

No.C-11021/126/17/CGA/CVO/Gr.B-Vig./ 1)23  
**Ministry of Finance, Department of Expenditure**  
**O/o the Controller General of Accounts**  
**Mahalekha, Niyantak Bhawan,**  
**GPO Complex, 'E Block, INA,**  
**New Delhi-110023**

Dated: 15<sup>th</sup> February, 2024

**OFFICE MEMORANDUM**

19<sup>th</sup>

**Sub.: Monitoring of disciplinary/criminal and suspension cases pending against Group 'B' Officers of Departmentalized Accounts Offices (DAOs) reg.**

Reference is invited to this Office OM of even No.151 dated 31.05.2018 (copy enclosed) wherein guidelines were issued for monitoring and expeditious disposal of the disciplinary / criminal and suspension cases pending against Group 'B' Officers of Departmentalized Accounts Offices by all the Disciplinary Authorities in field formations.

2. It has been observed that large number of Disciplinary Authorities are not furnishing the requisite information in the prescribed format. This has been viewed seriously by the Competent Authority.

3. Attention is also invited to the guidelines laid in sub para-v of Para-1 of this office ibid OM dated 31.05.2018 which have been reviewed. The sub-para of ibid OM dated 31.05.2018 reads as under: -

"That before transferring the Group B officers against whom disciplinary proceedings are pending, the stage/status of the pendency of the said case may be ascertained from the concerned Ministry. If the disciplinary case is at final stage i.e. Inquiry Report has been received and final orders are to be passed by the Disciplinary Authority, then the officer may not be transferred and the concerned Disciplinary Authority may be asked to pass final orders in the case at the earliest. Furthermore, in the transfer/relieving orders of the Group B officers, it may invariably be mentioned whether any disciplinary case is pending against him or not so that the concerned Disciplinary Authority may be aware of the same for taking further necessary action in the matter."

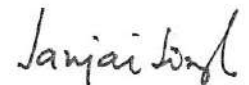
4. It has been decided that the above para to be substituted as follows: -

"In case any official comes under a cloud from vigilance angle or is subjected to a verifiable complaint, abuse of authority, misconduct or indulges in any other act, unbecoming of a government servant then he/she shall be liable to be transferred in public interest, anywhere in India irrespective of tenure stipulations. Furthermore, in the transfer/ relieving orders of the Group 'B' officials, it may invariably be mentioned whether any disciplinary case is pending against him or not so that the concerned Disciplinary Authority may be aware of the same for taking further necessary action in the matter."

5. Further, all the Disciplinary Authorities are requested to strictly adhere to the time lines prescribed by DOPT and CVC in disciplinary cases and submit the requisite reports as sought in the ibid OM dated 31.05.2018 on quarterly basis by the 20<sup>th</sup> of the month following the concerned quarter. It must also be ensured that these reports are submitted invariably, even in case of a 'NIL' report. The quarterly report for the Quarter Ending December, 2023 may be submitted to Vigilance Section, O/o CGA by 20<sup>th</sup> February, 2024.

6. This issues with the approval of the Controller General of Accounts.

**Encl: As above**



**(Sanjai Singh)**

**Joint Controller General of Accounts (Vigilance)**

To

**Principal CCAs/CCAs/CAs(I/C)/Jt. CGA (Admn.), O/o CGA/Jt. CGA (Admn.), PFMS.**

Copy to:-

- (i) **Sr.PPS to CGA,**
- (ii) **PS to all Addl.CGAs,**
- (iii) **CC (Pension),**
- (iv) **Director (INGAF),**
- (v) **Jt.CGA (HR-II),**
- (vi) **Joint CGA (HR-III & IV),**
- (vii) **Sr.AO (ITD) for uploading of the same on the website of O/o CGA.**

No. C- 11021/126/17/CGA/CVO/Gr.B-Vig.15/  
Ministry of Finance, Department of Expenditure  
O/o the Controller General of Accounts  
Mahalekha Niyantak Bhawan,  
GPO Complex, 'E Block, INA,  
New Delhi

Dated 31<sup>st</sup> May, 2018

### Office Memorandum

SUB: Monitoring of disciplinary / criminal and suspension cases pending against Group B Officers of departmentalized accounts offices reg.

