

**No. 4K DSP 25**  
Government of India  
Central Vigilance Commission  
No. 3, Dr. Rajendra Prasad Road  
New Delhi, the 6/5/1981.

To,  
All Chief Vigilance Officers

**Sub:- Departmental Inquiry – Conduct of procedure  
regarding.**

Sir,

Please refer to the Commissioners letter No. 20 DSE 1 dated 27/3/1980, requesting that while forwarding cases to the Inquiry Officer, the disciplinary authorities may specifically mention that all the listed documents are available with them or with the Presenting Officer concerned.

2. It is, however, observed that quite a number of cases where the Commissioners for Departmental Inquiries are appointed as Inquiry Officers, the documents are not made available promptly. As a result, the Commissioner for Departmental Inquiries are at a loss to proceed with inquiries and the cases are delayed. The Commission would reiterate that it may be ensured, while issuing the orders appointing the inquiry officers, that all the relevant documents are available with the disciplinary authority or with the Presenting Officer. It may also be ensured that these are handed over to the Inquiry officer at the earliest.

Yours faithfully,

Sd/-  
(O.P. Sharma)  
Director

Internal Distribution

All Officers in the commission.  
All Commissioners for Departmental Inquiries.  
Vig. I/Vig. II/Vig. III/Vig. IV.

PS to CVC  
Sr. P.A. to secy.

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No: 12-2-82-VIG/  
Government of Goa, Daman & Diu,  
Directorate of Vigilance,  
Secretariat, Panaji- Goa, 403 001.  
30<sup>th</sup> September, 1983.

**MEMORANDUM**

**Sub: Processing of Disciplinary cases.**

Vide this Directorate's Memorandum No. 12-1-78-VIG dated 11/6/1979, the following instructions for processing the disciplinary cases were issued:-

- i) All cases where the Administrator is the Disciplinary Authority, no orders having any bearing on any disciplinary cases or suspension shall be dealt by Administrative Department and they should refer it to the Directorate of Vigilance.
- ii) All cases where it is proposed to initiate action against any Government servant in whose case the Administrator is the Disciplinary Authority and should be transferred to the Directorate of Vigilance with relevant record / evidence in original.

2. On re-examination of the matter and in supersession of the aforesaid instructions, the following guidelines are issued for the compliance of all Departments/Offices:-

- a) Only those cases in which there is an allegation of corruption or improper motive or if the alleged facts indicate an element of corruption or improper motive on the part of the officers in whose case the Administrator is the Disciplinary Authority may be referred to the Directorate of Vigilance for necessary action. In other words, only cases which prima-facie have or are likely to have a vigilance angle should be referred to the Directorate of Vigilance for further action. Cases involving purely administrative lapses, like absence, insubordination, refusal to join post on transfer etc. need not be referred to this Directorate.
- b) The cases of above nature may be transferred to the directorate of Vigilance with relevant record/evidence in original in Annexure I and Annexure II circulated vide this Directorate's Memorandum No. 12-1-78-VIG dated 11/6/1979.

Sd/-  
(D.S. Shirodkar)  
Dy. Director (Vigilance)

- To:
1. All Secretaries to the Govt.
  2. All Head of Departments (by name)
  3. All Vigilance Officers (by name)

Copy to:  
All Departments in the Secretariat.