

17001/DGBR/POL/28 /E1E

17 May 2017

All IOs \_\_\_\_\_

All Pos \_\_\_\_\_

ADGBR (East)

ADGBR (NW)

All Projects \_\_\_\_\_

EBW (GREF), C/o 99 APO, PIN-931701

GREF Centre/Records

**CONDUCT OF DEPARTMENTAL ENQUIRY UNDER RULE 14 OF CCS (CCA)  
RULES, 1965 : GUIDELINES / PROCEDURE**

1. The Procedure / Guidelines for Conduct on Departmental Enquiry (DE) have been very elaborately laid down in the 'GOI (DOPT) Hand book for Inquiry Officers and Disciplinary Authorities - 2013'. This document is available in PDF format for downloading from the BRO Website (DV Dte Web Page). Apart from guiding the Inquiry Officers (IOs), this document contains elaborate material that would help the Presenting Officers (Pos) to perform their duties in the best interest of the Department / GOI.

2. As per Sub-rules (12) and (13) of Rule 14 of CCS (CCA) Rules, 1965, on receipt of requisition of documents from the Charged Officer (CO), the onus of summoning them from their custodians, rests solely with the IO. In this connection, attention of IOs & POs is invited to the procedure of Departmental Enquiry envisaged in the above mentioned DoPT Guidelines. But despite such clear guidelines, the IOs are still instructing the Pos to collect documents required by the CO and even handed them over to him. Such a practice must be strictly avoided.

3. Even the Min of Def, D (Vigilance) vide their letter No 02 (350) / 2011 / GE-II dated 24 Mar 2017 has taken cognizance of such a practice and issued following directions for avoiding the same. The operative portion of this communication of the MoD is reproduced below:-

*"Often, the Inquiry Officers request the Presenting Officer to collect the documents required by the Charged Officer for the purpose of his defence. **This practice is likely to vitiate the inquiry and must be strictly avoided.** The documents required by the Charged Officer must reach the Inquiry Officer direct from the custodian of the documents. Collection of the documents by the Presenting Officer may result in allegation being levelled by the Charged Officer that the documents were tampered while under the custody of the Presenting Officer. If the Inquiry Officer requests the Presenting Officer to collect these documents, the latter should politely apprise the former of this aspect..."*

4. In view of the above, the IOs & the Pos of all ongoing Departmental Enquiries should always ensure that correct procedure is followed.

5. This may please be disseminated down to the TF/unit level for information of all concerned.



(Lokeshwara KH)  
Sr Adm Officer  
Dy Dir (D&V)  
For DGBR

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DGBR/Coord - for your information and compliance please.

DGBR/EDP Cell - for uploading on HQ DGBR (D&V) Web Page of the BRO Website please.