

गुरु घासीदास विश्वविद्यालय, बिलासपुर(छ.ग.)

केंद्रीय विश्वविद्यालय अधिनियम 2009 के अंतर्गत स्थापित विश्वविद्यालय
कोनी, बिलासपुर – 495009 (छ.ग.)

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GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

A Central University established by the Central Universities Act, 2009
Koni, Bilaspur-495009 (C.G.)

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No.3310 /Rec/Admn/2021

Advertisement

Bilaspur, date: 24-08-2021

(Under Rolling Application System)

Applications in the prescribed format are invited, under rolling advertisement system, for the following posts:-

1. Professor, 2. Associate Professor, 3. Assistant Professor – in various disciplines in the University.

01.Duly filled-in applications, in the prescribed format should reach to the Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (CG) throughout the duration of the advertisement by **registered/Speed post only**. However, the applicants residing abroad (not residing in India) may send their applications, through E-mail at registrar@ggu.ac.in

02. Candidate must enclose a non-refundable application fee of Rs. 500 (Exempted for SC/ST/PH candidates) in the form of Demand Draft drawn on any nationalized bank in favour of The Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur(C.G.) payable at Bilaspur(C.G.) or receipt of fee deposited, if deposited online through University portal.

03.Application form (Annexure-I), Vacant Positions (Annexure-II), Minimum Eligibility (Annexure-III) and General Instructions (Annexure-IV), List of Allied Subject (Annexure-V), API Proforma (Annexure-VI) may be downloaded from the university website www.ggu.ac.in.

04.Reservation and Relaxations will be given as per GOI/UGC Rules to all the persons belong to SC/ST/OBC/PH/EWS category.

05.The candidates who had applied earlier against the Advertisement No.105/Rec/Adm/2019 dated 03.06.2019 **need to apply again**, submitting a fresh application as per the positions & eligibility mentioned in the advertisement. Such candidates shall be exempted from the application fee however the details of earlier application and application fee earlier submitted have to be mentioned in the application form.

06.Various vacant positions under different categories (roster) may be changed if any, in the future as per the directions of the MHRD/UGC on the reservations in teacher's cadre posts (Roster positions)

07.Any change or amendment in this advertisement shall be displayed on the university website only, therefore the aspiring candidates are advised to visit University website regularly and remain updated.

REGISTRAR



GURU GHASIDAS VISHWAVIDYALAYA,
(A Central University established by the Central Universities Act, 2009 No.25 of 2009)
KONI, BILASPUR (C.G.)-495009, Tel.-07752-260017, Fax-07752-260154 web www.ggu.ac.in

S.No.3321 /Rec/Admn/2021

Bilaspur, Dated : 06-09-2021

Advertisement for filling up of various Statutory Non- Teaching Positions

Applications from eligible candidates in prescribed format are invited For appointment on Statutory Positions of Registrar (01 UR) (On 3 years term basis), Finance Officer (01 UR) (On 3 years term basis).

1. Duly filled in Applications should reach, to the Registrar, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, through Registered or Speed Post only, on or before **08-10-2021**
2. Candidate must enclose non-refundable application fee of Rs. 500 (Exempted for SC/ST/PH candidates) in the form of a Online fee payment available at University Website or Demand Draft drawn on any nationalized bank in favor of **The Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) payable at Bilaspur (C.G.).**
3. Reservation and Relaxations will be given as per GOI/UGC Rules to all the persons belong to SC/ST/OBC/PH/EWS category.
4. The University reserves the right to cancel the advertisement, not to fill any post and also to alter the nature and number of vacancies/appointments if the circumstances so warrant.
5. For details of minimum eligibility, general instructions and other information please visit the university website www.ggu.ac.in.
6. Any change or amendment in this advertisement shall be displayed on the University website only, therefore the aspiring candidates are advised to visit University website regularly and remain updated. **REGISTRAR**

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THE CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL AND APPEAL) RULES, 1965

In exercise of powers conferred by proviso to Article 309 and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General in relation to persons serving in Indian Audit and Accounts Department, the President hereby makes the following rules, namely:-

PART I —GENERAL

1. Short title and commencement—

(1) These Rules may be called the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

(2) They shall come in to force on the 1st December, 1965.

2. Interpretation

In these rules, unless the context otherwise requires, -

(a) "*appointing authority*", in relation to a Government servant, means -

- (i) the authority empowered to make appointments to the Service of which the Government servant is for the time being a member or to the grade of the Service in which the Government servant is for the time being included, or
- (ii) the authority empowered to make appointments to the post which the Government servant for the time being holds, or
- (iii) the authority which appointed the Government servant to such Service, grade or post, as the case may be, or
- (iv) where the Government servant having been a permanent member of any other Service or having substantively held any other permanent post, has been in continuous employment of the Government, the authority which appointed him to that Service or to any grade in that Service or to that post,

whichever authority is the highest authority;

(b) "*cadre authority*", in relation to a Service, has the same meaning as in the rules regulating that Service;

- (c) "*Central Civil Service and Central Civil post*" includes a civilian Service or civilian post, as the case may be, of the corresponding Group in the Defence Services;
- (d) "*Commission*" means the Union Public Service Commission;
- (e) "*Defence Services*" means services under the Government of India in the Ministry of Defence, paid out of the Defence Services Estimates, and not subject to the Army Act, 1950 (46 of 1950), the Navy Act, 1957 (62 of 1957) and the Air Force Act, 1950 (45 of 1950);
- (f) "*Department of the Government of India*" means any establishment or organization declared by the President by a notification in the Official Gazette to be a department of the Government of India;
- (g) "*disciplinary authority*" means the authority competent under these rules to impose on a Government servant any of the penalties specified in Rule 11;
- (h) "*Government servant*" means a person who -
- (i) is a member of a Service or holds a civil post under the Union, and includes any such person on foreign service or whose services are temporarily placed at the disposal of a State Government, or a local or other authority;
 - (ii) is a member of a Service or holds a civil post under a State Government and whose services are temporarily placed at the disposal of the Central Government;
 - (iii) is in the service of a local or other authority and whose services are temporarily placed at the disposal of the Central Government;
- (i) "*head of the department*" for the purpose of exercising the powers as appointing, disciplinary, appellate or reviewing authority, means the authority declared to be the head of the department under the Fundamental and Supplementary Rules or the Civil Service Regulations, as the case may be;
- (j) "*head of the office*" for the purpose of exercising the powers as appointing, disciplinary, appellate or reviewing authority, means the authority declared to be the head of the office under the General Financial Rules;
- (k) "*Schedule*" means the Schedule to these rules;
- (l) "*Secretary*" means the Secretary to the Government of India in any Ministry or Department, and includes-

- (i) a Special Secretary or an Additional Secretary,
- (ii) a Joint Secretary placed in independent charge of a Ministry or Department,
- (iii) in relation to the Cabinet Secretariat, the Secretary to the Cabinet,
- (iv) in relation to the President's Secretariat, the Secretary to the President, or as the case may be, the Military Secretary to the President,
- (v) in relation to Prime Minister's Secretariat, the Secretary to the Prime Minister, and
- (vi) in relation to the Planning Commission, the Secretary or the Additional Secretary to the Planning Commission;

(m) "Service" means a civil service of the Union.

3. Application

(1) These rules shall apply to every Government servant including every civilian Government servant in the Defence Services, but shall not apply to -

- (a) any railway servant, as defined in Rule 102 of Volume I of the Indian Railways Establishment Code,
- (b) any member of the All India Services,
- (c) any person in casual employment,
- (d) any person subject to discharge from service on less than one month's notice,
- (e) any person for whom special provision is made, in respect of matters covered by these rules, by or under any law for the time being in force or by or under any agreement entered into by or with the previous approval of the President before or after the commencement of these rules, in regard to matters covered by such special provisions.

(2) Notwithstanding anything contained in sub-rule (1), the President may by order exclude any Group of Government servants from the operation of all or any of these rules.

