

Programme No.	ISO Course Code No. Ch. I - 19
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)
Day 1		
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	
Day 2		
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.	
Day 3		
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


 Lucknow

