



NATIONAL INSTITUTE FOR PROFESSIONAL TRAINING AND DEVELOPMENT

Ref No:- WBN/RTI/666-24

21.06.2024

To

THE HEAD OF DEPARTMENT

Sub: 2 Days Webinar Program on “Provisions of Right to Information Act 2005, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System & Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel” on 29th – 30th August, 2024

Madam/Sir,

National Institute for Professional Training and Development (NIPTD), acts as one stop solution to train, develop and enhance the quality of the most important pillar of every organization-its human resources.

A pioneer in skill development, the National Institute for Professional Training and Development (NIPTD) provides an impetus for uplifting the skill-set of people working across various industries like the banking sector, telecom sector, petroleum industry, infrastructure, tourism, insurance companies, research organizations, education sector and many more.

“No one shall be condemned unheard” is one of the basic principles of natural justice. This equally applies to Disciplinary enquiry. To put this principle into practice, however, is a difficult job. This problem arises because the rules and laws for conducting Disciplinary enquiry have to be garnered from myriad decisions of High Courts and the Supreme Court. Inadequate understanding of the basic principles and the emerging trends as evident through judicial interpretations, has often resulted in setting aside of findings of Disciplinary enquiries. Departure from impartiality and objectivity in Disciplinary enquiry, in other words denial of opportunity to the delinquent employee to prove his innocence amounts to denial of justice. Undoubtedly, the quality of Disciplinary enquiry has an important role to play in building up morale and trust in the organization. This programme has been designed to give the participants an in depth understanding of the basic principles of natural justice and element of objectivity in procedures relating to Disciplinary enquiry. In addition to the conceptual and pragmatic issues relating to the subject, judgements of High Courts and the Supreme Court will also be discussed during the programme with a view to enlighten and enrich the participants on various aspects of Disciplinary enquiry so that they can perform their role, in this regard, effectively.



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1. Aim: The programme aims at equipping the participants with the understanding of procedural and legal aspects of Disciplinary enquiry. To develop the skills required for functioning as Inquiry Officers & Presenting Officer
2. Objectives
 - To identify factors affecting discipline in industry in order to prevent indiscipline;
 - To understand implications of the principles of natural justice;
 - To unravel the procedural tangles of Disciplinary enquiry;
 - To develop insight into the role of Enquiry Officers/Presenting Officers/Workers' Representatives during the course of enquiry.
3. 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 Officer & Defence Asstt.
 - Preliminary Hearing
 - Regular Hearing and recording of evidence
 - Evaluation of Evidence.
 - Drafting of Inquiry Report & Action on IO's Report.
 - Mock Inquiry
4. Course Contents:
 - RTI Act, 2005- Provisions, Exemptions, Schedules & Penalties.
 - Role & Responsibilities of CPIO/Alternate CPIO
 - Role & Responsibilities of Appellate Authority
 - Analysis of Appellate Authority decisions- Case studies/Brainstorming
 - Analysis of Landmark Supreme Court/ High court Decisions on RTI appeals.
 - CIC guidelines and model code of conduct for FAAs
 - Interaction/Discussion/Quiz on RTI act 2005
5. Course Profile: Principles of natural justice, framework of constitutional law, enquiry procedure, role of the enquiry officers/presenting officers/defence assistants, administrative guidelines, legal trends on Disciplinary enquiry matters, powers of the labour courts/industrial tribunals



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6. **Methodology:** The programme will be organised on highly participative lines. The training methods will include, lecture, group discussion, case study, mock inquiry etc.
7. **Participation Level:** HR Officials, Enquiry Officers, Presiding Officers, disciplinary authorities and other officers involved in handling Disciplinary enquiry matters along with trade union leaders. The programme is meant for the officers of the level of dealing Assistants, Section Officers and above in the Central Secretariat and officers of comparable status in the Central Govt. Offices/ State Govts. or Public Sector Undertakings, who are required to discharge the function of Inquiry Officer/Presenting Officer.
8. **Faculty:** Academics and experts practicing in the area and the Institute's own faculty having insight and understanding in the field of Labour Law
9. Venue: Online
10. Date & Timings: Two days training program from 10.00 AM to 05.00 PM
11. The Workshop fee will be

S.no.	Topic	Date	Course Fee+18% GST
1.	<u>Provisions of Right to Information Act 2005, Strategies for Implementation, Case Studies/ Superior Court Judgements and Improvement of Record Management System & Disciplinary Enquiry: Principles & Practice for Inquiry Officers & Presenting Officer & Management Personnel</u>	29 th – 30 th August, 2024 Two Days	Rs. 8000+ 18% GST

12. **Payment:** In advance or before commencement of training program through RTGS / Bank draft in favor of "National Institute for Professional Training and Development"
13. **Details of the 'Terms and Conditions' of the program.**
 - Faculty: Senior NIPTD consultant and expert would conduct the training Programme.
 - The participants will be issued soft copy course material during the courses.
 - Expert faculty from industry will cover two topics each in forenoon and afternoon sessions.
 - The program will be delivered in-house and is based on adult learning principles. It involves a right mix of conceptual deliberations, case studies and interactive discussions



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- Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

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

Thanks & Regards

For NIPTD