



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

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Ref. No.: SIERD/T-253H/2024-25
Date: 30.10.2024

To
The Director / Registrar
HOD/ Heads of Personnel/Admin/Vigilance/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,
Insurance Corporation and other Financial Institutions

**Workshop On
"Disciplinary Rules & Procedures with emphasis of
Departmental Inquiries"
Date: 13th & 14th February 2025, Kochi**

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned Workshop / training program.

INTRODUCTION:-

The Institute has designed special training package on the above subject for middle/senior level Administrative Officers and functional level officers involved in the decision making process in the organization with a goal to meet the challenges and needs of contemporary society.

WHO SHOULD ATTEND -:

Executives, Vigilance Officers, Senior and Middle level Managers, and Administrative/HR Managers who have to hold/associate in preliminary inquiries, act as Presenting officer in or have to hold regular Departmental Inquiries and for Non vigilance functionaries to understand the vigilance mechanism & its complexities. Also for those officials of PSUs, Autonomous Bodies, State/Central Govt. who are dealing/likely to deal in future.

FACULTY: -

The Sessions will be conducted by highly experienced faculty on interactive basis. Individual questions/doubts and their clarifications would be encouraged.

WORKSHOP DURATION:- The Programme will commence at **10:00AM on 13.02.2025** and will conclude at **05:00PM on 14.02.2025**

COURSE OUTLINE:-

- Principles of Natural Justice and areas of applicability
- Conduct Rules
- Disciplinary Rule and Procedure
- Suspension and allied instructions
- Techniques of Drafting charge sheet and penalty orders
- Departmental Inquiry procedure with case studies
- Role of Inquiry Officer, Presenting Officer and Disciplinary Authority
- Judicial Review and Role of Court / Tribunals in Disciplinary Matters

FEE:-

Residential on Single Occupancy: Rs. 38000 + 18% GST total Rs. 44840/- Per Participant

Residential on twin sharing basis Rs. 28000 + 18% GST = Total Rs. 33040/- Per Participant

Non-Residential: Rs. 18000 + 18% GST = Total Rs. 21240/- Per Participant

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Spouse or one Family member is welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family member. Participation fees for non- residential participant include cost of lunch and study material.

RESIDENTIAL CANDIDATE:- Check in 12th Feb. 2025 (afternoon) & Checkout 15th Feb. 2024 (11:00AM)

PLACE OF STAY & WORKSHOP:- Hotel Presidency, Ernakulam Town, Kochi (Kerala).

LAST DATE:- Last Date of Accepting nominations is **03.02.2025. Nomination can also be forwarded after the last date on Enquiry/Confirmation.**

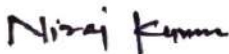
NOMINATION: -

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of “**Systematic Institute of Economic Research & Development**” payable at New Delhi. NEFT payment may be made direct to Current **A/c No. 6231020000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPPK7937K **GSTIN-07BXPPK7937K1ZN**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from this opportunity.

We shall be glad to accommodate the nominations from your organization.



Neeraj Kumar

Program Coordinator

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