



वी.वी. गिरि राष्ट्रीय श्रम संस्थान

(श्रम एवं रोजगार मंत्रालय, भारत सरकार का स्वायत्त निकाय)

V.V. GIRI NATIONAL LABOUR INSTITUTE

(An Autonomous Body of Ministry of Labour and Employment, Government of India)

Tel. : 0120-2411 470

Fax : 0120-2411 471

E-mail : dg.vvgnli@gov.in

Website : www.vvgnli.gov.in



डॉ. एच. श्रीनिवास, भा.रे.का.से.

महानिदेशक

Dr. H. Srinivas, IRPS

Director General

No. PRG/IRP/12/20

December 24, 2020

Subject: Online Training Programme on Domestic Enquiry: Principles & Practice from February 02-05, 2021

Dear Sir/Madam,

In the prevailing COVID-19 pandemic scenario, the Institute has decided to conduct e-Training Programmes for the benefit of social partners. In this context, we are pleased to inform you that the V. V. Giri National Labour Institute would be organising an Online Training Programme on **Domestic Enquiry: Principles & Practice** during February 02-05, 2021.

Acquisition of knowledge about the principles and practice of Domestic Enquiry is essential for healthy industrial relations. It is helpful for Presenting Officers, Defence Assistants, Disciplinary Authority, Enquiry Officers and others concerned with handling disciplinary matters. Accordingly, the institute has specifically designed this programme for HR Managers/Officers, Presenting Officers and Trade Union Leaders.

We hope, you will find this programme suitable for your personnel and would nominate a team of participants at your earliest. Brochure providing all the details of the training programme, including the modalities for nominations is attached.

Thanking you,

Yours sincerely,

(Dr. H.Srinivas)

To:

- Government Establishments
- Public Sector Undertakings
- Private Sector Undertakings



वी.वी. गिरि राष्ट्रीय श्रम संस्थान

(श्रम एवं रोजगार मंत्रालय, भारत सरकार का स्वायत्त निकाय)

V.V. GIRI NATIONAL LABOUR INSTITUTE

(An Autonomous Body of Ministry of Labour and Employment, Government of India)

Tel. : 0120-2411 470

Fax : 0120-2411 471

E-mail : dg.vvgnli@gov.in

Website : www.vvgnli.gov.in



डॉ. एच. श्रीनिवास, भा.रे.का.से.

महानिदेशक

Dr. H. Srinivas, IRPS

Director General

पीआरजी/आईआरपी/12/20

24 दिसंबर, 2020

विषय: वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा द्वारा 02-05 फरवरी 2021 दौरान आयोजित प्रबंधन कार्मिकों एवं ट्रेड यूनियन नेताओं के लिए आंतरिक जाँच: सिद्धांत एवं अभ्यास पर ऑनलाइन प्रशिक्षण कार्यक्रम

महोदय /महोदया,

वर्तमान कोविड-19 महामारी के परिदृश्य में संस्थान ने सामाजिक भागीदारों के हितार्थ ई-प्रशिक्षण कार्यक्रम आयोजित करने शुरू किए हैं। इस संदर्भ में, सहर्ष सूचित किया जाता है कि वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा 02-05 फरवरी 2021 के दौरान आंतरिक जाँच: सिद्धांत एवं अभ्यास पर एक ऑनलाइन प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

स्वस्थ औद्योगिक संबंधों के लिए आंतरिक जाँच के सिद्धांतों एवं अभ्यास के बारे में ज्ञान प्राप्त करना आवश्यक है। यह पेश करने वाले अधिकारियों, बचाव सहायकों, जाँच अधिकारियों तथा अनुशासनात्मक मामलों को देख रहे अन्य लोगों के लिए उपयोगी है। तदनुसार, संस्थान ने यह कार्यक्रम विशेष रूप से मानव संसाधन प्रबंधकों/अधिकारियों तथा ट्रेड यूनियन नेताओं के लिए तैयार किया है।

हमें आशा है कि आप इस कार्यक्रम को अपने संगठन के लिए उपयुक्त पाएंगे तथा अपने संगठन से प्रतिभागियों की एक टीम को नामित करेंगे। नामांकन करने के तरीकों सहित प्रशिक्षण कार्यक्रम के सभी विवरण युक्त विवरणिका संलग्न है।

सादर,

भवदीय,

(डॉ. एच. श्रीनिवास)

सेवा में,

- सरकारी प्रतिष्ठान
- सार्वजनिक क्षेत्र के उपक्रम
- निजी क्षेत्र के उपक्रम

Online Training Programme
on
Domestic Enquiry: Principles and Practice

February 02-05, 2021



V.V.Giri National Labour Institute
Post Box No. 68, Sector – 24,
NOIDA- 201 301,
Distt. Gautam Budh Nagar
Uttar Pradesh

