



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/21/21

December 03, 2021

Subject: Training Programme on Domestic Enquiry: Principles & Practice for Management Personnel & Trade Union Leaders from January 03-07, 2022 at V.V. Giri National Labour Institute Campus, NOIDA.

Dear Sir/Madam,

The Institute would be organising a Training Programme on **Domestic Enquiry: Principles and Practice** from **January 03-07, 2022** at V. V. Giri National Labour Institute Campus, NOIDA.

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.

The enclosed brochure will give you details about the programme and fee. You are requested to nominate participants for this programme both from Union and Management.

We would be glad if your nominations reach us by **December 28, 2021**.

Thanking you,

Yours sincerely,

(Dr. H.Srinivas)

To:

- Government Establishments
- Public Sector Undertakings
- Private Sector Undertakings



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Director General

पीआरजी/आईआरपी/21/21

03 दिसंबर 2021

विषय: वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा में 03 - 07 जनवरी 2022 के दौरान आयोजित प्रबंधन कार्मिकों एवं ट्रेड यूनियन नेताओं के लिए आंतरिक जाँच: सिद्धांत एवं अभ्यास पर प्रशिक्षण कार्यक्रम

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा अपने परिसर में 03 - 07 जनवरी 2022 के दौरान आंतरिक जाँच: सिद्धांत एवं अभ्यास पर एक 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 के लिए तैयार किया है।

कार्यक्रम और फीस के बारे में विवरण संलग्न विवरणिका में दिए गए हैं। आपसे यह अनुरोध किया जाता है कि इस कार्यक्रम के लिए यूनियन एवं प्रबंधन, दोनों से प्रतिभागियों को नामित करें।

कृपया अपने संगठन से नामांकन जल्दी भेजें ताकि यह हमें 28 दिसंबर 2021 तक मिल जाएँ।

सादर,

भवदीय,

डॉ. एच. श्रीनिवास

(डॉ. एच. श्रीनिवास)

सेवा में,

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

Training Programme on Domestic Enquiry: Principles and Practice

**January 03-07, 2022
V.V. Giri National Labour Institute, NOIDA**



**V.V.GIRI NATIONAL LABOUR INSTITUTE
POST BOX NO. 68, SECTOR – 24, NOIDA
DISTT. GUATAM BUDH NAGAR
UTTAR PRADESH –201301**

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 in order 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/defence assistants, administrative guidelines, legal trends on domestic enquiry matters, powers of the labour courts/industrial tribunals.

METHODOLOGY

Lectures, mock exercises and drafting of reports etc.

PARTICIPATION LEVEL

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

FACULTY

Academics and experts practicing in the area and the Institute's own faculty having insight and understanding in the field of labour laws

VENUE

V.V.Giri National Labour Institute
Sector-24, Post Box No, 68
NOIDA, UP- 201301

The Institute campus is situated near Prakash Hospital and NTPC Office. The distance of the campus from New Delhi Railway Station. is 20 Kms. Delhi Metro, Noida City Centre Station is about 1.5 kms. from VVGNI, Noida .

DATES & DURATION

January 03-07, 2022

The programme commences at 10:00 a.m. on January 03, 2022 and will conclude in the afternoon of January 07, 2022

FEE FOR PARTICIPANTS

Rs.18,000/- +18% GST Per Residential Participant
Rs.15,000/- +18% GST Per Non-Residential 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	: 09AAAV5227F1ZI

STAY ARRANGEMENT

Stay arrangement for residential participants will be made in the hostel of V.V. Giri National Labour Institute. The boarding and lodging will be provided from the afternoon of January 02, 2022 till the forenoon of January 08, 2022. The additional cost of early arrival or extended stay will be borne by the individual participants. The fee for non- residential participants includes programme kit, lunch/refreshments only.

LAST DATE FOR NOMINATIONS

December 28, 2021

COURSE DIRECTOR

Dr. Manoj Jatav
Jatav.manoj@gov.in

COMMUNICATIONS

All correspondence should be addressed to:

Consultant (Programme)
V.V. Giri National Labour Institute
Post Box. No. 68, Sector-24
NOIDA-201301 (UP)
Distt. Gautam Budh Nagar
Telephone : 0120- 2411471, 2411533-35
Email: vvgnlitraining@gmail.com
Website: www.vvgnli.gov.in

All the participants may be informed to take preventive measures due to COVID-19 pandemic and follow COVID guidelines.

- **Must be Vaccinated**
- **Use Face Mask**
- **Sanitize Hand Regularly**
- **Observe Social Distance**

STAY SAFE

STAY FIT



**V.V.GIRI NATIONAL LABOUR INSTITUTE
NOIDA**

**Training Programme on Domestic Enquiry: Principles & Practice
January 03-07, 2022**

NOMINATION FORM

Nominee's full name Mr./Ms.
(In block letters)

Name of the organisation

Designation

Address (Office)

.....
.....

Telephone (O).....(R)

Fax No. email

Residential/Non-residential (Put Mark)

Date

(Signature)

Mail this form to:

Consultant (Programme)
V.V. Giri National Labour Institute
Post Box. No. 68, Sector-24
NOIDA-201301 (UP)
Distt. Gautam Budh Nagar
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