

**GOVERNMENT OF MADHYA PRADESH
GENERAL ADMINISTRATION DEPARTMENT**

MEMORANDUM

No. 587-64-I(iii) 63
To

Bhopal, dated the 18th march 1963—Phgn. 27, 1884.

All Department of Government,
The President, Board of Revenue
All Commissioners of Divisions,
All Heads of Department and
All Collectors,
Madhya Pradesh.

Sub.—Departmental enquiries in matters connected with the present emergency —Speedier disposal of.

The State Government consider that it is essential to deal with the cases of dereliction of duty of public servants in matters connected with the present emergency with the utmost expedition consistent with the principles of natural justice and the requirements of Article 311 of the Constitution. The expedite disposal of such cases, the following time schedule is hereby prescribed and should be strictly adhered to:—

- (i) As soon as any dereliction of duty or other misconduct on the part of public servants come to notice, the competent authority should take immediate steps, in cases other than those which are to be entrusted to police agencies for investigation.
- (ii) Drawing up articles of charges and statement of allegations, list of documents and list of witnesses, should be completed within 7 days from the date of decision to hold department enquiry.
- (iii) Articles of charges and statements of allegations should be served on the delinquent official immediately.
- (iv) The delinquent official should be required to inspect documents within 24 hours in simple cases and 3 working days in complicated cases from the date charge-sheet is delivered to delinquent. In case the official concerned demands inspection of additional documents he should be required to make such a request within 24 hours from the completion of inspection of listed documents. He should further be required to inspect the additional documents within 24 hours in simple cases and two days in complicated cases time to be counted from the date of permission.
- (v) The delinquent official should be required to submit his written statement required within 3 days of the receipt of charge sheet in simple cases and within 10 days in complicated cases. In cases where inspection of documents has been done, time will be counted from the date on which inspection was completed.
- (vi) Within 3 days from the date of receipt of delinquent's explanation, the competent authority should appoint Enquiry Officer, if such appointment is necessary, to enquire into the charges levelled against the delinquent official.
- (vii) The Enquiry Officer should start the enquiry within a week of the receipt of the papers and proceed day to day in the matter.
- (viii) After the receipt of the report of the Enquiry Officer, a show-cause-notice, where necessary, should be issued within 3 to 4 days of the receipt of the report in simple cases and within a week in complicated cases. The delinquent official should be required to submit his reply to the show-cause-notice within three days of the receipt of the notice in simple cases and 7 days in complicated cases.

2. The competent authority should take all possible steps to cause attendance of official witnesses before the Enquiry Officer on the dates fixed for their appearance.

By order and in the name of the Governor of Madhya Pradesh

R. S. S. RAO,
Deputy Secretary to Government
Madhya Pradesh,
General Administration Department.