

Government of Jammu & Kashmir
Directorate of Rural Development Kashmir

Subject: - Conduct of enquiries – Regarding:

CIRCULAR

A number of enquiries are being conducted in the Department from time to time for which either Enquiry Officers or Enquiry Committees are designated. However, it has been observed that the Enquiry Officers / Committees do not follow the standard procedure while preparing the enquiry reports. Consequently, the required decisions in such matters get delayed due to lack of clarity in the enquiry reports.

A proper procedure of conducting enquiry and preparation of enquiry reports has been laid down in "Book of Enquiries". For guidance of Divisional Vigilance Officer/ District Vigilance Officers / Enquiry Officers / Enquiry Committees of this Department, the essential components of enquiry report are elaborated as under:-

1. Matter of enquiry.

- a. Allegation & its nature
- b. Details of complainant with complete address
- c. Purpose of complaint

2. Order of enquiry.

- a. Enquiry Officer / enquiry committee with reference

3. Proceedings of enquiry .

- a. Notices to parties.
- b. Recording of statements of parties.
- c. Examination of records & findings thereof.
- d. Physical inspection of works & findings thereof (wherever required)

4. Conclusion and recommendations of Enquiry Officer/ Enquiry Committee .

Therefore, in view of above and in order to enable quick disposal of cases by Competent Authority, the Enquiry Officers / Committee shall adopt the standard procedure envisaged under Book of Enquiries, the gist of which has been elaborated above and submit enquiry reports to this office for prompt disposal of complaints / cases. Any dereliction in the matter shall invite disciplinary action against the defaulters.

Imam Din (JKAS)

Director

Rural Development Department
Kashmir

DRDK/E-Complt/6526-58

Dated : 10/05/2022

Copy to the :-

1. Commissioner Secretary to Government, Department of RD&PR J&K for favour of information.
2. Joint Director (Adm) Divisional Vigilance Officer, DRDK for information.
3. All District Vigilance Officers (ACDs) for information and compliance.
4. All ACPs/DPOs for information and compliance.
5. I/C Website DRDK.