

②


No. EDN-H (21) B (15) 47/2021-Training-  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1  
Telephone No. 0177-2653120, 2653575, Extn. 234, Fax: 2812882  
E-mail: dhe-sml-hp@gov.in & E-mail: genbr@rediffmail.com

To Dated: Shimla-171001 the December, 2021

All the Deputy Directors of Higher Education,  
in Himachal Pradesh

Subject: - "Residential Workshop on Disciplinary Rules & Procedures at Goa by NAHRD (14.02.2022 to 16.02. 2022)".

Please find enclosed herewith a copy of Ref: DRP/02/22-dated: 03.12.2021 and Ref: RTI/01/22-dated 26.10.2021 received from the Director, National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi for information & further necessary action at your end.

  
Addl. Director of Higher Education (A)  
Himachal Pradesh, Shimla-1  
(Phone No. 0177-2658052)  
dhe-sml-hp@gov.in


Endst. No. Even Dated: Shimla-171001 the November, 2021

Copy for information and necessary action to:-

- 1 The Director, National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi-110024 refer to his/her References referred above.
- ✓ 2 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh, Shimla-1 to upload the letter on departmental website.
- 3 Guard file.

शिक्षा विदेशालय उच्चतर हिमाचल

31 DEC 2021

  
Addl. Director of Higher Education (A)  
Himachal Pradesh, Shimla-1

Ref: DRP/02/22

03.12.2021

Chief Vigilance Officer (CVO)  
Directorate of Higher Education, H. P.  
Shimla,  
Himachal Pradesh-171001

## RESIDENTIAL WORKSHOP ON DISCIPLINARY RULES & PROCEDURES AT GOA

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized a large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

A residential workshop on Disciplinary Rules & Procedures is being organized by NAHRD from 14.02.2022 to 16.02.2022 at Goa.

The above-mentioned workshop is for the benefit of staff dealing with Vigilance/ Disciplinary Proceedings in Government, Semi Government, Autonomous Bodies and Public Sector undertakings etc. The program has been designed to provide practical insight into the process of disciplinary and other allied process. This workshop will help the officers to develop skills required for handling vigilance and disciplinary cases. After the workshop the participants shall have updated themselves in the following aspects:

- Principles of Natural Justice and areas of applicability
- Process of Drafting of Charge Sheet
- Examination of Witnesses
- Role & Functions of Chief Vigilance Officer
- Role & Functions of the Inquiry Officer and Presenting Officer
- Skills required for performing the role of Presenting Officer
- Salient aspects of the Presenting Officer's brief
- Ingredients of Inquiry Officer's report
- Appreciation of Evidence
- Identify the actions/omissions which vitiate the inquiry
- Courts/ Tribunals & Judicial Review

Disciplinary Law and Case Studies Government, Semi Government, Autonomous Bodies and

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Gen

Satish Sharma

10/12/21

National Academy of Human Resource Development

Office : A-304, Ground Floor, Defence Colony, New Delhi-110024

## **Faculty**

**Sh. K.S. Kumar** is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers.

**Sh. M Sethu Ramalingam** is former Deputy Director (Vigilance) of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. His previous postings were Deputy Chief (Legal) in CERC and Law Officer in Ministry of Defense. He is a renowned trainer in the field of Disciplinary and Vigilance matters and is widely consulted on the subject. He has conducted more than 200 training programs for the Presenting Officers, Inquiry Officers and Vigilance Officers of Central Government, State Governments and Public Sector Undertakings. He has also drafted "**Handbook for Inquiry Officers & Disciplinary Authorities- 2013**" on behalf of **Government of India**. He is also practicing as an Advocate at Central Administrative Tribunal and Hon'ble High Court of Delhi.

**Sh. Apendu Ganguly** is former Director, Ministry of Defence, Government of India. During his service with Government of India, he has handled various personnel, establishment, administrative, legal and statutory matters. He has also served as full time faculty member with Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. In addition, he is a regular visiting faculty member with Delhi Judicial Academy, Defence Headquarters Training Institute, Defence Research & Development Organization, National Institute of Financial Management, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India etc. He is having huge experience in vigilance, legal and establishment matters.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

## **Participation Fee:**

Single Occupancy- Rs. 45,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 40,000/- plus GST @ 18% per participant

The participation fee covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization.

**Venue:** Country Inn & Suites by Radisson, Candolim, Goa- 403515

Check In- 14.02.2022 (2:00 P.M.)      Check Out- 17.02.2022 (11:00 A.M.)

