

No.DOPT-1675409362921
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
AVD(AVD-I/C-I)

North Block, New Delhi
Dated 03 February, 2023

OFFICE MEMORANDUM

Subject:- Reviewing of guidelines for timely disposal of departmental proceedings against the officers of All India Services posted on Central Deputation – reg

The undersigned is directed to refer to the subject cited above and to say that the timelines for departmental proceedings against the officers of All India Services posted on Central Deputation in respect of whom the proposals are received from concerned Ministries / Departments were last reviewed vide [DoPT's letter No. 106/7/2015-AVD.I \(Part\) dated 15/03/2017 \[copy enclosed\]](#) in amendment of All India Services (Discipline and Appeal) Rules, 1969.

2. In this context, with a view to streamline the processing of disciplinary proceeding cases, the following timelines have further been decided with the approval of the competent authority:

S. No.	Stages involved in Disciplinary proceedings cases	Time frame
1.	Receipt of the proposal from Ministry/Department for initiation of the Disciplinary Proceedings - Scrutiny of the proposal as per the requirements of Single Window System and decision as to whether to submit the matter for decision of Disciplinary Authority (DA) for initiation of the Disciplinary Proceedings case	21 working days
2.	After obtaining approval of the Disciplinary Authority (DA) and serving of the Charge Memorandum on the Charged Officer (CO), CO to submit his Written Statement of Defence (WSD), if any	Within the period of 30 days, extendable by another 30 days at a time and not exceeding 90 days from the date of receipt of the Charge Memorandum as per Rule 8(5) of AIS (D&A) Rules, 1969

	penalty or not and to refer the case records to the UPSC for their statutory advice	
11.	Submission of the case records to the UPSC for statutory advice after receiving the tentative decision / approval of the DA	7 working days
12.	After receiving the advice of UPSC and sharing the same with the CO, CO to submit his written representation, if any	Within 15 days, extendable by 15 days for reasons to be recorded in writing. Under no circumstances, the extension shall exceed 45 days from the date of receipt of the UPSC advice as stipulated in AIS (D&A) Rules, 1969
13.	Submission of the matter before the Disciplinary Authority for a final decision in the matter	14 working days
14.	Issue of the Final Order after receiving the approval of DA	7 working days

3. All Ministries / Departments are requested to ensure strict compliance of the above guidelines so that the disciplinary proceedings against the officers of All India Services may be processed in a time bound manner.

(Sign of Authority)
Manoj Gupta
Under Secretary to the Govt. of India
011-23040291

To,

- i. All Ministries / Departments as per standard list.
- ii. Prime Minister's Office.
- iii. Cabinet Secretariat.
- iv. Central Vigilance Commission.

Reference:

- i. [DoPT's Letter No. 106/7/2015-AVD.I\(Part\) dated 15/03/2017](#)
