

MODEL TIME SCHEDULE FOR DOMESTIC ENQUIRY

Authority A Domestic Enquiry ordinarily follows the procedure
PC No.27/2000 laid down in the Company's certified Standing Orders/CDA
dt.24 -11-2000 Rules. But, it is being delayed for one reason or the other.
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I. In order to complete the domestic enquiries in time, the following model time schedule is considered for conducting domestic enquires so that departmental action is completed within a reasonable time frame.

	Particulars	Time (Working Day)
1.	Preliminary Enquiry to establish prima facie of the complaint. (i) Appointment of Enquiry Officer (from date of complaint) (ii) Completion of prima-facie enquiry and submission of report	 Within 6 days Within 30 days
2.	Issue of Charge sheet (i) Where enquiry to establish Prima-facie has been ordered (from the date of receipt of prima-facie report) OR (ii) Where on enquiry to establish prima facie has been ordered-(from date of receipt of complaint.	 Within 6 days Within 6 days
3.	Submission of explanation to the charge sheet (from the date of receipt of the charge sheet by the delinquent)	Minimum 3 days and max.15 days (in exceptional cases further ex- tension not exceeding 15 days)

	Particulars	Time (Working Day)
4.	Appointment of Enquiry Officer/Committee and Presenting Officer (from the date of receipt of explanation.	Within 6 days
5.	Commencement of Domestic Enquiry (From the date of appointment of Enquiry Officer)	Within 6 days
6.	Completion of Domestic Enquiry (from the date of commencement) It should be a continuous process and efforts should be made to complete within minimum possible time.	Within 90 days
7.	Submission of Enquiry Report by the Enquiry Officer (from the date of completion of enquiry)	Within 15 days in exceptional cases, another period not exceeding 30 days in consultation with DA)
8.	Decision by DA (from the date of receipt of Enquiry Report)	Within 15 days
9.	Showcause Notice to be issued (from the date of Decision by DA)	Within 6 days
10.	Reply to Showcause Notice (from the date of receipt of the Show cause Notice)	Minimum 3 days and maximum 15 days (in exceptional cases, further extension not exceeding 15 days)

11.	Communication of the Final decision by DA (from the date of receipt of reply to the Showcause Notice)	Within 6 days
12.	Appeal to be preferred by the Delinquent:	
	(i) Under Standing Orders	(i) Within one month
	(ii) Under CDA Rules	(ii) Within one month
13.	Disposal of Appeal :	
	(i) Under Standing Orders	(i) Within one month
	(ii) Under CDA Rules	(ii) Within three months
14.	Review	
	(i) Under Standing Orders	(i) No provision for review
	(ii) Under CDA Rules	(ii) The reviewing authority may call papers within 6 months.

II. **Production of Documents :**

In order to ensure that the domestic enquires are completed in time, the documents required for the purpose of the enquiry would be produced by its custodian(s) either through the Presenting Officer or directly to the Enquiry Officer within a time limit fixed by the Enquiry Officer. It should be noted that production of a document within the time fixed is the responsibility of the custodian officer.

III **Appointment of Presenting Officer :**

It should also be ensured that in one case involving more than one employee, or where more than one chargesheet served on one employee, only one Presenting Officer should be appointed by the concerned Disciplinary Authorities.



IV Effective Date :

The above instructions came into force with effect from 24-11-2000.

V The Disciplinary Authority should make a mention of the above time limit in the appointment letter of Enquiry Officer and Presenting Officer.

