

**ADMINISTRATIVE TRAINING INSTITUTE,  
MYSORE**

**Two Day  
Training Module  
on  
Ethics in Governance**

**Based on 2nd ARC Recommendations - DARPG,  
Gol**

**2013**

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**Training Module**  
**Capacity Building Program based on the 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 (DARPG) is the nodal agency of the Government of India for initiating and bringing administrative reforms as well as redress of public grievances. The Department also endeavours 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 the [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, efficient and sustainable administration for the country at all levels of the governments. The Commission has submitted 15 reports; of these 12 reports have so far been accepted by the government. The 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” & in our Constitution. Whatever is un-ethical is harmful to the society. Our entire quest to provide Good Governance needs to be built on ethically supported ‘Rajya Dharma’. The 4<sup>th</sup> ARC Report is dedicated to uphold these ideals, and advocates practicing ethics in day to day administration. It is with these perspectives 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 central and state academies to work out and develop Modules for imparting trainings on “Ethics in Governance” to officers both at the Induction level as well as at the Midcourse level. In response to this, ATI, Mysore has prepared this module on “Ethics in Governance” for imparting trainings to government officers in Karnataka.

## Ethics in Governance

### Aim

To make the officer participants know the recommendations of 2<sup>nd</sup> ARC, and to sensitize them about the relevance of these recommendations leading towards improving quality service and governance to the people within the broader framework of ethics.

### Objectives:

After the Course the Participants will be able to:

1. Explain governance, quality service delivery related to the recommendations of 2<sup>nd</sup> ARC
2. Define Ethics in Governance and its components,
3. Explain the importance of Ethical values in Public Service & Role of Public Servants,
4. Develop Institutional Framework for combating un-ethical acts like corruption,
5. Explain social aspects of ethics & list the tools, and
6. List methods of adopting transparency in Public Service through ethics.

### Methods & Tools

Thematic Sessions

Skill Modules

Case Studies  
Group Exercise

Documentary  
watching

## Outline of the Module

DAY -1	DAY -2
<p style="text-align: center;"><u>What is Governance</u> <u>About Public Service Delivery</u> <u>Quality in Public Service</u></p> <p style="text-align: center;"><u>Public Policy - How it is made and how it changes</u></p>	<p style="text-align: center;"><u>Case Study - 1</u> <u>“Selling False Hope: the falliability of a Bureaucrat” in Bihar</u></p> <p style="text-align: center;"><u>Case Study - 2</u> <u>“Dalia Jalao - Ek Kadam Aur”, from Uttar Pradesh</u></p> <p style="text-align: center;"><b>Relating Case Study Discussions to ARC Recommendations</b></p>
<p style="text-align: center;"><u>About ARC -Reforms</u> <u>Recommendations of 2<sup>nd</sup> ARC</u> <u>162 Important Recommendations - their value and importance</u></p>	<p style="text-align: center;"><u>Corruption</u> <u>Define Corruption</u> <u>Institutional Framework for Combating Corruption:</u> Prevention of Corruption: Laws against Corruption: State Initiatives, Institutional Framework to fight Corruption</p>
<p style="text-align: center;"><u>Ethics</u> Define Ethics Why Ethics in Governance? Code of Ethics Ethical aspects in Public Service</p>	<p style="text-align: center;"><u>Social aspects of Ethics:</u> Role of Individuals in practicing Ethics in Public Life</p>
<p style="text-align: center;"><u>Code of Ethics for Civil Servants</u> Constitutional Provisions on Public Service; Moral Obligations &amp; Public Service</p>	<p style="text-align: center;"><b>Concluding Session</b></p>

**DAY - 1:**

Session No	Process title	Process Details
<b>Session I</b>	<b>1</b> <b>Content</b>	<b><u>Governance and Public Service Delivery</u></b>
	2 Sub content	<b><u>What is Governance</u></b> <b><u>About Public Service Delivery</u></b> <b><u>Quality in Public Service</u></b> <b><u>Public Policy - How it is made and how it changes</u></b>
	3 Session objectives/ purpose	After the session, the trainees will be able to explain what is good governance, quality public services and the role of public policy
	4 Expected outcome	The trainees would be able to articulate what is good governance and how to deliver quality services
	5 Method/ Process	The Resource Person (RP) shall make the presentation highlighting the features of good governance, quality in public service delivery and the process as well as role of public policy. The R P will initiate discussions by posing questions related to the present situation. This will be followed by open house discussions.
	6 Aids/Materials	Power Point Presentation, White Board
	7 Time/Duration	4 Hrs
	8 Handouts	Handouts related to public policy and good governance
	9 Pre & post test formats	Through Questions
Session No	Process title	Process Details
<b>Session II</b>	<b>1</b> <b>Content</b>	<b>2<sup>nd</sup> Administrative Reforms Commission</b>
	2 Sub content	<b><u>About ARC -Reforms</u></b> <b><u>Recommendations of 2<sup>nd</sup> ARC</u></b> <b><u>162 Important Recommendations - their value and importance</u></b>
	3 Session objectives/ purpose	The trainees will be able to explain 2 <sup>nd</sup> ARC and its recommendations.
	4 Expected outcome	The trainees will be able to articulate the details of 2 <sup>nd</sup> ARC

