

**PARI**

Strengthening Democracy

# One Day Offline Training Program on **CONDUCTING DISCIPLINARY PROCEEDINGS FOR GOOD GOVERNANCE**

Tailored training program for HR officers/Executives working in Ministries/  
Departments, Autonomous Bodies and PSEs under Central Government.



# One Day Offline Training Program on Conducting Disciplinary Proceedings for Good Governance

## INTRODUCTION

In today's complex and dynamic organizational framework, administration and effective HR practices play a critical role. The human resource stands as the cornerstone of any organization, embodying its most valuable asset. It is through the utilization of this human capital that other resources within the organization are leveraged to fulfill its objectives. Whether referred to as the Personnel Department, P&IR, or by another name, the primary aim of the Human Resource Department remains consistent- to optimize the potential of the organization's human capital. To achieve this objective, the department encompasses various sub-systems, including Grievance Handling, Counseling, Performance Appraisal, Career Planning, Training & Development, and more.

This course aims at providing participants with comprehensive insights into the intricacies of HR management, focusing specifically on disciplinary procedures. There are a series of processes involved for conducting effective administrative practices. To deepen understanding of the same, its technicalities and practicality; Parliamentary and Administrative Research Institute (PARI) has come up with a tailored training program for HR officers to enrich their knowledge and aiding them to strengthen their practices in respective organizations.

## JUSTIFICATION OF THE COURSE AND TRAINING

Disciplinary Proceedings in any organization require a unique set of competencies, including investigation techniques, legal knowledge, and conflict resolution skills. A specialized course like this one, aims to equip individuals with the expertise needed to excel in these areas. It is of utmost importance that these practices are imparted with great diligence and apt knowledge. Professionals involved in handling personnel and disciplinary cases need to have a deep understanding of relevant laws, regulations, and procedural requirements. Furthermore, the Mission Karmayogoi focuses on capacity building of civil servants to induce a mindset shift from being a mere "karmachari" to "karmayogi" and increase people-centric approach in bureaucracy to improve their efficiency and appraise/evaluate the employees based on organizational management techniques where leaders can reflect upon three types of constraints pertaining to employees' performance namely- motives, means and opportunity. With the visionary aim of Mission Karmayogi, PARI has come out with an effective course to aid the efforts taken by the Government of India.

## ABOUT PARI

PARI- Parliamentary and Administrative 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; Privileges and Protocols; Parliamentary Committee System; Public Procurement; Hospital Procurement; Ethics and Good Governance; Preventive Vigilance; Disciplinary Proceedings; Vigilance Management; Gender Sensitization; and many more. PARI has organized 52 domestic training courses with participants nominated from reputed Ministries/Departments, Autonomous Bodies, CPSEs under the Central and State governments including State Assemblies. The tailor made courses enable the stakeholders to build their capacity and be efficient in public service.

## Topics to be covered in the course

01

Misconduct and departmental Investigations prior to disciplinary cases.

02

Constitutional provisions and Principles of Natural Justice relating to disciplinary proceedings.

03

Framing and Analysis of charge sheet.

04

Role & Functions of Inquiry Officer (IO) & Presenting Officer (PO) & Defense Assistant.

05

Preliminary Hearing and Regular Hearing and recording of evidence.

06

Evaluation of Evidence.

07

Drafting of Inquiry Report and action on it.

**NOTE: Minute to minute program details will be circulated one week before the start of the course.**

### UPCOMING BATCHES

Batch II - Saturday, 30th August 2025

**Last date of nomination : 22nd August 2025**

**Course Fee: Rs. 12,500 (+18% GST Per Participant) Each Batches**

#### Fee Waiver

★ **For 5 nominations the fee for 6th nomination will be WAIVED.**

★ **For 10 nominations the fee for 11th and 12th nominations will be WAIVED.**

*The charges include training fee, tea/coffee/snacks/working lunch at the training venue and study materials. (Note: The fee does not include hotel accommodation, air fare/rail fare/taxi fare for attending the course in New Delhi.)*

**Hotel accommodation, air/rail/taxi fare are not included.**

The participants are advised to book air/rail tickets only after receiving the final confirmation from us.

**Eligibility:** HR Officers/Executives working in Ministries/Departments, Autonomous Bodies and PSEs under Central Government.

