

No. E 308/0/Vol. XX

Kolkata dated 25th Feb. 2015

All Concerned

Sub: Introduction of Single Window System in Railway Board for
receiving disciplinary cases of non-gazetted Railway servants.

The following copy of Railway Board's letter No. E(D&A) 2008 RG6-29 dated 23.12.2014 is attached herewith for information, guidance and strict adherence.

It is advised that disciplinary cases required to be forwarded to Board should be scrupulously checked as per instructions laid down by Railway Board. The Check List provided by Board and enclosed with this circular should be completely filled in as per instructions stipulated therein keeping in mind the **27-point Dos and Don'ts** also provided herewith.

The Check List duly filled in and complete in all respects should be forwarded to this office alongwith all the necessary documents related to the disciplinary case under the signature of head of personnel department of the concerned unit and the case should be handed over personally by the bearer who is conversant with the specific case, to this office.

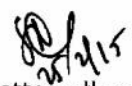
Disciplinary cases pertaining to the headquarters offices should be forwarded to this office as per same procedure as detailed in the preceding paragraph under the signature of the respective department heads.

Concerned controlling officer of this office will get the disciplinary cases scrutinized for strict compliance of Board's guidelines and their subsequent acceptance in this office.

Cases found complete as per Board's stipulation will be put up to a Group 'A' Officer of this branch for signature. Respective gazetted officers of this branch will attend Railway Board's office with above cases after obtaining prior appointment from Railway Board as elaborated in their letter under circulation.

Disciplinary cases sent after 01.01.2015 will not be received by Railway Board unless sent as per Single Window System above.

DA: As above.


(S.K. Chattopadhyay)
Asstt. Personnel Officer/HQ
for Chief Personnel Officer

INDEX No. 1033: Guidelines and format of Single Window System introduced in Railway Board for receiving disciplinary cases of non-gazetted Railway servants.

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.E(D&A) 2008 RG 6-29

dated 23.12.2014

The General Manager (P),
All Indian Railways and Production Units etc.,

Sub: Introduction of Single Window System in Railway Board for receiving disciplinary cases of non-gazetted Railway Servants.

Please refer to Board's letter of even no. dated 4.8.2009 wherein the attention of the Railways was invited to the issue of pendency of disciplinary cases for prolonged periods which results in unnecessary hardship to the Railway servants, especially the retired Railway servants, whose pensionary benefits are withheld due to non finalization of the disciplinary cases.

1.1 It was emphasized therein that disciplinary cases may be finalized speedily, for which Railways may develop a monitoring mechanism both at headquarters and division/workshop levels to avoid unnecessary delays. Further, a checklist was circulated to avoid back references of cases and consequent delays. It is, however, noticed that many Railways are still sending the disciplinary cases to Board's office without complete documents. While in some cases the checklist is not sent at all, in other cases it is not filled in properly leaving out vital information. This creates difficulty in scrutiny and verification of the records in Railway Board's office leading to prolonged and avoidable correspondences with the Railways resulting in further delay.

2. With a view to expedite scrutiny of disciplinary cases in the Railway Board, it has been decided that a **Single Window System** be implemented for receipt of the disciplinary cases of **non-gazetted Railway Servants** in Railway Board's office, as per the revised checklist, enclosed herewith. The cases should be accompanied with the check list, duly filled in, and signed by Group 'A' officer of the Personnel Department of the Railway headquarters.

3. Under the Single Window System, a gazetted officer of the Personnel Department of the Railway headquarter will be required to personally hand over the **disciplinary cases of non-gazetted Railway Servants** with all the relevant documents/records in E(D&A) branch, Room No.359-F (Third Floor), Rail Bhavan with prior appointment on Telephone Nos.011-23303959, 030-43959 (Rly), 011-23303276 and 030-43276 (Rly) on any working day.

