

April 25 – 27, 2018

Programme on  
**Investigation for  
Investigating Officers:  
Need of Good Investigation Report**

*Coordinator*  
**Dr Shomi Srivastava**



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

# Programme 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. The investigation 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 conversant 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 / 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 moral and enthusiasm of a dynamic bankers who work beyond the normal routine & always provide better services by new inventions. Hence the Investigation Officer should first understand the crux of the issues mentioned in the complaint & do the investigation accordingly. He 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 & also statements recorded during the investigation, without any suggestions or recommendations, for taking an appropriate decision. Today computer/cyber frauds made the role of the Investigating Officer more challenging. Towards this end, NIBM proposes to conduct the programme on Investigation for Investigation Officers.

## Objectives

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

## Content

- Genesis of Investigation i.e. Complaints, its nature & its verification, Purpose, of Investigation & its Process.
- Importance of Investigation
- Nature of Frauds & Its Modus Operandi, Frauds related to Cyber i.e. Cybercrimes.
- Collecting Information & Recording of Statements of Witness, Interrogation techniques.
- Qualities of Investigating Officer & his Role
- Investigation Techniques
- Dos & Don'ts by Investigating Officer
- Writing of Investigation Report
- Disciplinary Action
- Preventive Measures
- Group Discussion & 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 attain the programme.**

## Dates

April 25 – 27, 2018

The programme will commence at 9.00 a.m. on April 25, 2018 and conclude by 5.00 p.m. on April 27, 2018. Participants are expected to reach NIBM Campus positively by the evening of April 24 and plan their return journey after 6.00 p.m. on April 27, 2018.

## 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)

### Last Date for Receiving Nominations:

April 14, 2018

### Last Date for Availing Early Bird Incentive of 5%:

April 10, 2018

(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

Tele. : 0091-20-26716000 (EPABX)  
26716319 (Direct)

Fax : 0091-20-26834478

E-mail : shomi@nibmindia.org

Website : <http://www.nibmindia.org>

## Programme Fee (per participant)

US \$ 1200 for foreign participant

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

	Fee	GST	Fee+GST	TDS
Member Banks :	26400	4752	31152	2640
Non-Member Banks :	31200	5616	36816	3120

The fee includes the cost of tuition, board and lodging facilities, teaching material, etc. (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](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.