(3) Notwithstanding anything contained in sub-rule (1), or the Indian Railways Establishment Code, these rules shall apply to every Government servant temporarily transferred to a Service or post coming within Exception (a) or (e) in sub-rule (1), to whom, but for such transfer, these rules would apply.

(4) If any doubt arises, -

- (a) whether these rules or any of them apply to any person, or
- (b) whether any person to whom these rules apply belongs a particular Service, the matter shall be referred to the President, who shall decide the same.

PART II – CLASSIFICATION

4. Classification of Services

(1) The Civil Services of the Union shall be classified as follows :-

- (i) Central Civil Services, Group 'A';
- (ii) Central Civil Services, Group 'B';
- (iii) Central Civil Services, Group 'C';
- (iv) Central Civil Services, Group 'D'.

(2) If a Service consists of more than one grade, different grades of such Service may be included in different groups.

5. Constitution of Central Civil Services

The Central Civil Services, Group 'A', Group 'B', Group 'C' and Group 'D', shall consist of the Services and grades of Services specified in the Schedule.

6. Classification of Posts

Civil Posts under the Union other than those ordinarily held by persons to whom these rules do not apply, shall, by a general or special order of the President, be classified as follows :-

- (i) Central Civil Posts, Group 'A';
- (ii) Central Civil Posts, Group 'B';
- (iii) Central Civil Posts, Group 'C';
- (iv) Central Civil Posts, Group 'D'.

6-A

All references to Central Civil Services/Central Civil Posts, Class I, Class II, Class III and Class IV in all Rules, Orders, Schedules, Notifications, Regulations, Instructions in force, immediately before the commencement of these rules shall be construed as references to Central Civil Services/Central Civil Posts, Group 'A', Group 'B', Group 'C' and Group 'D' respectively, and any reference to "Class or Classes" therein in this context shall be construed as reference to "Group or Groups", as the case may be.

7. General Central Service

Central Civil posts of any group not included in any other Central Civil Service shall be deemed to be included in the General Central Service of the corresponding group and a Government servant appointed to any such post shall be deemed to be a member of that Service unless he is already a member of any other Central Civil Service of the same group.

PART III – APPOINTING AUTHORITY

8. Appointments to Group ‘A’ Services and Posts

All appointments to Central Civil Services, Group ‘A’ and Central Civil Posts, Group ‘A’, shall be made by the President :

Provided that the President may, by a general or a special order and subject to such conditions as he may specify in such order, delegate to any other authority the power to make such appointments.

9. Appointments to other Services and Posts

(1) All appointments to the Central Civil Services (other than the General Central Service) Group ‘B’, Group ‘C’ and Group ‘D’ shall be made by the authorities specified in this behalf in the Schedule :

Provided that in respect of Group ‘C’ and Group ‘D’, Civilian Services, or civilian posts in the Defence Services appointments may be made by officers empowered in this behalf by the aforesaid authorities.

(2) All appointments to Central Civil Posts, Group ‘B’, Group ‘C’ and Group ‘D’, included in the General Central Service shall be made by the authorities specified in that behalf by a general or special order of the President, or where no such order has been made, by the authorities, specified in this behalf in the Schedule.

PART IV – SUSPENSION

10. Suspension

(1) The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the President, by general or special order, may place a Government servant under suspension-

- (a) where a disciplinary proceeding against him is contemplated or is pending; or
- (aa) where, in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the security of the State; or
- (b) where a case against him in respect of any criminal offence is under investigation, inquiry or trial:

Provided that, except in case of an order of suspension made by the Comptroller and Auditor - General in regard to a member of the Indian Audit and Accounts Service and in regard to an Assistant Accountant General or equivalent (other than a regular member of the Indian Audit and Accounts Service), where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

(2) A Government servant shall be deemed to have been placed under suspension by an order of appointing authority -

- (a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;
- (b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

EXPLANATION - The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant under suspension is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant is set aside or declared or rendered void in

consequence of or by a decision of a Court of Law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the Government servant shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders :

Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the Court has passed an order purely on technical grounds without going into the merits of the case.

(5) (a) Subject to the provisions contained in sub-rule (7), and order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

(b) Where a Government servant is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise), and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the Government servant shall continue to be under suspension until the termination of all or any of such proceedings.

(c) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

(6) An order of suspension made or deemed to have been made under this rule shall be reviewed by the authority which is competent to modify or revoke the suspension, before expiry of ninety days from the effective date of suspension, on the recommendation of the Review Committee constituted for the purpose and pass orders either extending or revoking the suspension. Subsequent reviews shall be made before expiry of the extended period of suspension. Extension of suspension shall not be for a period exceeding one hundred and eighty days at a time.

(7) An order of suspension made or deemed to have been made under sub-rule (1) or (2) of this rule shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days.

Provided that no such review of suspension shall be necessary in the case of deemed suspension under sub-rule (2), if the Government servant continues to be under suspension at the time of completion of ninety days of suspension and the ninety days period in such case will count from the date the Government servant detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his appointing authority, whichever is later.

PART V – PENALTIES AND DISCIPLINARY AUHTORITIES

11. Penalties

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on a Government servant, namely :-

Minor Penalties –

- (i) censure;
- (ii) withholding of his promotion;
- (iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders;
- (iii a) reduction to lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.
- (iv) withholding of increments of pay;

Major Penalties –

- (v) save as provided for in clause (iii) (a), reduction to a lower stage in the time-scale of pay for a 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 the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
- (vi) reduction to lower time-scale of pay, grade, post or Service for a period to be specified in the order of penalty, which shall be a bar to the promotion of the Government servant during such specified period to the time-scale of pay, grade, post or Service from which he was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period –
 - (a) the period of reduction to time-scale of pay, grade, post or service shall operate to postpone future increments of his pay, and if so, to what extent; and
 - (b) the Government servant shall regain his original seniority in the higher time scale of pay , grade, post or service;

- (vii) compulsory retirement;
- (viii) removal from service which shall not be a disqualification for future employment under the Government;
- (ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

Provided that, in every case in which the charge of possession of assets disproportionate to known-sources of income or the charge of acceptance from any person of any gratification, other than legal remuneration, as a motive or reward for doing or forbearing to do any official act is established, the penalty mentioned in clause (viii) or clause (ix) shall be imposed :

Provided further that in any exceptional case and for special reasons recorded in writing, any other penalty may be imposed.

Explanation.—The following shall not amount to a penalty within the meaning of this rule, namely:—

- (i) withholding of increments of pay of a Government servant for his failure to pass any departmental examination in accordance with the rules or orders governing the Service to which he belongs or post which he holds or the terms of his appointment;
- (ii) stoppage of a Government servant at the efficiency bar in the timescale of pay on the ground of his unfitness to cross the bar;
- (iii) non-promotion of a Government servant, whether in a substantive or officiating capacity, after consideration of his case, to a Service, grade or post for promotion to which he is eligible;
- (iv) reversion of a Government servant officiating in a higher Service, grade, or post to a lower Service, grade or post, on the ground that he is considered to be unsuitable for such higher Service, grade or post or on any administrative ground unconnected with his conduct;
- (v) reversion of a Government servant, appointed on probation to any other Service, grade or post, to his permanent Service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation;

- (vi) replacement of the services of a Government servant whose services had been borrowed from a State Government or an authority under the control of a State Government, at the disposal of the State Government or the authority from which the services of such Government servant had been borrowed;
- (vii) compulsory retirement of a Government servant in accordance with the provisions relating to his superannuation or retirement;
- (viii) termination of the services—
 - (a) of a Government servant appointed on probation, during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation; or
 - (b) of a temporary Government servant in accordance with the provisions of sub-rule (1) of rule 5 of the Central Civil Services (Temporary Service) Rules, 1965; or
 - (c) of a Government servant, employed under an agreement, in accordance with the terms of such agreement.
- (ix) Any compensation awarded on the recommendation of the Complaints Committee referred to in the proviso to sub-rule (2) of rule 14 and established in the Department of the Government of India for inquiring into any complaint of sexual harassment within the meaning of rule 3 C of the Central Civil Services (Conduct) Rules, 1964.

