

F. No. 11012/36/2023-PP.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Personnel Policy – A.III Section)

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202, North Block, New Delhi  
Dated 11 October, 2023

**OFFICE MEMORANDUM**

Subject: Requirement of completing/clearing a course related to procedural steps for holding Disciplinary Proceedings/ Departmental Inquiries by Inquiring Authorities (IAs)/Inquiry Officers (IOs), on iGOT Karmayogi Platform

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Department of Personnel and Training has issued several instructions, in the past, for streamlining of conduct of Disciplinary Proceedings in order to reduce delay and to ensure expeditious disposal of Disciplinary cases. Besides, this Department has been emphasizing upon the need for conforming with the procedures prescribed in the Central Civil Services (Classification, Control and Appeal) Rules, 1965 {CCS(CCA) Rules, 1965}, as amended from time to time, while handling disciplinary proceedings conducted in Ministries/Departments. It is imperative that the inquiry is conducted strictly in accordance with the procedures prescribed for this purpose. However, it has been observed that, many a time, Hon'ble Administrative Tribunals and Courts have held the proceedings, concluded by the Inquiry Officer, as non-est for not being in conformity with the laid down procedure. Moreover, in several cases, referred to this Department by the Administrative Ministries/Departments for advice, it has been noticed that Inquiring Authorities/Inquiry Officers sometimes inadvertently miss the essential steps while conducting inquiry, in most of cases, due to lack of thorough knowledge of the procedures prescribed for conducting departmental proceedings; thereby committing avoidable lapses, which result in setting aside of inquiry by the Tribunals/Courts.

2. In order to avoid such a situation and with a view to strengthening the knowledge base and skill of IAs/IOs in handling a Departmental Inquiry, it has been decided that, **in future, it may be ensured that IAs/IOs are mandated to clear a course related to procedural steps for holding Disciplinary Proceedings/ Departmental Inquiries, on iGOT Platform** (<https://igotkarmayogi.gov.in/> OR iGOT Karmayogi App). One such course available on the iGOT Platform is "Conduct of Enquiry in Disciplinary Matters".

3. All Ministries/Departments are, therefore, requested to ensure that Officers being designated as IAs/IOs complete/clear the said course on iGOT Karmayogi Platform, so as to avoid the avoidable lapses in conduct of a Departmental Inquiry.

  
(A K GOPAL)

Under Secretary to the Government of India  
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To,

The Secretaries of all Ministries / Departments (as per standard list)

Copy to: -

1. Comptroller & Auditor General of India, New Delhi
2. Union Public Service Commission, New Delhi
3. Central Vigilance Commission, New Delhi
4. CVOs of all Ministries/ Departments
5. Central Bureau of Investigation, New Delhi
6. All Union Territory Administrations
7. Lok Sabha / Rajya Sabha Secretariat
8. All attached and subordinate Offices of Ministry of Personnel, PG & Pensions
9. All Offices and Sections of the Ministry of Personnel, Public Grievances & Pensions
10. NIC, Department of Personnel & Training, North Block, New Delhi with the request to upload the above O.M. at the website of DOPT
11. Hindi Section for translation in Hindi