



ఆంధ్ర ప్రదేశ్ రాజ పత్రము

RULES SUPPLEMENT TO PART I

OF

THE ANDHRA PRADESH GAZETTE

PUBLISHED BY AUTHORITY

No. 5] HYDERABAD, THURSDAY, DECEMBER 26, 1991.

NOTIFICATIONS BY GOVERNMENT
EDUCATION DEPARTMENT

(U-E2)

ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
RULES DISCIPLINE. CONTROL AND APPEAL RULES IN
RESPECT OF OFFICERS AND OTHER EMPLOYEES OTHER THAN
CHAIRMAN AND VICE-CHAIRMAN OF THE ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION.

[G.O.Ms.No. 225. Education (UE-2), [14th June, 1991.]

In exercise of the powers conferred by sub-section (2) of section 9, read with sub-section (1) of section 22 of the Andhra Pradesh State Council of Higher Education Act, 1988 (Act 16 of 1988) the Governor of Andhra Pradesh here by makes the following rules, namely.

RULES

PART-I GENERAL

1. (1) These rules may be called Andhra Pradesh State Council of Higher Education (Discipline, Control and Appeal) Rules, 1991.

(2) They shall come into force with effect from the date of issue.

R-S-I-1-26/12

[41]

2. These rules shall apply to all the employees of the Andhra Pradesh State Council of Higher Education other than Chairman, Vice-Chairman and those employees only occasionally or subject to discharge at less than one month's notice or those who are borne on the contingent establishment and those working on daily wages, except otherwise expressly provided.

(i) by or under any law for the time being in force or

(ii) in respect of any employees of the State Council, by a contract or agreement subsisting between such employee and the State Council.

Note : State Council employees who are in foreign service are also subject to these rules.

3. If any doubt arises whether these rules apply to any person, the matter shall be referred to the State Council whose decision thereon shall be final.

PART-II CLASSIFICATION

4. The service of the State Council and the members of which are subject to these rules shall be classified as follows :

(a) Officers of the State Council.

(b) All employees of the State Council other than those coming under categories (a) above and (c) below (c) last grade employees.

PART-III CONTROL

5. (1) The following penalties may, for good and sufficient reasons and as herein after provided, be imposed upon the employees of the State Council namely.

- (i) Censure,
- (ii) Fine.
- (iii) Withholding of increments or promotion,

(iv) Reduction to a lower rank in the seniority list or to a lower post not being lower than that to which he was directly recruited, whether in the same service or in some other services or to a lower time scale, not being lower than that to which he was directly recruited or to a lower stage in a time scale

(v) Recovery from pay of the whole or any part of the pecuniary loss caused to the State Council of negligence or breach of orders, while working in the State Council.

(vi) Compulsory retirement from service otherwise than in accordance with the rules.

(vii) Removal from the service of the State Council.

(viii) Dismissal from service of the State Council.

(ix) Suspension where a person has already been suspended under rule 8 (1) to the extent considered necessary by the authority imposing such penalty.

(2) *The Discharge.*—(a) of a person engaged under contract in accordance with the terms of his contract or (b) of a person appointed, otherwise than under contract, to hold a temporary appointment, or the expiration of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.

Explanation. The removal of a person from a service of the State Council shall not disqualify him from future employment but the dismissal of a person from the service of the State Council shall ordinarily disqualify him from future employment.

(3) The reversion of a person from a Department in which he is on deputation to his parent department, or to a post not lower than the post on which he holds a lien or a suspended lien, shall not amount to reduction within the meaning of this rule.

Provided that such reversion is not by way of punishment for any misconduct or unsatisfactory work but is for administrative reasons unconnected with his work or conduct.

(4) The stoppage or postponement of an increment on account of extension of probation does not amount to withholding of an increment within the meaning of this rule.

(5) The stoppage of a member of a service at the efficiency bar in the time scale of his pay on the ground of his unfitness to cross the bar does not amount to withholding of increments or promotion within the meaning of this rule.

(6) Non-promotion whether in a substantive or officiating capacity of a member of the service in a class, category or grade of a service, after consideration of his case on merits, to a higher class, category or grade in the same service to which he is eligible does not amount to withholding of promotion under this rule.

