



Personnel and Administrative
Reforms (N) Department,
Secretariat, Chennai-9.

Letter No.58243/N/2008 - 4. Dated 13.10.2009

From

Thiru K.N. Venkataramanan, I.A.S.,
Secretary To Government.

To

All Secretaries to Government, Chennai-9. (we)
All Departments of Secretariat, Chennai-9. (we)
All Heads of Department (we).
All District Collectors (we).
The Registrar High Court, Chennai. (we)

Sir,

Sub: Public Services – Disciplinary Procedures – Format for appointing Inquiry
Officer – Modified Format - Adoption – Reg.

In the Handbook on Disciplinary Procedures, a format has been prescribed as Appendix-X for appointing Inquiry Officer to inquire into the charges framed against the Government Servants under Tamil Nadu Civil Services (Discipline and Appeal) Rules 1955. The said format does not speak about the fixing up of the place of inquiry. The need for incorporating guidelines for fixing up of place of inquiry, in the appointment order of Inquiry Officer itself was examined on the suggestion made by Vigilance Commission in a case.

2. As per the guidelines in Para 2 (4) in Chapter IV under Part IV the Handbook on Disciplinary Procedures, normally, the hearings will be held at the place where the Government servant was employed at the time of commission or omission of the act or acts forming the ground for the disciplinary proceedings and or where the documentary evidence and witnesses are likely to be readily available. The Inquiring Authority may, however, fix any other place for the Inquiry or different places for different hearings during the course of the inquiry, considering the convenience of the parties concerned with reference to the purpose of each hearing.

3. The Government examined the issue in detail and decided to incorporate the above guidelines in the format for appointment of Inquiry Officer at Appendix-X of the Hand Book on Disciplinary Procedures. Accordingly, the Government direct that for existing format at Appendix-X of the Handbook on Disciplinary Procedures, the modified format annexed to this letter may be followed hereafter.

Yours faithfully,

T. Senthil
for Secretary to Government

Copy to:

The Vigilance Commission, Chennai-9. (we)
The Director of Vigilance and Anti-Corruption, Chennai-28 (we)
All Commissioners for Disciplinary Proceedings. (we)
All Officers in Personnel and Administrative Reforms Department, Chennai-9. (we)
All Sections in Personnel and Administrative Reforms Department, Chennai-9. (we)
The Personnel and Administrative Reforms (L) Department, Chennai-9. (10 Copies) (we)
The Secretary, Tamil Nadu Public Service Commission, Chennai-2. (we)
The Personnel and Administrative Reforms (AR-II) Department, Chennai-9. (we)
SF/SC.

APPENDICES
APPENDIX X.

STANDARD FORM OF ORDER FOR APPOINTMENT OF INQUIRY OFFICER

[Rule 17(b)(i) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules]

Public Services – Disciplinary Proceedings – Conduct of Inquiry against Thiru/Tmt/Selvi
..... - Appointment of Inquiry Officer – Ordered.
..... Department

G.O / Proceedings No.....

Dated.....

WHEREAS an inquiry is proposed to be conducted against Thiru/Tmt/Selvi..... (name and designation of the Government servant) with reference to the charges framed in the Government letter No..... / Memo No..... Department, dated.....

AND WHEREAS the Government / undersigned considers that an Inquiring Authority should be appointed to inquire into the charges framed against Thiru/Tmt/Selvi (name and designation of the Government servant).....

NOW, THEREFORE, the Government/undersigned hereby appoints Thiru/Tmt/Selvi..... as the Inquiry Officer to inquire into the charges framed against the said Thiru/Tmt/Selvi.....

The said Inquiry Officer is directed to conduct the inquiry following the procedure laid down in rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules and send the report expeditiously.

"The hearing may be held at the place where the Government servant was employed at the time of commission or omission of the act forming the ground for the disciplinary proceedings and or where the documentary evidences and witnesses are likely to be readily available. The Inquiring Authority may, however, fix any other place for the inquiry or different places for different hearings during the course of the inquiry, considering the convenience of the parties concerned with reference to the purpose of each hearing"

(Signature)
Designation of the
Competent Authority.

To
Thiru/Tmt/Selvi.....
(Name, Designation and address of Inquiry Officer).
The Head of the Department concerned.
Vigilance Commission, Chennai-9. (if necessary).
Copy to:
Thiru/Tmt/Selvi.....
(The Government servant concerned)