



Programme on  
**Conducting Disciplinary Enquiries/  
Disciplinary Action Proceedings/  
CVC Guidelines**

**August 22 – 26, 2016**

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

## Programme on Conducting Disciplinary Enquiries/Disciplinary Action Proceedings/CVC Guidelines

The connotation of the words 'vigilance' and 'discipline' is anti-corruption efforts. These are not stand-alone activities; rather these have to be seen as a part of the overall risk management strategy of any organisation, particularly for banks, as they are custodians of public money and are always vulnerable to frauds by insiders as well as outsiders. Nonetheless, discipline is a vital management tool which aims for increase in efficiency and effectiveness of the organisation by preventing the leakages that adversely affect productivity and profitability. Unfortunately, discipline management remains a challenge at all levels of management of banks and financial institutions as it is apparently perceived as a negative activity.

However, when a number of banks are re-engineering and re-organising their business processes by leveraging all means, including information technology, it will be in organisational interest that they should identify likely risks like fraud, corruption and other malpractices and bring in the required tools in the new processes. For maintaining purity and integrity of the employees, there is a need for understanding the concepts of vigilance, investigation, enquiry proceedings, principles of natural justice and what vitiates domestic proceedings. Towards this end, the NIBM intends to organise the above captioned programme on conducting disciplinary enquiries/disciplinary action proceedings/CVC guidelines.

### Objectives

- To make the participants understand the procedural aspects of domestic enquiry proceedings.
- To appreciate the regulations governing the disciplinary actions.
- To understand the role of Inquiry Officer, Presenting Officer and Defence Assistant in domestic inquiries.

### Content

- Principles of Natural Justice
- Art and Science of Investigation
- CVC Guidelines and Whistle-Blower Policy
- Analyse and Appreciation of Evidence
- Charge-Sheet, its Framing and Service
- Enquiry Proceedings: Role of IO, PO, Defence Assistant, Ex-Parte Proceeding and Common Proceedings
- Writing Enquiry Report
- Appeal and Review
- Ingredient of Code of Conduct for Protection of Women Employees against Sexual Harassment at Workplace

### Pedagogy

The programme will be highly participative in nature and will be based on concept sessions, group discussions, case studies and mock-enquiry procedures.

### Target Group

The programme is meant for officers in Personnel/HRM Department/Disciplinary Cell and Vigilance Department in Scale III, IV and V posted in head offices and zonal/regional/circle offices of banks and financial institutions.

### Dates

August 22–26, 2016

The programme will commence at 9:00 am on August 22 and conclude by 5.00 pm on August 26, 2016. Participants are expected to reach the NIBM campus positively by the evening of August 21, 2016 and plan for their return journey after 6.00 pm on August 26, 2016.

### Venue

NIBM Campus, Kondhwe Khurd, Pune, India.

### Hostel 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 the appropriate clothes/gears.

## Nominations and Enquiries

Please address your enquiries and nominations along with the fees 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)  
26716462 (Direct)

Fax : 0091-20-26834478

E-mail : shomi@nibmindia.org

Web : www.nibmindia.org

## Last Date for

### Receiving Nominations:

August 12, 2016

## Last Date for

### Availing Early Bird Incentive:

August 6, 2016

*(See Fee Structure on home page of the website)*

## Programme Fee (per participant)

US \$ 2000 for foreign participant

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

	Fee	ST	SBAC	Fee+ST+SBAC	TDS
Mem. Banks :	35000	4900	175	40075	3500
Non-Mem. Banks :	41000	5740	205	46945	4100

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% 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.