



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

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To
The Director / Registrar
The HOD/ Heads of Personnel/Admin/Vigilance/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,
Insurance Corporation and other Financial Institutions

**Online Interactive Live Training Program on
“Disciplinary Rules & Procedures”
Date: 11th & 12th September 2024**

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned online training program.

INTRODUCTION:-

The Institute has designed special training package on the above subject for middle/senior level Administrative Officers and functional level officers involved in the decision making process in the organization with a goal to meet the challenges and needs of contemporary society. Administrative Law has no definite sphere and by itself is not an independent subject of law like other laws. This has made this law highly dynamic and an effective instrument in the hands of people to combat administrative arbitrariness through instrument of judiciary. It is born out of judicial decisions to usher in rule of law in the society by bringing in norms of good governance.

WHO SHOULD ATTEND:-

This Programme is designed for :-
Executives, Vigilance Officers, Senior and Middle level Managers, and Administrative/HR Managers who have to hold/associate in preliminary inquiries, act as Presenting officer in or have to hold regular Departmental Inquiries and for Non vigilance functionaries to understand the vigilance mechanism & its complexities. Also for those officials of PSUs, Autonomous Bodies, State/Central Govt. who are dealing/likely to deal in future with the topic.

FACULTY: -

The Sessions will be conducted by highly experienced faculty on interactive and live basis online. Individual questions/doubts and their clarifications would be encouraged.

DATE & TIMING:-

11.09.2024: Wednesday (10AM to 01:00PM)

12.09.2024: Thursday (10AM to 01:00PM)

COURSE OUTLINE:-

- Principles of Natural Justice and Case Laws
- Conduct Rules Overview
- Disciplinary Rule and Procedure
- Techniques of Drafting charge sheet and penalty orders
- Departmental Inquiry procedure with case studies

FEE:- INR 5000 + 18% GST = INR 5900/- Per participant online training program. Fees includes training material (soft copy), participant's certificate etc.

GOURP DISCOUNT: - Rs.500/- per participant if 4 or more participants from one organization.

LAST DATE: - Last Date of Accepting nominations is **06.09.2024**. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

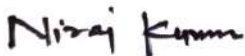
NOMINATION: -

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of "**Systematic Institute of Economic Research & Development**" payable at New Delhi. NEFT payment may be made direct to Current A/c No. **62310200000135 (IFSC Code BARB0VJMAYA, MICR No. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPPK7937K **GSTIN-07BXPPK7937K1ZN**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

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

We shall be glad to accommodate the nominations from your organization.



Neeraj Kumar

Program Coordinator

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