It is informed that the disciplinary / criminal and suspension cases pending against Group B Officers of departmentalized accounts offices have been reviewed by the Chief Vigilance Officer, M/o Finance, Departmental of Expenditure and has expressed serious concern on the pendency of these cases for a long period. On going through the said cases, it has been observed that a number of factors contribute to the delay in finalization of the disciplinary proceedings within the timelines prescribed by DoPT and CVC from time to time in this regard. Therefore, it has been considered necessary to issue the following guidelines for monitoring and expeditious disposal of disciplinary cases:-

- i. The disciplinary / criminal and suspension cases pending against Group B Officer may be monitored by the Disciplinary Authority i.e. CCA/ Jt.CGA regularly **on monthly basis** for completion of the said cases within the timelines prescribed by the DoPT and CVC.
- ii. The officials dealing with the cases may be advised to process the said cases in accordance with the procedure laid down under CCS(CCA) Rules, 1965 and adhere to the timelines prescribed by DoPT and CVC for processing of the said cases. However, for the benefits of these officials, a brief guideline for handling such case on the basis of the timelines prescribed by DoPT and CVC have been prepared (**Copy enclosed**).
- iii. Generally serving Officers who are well versed with the disciplinary matters may be entrusted the work of Inquiry Officer. However, the services of retired officers who are fully conversant with the disciplinary matters, may be utilized from the

panel prepared by O/o CGA and by the concerned Ministries. The Presenting Officer should be appointed from the serving officer of the concerned office.

- iv. A meeting with the Inquiry Officers may be held on **monthly basis** in order to monitor the progress of the inquires. At the time of appointment of Inquiry Officer, all the relevant documents may be handed over to him and may be asked to complete the inquiry within the time frame i.e. **within 6 months**. For the ready reference of I.O , a brief procedure for holding inquiry has been prepared on the basis of laid down rules and sample daily order sheet etc. to be prepared during the inquiry has also been prepared (**copy enclosed**) which may be handed over to I.O. along with appointment order.
- v. That before transferring the Group B officers against whom disciplinary proceedings are pending, the stage/status of the pendency of the said case may be ascertained from the concerned Ministry. If the disciplinary case is at final stage i.e. Inquiry Report has been received and final orders are to be passed by the Disciplinary Authority, then the officer may not be transferred and the concerned Disciplinary Authority may be asked to pass final orders in the case at the earliest. Furthermore, in the transfer/ relieving orders of the Group B officers, it may invariably be mentioned whether any disciplinary case is pending against him or not so that the concerned Disciplinary Authority may be aware of the same for taking further necessary action in the matter.
- vi. That, if the Group B officer is transferred to other office during pendency of disciplinary case, it will be the responsibility of the present Disciplinary Authority to forward all the relevant records of the case i.e. disciplinary case file, charge-sheet, prosecution documents, appointment orders of I.O./PO, if any, and other relevant information to the Disciplinary Authority of the Group B officer immediately at the time of transfer under intimation to O/o CGA. Moreover, on transfer of the official, the I.O./P.O. appointed in the case by earlier Disciplinary Authority may not be changed under any circumstances.
- vii. Furthermore, it will be the responsibility of the CCA of the Ministry where the financial and other irregularities have been committed by the Group B officer to process the complaint received against such officer who has been transferred to other Ministry after receipt of the complaint against him. After thorough investigation, if prima facie it is established that there is truth in the allegations, the CCA concerned will forward complete case in all respect i.e. all the relevant original documents, draft charge-sheet, report of PE/ investigation etc. to the Disciplinary Authority under whose jurisdiction the officer has been transferred under intimation to O/o CGA.

2. It is, therefore, enjoined upon all the Disciplinary Authorities i.e.CCA's/ Jt.CGA to monitor the disciplinary/ criminal and suspension cases pending against Group B Officers on regular basis so that these cases are settled within the timeliness prescribed by DoPT & CVC from time to time. A report in this regard may be furnished to Vigilance Section, O/o CGA.

This issues with the approval of the Controller General of Accounts.

