

CONFIDENTIAL

No.C.13015/18/93-CVO
Government of Pondicherry
Confidential and Cabinet Department
(CHIEF VIGILANCE OFFICE)

Pondicherry, the 13-7-'93.

U.O.NOTE/MEMORANDUM

Subj: Time schedule for finalisation of different stages of the disciplinary cases.

Of late, instances of inordinate delay on many cases pertaining to disciplinary proceedings have come to the notice of the Government and it has hence become essential that cases of disciplinary proceedings should be processed with optimum speed so as to avoid mental agony to the Government Servant concerned besides minimising the time gap in booking the culprit for the offences committed by him.

2. Accordingly, the following time schedule is stipulated for adoption at various stages.

| <u>Stage of the case</u> | <u>Maximum time limit to be taken</u> |
|---|--|
| I. Submission of Investigation report to the Chief Vigilance Officer by the Superintendent of Police, Vigilance and Anti-Corruption Police Unit, Pondicherry. | : - 90 days. |
| II. (i) Issue of charge sheet by the Department | : - 20 days |
| (ii) Submission of written reply by the Government Servant. | : - 10 days another 10 days (on genuine grounds) |
| (iii) Appointment of Inquiry Officer and Presenting Officer | : - 30 days |
| (iv) Submission of Inquiry report to the Disciplinary Authority | : - 60 days |
| (v) Issue of final orders by the Disciplinary Authority | : - 50 days |
| TOTAL | <u>180 days</u> |

. . . 2/

3. All the authorities concerned should scrupulously observe the time limits stipulated above and see that the cases are completed expeditiously. The authorities superior to the disciplinary authority are required to exercise a strict check on cases in which delay has occurred and give appropriate direction to them.

4. Any deviation in the above time schedule or delay will be viewed seriously and the responsibility for the deviation / delay will be fixed on those officers who are directly or indirectly responsible for such lapses.

5. Receipt of the U.O.Note/Memorandum may be acknowledged.

SUBHASH SHARMA
CHIEF SECRETARY TO GOVERNMENT -CUM-
CHIEF VIGILANCE OFFICER.

/FORWARDED / BY ORDER /

S. Narayan
13/7/93
(S. NARAYAN)
13/7/93
UNDER SECRETARY TO GOVERNMENT

To

1. All Secretaries to Government.
2. All Heads of Departments / offices with a request to communicate a copy of the above orders to all the Disciplinary Authorities under their control for compliance.
3. The Superintendent of Police, Vigilance and Anti-Corruption Police Unit in continuation of this office memorandum No. C. 13012/10/90-CVD dt. 25-1-1993 for strict adherence to the time limit.

Copy to:-

The Under Secretary to Government
(Departmental Inquiries)
Chief Secretariat,
PONDICHERRY.

/ TRUE COPY /

M. Gunasekaran
M. GUNASEKARAN
SUPERINTENDENT
CHIEF VIGILANCE OFFICE
CHIEF SECRETARIAT
PUDUCHERRY