12. Disciplinary Authorities

- (1) The President may impose any of the penalties specified in Rule 11 on any Government servant.
- (2) Without prejudice to the provisions of sub-rule (1), but subject to the provisions of sub-rule (4), any of the penalties specified in Rule 11 may be imposed on –
 - (a) a member of a Central Civil Service other than the General Central Service, by the appointing authority or the authority specified in the schedule in this behalf or by any other authority empowered in this behalf by a general or special order of the President;
 - (b) a person appointed to a Central Civil Post included in the General Central Service, by the authority specified in this behalf by a general or special order of the President or, where no such order has been made, by the appointing authority or the authority specified in the Schedule in this behalf.

- (3) Subject to the provisions of sub-rule (4), the power to impose any of the penalties specified in Rule 11 may also be exercised, in the case of a member of a Central Civil Services, Group 'C' (other than the Central Secretariat Clerical Service), or a Central Civil Service, Group 'D', -
- (a) if he is serving in a Ministry or Department of the Government of India, by the Secretary to the Government of India in that Ministry or Department, or
- (b) if he is serving in any office, by the head of that office, except where the head of that office is lower in rank than the authority competent to impose the penalty under sub-rule (2).
- (4) Notwithstanding anything contained in this rule -
- (a) except where the penalty specified in clause (v) or clause (vi) of Rule 11 is imposed by the Comptroller and Auditor-General on a member of the Indian Audit and Accounts Service, no penalty specified in clause (v) to (ix) of that rule shall be imposed by any authority subordinate to the appointing authority;
- (b) where a Government servant who is a member of a Service other than the General Central Service or who has been substantively appointed to any civil post in the General Central Service, is temporarily appointed to any other Service or post, the authority competent to impose on such Government servant any of the penalties specified in clauses (v) to (ix) of Rule 11 shall not impose any such penalties unless it has consulted such authority, not being an authority subordinate to it, as would have been competent under sub-rule (2) to impose on the Government servant any of the said penalties had he not been appointed to such other Service or post;
- (c) in respect of a probationer undergoing training at the Lal Bahadur Shastri National Academy of Administration, the Director of the said Academy shall be the authority competent to impose on such probationer any of the penalties specified in clauses (i) and (iii) of rule 11 after observing the procedure laid down in rule 16.

EXPLANATION I. For the purposes of clause (c), 'probationer' means a person appointed to a Central Civil Service on probation.

EXPLANATION II. Where a Government servant belonging to a Service or holding a Central Civil post of any Group, is promoted, whether on probation or temporarily to the Service or Central Civil post of the next higher Group, he shall be deemed for the purposes of this rule to belong to the Service of, or hold the Central Civil post of, such higher Group.

13. Authority to institute proceedings

(1) The President or any other authority empowered by him by general or special order may -

- (a) institute disciplinary proceedings against any Government servant;
- (b) direct a disciplinary authority to institute disciplinary proceedings against any Government servant on whom that disciplinary authority is competent to impose under these rules any of the penalties specified in rule 11.

(2) A disciplinary authority competent under these rules to impose any of the penalties specified in clauses (i) to (iv) of rule 11 may institute disciplinary proceedings against any Government servant for the imposition of any of the penalties specified in clauses (v) to (ix) of rule 11 notwithstanding that such disciplinary authority is not competent under these rules to impose any of the latter penalties.

PART VI – PROCEDURE FOR IMPOSING PENALTIES

14. Procedure for imposing major penalties

(1) No order imposing any of the penalties specified in clauses (v) to (ix) of Rule 11 shall be made except after an inquiry held, as far as may be, in the manner provided in this rule and rule 15, or in the manner provided by the Public Servants (Inquiries) Act, 1850 (37 of 1850), where such inquiry is held under that Act.

(2) Whenever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against a Government servant, it may itself inquire into, or appoint under this rule or under the provisions of the Public Servants (Inquiries) Act, 1850, as the case may be, an authority to inquire into the truth thereof.

Provided that where there is a complaint of sexual harassment within the meaning of rule 3 C of the Central Civil Services (Conduct) Rules, 1964, the Complaints Committee established in each Ministry or Department or Office for inquiring into such complaints, shall be deemed to be the inquiring authority appointed by the disciplinary authority for the purpose of these rules and the Complaints Committee shall hold, if separate procedure has not been prescribed for the Complaints Committee for holding the inquiry into the complaints of sexual harassment, the inquiry as far as practicable in accordance with the procedure laid down in these rules.

Explanation.—

- (i) Where the disciplinary authority itself holds the inquiry, any reference in sub-rule (7) to sub-rule (20) and in sub-rule (22) to the inquiring authority shall be construed as a reference to the disciplinary authority.
 - (ii) Where the disciplinary authority appoints a retired Government servant as inquiring authority, any reference in sub-rule (7) to sub-rule (20) and in sub-rule (22) shall include such authority.
- (3) Where it is proposed to hold an inquiry against a Government servant under this rule and rule 15, the disciplinary authority shall draw up or cause to be drawn up-
- (i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge;
 - (ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charge, which shall contain-
 - (a) a statement of all relevant facts including any admission or confession made by the Government servant;
 - (b) a list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.
- (4) (a) The Disciplinary Authority shall deliver or cause to be delivered to the Government servant a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article or charges is proposed to be sustained.
- (b) On receipt of the articles of charge, the Government servant shall be required to submit his written statement of defence, if he so desires, and also state whether he desires to be heard in person, within a period of fifteen days, which may be further extended for a period not exceeding fifteen days at a time for reasons to be recorded in writing by the Disciplinary Authority or any other Authority authorised by the Disciplinary Authority on his behalf:

Provided that under no circumstances, the extension of time for filing written statement of defence shall exceed forty-five days from the date of receipt of articles of charge.

- 5 (a) On receipt of the written statement of defence, the disciplinary authority may itself inquire into such of the articles of charge as are not

admitted, or, if it considers it necessary so to do, appoint, under sub-rule (2), an inquiring authority for the purpose, and where all the articles of charge have been admitted by the Government servant in his written statement of defence, the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in rule 15.

(b) If no written statement of defence is submitted by the Government servant, the disciplinary authority may itself inquire into the articles of charge, or may, if it considers it necessary to do so, appoint, under sub-rule (2), an inquiring authority for the purpose.

(c) Where the disciplinary authority itself inquires into any article of charge or appoints an inquiring authority for holding an inquiry into such charge, it may, by an order, appoint a Government servant or a legal practitioner, to be known as the "Presenting Officer" to present on its behalf the case in support of the articles of charge.

Explanation- For the purposes of this rule, the expression 'Government servant' includes a person who has ceased to be in Government service.

(6) The disciplinary authority shall, where it is not the inquiring authority, forward to the inquiring authority-

- (i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehaviour;
- (ii) a copy of the written statement of the defence, if any, submitted by the Government servant;
- (iii) a copy of the statements of witnesses, if any, referred to in sub-rule (3);
- (iv) evidence proving the delivery of the documents referred to in sub-rule (3) to the Government servant; and
- (v) a copy of the order appointing the "Presenting Officer".

(7) The Government servant shall appear in person before the inquiring authority on such day and at such time within ten working days from the date of receipt by the inquiring authority of the articles of charge and the statement of the imputations of misconduct or misbehaviour, as the inquiring authority may, by notice in writing, specify, in this behalf, or within such further time, not exceeding ten days, as the inquiring authority may allow.

