

integrated training & policy research

(Training Division)

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Dated: 09/01/2017

To

The HOD/ Heads of Pers/Admn/Fin/HRD

All the Govt. Deptts, Autonomous Bodies & PSUs

Sub: Technical Workshop on "**Handling of Disciplinary Proceedings & Cases of Sexual Harassment at Workplace**", From 16th to 18th March 2017

Sir/Madam,

Enclosed please find Brochure on the above Training Programme to be organized by us at New Delhi. Ours is an organization with specialization in training of human resource, which is an essential ingredient of all organizations. Our main aim has always been to provide the best training inputs and training techniques to the participants so that they also become capable of providing the necessary guidance and on-the-job training to their colleagues/staff working under them in the furtherance of the training objectives.

Keeping the above in view, we invite your kind attention to the programme coverage of our training as given in enclosed Brochure (Scroll down). We request you to avail of this opportunity of getting your management functionaries trained by reputed specialists for

recurring effective support in day to day management. We, therefore, request you to nominate concerned personnel not only from the Head Office but also from your regional & zonal offices for participation. We would also welcome any invitation from your side for In-house Training programme at your premises.

Yours Truly

D.K. Jha

Coordinator (Admn.)

Mob. 09871910333

BROCHURE

Technical Workshop on "Handling of Disciplinary Proceedings & Cases of Sexual Harassment at Workplace", From 16th to 18th March 2017

Objective:-

- *Acquaint the participants of what is expected of each employee in the organization as also from members of his family under the Conduct Rules framed/ adopted by the organization.*
- *Apprise the participants of the safeguards provided in the Constitution of India;*
- *CCS (Classification, Control & Appeal) Rules. as adopted by the various autonomous organizations.*
- *Importance & Necessity of Preventing Sexual Harassment at Workplace*
- *Impart in-depth knowledge of the stages and procedures to be followed to implement various provisions of to CCS (CCA) Rules:-*
 - *Handling and investigating complaints.*
 - *Framing of a charge sheet.*
 - *Opportunities to be given to the Charged Officer to defend his case.*
 - *Procedure to be following for imposition of minor/major penalty.*
 - *Disciplinary Inquiry- Role and functions of Inquiry Officer, Presenting Officer*
 - *& Defence assistants.*
 - *Procedure for imposition of punishment*
 - *Appeal, Revision & Review.*

Programme Coverage:

1. Role of Vigilance
2. Facets of vigilance
3. Constitutional Provisions
4. An overview of CCS (Conduct) Rules-1964
5. Preliminary Investigation
6. Suspension
7. Appointment, Role & functions of I.O/P.O
8. Principles of Natural Justice.
9. Conducting Regular Inquiry
10. Evaluation of Evidence
11. 'Writing Inquiry Officer's report'
12. Role of Disciplinary Authority on receipt of inquiry Report.
13. Appeal / Revision/ Review.
14. Role and function of CVC -(including 1st & 2nd stage advice)
15. Consultation with UPSC
16. Action against Retired Government servants.
17. Sexual Harassment at Workplace (Supreme Court Guidelines, Sexual Harassment at workplace (Prevention, Prohibitions & Redressal of Grievances) Act, 2013.

The Programme will comprise, lecture, discussion, quiz, practical exercises and Case studies on framing of Charge Sheet, Evaluation of Evidence and actions /omissions which vitiate Inquiry.

Venue:- Jaypee Hotel Siddharth, 3 Rajendra Place, New Delhi-8 (Near Pusa Circle & Nearest Metro Station "Rajendra Place")

Fee: (Including 15% Service Tax)

A. Non-Residential:-Rs.14, 500 per participant

B. Residential:- i) On twin sharing basis- Rs20,700/- per participant,
ii) Single occupancy –Rs23,000/- per participant

Programme Management: Apart from own faculty resource, persons of eminence with vast exposure in the field will be invited to chair sessions in their areas of specialization subject to availability Guest faculty will inter-alia be drawn from concerned departments.

Programme Duration & Schedule: In the 3 (Three) day programme there will be 12 sessions 4 each day. Each session will be of 75 minutes duration. The programme will be from 10 AM to 5 PM.

