

No.11012/9/86-Estt.(A)  
Government of India  
Ministry of Personnel, P.G. and Pensions.  
(Department of Personnel and Training)

North Block, New Delhi-110001.  
Dated, the 24 December, 1986.

OFFICE MEMORANDUM

Subject:- Procedure to be followed in cases where disciplinary proceedings are initiated against a Government servant who is officiating in a higher post on an ad-hoc basis -

The question whether a Government servant appointed to a higher post on ad hoc basis should be allowed to continue in the ad hoc appointment when a disciplinary proceeding is initiated against him has been considered by this Department and it has been decided that the procedure outlined below shall be followed in such cases:-

- (i) Where an appointment has been made purely on ad hoc basis against a short-term vacancy or a leave vacancy or if the Government servant appointed to officiate until further orders in any other circumstances has held the appointment for a period less than one year, the Government servant shall be reverted to the post held by him substantively or on a regular basis, when a disciplinary proceeding is initiated against him.
- (ii) Where the appointment was required to be made on ad hoc basis purely for administrative reasons (other than against a short term vacancy or a leave vacancy) and the Government servant has held the appointment for more than one year, if any disciplinary proceeding is initiated against the Government servant, he need not be reverted to the post held by him only on the ground that disciplinary proceeding has been initiated against him.

Appropriate action in such cases will be taken depending on the outcome of the disciplinary case.

2. Ministry of Agriculture etc. are requested to bring the above instructions to the notice of all

....2/-

-: 2 :-

appointing/disciplinary authorities under their control.

*A. Jayaraman*  
( A. JAYARAMAN )  
DIRECTOR.

To

All Ministries and Departments of the Government of I.C.A. (As per standard list) with usual number of spare copies.

No.11012/9/86-Estt(A) New Delhi, the 24 December, 1986

1. C & AG of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi,
4. Lok Sabha Secretariat.
5. Rajya Sabha Secretariat.
6. Staff Selection Commission.
7. All Union Territory Administrations.
8. All Attached/Subordinate Offices of Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.
9. All Administrative Sections in the Department of Personnel and Training and Ministry of Home Affairs.

*A. Jayaraman*  
( A. JAYARAMAN )  
DIRECTOR.

esj/-