	5	Method/ Process	The RP will make a power point presentation on the structure and salient features of 2 <sup>nd</sup> ARC. The RP will also explain the recommendations of 2 <sup>nd</sup> ARC towards efficient and effective administration and governance.
	6	Aids/Materials	Power Point Presentation, white board
	7	Time/Duration	1 Hr
	8	Handouts	2 <sup>nd</sup> ARC features and recommendations
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<b>Session III</b>	1	<b>Content</b>	<b>Ethics in Governance</b>
	2	Sub content	<b>Define Ethics</b> <b>Why Ethics in Governance?</b> <b>Code of Ethics</b> <b>Ethical aspects in Public Services</b>
	3	Session objectives/ purpose	After the session, the trainees will be able to: <ul style="list-style-type: none"> <li>• Define Ethics &amp; its Scope</li> <li>• Define Governance &amp; its components</li> <li>• Explain the need for Ethics in Governance</li> </ul>
	4	Expected outcome	Explain the need for Ethics in Governance & adopt in day to day life
	5	Method/ Process	The RP shall make the presentation giving salient features of good governance, ethics in governance, and the role of ethics in ensuring quality and equitable service to all. The RP shall 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. By picking examples from ethical values in life, the RP shall sensitize the trainees on the relevance ethical values in day to day governance.
	6	Aids/Materials	PPTs, Small Stories- Experience of Gandhiji, Documentary, Flip Charts & Marker Pens
	7	Time/Duration	1 Hrs
	8	Handouts	--
	9	Pre & post test formats	Through Questions.
	1	<b>Content</b>	<b>Code of Ethics for Civil Servants</b>
	2	Sub content	1. Constitutional Provisions on Public Service

Session-IV			2. Moral Obligations & Public Service 3. Code of Ethics for Public Servants
	3	Session objectives/ purpose	After the session the trainee will be able to: +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 work situations in different capacities of decision making. Group Activity: The RP will ask the trainees make presentations and discuss why Code of Ethics is important
	6	Aids/Materials	PPT, White Board, short film
	7	Time/Duration	1 Hrs
	8	Handouts	On the topic
	9	Pre & post test formats	--
	<b>Day -II</b>		
Session-V	1	<b>Content</b>	<u>Case Study - Discussions</u>
	2	Sub content	<u>Case Study - 1</u> <u>"Selling False Hope: the falliability of a Bureaucrat" in Bihar</u>  <u>Case Study - 2</u> <u>"Dalia Jalao - Ek Kadam Aur", from Uttar Pradesh</u>  <b>Relating Case Study Discussions to ARC Recommendations</b>
	3	Session objectives/ purpose	After the session, trainees will be able to understand the case study, discuss it, draw inferences and can relate to the work situation.
	4	Expected outcome	Trainees would adopt the learning points from the case study analysis in their day to day work.
	5	Method/ Process	Hard copies of the case studies, which shall be provided to each trainee on the first day, will be discussed in this session. The R P will make a brief presentation highlighting the case studies and initiate

		<p>discussion. The RP can divide the case study in to parts, each part can be discussed in groups. The RP shall encourage the trainees to come out clearly and openly on the learning points of the case study. Then the RP can initiate the debate or discussion on the implementation, adaptability and replicability of the case study.</p> <p>Finally, the learning points to be related to the recommendations of 2<sup>nd</sup> ARC .</p>	
	6	Aids/Materials	PPTs, White Board, Philip Charts
	7	Time/Duration	2 Hrs
	8	Handouts	Hard Copies of Case Studies
	9	Pre & post test formats	----
<b>Session- VI</b>	1	<b>Content</b>	<b>Combating Corruption</b>
	2	Sub content	<ol style="list-style-type: none"> <li>1. Prevention of Corruption:</li> <li>2. Laws against Corruption: State Initiatives</li> <li>3. Institutional Framework to fight Corruption</li> </ol>
	3	Session objectives/ purpose	<p>After the session, trainees will be able to:</p> <ul style="list-style-type: none"> <li>+ Explain measure for Prevention of Corruption</li> <li>+ List features of Prevention of Corruption Act</li> <li>+ Explain the Institutional Framework to combat corruption</li> </ul>
	4	Expected outcome	Familiarisation with various institutional framework related to combating Corruption
	5	Method/ Process	<p>The RP will discuss various provisions of the Prevention of Corruption Act and its application, gaps and weakness in its implementation taking few examples &amp; experience of the participants. He will also give the current position of the state legislation and the administrative mechanism.</p> <p>Discuss the method and mechanism of functioning of Lokayukta, its experiences and the weakness in meeting the objectives.</p>
	6	Aids/Materials	PPT, 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- VII</b>	1	<b>Content</b>	<b>Social Aspects of Ethics</b>
	2	Sub content	Role of Individuals in practicing Ethics in Public Life Tools for Maintaining Ethics in Public Life: Social Audit
	3	Session objectives/ purpose	Explain the 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. The RP 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.
	6	Aids/Materials	PPTs, Flip Charts & Marker Pens
	7	Time/Duration	2.00 Hr
	8	Handouts	Hand outs from "My Experiments with Truth" MK Gandhi
	9	Pre & post test formats	Through Questions.