

No.F.5(4)-GA(AR)/04
Government of Tripura
General Administration (AR) Department

Dated, Agartala, the 11-09, 2007.

MEMORANDUM


Subject :- Initiation of disciplinary proceedings against delinquent officials - procedure thereof.

Attention is invited to the Memorandum No.F.5(4)-GA(AR)/04 dated 07/06/2004 (cc py enclosed) vide which all concerned were requested that while sending the proposal to the GA(AR) Department for taking disciplinary action against Gazetted officers of cadre services, the concerned Administrative Departments should invariably, send all the pre-requisites (i.e., original copy of the preliminary (fact finding) inquiry report which prima-facie discloses a definite charge against an officer/employee, a draft charge, a substance of the imputations of misconduct or misbehaviour against the delinquent official, original copy of the documents on the basis of which the charge is proposed to be sustained and a list of such documents, a list of the (oral) witnesses (with their full address) on the basis of which the charge is proposed to be sustained) along with the proposal.

But it is observed that some administrative Departments recommend to the GA (AR) Department for taking disciplinary action against gazetted officers of cadre services without sending the pre-requisites with their proposal which result in delay in taking disciplinary action against the delinquent officials.

All concerned Department are, therefore, once again requested that the above guidelines should be invariably followed while recommending to the GA (AR) Department for taking disciplinary action against the officials, without loss of time.

Encls:- As stated.


11.9.07
(S. K. Choudhury)
Secretary to the Government of Tripura

To,
All Departments/Heads of Departments.

Directorate of IT / TBCA Govt. of Tripura RECEIVED No. Date

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Government of Tripura
General Administration(AR) Department
Government Secretariat: Agartala

No.F:5(4)-GA(AR)/2004

Dated Agartala, the 7th June, 2004

MEMORANDUM

Sub :- Initiation of disciplinary proceedings against delinquent officials – procedure thereof.

The General Administration (AR) Department is empowered to deal with disciplinary matters only in respect of gazetted officers of various Cadre Services under the Government. The Disciplinary Authority in respect of gazetted officers of Non-cadre Services has been transferred to the Administrative Departments concerned.

2. For initiating any disciplinary action against any officer or employee, Cadre or Non-Cadre the following materials are needed :-

- (i) The original copy of the preliminary (fact-finding) inquiry report which prima-facie discloses a definite charge against an officer/employee;
- (ii) A draft of the Charge proposed to be framed against the officer/employee on the basis of the preliminary inquiry report;
- (iii) A substance of the imputations of misconduct or misbehavior against the delinquent official (Imputations of misconduct imply the facts & circumstances under which and the manner in which the misconduct was committed);
- (iv) Original copy of the documents on the basis of which the charge is proposed to be sustained and a list of such documents;
- (v) A list of the (oral) witnesses (with their full address) on the basis of which the charge is proposed to be sustained.

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3. It has, however, been found that some Administrative Departments recommend to the GA (AR) Department disciplinary action against gazetted officers of Cadre-Services without the above-mentioned pre-requisites. Sometimes, voluminous files with large number of notes and papers are sent to the GA (AR) Department without even pointing out what, in fact, the charge against the officer is and not to speak of the other pre-requisites mentioned in para-2 above. As a result, time is consumed in making correspondences between the GA (AR) Department and the Administrative Department. Sometimes an officer goes on retirement before any effective action can be taken against him.

4. The GA (AR) Department shall take prompt decision regarding action against a gazetted officer of any Cadre-Service if the materials mentioned in para-2 above are sent. It is not necessary to send any other paper or file to GA(AR) Department.

5. The Administrative Departments are further informed that the GA (AR) Department shall not entertain any case if any file is sent to it without the pre-requisites mentioned in para-2 above.


(S.C. Das)

Commissioner & Secretary to the
Government of Tripura.

To

All Departments/ Heads of Departments

GA(AR)/19