**Note:** Please transfer the Fees along with the nomination letter. Nomination letter without Fees will not be considered a valid nomination.

**Training Venue - PARI Headquarters, 504, Bhikaji Cama Bhawan, Bhikaji Cama Place, New Delhi - 110066**

#### Fee Payment

Draft/Cheque/NEFT in favour of PARI TRAINING INSTITUTE LLP, should be paid to bank mentioned below:

Agency Name as per Bank : **PARI TRAINING INSTITUTE LLP**

Name of the Bank : **HDFC Bank**

Branch Address: **Ansal Chamber-1, Bhikaji Cama Place, New Delhi-110066**

Account Number : **50200046748750**

IFSC Code : **HDFC0000678**

MICR Code : **110240104**

PAN No. : **AAYFP0495N**

GSTIN: **07AAYFP0495N1Z9**

## Guest Faculty



### **Sh. Mukesh Chaturvedi**

Former Director, DoPT,  
Govt. of India

Sh. Mukesh Chaturvedi Ji retired as a Director from the DoPT, Govt. of India. He was dealing with the policy matters relating to CCS (CCA) Rules, conduct rules, sexual harassment etc. For most of his career, he has worked in vigilance, including in the CVC, DGS&D, and EPFO. He has been IO, PO, and Defence Assistant in several cases. Since 2003 he has been a regular faculty, and has trained thousands of participants including in the ISTM, CBI Academy, Sardar Patel Academy etc. He has also often been invited by the UTs like the Andaman, and Lakshadweep etc. He has run several courses for leading PSUs like MOIL, NMDC, Mahanadi Coal etc. He has written two books. The first one is about “Sexual Harassment: Conducting Inquiry as per Service Rules”, and the second one is about “Compulsory Retirement”.



### **Sh. Surjit Singh**

Former Director, Central  
Vigilance Commission (CVC)

Sh. Surjit Singh has a wide and deep understanding of the Vigilance setup of the various Central Government Organisations. He has dealt with Policy matters relating to the Vigilance Administration of the Government and the Commission. He has also worked as Chief Vigilance Officer of the Commission. He has handled administrative matters relating to Human Resources, Establishment, Personnel matters, and General Administration including procurements and security etc. of the Commission for about 12 years in various capacities. He has delivered lectures and conducted workshops on Vigilance-related matters in various PSUs, Banks, and other Government Organisations/ Training Academics and Institutes. He has worked as Advisor (Vigilance), SAIL as well as Advisor (Vigilance) to the CMD, NBCC. He is presently engaged in the work of conducting Departmental Inquiries against Officers of Central Government and PSUs.



### **Sh. Uday Sankar Chattopadhyay**

Ex Deputy Secretary &  
Ex Faculty in ISTM, DoPT

Shri Uday Sankar Chattopadhyay was Ex Deputy Secretary & Ex Faculty in ISTM, DoPT, Government of India. He is currently freelance Guest Faculty in ISTM & other CTI/ATI. He has 33 years of service in the Secretariat of 4 Central Ministries including deputation in SRFTI & ISTM.

#### ***His area of Specializations are:***

Office Management, Noting & Drafting, Vigilance - Disciplinary Rules & Procedures, Parliamentary Procedures, Policy Making & Cabinet Notes, Establishment Rules (RR, DPC etc), RTI & Record Management, Gender Sensitization & POSH, Ethics & Values in Governance (Included in National Pool of Trainers), Administrative Reforms, & Citizen Centric Governance, Motivation, Communication Skills, Stress Management, Leadership & Team Building, Composite Culture, Issues relating to Elderly, Minorities, and challenged persons.