*Suman Bala*

(Suman Bala)

Joint Controller General of Accounts(Vig.)

To

All Chief Controller of Accounts

Copy to:-

- 1. Sr. PPS to Addl. Secretary & CVO, M/o Finance, Department of Expenditure, North Block, N. Delhi.
- 2. Sr. PS to CGA
- 3. PS to Addl.CGA(VP) *31/5/18*
- 4. Joint CGA( Group B) *31/5/18*
- 5. Sr.A.O. (ITD) for uploading the same in the website of O/o CGA

*Sanjay*  
*31/05/18*

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**Various stages of the disciplinary proceedings and the procedure thereof as provided under CCS (CCA) Rules, 1965**

A- **Preliminary investigation-** It is a fact finding inquiry. The purpose of this investigation is to find out whether there is a prima facie case for institution of regular departmental proceedings. During this period all the **Original Records of the case may be collected and kept in safe custody**. Authenticated copies of the said documents may be used for processing of the case. Statement of the witnesses, if any, are also taken during the investigation. In this investigation, for the sake of fairness version/explanation of the officials concerned may be obtained. No documents may be given to the official at the stage. This report/investigation is for the facilitation of the Disciplinary Authority to take suitable decision.

**Time limit- Three months for submission of P E Report/ Investigation.**

B- **Location of Disciplinary Authority-** The procedure given in the rules may be followed while locating the disciplinary authority amongst the following:-

- a) The President
- b) The Appointing Authority by virtue of Rule 12 of the CCS(CCA) Rules.
- c) Authorities specified in the Schedule attached to the CCS(CCA) Rules.

C- **Disciplinary Action-** If on the basis of fact finding inquiry/ investigation prima- facie it is established that there is sufficient evidence to substantiate the allegation/complaint against the Govt. servant then the Disciplinary authority has to take the decision whether the disciplinary proceedings should be initiated under minor penalty or major penalty. Draft charge-sheet should also be prepared and placed before the Disciplinary Authority for taking suitable decision. Charge-sheet should be prepared in the format prescribed under CCS( CCA) Rules, 1965. Charges must be definite with full particulars of date, place, person and incident etc. **The Police Report, CBI Report and PE Report/ Investigation Report** received from concerned authorities **should not be mentioned in the charge-sheet and not to be included in list of documents (Annexure-III of the Charge sheet)**. Only

documents, rules violated, witnesses, if any, related to the allegations, should be mentioned in the charge-sheet.

- D- **CVC advice-** For Group B officers, there is no requirement of seeking advice of CVC. However, if with Group A officer, Group B officer is also involved and CVC's 1<sup>st</sup> stage advice was obtained, then reference to CVC and UPSC wherever applicable may be made through CVO of the concerned Ministry/department.
- E- **Issue of charge sheet-** Charge sheet is required to be issued to the Govt. servant under the signature of Disciplinary Authority except where the Disciplinary Authority is the President. Copies of all the documents mentioned at Annexure-III of the Charge Memorandum should also be sent to the Charged Officer along with the charge-sheet invariably.  
**Time limit- One month from the date of receipt of CVC's Advice/ Two months from the date of receipt of Investigation Report.**
- F- **Written statement of defence-** The CO has to submit his reply to the charge-sheet.  
**Time limit- 10 days from the date of receipt of Charge-sheet.**
- G- **Appointment of IO-** Inquiring authority is to be appointed by the Disciplinary Authority to inquire into the charges framed against CO. A Presenting Officer may be appointed by the disciplinary authority to present the case of the DA before the IO. Inquiry is mandatory, if the charges are denied by the Charged Officer or no written statement of defence is received within the prescribed time limit.  
**Time limit- Within 15 days from the date of receipt WS or otherwise.**
- H- **Holding of inquiry-** IO will hold the inquiry in the accordance with the procedure prescribed under Rule 14 of the CCS(CCA) Rules, 1965. All the relevant documents may be sent to the I.O. along with appointment order as provided under Rule 14(6) of the CCS(CCA) Rules, 1965.
- I- **Submission of inquiry report-** The IO after conclusion of inquiry will submit his report to Disciplinary Authority. In the findings the IO has to state whether the charges are proved or not. No recommendation regarding imposition of penalty or otherwise will be recorded in the I.O. report.

