

केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन(मुख्यालय)

18 सांस्थागत क्षेत्र, शाहीद जेत सिंह मार्ग,
नई दिल्ली-110016

KENDRIYA VIDYALAYA SANGATHAN(HQ)

18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi-110016.

Tel.: 26858570 Fax 26514179

Website: www.kvsangathan.nic.in

E-mail: so.vig@kvsedu.org

F.11059/ii-2/2018-KVS(Vig)/ 10216 -10250,

Dated 20 September, 2018

The Deputy Commissioner/Director,
Kendriya Vidyalaya Sangathan,
All Regional Offices/ZIETs,

Subject:- Timely completion of disciplinary proceedings for improving vigilance administration.

Sir/Madam,

Please find attached herewith the following circulars/guidelines on the subject cited above whereby guidelines are issued by DoPT and CVC, New Delhi for timely completion of departmental inquiries/disciplinary proceedings with a view to improve vigilance administration:-

1. MHRD letter No.10-45/2018-EE-12 dated 17-9-2018
2. MHRD letter No.C-34013/7/2018-Vig dated 13-9-2018
3. DoPT Office Memorandum No.344/13/2017-AVD-III dated 29-8-2018.
4. CVC Circular No.02/01/2016 dated 18-01-2016
5. DoPT Office Memorandum No.425/04/2012-AVD-IV(A) dated 29-11-2012

The DoPT, vide Office Memorandum dated 29-8-2018, has observed that the inordinate delays in handling vigilance matters lead to complete blunting of vigilance administration and, thus, advised all the Ministries/ departments to adhere to the guidelines/instructions circulated by CVC and DoPT vide circular dated 18-1-2016 and O.M dated 29-11-2012 respectively.

The CVC, vide Circular No.02/01/2016 dated 18-01-2016, has given instructions to all employers (whether State or Private) to make sincere endeavour to conclude the departmental inquiry proceedings once initiated against any delinquent employee within a reasonable time by giving priority to such proceedings. As far as possible, the inquiry proceedings should be completed within six months as an outer limit. Where it is not possible for the employer to conclude the inquiry/disciplinary proceedings within six months due to unavoidable causes arising in the course of proceedings, efforts should be made to conclude within reasonably extended period depending upon the cause and the nature of inquiry, but not more than a year.

The DoPT, vide O.M dated 29-11-2012, has circulated the guidelines for monitoring and expeditious disposal of the disciplinary proceedings.

Being the competent Disciplinary Authority, you are requested to ensure strict adherence to the instructions/guidelines issued by CVC and DoPT for avoiding inordinate delays in completion of disciplinary proceedings initiated against the employees under your jurisdiction. The said guidelines may also be brought to the notice of the Principals of all Kendriya Vidyalayas under your jurisdiction for strict adherence.

Yours faithfully

(Saurabh Jain)

Additional Commissioner(Admn) & CVO

Encl: As above

Copy to:-

1. The Under Secretary, Ministry of HRD, Deptt. of School Education & Literacy, Shastri Bhawan, New Delhi w.r.t to his forwarding letter No.10-45/2018-EE-12 dated 17-9-2018
2. The Joint Commissioner(Admn/Acad/Trg./Pers./Fin), KVS(HQ), New Delhi for information.
3. The Deputy Commissioner, EDP Cell to upload the circular on KVS website.
4. Shri Gopal Ram, Section Officer, UT-2, M/HRD, Shastri Bhawan, New Delhi w.r.t his e-mail dated 18-9-2018.
5. Guard file.

(2)


10-45/2018-EE.12
Government of India
Ministry of Human Resource Development
Department of School Education and Literacy

New Delhi, the 17th September, 2018

Subject: Inordinate delays in completion of vigilance Inquiries and disciplinary proceedings-
regarding.

Please find enclosed herewith a copy of DOPT OM No.344/13/2017-AVD.III, dated 29.8.2018 and CVC's circular No. 02/01/2016 date 18.01.2016 regarding inordinate delays in completion of vigilance Inquiries and disciplinary proceedings against officers.

2. You are requested to advise Institutions/ autonomous Organizations under your administrative control to ensure strict adherence to the instructions of the CVC and DOPT to avoid inordinate delays in completion of vigilance inquiry and disciplinary proceedings cases.


(Subhendu Das)
Under Secretary to the Govt. of India
Tel: 23388030

(Signature)
Encl:- As Above.

