GOVERNMENT OF PUDUCHERRY
CONFIDENTIAL AND CABINET DEPARTMENT
(CHIEF VIGILANCE OFFICE)
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No. C.31011/ 01/ A2/ 2024-C.V.O. /706 Puducherry, dt. 01 MAR 2024

CIRCULAR

Sub: CVO – Central Vigilance Commission's guidelines on Timely finalisation of Departmental Inquiry Proceedings – Communicated for compliance – Reg.

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Copy of the Central Vigilance Commission's Circular No. 02/02/24 dated 13.02.2024 on the timely finalisation of departmental inquiry proceedings, which is self-explanatory, is enclosed herewith for compliance.

// By Order //

(M. KANNAN)
UNDER SECRETARY TO GOVERNMENT

Encl: As stated.

To
1. Commissioners -cum- Secretaries / Secretaries to Government, Puducherry.
2. Deputy Secretary / Under Secretaries to Government, Puducherry.
3. All Heads of Departments/ Boards/ Corporations, Puducherry.

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलेक्स,
ब्लॉक–ए, आई.एन.ए., नई दिल्ली–110023
Satarkta Bhawan, G.P.O. Complex,
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सं./No. 000/VGL/018/19009

दिनांक / Dated, 13.02.2024

Circular No. 02//02/24

Subject:- **Timely finalization of Departmental Inquiry Proceedings - improving vigilance administration.**

Reference: -

(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**
(v) Commission's Office Order No. 51/08/2004	**dated 10.08.2004**
(vi) Commission's Circular No. 02/01/2016	**dated 18.01.2016**
(vii) Commission's Circular No. 18/12/20	**dated 14.12.2020**
(viii) Commission's Circular No. 19/09/21	**dated 06.10.2021**
(ix) Commission's Circular No. 21/12/21	**dated 03.12.2021**

As part of overall superintendence over vigilance administration of organizations covered under its advisory jurisdiction, the Central Vigilance Commission has been emphasizing on timely completion of all stages of vigilance cases and disciplinary proceedings. The Commission has also issued guidelines about specific timelines to be observed for conducting departmental proceedings, so that cases can be brought to logical conclusion in a time bound manner.

2. A time limit of 6 months has been prescribed for the Inquiry Officer (IO) to complete the inquiry and submit report to the Competent Authority. However, it has been observed that in a substantial number of cases, completion of inquiry and submission of inquiry report is taking more than 6 months' period. One of the reasons contributing to such delay is due to frequent change of IO as a result of transfer, promotion, retirement etc. of the earlier IO.

3. The Commission has desired that in order to ensure timely completion of departmental inquiry, the same IO should continue to conduct inquiry, even after his transfer or promotion, till the inquiry report is submitted by him. In case of transfer of

IO to a new station, either his transfer orders may be given effect after submission of Inquiry Report or digital mode / video conferencing may be used for conducting / continuing with the departmental inquiry. It may be noted that DoPT, vide their OM No. 142/40/2015-AVD.I dated 15.09.2017 & OM No. 11012/03/2020-Estt.A-III dated 05.08.2020 have issued guidelines for maximizing the use of Video Conference facility for conducting departmental inquiry. However, in case of unavoidable circumstances, the IO may be allowed to visit earlier station for conducting ongoing inquiry / inquiries.

4. Further, it may also be ensured that a person who is due to retire shortly (may be within a period of one year), is not appointed as IO. In case the departmental inquiry gets delayed due to any reason and the IO retires before submission of inquiry report, he may be considered for continuing as IO even after his retirement, subject to his willingness and other conditions applicable to appointment of retired officials as IOs. It may be kept in view that DoPT, vide their OM No. 142/40/2015-AVD.I dated 15.09.2017 and OM No. 1668597747466 dated 16.11.2022 have issued guidelines for appointment of a retired person as IO and for payment of honorarium to such IOs.

5. The above guidelines may be noted for compliance with immediate effect.

(Rajiv Verma)
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 CVC

/ Copy Authorised for issue /

(C. KUMAR)
Superintendent
Chief Vigilance Office, Puducherry