6. The penalty of fine may be imposed only on a member of the Last Grade Service of the State Council.

7. The authority which may impose any of the penalties prescribed in rule 5 above shall be the authority in whom the power to make an appointment of an employee is vested or any higher authority.

8. (1) An employee of the State Council may be placed under suspension by the Chairman pending investigation or enquiry into grave charges, where

such suspension is deemed to be necessary in the public interest and in the interests of the State Council.

Provided that in case of a member for whom the appointing authority is an authority sub-ordinate to Chairman such appointing authority may suspend the member.

Note : The State Council may also place under suspension under this rule, any member of the service to whom these rules shall apply.

(2) When an employee holding a post of above the rank of Assistant Secretary/Assistant Director in the State Council is suspended by the Chairman, the case shall be reported with a full statement regarding such suspension together with the recommendations of the Chairman to the State Council at its next meeting, whose orders shall be final.

(3) A member of a service who is detained in custody, whether on criminal charge, or otherwise for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of his detention, by an order of the authority competent to impose the suspension and shall remain under suspension until further orders.

Provided that the authority competent to suspend is satisfied that the detention of the employee is on satisfactory grounds.

(4) Where a penalty of dismissal, removal or compulsory retirement, from the service imposed upon a member of a service who has been placed under suspension under this rule, is set aside on appeal or a review under these rules and the case is remitted for further enquiry or action or with any other directions, the order of suspension on such member shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(5) Where a penalty of dismissal, removal or compulsory retirement from the service, is imposed upon a member of the service is set aside, or declared or rendered void, in consequence of or by a decision of a Court of Law, and authority competent to impose the penalty, on a consideration of the circumstances of the case, decides immediately thereafter to hold a further enquiry against him on the allegation on which the penalty of dismissal, or removal or compulsory retirement was originally imposed, the member of the service shall be deemed to have been placed under suspension by the authority competent to impose the suspension from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(6) An order of suspension made or deemed to have been made under this rule may at any time, be revoked by the authority which made or deemed to have made the order or by any authority to which that authority is subordinate.

9. (1) Where in any case, a higher authority has imposed or declined to impose of penalty under rule 7 above, a lower authority shall have no jurisdiction to proceed under these rules in respect of the same case.

(2) Where in any case, a lower authority has imposed a penalty or exonerated a member of a service, it shall not debar a higher authority from exercising his powers under these rules in respect of the same case. The order of such higher authority shall supersede any order passed by a lower authority in respect of the same case.

10. (1) Where the person to be punished has been lent to the punishing authority (i) the power to impose the penalty of compulsory retirement or a removal or dismissal shall not lie with any authority other than the lending authority, the borrowing authority shall, in a case where it consider that the punishment of compulsory retirement, removal or dismissal should be imposed, appoint a Committee of Enquiry in accordance with the provisions of the rules and on completion of the enquiry, repatriate the services of the person concerned at the disposal of the lending authority and forward the record of enquiry to the said authority for appropriate action.

(ii) Unless in any case it is otherwise provided, by specific orders of the State Council, the borrowing authority shall consult the lending authority before imposing any of the penalties other than those prescribed to Clause (i) in rule 5 and in the case of suspension, the borrowing authority shall forthwith inform to the lending authority the circumstances which necessiated his suspension or penalty.

11. (1) Order imposing on a member of a service a penalty specified in items (i), (ii), (iii), (v) or (ix) of rule 5, shall passed except of after.

(a) The member of the service is informed in writing by the authority competent to impose penalty of the proposal to take action against him and of the allegations on which the action is proposed to be taken and is given an opportunity to make any representation he may wish to make to such authority ; and.

(b) such representation, if any, is taken into consideration by the authority competent to impose the penalty.