To:-

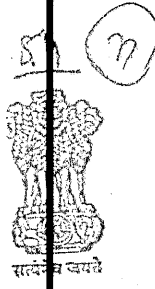
- 18/9/18*
Source
1. JS (AE & Coord.)
 2. JS(SE-I)
 3. JS (SE-II)
 4. JS (EE-I)

Copy to:-

1. Chairperson, (CBSE)
2. Chairperson, (NCTE)
3. Commissioner, (KVS)
4. Commissioner, (NVS)
5. Chairman, (NIOS)
6. Director, (NBB)
7. Director, (NCERT)

32/AL (V'S)
18/9/18

#151 483493



सूचना का अधिकार

भारत सरकार
मानव संसाधन विकास मंत्रालय
उच्चतर शिक्षा विभाग
शास्त्री भवन
नई दिल्ली - 110 115
GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF HIGHER EDUCATION
SHASTRI BHAWAN
NEW DELHI-110 115

Dr. Sukhbir Singh Sandhu, IAS
Additional Secretary (TE) & CVO
Tele : 011-23381097
Email : sandhu.edu@nic.in

DO NoC-34013/7/2018-Vig

13 September, 2018

Dear Sachin,

Please find enclosed herewith a copy of DOPT OM No.344/13/2017-AVD.III, dated 29.8.2018 regarding inordinate delays in completion of vigilance inquiries and disciplinary proceedings against officers.

- DOPT has informed that inordinate delay in completion of vigilance cases leads to complete blunting of vigilance administration and in many cases it leads to retirement of the Charged Officer. No action against real culprits conveys wrong message amongst other employees and spoils the work culture.
- Inordinate delays also affect the morale of charged employees and others in the organization who acted without any malafide intention.
- In view of above, you are requested to advise Institutions/Organizations under your administrative control to ensure strict adherence to the Instructions of the CVC and DOPT to avoid inordinate delays in completion of vigilance inquiry and disciplinary proceedings cases.

Regards,

Yours sincerely,

(S.S. Sandhu)

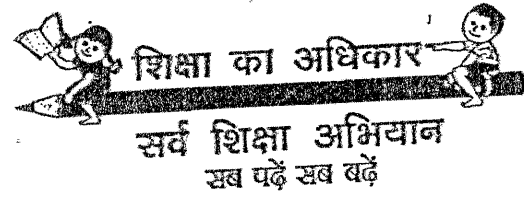
Shri Sachin Sinha,
Joint Secretary (AE & Coord),
Department of School Education & Literacy.

14.09.2018
US (Sachin Sinha)
Joint Secretary, Dept of SE & L

Urgent. Recd. 17.9.18

SO (EE-12)

TL
DCW/Adm
circulate to all
bureaus/AOs
14/9/18





North Block, New Delhi
Dated 29 August, 2018.

Office Memorandum

Subject: Inordinate delays leading to complete blunting of vigilance administration -reg.

The undersigned is directed to refer to communication No.99/FNC/023/350320 dated 04.07.2018 from the Central Vigilance Commissioner received through Cabinet Secretariat, expressing serious concerns about inordinate delays in completion of disciplinary proceedings against officers.

2. CVC has pointed out to inordinate delays (even for 18 years in an instance cited) in investigation and by apparently deliberate seeking of repeated reconsiderations from CVC, leading to an advice for initiation of minor penalty proceedings on the verge of retirement. As no minor penalty can be imposed post-retirement, the entire effort was rendered to be an exercise in futility.

3. This Department is of the view that inordinate delays in handling vigilance matters lead to complete blunting of Vigilance Administration. In this regard, the attention of all Ministries/Departments is being drawn to CVC's circular No. 02/01/2016 dated 18.01.2016 and DOPT's OM No. 425/02/2012-AVD-IV(A) dated 29.11.2012, prescribing guidelines for timely completion of Departmental Inquiry/Disciplinary Proceedings for improving vigilance administration.

4. In view of the above, all Ministries/Departments are advised to ensure strict adherence to the instructions of CVC/DoP&T referred to above, to avoid such inordinate delays in completion of Disciplinary Proceeding cases.

5. This issues with the approval of the Competent Authority.

Manmeet
(Manmeet Kaur)
Under Secretary to the Government of India
Tel. No. 2309 4541

To

1. Secretary, all Ministry/Department (As per standard list).

Copy to:

1. Secretary, Central Vigilance Commission, Satarkata Bhawan, New Delhi.
2. Prime Minister's Office, South Block, New Delhi.
3. Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
4. NIC, DoP&T for uploading on the website of the Department.

