



INDIAN INSTITUTE OF BANKING & FINANCE

(ISO 21001:2018 Certified)

Online Programme On

**“Discipline Management, Investigation & Disciplinary Action
/ Proceedings for Banks”**

(For Public & Private Sector Banks, RRBs, SFBs, Cooperative Banks)

From 24th July 2024 to 26th July 2024



“Individual participants can also register for the programme at their own cost”

*Programme Co-ordinator: Dr. N K Bhasin, Ms Anchal Arora,
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**Indian Institute of Banking & Finance,
Professional Development Centre, Northern Zone,
NEW DELHI-110 016**



“DISCIPLINE MANAGEMENT, INVESTIGATION & DISCIPLINARY ACTION/PROCEEDINGS”

BACKGROUND

During its 96 years of service, IIBF has emerged as a premier institute in the banking industry. Considering the emerging requirements of the bankers in the dynamic environment, IIBF has been offering certification courses and training programmes to the banking professionals.

The training programs are designed in consultation with the industry experts and human resources personnel with an endeavour to address the skill gaps on a continuous basis. The regular offerings in varied areas prepare the banking professionals ahead of the impending change.

IIBF offers virtual training programmes for its Blended Certification courses and many other programmes to facilitate learning across the country.

IIBF also has state-of-the-art training facilities at its Leadership Centre at Mumbai. The four Professional Development Centres (PDCs) at Delhi, Chennai, Kolkata & Mumbai cater to the increasing demand for the focused training programmes.

PURPOSE

Discipline Management & Conduct of Disciplinary proceedings in banks is of paramount importance. Timely and proper conduct of Disciplinary action cases is the essence of whole process to ensure that justice is imparted adequately and timely. However, in the present context the lack of knowledge, expertise and skill among the Inquiry Officers, Presenting Officers and Disciplinary Authorities has resulted in undue delays in conduct of Disciplinary Proceedings and often unjust outcome results in demoralising the officers. Justice Delayed is Justice Denied.

It is also important to sensitise the officers and executives at large about the importance of managing discipline as also the compliance of proper Code of Conduct amongst themselves and their cadres. It is important for establishing trust and transparency in the working and safeguarding the interest of the organization. It will also ensure that they do not fall prey to any wrong doing for whatsoever reason and face eventual disciplinary proceedings. The program envisages imparting knowledge among the participants about vigilance provisions, bank officers/employees Conduct as well as Discipline & Appeal regulations and procedure for the conduct of enquiry.

The program also aims at imparting requisite skill sets & an effective & holistic insight amongst HRD Personnel/ Disciplinary Authorities/Investigating Officers/ Enquiry Officers/Inquiring Authorities/ Presenting Officers/ Management Representatives/Assisting Officers of various Banks to comprehend the entire gamut of Disciplinary Proceedings as per the prescribed framework.

OBJECTIVES

The programme has following main objectives:

- **To make the Participants aware about how to conduct an Objective Investigation/ Staff Accountability Exercises in a completely unbiased/Objective manner, Pinpoint the delinquencies found in violation of Bank's set Norms & Procedures**
- To make the Participants aware about the Employee/Officer's Conduct Rules & Regulations the breach of which invites Disciplinary action
- To sensitize the Participants about Disciplinary Action Procedure(DAP) applicable for award Staff & various provisions of Officer/Employee Discipline & Appeal Regulations
- Role of Disciplinary Authority, IA/EO/AO/PO/MR in any Disciplinary Enquiry Proceedings
- Concept of Natural Justice & its relevance in DE proceedings
- Timely Conclusion/completion of DE proceedings
- Sensitize all the participants about the Quasi-Judicial status of DE proceedings

CONTENT OVERVIEW

- Principles of Natural Justice
- DAP for Award Staff as per MOS/ BPS
- Officer Employee Conduct Rules & DAP for Officer Employees as per Discipline & Appeal Regulations 1976
- Carrying out Investigation and Examination of Staff Accountability
- Framing Allegations/Charges, Preparation of Charge Sheet & service to CSE/CSO
- Collection & analysis of Evidences as Exhibits
- Conduct of DE Proceedings- Role of DA/IA/EO/PO/MR/AO/DR
- Examination in Chief, Cross Examination, Re-Examination of witnesses
- Ex Parte DE Proceedings/ Hostile Witnesses
- Submission of Written Brief/ Writing IA's finding Report/Drafting of DA's order
- Provisions of Appeal & Review

METHODOLOGY

Virtual (Online) interactive lectures, Case Studies, presentations and sharing of experiences on the Institute's licensed ZOOM Platform.