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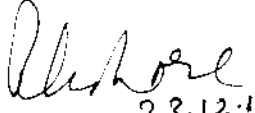
4. The cases received from the zonal Railways/Production Units etc. would initially be scrutinized on receipt at the Single Window, in terms of information provided in the check list. Only such cases which are complete as per the check list would be accepted for further detailed scrutiny and examination. Incomplete cases shall be returned to the bearer, pointing out the deficiencies. A list of Do's and Dont's is also enclosed for guidance. The Single Window System shall come in force from 01.01.2015. Zonal Railways/Production Units etc. may therefore send all the disciplinary cases in respect of non-gazetted railway servants to the Railway Board's office only in accordance with Single Window System. The Single Window System will also be applicable for those disciplinary cases of non-gazetted Railway servants which have been referred back to the concerned Railway/Production Unit due to incomplete documents/information/clarification etc.

5. It is reiterated that:

- (a) Disciplinary cases of non-gazetted Railway servants received in Board's office after 01.01.2015 will not be accepted unless sent as per the Single Window System.
- (b) The checklist should be filled in properly and signed by a Group 'A' officer of Personnel Department of Railway HQ.
- (c) The cases should be handed over personally at the Single Window by a **gazetted officer** of Personnel Department of Railway HQ to facilitate attestation of any document, if required.

6. Please acknowledge receipt.

DA: Check list and list of Do's & Don'ts


23.12.14
(Rajiv Kishore)
Executive Director (ERP)
Railway Board

भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)

सं.ई (डी एंड ए) 2008 आर जी 6 29

नई दिल्ली, दिनांक 23.12.2014

महाप्रबंधक (कार्मिक)

सभी भारतीय रेलें एवं उत्पादन इकाइयां इत्यादि

कृपया बोर्ड के दिनांक 4.8.2009 के समसंख्यक पत्र का अवलोकन करें जिसमें रेलवे का ध्यान काफी समय से लंबित अनुशासनिक मामलों की ओर आकर्षित किया गया था, जिसके कारण रेल सेवकों को अनावश्यक कठिनाइयों का सामना करना पड़ता है, विशेष रूप से सेवानिवृत्त रेलवे कर्मचारियों को, जिनके अनुशासनिक मामलों को अंतिम रूप न दिए जाने के कारण उनके पेंशनरी लाभ रुके रहते हैं ।

1.1 इस बात पर भी बल दिया गया था कि अनुशासनिक मामलों को शीघ्रता से अंतिम रूप देने हेतु रेल मुख्यालय और मंडल/कारखाना दोनों स्तर पर निगरानी हेतु तंत्र विकसित किया जाए ताकि अनावश्यक विलंब से बचा जा सके । इसके अलावा, मामलों को वापसी लिखा-पढ़ी और अनुवर्ती विलंब से बचाने के लिए एक जाँच सूची भी परिसंचारित की गई थी । इसके बावजूद ऐसा संज्ञान में आया है कि काफी रेलें अभी भी अनुशासनिक मामलों को संपूर्ण दस्तावेजों के बिना भेज रही हैं। जहाँ कुछ मामलों में जाँच सूची नहीं भेजी जाती है, अन्य मामलों में यह ठीक से नहीं भरी जाती और आवश्यक जानकारी रिक्त छोड़ दी जाती है। इससे रेलवे बोर्ड के कार्यालय में अभिलेखों की जाँच में कठिनाई उत्पन्न होती है जिसके परिणामस्वरूप रेलवे के साथ लंबे समय तक परिहार्य पत्राचार बढ़ता है और मामलों के निपटान में अनावश्यक विलंब होता है।

2 रेलवे बोर्ड में अनुशासनिक मामलों के निपटान में तेजी लाने के लिए यह निर्णय किया गया है कि रेलवे बोर्ड के कार्यालय में अराजपत्रित रेल सेवकों के अनुशासनिक मामलों की प्राप्ति के लिए, संशोधित जाँच सूची के अनुसार, जो कि संलग्न है, एकल खिड़की प्रणाली लागू की जाए । ऐसे मामलों के साथ, विधिवत रूप से भरी व रेलवे मुख्यालय के कार्मिक विभाग के समूह 'क' अधिकारी द्वारा हस्ताक्षरित जाँच सूची, संलग्न होनी चाहिए ।

3 एकल खिड़की प्रणाली के तहत, अराजपत्रित रेल सेवकों के अनुशासनिक मामलों में सभी प्रासंगिक दस्तावेज/अभिलेख, रेलवे मुख्यालय के कार्मिक विभाग के एक राजपत्रित अधिकारी द्वारा ई(डी एंड ए) शाखा, कक्ष सं.359-एफ (तृतीय तल) रेल भवन में किसी भी कार्य दिवस पर टेलीफोन सं.011-23303959, 030-43959 (रेलवे), 011-23303276 और 030-43276 (रेलवे) पर समय निर्धारित करके सौंपने के लिए व्यक्तिगत रूप से आना आवश्यक होगा ।

