



Office of the Pr.Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana Region, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad-500 004.
Tel.No. 040-23425474,23241427 Fax:040 23240403

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Date 06.07.2021

CIRCULAR

Sub: Circular regarding Two Days Online Training on "Advance Course on Disciplinary Proceedings" from 22nd July to 23rd July, 2021- Request for Nominations - reg.

Ref: E-mail from Director & Group Head(IT), National Productivity Council, New Delhi dated 03.07.2021.

National Productivity Council (NPC) is going to conduct two days online Advance course on Disciplinary Proceedings from 22nd July to 23rd July, 2021. This is a paid course and the cost of the training is Rs.5000/- per participant. The Course covers:

1. Role and Constitutional provisions of Disciplinary Authorities
2. Principles of Natural Justice
3. Handling Complaints
4. Preliminary Investigation
5. Conduct of Inquiry, etc.

In this regard, please find enclosed herewith the above referred letter received from Director & Group Head(IT), National Productivity Council, New Delhi on the captioned subject containing the salient features of course and mode of registration, for information and necessary action.

B. Srinivasa Rao 8/7/21

(B. SRINIVASA RAO)

Joint Commissioner of Income Tax(OSD),
(HQrs), (Admin),
O/o Pr.CCIT, AP& TS, Hyderabad.

Encl: As above

To

All the Heads of Offices, AP & Telangana Region.

13537
Subject: Two Days Online Training on "Advance Course on Disciplinary Proceedings" from 22nd to 23rd July, 2021 at 11:00 AM -4:00 PM (Indian Time). - Request for Nominations.

To: hyderabad.cit.admin.tps@incometax.gov.in

Date: 07/03/21 11:30 AM
From: santosh.kumar@npcindia.gov.in

Dear Sir/Madam,

Two Days Online Training on "Advance Course on Disciplinary Proceedings" from 22nd to 23rd July, 2021 at 11:00 AM -4:00 PM (Indian Time). - Request for Nominations.

National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology oriented disciplines. National Productivity Council is scheduling to organize a **Two Days Online Training on "Advance Course on Disciplinary Proceedings" from 22nd to 23rd July, 2021 at 11:00 AM -4:00 PM (Indian Time).**

About Training:

It is a requirement for an employer to provide each new employee with a written statement of certain terms of his employment including specifying any disciplinary rules, or to refer the employee to a document which specifies such rules. However, having properly documented procedures can also assist in avoiding allegations by an employee that his or her treatment was discriminatory or dismissal was procedurally unfair.

Effective disciplinary procedures are a valuable management tool in avoiding allegations of disparity in the treatment of employees and minimising the risk of an action for unlawful discrimination, constructive dismissal or procedurally unfair dismissal.

Disciplinary rules, their status and the sanctions likely to be imposed, must be communicated to employees. In particular, it should be made clear whether the rules are merely operating instructions or whether breach of those rules may result in disciplinary action against the transgressor. It is important to distinguish between a disciplinary procedure (which should be non-contractual) and disciplinary rules as to, for example, what constitutes gross misconduct, which should be contractual.

Thus this webinar provides elaborative procedure how the disciplinary proceedings are to be conducted to avoid legal issues later in the court of Law.

Online Training Day Wise Course Coverage:

Day/Date	Session - I (11:00 AM to 1:00 PM)	Session - II (2:00 PM to 4:00 PM)
Day - 1 (22 July-2021)	<ul style="list-style-type: none">Disciplinary Proceedings:Stages in Disciplinary Proceedings: <ol style="list-style-type: none">1. Role of Disciplinary Authorities2. Constitutional Provisions Relating to Disciplinary Proceedings <p>Q & A</p>	<ol style="list-style-type: none">3. Principles of Natural Justice4. Handling Complaints5. Preliminary Investigation6. Action on Investigation Report7. Drafting and Issue of Charge Sheet <p>Q & A</p>
Day - 2 (23 July-2021)	<ol style="list-style-type: none">8. Appointment of Inquiring Authority and Presenting Officer	<ol style="list-style-type: none">13. Brief of the Presenting Officer

<p>9. Functions of Inquiry Officer</p> <p>10. Role and Functions of the Presenting Officer</p> <p>11. Defence Assistant</p> <p>12. Conduct of Inquiry Q & A</p>	<p>14. Evaluation of Evidence</p> <p>15. Ex-Parte Inquiry</p> <p>16. Report of Inquiring Authority</p> <p>17. Action on Inquiry Report</p> <p>18. Appeal, Revision and Review</p> <p>19. Speaking Order Q & A</p>
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TARGET GROUP

The online training is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private, Financial Institutions and/or Academic and/or Research Institutions.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the Online Training. Nomination indicating the name(s) of the participants, designation, e-mail id, and phone/mobile number etc. along with a crossed cheque/demand draft of participation fees is **Rs 5000/-** (Rupees Five Thousand only) **inclusive of GST** Per Participant.

PAYMENT DETAILS:

- Participation Fees per Participant per Programme to be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- PAN No: AAATNO402F, GSTIN: 07AAATN0402F1Z8
- ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, NEFT/RTGS/IFSC No. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number

Duration: 22nd to 23rd July, 2021

Time: 11:00 AM – 4:00 PM (Indian Time)

Participation fee: Rs 5000/- (All Inclusive)

Registration Link:

https://www.npcindia.gov.in/NPC/User/webinar_registration?course_select_id=MTI0Mg==

The attendees will be provided e-Certificate towards participation.

For any other query, kindly contact Ms. Ashmita on Mobile: +91-9711554021, Phone:- 011-24607319 and email- ashmita.rathi@npcindia.gov.in

Thanks & Best Regards,

Nikhil Panchbhai

Director & Group Head (IT),

National Productivity Council,

(Under Ministry of Commerce & Industry, Govt. of India)

5-6 Institutional Area

Lodi Road, New Delhi – 110003

Ph.: 011-24607321

Mobile: **08368398480**

Email: nikhil.p@npcindia.gov.in

Website: www.npcindia.gov.in