

Online Course

Two Day Training on

Disciplinary Proceedings for Bank Officers



NEW DELHI



PARI TRAINING INSTITUTE

ABOUT PARI



PARI Training Institute was established in 2017 with a view to undertake meaningful research on parliamentary and administrative issues in India and provide capacity building courses on Parliamentary Procedures, Public Policy Management, Public Health Policy Administration, Hospital Procurement Vigilance, Anti-Corruption and Vigilance Management, Preventive Vigilance and Vigilance Administration, Gender Sensitisation, Mental Health: First Aid etc. which enable the stakeholders to build their capacity and be efficient in public service. The capacity building courses are tailor-made for officers of the Ministries/Departments, Autonomous bodies and PSUs under the central government. PARI has organised joint International courses on "Anti- Corruption in a Parliamentary Democracy" in collaboration with DODS, London.

ABOUT THE COURSE

After a successful launch of online courses on Preventive Vigilance (duration - 2 days) based on the Module recommended by the Central Vigilance Commission, Govt. of India; and Vigilance Administration (duration - 3 days), PARI Training Institute has brought about a two day online course on Disciplinary Proceedings for Bank officers. In the light of merger of smaller banks into major ones, it is imperative that the vigilance mechanism in the banks to deal with frauds and corruption must be strengthened by capacity building of the officers who are responsible for dealing with disciplinary procedures within the organization. PARI is hopeful that this course will be appreciated by the beneficiary organisations.

COURSE ON DISCIPLINARY PROCEEDINGS FOR BANK OFFICERS: MODULE AND TOPICS

Day One

DISCIPLINARY PROCEEDINGS

Objective and Approach

- Officers Service Regulations in PSBs-Statutory Provisions
- Common Misconducts in Banks
- Discerning Malafide and Bonafide decisions
- Role of Internal Advisory Committee (IAC mechanism) - Vigilance & Non-Vigilance
- Processing recommendations received from CVO in Vigilance cases by HR/IR
- Decision of DAs in Vigilance cases and Action thereof
- References to CVC in cases of SMGS-V level officers and in Composite cases
- Processing Non Vigilance cases by HR/IR in Banks

CHARGESHEET: Part I

Significance and Contents

- Sheet anchor in Disciplinary case
- Quasi judicial function
- Statutory Requirements and compliance
- Principles of Natural Justice and adherence of procedure in Service Regulations
- Competent Authorities for issue - single officer and composite cases
- Components of Chargesheet
- Requirements of Evidence - Documents and Witnesses
- Relevance of Documents/Witnesses
- Preliminary Enquiry/Investigation Report,- concept and relevance
- Inclusion of PE reports as Management evidence in chargesheets

CHARGESHEET : Part II

Drafting and related procedures

- Tips and care for drafting Chargesheets
- Minor penalty and Major Penalty Chargesheets - difference
- Approval of DA and process of issue
- Timelines for receipt of reply to chargesheet monitoring
- Examining reply to C/S and submission to Disciplinary Authority (DA)
- Options/scope for DA at this stage of proceedings
- Appointment of IO and PO in major penalty proceedings by DA
- Rectification of errors/mistakes in chargesheets
- Modification/amendment of Chargesheet - how and at what stages possible
- Withdrawal of Chargesheet - in certain circumstances

DRAFTING OF CHARGESHEET

Practical Session

- Two Case synopsis of Banks will be provided to all participants by the faculty
- Participants would prepare chargesheets
- Guidance and Discussion

Day Two

CONDUCT OF INQUIRY BY IA

Procedure & Stages

- Preliminary and Brief Hearing
- Regular Hearing
- Inspection of Prosecution Documents
- Additional Documents - Consideration and decision
- Presentation of Management Case
- Examination of witnesses and cross examination by Defence/CO
- Submission of Defence etc.
- CO/PO briefs
- Consideration and assessment of evidences by IA
- Report writing - basic requirements and submission to DA
- Common deficiencies and shortcomings in IA reports
- Examination and addressing shortcomings in IA reports by DA
- Case study and discussion

