



Pakistan Society for
Training & Development

Disciplinary Procedure and Conducting Domestic Enquiry

LEARNING OBJECTIVES

Personnel assigned the responsibility to carry out the disciplinary process, should be aware of the fact that its initiation and conducting the domestic enquiry under law, is a sensitive and technical matter, which must be conducted with due care keeping in view the requirements of labour laws. Following the procedure developed and recognized over a long period of time through case law is necessary for management, as every step is subject to close scrutiny if the workman takes the matter to court. It should be kept in mind that a reversal of action by the court, will not only be embarrassing for management but also demoralizing for workforce within the organization. It is from this perspective that this one day workshop has been designed to equip the participants with adequate knowledge and training in conducting the disciplinary procedure and domestic enquiry.

LAHORE 23rd Nov 2017
9:00am - 5:00pm
Faletti's Hotel, Lahore

Course fee: **Rs. 22,500/-** (Exclusive of GST)
(Per participant)
Includes Course material, PSTD Certificate, Lunch,
Refreshments & Business Networking

FOR REGISTRATION AND DETAILS CONTACT

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At the end of this workshop, the participants will be able to have clear understanding about:

- The provisions and procedure of disciplinary action under law, in case a workman is accused of committing misconduct.
- Participants will go through an exercise to conduct domestic enquiry, which is a mandatory requirement of law. This exercise will make them familiar with various steps involved in conducting the enquiry and the safeguards to be undertaken.

COURSE CONTENT

- Provisions of labour laws relating to termination/dismissal of a workman for misconduct.
- Procedure required to be followed for disciplinary action.
- Procedure for conducting the domestic enquiry in conformity with the legal requirements. Specimen of letters to be given to the accused workman at every step.
- Case law on disciplinary procedure and final action.

Trainer's Profile:

Parvez Rahim

Parvez Rahim has over 45 years' experience in industrial and employee relations, mostly in the multinational companies. After graduating from the University Law College, Lahore in 1969, he practiced labour cases in the courts at Lahore for about two years. He joined a state enterprise Lahore Engineering and Foundry Limited in the field of Industrial Relations in 1972.

Parvez joined Exxon Chemical Pakistan Ltd at Daharki in 1977 as Industrial Relations Officer and worked there for six years. He then joined ICI Pakistan Ltd in early 1983 as Personnel and Administrative Services Manager in its Polyester Business at Sheikhpura and retired in April 2005 as Corporate Industrial Relations Manager at Karachi after working in this capacity for 18 years. He has the experience of conducting more than five thousand disciplinary cases in the organizations where he has worked.

He has been working as the Employee Relations Advisor at a large hospital in Karachi since May 2005, and is currently associated with it as Consultant, Employee Relations.

Parvez is much published writer of letters and articles mostly on labour legislation and industrial relations in the country's leading English publications especially the daily Dawn, to which he has contributed more than 500 articles so far.