

No. C.31011/11/2021-C.V.O. /2693
GOVERNMENT OF PUDUCHERRY
CONFIDENTIAL AND CABINET DEPARTMENT
(CHIEF VIGILANCE OFFICE)

Puducherry, dt. 28 OCT 2021

CIRCULAR

Sub: CVO - Central Vigilance Commission's instruction on timely finalisation of departmental proceedings - Communicated for strict compliance - Reg.

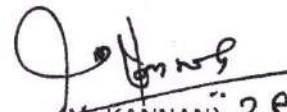
Ref: Central Vigilance Commission's Circular No. 19/09/21 dated 6.10.2021.

The Central Vigilance Commission vide their circular cited above, communicated the time limit prescribed for action in disciplinary matters where major penalty proceedings have been initiated / to be initiated. The time limit prescribed by the Commission is as under:-

S. No.	Stage of disciplinary action	Time Limit
1.	Issue of charges sheet to the stage of appointment of IO and PO	All the required actions may be completed within a period of 2 months from date of issue of first stage advice of the Commission.
2.	Conducting departmental inquiry and submission of report by the Inquiry Officer (I.O.)	The inquiry report should be submitted within 6 months from the date of appointment of inquiry officer.
3.	Overall additional time for all / any of the above stages of disciplinary proceedings, due to some unavoidable/unforeseen circumstances	In addition to the above time limit, a period of one month may be taken, if required.

2. The Disciplinary Authorities of this Administration are hereby instructed to strictly adhere to the time limit prescribed by the Commission for disciplinary proceedings. It is also instructed to ensure timely initiation and completion of the disciplinary proceedings and no undue delay takes place in disciplinary matters. Further, a quarterly report on the pending disciplinary proceedings initiated may be furnished to this Office, in the prescribed proforma enclosed herewith, on or before 12th November 2021, without fail.

// By Order //


(M. KANNAN) 2A x 2)
UNDER SECRETARY TO GOVERNMENT

To

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

PROFORMA

Details of Disciplinary proceedings initiated against the officials pending for the quarter ending -
March / June / September/ December, _____.

Name of the Department:

Sl. No.	Name & Designation of the Official against whom Disciplinary proceedings instituted	Group [A / B / C]	Gist of Charges	Date of issue of charge sheet	Date of appointment of Inquiry Officer and Name & Designation of the Inquiry Officer	Date of appointment of Presenting Officer and Name & Designation of the Presenting Officer	Present status of the disciplinary proceedings	Reason for delay in completion of disciplinary proceedings

Signature of the
Head of the Department