

**Government of India
Ministry of Shipping**

**Transport Bhawan,
1, Parliament Street, New Delhi - 110001
Dated: 15.12.2017**

To

- i. **All the Chairman/CMDs/Heads of the Organisations of the Ministry of Shipping**
- ii. **All the Chief Vigilance Officers of the Organisations of the Ministry of Shipping (As per standard list).**

Subject - Timely completion of Disciplinary proceedings/ Inquiry proceedings - reg.

Madam/Sir,

During a recent review of the monthly/quarterly reports furnished by the Organizations of this Ministry , it has been observed that a large number of Disciplinary cases are pending for a long time, with some of them awaiting finalization since 2008/2009. In this regard , CVC/DoPT have issued instructions/guidelines stipulating time limits for completing various stages of disciplinary proceedings right from issue of charge sheet to finalisation of the disciplinary cases. The time limit for completion of inquiry has been prescribed as six months from the date of receipt of order of appointment of Inquiry Officer (IO). The Ministry has noted with serious concern that the prescribed time limits are not being adhered by the Disciplinary Authorities / IOs in its organisations leading to long delays in handling of disciplinary matters .

2. In this connection, DoPT has recently incorporated the following instructions/guidelines in the relevant rules of the CCS (CCA) Rules, 1965 which are required to be followed by the Organisations under this Ministry as no separate instructions/guidelines are issued in this regard by this Ministry -

(a) The Inquiring Authority should conclude the inquiry and submit the report within a period of six months from the date of receipt of order of appointment as Inquiring Authority.

(b) Where it is not possible to adhere to the time limit specified in (a)above , the Inquiring Authority may record the reasons and seek extension of time from the Disciplinary Authority in writing, who may allow an additional time not exceeding six months for completion of the Inquiry, at a time.

(c) The extension for a period not exceeding six months at a time may be allowed for any good and sufficient reasons to be recorded in writing by the Disciplinary Authority or any other Authority authorised by the Disciplinary Authority on his behalf.



3. It is also pertinent to mention here that in order to avoid delays on the part of the IO on account of being pre-occupied with other duties leading him to only spare a few hours at a time at long intervals for the inquiry, the instructions/guidelines of DoPT is that "As soon as occasion arises for taking up such an inquiry, the nominated officer will be relieved of his normal duties to such extent as may be necessary to enable him to devote full and careful attention to the completion of the inquiries and the submission of his report. During this time, the work of which the officer is relieved may be distributed amongst other officers". As such, the head of the concerned organisation may note for strict compliance for completion of inquiries proceedings within the prescribed time limit.

4. Further, timely completion of Departmental Inquiries/Departmental Proceedings is the prime responsibility of the Disciplinary Authority. Therefore, the Disciplinary authorities in each organisation under this Ministry are requested to periodically monitor the progress of inquiry and ensure that the Inquiry/Departmental proceedings are completed within the prescribed time limit and the old pending cases are taken up on priority for speedy disposal. The CVO concerned would assist the Disciplinary Authority in monitoring the progress of Departmental proceedings and timely disposal of the cases. In appropriate cases wherein the IO delays the proceedings for unexplained reasons, the Disciplinary Authority may not hesitate to take necessary and appropriate action against the IO.

5. The above instructions are brought to the notice of the addressees for strict compliance.

Yours faithfully,



(Rajat Sachar)

Advisor (E) & Chief Vigilance Officer