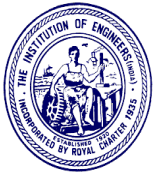




Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)

Old Bombay Road, Gachi Bowli, Hyderabad – 500 032, T.S, India



Quality & Productivity Division

Continuing Professional Development Program on

DISCIPLINARY PROCEEDINGS

16 – 17 February, 2017



(An ISO 9001:2008 Certified, AICTE & CEA Recognized Institution)

Centre for Promotion of Professional Excellence

INTRODUCTION

Today it is a universally accepted fact that the human resource of an organization is its most valuable resource, as it is the people of the organization that make it an effective and vibrant one. In order to ensure growth and development of its employees every organization tries to have a robust HR department performing the functions of career planning, training, performance appraisal, discipline and control amongst others to ensure alignment of its employees with the organization. In government organizations and public sector units, the disciplinary proceedings as laid down under the rules attempt to enforce discipline in public service and to simultaneously provide adequate safeguards to the public servants.

Disciplinary proceedings therefore consist of the detailed procedure to be followed by the competent authorities for the purpose of finding out facts of any allegation misconduct as leveled against an employee, and take appropriate corrective/preventive actions and suitable disciplinary action on the employee/s as per applicable rule.

OBJECTIVES

- To understand the need for disciplinary proceedings.
- To appreciate the role of the Disciplinary Authority, an Inquiry officer, the Presenting officer and the Defence Assistant
- To learn the modalities of conducting the inquiry.
- To enable the Disciplinary Authority to take a judicious decision on completion of the investigation/inquiry.
- To understand the methodology of carrying out thorough, timely and fact-based investigations

COVERAGE

The aim of this course is to provide a practical insight into the handling of disciplinary cases and to process them effectively:

- Understanding of the disciplinary proceedings.
- Understanding of how to conduct inquiries
- Learn how to draft and charge memorandum
- Learn procedures for imposing penalties
- Article 309,310 & 311- Features
- Do's and Don'ts in an inquiry
- To gain knowledge on procedure for dealing with Appeals/Revision Petitions
- Acting 'fairly' and 'reasonably' as per Principles of natural justice
- Suspension – when is suspension from work appropriate?
- To comprehend the provisions of CCS (CCA) Rules 1965/CDA Rules.
- To get practical insight into the constitution of the Court of Inquiry, its role and functions.
- Mock enquiry, Investigating, fact finding and documenting evidence

Training methods include role-play, video, audio, workshops and group exercises to enhance the learning process.

METHODOLOGY

The course is designed to provide a comprehensive learning package through the use of formal lectures, individual exercises, interactive exercises, case studies, etc.

TARGET PARTICIPANTS

Executives from HR, Administration, Legal, Technology and Engineering from all Government, Public and Private Sector Organizations. Heads of Department and Executives from Planning function / Executives from Banks, Financial institutions etc.

PROGRAMME VENUE, DATES & TIMINGS

Venue: Engineering Staff College of India (ESCI) Campus, Old Bombay Road, Gachi Bowli, Hyderabad – 500032 - Telangana State, India.

Dates: 16 – 17 February, 2017 (2 Days)

Timings: On the first day Registration will commence at 0900 hrs. On all other days the program timings will be from 0900 - 1830 hrs with breaks in between for tea and lunch.

COURSE DIRECTOR

Shri D. Sheshadri, Head – Quality& Productivity Division, Engineering Staff College of India

FACULTY

Resource persons with rich knowledge and experience will conduct the sessions.

COURSE FEE

Rs.10,000/- (Residential) + 15% Service Tax per participant. Fee includes, course material, course kit, twin-sharing/single AC accommodation as per availability, breakfast, lunch, dinner, tea / coffee and snacks during the actual days of training program.

DISCOUNTS

- ❖ **Non-Residential Fee:** 10% discount on course fee is allowed for non-residential participants.
- ❖ **Group Discount:** Additional 10% discount for three or more participants, if sponsored by the same organization.

(All discounts are applicable only if fee is received at ESCI before the commencement of the program.)

Service Tax as applicable is to be paid extra over and above the training fee, as training is also brought under the purview of Service Tax.

PAN Card No AAATT3439Q;

Service Tax registration No AAATT3439QST008 (under Commercial Training or Coaching Services – clause 65(105) (ZZC) of Finance Act – 1994).

Program fee is to be paid in favour of “IE(I)--Engineering Staff College of India” in the form of demand draft payable at Hyderabad.

Alternatively the payment may be made by Electronic Fund Transfer (EFT) to ESCI - SB A/c No. 10007111201 with The SBI, PBB, Rajbhavan Road Branch, Khairatabad, Hyderabad-500004 by NEFT/ RTGS/ IFSC Code No. SBIN 0004159 – MICR No.500002075.

While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and program title.

REGISTRATION

Online registration shall be available on ESCI website.

To register, manually please send your nominations giving details of name, designation, contact address, email address, mobiles no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to:

The Head

Quality & Productivity Division

Engineering Staff College of India,

Gachi Bowli, Hyderabad – 500 032,

Phone: 040 - 23000465 / 23000466 Ext. 4108, 4109, 4110, 4132, 4133

Direct Phones: 040 – 66304108, 109, 110, 132, 133 Fax : 040-23000336

Email: qp@escihyd.org web site: www.escihyd.org

CERTIFICATE

Participants, who successfully complete the course, will be issued participation certificate by ESCI.

GENERAL INFORMATION

- ESCI encourages participants to present case studies from their respective organizations.
- For the convenience of outstation participants, ESCI will facilitate pick-up and drop from Airport / Railway Stations / Bus Stations, if travel plans are received at least 3 days in advance along with mobile number by fax or email. The charges shall be paid by the participant directly to the Cab.
- ESCI provides complimentary accommodation and boarding to the participants one day before commencement (Check-in at 1200 hrs.) and one day after conclusion (Check-out at 1200 hrs.) of the program duration. Overstay charges will be applicable as per ESCI rules (subject to availability of accommodation)
- Well developed Information Centre and Internet facilities are available to the participants.