✓
✓
VO
CA/9
JS(vig)
Pl. Circulate
to
559
SO(vig)

Telegraphic Address
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

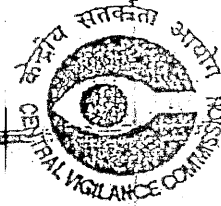
Website
www.cvc.nic.in

EPABX
24600200

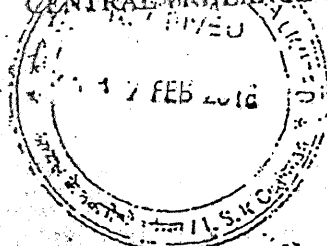
फैक्स/Fax : 24651186



सत्यमेव जयते



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No..... 000-VGL-18 / 305053

दिनांक / Dated 18.01.2016

Circular No. 02/01/2016

Subject: Timely completion of disciplinary proceedings/departmental inquiry proceedings—improving vigilance administration.

- Ref: (i) Commission's Circular No. 8(1)(g)/99(2) dated 19.02.1999
- (ii) Commission's Circular No. 8(1)(g)/99(3) dated 03.03.1999
- (iii) Commission's Circular No. 3(v)/99(7) dated 06.09.1999
- (iv) Commission's Circular No. 000/VGL/18 dated 23.05.2000
- (vi) Commission's Office Order No. 51/08/2004 dated 10.08.2004

The Commission has noted with serious concern that the administrative authorities are not adhering to the time-schedules prescribed for completion of disciplinary proceedings. In a recent study conducted by the Commission, it has been noticed that while the average time taken by the administrative authorities in finalisation of disciplinary proceedings is more than 2 years; the maximum time taken in a particular case was eight (8) years and at least in 22% cases the inquiry took more than two years. The Commission vide its Circular No. 8(1)(g)/99(3) dated 03.03.1999 and No. 000/VGL/18 dated 23.05.2000 has laid down the time limits for various stages of disciplinary proceedings right from the stage of investigation to finalisation of the disciplinary case. The time-limit for completion of departmental inquiry is six months from the date of appointment of the IO. Thus, it appears that this time limit is not being adhered to by a majority of the Departments/Organisations. Such long delays not only are unjust to officials who may be ultimately acquitted, but help the guilty evade punitive action for long periods. Further, they have an adverse impact on others who believe that "nothing will happen". The Commission has been emphasising from time to time on the need for expeditious completion of disciplinary proceedings.

2. Recently, the Hon'ble Supreme Court in its judgment dated 16.12.2015 in Civil Appeal No. 958 of 2010 Prem Nath Bali Vs. Registrar, High Court of Delhi & Anr has viewed the delay in handling of disciplinary cases adversely. The Hon'ble Supreme Court while allowing the said appeal in favour of the Appellant Employee has observed as follows:

CHI- 284 /MISC, MINISTRY

DATE 17.2.16

M.A. (SE)
 M.A. (SE)
 M.A. (SE)

may please see
 please for n.a.

विभागाध्यक्ष (म.वि.स.) 1/3/16
 सतर्कता आयोग

Chaina
 ALL FD, CIL
 C.V.O. CIL
 ALL CHDs

अग्रिम विवरण
 ऑफिस फोन नं. 24600200, 24651186
 E-Receipt No. 7322/2016/CMA
 दिनांक 29/02/16

CDS
 CVO
 CM (C.V.)

(6)

29. One cannot dispute in this case that the suspension period was unduly long. We also find that the delay in completion of the departmental proceedings was not wholly attributable to the appellant but it was equally attributable to the respondents as well. Due to such unreasonable delay, the appellant naturally suffered a lot because he and his family had to survive only on suspension allowance for a long period of 5 years.

30. We are constrained to observe as to why the departmental proceeding, which involved only one charge and that too uncomplicated, have taken more than 9 years to conclude the departmental inquiry. No justification was forthcoming from the respondents' side to explain the undue delay in completion of the departmental inquiry except to throw blame on the appellant's conduct which we feel, was not fully justified.

31. Time and again, this Court has emphasized that it is the duty of the employer to ensure that the departmental inquiry initiated against the delinquent employee is concluded within the shortest possible time by taking priority measures. In cases where the delinquent is placed under suspension during the pendency of such inquiry then it becomes all the more imperative for the employer to ensure that the inquiry is concluded in the shortest possible time to avoid any inconvenience, loss and prejudice to the rights of the delinquent employee.

