Personnel &amp; Training</b>
<b>15:00 - 15:15</b>	<i>Tea/Coffee Break</i>
	<b>Session 4- valedictory session</b>
<b>15:15 - 16:15</b>	Open House Discussion and Interaction, Experience sharing with faculty and clearing of doubt Vote of thanks, Feedback etc.  Valedictory address - <b>Shri Naresh Bhardwaj, Under Secretary, Ministry of Urban Development</b> <b>OR</b> - <b>Shri Sandeep Mukherjee, Under Secretary, Department of Personnel &amp; Training</b>

**Day 4 (04.11.2017):**

Return journey from Pachmarhi at 8am and to reach Bhopal on 4<sup>th</sup> November, 2017 to enable the delegates to have their modes of transport to respective stations with lunch on the way.



Workshop on

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on

2<sup>nd</sup> and 3<sup>rd</sup> November, 2017 at Pachmarhi, M.P”

**NOMINATION FORM**

SN	Name of Participant	Designation	Department	Email ID & Mobile No
1				Email: <input type="text"/>
				M: <input type="text"/>
2				Email: <input type="text"/>
				M: <input type="text"/>
3				Email: <input type="text"/>
				M: <input type="text"/>
4				Email: <input type="text"/>
				M: <input type="text"/>

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Payment Details:

Bankers Cheque/DD No. \_\_\_\_\_ Dated: \_\_\_\_\_ Amount: \_\_\_\_\_

RTGS/NEFT- \_\_\_\_\_ Dated: \_\_\_\_\_ Amount: \_\_\_\_\_

Please return dully filled in to:

Association of Municipalities & Development Authorities (AMDA)

7/6 Siri Fort, Institutional Area, August Karanti Marg

New Delhi – 110049

Tel: 011-26494486, 26497973, 41017641 FAX: 011-26491675

Email: [amdadelhi@gmail.com](mailto:amdadelhi@gmail.com)

## Tentative Tour Itinerary

Date	Time	Subject	Activity
01.11.2017	06 am to 10 am	Reach Bhopal and report at Hotel "Palash Residency"	Fresh-n-up, morning activity, Breakfast
	11 am	Departure for Pachmarhi around 225 KM around 6 hours	Boarding coach at Bhopal at earliest to 11 am lunch at Bhimbetaka and check-in at Pachmarhi dinner and overnight
02.11.2017	7 am to 9 am	Breakfast at Hotel	
	10 am to 4:30 pm	Conference hall	Sessions as per programme schedule
03.11.2017	7 am to 9 am	Breakfast at Hotel	
	10 am to 4:30 pm	Conference hall	Sessions as per programme schedule
			Dinner with bonfire
04.11.2017	7 am to 8 am	Breakfast at hotel	Check-out and departure for Bhopal
			Drop at convenient place at Bhopal for mode of transport for respective stations