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Administration Department

No. Admn/7806/DP/Monthly

Dated: the 9th Aug., 2007.

To
All Heads of Departments/All G.Ms.

{CVO/FA & CAO/LA & IRO/CMO/DMD/CHE/CME/CE
TM/LM(I/C)/CMM(I/C)/LA(I/C)/Director(P & R)(I/C)}

G.M.(Ops), HDC/G.M.(M.S.), HDC

Sub: Supply of Management Documents along with the Charge Sheet.

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It was decided in the Co-ordination Meeting held on 02.07.2007 that as far as possible, the copies of all the documents and the statements of witnesses relied upon for proving the charges shall be supplied to the Charged Employee along with the Charge Sheet.

2. In this regard the Departmental of Personnel and Training, Govt. of India vide their D.O. letter No.134/2/83-AVD-I dated 02.05.1985 has instructed the following :

“With a view to reducing the time taken by the Government servant for inspection of documents before submission of his written statement of defence in reply to the charge sheet, copies of all the documents relied upon and the statements of witnesses cited on behalf of the Disciplinary Authority should be supplied to the Government servant along with the charge-sheet, wherever possible”.

3. The CVC Guidelines in this regard as contained in the Vigilance Manuals states, inter-alia, the following :

“In the interest of timely conclusion of departmental proceedings, as far as possible, copies of the

documents and the statements of witnesses relied upon for proving the charges may be furnished to the charged officer along with the charge sheet.”

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4. Accordingly, the decision taken in the Co-ordination Meeting held on 02.07.2007 may please be implemented forthwith.

(S.B.Das)
Secretary

Copy to PS cum EA to Chairman, KoPT for kind information of Chairman.

Copy to P.S. to Dy. Chairman (K) for kind information of the Dy. Chairman (K).

Copy to P.S. to Dy. Chairman (H) for kind information of the Dy. Chairman (H).

Copy to Shri Nesar Waris, Enquiring Officer for information.

Copy to Shri S. Sengupta, Enquiring Officer for information.