**Time limit- Within six months from the date of appointment as I.O.**

- J- **Action on inquiry report-** The Disciplinary Authority will examine the report to see whether the procedure adopted by the IO during inquiry is in accordance with the rule or not and whether the findings of IO are based on evidence on record. In case there are serious procedural lapses, the case may be remitted to IO for conducting the inquiry from the stage where there is lapse/irregularity. In case the findings of IO are not based on evidence on record, the Disciplinary Authority has inherent right to disagree with the findings of IO and record its disagreement. The case will not be remitted to I.O. on this ground.

**Time limit- Within One month from the date of receipt of Inquiry Report**

- K- **Obtaining representation of CO-** A copy of IO's report along with disagreement note of Disciplinary Authority, if any, will be sent to CO for submitting representation on the same within 15 days.

**Time limit- Within one month from the receipt of Inquiry Report.**

- L- **2<sup>nd</sup> stage advice of CVC-** For Group B officers, there is no requirement of seeking advice of CVC. However, if with Group A officer, Group B officer is also involved and CVC's 1<sup>st</sup> stage advice was obtained, then reference to CVC and UPSC wherever applicable may be made through CVO of the concerned Ministry/department. Further, there is no need to seek 2<sup>nd</sup> stage advice of CVC, if the case is referred to UPSC for advice.

**Time limit- Within One month from the date of receipt of Inquiry Report/ Representation of CO.**

- M- **Obtaining advice of UPSC-** On receipt of representation of CO, the DA will forward the case records to UPSC for their advice as provided under article 320 (3)(c) of the Constitution wherever applicable.

**Time limit- Within One month from the date of receipt of I.O. Report/ Representation of CO.**



- N- **Obtaining representation of CO on UPSC advice-** A copy of UPSC advice will be sent to CO for submitting representation on the same within 15 days.

**Time limit-** Within 15 days from the date of receipt of UPSC advice.

- O- **Passing final orders-** After completion of all the formalities, the Disciplinary Authority would examine the case thoroughly and dispassionately and apply its mind on all the aspects of the case and take decision regarding dropping of the charges or imposition of any penalty on CO. The penalty imposed by the DA should commensurate with gravity of offence/misconduct. The final order must be a speaking order and to be communicated to CO under his own signature. The orders of the President may be communicated by the officer authorized under the rules. (A speaking order is one which contain the reasons for conclusions reached). The decision must be made in good faith i.e. justice should not only be done but should manifestly/undoubtedly appear to have been done.

**Time limit-** Within one month from the date of receipt of representation of CO, on I.O. Report/ UPSC/CVC advice.

The above timelines have been prescribed by DoPT vide O.M dated 29.11.2012 and also by CVC in the CVC Manual, 2017.

## Procedure for holding Inquiry ( in brief)

(Role of Inquiry Officer is to help the Disciplinary Authority in ascertaining the truth with regard to the charges levelled against the delinquent employee).

### 1. Preliminary hearing ( Rule 14.7. to 14.13)

- Fix date for PH within 10 days of receipt of appointment order and issue notice. In the notice inform CO that he can engage his fellow Govt. servant or Retd. Govt. Servant as his Defence Assistant ( **notice of PH enclosed** ). Check that following documents are enclosed with the order. a ) copy of charge sheet , b) evidence that charge sheet has been served on C.O., c) reply, if any, of CO, d) appointment order of P.O. Make **Daily order Sheet (Sample daily order sheet enclosed)** mentioning receipt of appointment order.
- During Preliminary Hearing.
- Ask CO whether he has faith on I.O.
- Ask CO whether :-
  - i) He has received charge sheet
  - ii) He has understood the charge
  - iii) He admits or denies the charge.
- If charges are admitted, record the same and forward findings of guilt to Disciplinary Authority. The acceptance of charge should be unconditional and be reduced in writing. If charge is denied then:-
- Fix schedule for inspection of listed documents.
- Ask CO to submit list of addl. Documents/ witnesses with their relevance and custodian, take decision for allowing them and ensure production of the same.
- All the aforesaid drill or whatever transpired during the hearing should be recorded in **Daily Order Sheet ( Sample daily order sheet enclosed)**.
- On receipt of list of additional documents/witnesses- consider their relevance from defence point of view. Be empathetic and positive. Think "what is the harm in allowing" instead of " why should it be allowed". Do not allow documents which you consider irrelevant.
- Write to custodian of additional documents to provide the documents direct to you.
- Arrange inspection of additional documents by CO and P.O. -provide copies to both where possible. Prepare daily order sheet (**Sample daily order sheet enclosed**).
- Fix date for **Regular Hearing**

