

**GOVERNMENT OF ASSAM**  
**HOME (A) DEPARTMENT**  
**3<sup>rd</sup> Floor, CM's Block, Janata Bhawan, Dispur, Guwahati-6**  
**E-mail : [assam.home@assam.gov.in](mailto:assam.home@assam.gov.in)**

**OFFICE MEMORANDUM**

No.HMA.17/2022/38

Dated Dispur, the 2<sup>nd</sup> May, 2023

**Subject: Timely disposal of Departmental Proceedings – Prescribing of timeline and format for monthly report to be submitted by the Inquiry Officers.**

Departmental Proceedings drawn up against the public servants being a measure of giving the concerned public servant a reasonable opportunity of being heard in respect of the charges as per provisions of the Article 311 of the Constitution of India require be conducted and completed in a time bound manner. Despite the Assam Services (Discipline & Appeal) Rules, 1964 and the Manual of Departmental Proceeding of the Government of Assam prescribing certain time frame for the Departmental Proceedings, it has been observed in practicality that in many cases of Departmental Proceedings, there has been significant delay in disposal of the cases.

In view of the same, for speedy and timely disposal of Disciplinary Proceeding cases under this Department, the Government in Home & Political Departments desires to prescribe specific timeline for execution of different stages of the Departmental Proceeding cases under this Department. . Accordingly, the specific timeline is annexed herewith at **Annexure-I** which shall be strictly adhered to and it shall be ensured that all efforts are made to complete the Disciplinary Proceedings well within the outer timelines to avoid initiation of administrative action against the Inquiry Officers and Presenting Officers.

Further, it is also directed that all Inquiry officers shall submit a monthly report to the Disciplinary Authority, indicating the present status / progress of the inquiry proceeding being conducted by them by 10<sup>th</sup> of every month. A copy of the monthly report shall also be endorsed to Spl. Director General of Police (HQ) / Addl. Director General of Police (Admn.), Assam by the Inquiry Officer. In case, it is found that the inquiry proceedings are getting delayed beyond the prescribed time limit, the Spl. DGP (HQ) / Addl. DGP (Admn.), Assam should immediately take up the matter with the Inquiry Officer and the Disciplinary Authority to ensure timely action. A format for submission of the monthly report to the Disciplinary Authority and the Spl. DGP (HQ) / Addl. DGP (Admn.), Assam is annexed herewith at **Annexure-II**.

These instructions shall come into force with immediate effect.

**Sd/- Niraj Verma, IAS**

Principal Secretary to the Govt. of Assam  
Home & Political Department

Memo No.17/2022/38

Dated Dispur, the 2<sup>nd</sup> May, 2023

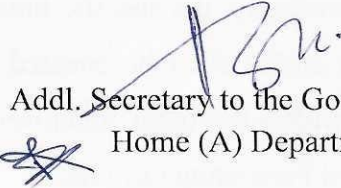
Copy to :

1. The Director General of Police, Assam, Ulubari, Guwahati-7 for kind information and necessary action.
2. The Spl. Director General of Police (HQ), Assam, Ulubari, Guwahati-7 for kind information.

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3. The Addl. Director General of Police (CID), Assam, Ulubari, Guwahati-7 for kind information.
4. The Addl. Director General of Police, SB, Assam, Kahilipara, Guwahati-19 for kind information
5. The Commissioner of Police, Panbazar, Guwahati-1.
6. The Inspector General of Police (Admn.), Assam, Ulubari, Guwahati-7 for kind information.
7. The P.P.S. to Chief Minister, Assam for kind appraisal of Hon'ble Chief Minister.
8. The Secretary Coordination to Chief Secretary, Assam, Dispur, Guwahati-6 for kind appraisal of Chief Secretary.
9. P.S. to Principal Secretary, Home & Political Department for kind appraisal of Principal Secretary.
10. P.S. to Principal Secretary to Chief Minister, Assam for kind appraisal of Principal Secretary.
11. The Inquiring Officer (All)..... for information and necessary action.
12. The Presenting Officer (All)..... for information and necessary action.
13. The Superintendent of Police (All).....
14. The Commandant (All).....
15. Guard file.
16. Website copy.

  
Addl. Secretary to the Govt. of Assam  
Home (A) Department

o/c

Timeline for disposal of Departmental Proceedings

Sl. No.	Stage	Timeline
1.	Framing of charge sheets by parent department	No timeline given
2.	In a case where the Govt. servant is placed under suspension	Framing of Charges and serving Charge-sheet/ Show Cause Notice may be done within <b>15(fifteen)</b> days
3.	Inspection of listed documents	<b>7(seven)</b> days in case of major punishment; <b>5(five)</b> days in case of minor punishment
4.	Completion of inspection from the date of request acceded to	<b>7(seven)</b> days on which the materials are supplied
5.	Making request for additional records by charged officer	<b>5(five)</b> days from the date of completion of inspection
6.	Making available the additional records	<b>5(five)</b> days
7.	Completion of inspection of additional records	<b>5(five)</b> days
8.	Submission of written statement	<b>10(ten)</b> days from the date of completion of inspection of documents. <b>10(ten)</b> days from the date of charge sheet if inspection is not done.
9.	Examination of written statement	<b>15(fifteen)</b> days
10.	Appointment of Inquiring Officer and Presenting Officer	<b>7 (seven)</b> days
11.	Completion of evidence	<b>60 (sixty)days</b> in case of normal case. <b>90(ninety)days</b> in case of exceptionally complicated cases.
12.	Personal hearing of the D/O by the I/O if requested	<b>7 (seven)</b> days
13.	Submission of Inquiry Report by the I/O	<b>15(fifteen)</b> days (thereafter)
14.	Decision of the Disciplinary Authority for inflicting penalty in consultation with APSC	<b>30(thirty)</b> days

**Total = 218 (two hundred eighteen) days**

Name of Inquiry Officer \_\_\_\_\_ Report for the month of \_\_\_\_\_

Sl. No.	Name and Designation of CO	Date of appointment of IO	Date of Preliminary Hearing	Whether Brief Hearing required. If Yes, date of Brief Hearing	No. of Regular Hearings held till the end of the month	Dates of Regular Hearing	Date of submission of PO's Brief	Date of submission of Defence Brief	Date of submission of IO's report	Time taken since appointment as IO (up to the stage inquiry has progressed so far)	Whether time limit given in Govt. OM No.HMA.17/2022/38 dated 02/05/2023 is being adhered to. If not, reasons thereof.
1	2	3	4	5	6	7	8	9	10	11	12

**Signature of Inquiry Officer**

To,  
Disciplinary Authority

Copy to:- Spl. Director General of Police (HQ) / Addl. Director General of Police (Admn.), Assam

Note:- Report to be submitted by Inquiry Officer by 10<sup>th</sup> of every month to Disciplinary Authority with copy to Spl. DGP (HQ) / Addl. DGP (Admn.), Assam