

## COURSE CONTENT

### DOMESTIC INQUIRY PROCEDURE

- \* Statutory provisions on discipline
- \* Rules of natural justice
- \* Situations where domestic inquiry is/is not needed
- \* Industrial court guidelines on due inquiry
- \* Domestic inquiry procedure
- \* Examination of witnesses
- \* Submission
- \* Report writing
- \* Role of punishing authority
- \* Writing a show cause letter
- \* Letter of charge
- \* Case studies on decision making by panel members
- \* Preparation for the inquiry
- \* The investigation process
- \* Role of the panel
- \* Role of the prosecutor
- \* Right of appeal
- \* Dismissal/punishment letter
- \* Common mistakes in conducting a domestic inquiry
- \* Appellate courts on the requirements of due inquiry