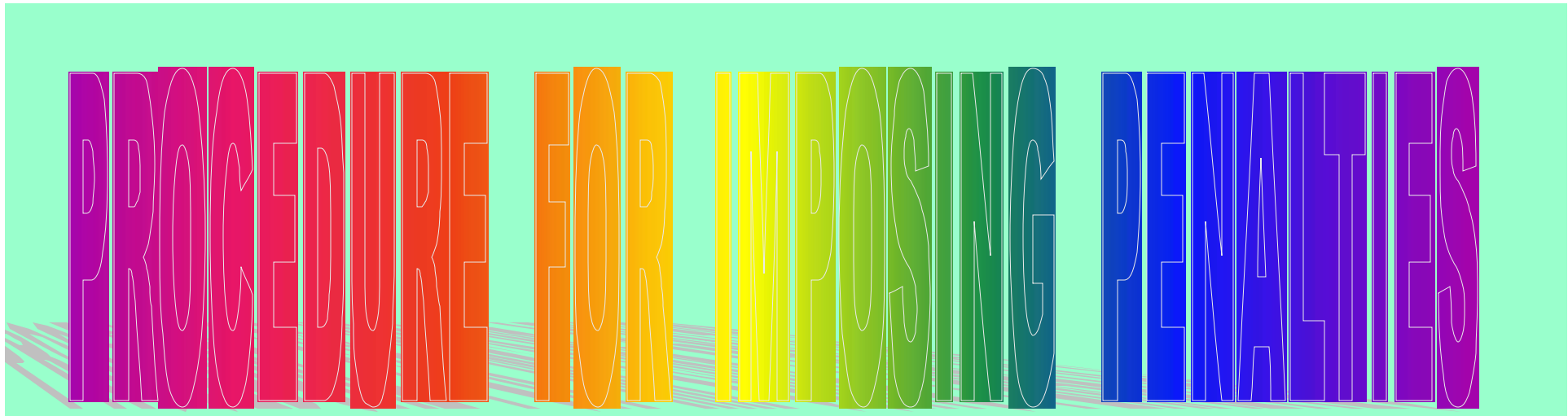


**MEMORANDUM**

**TO**

**THE SESSION ON**

**PROCEDURE FOR IMPOSING PENALTIES**



# *INTRODUCTORY*

## *PENALTIES: -*

*(A) MINOR*

*(B) MAJOR*

# MINOR PENALTIES

- I) CENSURE
- II) WITHHOLDING OF PROMOTION
- (III) RECOVERY FROM HIS PAY  
PECUNIARY LOSS CAUSED BY THE  
GOVERNMENT SERVANT TO THE  
GOVERNMENT BY NEGLIGENCE OR  
BREACH OF ORDERS.

## CONTD.

- (IV) REDUCTION TO A LOWER STAGE IN THE TIME SCALE OF PAY FOR A PERIOD NOT EXCEEDING THREE YEARS WITHOUT CUMULATIVE EFFECT AND NOT ADVERSELY AFFECTING HIS PENSION.
- (V) WITHHOLDING OF INCREMENTS OF PAY

# *MAJOR PENALTIES*

- I) REDUCTION TO A LOWER STAGE IN THE TIME SCALE OF PAY, FOR SPECIFIED PERIOD WITH FURTHER DIRECTIONS AS TO WHETHER OR NOT THE GOVERNMENT SERVANT WILL EARN INCREMENTS OF PAY DURING THE PERIOD OF SUCH REDUCTION AND WHETHER ON EXPIRY OF SUCH PERIOD THE REDUCTION WILL OR WILL NOT HAVE THE EFFECT POSTPONING THE FUTURE INCREMENTS OF HIS PAY

## CONTD.

- (II) REDUCTION TO A LOWER TIME SCALE OF PAY GRADE, POST OR SERVICE WHICH SHALL ORDINARILY BE A BAR TO THE PROMOTION OF THE GOVERNMENT SERVANT TO THE TIME SCALE OF PAY, GRADE POST OR SERVICE FROM WHICH HE WAS REDUCED WITH OR WITHOUT FURTHER DIRECTIONS REGARDING CONDITION OF THE GRADE OR POST OR SERVICE FROM WHICH THE GOVERNMENT SERVANT WAS REDUCED AND HIS SENIORITY AND HIS SCALE OF PAY ON SUCH RESTORATION TO THE GRADE, POST OR SERVICE.

# CONTD.

- (III) COMPULSORY RETIREMENT.
- (IV) REMOVAL FROM SERVICE.
- (V) DISMISSAL FROM SERVICE.

- AUTHORITY COMPETENT TO IMPOSE PENALTY/ INSTITUTE DISCIPLINARY PROCEEDING.
- INSTITUTION OF FORMAL PROCEEDING



- **PROCEDURE FOR IMPOSING MAJOR PENALTY**
- (I) THE SUBSTANCE OF IMPUTATION OF MISCONDUCT OR MISBEHAVIOUR INTO **DEFINITE DISTINCT ARTICLE OF CHARGE (S)**
- (II) A STATEMENT OF IMPUTATION OF MISCONDUCT OR MISBEHAVIOUR IN SUPPORT OF EACH ARTICLE OF CHARGE WHICH SHALL CONTAIN :-

# CONTD.

- (A) A STATEMENT OF ALL RELEVANT FACTS INCLUDING ANY ADMISSION OR CONFESSION MADE BY S.P.S  
. AND
- (B) A LIST OF DOCUMENTS BY WHICH, AND A LIST OF WITNESSES BY WHOM, THE ARTICLES OF CHARGE ARE PROPOSED TO BE SUBSTANTIATED.

- **ARTICLE OF CHARGE**
- **STATEMENT OF IMPUTATION**
- **LIST OF WITNESSES**
- **LIST OF DOCUMENTS**
- **DELIVERY OF ARTICLE OF CHARGE**

- WRITTEN STATEMENT OF DEFENCE
- ACTION ON RECEIPT OF WRITTEN STATEMENT OF DEFENCE.
- ORAL ENQUIRY
- ACTION ON RECEIPT OF THE INQUIRY OFFICER'S REPORT

**ANY QUESTION ?**

**THANK YOU VERY MUCH**

**SHRAVAN KUMAR**  
**Dy.SP (TRG.)**