(8) (a) The Government servant may take the assistance of any other Government servant posted in any office either at his headquarters or at the place where the inquiry is held, to present the case on his behalf, but

may not engage a legal practitioner for the purpose, unless the Presenting Officer appointed by the disciplinary authority is a legal practitioner, or, the disciplinary authority, having regard to the circumstances of the case, so permits;

Provided that the Government servant may take the assistance of any other Government servant posted at any other station, if the inquiring authority having regard to the circumstances of the case, and for reasons to be recorded in writing, so permits.

Note : The Government servant shall not take the assistance of any other Government servant who has three pending disciplinary cases on hand in which he has to give assistance.

(b) The Government servant may also take the assistance of a retired Government servant to present the case on his behalf, subject to such conditions as may be specified by the President from time to time by general or special order in this behalf.

(9) If the Government servant who has not admitted any of the articles of charge in his written statement of defence or has not submitted any written statement of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the Government servant thereon.

(10) The inquiring authority shall return a finding of guilt in respect of those articles of charge to which the government servant pleads guilty.

(11) The inquiring authority shall, if the Government servant fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the Government servant may, for the purpose of preparing his defence:

- (i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub-rule (3);
- (ii) submit a list of witnesses to be examined on his behalf;

NOTE- If the Government servant applies orally or in writing for the supply of copies of the statements of witnesses mentioned in the list referred to in sub-

rule (3), the inquiring authority shall furnish him with such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

- (iii) give a notice within ten days of the order or within such further time not exceeding ten days as the inquiring authority may allow, for the discovery or production of any documents which are in the possession of Government but not mentioned in the list referred to in sub-rule (3).

NOTE.- The Government servant shall indicate the relevance of the documents required by him to be discovered or produced by the Government.

(12) The inquiring authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition:

Provided that the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

(13) On receipt of the requisition referred to in sub-rule (12), every authority having the custody or possession of the requisitioned documents shall produce the same or issue a non-availability certificate before the Inquiring Authority within one month of the receipt of such requisition:

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the State, it shall inform the Inquiring Authority accordingly and the Inquiring Authority shall, on being so informed, communicate the information to the Government servant and withdraw the requisition made by it for the production or discovery of such documents.

(14) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the Government servant. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the inquiring authority. The inquiring authority may also put such questions to the witnesses as it thinks fit.

(15) If it shall appear necessary before the close of the case on behalf of the disciplinary authority, the inquiring authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the Government servant or may itself call for new evidence or recall and re-examine any witness and in such case the Government servant shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the Government servant an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the Government servant to produce new evidence, if it is of the opinion that the production of such evidence is necessary, in the interests of justice.

NOTE.- New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(16) When the case for the disciplinary authority is closed, the Government servant shall be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the Government servant shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

(17) The evidence on behalf of the Government servant shall then be produced. The Government servant may examine himself in his own behalf if he so prefers. The witnesses produced by the Government servant shall then be examined and shall be liable to cross-examination, re-examination and examination by the inquiring authority according to the provisions applicable to the witnesses for the disciplinary authority.

(18) The inquiring authority may, after the Government servant closes his case, and shall, if the Government servant has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the Government servant to explain any circumstances appearing in the evidence against him.

(19) The inquiring authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the Government servant, or permit them to file written briefs of their respective case, if they so desire.

(20) If the Government servant to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before

the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the inquiry ex parte.

(21) (a) Where a disciplinary authority competent to impose any of the penalties specified in clause (i) to (iv) of rule 11 (but not competent to impose any of the penalties specified in clauses (v) to (ix) of rule 11), has itself inquired into or caused to be inquired into the articles of any charge and that authority, having regard to its own findings or having regard to its decision on any of the findings of any inquiring authority appointed by it, is of the opinion that the penalties specified in clauses (v) to (ix) of rule 11 should be imposed on the Government servant, that authority shall forward the records of the inquiry to such disciplinary authority as is competent to impose the last mentioned penalties.

(b) The disciplinary authority to which the records are so forwarded may act on the evidence on the record or may, if it is of the opinion that further examination of any of the witnesses is necessary in the interests of justice, recall the witness and examine, cross-examine and re-examine the witness and may impose on the Government servant such penalty as it may deem fit in accordance with these rules.

(22) Whenever any inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has, and which exercises, such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by itself:

Provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interests of justice, it may recall, examine, cross-examine and re-examine any such witnesses as hereinbefore provided.

(23) (i) After the conclusion of the inquiry, a report shall be prepared and it shall contain-

- (a) the articles of charge and the statement of the imputations of misconduct or misbehaviour;
- (b) the defence of the Government servant in respect of each article of charge;
- (c) an assessment of the evidence in respect of each article of charge;
- (d) the findings on each article of charge and the reasons therefor.

EXPLANATION- If in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles of the charge, it may record its findings on such article of charge:

Provided that the findings on such article of charge shall not be recorded unless the Government servant has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(ii) The inquiring authority, where it is not itself the disciplinary authority, shall forward to the disciplinary authority the records of inquiry which shall include :-

- (a) the report prepared by it under clause (i);
- (b) the written statement of defence, if any, submitted by the Government servant;
- (c) the oral and documentary evidence produced in the course of the inquiry;
- (d) written briefs, if any, filed by the Presenting Officer or the Government servant or both during the course of the inquiry; and
- (e) the orders, if any, made by the disciplinary authority and the inquiring authority in regard to the inquiry.

24 (a) The Inquiring Authority should conclude the inquiry and submit his report within a period of six months from the date of receipt of order of his appointment as Inquiring Authority.

(b) Where it is not possible to adhere to the time limit specified in clause (a), the Inquiring Authority may record the reasons and seek extension of time from the disciplinary authority in writing, who may allow an additional time not exceeding six months for completion of the Inquiry, at a time.

(c) The extension for a period not exceeding six months at a time may be allowed for any good and sufficient reasons to be recorded in writing by the Disciplinary Authority or any other Authority authorised by the Disciplinary Authority on his behalf.

15. Action on inquiry report

(1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded by it in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of Rule 14, as far as may be.

(2) The disciplinary authority shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the disciplinary authority or where the disciplinary authority is not the inquiring authority, a copy of the report of the inquiring authority together with its own tentative reasons for disagreement, if any, with the findings of inquiring authority on any article of charge to the Government servant who shall be required to submit, if he so desires, his written representation or submission to the disciplinary authority within fifteen days, irrespective of whether the report is favourable or not to the Government servant.

(3) (a) In every case where it is necessary to consult the Commission, the Disciplinary Authority shall forward or cause to be forwarded to the Commission for its advice:

- (i) a copy of the report of the Inquiring Authority together with its own tentative reasons for disagreement, if any, with the findings of Inquiring Authority on any article of charge; and
- (ii) comments of Disciplinary Authority on the representation of the Government servant on the Inquiry report and disagreement note, if any and all the case records of the inquiry proceedings.

(b) The Disciplinary Authority shall forward or cause to be forwarded a copy of the advice of the Commission received under clause (a) to the Government servant, who shall be required to submit, if he so desires, his written representation or submission to the Disciplinary Authority within fifteen days, on the advice of the Commission.

(4) The Disciplinary Authority shall consider the representation under sub-rule (2) and/or clause (b) of sub-rule (3), if any, submitted by the Government servant and record its findings before proceedings further in the matter as specified in sub-rules (5) and (6).

(5) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 11 should be imposed on the Government servant, it shall, notwithstanding anything contained in rule 16, make an order imposing such penalty.

(6) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 11 should be imposed on the Government servant, it shall make an order imposing such penalty and it shall not be necessary to give the Government servant any opportunity of making representation on the penalty proposed to be imposed.