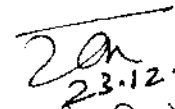
4. क्षेत्रीय रेलें/उत्पादन इकाइयों से प्राप्त मामलों की प्रारंभिक छानबीन उनकी प्राप्ति पर एकल खिड़की पर, जाँच सूची में उपलब्ध जानकारी के संदर्भ में की जाएगी। केवल ऐसे मामले, जो जाँच सूची के अनुसार पूर्ण होंगे, आगे विस्तृत जाँच और परीक्षण हेतु स्वीकार किये जाएंगे। अधूरे मामलों को उनकी कमियाँ इंगित करते हुए वाहक को लौटा दिया जाएगा। 'करने' व 'न करने' योग्य बातों की सूची, मार्गदर्शन के लिए संलग्न है। **एकल खिड़की प्रणाली दिनांक 01/01/2015 से लागू हो जाएगी।** अतः क्षेत्रीय रेलें/उत्पादन इकाइयों आदि अराजपत्रित रेल सेवकों के सभी अनुशासनिक मामलों को केवल एकल खिड़की प्रणाली के अनुसार ही रेलवे बोर्ड के कार्यालय में भेजे। एकल खिड़की प्रणाली उन अराजपत्रित रेलवे सेवकों के अनुशासनिक मामलों में भी लागू होगी जो कि दस्तावेज/जानकारी/स्पष्टीकरण आदि अधूरे होने के कारण रेलवे/ उत्पादन इकाइयों को वापस भेजे जा चुके हैं।

5. यह दोहराया जाता है कि:

- (क) 01/01/2015 के उपरांत अराजपत्रित रेल सेवकों के अनुशासनिक मामले जिन्हें एकल खिड़की प्रणाली के तहत नहीं भेजा गया है, बोर्ड के कार्यालय में स्वीकार नहीं किए जाएंगे।
- (ख) जाँच सूची विधिवत रूप से भरी जानी चाहिए और रेलवे मुख्यालय के कार्मिक विभाग के एक समूह 'क' अधिकारी द्वारा हस्ताक्षरित होनी चाहिए।
- (ग) ऐसे मामले रेलवे मुख्यालय के कार्मिक विभाग के एक राजपत्रित अधिकारी द्वारा एकल खिड़की पर व्यक्तिगत रूप से सौंपे जाने चाहिए, जिससे किसी भी दस्तावेज के सत्यापन (यदि आवश्यक हो) में सुविधा हो।

6. कृपया पावती दें।

संलग्नक: जाँच सूची एवं 'करने' व 'न करने' योग्य बातों की सूची


23.12.14
(राजीव किशोर)

कार्यकारी निदेशक (ई आर पी)
रेलवे बोर्ड

DO's and DON'T's for the zonal Railways/Production Units in respect of disciplinary cases of non-gazetted Railway Servants being referred to the Railway Board

1. The check list must be signed by a Group 'A' officer of the Personnel Department of the Railway Headquarters.
2. The cases should be handed over personally at the Single Window by a gazetted officer of Personnel Department of Railway HQ to facilitate attestation of any document, if needed.
3. The documents indicated in checklist should be duly referenced with page number, folder name etc.
4. No column of the checklist should remain unfilled. Avoid use of '____' or '-do-' in the checklist, instead the column should be filled using the terms 'Not applicable' or 'nil'.
5. The DAR case file and other records of the case referred may be sent in original to the Board without disturbing/changing any folios. In other words, the original DAR file, Inquiry file etc. should not be tampered with by way of bifurcating/trifurcating etc. or by way of consolidating them or by removing some correspondence/notings.
6. All the documents should be forwarded either in original or duly authenticated copy thereof. Photocopied documents should preferably be signed in blue ink and duly stamped to enable cross-checking of authentication.
7. The exhibits and all other documents should be legible. In case a document is not legible, duly attested clean typed copy of the same may also be sent.
8. If any document is in regional language, its authenticated translation in English should be provided.
9. The full form of abbreviations used, if any, should be mentioned. The abbreviated terms for technical terms should be avoided.
10. In case of retired Charged Officers, the information like last pay drawn, monthly pension and gratuity must be mentioned in the check list. In case pension and/or gratuity is withheld, the same should clearly be indicated.
11. The group (i.e. A,B,C or D) in which the Charged Officer is working, or had retired from should invariably be indicated along with designation in column 2(a) of the checklist.
12. The statement of defence as per Rule 9 (19), reply to the charge sheet as per rule 9(7) and the written brief of the Charged Officer as per Rule 9(22) of RS (D&A) Rules should not be inferred as the same document.