(2) (a) Where it is proposed to impose on a member of a service any of the penalties specified in items (iv), (vi), (vii) and (viii) in rule 5, the authority competent to impose penalty shall appoint an Enquiry Committee to conduct an enquiry into the matter. In every such case the grounds on which it is proposed to take action shall be reduced to the form of definite charge/charges which shall be communicated to the person charged, together with a statements of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders in the case. He shall be required, within a reasonable time, to file a written statement of his defence and to state whether he desires an oral enquiry or to be heard in person or both. The person charged may for the purpose of preparing his defence be permitted to inspect, and take extracts from, such official records as he may specify, provided that the Committee of Enquiry may, for the reasons to be recorded in writing refuse such permission, if in his opinion, such records are not relevant for the purpose or it is against public interest to allow access thereto. On receipt of the statement of defence within the specified time. Or such further time as may have been given, an oral enquiry shall be held if such an enquiry is desired by the person charged or is decided upon by the Committee of Enquiry or is directed by the competent authority. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the persons charged shall be entitled to cross examine the witnesses to give evidence in person and to have such witnesses called, as he may wish, provided that the Committee of Enquiry may, for special and sufficient reasons to be recorded in writing refuse to file, call a witness. After the oral enquiry is completed, the persons charged shall be entitled to file, if he so desires any further written statement of his defence. If no oral enquiry is held and the person charged desires to be heard in person a personal hearing shall be given to him. The Committee of Enquiry shall on completion of the enquiry or the personal hearing of the person charged or the both, forward the proceedings of the enquiry to the authority competent to impose penalties unless he is himself such an officer. The proceedings shall contain the charges framed against the person charged along with the grounds of charge written statement filed in defence, if any a sufficient record of the evidence adduced during the oral enquiry, a memorandum of the points urged by the person charged during the personal hearing, if any, and a statement of the findings of the Committee of Enquiry on different charges and the grounds therefore. If within the prescribed time or such further time no written statement is filed and no request in writing is made for an oral enquiry or for being heard in person the authority competent to conduct enquiry may proceed to record the findings without holding the further enquiry (b) The enquiry under the above rule shall be made by the Committee to be constituted by the State Council or by the Chairman from among the members/Officers of the State Council or from any other suitable persons.

(c) Except under very special circumstances to be recorded in writing by the Committee of Enquiry of any officer or authority to whom an appeal may be preferred no Pleader or Agent shall be allowed to appear either on behalf of the State Council or on behalf of the person charged before Committee of Enquiry.

Provided that when a request is made by the person charged for engaging a counsel on the ground that he is not acquainted with the language in which the enquiry is conducted, the Committee of Enquiry or the authority to whom the appeal has been preferred shall allow the person charged to be represented by the Council.

(d) Where it is proposed, after an enquiry, to impose on the person charged any penalty of (1) reduction to a lower rank in the seniority list or a lower post or to a lower stage in a time scale, (2) compulsory retirement, (3) removal from service, or (4) dismissal from service, such penalty may be imposed on the basis of the evidence adduced during the enquiry and the person charged shall be given an opportunity of making representation, on the penalty proposed to be imposed.

(e) The authority imposing any penalty shall maintain a record showing

(i) the allegations upon which action was taken against to person punished,

(ii) the charges framed, if any,

(iii) the person's representation, if any and the evidence taken, if any,
and

(iv) the findings and the grounds thereof, if any.

(f) Every order imposing the penalty shall state the grounds on which it is passed.

(g) An order of suspension made on a member of a service and every order imposing on him any penalty, under these rules shall.

(i) if he is on duty, be served on him by delivering or tendering it in person,

(ii) if he is on leave or under suspension or otherwise absent, be communicated to him by registered post to the address given by him, if any or to his usual place of residence.

(iii) if it cannot be so served or communicated it shall be published in a widely circulated Newspaper.

(3) (i) The Provisions of sub-rules (1) and (2) shall not apply where it is proposed to impose on a member of a service any of the penalties mentioned in rule 5 on the ground of conduct which has led to his conviction on a criminal charge or where the authority competent to impose the penalty is satisfied that for sufficient reasons to be recorded by that authority in writing, it is not reasonably practicable to hold such enquiry or give such opportunity,

(ii) If the Chairman is satisfied that in the interest of the security of the State, it is not expedient to hold such an enquiry or give such opportunity,

(iii) All or any of the provisions of sub-rules (1) and (2) may in exceptional cases and for special and sufficient reasons to be recorded by the competent authority in writing, be waived where there is difficulty in observing fully the requirements of these sub-rules and those requirements can be waived without causing any injustice to the person charged.

(iv) If in respect of any person charged a question arises whether it is reasonably practicable to hold such enquiry or give such opportunity as is referred to in sub-rule (2) the decision thereon of the authority competent to impose penalty shall be final.

