

2-DAY WORKSHOP ON
**“A TO Z OF INVESTIGATION PROCESS,
DEPARTMENTAL ENQUIRY AND LAW ON
TERMINATION”**

HOTEL VIKRAM, LAJPAT NAGAR - IV, NEW DELHI

08-09 OCTOBER, 2015

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

KEY WORKSHOP TOPICS:

- **How to interrogate and Investigate; Fraud Investigation Procedure; Skills of preparing Investigation Report.**
- **How to prepare a Charge Sheet for Minor and Major Penalties - who can issue a Charge Sheet - delivery of Charge Sheet.**
- **Role of Enquiry Officer, Defence Assistant and Presenting Officer.**
- **How to Conduct an Inquiry for Executives and Supervisors governed by CDA Rules or for Workmen governed by Standing Orders.**
- **Inspection of Documents, Examination-in-chief, Cross-examination and Re-examination of witnesses.**
- **Evaluation of evidence and preparation of Enquiry Report.**
- **Departmental Enquiry side by side with Judicial Proceedings.**
- **Dealing with cases of un-authorized absence.**
- **“Dos and Dents” for Disciplinary Authority.**
- **Supreme Court’s recent Landmark Judgements**

CORE FACULTY: Experts from Industry, well-known critics on Disciplinary Enquiry and legal luminaries will work as “faculty” and interact with the participants.

WHO CAN PARTICIPATE: The programme will be suitable for HR Officers, Law Officers, Departmental and Sectional Heads, Presenting Officers, Enquiry Officers and Disciplinary Authorities. Staff dealing with disciplinary cases may also attend.

FEE: This is a **non-residential** programme. The participation fee covering the course material, stationery, luncheon and refreshments is Rs. 13,000 + 14% Service Tax = Rs. 14,820 per participant. **If an office deutes three or more nominees discounted fee is Rs. 12,500 + 14% Service Tax = Rs. 14,250 per participant.**

The above fee is payable along with 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 **01.10.2015**

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