

INSTITUTE OF GOOD GOVERNANCE

(Registered under Societies Registration Act, 1860)

UB 33, Indraprakash Building, Barakhamba Road, New Delhi-110001

E-mail address: iggnewdelhi@gmail.com

No: VIG/1/2020

Dated 03.02.2020

Secretaries of the Ministries/Departments of the Central and State Governments.
Heads of Attached and Subordinate Offices of Government of India.
Chief General Manager (DAPM), Reserve Bank of India.
Chairmen/CMDs/CEOs of Central PSUs, Autonomous Bodies, Statutory Bodies,
Ports, Boards, Railway Board, Public Sector Banks, Insurance Companies and other
Financial Institutions.
Vice-Chancellors of Universities/Deemed to be Universities.
Directors of IIMs, IITs, NITs, DRDOs etc.

Subject: Workshop on Disciplinary Proceedings on 16th and 17th March, 2020 at Seminar Hall
No. 2, India International Centre, New Delhi.

Sir/Madam,

The Government expects all its employees to follow the prescribed code of conduct as contained in the Conduct Rules. Non-observance of these Rules invites penalty which can be imposed on an employee only after proving his misconduct by conducting an inquiry. The Disciplinary Authorities and the Inquiring Authorities while dealing with the disciplinary matters are required to follow the rules prescribed for conduct of inquiry and the principles of natural justice. Delinquent officers, in many cases, go scot free because inquiry against them is vitiated by non-observance of the prescribed procedure. This adversely affects discipline in the Organizations. Training on Disciplinary Proceedings is, therefore, necessary for the officers dealing with administrative and disciplinary matters and also for those who are potential Inquiring Authorities, Presenting Officers and Defence Assistants etc. It is desirable that training on the subject is given to all officers including the officers who have vigilance cases pending against them or against whom such cases are contemplated.

2. This Institute is conducting a two-day non-residential Workshop on Disciplinary Proceedings on 16th and 17th March, 2020 at **Seminar Hall No. 2, India International Centre, 40, Max Mueller Marg, New Delhi -110003**. The Workshop will cover all important aspects of the subject as per the attached Schedule.

3. Participation fee for the Workshop is Rs. 15,000/- per person (including GST) which may be paid through a demand draft drawn in favor of the 'Institute of Good Governance' payable at 'New Delhi' or by transfer of the amount by NEFT/ RTGS into the Saving Bank Account No. 914010021379009 of the Institute maintained with the Axis Bank Limited, Statesman House, 148, Barakhamba Road, New Delhi-110001. IFSC code of the Branch of the

Mr. Ravi

Bank for NEFT/ RTGS is UTIB0000007 and MICR Code is 110211002. PAN of the Institute is AAAAI7597K and GST No. is 07AAAAI7597K1Z3.

4. You are requested to nominate officers of your Organization for the Workshop who are dealing with administrative and vigilance matters, Presiding Officer and other members of the Complaints Committees constituted to inquire into complaints of Sexual Harassment at Workplace, officers who may be appointed as Inquiring Authority, Presenting Officer or Defence Assistant etc. and other officers, particularly against whom vigilance cases are pending or contemplated. In case of any query, you may contact **Shri K.G.Verma, Ex- Joint Secretary, Department of Personnel and Training** on his mobile no. **09968099867** or **09354399982**.

Yours Sincerely,



(PRANAV VERMA)

Joint Director

SCHEDULE

DATE	TIME	TOPIC
16.03.2020	09:30 – 10:00hrs	Registration
	10:00 – 11:30hrs	Introduction to Conduct Rules
	11:30 – 11:45hrs	Tea
	11:45 – 13:00hrs	Rules relating to Suspension
	13:00 – 14:00hrs	Lunch
	14:00 – 15:30hrs	Minor and Major Penalties
	15:30 – 15:45hrs	Tea
	15:45 – 17:00hrs	Constitutional and Legal Safeguards for the Employees
17.03.2020	10:00 – 11:30hrs	Procedure for Imposition of Minor and Major Penalties including preparation of charge-sheet, role of Disciplinary Authority, IO, PO and DA (To be continued)
	11:30 – 11:45hrs	Tea
	11:45 – 13:00hrs	Procedure for Imposition of Minor and Major Penalties including preparation of charge-sheet, role of Disciplinary Authority, IO, PO and DA (Continued from previous session)
	13:00 – 14:00hrs	Lunch
	14:00 – 15:30hrs	Special provisions for ICC members
	15:30 – 15:45hrs	Tea
	15:45 – 17:00hrs	Appeals, Revision and Review
	17:00 – 17:30hrs	Valediction