

भारत सरकार/Government of India

वित्त मंत्रालय, व्यय विभाग/Ministry of Finance, Department of Expenditure

महालेखा नियंत्रक कार्यालय/Office of Controller General of Accounts

ब्लॉक-ई, जीपीओ कॉम्प्लेक्स, आईएनए, नई दिल्ली-110023

Block-E, GPO Complex, INA, New Delhi-110023

(सतर्कता अनुभाग)/(Vigilance Section)

Dated: 02.01.2026

OFFICE MEMORANDUM

Subject: Strict Instructions for Compliance of Duties Assigned to Preliminary Enquiry Officer (PEO) and Presenting Officer (PO) – Non-Compliance to Attract Disciplinary Action-reg.

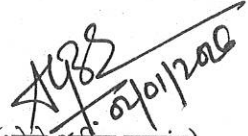
The duties assigned by the office of Controller General of Accounts and Department of Expenditure to various officers, including Preliminary Enquiry Officers (PEOs) and Presenting Officers (POs), form an integral part of their official responsibilities/duties. These assignments must be complied with sincerity, ensuring timely submission of reports and adherence to prescribed timelines. Delays, negligence, or dereliction in performing these duties not only affect the progress and outcome of disciplinary cases but also result in avoidable increase in government work and wastage of resources, due to repeated reminders, additional correspondence, and procedural extensions. Such avoidable administrative burden compromises efficiency and hinders timely decision-making.

2. It is further reiterated that the orders assigning duties to the PEO and PO are issued with the approval of the Disciplinary Authority. Therefore, non-compliance, evasion, or failure to perform these entrusted duties shall be treated as disobedience of lawful orders.

3. The Controller General of Accounts (CGA) has viewed such evasion or avoidance of official work/duty seriously, as they undermine the vigilance process and official discipline. Any lapse, delay, refusal, avoidance, or non-submission of reports by the PEO or failure by the PO to carry out assigned responsibilities will be treated as misconduct and may invite disciplinary action under - Rule 3(1) of the Central Civil Services (Conduct) Rules, 1964 & Central Civil Services (Classification, Control & Appeal) Rules, 1965.

4. Departments/Offices are required to ensure wide dissemination of these instructions to all officers.

5. This issues with the approval of the Controller General of Accounts.


(भोले अमित गुणवंत)

उप महालेखा नियंत्रक (सतर्कता)

To

1. All Pr. CCAs/CCAs/CAs (I/c)
2. CC (Pension), Director (INGAF), Jt. CGA (Admn.), O/o CGA, Jt. CGA (Admn.), PFMS.
3. Sr.AO, ITD Section- for uploading on the website of CGA.