



PROFESSIONAL DEVELOPMENT CENTRE, KOLKATA
INDIAN INSTITUTE OF BANKING & FINANCE
(An ISO 9001:2015 Certified)

WORKSHOP
ON
DISCIPLINARY MATTERS & INVESTIGATION



25th-26th February, 2019

Venue:

Indian Institute of Banking & Finance
PDC - Eastern Zone
Hindustan Building (Annex), 7th Floor
4,C.R.Avenue, Kolkata – 700072

Website: www.iibf.org.in

For Details & Nomination, please contact:

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WORKSHOP ON DISCIPLINARY MATTERS & INVESTIGATION

BACKGROUND

During its 90 years of service, IIBF has emerged as a premier institute in banking and finance education. Considering the emerging requirements of the bankers in the ever changing dynamic environment, IIBF has been providing training programmes in selected areas to banking and finance professionals through its Leadership & Professional Development Centers at Mumbai, Chennai and Kolkata.

PURPOSE

The two-day Workshop on Disciplinary Matters & Investigation has been designed taking into account the bankers need in the area of IR related matters. The intensive programme is designed to provide participants the knowledge & skills required for the roles of Inquiry Authority (IA) / Enquiry officer (EO) / Presenting Officer (PO) / Investigating Officers etc. The programme takes the participants to understand handling IR related issues, Employee Discipline including drafting show cause notice, charge sheet, conducting disciplinary proceedings etc.

The programme will be facilitated by experts with hands on experience in the area of disciplinary matters and experienced faculties through interactive sessions, exercises, role plays, sharing of experiences and discussions etc.

OBJECTIVES

- To understand the purpose of disciplinary action and roles & responsibilities in handling staff lapses
- To acquire the skills of making proper investigations, drafting charge sheet, discharging roles of IA/ EO/ PO/ Investigating Officers
- To understand the precautions to be taken while handling disciplinary matters in the Banks/FIs

CONTENT OVERVIEW

Purpose of Disciplinary Action
Understanding the term "Discipline" from the context of organisation
Preliminary Investigation/Inquiry, show cause notice, charge sheet

Conducting proper investigation on role of investigation officer
Roles of Charge sheeted officer, charge sheeted employee, inquiry authority, enquiry officer, defense representative, presenting officer, management witness, defence witness, disciplinary authority, appellate authority and reviewing authority
Drafting charge sheet, precaution to be taken while drafting charge sheet
Why to go for domestic enquiry? Departmental Enquiry v/s Criminal Trial
Distinction among Disciplinary Proceedings, Disciplinary Action and Departmental Enquiry
Important areas of accountability in Banks
Various stages of Disciplinary Proceedings, Time frame, Principles of Natural justice, Rights of Charge sheeted officer, defence representatives
Findings of Inquiry Authority, Punishments: MPP etc. Appeal and other relevant issues etc.

METHODOLOGY:

Class room Lectures, Presentations, Exercises, Role play and discussions.

TARGET GROUP:

Officers/Managers working in the area of HR & IR, disciplinary matters, those who are potential IA/ EO/ PO/ Investigating Officers and Trainers.

DURATION: 25th -26th February, 2019 (2 Days)

VENUE:

Indian Institute of Banking & Finance
PDC - Eastern Zone
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4,C.R.Avenue, Kolkata – 700072

PROGRAMME FEE:

Rs. 7,000/- per participant plus GST @18% i.e. Rs. 1260/- aggregating to Rs. 8260/- (In case of TDS deduction, please send us TDS certificate)

Programme fees may be remitted to the credit of Institute's account with State Bank of India, details of which are given below:

- ✓ **Name of the Bank branch: SBI, Vidya Vihar Branch West-Mumbai.**
- ✓ **Account No. 37067835940 (Saving A/c) IFSC code: SBIN0011710**
- ✓ **PAN No. AAATT3309D and GST No. 19AAATT3309D2ZO, State - West Bengal**
- ✓ **The programme is Non-residential.**
- ✓ **Tax Invoice will be issued based on the information provided in the nomination form**

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NOMINATION FORM

Programme Title: **WORKSHOP ON DISCIPLINARY MATTERS**

Date: **25th -26th February, 2019**

Programme Type: **Non Residential**

Sl. No	Name (Mr./Ms./Mrs.)	Designation	Branch/ Office	Mobile No.and Land Line No.	E-mail
1					
2					
3					
4					

Bank/Organisation: _____

Address: _____

City: _____ State _____ Pin Code: _____

Phone: _____ Fax: _____ E-mail: _____

GSTN/UNIQUE ID: _____

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