

No.C-13015/18/93-CVO  
GOVERNMENT OF PONDICHERRY  
CONFIDENTIAL AND CABINET DEPARTMENT  
CHIEF VIGILANCE OFFICE

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Pondicherry, the 27.11.98

C I R C U L A R

Sub: Disposal of disciplinary cases  
initiated against the Government  
Servant(s) - Observance of time  
Schedule - Instructions - Issued.

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Of late, a lot of discrepancies/deficiencies  
and inordinate delay are noticed in the process of  
disciplinary proceedings initiated against the officials  
of this Administration. Some of them are given below:

1. Delay in forwarding documents/particulars by  
the Head of Department to the Disciplinary  
Authorities for initiating disciplinary  
proceedings.
2. Non-adherence of the time schedule stipulated  
for various stages such as issue of chargesheets,  
submission of explanation, appointment of  
Inquiry Officer/Presenting Officer, submission  
of Inquiry Officer's report and issue of final  
orders, as already communicated to all concerned  
authorities by this department vide U.O.Note/  
Memo. No.C-13015/18/93-CVO, dt.13-7-93.(Copy  
enclosed for ready reference)
3. Proper care is not taken in framing the charges  
which is the vital part in the disciplinary  
proceeding. (The statement of articles of charge  
should be precise and without any ambiguity and  
no valid point should be omitted. It should be  
properly and relevantly supported in the  
statement of imputation.)
4. Making reference about the advice tendered by the  
Commission/CBI/Investigating Officer in the charge  
memo should be avoided except where it is essential.
5. Awarding punishment which is not commensurate with  
the gravity of the charges.
6. Final orders are not self-contained and reasoned  
and are not marked to the Appellate Authorities to  
facilitate review of the punishment imposed by  
the Disciplinary Authority.

It is needless to point out that the non-observance  
of the various provisions of the CCS(CCA) Rules, 1964 would  
make the whole exercise futile. All Secretaries and Heads of  
Departments/Heads of Offices are therefore, requested to ensure  
that the provisions contained in the CCS(CCA) Rules, 1964 and  
the time schedule prescribed for the disposal of the cases are  
followed scrupulously and the cases completed expeditiously.

// BY ORDER //

(T. DJANAGUIRAMANE)

UNDER SECRETARY TO GOVERNMENT

Encl.: As stated.

To

All Secretariat Departments.

All Heads of Departments/Heads of Offices.