

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED**

**VIGILANCE CELL,  
144, ANNA SALAI,  
CHENNAI-2.**

**Memo. (Per).No.8922/B10/B101/2021-1, dt.06.09.2021.**

**Sub:** TANGEDCO – Vigilance Cell – Enquiry report on Vigilance Cell Petitions – Finalization of Disciplinary Proceeding action suggested by the Vigilance Cell on the substantiated allegations – Abnormal delay to finalise by the Authorities – Instructions - Reiterated.

**Ref:** 1. Memo.(Per)No.68860/A23/A232/99-1,dt.1.2.2000.  
2. Memo.No.29807/B11/B112/2012-1, dt.04.12.2012.  
3. Circular Memo.No.20194/B11/B112/2015-1,  
dt.26.10.2015.

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In Circular Memo. third cited (copy enclosed) among others the following instructions have been issued:-

- i. Reports/interim replies on the petitions sent for necessary action need not be sent to Vigilance Cell unless the Vigilance Cell call for the report.
- ii. Enquiry report on the Vigilance Cell petitions should be sent within two months from the Vigilance Cell.
- iii. In cases which require detailed enquiries, on Disciplinary Proceeding cases, perusal of Voluminous records etc., the enquiry should be completed within 3 months and final orders should be issued within 6 months as instructed in the reference first cited.

2. For the Disciplinary Proceeding action suggested on the substantiated allegations, the instruction issue to role of Supervision of Officer in Disciplinary Proceeding cases vide reference first cited (copy enclosed) to watch the progress of Disciplinary Proceeding initiating/ Finalizing against the Delinquent employees of Board.

3. As ordered by the Director General of Police/Vigilance, the long pending files have been reviewed and found that there are abnormal delay in submission of enquiry report on Vigilance Cell petitions, finalization of the Disciplinary Proceeding suggested by the Vigilance Cell on the substantiated allegations by the Competent Authority inspite of repeated instructions and reminder letters/D.O. reminder letters issued in this regard. Further transfer suggested cases, transfer order not intimated to the Vigilance Cell. Many report are pending years together with head of Circle/Region/Branch which is not in order and highly displeasure.

P.t.o

4. Hence, all the Chief Engineers/SuperIntending Engineers and other Competent Authority are directed to adhere to the following Instructions:-

**Petition Enquiry and Report:**

- I. Enquiry report on the Vigilance Cell petitions should be sent within two months to the Vigilance Cell as instructed in the Circular reference in third cited with clear findings.
- II. On enquiry the petition, if the allegation proved, Service particulars on delinquent officers including punishment awarded if any be sent along with the Enquiry Report.

**Proved/Action Suggested:**

- I. Report on the action suggested by the Vigilance Cell on the substantiated allegation for initiation minor/major Disciplinary Proceeding should be sent within the time schedule as per the orders issued vide reference first cited (Copy enclosed) for effective function in Disciplinary Proceeding cases by the Supervision of officers.
- II. Further bribe case is proved on Vigilance Enquiry and suggested to initiate Disciplinary Proceeding action on delinquent officer but the Disciplinary Proceeding has been dropped by the Competent Authority. In such cases detailed report along with justification for dropping the Disciplinary Proceeding by the competent authority be sent to Director General of Police/Vigilance/TANGEDCO. The dropping on the such bribe cases the final order Memo. Should be in speaking order. Such files will be re-examined by the Director General of Police/Vigilance, if found any violation on finalising the Disciplinary Proceeding, responsibility will be fixed on the authority concerned.
- III. The Competent Authority should be finalise the Disciplinary Proceeding's as per Standing Order/Conduct Regulation without any negligence.
- IV. For the proved allegation, if the transfer suggested, the transfer orders should be issued as directed by the Director General of Police's to the Delinquent Officer within 10 working days and copy should be sent to the Vigilance Cell immediately.
- V. In each and every process of Disciplinary Proceeding, Copy of the correspondences should be marked (or) mailed to Vigilance Cell mentioning the vigilance reference.

**NO OBJECTION CERTIFICATE:**

Voluntary Retirement (or) Resignation (or) Visit to Foreign Country (or) Deputation to other Department, the NOC should be obtained from Vigilance Cell is mandatory. In such cases, service particulars for the last 10 years including GPF/CPS Account No. be sent to Vigilance Cell for obtaining NOC Clearance well in advance.

5. All the Chief Engineers/Superintending Engineers and other officers are also informed that the above instructions should be followed scrupulously and all the authorities should watch the disposal of petitions received from Vigilance Cell and disposal of Disciplinary Proceeding/Transfer suggested on the substantiated allegations by the Vigilance Cell, as prescribed in the time bound programme prescribed above, failing which responsibility will be fixed on the authority concerned.

