

3-DAY WORKSHOP ON
**“PREVENTIVE VIGILANCE, INVESTIGATION,
DEPARTMENTAL ENQUIRY AND LAW ON
TERMINATION”**

HOTEL TAJ AMBASSADOR, NEW DELHI

21-23 SEPTEMBER, 2015

WORKSHOP TIMINGS: 9.30 A.M TO 5.00 P.M.

KEY WORKSHOP TOPICS:

- ❖ **Concept, Scope and Areas of Preventive Vigilance;**
- ❖ **Preventive Vigilance in Award of Contracts and Execution of Works;**
- ❖ **Complaints Handling Policy. Dos' & Donts' in Vigilance Matters;**
- ❖ **Techniques of investigation of complaints including cases of fraud and disproportionate assets;**
- ❖ **Principles of Natural Justice in Disciplinary Proceedings;**
- ❖ **Drafting and Serving of Charge Sheet;**
- ❖ **Oral Enquiry: Preliminary Hearing, Inspection of Documents and Regular Hearings;**
- ❖ **Role of Enquiry Officer, Presenting Officer and Defence Assistant;**
- ❖ **Evaluation of Evidence, Drafting of Enquiry Report and Submission of Enquiry Report;**
- ❖ **Principles which should guide Disciplinary Authority to decide on punishment.**
- ❖ **Major Judicial Pronouncements on Misconduct, Charge Sheet, Domestic Enquiry & Termination;**
- ❖ **Disciplinary Action under Industrial Employment (Standing Orders) Act. Action against “protected workmen” and union officials;**
- ❖ **Exercises and Role Play.**

CORE FACULTY: Experts on Investigation, Vigilance, Domestic Enquiry, Authors of books on “Disciplinary Enquiry” and reputed legal luminaries will interact with the participants. Participants will get an opportunity to witness a full Disciplinary Enquiry before their eyes and to receive feedback on its drawbacks and legal lacunae. The faculty will include past/present experts from CBI/CVC.

WHO CAN PARTICIPATE: The programme will be suitable for Vigilance Officers, Anti-corruption Officers, Personnel Executives, Internal Auditors, Contract Awarding & Executing Officers, Project Managers, Administrative Officers, Law Officers, HRD Managers, Factory Managers, Welfare Officers and Officers handling disciplinary cases or investigation cases relating to fraud or forgery or other misconducts. **Officers who function as Presenting Officers, Enquiry Officers or Disciplinary Authorities must attend this workshop.**

FEE: This is a **non-residential** programme. The participation fee covering the course material, stationery, luncheon and refreshments is Rs. 16,000 + Service Tax 14% = **Rs. 18,240** per participant. **If an office deputes three or more nominees discounted fee is Rs. 15,000 + Service Tax 14% = Rs. 17,100 per participant.**

The above fee is payable alongwith the nomination by sending a Delhi Cheque or, in case of outstation participants, by a Multicity Cheque or a Demand Draft drawn in favour of **“Industrial Management Academy” payable at New Delhi. Payment by NEFT may be made direct to Current A/c No. 010102000025230 (IFSC Code IBKL0000010, MICR NO. 110259002) IDBI Bank, Siri Fort Branch, New Delhi under intimation by email. Fee is not refundable but alternate nominee is permissible. PAN No. is AAFPD8988D and Service Tax Code No. is AAFPD8988DST001 (Premises Code: 810504/1862/07).**

LAST DATE: Last date for receipt of nomination is **14.09.2015**

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