

**Workshop on Managing Disciplinary Process in Organizations and Session on  
Supreme Court Ruling on Provident Fund applicability on allowances  
Its implications and Impact on Industry  
30<sup>th</sup> April 2019; 10 a.m. – 4 p.m.  
PHD House, New Delhi**

We are pleased to inform you that PHD Chamber of Commerce & Industry and Konrad Adenauer Stiftung (KAS) is organizing “*Workshop on Managing the Disciplinary Process in Organizations and session on Supreme Court Ruling on Provident Fund applicability on allowances - Its implications and Impact on Industry*” on Tuesday 30th April 2019 at PHD House, New Delhi.

**Session I: 10.30 a.m. – 1 p.m.**

***Theme - Managing Disciplinary Process in Organizations***

This session prepares HR practitioners and management for dealing with the disciplinary situation in a timely, fair and effective manner. The delegates will gain awareness on the policies, procedures and tools and techniques of effective discipline process focusing on the employer, employee and union rights. Delegates will get practical insights about management of disciplinary process and how to differentiate between poor performance and misconduct. The domain expert will deliberate on legislation, jurisprudence and labour relations principles that impact disciplinary investigations and decisions.

**Learning Outcomes:**

- Procedural and fairness and applying the principle of corrective discipline
- Formal and informal discipline in the workplace
- Formulating charges, gathering evidence, witness preparation and strategizing to present an employer's case at a disciplinary enquiry
- Dealing with appeal proceedings
- Rules of Evidence - applicability, admissibility, credibility and preparation of evidence
- Guidelines for issuing disciplinary documents i.e. warnings, dismissals and notices
- Mediation skills

**Distinguished Speakers:**

Domain Experts

**Session II: 2 p.m. – 4 p.m.**

***Theme - Supreme Court Ruling on Provident Fund applicability on allowances - Its implications and Impact on Industry***

EPF has made laudable strides with e-governance, but there are many issues and challenges in provident fund administration. The recent Supreme Court judgment on wage components for PF computation has some implications in order to ensure compliances. Supreme Court has ruled out that the allowances in question were essentially a part of the basic wage camouflaged as part of an allowance so as to avoid deduction and contribution accordingly to the provident fund account of the employees. Essentially, it means that the PF contribution will be on the total amount including all the allowances paid to an employee and not just on the basic salary. The session is crafted in a manner to understand the Supreme Court judgement on PF contribution; how it impacts your PF and take-home pay and its implications.

**Learning Outcomes:**

- Recent/Latest Amendments

- Important Highlights
- Compliance Aspects
- Practical issues in day to day compliances
- Care to be taken by the employer to avoid penal consequences
- Retrospective vs. Prospective implications

### **Distinguished Speakers:**

- **Mr. Ravi Wig, Chairman, HR & IR Committee**
- **Shri Anil Swarup, Secretary (Retd.), Govt. of India**
- **Dr. Lalit Bhasin, Managing Partner, Bhasin & Company**

### **Who should attend?**

- CEOs and Managing Directors
- HR & IR Personnel
- Admin and Finance Department Personnel
- Labour Law Practitioners
- Company Secretary/Compliance personnel

**Considering the importance of this workshop you are requested to attend or depute senior officials from you organization to participate in the knowledge-intensive program.**

### **Delegate Fee**

**Rs. 1500** + 18% GST (PHDCCI members/Public Sector Employees/3 or more participants from the same organization)

**Rs. 2000** + 18% GST (non-members)

**For registration, please click on the link:**

<http://www.phdcci.in/>

***Seats are Limited. Registration is on first come first-served basis.***

For any query, please write to Ms Ladali Khatun, [ladali.khatun@phdcci.in](mailto:ladali.khatun@phdcci.in) or call 49545454 (Extn. 175).

With sincere thanks in anticipation of your participation.

Dr. Jatinder Singh  
Director

-----  
**PHD Chamber of Commerce and Industry**

PHD House, 4/2, Siri Institutional area  
August Kranti Marg, New Delhi-110 016  
T: 91 11 26863801-04, 49545454 (EXT 293)  
F: 91 11 26855450, 26863135  
E: [jatinder@phdcci.in](mailto:jatinder@phdcci.in) W: [www.phdcci.in](http://www.phdcci.in)