### 2. Regular Hearing

(Regular hearing may be conducted on day to day basis.)( **RH notice enclosed**)

#### Case of Prosecution

- Undisputed documents should be **taken on record and mark** them as Prosecution/ State exhibits -(P-1,P-2 etc.) ( These documents should be in the custody of I.O. and after completion of inquiry should be handed over to Disciplinary Authority). **Obtain signatures of PO and CO on the documents taken on record.**  
(Rule14.11-14).

Prosecution witnesses examined by P.O.- Examination-in-Chief (14.14).( deposition format enclosed)

- Cross Examination of PWs by CO/DA.
- Re-examination, if new points emerge.
- Carefully watch the demeanor /behaviour of witnesses
- I.O. can ask clarificatory questions from witnesses.
- Record deposition of witnesses separately
- If PO seeks permission for introduction of New document/ witnesses-take judicious decision keeping in view following points ( Rule 14.15)

Nature of evidence to be adduced, purpose of evidence, why it was not included earlier at the time of drawing the charge sheet, is it vital to reach the truth, is it in the nature of filling in the evidence already led – if yes do not allow, hear views of CO to the request made by PO and whether introduction of new evidence facilitate justice. Record reasons in daily order sheet (Sample daily order sheet enclosed).

After closing of Prosecution case, ask CO to state his defence in writing ( defence statement) ( Rule14.16)

### 3. Case of Defence

- Defence documents to be taken on record exhibits...,D-1,D-2 etc.)
- Defence witnesses are to be examined by CO/DA (14.17)
- Cross examination by P.O.
- Re-examination of CO

Record what transpired during the hearing in daily order sheet (Sample daily order sheet enclosed).

4. After close of defence case, question the CO generally on the circumstances appearing against him. This requirement is mandatory when CO has not examined himself as witness. (General examination by I.O.) (Rule14.18)

At the end ask CO whether he is satisfied with the proceedings and whether he wants to say something more. Record the same in daily order sheet (Sample daily order sheet enclosed). Further, issue following directions:

Ask P.O. to submit his written brief within 10 days and give a copy of the same to CO ( Rule 14.19)

- Ask CO to submit his written brief within 10 days after receipt of PO's brief. (Rule 14.19) On receipt of CO's brief, prepare your inquiry report ( 14.23).

5. The report should contain the following:-

- Introduction
- Articles of Charge
- Case of prosecution
- Case of defence
- Analysis of evidence

- Findings  
(Sample I.O. report enclosed)

**6. I.O. should submit the following documents to DA**

1. Inquiry Report Folder ( Two copies duly signed)
2. Prosecution document folder
3. Defence document folder
4. Deposition folder( statement of witnesses)
5. Daily order sheet folder
6. Written brief of PO/CO/written statement of defence, defence statement
7. General correspondence folder

**Important.**

- Maintain Daily order sheet right from the beginning i.e. receipt of order of appointment till sending of report.
- Whatever transpired during the inquiry should invariably be reflected in the daily order sheet.
- Daily order sheet is to be **signed by IO,CO/DA, PO**. Copy of the same to be supplied to PO and CO.
- In case CO makes representation against the I.O. on the grounds of bias, the inquiry proceedings should be stayed, pending decision on the same by the competent authority.
- Record deposition of PWs/DWs and the same should be **signed by witnesses, C.O. & I.O. ROAC should be written.**
- **PO cannot ask any questions i.e. cross examine the CO during the inquiry** unless during the regular hearing when defence case is taken up, CO opts to be his own witness- this is generally not done by CO.
- Inquiry should be completed **within 6 months.**

**Procedure to be adopted in Ex-Parte Inquiry.**

1. Before commencing ex-parte inquiry, ensure that CO is not on sanctioned leave and subsistence allowance is being paid to the CO if he is under suspension.
2. In ex-parte proceedings follow all steps as mentioned above, presuming that CO is participating in the inquiry- less cross examination.
3. Send copies of daily order sheet and other proceedings to CO regularly by registered post.
4. Permit CO to participate in inquiry if he so desires.
5. Remember your aim is to find out the truth. During ex-parte hearing you have to be extra vigilant.

