



Online Programme on

Domestic Enquiries and Disciplinary Actions

October 20 – 24, 2020

(Online course duration 15 hours)

Coordinator

Dr Shomi Srivastava

Assistant Professor

(Human Resource Management Area Group)



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

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 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, and rising NPAs, it will be in organisational interest that they should identify the 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
- Examining Staff Accountability
- 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

Target Group

The programme is meant for officers handling disciplinary action matters.

Modalities

This online course will have 15 hours of engagement time spread over 5 days, which includes several self-paced study and live interactions of participants. The courseware will include the following:

- I. Reading material for self-study, case study or exercise material and Online references
- II. Video sessions comprising of:
 - i. Pre-recorded video sessions on several topics.
 - i. Live video sessions by faculty or guest lecturers, for discussions, clarification of doubt, etc.
- II. Self-completion exercises will be given to participants.

Participants enrolled to the programme will be provided with login id and password to enter into the learning management platform of the institute. Guidance will be provided for navigating through the various activities in the platform such as accessing courseware, viewing video sessions, participating in live sessions, taking quizzes, etc. The programme window will be open for maximum 5 days including date of commencement.

The session schedule will be provided at the start of the programme which will mention the live session timings and the schedule to be followed for watching the pre-recorded sessions.

Executives attending the programme would need internet access on a desktop or laptop with Google Chrome to enable access to live and recorded sessions.

Completion Certificate

A completion certificate will be given to the participant at the end of the programme. Participant has to remain logged in for at least the total number of engagement hours within the duration of the programme for being considered to have completed the same.

Nominations and Enquiries

Nominations are invited from both institutions and individuals from India and abroad. Executives working in banks/financial institution/ consulting firms/ technology firms in the banking and financial services domain can apply for the programme in their individual capacity.

Please address your enquiries and nominations to:

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

Tel. : 0091-20-26716000 (EPABX)

E-mail : shomi@nibmindia.org

Website : www.nibmindia.org

Last Date for Receiving Nominations: October 19, 2020

Programme Fee (per participant) for 15 hours programme

US \$ 600 for foreign participant

	Fee	GST	Fee+GST	TDS
Member Banks :	13200	2376	15576	1320
Non-Member Banks :	15500	2790	18290	1550
Individual Nominee :	15500	2790	18290	---

The fee includes the cost of tuition, access to reading material and recorded videos, etc. (Central Goods and Services Tax (GST) @ 18%, 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 GSTIN No. 27AAATN0040P1ZJ.
- 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. : Current A/C 11281131004402
with Oriental Bank of Commerce
4. Bank's Swift Code : ORBCINBBFCP
5. Oriental Bank of Commerce A/c No. : 36152559
with Correspondent Bank
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 giving details of the remitter and participant, name and dates of programme, etc.**