Tea/Coffee 11:15 AM to 11:45 AM & 03:15 PM to 03:45 PM; **Lunch:** 01:00 PM to 02:00 PM

Reporting time & Place: The participants will report at 9.45 AM at the Venue

Arrangement by us: Working lunch, Breakfast, Training Kit (Reading Material, Pad, Pen, Bag/Folder), Participation Certificate, Group Photograph, (Detention Certificate if necessary), and Fee Receipt. However, the participants have to make their own arrangement for breakfast & dinner.

Place of Accommodation: Hotel Rangoli, Hotel Megha Palace, Walking Distance from the Vennue.

Admission Procedure: Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the programme will be communicated as soon as possible after the receipt of nomination.

Nominations: Each Nomination should be accompanied with requisite fee by crossed DD/Cash/Chaques should be payable at New Delhi drawn in favor of Integrated Training & Policy Research, New Delhi.

Each Nomination should contain information on the Following Points:

1. Name & complete address of the Organization nominating the participants
2. Name of the Participants with Mob. No. phone, email ID
3. Designation & Experience
5. Academic Qualification
6. Residential / Nonresidential
7. Details of DD/ Cheque /Pay order/Cash at the time of registration.
9. It should bear the signature of the Nominating authority or authorized Officer.

About Us

Our organization is a Society Registered under the Societies Registration of Act of 1860. The functional area of our activity is Training the Officers and Staff of Govt. Deptts, Autonomous Bodies & PSUs. We also do system study in regard to Personnel Management, Financial Management, and Material Management & Labour Legislation. Its training programmes are intended for middle & senior middle level officers of the Govt. Depts. Autonomous Bodies & PSUs. spread all across the country. These Programmes are conducted through workshops (3 to 4 days) designed to enable the participants to brush of their knowledge of rules & procedures, through talks from experts & close interaction with the faculty & the participants.

In addition we also undertake preparation of procedure manuals in the sphere of Personnel, Financial Management, legal matters & updating recruitment rules based on latest guidelines of Govt. and Supreme Court Judgments. We can undertake maintenance of Reservation Roster for Implementation of Reservation Policy as per Govt directive on annual contract basis cost will depend on cadre strength, promotion & appointment maid during the year. We also have on our panel experienced retired Govt. Officers to conduct enquiries & submit reasoned enquiry report in disciplinary cases. We can also under take preparation of comprehensive replies to court cases.

We also undertake IN-HOUSE training programme sponsored by large organization and conduct them in the premises of the organization. Some organizations/ Institute may also require special Training Programme to cover topics of their exclusive interest to cater to this ITPR can design tailor made programmes also.

We have highly experienced faculties in their field & not only are they subject expert in the various topics but also experts in the Training Technique areas. Besides guest faculty is taken from amongst Sr. Officers in Central Govt. Deptts. concerned. We may add that more than 1000s of Organisations/ Institutions evinced in our previous programme.

A list of Selected Institutions/Deptts. evinced in our Trg Prog.- *Andman & Nicobar Administration, *AAKANKSHA-Min. of Defence, *All India Institute of Speech & Hearing-Mysore,*All India Institute of Ayurveda, *ARIES-Nainital, *Assam University-Silcher, *Aeronautical Quality Assurance, *ADE-Bangalore, *APEDA, *ABV IIIT-Gwalior, *Agharkar Research Institute-Pune, *Assam Gas Based Power Plant *All India Radio & Doordarshan, *AMD-Hyderabad,*Automotive Research Association of India, *A.P. Road Devt. Corporation,

*Biecco Lawrie Limited, *Bridge & Roof Co. (I) Ltd.*Bhabha Atomic Research Centre, *Bureau of Investigation (Punjab Police), *Bharat Dynamics Ltd. *Bharat Broadband Network Ltd, *Building Materials & Technology Promotion Council *BIBCOL-Bulandshahr, *Boarder Roads Organisation(HQs), *BCCL-Dhanbad *Brahmputra Board *Birsa Agricultural University *Bank *Note Press-Dewas.*BCI-Prasar Bharti, ***Brahmaputra Cracker and Polymer Ltd.** *Bank of Baroda (Gujrat, Barailly, Kanpur & Delhi Zone, Bharatpur Zone) *CAPART *Christian Medical College *Central Forensic Science Laboratory *CPRI-(Bangalore, Bhopal), *Centre for Cultural Resources & Training-Dwarka *CEMILAC-Hyderabad,*Central Drugs Laboratory *Central Ground Water Board, *CGHS-(HQs, Patna & Bangalore), *Central Potato Research Intt.-Shimla, *Coal India Ltd. *CPDOTI- Bangalore,*Commander Works Engineer-Secunderabad, *CCRH-HQs, *Central Institute of Psychiatry-Ranchi *CIPET-(Chennai, Lucknow & Assam),

