

F.No. 13/5/2012-Vig
Ministry of Finance
Department of Financial Services
(Vigilance Department)

3rd Floor, Jeeven Deep Building
Parliament Street, New Delhi-110001

Dated: 15th June, 2012

To,

All CMDs of PSBs, FIs/PSIC,
CVOs of all PSBs, FIs/PSIC
POs DRT/Chairman, DRAT.

Subject: **Guidelines for checking delay in completion of Departmental proceedings.**

Sir,

The issue of disciplinary proceedings in Public Sector Banks has been debated and it has been found that the disciplinary proceedings in PSBs are not being carried out as per the fixed time schedule. It is, therefore, decided that following framework should be put in place for all disciplinary cases (**Vigilance and non-vigilance**) with immediate effect:

1. In case, the disciplinary authority decides to institute an inquiry, it should do so within 15 days of receiving statement of defence from the charged officer. The Inquiry Officer and Presenting Officer should also be appointed simultaneously.
2. The inquiry report should be prepared and finalised within three months. Thereafter, if an extension is required, it shall be given with the approval of the Disciplinary Authority and at most three extensions can be given of one month each.
3. Any extension after six months shall be given with the prior approval of the following:
 - i. Regional Head – Where DA is under the control of Regional Head.
 - ii. Zonal Head – Where DA is under the control of Zonal Head.
 - iii. ED – Where Zonal Head is DA.
 - iv. CMD – Where ED is DA.
4. All cases beyond six months, CMD will review them on case to case basis with reasons of delay. On quarterly basis, a detailed statement (case by case) should be put up to the Board.
5. In Vigilance cases beyond six months, a statement on quarterly basis should also be sent to CVO, DFS in addition to putting up to the Board.

This issues with the approval of Secretary(FS).

Yours faithfully,

(J.S. Phaugat)
Under Secretary(Vig.)

1. Copy also to the Secretary, CVC for information.
2. Copy to AS(FS)/ all JSs; DIRs; DSs in DFS.
3. Copy also on Webpage of DFS.