

No. 142/ 18 /2013-AVD-I
Ministry of Personnel, Public Grievance and Pensions
Department of Personnel & Training

North Block, New Delhi.
Dated 24th February 2014

OFFICE MEMORANDUM

Subject: Introduction of Single Window System in Department of Personnel & Training for receiving proposals for initiation of disciplinary proceedings against the Group A officers of the Central Secretariat Services (CSS & CSSS) –reg.

The undersigned is directed to say that in order to avoid delay in processing of the proposals due to procedural infirmities/shortcomings/discrepancies in the proposals referred to to this Department for initiation of disciplinary proceedings against Group 'A' officers of the Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS), DOP&T has decided to switch over to Single Window System for accepting the proposals as per Check List enclosed.

2. Henceforth, all Ministries/Departments are required to authorize a representative not below the level of Under Secretary to come to DOP&T's office in person for handing over the proposal for initiation of disciplinary proceedings, complete in all respect, with all the relevant documents/ records. In the DOP&T, Under Secretary (Avd-I(D), Room No. 270, North Block, (through Gate No.4) will receive the disciplinary cases referred by Ministries/Departments between 11.00 am to 1 pm on all working days. The proposals received would initially be scrutinized in terms of information sought and in consonance with the prescribed Check List. Incomplete cases would be returned after pointing out deficiencies. Cases, which are complete in all respect as per the checklist, would only be accepted for further detailed scrutiny and examination. The Single Window System is to be introduced from 1/3/2014.

3. All Ministries/Departments are requested to take note of the Single Window System being introduced in the DOP&T w.e.f. 1.3.2014 and bring the same to the notice of all concerned. It may also be ensured that the Check List is countersigned by an officer not below the level of Joint Secretary of the administrative Ministry/Department concerned. A copy of the OM F.No. 134/9/93-AVD-I dated 15.11.1993 is also enclosed for compliance of the laid down procedure while forwarding cases to DOP&T for initiation of disciplinary proceedings.

Encl: Check List

(N.R.A.)
Deputy Secretary (V.II) 24/2/14

To: All Ministries/Departments of Government of India.

Copy To: UPSC/ CVC/ Election Commission of India/Comptroller and Auditor General of India/Central Information Commission.

All attached offices under Ministry of Personnel, Public Grievance and Pensions.

✓ NIC, DOP&T, North Block, New Delhi, with the request to upload the d.m. on Dept's website.

Check List For Submission of Proposals to DOP&T for Initiation of Disciplinary Proceedings Through Single Window System in respect of Group 'A' officers of CSS/CSSS.

Sl. No.		
1	Name of the Officer & Designation	
2	Date of Birth/ Date of Superannuation	
3	Place of present posting, if posted elsewhere than the place where misconduct took place.	
4	Copy of the Preliminary Explanation called for from the officer & Reply of the officer thereon.	
5	Self contained note/Comments of the Administrative Authority where misconduct is alleged, on the reply of the officer along with copy of preliminary inquiry report, if any.	
6	Draft Charge Sheet containing Article(s) of Charge in clear and definite terms along with i. Statement of Imputations of charges ii. List of relied upon documents-original/ duly certified in blue ink only, page numbered and indexed (2 copies). iii. List of witnesses, if any	
7	Approval of the Minister-in-charge where the officer was posted at the time of misconduct in terms of DOP&T OM No. 134/9/93-Avd-I dated 15.11.1993 in respect of CSS/CSSS officers.	
8	Whether the case involves vigilance angle and if so whether CVC has been consulted ?	Yes/No
9	If answer to Sl. No. 8 above is yes, attach copy of First Stage advice of the CVC.	

Note: Please attach the the following also-

Extracts(s) of relevant Rules, Codes, Manuals, Acts, Judgments, etc.

Information/position of disciplinary proceedings against other co-accused (if any).

* Signature — _____

Name of the officer signing this statement (In Block letters) _____

Designation _____

Telephone No. _____

Dated _____

* To be signed by an officer not below the rank of CVO/Joint Secretary to the Government of India

Confidential

No. 134/9/93-AVD-I
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, the 15 November, 1993

OFFICE MEMORANDUM

Subject: Procedure for referring cases for initiation of disciplinary proceedings against the officers of the Central Secretariat Service (Grade I and above) to the Department of Personnel & Training - regarding.

The undersigned is directed to invite the attention of all the Ministries/Departments to the Entry No. 41(e) of the Government of India (Allocation of Business) Rules, 1961 read with Rule 12 of the Central Civil Services (Classification, Control & Appeal) Rules, 1965 whereby this Department has been made the Disciplinary Authority in respect of officers belonging to centralised cadres of Central Secretariat Service (Grade I and above) and to say that the following arrangement/procedure is laid down in respect to forwarding the proposals for initiation of formal disciplinary proceedings relating to the officers, without prejudice to other statutory provisions contained in the relevant disciplinary rules/instructions issued thereunder:-

1. Any proposal to place an officer under suspension should be sent to this Department, only with the approval of Minister-in-charge of the Department/Ministry concerned;
2. Any proposal to initiate disciplinary proceedings should be sent to this Department only after a decision has been taken at the level of Minister in-charge of the Department/Ministry, after obtaining the preliminary explanation of the officer and after considering the same. In cases having a vigilance angle, the administrative Ministries/Departments are also required to consult the Central Vigilance Commission and obtain its first stage advice before submitting the papers to the Minister;
3. When the alleged misconduct was committed by an officer while serving under a Ministry/Department and the officer stood transferred to another Ministry/Department at any stage thereafter, the Ministry concerned where the alleged misconduct was committed by the officer will have to take a view on the case, in the light of the facts of the case and the explanations of the concerned officer/ advice of the Central Vigilance Commission at the level

of their Minister before forwarding the case records to this Department, for further necessary action, under intimation to the Ministry where the officer may be working, for the time being.

4. Such a proposal shall always be accompanied by a draft chargesheet, along with two sets of certified listed documents.
5. In cases where it is decided not to formally proceed against an officer, but only to convey a caution/warning/displeasure of the Government, this will be communicated to the officer by the Ministry/Department concerned, through the administrative Ministry where the officer may be working at that time and two copies of the same shall be endorsed to this Department for record.
6. In a case, where there is no full fledged investigation by the CBI and where formal action for major penalty is instituted by this Department, after due consideration of a proposal received from the administrative Ministry or otherwise to that effect, and appointment of a Presenting Officer is required to be made, the administrative Ministry/Department concerned will nominate an officer who is well-versed with the facts of the case for being appointed as Presenting Officer by this Department in that case.
7. All communications meant for the officers proceeded shall be served through the Ministry/Department where the officer is working for the time being.

Ministry of Agriculture etc. may please follow the above procedure while referring the cases of the officers belonging to Central Secretariat Service (Grade I and above) to this Department.

Hindi version follows.

C. P. Singh

(C.P. SINGH) 12/11/9

To Deputy Secretary to the Government of India,
Secretary to the Govt. of India.

All Ministries/Departments.

- Copy to:
- (i) Secretary, CVC.
 - (ii) Estt. 'A' Division, Department of Personnel & Training.
 - (iii) All the Desks/section in AVD. and AIS Divisions.
 - (iv) Guard File.