List of Topics for Training of CVC Officials (JSA/ASO) *

- Parliamentary procedure
- Right to Information (RTI)
- Records Management
- Communication and Presentation skills
- Reservation in Services
- Purchase Procedure
- Audit Procedure
- Handling CAT/Court cases
- E-Governance
- Gender Sensitization
- Ethics & Value in Public Governance
- Use of ICT Tools, Internet and Data Processing
- Leadership, Team Building and Motivation
- Noting & Drafting
- CCS (CONDUCT) Rules
- Role of Vigilance Set Up- In Handling complaints, Consultation with CVC, Sanction of Prosecution and Vigilance angle
- Evaluation of Evidence
- New Vigilance Manual and the Commission`s DPE Guidelines
- First Stage Advice of CVC
- Second Stage Advice of CVC
- Legal Framework-Provisions of PC Act, DSPE Act, PMLA Act, IT Act, Indian Evidence Act, IPC, CrPC
- Rules and Regulations Relating to Public Procurement- Common Pitfalls Presentation of Case Study
- Management of confidential documents

* These topics are indicative. Separate customized training module will be developed for JSA & ASO