



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
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PHONE NO : 040-27843385, FAX NO. 040 – 27810499

No. AN/I/2064/VIG

Dated : 25.09.2018

To

1. The DCDA i/c, PAO (ORs) EME, Sec'bad
2. The DCDA i/c, PAO (ORs) AOC, Sec'bad
3. The SAO i/c, AAO (Army), Visakhapatnam

Sub: Adherence to time limits in processing of disciplinary cases - reg.  
Ref: Hqrs letter no. AN/XIII/13006/Vol-XXII dt. 12.09.2018

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A copy of CVC circular no. 07/07/18 dated 26.07.2018 forwarded vide Hqrs office letter cited under reference on the above subject is enclosed herewith for information, guidance, compliance and notice to all concerned.

Please acknowledge receipt.

Encl: As stated

*Sd/-*  
( Siva Sankar Bandi )  
Dy.CDA (AN)

Copy to:

The EDP Centre, Local - For uploading on official website.

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-110023

सं./No..... 000/VGL/18-38888

दिनांक / Dated..26.07.2018.....

Circular No.07/07/18

Subject: Adherence to time limits in processing of disciplinary cases – reg.

- Reference: (i) Commission's Letter No.000/VGL/18 dated 23.05.2000  
(ii) Commission's Office Order No.51/08/2004 dated 10.08.2004  
(iii) Commission's Circular No.02/01/2016 dated 18.01.2016

24/8

The Commission has been emphasizing from time to time on the need for expeditious completion of disciplinary proceedings. The model time limits for investigation of complaints and for different processes of disciplinary proceedings have been laid down in Commission's letter of even number dated 23<sup>rd</sup> May 2000.

रक्षा लेखा उप महासचिव  
Dy. C.G.D.A. (+)  
आयसी सं/ Dy. No. 245  
दि/ Date... 21.08.18

2. The Commission would like to invite the attention of the Administrative Authorities /Disciplinary Authorities to the undue delays in finalizing vigilance cases especially the conduct of disciplinary proceedings despite having a built in time line for every activity. Further, such unexplained delays lead to Central Administrative Tribunals and the High Courts quashing the charge-sheet(s) on the sole ground that the concerned Disciplinary Authorities had issued charge-sheets to the delinquents after very long periods of commission of alleged misconduct etc. and also for unexplained delays in conducting disciplinary inquiries.

21/8/18  
7 (HDA/AM)

3. Timely completion and finalization of disciplinary proceedings is the prime responsibility of the Disciplinary Authority/Administrative Authorities concerned in all Departments/ Organizations. More so, such long delays in finalizing disciplinary matters are not only unjust to officials who may be finally exonerated, but helps the guilty to evade punitive action. The Commission had earlier vide its circular no.02/01/2016 dated 18/01/2016 emphasized on the various steps needed to be taken by all concerned obviating delays at different stages of the process right from investigation to finalization of disciplinary proceedings by way of regular monitoring of these cases/matters.

21 AUG 2018

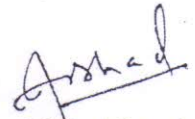
AN-XIII

रक्षा लेखा संयुक्त महानियंत्रक (ह.ह.मि.)  
Jt. C.G.D.A. (HMM)

आयसी सं/ Dy. No. 368 दि/ Date 21/8/18

4. The Commission while reiterating the above said instructions would impress upon all concerned that the time limits prescribed by the Commission/DoPT for processing disciplinary cases at various stages may be strictly adhered to. All disciplinary authorities in each Ministry/Department/Organization need to regularly monitor the progress of individual disciplinary cases and take necessary steps as deemed appropriate to ensure that the disciplinary proceedings are completed within prescribed time-limits and are not unduly delayed.

5. All CVOs are also therefore advised to apprise the concerned officers regarding the above guidelines for compliance in monitoring progress/ handling disciplinary proceedings.

  
(M.A. Khan)

Officer on Special Duty

To

- (i) The Secretaries of all Ministries/Departments of Gol.
- (ii) All Chief Executives of CPSUs/PSBs/FIs/PSICs/Autonomous Bodies/etc.
- (iii) All CVOs of Ministries/Deptts/CPSUs/PSBs/FIs/PSICs/Autonomous Organizations.
- (iv) Website of CVC