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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

संख्या

15-6(82)/98-O&M-II (Vig.)

दिनांक : 20 दिसम्बर, 2021

No.

प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

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

विषय : Timely finalization of Departmental Inquiry Proceedings-improving vigilance administration.

महोदया/, महोदय,

उपरोक्त विषय पर केन्द्रीय सतर्कता आयोग द्वारा प्रेषित परिपत्र स. 21.12.21 (पत्र संख्या 000/VGL/018) दिनांकित 03.12.2021 और परिपत्र स. 22.12.21 (पत्र संख्या. 000/VGL/018) दिनांकित 08.12.2021 की एक प्रति सूचना एवं आवश्यक कार्यवाही हेतु अग्रेषित कर रहा हूँ।

I am to forward herewith a copy of Circular No. 21.12.21 (Letter No. 000/VGL/018) dated 03.12.2021 and Circular No. 22.12.21 (Letter No. 000/VGL/018) dated 08.12.2021 of Central Vigilance Commission on the subject cited above for information and necessary action.

भवदीय,

10a-

(ले. कर्नल विक्रम सिंह राणा)
मुख्य सतर्कता अधिकारी

प्रतिलिपि :

1. महानिदेशक, सीएसआईआर का कार्यालय
2. संयुक्त सचिव(प्रशा.), सीएसआईआर का कार्यालय
3. वित्तीय सलाहकार, सीएसआईआर का कार्यालय
4. विधि सलाहकार, सीएसआईआर का कार्यालय
5. सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के वरि. प्रशा. नियन्त्रक/ प्रशा. नियन्त्रक/प्रशा. अधिकारी
6. सीएसआईआर मुख्यालय/कॉम्प्लेक्स के /वरिष्ठ-उप-सचिव/ उप-सचिव\अवर सचिव
7. प्रमुख आईटी विभाग इस पत्र को सीएसआईआर वेबसाइट पर उपलब्ध करने हेतु।
8. वरिष्ठ भंडार एवं क्रय अधिकारी
9. सतर्कता अनुभाग में कार्यरत सभी अनुभाग अधिकारी
10. कार्यालय प्रति



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-10023

सं./No.....000/VGL/018

दिनांक / Dated.....03.12.2021

Circular No. 21/12/21

Subject:- Timely finalization of Departmental Inquiry Proceedings -improving vigilance administration.

Reference: - (i) Commission's Circular No. 8(1)(g)/99(2)	dated 19.02.1999
(ii) Commission's Circular No. 8(1)(g)/99(3)	dated 03.03.1999
(iii) Commission's Circular No. 3(v)/99(7)	dated 06.09.1999
(iv) Commission's Circular No. 000/VGL/18	dated 23.05.2000
(v) Commission's Office Order No. 51/08/2004	dated 10.08.2004
(vi) Commission's Circular No. 02/01/2016	dated 18.01.2016
(vii) Commission's Circular No. 18/12/20	dated 14.12.2020
(viii) Commission's Circular No. 19/09/21	dated 06.10.2021

The Central Vigilance Commission, as part of its functions of exercising superintendence over vigilance administration of the organizations covered under its advisory jurisdiction has, time and again, laid emphasis on timely completion of disciplinary proceedings.

2. However, it has been observed that in cases where Regular Departmental Action for Major Penalty has been initiated, one of the main reasons for delay in completion of disciplinary proceedings is due to the delay caused in the inquiry proceedings being conducted by the Inquiry Officers. The Commission, vide its Circular dated 03.03.1999 had prescribed the model time limit for the Inquiry Officers for conducting departmental inquiries. The same was reiterated vide circular dated 18.01.2016. The Model time limit is again reproduced below:-

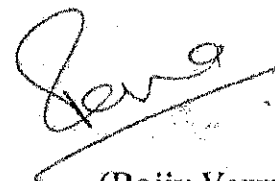
Stage of Departmental Inquiry	Time limit prescribed
• Fixing date of Preliminary Hearing and inspection of listed documents, submission of Defence Documents/witnesses and nomination of a Defence Assistant (DA) (if not already nominated)	Within four weeks from the date of appointment of Inquiry Officer.

<ul style="list-style-type: none"> • Inspection of relied upon documents/submission of list of Defence Witnesses/Defence Documents/Examination of relevancy of Defence Documents/ Defence Witnesses, procuring of additional documents and submission of certificates confirming inspection of additional documents by CO/DA • Issue of summons to the witnesses, fixing the date of Regular Hearing and arrangement for participation of witnesses in the Regular Hearing • Regular Hearing on Day to Day basis 	3 months
• Submission of Writing Brief by PO to CO and IO	15 days
• Submission of Written Brief by CO to IO	15 days
• Submission of Inquiry Report from the date of receipt of Written Brief by PO/CO	30 days

3. The Commission has directed that the above time schedule should be brought to the notice of all Inquiry Officers (already appointed/to be appointed in future) for strict compliance.

4. The Commission has further directed that all the Inquiry Officers be asked to submit a monthly report to the Disciplinary Authority concerned, indicating the present status/progress of the inquiry proceedings being conducted by them. A copy of the monthly report should also be endorsed to the CVO of the organizations concerned, by the Inquiry Officer. In case, it is found that the inquiry proceedings are getting delayed beyond the prescribed time limit, the CVO concerned should immediately take up the matter with the Inquiry Officer and Disciplinary Authority concerned to ensure timely action.

5. The above instructions may be noted for strict compliance and may also be brought to the notice of all the Disciplinary Authorities and Inquiry Officers.