6. Receipt of the memo. shall be acknowledged.

**B.K.RAVI**

**DIRECTOR GENERAL OF POLICE/VIGILANCE**

**To:**

All Chief Engineers/Superintending Engineers (w.e)  
All Branches at Headquarters (w.e)  
The Deputy Secretary/Vigilance, (w.e)  
All Vigilance Officers, (w.e)  
The Under Secretary/Vigilance-I, II, III & DV&AC (w.e)  
All Sections/Vigilance Cell, (w.e)  
Instruction Register. (w.e)

**TRUE COPY//FORWARDED//BY ORDER**

*Vidya Kumar*  
4/9/21  
**SECTION OFFICER**

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.

Vigilance Cell,  
144, Anna Salai,  
Chennai-2.

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Circular Memo.No.20194/B11/B112/2015-1 Dated 26.10.2015

Sub: TANGEDCO – Vigilance Cell – Submission of enquiry report and action taken reports by the Chief Engineers/ Superintending Engineers – Time Schedule – Instructions – Reiterated – Issued.

Ref: 1. Memo (Per) 68860/A23/A232/99-1 dt.01.02.2000.  
2. Memo.No.29807/B11/B112/2012-1 dt.04.12.12.

In Secretariat Branch Memo first cited, instructions regarding disposal of D.P.cases as prescribed in time bound programme were reiterated. It is observed that most of the D.P.cases suggested by Vigilance Cell, are not being finalised within the prescribed period as ordered therein and they are pending for years together inspite of repeated reminders/D.O.reminders sent by Vigilance Cell.

2. Further in Vigilance Cell Memo 2<sup>nd</sup> cited, it has been instructed to take necessary appropriate action on the petitions containing minor/vague allegations, allegations on effecting Service Connection matters, etc., which are sent to the concerned Chief Engineers and Superintending Engineers for taking necessary appropriate action and for disposal at their end unless the Vigilance Cell call for the report. Of late, it has come to notice in Vigilance Cell, that the reports and interim replies on those petitions by the Chief Engineers/Superintending Engineers are being sent without call for from Vigilance Cell.

3. On review and scrutiny of pending cases in Vigilance Cell, it has been decided to fix time schedule to the Chief Engineers/Superintending Engineers for sending enquiry reports/action taken reports to Vigilance Cell in future.

The following instructions are issued in respect of sending enquiry reports:-

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- (i) Reports/interim replies on the petitions sent for necessary action need not be sent to Vigilance Cell unless the Vigilance Cell call for the report.
  - (ii) Enquiry report on the Vigilance Cell petitions should be sent within two months from the date of receipt from Vigilance Cell.
  - (iii) In cases which require detailed enquiries, on D.P.cases, perusal of Voluminous records etc., the enquiry should be completed within 3 months and final orders should be issued within 6 months as instructed in the reference first cited.

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4. All the Chief Engineers/Superintending Engineers are therefore requested to follow the instructions in Para 3 above and dispose the D.P.cases in time bound programme as already prescribed vide Memo dt.01.02.2000 (Flow Chart copy closed).

R.SEKAR  
DIRECTOR GENERAL OF POLICE/VIGILANCE.

To  
All Chief Engineers/Superintending Engineers.  
Copy to:  
All Vigilance Officers.  
All Under Secretary/Vigilance I, II & III.  
All Sections/Vigilance Cell.  
Instructions Register.

TRUE COPY //FORWARDED//BY ORDER

N. Pravin  
29/10/15  
SECTION OFFICER.

Sub : DISCIPLINARY PROCEEDINGS - Prevention of corruption - Role of supervision of Officers - Effective function in D.P. cases - Instructions - so far issued - Reiterated.

- Ref : 1) B.P. Ma.No.1485, dt.5.10.78.  
2) B.P.Ma.(Ch)No.142,(Secretariat Branch) dt.13.4.87.  
3) Board's Memo.No.7045/O&M Cell/99-1, dt.20.2.89.  
4) Board's Memo.(Par.)No.88785/O&M,1(4)/99-1, dt.30.1.99.

Of late, it has been brought to the notice of the Board, that in spite of repeated instructions issued in regard to the Disciplinary Proceeding cases, the instructions have not been scrupulously followed by the Officers of the Board. Disciplinary Proceedings cases are being initiated against the Board employees for various acts of commissions and omissions. The disciplinary authority should understand that the punishment awarded against the employees should be such that it deters the employees concerned from repetition of such misconduct and also as a warning to similar minded employees. The punishments awarded must not only aim at reforming the individual but also aim at public interest which is more important. The disciplinary authorities are expected to maintain discipline, integrity and honesty in the service of the Board by properly dealing with the Disciplinary Proceeding cases. They should not feel hesitant to impose penalty of dismissal or removal, where it is warranted. There should not be any misplaced sympathy with the delinquent concern that the family of the delinquent will be put into hardship etc. The disciplinary authorities are expected to do their duties without any fear or favour.

