

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन INSTITUTE OF PUBLIC ADMINISTRATION

38/4, Coles Road Cross, Frazer Town, Bengaluru - 560 005.

Tel : 080 - 2548 1331 / 2547 7444

Email : ipablr@yahoo.co.in (IPABLR@YAHOO.CO.IN) / ipablr34@yahoo.com (IPABLR34@YAHOO.COM)

www.ipabengaluru.com

Ref: No. IPA/383/DP-46/2019-20

June 9, 2019

To,

The Chief Executives of All Government Offices, RBI, Boards, Ports, Universities, IIMs, IITs, NITs, Indian Railways, Central Public Sector Undertakings, Public Sector Banks, Financial Institutions, Research Institutes, LIC, GIC, Insurance Companies, Autonomous Bodies, Ordnance Factories, DRDOs, and other Public and Private Establishments.

Sir/Madam,

Sub : A Two Day Training Programme on Domestic Enquiry, Disciplinary Action and Discipline on August 6 & 7, 2019 at Hotel Sarovar Portico Naraina, A-9, Naraina, New Delhi – 110028.

Be it Government, Public Sector or Private Sector, an organization needs disciplined work force for fulfilling its objective and achieving targets, more so in the current environment. Managerial endeavor in principle may be focused on sustaining an environment as would encourage positive discipline; yet disciplinary action, as contemplated in Government CCS Rules/certified or Model standing orders/Conduct, Disciplines & Appeal Rules/Service Rules, may still be necessary.

02. **A quick disposal of Domestic Inquiry ?** There are tried, tested, valid and legal ways of doing it. Yes, for record there is no codification of the law, principles, procedure governing disciplinary action. Yet the process is well laid and crystal clear.

03. **Many domestic enquiries fail** when tested/called into question through the adjudication process. They need not, if only organizations were clear about certain basic concepts, the procedural nuts and bolts and their changing interpretation by the Courts.

04. We have designed a two day programme to offer practical insight into the process of disciplinary action. It covers the Basic Principles, updated process through the contemporary judicial interpretations as well as the ingredients of law including labour laws.

05. **The programme is designed to offer conceptual clarity, invaluable insight and advice with an emphatic stress on practical management of disciplinary action and various other issues relating to labour laws.** It offers in a nutshell the latest case law that is relevant for those who need to deal with labour matters and/or take disciplinary action, as Disciplinary/Appellate authorities, conduct domestic enquiries,

act as Enquiry Officers or Presenting Officers, and those into the roles of Personnel/HR Managers/Officers, Line Managers, Establishment/Administrative Officers, Vigilance Officers etc. Copies of the latest case law and Handbook for Enquiry Officers and Disciplinary Authorities will be provided to the participants. The schedule of the programme is enclosed as Annexure-I.

06. The Course Director for this programme will be Shri M.R. Gera, Director, Management Development Centre, New Delhi. Shri Gera has directed, co-ordinated and conducted more than 500 Programmes / Seminars / Workshops on the subject for Government, Public & Private Sector Organizations. HRD Managers, Personnel Managers, Industrial Relations Managers, Personnel Officers, Labour Welfare Officers, Legal Officers, Administrative Officers, Vigilance Officers, Establishment Officers and Line Executives could significantly benefit and may be nominated for the programme.

07. This training programme is being organized on **August 6 & 7, 2019 at Hotel Sarovar Portico Naraina, A-9 Naraina, New Delhi - 110028 (Tel. No.011 - 45424541/42).**

08. The programme fee per participant will be Rs. 14,986/- (Programme fee of Rs. 12,700/- + GST @ 18% Rs. 2,286/-) for Non-Resident Participants. The crossed DD towards this **non-refundable fee** should be drawn in favour of the **“Institute of Public Administration”**, payable at **Bangalore** and should be sent along with the nomination letter.

09. In case the participant wishes to stay at the Hotel Sarovar Portico Naraina, he/she will be required to pay a non-refundable participation fee of Rs.32,922/- (Participation fee Rs.27,900/- + GST @ 18% = Rs.5,022/-) per participant. This fee includes the programme fee of Rs.14,986/- and also covers the cost of lodging and boarding, breakfast, lunch and dinner. **(The spouse of the participant may enjoy lodging and boarding facilities on complimentary basis)** If the organization is nominating two officials (same gender) for the above training and they are willing to share a room, the fee per participant will be Rs.27,730/- (Rs.23,500/- + GST @ 18% = Rs.4,230/-).The lodging and boarding will be available from the afternoon of August 5 till the morning of August 8, 2019 under this arrangement.

An early nomination of your officials shall be highly appreciated.

Yours faithfully,



(Subhash C Kochar)

Director

Cell No. : 098453 33383

Encl: Annexure – I

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन

INSTITUTE OF PUBLIC ADMINISTRATION

A Two Day Training Programme on Domestic Inquiry, Disciplinary Action and Discipline on August 6 & 7, 2019 at Hotel Sarovar Portico Naraina, A-9 Naraina, New Delhi - 110028 (Tel. No.011 - 45424541/42).

Date	Time (hrs.)	Session
August 6, 2019 (Tuesday)	09.30 – 10.00	Registration
	10.00 – 10.10	Introduction of the Institute, the course material and the participants.
	10.10 – 11.00	- Conceptual Framework - Guiding Principles based on Case Law - Natural Justice
	11.00 - 11.15	Tea Break
	11.15 – 13.00	Why do domestic enquiries fail? Making sure it does not happen (Case-based presentation, cases being drawn from Govt. Services, Public Sector and Private Sector)
	13.00 – 14.00	Lunch
	14.00 – 15.30	How to deal with Misconduct? A schematic presentation of Disciplinary process in outline.
	15.30 – 15.45	Tea Break
	15.45 – 17.15	Charge Sheet, Suspension & Subsistence Allowance
August 7, 2019 (Wednesday)	10.00 – 11.15	- Disciplinary action - Roles of Inquiry Officer & Presenting Officer
	11.15 – 11.30	Tea Break
	11.30 – 13.00	How to conduct enquiry Context - Government CCS (CCA) Rules, PublicSector's CDA Rules. - Institutions Service Rules & Industry's Standing Orders.
	13.00 – 14.00	Lunch Break
	14.00 – 15.30	Mock Inquiry
	15.30 -15.45	Tea Break
	15.45 -17.00	Writing of inquiry report, Award of Punishment. Appeal & its disposal.