

Govt. Memorandum No. 875/F.7/65/Home dated 26th may, 1965 from the Secretary, Home (F) Department to the Heads of Department.

Sub:- Disciplinary proceedings against Public servants Delay serving the charge Memos etc on the accused by the Heads of Departments-Instructions issued.

In the Government Memorandum No.79056/O&M/64 dated 16-11-1964, it has been ordered that while calling for the explanation of the delinquent officers it may be done by the disciplinary authority direct with a copy to the intermediary officers and the reply of the delinquent officer should be submitted direct with Copy through proper Channel. This procedure would cut short a lot of avoidable delay experienced in routing the proceedings and the explanation through all the intermediary levels.

2. But the above procedure cannot be adopted in the anticorruption cases dealt within this Department for obvious reasons. The Memos of Charge and the above cause Memos intended for the delinquent officers have necessarily to be served through the head of Department Concerned. The Government have found that this process is causing a lot of avoidable delay for the passage of the Memos through various channels. The Government, therefore, order that the following procedure will be followed in future in disciplinary cases dealt within this Department.

(1) In the case of non-Gazetted Officers Charge and show cause Memos will be forwarded to the District officers of the Departments Concerned. They will also be required to forward to the Government direct the particulars of service and the confidential records of the delinquents.

(2) In the case Gazetted Officers the Charge and show cause Memos will be forwarded to the District Collectors/Heads of Departments concerned who will be required to forward to the Government the particulars of service and confidential records of the delinquents.

3. The Government have noticed that in the several cases inordinate delay has been caused by the Heads of Department in forwarding the service particulars and the confidential records of the delinquents. Such avoidable delay will create undue hardship and harassment to officers, especially those under suspension, against whom disciplinary action is taken. The Government have issued instructions that stringent action should be taken against the persons who are responsible for delay in the disposal of disciplinary cases. The Government would once again impress upon the District Collectors, Heads of department and Heads of officers the imperative need for treating cases of disciplinary action with top priority and the utmost speed.

By order etc. ,

Sd/-under Secretary to Govt.

Endt. on B2-40171/64 dated -----6---65.

Copy forwarded to all subordinate officers for information.

Copy to all officers and Superintendents in this office.

Copy to B3 Section and B2 stock file.

R. Sadasiva Panicker,

For Chief Conservator of Forests .

Forwarded//By Order,

Superintendent.