## NOTICE OF PRELIMINARY HEARING

To

SUB: Department inquiry into the charges framed against Sh. ...

The undersigned has been appointed as Inquiring Authority to conduct inquiry in the case cited above vide order no. .... dated..... , a copy of which has been endorsed to you.

2. Accordingly, a preliminary hearing of the case will be held by me on.... (date and time) at....(place). As per rules you can engage either a fellow Govt. servant or Retd. Govt. servant as your defence assistant.

3. You are requested to attend the hearing along with your defence assistant, if any, and wait until further directions. In case you fail to appear at the appointed date and time, proceedings will be taken ex-parte.

4. It may be noted that no witnesses will be examined on the said date. The purpose of the P.H. is to sort out the preliminaries and to lay down a time schedule for inspection of the listed documents and submission of the list of additional documents and defence witnesses.

5. Receipt of this notice may please be acknowledged.

(Inquiring Authority)

Copy to:

Sh. (name and designation of P.O. He is also requested to attend the P.H. at the appointed date and time along with all listed documents ( as mentioned in Annexure III of the charge-sheet) in original or duly authenticated.

## NOTICE OF REGULAR HEARING

To

SUB: Department inquiry into the charges framed against Sh. ...

The undersigned has been appointed as inquiring authority to conduct inquiry in the case cited above vide order no. .... dated....., a copy of which has been endorsed to you.

2. A preliminary hearing of the case was held on.... at.... by me.
3. Notice is hereby given to you that regular hearings in the case shall commence on...(date and time) at...(place). In these hearings, full opportunity will be given to you to examine the evidence in support of the charges and to adduce evidence in your defence.
4. You should present yourself in time to attend the aforesaid oral inquiry on the dates specified above and on the date/dates as may hereinafter be fixed and intimated to you. In case you fail to appear on the appointed date and time, the proceedings will be taken ex-parte.
5. Receipt of this notice may please be acknowledged.

(Inquiring Authority)

Copy to:

Sh. (name and designation of P.O. He is also requested to attend the regular hearing at the appointed date and time along with all listed documents ( as mentioned in Annexure III of the charge-sheet) in original or duly authenticated.

## Sample Daily Order Sheets

### Daily Order Sheet(1)

Place

Date

Sub: Departmental inquiry into the charges framed against Sh

Received Order no. .. dated.. from... appointing me as Inquiry Officer in the above case along with the following documents.

- a. Copy of charge sheet along with Annexures thereto.
- b. Copy of the acknowledgement by the CO for receiving the charge sheet.
- c. Copy of written statement of defence submitted by CO.
- d. Copy of order no. .. dated .. appointing Sh. .. as PO in the above case.

Inquiry Officer

### Daily Order Sheet(2)

Place

Date

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Issued letter no. ... dated ... to the CO asking him to be present for the Preliminary Hearing of the case scheduled to be held on ... at..... in my office. Copies of the letter have been endorsed to the PO and the controlling officers of CO and PO.

Inquiry Officer

Daily Order Sheet(3)

Place  
Date

Present

1. Presenting Officer
2. Charged Officer
3. Defence Assistant

1. The proceedings were taken up on ... at ... P.M. In response to my question, the CO confirmed that he has received the charge sheet and understood the charges. He pleaded not guilty in respect of all the charges leveled against him. To a question by the IO, the CO informed that he has confidence/ faith on the I.O.

2. The CO intimated that Sh ... will act as his defence assistant. The DA confirmed that he has not more than 3 cases in his hand ( 7 cases for retired Govt.servant).