2. A flow chart to watch the progress of Disciplinary Proceedings taken against the employees of the Board was prescribed in the Annexure to B.P. Ma.(Ch)No.142, (SB) dt.13.4.87. In spite of the time bound programme issued, the disciplinary authorities have not followed the above instructions strictly. Therefore the following instructions were issued in the reference third cited:-

- i. The choice of the rule under which the Disciplinary Proceedings should be initiated is very important and the Disciplinary Authorities should take decision regarding the rule under which disciplinary action is to be initiated with due regard to the nature of lapses committed. If, for any valid reason, any disciplinary authority is not able to adhere to the time limits, he should obtain the specific Orders of the next higher authority for grant of extension of time explaining the circumstances under which it is not possible to process the case within the time-limits prescribed.
- ii. In cases where the delay occurs is due to non-co-operation on the part of the accused Officers, it is not necessary to wait indefinitely either for their explanation or for their appearance before the Enquiry Officers. Three reminders may be served on the accused Officers to submit their explanations and wherever the explanations are not received, in spite of these reminders without valid reasons, the disciplinary authorities can proceed on the assumption that the accused Officers have no explanation to offer. Similarly, where the accused Officers are required to appear before the Enquiry Officers and where they fail to do so without valid reasons, even after serving three reminders on them, the Enquiry Officers may proceed to conduct ex parte enquiries, in accordance with rules and procedures and submit their reports.

As the above instructions were also not followed by the Disciplinary Authorities, the following further instructions were issued in the reference 4th cited:-

"The Chief Engineers/Superintending Engineers are requested to adhere to the instructions issued earlier strictly. If any delay or dereliction of duty in finalising the Disciplinary Proceeding cases within the time limit prescribed is found, necessary Disciplinary Proceedings may also be initiated against the delinquent official for his non-co-operation. In cases, where there is a provision of writing annual Confidential Report on the delinquent official, such remarks may be incorporated in the Annual Confidential Report of the delinquent official, after taking note of all aspects and genuine difficulties".

The main object behind reiterating the earlier instructions is to avoid unnecessary and unwarranted delay in processing the Disciplinary Cases. At the same time, it should be clearly remembered that while processing the disciplinary cases, the usual Departmental Procedures and formalities contemplated in the relevant rules should be followed without fail. Deliberate and Arbitrary attempt to delay in enquiring the cases on the part of the Enquiry Officer or finalising the cases on the part of the disciplinary authority, as the case may be, without any valid and solid reasons, shall be treated as abetment to shield the delinquent officials in connivance with them and severe Disciplinary Action will be taken against such Officers concerned.

4. All the Chief Engineers/ Officers of the Board are informed that the above instructions should be followed scrupulously and all the disciplinary authorities should watch the disposal of the Disciplinary Proceedings as prescribed in the time bound programme already prescribed. (Copy enclosed).

5. The receipt of this Memorandum should be acknowledged.

(By Order of the Chairman)

G. Gnanasivam,  
Secretary.

**FLOW CHART TO WATCH DISCIPLINARY CASES**

Sl. No.	ACTIVITIES	Officials governed by Discipline and Appeal Regulations				Officials governed by Standing Orders			
		DVAC and Vigilance Cell		Departmental		DVAC & Vtg. Cell		Departmental	
		Minor penalty	Major penalty	Minor penalty	Major penalty	Minor penalty	Major penalty	Minor penalty	Major penalty
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		
		(Days)	(Days)	(Days)	(Days)	(Days)	(Days)		
1.	To issue memo calling for preliminary explanation.	—	—	5	10	—	5		
2.	Permission and time (including extension of time) granted to the official for perusing records and or submitting explanation.	—	—	10	10	—	10		
3.	Examination of the case and issue of charge memo.	30	30	—	10	30	10		
4.	Permission including extension granted to the official for perusing the records and or submitting reply.	30	30	—	30	30	15		
5.	Examination of the explanation or reply and appointment of Enquiry Officers.	—	30	—	30	30	30		
6.	Issue of enquiry summons and conducting enquiries.	—	40	—	40	50	30		
7.	Personal hearing to be given by the disciplinary authority if the official desired the same.	—	10	—	10	10	10		
8.	Submission of findings of the Enquiry Officer.	—	10	—	10	10	10		
9.	Examination of the explanation of the official and issue of final orders.	30	—	30	—	—	—		
10.	Examination of the enquiry report of the Enquiry Officer and issue of final orders.	—	30	—	30	40	40		
<b>Total</b>		<b>90</b>	<b>180</b>	<b>45</b>	<b>180</b>	<b>180</b>	<b>160</b>		