No. AVS-19011/3/2019-HRM -I/4698

To

All the Disciplinary Authorities
in Zonal Offices/Regional Offices/
PDNASS/ZTIs/ASD(H.O.).

Subject: Instructions for timely conclusion of disciplinary proceedings and monthly report - regarding.

Madam/Sir,

It has been observed that disciplinary proceedings against officials of EPFO are not being concluded timely due to inordinate delay at various stages of the disciplinary proceedings. Instructions have already been issued by CVC and DOP&T from time to time to regulate the timeline for disciplinary proceedings. Consolidated instructions and Model Time Limit for such matters are given in Vigilance Manual of CVC. Further, DoP&T has issued FAQs on timeline vide Office Memorandum No.11012/09/2016-Estt.A-III dated 08.12.2017.

2. The disciplinary proceeding is an adverse action instituted to deal with delinquent officials to bring probity in the functioning of an organization. It is in the interest of both the organization as well as the official(s) involved to expedite such cases and conclude the same within stipulated timeline.

3. Therefore, all the Disciplinary Authorities are advised to take note of the instructions issued by CVC and DoP&T from time to time and ensure that the pending cases are finalized at the earliest and new cases are instituted and concluded as per the stipulated timeline. A report on the pending cases pertaining to administrative lapses (not involving vigilance angle as per definition given in Vigilance Manual of CVC) may be furnished in MS Excel format through email to rc_avs@epfindia.gov.in by 5th of every month in the enclosed format by all the Zonal Offices, PDNASS and ASD(H.O.) pertaining to offices under their jurisdiction.

Encl.: Format for sending monthly report.

Yours faithfully,

(Udita Chowdhary)
Addl. Central P.F. Commissioner (HRM)

Copy to:

1. RPFC-I, NDC – For uploading this circular on the website.
2. Dy. Director (OL) – For Hindi version of this circular.
### SUMMARY OF PENDING DISCIPLINARY PROCEEDINGS INSTITUTED FOR
### ADMINISTRATIVE LAPSES (HAVING NO VIGILANCE ANGLE)

Report for the Month of .................., 20........

Zonal Office, ........................................

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Charged Official, Designation &amp; Place of Posting</th>
<th>Charge Memorandum dated</th>
<th>Whether 'Rule-10' or 'Rule-12'</th>
<th>Gist of charges</th>
<th>Progress/Developments during previous month</th>
<th>Present Status</th>
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Note: This report is to be sent only in MS Excel Format by email to rc.avs@epfindia.gov.in by 5th of every calendar month.