

**Workshop on
Investigation for
Investigating Officers
'Need of Good Investigation Report'**

November 25 – 26, 2016



**Coordinator
Dr Shomi Srivastava**



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

Workshop on Investigation for Investigating Officers '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 the first step in all the cases so as to prima facie decide what are the irregularities and who are involved in that. 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 and the foundation stone to frame a charge-sheet against persons involved in the matter. Hence it is very necessary that investigation should be given to an officer who is well-conversant with the subject and not biased against anybody. His or her 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/procedure prevailing at that particular point of time without any dishonest/malafide/ criminal intention.

Here the role of the investigating officer is very important/essential because by dubbing a case of negligence or failure of judgment as a fraud case will not only be unproductive but it will also affect the morale and enthusiasm of dynamic bankers who work beyond the normal routine and always provide better services through new inventions. Hence the investigation officer should first understand the crux of the issues mentioned in the complaint and carry out the investigation accordingly. She/he plays a crucial role in detecting whether a crime has already occurred or not, the nature of offence and the persons involved, etc. The report has to be submitted in time to the higher authorities with all the proofs/documents collected 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 the Workshop on Investigation for Investigation Officers.

Objectives

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

Content

- Genesis of Investigation i.e. Complaints, its Nature and its Verification, Purpose of Investigation and its Process.
- Importance of Investigation.
- Nature of Frauds and Modus Operandi, Frauds related to Cyber i.e. Cybercrimes.
- Collecting Information and Recording Statements of Witnesses, Interrogation Techniques.
- Qualities of Investigating Officer and his/her Role.
- Investigation Techniques.
- Dos and Don'ts for an Investigating Officer.
- Writing of Investigation Report.
- Disciplinary Action.
- Preventive Measures.
- Group Discussion and Presentations.

Target Group

Officers involved in conducting investigations in a bank, branch head and controlling heads. Also, officers from the disciplinary cell and vigilance department can also attend the Workshop.

Dates

November 25 – 26, 2016

The Workshop will commence at 9:00 am on November 25 and conclude by the evening of November 26, 2016. Participants are expected to reach the NIBM campus positively by the evening of November 24, 2016 and plan for their return journey after 6.00 pm on November 26, 2016.

Venue

NIBM Campus, Kondhwe Khurd, Pune, India.

Hostel Accommodation

The Workshop 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.

**Last Date for
Receiving Nominations:
November 15, 2016**

**Last Date for
Availing Early Bird Incentive:
November 10, 2016**

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

Nominations and Enquiries

Please address your enquiries and nominations to:

Dr Shomi Srivastava

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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

Workshop Fee (per participant)

US \$ 1000 for foreign participant

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

	Fee	ST	SBAC	KKC	Fee+ST+ SBAC+KKC	TDS
Mem. Banks	14000	1960	70	70	16100	1400
Non-Mem. Banks	18000	2520	90	90	20700	1800

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*

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

Please see workshop 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.