

No.221/07/2014-AVD.II(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated 25th February, 2014

Office Memorandum

25 FEB 2014

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 Bureau of Investigation - Regarding.

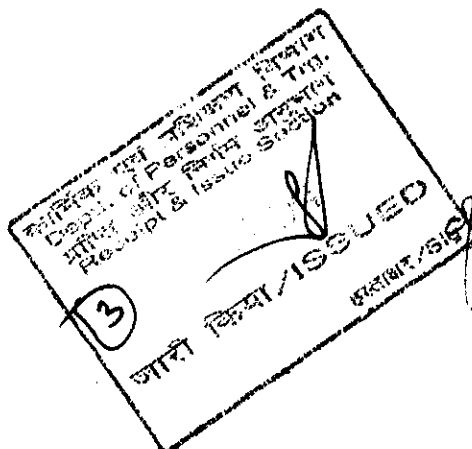
The undersigned is directed to say that in order to avoid delay in processing of the proposals due to procedural infirmities/shortcomings/discrepancies in the proposals referred to this Department for initiation of disciplinary proceedings against Group 'A' officers of the Central Bureau of Investigation, DoP&T has decided to switch over to Single Window System for accepting the proposals as per Check List enclosed, with effect from 1st March, 2014.

2. Henceforth, CBI is required to come to DOP&T's office in person for handing over the proposal for initiation of disciplinary proceedings, complete in all respects, with all the relevant documents/records through an authorized representative after obtaining the First Stage advice of CVC wherever required as per prescribed norms. In the DoP&T, Under Secretary (AVD-II-B), Room No. 215-C, North Block (through Gate No. 4) will receive the disciplinary cases referred by CBI 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 respects as per the Check-list, would only be accepted for further detailed scrutiny and examination.

3. CBI is requested to take note of the above new system being introduced by the DoP&T and bring the same to the notice of all concerned zonal offices etc under them. It may also be ensured that the Check-list be countersigned by an officer not below the level of Deputy Director in CBI.

Encls: Check-list

To
The Joint Director (Administration)
Central Bureau of Investigation
Head office, CGO Complex
Lodhi Road, New Delhi



(Archana Varma)
Director (V.II)

Copy for information to:

1. UPSC/CVC
2. NIC/DOP&T, North Block, New Delhi to upload on the website under 'Circulars pertaining to Vigilance Division'.

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 CBI

Sl No	Parameters	Yes/No, If No, reasons therefor
1	Name of the Officer & Designation	
2	Date of Birth / date of Superannuation	
3	Division and Place of present posting	
4	The office/place of posting of the officer where the alleged misconduct took place	
5	Whether any Preliminary Enquiry was conducted	
6	If so, a copy of the Report to be enclosed	
7	Whether a show-cause notice was issued to the officer? If so, a copy of the show cause notice to be attached	
8	Explanation obtained from the officer to the show-cause notice issued vide (7) above to be attached	
9	Self contained note along with the comments of the Administrative Division of CBI on the reply of the officer to the show cause notice	
10	Whether approval of CVO of CBI obtained? If so, copy of the same to be enclosed.	
11	Copy of approval of Director/CBI to be enclosed.	
12	Draft Charge Sheet containing Article(s) of Charge in clear	

	and definite terms along with	
	(i) Statement of Imputations of Charges	
	(ii) List of copies of relied upon documents-duly certified in blue ink only, page numbered and indexed (2 copies)	
	(iii) List of witnesses, if any	
13	Whether case involves vigilance Angle?	
14	If answer to Sl.No.13 is yes, please attach copy of the First Stage advice of the Central Vigilance Commission	
15	List and status of disciplinary cases, initiated/concluded earlier against the said officer, if any	

Please attach the following also:

- (i) Extracts of relevant rules, Codes, Manuals, Acts, Judgements etc
- (ii) Information/position of disciplinary proceedings against other co-accused (if any)

Name of the officer signing this statement (in block letters)

*Signature:
Designation

Telephone No.

Date

**To be signed by an officer not below the rank of Deputy Director in the CBI*