

2020

**NANDADEEP
VALUERS
FOUNDATION**

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DISCIPLINARY POLICY

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| Policy Manual Disciplinary | Sub: - Contents. | Doc.Ref: - PM-DC 01 |
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| Sr.No. | Copy belongs to |
|---------------|---|
| 01 | Director |
| 02 | Administrator |
| 03 | Chairman and member Advisory Committee. |
| 04 | Chairman and member Membership Committee. |
| 05 | Chairman and member Monitoring Committee. |
| 06 | Chairman and member Grievances Redressal Committee. |
| 07 | Chairman and member Disciplinary Committee. |
| 08 | Chairman and member Training Committee. |
| 09 | Members of NVF. |
| 10 | Authority |
| 11 | Stakeholder on request. |

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Disciplinary Policy

1. Disciplinary committee shall receive the complaint from following sources: -
 - a. Reference made by the grievances redressal committee.
 - b. Monitoring of members.
 - c. Following the directions given by the authority, or any court of law.
 - d. Suo moto , based on any information received by it.
2. Disciplinary committee shall ask for supporting documents to study and ascertain the facts.
3. Committee shall issue a show cause notice based on facts to the accused.
4. Accused is expected to reply within 7 working days from issue of show cause notice.
5. Committee shall analyse all the documents, replies etc.
6. Disciplinary committee may call both the parties to be present in person or their authorized representative before the committee and conduct a hearing. Committee shall follow the principle of natural justice.
7. Accuser (organization/ valuer) shall submit appropriate documented evidences in his defence to the complaint / grievance.
8. If the explanation is found satisfactory by the committee, the decision of dismissal with reason order of grievances is conveyed to the complainant and the accused (organization / valuer).
9. If disciplinary committee finds valid reason in complaint / grievance, it shall pass reasoned order whereby
 - a. Expulsion of the member;
 - b. Suspension of the member for a certain period of time;
 - c. Admonishment of the member;
 - d. Imposition of monetary penalty;
 - e. Reference of the matter to the authority, which may include, in appropriate cases, recommendation of the amount of restitution or compensation that may be enforced by the authority; and
 - f. Directions relating to costs.

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10. In either case, disciplinary committee shall study and analyze the nature of complaint / grievance, against the concern rule / act / policy.

11. The maximum time frame for all above process, i.e. acknowledgement of complaint / grievance to closure of complaint / grievance shall not be more than 60 working days. This time frame may be revised suitably depending on the situation by disciplinary committee.

12. The Disciplinary Committee may pass an order for expulsion of a member if it has found that the member has committed-

- a. An offence under any law for the time being in force, punishable with imprisonment for a term exceeding six months, or an offence involving moral turpitude;
- b. A gross violation of the Act, rules, regulations and guidelines issued thereunder, bye-laws or directions given by the Governing Board which renders him not a fit and proper person to continue acting as a registered valuer.

13. Any order passed by the Disciplinary Committee shall be placed on the website of the Organization within seven days from passing of the said order, with one copy each being provided to each of the parties to the proceeding.

14. Monetary penalty received by the Organization under the orders of the Disciplinary Committee shall be used for the professional development.

Rights and obligations of the parties

15. To engage an advocate / authorized person / expert in field of grievance as the case may be.

16. Right to audience.

17. Right to get the order.

18. To come before the committee with genuine case and documents to comply with procedure and rules laid down thereunder.

19. To comply the directions given by committee.

20. To act as per the prescribed time frame in the rules.