

पीआरबीअकादमी | P R B ACADEMY

Dated: 03-03-2026

Ref.No: PRB/TRG./KOV /2026-27/2

Head of HR/Training/Personnel/Admin Department/Vigilance/etc.

Subject:"Discipline Management – Detailed Procedure with Case Studies, Role of Inquiry Officer / Presenting Officer, and Essentials of POSH Act, **from 20th May, to 24th May 2026 (Check-in 20th May. 2026 at 05 P.m.&Check-out 24th May. 2026, 10.00 Am.)**

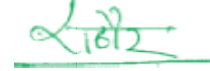
Dear Sir/Madam,

We are pleased to inform you that PRB Academy is organizing a **Residential Workshop** on the above-mentioned subject. The workshop will be held from **20th May . 2026 to 24th May . 2026, at Hotel Sagara. Beach Resort Kovalam Trivendram , Kerala -Pin-695521** And a open session on Yoga and meditation at Vivekananda Rock Kanyakumari, Tamilnadu. The program is specifically designed for senior, middle, and junior-level HR/Training/Personnel/Admin Department/Vigilance, and Line Managers/Executives (Male/Female). It will be conducted by renowned faculty, and will focus on reviewing both new and existing laws, acts, rules, and procedures related to the subject matter.

We are confident that your esteemed organization will benefit from this learning opportunity and encourage you to nominate participants from various verticals, as in the previous year. Kindly send us the nominations along with the participation fee **on or before 05th May . 2026.**

Thank you in advance for your prompt response.

Yours sincerely,



(Deshpal Singh Rathore)

Director

Encl : Programme Brochure

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We wish to introduce **PRB Academy**, an autonomous techno-managerial organization established in 2003 with the objective of delivering Management Development Programs (MDPs) for corporate organizations through residential training workshops and online training modules. The Academy is also engaged in providing consultancy services, third-party assessment for CSR projects, and other allied professional services. PRB Academy has been actively functioning since 2016 under the name **Parivartan Rajbhasha Academy**. Both PRB Academy and Parivartan Rajbhasha Academy are managed under the leadership of a single promoter.

Over the years, PRB Academy has successfully delivered training programs to more than 58 Central Public Sector Undertakings (CPSUs) and other organizations. The core training areas include the POSH Act (Prevention of Sexual Harassment at Workplace) – Training of Trainers (ToT), Administrative and Preventive Vigilance, New Labour Codes, Capacity Building and Leadership Development, and Corporate Governance and Compliance.

The Promoter Director of PRB Academy, **Mr. Deshpal Singh Rathore**, is an Ex-Nominated Member of the Hindi Advisory Committee, Ministry of Home Affairs (Official Language Department), Government of India. He has also served as a political adviser to various Parliamentarians and is currently associated as a Director of a Community Radio Station (FM 88.8). Under his leadership, the organization has implemented more than 35 CSR projects across India, focusing on women empowerment, digital education, health and nutrition, and community development. PRB Academy promotes cultural values, CSR initiatives, and the use of language in society as well as within service organizations in India. The Academy provides training and consultancy to various organizations to enhance management effectiveness. It has successfully conducted numerous workshops in the past, which were highly appreciated by officials from Central and State Government organizations and institutions across the country. Many of our earlier events were inaugurated by Union Ministers, Members of Parliament, trade union leaders, and other distinguished dignitaries. PRB Academy has also conferred awards in the fields of women empowerment, labour welfare, Rajbhasha promotion, and other areas of social development.

ABOUT THE PROGRAMME

This residential workshop on “Discipline Management – Detailed Procedure with Case Studies, Role of Inquiry Officer / Presenting Officer, and Essentials of the POSH Act” is designed to provide in-depth, practical training to HR professionals, line managers, and organizational leaders responsible for maintaining discipline and handling workplace complaints. The first part of the workshop focuses on discipline management, covering the full procedure of dealing with employee misconduct, including understanding various forms of misconduct (both minor and major), legal frameworks such as the Industrial Disputes Act and certified standing orders, and the importance of due process. Participants are trained in the drafting of charge sheets, conducting domestic inquiries, presenting evidence, and writing inquiry reports. Special attention is given to the roles and responsibilities of the Inquiry Officer and the Presenting Officer, ensuring that participants understand how to conduct fair, unbiased, and legally compliant inquiries while maintaining the principles of natural justice.

