

DISCIPLINARY PROCEEDINGS

LIVE E-CERTIFICATE WEBINAR SERIES



DATES, FEE & LINKS



Role of Disciplinary Authority in dealing with Disciplinary matters

**15th Dec 2020, 02.30-04.30 pm,
Rs.500 (incl. GST)**

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Actions to be taken by Disciplinary Authority to initiate Disciplinary Proceedings

17th Dec 2020, 3-5 pm, Rs.500 (incl. GST)

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Procedure to conduct Inquiry in Disciplinary Proceedings

18th Dec 2020, 3-5 pm, Rs.500 (incl. GST)

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Decision on Inquiry Report by Disciplinary Authority and Appeal provisions available to Charged Officer

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ABOUT WEBINAR

Public Servants are expected to observe certain discipline in their working environment. It will earn good reputation to the organisation and at the same time will boost the image of the organisation amongst stakeholders. But at-times some of the personnel may deviate from their responsibilities and involve themselves in activities like disobedience, misappropriation of funds, misuse of official capacity, violation of conduct rules, getting involved in corruption and adverse actions in audit etc., Under such circumstances, the administration has no other alternative except to initiate disciplinary actions under service rules of the Organisation for making them realise their mistakes. This series of Webinar will be useful in understanding the various steps involved in conducting Disciplinary Proceedings against the Public Servants.

SPEAKER



Dr.S.N.Venkatesan
Management & Legal Consultant
Advocate - Madras High Court
Chennai

Role of Disciplinary Authority in dealing with Disciplinary matters

Topics Covered

- Role of Disciplinary Authorities
- Constitutional Provisions Relating to Disciplinary Proceedings
- Principles of Natural Justice
- Handling Complaints

Actions to be taken by Disciplinary Authority to initiate Disciplinary Proceedings

Topics Covered

- Preliminary Investigation
- Suspension
- Action on Investigation Report
- Drafting and Issue of Charge Sheet
- Appointment of Inquiring Authority and Presenting Officer
- Functions of Inquiry Officer
- Role and Functions of the Presenting Officer

Procedure to conduct Inquiry in Disciplinary Proceedings

Topics Covered

- Defence Assistant
- Conduct of Inquiry
- Brief of the Presenting Officer
- Evaluation of Evidence
- Ex-Parte Inquiry
- Report of Inquiring Authority

Decision on Inquiry Report by Disciplinary Authority and Appeal provisions available to Charged Officer

Topics Covered

- Action on Inquiry Report
 - Appeal, Revision and Review
 - Speaking Order
 - Case Laws (High Courts) related to Disciplinary Proceedings.
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