

Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts

Mahalekha Niyantak Bhawan
E Block, GPO Complex,
INA, New Delhi-110023

Dated: 27th July 2017

OFFICE MEMORANDUM

Sub: Disciplinary/Criminal cases against Gr. 'B' Officers – Submission of Quarterly Report in revised proforma - regarding

Reference is invited to this office O.M. dated 15.07.2015 requesting therein to furnish the quarterly report of pending disciplinary/criminal cases in respect of Group 'B' officers in the prescribed proforma to this office by the 1st week of January, April, July, October each year.

In this regard, it is stated that many field offices do not submit the complete information as required under CVC guidelines. Further, DoPT vide Notification dated 02.06.2017 has amended the CCS (CCA) Rules, 1965 and inserted sub-rule 24 under Rule 14 i.e., *the Inquiring Authority should conclude the inquiry and submit his report within a period of six months from the date of receipt of order of his appointment as Inquiring Authority.*

In view of the above, the proforma of quarterly report has been revised and enclosed. **It is requested that the quarterly report may henceforth be submitted to this office in the revised proforma** and the time schedule prescribed under CCS (CCA) Rules may also strictly adhered to.

Encls: As above.

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27/7/17

(Dr. Shakuntla)

Jt. Controller General of Accounts (Gr. 'B')

1. The Pr. CCAs/CCAs/CAs
2. Director (INGAF)
3. Jt. CGA (PFMS)
4. Sr.AO(ITD) with the request to upload aforesaid OM on official website of CGA.

Proforma for monitoring of CCAS Group 'B' Officers' : Disciplinary/Criminal cases in CGA Office

Sl. No.	Description	Details
1	Name(s) of the officer involved and office where posted presently	
2	Basis of disciplinary/criminal case	
3	Type of proceedings whether criminal/departmental and since when	
4	Brief description of the case	
5	Present stage of the case	
6	Details of previous postings of the officer since the start of disciplinary case	
7	In case of common proceeding case (s), the date (s) of CVC 1st/2nd Stage advice	
8	Date of appointment of Officer for Preliminary Enquiry, if any	
9	Date of receipt of Preliminary Enquiry report, if any	
10	Whether Charge sheet issued or not? If yes, date of issue of Charge sheet.	
11	Date of appointment of Inquiry Officer, if any	
12	Date of receipt of Inquiry Report, if any	
13	Decision of the CVO/Disciplinary Authority, if any	
14	Reasons for delay, if time limit not adhere to for finilising the case as specified in CCS (CCA) Rule	
15	Remarks	