

No. PRG/IRP/18/19

October 30, 2019

**Subject: Training Programme on Domestic Enquiry: Principles & Practice for Management Personnel & Trade Union Leaders from January 13-17, 2020 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 13-17, 2020** 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 29, 2019**.

Thanking you,

Yours sincerely,

**(Dr. H.Srinivas)**

## **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/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 VVG NLI, Noida .

## **DATES & DURATION**

**January 13-17, 2020.**

The programme commences at 10:00 a.m. on January 13, 2020 and will conclude at 2.00 p.m. on January 17, 2020.

## **FEE FOR PARTICIPANTS**

Rs. 19,800/- +18% GST per residential participant on single occupancy basis  
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 on twin sharing basis. The boarding and lodging will be provided from the afternoon of January 12, 2020 till the forenoon of January 18, 2020. 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 29, 2019

## **COURSE DIRECTOR**

Dr. Manoj Jatav

## **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- 2411533-35  
Fax No. : 0120- 2411471  
Email: [jkkaul.vvgnli@gov.in](mailto:jkkaul.vvgnli@gov.in), [vvgnltraining@gmail.com](mailto:vvgnltraining@gmail.com)  
Website: [www.vvgnli.gov.in](http://www.vvgnli.gov.in)

Note: Those calling on STD from outside Delhi please dial 0120 before the above numbers. The Institute works five days a week. (Monday – Friday) .

V.V.GIRI NATIONAL LABOUR INSTITUTE  
NOIDA

Training Programme on Domestic Enquiry: Principles & Practice  
January 13-17, 2020.

**NOMINATION FORM**

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

Name of the organisation .....

Designation .....

Whether  
SC/ ST/OBC/General .....

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  
Telephone : 0120- 2411533-35  
Fax No. : 0120- 2411471  
Email: jkkaul.vvgnli@gov.in, vvgnlitraining@gmail.com  
Website: www.vvgnli.gov.in