(Contd ... 2/-)

13. The feeder grade and its scale of pay in respect of Charged Officer should be indicated.
14. Daily order sheets, if maintained, should be available for all dates of hearing.
15. The position of disciplinary cases of co-accused Railway servants, if any, may be indicated in the covering letter as also in the checklist.
16. In minor penalty cases, the relied upon documents referred in the statement of imputation should be available and properly referenced.
17. The charge sheet issued (and its corrigendum, if any) must contain all its parts/annexures.
18. The records regarding proof of the delivery of the charge sheet to the Charged Officer must be available.
19. The column relating to general examination of the Charged Officer in the check list (item No.25) should invariably indicate the folio/folder of the papers. In case, general examination is not done, it should specifically be mentioned in the check list alongwith reasons therefor.
20. In case of disagreement of Disciplinary Authority with Inquiry Officer's report, a note of disagreement of the Disciplinary Authority which was forwarded to the Charged Officer must be sent.
21. The para-wise comments of the Disciplinary Authority should address all the points raised by the Charged Officer in his reply and should not be vague or general in nature.
22. In case of proposals for cut in pension, the recommendation of the Disciplinary Authority for cut in pension/pensionary benefits is necessary. However, the quantum of cut in pension/pensionary benefits need not be indicated.
23. It is desirable that a list of duty of the Charged Officer/channel of submission of cases by the Charged Officer should be forwarded with case records where situation demands it.
24. The letter should contain priority indication, if any Court case/ directions are involved.
25. All exhibits taken on record by the Inquiry Officer including RUD, Additional documents, defence documents should be available with the records.
26. The records of oral inquiry should be available with the records of the case.
27. The orders of appointment of Inquiry Officer (IO) and Presenting Officer (PO) should be available in respect of all the succeeding officers also, if the IO/PO has been changed.

CHECK LIST FOR HANDING OVER CASES THROUGH SINGLE WINDOW SYSTEM IN RESPECT OF NON-GAZETTED RAILWAY SERVANTS

PART-I SERVICE AND RELATED PARTICULARS

1		Name of the Charged Officer (CO) :	
2		Post last held by CO:	
	(a)	Group A, B, C or D	
	(b)	Designation:	
	(c)	Pay Band:	
	(d)	Grade Pay (GP):	
	(e)	Basic Pay last drawn by him (including GP) :	
	(f)	Date from which pay shown against (e) drawn:	
	(g)	Date of next increment :	
3	(a)	Name of the next lower post:	
	(b)	Pay band and grade pay:	
4		Date of Birth:	
5		Date of Appointment:	
6		Due date of retirement or actual date of retirement, if already retired:	
7	(a)	Date of Superannuation:	
	(b)	Mode of retirement (Tick the correct option):	Superannuation Voluntary Compulsory
	(c)	Amount of monthly pension due to the CO:	
	(d)	Amount of monthly pension being paid to the CO:	
	(e)	Amount of Gratuity admissible to the CO:	
	(f)	Payment position of Gratuity (Tick the correct option):	Paid Not Paid Partly paid
	(g)	If partly paid, amount that remains unpaid :	
	(h)	If the Gratuity amount has been paid either in full or in part, the reasons therefor :	
8		Whether the CO was under suspension at the time of retirement (Tick the correct option):	Yes No
9		Appointing Authority w.r.t the post last held by the CO:	
10		Whether complete upto date folder containing ACRs/APAR of last 5 years of the CO is enclosed (Tick the correct option):	Yes No
11		Whether complete upto date Service Records of the CO are enclosed (Tick the correct option):	Yes No

