

Government of Orissa,
Political and Services Department.

Memo No. 2573(6) Gen.,

2R-8/61

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18/ March.
February, 1961.

Dated Bhubaneswar, the

February, 1961.

To

ALL Departments of Government
Heads of Departments
Collectors

Subject:-- DISCIPLINARY PROCEEDINGS.

It has been noticed that a lot of delay takes place at various levels in disciplinary proceedings. Sometimes proceedings become infructuous for failure to observe the provisions of article 311 of the Constitution. Various circulars have been issued in this regard to ensure that delay is reduced to the minimum and the procedure required under article 311 of the Constitution is followed meticulously. In many disciplinary proceedings it is found that charges are not framed properly and these lead ultimately to difficulties at the time of judgment.

2. The matter has been examined by Government who feel that the existing machinery of administration should keep an effective check on the progress of disciplinary proceedings. For this purpose it is essential that permanent registers are maintained, as ⁱⁿ form A (enclosed) in all offices concerned, so that the position can be ascertained at a glance. These registers should be checked by the Revenue Divisional Commissioners, Collectors, Sub-Divisional Officers and Heads of Departments every month. They should come in for check at the periodical i.e., half yearly and annual inspections.

The Revenue Divisional Commissioners and the Heads of Departments may make monthly review of the cases and forward monthly reports to Government with their comments. The Collectors and Sub-Divisional Officers

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similarly, may make a study of the cases pending within their respective jurisdictions and forward the review with their comments to the Revenue Divisional Commissioners. The object of such review is not only to keep an effective check on the progress of the disciplinary cases, but also to issue correctives to subordinate authorities wherever irregularities are detected. This will minimise the number of reversal on appeal of cases due to technical defects.

3. The advisability of appointment of legal advisers at certain levels, whose services can be utilised by appropriate authorities on problems of disciplinary proceedings, has also been engaging the attention of Government.

In order to facilitate expedition and control over on proceeding, Quarterly reports in Proforma B(enclosed) should be prepared and submitted as below.

The reporting officers will forward it to -

- (a) the Head of Department in case of non-gazetted staff by the 5th of the month following the end of the quarter;
- and
- (b) the Head of Department, Departments of Government and also to the Political and Services (Gen) Deptt., in the case of gazetted officers by the 5th of the month following the end of the quarter.

4. Government has also decided that the review of the disciplinary proceedings cases of the year should find mention in the respective Annual Administration Reports.

B. S. Sane
1.3.61.
JOINT SECRETARY TO GOVERNMENT.

Jachuck.