32. As a matter of experience, we often notice that after completion of the inquiry, the issue involved therein does not come to an end because if the findings of the inquiry proceedings have gone against the delinquent employee, he invariably pursues the issue in Court to ventilate his grievance, which again consumes time for its final conclusion.

33. Keeping these factors in mind, we are of the considered opinion that every employer (whether State or private) must make sincere endeavor to conclude the departmental inquiry proceedings once initiated against the delinquent employee within a reasonable time by giving priority to such proceedings and as far as possible it should be concluded within six months as an outer limit. Where it is not possible for the employer to conclude due to certain unavoidable causes arising in the proceedings within the time frame then efforts should be made to conclude within reasonably extended period depending upon the cause and the nature of inquiry but not more than a year.

3. The Commission has observed that a number of factors contribute to the delay in the conduct of departmental inquiries and with prudent management this needs to be checked. The departmental inquiry is often delayed due to laxity on the part of IO, lack of monitoring by DA & CVO, non-availability of listed or additional documents, delay in inspection of original or certified documents, frequent adjournments, non-attendance of witnesses, especially private witnesses, faulty charge sheets and frequent change of IO/PO and non-monitoring of progress of inquiry. The Commission suggests that the following steps may be ensured and complied strictly by the IOs/administrative authorities:

- (i) In cases where investigation has been conducted by the CBI/ other investigating agency and the documents have been seized by them for prosecution in courts and RDA is also contemplated, it is the responsibility of the CVO/DA to procure from the CBI/investigating agency legible certified copies of seized documents required for RDA. In cases investigated by CVOs it must be ensured that certified legible photocopies of all documents are made available at the time of preparation of draft charge-sheet itself.

(ii) While drafting the charge-sheet it may be ensured that all the relied upon documents as well as copies of relevant rules/instructions are in the custody of CVO. After issue of charge-sheet and submission of defence statement, the DA is required to take a decision within 15 days for appointment of IO/PO in major penalty cases.

(iii) As far as practicable, the IO should be chosen from amongst the serving officers/retired officers in the same station where the charged officer is posted, who is likely to continue till the conclusion of inquiry.

(iv) It may be ensured that the PO is appointed simultaneously. Changes in IO/PO be resorted to only in exceptional cases under intimation to the Commission (in respect of officers within the jurisdiction of the Commission).

(v) In cases involving more than one charged officer, it may be ensured that, as far as practicable, same IO/PO is appointed in all cases.

(vi) The PO must keep copies of relevant Rules/Regulations/Instructions etc. readily available with him. Departments/Organisations should also ensure online availability of all their Rules/Regulations/Instructions etc. so that it can be downloaded during the inquiry proceedings without any loss of time.

(vii) It may be ensured that the defence documents are made available within the time allowed by the IO. Responsibility should be fixed on the custodian of such documents for any undue delay/not producing it in time or loss of these documents.

(viii) The IO should normally conduct Regular Hearing on a day to day basis and not grant more than one adjournment for appearance of witnesses. It may be ensured that all the prosecution or defence witnesses are summoned and examined in separate but simultaneous batches expeditiously.

(ix) If witnesses do not appear in response to notices or are not produced by PO/CO as the case may be, powers conferred under the Departmental Inquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, 1972 be exercised to request the Competent Court to pass orders for production of the witness through summons issued by the Court.

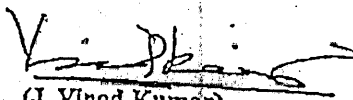
(x) The IO should, as far as practicable, desist from allowing interlocutory documents sought either by the PO or the CO as additional documents during the deposition of witnesses.

(xi) The time-limit for various stages of inquiry, as prescribed by the Commission vide its Circular No. 8(1)(g)99(3) dated 03.03.1999, may be complied with strictly by the disciplinary authorities and the inquiry officers.

(xii) Where the CO or PO do not co-operate in the manner of attendance, production of documents, witnesses etc., IO may after affording reasonable opportunity, proceed to give a report ex-parte based on facts, documents, witnesses produced before him.

(8)

4. The suggested time limits for conducting departmental inquiries prescribed by the Commission for various stages is annexed for ready reference. Timely completion of departmental inquiry/departmental proceedings is the prime responsibility of the Disciplinary Authority. Therefore, the disciplinary authorities in each Ministry/Department/Organisation may regularly monitor the progress of inquiry on regular basis and ensure that the inquiry/departmental proceedings are completed within the time-limit prescribed as laid down by Hon'ble Supreme Court in the above cited case. The CVO concerned would assist the disciplinary authority in monitoring the progress of departmental proceedings. The Commission may recommend adverse action against the concerned disciplinary/administrative authority who is found responsible for any unexplained delay observed in any case. In appropriate cases wherein the IO delays the proceedings, DA may not hesitate to take necessary and appropriate action against the IO.


