



Programme Code: -DPC/RTP/2025-26/05



## MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



# DOMESTIC ENQUIRY AND DISCIPLINARY PROCEEDINGS

From  
2<sup>nd</sup> to 6<sup>th</sup>  
June 2025

AT  
Srinagar (J&K)

ORGANISED BY



# DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110077

Tel.:011-45575733-34, Mob: 9818663122 / 9871737438

E-mail: dpctraining2020@gmail.com / dpc\_1959@rediffmail.com

Website: [www.delhiproductivitycouncil.com](http://www.delhiproductivitycouncil.com)

## ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

**Delhi Productivity Council (DPC)** is a non-for-profit autonomous Techno-Managerial organization, was established in 1959 and is affiliated with **National Productivity Council** (under the **Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Govt. of India**) and the **Delhi Administration, Govt. of N.C.T. of Delhi** for promoting productivity culture in India.

DPC has been providing consultancy and training services in the field of Productivity, Vigilance, Human Resources Management, Information Technology, Finance, Security, Safety, etc., to the Government and Public & Private Sector Organization for almost six decades.

## ABOUT THE PROGRAMME

The Connotation of the words “**Vigilance**” and “**Discipline**” is anti-corruption efforts. These are non-standalone activities; rather these must be seen as a part of the overall risk management strategy of any organization. Nonetheless, discipline is a vital management tool which aims for increase efficiency and effectiveness of the organization by preventing the leakages that adversely affect productivity and profitability.

For the smooth functioning of an Industry, the defined codes of discipline, contracts of service by awards, agreements and standing orders must be adhered to. In the event of an employee not complying with these codes of conduct, he/she is liable to face disciplinary actions initiated by the Management according to the Standing Order. This procedure is called Domestic Enquiry, and it is conducted in accordance with the standing order/agreements.

An employer's decision to initiate disciplinary proceedings against an employee may give rise to serious consequences for the employee such as the issuance of a written warning, a show cause letter, suspension from work or the ultimate punishment of dismissal. These decisions may also have a serious bearing on the employer if the dismissed employee lodges an unfair dismissal claim which is referred to the Industrial Court and the dismissal is found to be without just cause or excuse. Therefore, it is important that any disciplinary action taken against employees must follow the right disciplinary procedure.

To maintain the purity and integrity of the employees, there is a need for understanding the concepts of vigilance, investigation, enquiry proceedings, principles of natural justice and what vitiates domestic proceedings. The programme is designed to review new laws and acts, existing laws, rules, procedures, practices, and the role of vigilance to help the organizations to chalk out an effective plan of preventive actions.

## CONTENTS

- Principles of Natural Justice and areas of applicability
- Disciplinary Rules: Concept and its applicability
- CVC Guidelines and Whistle-Blower Policy
- Analyse and Appreciation of Evidence
- Charge-Sheet, its Framing and Service
- Examination for Witnesses
- Role & Function of CVO
- Enquiry Proceedings: Role of IO, PO Defence Assistant, Ex-parte Proceeding & Common Proceedings
- Writing Enquiry Report
- Administration of Punishment/Penalty
- Appeal and Review

## PARTICIPANTS

The Programme is meant for Employees across all levels (Junior, Middle & Senior) Executives, Managers, Officers, Engineers, Under Secretaries, Section Officers, Dealing Assistants, etc., from Vigilance & Officers handling disciplinary action matters, Finance, Administration, Security, Projects, HR, Purchase, Commercial, Personnel departments, PS/PA, Stenographer working in Ministries, Central Govt. Offices / State Govt. or Public & Private Sector Undertakings, Subordinate Offices of the GoI., Union Territories, Nationalized Banks & Financial Institutions, Boards, Administrative Bodies & Cooperative Sectors and others who are directly involved with prevention of corruption and keeping the organization clean of corrupt elements.

## COMPLETION CERTIFICATE

A completion certificate will be given to the participant(s) at the end of the programme.

