

No. Per(AP-II)A (S)-1/79-Pt.
Government of Himachal Pradesh
Department of Personnel(Apptl.-II)

From

The Commr.-cum-Secretary(Pers.)to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the
Government of Himachal Pradesh.
2. The Commissioner (Revenue)
Himachal Pradesh.
3. All the Heads of Departments in
Himachal Pradesh.
4. All the Deputy Commissioners in
Himachal Pradesh.

Dated, Shimla-171 002, the 18th July 01

Subject:

Delay in processing / finalisation of the
disciplinary proceedings.

Sir,


I am directed to refer to above cited subject and to say that the time limits for the disposal of disciplinary cases has been prescribed in Rules 14 & 15 of CCS(CGA) Rules-1965 and GO's decisions thereunder. It has come to the notice of the Government that these rules/ instructions are not adhered to strictly by the Government Departments. Some Departments take a very long time in the processing of cases from the date of issue of the charge sheets.

The Government has taken a serious view of the matter and decided to invite the attention of all Departments to rules (b)q. All the Departments are requested to adhere to the time limits as prescribed in the rules/ instructions and cut down abnormal delay in finalising the disciplinary cases and also to ensure that cases are referred to the H.P. Public Service Commission & Vigilance Department, wherever necessary, with complete records within a reasonable time, to avoid harassment to the concerned officers/ officials.

These instructions may kindly be brought to the notice of all concerned working under your control for strict compliance.

Please acknowledge the receipt.

Yours faithfully,


Under Secretary (Pers) to the
Government of Himachal Pradesh

No. Per (AP-II) A(3)-1/79-Pt.
Government of Himachal Pradesh
Department of Personnel
Appointment-II

From

The Pr. Secretary (Pers.) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the
Government of Himachal Pradesh.
6. All Heads of Department in HP.
7. All Deputy Commissioners in HP.

Dated Shimla-2, 25 Feb., 2005.

Subject: Delay in the settlement of disciplinary cases of
suspended employees and in processing/finalization
of the disciplinary proceedings - prescription of time
schedule.

Sir,

I am directed to invite your attention to this
Department letter No. Per(AP-II)A(3)-1/74-III dated 30.03.1998
(Annexure 29.11 of Hand Book on Personnel Matters-Vol.-III,
Second Edition) and also to this Department letter of even No.
dated 18.07.2001 on the subject cited above and to say that it
has come to the notice of the Govt. that the instructions contained
therein are not being adhered to in letter and spirit by the
Departments.

Oflate it is observed that a large number of cases of
suspended employees remain pending for disposal in various Govt.
Departments, which causes loss to the Government as well as to
the employees concerned as it deprives the Government of the
services of such employees and causes financial loss to the Govt.
apart from the humiliation and harassment to the suspended
employees. It is desirable to finalize such cases of suspension
within a maximum period of six months. Similarly, some
Departments take a very long time in the processing of
disciplinary cases from the date of issue of the charge sheets.

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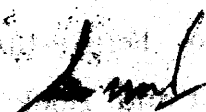
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Accordingly, it is requested that the cases of suspension be reviewed from time to time in order to assess whether continued suspension is essential or needs to be revoked. The Inquiry Officers may also be directed to finalize the departmental inquiries expeditiously, not later than six months failing which an adverse reflection may be made in their ACRs.

It is again emphasized that the cases of officers/officials under suspension may be reviewed quarterly so that no official remain suspended unnecessarily.

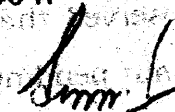
These instructions may kindly be brought to the notice of all concerned working under your control for scrupulous compliance and cases of non-compliance will be viewed seriously.

Yours faithfully,


Deputy Secy.(Pers.) to the
Govt. of Himachal Pradesh.

Endst.No.: Per(AP-11A/3)-1/79-Pt. Dated Shimla-25 Feb., 2005

Copy for information to the Secretary-cum-Director (Vig) to the Government of Himachal Pradesh w.r.t. his letter No.Home(Vig)A(4)-4/2004. dated 30.12.2004.


Deputy Secy.(Pers.) to the
Govt. of Himachal Pradesh.