



हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय Central University of Himachal Pradesh

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F. No: 4-2/CUHP/GA/2010/Vol. II/ 5618-5626

Dated: 25 November, 2015

CIRCULAR

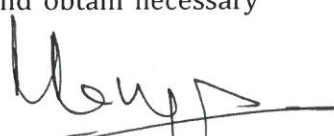
Three day's in-house training programme / workshop on "Handling of Disciplinary Proceedings & Cases of Sexual Harassment at Workplace" from 4th to 6th of December, 2015 at Central University of Himachal Pradesh, Camp Office, Dharamshala, H.P.

In pursuit of excellence and endeavour to educate and empower the University Employees, the University is organising its Second Three Day's In-house Training Programme / Workshop on "Handling of Disciplinary Proceedings & Cases of Sexual Harassment at Workplace" from 4th to 6th of December, 2015 at Camp Office, Central University of Himachal Pradesh (09:00 AM to 05:00 PM). The said training / workshop will be conducted by the experts from Integrated Training and Policy Research (ITPR), Delhi. The Objectives and Programme Coverage are attached at ANNEXURE - 'A'.

All the Non-Teaching Employees at Camp Office and Temporary Academic Block (TAB) are to attend the training programme. Barring emergency, no leave may be granted to non-teaching staff during the training programme. 100% attendance of the training programme shall entitle participant(s) to award of certificate.

Keeping in view the job profile of the Deans / Heads / Directors, they may also attend the said training.

The detailed schedule of the training programme / workshop will be intimated to all shortly. All Employees of the University are requested to plan their leave etc. in time and obtain necessary approval before 3rd December, 2015.


Brig. J.C. Rangra, YSM (Retd.)
Registrar

Encl: As stated above (containing only page)

Endstt. No.: Even

Dated: 25 November, 2015

Copy of the above forwarded to following for information and necessary action:

1. The Pro-Vice-Chancellor, CUHP, TAB, Shahpur, District - Kangra, H.P.
2. All the Deans / Directors / Heads of different Schools / Centers / Departments, CUHP, TAB, H.P.
3. The Finance Officer, CUHP, Dharamshala, District - Kangra, H.P.
4. The Internal Audit Officer, CUHP, Dharamshala, District - Kangra, H.P.
5. All the Employees of the University
6. Shri Girish Sharma, System Analyst, CUHP, TAB - for uploading the same on the University Website.
7. Notice Boards at Camp Office and TAB of CUHP, H.P.
8. The P.S. to the Vice-Chancellor, CUHP - for kind information of the Hon'ble Vice-Chancellor please
9. Guard File.


REGISTRAR

ANNEXURE – ‘A’

(Please refer Para 1 of Circular issued by CUHP vide No. 4-2/CUHP/GA/2010/Vol. II/5618-5626 dated 25th November, 2015)

Objective:-

- ❖ Acquaint the participants of what is expected of each employee in the organization as also from members of his family under the Conduct Rules framed/ adopted by the organization.
- ❖ Apprise the participants of the safeguards provided in the Constitution of India;
- ❖ CCS (Classification, Control & Appeal) Rules. as adopted by the various autonomous organizations.
- ❖ Importance & Necessity of Preventing Sexual Harassment at Workplace.
- ❖ Impart in-depth knowledge of the stages and procedures to be followed to implement various provisions of to CCS (CCA) Rules:-
 - Handling and investigating complaints.
 - Framing of a charge sheet.
 - Opportunities to be given to the Charged Officer to defend his case.
 - Procedure to be following for imposition of minor/major penalty.
 - Disciplinary Inquiry- Role and functions of Inquiry Officer, Presenting Officer
 - Defence assistants.
 - Procedure for imposition of punishment
 - Appeal, Revision & Review.

Programme Coverage:

1. Role of Vigilance
2. Facets of vigilance
3. Constitutional Provisions
4. An overview of CCS (Conduct) Rules-1964
5. Preliminary Investigation
6. Suspension
7. Appointment, Role & functions of I.O/P.O
8. Principles of Natural Justice.
9. Conducting Regular Inquiry
10. Evaluation of Evidence
11. 'Writing Inquiry Officer's report'
12. Role of Disciplinary Authority on receipt of inquiry Report.
13. Appeal / Revision/ Review.
14. Role and function of CVC -(including 1st & 2nd stage advice)
15. Consultation with UPSC
16. Action against Retired Government servants.
17. Sexual Harassment at Workplace (Supreme Court Guidelines, Sexual Harassment at workplace (Prevention, Prohibitions & Redressal of Grievances) Act, 2013

The training / workshop will comprise, lecture, discussion, quiz, practical exercises and Case studies on framing of Charge Sheet, Evaluation of Evidence and actions /omissions which vitiate Inquiry.

