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By Fax / Speed Post



SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(Government of India :: Ministry of Home Affairs)
Hyderabad - 500 052

No.11011/18/2016-Trg (DE)

Dated: 5th April, 2016

To

1. The Chief Secretaries of all States / U.T.s
2. The Director General & Inspector General of Police of all States / U.T.s
3. The Director General, BPR&D, New Delhi
4. Heads of all CAPFs/CPOs
5. The Principal Chief Conservator of Forests of all States/UTs.
6. The Chairman, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, North Block, New Delhi.
7. The Chairman Railway Board, Room No.256-A, Rail Bhawan, Raisina Road, New Delhi.

Sub: 03 days Course on 'Conduct of Departmental Enquiry' at S.V.P. National Police Academy, Hyderabad from June 20-22, 2016 - Inviting nominations- Reg.

Sir,

The Academy is organizing a three day Course on 'Conduct of Departmental Enquiry' from 20-22 June, 2016 for the IPS Officers of the rank of ASP and above from all States/UTs/CAPFs, BPR&D and Officers of IAS, IFS, IRS (Customs & Central Excise), IRTS, IRS(IT).

2. The objectives of the Course are:

To apprise the participants about the basics of Departmental Enquiries - Context and Overview;

To apprise the participants about the "Principles of Natural Justice, Constitutional Provisions relating to Disciplinary Proceedings, Scope of Judicial Scrutiny, Action on receipt of Court Orders, etc.";

To educate the Officers on the correct "procedure for conduct of the DEs in minor and major penalties, the role and responsibilities of Inquiry Officers/ Presenting Officers, aspects related to suspension";

To educate the participants about "Minor Penalty/Major Penalty, Quantum of Penalty, how to issue speaking orders, Appeal, Revision and Review etc."

To conduct "Hands on" exercise on complete process of conducting departmental inquiries - from preliminary inquiry to orders and appeals.

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3. It is expected that the participants after successful completion of this course, would be in a position to organize similar courses in their respective States for the other officers functioning as Inquiry Officers/Presenting Officers/Disciplinary authorities.

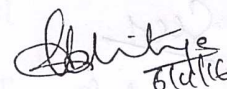
4. It is requested that two eligible officers as main and one reserve from each State/UT, BPR&D, CAPFs/CPOs may please be nominated for the said Course. The nominations for the course may please be sent to the Academy latest by 20th May, 2016 through Fax (040-24015179) / E-mail (waheeda@svpnpa.gov.in) for acceptance and forwarding joining instructions to the nominated officers directly. **The details of the nominated officers may please be intimated as per the following proforma:**

State	Name of the officer	Rank/ Designation	Office Address	Mobile No. of Officer/ Phone / Fax No.	Email Address
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5. The course is residential and the participants of the course will be accommodated in the campus. The expenditure to be incurred on boarding and lodging of the participants shall be met by the Academy. However, the expenditure on account of travel of officers for attending the course may be borne by the respective State Government/Organization. A copy of the Joining Instructions for various Courses at NPA is also enclosed herewith. It is also reiterated that as per SOP of the Academy, **nominations of only those Officers who have not undergone any Course (except ITC/MCTP) in this Academy during the 12 months preceding the start of the Course on DE, shall be accepted.** Hence, nominations of Officers may be sent accordingly.

6. The dress order for the course participants is formal Civvies i.e. shirt (full sleeves), Trouser & tie for gentlemen and salwar kameez / saree / Business suit for ladies.

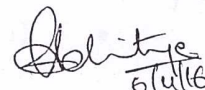
7. **The nominees may be advised to proceed for the course only after receiving confirmation of acceptance of their nominations from the Academy.** The officers whose nominations accepted are required to report at the Academy by the evening of 24th April, 2016 i.e. one day before the commencement of the course. Transport from Hyderabad Airport / railway station to the Academy and back will be provided by the Academy.



