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**Confidential**  
**Most Urgent**

No. IPH-Vig-Complaint Misc. (SZ)/2016- 1225-47  
Himachal Pradesh  
Irrig & P.H. Department

From:-

Engineer-in-Chief,  
IPH Department,  
Shimla-1

To

Engineer-in-Chief (Project)  
IPH department Fetehpur  
Distt. Kangra. H.P.

All the Chief Engineers  
in I&PH Department

All the Superintending Engineers  
in I&PH Department.

Dated Shimla-1 <sup>Nov</sup> 02<sup>th</sup> ~~October~~ 2018

Subject:- Regarding Enquiry of the complaint cases.

During the scrutiny of the fact finding enquiry reports in various complaint cases being received in this office it is observed that the field offices are appointing Inquiry officers who are junior in rank to the officers against whom complaint is to be inquired into.


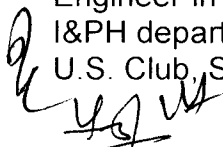
The instructions have already been issued regarding dealing with the complaints which have been circulated vide this office letter No. 549-649 dated 21.6.2003 & letter No. 134-55 dated 24.5.2014. In order to further streamline the appointing of Inquiry officers in these cases, it is decided that enquiry in respect of officers/ officials of different categories of the department is to be conducted by the following officers:-

1. Complaints against of all work Charged staff ( Class-III & IV) and regular Class- IV employees the enquiry is to be conducted by the Assistant Engineer (Design).
2. Complaints against ministerial staff from Clerk to Supdt. Gr.II / Drawing staff, JDM to CHD, Surveyor, Junior Engineers, Drivers, Law officers etc. by the Executive Engineer (Design).

3. Complaints against all Gazetted officers i.e. Assistant Engineer, Executive Engineer, Supdt. Gr.-I, Vigilance officers, Registrar, Planning Officers etc. of the department, the enquiry is to be entrusted to the Superintending Engineer (Design) of the department.

The above instructions may please be brought to the notice of all concerned offices under your control for strict compliance.

The copy of the above letter may also be seen in the Departmental website also

  
Engineer-in-Chief,  
I&PH department  
U.S. Club, Shimla-1  
  
7/11/18

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**Confidential**  
**Most Urgent**

No. IPH-Vig-Complaint Misc. (SZ)/2016- 2154-75  
Himachal Pradesh  
Irrig & P.H. Department

From:-

Engineer-in-Chief,  
IPH Department,  
Shimla-1

To

The Engineer-in-Chief (Project)  
IPH department Fetehpur  
Distt. Kangra. H.P.

All the Chief Engineers  
in I&PH Department

All the Superintending Engineers  
in I&PH Department.

Dated Shimla-1 20<sup>th</sup> December, 2018

Subject:- Regarding Enquiry in the complaint cases.

It has been noticed by the undersigned that the fact finding inquiry reports in so many cases are lying pending either with the inquiry officers level or circle level/zonal level due to which the position of the department becomes awkward at the Govt. level as well as before the Vigilance department. The reminders are being received in this office from higher authorities requesting therein to submit detailed fact finding inquiry reports and the field offices are also being requested to submit their inquiry reports at the earliest but no information is being submitted by the field offices/ Inquiry officers in this regards to this office and in some cases, if the inquiry reports is submitted that ~~is~~ too incomplete. Since conducting of departmental inquiries is a quasi Judicial process wherein conducting of preliminary inquiry in complaint cases is a pre-requisite condition.

Therefore, in view of above it is felt necessary to fix time schedule for conducting the preliminary inquiry in the complaint cases as has been fixed in Chapter 17.15 now Chapter 17.14 of Office Manual for Vigilance Cases and as per circular of this office letter dated 20.8.2003.

The guidelines to appoint Inquiry officers in the complaint cases in r/o officers/ officials belonging to different categories have been laid down vide this office letter No. IPH-Vig-Complaint Misc. (SZ)/2016-


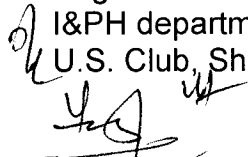
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1225-47 dated 2.11.18. In order to avoid unnecessary delay in submission of the fact finding inquiry reports in these cases to higher offices, the following time schedule for conducting preliminary inquiry has been set up :-

Sr. No.	Various Process during the inquiry	Time Fixed
(1)	(2)	(3)
1	Appointment of Inquiry officer from the date of receipt of complaint.	3 days
2.	Preparation of the questionnaires to be asked from the officers/officials under complaint as well as from the complainant.	2 days
3.	Serving of letter/ summons to the officer/official against whom the complaint has been made along with the complainant and other concerned officers/officials including witness if any.	3 days
4.	Conducting of inquiry & verification of relevant documents /Record.	15 days
5.	Completion of inquiry	6 days
6.	Submission of Inquiry report along with all supporting documents (in original/attested ones) by the Inquiry officer duly commented upon to his next higher authority	2 days
7.	Submission of Fact finding enquiry report from circle office to Zonal office (if applicable ) duly commented upon	7 days
8.	Submission of Fact finding enquiry report from Zonal office to higher office /concerned quarter (if applicable ) duly commented upon with in three day.	7 days
	<b>Total time</b>	<b>45 days</b>

The total time period for conducting preliminary enquiry in these cases has been prescribed 45 days. It is requested to ensure the compliance of above time schedule to conduct and complete the inquiry at various stages and fact finding inquiry reports be submitted to next higher offices within stipulated period failing which the concerned office/Circle /Zonal office shall wholly be responsible for the delay.

The above instructions may please be brought to the notice of all concerned offices under your control for strict compliance. The copy of the above letter may also be seen in the Departmental website also.

  
Engineer-in-Chief,  
I&PH department  
U.S. Club, Shimla-1  
  
19/12/18