*CIHCS-Arunachal Pradesh, *Central Institute of Indian Languages-AP, *Central University of (Karnataka, Bihar, Gujrat., .H.P., Kerala, Manipur, Odissa, Mizoram, Punjab, Nagaland, H.P., Tripura), *CQA- (Medak, Chennai, Ahmadnagar, Kanpur, Pune, Hyderabad, Bangalore, Chennai, Delhi, Dehradun),*Central Cottage Industries Corporation of (I) Ltd. *CEERI-Pilani, *Central Agricultural University-Manipur, *Central Wool Devt. Board, *CDAC-(Delhi, Noida), *CDOT, *Central Institute of Road Transport, *CATS-Delhi, *Computer Centre (Min. of Statistics & Programme Implementation),*Commander Works Engineer-HQs, *Council of Leather Export, *Competition Commission of India,*Chief Construction Engineer (R&D)-North, *Children's Film Society, India, *CSIR (HQs)-New Delhi, *Deptt. Of Information Technology- HP, *Defence Institute of Avanced Technology- Pune, *Defence Research Laboratory, *DMD Establishment,*Delhi Pollution Control Committee. *Dr. B. Barooh Cancer Institute, *Delhi Urban Art Commission, *Delhi Public Library, *Delhi Transco Ltd., ***Directorate of Quality Assurance (Naval)-New Delhi**, *Directorate of Health Services-M.P.,*Directorate of Forensic Science (Min. of Home Affairs),*Directorate of Film; Festivals.*Directorate of Cashewnut & Cocoa Devt.-Kochi,*DGQA (EE), *Directorate of Cold Water Fisheries Research, *Deptt. of Transmission & Generation- Nagaland, *Directorate General of Hydrocarbons,*Directorate General of Health Services (HQs), *Delhi State Cancer Institute, *Delhi Institute of Tool Engineering *ECGC-Mumbai, *ERNET India Ltd. *ECIL, *Ed.CIL, *Electronics Regional Test Laboratory *Export inspection Agency-Chennai, *Export Inspection Council of India *Electronics Test & Devt. Centre *Electronics & Computer Software Export Promotion Council. *Forest Research Institute-Dehradun,*FCI Arawali Gypsum & Minerals India Ltd. *Fluid Control Research Institute,*Gallium Arsenide Enabling Technology Centre, *Guru Govind Singh Indraprastha University, *Goa Shipyard Ltd. *GAIL,*Govt. Examiner of Questioned Documents (Directorate of Forensic Sciences),*Gas Turbine Research Estt.-Bangalore, *GIC (I) Ltd. *H.P. Electricity Regulatory Commission,*Hospitals- (AIIMS, Safdarjung, Rao Tularam, Kasturba, Hindu Rao, Lal Bahadur Shastri, *Aruna Asaf Ali, *Bhagwan Mahavir, Lady Harding, *Deen Dayal Upadhyay, Govind Ballabh Pant) *HUDCO-Bangalore, *HQs Chief Engineer, *Deptt. of Defence Research & Devt. (HQ. ATPV) *ITBP India Press- Nasik,*Information & Library Network Centre-Ahmadabad *International Institute of Population Sciences, *Indian Institute of

