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No. EDN-H (21) B (15) 47/2021-All Type Training-  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1  
Telephone No. 0177-2653120, 2653386, 2653575, Extn. 234 Fax: 2812882  
E-mail: dhc-sml-hp@gov.in & E-mail: genbr@rediffmail.com

To Dated: Shimla-171001 the January, 2021

All the Deputy Directors of Higher Education,  
In Himachal Pradesh

Subject: - RESIDENTIAL WORKSHOP ON DISCIPLINARY RULES & PROCEDURES  
AT GOA.

Please find enclosed herewith a copy of Reference Number: DRP/03/21-dated: 01.01.2021 received from the Director, National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi-24 on the subject cited above.

In this connection, it is inform you that a Workshop on Disciplinary Rules & Procedures is being organized by NAHRD, A-304, Ground Floor, Defence Colony, New-Delhi w.e.f. 02.03.2021 to 04.03.2021 at Goa and requested to nominate Officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity. The willing candidates may apply for the same at their own cost on voluntary & self-training basis. A brochure containing detailed information about the programme and participation fee is enclosed herewith for ready reference. Further, it is informed that information related to Residential Workshop on Disciplinary Rules & Procedures at Goa is available on website: www.nahrd.in.

You are hereby directed to do the needful in the matter accordingly and send the action taken report to this Directorate through return Fax/E-mail within a week. So that further necessary action could be taken in the matter accordingly.

शिक्षा निदेशालय उच्चतर शिक्षा

15 JAN 2021

— Sign. —  
(Dr. Parmod Chauhan)  
Addl. Director of Higher Education(C)  
Himachal Pradesh, Shimla-1  
E-mail: dhc-sml-hp@gov.in  
(Phone No. 0177-2650797  
the January, 2021

Enclst. No. Even Dated: Shimla-171001  
Copy for information and necessary action to:-

- 1 The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 for your kind perusal and necessary action.
- 2 The Director, National Academy of Human Resource Development, A-304, Ground Floor, Defence Colony, New-Delhi-110024 refer to his/her Reference Number: DRP/03/21-dated: 01.01.2021.
- 3 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh, Shimla-1 is hereby requested to upload the same on departmental website.
- 4 Guard file.

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

Ref: DRP/03/21

04.01.2021

Chief Vigilance Officer (CVO)/ CAO  
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 large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

A workshop on Disciplinary Rules & Procedures is being organized by NAHRD from **02.03.2021 to 04.03.2021 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 Officers
- 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 Laws 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 etc.

Genl  
Sh. [Signature]  
11/1/21

### **Chief Guest & Faculty**

Hon'ble Member, Central Administrative Tribunal would be the Chief Guest for the present workshop who will also deliver a lecture on the subject and present certificates to the participants during closing of the workshop, if consent is obtained.

**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:** Rs. 42,000/- plus GST @ 18% per participant

The participation fee covers the cost of accommodation on single occupancy, meals & study material of the participants. Spouse/ family members are welcome on additional all inclusive nominal charges.

**Venue:** Resort Acron Candolim Regina, Fort Agauda Road, Candolim, Goa- 403515

Check In- 02.03.2021 (2:00 P.M.)      Check Out- 05.03.2021 (11:00 A.M.)

The workshop will commence at 4:00 P.M. on 02.03.2021 and will conclude at 5:30 P.M. on 04.03.2021. In case of non-availability of Resort Acron Candolim Regina, 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 nomination participant(s) 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 such as frequent sanitizing, social distancing. Participants and their accompanying guests (if any) shall be required to fulfill requirements as required by competent authorities at points of boarding and Goa. NAHRD shall not be responsible for the same.

Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date of accepting nominations is 16.02.2021.

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 which are as under:

- Residential workshop on **Right to Information Act** from 16.02.2021 to 19.02.2021 at Port Blair, A & N Islands. Participation Fees: Rs. 49,000/- plus GST @ 18% per participant,
- Residential workshop on **Work Life Balance & Leadership Development** from 16.02.2021 to 19.02.2021 at Port Blair, A & N Islands. Participation Fees: Rs. 49,000/- plus GST @ 18% per participant,
- Residential workshop on **Government e-Marketplace (GeM) and Preventive Vigilance in Procurement** from 02.03.2021 to 04.03.2021 at Goa. Participation Fees: Rs. 42,000/- plus GST @ 18% per participant and
- Residential workshop on **Disciplinary Rules & Procedures** from 02.03.2021 to 04.03.2021 at Goa. Participation Fees: Rs. 42,000/- plus GST @ 18% per participant.

You are advised to kindly refer to brochures for details about these workshops such as course content, venue, profile of faculty members etc. Detailed brochures for these workshops are available on our website ([www.nahrd.in](http://www.nahrd.in)).

Please note that we are going to follow all protective measures against COVID-19 such as frequent sanitizing, social distancing. Participants and their accompanying guests (if any) shall be required to fulfill requirements as required by competent authorities at points of boarding and Goa/ Port Blair. NAHRD shall not be responsible for the same.

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

**Rohit Agarwal**

Email- [rohit@nahrd.in](mailto:rohit@nahrd.in)

Phone- +91 9873057803

**Vivek Manchanda**

Email- [vivek@nahrd.in](mailto:vivek@nahrd.in)

Phone- +91 9650745789

In addition, we can also organize online/ offline customized workshops for your organization as per your requirement. You are kindly requested to make most of the opportunity and send your nominations at the earliest.

Thanks & Regards

NAHRD