(V) here two or more members of the same service of different services are concerned in any case, the authority competent to impose the penalty of dismissal from service on all such members may make an order directing that disciplinary action against all or them may be taken in a common proceedings.

Provided that if the authorities competent to impose penalty of dismissal on such members are different, such authorities can order to hold such an enquiry in a common proceeding may be made by the highest of such authorities with the consent of the other authorities competent to impose the said penalty on others.

PART-IV APPEALS

12. Every person who is a member of service specified in Part-II under rule (4) shall be entitled to appeal as hereinafter provided, from an order passed by an authority.

(a) imposing upon him any of the penalties specified in rule 5 of Part-III,

(b) discharging him in accordance with the terms of his contract, if he has been engaged on a contract for a fixed or for an indefinite period and has rendered under either from of contract, continuous service for a period exceeding five years at a time when his services are so discharged.

(c) reducing or withholding maximum pension, admissable to him under the rules governing pension and.

(d) placing him under suspension under rule 8.

13. An appeal under the above rule shall be preferred to the State Council if the original order was passed by the Chairman and to the Chairman if the Original order was passed by the Secretary within a period of three months from the date on which the copy of the order was communicated to him.

Provided that the apeallate authority may entertain the appeal after the expiry of said period if it is satisfied that the appellant has a sufficient and satsi-factory reason for not prefering the appeal in time.

A member or the service in whose case the State Council has passed original orders shall not be entitled to appeal, but ushall be entitled to make separately and in his own name within a period of three months from the date on which the orders were communicated, a petition to the State council for review of the orders pass ed by it on any of the following grounds namely:-

(i) that the order against which the petition for review is make was not passed by the complent authority .

(ii) that a reasonable opportunity was not given to the petitioner for defending himself.

(iii) that the punishment is excessive or unjust.

(iv) that the petitioner made a discover of new matter or evidence which he p-oves to the stisfaction of the State Council was not within his knowledge or could not be adduced by him before the order imposing penalty was passed. /

(v) that there is an evident erro, or omission in the order, such as failure to apply the law of limitation or an error of procedure apparent on the face of record.

(vi) any petition for review which does not satisfy any of the above grounds shall be summarily rejected ; and

(vii) the state council shall pass such order as it think proper in-respect of any petition for review that has been admitted in this rule.

14. A member of the service shall be entitled to appeal to the chairman from any order passed by the sub- ordinate authority on the following.

(i) Varying to his disadvantage, his conditions of service, pay, Allowances or pension as regulated in rules or in a contract of service ; and

(ii) interpreting to his disadvantage the provisions of any rules or contracts of service where by his conditions of service, pay, Allowances or pension are regulated.

15. (1) In the case of an appeal against an order imposing any penalty specified in rule 5, the appellate authority, shall consider.

(a) whether the facts on which the order was based have been established.

(b) whether the facts established afford sufficient ground for taking action, and

(c) whether the penalty is excessive adequate or inadequate and after such consideration, shall pass such orders as it thinks proper.

Provided that ;

(i) no order enhancing the penalty shall, be passed unless the appellant is given an opportunity of making any representation on the enhanced penalty proposed, and

(ii) if the enhanced penalty which the appellate authority proposed to impose is one of the penalties specified in clauses (iv), (v), (vii) and (viii) rule 5, and an enquiry under sub-rule (2) of rule 11 has not already been held in the case, the appellate authority shall, subject to the provisions of that sub-rule, hold such an enquiry or direct that such an enquiry be held and, thereafter, on consideration of the proceedings of such enquiry and after giving the appellant an opportunity of making representation on the penalty proposed, pass such orders as it may deem fit.

(2) The appellate authority shall also consider whether the authority which impose penalty has followed strictly the procedure prescribed in these rules before such penalty was imposed. Any error or defect in the procedure allowed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect has neither caused injustice to the person concerned nor has materially affected the decision in the case.

6. Every person preferring an appeal shall do so separately and in his own name.

7. (1) Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant and shall be complete in itself, but it shall not contain any disrespectful or improper language. Every such appeal shall be presented to the authority to whom the appeal lies and a copy being forwarded by the appellant to the authority which made the order appealed against.

