

WASSU/Reg/2016/0342.

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन INSTITUTE OF PUBLIC ADMINISTRATION

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To,
The Chief Executives of
All Government Offices, RBI, Boards, Ports, Universities, IIMs, IITs, NITs,
Indian Railways, Central Public Sector Undertakings, Public Sector Banks,
Financial Institutions, Research Institutes, LIC, GIC, Insurance Companies,
Autonomous Bodies, Ordnance Factories, DRDOs, Business Houses,
Multi - National Companies, Industrial Houses, IT Companies, All Airlines, etc.

Madam / Sir,

Sub : A Three Day Training Programme on Domestic Enquiry, Disciplinary Action and Discipline from March 21st to 23rd, 2016 at the Hotel Solitaire, 3, Kumara Krupa Road, Madhavnagar, Bangalore - 560 001.

Be it Government, Public Sector or Private Sector, an organization needs disciplined work force for fulfilling its objective and achieving targets, more so in the current environment. Managerial endeavor in principle may be focused on sustaining an environment as would encourage positive discipline; yet disciplinary action, as contemplated in Government CCS Rules / certified or Model standing orders / Conduct, Discipline & Appeal Rules / Service Rules, may still be necessary.

02. **A quick disposal of Domestic enquiry ?** There are tried, tested, valid and legal ways of doing it. Yes, for record there is no codification of the law, principles, procedure governing disciplinary action. Yet the process is well laid and crystal clear.

03. **Many domestic enquiries fail** when tested / called into question through the adjudication process. They need not, if only organizations were clear about certain basic concepts, the procedural nuts and bolts and their changing interpretation by the Courts.

04. We have designed a three day programme to offer practical insight into the process of disciplinary action. It covers the Basic Principles, updated process through the contemporary judicial interpretations as well as the ingredients of law including labour laws. The programme also highlights the vigilance concerns and the connected imperatives.

05. **The programme is designed to offer conceptual clarity, invaluable insight and advice with an emphatic stress on practical management of disciplinary action and various other issues relating to labour laws.** It offers in a nutshell the latest case law that is relevant for those who need to deal with labour matters and / or take disciplinary action, as Disciplinary / appellate authorities, conduct domestic enquiries, act as Enquiry Officers or Presenting Officers, and those into the roles of Personnel / HR Managers / Officers, Line Managers, Establishment / Administrative Officers, Vigilance Officers & Establishment Officers, etc. Copies of the latest case law in respect of the programme will be provided to the participants.

Regint
For circulation

03/02/2016

Vice-Chancellor
West Bengal State University
Berunanpukuria, Malikipur
Barasat, Kolkata-726

By: [Signature]
Notices
Board
Academics

January 14, 2015

Registrar
West Bengal State Un
Berunanpukuria, P.O.-I
Barasat, Kolkata

04. With a view to giving proper rendition of the Act and Rules, the Institute is organising 37th - 2 Day Residential Training Programme on "THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013" on February 26th & 27th, 2016 at The Solitaire Hotel, 3, Kumara Krupa Road, Madhavnagar, Bengaluru- 560 001. (Tel. No. 080 - 4044 3636) The schedule of programme is enclosed (Annexure - I).

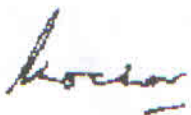
05. The main objective of this training programme is two fold. One is to apprise the Employer of the provisions of the Act and Rules made thereunder and the other is to train the Chairpersons and members of the Internal Complaints Committee to conduct domestic inquiry flawlessly so that the establishment does not lose the sexual harassment case on technical ground in the court of law. **The participants will be provided with a copy of the Act, the Rules and Handbook on conduct of inquiry.**

06. The programme fee per participant will be Rs.15,000/- (inclusive of Service Tax(@ 14.5%)of Rs. 1900/- 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 participants wishes to stay at The Solitaire Hotel, he will be required to pay a **non - refundable participation fee of Rs. 28,625/- (participation fee = Rs. 25,000/- + Service Tax @ 14.5% = Rs. 3,625 /-)** per participant. This fee includes the programme fee of Rs.15,000/- and covers the cost of lodging and boarding, breakfast, lunch, dinner. If the Organization 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.24,617/-(Rs. 21,500/- +Service Tax @ 14.5% = Rs.3117/-)**. The lodging & boarding will be available from February 25, 2016 (afternoon) to February 28, 2016 (morning) under this arrangement. If lodging and boarding is required before and after the scheduled dates, the participant will be required to pay all inclusive an additional amount of Rs. 4,500/- 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. 7,500/- at the time of checking in at the hotel towards the lodging and boarding of the spouse.

08. An early nomination of Chairpersons, Members, Secretaries, Member Secretary of the Internal Complaints Committees and other officers from Establishment HR or Personnel and Administration Departments 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

37th - 2 Day Residential Training Programme on "THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013" on February 26th & 27th, 2016 at The Solitaire Hotel ,3, Kumara Krupa Road , Madhav Nagar , Bengaluru- 560 001.

Date	Time (hrs.)	Session
February 26, 2016 Friday.	9.30 - 10.00	Registration
	10.00 - 11.00	What is Sexual Harassment?
	11.00 - 11.15	Tea Break
	11.15 - 13.00	Constitutional safeguards against sexual harassment
	13.00 - 14.00	Lunch
	14.00 - 15.30	The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013
	15.30 - 15.45	Tea Break
	15.45 - 17.15	The sexual harassment of women at workplace (Prevention, Prohibition & Redressal) Rules, 2013
February 27, 2016 Saturday	10.00 - 11.15	Preventive measures to combat Sexual Harassment at workplace
	11.15 - 11.30	Tea Break
	11.30 - 13.00	Redressal of Sexual Harassment committed: (a) at workplace (b) outside workplace (c) by colleagues (d) by third party
	13.00 - 13.45	Lunch
	13.45 - 14.45	Power & Functions of ICC.(SH Committee)
	14.45 - 15.45	Conduct of domestic enquiry by the Internal Complaints Committee
	15.45 - 16.00	Tea Break
	16.00 - 17.00	Mock Inquiry
17.00 - 17.15	How to prevent the misuse of the Act & Rules?	