MONITORING OF DEs AND ACTION ON IA REPORTS

- DAs to monitor conduct & progress of Enquiries
- Ensure adherence to timelines - six months limit in Rules
- Role of HR/IR - liaise with PO and IO
- IAs and PO need to submit progress/status report to DAs
- Problem areas/ issues in DEs - DAs to intervene
- IA reports and its examination - procedure and compliance thereof
- IA- functus officio - after submission
- Submission to DA for further decision, supply copy of report, disagreement, if any, of DA
- Examination of CO comments on IA report vis-a-vis gravity of proved charges
- DA differs with CVC advice at FSA, refer to CVO with tentative views of DA
- Reference to CVC for Second Stage advice by CVO

FINALISATION OF DEs, PENALTIES AND ITS IMPLICATIONS

- Consideration of DA for Final orders
- Application of mind and issue of speaking orders by DAs
- Penalties commensurate to gravamen of proved charges
- Administrative Action like Warnings, Caution etc - not permissible after Disciplinary case
- Orders of DA - Need to withstand judicial scrutiny
- Drafting final orders in disciplinary cases - clarity
- Implications of various penalties imposed
- Penalty orders - need to be clear and precise - avoid paper penalties
- Consideration of Appeals and decision by AAs

MISCELLANEOUS

- Suggestions/topics as per the requirements of individual banks, which is not part of this course, will be included in the module.
- Question & Answers
- Assessment and Feedback

Course Schedule (Tentative)

June 15-16, 2021 (Batch-I)

July 13-14, 2021 (Batch-II)

Guest Faculty



Shri J. Vinod Kumar
Former Director, Policy
& Coordination, Central
Vigilance Commission



Shri Surjit Singh
Director (Retd),
Central Vigilance
Commission



Course Director, PARI
Shri S. Bal Shekar
Former Secretary General,
Lok Sabha, Parliament of India



Director, PARI
Dr. Narmadeshwar Prasad
Ex. Addl. Director,
Rajya Sabha, Parliament of India

Course Fee: 8000/- (+GST 18%) per participant.



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Our Client Organisations (Since November 2017)

GOVERNMENT OF INDIA

1. Ministry of Personnel, P.G. and Pensions, Department of Pension & Pensioners Welfare, New Delhi
2. Department of Personnel and Training (DoPT), New Delhi
3. Ministry of Tribal Affairs, New Delhi
4. Ministry of Earth Sciences, New Delhi
5. Ministry of Electronics and Information Technology, New Delhi
6. Ministry of Development of North Eastern Region, New Delhi
7. Department of Space, Bangalore
8. Department of Scientific and Industrial Research (DSIR), New Delhi
9. Ministry of Road Transport & Highways, New Delhi
10. Ministry of Communication (Department of Posts), New Delhi
11. Ministry of Health & Family Welfare, New Delhi
12. Ministry of Shipping, New Delhi
13. Ministry of Commerce & Industry, Department of Industrial Policy & Promotion, New Delhi
14. Department of Health Research, New Delhi
15. Ministry of Parliamentary Affairs, New Delhi
16. Ministry of Coal, New Delhi
17. Department of Revenue, Ministry of Finance, New Delhi
18. Ministry of Human Resource Development, New Delhi
19. Ministry of Tourism, New Delhi
20. Department of Youth Affairs, New Delhi
21. Department of Agricultural Research and Education, New Delhi
22. Ministry of Power, New Delhi
23. Indian Council of Medical Research, Department of Health, New Delhi
24. DRDO, Department of Defence Research, New Delhi
25. Department of Economic Affairs, Ministry of Finance, New Delhi
26. Department of Empowerment of Persons with Disabilities (Diyangjan), Ministry of Social Justice, New Delhi
27. Ministry of Education, New Delhi
28. Department of Drinking Water & Sanitation, New Delhi.