The second part of the workshop focuses on the POSH Act, 2013 (Prevention of Sexual Harassment at the Workplace), a critical compliance area for all organizations. This segment helps participants understand the legal definitions of sexual harassment, the constitution and functioning of the Internal Complaints Committee (ICC), and the procedures for handling complaints in a sensitive, confidential, and timely manner. The workshop covers the statutory timelines, documentation, employer obligations, and preventive measures necessary to create a safe and inclusive workplace. Real-life case studies, role plays, and mock inquiries are included to provide practical exposure and prepare participants to manage such cases with empathy and legal correctness.

For organizations, this workshop ensures legal compliance, reduces the risk of litigation, and builds internal capability to handle disciplinary and harassment cases efficiently. It also helps in fostering a professional and respectful workplace culture, enhancing employee trust and organizational reputation. For executive

participants, the workshop provides practical knowledge and confidence to manage complex workplace issues, act effectively as inquiry or presenting officers, and grow into more responsible leadership or HR roles. The residential format further enhances learning by offering a focused, distraction-free environment, encouraging deeper engagement and interaction with peers and experts.

CONTENTS

Discipline Management – Detailed Procedure with Case Studies, Role of Inquiry Officer / Presenting Officer, and Essentials of POSH Act

* 1.1 Principles of Discipline Management & Code of Conduct

Discipline management in an organization is built on the foundation of fairness, consistency, and adherence to the rules. Every organization is expected to define its standards of behavior through a well-drafted Code of Conduct or Standing Orders, which clearly outlines what constitutes acceptable and unacceptable behavior. These rules help maintain order, ensure productivity, and promote mutual respect. The principles of discipline management emphasize preventive over punitive measures and are rooted in natural justice—meaning any employee accused of misconduct must be given a fair opportunity to be heard before any action is taken. The objective is not only to correct behavior but also to maintain a positive work environment. During the workshop, participants explore these principles in depth and learn how to apply

* 1.2 Step-by-Step Procedure of Disciplinary Action (with Case Examples)

The disciplinary process must follow a legally compliant and structured approach to ensure transparency and avoid bias. The workshop explains this step-by-step process, starting from the receipt of a complaint or identification of misconduct. This includes conducting a preliminary inquiry, issuing a show-cause notice or charge sheet, providing the employee with an opportunity to respond, appointing an Inquiry Officer if necessary, conducting a domestic inquiry, and then taking appropriate disciplinary action based on the findings. Each step must be properly documented to ensure the action stands up to legal scrutiny. Through real-life case examples, participants are guided through situations such as absenteeism, insubordination, workplace misconduct, and breach of trust. These examples help participants understand how to handle such cases systematically while respecting the legal rights of the employee involved.

* 1.3 Role & Duties of Inquiry Officer and Presenting Officer

The Inquiry Officer plays a neutral and critical role in ensuring a fair and unbiased disciplinary inquiry. Their primary duty is to conduct the inquiry in accordance with the principles of natural justice, allowing both the charged employee and the management to present their side. The Inquiry Officer must evaluate the evidence impartially, conduct hearings with procedural fairness, and prepare a detailed and reasoned report based on facts and findings. On the other hand, the Presenting Officer represents the management's case during the inquiry. They are responsible for presenting evidence, calling witnesses, and supporting the charge through documents and testimonies. The workshop provides practical guidance and mock inquiry exercises to help participants understand these roles deeply. This ensures that those selected as Inquiry or Presenting Officers are prepared to conduct proceedings professionally and lawfully.

