THREE DAY OPEN MANAGEMENT DEVELOPMENT PROGRAMME on

MANAGEMENT OF DISCIPLINE
VIGILANCE IN PSU’s/AUTONOMOUS GOVT. BODIES AND GOVT. DEPARTMENTS

INCLUDING
VIGILANCE CLEARANCE AND RTI

NOVEMBER 27-29, 2013
PROGRAMME INTRODUCTION

It is essential that every ORGANISATION, whether government/autonomous or semi-government or private, should have a well established reward and punishment system to ensure that the people are made to work towards the fulfillment of the ORGANISATIONAL goals. Today the Public Sector Undertakings in the country play a significant role in the economic as well as social development of the country. Further, the spectrum of public sector ranges from monopolistic nature to highly competitive fields like Textiles, Banking etc. Today these undertakings are trustees of public money, therefore, their responsibility is higher than private sector organisations.

Organisations need modulation & regulation of employee’s behavior for desired results. This is required in all organisations universally. But public sector and Government organisations have some other special angle because they deal with public money and there is no particular individual(s) who own that as a trustee. Hence an eternal vigil in honest transaction of day to day business has become important aspect. Hence, both the management of general discipline as well as vigilance has become necessary. It is imperative for PSU manager to understand them and implement them in day to day business.

The Right to Information Act 2005 envisages a practical regime of transparency and accountability in the working of Public Authorities. It aims at empowerment of the common citizen with ideas and information to seek entitlements and to participate in the process of democratic governance. This Act fosters an informed citizenry and participative decision making process giving right to Citizen to seek information, inspect work or record, take samples, and monitor progress and performance of Governance. This Act has dismantled the framework of secrecy and now providing information is the rule and secrecy is an exception.

The 3-day training programme from Jaipuria Institute of Management is divided into three parts and broadly covers the following crucial aspects of Industrial Discipline, Vigilance and RTI.

COURSE CONTENTS

DAY 1 - INDUSTRIAL DISCIPLINE:
Importance of discipline in general and industrial discipline in.

PARTICULAR:
2. Principles of natural justice
3. Concept of domestic enquiry
4. Some important Concepts
   a. Disciplinary Authority
   b. Enquiry Authority
   c. Presenting Officer
   d. Co-workers
5. Process in conducting domestic enquiry
   a. Preliminary Enquiry
   b. Charge Sheet
   - Drafting of charge sheet by participants on a live case given by client
   c. Conduct of enquiry
   d. Submission of enquiry report
   - Drafting of enquiry report
   e. Consideration by Disciplinary authority
   f. Different punishment
   - Drafting of dismissal letter
   - Discussing a live case given by client
6. Legal aspects of Management of Discipline
7. Positive discipline for lasting behavioral change

DAY 2 - VIGILANCE
1. What is Vigilance Clearance?
2. Importance of Vigilance in PSUs
3. CVC: a profile
4. Powers/Functions of CVC
5. What is Vigilance Angle
6. CVO’s role
7. Functions of CVO
8. Relevant portions of Prevention of Corruption act, IP, RTI etc. and Supreme Court judgments *
9. Punitive Vigilance
10. Preventive Vigilance
11. Surveillance Vigilance
12. Vigilance Clearance
13. Creating Ethical Culture
14. A relevant case discussion

CASE DISCUSSION
VINEET NARAIN v. UNION OF INDIA [(1998) 1 SCC 226]
R.K. JAIN v. UNION OF INDIA [(1993) 4 SCC 119]
HARI BANSHLAL v. SAHODAR PRASAD MAHTO [(2010) 9 SCC 655]
CENTRE FOR PIL & ANR v. UNION OF INDIA & ANR, SC2010
DAY 3: RIGHT TO INFORMATION

Module 1: Overview of the RTI Act, Important Concepts along with Concept Public Authorities and their Obligations under the Act.
- The evolution of the Right to Information in India.
- The philosophy underlying the Right to Information Act, 2005 and the paradigm shift it envisages.
- The important terms and concepts used in the Act.
- The salient features of the Act.
- What is a Public Authority?
- Who are the Public Authorities covered under the Act?
- Which Public Authorities are exempted from the ambit of the Act?
- Obligations of Public Authorities.

Module 2: Role of Public Information Officers: PIOs and APIOs
- Accepting Information Request Processing and Disposing
  - The requirement for designation of Information Officers- PIOs/APIOs- in public authorities
  - The specific Duties & Responsibilities of Information Officers.
  - The liabilities of a PIO for non-compliance with the provisions of the Act.
  - How to accept information requests and assist citizens in making information requests?
  - What is the process for disposal of requests?
  - The time limits for disposal of information requests.
  - The fees and costs to be charged for providing information.
  - The grounds on which requests can be rejected and the procedure for such rejection.

- Specific provisions of the Act which exempt certain kinds of information- the classification of such exempted information.
- Application of public interest test with respect to exempted information.
- Grounds that allow for partial disclosure of information.
- The concept of ‘Third Party’ and the issues and considerations revolving around its involvement.
- Supreme Court Judgments.

Module 4: The roles and responsibilities of Appellate Officers within Public Authorities and RTI for Good Governance
- The process involved in making first appeals to designated Appellate Officers.
- Timelines for making a first appeal and disposal of the appeal.

Module 5: RTI and Good Governance
- Role of Civil Society Organizations and Media
- Records Management for Effective Information Management and Implementation of the Act
- The importance of records management.
- The broad issues relating to the keeping, maintaining, managing and destructing.

