



CONFIDENTIAL

SPEED POST / सीड पोस्ट

Phone : 23710519

Fax : (91-11) 23730937, 23730682

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001

BY HAND / दस्त

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

स. 15-6(94)/2005-ओ एंड एम

10.02.2017

संख्या

No.

प्रेषक

From

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

To

सीएसआईआर की सभी राष्ट्रीय प्रयोगशालाओ/ संस्थानों के निदेशक / प्रमुख

विषय : निर्णय लेने में विलम्ब- प्रयोगशालाओ/ संस्थानों द्वारा रिकार्ड / सूचना अग्रेषित करने सम्बन्धी

महोदय,

सीएसआईआर मुख्यालय में परिवेदनाओं / शिकायतों, याचिकाओं, अपीलों इत्यादि की जांच के दौरान यह देखा गया है की प्रयोगशालाओ / संस्थानों द्वारा अपेक्षित सूचना / रिकार्ड / इनपुट्स समय पर नहीं भेजे जाते जाते हैं जिससे न केवल न्यायोचित निर्णय लेने में विलंब होता है अपितु इससे सम्बन्धित व्यक्तियों का उत्पीडन भी होता है। प्राधिकारियों की ओर से निर्णय लेने में विलम्ब सीवीसी के दिनांक 10.08.2004. (स.०००/वी जी एल /18) के कार्यालय आदेश स. 51/08/2004 (प्रतिलिपि संलग्न) में दिए गए प्रावधानों की रूपरेखा को ध्यान में रखते हुए कदाचार भी समझा जाता है। अतः प्रयोगशालाओ/ संस्थानों की ओर से यह अनिवार्य हो जाता है कि वे सीएसआईआर मुख्यालय को वांछित सूचना/रिकार्ड/इनपुट्स भेजने की प्रक्रिया को तीव्र बनाएं।

उक्त पृष्ठभूमि में सीएसआईआर की सभी प्रयोगशालाओ/ संस्थानों के प्रमुखों से अनुरोध है की वे सीएसआईआर मुख्यालय के प्राधिकारियों को समय पर निर्णय लेने हेतु वांछित सूचना / रिकार्ड / इनपुट्स शीघ्र भेजने की दृष्टि से अपने नियंत्रणाधीन सभी संबंधितों को संवेदनशील बनाएं।

संलग्न: यथोपरि

भवदीय.

(इन्दु भास्कर)

मुख्यसतर्कता अधिकारी

प्रतिलिपि:

1. सीएसआईआर की सभी राष्ट्रीय प्रयोगशालाओ/ संस्थानों के वरिष्ठ प्रशा. नियंत्रक / प्रशा. नियंत्रक/ प्रशा. अधिकारी
2. वरिष्ठ उप सचिव, सीएसआईआर काम्प्लेक्स, नई दिल्ली
3. वरिष्ठ उप सचिव (मानव संसाधन), सीएसआईआर मुख्यालय
4. उप सचिव (केंद्रीय कार्यालय), सीएसआईआर मुख्यालय, नई दिल्ली
- ✓ 5. आई टी डिविजन, सीएसआईआर मुख्यालय; सीएसआईआर की बेबसाइट पर इस परिपत्र को दर्शाने हेतु
6. कार्यालय प्रति



प्रेषक/From

Dated **No. 15-6(94)/2005-O&M**

मुख्य सतर्कता अधिकारी/Chief Vigilance Officer

10th 702/2017

Phone: 011- 23710519

Fax: 011- 23730937, 23730682

To

The Directors/Heads of all CSIR-National Laboratories/Institutes

Sub: Delay in decision making – regarding forwarding of record/information by labs./institutes

Sir,

It is being observed during the course of examination of complaints/grievances, petitions, appeals etc. at CSIR Headquarters that the requisite information/record/inputs are not forwarded by the laboratories/institutes in time which not only delays decision making and justice dispensation but causes harassment of individuals concerned. As delay in decision making on the part of authorities is also construed as misconduct in the light of provisions outlined in Office Order No. 51/08/2004 dated 10/08/2004(No. 000/VGL/18) of CVC (copy enclosed), it become imperative on the part of laboratories/institutes to accelerate the process of forwarding the desired information/record/inputs to CSIR Headquarters.

In the aforesaid background, the Heads of all CSIR laboratories/institutes are requested to impress upon all concerned under their controls with a view to forward desired information/record/inputs expeditiously to facilitate authorities at CSIR Headquarters for arriving at any decision in time.

