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संख्या

No.

प्रेषक

From

To

15-6(82)/98-O&M-III

दिनांक: 22 अगस्त, 2018

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

सीएसआईआर के सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक
The Directors/Heads of all National Labs. /Instts. of CSIR

Subject: Adherence to time limits in processing of disciplinary cases – reg.

महोदया, महोदय/Madam/Sir,

उपरोक्त विषय पर केन्द्रीय सतर्कता आयोग, भारत सरकार द्वारा प्रेषित परिपत्र संख्या 07/07/18, (सं. 000/वीजीएल/18-388880) दिनांक 26.07.2018 की एक प्रति सूचना, मार्गदर्शन एवम कड़ाई से अनुपालन हेतु अग्रेषित कर रहा हूँ। कृपया सभी सम्बंधित अधिकारियों/कर्मचारियों के संज्ञान में लाया जाए।

तदनुसार, सीएसआईआर प्रयोगशालाओं/संस्थानों के सभी सतर्कता अधिकारियों को सलाह दी जाती है कि अनुशासनात्मक मामलों को विभिन्न चरणों में संसाधित करने के लिए सीवीसी/डीओपीटी द्वारा निर्धारित समय सीमा का अनुपालन करें और समय से अनुशासनात्मक मामलों को पूरा करना हेतु प्रगति की निगरानी करें।

I am to forward herewith a copy of the Circular No. 07/07/2018 (000/VGL/18-388880) dated 26.07.2018 of the Central Vigilance Commission, Govt. of India, on the subject cited above for information, guidance, necessary action and strict compliance. Please bring it to the notice of all concerned.

Accordingly, all the Vigilance Officers of CSIR labs/Instts. are advised that the time limit prescribed by the commission/DoPT for processing disciplinary cases at various stages may be strictly adhered to and monitor the progress of individual disciplinary cases for its timely completion.

भवदीय/Yours faithfully,

(मेजर राणा विक्रम सिंह)
मुख्य सतर्कता अधिकारी

संलग्न: यथोपरि

प्रतिलिपि:

1. महानिदेशक, सीएसआईआर के निजी सचिव
2. संयुक्तसचिव(प्रशा.), सीएसआईआर के निजी सचिव
3. वित्त सलाहकार, सीएसआईआर के निजी सचिव
4. विधि सलाहकार, सीएसआईआर के निजी सचिव
5. सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के प्रशासन नियन्त्रक/प्रशा. अधिकारी
6. सीएसआईआर मुख्यालय/कॉम्प्लेक्स के उप-सचिव/वरिष्ठ- उप-सचिव/अवर सचिव
7. प्रमुख आईटी विभाग: इस पत्र को सीएसआईआर वेबसाइट पर उपलब्ध करने हेतु।
8. सतर्कता अनुभाग, सीएसआईआर के सभी अनुभाग अधिकारी
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सं./No..... 000/VGL/18

दिनांक / Dated..26.07.2018.

Circular No.07/07/18

Subject: Adherence to time limits in processing of disciplinary cases – reg.

Reference: (i) Commission's Letter No.000/VGL/18 dated 23.05.2000
(ii) Commission's Office Order No.51/08/2004 dated 10.08.2004
(iii) Commission's Circular No.02/01/2016 dated 18.01.2016


The Commission has been emphasizing from time to time on the need for expeditious completion of disciplinary proceedings. The model time limits for investigation of complaints and for different processes of disciplinary proceedings have been laid down in Commission's letter of even number dated 23rd May 2000.

2. The Commission would like to invite the attention of the Administrative Authorities /Disciplinary Authorities to the undue delays in finalizing vigilance cases especially the conduct of disciplinary proceedings despite having a built in time line for every activity. Further, such unexplained delays lead to Central Administrative Tribunals and the High Courts quashing the charge-sheet(s) on the sole ground that the concerned Disciplinary Authorities had issued charge-sheets to the delinquents after very long periods of commission of alleged misconduct etc. and also for unexplained delays in conducting disciplinary inquiries.

3. Timely completion and finalization of disciplinary proceedings is the prime responsibility of the Disciplinary Authority/Administrative Authorities concerned in all Departments/ Organizations. More so, such long delays in finalizing disciplinary matters are not only unjust to officials who may be finally exonerated, but helps the guilty to evade punitive action. The Commission had earlier vide its circular no.02/01/2016 dated 18/01/2016 emphasized on the various steps needed to be taken by all concerned obviating delays at different stages of the process right from investigation to finalization of disciplinary proceedings by way of regular monitoring of these cases/matters.

4. The Commission while reiterating the above said instructions would impress upon all concerned that the time limits prescribed by the Commission/DoPT for processing disciplinary cases at various stages may be strictly adhered to. All disciplinary authorities in each Ministry/Department/Organization need to regularly monitor the progress of individual disciplinary cases and take necessary steps as deemed appropriate to ensure that the disciplinary proceedings are completed within prescribed time-limits and are not unduly delayed.

5. All CVOs are also therefore advised to apprise the concerned officers regarding the above guidelines for compliance in monitoring progress/ handling disciplinary proceedings.


(M.A. Khan)

Officer on Special Duty

To

- (i) The Secretaries of all Ministries/Departments of Gol.
- (ii) All Chief Executives of CPSUs/PSBs/FIs/PSICs/Autonomous Bodies/etc.
- (iii) All CVOs of Ministries/Deptts/CPSUs/PSBs/FIs/PSICs/Autonomous Organizations.
- (iv) Website of CVC