NOTE: A broad overview of Information Commission: Powers and Functions and the relevant provisions in the RTI Act dealing with Complaints to the Information Commission and the specifications thereof will also be touched upon
Conduct Dates: November 27-29, 2013

Jaipuria Institute of Management

PROGRAMME DIRECTOR

Prof. B. D. SINGH
(Dean- MDP and Consultancy)
Jaipuria Institute of Management

Prof. B. D. Singh holds his M.A.(His) degree from Patna University and M.A.(LSW) & L.L.B. from Ranchi University. He did his PGDM (Executive) from IIM, Calcutta. He has worked in various capacities in SAIL, RINL and lastly at NALCO, from where he retired as Director (Personnel and Training). He has worked as Acting Chairman and Chief Vigilance Officer of NALCO, Bhubaneshwar. Besides Marketing, he worked as Acting Chairman and Chief Vigilance Officer for NALCO, Bhubaneshwar. Beside exposure to a number of national & international training programmes, he completed Advance Management Programmes from ASCL, Hyderabad. Prof. Singh has widely travelled, which includes visits to South-East Asia, Middle East Asia, Europe, USA, Canada & Australia. He was the Chairman of Utkal chapter of NIPM for two consecutive terms and is also the life member of NIPM. He has more than 45 publications on HR, IR & General Management topics. He has ten books to his credit, and most of them are used in the course curriculum of top management institutes in the country. He extensively does consultancy and training. Some of the companies where he has conducted Management Development Programmes are MUL, Hero Honda, IPC, BALCO, SAIL, KPMG, SBI, AAI, PSEB, BPCL, REC, MMTC, Moser Baer, IOCCL, Bureau of Police Research and Development (Ministry of Home Affairs), ITDC Limited (Ministry of Tourism), NTPC, NHPC, GAIL, Oil India Limited, BHEL, HPCL, IFCCO, NBT, IREDA (Ministry of Renewable Energy), NSIC, Pawan Hans Helicopters Limited etc. His trainings have been on varied HR, IR and General Management topics such as Organisational Leadership, Team-Building, Conflict and Crisis Management, Employee Engagement, Negotiation Skills, Vigilance in PSUs, RTI, Contract Labour and Industrial Relations, CSR, Sustainable Development, Emotional Intelligence, Interpersonal Relations, Time and Stress Management, Sexual Harassment at Workplace, Gender Sensitization, Contract Management, Performance Management Systems etc. He is on the editorial Board of “AWARD” a national journal published by V.V. Giri National Labour Institute, "Asia-Pacific Business Review" & "Gyan". He is also a Member, Planning Commission, Govt. of Meghalaya. Prof. B. D. Singh served as a Senior Professor of HR at MDI, Gurgaon from 1997 to 2005 and was associated with IMT, Ghaziabad as Professor of HR and Dean- MDP and Consultancy from 2005 to 2011. Previously, he was working as Dean- Executive Education from 2011-2013 at Asia Pacific Institute of Management.

VENUE & DURATION

Jaipuria Institute of Management, NOIDA, A-32A, Sector 62, Opp. IBM 10:00 am to 5:30 pm
Venue Dates: November 27-29, 2013

OTHER DISTINGUISHED RESOURCE FACULTY

(i) A senior advocate of Supreme Court will assist the session with latest Supreme Court judgments.

(ii) Some CVO’s, Ex-CVO’s/CBI Officials would also be a part of the programme to share their experiences.

PROGRAMME FEE

INR 18,000/-*(Non-Residential) per participant

Early Bird Discount (Before October 25, 2013) : 5% of the total fee

Group Discount (Minimum 3 people) : 10% of the total fee

Early Bird + Group Discount (First 15 seats) : 15% of the total fee

*Service tax as applicable is payable extra.

NOTE: The Programme is Non-Residential, however institute will help to arrange hotel accommodation on request on actual basis.

REGISTRATION REMITTANCE

Payment may be made through the following means:

Electronic fund transfer to Bank A/C Demand draft, payable at Noida or pan-India cheque payable at par in favour of ‘Jaipuria Institute of Management, Noida’

Name of Account holder: Jaipuria Institute of Management

PAN Number: AAAT1375E (Integral Education Society)

Service Tax Registration Number: AAAT1375E5D0001 (Integral Education Society)

Bank: Axis Bank Ltd.
Plot No A-41, The Corenthum, Sector-62, NOIDA

Account Number: 72301010013934

Account type: Savings: UTIB0000723

IFSC Code: 110211063

NOTE: The Programme is Non-Residential, however institute will help to arrange hotel accommodation on request on actual basis.

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The programme is extremely useful for Vigilance Officers, Personnel Managers, Managers of Disciplinary Authority, Presenting Authority and Managers in Other Cross-Functional Domains etc.

JAIPURIA AT A GLANCE

Jaipuria’s journey in education is not about the number of years past but the insight inherited enroute. The Jaipuria legacy of education began in 1940 with the establishment of the Jaipuria College in Kolkata. Today, 67 years after its inception, the Jaipuria Institute has been delivering superior quality education consistently. It is this unique heritage spanning 7 decades & 4 generations that sets us apart from other educational institutes. The Jaipuria ethos is focused on creating and nurturing the next generation of thought leaders through intuitive education. The ongoing quest for ensuring academic excellence led us to evolve the first Jaipuria Institute of Management in Lucknow in 1996. Today, the institute is one of the largest groups in northern and central India to offer AICTE approved PGDM programmes at four world class campuses in Lucknow, Noida, Jaipur and Indore.

It is but a testament of Jaipuria’s commitment to provide transformational education and the quality that it assures year after year, that the National Assessment and Accreditation Council (NAAC) has accredited Jaipuria Lucknow and Noida with the prestigious A GRADE rating.

Jaipuria group has a long heritage of providing educational excellence to the youth of India. The family has had an unflinching commitment to education since the establishment.

FOR ANY INFORMATION CALL OR WRITE TO:

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