

No. 62/26/2021-6GS-I
HARYANA GOVERNMENT
General Administration Department
(General Services-I Branch)

Dated: Chandigarh, the 30th June, 2021

To

All the Administrative Secretaries to Govt. Haryana,
All the Heads of Departments of Haryana,
All the Managing Directors/Heads of Board/Corporations of Haryana Government,
All the Divisional Commissioners in Haryana.
All the Deputy Commissioners and Sub-Divisional Commissioners in Haryana.
All the Registrars of Universities in Haryana,

Subject : Departmental Inquiries - Level of Officer who is to be entrusted to conduct against a delinquent officer/official.

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that the matter regarding determination of level of officers who may be entrusted to conduct departmental inquiries (preliminary or main) against a delinquent officer/official was under consideration of Government.

2. After careful consideration it has been decided that to evoke the confidence of all concerned the level of Inquiry Officers be as under :-

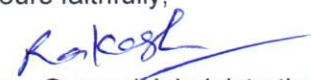
(a)	Inquiry for Group C or D employee	Officer of Group B holding a post of at least two Pay Level above the charged person.
(b)	Inquiry for Group B Officer	Officer of Group A holding a post of at least two Pay Level above the charged person.
(c)	Inquiry for Group A Officer	Officer of Group A holding a post of at least two Pay Level above the charged person.
(d)	Inquiry for Group A Officers drawing pay in the highest pay levels	Inquiry Officers from the list notified by Government from time to time.
Note. — If Disciplinary Authorities deem fit, the inquiry may be entrusted to an officer higher in rank/pay than the Inquiry Officers suggested above. Where more than one delinquent officers/ officials are involved in one and the same inquiry, in such case, the delinquent who is drawing pay in the highest pay scale shall be taken into account.		

3. It is also informed here that the principles of natural justice imply 'fair hearing', unbiased judgement' and 'clear speaking order', therefore, the Disciplinary Authorities shall keep in view that the Inquiry Officer—

- (i) should not be interested in the subject matter or the inquiry in any manner;
- (ii) should not be an accused officer in any pending inquiry;
- (iii) should have impeccable integrity and clean service record;
- (iv) should not be biased;
- (v) should not be a witness or a complainant in the matter to be inquired into;
- (vi) should not be a close relative or a known friend of the charged person;

4. These instructions may please be brought to the notice of all concerned.

Yours faithfully,


Deputy Secretary General Administration,
for Chief Secretary to Govt. Haryana.

