

No. C.31011/11/2002 - C.V.O.
GOVERNMENT OF PONDICHERRY
CONFIDENTIAL AND CABINET DEPARTMENT
(CHIEF VIGILANCE OFFICE)

2:01/Chief 37011

Pondicherry, the 25.11.2002

CIRCULAR

Sub: Sending of Appeal proposals to President of India in disciplinary proceedings - Instruction - Issued.

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It has been brought to the notice that the proposals forwarding the appeals preferred by Government officials, to the Ministry of Home Affairs, Government of India, New Delhi, do not contain the requisite documents in original.

2. It is necessary that in cases where the powers of the appellate authority are to be exercised by the President or where a Presidential order has to be passed under Rule 9 of CCS(Pension) Rules 1972 or where a Revision Petition has to be decided by the President under Rule 29 of the CCS(CCA) Rules 1965, the following records / files in original must invariably be forwarded to the Ministry of Home Affairs.

- (i) A Self-contained note containing para-wise comments of the disciplinary authority on the appeal / revision petition submitted by the Government Servant concerned;
- (ii) The file in which the disciplinary case was initiated and finalized by the disciplinary authority;
- (iii) The papers containing the oral inquiry proceedings which will necessarily include the prosecution and defence documents taken on record;
- (iv) The deposition, if any, given by the prosecution and defence witnesses;
- (v) Daily order sheets passed by the Inquiry Officer in the course of oral inquiry;
- (vi) The written briefs submitted by the Presenting Officer at the end of the oral inquiry;
- (vii) The report containing the findings of the Inquiry Officer;
- (viii) The file in which the appeal, if any, submitted by the government servant against the orders passed by the disciplinary authority has been examined and decided by the appellate authority; and
- (ix) Complete up to date CR dossier of the government official.

3. The above instructions should be scrupulously complied with in future to avoid any delay in the disposal of appeals / revision petitions.

/ By Order/

H. Dasarathan
(H. DASARATHAN)

UNDER SECRETARY TO GOVERNMENT

To

1. All Secretaries to Government, Pondicherry.
2. All Secretariat Departments.
3. All Head of Departments.

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