

Ref: DRP/06/17

10.02.2017

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, Private Companies, MNCs etc.

We have organized a large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations/ bodies such as ICAR, LIC of India, RBI, EIL, FSSAI, NIT, SBI, Andhra Bank, NHPC, NABARD, Indian Oil, IIT, ONGC, Delhi Police, Coal India, Bank of Baroda, HUDCO, DFCCIL, TRAI, etc.

A workshop on Disciplinary Rules & Procedures is being organized by NAHRD from **21.06.2017 to 24.06.2017 at Ooty, Tamil Nadu.**

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. 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:-

- Options for enhancing the output of Human Resource of the Organization
- 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
- Case Laws and Case Studies

National Academy of Human Resource Development
Office: A-304, GF, Defence Colony, New Delhi- 110024

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. Mahabir Singh Kasana is former Joint Director of 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. He is having vast experience in the field of Discipline & Vigilance. Till date he has conducted more than 400 workshops in which more than 10,000 officers from around 400 organizations have participated. He is also practicing as an Advocate at CAT, CIC and High Court of Delhi.

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.

Multiple workshops on the present subject has already been conducted by the speakers for various ministries/ organizations such as Lal Bahadur Shastri National Academy of Administration, Mussoorie; National Academy of Audit and Accounts, Shimla; Defence Headquarters Training Institute, Department of Atomic Energy, Council of Scientific and Industrial Research, Indian Council of Agriculture Research, Indian Institute of Mass Communication, Airports Authority of India, EPFO, ESIC, AIIMS, SAIL, Canteen Stores Department of India, Controller General of Defense Accounts, BIS, Geological Survey of India and many more.

Methodology

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

Participation Fee:

Single Occupancy –Rs. 35,000/- plus Service Tax @ 15% per participant

Double Occupancy* –Rs. 30,000/- plus Service Tax @ 15% per participant

*Available only for organizations nominating even number of participants.

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.

Hotel Gem Park- Sheddon Road, The Nilgris District, Ooty, Tamil Nadu- 643001

Check In- 21.06.2017 (12 Noon) Check Out- 24.06.2017 (12 Noon)

The workshop will commence at 9:30AM on 22.06.2017 and will conclude at 6:30PM on 23.06.2017.

In addition, we also conduct in-house training programs covering different areas such as Sexual Harassment at Workplace, RTI, Corporate Social Responsibility, NPA Management, Executive Development Program, Discipline and Vigilance, Swaps & Derivatives, Leadership Skills, Time Management, Stress Management etc.

Nominations may be send by providing participants' name, designation, contact number & e-mail ID alongwith participation fee in favor of National Academy of Human Resource Development.

Please note that nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant(s) is not able to attend the workshop due to any reason and no substitution is made, invoice amount shall still be payable. Limited seats available. Kindly seek confirmation before nominating.

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

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Phone- +91 9873057803

Vivek Manchanda

Email-vivek@nahrd.in
Phone-+91 9650745789

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

Thanking You

Yours Sincerely



For NAHRD