(Contd. 2/-)

Part - II DETAILS OF THE CASE RECORDS (All the records are required to be arranged and cross referenced, as indexed below and page number/folios of file/folders to be indicated against each item)			
(A) ORIGINAL CASES			
1		Nature of Chargesheet given (Tick the correct option):	Major Minor
2		Whether DAR case files is furnished in original (Tick the correct option):	Yes No
3		Whether the chargesheet was issued by the competent authority (Tick the correct option):	Yes No
4	(a)**	Chargesheet alongwith all the annexures:	
	(b)	Whether any corrigendum to the chargesheet has been issued (Tick the correct option):	Yes No
	(c)**	If yes, corrigendum to the chargesheet:	
5**		Records of delivery of the chargesheet to the CO:	
6		Whether CO has submitted reply to the Chargesheet (Tick the correct option) :	Yes No
7**		If yes, the CO's reply :	
8**		Nomination of Defence Helper, if any and consent letter of the defence helper:	
9	(a)	Has the disciplinary case arisen out of any complaint (Tick the correct option) :	Yes No
	(b)**	If yes, folio at which the complaint is placed :	
10	(a)	Whether the CO was suspended in connection with the misconduct (Tick the correct option) :	Yes No
	(b)**	If yes, orders of suspension and revocation of suspension, if any:	
11	(a)	Whether this is a vigilance case (Tick the correct option):	Yes No
	(b)**	If yes, Vigilance Investigation Report (together with depositions recorded, if any) :	
12	(a)	Whether this is a CBI case (Tick the correct option) :	Yes No
	(b)**	If yes, CBI Investigation Report (together with depositions recorded, if any):	
13	(a)	Whether action initiated on basis of CVC's advice (Tick the correct option):	Yes No
	(b)**	If yes, CVC's 1 st stage and 2nd stage advice:	
14	(a)	Whether case has arisen out of a Railway Accident Inquiry (Tick the correct option):	Yes No
	(b)**	If yes, accident inquiry report:	
15	(a)	Whether any Facts Finding inquiry other than vigilance and accident inquiry was conducted, prior to issue of chargesheet (Tick one option):	Yes No
	(b)**	If yes, Fact Finding inquiry report :	
16	(a)**	All orders of the DA appointing the Inquiry Officer(s):	
	(b)	Name and designation of all the Inquiry Officers appointed in the case:	

(contd. 3/-)

17**		All orders of the DA appointing the Presenting Officer(s):	
18	(a)**	All the notices of the IO to the CO and Prosecution Witness(es) intimating them the holding of the inquiry	
	(b)	Whether the notices were delivered/deemed delivered to the CO / DH for all the days (Tick the correct option):	Yes No
19	(a)	Whether ex-parte proceeding has been held on any day (Tick the correct option):	Yes No
	(b)	If yes, whether the proper procedure as laid down in Board's Letter No. L(D&A)90 RG 6-38 dated 18.4.1990 has been followed (Tick the correct option):	Yes No
20	(a)	Whether any representation has been received from the CO for additional documents and/or defence witnesses (Tick the correct option):	Yes No
	(b)**	If yes, the representations of the CO and letter/noting vide which they disposed of	
	(c)	Whether additional/defence documents as demanded by the CO were allowed by the IO (Tick the correct option)	Yes No
	(d)**	If yes, description of Defence/Additional documents allowed. (Details of the same in respect of each document may be given with proper folio number and Folder, if necessary, in a separate sheet)	
21**		Correspondence of the IO with the DA, if any:	
22	(a)	Whether all the Prosecution Witness(es) listed in Annexure-IV of the chargesheet have been examined by the IO (Tick the correct option)	Yes No
	(b)**	If no, the reasons therefor may be indicated:	
	(c)**	Deposition/oral statements recorded from all the Prosecution witness(es) (Details may be given w.r.t. each witness(es) with proper folio number and Folder, if necessary, in a separate sheet):	
23	(a)	Whether all the Defence Witness(es) have been examined by the IO (Tick the correct option)	Yes No
	(b)**	Deposition/oral statements recorded from all the Defence witness(es), if any (Details may be given w.r.t. each witness(es) with proper folio number and Folder, if necessary, in a separate sheet)	
24**		Statement of defence submitted by the CO during the inquiry proceedings under rule 9(19) of RS(D&A) Rules :	
25	(a)	Whether general examination of the CO is done (Tick the correct option):	Yes No
	(b)**	If yes, folio/folder at which general examination of CO is placed:	
	(c)**	If no, the reasons therefor may be indicated:	

