

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

HOTEL TAJ AMBASSADOR, NEW DELHI
13-15 FEBRUARY, 2012 (TIMINGS: 9.30 A.M TO 5.00 PM)

KEY WORKSHOP TOPICS:

- ☛ Concept, Scope and Areas of Preventive Vigilance.
- ☛ Preventive Vigilance in Award of Contracts and Execution of Contracts;
- ☛ 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 Chargesheet;
- ☛ Oral Enquiry: Preliminary Hearing, Inspection of Documents and Regular Hearings;
- ☛ Role of Enquiry Officer, Presenting Officer and Defence Assistant;
- ☛ Evaluation of Evidence and Drafting of Enquiry Report and Submission of Enquiry Report;
- ☛ Principles which should guide Disciplinary Authority to decide on punishment.
- ☛ Major Judicial Pronouncements on Misconduct, Chargesheet, Domestic Enquiry & Termination;
- ☛ Disciplinary Action under Industrial Employment (Standing Orders) Act. Action against protected workmen and union officials;
- ☛ Mock Enquiry.

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.

FOR WHOM: The programme will be suitable for Vigilance 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: Programme is Non-Residential. Fee per participant is Rs. 15,500+10.3% Service Tax = **Total Rs. 17,097** payable by Bank Draft or Delhi cheque drawn in favour of “**Industrial Management Academy**” payable at **New Delhi** to be sent to the Secretary at the below mentioned address. **In case of three or more participants, Concessional fee is R Rs. 15,000+10.3% Service Tax = Total Rs. 16,545 per participant.** Fee is not refundable but alternate nominee is permissible. **Service Tax Code No.:**AAFPD8988DST001 (Premises Code: 810504/1862/07), **PAN No.** AAFP8988D

LAST DATE: Last date for receipt of nomination is **04.02.2012**

ADDRESS: Secretary, Industrial Management Academy,
Plot No. BA-4-F, Munirka DDA Complex, New Delhi – 110 067.

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