PUBLIC SECTOR ENTERPRISES

1. National Aluminium Company (NALCO), Bhubaneswar
2. Bharat Heavy Electricals Limited (BHEL), New Delhi
3. Hindustan Aeronautics Limited (HAL), Bangalore
4. Central Coalfields Limited (CCL), Ranchi
5. South Eastern Coalfields Limited (SECL), Bilaspur
6. Mahanadi Coalfields Limited (MCL), Sambalpur

7. Western Coalfields Limited (WCL), Nagpur
8. Indian Bank, Chennai
9. RITES Limited, Gurugram
10. Telecommunications Consultants India Limited (TCIL), New Delhi
11. Oil & Natural Gas Corporation (ONGC), Dehradun
12. Ircon International Limited, New Delhi
13. National Highways Authority of India (NHAI), New Delhi
14. Indian Oil Corporation Ltd. (IOCL), New Delhi
15. Bharat Petroleum Corporation Ltd. (BPCL), Mumbai
16. Hindustan Petroleum Corporation Limited (HPCL), Mumbai
17. Dedicated Freight Corridor Corporation of India Ltd., New Delhi
18. Indian Farmers Fertiliser Cooperative (IFFCO), New Delhi
19. GAIL (India) Ltd., New Delhi
20. Oil India Limited
21. IREL (India) Limited, Mumbai
22. MMTC Limited, New Delhi
23. New Mangalore Port Trust, Mangalore, Karnataka
24. India Tourism Development Corp. Ltd., New Delhi
25. Biotechnology Industry Research Assistance Council (BIRAC), New Delhi
26. NLC India Limited, Neyveli, Tamilnadu
27. Balmer Lawrie & Co. Ltd., Kolkata

AUTONOMOUS BODIES

1. National Crime Record Bureau, New Delhi
2. National Buildings Construction Corporation (NBCC), New Delhi
3. Centre for Excellence in Basic Sciences, Department of Atomic Energy, Mumbai
4. CSIR - Central Electrochemical Research Institute, Karaikudi
5. Securities and Exchange Board of India (SEBI), Mumbai
6. Central Board of Excise and Customs (CBEC), New Delhi
7. Integrated Coastal and Marine Area Management (ICMAM), Chennai
8. India Meteorological Department (IMD), New Delhi
9. Indira Gandhi Centre for Atomic Research, Kalpakkam
10. Lokopriya Gopinath Bordoloi Regional Institute of Mental Health, Tezpur
11. Institute of Nano Science and Technology (INST), Mohali

12. National Biodiversity Authority (Ministry of Environment, Forest and Climate Change), Chennai
13. All India Institute of Medical Sciences (AIIMS), New Delhi
14. Jawaharlal Institute of Post Graduate Medical Education & Research (JIPMER), Puducherry,
15. Central Mine Planning & Design Institute Limited (CMPDI), Ranchi
16. Institute for Plasma Research, Gandhinagar
17. Office of the Controller General of Defence Accounts, Ministry of Defence, New Delhi
18. National Institute of Tuberculosis and Respiratory Diseases, New Delhi
19. National Council for Promotion of Sindhi Language (NCPSSL), New Delhi
20. National Productivity Council, New Delhi,
21. Indian Institute of Foreign Trade, New Delhi,
22. National Skill Development Council (NSDC), New Delhi
23. National Institute of Rural Development and Panchayati Raj, Hyderabad
24. Central Institute of Himalayan Culture Studies (CIHCS), Itanagar
25. Chittaranjan National Cancer Institute (CNCI), Kolkata
26. National Council of Science Museums, Kolkata
27. Physical Research Laboratory, Ahmedabad
28. Central Council For Research in Unani Medicine, New Delhi
29. Children's Film Society India, Mumbai
30. National Institute for Micro, Small and Medium Enterprises (NI-MSME), Hyderabad
31. National Institute of Rock Mechanics, Bangalore
32. All India Institute of Medical Sciences (AIIMS), Jodhpur
33. National Technical Research Organisation (NTRO), New Delhi
34. All India Institute of Medical Sciences (AIIMS), Nagpur
35. Tata Memorial Hospital, Mumbai
36. VMMC & Safdarjung Hospital; New Delhi
37. Swami Vivekanand National Institute of Rehabilitation Training and Research (SVNIRTR), Cuttack
38. National High Speed Rail Corporation Limited (NHSRCL), New Delhi
39. All India Institute of Medical Sciences (AIIMS), Raipur
40. All India Institute of Medical Sciences (AIIMS), Bhubaneswar
41. National Small Industries Corporation (NSIC), New Delhi
42. Artificial Limbs Manufacturing Corporation of India (ALIMCO), Kanpur
43. National Capital Region Planning Board, New Delhi
44. All India Institute of Medical Sciences (AIIMS), Deoghar
45. Bureau of Police Research and Development (BPRD), New Delhi
46. Institute of Post Graduate Medical Education & Research, Kolkata
47. Lady Hardinge Medical College, New Delhi
48. Smt. S. K. Hospital, New Delhi.
49. North Eastern Council Secretariat, Shillong
50. All India Institute of Medical Sciences (AIIMS), Gorakhpur
51. Aeronautical Quality Assurance (DGAQA), New Delhi
52. NIELIT, New Delhi
53. North Eastern Regional Institute of Water and Land Management (NERIWALM), Tezpur
54. National Institute of Fashion Technology, Hyderabad, Telangana
55. National Centre for Cell Science, Pune
56. Centre for Marine Living Resources and Ecology (CMLRE), Kochi
57. Department of Justice, New Delhi
58. Indian Institute of Foreign Trade, New Delhi
59. NIFTEM, Sonipat

