

No. EDN-H (21) B (15) 47/2023-(ALL TYPE TRAININGS)-

Directorate of Higher Education

Himachal Pradesh, Shimla-1

Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,

E-mail: dhe-sml-hp@gov.in, genbr@rediffmail.com

23 NOV 2023

Dated: Shimla-171001, the _____ November, 2023

To

- 1 All the Principals, Government Degree Colleges, in Himachal Pradesh.
- 2 All the Deputy Director of Higher Education, in Himachal Pradesh.

Subject: -

- 1 Workshop on Disciplinary Rules & Procedures at Puducherry.
- 2 Workshop on Public Premises (Eviction of Unauthorized Occupants) ACT 1971 at Puducherry.

Please find enclosed herewith copies of Ref. No. DRP/02/24-dated: 27/10 /2023 and Ref. No. PPE/02/24-dated: 27/10/2023 received from the Director, National Academy of Human Resource Development, Office: A-304, Ground Floor, Defence Colony, New-Delhi on the subject cited above.

In this connection, you are hereby directed to make wide publicity amongst the field functionaries for above said Workshops. The willing candidates may apply for the same at their own cost on voluntary & self-training basis. The participation fee for residential participant covers the cost of lodging, boarding, meals and study material of the participants. In case of single occupancy, spouse/family members are welcome on additional all inclusive nominal charges. Further, it is informed that information related to training programme is available on website: www.nahrd.in.

For further information or clarification you can contact Mr. Rohit Agarwal, E-mail: rohit@nahrd.in Phone No. +91 98730-57803 and Mr. Vivek Manchanda, E-mail: vivek@nahrd.in Phone No. +91 96507 45789. The nomination may be sent through post/E-mail by providing participants' name, designation, contact number and e-mail ID alongwith Demand Draft in favour of National Academy of Human Resource Development payable at New-Delhi. The participation fee is to be paid at the time of nomination. The nomination form can be downloaded for above said website.

Enclosures: 06 Pages.

(Dr. Amarjeet K Sharma)
Director of Higher Education
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the _____ November, 2023

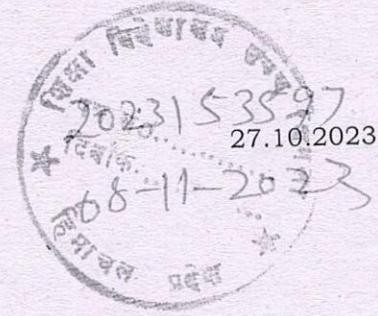
Copy for information to;

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

Director of Higher Education
Himachal Pradesh, Shimla-1

Ref: DRP/02/24

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



WORKSHOP ON DISCIPLINARY RULES & PROCEDURES AT PUDUCHERRY

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

A workshop on **Disciplinary Rules & Procedures** is being organized by NAHRD from **04.02.2024 to 07.02.2024** at **Puducherry**.

The above-mentioned workshop is for the benefit of officers dealing with Vigilance/ Disciplinary Proceedings in Government, Semi Government, Autonomous Bodies, 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
- Case Law and Case Studies
- Courts/ Tribunals & Judicial Review

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

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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. 59,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 50,000/- plus GST @ 18% per participant

Non-Residential- Rs. 40,000/- plus GST @ 18% per participant

The participation fee for residential participants 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. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: Anandha Inn Convention Centre/Shenbaga Hotel & Convention Centre, Puducherry

Check In- 04.02.2024 (2:00 P.M.) Check Out- 08.02.2024 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 05.02.2024 and will conclude at 5:30 P.M. on 07.02.2024. However, there will be an introductory session on 04.02.2024 after all participants have reported at the venue. In case of non-availability of rooms at the training venue as on date of nomination, arrangements for stay shall be made in another property closer to the venue.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with 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:

Name of Beneficiary: National Academy of Human Resource Development

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

PAN: AAJFN7963N GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

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

Vivek Manchanda

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

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case 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.

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 for accepting nominations is **29.01.2024**.

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

Ref: PPE/02/24

27.10.2023

Estate Officer/ Office I/c (Estate/Land)
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001

2023/53613
08-11-2023

**WORKSHOP ON PUBLIC PREMISES (EVICTION OF UNAUTHORIZED OCCUPANTS),
ACT 1971 AT PUDUCHERRY**

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

A workshop on **Public Premises (Eviction of Unauthorized Occupants) Act, 1971** is being organized by NAHRD from **04.02.2024 to 07.02.2024** at **Puducherry**.

The above-mentioned workshop is for the benefit of Estate Officers and other officials dealing with Public Premises (Eviction of Unauthorized Occupants Act), 1971 in Government, Semi Government, Autonomous Bodies and Public Sector undertakings etc. The program has been designed to provide practical insight into Act. This workshop will help the officers to develop skills require for handling matters under the Act effectively. After the workshop the participants shall have updated themselves in the following aspects:

- Scope and coverage of the Act
- Appointment, Role & Functions of Estate Officers
- Notice and Outcome
- Liability of Legal Heirs
- Appeal & Finality of Orders
- Procedure for making inquiry
- Drafting of Eviction Orders u/s 3A
- Drafting of Notice u/s 4, 4(1A) and 3B
- Conduct of Hearing

Workshop Methodology

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

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In addition, we also request you to consider nominating officers for our other workshops (December 2023 to March 2024). Details are as under:

- **Right to Information** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Work Life Balance & Leadership Development** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Corporate Governance** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Corporate Social Responsibility (CSR)** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Pay Fixation Rules** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Goods & Services Tax** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Indian Accounting Standards** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Audit, Accounting & Financial Management** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Contract Management, Dispute Resolution & Arbitration** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Public Procurement with e-Procurement** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Public Private Partnership (PPP)** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Rosters & Reservation in Services** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Insolvency & Bankruptcy Code (IBC)** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Disciplinary Rules & Procedures** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Handling of Court Cases** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Public Premises (Eviction of Unauthorised Occupants) Act, 1971** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Cyber Hygiene & Security** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Emotional Intelligence & Human Factors** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Establishment Rules** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Prevention of Sexual Harassment of Women at Workplace** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Retirement Planning** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Capacity Building Program for Executive Secretaries, Personal Assistants and AOs** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Organizational Leadership** from 20.02.2024 to 24.02.2024 at Dubai (UAE),

- **Vigilance Administration for CVOs** from 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand),
- **Work Life Balance & Leadership Development** from 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand),
- **Right to Information Act** 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand) and
- **Recruitment Rules, Cadre Review and Creation of Posts** 04.02.2024 to 07.02.2024 at Mussoorie (Uttarakhand).

Kindly refer to the detailed brochure for details of any of the workshops mentioned above.

For further information or clarification kindly contact:

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