Encl: As above

Yours faithfully,

(Indu Bhaskar)

Chief Vigilance Officer

Copy to:

1. Sr. CoAs/CoAs/AOs of all CSIR-National Laboratories/Institutes
2. Sr. DS, CSIR Complex, New Delhi
3. Sr. DS(HR), CSIR Headquarters, New Delhi
4. DS(CO), CSIR Headquarters, New Delhi
5. IT Division, CSIR Headquarters; for hosting this circular on CSIR website
6. Office copy

No. 000/VGL/18
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block-A,
GPO Complex, INA,
New Delhi-110023
Date the 10th August, 2004

Office Order No.51/08/2004

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

It has been observed that the schedule of time limits in conducting investigations and departmental inquiries laid down in Commission's letter of even number dated the 23rd May 2000 are not being strictly adhered to. In this context, attention is invited to Department of personnel & Training O.M. No. 11013/2/2004-Estt.(A) dated the 16th February 2004 regarding accountability for delay in decision making (copy enclose for ready reference).

2. Delay in decision-making by authorities in processing of vigilance cases would also be construed as misconduct under the relevant Conduct Rules and would be liable to attract penal action. All administrative authorities are requested to take not and strictly adhere to the prescribed schedule of time-limits in dealing with disciplinary cases.

sd/-
(Anjana Dube)
Deputy Secretary

Encl:- As above

To,

All Secretaries to the Government of India,
All Chief Vigilance Officers of Ministries/Departments of Government of India.

Copy to:-

1. Comptroller and Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Bureau of Investigation, New Delhi.
4. All Union Territory Administrations.
5. Lok Sabha/Rajya Sabha Secretariat.

No.11013/2/2004-Estt.(A)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

New Delhi, dated the 16th February, 2004

OFFICE MEMORANDUM

Sub:- Accountability for delay in decision making.

A Core Group on Administrative Reforms (CGAR) has been constituted under the chairmanship of Cabinet Secretary in February, 2003 to formulate specific changes in the systems and procedures in consultation with the ministries/departments concerned and to advise strategies for changing attitudes. The Core Group has decided that the existing provisions about accountability mechanism should be reiterated with a view to bring to everyone's notice that these provisions are adequate for initiating disciplinary proceedings when an officer adopts a dilatory attitude leading to delay in decision-making and/or harassment of the public.

2. In view of the above, the following provisions of CCS (Conduct) Rules, 1964 are brought to the notice of all Ministries/Departments for information and necessary action:-

Rule 3. General

- (1) Every Government servant shall at all times:-
 - (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of a Government servant.
- (2) (i) Every Government servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants for the time being under his control and authority;
- (ii) No Government servant shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior;

Explanation I:- A Government servant who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of clause(ii) of sub-rule (1).

Explanation II:- Nothing in clause (ii) of sub-rule (2) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such

instructions are not necessary under the scheme of distribution of powers and responsibilities.

Rule 3A. Promptness and Courtesy

No Government servant shall

- (a) in the performance of his official duties, act in a discourteous manner;
- (b) in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.

3. Rule 11 of the CCS (CCA) Rules, 1965 provides that the penalties (ranging from 'censure' to 'dismissal') mentioned therein may be imposed on a Government servant 'for good and sufficient reasons'. Thus any Government servants violating the provisions of Conduct Rules can be proceeded against as it will form 'good and sufficient reasons' for imposing the penalties prescribed in Rule 11. In other words, disciplinary proceedings could be initiated if an officer adopts a dilatory attitude, leading to delay in decisions making and/or harassment of the public.

4. Ministries/Departments are also requested to bring the above cited provisions of the Conduct Rules and CCA Rules to the notice of all the officers and officials in the Ministries/Departments (proper) and in the organizations/offices under their administrative control to clarify that if they are found responsible for willful delay in disposal of the various types of cases dealt with them, finally leading to delay in decisions making, they shall be liable for disciplinary action in terms of the relevant provisions referred to in para 2 and 3 of this OM.

Sd-
(Mrs. Pratibha Mohan)
Director

To

All Ministries/Departments of the Government of India.

Copy to:

1. Comptroller and Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. All Union Territory Administrations.
6. Lok Sabha/Rajya Sabha Secretariat.
7. All attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.
8. All officers and sections in the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.

Sd-
(Smt. Pratibha Mohan)
Director(E-II)