(Contd... 4/-)

26**		Description of all the Relied Upon Documents (RUD) mentioned in the Annexure-III of the chargesheet. (Details of the same in respect of each document may be given with proper folio number and Folder, if necessary, in a separate sheet):	
27	(a)**	Written brief, if any, submitted by the Presenting Officer:	
	(b)**	Records of supply of PO brief to the CO:	
28**		Written brief, if any, submitted by the CO under rule 9(22) of RS(D&A) Rules :	
29	(a)	Whether CO has submitted any representation regarding biasness of the IO (Tick the correct option):	Yes No
	(b)**	If yes, representation of the CO regarding biasness of the IO:	
	(c)**	Competent Authority's letter/order vide which the CO's representation regarding biasness of the IO has been disposed of:	
30	(a)**	Inquiry Report :	
	(b)**	Records of supply of the inquiry report to the CO:	
31	(a)	Is there any disagreement of the DA with the inquiry report (Tick the correct option):	Yes No
	(b)**	If yes, reasons of disagreement of the DA with the findings of the IO:	
	(c)**	Records of communication of the reasons for disagreement to the CO alongwith the inquiry report :	
32	(a)	Whether the CO has submitted representation against the inquiry report/Disagreement memorandum (Tick the correct option):	Yes No
	(b)**	If yes, the CO's representation against the inquiry report/disagreement memorandum:	
33**		Parawise comments of the DA, on the CO's representation against the inquiry report/disagreement memorandum :	
34**		Findings and recommendations of the DA for imposing cut in pension on the CO:	
35**		Views of CPO and PHOD on the DA's recommendation:	

****Folio number and folder number should be indicated.**

(B) For Appeal/Revision petition/Petition/Review petition to the Board/President:

(Where the order of penalty has been passed by a subordinate authority and an appeal/revision petition/petition/review petition lies to the Board/President)

1	(a)**	Final order passed by the DA together with a note, if any, containing the conclusion arrived at by him in respect of each charge:	
	(b)**	Proof of delivery of the DA's order:	
2	(a)**	Appeal submitted by the CO:	

(contd...5/-)

	(b)	Whether appeal lies to Board/President (Tick the correct option):	Yes No
	(c)**	If yes, parawise comments of the DA on the appeal at 2(a) above :	
	(d)**	If no, order passed by the Appellate Authority:	
	(e)**	Proof of delivery of the AA's order:	
3	(a)	Whether Revising Authority has conducted suo moto revision in this case (Tick the correct option):	Yes No
	(b)**	If yes, show cause memorandum issued to the CO:	
	(c)**	CO's reply to the show cause memorandum:	
	(d)**	Order passed by the Revising Authority:	
	(e)**	Proof of delivery of RA's order:	
4	(a)**	Revision petition, if submitted by the CO:	
	(b)	Whether revision petition lies to the Board (Tick the correct option):	Yes No
	(c)**	If yes, parawise comments of the AA on the revision petition at 3(a) above (only in cases where the revision lies to Railway Board) :	
	(d)**	If no, order passed by the Revising Authority:	
	(e)**	Proof of delivery of RA's order:	
5	(a)**	Appeal submitted by the CO against the enhanced penalty imposed on him by RA :	
	(b)	Whether appeal against the enhanced penalty lies to the Board/President (Tick the correct option):	Yes No
	(c)**	If yes, parawise comments of the RA on the appeal at 4(a) above against the enhanced penalty (only in cases where such appeal lies to the Railway Board) :	
	(d)**	If no, order of such Appellate Authority :	
6	(a)**	Petition submitted by the CO to the President under Rule 31 of RS(D&A) Rules, 1968:	
	(b)**	Parawise comments on the petition at 6(a) above:	
	(c)**	Recommendations of the Prescribed Authority for Presidential consideration of the petition at 6(a) above :	
7	(a)**	Review petition submitted by the CO to the President under Rule 25-A of RS(D&A) Rules :	
	(b)**	Comments of the Railway as whether any new facts/evidence fulfilling the requirement of rule 25-A has been brought out by the CO in the review petition:	
	(c)**	Parawise comments on the review petition at 7(a) above:	