16. Procedure for imposing minor penalties

(1) Subject to the provisions of sub-rule (5) of rule 15, no order imposing on a Government servant any of the penalties specified in clause (i) to (iv) of rule 11 shall be made except after-

- (a) informing the Government servant in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken, and giving him reasonable opportunity of making such representation as he may wish to make against the proposal;
- (b) holding an inquiry in the manner laid down in sub-rules (3) to (24) of rule 14, in every case in which the disciplinary authority is of the opinion that such inquiry is necessary;
- (c) taking the representation, if any, submitted by the Government servant under clause (a) and the record of inquiry, if any, held under clause (b) into consideration;
- (d) consulting the Commission where such consultation is necessary. The Disciplinary Authority shall forward or cause to be forwarded a copy of the advice of the Commission to the Government servant, who shall be required to submit, if he so desires, his written representation or submission on the advice of the Commission, to the Disciplinary Authority within fifteen days; and
- (e) recording a finding on each imputation or misconduct or misbehavior.

(1-A) Notwithstanding anything contained in clause (b) of sub-rule (1), if in a case it is proposed after considering the representation, if any, made by the Government servant under clause (a) of that sub-rule, to withhold increments of pay and such withholding of increments is likely to affect adversely the amount of pension payable to the Government servant or to withhold increments of pay for a period exceeding three years or to withhold increments of pay with cumulative effect for any period, an inquiry shall be held in the manner laid down in sub-rules (3) to (24) of Rule 14, before making any order imposing on the Government servant any such penalty.

(2) The record of the proceedings in such cases shall include-

- (i) a copy of the intimation to the Government servant of the proposal to take action against him;
- (ii) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;
- (iii) his representation, if any;
- (iv) the evidence produced during the inquiry;
- (v) the advice of the Commission, if any;
- (vi) representation, if any, of the Government servant on the advice of the Commission;
- (vii) the findings on each imputation of misconduct or misbehavior; and
- (viii) the orders on the case together with the reasons therefor.

17. Communication of Orders

Orders made by the disciplinary authority shall be communicated to the Government servant who shall also be supplied with a copy of its finding on each article of charge, or where the disciplinary authority is not the inquiring authority, a statement of the findings of the disciplinary authority together with brief reasons for its disagreement, if any, with the findings of the inquiring authority and also a copy of the advice, if any, given by the Commission, and where the disciplinary authority has not accepted the advice of the Commission, a brief statement of the reasons for such non-acceptance.

18. Common Proceedings

(1) Where two or more Government servants are concerned in any case, the President or any other authority competent to impose the penalty of dismissal from service on all such Government servants may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

NOTE - If the authorities competent to impose the penalty of dismissal on such Government servants are different, an order for taking disciplinary action in a common proceeding may be made by the highest of such authorities with the consent of the others.

(2) Subject to the provisions of sub-rule (4) of rule 12, any such order shall specify-

- (i) the authority which may function as the disciplinary authority for the purpose of such common proceeding;
- (ii) the penalties specified in rule 11 which such disciplinary authority shall be competent to impose;
- (iii) whether the procedure laid down in rule 14 and rule 15 or rule 16 shall be followed in the proceeding.

19. Special procedure in certain cases

Notwithstanding anything contained in rule 14 to rule 18-

- (i) where any penalty is imposed on a Government servant on the ground of conduct which has led to his conviction on a criminal charge, or
- (ii) where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these rules, or
- (iii) where the President is satisfied that in the interest of the security of the State, it is not expedient to hold any inquiry in the manner provided in these rules,

the disciplinary authority may consider the circumstances of the case and make such orders thereon as it deems fit:

Provided that the Government servant may be given an opportunity of making representation on the penalty proposed to be imposed before any order is made in a case under clause (i):

Provided that the Commission shall be consulted, where such consultation is necessary, and the Government servant has been given an opportunity of representing against the advice of the Commission, within the time limit specified in clause (b) of sub-rule (3) of rule 15, before any orders are made in any case under this rule.

20. Provisions regarding officers lent to State Governments, etc.

(1) Where the services of a Government servant are lent by one department to another department or to a State Government or an authority subordinate thereto or to a local or other authority (hereinafter in this rule referred to as "the borrowing authority"), the borrowing authority shall have the powers of the appointing authority for the purpose of placing such Government servant under suspension and of the disciplinary authority for the purpose of conducting a disciplinary proceeding against him:

Provided that the borrowing authority shall forthwith inform the authority which lent the services of the Government servant (hereinafter in this rule referred to as "the lending authority") of the circumstances leading to the order of suspension of such Government servant or the commencement of the disciplinary proceeding, as the case may be.

(2) In the light of the findings in the disciplinary proceeding conducted against the Government servant-

- (i) if the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 11 should be imposed on the Government servant, it may, after consultation with the lending authority, make such orders on the case as it deems necessary:

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the Government servant shall be replaced at the disposal of the lending authority;

- (ii) if the borrowing authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 11 should be imposed on the Government servant, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon the lending authority may, if it is the disciplinary authority, pass such order thereon as it may deem necessary, or, if it is not the disciplinary authority, submit the case to the disciplinary authority which shall pass such orders on the case as it may deem necessary:

Provided that before passing any such order the disciplinary authority shall comply with the provisions of sub-rules (3) and (4) of rule 15.

EXPLANATION - The disciplinary authority may make an order under this clause on the record of the inquiry transmitted to it by the borrowing authority or after holding such further inquiry as it may deem necessary, as far as may be, in accordance with rule 14.

21. Provisions regarding officers borrowed from State Governments, etc.

(1) Where an order of suspension is made or a disciplinary proceeding is conducted against a Government servant whose services have been borrowed by one department from another department or from a State Government or an authority subordinate thereto or a local or other authority, the authority lending his services (hereinafter in this rule referred to as "the lending authority") shall forthwith be informed of the circumstances leading to the order of the suspension of the Government servant or of the commencement of the disciplinary proceeding, as the case may be.

(2) In the light of the findings in the disciplinary proceeding conducted against the Government servant, if the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 11 should be imposed on him, it may, subject to the provisions of sub-rule (3) of rule 15 and except in regard to a Government servant serving in the Intelligence Bureau up to the rank of Assistant Central Intelligence Officer, after

consultation with the lending authority, pass such orders on the case as it may deem necessary-

- (i) provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the Government servant shall be replaced at the disposal of the lending authority;
- (ii) if the disciplinary authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of Rule 11 should be imposed on the Government servant, it shall replace the services of such Government servant at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action, as it may deem necessary.

PART VII - APPEALS

22. Orders against which no appeal lies

Notwithstanding anything contained in this Part, no appeal shall lie against-

- (i) any order made by the President;
- (ii) any order of an interlocutory nature or of the nature of a step-in-aid of the final disposal of a disciplinary proceeding, other than an order of suspension;
- (iii) any order passed by an inquiring authority in the course of an inquiry under Rule 14.

23. Orders against which appeal lies

Subject to the provisions of rule 22, a Government servant may prefer an appeal against all or any of the following orders, namely:-

- (i) an order of suspension made or deemed to have been made under rule 10;
- (ii) an order imposing any of the penalties specified in rule 11, whether made by the disciplinary authority or by any appellate or revising authority;
- (iii) an order enhancing any penalty, imposed under rule 11;
- (iv) an order which-
 - (a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of service as regulated by rules or by agreement; or
 - (b) interprets to his disadvantage the provisions of any such rule or agreement;
- (v) an order-
 - (a) stopping him at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar;
 - (b) reverting him while officiating in a higher service, grade or post, to a lower service, grade or post, otherwise than as a penalty;
 - (c) reducing or withholding the pension or denying the maximum pension admissible to him under the rules;

- (d) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof;
- (e) determining his pay and allowances –
 - (i) for the period of suspension, or
 - (ii) for the period from the date of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a time-scale of pay, to the date of his reinstatement or restoration to his service, grade or post; or
- (f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, time-scale of pay or stage in a time-scale of pay to the date of his reinstatement or restoration to his service, grade or post shall be treated as a period spent on duty for any purpose.

EXPLANATION- In this rule-

- (i) the expression 'Government servant' includes a person who has ceased to be in Government service;
- (ii) the expression 'pension' includes additional pension, gratuity and any other retirement benefits.