(J. Vinod Kumar)
Director

To

- (i) The Secretaries of all Ministries/Departments of GoI
- (ii) All Chief Executives of CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies/etc.
- (iii) All CVOs of Ministries/Departments of GoI/CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies/ etc.
- (iv) Website of CYC

Model Time Limit for Departmental Inquiries as laid down in Circular No. 8(1)(g)99(3)
dated 03.03.1999

Stage of Departmental Inquiry	Time Limit prescribed
<ul style="list-style-type: none"> Fixing date of Preliminary Hearing and inspection of listed documents, submission of Defence documents/witnesses and nomination of a Defence Assistant (DA) (if not already nominated) 	Within four weeks
<ul style="list-style-type: none"> Inspection of relied upon documents/submission of list of DWs/Defence documents/Examination of relevancy of Defence documents/DWs, procuring of additional documents and submission of certificates confirming inspection of additional documents by CO/DA Issue of summons to the witnesses, fixing the date of Regular Hearing and arrangement for participation of witnesses in the Regular Hearing Regular Hearing on Day to Day basis 	3 months
<ul style="list-style-type: none"> Submission of Written Brief by PO to CO/IO 	15 days
<ul style="list-style-type: none"> Submission of Written Brief by CO to IO 	15 days
<ul style="list-style-type: none"> Submission of Inquiry Report from the date of receipt of written Brief by PO/CO 	30 days

NB: If the above schedule is not consistent /in conflict with the existing rules/ regulations of any organisation, the outer time limit of six months for completing the Departmental Inquiries should be strictly adhered to.

North Block, New Delhi

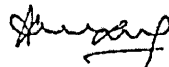
29th November, 2012

OFFICE MEMORANDUM

Subject: Guidelines for monitoring and expeditious disposal of the disciplinary proceeding cases – reg.

Instructions have been issued in the past for expeditious disposal of disciplinary proceedings against delinquent government servants. However, it has been observed that disciplinary proceedings are generally taking a long time which defeats the very purpose of initiating the said proceedings. Therefore, it has been considered necessary to issue the following guidelines for monitoring and expeditious disposal of disciplinary proceedings:-

- i. There are a number of instances where the Courts have set aside the order of penalty due to inordinate delay in initiating action. Therefore, it has to be ensured that disciplinary proceedings are initiated without undue delay.
- ii. The Administrative Department/Competent Authority should study the allegations more carefully and resort to minor penalty proceedings instead of initiating major penalty proceedings, where the circumstances involve minor infringements or cases of procedural irregularities. It has to be kept in mind that a minor penalty swiftly but judiciously imposed by a Disciplinary Authority is much more effective than a major penalty imposed after years spent on a protracted enquiry.
- iii. There is undue delay due to repeated requests of the charged officer for time to give his written statement in reply to the charge sheet. As per existing instructions, the charged officer is allowed 10 days to submit his written statement. The charged officer may be allowed 3 – 4 days absence by the Controlling Officer for preparing his written statement in which case, no extension of time should be allowed beyond the stipulated period of 10 days. (DoP&T's OM No.142/5/2003-AVD.I dated 6th April, 2004)
- iv. If vigilance angle is involved in a complaint, the case should be referred to CVC for their 1st stage advice within one month from the date of receipt of investigation report. If vigilance angle is not involved, case should be put up to the disciplinary authority for taking decision to initiate disciplinary action for major or minor penalty against delinquent officer under CCS(CCA) Rules within one month from the date of receipt of investigation report.
- v. After receipt of first stage advice of CVC, the case should be put up to the disciplinary authority for taking decision to initiate disciplinary action for major or minor penalty against delinquent officer under CCS(CCA) Rules within one month from the date of receipt of 1st stage advice of CVC.



