

INSTITUTE OF GOOD GOVERNANCE
(Registered under Societies Registration Act, 1860)
UB 33, Indraprakash Building, Barakhamba Road, New Delhi-110001
E-mail address: iggnewdelhi@gmail.com

No: TRG-4-2023-VIG

Dated 25.07.2023

To

Secretaries of all Central Ministries/Departments.
Heads of all Attached and Subordinate Offices of Government of India.
Chairmen/CMDs/CEOs of all Central PSUs, Autonomous Bodies, Statutory
Bodies, Ports, Boards, Public Sector Banks, Insurance Companies and other
Financial Institutions.
Vice-Chancellors of Universities.
Directors of IIMs, IITs, NITs etc.

Subject: Training Program on Conduct Rules and Disciplinary Proceedings to be conducted on 11th and 12th September, 2023 at **Lecture Room No. 1, India International Centre Annexe, K. K. Birla Lane, Max Mueller Marg, New Delhi-110003.**

Sir/Madam,

Reputation of an Organization, to a great extent, depends on the behavior and conduct of its employees. Therefore, every Organization expects all its employees to observe the prescribed Conduct Rules. Non-observance of these rules by an employee invites penalty. Penalty on an employee can, however, be imposed only after proving misconduct of the employee by following an inquiry for which separate rules are prescribed. It is not expected of the Inquiring Authority to follow the rigorous procedure of the courts of law in conducting inquiry but he is required to follow the rules prescribed for conduct of inquiry and observe the principles of natural justice. The Courts generally do not interfere with the findings of the Disciplinary/ Inquiring Authority but at the same time do not tolerate deviation from the prescribed procedure. Delinquent officers, in many cases, go scot free because inquiry against them is vitiated by non-observance of the procedure. This adversely affects discipline in the Organization. It is, therefore, necessary to impart training to the officers dealing with administrative and disciplinary matters. The Internal Complaints Committees (ICC) constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 are to be treated as Inquiry Authority in case of complaints relating to sexual harassment at workplace. Therefore, Presiding Officer and other Members of the ICC also need be trained on the subject.

This Institute is conducting a two-day training program on Conduct Rules and Disciplinary Proceedings on 11th and 12th September, 2023 at **Lecture Room No. 1, India International Centre Annexe, K. K. Birla Lane, Max Mueller Marg, New Delhi-110003.** The program will cover all important aspects of the subject as per schedule given at the end of this letter.

Fee for the Program is Rs. 12,500/- + GST @ 18% which comes to Rs. 14,750/- per person including all taxes. The fee may be paid through a demand draft drawn in

favor of the 'Institute of Good Governance' payable at 'New Delhi' or through NEFT/ RTGS. Details of the Bank Account of the Institute are as follows:

Bank's Name: Axis Bank Limited, Statesman House, 148, Barakhamba Road, New Delhi-110001

Account No: 914010021379009

MICR code of Branch: 110211002

IFS Code for NEFT/ RTGS: UTIB0000007

PAN of the Institute: AAAAI7597K

GST No. of the Institute: 07AAAAI7597K1Z3.

You may take advantage of the program by nominating your officers dealing with administrative and vigilance matters, potential Inquiring Authorities, potential Presenting Officers, Presiding Officer and Members of Internal Complaint Committee constituted under the Prevention of Sexual Harassment of Women at Workplace Act and other officers for the program. In case of any query in the matter, **you may contact Dr. H. S. Rana, Director of this Institute on his mobile no. 9448451380 or Shri K.G. Verma, Ex-Joint Secretary to the Government of India, Department of Personnel and Training on his mobile no. 9968099867.**

Yours Sincerely,


[Aakriti]

Deputy Director

SCHEDULE

DATE	TIME	TOPIC
11.09.2023	09:30 – 10:00hrs	Registration
	10:00 – 11:30hrs	Introduction to Conduct Rules
	11:30 – 11:45hrs	Tea
	11:45 – 13:00hrs	Suspension
	13:00 – 14:00hrs	Lunch
	14:00 – 15:30hrs	Penalties
	15:30 – 15:45hrs	Tea
	15:45 – 17:00hrs	Procedure for Imposition of Minor Penalties
12.09.2023	10:00 – 11:30hrs	Procedure of Conduct of Inquiry for Imposition of Major Penalties
	11:30 – 11:45hrs	Tea
	11:45 – 13:00hrs	Inquiry Report and Action on the Report
	13:00 – 14:00hrs	Lunch
	14:00 – 15:30hrs	Appeals, Revision and Review
	15:30 – 15:45hrs	Tea
	15:45 – 17:00hrs	Miscellaneous Issues
	17:00 – 17:30hrs	Valediction