



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/03/09/खंड - VI/2669
SPMCIL/VIG/03/09/(Vol.-VI)

दिनांक: 22/10/2021
Date: 25

परिपत्र संख्या 11/21 Circular No. 11/21

विषय/Sub/ -विभागीय जांच कार्यवाही को समय पर अंतिम रूप देना- सतर्कता प्रशासन में सुधार/ Timely finalization of Departmental Inquiry Proceedings- improving vigilance administration.

केंद्रीय सतर्कता आयोग के दिनांक 06.10.2021 के परिपत्र द्वारा विभागीय जांच कार्यवाही को समय पर अंतिम रूप देना- सतर्कता प्रशासन में सुधार निर्देशों को जारी किया है को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of guidelines issued by the Central Vigilance Commission regarding Timely finalization of Departmental Inquiry Proceedings- improving vigilance administration.

2. इसे सक्षम प्राधिकारी की स्वीकृति से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न: यथोपरि/Encl: As above.

सुनील तिवारी
22.10.21

(सुनील तिवारी)/(Sunil Tiwari)

उप मुख्य सतर्कता अधिकारी/Dy. CVO

मुख्य महाप्रबंधक/The Chief General Manager,

टकसाल/मुद्रणालय/कागज कारखाना/Mints/Presses/Paper Mill,

भा.प्र.मु.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि/CC:

1. अध्यक्ष एवं प्रबंध निदेशक कार्यालय/CMD Office.

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/03/09/खंड - VI)/2669
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2. निदेशक (मा.स.) के कार्यपालक सचिव/ निदेशक (वित्त) कार्यालय/ निदेशक (तकनीकी) के कार्यपालक सचिव/ मुख्य सतर्कता अधिकारी के कार्यपालक सचिव/ ES to Director (HR)/ Director (Fin) Office/ ES to Director (Tech)/ ES to CVO.
3. मुख्य महाप्रबंधक (मा.स./ तकनीकी)/ महाप्रबंधक (वित्त)/ CGM (HR/Tech)/ GM (Finance).
4. अपर महाप्रबंधक (तकनीकी/ सू.प्रों.)/ संयुक्त महाप्रबंधक) विपणन/ मा.स. (AGMs (Tech/ IT) JMs (Marketing/HR)।
5. सभी सतर्कता कार्यकारी (टकसाल/ मुद्रणालय/ कागज कारखाना/ निगम मुख्यालय)/ All Vigilance Officials Mints/ Presses/ Paper Mill)



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-10023

सं./No..... 000/VGL/018
06.10.2021

दिनांक / Dated.....

Circular No. 19/09/21

Subject:- Timely finalization of Departmental Inquiry Proceedings -improving vigilance administration.

Reference: -

(i) Commission's Circular No. 8(1)(g)/99(2)	dated 19.02.1999
(ii) Commission's Circular No. 8(1)(g)/99(3)	dated 03.03.1999
(iii) Commission's Circular No. 3(v)/99(7)	dated 06.09.1999
(iv) Commission's Circular No. 000/VGL/18	dated 23.05.2000
(v) Commission's Office Order No. 51/08/2004	dated 10.08.2004
(vi) Commission's Circular No. 02/01/2016	dated 18.01.2016
(vii) Commission's Circular No. 18/12/20	dated 14.12.2020

The Central Vigilance Commission in order to bring about efficiency in vigilance administration and to ensure timely initiation and completion of the disciplinary proceedings, has issued guidelines from time to time, specifying the time limit for completion of inquiry proceedings, so that no undue delay takes place in disciplinary matters.

2. In this regard, Central Vigilance Commission, in continuation of its guidelines dated 23.05.2000 and DoPT's OM dated 14.10.2013, had issued Circular No. 18/12/20 dated 14.12.2020, prescribing the time limit for action in disciplinary matters where major penalty proceedings have been initiated/are to be initiated. The time limit prescribed by the Commission is as under: -

Sl. No.	Stage of disciplinary action	Time Limit
1.	Issue of Charge Sheet to the stage of appointment of IO and PO	All the required actions may be completed within a period of 02 months from the date of issue of First Stage Advice of the Commission.
2.	Conducting departmental inquiry and submission of report by the Inquiry officer (I.O.)	The inquiry report should be submitted within 6 months from the date of appointment of inquiry officers
3.	Overall additional time for all/any of the above stages of disciplinary proceedings, due to some unavoidable/unforeseen circumstances	In addition to the above time limit, a period of 1 more month may be taken, if required.

Contd...2...

3. The Commission has observed that in some cases, the above time limit is not being adhered to by the authorities concerned. The inordinate delay in completion of departmental proceedings on the part of the organization concerned has also attracted adverse comments from the Hon'ble Supreme Court of India in Civil Appeal No. 958 of 2010, Prem Nath Bali Vs. Registrar, High Court of Delhi & Anr in its judgment dated 16.12.2015. Hence, the above guidelines are reiterated and the Commission desires that the same should be adhered to strictly by the authorities in the organisations concerned.

4. Due to the situation arising out of severity of COVID-19 pandemic and related issues, Commission has given a special dispensation for completion of the pending inquiry proceedings with a fresh timeline. In those cases where initiation of Major Penalty Proceedings was advised by the Commission on or before 31.12.2020, inquiry proceedings by the Inquiry Officers should be completed latest by 31.03.2022. In respect of those cases where Commission's advice for initiation of Major Penalty Proceedings was tendered between 01.01.2021 to 30.09.2021, inquiry proceedings by the Inquiry Officers should be completed latest by 30.06.2022.

5. Since initiation and conduct of disciplinary proceedings is within the domain of the disciplinary authority concerned, the CVOs may bring the above guidelines of the Commission to the notice of the competent authorities for strict compliance.



(Rajiv Verma)
Officer on Special Duty

To

- (i) The Secretaries of all Ministries/Departments of GoI
- (ii) All Chief Executives of CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iii) All CVOs of Ministries/Departments of GoI/CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iv) Website of CVC