

“A TO Z OF DEPARTMENTAL PROCEEDINGS”

HOTEL TAJ AMBASSADOR, NEW DELHI

21-22 SEPTEMBER, 2010

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. 9,500+10.3% Service Tax = **Total Rs. 10,479** 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. **Last date for receipt of nominations is 13.09.2010**

Concession is applicable if three or more participants join the programme from the same office. Concessional fee is Rs. 9,000+10.3% Service Tax = **Total 9,927** per participant **Service Tax Code No.:**AAFPD8988DST001 (Premises Code: 810504/1862/07), **PAN No.** AAFP8988D.

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