## VENUE, DATE & TIME

**Venue:** Srinagar (J&K)

**Date:** 2<sup>nd</sup> to 6<sup>th</sup> June 2025

**Check in time:** 12 noon on 2<sup>nd</sup> June 2025 &

**Check-out time:** 10:00 a.m. on 6<sup>th</sup> June 2025

## PROGRAMME FEE

### 1. FEE FOR RESIDENTIAL PARTICIPANT(S)

For Member(s) of DPC – Single Basis	For Non-Member(s) of DPC – Single Basis
Rs.65,000/- plus GST@18% per participant	Rs.68,000/- plus GST@18% per participant

### 2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

**Fee for Non-Residential – Rs. 44,500/- plus GST@18% per participant**

### 3. FEE FOR TWIN SHARING BASIS

**Fee for Twin Sharing Basis – Rs. 38,000/- plus GST@18% per participant**

**Note - Bulk Nomination(s) for 5 or more participants – 1 Participant is complementary.**

## FACILITIES & SERVICES

### (I) RESIDENTIAL PARTICIPANTS:

- Participants will get room, bed tea (in room service), breakfast, lunch, dinner and tea during programme time, Programme Kit & Sightseeing.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks / Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- Participants **accompanying the spouse** will have to pay extra **Rs. 2500/- per day inclusive (all Meals)** directly to the hotel.
- Participants will have to make their **own travel arrangements to reach the programme venue.**

- For Check-in before and check-out after the programme dates, the extra Hotel charge will be borne by the Participants.

**NOTE:** Kindly carry your photo ID for self and family (if accompanying)

## **(II) NON-RESIDENTIAL PARTICIPANTS:**

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing.

**(III) AIRPORT TRANSFER:** To be arranged by the participants at their own cost.

## **REGISTRATION FOR THE PROGRAMME**

Please send us the name(s) of the participant(s) through electronic remittances i.e., e-mail at: **dpctraining2020@gmail.com** / **dpc\_1959@rediffmail.com** along with the participant(s) fee as per following

### **MODE OF PAYMENT**

- The fee may preferably be transferred by Bank Draft/Cheque/RTGS/NEFT/IMPS/ECS in favour of Delhi Productivity Council to our A/c. No. 1502002100002418 with Punjab National Bank, Dwarka, Sector-10, New Delhi – 110075.
- IFSC Code: PUNB0444700 & MICR CODE 110024244, CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO.: 07AAATD0844P1ZJ

The participation fee is non-refundable once the nomination(s) is confirmed. However, substitutions can be made, or the fees can be adjusted against future nominations. DPC reserves its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation / postponement any fees paid to DPC shall be refundable in full or can be carried forward for adjustment against nominations to future programme(s).

*Please feel free to contact for any Query at below address –*

### **PLEASE ADDRESS YOUR ENQUIRIES TO:**

Shri Sanjeev Bhardwaj,  
Asst. Director (Training),  
C/o DPC Institute of Management,  
Plot No. 2, Institutional Area, Sector – 9, Dwarka, New Delhi – 110077  
Mob: 9818663122

**LAST DATE FOR RECEIVING NOMINATIONS: 26<sup>TH</sup> MAY 2025.**

*For the best outcome, we intend to limit the programme intake to 15 participants and therefore request you to send your nominations at the earliest.*



# DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)

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## APPLICATION FORM FOR NOMINATIONS

**Title of Programme:** Domestic Enquiry and Disciplinary Proceedings

**Programme Code:** DPC/RTP/2025-26/05

**Programme Date:** 2<sup>nd</sup> to 6<sup>th</sup> June 2025

**Programme Duration:** 5 Days & 4 Nights

**Location:** Srinagar (J&K)

*Details of Nominated Participation:*

S. No.	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence

**Details of Nominating Authority:**

*Name:*

*Designation:*

*Organization:*

*Address:*

*Contact Number:*

*Email ID:*

**Signature**

**Details of Proof of payment of Programme fee (RTGS/NEFT Details like Cheque / DD no.):**

**Payment Particulars -**

✚ **ECS Payment Details:** Punjab National Bank, Dwarka, Sector-10, New Delhi Branch.

A/c No. 1502002100002418, IFSC Code: PUNB0444700

✚ In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.

✚ DD/Cheque should be drawn in the name of Delhi Productivity Council payable at New Delhi.

✚ Programme Fees per Participant plus GST to be paid in advance.

✚ PAN No. AAATD0844P

✚ GSTIN: 07AAATD0844P1ZJ



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