

Programme on



# Investigation for Investigating Officers

*(Focus: Need of Good Investigation Report)*

July 3 – 5, 2017

*Coordinator*

**Dr Shomi Srivastava**



**National Institute of  
Bank Management  
Pune, India**

# Programme on Investigation for Investigating Officers

**Focus: Need of Good Investigation Report**

Investigation is a fact-finding mission. It is for the purpose of ascertaining whether there is any substance in the allegations made in any type of complaint or irregularities mentioned in the inspection report and to find out the persons involved in the matter. It is a first step in all cases so as to prima facie decide about the irregularities and find out who are involved. It should be very thorough, because further course of action is wholly dependent on the outcome of the investigation. It is the backbone of any departmental inquiry. It is the foundation stone to frame a charge-sheet against the persons involved in the matter. Hence, it is very necessary that investigation should be given to an officer who is well-versed with the subject and unbiased against anybody. His role is pivotal to ascertain whether it is a case of fraud with fraudulent intentions or just a case of negligence or a case of failure to adhere to the rules/regulation/procedures, prevailing at that particular point of time, without any dishonest/malafide/criminal intention.

Here the role of the investigating officer is very important and essential because by dubbing a case of negligence or failures of judgment as a fraud case will not only be unproductive but will also affect the morale and enthusiasm of a dynamic banker who works beyond the normal routine and always provides better services through new inventions. Therefore, the investigation officer should first understand the crux of the issues mentioned in the complaint and carry out the investigation accordingly. He or she plays a crucial role in detecting whether a crime has already occurred or not, the nature of offence, the persons involved in it, etc. He has to submit his report in time to the higher authorities with all the proofs/documents collected by him during the investigation and also statements recorded during the investigation, without any suggestions or recommendations, for taking an appropriate decision. Today, computer/cyber frauds have made the role of the investigating officer more challenging. Towards this end, NIBM proposes to conduct this programme on investigation for investigation officers.

## Objectives

- To develop expertise or strength to carry out investigation.
- Conducting investigation into frauds to elicit information

## Content

- Genesis of investigation i.e. complaints, their nature and verification; purpose of investigation and its process.
- Importance of investigation.
- Nature of frauds and modus operandi, frauds related to the internet i.e. cybercrimes.
- Collecting information and recording statements of witnesses, interrogation techniques.
- Qualities of investigating officer and his or her role.
- Investigation techniques.
- Dos and don'ts to be practiced by the investigating officer.
- Writing of investigation report.
- Disciplinary action.
- Preventive measures.
- Group discussions and presentations.

## Target Group

Officers involved in conducting investigations in a bank, branch head and controlling heads as well as officers from disciplinary cells and vigilance departments can also attend the programme.

## Dates

July 3–5, 2017

The programme will commence at 9.00 am on July 3, 2017 and conclude by 5.00 pm on July 5, 2017. Participants are expected to reach the NIBM campus positively by the evening of July 2 and plan their return journey after 6.00 pm on July 5, 2017.

## Venue

NIBM Campus, Kondhwe Khurd  
Pune, India.

## Accommodation

The programme is fully residential. Participants will be provided well-furnished single room AC accommodation in the Institute's hostel complex on the campus. However, they will not be permitted to bring their family members to stay on the campus. In case any Officer/Executive with physical/medical disability is being nominated, kindly inform us in advance with particulars of disability to facilitate necessary arrangements.

The Institute has facilities for outdoor and indoor games and a large walking/jogging trail for physical fitness besides a yoga centre. Participants are therefore encouraged to bring appropriate clothes/gear.

## Programme Coordinator

Dr Shomi Srivastava  
Assistant Professor

(Human Resource Management Area)

**Last Date for Receiving  
Nominations:**  
June 23, 2017

**Last Date for  
Availing Early Bird Incentive of 5%:**  
June 17, 2017  
(See fee structure on  
home page of the website)

## Nominations and Enquiries

Please address your enquiries and  
nominations to:

Dr Shomi Srivastava  
Programme Coordinator  
National Institute of Bank Management  
NIBM Post Office, Kondhwe Khurd  
Pune 411 048, India

Tel. : 0091-20-26716000 (EPABX)  
26716319 (Direct)  
Fax : 0091-20-26834478  
E-mail : shomi@nibmindia.org  
Website : www.nibmindia.org

## Programme Fee (*per participant*)

**US \$ 1200 for foreign participant**

(See fee structure on home page of the website for incentive)

	Fee	ST	SBAC	KKC	Fee+ST+ SBAC+KKC	TDS
<b>Mem. Banks</b>	<b>: 26400</b>	<b>3696</b>	<b>132</b>	<b>132</b>	<b>30360</b>	<b>2640</b>
<b>Non-Mem. Banks</b>	<b>: 31200</b>	<b>4368</b>	<b>156</b>	<b>156</b>	<b>35880</b>	<b>3120</b>

The fee includes the cost of tuition, board and lodging facilities, teaching material, etc. (*Service Tax (ST) @ 14%, Swachh Bharat Abhiyan Cess (SBAC) @ 0.5%, Krishi Kalyan Cess (KKC) @ 0.5% and TDS @ 10%. Kindly send the TDS Certificate on priority to NIBM*).

### Mode of Payment for Indian Participants

- The fee may preferably be transferred by RTGS/NEFT/ECS to our A/c No. 20002400021 with Bank of Maharashtra, NIBM Branch, Pune (IFSC Code MAHB0001124). NIBM PAN No. AAATN0040P and ST No. AAATN0040PST001.
- National Institute of Bank Management  
NIBM Post Office, Kondhwe Khurd, Pune 411 048, INDIA.

### Mode of Payment for Foreign Participants

#### Mode of Remittance: SWIFT\*

1. Name & Address of our Bankers : **Oriental Bank of Commerce  
C-2, Shop No. 4-5, Bramha Estate  
Kondhwe Khurd, Pune 411 048  
Maharashtra, India**
2. Name of the Account : **National Institute of Bank Management**
3. NIBM's Bank Account No. with Oriental Bank of Commerce : **Current A/C 11281131004402**
4. Bank's Swift Code : **ORBCINBBFCP**
5. Oriental Bank of Commerce A/c No. with Correspondent Bank : **36152559**
6. Preferred currency : **USD**
7. Correspondent Bank : **CITIBANK N.A.**
8. Swift code for Citi Bank : **CITIUS33**

**\* The Foreign Bank Charges/ SWIFT charges/Commission is to be borne by the remitter. The fees mentioned in the invoice/brochure is to be paid to NIBM, net of all bank charges.**

**\*Payments will be accepted only through electronic mode.  
Cheques/DDs/Pay Orders will not be accepted.**

- **For all electronic remittances, kindly send a confirmatory e-mail at: [accounts@nibmindia.org](mailto:accounts@nibmindia.org) giving details of the remitter and participant, name and dates of programme, etc.**

**Please see programme fee structure on home page of the website for early bird incentive, incentives for SAARC and other developing countries, mode of remittance, Pune City route map and local conveyance.**