

मध्यप्रदेश शासन
सामान्य प्रशासन विभाग

क्रमांक सी. 6-7/83/3/1,

भोपाल, दिनांक 25 अगस्त, 1984

प्रति,

शासन के समस्त विभाग.

विषय.—विभागीय जांच/अपील के प्रकरण आयोग की राय हेतु भेजने की आयोग द्वारा निर्धारित प्रक्रिया-प्रपत्र.

सन्दर्भ.—सा. प्र. वि. का ज्ञापन क्र. 2410/2540/1, दिनांक 25-12-64.

इस विभाग द्वारा उपरोक्त संदर्भित ज्ञापन के साथ एक प्रपत्र निर्धारित कर प्रसारित किया गया था जिसमें विभागीय जांच एवं अपील प्रकरणों की विस्तृत जानकारी इस निर्धारित प्रपत्र में ही भर कर लोक सेवा आयोग को उनके परामर्श के लिए भेजी जाने के निर्देश दिये गये थे. साथ ही प्रकरण से संबंधित सम्पूर्ण सुसंगत अभिलेख आदेश, प्रतिलेख आदि वांछित जानकारी भी इसी प्रपत्र के साथ भेजने के निर्देश दिये गये थे. लोक सेवा आयोग ने लिखा है कि उपरोक्त निर्देशों के बावजूद विभागों द्वारा प्रकरण अस्पष्ट एवं अधूरे ही आयोग को भेज दिये जाते हैं जिसके कारण आयोग द्वारा अनावश्यक पत्र व्यवहार करने में समय नष्ट होता है तथा प्रकरण बार-बार लौटाना पड़ता है और विभागीय जांच प्रकरण के अन्तिम निराकरण में विलम्ब होता है.

अतः निवेदन है कि भविष्य में आवश्यक रूप से संलग्न संशोधित प्रपत्र में ही विभागीय जांच एवं अपील के प्रकरण से संबंधित जानकारी लोक सेवा आयोग को भेजी जाया करे.

संलग्न :—प्रपत्र

हस्ता./-

(के. एन. श्रीवास्तव)

उपसचिव,

मध्यप्रदेश शासन,

सामान्य प्रशासन विभाग.

क्रमांक सी. 6-7/83/3/1,

भोपाल, दिनांक 25 अगस्त, 1984

प्रतिलिपि,

सचिव, लोक सेवा आयोग, मध्यप्रदेश, इन्दौर की ओर उनके पत्र क्र. 3575/289/64/जी. एस., दिनांक 27-6-83 के संदर्भ में सूचनार्थ अग्रेषित.

हस्ता./-

(के. एन. श्रीवास्तव)

उपसचिव.

Particulars relating to the disciplinary case referred to the Madhya Pradesh Public Service Commission with Letter No.
Dated

1. Name of accused Officer.
2. Whether temporary/permanent/contract service.
3. Post held substantively if in permanent Service.
 - (a) Designation
 - (b) Scale of pay
 - (c) Pay drawn
 - (e) Date from which pay shown against (c) drawn.
4. Post held at present in an Officiating capacity.
 - (a) Designation
 - (b) Scale of pay
 - (c) Pay drawn
 - (e) Date from which pay shown against (c) drawn.
 - (f) Whether the approval of the M. P. P. S.C. to the Officer's officiating appointment has been obtained in case such approval was necessary under rules (Give the No. and date of the Commission's relevant letter).
5. The next lower post the officer would have held but for his appointment to the present post he is holding.
6. Post if any in which quasi-permanent.
7. Increment.
 - (a) Date of next increment in post held substantively
 - (b) date of next increment in post in which officiating at present
8. Date of birth
9. Date of joining Government Service
10. Date when due to retire or date of actual retirement in cases of persons who have already retired.
10. (A) (i) Amount of monthly pension admissible.
- (ii) Amount of monthly pension sanctioned.

(B) (i) Amount of gratuity admissible.

(ii) Amount of gratuity sanctioned.

(This information is required only in respect of cases of recovery from or with-holding of pension/ special additional pension).

11. (A) Appointing authority in respect of the post held at present or the authority which actually appointed the person if that authority is higher.

(B) Punishing authority in respect of the post held at present.

(C) Appeal-late authority in respect of the post held at present.

12. Whether an oral enquiry if required under the rules has been held.

13. Name and designation of the Inquiry Officer appointed, if any.

14. Whether all the relevant documents in original, particularly the following have been enclosed with the letter seeking the Commission's advice.

(A) **In the case of original enquiries :**

- i. Papers relating to preliminary enquiry, if any.
- ii. Suspension Order, if any, (a) order revoking suspension, if any.
- iii. Order of the competent Authority for joint/common proceedings where issued if two or more Govt. Servants are involved in the case.
- iv. Charge sheet with the statement of imputations of misconduct or misbehaviour and other enclosures.
- v. Reply of the accused officer to the charge sheet.
- vi. Orders appointing the Inquiry Officer.
- vii. Orders appointing the Presenting Officer.
- viii. Record of the oral Inquiry :—
 - (a) Daily order sheets.
 - (b) Correspondence file of the I. O.
 - (c) Depositions.

- (d) Questions put to the accused officer by the Inquiry Officer.
- (e) Statement of Defence before the I. O.
- (f) Written briefs of,—
 - (i) the presenting officer
 - (ii) the charged officer
- (g) Inquiry Officer's Report.
- ix. Miscellaneous documents regarding evidence such as exhibits, statement etc., referred to in items (i) to (ix) above.
- x.* Sanctions of the Governor for institution of departmental proceedings where necessary.

* This information is required in case of pensioners only.

xi.* Show cause notice for withdrawing /withholding the pension/DCRG.

xii.* Reply of the accused officer to the show-cause notice.

(B) In the case of appeals :

In addition to the documents specified under (A) above the following :—

* This information is required in case of pensioners only.

- (i) Order of the punishing Authority.
- (ii) Appeal, if any, of the accused officer.
- (iii) Comments on the appeal by the officer against where order an appeal has been filed.

(C) In the case of petition/Memorials or suo Moto Review

In addition to the documents specified under (A) & (B) above, the following :—

- (i) Order, if any, on the Appeal.
- (ii) Petition or memorial, if any, from the accused officer.
- (iii) Note indicating the reasons for modifying the existing order of penalty and the precise extent of such modification.

- (D) Miscellaneous documents regarding evidence such as exhibits statements referred to in item 14 (B) and 14 (C) and extracts of relevant Rules, codes, Acts, Judgements, Manuals, etc. referred to in the charge-sheet, statement of allegations, statement of defence, Inquiring Authority's Report, reply to show-cause notice, appeal, petition, Department's Comments.
- 15. Whether a note explaining the factual and procedural points mentioned in the Officer's explanation has been enclosed.

16. Whether comments' on procedural points, if any, raised by the officer in his explanation to the charge sheet/reply to show-cause notice/appeal/petition have been give.

References

17. Whether complete and up-to-date confidential roll of the officer has been enclosed.

Signature

Name in Block letters
of officer signing
this statement

Designation

Date

Telephone Number