

Ref: DRP/01/25

16.09.2024

## **WORKSHOP ON DISCIPLINARY RULES & PROCEDURES AT NEW DELHI**

**National Academy of Human Resource Development (NAHRD)** was established to deliver competency-enhancing learning to officials of Central Government, State Governments, 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 across the country.

**Indian Institute of Public Administration (IIPA)** is an autonomous organization under Department of Personnel & Training, Government of India. IIPA was formally inaugurated by the first Prime Minister of India, as the first President of the Society, on March 29, 1954 in New Delhi. The Institute has been set up to equip the public servants with domain knowledge, functional skills, and behavioural competencies required for managing the task of governance. The institute provides technical skills of management, human skills for coordination roles and conceptual skills for taking up leadership roles in public policy planning and execution. In its effort to enhance the leadership, managerial, and administrative capabilities of the executives in government and public sector enterprises, the Institute works in close collaboration with national and international organisations.

A workshop on **Disciplinary Rules & Procedures** is being organized by NAHRD in collaboration with IIPA from **20.01.2025 to 21.01.2025 at New Delhi**.

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 areas of applicability
- Process of Drafting of Charge Sheet
- Examination of Witnesses
- Role & Functions of Chief Vigilance Officer
- 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 Law and Case Studies
- Courts/ Tribunals & Judicial Review

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

## **Workshop 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.

Subject experts having practical knowledge and understanding of the subject will be invited as faculty for the present subject.

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 (Non-Residential):** Rs. 30,000/- plus GST @ 18% per participant

Please note that the present workshop is non-residential. The participation fee covers the cost of study material and lunch.

**Venue:** Indian Institute of Public Administration (IIPA), I.P. Estate, Ring Road, Near ITO, New Delhi- 110002

### **Dates and Timings:**

**20.01.2025 to 21.01.2025:** Monday to Tuesday (09:30 to 17:30)

Participants will be required to report by 09:15 hours on both days.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with DD in favor of National Academy of Human Resource Development 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. In case of payment through electronic mode, details are as under:

**Name of Beneficiary:** National Academy of Human Resource Development

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

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 nominated participant is not able to attend the workshop and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **14.01.2025**.

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