Packaging, *ICMR-HQ, *I.B.P Co. Ltd. *Institute of Life Sciences, *Institute of Hotel Management Catering Technology & Applied Nutrition-(Mumbai, Gurdaspur & Bangalore), *Institute of Liver & Builliary Sciences *Inter- University Accelerator Centre (a center of UGC), *Industrial Training Institute-Delhi,*Indo Denish Tool Room,*Indo German Tool Room *Indian Institute of Ports Management,*Indian Overseas Bank-(Chennai & Delhi) *Indian Institute of Public Administration, *Indian Council of Philosophical Research, *IIM-(Bangalore, Indore, Kolkata, Ahmadabad, Kozhikode, Lucknow, Raipur, Trichy, Kashipur),*Indian School of Mines-Dhanbad, *Indian Institute of Astrophysics-Bangalore, *Institute. of Pesticide Formulation Technology; *Indian Institute of Tropical Meteorology *ISRO-Bangalore, *Indian Statistical Institute-(Kolkata, Giridih , Delhi & Mumbai), *Indian Nursing Council, *Indian Institute of Space Research- Kerala, *Indian Council of Forestry Research and Education-Dehradun, *Indira Gandhi National Forest Academy,*IUCCA-Pune, *Institute of Animal Health & Veterinary Biologicals, *Indian Institute of Interogative Medicine, *Institute of Health Management, *INS Hansa, *IIT-(Delhi, Bombay, Roodkee, Kharagpur, Chennai, Patna, Kanpur), *Indian Association for the Cultivation of Sciences *IISER-(Bhopal, Kolkata & Pune, Trivendrum), *Indian Plywood Industries Research, *Inland Waterways Authority of India,

*Indian Medicine Pharmaceutical Corporation Ltd.-Almora, *JNU, *Joint Plant Committee-Kolkata, *Joint Cipher Bureau, *Kalakshetra Foundation,*Kendriya Vidyalaya Sangathan, *KVASV-Kerla*Khadi & Village Industries Commission *KRIBHCO-Surat *Material Organisation (Min. of Defence), Labour Bureau –Chandigarh, *Mineral Exploration Corporation Ltd. *MOIL,*Moulana Azad National Urdu University, *Mazgaon Dock Ltd. *Min. of New & Renewable Energy, *Min. of Tourism; *Min. of Micro, Small & Medium Enterprises; *Min. of Rural Development; *Ministry of Petroleum & Natural Gas, *Medical Council of India, *MECON Ltd.,*Ministry of Water Resources, *Ministry of Environment and Forests (RO), *MANAGE-Hyderabad, *Mangalore Refinery & Petrochemicals ltd. *MSRVP-Ujjain, *National Institute of Industrial Engineering- Mumbai, *Naval Store Depot, *Northern India Textile Research Association,*National Insurance Co. Ltd.,*National Accreditation Board for Testing & Calibration Laboratory, *National Power Training Institute (ER), *NARM-Hyderabad, *NBCC,*National Institute of Urban Affairs, *NIPER-Chandigarh, *National Institute of Siddha, *National Brain Research Centre,*NAAC-Bangalore, *National Aerospace Lab, *National Film Devt. Corporation Ltd.,*National Capital Region Planning Board, ***Institute of Chemical Technology-Mumbai**, ***NTPC-Tanda**, *National Training Academy (ESIC), *NITHM-Hyderabad,*NIFT-Chennai,*NTTTR-(Chandigarh, Bhopal), *NEERI-Kolkata, *NEPA Ltd., *NIEPA, *National AIDS Control Organisation, *NHAI *National Water Devt. Agency, *Note Mudran (P) Ltd. (RBI), *Nehru Intt. Of Mountaineering-Uttarkashi, *NEEPCo. *National School of Drama,*NIELIT-(New Delhi, Gorakhpur, Agartala, Ajmer, Kolkata), *National Human Rights Commission, *National Health Systems Resource Centre, *National Institute of Mentally Handicapped,*National Centre for Sustainable Management-Chennai, *National Centre for Cell Sciences, *NSDC, *National Health Mission-(Sikkim, J&K, Chattishgarh) *NRDC, *NIC; *Nehru Memorial Museum Library, *NERIST-A.P, *National Museum of Natural History, *National Intt. of Health & Family Welfare, *NEIGRIH&S-Shillong, *NHFDC-Faridabad.