(2) The authority which made the order appealed against shall on receipt of the copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority, without any avoidable delay and without waiting for any direction from the appellate authority.

Provided that an advance copy of the appeal may be submitted direct to the appellate authority simultaneously with the original which is submitted through the usual official channel.

18. (1) (a) The authority by whom an order imposing a penalty specified under rule 5 may be reversed or altered in cases in which no appeal is referred shall be the appellate authority prescribed in the rules or any higher authority.

(b) No appellate authority shall entertain any appeal from any order passed by himself. In such case, the appeal shall be disposed of by the authority next above the appellate authority and, if there is no such authority, by and authority appointed by the State Council.

(2) (i) Notwithstanding anything contained in sub-rule (1) the State Council may, of its own motion or otherwise, revise, for good and sufficient reasons to be recorded in writing an original order or an order passed on appeal.

(ii) the Chairman may of his own motion or otherwise revise for good and sufficient reasons to be recorded in writing an original order and or an order passed on appeal.

(iii) the secretary may of his own motion or otherwise revise for good and sufficient reasons to be recorded in writing an order passed on appeal:

(iv) The secretary may of his own motion or otherwise revise for good and sufficient reasons to be recorded in writing an order passed by him and an appeal passed by an authority subordinate to him: and

(v) an order enhancing a penalty shall not be passed without following the procedure laid down under rule 10(ii).

APPENDIX

INSTRUCTIONS

1. Preliminary Enquiry :- (a) Before commencing any Departmental Enquiry against an employee with regard to a disciplinary matter, it is necessary that there should be sufficient evidence gathered by way of preliminary enquiry.

(b) The authority competent to order the enquiry should be satisfied that there is sufficient prima facie evidence to start disciplinary proceeding, against the employee concerned. The preliminary enquiry may be made by an officer under whose administrative control the officer, alleged to be at fault

is working (or was working at the time of the acts complained of where committed) or, by any officer nominated by the Chairman, but the decision to hold the regular enquiry can only be taken by the authority competent to hold the enquiry.

(c) Any officer can ask for an explanation from a subordinate officer, in respect of any matter pertaining to his duties and it will often be advisable before directing the holding of a departmental enquiry to obtain the explanation as after obtaining the explanation, the reporting authority may feel that there is no case to initiate departmental proceedings at all. The asking of such an explanation is however, not compulsory and the authority ordering or holding the investigation will have to decide according to the circumstances of each case whether such an explanation would be obtained before the issue of a charge sheet or not.

2. Enquiry Committee:- it is a fundamental principle of natural justice that the members of the enquiry committee selected to make an enquiry should be with an open mind and not one which is biased against the delinquent or one which has prejudged the issue.

Without being appointed as enquiry Committee or authorised to hold the enquiry by the authority competent to impose the penalty or by a higher authority, one cannot hold the enquiry merely because it is the authority superior to the accused officer. The enquiry can be conducted by the competent authority or any higher authority or by a committee duly appointed Committee by the competent authority or any higher authority.

3. Issue of charge sheet:- (a) Once the authority competent to order the Enquiry is satisfied that a departmental enquiry is necessary, the first step shall be to entrust the case to the appropriate standing enquiry committee or any other authority. The Enquiry Committee of any other authority should frame a definite charge or charges containing.

(i) definite charge or charges.

(ii) under each charge the grounds on which the charge is based.

(iii) any other circumstances which it is proposed to take into consideration in passing orders in the case. Each charge should be drawn up clearly and precisely and care should be taken to avoid vagueness and

(iv) the charge-sheet should not indicate the punishment to be imposed on the delinquent officer.

(b) The Charge Sheet should conclude with the following formula

“Please show cause why suitable disciplinary action should not be taken against you on the charges mentioned above.

You are required to submit your written statement of defence if any by (the date to be specified). Please fill in the questionnaire enclosed (Form) and resubmit it. In case you fail to put in your written Statement by the above date, the undersigned may proceed with the enquiry on the basis that you have no defence to offer.”

