

RAJASTHAN HIGH COURT, JODHPUR

No. 01 /S.O./2014/

Dated: 26.5.2014

Sub : Regarding early disposal of disciplinary proceedings.

To strengthen the mechanism of dealing with complaints received and early disposal of Departmental Proceedings, the Standing guidelines/time frame to be adhered to at the extent diligently possible is laid down as under :-

S.No	State of Investigation or inquiry	Time limit
1.	Decision on complaint whether to be filed or a preliminary inquiry is to be initiated.	One month from receipt of the complaint
2	Preliminary inquiry is to be completed.	Within one month of initiation.
3	Decision on report of preliminary inquiry as to whether the complaint be filed or inquired under RCS (CCA) Rules, 1958 and appointment of Inquiry Officer, if required.	Within 15 days of receipt of report of preliminary inquiry.
4	Statement of allegations/charge sheet to be issued.	Within 15 days of final decision on preliminary report or the order of appointment of Inquiry Officer, as the case may be.
5	Submission of reply/statement of defence:	Within 15 days.
6	Final order in departmental proceeding under Rule 17 RCS (CCA) Rules, 1958 after personal hearing.	Within one month of submission of reply/statement of defence.
7	Completion of departmental evidence.	Within two months.
8	Completion of defence evidence.	Within one month.
9	Final hearing and submission of Inquiry Report.	Within one month of completion of defence evidence.
10	Decision on Inquiry Report by the Disciplinary Authority.	Within 15 days of receipt of the Inquiry Report.
11	Final order in the departmental inquiry.	Within one month of decision on Inquiry Report.

BY ORDER,


 24/5/14
REGISTRAR GENERAL