

सा/No.: 5-1(426)/2017-PD

Dated 16.11.2023

प्रेषक : संयुक्त सचिव (प्रशासन)
From : Joint Secretary (Admn.)
सेवा में : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
To : The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units
विषय : आईगोट कर्मयोगी प्लेटफॉर्म पर जांच प्राधिकारियों (आईए)/जांच अधिकारियों (आईओ) द्वारा अनुशासनात्मक कार्यवाही/विभागीय जांच करने के लिए प्रक्रियात्मक चरणों से संबंधित पाठ्यक्रम को पूरा/क्लीयर करने की आवश्यकता के संबंध में।
Sub. : Requirement of completing/clearing a course related to procedural steps for holding Disciplinary Proceedings/ Departmental Inquiries by Inquiring Authorities (IAs)/Inquiry Officers (IOs), on iGOT Karmayogi Platform - reg.

महोदय/Sir / महोदया/Madam,

मुझे, उपरोक्त विषय पर भारत सरकार, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग के दिनांक 11.10.2023 के कार्यालय ज्ञापन सं 11012/36/2023-PP.A-III को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

2. अतः आपसे यह अनुरोध किया जाता है कि विभागीय जांच की कार्यवाही में जांच प्राधिकारियों/जांच अधिकारियों के ज्ञान आधार और कौशल को मजबूत करने हेतु आईगोट प्लेटफॉर्म पर अनुशासनात्मक कार्यवाही/विभागीय जांच करने के लिए प्रक्रियात्मक चरणों से संबंधित पाठ्यक्रम जांच प्राधिकारियों /जांच अधिकारियों के रूप में जांच करने वाले अधिकारियों द्वारा अनिवार्यतः पूरा किया जाना सुनिश्चित करें।

I am directed to forward herewith the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Office Memorandum No. 11012/36/2023-PP.A-III dated 11.10.2023 on the above mentioned subject for your information, guidance and compliance.

2. You are, therefore, requested to ensure that Officials conducting inquiry as IAs/IOs shall mandated to clear a course related to procedural steps for holding Disciplinary Proceedings/ Departmental Inquiries, on iGOT Platform to strengthening the knowledge base and skill of IAs/IOs in handling a Departmental Inquiry.

भवदीय/Yours faithfully,

M. Arun Manikanda Bharathi
16 XI
2023

(एम. अरुण मणिकण्ड भारति / M Arun Manikanda Bharathi)

अवर सचिव (नीति प्रभाग) / Under Secretary (PD)

संलग्न यथोपरि/ Encl.: As above

प्रतिलिपि/ Copy to:

- 1) कार्यालय मुख्य सतर्कता अधिकारी, सीएसआईआर / O/o CVO, CSIR
- 2) सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के व. उप सचिव /व. प्रशासन नियंत्रक /उप सचिव /प्रशासन नियंत्रक /अवर सचिव /प्रशासनिक अधिकारी /Sr.DS/Sr.CoA/DS/CoA/US/AO of all National Labs/Instts/Hqrs./Units
- 3) सीएसआईआर वेबसाइट/ CSIR website
- 4) कार्यालय प्रति / Office copy

F. No. 11012/36/2023-PP.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Personnel Policy – A.III Section)

202, North Block, New Delhi
Dated 11 October, 2023

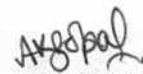
OFFICE MEMORANDUM

Subject: Requirement of completing/clearing a course related to procedural steps for holding Disciplinary Proceedings/ Departmental Inquiries by Inquiring Authorities (IAs)/Inquiry Officers (IOs), on iGOT Karmayogi Platform

Department of Personnel and Training has issued several instructions, in the past, for streamlining of conduct of Disciplinary Proceedings in order to reduce delay and to ensure expeditious disposal of Disciplinary cases. Besides, this Department has been emphasizing upon the need for conforming with the procedures prescribed in the Central Civil Services (Classification, Control and Appeal) Rules, 1965 {CCS(CCA) Rules, 1965}, as amended from time to time, while handling disciplinary proceedings conducted in Ministries/Departments. It is imperative that the inquiry is conducted strictly in accordance with the procedures prescribed for this purpose. However, it has been observed that, many a time, Hon'ble Administrative Tribunals and Courts have held the proceedings, concluded by the Inquiry Officer, as non-est for not being in conformity with the laid down procedure. Moreover, in several cases, referred to this Department by the Administrative Ministries/Departments for advice, it has been noticed that Inquiring Authorities/Inquiry Officers sometimes inadvertently miss the essential steps while conducting inquiry, in most of cases, due to lack of thorough knowledge of the procedures prescribed for conducting departmental proceedings; thereby committing avoidable lapses, which result in setting aside of inquiry by the Tribunals/Courts.

2. In order to avoid such a situation and with a view to strengthening the knowledge base and skill of IAs/IOs in handling a Departmental Inquiry, it has been decided that, **in future, it may be ensured that IAs/IOs are mandated to clear a course related to procedural steps for holding Disciplinary Proceedings/ Departmental Inquiries, on iGOT Platform** (<https://igotkarmayogi.gov.in/> OR iGOT Karmayogi App). One such course available on the iGOT Platform is "Conduct of Enquiry in Disciplinary Matters".

3. All Ministries/Departments are, therefore, requested to ensure that Officers being designated as IAs/IOs complete/clear the said course on iGOT Karmayogi Platform, so as to avoid the avoidable lapses in conduct of a Departmental Inquiry.


(A K GOPAL)

Under Secretary to the Government of India
Tel. +91-11-23040264

To,

The Secretaries of all Ministries / Departments (as per standard list)

Copy to: -

1. Comptroller & Auditor General of India, New Delhi
2. Union Public Service Commission, New Delhi
3. Central Vigilance Commission, New Delhi
4. CVOs of all Ministries/ Departments
5. Central Bureau of Investigation, New Delhi
6. All Union Territory Administrations
7. Lok Sabha / Rajya Sabha Secretariat
8. All attached and subordinate Offices of Ministry of Personnel, PG & Pensions
9. All Offices and Sections of the Ministry of Personnel, Public Grievances & Pensions
10. NIC, Department of Personnel & Training, North Block, New Delhi with the request to upload the above O.M. at the website of DOPT
11. Hindi Section for translation in Hindi