4. **Written Statement in defence :** The Enquiry Committee should fix a reasonable time within which a written statement must be filled. In dealing with request for further time, if any, by the accused employee, the Enquiry Committee will consider whether the accused employee is sufficiently active in the preparation of his defence and whether the time asked for is really necessary and justified. An accused employee must have reasonable facilities for the preparation of his defence, and subject to this condition it is the responsibility of the Enquiry Committee to complete the departmental proceedings as early as possible and submit its report to the appropriate authority normally, an employee need not be kept under suspension for more than six months and as within this period final orders can be passed, it would be reasonable to the employee concerned to put in his defence within three to five weeks according to the nature of the case. These limits are only meant for general guidance and are not to be taken as absolute limits in simple and straight forward cases, even three weeks may not be necessary while a case which involves study of voluminous records, a longer period than two months may be necessary.

5. **Request for an oral enquiry and or to be heard in person :** (a) If within the prescribed time or such further time as the enquiry Committee may give, no written statement in defence is filled and no request, in writing is made for oral enquiry or for being heard in person or if, the delinquent employee absent himself without sufficient reason to attend the enquiry on the date fixed, it is always better that the Enquiry Committee proceeds with the enquiry ex parte to satisfy itself about the truth of the charges. An enquiry must necessarily be held where the employee asks for it, or had expressed desire to be heard in person, or having regard to the written statement in defence, or the statement made by the employee himself when he is heard in person, a further enquiry is necessary to decide the truth of the charges.

(b) The enquiry Committee shall examine the delinquent orally, if he desires to be heard in person. The delinquent should not be compelled to be a witness against himself.

6. **Recording of Evidence: -** (a) At the oral enquiry evidence should be heard on charges which are not admitted. The enquiry however, should not extend to the matters not mentioned in the charge-sheet.

(b) The evidence in support of the charge should be recorded first and the accused employee given an opportunity to cross examine the witnesses,

(c) The evidence of each witness should be recorded in the form of a narrative and when the evidence is completed, it should be read over to the witness and, if necessary, explained to him in the language in which it was given. If the witness denies the correctness of any part of the evidence when it is read over to him, enquiry Committee may either carry out the correction, or instead of correcting the evidence, may add a memorandum of the objection taken and add such remarks as it thinks necessary. Then, the

statement shall be signed by the Enquiry Committee and the Accused Employee. Copies of such evidence as are required by the accused employee should be supplied to him free of cost.

Note : No document or statement produced or recorded at the preliminary enquiry can be relied on at the regular enquiry unless such document is duly proved or the person who made the statement is again examined at such regular enquiry or unless such document or statement is admitted by the accused employee.

7. *Enforcing the attendance of witness* :—The Enquiry Committee has no power to enforce the attendance of any non-official witness. As regards official witness, it should be able to procure their presence either by writing to them direct or through the Administrative Heads at the appropriate levels. Normally, the request to call on official witness should not be rejected. When however it appears that the request is frivolous or vexatious, that it is made with a view to unnecessarily prolong the enquiry and how the facts which he is expected to speak to (according to the statement of the accused) are not relevant for the purpose of enquiry the request should be refused and the reasons there for recorded in writing and communicated to the delinquent officer.

8. *Inspection of documents by the employee concerned* :—The enquiry Committee should give every reasonable facility to the accused employee to inspect any documents or records necessary for the purpose of preparing his defence. Such inspection should be arranged in the presence of responsible Officer to ensure that the records are not tampered within any manner.

9. *Responsibility of enquiry Committee*: It is the responsibility of the Enquiry Committee to arrive at the truth or falsity of the charges against the accused employee for this purpose, it is its responsibility to put whatever questions, as may be necessary both to the witnesses examined in support of the charge and to the witnesses produced by the accused employee.

10. *Submission by the accused employee of another written Statement* : After the entire evidence has been heard, the person charged shall, if he so desires, put in a further written statement in his defence and also explain his defence orally to the Enquiry Committee.

11. *Drawing up the finding by the Enquiry Committee* : (a) On completion of the enquiry, including the personal Examination, if any, of the accused employees, the enquiry Committee shall record its findings in respect of each charge, with reasons therefor and forward the proceedings to the authority which has ordered the enquiry. The Enquiry Committee should not rely on any document or material which the delinquent Officer has no opportunity to explain.

(b) The proceedings forwarded shall contain :

(i) the charges framed against the accused employee along with the grounds of charges.

