



Telangana State Co-operative Ltd.  
Co-operative Training Institute

(An ISO 9001:2015 Certified Institute)

Rajendranagar, Hyderabad, Ph. No. 040 – 24016312, 24015924, Fax: 24016312.

<b>Programme No.</b>	<b>ISO Course Code No. Ch. I - 19</b>
Name of the Programme	Programme on Domestic Enquiry and Disciplinary Action in Banks
Duration	3 Days
Programme Coordinator	
Venue	TSCAB-CTI, Rajendranagar, Hyderabad

**DAY-TO-DAY SCHEDULE**

Session	Topic	Name of the Resource Person (S/Sri)
<b>Day 1</b>		
I	Registration, Inauguration & Entry Test	Director & Course Coordinator
II	Important Sections of TSCAB's staff rules - Component Authority, Classification of Officers/ Employees, Appointing authority, Appointment, Probation, Confirmation, Termination, Promotion, Superannuation, Seniority, Service record, Reversion.	
III	Disciplinary proceedings- Preliminary Enquiry & Domestic Enquiry. Preliminary Enquiry & Domestic Enquiry distinction. Analysis and appreciation of evidence	
IV	Human Behavior - Inter Personal Relationship Behavior with Management, Colleagues & Customers - Positive Approach. CVC Guidelines	
<b>Day 2</b>		
I & II	Suspension and its Dynamics (Suspension Pending Enquiry Suspension as a Measure of Punishment), Payment of pay and allowances during suspension to the employees/officer	
III	Disciplinary Action - Charge Sheet Contents - Do's & Don'ts of Charge and Enquiry report Framing of charges and the basis of charges	
IV	Role of Enquiry Officer/Presenting Officer/Defence Assistant - Recording of Proceedings of Enquiry. Whistle blower Act and Whistle blower policy.	
<b>Day 3</b>		
I & II	Role play by Participants	Coordinator & Faculty Members
III	Summing up - Action on Enquiry Report - Punishment	
IV	Exit Test, Evaluation & Valediction	Director & Course Coordinator

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<b>I Session</b> : 10.00 AM to 11.30 AM	<b>II Session</b> : 11.45 AM to 01.15 PM
<b>III Session</b> : 02.00 PM to 03.30 PM	<b>IV Session</b> : 03.45 PM to 05.15 PM
<b>Library Timings</b> : 08.40 AM to 6.00 PM	
<b>TEA BREAK</b> : 11.30 AM to 11.45 AM & 3.30 PM to 3.45 PM	
<b>LUNCH BREAK</b> : 1-15 PM to 2.00 PM	

Programme Coordinator

DIRECTOR

