To

All Director Generals
All Principal Chief Commissioner/Chief Commissioners of Customs, Central Goods & Service Tax Zones
All Principal Commissioner/Commissioner of Customs, Central Goods & Service Tax Zones
The Narcotics Commissioner
Directorate of Publicity & Public Relations

Subject: Procedure for handling disciplinary cases not involving vigilance angle- regarding.

Sir/Madam,

I am directed to say that complaints of non-vigilance nature including unauthorized absence, sexual harassment etc are being received in CBIC/Ad.V from different offices for initiation of departmental action against Group A Officers. The matter was under consideration in the Board for quite some time as to who should deal with disciplinary cases of non-vigilance nature against Group A officers. It has been decided that all the complaints of non-vigilance nature will be referred to CBIC/Ad.V only after preliminary investigations have been completed. In case the competent authority has taken a view to initiate disciplinary action then they should obtain Board’s approval in the matter. Thereafter only the case should be referred to CVO/AD.V Section for obtaining the approval of disciplinary authority for institution of formal disciplinary action under CCS(CCA) Rules, 1965 and further action in the matter.

2. While submitting a proposal to CBIC/Ad.V for institution of departmental proceedings against IRS(C&CE). Group A Officer on a non-vigilance matter, the concerned office will send the proposal along with the following documents;

(i) Original complaint or Authenticated copy of complaint, as the case may be.
(ii) Original copy of PE or SP Report or authenticated copy of the same as the case may be.
(iii) Copy of the Statement of Charged Officer recorded during PE/by CBI
(iv) A copy of approval of the Board for instituting disciplinary proceedings
(v) Draft: Charge Sheet in prescribed format
(vi) Original set/authenticated set of documents as per Annexure III of proposed draft charge sheet, (photostat copies shall not be furnished, with the proposal)
(vii) One extra copy of documents as per Annexure III and
(viii) Bio-data of the officer, indicating his date of superannuation

3. Any proposal not in compliance with the above and not accompanied by the aforesaid authenticated documents, will not be entertained by CBIC/Ad.V and the proposal be returned to the concerned office.

Yours faithfully,

(Mukesh Sundriyal)
Under Secretary (Ad.V)

Copy to:

1. The Addl. Director General, Directorate General of Vigilance, GST/Central Excise, & Customs, Hotel Samrat, Chanakyapuri, New Delhi.

2. ADG(Vig)/Pr ADG(Vig) in all Zonal Units of DGOV.

3. Jt. Secretary (Admn.), CBIC, North Block, New Delhi.

4. Commissioner (Coordination), CBIC, North Block

5. The Web Manager, Dte General of Systems, Customs & Central Excise, New Delhi.