

List of topics for Training of IOs/ POs

- Machinery for Administrative Vigilance including brief intro of circulars related to timely completion of inquiry.
- Constitutional Provisions and Principles of Natural Justice.
- Special Circumstances (De novo inquiry, Parallel Proceedings, Change of IO/PO, etc.
- Role of IO/PO and Conduct of Inquiry.
- Conduct of Inquiry (explaining different technical ground which required to be considered while conducting the inquiry)
- Different Forms/Briefs/Reports used in Departmental Inquiry.
- Understanding the Charge Sheet.
- Conduct of Inquiry in cases of complaints under POSH Act.
- Evaluation of Evidence and Drafting of IOs Report.
- Briefing for Mock Inquiry (role play).
- Preparation for Mock Inquiry.
- Debriefing about Mock Inquiry.