

# DR. MCR HRD IAP

## AN ISO 9001:2000 CERTIFIED INSTITUTE



**TRAINING PROGRAMME  
ON  
DISCIPLINARY PROCEDURES  
IN GOVERNMENT**

**WELCOME**

# INTRODUCTION

- NAME
- DESIGNATION
- DEPARTMENT
- EXPERIENCE
- EXPECTATIONS - ORGANISATIONAL  
- PERSONAL

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**OVERVIEW**

# Structure of Presentation

- REQUIREMENT (Why Course on DPG ?)
- RATIONALE (Why this design ?)
- RELEVANCE (Why Participate ?)

# Who is Responsible for Maintaining Discipline?

- Organisation Head
- Supervisory Officer
- Vigilance Officer
- Various organizations involved in Vigilance
- Every employee
- General public

## Aim of Training

- To equip with K&S required for **Enforcing Discipline in Public Services**

# OBJECTIVES

- Distinguish between public servant and Civil servant
- Describe the constitutional provisions relating to civil service
- Describe the importance of ethics in public service
- Explain the need Prescribing conduct rules
- List out dos and don'ts of a civil servant as per conduct rules
- Classify the major violations of conduct rules
- List out the penalties prescribed in CCA Rules
- Describe the procedure for imposing major and minor penalties
- Draft a charge Memo with given case study
- Conduct inquiry
- Draft an Inquiry report
- Draft an order imposing penalty



# CONTENTS

- Constitutional provisions Art. 309, 310 & 311
- Ethics & Values in Administration
- APCS (Conduct) Rules, Dos & Don'ts of Public Servant
- Violation of conducts Rules – Negligence, Misconduct, Criminal Misconduct and Moral Turpitude
- APCS (CCA) Rules- Salient features
- Appreciation, Informal Advise, Formal Advice and Warning
- Suspension, Review, Revoking of Suspension

# CONTENTS

- Formats to be used
- Minor Penalties, Procedure for imposing Minor Penalty
- Major Penalties, Procedure for imposing Minor Penalty
- Conduct of departmental Inquiry
- Checklists and Formats
- Role of Disciplinary Authorities & Inquiry Authority
- Charge Memo, Inquiry report & order imposing penalty

# Workshop Methodology

1. INTENSIVE PARTICIPATION  
EXERCISES, CASE STUDIES
2. TRAINING MATERIAL
3. JOINT LEARNING – RESPONSIBILITY  
INDIVIDUAL – GROUP  
RESOURCE FACULTY
4. ROLE OF FACULTY – FACILITATING
5. ACTION PLAN
6. TIME MANAGEMENT

# Training/Reference Material

- Comprehensive set of reading/reference material
- Case Studies
- Exercise Material
- Checklists
- **Relevance/Significance**
- Increasing emphasis on Transparency & Accountability
- Focus on following the procedures in Disciplinary cases
- Improving delivery of public services
- Formulate Action Plans

**THANK YOU**