*National Institute of Bank Management-Pune, *National Institute of Plant Genome Research,*National Institute of Nutrition, *Lakshmbai National Institute of Physical Education-Gwalior,*National Institute of Open Schooling, *NTPC- Ranchi, ***National Aluminium Company Ltd.***National Institute of Miners Health, *National Centre for Diseases Control,*National Institute of Physically Handicapped.*National Board of Higher Mathematics,*National Test House-Kolkata,*Nuclear Power Corporation of (I) Ltd.,*National Seeds Corporation Ltd.*National Fertilizers Ltd.*NIFFT-Ranchi, *National Institute of Homoeopathy-Kolkata, *Military Engineering Services, *O/o the Director General of Prisons (Tihar/CentralJail), *Ordance Factory Board-Kolkata,*O/o the Jute Commissioner-Kolkata *ONGC, *Oil India Ltd. *Oil Industry Development Board, *PWD-Delhi, *Power HR Forum, *Pawan Hans Helicopters, *Pt. D.U. Intt. For the Physically Handicapped, *PEC-University of Technology, *Power Finance Corporation Ltd. *Petroleum Planning & Analysis Cell,*Punjab Agricultural University, *Punjab & Sindh Bank,*Paradeep Port Trust, *Protection of Plant Varieties & Farmers' Rights Authority, *Rampur Raja Library, *Rashtriya Mahila Kosh, *RBI-(Bihar, Chandigarh, Hyderabad, Bangalore & Guwahati, Mumbai), *Regional Centre for Biotechnology,* **Regional Centre for Urban & Environmental Studies-Lukhnow,** ***Rashtriya Chemicals & Fertilizer Ltd.-Mumbai,** *Rail Vikas Nigam Ltd., *Regional Centre for Military Airworthiness, *Rubber Board, *SAMEER-Bangalore, *Salim Ali Centre for Ornithology & Natural History.*State Institute of Health & Family Welfare-Gujrat, *S.V. National Institute of Rehabilitation Training & Research, *S.V.P. National Police Academy, *S.V.P. Institute of Textile Management,

*Sangeet Natak Academy *SJVN Ltd.-Shimla *Security Printing & Minting Corporation Ltd., *STPI-(Bhubnaswar, Hyderabad, Guwahati, Noida) *School of Planning & Architecture-(Bhopal, New Delhi), *State AIDS Control Society- (Chandigarh, Goa, J&K, Delhi, U.P., Manipur, Nagaland, Karnataka, Orissa, A.P.), *Steel Authority of India Ltd. *Shri Ramchandra University, *SEBI-Mumbai, *S.N. Bose National Centre for Basic Sciences, ***Sports Authority of India,** *Space Application Centre (ISRO), *Spices Board,*SQAE(L)-New Delhi,*South Eastern Coalfields Ltd. ***Siddha Central Research Institute-Chennai,***The Singareni Collieries Co. Ltd., *STC (I) Ltd. *TIFAC, *Telecom authority of India, *Telecom Engineering Centre, *Tehri Hydro Devt. Corporation Ltd. ***The New India Assurance Co Ltd.** *The Institute of Company Secretary of India,*The Handicraft & Handlooms Export Corporation of India Ltd, *Tropical Forest Research Institute, *Tea Board, *Tool Room & Training Centre,*Tobacco Board, *TCIL, *Tamil Nadu Agricultural University,*Thapar University,***Tarapur Atomic Power Station,** *University of Agricultural Sciences-Bangalore,*University College of Medical Sciences,*Uttarakhand Electricity Regulatory Commission,*University of Horticultural Sciences-Bagalkot, ***UIDAI (Planning Commission)-Hyderabad,** *Vijaya Bank, *V.V. Giri National Labour Institute, *Vikram Sarabhai Space Centre,*Veterinary, Animal Fisheries University, *Vigyan Prasar, *West Bengal Pollution Control Board,*Wild Life Institute of India, *Various Organisations of **ICMR, **CSIR, **ICAR, **NITs (Min. of HRD), **CQA & **DRDO (Min. of Defence).

In-house Training Programme Successfully completed for the following Organisations:

