

New Delhi-110001  
Dated: 3<sup>rd</sup> October, 2018

**Subject: Expeditious disposal of disciplinary proceeding cases – instructions – reg.**

The CVC and the DoPT have issued instructions from time to time, laying down guidelines for expeditious disposal of the disciplinary proceeding cases. In the Annual Sectoral Review for 2018, the CVC expressed serious displeasure about inordinate delay in finalization of inquiry reports by some Inquiry Officers. It has been emphasized time and again by the CVC that long delays in finalizing disciplinary matters are not only unjust to officials who may be finally exonerated, but help the guilty to evade punitive action. Earlier, the then Member (P&V), CBDT had also written a DO letter to all Pr. CCsIT on the subject on 8<sup>th</sup> July 2016. The Inquiry Officers who had not been able to complete the inquiries assigned to them were directed to be divested of their substantive charges.

2. Time limit of six months has been inserted for completion of inquiry by the Inquiry Officer under CCS (CCA) Rules, 1965 vide amendment dated 2<sup>nd</sup> June, 2017. Extension of time for completion of inquiry for a period not exceeding six months at a time can only be allowed by the Disciplinary Authority or any other Authority authorized by the Disciplinary Authority on his behalf. Therefore, it is of utmost importance that the inquiry proceedings are completed within the time period provided for the purpose in the rules.

3. Department of Personnel & Training has issued OM No. 372/3/2007-AVD-III (Vol. 10) dated 14<sup>th</sup> October, 2013 on the subject and directed as under: -

*“... once a regular hearing in a departmental proceeding is started, such hearing should, as far as practicable, be continued on a day to day basis, unless in the opinion of the IO, for the reasons to be recorded in writing, an adjournment is unavoidable in the interest of justice.”*

4. CVC has also issued Circular No. 02/01/2016 dated 18.01.2016 on the subject wherein it has been directed as under: -

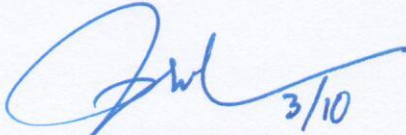
*“...The IO should normally conduct Regular Hearing on a day to day basis and not grant more than one adjournment for appearance of witnesses. It may be ensured that all the prosecution or defence witnesses are summoned and examined in separate but simultaneous batches expeditiously.”*





5. In view of discussion in the preceding paragraphs, it is once again reiterated that the Inquiry Officers should scrupulously abide by the CVC and DoPT instructions on the subject and conduct hearings in Departmental Inquiries on a day to day basis, and conclude the inquiry within the stipulated timeline of six months without fail.

6. This issues with the approval of Chairman, CBDT.

  
(Rakesh Gupta)  
ADG (V) HQ-I, CBDT  
New Delhi

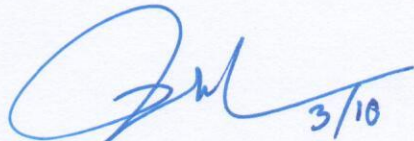
To,

**All Inquiry Officers**

(for inquiries being conducted under CCS (CCA) Rules, 1965)

Copy for information to:

1. PPS to the Chairman, CBDT,
2. PPS to the Member (Admin), CBDT,
3. The ADG (Vig) NZ/ SZ/ EZ/ WZ

  
ADG (V) HQ-I, CBDT  
New Delhi

o/c