

I/80497/2021

Government of India  
Central Water Commission  
Estt-IX

3rd Floor(S), Sewa Bhavan,  
R.K.Puram, New-Delhi 110066

Dated: 28 December, 2021

**CIRCULAR**

Subject: “ Orientation Training Program on Preventive Vigilance(OTP- PV-06)“ to be conducted through online mode on 25.2.2022( 1 Day)-reg.

Please find attached herewith ISTM's letter no. C-31013/1/2021 dated 27.11.2021 on the above cited subject, scheduled as under:

Name of Workshop	Conducting Institute	Date of Training	Eligibility	Last date of receipt of Nominations in Estt-IX
Online Orientation Training Program on PreventiveVigilance (OTP- PV-06)	ISTM	25.2.2022	Officers in Central Secretariat	5.1.2022

2. Interested eligible officers may send their nominations, to this section, not later than 5.1.2022.

Encl: As above

Signed by R.mahalakshmi  
Date: 28-12-2021 11:38:53  
Reason: Approved  
**(R. Mahalakshmi)**  
Section Officer  
Tel-011-29583314

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Email

Saroj Sharma Sharma

**Circular of Orientation Training Programme on Preventive Vigilance(OTP-PV-06)****From :** ISTM <noreply-istm@nic.in>

Mon, Dec 27, 2021 02:52 PM

**Subject :** Circular of Orientation Training Programme on Preventive Vigilance(OTP-PV-06)**To :** establishmentbranch@gmail.com**Reply To :** ISTM <pk.jaiswal@nic.in>

फा.सं / FILE NO: C-31013/1/2021

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING &amp; MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL &amp; TRAINING

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

Date: 27.11.2021

To

All Ministries / Departments of Govt. of India

All Attached &amp; Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

**Subject: “Orientation Training Programme on Preventive Vigilance(OTP-PV-06)” to be conducted through online mode on 25<sup>th</sup> February, 2022 (01 day).**

Sir/Madam,

I am directed to say that an online “Orientation Training Programme on Preventive Vigilance (OTP-PV-06)” will be conducted at this Institute on 25<sup>th</sup> February, 2022 (01 day). Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and

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facilities available are given at **Annexure-I**.

2. "Nomination form" for the workshop 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 approved by his/her sponsoring authority before applying online. The sponsoring letters should be sent separately by email / Fax.

3. Only such officers should be nominated who can attend this programme on whole time basis and having proper internet connectivity and Computer/Laptop facility. 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 training programme conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by 10.02.2022.

4. Only such officials, whose nominations are accepted for the training programme by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nominations will be communicated through email and uploaded on the ISTM website **[https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance)** to commencement of the training programme and no separate communication by post would be issued.

Yours faithfully

sd/-

(Pramod Kumar Jaiswal)

Deputy Director

Email. pk.jaiswal@nic.in

Tel. 26737506

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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

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## ANNEXURE-I

### COURSE INFORMATION SHEET

**Code** : **OTP-PV-06 (Online)**

**Title** : **Orientation Training Programme on Preventive Vigilance**

**187275/2021/ESTT-IX****Duration : 1 Day (25th February, 2022)**

**1. Aim :** To develop skills and competencies required for the work in the area of preventive vigilance.

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

**3. Coverage:** Facets of Vigilance, Preventive Vigilance & Role of CVC & Vigilance Officers, Preventive Vigilance & Disciplinary Rules, Disciplinary Rules & Procedures

**4. Eligibility Conditions:** The programme is meant for officers in Central secretariat, State Government, Central Autonomous Bodies etc.

**5. COURSE CAPACITY :** 40 – 50

**6. COURSE FEE AND OTHER EXPENSES:**

There is no course fee for the officers of Central Govt./ State Govt./UT Administration and its Attached /Subordinate offices.

Course fee of Rs,2,000/- per participant will be charged in respect of employees of Public Sector Enterprises/Autonomous Bodies.

Course fee is required to be paid through a Crossed Cheque/ Demand Draft in favour of "PAO (DP & AR)", New Delhi by speed post after the participation is confirmed/communicated to the participant and before the commencement of the course.

**7. HOSTEL ACCOMMODATION:**

Since the training programme will be held through online mode and participants will be attending from their respective Home/offices, hostel accommodation will not be required.

**NOTE:**

i. Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. [www.istm.gov.in](http://www.istm.gov.in). Confirmation will be sent on email also.

ii. They may be relieved only after display of their names on the website of ISTM/receipt of email confirmation.

iii. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM [www.istm.gov.in](http://www.istm.gov.in) regularly.

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