*1.4 Essentials of the POSH Act – Compliance and Implementation

The Prevention of Sexual Harassment (POSH) Act, 2013 mandates all organizations to provide a safe and harassment-free workplace, especially for women. This part of the workshop covers the key elements of the POSH Act, including the definition of sexual harassment, the rights of the complainant, and the responsibilities of the employer. The process of forming the Internal Complaints Committee (ICC), handling complaints with confidentiality, conducting inquiry proceedings, and submitting findings within the

prescribed timeframes is explained in detail. Participants also learn about penalties for non-compliance and the importance of awareness, training, and preventive measures. The focus is on practical implementation—ensuring that organizations not only comply with the law but also create a respectful and inclusive workplace culture.

*15 Case Studies & Best Practices for Fair and Transparent Proceedings

Learning from real-life case studies adds immense value to understanding discipline and POSH-related matters. This section of the workshop presents selected case studies from different industries, covering a range of disciplinary and harassment issues. Each case is analyzed to highlight what was done right, what went wrong, and how procedures could have been improved. Participants also learn about best practices such as maintaining records, ensuring unbiased inquiry, timely redressal, and protecting the rights of all parties involved. Emphasis is placed on building transparent systems where employees feel safe to report misconduct without fear of retaliation, and where management acts in a fair and consistent manner. These best practices not only help in compliance but also strengthen organizational credibility and employee trust.

FACULTY

The faculty includes senior level Director, who worked in a Pan India Organization in Service Sector having large no. of Male / Female employees. They have contributed substantially in the area of training and development in this area and served in different capacities in various committees constituted under the Act. The faculty members have exposed for running various parliamentary committees inspections.

Multiple workshops/Seminar/Summits organized by President of PRB Academy have been Inaugurated by Hon'ble Governor, Central Ministers, Parliamentarians, professor from centre universities, trade union leaders, social dignitaries and sponsored attended and appreciated by officers of organizations that includes but not limited to Ministry of Consumer Affairs, Ministry of Skill Development, Ministry of Information and Broadcasting, ONGC LTD., ONGC VIDESH LTD. INDIAN OIL LTD. EIL ,BPCL, HPCL, NRL, MRPLSAILRINL, NMDC LTD. KIOCL COALINDIA LTD , MCL, NCL, CCL, ECL, SECL, HIND COPPER, DAMODER VALLEY CORPORATION, NHPC, NTPC, REC SJVN , ECIL, BANK OF BARODA, STATE BANK OF INDIA, PUNJAB NATIONAL BANK, NABARD, HUDCO, IDBI BANK, CENTRAL UNIVERSITY GUJARAT, CENTRAL UNIVERSITY KERALA, DIRECTORATE OF DAVP, BSF, NIC OF INDIA, ECGC LIMITED, DFCCIL, MUMBAI RAIL VIKAS CORPORATION, IRCTC, CRIS, NHRCL, CONTAINER CORPORATION OF INDIA LIMITED , RAILWAY BOARD, IREDA, COACHIN SHIPYARD LIMITED, HINDUSTAN LIFECARE LIMITED, NALCO, REGIONAL INSTITUTE OF EDUCATION (NCERT, BHUBANESWAR), IITM PUNE, IN COIS HYDERABAD, NIOT CHENNAI, NCMRWF, NOIDA, IMD DELHI, NATIONAL CENTRE FOR SEISMOLOGY etc.

Venue, Date & Time:

At Hotel Sagara Beach Resort, Vizhinjam P.O. Kovalam, Light House Road Kovalam, Kerala- Pin-695521

Nearest Airport- Trivandrum Airport 15Km

Nearest Railway Station - , Trivandrum **Railway** Station 14km

Check-in—20th May, 2026, by 5.00pm.

Checkout—24th May .2026 by 10.00am.

The workshop will commence at 9.30 A.M. on 21th May . 2026 and will conclude at 5.30

p.m. on 23th May. 2026. However there will be an introductory session on 20th May 2026, after all participants have reported **Hotel Sagara Beach Resort, Vizhinjam P.O. Kovalam,**

Participation Fee:

	Residential		Non-Residential
	Fee Per Participant Single occupancy Rs.60000/-	Fee for Two Participants double occupancy Rs.90,000/-	Fee Per Participant Rs.45,000/-

- * Applicable Goods & Service Tax 18%.
- * fee(s) in all cases should be remitted before the commencement of the programme.

