



INDIAN INSTITUTE OF BANKING & FINANCE

(ISO 21001:2018 Certified)

**“Programme on Discipline Management, Investigation Procedures and  
Disciplinary Actions/Proceedings for Banks/NBFCs/FIs/SFBs”**

**Physical Classroom Session**

**11.03.2026 to 13.03.2026 (Wednesday to Friday)**



**Coordinated by:**  
**Indian Institute of Banking & Finance,**  
**Professional Development Centre, South Zone,**  
**94, Jawaharlal Nehru Road**  
**Vadapalani, Chennai - 600 026**

**Website:** [www.iibf.org.in](http://www.iibf.org.in)

**For Details & Nomination, please contact:**

**Individuals can also register for the program at their own cost**

**Mr. G . Padmanaban**  
Head - PDC, South Zone, Chennai  
Phone: +91- 44 - 23721429  
Mobile: 7397240035  
E-mail: head-pdcsz@iibf.org.in

**Ms. Priya Maria A**  
Senior Executive, PDC-South Zone,  
Chennai  
Phone: +91- 44 -24722990  
Mobile: +91 9566274128  
E-mail: [se.pdcsz1@iibf.org.in](mailto:se.pdcsz1@iibf.org.in)

**Mr Harinadh Nethinti**  
Junior Executive, PDC-South  
Zone, Chennai  
Phone: +91- 44 -24722990  
Mobile : 8317550652  
E-mail : [je.pdcsz2@iibf.org.in](mailto:je.pdcsz2@iibf.org.in)



## **“Programme on Discipline Management, Investigation Procedures and Disciplinary Actions/Proceedings for Banks/NBFCs/FIs/SFBs”**

### **BACKGROUND**

During its 97 years of service, IIBF has emerged as a premier institute in the banking industry. Considering the emerging requirements of the bankers in the dynamic environment, IIBF has been offering certification courses and training programmes to the banking professionals.

The training programs are designed in consultation with the industry experts and human resources personnel with an endeavour to address the skill gaps on a continuous basis. The regular offerings in varied areas prepare the banking professionals ahead of the impending change.

IIBF offers virtual training programmes for its Blended Certification courses and many other programmes to facilitate learning across the country.

IIBF also has state-of-the-art training facilities at its Leadership Centre at Mumbai. The four Professional Development Centres (PDCs) at Chennai, Delhi, Kolkata & Mumbai cater to the increasing demand for the focused training programmes.

### **PROGRAMME OVERVIEW:**

The integrity framework of banks depends significantly on effective Vigilance Administration, structured investigation processes and legally sustainable disciplinary action. In a dynamic Banking environment where accountability, transparency and regulatory expectations are increasingly stringent, officers handling Vigilance and disciplinary matters must demonstrate clarity of judgment, evidence-based reasoning and procedural discipline.

The “Discipline Management, Investigation & Disciplinary Proceedings” programme is a 3-day intensive learning intervention and is designed to provide participants with a comprehensive understanding of Vigilance administration, investigation techniques, disciplinary procedures and sustainable decision-making. The Programme focuses on distinguishing misconduct from administrative lapse, appreciating evidence objectively and ensuring that disciplinary proceedings withstand internal and judicial scrutiny.

The emphasis of the Programme is on practical application, structured investigation methodology and the principle of preponderance of probability in departmental proceedings.

## **PROGRAMME OBJECTIVES**

At the end of the Programme, participants will be able to:

- Understand the framework of Vigilance Administration and its three dimensions, Preventive, Punitive and Participative.
- Correctly identify Vigilance angle & distinguish between Vigilance & non-Vigilance cases.
- Differentiate mala fide misconduct from bona fide error of judgment.
- Conduct structured investigations with objectivity and procedural discipline.
- Appreciate documentary and oral evidence in a systematic manner.
- Draft investigation reports based on logical analysis and material evidence.
- Understand staff accountability & disciplinary procedures under applicable regulations.
- Prepare charge sheets & conduct departmental enquiry proceedings effectively.
- Apply proportionality principles while awarding penalties.
- Ensure that disciplinary decisions are sustainable under appellate and judicial review

## **CONTENT OVERVIEW**

- Vigilance Framework & Investigation
- Vigilance Administration: Framework & Governance
- Investigation: Principles & Methodology
- Investigation in Fraud Cases
- Concept of Discipline & Disciplinary Rules
- Investigation Report & Disciplinary process
- Writing of Investigation Report
- Staff Accountability & Role of Investigating Officer
- Drafting of Charge Sheet & Articles of Charge
- Roles in Departmental Enquiry & Composite Inquiries
- Punishment & Penalties under Disciplinary Regulations
- Examination, Enquiry Proceedings & Post-Enquiry Process
- Case Study / Mock Proceedings & Practical Integration

## **TRAINING METHODOLOGY**

- Conceptual clarity through structured presentation
- Case-based discussion and illustration of real-life Banking scenarios
- Practical examination of investigation scenarios
- Mock enquiry simulation - Group exercises
- Interactive discussion, facilitated discussions and doubt clarification

## PROGRAMME OUTCOME

Participants will gain clarity in identifying Vigilance angle, conducting objective investigations and handling disciplinary proceedings in a structured and legally sustainable manner. The Programme aims to build confidence among officers handling Vigilance and disciplinary matters while reinforcing integrity and accountability within the organization.

