

**ADMINISTRATIVE TRAINING INSTITUTE,  
MYSORE**

**Training Module  
on  
Ethics in Governance**

**Sensitization Program on  
2nd ARC Recommendations ( DARPG-GoI)**

**2013**

[TYPE THE COMPANY ADDRESS]

## Training Module

### Capacity Building on Recommendations of 2<sup>nd</sup> ARC (DARPG - GoI) on Ethics in Governance for Group A and B Officers

#### Background:

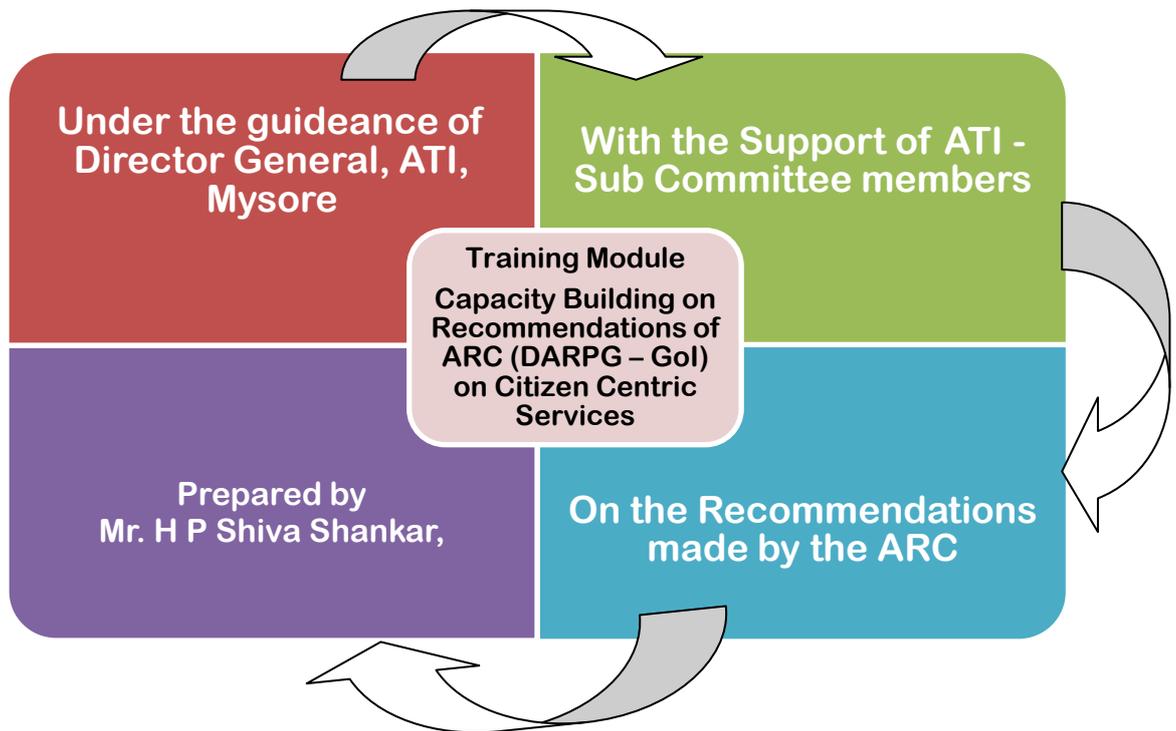
The Department of Administrative Reforms and Public Grievances is the nodal agency of the Government of India for administrative reforms as well as redress of public grievances relating to the states in general and those pertaining to Central Government agencies in particular. The Department endeavors to document and disseminate successful good governance practices by way of audio-visual media and publications. The Department also undertakes activities in the field of international exchange and cooperation to promote public service reforms. In this backdrop 2<sup>nd</sup> ARC was set up by [Government of India](#) as a Committee of inquiry to prepare a detailed blueprint for revamping the Public Administration System.

