

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

HOTEL TAJ AMBASSADOR, NEW DELHI FROM 20-22 SEPTEMBER, 2010
(NON-RESIDENTIAL)

WORKSHOP TIMINGS 9.30 A.M TO 5.00 P.M

KEY WORKSHOP TOPICS:

- ☛ Concept of Preventive Vigilance and Vigilance Awareness;
- ☛ 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.

FEE: Programme is non-residential. Fee per participant is Rs. 13,500+10.3% Service Tax = **Total Rs. 14,890** Concessional fee of Rs. 13,000+10.3% Service Tax = **Total 14,339** per participant is applicable if three or more participants join the programme from the same office. **Service Tax Code No.:**AAFDPD8988DST001 (Premises Code: 810504/1862/07), **PAN No.** AAFDPD8988D. Fee is 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 10.09.2010**

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