

Through CPWD web site

No. Misc/ EO(D)II/2015
Government of India



Office of JS & CVO
Vigilance Unit, CPWD
NirmanBhawan, New Delhi-110108

Dated, the 13th May, 2016

Memorandum

Delay has been observed in implementation of penalty orders issued by the Disciplinary Authority in departmental proceedings instituted against public servants. It has also been observed that in cases where the orders are implemented but are not informed to vigilance unit at appropriate time. This may be due to the fact that controlling officers are not conversant with the procedure to be followed in such cases. The procedure to be followed in such cases is as under:

ACTION SUBSEQUENT TO ISSUE OF PENALTY ORDER

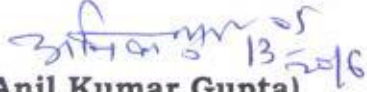
There are four stages which need compliance for fulfilling the conditions of penalty order issued to a charged officer, such as:

- i) Confirmation of implementation of penalty by the controlling officer
- ii) Entry of penalty in the service records of the charged officer
- iii) Keeping copy of penalty order in confidential rolls.
- iv) Confirmation regarding completion of penalty by the controlling officer and also entry to this effect in the service records of the charged officer.

Copy of order is sent to the charged officer (CO) through his controlling office who is responsible for delivery of order to the CO, its implementation and intimation of Confirmation regarding completion of penalty period alongwith entry of the penalty and completion of penalty in the service records of the CO. He should also ensure that the copy of order is placed in the confidential rolls of the CO. All these stages need confirmation from the controlling officer alongwith documentary evidence.

For group A & B officers, copy of order is sent to DDG (pers)/Director(Pers), CPWD who shall place the copy in confidential rolls of the CO under intimation to CVO, CPWD.

This issues with the approval of CVO, CPWD.


(Anil Kumar Gupta)
EO (D) II

Copy to **All officers through CPWD web site.**
AE(Computer), Vigilance for uploading on web site.