

## **Workshop 20-20 Topics**

1. Lodging a police complaint/ information against an incident that has taken place in the school
2. Lodging FIR against an incident that has taken place in the school.
3. How to act on a police complaint/FIR against you.
4. What is a warrant? The types warrant.
5. How to handle police/court warrant or arrest warrant.
6. The laws/ rights of a citizen against a warrant- how to respond to it.
7. How to defend/react against a warrant.
8. How to draft an appointment letter.
9. How to conduct an enquiry against an employee.
10. How to frame a charge sheet.
11. Rules pertaining to conducting an enquiry
12. Rules regarding appointing the enquiry officers.
13. Right of a delinquent against a charge sheet,
14. Tips to build up a case against a delinquent
15. How to prepare evidence against accusations.
16. How to prepare a dismissal order.
17. How to prepare a show cause notice
18. Rules regarding framing show cause notice, charge sheet, dismissal order.
19. Rules regarding natural justice against disciplinary action against a delinquent.
20. Framing service rules.
21. How to maintain service record of an employ.
22. How to handle in case of an appeal against dismissal order
23. How to suspend an employee
24. Rules pertaining to an employee on suspension.
25. Rules to dismiss with immediate effect.
26. Rules, if an employee refuses to accept and acknowledge a show cause notice.
27. Rules regarding an employ refusing to accept a dismissal order.
28. Rules regarding the rights of an employee on suspension / dismissal
29. Safe guards against POCSO
30. How to reply to a departmental notice/order
31. List of files to be maintained in the office.
32. Other topics on request from members.

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General Secretary