

Bihar Institute of Public Administration and Rural Development, Patna
Five Day Training Programme on "Departmental Proceedings" for Secretariat employees/officers of Regional
Offices
Date - 15.01.2007 to 19.01.2007

Date	10.00 - 11.00	11.00 - 12.00	Tea Break (10 Mins)	12.10 - 01.10	01.10 - 02.10	02.10-3.00	3.00 - 4.00	4.00 - 5.00
15.01.2007	Registration, Inauguration & Material Distribution			Introduction by M. A. Eqbal Joint Secretary (Retd.), Govt. of Bihar		Lunch	Role of D/A, Inquiry officer and presenting officer by K. Pandey Accounts Officer, M. I. Department, Patna	
16.01.2007	Introduction by M. A. Eqbal Joint Secretary (Retd.), Govt. of Bihar	Procedure of Conducting Departmental Proceeding by K. Pandey Accounts Officer, M. I. Department, Patna				Lunch	Suspension by Dharamraj Pandey Registrar (Retd.), Finance Department, Bihar, Patna	
17.01.2007	Procedure of Conducting Departmental Proceeding by K. Pandey Accounts Officer, M. I. Department, Patna			Suspension - Case Study by Dharamraj Pandey Registrar (Retd.), Department, Bihar, Patna		Lunch	Govt. Servant's Conduct Rules by R. N. Prasad	
18.01.2007	Minor & Major Punishment by S. P. Yadav				Punishment Case Study by Dharamraj Pandey Registrar (Retd.), Finance Department, Bihar, Patna	Lunch	Appeal, Revision and Conclusion by Dharamraj Pandey Registrar (Retd.), Finance Department, Bihar, Patna	
19.01.2007	Group Discussion by K. Pandey Accounts Officer, M. I. Department, Patna			K. Pandey Officer, Department, Patna	Case Study by Accounts M. I.	Lunch	Feed Back	Validictory Session