

# GOVERNMENT OF RAJASTHAN

## DEPARTMENT OF PERSONNEL

No. F.9 ( 2 )(4) DoP/A-3/03

Jaipur, dated 18<sup>th</sup> July, 2006

1. All Pr. Secretaries/Secretaries
2. All Divisional Commissioners
3. All HoDs (including Collectors)

### CIRCULAR

**Sub: Delay in issue of charge-sheet against suspended employees and competent disciplinary authority for suspension of State Service officers.**

According to the Rules of Business, competent disciplinary authority for suspension of a State Service Officer is the Department of Personnel. As per Standing Order, a State Service Officer can be placed under suspension only by Department of Personnel with the approval of Chief Secretary and the Chief Minister. In this context, the State Government has issued instructions from time to time impressing upon all the administrative departments that;

- (i) whenever a State Service Officer is required to be placed under suspension the proposal, duly approved by the concerned Minister, is to be sent to the Department of Personnel who is the competent disciplinary authority in this regard, and
- (ii) the charges should be framed quickly and charge-sheet be sent to DOP within a period of 45 days positively so that it could be served upon the delinquent officer within the stipulated period of two months.

Despite such specific instructions, it has been observed that some Departments are not only placing State Service Officers under suspension at their own level in violation of the Rules of Business, but also, not pursuing the matter further for getting confirmation of suspension order from DOP. It has also been noted that sometimes draft charge-sheet is not sent to DOP within 45 days to enable this Department to issue the same within a period of two months. The State Government expresses serious concern in this regard and feels that this dilatory practice needs to be checked effectively at the appropriate levels fixing accountability.

It has therefore been decided that serious notice of lapses in such cases would be taken.

It has also been decided that in case draft charge-sheet against suspended employees is not received in DOP within a period of 45 days proceeding for disciplinary action against the concerned Head of the Department may be initiated by the DOP.

It is enjoined upon all the concerned officers to ensure strict compliance of the above instructions.



(Mukesh Sharma)

Secretary to the Government

TIME-LIMIT FOR FRAMING CHARGE-SHEET AGAINST SUSPENDED EMPLOYEES