3. In consultation with the parties, it has been decided that the inspection of documents will be carried out on .. at....

4. CO has been directed to submit the list of additional documents required for the purpose of his defence as per the following format.

S.N.	Description of document	Date and number	Custodian of documents	Relevance	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

5. The CO is also directed to intimate the details of the witnesses required for the purpose of his defence in the following format.

S.N.	Name & Designation	Address for communication	Relevance	Remarks
(1)	(2)	(3)	(4)	(5)

6. The above requisition should reach to the I.O. before..... The request will be examined and necessary action will be taken to procure the documents/ participation of such defence witnesses, which are considered relevant by the I.O.

Separate notice will be issued for regular hearing.

Inquiry Officer

P.O.

C.O.

D.A.



Daily Order Sheet(4)

Place

Date

Present

1. Presenting Officer
2. Charged Officer
3. Defence Assistant

The regular hearing of the case was taken up on .. at. . Both the PO and CO stated that the inspection of the documents was completed as scheduled. Prosecution documents from .. to ... were marked and taken on record with the agreement of the PO and CO .

2. The details of the documents taken over are as follows:

S.No.	Details of the documents	Marked as	Reference in the Annexure III of the charge sheet

3. The CO was informed that out of the ... documents demanded by him for the purpose of his defence... have been considered relevant and have been obtained from the custodian. The rest of the documents have not been found relevant. P.O. has been directed to get the defence documents inspected by CO and also provide a copy of the same to CO wherever possible.

4. As regards the list of defence witnesses, the CO was informed that out of...witnesses....have not been found relevant.

Next hearing will be held on.. at . . No separate notice will be issued.

Inquiry Officer

P.O.

C.O.

D.A.

Daily Order Sheet(5)

Place

Date

Present

1. Presenting Officer
2. Charged Officer
3. Defence Assistant

The proceedings were taken up on ... at ... P.M. The evidence of Prosecution Witnesses from PW- 1 to PW- (as mentioned in Annexure IV of the Charge Sheet) was recorded and copies of which were given to both the parties. The hearing is adjourned for ..... Both the parties should make a point to attend.

Inquiry Officer

P.O.

C.O.

D.A.

Daily Order Sheet(6)

Place

Date

Present

1. Presenting Officer
2. Charged Officer
3. Defence Assistant

The proceedings were taken up on ... at ... P.M. The evidence of Prosecution Witnesses from PW- 1 to PW- (as mentioned in Annexure IV of the Charge Sheet) was recorded and copies of which were given to both the parties.

2. With this, the recording of evidences on behalf of the Disciplinary Authority is complete. Accordingly, the Charged Officer was asked to submit **his defence statement**. He intimated that he will submit within three days/ he does not want to submit his defence statement at this stage and would submit his defence in the written brief.

3. The next hearing will be held on .. at... in the same venue, for which no separate notice will be issued.

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Inquiry Officer

P.O.

C.O.

D.A.

Daily Order Sheet(7)

Place

Date

Present

1. Presenting Officer
2. Charged Officer
3. Defence Assistant

The proceedings were taken up on ... at ... P.M. The defence documents from D-1 to .. were marked and taken on record with the agreement of the PO and CO. CO submitted his **defence statement**. A copy of the same given to P.O.

2. The evidence of Defence Witnesses No. 1 to .. was recorded and copies of which were given to both the parties.

3. On conclusion of the defence case, the Charged Officer was **generally examined on the circumstances appearing** against him as CO did not want to be examined as his own witness.

4. Both the CO and PO have stated in the hearing that they wanted to file written briefs. Hence, the Inquiry is concluded. The **PO has been asked to submit his written brief within 10 days with a copy to CO and thereafter, the CO will submit his written brief within 10 days** of the receipt of written brief of P.O.

5. The CO was asked whether he is satisfied with the proceedings and whether he wants to say something more. The CO affirmed that he has been given ample opportunity and has no grievance.

Inquiry Officer

P.O.

C.O.

D.A.

Daily Order Sheet(8)

Place

Date

Received the written brief of the PO. It is seen therefrom that the copy of the same has been served on the CO on ...

Inquiry Officer

Daily Order Sheet(9)

Place

Date

Received the written brief of the CO.

