

ONLINE WORKSHOP ON ADMINISTRATIVE DECISION MAKING & ORDER WRITING

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.

An online workshop on Administrative Decision Making & Order Writing is being organized by NAHRD from **11.01.2021 to 12.01.2021**.

The above mentioned workshop is for the benefit of middle/ senior level officers whose duties involve taking administrative decisions and passing of orders impinging on rights and liabilities of individuals and organizations and/or in exercise of statutory powers. Often these decisions affect the livelihood and reputation of individuals or groups of individuals. **Illustrative areas of duties addressed in the course are orders passed by authorities while deciding penalty, conducting departmental proceedings, blacklisting a contractor, award of tender, eviction orders, declaring a borrower as willful defaulter, rejecting application for any licenses, disposing of any representation, reply to RTI application or appeal, etc.**

Objective of the present workshop is to equip the participants with skills of making decisions which will withstand judicial scrutiny. Incorrect decisions by Administrative Authorities will result in miscarriage of justice and lead to indescribable hardship for the parties concerned. Equally important is the need to avoid undue financial burden and other problems which accrue to the organization. Administrative Decision Making has two distinct phases viz. reaching the correct decision and conveying it appropriately. This workshop addresses both these aspects of Administrative Decision Making. After the workshop the participants shall have updated themselves in the following aspects:

- Various grounds on which Administrative/ Quasi-judicial orders are challenged
- Scope & Limitations of Administrative/ Quasi-judicial powers under the given circumstances
- Conditions for exercising Administrative and Quasi-Judicial powers
- Identification of jurisdictional facts and adjudicatory facts
- Principles of Natural Justice & Wednesbury Principle of Reasonableness
- Doctrine of Proportionality
- Evaluation of Evidence
- Identification of issues requiring adjudication
- Skills of Drafting/Passing Reasoned and Speaking Orders
- Case Law on the subject

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, etc. In view of the learner-centered orientation, the course capacity has been restricted to a maximum of 20 participants.

Faculty

Sh. Mahabir Singh Kasana is former Joint Director, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as the master trainer by Training Division of DoPT, Govt. of India to train trainers and help public authorities for capacity building. Till date he has conducted more than 400 workshops in which more than 10,000 officers from around 400 organizations have participated. He has conducted a number of workshops on behalf of a number of organizations including Ministries, PSUs, Autonomous Organizations etc. He is presently practicing as an Advocate before Central Information Commission, Central Administrative Tribunal and Hon'ble High Court of Delhi.

Sh. M Sethu Ramalingam is former Deputy Director, 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 has conducted a number of training programs for the 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.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, Ministry of Agriculture, LIC of India, Reserve Bank of India, Securities & Exchange Board of India, 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, 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, New India Assurance Co. Ltd., 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: Rs. 8,000/- plus GST @ 18% per participant

Date & Timings:

11.01.2021: Monday (10:00 to 13:15 hours)

12.01.2021: Tuesday (10:00 to 13:15 hours)

Relevant link for registration will be sent to all the participants 2 days before the workshop. Participants will also be provided prior assistance for requisite technical support. Participants will also be awarded with digitally signed certificate after successful completion of the workshop. Participants will be allowed to raise their queries during the workshop, however participants can also send their specific questions in advance for optimum utilization of available time.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID. Kindly also provide GSTIN of your organization at the time of nomination. Please note that participation fee is to be paid at the time of nomination. For making payment through NEFT, details are as under:

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email– rohit@nahrd.in

Email-vivek@nahrd.in

Phone- +91 9873057803

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable. 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 about availability before nominating. Last date of accepting nominations is 08.01.2021.

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

Best Regards

NAHRD

A-304, Defence Colony,

New Delhi- 110024