The workshop will commence at 4:00 P.M. on 14.02.2022 and will conclude at 5:30 P.M. on 16.02.2022. In case of non-availability of Country Inn & Suites by Radisson as on date of nomination, arrangements shall be made in a similar property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

**For further information or clarification kindly contact:**

**Rohit Agarwal**

**Vivek Manchanda**

Email- rohit@nahrd.in  
Phone- +91 9873057803

Email- vivek@nahrd.in  
Phone- +91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case any nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited. Please note that we are going to follow all protective measures against COVID-19. Participants and their accompanying guests (if any) shall be required to fulfill all travel requirements as required by competent authorities at points of boarding and arrival. NAHRD shall not be responsible for the same. In addition, NAHRD may also require participants and their accompanying guests to fulfill certain requirement(s) which will be conveyed one week before the workshop.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date of accepting nominations is 31.01.2022.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD

In addition, we also request you to consider nominating officers for our other residential workshops (January to March 2022) which are as under:

- Residential workshop on **Right to Information Act** from 13.01.2022 to 15.01.2022 at Udaipur (Rajasthan),
- Residential workshop on **Pay Fixation Rules, MACP, NPS** from 13.01.2022 to 15.01.2022 at Udaipur (Rajasthan),
- Residential workshop on **Preventive Vigilance** from 13.01.2022 to 15.01.2022 at Udaipur (Rajasthan),
- Residential workshop on **Government e-Marketplace (GeM) and Central Public Procurement Portal (CPPP)** from 13.01.2022 to 15.01.2022 at Udaipur (Rajasthan),
- Residential workshop on **Work Life Balance & Leadership Development** from 14.02.2022 to 16.02.2022 at Goa,
- Residential workshop on **Recruitment Rules, Roasters and Reservation in Services** from 14.02.2022 to 16.02.2022 at Goa,
- Residential workshop on **Disciplinary Rules & Procedures** from 14.02.2022 to 16.02.2022 at Goa,
- Residential workshop on **Goods & Services Tax (GST)** from 17.02.2022 to 19.02.2022 at Goa,
- Residential workshop on **Audit, Accounting, Budgeting & Financial Management** from 17.02.2022 to 19.02.2022 at Goa,
- Residential workshop on **Board Governance & Financial Literacy for Directors, Independent Directors and KMPs** from 17.02.2022 to 19.02.2022 at Goa,
- Residential workshop on **Handling of Court Cases** from 01.03.2022 to 03.03.2022 at Mussoorie (Uttarakhand),
- Residential workshop on **Prevention of Sexual Harassment of Women at Workplace** from 01.03.2022 to 03.03.2022 at Mussoorie (Uttarakhand),
- Residential **Skill Enhancement Program for Executive Secretaries and Assistants** from 01.03.2022 to 03.03.2022 at Mussoorie (Uttarakhand) and
- Residential workshop on **Government e-Marketplace (GeM) and Central Public Procurement Portal (CPPP)** from 01.03.2022 to 03.03.2022 at Mussoorie (Uttarakhand).
- Residential workshop on **Handling of Court Cases** from 01.03.2022 to

In addition, we also request you to consider nominating officers for online workshops (January to March 2022) which are as under:

- Online workshop on **Public Premises (Eviction of Unauthorized Occupants) Act, 1971** from 20.01.2022 to 21.01.2022,
- Online workshop on **Government e-Marketplace (GeM)** from 20.01.2022 to 21.01.2022,
- Online workshop on **Pay Fixation Rules** from 24.01.2022 to 25.01.2022,
- Online workshop on **Contract Management & Dispute Resolution** from 24.01.2022 to 25.01.2022,
- Online workshop on **Roasters & Reservation in Services** from 27.01.2022 to 28.01.2022,
- Online workshop on **Goods & Services Tax (GST)** from 27.01.2022 to 28.01.2022,
- Online workshop on **Project Management** from 31.01.2022 to 04.02.2022,
- Online workshop on **Disciplinary Rules & Procedures** from 01.02.2022 to 02.02.2022,
- Online workshop on **Right to Information Act** from 01.02.2022 to 02.02.2022,
- Online workshop on **Labour Laws & HR Compliances** from 03.02.2022 to 04.02.2022,
- Online workshop on **Gender Sensitization and Prevention of Sexual Harassment of Women at Workplace** from 03.02.2022 to 04.02.2022,
- Online workshop on **Public Procurement, CPPP & GeM** from 07.02.2022 to 09.02.2022,
- Online workshop on **Preventive Vigilance** from 08.02.2022 to 09.02.2022,
- Online workshop on **Government e-Marketplace (GeM)** from 10.03.2022 to 11.03.2022 and
- Online workshop on **Public Premises (Eviction of Unauthorized Occupants) Act, 1971** from 10.03.2022 to 11.03.2022.