Inquiry Officer

SUB: Departmental inquiry against Sh.....

Deposition of Sh. ....

**Examination –in –chief:**

I am presently working as .....in .....

Examination –in-chief ----- concluded

**Cross Examination**

Q.

An.

Cross Examination – Concluded

Re- Examination – Nil

Question put by I.O.- Nil

Read over and admitted correct.

**Signature of Witness**

**Signature of CO**

**Signature of I.O.**

## Inquiry Report( sample)

SUB: Departmental inquiry against Sh.

### 1. Introduction.

1.1. The undersigned was appointed as Inquiring Authority vide order no. dated... .to inquire into the charges framed against . Preliminary hearing in the case was held on .. During regular hearing C.O. confirmed that inspection and supply of documents was completed and did not doubt genuineness of the documents. The P.O. introduced .. prosecution documents which was marked as Exhibit P-1 to Ex. P- and taken on record. CO introduced ... defence documents and the same were taken on record and marked as D- to D-. P.O. introduced .. **witness namely ... whose deposition was recorded on .. and ...** Then the case of disciplinary authority was declared closed. After completion of the case of D.A., CO submitted his **statement of defence/** orally informed that he still deny the charges framed against him and would contest the case. The defence case was taken up. CO introduced .. **witnesses namely .... whose deposition was recorded on ....** . The undersigned **generally examined CO** on .... After that the regular hearing was declared closed. P.O. was directed to submit his **written brief to the I.O. with a copy to the CO, by ... and CO was asked to submit his written brief by .....** Written briefs of PO and CO were received on ... and ..... respectively.

2. Articles of Charge. Article-I  
Statement of imputations is as per Annexure-A.

### 3. Case of Prosecution/ PO.

The PO in his written brief has stated that .....

### 4. Case of Defence/CO.

The CO in his written brief rebutted the arguments advanced by PO in his written brief. CO has further stated that ...

### 5. Analysis & Assessment of Evidence.

5.1 There are ... Articles of Charge against CO. (discuss all the articles of charge and assessment should be based on documentary/oral evidence adduced during the inquiry. No extraneous matters should be taken or discussed)

### 6. Findings.

On the basis of the documentary and oral evidences adduced in the case before me and in view of the reasons given above, I hold that the charge stands proved/ not proved against C.O.

Inquiring Authority

Dated

To

.....

SUB: Departmental inquiry against Sh. ....

Sir,

I have been appointed as Inquiring Authority vide order no. .... dated..... to inquire into the charges framed against Sh. .... I have since completed the inquiry and my Inquiry Report is placed below. Further, the following documents of the case are forwarded herewith for further necessary action.

1. Inquiry Report Folder ( Two copies duly signed)
2. Prosecution document folder
3. Defence document folder
4. Deposition folder( statement of witnesses)
5. Daily order sheet folder
6. Written brief of PO/CO/written statement of defence, defence statement
7. General correspondence folder

Yours faithfully,

Dated

( )



## Name of Ministry

Quarterly Report for the quarter ending----- regarding Disciplinary/Criminal cases against CCAS Group 'B' Officer of Ministry of -----

Sl. No.	Description	Detail
1.	Name(s) of the officer involved and office where posted presently	
2.	Basis of disciplinary/criminal case	
3.	Type of proceeding where criminal/departmental and since when	
4.	Brief description of the case	
5.	Present stage of the case	
6.	Details of previous posting of the officer since start of disciplinary case	
7.	In case of common proceeding case(s), date (s) of CVC 1 <sup>st</sup> / 2 <sup>nd</sup> Stage advice	
8.	Date of appointment of officer for Preliminary Enquiry, if any	
9.	Date of receipt of Preliminary Enquiry report, if any	
10.	Whether charge sheet issued or not? If yes, date of issue of charge sheet	
11.	Date of appointment of Inquiry Officer, if any	
12.	Date of receipt of Inquiry Report, if any	
13.	Decision of the CVO/Disciplinary Authority, if any,	
14.	Reasons for delay, if time limit not adhere to for finalizing the case as specified in CCS (CCA) Rule.	
15.	Remarks	

Date :

Place: