



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/76/17/ 3531
SPMCIL/VIG/76/17/

दिनांक 16.12.2021
Date .12.2021

परिपत्र संख्या 13/21/Circular No. 13/21

विषय/Sub:- विभागीय जांच कार्यवाही को समय पर अंतिम रूप देने के संदर्भ में केन्द्रीय सतर्कता आयोग के निर्देश /Central Vigilance Commission Instructions on timely finalization of departmental inquiry proceedings – improving vigilance administration – reg.

केन्द्रीय सतर्कता आयोग ने उपयुक्त विषयांतर्गत निमलिखित परिपत्र जारी किए हैं जो सूचनार्थ एवं उचित कार्यवाही के लिए इस परिपत्र के साथ संलग्न हैं:-

क) आयोग का दिनांक 03.12.2021 को जारी परिपत्र संख्या 21/12/21:

- आयोग द्वारा विभागीय जांच कार्यवाही को समय पर अंतिम रूप देने के संदर्भ में मॉडल समय सीमा को कड़ाई से अनुपालन के लिए पुनः प्रस्तुत किया गया है।/ The Model time limit for the Inquiry Officers for conducting Departmental inquiries has been reproduced for strict compliance.
- आगे, आयोग ने यह भी निर्देश दिए हैं कि सभी जांच अधिकारियों को संबंधित अनुशासनिक प्राधिकारी को एक मासिक रिपोर्ट प्रस्तुत करनी होगी, जिसमें उनके द्वारा की जा रही जांच कार्यवाही की वर्तमान स्थिति/प्रगति की जानकारी होगी।/Further, the Commission has further directed that all the Inquiry Officers has to submit a monthly report to the Disciplinary Authority concerned, indicating the present status/progress of the inquiry proceedings being conducted by them.
- आगे, आयोग ने यह निर्देश भी दिए हैं कि मासिक रिपोर्ट की एक प्रति जांच अधिकारी द्वारा संबंधित संगठनों के मुख्य सतर्कता अधिकारी को भी पृष्ठांकित की जानी चाहिए। यदि यह पाया जाता है कि जांच कार्यवाही में

-पेज 2 - पर जारी

उज्ज्वल तिवारी

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/76/17/ 353)
SPMCIL/VIG/76/17/

दिनांक 16.12.2021
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निर्धारित समय सीमा से अधिक देरी हो रही है, तो संबंधित मुख्य सतर्कता अधिकारी को समय पर कार्रवाई सुनिश्चित करने के लिए तुरंत मामले को संबंधित जांच अधिकारी और अनुशासनात्मक प्राधिकारी के साथ उठाना चाहिए। Further, it is also directed that a copy of the monthly report should also be endorsed to the CVO of the organizations concerned, by the Inquiry Officer. In case, it is found that inquiry proceedings are getting delayed beyond the prescribed time limit, the CVO concerned should immediately take up the matter with the Inquiry Officer and Disciplinary Authority concerned to ensure timely action.

ख) आयोग का दिनांक 08.12.2021 को जारी परिपत्र संख्या 22/12/21:

एकरूपता और स्पष्टता के लिए, आयोग ने एक प्रारूप प्रदान किया है जिसमें जांच अधिकारी को मासिक रिपोर्ट अगले महीने के 10 वें दिन तक जमा करनी होती है। For the sake of uniformity and clarity, Commission has provided a format in which Inquiry Officer has to submit the monthly report by 10th day of the succeeding month.

संलग्न: यथोपरि // Encl: As above.

सुनील तिवारी
16.12.21

(सुनील तिवारी)/(Sunil Tiwari)

उप मुख्य सतर्कता अधिकारी/Dy. CVO

मुख्य महाप्रबंधक/The Chief General Managers,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL.

-पेज 3 - पर जारी

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/76/17/3531
SPMCIL/VIG/76/17/

दिनांक 16.12.2021
Date .12.2021

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प्रतिलिपि/CC:

- क) अध्यक्ष तथा प्रबंध निदेशक कार्यालय।/CMD office.
- ख) निदेशक (मा.स.) के कार्यालय सचिव/ निदेशक (वित्त) कार्यालय/ निदेशक (तकनीकी) के कार्यपालक सचिव / मुख्य सतर्कता अधिकारी के कार्यालय सचिव/ ES to Director (HR)/ Director (Finance) Office/ ES to Director (Technical)/ ES to CVO.
- ग) मुख्य महाप्रबंधक (मा.स./तकनीकी)/ महाप्रबंधक (वित्त)/ CGM (HR/Tech)/GM (Finance).
- घ) राजभाषा विभाग/ Department of Official Language
- ङ) सभी सतर्कता अधिकारी/All Vigilance Officials.
- च) सूचना पटल एवं वेबसाइट/Notice Board & Website.



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

दिनांक / Dated..... 03.12.2021

Circular No. 21/12/21

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
(viii) Commission's Circular No. 19/09/21	dated 06.10.2021

The Central Vigilance Commission, as part of its functions of exercising superintendence over vigilance administration of the organizations covered under its advisory jurisdiction has, time and again, laid emphasis on timely completion of disciplinary proceedings.

2. However, it has been observed that in cases where Regular Departmental Action for Major Penalty has been initiated, one of the main reasons for delay in completion of disciplinary proceedings is due to the delay caused in the inquiry proceedings being conducted by the Inquiry Officers. The Commission, vide its Circular dated 03.03.1999 had prescribed the model time limit for the Inquiry Officers for conducting departmental inquiries. The same was reiterated vide circular dated 18.01.2016. The Model time limit is again reproduced below:-

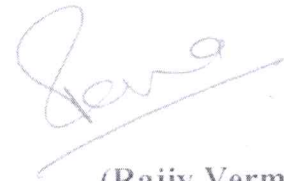
Stage of Departmental Inquiry	Time limit prescribed
• Fixing date of Preliminary Hearing and inspection of listed documents, submission of Defence Documents/witnesses and nomination of a Defence Assistant (DA) (if not already nominated)	Within four weeks from the date of appointment of Inquiry Officer.

<ul style="list-style-type: none"> • Inspection of relied upon documents/submission of list of Defence Witnesses/Defence Documents/Examination of relevancy of Defence Documents/ Defence Witnesses, procuring of additional documents and submission of certificates confirming inspection of additional documents by CO/DA • Issue of summons to the witnesses, fixing the date of Regular Hearing and arrangement for participation of witnesses in the Regular Hearing • Regular Hearing on Day to Day basis 	3 months
<ul style="list-style-type: none"> • Submission of Writing Brief by PO to CO and IO 	15 days
<ul style="list-style-type: none"> • Submission of Written Brief by CO to IO 	15 days
<ul style="list-style-type: none"> • Submission of Inquiry Report from the date of receipt of Written Brief by PO/CO 	30 days

3. The Commission has directed that the above time schedule should be brought to the notice of all Inquiry Officers (already appointed/to be appointed in future) for strict compliance.

4. The Commission has further directed that all the Inquiry Officers be asked to submit a monthly report to the Disciplinary Authority concerned, indicating the present status/progress of the inquiry proceedings being conducted by them. A copy of the monthly report should also be endorsed to the CVO of the organizations concerned, by the Inquiry Officer. In case, it is found that the inquiry proceedings are getting delayed beyond the prescribed time limit, the CVO concerned should immediately take up the matter with the Inquiry Officer and Disciplinary Authority concerned to ensure timely action.

5. The above instructions may be noted for strict compliance and may also be brought to the notice of all the Disciplinary Authorities and Inquiry Officers.



(Rajiv Verma)
Director

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



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

दिनांक / Dated.....08.12.2021

Circular No. 22/12/21

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
(viii) Commission's Circular No. 19/09/21	dated 06.10.2021
(ix) Commission's Circular No. 21/12/21	dated 03.12.2021

Attention is invited to Commission's Circular No. 21/12/21 dated 03.12.2021, vide which it was directed that Inquiry Officers, appointed by the organizations to conduct departmental inquiries, are required to submit a monthly report indicating present status/progress of the inquiries being conducted by them.

2. The Commission has desired that for the sake of uniformity and clarity, the information regarding the status of inquiry proceedings may be obtained from the Inquiry Officers, in the format as enclosed as **Annexure-I**, to this circular. The monthly report may be submitted by the Inquiry Officers, latest by 10th day of the succeeding month.

3. It may be noted that information should be obtained from the Inquiry Officers in respect of ongoing inquiries and also in respect of departmental inquiries, that may be instituted in future.

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4. The CVOs may bring the enclosed format to the notice of all the Disciplinary Authorities and Inquiry Officers for compliance of Commission's guidelines, issued vide Circular No. 21/12/21 dated 03.12.2021.



(Rajiv Verma)
Director

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

Name of Organization _____

Anr

Name of Inquiry Officer _____

Report for the month of _____

S. No.	Name and Designation of CO	Date of appointment of IO	Date of Preliminary Hearing	Whether Brief Hearing required. If Yes, date of Brief Hearing	No. of Regular Hearings held till the end of the month	Dates of Regular Hearing	Date of submission of PO's Brief	Date of submission of Defence Brief	Date of submission of IO's report	Time taken since appointment as IO (upto the stage inquiry has progressed so far)	Whether t given Commis Cirecul 21/12/21 03.12.2021 adhered to reasons 1
1	2	3	4	5	6	7	8	9	10	11	12

Signature of Inquiry C

To,
Disciplinary Authority

Copy to:- Chief Vigilance Officer

Note:- Report to be submitted by IO by 10th day of every month to DA with copy to CVO.