STATE ASSEMBLIES/GOVERNMENT

1. Meghalaya Legislative Assembly Secretariat,
2. Punjab Vidhan Sabha Secretariat,
3. Sikkim Legislative Assembly Secretariat,
4. Government of National Capital Territory of Delhi
5. Mizoram Legislative Assembly Secretariat

NOMINATION RECEIVED FROM HON'BLE MEMBERS OF PARLIAMENT

1. Shri Bellana Chandra Sekhar, Honb'le Member of Parliament, Lok Sabha, Vizianagaram Constituency
2. Shri Sanjay Jaiswal, Honb'le Member of Parliament, Lok Sabha, Paschim Champaran Constituency
3. Dr. Subhash Chandra, Honb'le Member of Parliament, Rajya Sabha
4. Shri Digvijay Singh, Honb'le Member of Parliament, Rajya Sabha
5. Shri Bikash Ranjan, Honb'le Member of Parliament, Rajya Sabha
6. Shri Syed Zafar Islam, Honb'le Member of Parliament, Rajya Sabha
7. Maharaja Sanajaoba Leishemba, Honb'le Member of Parliament, Rajya Sabha

COURSES CONDUCTED SO FAR

Domestic Training Programmes

- Two Days online Training Course on Preventive Vigilance for Officers Working in PSUs under the Central Government
- Three Days online Training Course on Vigilance Administration for Vigilance Officers and Non-Vigilance Officers in the Government of India, PSUs, Public Sector Banks and Autonomous Bodies.
- One Day Online Course on Gender Sensitisation
- Basic Course on Parliamentary Procedures
- Advanced Course on Parliamentary Procedures
- Customised Training Programme on Parliamentary Procedures
- Customised Course on Parliamentary Administration for Officers of State Assemblies/UTs
- Customised Training Programme for Protocol Officers dealing with Parliament/ Visiting Parliamentary Committees in Chief Secretary Office
- Course on Parliamentary Procedure in Collaboration with National Institute of Securities Markets (NISM), Mumbai, Maharashtra
- Two Days online Course on Hospital Procurement Vigilance
- Online Customised Training Programme for the PAs attached to Hon'ble Members of Parliament
- One Day online Workshop on Parliamentary Questions and Assurances

International Training Programmes

- Joint International Course on Public Policy Management in Parliamentary Democracy (New Delhi + London)
- A Customised Course on Public Health Policy Administration in Parliamentary Democracy (New Delhi + London + Leeds)
- A Customised Course on Training in Anti-Corruption in a Parliamentary Democracy (New Delhi + London)
- Training Programme on "Leadership for Mental Health System Development (Melbourne, Australia)