INTRODUCTION

"No one shall be condemned unheard" is one of the basic principles of natural justice. This equally applies to domestic enquiry. To put this principle into practice is however, a difficult job. This problem arises because the rules and laws for conducting domestic enquiry have to be garnered from myriad decisions of High Courts and the Supreme Court. Inadequate understanding of the basic principles and the emerging trends as evident through judicial interpretations, has often resulted in setting aside of findings of domestic enquiries. Departure from impartiality and objectivity in domestic enquiry, in other words denial of opportunity to the delinquent employee to prove his innocence amounts to denial of justice. Undoubtedly, the quality of domestic enquiry has an important role to play in building up morale and trust in the organization.

This programme has been designed to give the participants an in depth understanding of the basic principles of natural justice and element of *objectivity* in procedures relating to domestic enquiry. In addition to the conceptual and pragmatic issues relating to the subject, judgements of High Courts and the Supreme Court will also be discussed during the programme with a view to enlighten and enrich the participants on various aspects of domestic enquiry so that they can perform their role, in this regard, effectively.

AIM

The programme aims at equipping the participants with the understanding of procedural and legal aspects of domestic enquiry

OBJECTIVES

- To identify factors affecting discipline in industry
- Ways and means to prevent indiscipline
- To understand implications of the principles of natural justice
- To unravel the procedural tangles of domestic enquiry
- To develop insight into the role of Enquiry Officers/Presenting Officers/Workers' Representatives during the course of enquiry

COURSE PROFILE

Principles of natural justice, framework of constitutional law, enquiry procedure, role of the enquiry officers/ presenting officers/ defense assistants, administrative guidelines, legal trends on domestic enquiry matters, powers of the labour courts/ industrial tribunals.

TRAINING DELIVERY AND METHODOLOGY

This training will be delivered in an online mode. The training will primarily make use of lectures, case studies and experience sharing. It will also include group discussions and thus be participative in nature.

- Each session will be based on a structured Power Point presentation.
- Comprehensive reading materials will also be provided as a part of the programme.
- Participants should have access to internet and computer with audio-visual facilities.

PARTICIPATION LEVEL

HR Officials, Enquiry Officers, Presiding Officers, Disciplinary Authorities and other officers involved in handling domestic enquiry matters along with trade union leaders

DATE AND DURATION

This programme is scheduled for February 02-05, 2021.

Online lectures and discussions will be held from 10:30 to 13:30 hrs (three hours per training day).

PROGRAMME FEE

Rs. 6000/- +18% GST per participant

The fee is payable in advance by NEFT/ECS in favour of V. V. Giri National Labour Institute, Noida. The fee is not refundable once the nomination is accepted. The bank details are as given below:

Name of the Bank	: Indian Overseas Bank
Address of the Bank	: Nithari, Noida 201301
A/C Number	: 059702000001131
Type of Account	: Current Account
MICR cord	: 110020029
NEFT/ IFSC code	: IOBA0000597
Pan Card No.	: AAAAV5227F
GST No	: 09AAAAV5227F1ZI

NOMINATION AND ENROLMENT

The nominations of those interested in participating in this training, can be sent either through organisations or individually.

- Please fill in the linked registration form and submit it. Without registration form, nomination will not be considered.

https://docs.google.com/forms/d/e/1FAIpQLSdbWkcjV-EfxDaCK9LgPjPpxwzHp-Fc-kyDBeGZAvkcYa1ySw/viewform?usp=sf_link

- Last date for receiving nominations: Janaury 25, 2021.
- The nominations received will be scrutinised by the VVGnLI and those selected will be intimated individually via email. They will also be informed the log in details to access the online programme and related training resources.
- Those who successfully complete the programme will be provided a certificate by the VVGnLI.

COURSE DIRECTOR

Dr. Manoj Jatav
Jatav.manoj@gov.in

Besides the VVGnLI faculty, eminent speakers from Industry, Universities and other academic institutions will also be invited to interact with the participants.

COMMUNICATIONS

All communications should be addressed to :

Shri J. K. Kaul
Consultant(Programme)
V.V.Giri National Labour Institute
Post Box No. 68, Sector – 24, NOIDA- 201301
Distt. Gautam Budh Nagar
Uttar Pradesh
Telephone : 2411533-35
Fax No. : 2411471
STD code - 0120
Email: vvgnlitraining@gmail.com
Website : www.vvgnli.gov.in