

# इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन INSTITUTE OF PUBLIC ADMINISTRATION

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January 03, 2017

To,

**The Secretaries, All Ministries / Departments of Central/ State Govt.,  
The Chief Executives, All CPSUs, Public Sector Banks and Financial Institutions  
The Chief General Manager (DAPM), Reserve Bank of India  
The Chairmen, LIC, GIC and other Insurance Companies  
The Directors, All National Institutes of Technology/IITs/ IIMs  
The Chairmen, All Ports  
The Directors, All Institutes  
The Chairmen, All Boards & Autonomous Bodies  
The Vice Chancellors, All Central/State Universities  
The Directors, All Research Institutes  
The Directors, DRDOs  
The Chairmen, IRDA, TRAI, SEBI and other Statutory Bodies  
The Chief Executive Officers, Private Companies/ Universities**

Madam / Sir,

**Sub:- A Two Day Workshop on Domestic Inquiry and Disciplinary Proceedings on  
March 09 & 10, 2017 at The Hotel Solitaire, 3 Kumara Krupa Road, Madhavnagar  
Bangalore - 560001**

Any misconduct, or non-conforming behaviour, as it is very often called, can be tackled in many ways such as counseling, guiding, warning, etc., but if it happens, redressal becomes inevitable task. For disciplinary action, against delinquent officer, a domestic inquiry occupies very important position under the Service Rules and Labour Laws. Therefore, the domestic inquiries are required to be held with utmost care and relevance to the principles of natural justice. The proliferation of Service Rules and Labour Laws in recent years in the country, has made the task of Inquiry Officers (IO) and Disciplinary Authorities (DA) very difficult because many of them do not have a background in law or legal knowledge. Laws rule the cases and Case- Laws guide the rules. The court pronouncements, from time to time, further complicate the issues relating to conduct of domestic Inquiry.

02. With a view to providing the latest conceptual clarity, invaluable insight and pragmatic approach in this ever developing sphere of human resources, the Institute of Public Administration (IPA) has designed this two day workshop on Conduct of domestic inquiry. This Workshop will be of immense help to HR/IR Managers, Establishment / Administrative Officers, etc.

03. The participants of the workshop will be provided with a list of common misconducts, Handbook for Inquiry Officers and Disciplinary Authorities, Latest Case-Laws, Formats of Charge sheets and a list of Dos and DO NOT Dos.

Enayashree  
11/1/17

04. Also, cases related to Sexual Harassment coming under the purview of misconduct at work place will be discussed in the workshop. The schedule of the workshop is elaborated in the enclosed Annexure I

05. This workshop is being organized on March 09 & 10, 2017 at The Hotel Solitaire, 3, Kumara Krupa Road, Madhav Nagar Bangalore – 560001 (Tel. No. 080-40443636)

06. The programme fee per Participant will be Rs 15,000/- (inclusive of Service Tax (@15%) of Rs 1956/- payable to the Govt.). The crossed D.D towards this **non-refundable fee should be drawn in favour of "Institute of Public Administration", payable at Bengaluru and should be sent along with the nomination letter.**

07. In case, the participant wishes to stay at The Solitaire Hotel, he will be required to pay a **non-refundable** participation fee of Rs. 29325/- (Participation fee of Rs. 25500/- + Service Tax @ 15% = Rs. 3825/-) per participant. This fee includes the programme fee of Rs 15,000 + and also covers the cost of lodging and boarding, breakfast, lunch and dinner. If the organisation is nominating two officials (same gender) for the above programme and they are willing to share a room, the fee per participant will be Rs. 24725/- (Rs 21500/- + Service Tax @ 15% = Rs. 3225/-). The lodging & boarding will be available from March 08, 2017 (afternoon) to March 11, 2017 (morning) under this arrangement. If lodging & boarding is required before and after the scheduled dates, the participant will be required to pay all inclusive an additional amount of Rs 4850/- per day. The participants who desire to have an independent room and wish to bring their spouse, will be required to pay all inclusive an additional amount of Rs. 8000/- at the time of checking in at the hotel towards the lodging and boarding of the spouse.

08. An early nomination of executives mentioned in Para 02 above shall be highly appreciated.

**Yours faithfully,**



**(Subhash C Kochar)**  
**Director**  
**Cell No. : 098453 33383**  
**Encl: Annexure – I**

**इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन**  
**INSTITUTE OF PUBLIC ADMINISTRATION**

**A Two Day Workshop on Domestic Inquiry and Disciplinary Proceedings on March 09 & 10, 2017 at The Solitaire Hotel, 3 Kumara Krupa Road, Madhav Nagar, Bangalore - 560001. (Tel.No.080-40443636)**

<b>Date</b>	<b>Time (hrs.)</b>	<b>Session</b>
<b>March 09,2017 (Thursday)</b>	<b>9.30 - 10.00</b>	<b>Registration</b>
	<b>10.00 - 10.20</b>	<b>Introduction of the Institute, the course material and the participants</b>
	<b>10.20 - 11.00</b>	<b>Constitutional Provisions relating to Disciplinary Proceedings.</b>
	<b>11.00 - 11.30</b>	<b>Authorities</b>
	<b>11.30 - 11.45</b>	<b>Tea Break</b>
	<b>11.45 - 13.30</b>	<b>Principles of Natural Justice</b>
	<b>13.30 - 14.30</b>	<b>Lunch Break</b>
	<b>14.30 - 15.30</b>	<b>Harassment, Indiscipline and Misconduct</b>
	<b>15.30 - 15.45</b>	<b>Tea Break</b>
	<b>15.45 - 17.30</b>	<b>Prilimnary Inquiry, Suspension and Charge Sheet</b>
<b>March 10,2017 (Friday)</b>	<b>9.30 - 11.30</b>	<b>Inquiry Officer, Presenting Officer and Defence Assistant</b>
	<b>11.30 - 11.45</b>	<b>Tea Break</b>
	<b>11.45 - 13.30</b>	<b>Conduct of Inquiry</b>
	<b>13.30 - 14.30</b>	<b>Lunch Break</b>
	<b>14.30 - 15.30</b>	<b>Report of Domestic Inquiry</b>
	<b>15.30 - 15.45</b>	<b>Tea Break</b>
	<b>15.45 - 17.30</b>	<b>Award of Punishment</b>