

**Himachal Pradesh  
Public Works Department**

**No.PWE-Vig-Misc-SZ/2023-**

**868-968**

**Dated:- 25-10-24**

**To**

**All the Chief Engineers  
in HPPWD**

**All the Superintending Engineers  
in HPPWD**

**All the Executive Engineers  
in HPPWD**

**All the LAOs  
In HPPWD**

**Subject:-**

**Regarding completion of departmental  
inquiries within time frame set for the  
purpose.**

Several instances have come to the notice of the undersigned where completion of departmental inquiries under Rule 14 of CCS (CCA) Rules, 1965, either assigned by government or by this office to various inquiring authorities, are not being completed by them within the statutory time limit envisaged in the CCS(CCA) Rules, 1965. The Government has taken a very serious view of the pending inquiries.

As you are well aware that such inquiries are of Statutory character, being quasi judicial in nature, therefore required to be regulated within the mandate of ibid rules. The Rule 24 (a) of CCS (CCA) Rules, 1965 provides for completion of such inquiries by the Inquiring Authority within a period of six months of their appointment as such. Though, if circumstances necessitate in any particular case, the Inquiring authority may seek necessary extension in time from the competent disciplinary authority by adducing good and sufficient reasons for such delay in writing under clause (b) and (c) of Rule 24, but it could not be taken to mean that extension can be sought as a matter of course. Generally, the



appointment of Inquiring Officer and Presenting officers are made by name and by virtue of their appointment as such, they are duty bound to complete the task assigned to them even upon their transfer from any particular office. It has also been experienced by the undersigned that most of the inquiring authorities put off/procrastinate the completion of inquiries under the impression that such work is secondary/additional task assigned to them apart from their own duties. Further, they do not bother to seek mandatory extensions for delay in completion of inquiry. This approach is not correct at all.

Attention is also invited towards Gol's Instruction No. 9 below Rule 14 of CCS (CCA) Rules, 1965 which not only acknowledges the need for completion of inquiries by adhering to the statutory time structure, but also provides for action against the officers who failed to complete such tasks within the time set for the purpose; leading to further delay in finalization of statutory inquiries.

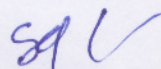
Further, it has also very often been noticed by the undersigned that fact finding inquiries into the complaints are delayed abnormally by most of the officers, leading to delay in initiation of action(s) against erring/negligent officers/officials. It is not only in the interest of the administration that initiation of appropriate action(s) against the negligent/erring officers are drawn and concluded with appropriate penalty in time, but in case of charges not found true such officials are required to be released from mental agony. Therefore it is imperative that following directions/guidelines are followed:-


- Time limit for completion of statutory inquiries within the time structure, as outlined above, be adhered to strictly. If, in any case, it is not possible for Inquiring Authority to complete the inquiry in this period, the extension of time, be sought from competent disciplinary authority by adducing sufficient grounds therefor in writing under Rule 24 of CCS CCA Rules, 1965.




- In case of any administrative difficulty, being faced by them in carrying out the inquiries, the matter be brought to the notice of competent disciplinary authority by adducing proper reasons well in time. It shall be the personal responsibility of such Inquiring authority or Presenting Officer to do so under intimation to the undersigned.
- Fact finding inquiries into the complaints should be completed by the Committee or Inquiry officer, as the case may be, within a period of 2 to 3 weeks or the time limit as specified in the order.
- Senior Vigilance officer functional at Zonal Level will not only be responsible for monitoring the pendency of statutory inquiries, but they will also periodically review the progress of pending fact findings inquiries, pertaining to their zone and for this purpose copy of important matters must be made to them, as far as practicable.
- Submissions of all type of monthly returns as per requirement of Vigilance manual be ensured. The submission of return pertaining to disciplinary cases be submitted in prescribed proforma periodically.

**ANY DEPARTURE TO THESE INSTRUCTIONS WILL BE VIEWED SERIOUSLY.**

  
Engineer-in-Chief,  
HPPWD Shimla-2

 Copy to the Executive Engineer (IT) with the directions to upload these instructions on the official website of department.

  
Engineer-in-Chief,  
HPPWD Shimla-2  
