

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)



**No. PRG/TTP/07/23
December 07 2023**

Subject: Online Training Programme on How to Conduct Departmental Enquiry from January 15-16, 2024

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled an Online Training Programme on **How to Conduct Departmental Enquiry** during **January 15-16, 2024**.

The programme aims to the participants with the understanding of procedural and legal aspects of Departmental enquiry. This training programme has been specially designed for Labour Officials from Central Labour Services and State Labour Departments

We request you to nominate 04-05 participants from your department. Brochure providing all the details of the training programme, including the modalities for nominations is attached.

With regards,

Yours Sincerely,

(Nagesh Nitla)
Programme Officer

To:

All Ministries

Online Training Programme on How to Conduct Departmental Enquiry

January 15-16, 2024

**V.V. Giri National Labour Institute
Sector – 24
Gautam Budh Nagar
Noida Uttar Pradesh-201301**

COURSE DIRECTOR

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COMMUNICATIONS

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“No one shall be condemned unheard” is one of the basic principles of Natural Justice. This equally applies to Departmental enquiry. 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 departmental enquiry.

AIM

To equipping the participants with the understanding of procedural and legal aspects of Departmental enquiry.

OBJECTIVES

By the end of the training program, participants would be able to:

- Identify factors affecting discipline in industry in order to prevent indiscipline;
- Understand implications of the principles of natural justice;
- Unravel the procedural tangles of Departmental enquiry;
- Develop insight into the role of Enquiry Officers/Presenting Officers/Workers’

Representatives during the course of enquiry.

COURSE PROFILE

METHODOLOGY

Lectures, individual and group presentations, sharing case studies

PARTICIPATION

Labour Officials from Central Labour Services and State Labour Departments

DATE

January 15-16, 2024

The timings are 10:00 am to 05:00 pm. The programme will commence on January 15, 2024 at 10.00 a.m. and conclude on the afternoon of January 16, 2024

TRAINING DELIVERY AND METHODOLOGY

This training will be delivered in an online mode. The training will primarily make use of lectures and discussions, followed by questions and answers. Each session will be based on a structured Power Point Presentation.

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://forms.gle/3kxKS8oGUC79hUtZ6>

- The registration link should be sent through soft copy to the nominees. Link will not open if sent through photo copy. Nominees can also use link given in our website brochure.
- The nominations received will be scrutinised by the VVG NLI 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 issued an e-certificate by VVG NLI.