## OUR CLIENT ORGANISATIONS (SINCE NOVEMBER 2017)

### GOVERNMENT OF INDIA

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

### PUBLIC SECTOR ENTERPRISES

1. National Aluminium Company, Bhubaneswar
2. Bharat Heavy Electricals Limited, New Delhi
3. Hindustan Aeronautics Limited, Bangalore
4. Central Coalfields Limited, Ranchi
5. South Eastern Coalfields Limited, Bilaspur
6. Mahanadi Coalfields Limited, Sambalpur
7. Western Coalfields Limited, Nagpur
8. Indian Bank, Chennai
9. RITES Limited, Gurugram
10. TCI Ltd., New Delhi
11. Oil & Natural Gas Corporation, New Delhi
12. Ircon International Limited, New Delhi
13. National Highways Authority of India, New Delhi
14. Indian Oil Corporation Ltd., New Delhi
15. Bharat Petroleum Corporation Ltd., Mumbai
16. Hindustan Petroleum Corporation Limited, Mumbai
17. DFCCI Ltd. , New Delhi
18. IFFCO Ltd. , New Delhi

19. IREDA, New Delhi
20. GAIL (India) Ltd., Noida
21. Oil India Limited, Duliajan
22. IREL (India) Limited, Mumbai
23. MMTC Limited, New Delhi
24. New Mangalore Port Trust, Mangalore
25. India Tourism Development Corp. Ltd., New Delhi
26. BIRAC, New Delhi
27. NLC India Limited, Neyveli
28. Balmer Lawrie & Co. Ltd., Kolkata
29. IFCI Limited, New Delhi
30. HLL Lifecare Limited, Thiruvananthapuram
31. PFRDA, New Delhi
32. MSTC Limited, Kolkata
33. Northern Coalfields Limited, Singrauli
34. Power Finance Corporation Ltd., New Delhi
35. MRP Ltd., Mangalore
36. Mishra Dhatu Nigam Limited, Hyderabad
37. BEML Ltd., Bangalore
38. CMPDI Ltd., Ranchi
39. ALIMCO, Kanpur
40. MOIL Limited, Nagpur
41. NBCC, New Delhi
42. NEEPC Ltd., Shillong
43. Hindustan Shipyard Ltd., Visakhapatnam
44. Syama Prasad Mookerjee Port, Kolkata
45. Ferro Scrap Nigam Limited, Bhilai
46. NEDFi Ltd., Guwahati
47. Bharat Coking Coal Limited, Dhanbad
48. Paradip Port Authority, Paradip
49. NHPC Limited, Faridabad
50. SJVN Limited, Shimla
51. Jute Corporation of India Limited, Kolkata
52. Bharat Electronics Limited, Bangalore
53. Machine Tool Prototype Factory, Ambernath
54. Ordnance Factory, Medak
55. Bhakra Beas Management Board, Chandigarh
56. UCO Bank, Kolkata
57. Heavy Vehicles Factory, Chennai
58. Bengal Chemicals & Pharmaceuticals Ltd., Kolkata
59. AVNL, Chennai
60. AVNL IOL, Ambernath
61. Damodar Valley Corporation, Kolkata
62. NHDC Ltd., Noida
63. India First Life Insurance Company Ltd., Mumbai
64. Central Warehousing Corporation, New Delhi
65. Numaligarh Refinery Limited, Assam
66. Hindustan Copper Limited, Kolkata
67. THDC India Limited, Rishikesh
68. Heavy Engineering Corporation Limited, Ranchi
69. Indian Overseas Bank, Chennai
70. Coal India Limited, Kolkata
71. United India Insurance Co. Ltd., Bangalore

72. KAP Ltd., Bangalore
73. Vehicle Factory, Jabalpur
74. NHSRC Ltd., New Delhi
75. Repco Bank, Chennai
76. BBJ Construction, Kolkata
77. Mazagon Dock Shipbuilding Limited, Mumbai
78. Eastern Coalfield Limited, Pashim Bardhaman
79. NCRTC, New Delhi
80. Agriculture Insurance Company Of India Limited, New Delhi
81. MECON Limited, New Delhi
82. Broadcast Engg. Consultants India Ltd., Noida
83. Certification Engg. International Ltd., Navi Mumbai
84. NHDC Ltd., Bhopal
85. HUDCO, New Delhi

