



Human Resources Management (N)  
Department,  
Secretariat, Chennai - 600 009.

குரோதி, ஆடி-7

திருவள்ளூர் ஆண்டு - 2055.

**Letter (Ms.) No.66/N/2024-1, dated 23.07.2024**

From  
Thiru.K.Nanthakumar, I.A.S.,  
Secretary to Government.

To  
All Additional Chief Secretaries / Principal Secretaries /  
Secretaries to Government, Departments of Secretariat, Chennai-9.  
All Departments of Secretariat (OP Sections), Chennai-9.  
(with a request to communicate the copy to all sections in their Department)  
All Heads of Departments including All District Judges and District Collectors.  
The Secretary, Tamil Nadu Public Service Commission, Chennai-3.

Sir/Madam,

Sub: Public Services – Disciplinary cases – Avoidance of  
defects in handling the disciplinary cases – Consolidated  
Instructions – Issued.

Ref: 1. Government Letter No.34660/N/2017-1, Personnel and  
Administrative Reforms (N) Department, dated  
01.11.2017.  
2. Government Letter (Ms.) No.26/N/2019-1, Personnel  
and Administrative Reforms (N) Department, dated  
28.03.2019.  
3. Government Order (Ms.) No.81, Personnel and  
Administrative Reforms (N) Department, dated  
04.08.2022.

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The Government have noticed certain defects in handling of disciplinary cases by the disciplinary authorities at different levels in the Government. Major defects are, delay in disposal of disciplinary cases, imposition of unimplementable punishments and non-furnishing of crucial documents to the Government during appeal/review and to the Tamil Nadu Public Service Commission while seeking its views in disciplinary cases.

2. In order to avoid such kind of defects, the Government after examination have decided to reiterate the instructions already issued in this regard in the references cited.



3. In the references second and third cited, orders were issued reiterating the time limit prescribed for processing the disciplinary proceedings and to ensure that there is no unwarranted delay in finalizing them, as follows:-

Time limits for crossing every stage of the departmental disciplinary proceedings:-

I. (i) For calling for explanation {17(a)} / for framing charges {17(b)}	15 days
(ii) For perusal of records and to submit explanation.	30 days
(iii) For appointment of inquiry officer	7 days
(iv) For completion and submission of the inquiry report.	30 days
(v) For taking a decision by Disciplinary Authority.	10 days
(vi) For obtaining the further representation	15 days
(vii) For obtaining the views of Tamil Nadu Public Service Commission.	30 days
(viii) For issue of final order:- (a) other than Government. (b) at Government level.	7 days 30 days
II. (i) Total days for 17(a)	85 days
(ii) Total days for 17(b)	167 days
III. For disposal of all appeals / review petitions.	Six months
IV. (i) To complete the investigation by Directorate of Vigilance and Anti-Corruption.	One year
(ii) To complete the inquiry by the Tribunal.	One year
(iii) To pass final orders.	Four months

4. In the Government letter first cited, all Departments in the Secretariat were requested to furnish the disciplinary cases to the Tamil Nadu Public Service Commission with all the relevant records/exhibits in complete shape, accompanying the 'list of records' annexed thereon, along with the 'check-list' already issued. A copy of the 'check-list' was also enclosed with the said letter for easy reference.



5. While imposing punishments, all the disciplinary authorities shall take into consideration the first proviso to rule 8(iii) of Tamil Nadu Civil Services (Discipline and Appeal) Rules, which reads as follows:

“Provided that the penalty of withholding of increment shall not be imposed on a Government servant, if the said penalty cannot be given effect to fully while in service.”

6. Further, all the authorities who deal with the disciplinary matters should follow the rule provisions while imposing the punishment of withholding of increment by verification of the date of increment and retirement of the delinquent officer and should follow the guidelines and time limits prescribed in the references cited, strictly, without any deviation, in future.

7. All the Departments of Secretariat and Heads of Department are directed to issue suitable instructions to all the disciplinary authorities under their control, so as to avoid the defects such as delay, non-furnishing of relevant records, imposing unimplementable punishments in the disciplinary cases.

Yours faithfully,

*[Handwritten Signature]* 23/07/2024  
for Secretary to Government.  
BV  
23/7/24

**Copy to:-**

- The Principal Private Secretary to Chief Secretary to Government, Chennai-9.
- The Private Secretary to the Secretary to Government,  
Human Resources Management Department, Chennai-9.
- The Additional Chief Secretary/Vigilance Commissioner and Commissioner for  
Administrative Reforms, Chennai-9.
- The Human Resources Management Department (L1/L2/L3/AR) Department,  
Chennai-9.
- The Vigilance Commission I/II/III, Chennai-9.
- All Officers/Sections of Human Resources Management Department, Chennai-9.