- vi. The chargesheet should be issued to the charged officer within a week from the date of receipt of decision of the disciplinary authority to initiate major or minor penalty proceedings against him. In any case, it should be ensured that the chargesheet is issued within one month from the date of receipt of the 1st stage advice of CVC.
- ~~vii. Simultaneously with the issuance of chargesheet, names of suitable officer to be appointed as IO & PO may be selected tentatively. If the charged officer, in his written statement of defence, denies the charges leveled against him, orders regarding appointment of IO & PO should be issued immediately after receipt and consideration of defence statement. Copies of all the relevant papers/documents should also be provided to IO/PO along with the order.~~
- viii. The charge sheet should be drafted with utmost accuracy and precision based on the facts revealed during the investigation or otherwise and the misconduct involved. It should be ensured that no relevant material is left out and at the same time no irrelevant material or witnesses are included. (DoP&T's DO No.134/2/83-AVD.I dated 2nd May, 1985)
- ix. As far as possible, copies of all the documents relied upon and the statements of witnesses cited on behalf of the Disciplinary Authority should be supplied to the Government servant along with the charge sheet, so that the time taken by the charged officer to submit his written statement of defense is reduced. (DoP&T's DO No.134/2/83-AVD.I dated 2nd May, 1985)
- x. IO should submit his report within six months from the date of receipt of order of his appointment as IO. Where it is not possible to adhere to this time limit, the IO should submit reasons for delay to the disciplinary authority in writing.
- xi. A copy of the inquiry report and also disagreement of the disciplinary authority, if any, on it should be provided to the Charged Officer within 15 days from the date of receipt of Inquiry Report alongwith reasons for disagreement of the Disciplinary Authority with IO's findings, if any. (CVC Circular No. 000/VGL/18 dated 23rd May, 2000). The Charged Officer may be allowed 15 days to submit, if he so desires, his written representation or submission to the disciplinary authority irrespective of whether the report is favourable or not to the government servant (DoP&T's O.M. No.11012/13/85-Estt. dated 26th June, 1989)
- xii. After the receipt of the representation of charged officer on Inquiry Report, the case may be sent to CVC, wherever required, for their second stage advice, or to UPSC for their advice, as the case may be, within one month. (CVC's Circular No 000/VGL/18 dated 23rd May, 2000)
- xiii. Penalty order should be issued within a month from the date of advice of UPSC. (DoP&T's DO No 134/2/83-AVD.I dated 2nd May, 1985)
- xiv. The time-limits indicated above should be strictly adhered to. The CVO concerned would be directly responsible to adhere to these time limits.

[Handwritten signature]

12

xv. Each Ministry/Department may keep ready a panel of IO/PO from their retired government officers which may be used when no serving government servant is available for appointment of IO/PO. The services of IOs/POs who would be available on the panel maintained by CVC may also be utilized in consultation with CVC.

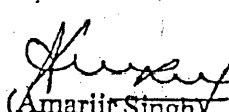
xvi. ~~In some Departments a large number of oral inquiries are pending. In order to expedite completion of inquiries within a specified time limit, some officers on a full time basis may be earmarked by the concerned Department to act as IO/PO.~~

xvii. In order to ensure expeditious disposal of disciplinary proceedings, vide DoP&T's OM No.372/19/2011-AVD-III (Pt.1) dated 26.09.2011, the second stage consultation with CVC in disciplinary matters has been dispensed with except in those cases where consultation with UPSC is not required as per extant rules/instructions. This may be followed. Since there will be only one consultation after receipt of IO's report (either with CVC or the UPSC, as the case may be), it is expected that the new procedure would substantially reduce the time taken in finalizing disciplinary proceedings after receipt of the IO's report.

xviii. Wherever a Departmental officer is appointed as the IO in Departmental Proceedings, the officer concerned may be relieved from his normal duties for a period up to 20 days in two spells during which he should complete the inquiry and submit the report. During this period so allowed, he will attend to the inquiry on full time basis. These time spells may depend on the need and the feasibility of conducting full-time hearings on a day to day basis. (DoP&T's OM No.142/5/2003-AVD.I dated 6th April, 2004)

xix. For effective monitoring of the disciplinary proceedings cases, the Vigilance set up must be strengthened in every Ministry/Department. Instructions issued vide DOPT OM No. 372/19/2011-AVD-III (Pt.1) dated 26.09.2011 are hereby reiterated. All Ministries/Departments are requested to take appropriate action in the matter.

All the Ministries/Departments are requested to follow the above guidelines in letter and spirit so that disciplinary proceedings are concluded expeditiously.


(Amarjit Singh)
Deputy Secretary to the Govt. of India

To,

1. Secretary, all Ministry/Department (As per standard list)

Copy to:

1. Secretary, Central Vigilance Commission, New Delhi.
2. Prime Minister's Office, South Block, New Delhi.
3. Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
- ✓4. NIC, DoP&T for uploading on the website of the Department.