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GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT

Rc.No. 6910/97/K2,  
Dated: 18-02-1997.

Office of the Prl.Chief Conservator of Forests,  
Aranya Bhavan, A.P., Hyderabad.

Sri S.D.Mukherji, I.F.S.,  
Prl.Chief Conservator of forests.

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C I R C U L A R No.1/97/K.2

Sub:- Charge Sheets -- Quick disposal -- Instructions -- Issued.

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On late, it has been observed that the charge sheets are pending disposal over long period all over the State against many subordinates in the Department. This has, ultimately, resulted in a very deleterious effect on the administration of the Department. It is impressed upon all the Officers that nothing can be more important than the quick disposal of the charge sheets to provide justice.

The abnormal delays in disposal of the cases are resulting into the following situations:

- i) Charged Officer does not get opportunity to defend and pendency is coming in his career prospects.
- ii) Pension settlement is delayed causing immense hardship to the retired person, who has served the department for long years of more than (30) years.
- iii) Guilty does not get punished in time to improve his method of working.
- iv) Audit paras / objections raised as a result of non-settlement of disciplinary cases lead to paras included in Public Accounts Committee and embarrassment of Government.

It is also observed that the procedure outlined in the A.P. Civil Services (CCA) Rules, 1991 as amended from time to time is also not being followed scrupulously by the Enquiry Officers giving scope to numerous irregularities and vitiating the entire proceedings and also causing abnormal delays in disposal of the cases. Such a kind of laissez faire attitude being exhibited by the disciplinary authorities, who are mainly responsible for the disposal of charge sheets, is encouraging bad elements thereby the general discipline among the subordinate staff and also the protection of Forests are deteriorated day by day.

In case the Charged Officers are found not co-operating with the enquiry Officers either in submission of written statements and attending the enquiries fixed, the Enquiry Officers are requested to invoke the provisions contained under Rule 20(20) of the A.P.C.S. (CCA) Rules, 1991 and submit their findings, according to which, if the Charged Officer fails to submit either his defence statement or fails or refuses to attend enquiry, the Enquiry Officer may hold the enquiry exparte. It is also impressed upon all the officers that in all cases of Government losses, the amount to be recovered must be indicated. The gravity of guilt, if proved is to be discussed vividly in the reports of findings by the Enquiry Officers and also to indicate the recovery of loss sustained by Government for which the Charged Officer is found directly responsible.

In order to tone up the efficiency of the Department and keeping the main points cited above, all officers dealing with disciplinary cases have to do relentless efforts in bringing down the pendency at the earliest. It is, therefore, proposed to have a Drive from March, 1997 to June, 1997 to dispose off maximum number of disciplinary cases possible. All the Officers are, therefore, requested to indicate the correct position in the following proforma and sent to this office for monitoring.

NO.OF CASES PENDING AS 28-2-1997.  
More than (10) years

It is also impressed upon all the disciplinary authorities that while disposing the cases, the cases of those who are retiring and those who are due for promotion should be taken up on priority.

They are also cautioned that in the hurry to dispose off the charge sheets, they should not overlook the procedure indicated in the A.P. Civil Services (CCA) rules, 1991 and the instructions issued thereunder from time to time. However, for the guidance of the disciplinary authorities, a check slip is enclosed, which shall invariably accompany the report of findings of the Enquiry Officer with every disciplinary case and appeal case. Officers not taking the disposal of charge sheets seriously shall do so on their own responsibility and risk. Chief Conservators of Forests and Conservators of Forests are requested to take up review as frequently as possible and bring it to the notice of the undersigned.

The receipt of this Circular should be acknowledged by return of post in the attached paper.

Sd/- S.D. Mukherji,  
Pr. Chief Conservator of Forests

To  
All the Officers of Distribution List 'A'.

// True copy //

REVISED CHECK SLIP  
(To be enclosed to the report of Findings/Remarks on appeal)

1. Result of preliminary investigation
2. Whether Draft Article of Charges issued. If so, when with Reference No. & Date.
3. Date of appointment of Enquiry Officer (A copy of such orders be enclosed).
4. Has the Charged officer been placed under suspension. The dates of relief on suspension and joining on reinstatement, as the case may be specified.
5. The date of issue of charge sheet with reference No. and date of its acknowledgement.
6. Whether Questionnaire Form-I has been enclosed to the charge sheet and resubmitted by the Charged Officer requesting for oral enquiry or personal hearing.
7. Has the Charged Officer requested for perusal of records? If so, what records? Has opportunity been given by the Enquiry Officer for perusal of records? If so when? Have these records been perused or not? If so when? If not why?
8. Time allowed for submission of written statement. Whether Charged Officer submitted his written statement. If so when?
9. Has the Charged Officer requested in the Questionnaire Form for oral enquiry or to be heard in person? If so, has the



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10. If an enquiry was held or the Charged Officer heard in person, the dates of such enquiries be specified. Whether the Charged Officer was permitted to cross examine the witness or not? Are copies of these statements supplied to the Charged Officer. If so when?
11. Whether an opportunity was given to the charged officer to submit another written statement in defence or not? If so, when?
12. Has the Charged Officer submitted his explanation to the charge sheet or not? If not state the reasons? And what action has been taken to obtain the reply to the charge sheet?
13. Has the Enquiry Officer, submitted his findings in duplicate, separately? If so, has he discussed each charge, recorded his findings, with reasons thereof or not? Has the Enquiry Officer relied on any documents or material which the Delinquent has no opportunity to explain.
14. Has further explanation after regular enquiry been obtained or not? If so what steps have been taken to obtain the reply to the show cause notice?
15. Names of subordinates involved and punishments, if any inflicted.
16. Service particulars of the Charged Officer in the present case with punishments if any earlier awarded and their effect.
17. In respect of retired Government servants the details of eligible pensionary benefits and a certificate that no other disciplinary cases are pending against those retired individuals.

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ENQUIRY OFFICER