24. Appellate Authority

(1) A Government servant, including a person who has ceased to be in Government service, may prefer an appeal against all or any of the orders specified in Rule 23 to the authority specified in this behalf either in the Schedule or by a general or special order of the President or, where no such authority is specified-

- (i) where such Government servant is or was a member of a Central Service, Group 'A' or Group 'B' or holder of a Central Civil Post, Group 'A' or Group 'B' -
 - (a) to the appointing authority, where the order appealed against is made by an authority subordinate to it; or
 - (b) to the President where such order is made by any other authority;
 - (ii) where such Government servant is or was a member of a Central Civil Service, Group 'C' or Group 'D', or holder of a Central Civil Post, Group 'C' or Group 'D', to the authority to which the authority making the order appealed against his immediately subordinate.
- (2) Notwithstanding anything contained in sub-rule (1)-

(i) an appeal against an order in a common proceeding held under Rule 18 shall lie to the authority to which the authority functioning as the disciplinary authority for the purpose of that proceeding is immediately subordinate :

Provided that where such authority is subordinate to the President in respect of a Government servant for whom President is the appellate authority in terms of sub-clause (b) of clause (i) of sub-rule (1), the appeal shall lie to the President.

(ii) where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise, the appellate authority in respect of such order, an appeal against such order shall lie to the authority to which such person is immediately subordinate.

(3) A Government servant may prefer an appeal against an order imposing any of the penalties specified in rule 11 to the President, where no such appeal lies to him under sub-rule (1) or sub-rule (2), if such penalty is imposed by any authority other than the President, on such Government servant in respect of his activities connected with his work as an office-bearer of an association, federation or union, participating in the Joint Consultation and Compulsory Arbitration Scheme.

25. Period of Limitation of appeals

No appeal preferred under this part shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant :

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

26. Form and contents of appeal

(1) Every person preferring an appeal shall do so separately and in his own name.

(2) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.

(3) The authority which made the order appealed against shall, on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay, and without waiting for any direction from the appellate authority.

27. Consideration of appeal

(1) In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of rule 10 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in rule 11 or enhancing any penalty imposed under the said rules, the appellate authority shall consider-

- (a) whether the procedure laid down in these rules have been complied with and if not, whether such non-compliance has resulted in the violation of any provisions of the Constitution of India or in the failure of justice;
- (b) whether the findings of the disciplinary authority are warranted by the evidence on the record; and
- (c) whether the penalty or the enhanced penalty imposed is adequate, inadequate or severe;

and pass orders-

- (i) confirming, enhancing, reducing, or setting aside the penalty; or
- (ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case :

provided that-

- (i) The Commission shall be consulted in all cases where such consultation is necessary, and the government servant has been given an opportunity of representing against the advice of the Commission within the time limit specified in clause (b) of sub-rule (3) of rule 15.
- (ii) If such enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (v) to (ix) of rule 11 and in inquiry under rule 14 has not already been held in the case, the appellate authority shall, subject to the provisions of rule 19, itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of rule 14 and thereafter, on a consideration of the proceedings of such inquiry and make such orders as it may deem fit;
- (iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (v) to (ix) of rule 11 and an enquiry under rule 14 has been held in the case, the appellate authority shall make such

orders as it may deem fit after the appellant has been given a reasonable opportunity of making a representation against the proposed penalty; and

- (iv) no order imposing an enhanced penalty shall be made in any other case unless the appellant has been given a reasonable opportunity, as far as may be, in accordance with the provisions of rule 16, of making a representation against such enhanced penalty.

(3) In an appeal against any other order specified in rule 23, the appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.

28. Implementation of orders in appeal

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

PART VIII—REVISION AND REVIEW

29. Revision

(1) Notwithstanding anything contained in these rules-

- (i) the President; or
- (ii) the Comptroller and Auditor-General, in the case of a Government servant serving in the Indian Audit and Accounts Department; or
- (iii) the Member (Personnel) Postal Services Board in the case of a Government servant serving in or under the Postal Services Board and Adviser (Human Resources Development), Department of Telecommunications in the case of a Government servant serving in or under the Telecommunications Board; or
- (iv) the Head of a Department directly under the Central Government, in the case of a Government servant serving in a department or office (not being the Secretariat or the Posts and Telegraphs Board), under the control of such Head of a Department; or
- (v) the appellate authority, within six months of the date of the order proposed to be revised or
- (vi) any other authority specified in this behalf by the President by a general or special order, and within such time as may be prescribed in such general or special order;

may at any time, either on his or its own motion or otherwise call for the records of any inquiry and revise any order made under these rules or under the rules repealed by rule 34 from which an appeal is allowed, but from which no appeal has been preferred or from which no appeal is allowed, after consultation with the Commission where such consultation is necessary, and may-

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or
- (c) remit the case to the authority which made the order to or any other authority directing such authority to make such further enquiry as it may consider proper in the circumstances of the case; or
- (d) pass such other orders as it may deem fit:

Provided that no order imposing or enhancing any penalty shall be made by any revising authority unless the Government servant concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clauses (v) to (ix) of rule 11 or to enhance the penalty imposed by the order sought to be revised to any of the penalties specified in those clauses, and if an inquiry under rule 14 has not already been held in the case no such penalty shall be imposed except after an inquiry in the manner laid down in rule 14 subject to the provisions of rule 19, and except after consultation with the Commission where such consultation is necessary and the Government servant has been given an opportunity of representing against the advice of the Commission within the time limit specified in clause (b) of sub-rule (3) of rule 15,

Provided further that no power of revision shall be exercised by the Comptroller and Auditor-General, Member (Personnel), Postal Services Board, Adviser (Human Resources Department), Department of Telecommunications or the Head of Department, as the case may be, unless-

- (i) the authority which made the order in appeal, or
 - (ii) the authority to which an appeal would lie, where no appeal has been preferred, is subordinate to him.
- (2) No proceeding for revision shall be commenced until after-
- (i) the expiry of the period of limitation for an appeal, or
 - (ii) the disposal of the appeal, where any such appeal has been preferred.
- (3) An application for revision shall be dealt with in the same manner as if it were an appeal under these rules.

29-A. Review

The President may, at any time, either on his own motion or otherwise review any order passed under these rules, when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of changing the nature of the case, has come, or has been brought, to his notice:

Provided that no order imposing or enhancing any penalty shall be made by the President unless the Government servant concerned has been given a reasonable opportunity of making a representation against the penalty proposed or where it is proposed to impose any of the major penalties specified in rule 11 or to enhance the minor penalty imposed by the order sought to be reviewed to any of the major penalties and if an enquiry under rule 14 has not already been held in the case, no such penalty shall be imposed except after inquiring in the manner laid down in rule 14, subject to the provisions of rule 19, and except after consultation with the Commission where such consultation is necessary and the Government servant has been given an opportunity of representing against the advice of the Commission within the time limit specified in clause (b) of sub-rule (3) of rule 15,

PART IX – MISCELLANEOUS

30. Service of orders, notices, etc.

Every order, notice and other process made or issued under these rules shall be served in person on the Government servant concerned or communicated to him by registered post.

31. Power to relax time-limit and to condone delay

Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

32. Omitted

33. Transitory Provisions

On and from the commencement of these rules, and until the publication of the Schedules under these rules, the Schedules to the Central Civil Services (Classification, Control and Appeal) Rules, 1957, and the Civilians in Defence Services (Classification, Control and Appeal) Rules, 1952, as amended from time to time, shall be deemed to be the Schedules relating to the respective categories of Government servants to whom they are, immediately before the commencement of these rules, applicable and such Schedules shall be deemed to be the Schedules referred to in the corresponding rules of these rules.

