

தொழில்நுட்பக் கல்வி இயக்ககம்,
சென்னை-25.

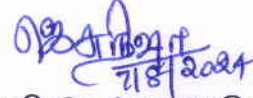
மேற்குறிப்பாணை எண். 10003/டி6/2024, நாள்:07.08.2024

பார்வை: அரசுக் கடித (நிலை) எண்.66/N/2024-1, மனித வள
மேலாண்மைத் (N) துறை, நாள்.23.07.2024.

.....


பார்வையில் காணும் அரசுக் கடிதம், தகவலுக்காகவும் தக்க
நடவடிக்கைக்காகவும் இத்துடன் இணைத்து அனுப்பப்படுகிறது.

இணைப்பு: பார்வையில் காணும் அரசுக் கடிதம்



உதவி இயக்குநர் (நிருவாகம்)

நகல்:



1. முதல்வர், அனைத்து அரசு பொறியியற் கல்லூரிகள்/
அனைத்து அரசினர் பாலிடெக்னிக் கல்லூரிகள்/
சிறப்புப் பயிலகங்கள், சென்னை.
2. தலைமைப் பொறியாளர், தொழில்நுட்பக் கல்வி வட்டம்,
சென்னை
3. அனைத்து தொழில்நுட்பக் கல்விக் கோட்ட செயற்பொறியாளர்கள்
4. ஆணையரின் மேஜைக்கு
5. கூடுதல் இயக்குநர் (பாலி) (மு.கூ.பொ)
6. கூடுதல் இயக்குநர் (தேர்வு) (மு.கூ.பொ)
7. உதவி இயக்குநர் (நிருவாகம்)
8. இயக்குநரின் நேர்முக உதவியாளர்
9. அனைத்து அலகு அலுவலர்கள்
10. அனைத்து பிரிவு கண்காணிப்பாளர்கள்
11. தொழில்நுட்ப உதவியாளர் (மதிப்பீடு-I) | இயக்கக வலைதளத்தில்
பதிவேற்றம் செய்யும்படி
கேட்டுக் கொள்ளப்படுகிறது

OP & A

10002/24

ALL SECTIONS

027721

D6



Human Resources Management (N)
Department,
Secretariat, Chennai - 600 009.

குளோதி, ஆடி-7

திருவள்ளூர் ஆண்டு - 2055.

64

Letter (Ms.) No.66/N/2024-1, dated 23.07.2024

From
Thiru.K.Nanthakumar, I.A.S.,
Secretary to Government.

SAP

AD(A)/PA



To
All Additional Chief Secretaries / Principal Secretaries /
Secretaries to Government, Departments of Secretariat, Chennai-9.
All Departments of Secretariat (OP Sections), Chennai-9.
(with a request to communicate the copy to all sections in their Department)
All Heads of Departments including All District Judges and District Collectors.
The Secretary, Tamil Nadu Public Service Commission, Chennai-3.

Sir/Madam,

AD/A

31/7/24

Sub: Public Services - Disciplinary cases - Avoidance of defects in handling the disciplinary cases - Consolidated Instructions - Issued.

- Ref:
1. Government Letter No.34660/N/2017-1, Personnel and Administrative Reforms (N) Department, dated 01.11.2017.
 2. Government Letter (Ms.) No.26/N/2019-1, Personnel and Administrative Reforms (N) Department, dated 28.03.2019.
 3. Government Order (Ms.) No.81, Personnel and Administrative Reforms (N) Department, dated 04.08.2022.

The Government have noticed certain defects in handling of disciplinary cases by the disciplinary authorities at different levels in the Government. Major defects are, delay in disposal of disciplinary cases, imposition of unimplementable punishments and non-furnishing of crucial documents to the Government during appeal/review and to the Tamil Nadu Public Service Commission while seeking its views in disciplinary cases.

2. In order to avoid such kind of defects, the Government after examination have decided to reiterate the instructions already issued in this regard in the references cited.

3. In the references second and third cited, orders were issued reiterating the time limit prescribed for processing the disciplinary proceedings and to ensure that there is no unwarranted delay in finalizing them, as follows:-

Time limits for crossing every stage of the departmental disciplinary proceedings:-

I. (i) For calling for explanation {17(a)} / for framing charges {17(b)}	15 days
(ii) For perusal of records and to submit explanation.	30 days
(iii) For appointment of inquiry officer	7 days
(iv) For completion and submission of the inquiry report.	30 days
(v) For taking a decision by Disciplinary Authority.	10 days
(vi) For obtaining the further representation.	15 days
(vii) For obtaining the views of Tamil Nadu Public Service Commission.	30 days
(viii) For issue of final order:- (a) other than Government. (b) at Government level.	7 days 30 days
II. (i) Total days for 17(a)	85 days
(ii) Total days for 17(b)	167 days
III. For disposal of all appeals / review petitions.	Six months
IV. (i) To complete the investigation by Directorate of Vigilance and Anti-Corruption.	One year
(ii) To complete the inquiry by the Tribunal.	One year
(iii) To pass final orders.	Four months

4. In the Government letter first cited, all Departments in the Secretariat were requested to furnish the disciplinary cases to the Tamil Nadu Public Service Commission with all the relevant records/exhibits in complete shape, accompanying the 'list of records' annexed thereon, along with the 'check-list' already issued. A copy of the 'check-list' was also enclosed with the said letter for easy reference.

5. While imposing punishments, all the disciplinary authorities shall take into consideration the first proviso to rule 8(iii) of Tamil Nadu Civil Services (Discipline and Appeal) Rules, which reads as follows:

"Provided that the penalty of withholding of increment shall not be imposed on a Government servant, if the said penalty cannot be given effect to fully while in service."

6. Further, all the authorities who deal with the disciplinary matters should follow the rule provisions while imposing the punishment of withholding of increment by verification of the date of increment and retirement of the delinquent officer and should follow the guidelines and time limits prescribed in the references cited, strictly, without any deviation, in future.

7. All the Departments of Secretariat and Heads of Department are directed to issue suitable instructions to all the disciplinary authorities under their control, so as to avoid the defects such as delay, non-furnishing of relevant records, imposing unimplementable punishments in the disciplinary cases.

Yours faithfully,

[Signature] 23/07/2024
for Secretary to Government.
BV
23/7/24

Copy to:-

- The Principal Private Secretary to Chief Secretary to Government, Chennai-9.
- The Private Secretary to the Secretary to Government,
Human Resources Management Department, Chennai-9.
- The Additional Chief Secretary/Vigilance Commissioner and Commissioner for
Administrative Reforms, Chennai-9.
- The Human Resources Management Department (L1/L2/L3/AR) Department,
Chennai-9.
- The Vigilance Commission I/II/III, Chennai-9.
- All Officers/Sections of Human Resources Management Department, Chennai-9.

