



An ISO 9001: 2008 Company

Heavy Engineering Corporation Limited, Ranchi
(A Govt. of India Enterprise)

VIGILANCE DEPARTMENT

No.HQV/CVO//2011- 549

10th August 2011

Sub: **Disciplinary Action – Consultation with Vigilance Department.**

It has been observed that there is some confusion among the officers of this Corporation regarding procedure to be followed in case of disciplinary action to be taken on the advice of Vigilance Department.

As per CVC's guidelines, CVO being an extended arm of CVC, has to be consulted in similar manner as CVC in respect of officers within his jurisdiction. Whenever any recommendation is made by CVO on the basis of any enquiry conducted by Vigilance Department for initiating disciplinary action against any officer, the disciplinary authority should take a decision on the basis of recommendations sent by CVO. However, if there is a difference of opinion between CVO and the disciplinary authority concerned about the course of action to be taken, the matter would be reported by CVO to the Chief Executive for appropriate direction.

When a decision has been taken to initiate disciplinary proceedings against any officer on the advice of CVO, the draft charge sheet should be sent to Vigilance Department for examination so as to ensure that the charge sheet has been drafted properly and all the charges as established during vigilance enquiry, have been incorporated in the charge sheet along with all relevant witnesses and documents. The charge sheet should be issued only after examination by the Vigilance Department.

After completion of enquiry, the disciplinary authority should send the enquiry officer's report along with his tentative views to CVO for consultation before issuing final orders. Consultation with CVO before issuing final orders is with a view to ensure that the enquiry has been conducted as per extant rules and the disciplinary authority issues a speaking order while imposing punishment on the delinquent employee. The order to be issued by the disciplinary authority should show that he has applied his mind and exercised independent judgement.

CVO is also required to be consulted by the Appellate Authority irrespective of the level of officers involved.

It is requested that all the officers of the Corporation who have to act as Disciplinary Authority/Appellate Authority be instructed to follow the above guidelines of CVC in all such cases of disciplinary proceedings initiated on the basis of the recommendations of Vigilance Department.

(Ravindra Verma)
Chief Vigilance Officer

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