(Rajiv Verma)
Director

To

- (i) The Secretaries of all Ministries/Departments of GoI
- (ii) All Chief Executives of CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iii) All CVOs of Ministries/Departments of GoI/CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iv) Website of CVC



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-10023

सं./No.....000/VGL/018

दिनांक / Dated.....08.12.2021

Circular No. 22/12/21

Subject:- Timely finalization of Departmental Inquiry Proceedings -improving vigilance administration.

- Reference: -**
- | | |
|--|------------------|
| (i) Commission's Circular No. 8(1)(g)/99(2) | dated 19.02.1999 |
| (ii) Commission's Circular No. 8(1)(g)/99(3) | dated 03.03.1999 |
| (iii) Commission's Circular No. 3(v)/99(7) | dated 06.09.1999 |
| (iv) Commission's Circular No. 000/VGL/18 | dated 23.05.2000 |
| (v) Commission's Office Order No. 51/08/2004 | dated 10.08.2004 |
| (vi) Commission's Circular No. 02/01/2016 | dated 18.01.2016 |
| (vii) Commission's Circular No. 18/12/20 | dated 14.12.2020 |
| (viii) Commission's Circular No. 19/09/21 | dated 06.10.2021 |
| (ix) Commission's Circular No. 21/12/21 | dated 03.12.2021 |

Attention is invited to Commission's Circular No. 21/12/21 dated 03.12.2021 in which it was directed that Inquiry Officers, appointed by the organizations to conduct departmental inquiries, are required to submit a monthly report indicating present status/progress of the inquiries being conducted by them.

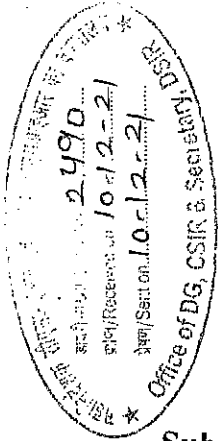
2. The Commission has desired that for the sake of uniformity and clarity, the information regarding the status of inquiry proceedings may be obtained from the Inquiry Officers, in the format as enclosed as **Annexure-I**, to this circular. The monthly report may be submitted by the Inquiry Officers, latest by 10th day of the succeeding month.

3. It may be noted that information should be obtained from the Inquiry Officers in respect of ongoing inquiries and also in respect of departmental inquiries, that may be instituted in future.

Contd...2...

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10/12



Dr Shekhar C Mande

From: coordination CVC <coord1-cvc@nic.in>
Sent: 09 December 2021 11:05
To: Secretary Co-ordination; secvagri@nic.in; Trilochan Mohapatra; secyand@nic.in; chmn@dae.gov.in; sec.dpc@nic.in; sec-fertsec@nic.in; secy moca; Anil Kumar Jain ; Commerce Secretary Office; sect-dot@nic.in; secretary-post@indiapost.gov.in; secretary@mit.cmv.in; Secretary MCA; Mr Sudhanshu Pandey; DEFENCE SECRETARY; sdpnf@nic.in; secy-exservice@nic.in; Lok Ranjan; Pankaj Kumar; secretary@moes.00v.in; Shri Debasish Panda Secretary FS; Shri Ajay Seth; secy-exp@nic.in; Secy-revenue@nic.in; Secretary DIPAM; Secy-FPI; Mr Rajesh Bhushan; RAJESH KOTTECHA; secythr@icmr.org.in; nacoasdg@gmail.com; Ajay Kumar Bhalla; Secy-ol.; Dr. Dharmendra Singh Gangwar; Ms Anita Karwal; K. Sanjay Murthy; n chatte rjee; Apurva Chandra; Mrutyunjay Sarangi; secy-ius@gov.in; Alok Tandon; Bidyut Behari Swain; Mr. Indu Shekhar Chaturvedi; secretary@moia.nic.in; Gyanesh Kumar; Mr Sunil Kumar; secy.png@nic.in; Secretary, Planning Commission; Shri Alok Kumar; SECRETARY MORTH; Mr Nagendra Nath Sinha; Mr Ajay Tirkey; Office of Secretary Ports Shipping and Waterways; SECRETARY DST; Director General CSIR; Mr R Subrahmanyam; stutikacker; chairman@isro.gov.in; T.C.A. Anant; P.K. Tripathi; O/o Secy(Textiles); Secretary Tourism; Mr DURGA MISHRA; Shri Pankaj Kumar; SUJATA CHATURVEDI; Secretary Youth Affairs
Cc: ARVIND KUMAR
Subject: Timely finalization of Departmental Inquiry Proceedings - improving vigilance administration.
Attachments: 000VGL018.pdf

Sir/Madam,

Please find attachment.

Regards

(Upender Parkash)
Section Officer
Coordination -I Section
CVC

Name of Organization _____

Annexure-I

Name of Inquiry Officer _____

Report for the month of _____

S. No.	Name and Designation of CO	Date of appointment of IO	Date of Preliminary Hearing	Whether Brief Hearing required. If Yes, date of Brief Hearing	No. of Regular Hearings held till the end of the month	Dates of Regular Hearing	Date of submission of PO's Brief	Date of submission of Defence Brief	Date of submission of IO's report	Time taken since appointment as IO (upto the stage inquiry has progressed so far)	Whether time limit given in Commission's Circular No. 21/12/21 dated 03.12.2021 is being adhered to. If not, reasons thereof
1	2	3	4	5	6	7	8	9	10	11	12

To,
Disciplinary Authority

Copy to:- Chief Vigilance Officer

Signature of Inquiry Officer

Note:- Report to be submitted by IO by 10th day of every month to DA with copy to CVO.