****Folio number and folder number should be indicated.**

(C) INFORMATION REGARDING COURT CASES AND CO-ACCUSED(ES)

1	(a)	Whether there is any court case filed by the CO (Tick the correct option):	Yes No
	(b)**	If yes, orders (including interim orders) passed by the Hon'ble Court, if any	

(Contd. - 6/-)

	(c)	Whether there is any time limit fixed by the Hon'ble Court for finalisation of the disciplinary proceedings (Tick the correct option):	Yes No
	(d)	If yes, what is the target date for passing final orders:	
	(e)	Whether any Misc. application for seeking extension of time has been filed by the Railway before the Hon'ble Court (Tick the correct option):	Yes No
	(f)**	Copy of Misc. application so filed and present position/any orders passed by Court thereon:	
	(g)	Whether any contempt petition has been filed by the CO (Tick the correct option):	Yes No
	(h)**	If yes, outcome/present position of the contempt petition alongwith its copy:	
2	(a)	Whether any other official(s) is also involved in this case (Tick the correct option):	Yes No
	(b)**	If yes, list of co-accused(es) alongwith outcome/present position of the disciplinary action initiated against them:	

****Folio number and folder number should be indicated.**

**(D) FOR DISCIPLINARY CASES WHERE ACTION HAS BEEN INITIATED UNDER
RULE 14(i) OF RS(D&A) RULES, 1968 OR PROPOSED TO BE INITIATED ON
ACCOUNT OF CONVICTION OF CO**

1**		Copy of the judgment passed by Hon'ble Court vide which CO was convicted:	
2	(a)	Whether this is a CBI case (Tick one option) :	Yes No
	(b)**	If yes, CBI Investigation Report (together with depositions recorded, if any):	
	(c)**	A copy of FIR:	
3	(a)	Whether this is a vigilance case (Tick one option):	Yes No
	(b)**	If yes, Vigilance Investigation Report (together with depositions recorded, if any) :	
4		Whether action under rule 14 (i) of RS(D&A) Rules, 1968 has already been initiated (Tick one option):	Yes No
5**		If yes, show cause notice issued to the CO:	
6**		Reply of the CO to the aforesaid show cause notice:	
7**		Parawise comments on factual or procedural points raised by the CO in his reply:	
8		Whether any appeal has been filed by the CO against his conviction (Tick one option):	Yes No
9**		If yes, outcome/present position of the appeal alongwith copy of orders passed therein:	

****Folio number and folder number should be indicated.**

(Contd... 7/-)

**(E) FOR INITIATION OF DISCIPLINARY PROCEEDINGS UNDER
RULE 9 OF RAILWAY SERVICES (PENSION) RULES, 1993**

1**		Copy of the preliminary explanation called for from the CO, if any:	
2	(a)**	Self contained note/comments of the Administrative authority on the reply of the CO:	
	(b)**	Preliminary investigation report, if any:	
3**		Draft charge sheet containing Article(s) of charge in clear and definite terms alongwith statement of imputations of charges, list of relied upon documents and List of witnesses:	
4		Date/period of misconduct:	
5		The date on which the 4 years time limit for initiation of disciplinary proceedings will expire:	
6**		All the relied upon documents in original or as duly authenticated copy which should be duly page numbered and indexed (2 sets):	
7	(a)	Whether the case involves vigilance/CVC/CBI:	Yes No
	(b)**	If Yes, Vigilance investigation report/CVC's 1st stage advice/CBI's report:	
8**		Action taken against co-accused, if any:	
9**		Extracts of relevant rules, codes, manuals, acts, judgments etc.	

****Folio number and folder number should be indicated.**

I have checked the information given in the check list and ensured that the disciplinary case files in original is being sent and have ensured that folio numbers mentioned in the checklist is complete in all respects.

Signature*:
Name in Block letters of the
Officer signing this Statement:
Designation:
Telephone No.:
Date:

* To be signed by a Group 'A' Officer of the Personnel Department of the Railway Headquarters.