



Role of PRESENTING OFFICER

CBI ACADEMY, GHAZIABAD

- i. On receipt of the appointment letter by the P.O., if the Article of charge, Statement of imputation of misconduct, list of witnesses, list of documents and the statement of Defence are not received by him to write to the Disciplinary authority for furnishing the same.
- ii. To pursue the documents and statement of witnesses recorded during investigation/ preliminary inquiry and discuss the case with the I.O.
- iii. If not date is fixed within 10 days of the appointment of the E.O., the P.O. to request the E.O. to fix up a date of Preliminary Hearing.

- iv. On the date of Preliminary Hearing, the P.O. is not required to play a major role except getting the date of regular hearing fixed at a sufficient interval. With a view to expediting the proceedings, he should get the copies of the pre-recorded statement of the witnesses and furnish to the C.O., on this date itself under acknowledgement.
- v. To get the listed documents inspected and to furnish copy of the prerecorded statement to the C.O. and obtain a certificate regarding these from the C.O. and forwarded the same to the E.O.

- vi. To arrange the additional documents allowed by the E.O. and get the same inspected by the C.O. and/or his Defence Asstt. Within the time stipulated by the E.O.
- vii. To obtain the summons for the witness duly signed by the Inquiry Officer and get the same served on the witness and to ensure their presence on the date fixed, before the Inquiry Officer.
- viii. To produce/introduce documentary evidence on behalf of the Disciplinary Authority through the concerned witnesses conducting Examination-in-Chief of the said witness before the E.O. on the date fixed.

- ix. To cross examine the Defence Witness as also the C.O., if he appears as a defence witness.
- x. In some cases the list of additional documents is submitted by the C.O. after the case on behalf of the Disciplinary Authority is closed. This is irregular and against the rules. Hence P.O. to object it.
- xi. During Cross-examination of the P.Ws/S.Ws., PO to ensure that no unnecessary or embarrassing question is put at the PWs/SWs by the C.O. or his D.A. If such a question is put, to object it.

- xii. On conclusion of the evidence of both the sides to submit the written brief/written argument. First the P.O. submits the written brief on the basis of the evidence produced during Regular Hearing before the Inquiry Officer.
- xiii. While preparing the written brief he should take the assistance of the I.O.. This will facilitate proper appreciation of the evidence.
- xiv. To pursue the matter with the E.O. for early submission of the Inquiry Report after the oral inquiry is completed.