

2-DAY WORKSHOP ON  
**“DEPARTMENTAL PROCEEDINGS FROM INVESTIGATION  
TO DISMISSAL”**

**HOTEL TAJ AMBASSADOR, NEW DELHI**

**14-15 FEBRUARY, 2012**

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

**KEY WORKSHOP TOPICS:**

- ◆ **How to interrogate; How to investigate; How to investigate a fraud; How to investigate cases of disproportionate assets; Skills of preparing Investigation Report**
- ◆ **How to prepare a Chargesheet for minor and major penalties. Who can issue a chargesheet**
- ◆ **Appointment of Enquiry Officer, Defence Assistant and Presenting Officer**
- ◆ **How to conduct an Enquiry for Executives and Supervisors or for Workers governed by Standing Orders.**
- ◆ **Inspection of document, Examination-in Chief, Cross-examination and Re-examination of witnesses.**
- ◆ **Evaluation of evidence and preparation of Enquiry Report**
- ◆ **Difference between Judicial and Domestic Enquiry**
- ◆ **Departmental Enquiry side by side with judicial proceedings**
- ◆ **Dealing with cases of un-authorized absence**
- ◆ **Dos and Dots for Disciplinary Authority**
- ◆ **Appeal procedure**

**CORE FACULTY:** Experts from Industry, well-known critics on Disciplinary Enquiry and legal liminaries will interact with the participants. Participants will get an opportunity to witness a full Disciplinary Enquiry before their eyes and to receive feed-back on its drawbacks and legal lacunae.

**FEE:** Programme is Non-Residential. Fee per participant is Rs. 10,500+10.3% Service Tax = **Total Rs. 11,582** 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 Rs. 10,000+10.3% Service Tax = Total Rs. 11,030 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 **06.02.2012**

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