34. Repeal and Saving

(1) Subject to the provisions of rule 33, the Central Civil Services (Classification, Control and Appeal) Rules, 1957, and the Civilians in Defence Services (Classification, Control and Appeal) Rules, 1952, and any notifications or orders issued thereunder in so far as they are inconsistent with these rules, are hereby repealed:

Provided that-

- (a) such repeal shall not affect the previous operation of the said rules, or any notification or order made, or anything done, or any action taken, thereunder;
- (b) any proceedings under the said rules, pending at the commencement of these rules shall be continued and disposed of, as far as may be, in accordance with the provisions of these rules, as if such proceedings were proceedings under these rules.

(2) Nothing in these rules shall be construed as depriving any person to whom these rules apply, of any right of appeal which had accrued to him under the rules, notification or orders in force before the commencement of these rules.

(3) An appeal pending at the commencement of these rules against an order made before such commencement shall be considered and orders thereon shall be made, in accordance with these rules as if such orders were made and the appeals were preferred under these rules.

(4) As from the commencement of these rules any appeal or application for review against any orders made before such commencement shall be preferred or made under these rules, as if such orders were made under these rules :

Provided that nothing in these rules shall be construed as reducing any period of limitation for any appeal or review provided by any rule in force before the commencement of these rules.

35. Removal of doubts

If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the President or such other authority as may be specified by the President by general or special order, and the President or such other authority shall decide the same.

THE SCHEDULE

{See Rules 5, 9 (2), 12 (2) and 24}

Part I – Central Civil Services, Group 'A'.

1. Archaeological Service, Group 'A'.
2. Botanical Survey of India, Group 'A'.
3. Central Engineering (Civil) Group 'A' Service.
4. Central Engineering (Electrical and Mechanical) Group 'A' Service.
5. Central Health Service, Group 'A'.
6. Central Revenues Chemical Service, Group 'A'.
7. Central Secretariat Service-
 - (a) Selection Grade
 - (b) Grade I.
8. General Central Service, Group 'A'.
9. Geological Survey of India, Group 'A'.
10. Indian Audit and Accounts Service, Group 'A'.
- 10-A. Indian Civil Accounts Service.
11. Indian Defence Accounts Service
12. Indian Foreign Service, Group 'A'.
13. Indian Meteorological Service, Group 'A'.
14. Indian Postal Service, Group 'A'.

15. Indian Posts and Telegraphs Traffic Service, Group 'A'.
16. Indian Revenue Service –
 - (a) Customs Branch (Indian Customs Service, Group 'A')
 - (b) Central Excise Branch (Central Excise Service, Group 'A')
 - (c) Income Tax Branch (Income Tax Service, Group 'A')
17. Indian Salt Service, Group 'A'.
18. Mercantile Marine Training Ship Service, Group 'A'.
19. Directorate General of Mines Safety, Group 'A'.
20. Overseas Communications Service, Group 'A'.
21. Survey of India, Group 'A'.
22. Indian Telecommunication Service, Group 'A'.
23. Zoological Survey of India, Group 'A'.
24. Indian Frontier Administrative Service, Group 'A'-
 - (a) Grade I
 - (b) Grade II
25. Central Legal Service (Grades I, II, III and IV)
26. Railway Inspectorate Service, Group 'A'
27. Indian Foreign Service, Branch (B) (erstwhile)-
 - (a) General Cadre, Grade I
 - (b) General Cadre, Grade II
28. Delhi and Andaman and Nicobar Islands Civil Service, Grade I.
29. Delhi and Andaman and Nicobar Islands Police Service, Grade II.

30. Indian Inspection Service, Group 'A'
31. Indian Supply Service, Group 'A'
32. Central Information Service-
 - (a) Selection Grade
 - (b) Senior Administrative Grade
 - (c) Junior Administrative Grade
 - (d) Grade I
 - (e) Grade II
33. Indian Statistical Service
34. Indian Economic Service
35. Telegraph Traffic Service, Group 'A'
36. Central Water Engineering Service, Group 'A'
37. Central Power Engineering Service, Group 'A'
38. Company Law Board Service
39. Labour Officers of the Central Pool, Group 'A'
40. Central Engineering Service (Roads), Group 'A'
41. Indian Posts and Telegraphs Accounts and Finance Service, Group 'A'
42. Indian Broadcasting (Engineers) Service
43. Central Trade Service, Group 'A'
44. Armed Forces Headquarters Civil Services (Group 'A')
45. Central Secretariat Official Language Service (Group 'A')

PART II – Central Civil Services, Group ‘B’

(Except for Civilians in Defence Services)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)		Penalties (5)
1.	Section Officer Grade of the Central Secretariat Service excluding Section Officers with Group ‘A’ status.	President	President		All
			In respect of a member of the service serving in –		
			(a) a Ministry or Department of Government participating in the service, other than a Ministry or Department hereinafter specified.	Secretary, Cadre Authority.	(i)
			(b) a Ministry or Department of the Government not participating in the	Secretary in the Ministry or Department	(i)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)	Penalties (5)	
			<p>service.</p> <p>(c) an attached office whether participating or not participating in the service –</p> <p>(i) if such office is under the control of a Head of the Department directly under Government.</p> <p>(ii) in other cases</p> <p>(d) a non-Secretariat Office other than an office hereinafter specified –</p> <p>(i) if such office is under the control of a Head of the Department directly</p>	<p>Head of the Department</p> <p>Secretary, cadre Authority</p> <p>Head of the Department</p>	<p>(i)</p> <p>(i)</p> <p>(i)</p>

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)		Penalties (5)
			under Government. (ii) in other cases (e) Ministry of Defence (Finance Division) (f) Offices of the Union Public Service Commission	Secretary, Cadre Authority Financial Adviser, Defence Services Secretary, Union Public Service Commission	(i) (i) (i)
1-A	Central Secretariat Official Language Service, Group 'B'	President	President Secretary in Ministry or Department		All (i)
2.	Assistants' Grade of the Central Secretariat Service	President	President In respect of a member of the service serving in-		All
			(a) a Ministry or	Secretary, Cadre	(i) to (iv)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)		Penalties (5)
			<p>Department of the Government participating in the service, other than a Ministry or Department hereinafter specified.</p> <p>(b) a Ministry or Department of the Government not participating in the service.</p> <p>(c) an attached office whether participating or not participating in the service-</p> <p>(i) if such office is under the control of a Head of the Department directly under Government.</p>	<p>Authority</p> <p>Secretary in the Ministry or Department</p> <p>Head of the Department</p>	<p>(i) to (iv)</p> <p>(i)to(iv)</p>

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)		Penalties (5)
			(ii) in other cases	Secretary, Cadre Authority	(i)to(iv)
			(d) a non-Secretariat Office other than an office hereinafter specified-		
			(i) if such office is under the control of a Head of the Department directly under Government.	Head of the Department	(i)to(iv)
			(ii) in other cases	Secretary, Cadre Authority	(i)to(iv)
			(e) Ministry of Defence (Finance Division)	Financial Adviser, Defence Services	(i)to(iv)
			(f) Office of the	Secretary, Union	(i)to(iv)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)	Penalties (5)	
			Union Public Service Commission	Public Service Commission	
3.	Central Secretariat Stenographers' Service, Grade I.	President	President In respect of a member of the service serving in- (a) a Ministry or Department of the Government participating in the service, other than a Ministry or Department hereinafter specified. (b) a Ministry or Department of the Government not participating in the service. (c) an attached office	Secretary, Cadre Authority Secretary in the Ministry or Department	All (i) (i)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)		Penalties (5)
			whether participating or not participating in the service-		
			(i) if such office is under the control of a Head of the Department directly under Government.	Head of the Department	(i)
			(ii) in other cases	Secretary, Cadre Authority	(i)
			(d) a non-Secretariat Office other than an office hereinafter specified-		
			(i) if such office is under the control of a Head of the Department directly under	Head of the Department	(i)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)		Penalties (5)
			Government. (ii) in other cases	Secretary, Cadre Authority	(i)
			(e) Ministry of Defence (Finance Division)	Financial Adviser, Defence Service	(i)
			(f) Office of the Union Public Service Commission	Secretary, Union Public Service Commission	(i)
3-A	Central Secretariat Stenographer's Service, Selection Grade	President	President		All
4.	Central Secretariat Stenographers' Service, Grade II	President	In respect of a member of the service serving in- (a) a Ministry or Department of the Government participating in the service, other	Secretary, Cadre Authority	(i) to (iv)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)		Penalties (5)
			<p>than a Ministry or Department hereinafter specified.</p> <p>(b) a Ministry or Department of the Government not participating in the service.</p> <p>(c) an attached office whether participating or not participating in the service-</p> <p>(i) if such office is under the control of a Head of the Department directly under Government.</p> <p>(ii) in other cases</p>	<p>Secretary in the Ministry or Department</p> <p>Head of the Department</p> <p>Secretary, Cadre Authority</p>	<p>(i) to (iv)</p> <p>(i) to (iv)</p> <p>(i) to (iv)</p>

