

No. C.31011/ 1/ A2/ 2025-O/o US(Vigilance)/1774  
GOVERNMENT OF PUDUCHERRY  
CONFIDENTIAL AND CABINET DEPARTMENT  
(CHIEF VIGILANCE OFFICE)

Puducherry, dt. 08 MAY 2025

CIRCULAR

Sub: CVO – Timely finalisation of disciplinary proceedings – Instructions of the Chief Secretary -cum- Chief Vigilance Officer – Communicated – Reg.

Chief Secretary -cum- Chief Vigilance Officer conducted a detailed review of the pending disciplinary cases with the concerned Administrative Secretaries on 5.5.2025. During the review, he impressed upon the officers on the necessity to complete the disciplinary proceedings as per the time line prescribed by DoPT / CVC.

2. During the review, the Chief Secretary -cum- Chief Vigilance Officer has noted that many departments have not indicated the time-line within which the disciplinary proceedings are to be completed. Also, he observed that Inquiry Officer / Presenting Officer have not completed the inquiry despite lapse of time line long back.

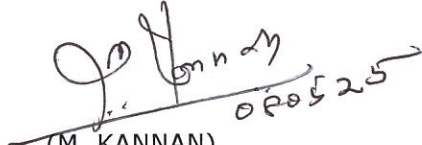
3. During the review, Chief Secretary -cum- Chief Vigilance Officer indicated the following time line to be followed by all concerned:-

- (a) In respect of the disciplinary cases, where charge sheet is yet to be issued, the same should be completed by 9.5.2025.
- (b) Wherever Inquiring Authority / Presenting Officer are not appointed, they should be appointed on or before 31.5.2025 and the disciplinary proceedings should commence immediately thereafter.
- (c) Regarding ongoing enquiry proceedings, the Inquiring Authority / Presenting Officer are required to complete and submit report by 31.7.2025.

Non-compliance of the above said time line will be viewed seriously and action as deemed fit will be taken as per rules.

4. The status of pending disciplinary cases be updated and sent to this Office for next review slated on 19.5.2025.

// By Order //

  
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

To

1. Commissioners -cum- Secretaries to Govt. / Secretary to Govt., Puducherry.
2. All Heads of Departments/ Boards/ Corporations, Puducherry.