The Commission has suggested measures to achieve a proactive, responsive, accountable, sustainable and efficient administration for the country at all levels of the government. The Commission had submitted 15 reports of this, 12 reports have so far been considered by the government, accordingly, 4<sup>th</sup> Report of ARC focuses on “**Ethics in Governance**”. Good Governance can be a reality only when it is built on strong ethical values enshrined in our “Dharma” & also Constitution. Whatever is un-ethical is harmful to the society in the longer terms. All our quest to provide Good Governance need to be built on the ethically supported ‘Rajya Dharma’. The 4<sup>th</sup> ARC Report is dedicated to uphold this belief and advocates to practice in day to day life. It is with this objective the Module aims at providing basic understanding of ethics in Governance for all the Public Servants.

DARPG in its quest to translate recommendations in to reality has requested ATIs to work out on development of Modules for imparting training to officers at Induction as well at Midcourse level through its letter No K-11022/63/2012-ar Dated 12<sup>th</sup> March, 2013.

Taking cue from the GoI directive, Director General, ATI, Mysore constituted a Sub-Committee to look into Capacity Building of Trainers and for providing training at various levels, for fast tracking implementation of 2<sup>nd</sup> ARC Recommendations. Accordingly, a subcommittee was constituted by office order No .TRG.182/2012-13 dated 18<sup>th</sup> March 2013. Composition of the committee members are as under with Joint Director, Training as the Chairman.

## Stages involved in Module Preparation



The Subcommittee members	
Joint Director, Training	Chairman
Director, SIRD	Member
Director, SIUD	Member
Prof. Narayanasastri, Consultant, SIUD	Member
Dr. Ganesh Prasad, SIRD	Member
Shri. Manoj Kumar, Faculty, SIRD	Member
Faculty (P.A. - 2), ATI	Member
Shri. B Yoganath Singh, SIUD	Member
Shri. Anantha Srinivasa Narasimhachar, Gazetted Manager	Convenor

**Target Audience:** Officers belonging to Group-A & B category

## Session Framework

### Aim:

To enable the participants to internalise the recommendations of 2<sup>nd</sup> ARC leading to improve Quality of Service & Governance laid on a strong foundation of Ethics.

### Objectives:

After the Course the Participants will be able to:

1. Define the concept of Ethics in Governance its components
2. Explain the Components of Governance supported by Ethics
3. Explain the importance of Ethical values in Public Service & Role of Public Servants
4. Identify Institutional Framework for combating Corruption,
5. Explain the dimensions of Social aspects of Ethics & list the Tools,
6. List Methods of adopting Transparency in Public Service

## Outline of the Module

DAY -1	DAY -2
<p style="text-align: center;"><b><u>Ethics &amp; Governance</u></b>                      Define Ethics &amp;                      What is Governance?                      Why Ethics in Governance?</p>	<p style="text-align: center;"><b><u>Institutional Framework for Combating Corruption:</u></b>                      Prevention of Corruption: Laws against                      Corruption: State Initiatives, Institutional                      Framework to fight Corruption</p>
<p style="text-align: center;"><b><u>Ethical aspects in Public Service</u></b>                      Ethics &amp; its link to Public Service                      Ethical practices in Public Service                      Law &amp; Ethics</p>	<p style="text-align: center;"><b><u>Social aspects of Ethics:</u></b>                      Role of Individuals in practice of Ethics in                      Public Life; Role of Media; Tools for                      maintain Ethics in Public Life: Social Audit</p>
<p style="text-align: center;"><b><u>Ethical Values in Governance</u></b>  <b><u>Components of Governance:</u></b>                      Accountability &amp; Responsibility                      Transparency &amp; Openness                      Decentralization &amp; Devolution                      Corruption free Public Service</p>	<p style="text-align: center;"><b><u>Promoting Transparency in Public Service</u></b>                      State Initiatives including RTI</p>
<p style="text-align: center;"><b><u>Code of Ethics for Civil Servants</u></b>                      Constitutional Provisions on Public                      Service/Ethics; Moral Obligations &amp; Public                      Service; Code of Ethics for Public Servants</p>	<p style="text-align: center;">Practicing Transparency: KTPP Act, e-                      Procurement; e-Initiatives: VAT, TERIGE, e-                      SUGAM, KAVERI Etc,</p>

