

# National Institute of Personnel Management (Kerala Chapter)

Announces  
One Day  
Workshop



**NIPM**  
KERALA CHAPTER  
[www.nipmkerala.org](http://www.nipmkerala.org)

## Domestic Inquiry - Procedure & Legal Aspects

Resource Person  
**Prof. H.A.C. Poppen**

**Date**

**10th August 2018 (Friday)**

**Venue**

**The PGS Vedanta**

**Lissie Junction, Kaloor, Ernakulam,**



# Background of Workshop

Disciplinary proceeding is better known as domestic enquiry. The very word DOMESTIC implies that the inquiry can be conducted by internal artistes/employees who need not be qualified WITH LAW DEGREES. Therefore the major roles of: Enquiry/Presiding Officer, Presenting/Prosecution Officer, Punishing Authority and Appellate Authority are all to be performed by internal employees. If the management deploys a legally qualified Presenting Officer, the charge-sheeted employee will acquire the corresponding right to insist on being defended by a legally qualified person/advocate.

The judicial precedents also require that the Presiding/Inquiry Officer should be a neutral person who must not have a vested interest in the outcome of the inquiry. To meet these requirements it is desirable not to have an officer from the same department from where the complaint arose or a line superior of the complainant as the inquiry officer.

Further dependence on external inquiry officer causes considerable delay/waste of employee down time in the completion of the enquiry, besides if an enquiry is improperly conducted, the courts may set aside the dismissal order and order reinstatement with huge amounts as back wages and loss of face for the management in addition to huge expenditure on lawyer's fees as well.

Therefore it is imperative that every organization should have at least one Line Manager from each department be trained in the art and science of conducting domestic enquiries.

## Contents of the workshop

- What Amounts to Misconduct
- Distinction between Domestic Inquiry & Criminal Trial
- Compliance with Principles of Natural Justice
- Disciplinary Procedure Steps & Roles of Presenting officer /Inquiry officer/Defense Assistant & Punishing Authority
- Principles Governing Quantum of Punishments
- Pendency of ID Act proceedings and issue of Punishment Orders
- Workmen's Right to Challenge Punishment Orders under ID Act [Sns : 2A,17-B,33]
- Important HC & SC rulings on Disciplinary Actions
- Question & Answer session.





## About the Resource Person

**Prof. H.A.C. Poppen** is a Corporate Trainer & Management Consultant. He holds an M.A. in PM&IR from Tata Institute of Social Sciences, Mumbai, LLB, & Diploma in Labour Laws. He has also undergone a three months Senior Personnel Management Training at Templeton College, Oxford University, UK, under the Colombo Plan Scholarship Scheme of the British Government. He has got more than 32 years of rich and varied experience in the fields of Human Resource Management, Industrial Relations etc. He had worked in three leading Companies in India viz. Kochi Refineries (Kochi), A.C.C. (Mumbai) & Everest Building Products (Coimbatore). He has also served as a Professor in Rajagiri School of Management, Kochi and as Director of Christ College Institute of Management, Bangalore. He is a guest faculty of various leading institutions in India and also a leading Consultant & Trainer in the areas of Labour Laws, IR, HR, Personality Development, Team Building & Interpersonal Relations, Public Speaking, Performance Management, Counseling etc.

## Who could benefit from attending this workshop

- HR / IR / Personnel / Welfare / Legal Practitioners
- Management Personnel who deal with Labour / Administration / Court Matters
- Enquiry Officers / Presenting Officers / Disciplinary Authorities / Those exercising various Quasi Judicial Powers in Disciplinary Matters

Date: 10<sup>th</sup> August 2018 (Friday)

Venue: PGS Vedanda, Lissie Jn., Kaloor

Timing: **9.00 am – 5.00 pm**

Registration: 8.30 am onwards

## Course Fee

### Single Nomination:

**Rs.3,500/** (Rupees Three thousand five hundred only) Plus GST at prevailing Rate i.e. 18%. **Total Rs.4,130/-**

### Group Nomination for 3 or above from same organization:

**Rs.3,000/-** (Rupees Three thousand only) Plus GST at prevailing rate of 18% i.e. Total **Rs. 3,540/-**

**The above Fee is also inclusive of** Course Material, morning & evening tea/snacks & Lunch for the participants.



## Payment to be made Along with Registration

- a) By way of Cheque / DD Favouring "National Institute of Personnel Management (Kerala Chapter)" payable at Kochi
- b) For Payment by NEFT/RTGS:  
S/B Account No. 10040100160708,  
IFSC Code: FDRL0001004  
Name of Bank: The Federal Bank Ltd., Ernakulam  
North Branch, Kochi – 682 018  
Name of Beneficiary: National Institute of Personnel Management (Kerala Chapter)
- c) NIPM GST Registration No. **32AAATN2126N1ZP**



### Important

While Nominating Participants to attend the Program, please also let us know **your Organization's GST Registration Details** to enable us to Issue GST Invoice towards Participation Fee.

## About NIPM

NIPM, Head Quartered at Kolkata is the All India professional Body of HR Functionaries manning the Indian Industries in the length and breadth of the Country. NIPM is a Member of the International Industrial Relations Association, Geneva (IIRA), and the Asian Pacific Federation for Personnel Management (APFPM), which in turn is affiliated to the World Federation of Personnel Management Association (WFPMA).

**Kerala Chapter of NIPM**, with more than 1200 Individual Members and 52 Institutional Members on rolls is one of the most vibrant Chapters of the Institute. NIPM Kerala Chapter has been regularly organizing Workshops & Training Programs as part of its Human Resources Development Endeavors. Kerala Chapter is conducting Biennial HRConclave, Legal Update and also Enhanced Employability Certification Program for Job Seekers/ Final Year Students at various B-Schools, Short Term Certificate Courses on HR Re-Skilling, Labour Laws, etc. for HR / IR Professionals. NIPM Kerala Chapter has been adjudged as the Best Chapter among the 52 Chapters in the Country consecutively for many years and the last being 2016-2017.



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