

Ref: DRP/02/18

09.11.2017

### **RESIDENTIAL WORKSHOP ON DISCIPLINARY RULES & PROCEDURES**

National Academy of Human Resource Development (NAHRD) was established to deliver competency enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

A workshop on Disciplinary Rules & Procedures is being organized by NAHRD from **22.02.2018 to 24.02.2018 at Pondicherry.**

The above mentioned workshop is for the benefit of staff dealing with Vigilance/ Disciplinary Proceedings in Government, Semi Government, Autonomous Bodies and Public Sector undertakings etc. The program has been designed to provide practical insight into the process of disciplinary and other allied process. This workshop will help the officers to develop skills required for handling vigilance and disciplinary cases. After the workshop the participants shall have updated themselves in the following aspects:

- Principles of Natural Justice and the areas of applicability
- Process of drafting Charge Sheet
- Examination of Witnesses
- Role & functions of the Inquiry Officer and Presenting Officer
- Skills required for performing the role of Presenting Officer
- Salient aspects of the Presenting officer's brief
- Ingredients of Inquiry Officer's report
- Appreciation of Evidence
- Identify the actions/omissions which vitiate the inquiry
- Roles & Functions of CVOs and Vigilance Officers
- Case Laws and Case Studies
- Courts/ Tribunals & Judicial Review

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role plays etc.

### **Chief Guest & Faculty**

Hon'ble Member, Central Administrative Tribunal would be the Chief Guest for the present workshop who will also deliver a lecture on the subject and present certificates to the participants during closing of the workshop, if consent is obtained.

**Sh. K.S. Kumar** is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers.

**Sh. M Sethu Ramalingam** is former Deputy Director (Vigilance) of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. His previous postings were Deputy Chief (Legal) in CERC and Law Officer in Ministry of Defense. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers of Central Government, State Governments and Public Sector Undertakings. He has also drafted "**Handbook for Inquiry Officers & Disciplinary Authorities- 2013**" on behalf of **Government of India**. He is also practicing as an Advocate at Central Administrative Tribunal and Hon'ble High Court of Delhi.

Other ex- faculty member(s) from ISTM, Department of Personnel and Training, Govt. of India may be invited as guest faculty.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

### **Participation Fee:**

Single Occupancy –Rs. 35,000/- plus GST @ 18% per participant

Double Occupancy\* –Rs. 30,000/- plus GST @ 18% per participant

\*Available only for organizations nominating even number of participants. In case of revision in nature of taxes/ rate of taxes, taxes applicable on the date of nomination will be applicable.

The participation fee covers the cost of lodging, boarding, meals & study material of the participants. Spouse/ Family members are welcome on additional all inclusive nominal charges.

**Venue:** Shenbaga Hotel & Convention Centre, 432, M.G. Road, Puducherry

Check In- 22.02.2018 (12 Noon)

Check Out- 25.02.2018 (12 Noon)

The workshop will commence at 3:30PM on 22.02.2018 and will conclude at 6:00PM on 24.02.2018.

Nominations may be send through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith cheque/DD in favor of National Academy of Human Resource Devep payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website.

Bank: HDFC Bank Ltd. A/c No. 13582020002980. CA. IFSC Code. HDFC0001358

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

**For further information or clarification kindly contact:**

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend workshop due to any reason and no substitution is made, fees shall be liable to be forfeited. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation before nominating. Last date of accepting nominations is 05.02.2018.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD