



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. अरविंद

महानिदेशक

Dr. Arvind

Director General

No. PRG/IRP/01/24

February 15, 2024

Subject: Training Programme on Understanding of Procedural and Legal Aspects pertaining to Domestic Enquiry from April 08-12, 2024 at V.V. Giri National Labour Institute Campus, NOIDA.

Dear Sir/Madam,

The Institute would be organising a Training Programme on **Understanding of Procedural and Legal Aspects pertaining to Domestic Enquiry from April 08-12, 2024** at V. V. Giri National Labour Institute Campus, NOIDA.

The programme has been specifically designed for Government Officials, HR Officials, Enquiry Officers, Presiding Officers, Disciplinary Authorities and other officers involved in handling domestic enquiry matters along with trade union leaders.

You are requested to nominate a team of officers for this programme. The enclosed brochure will give you details about the programme and fee.

Thanking you,

Yours sincerely,

(Dr. Arvind)
Director General

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. अरविंद
महानिदेशक
Dr. Arvind
Director General

पीआरजी/आईआरपी/01/24
फरवरी 15, 2024

विषय: आंतरिक जांच से संबंधित प्रक्रियात्मक और कानूनी पहलुओं को समझने पर अप्रैल 08-12, 2024 तक वी.वी. गिरि राष्ट्रीय श्रम संस्थान परिसर, नोएडा में प्रशिक्षण कार्यक्रम

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि संस्थान 08-12 अप्रैल, 2024 तक वी. वी. गिरि राष्ट्रीय श्रम संस्थान परिसर, नोएडा में आंतरिक जांच से संबंधित प्रक्रियात्मक और कानूनी पहलुओं की समझ पर एक प्रशिक्षण कार्यक्रम आयोजित करेगा।

कार्यक्रम विशेष रूप से सरकारी अधिकारियों, मानव संसाधन अधिकारियों, जांच अधिकारियों, पीठासीन अधिकारियों, अनुशासनात्मक अधिकारियों और ट्रेड यूनियन नेताओं के साथ-साथ आंतरिक जांच मामलों को संभालने वाले अन्य अधिकारियों के लिए डिज़ाइन किया गया 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।

सादर,

भवदीय,

(डॉ. अरविंद)
महानिदेशक

सेवा में,

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

Training Programme On Understanding of Procedural and Legal Aspects pertaining to Domestic Enquiry

**April 08-12,2024
V.V. Giri National Labour Institute, NOIDA**

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

COURSE DIRECTOR

Dr. Shashi Bala
balashashi.vgnli@gov.inp

COMMUNICATIONS

Nagesh Nitla
Programme Officer
Phone: 0120- 2411533-35
Phone 0120- 2411471
Email: vvgnlitraining1@gmail.com
Website: www.vvgnli.gov.in

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.

METHODOLOGY

Experiential learning through case studies, mock enquiry, group discussion and lectures.

PARTICIPATION LEVEL

Government Officials, 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 April 08-12, 2024.

STAY ARRANGEMENT

For residential participants lodging and boarding will be arranged from the afternoon of April 07, 2024 till the forenoon of, April 13, 2024. Accommodation will be on twin sharing basis. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

PROGRAMME FEE

Rs.23250/-+18% GST per participant(single occupancy)
Rs.21000/-+18% GST per participant (double occupancy)
Rs.18000/-+18% GST per participant non-residential

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	: Union Bank of India
Address of the Bank	: Noida , Sector-35
A/C Number	: 520141001056979
Type of Account	: Saving Account
MICR cord	: 110020029
NEFT/ IFSC code	: UBIN0908339
Pan Card No.	: AAAAV5227F
GST No	: 09AAAV5227F1ZI

COURSE DIRECTOR

Dr. Shashi Bala
Sr. Fellow

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

COMMUNICATIONS

Shri Nagesh Nitla
Programme Officer
V.V.Giri National Labour Institute
Post Box No. 68, Sector – 24, NOIDA- 201301
Distt. Gautam Budh Nagar, **Uttar Pradesh**
Telephone : 0120- 2411471, 2411533-35
Email : vvgnlitraining@gmail.com
Website : www.vvgnli.gov.in

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

**Understanding of Procedural and Legal Aspects pertaining to Domestic Enquiry
April 08-12, 2024**

NOMINATION FORM

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

Name of the organisation

Designation

Address (Office)

.....

.....

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

GST No. email

Residential/Non-residential (Put Mark)

Date

(Signature)

Mail this form to:

Mr. Nitla Nagesh
Programme Officer
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