### Tools and Methodologies:

Thematic Sessions

Skill Modules

Group Exercise

Documentary  
watching

## DAY - 1: Ethics In Governance

Session No	Process title	Process Details
<b>Session I</b>	<b>1 Content</b>	<b>Ethics in Governance</b>
	2 Sub content	Define Ethics & What is Governance? Why Ethics in Governance?
	3 Session objectives/ purpose	Define Ethics & its Scope Define Governance & its components Explain the need for Ethics in Governance
	4 Expected outcome	Explain the need for Ethics in Governance & adopt in day to day life
	5 Method/ Process	The RP will use four Cases containing real life experiences coming in conflicts with the ethical issues & lead discussion with the findings of the group discussion. The RP will then facilitate with the help of PPT the fundamental aspects of ethics in public Life quoting reference from the rich cultural & religious aspects referred to in epics & great works. Picking examples relate how ethical values have passed through life & its relevance in day to day governance.
	6 Aids/Materials	Cases, Small Stories-Experience of Gandhiji, Documentary,
	7 Time/Duration	1.00 Hr
	8 Handouts	Extracts from Stories/Books reference/
	9 Pre & post test formats	Through Questions.
Session No	Process title	Process Details
<b>Session II</b>	<b>1 Content</b>	<b>Ethical aspects in Public Service</b>
	2 Sub content	<ul style="list-style-type: none"> <li>➤ Ethics &amp; its link to Public Service</li> <li>➤ Ethical practices in Public Service</li> <li>➤ Law &amp; Ethics</li> </ul>
	3 Session objectives/ purpose	Explain how Ethics is related to Public Service Relate their experiences in Service involving Ethics Explain role of Law in redefining Ethics

	4	Expected outcome	Able to relate Ethics in Day to day administration & practice
	5	Method/ Process	Use BERU film clippings & link how day to day functions in a Public Office have ethical issues get entangled with routines and explain the consequences of an ethical issues and how it can be addressed through ethical points. The RP will discuss using the life stories of personalities and issues & relate how ethics is an answer to many issues of Governance.
	6	Aids/Materials	BERU Film Clippings
	7	Time/Duration	1.00 Hr
	8	Handouts	Extracts from Stories/Books reference/
	9	Pre & post test formats	Through Questions.
<b>III Session</b>	1	<b>Content</b>	<b>Ethical Values in Governance</b>
	2	Sub content	<b>Components of Governance:</b> <ul style="list-style-type: none"> <li>• Accountability &amp; Responsibility</li> <li>• Transparency &amp; Openness</li> <li>• Decentralization &amp; Devolution</li> <li>• Corruption free Public Service</li> </ul>
	3	Session objectives/ purpose	Explain what is Accountability & Responsibility List methods of Transparency Explain means of bringing Decentralization & Devolution
	4	Expected outcome	Able to identify & explain important components of Governance
	5	Method/ Process	Group Activity: Picking up from live work situations the problems faced by the people due to failures of the service providers & analyse. The group will discuss how the situation could have been dealt with to meet the needs of the people. Care is taken to check the required attitudes of the Service Providers. The RP will consolidate the observations from the groups & sum up
	6	Aids/Materials	Flip Charts & Marker Pens
	7	Time/Duration	1.00 Hr
	8	Handouts	Few Cases of Work situations for Group activity
	9	Pre & post test formats	Through Questions.