## VENUE

Indian Institute of Banking & Finance,  
Professional Development Centre, South Zone,  
94, Jawaharlal Nehru Road  
Vadapalani, Chennai -600 026

## TARGET GROUP

All HRD Personnel/DAs/IAs/EOs/ POs/MRs/AO/DR handling DA matters & DE Proceedings or the Officers/Executives newly identified to handle such responsibilities.

## DURATION

**11<sup>th</sup> to 13<sup>th</sup> March'2026 (Wednesday, Thursday and Friday) (3 Days) - Timings 09:45 a.m. to 5.30 p.m.**

## FEES:

Rs.10,500/- plus GST @18% aggregating to **Rs.12,390/- per participant** (In case of TDS deduction, please send us TDS certificate)

Programme fees may be remitted to the credit of Institute's account with State Bank of India, details of which are given below:

Name of the Bank branch	: State Bank of India, Vidya Vihar(West), Mumbai.
Account no	: 37067835882
IFSC code	: SBIN0011710
PAN No: AAATT3309D and GSTIN No: 33AAATT3309D2ZY	

(Kindly provide your GST Number in the nomination letter to facilitate raising of invoice)

**The programme is Non-residential. Lunch and snacks will be provided to the participants by the Institute.**

**Participants have to arrange their overnight stay on their own / by their respective Banks.**



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**NOMINATION FORM FOR ORGANIZATION WHO NOMINATES THE PARTICIPANTS**

**Program title:** Programme on Discipline Management, Investigation Procedures and Disciplinary Actions/Proceedings for Banks/NBFCs/FIs/SFBs

**Date:** 11<sup>th</sup> to 13<sup>th</sup> March'2026 (Wednesday, Thursday and Friday)

**Programme Type:** Physical Classroom Session

**Details of Nominee(s):**

Sl. No	Name	Designation	Branch/ Office	Contact No.	E-mail (Personal Mail Id )*	E-mail (Official Mail Id)*
1						
2						
3						

Name of Bank/ FI: \_\_\_\_\_

Address: \_\_\_\_\_

GST Details of Nominating Bank: \_\_\_\_\_

**UTR Number and date of Fees remitted.** -----

Phone of Nominating Official:-----E-Mail of Nominating Official: \_\_\_\_\_

<b>Mr. G . Padmanaban</b> Head – PDC, South Zone, Chennai Phone: +91- 44 - 23721429 Mobile: 7397240035 E-mail: head-pdcsz@iibf.org.in	<b>Ms. Priya Maria A</b> Senior Executive, PDC-South Zone, Chennai Phone: +91- 44 -24722990 Mobile: +91 9566274128 E-mail: <a href="mailto:se.pdcsz1@iibf.org.in">se.pdcsz1@iibf.org.in</a>	<b>Mr Harinadh Nethinti</b> Junior Executive, PDC-South Zone, Chennai Phone: +91- 44 -24722990 Mobile : 8317550652 E-mail : <a href="mailto:je.pdcsz2@iibf.org.in">je.pdcsz2@iibf.org.in</a>
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**NOMINATION FORM FOR SELF-SPONSORED CANDIDATES**

**Program title:** Programme on Discipline Management, Investigation Procedures and Disciplinary Actions/Proceedings for Banks/NBFCs/FIs/SFBs

**Date:** 11<sup>th</sup> to 13<sup>th</sup> March '2026 (Wednesday, Thursday and Friday)

**Programme Type:** Physical Classroom Session

**Details of nomination:**

Sl. No	Name	Designation	Contact No. (Mobile)	Place of Posting	E-mail (Personal Mail Id)	UTR Number with Date of Payment
1						

Name of Bank/ FI employed with:

\_\_\_\_\_

Address of Bank/FI employed with:

\_\_\_\_\_

\_\_\_\_\_

**UTR Number and date of Fees remitted.** -----

<b>Mr. G . Padmanaban</b> Head – PDC, South Zone, Chennai Phone: +91- 44 - 23721429 Mobile: 7397240035 E-mail: head-pdcz@iibf.org.in	<b>Ms. Priya Maria A</b> Senior Executive, PDC-South Zone, Chennai Phone: +91- 44 -24722990 Mobile: +91 9566274128 E-mail: <a href="mailto:se.pdcz1@iibf.org.in">se.pdcz1@iibf.org.in</a>	<b>Mr Harinadh Nethinti</b> Junior Executive, PDC-South Zone, Chennai Phone: +91- 44 -24722990 Mobile : 8317550652 E-mail : je.pdcz2@iibf.org.in
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