

U.O. No. 11-3/82-2GS III

From The Chief Secretary to Government, Haryana.

To

- 1) All Heads of Departments,  
Commissioners Ambala & Hissar Divisions  
and Sub-Divisional Officers (Civil) in the State.
- 2) The Registrar,  
Punjab & Haryana High Court,  
Chandigarh.

Dated Chandigarh, the 7th February, 1982.

**Subject** —Speedy disposal of cases of Government employees under suspension.

Sir,

I am directed to refer to composite Punjab Government letter No. 3624-GS-61/14507, dated the 21st April, 1961, on the subject noted above and to state that it has been noticed that the instructions contained therein are not being meticulously followed by the departments concerned with the result that the number of government employees under suspension continuous to be very large and many of them remain under suspension for a very long time, thereby causing great loss to Government on account of payment of subsistence allowance and also bringing discredit to Government. The whole position has, therefore been reviewed and it has been decided to reiterate the decisions contained in the aforesaid letter, for strict compliance by the Government Departments.

## 2. Conduct of Departmental proceedings in disciplinary cases :—

(I) In all cases, the immediate superior authority, on whom rests the responsibility for initiating formal disciplinary proceedings, should decide at the earliest possible moment, whether investigation is likely to be so complicated as to require a special investigating agency either of the police or of the department itself, and should throughout the investigation keep a close watch on its progress to ensure that no undue delay occurs at any stage. When formal disciplinary proceedings are undertaken in all big and complicated cases, the following time schedule should be observed as closely as possible :—

- (a) The charge or charges should be handed over to the charged Govt. servant within 15 days from the date of taking the decision to start formal proceedings. (At the same time, a decision should be taken whether the Government servant should be placed under suspension pending enquiry).
- (b) The Charged Government Servant's written statement of defence should ordinarily be required to be submitted within a period of a fortnight and in no case should a period of more than a month be allowed for the purpose.
- (c) The enquiry, including oral examination of the witness, should be completed within a month of the submission of the written statement.
- (d) The report of the enquiry officer where he is not himself the Punishing authority, should be submitted as expeditiously as possible and ordinarily within a fortnight of the closing of the enquiry.
- (e) When the punishing authority is different from the enquiry officer, the punishing authority should pass final orders without delay. The following time schedule is suggested for various stages to be gone through before the passing of the final orders :—

(I) *Calling upon the Government servant concerned to show cause against the proposed punishment where necessary* :—One week from the date of receipt of the inquiring officer's report.

(II) *Time to be allowed to the Government servant to show cause* :—A fortnight to a month according to the nature of a case.

(III) *Final orders* :—