MNIT Allahabad six day training Prog. on "Establishment Rules", 2. Indian Council of Historical Research, 3. NIT Warangal, 4. Delhi JAL Board (12 day Trg. Prog. in four batches); 5. Export Inspection Council of India (Min. of Commerce & Industry), 6. Centre for Personnel Talent Management (DRDO) 7. CEC, (An Inter University Centre of UGC); 8. NIT- Suratkal, 9. Export Inspection Agency, Delhi; HQs. 10. Christian Medical College, Ludhiana 11. Bhakra Beas Management Board-Chandigarh; 12. Indian Instt. of Tropical Meteorology-Pune, 13. Indian Institute of Chemical Technology-Hyderabad, 14. Directorate General of Foreign Trade (Ministry of Commerce), 15. Indian Institute of Foreign Trade, 16. IIT-Kanpur, 17. National JALMA Institute for Leprosy & Other Mycobacterial Diseases (ICMR), 18. Ministry of Environment & Forests, 19. NIT-Karnataka, 20. Central Pollution Control Board, 21. HQs Goa Naval Area, 22. Coffee Board-Delhi, 23. Indian Council of Medical Research (ICMR-HQs), 24. Ministry of Textiles, 25. Coffee Board-Bangalore; 26. National Zoological Park. 27. MNIT-Jaipur, 28. Delhi Institute of Tool Engineering (Govt. of NCT of Delhi) 29. Export Inspection Agency-Delhi HQs. 30. MNIT- Allahabad, 31. National Museum (Min. of Culture), 32. Export Inspection Agency-Delhi HQs. 33. Desert Medicine Research Centre-Jodhpur, 34. Nuclear Power Corporation of (I) Ltd., 35. IIT-Delhi, 36. National Institute of Malaria Research 37. Indian Institute of Packaging- Mumbai; 38. Delhi Public Library. (Min. of Culture), 39. Madras Fertilizers on "Reservation in Services" 40. National Institute of Biologicals- Noida, 41. MNIT-Bhopal, 42. NIT-Patna, 43. National Council of Philosophical Research, 44. FCI Arawali Gypsum & Minerals India Ltd, Jodhpur, 45. National Institute of Malaria Research, 46. The Patent Office (Deptt. of Industrial Policy & Promotion) 47. Central Council for Research in Homoeopathy (AYUSH), 48. Central Power Research Institute-Bangalore, 49. Tobacco Board-Guntur, 50. Institute of Bioresources and Sustainable Devt.- Imphal, 51. Cement Corporation of (I) Ltd. 52. (DRDO-HQs). 53. RITES – Gurgaon, 54. National Academy of Highway Engineers, 55. SVNIT-Surat. 57. MGIRI (Min. of MSME)-Wardha,

58. UIDAI (Planning Commission)-Bangalore, 59. BBMB-Chandigarh on "Reservation in Services as Punjab Govt." 60. BBMB-Chandigarh on "Essential Labour Laws for Line Managers"; 61. IIM-Kozhikode, 62. BBMB-Nangal Training Centre & "Talwara Training Centre; 63. NIT-Raipur, 64. Dr. H.S. Gour Viswavidyalaya; 65. BBMB (HQs)-Chandigarh 66. NHFDC-Faridabad 69. Central Power Research Institute-Bangalore, 70. AYJNIIH (Min. of Social Justice and Empowerment)-Mumbai, 71. Ed.CIL-Noida, 72. BBMB-Chandigarh, 73. Central University of Himachal Pradesh, 74. IIM-Kozhikode, 75. SVP National Police Academy-Hyderabad, (Min. of Home Affairs). 76. IISER- Kolkata, 77. IUCCA-Pune 78. NIT- Delhi, 80. M S R V V Pratishthan-Ujjain, 81. SVP National Police Academy-Hyderabad (2nd Batch), 82. IISER-Bhopal, 83. National Fertilizers- Noida, 84. NIT-Raipur, 85. Central Pollution Control Board, 86. Bureau of Indian Standards – Mumbai, 87. Central University of Himachal Pradesh 88. Indian Institute of Management-Bangalore 89. Victoria Memorial Hall- Kolkata, 90. NIT-Jalandhar, 92. CIHCS-Dahung-Arunachal Pradesh, 93. SVP National Police Academy-Hyderabad (3rd Batch) 94. India Trade Promotion Organisation, 95. IIT-Roorkee, 96. Bureau of Indian Standards (6th Batch) 96. Naval Dockyard –Vishakhapatnam, 97. IIM-Bangalore, NIT-Jamshedpur,

HLL-Trivendram.

Going on: CIHCS-Dahung-Arunachal Pradesh, MNIT-Bhopal, Central University Tripura

Proposal under Consideration for In-house Prog.: IIM-Trichy, IMT-Chandigarh, Central University of Himachal Pradesh, IIM-Ahmedabad, IIM- Kozhikode, IIT-Kharagpur, NDRF-Delhi, TCIL, IRDC, SEBI-Mumbai

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