FAX

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI-1

F.No.ADMN/7/41/2015-WS   Dated the ~~May~~, 2015.
                                                      01 June,

OFFICE MEMORANDUM

Subject: **Training Programme in Administrative Vigilance-I (Code (AV 1-02) - Role of Inquiry/Presenting Officers to be conducted by ISTM from 14.09.2015 to 18.09.2015 at ISTM, New Delhi.**

          The Institute of Secretariat Training & Management, New Delhi has invited nominations for training programme in Administrative Vigilance-I – (Role of Inquiry/Presenting Officers) for Dealing Assistants/Section Officers and above from **14.09.2015 to 18.09.2015** at ISTM, New Delhi. The details of Programme are as under:-

Broad Content of the Course:
-    Constitutional provisions relating to disciplinary proceedings
-    Principles of Natural Justice
-    Departmental Investigations prior to disciplinary cases.
-    Analysis of charge sheet.
-    Role & Functions of Inquiry Officer.
-    Role & Functions of Presenting Officers & Defence Assistant.
-    Preliminary Hearing, Regular Hearing and recording of evidence
-    Evaluation of Evidence, Mock Inquiry,
-    Drafting of Inquiry Report & Action on IO's Request.

Eligibility: The programme is meant for Dealing Assistants/ Section Officers and above who are required to discharge the function of Inquiry Officer/Presenting Officer.

          The Officers who are desirous to attend the said programme may send their nomination in the prescribed nomination form through proper channel latest by **30.06.2015** for onward transmission to ISTM, New Delhi. **The Nomination Form may be downloaded from ICAR website** under **Col. Circular / Work Study Section/Revised Nomination Form for ISTM training programme.**

          The Officers who have already attended this training course need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi.

                                                      (Rajashree Sunil)
                                                      Under Secretary(WS)
                                                      Phone No.23386656

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