

NO.8(1)(g)/99(3)
CENTRAL VIGILANCE COMMISSION

**Satarkta Bhawan,
Block "A", GPO Complex,
I.N.A., New Delhi-110 023
Dated the 3rd March 1999**

Subject:- Improving vigilance administration

In exercise of powers under Section 8(1)(g) of CVC Ordinance 1999 the Central Vigilance Commission issues the following instructions and stipulates a model time schedule for conducting Departmental Inquiries:

2. **Model Time Limit for Departmental Inquiries**

2.1 Fixing date of preliminary hearing and inspection of listed documents, submission of list of Defence documents/witnesses and nomination of a Defence Assistant(DA) (if not already nominated).	Within four weeks
2.2 Inspection of relied upon document/submission of list of DWs/Defence document/Examinaflon of relevancy of DDs/DWs, procuring the additional document and submission of certificates confirming inspection of additional documents by CO/DA.	
2.3 Issue of summons to the witnesses, fixing the date of Regular Hearing and arrangement for participation of witnesses in the Regular Hearing	3 months.
2.4 Regular hearing , on Day to Day basis.	
2.5 Submission of Written Brief by PO to CO/IO.	15 days
2.6 Submission of Written Brief by CO to IO	15 days
2.7 Submission of Inquiry Report from the date of receipt of written Brief by PO/CO	30 days

If the above schedule is not inconsistent/conflict with the existing rules on the subject, the outer time limit of six months for completing the Departmental Inquiries should be adhered to.

3. **Non Production of Documents**

One of the causes for delay in departmental inquiries is due to non production of documents cited by the CO a defence document during the course of enquiry. In order to ensure that the departmental enquiries are completed in time, th document asked for by the CO would be produced by its custodian through PO or if there is no PO by its representative within time limit fixed by IO failing which adverse note would be taken against the concerned officer .(custodian of the documents). I should also be ensured that in one case involving more than one officer, only one PO should be appointed by all the DAs.

4. **Disposal of allegation of Bias**

The other cause of delay in completing departmental enquiries within time limit is taking unreasonable time by th DAs/Appellate authority in disposing the representation of the CO alleging bias against the IO. The DAs/Appellate authority should, therefore, decide the representation of the CO within fifteen days after receipt of the representation the CO failing whic an adverse view will be taken against the concerned authority.


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CENTRAL VIGILANCE COMMISSIONER

To

- (i) The Secretaries of All Ministries/Departments of Government of India
- (ii) The Chief Secretaries to All Union Territories
- (iii) The Comptroller & Auditor General of India
- (iv) The Chairman Union Public Service Commission
- (v) Chief Executives of All PSUs/Banks/Organisations
- (vi) All Chief Vigilance Officers in the Ministries/Departments/PSEs/Public Sector Banks/Insurance Companies/Autonomous Organisations/Societies
- (vii) President Secretariat/Vice-President's Secretariat/Lok Sabha Secretariat/Ra.iya Sabha Secretariat/PMO