<b>Session-IV</b>	<b>1</b>	<b>Content</b>	<b>Code of Ethics for Civil Servants</b>
	2	Sub content	1. Constitutional Provisions on Public Service/Ethics 2. Moral Obligations & Public Service 3. Code of Ethics for Public Servants
	3	Session objectives/ purpose	Explain the Constitutional Provisions of Ethics in PS List Moral Obligations in Public Service Explain Provisions of Code of Ethics for PS(Conduct Rules)
	4	Expected outcome	Practice Ethics in day to day work situation & also in personal life
	5	Method/ Process	The RP will explain with PPT various Constitutional provisions containing Ethical aspects in Public Service & relate how they are relevant in our work situations in different capacities of decision making. Use few Cases reflecting the Ethical aspects in Public Services. Group Activity: Distribute few cases of official dealings where the violations leading loss to the state & personal gain to the officer and ask the group to works out various ethical issues involved, violations, how they breach the trust, and the Constitutional/Conduct Rules provisions that can be related. The RP will ask the group to make presentation and discuss why Code of Ethics so important
	6	Aids/Materials	Flip Charts & Marker Pens
	7	Time/Duration	1.00 Hr
	8	Handouts	Few Cases of Work situations for Group activity/FAQs adopted in Conduct Rules "Seven Social Sins" By Mahatma Gandhi Evolution of Morality Clippings of Vivekananda
	9	Pre & post test formats	Through Questions.
<b>Day -II</b>			
<b>Session-V</b>	<b>1</b>	<b>Content</b>	<b>Institutional Framework for Combating Corruption</b>
	2	Sub content	1. Prevention of Corruption: 2. Laws against Corruption: State Initiatives 3. Institutional Framework to fight Corruption
	3	Session objectives/ purpose	Explain means of Prevention of Corruption List features of Prevention of Corruption Act Explain the Institutional Framework to combat corruption

	4	Expected outcome	Familiar with various Institutional framework related to combat Corruption & use the same
	5	Method/ Process	The RP will discuss various provisions of the Prevention of Corruption Act and its application, Gaps and weakness in its implementation taking few examples & experience of the participants. He will also give the current position of the state legislation and the administrative mechanism. Discuss the method and mechanism of functioning of Lokayukta, its experiences and the weakness in meeting the objectives. Give the current institutional framework for combating corruption using IT
	6	Aids/Materials	Flip Charts & Marker Pens
	7	Time/Duration	2.00 Hrs
	8	Handouts	Copy of the PoC Act, Hand outs on Lokayukta
	9	Pre & post test formats	Through Questions.
<b>Session- VI</b>	<b>1</b>	<b>Content</b>	<b>Social aspects of Ethics</b>
	2	Sub content	Role of Individuals in practice of Ethics in Public Life Role of Media Tools for maintain Ethics in Public Life: Social Audit
	3	Session objectives/ purpose	Explain role of individuals in practicing Ethics in Public Life List the role played by the Media in Ethics List the Tools for practicing Ethics
	4	Expected outcome	Practice ethics in whatever role given to the individual in Public Life
	5	Method/ Process	The RP will explain from the life stories of Mahatma Gandhi as quoted in his "Experiments with Truth" reflecting ethical values in Public Life & relate how it is relevant in present day context. He will reinforce the message with the role of Media in advocating values in Public Life showing film clippings/ video clippings from Documentary Beru and explain how individuals sink to the bottom of the evil by covering up the misdeeds. He will summarize the learning with listing few Tools to practice ethics in Public Service

	6	Aids/Materials	Flip Charts & Marker Pens
	7	Time/Duration	2.00 Hrs
	8	Handouts	Hand outs from “My Experiments with Truth” MK Gandhi
	9	Pre & post test formats	Through Questions.
<b>Session- VII</b>	1	<b>Content</b>	<b>Promoting Transparency in Public Service</b>
	2	Sub content	State Initiatives including RTI Practicing Transparency: KTPP Act, e-Procurement, e-Initiatives: VAT, TERIGE, e-SUGAM, KAVERI Etc
	3	Session objectives/ purpose	Explain Transparency through State initiative -RTI List department initiatives in ensuring Transparency, Reducing Corruption AND application of IT
	4	Expected outcome	Able to use IT to supplement various Ethical aspects in Public Service
	5	Method/ Process	Group Activity: The RP will use few clippings from documentaries listed above and ask the participants to list out various aspects of Ethical importance adopted in the practices, cases and discuss in Groups. The RP will facilitate discussion and ask the groups to make presentation on the points referred to in the hand out. He will summarize the findings and give the message that practicing Ethics is important in the larger interest and happiness of the people as experienced in the Best Practices.
	6	Aids/Materials	Flip Charts & Marker Pens
	7	Time/Duration	2.00 Hrs
	8	Handouts	Best Practices & e-Initiatives listed above
	9	Pre & post test formats	Through Questions.