1- SERVICES & FACILITIES – for Residential Participants:

Registration	Registration at 5.00pm, Conference Hall on 20 th May 2026			
20 th May.	21 th May.	22 th May.	23 th May.	24 th May.
Day 1 st	Day 2 nd	Day 3 rd	Day 4 th	Day 5 th
Arrival Day	Breakfast 07.30am to 9.30 am	Breakfast 07.30am to 10.30 am	Breakfast 07.30am to 10.30 am	Breakfast 07.30am to 10.30 am
Checking at 4.00pm				
Tea Snacks at 5.00pm	Lunch – 1.30pm to 2.30pm	Lunch – 1.30pm to 2.30pm	Lunch – 1.30pm to 2.30pm	Departure Day 10.00 AM
Dinner 7.30pm to 9.30pm	Dinner 7.30pm to 10pm	Dinner 7.30pm to 10pm	Dinner 7.30pm to 10pm	
Introductory Session at 5 pm	Full Day Session	Full Day Session	Post Lunch session, Certificate distribution, Conclude and local scenic	

- Participants will get room, bed, tea (in room service), break-fast, lunch, dinner and tea during programme time, **Study material & Sightseeing.**
- Participants will have to make their own travel arrangements to reach the Programme venue.
- Participants may be accompanied by their spouse and one child (up to 6 years old) free of charge
- Additional accompanying persons will be required to pay a nominal charge for food
- Maximum two family members are allowed with Participants.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks/Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- For Check-in before and check-out after the program dates the extra Hotel charge will be borne by the Participants.

NOTE: Kindly confirm your nominations details on or before 05 May .2026.

NOTE: Kindly carry your photo ID for self and family (if accompanying).

NOTE: Room sharing only for same gender from same organization.

2- NON-RESIDENTIAL PARTICIPANTS:

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing, swimming pool facilities etc.

3- AIRPORT/Rail TRANSFER: To be arranged by the participants at their own cost

4- FEE PAYMENT: The fee(s) in all cases should be remitted before the commencement of the programme by **Bank Draft /Cheque/RTGS/NEFT** in favor of **“Parivartan Rajbhasha Academy”** payable at New Delhi.

5- Participation fee(s) is non-refundable on confirmation is confirmed. However, substitute can be made, or the fee can be adjusted against future nominations.

6-PRB Academy may reserve its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation/postponement any fees paid to PRB Academy shall be refundable in full or can be carried forward for adjustment against nomination to future programme.

7- The Participants are requested to get the confirmation from the organizer of workshop before proceeding to the venue. The PRB Academy will not be held responsible if any participant reaches the venue for postponed/cancelled program without getting the confirmation from the PRB Academy. The cancellation/postponement of the program, if any, be intimated to only those organizations whose nominations have been received by the Academy on time.

8- REGISTRATION

Please register the name(s) of the participant(s) at **e-mail:** prbacademy.training@gmail.com, dpsinghrathore@gmail.com

Send the Registration by e-mail along with your department ID Card.

9- Payment as per the following.

Bank details for RTGS/NEFT:	For Correspondence:
Bank Name: Punjab National Bank	P R B Academy
Branch: ECE House, Kasturba Gandhi Marg, New Delhi-110001	23/672, DDA FLATES, Madangir, New Delhi-110062
A/CNO: 1120002102330096	Mob: 9899112882, 9899496782
A/C Type: Current Account	Email: prbacademy.training@gmail.com
IFSC: PUNB0112000	Website: www.prbacademy.org
MICR: 110024043	Contact Person—Mr. Deshpal Singh Rathore
PANNO.: AFQPR7883B	GSTNO.: 07AFQPR7883B2ZU

Contact Person: Deshpal Singh Rathore –9899112882, 9899496282