### **AUTONOMOUS BODIES**

1. National Crime Record Bureau, New Delhi
2. Centre for Excellence in Basic Sciences, Mumbai
3. CCSIR-CECRI, Karaikudi
4. Securities and Exchange Board of India, Mumbai
5. Central Board of Excise and Customs, New Delhi
6. ICMAM, Chennai
7. India Meteorological Department, New Delhi
8. IGCAR, Chennai
9. LGBRIMH, Tezpur
10. Institute of Nano Science and Technology, Mohali
11. National Biodiversity Authority, Chennai
12. AIIMS, New Delhi
13. JIPGMER, Puducherry
14. Rajya Sabha Secretariat, New Delhi
15. Institute for Plasma Research, Ahmedabad
16. Office of the CGDA, New Delhi
17. NITRD, New Delhi
18. NCPSL, New Delhi
19. National Productivity Council, New Delhi
20. Indian Institute of Foreign Trade, New Delhi
21. National Skill Development Council, New Delhi
22. NIRDPR, Hyderabad
23. CIHCS, West Kameng
24. Chittaranjan National Cancer Institute, Kolkata
25. National Council of Science Museums, Kolkata
26. Physical Research Laboratory, Ahmedabad
27. CCRUM, New Delhi
28. Children's Film Society India, Mumbai
29. NIM, SME, Hyderabad
30. NIRM, Bangalore
31. AIIMS, Jodhpur
32. NTRO, New Delhi
33. AIIMS, Nagpur
34. Tata Memorial Hospital, Mumbai
35. VMMC & Safdarjung Hospital, New Delhi
36. SVNIRTR, Cuttack
37. Indira Gandhi Rashtriya Uran Akademi, Amethi
38. AIIMS, Raipur
39. AIIMS, Bhubaneswar

40. AIIMS, Deoghar
41. National Capital Region Planning Board, New Delhi
42. National Small Industries Corporation, New Delhi
43. BPRD, New Delhi
44. IPGMER, New Delhi
45. Lady Hardinge Medical College, New Delhi
46. Smt. S. K. Hospital, New Delhi
47. North Eastern Council Secretariat, Shillong
48. AIIMS, Gorakhpur
49. Aeronautical Quality Assurance, New Delhi
50. NIEIT, New Delhi
51. NERIWLM, Tezpur
52. NIFT, New Delhi
53. National Centre for Cell Science, Pune
54. CMLRE, Kochi
55. NIFTEM, Sonapat
56. Energy Management System, Thiruvananthapuram
57. Coir Board, Kochi
58. AIIMS, Rishikesh
59. AIIMS, Patna
60. AIIMS, Raebareli
61. AIIMS, Awantipora
62. AIIMS, Mangalagiri
63. AIIMS, Bibinagar
64. Dr. Ambedkar International Centre, New Delhi
65. Central University of Punjab, Bathinda
66. Central Institute of Psychiatry, Ranchi
67. SEEPZ-SEZ, Mumbai
68. ARAI, Pune
69. NSEIT Limited, Mumbai
70. Central University of Karnataka, Kalaburagi
71. Maharashtra Maritime Board Mumbai, Mumbai
72. South Central Zone Cultural Centre, Nagpur
73. Indian Institute of Technology, Roorkee
74. National School of Drama, New Delhi
75. S.V. National Institute of Technology, Surat
76. Competition Commission of India, New Delhi
77. Indira Gandhi Institute of Medical Sciences, Patna
78. IISER, Kolkata
79. National Institute of Tuberculosis
80. Rubber Board, Kottayam
81. IRMRA, Thane
82. NECTAR, Shillong
83. Indian Institute of Tropical Meteorology, Pune
84. RIPANS, Aizawl
85. INCOIS, Hyderabad
86. Malaviya National Institute of Technology, Jaipur

### **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
6. Arunachal Pradesh Legislative Assembly Secretariat
7. Nagaland Legislative Assembly

## International Training Organised by PARI

In all 22 International training programmes have been completed by PARI:

**London** | October 2018 | November 2018 | January 2019  
| February 2019 | March 2019 | May 2019 | Oct 2019 |  
Dec 2019 | Feb 2020 | **Public Policy Management in  
Parliamentary Democracy**

**London** | April 2019 | June-July 2019 | Aug-Sep 2019 |  
Nov-Dec 2019 | July 2022 | Oct 2022 | **Public Health Policy  
Administration in Parliamentary Democracy**