(P. Vimaladitya)
Assistant Director (IS) &
Course Director

Copy to:

1. The Secretary, Government of India, Ministry of Home Affairs, North Block, New Delhi - 110 001.



Assistant Director (IS) &
Course Director



सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी हैदराबाद ³

Sardar Vallabhbhai Patel National Police Academy, Hyderabad

(भारत सरकार : गृह मंत्रालय)

(Government of India: Ministry of Home Affairs)

**Joining Instructions for Course on Departmental Enquiry at
SVPNPA from 20-22 June, 2016**

Reception, Accommodation and Boarding:

Only those officers, who have not undergone any training programmes in the Academy (excluding MCTP and ITC) in last 12 months, preceding the first day of course shall be nominated.

Officers nominated for the Course, on getting confirmation from the Academy, should intimate their travel plans well in advance (Fax No.040-24015179) to enable the Academy to provide them transport at the Airport/ railway station. In case they are unable to locate the Academy vehicle on arrival, participants should contact MT Section incharge Telephone 040-24234455 or 040-24234646 for assistance.

SVP NPA also facilitates the participants to register their travel plans and other details through automated software. Once nomination is accepted the participants will get SMS alert on their registered mobile No. and email id showing the link to submit travel details of the participant. The accommodation and vehicle arrangements etc. shall be arranged and informed to the participant through SMS & email.

Participants are required to reach SVP NPA at least one day before the commencement of the course and therefore may make travel plan accordingly. As per the travel plan to be intimated by each participant, arrangement for reception and transport at the Airport will be made by the NPA. Upon arrival, the participants shall report to the senior officers' mess.

The Course is residential and officers will be housed in the accommodation provided by the Academy. The expenditure to be incurred on boarding and lodging of the participants will be met by the Academy in respect of all Officers attending the course. However, the expenditure on account of travel of officers for attending the course is to be borne by the State Government. The expenditure on boarding and lodging of any family member accompanying the participant has to be borne by the participant.

Dress Order:

For Outdoor activities – Sports dress with sports shoes (predominantly white). For all Indoor classes – Full sleeved Shirt, Tie & Trouser with formal shoes for gentlemen. Saree/Salwar Kameez/Business suit for ladies. For formal functions – Full suit for gentlemen and Saree/Salwar Kameez/ business suit for ladies. Whenever “informal” dress order is specified for any function, it implies that tie need not be worn.

Discipline

Each participant is requested to observe discipline as required in the Outdoor, Indoor sessions & mess and Service Etiquette throughout their stay in the Academy. Officers should not come to the Mess lounge in casuals (e.g. chappals, Kurta Pyjama etc.). They are also advised not to move in the campus in chappals, kurta pyjama etc. Smoking in all buildings, training areas and on the roads in the campus is strictly prohibited.

Climatic Conditions:

At Hyderabad, climate is usually pleasant. Participants may check climate at the time of course.

Facilities Available:

Service of Officers' Club and laundry are available on payment basis at SVP NPA. Participants can avail the medical facilities from the Academy, if required, and avail facilities of Bank, Cooperative Stores and Post Office located at the NPA. Academy will not provide any vehicle for the participants or their spouses to go to city or other personal uses. However, a taxi can be arranged on payment if so requested by the participant.

Pay and Leave:

All participants will draw their pay and allowances from their State/Organization and they will not be allowed to avail any kind of leave during the course time. They must make suitable arrangements so that they are not called for duties like court evidence etc., during the course. No officer will be permitted to leave till the conclusion of the Valedictory session of the course.

Case Study:

Academy is in the process of preparing a pool of 'Case Studies' to be utilized during training of IPS officers by utilizing the experiences of Sr. Officers visiting NPA for various in-service training programmes. Accordingly, 40 minutes slot has been earmarked in the Course to write their experience. Therefore, all participants are requested to come prepared with one experience (on any aspect of policing) before coming to NPA for writing a Case during the session.

Return Journey Reservation

Officers are advised to secure reservations for their return journey before departure from their headquarters. This would obviate the difficulty in getting reservations from Hyderabad. However, all assistance will be provided by the Academy in obtaining reservations.
