

**No.000/VGL/18**  
**Government of India**  
**Central Vigilance Commission**  
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**Satarkta Bhawan, Block 'A',**  
**GPO Complex, INA,**  
**New Delhi- 110 023**  
**Dated the 23<sup>rd</sup> May 2000**

**To**

**The CVOs of Ministries/Departments, autonomous organisations and Societies etc.**

**Subject: Schedule of time limits in conducting investigations and departmental inquiries.**

Sir,

Delays in disposal of disciplinary cases are a matter of serious concern to the Commission. Such delays also affect the morale of the suspected/charged employees and others in the organisation. The Commission has issued instructions, vide its communication No. 8(1)(g)/99(3) dated 03.03.1999, that departmental inquiries should be completed within a period of six months from the date of appointment of Inquiry Officers. Regarding other stages of investigation/inquiry, the time-schedule, as under, has been laid down in the Special Chapters on Vigilance Management in Public Sector Banks/Enterprises, which are applicable to the employees of public sector banks / enterprises. The Commission desires that these time-limits should also be adhered to by the Ministry/Departments of Government of India, autonomous organisations and other Cooperative Societies, in respect of their employees, so as to ensure that the disciplinary cases are disposed of quickly.

| <b>S.No</b> | <b>State of Investigation or inquiry</b>  | <b>Time Limit</b>   |
|-------------|---|---|
| 1.          | Decision as to whether the complaint involves a vigilance angle.  | One month from receipt of the complaint.  |
| 2.          | Decision on complaint, whether to be filed or to be entrusted to CBI or to be taken up for investigation by departmental agency or to be sent to the concerned administrative authority for necessary action. | -do-  |
| 3.          | Conducting investigation and submission of report.  | Three months.   |
| 4.          | Department's comments on the CBI reports in cases requiring Commission's advice.  | One month from the date of receipt of CBI's report by the CVO/Disciplinary Authority. |
| 5.          | Referring departmental investigation reports to the Commission for advice.  | One month from the date of receipt of investigation report.                           |
| 6.          | Reconsideration of the Commission's advice, if required.  | One month from the date of receipt of Commission's advice.                            |

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| 7.  | Issue of charge-sheet, if required.  | (i) One month from the date of receipt of Commission's advice.<br>(ii) Two months from the date of receipt of investigation report   |
| 8.  | Time for submission of defence statement.  | Ordinarily ten days or as specified in CDA Rules.  |
| 9.  | Consideration of defence statement.  | 15 (Fifteen) days.   |
| 10. | Issue of final orders in minor penalty cases.  | Two months from the receipt of defence statement.  |
| 11. | Appointment of IO/PO in major penalty cases.   | Immediately after receipt and consideration of defence statement.  |
| 12. | Conducting departmental inquiry and submission of report.  | Six months from the date of appointment of IO/PO.  |
| 13. | Sending a copy of the IO's report to the Charged Officer for his representation.                           | i) Within 15 days of receipt of IO's report if any of the Articles of charge has been held as proved;<br>ii) 15 days if all charges held as not proved. Reasons for disagreement with IO's findings to be communicated |
| 14. | Consideration of CO's representation and forwarding IO's report to the Commission for second stage advice. | One month from the date of receipt of representation.  |
| 15. | Issuance of orders on the Inquiry report.  | i) One month from the date of Commission's advice.<br>ii) Two months from the date of receipt of IO's report if Commission's advice was not required.  |

Yours faithfully,

Sd/-

**(K.L. Ahuja)**  
**Officer on Special Duty**