**London** | Feb 2020 | **Anti-Corruption in a Parliamentary  
Democracy**

**Melbourne** | Feb 2020 | June 2022 | November 2022 |  
**Leadership for Mental Health System Development**

**Perth** | October-November 2023 | **Public Policy  
Management in Parliamentary Democracy**

**Vienna** | March 2024 | June 2024 | **A Tailor Made  
Leadership Training Programme on Anti-Corruption  
and Good Governance**

## National Training Organised by PARI

About 72 National training programmes have been completed by PARI:

**New Delhi** | Nov 2017 | Jan 2018 | Feb 2018 | May 2018  
| 2 courses in Aug 2020 | April 2022 | **Basic Course on  
Parliamentary Procedures.**

**New Delhi** | Feb 2018 | May 2018 | **Advanced Course on  
Parliamentary Procedures.**

**New Delhi** | March 2018 | April 2018 | 2 courses in July 2018  
| Oct 2018 | Sep 2019 | Nov 2019 | **Customised Training  
Programme on Parliamentary Procedures.**

**New Delhi** | July 2018 | **Customised Course on  
Parliamentary Administration for Officers of State  
Assemblies/UTs.**

**New Delhi** | 2 courses in July 2018 | **Customised Training  
Programme for Protocol Officers dealing with Parliament/  
Visiting Parliamentary Committees in Chief Secretary  
Office.**

**Mumbai** | Sep 2019 | **Parliamentary Procedure in  
collaboration with National Institute of Securities  
Markets (NISM).**

**New Delhi** | Sep 2020 | Jan 2021 | Feb 2021 | March 2021 |  
Sep 2021 | Nov 2021 | **Online workshop on Parliamentary  
Questions and Assurances.**

**New Delhi** | Sep 2020 | Sep 2021 | **Online workshop on  
Parliamentary Committee System.**

**New Delhi** | Sep 2020 | **Online course on Hospital  
Procurement Vigilance.**

**New Delhi** | Dec 2020 | July 2023 | **Online and Offline  
Customised Training Programme for the PAs attached to  
Hon'ble Members of Parliament.**

**New Delhi** | 2 courses in Feb 2021 | March 2021 | May 2021  
| June 2021 | 2 courses in July 2021 | Sep 2021 | Jan-Feb  
2022 | Feb 2022 | Sep 2022 | Oct 2023 | **Online Training  
Course on Preventive Vigilance.**

**New Delhi** | March 2021 | **Online Course on Gender  
Sensitisation.**

**New Delhi** | May 2021 | June 2021 | Aug 2021 | Nov 2021  
| Feb 2023 | Sep 2023 | **Online Course on 'Vigilance  
Management' for Vigilance Officers.**

**New Delhi** | Oct 2021 | **Online Course on VIP Protocols.**  
**Duliajan** | Aug 2022 | **Training on 'What every manager  
should know about disciplinary proceedings'.**

**Kolkata** | Sept 2022 | Jan 2023 | **Training on Preventive  
Vigilance.**

**Gurugram** | Sept 2023 | **Customised Two Days Programme  
on Vigilance, Public Procurement and Ethics & Good  
Governance for the officers working in RITES Limited.**

**New Delhi** | Feb 2024 | **Two Days Online Course on  
Preventive Vigilance for the Officers Working in Oil India  
Limited.**

**New Delhi** | Apr 2024 | **Preventive Vigilance and Good  
Governance.**

**New Delhi** | June 2024 | **Vigilance Management.**

**New Delhi** | Sep 2024 | **Online Course on RTI ACT 2005 for  
the officers working in OIL India Ltd.**

**New Delhi** | Sep 2024 | **Conducting Disciplinary  
Proceeding for Good Governance.**

**New Delhi** | Sep-Oct 2024 | **4 Courses in Oct 2024 | 2  
Courses in Nov 2024 | NCRTC CDA Rules and Disciplinary  
Proceeding for NCRTC.**

**New Delhi** | Oct 2024 | Nov 2024 | **Online Course on  
Preventive Vigilance and Good Governance.**

**New Delhi** | Oct 2024 | **Online Workshop on Cyber Security  
Awareness.**

**New Delhi** | May 2025 | **Public Procurement: Decision  
Making, Vulnerabilities, and Remedies-A Case Study  
Approach.**

**New Delhi** | July 2025 | **Public Procurement: Decision  
Making, Vulnerabilities, and Remedies-A Case Study  
Approach.**