Live sessions by Faculty shall be conducted and participants can participate in the sessions from home or office using Laptop/Desktop.

Login details for accessing the sessions shall be shared on registered mail ids of participants 24/48 hours before the program.

TARGET GROUP

All HRD Personnel/DAs/IAs/EOs/ POs/MRs/AO/DR handling DA matters & DE Proceedings or the Officers/Executives newly identified to handle such responsibilities

DURATION

3 Days - From 24th July 2024 to 26th July 2024. Timings 10:00 a.m. to 5.30 p.m.

FEES

Rs. 6,000/- (Rs.Six thousand only) per participant plus GST @18% (Rs.1080/-) aggregating to Rs. 7,080/- (In case of TDS deduction, please send us TDS certificate).

Programme fees may be remitted to the credit of Institute's account as given below:

- Name of the Bank branch: State Bank of India, Vidya Vihar(West), Mumbai.
- Account no: 37067835430 IFSC code: SBIN0011710
- (PAN No: AAATT3309D and GST No. 07AAATT3309D2ZT)

(Kindly provide your GST Number in the nomination letter to facilitate raising of invoice)

For further details, kindly contact:

Pl Contact: Mr. Aman Dhar, Ms. Anchal Arora Mobile – 8295127117, 011-26532194/91

Email: je.pdcnz1@iibf.org.in, je.pdcnz2@iibf.org.in



INDIAN INSTITUTE OF BANKING & FINANCE

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NOMINATION FORM FOR ORGANIZATION WHO NOMINATES THE PARTICIPANTS

Program title: Program on “DISCIPLINE MANAGEMENT, INVESTIGATION & DISCIPLINARY ACTION/PROCEEDINGS”

Date: 24th July 2024 to 26th July 2024

Programme Type: Virtual (Online) mode

Details of nominee(s):

| Sl. No | Name | Designation | Branch / Office | Contact No. | E-mail (PERSONAL MAIL ID)* | E-mail (OFFICIAL MAIL ID)* |
|--------|------|-------------|-----------------|-------------|-----------------------------|-----------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

***LOGIN DETAILS OF THE PROGRAM SHALL BE SHARED ON PERSONAL MAIL ID OF NOMINEE.**

Name of Bank/ FI: _____

Address: _____

GST Details of Nominating Bank: _____

UTR Number and date of Fees remitted. -----

Phone of **Nominating** Official: -----E-Mail of **Nominating** Official: _____

Fees: Rs. 6,000/-per participant plus GST @18% aggregating to Rs.7080/- per participant (Rs Seven Thousands Eighty only) (In case of TDS deduction, please send us TDS certificate).

Pl Contact: Mr. Aman Dhar, Ms. Anchal Arora Mobile – 8295127117, 011-26532194/91

Email: je.pdcnz1@iibf.org.in, je.pdcnz2@iibf.org.in



INDIAN INSTITUTE OF BANKING & FINANCE

(ISO 9001:2015 Certified)

NOMINATION FORM FOR SELF-SPONSORED CANDIDATES

Program title: Program on **“DISCIPLINE MANAGEMENT, INVESTIGATION & DISCIPLINARY ACTION/PROCEEDINGS”**

Date: 24th July 2024 to 26th July 2024

Programme Type: Virtual (Online) mode

Details of nomination:

| Sl. No | Name | Designation | Place of Posting | Contact No. (Mobile) | E-mail (PERSONAL) | UTR NUMBER and DATE For FEES REMITTED |
|--------|------|-------------|------------------|----------------------|-------------------|--|
| 1 | | | | | | |

Name of Bank/ FI employed with:

Address of Bank/FI employed with:

Fees: Rs.6,000/-per participant plus GST @18% aggregating to Rs.7080/- per participant (Rs Seven Thousands Eighty only) (In case of TDS deduction, please send us TDS certificate).

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