

Course No.	SC 503	
Course Title:	WORKSHOP ON GENERAL CONDUCT AND DISCIPLINARY PROCEDURE IN THE PUBLIC SECTOR <i>Eradicate mal-practice, errors and faults in Public sector</i>	
Target Group: Officers in the All Island Services and other Staff Grade Officers, Staff Grade Officers of SOEs	Duration: 05 Days	
Main Subject Areas:		
<ul style="list-style-type: none"> * Delegation of Disciplinary Authority * Legal background of disciplinary procedure in the public sector * Establishment Code chapters XLVII ,XLVIII General conduct and Discipline * Conducting a Preliminary Investigation * Preparing Preliminary Investigation Report * Drafting Charge Sheets * Duties and Responsibilities of members in a Formal inquiry * Appeal procedure of formal Disciplinary Orders * How to use Audio and Video Evidence in Disciplinary Inquiries * Court cases relating to disciplinary inquiries. * Interdependency of court procedure and disciplinary procedure 		
Learning Outcomes: On successful completion of the course, the participants will have the ability to		
<ul style="list-style-type: none"> • Understand legal framework of disciplinary procedure • Understand the importance of disciplinary procedure to ensure better public service • Develop skills to draft charge sheet • Conduct effective preliminary investigation and formal inquiry in public sector • Understand the interdependency of disciplinary procedure and court procedure 		
Course Fees: Rs.17,500.00	Medium	English/Sinhala /Tamil
Assessment Method	Group Assignment (serially developed in class)	
Course Coordinator	Mr. J Jayasundera , Mr.R Rushanthan	
Contact Person	Rohini (011-5980213)	

**Employees of Government Ministries, Departments and Provincial Councils are exempted from paying the course fee. (State Owned Enterprise (SOE) employees are not exempted from Course fee.*