

Ref: DRP/08/26

17.05.2026

## **ONLINE WORKSHOP ON DISCIPLINARY RULES & PROCEDURES**

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.

An online workshop on **Disciplinary Rules & Procedures** is being organized by NAHRD from **18.08.2026 to 19.08.2026**.

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

### **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.

## **Faculty**

**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 Defence. 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.

**Sh. Sandeep Mukherjee** former Director, Government of India, and retired senior faculty from the Institute of Secretariat Training and Management (ISTM), DoPT, is a distinguished expert in Disciplinary Rules & Procedures, Vigilance Administration, and Establishment Matters, with over 30 years of extensive administrative and training experience. He began his career in the Ministry of Law, Government of India, where he dealt with establishment matters including recruitment, promotions, court cases, disciplinary proceedings, and service-related issues. During his tenure as Deputy Director (Vigilance) at ISTM, DoPT, he served as a regular faculty for programmes on CCS (CCA) Rules, disciplinary proceedings, conduct rules, departmental inquiries, and vigilance procedures for officers of various Ministries, Departments, and Public Sector Undertakings. Widely regarded for his practical and case-based training methodology, he has conducted numerous programmes for Inquiry Officers, Presenting Officers, and disciplinary authorities. He has also contributed to the handbook for Inquiry Officers and Presenting Officers and is recognized for his deep expertise in Disciplinary Rules and Procedures.

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., Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, JNPA, Indian Space Research Organization, Border Security Force, GIC of India, Delhi Metro Rail Corporation, Bharat Dynamics Ltd., Canara Bank, UCO Bank, AI Airport Services Limited, Rashtriya Chemicals & Fertilisers Limited, National Fertilizers Limited, MOIL Limited, RailTel Corporation Limited, GAIL (India) Limited, NTPC Limited, NLC India Limited, SIDBI, THDC India Limited, NHPC Limited, Jute Corporation of India, REC Limited, Grid Controller of India Limited, Hindustan Petroleum Corporation Limited and many more.

**Participation Fee:** Rs.11,000/- plus GST @ 18% per participant

### **Date & Timings:**

**18.08.2026 Tuesday (10:00 to 13:15 hours)**

**19.08.2026 Wednesday (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 awarded with digitally signed certificate after successful completion of the workshop.

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:

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

**Bank:** Kotak Mahindra Bank. **A/c No.** 8912179265. CA.

**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 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.

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