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)	Penalties (5)	
			<p>(d) a non-Secretariat Office other than an office hereinafter specified-</p> <p>(i) if such office is under the control of a Head of the Department directly under Government.</p> <p>(ii) in other cases</p>	<p>Head of the Department</p> <p>Secretary, Cadre Authority</p>	<p>(i) to (iv)</p> <p>(i) to (iv)</p>
			<p>(e) Ministry of Defence (Finance Division)</p>	<p>Financial Adviser, Defence Services.</p>	<p>(i) to (iv)</p>
			<p>(f) Office of the Union Public Service Commission</p>	<p>Secretary, Union Public Service Commission</p>	<p>(i) to (iv)</p>

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
5.	Central Health Service, Group 'B'	Secretary, Ministry of Health	Secretary, Ministry of Health	All
6.	Indian Meteorological Service, Group 'B'	Director-General of Observatories.	Director-General of Observatories.	All
6-A	Labour Officers, Groups 'B'	Secretary, Ministry of Labour	Secretary, Ministry of Labour. In respect of a member of the service serving in – Posts & Telegraphs Department	All Head of the Circle; General Manager, Posts & Telegraphs Workshops (i) to (iv)
7.	Postal Superintendents' Service, Group 'B'	Director-General Posts	Director-General Posts Head of Circle	All (i) to (iv)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
8..	Postmasters' Service, Group 'B',	Director-General Posts	Director-General Posts and Telegraphs Board Head of Circle	All (i) of (iv)
9.	Telecommunication Engineering Service, Group 'B',	Member, Telecommunications Commission	Member, Telecommunications Commission Adviser (Human Resources Development) Department of Telecommunications; Head of Circle; General Manager; Telecommunication Factories; Head of Telephone District; Head of Telecommunication District/Telecommunications Area of Senior Administrative Grade; General Manager, Maintenance, of Senior Administrative Grade, General Manager, Projects.	All (i)to(iv)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
10-A	Indian Posts & Telegraphs Accounts & Finance Service, Postal Wing, Group 'B'	Director-General Posts	Director-General, Posts; Member (Finance) Postal Services Board; Head of Circle	All (i)to(iv)
11.	Telegraphs Traffic Service, Group 'B'	Member Telecommunications Commission	Member, Telecommunications Commission Head of Circle	All (i)to(iv)
12.	Central Excise Service, Group 'B' – Superintendents, Group 'B' (including Deputy Headquarters Assistant to the Collector) and District Opium Officers, Group 'B'.	Collector of Central Excise/Land Customs; Narcotics Commissioner	Collector of Central Excise/Land Customs; Director of Inspection; Director of Revenue Intelligence; Narcotics Commissioner In respect of- (i) a member of the Service serving in Statistics and Intelligence Branch. Branch (Central Excise).	<div style="display: flex; align-items: center;"> <div style="font-size: 3em; margin-right: 10px;">}</div> <div style="flex-grow: 1;"> <p>Deputy Collector (Statistics and Intelligence Branch.)</p> </div> </div> <p>All (i) to (iv)</p>

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
			(ii) any other member of the service	Assistant Collector of Central Excise, Group 'A' (i) Assistant Narcotics Commissioner (i) Deputy Collector of Central Excise (i) to (iv) Deputy Narcotics Commissioner (i) to (iv) Deputy Director, Revenue Intelligence. (i) to (iv)
13.	Customs Appraisers Service, Group 'B' – Principal Appraisers and Head Appraisers.	Collector of Customs.	Collector of Customs Director of Inspection Director of Revenue, Intelligence. Collector of Central Excise, Delhi.	All (i) to (iv) (i) to (iv) (i) to (iv)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
14.	Customs Appraisers Service, Group 'B' - Appraisers	Collector of Customs	Collector of Customs Director of Inspection Director of Revenue Intelligence Assistant Collector of Central Excise, Delhi Assistant Collector. Assistant Director, Inspection	All (i) to (iv) (i) to (iv) (i) to (iv) (i) (i)
15.	Customs Preventive Service, Group 'B' - Chief Inspectors	Collector of Customs	Collector of Customs Director of Inspection Director of Revenue Intelligence	All All All
16.	Customs Preventive Service, Group 'B' - Inspectors	Collector of Customs	Collector of Customs Director of Inspection Director of Revenue Intelligence	All All (i) to (iv)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
			Assistant Collector (Preventive)	(i) to (iv)
			Assistant Director of Inspection	(i) to (iv)
17.	Income Tax Service, Group 'B'	Commissioner of Income Tax	Commissioner of Income Tax	All
			Director of Inspection	All
			Assistant Commissioner	(i)
18.	Botanical Survey of India, Group 'B'.	Chief Botanist, Botanical Survey of India	Chief Botanist, Botanical Survey of India	All
19.	Geological Survey of India, Group 'B'	Director-General, Geological Survey of India	Director-General, Geological Survey of India	All
20.	Survey of India, Group 'B'	Surveyor General of India	Surveyor General of India	All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
21.	Zoological Survey of India, Group 'B'	Director Zoological Survey of India	Director Zoological Survey of India	All
22.	Central Electrical Engineering Service, Group 'B'	Director General (Works), Central Public Works Department.	(i) Director General (Works), Central Public Works Department (ii) Chief Vigilance Officer, Central Public Works Department.	All (i) to (iv)
23.	Central Engineering Service Group 'B'	Director General (Works), Central Public Works Department	(i) Director General (Works), Central Public Works Department (ii) Chief Vigilance Officer, Central Public Works Department.	All (i)to(iv)
24.	Central Engineering Service, Group 'B' :			
	(i) Posts in the Ministry of	Joint	Joint Secretary,	All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
	Irrigation and Power.	Secretary,		
	(ii) Posts in the Central Water and Power Commission	Chairman, Central Water and Power Commission	Chairman, Central Water and Power Commission	All
	(iii) Posts in the Chambal Control Board.	Joint Secretary, Ministry of Irrigation and Power	Joint Secretary, Ministry of Irrigation and Power	All
	(iv) Posts in the Farakka Barrage Control Board.	Commissioner (Ganga Basin), Ministry of Irrigation and Power	Commissioner (Ganga Basin), Ministry of Irrigation and Power	All
	(v) Posts in the Ganga Discharge Circle.	Commissioner (Ganga Basin), Ministry of Irrigation and Power	Commissioner (Ganga Basin), Ministry of Irrigation and Power	All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)		Penalties (5)
25.	Central Power Engineering Service, Group 'B' :				
	(i) Posts in the Ministry of Irrigation and Power	Joint Secretary,	Joint Secretary,		All
	(ii) Posts in the Central Water and Power Commission.	Chairman, Central water and Power Commission	Chairman, Central water and Power Commission		All
26.	Indian Salt Service, Group 'B'	Joint Secretary, Ministry of Production	Joint Secretary, Ministry of Production		All
27.	Indian Foreign Service(B) :		President		All
	(i) General Cadre Integrated Grades II and III (excluding Section Officers with Group 'A' status).	} President	In respect of a member of the service serving in-		
	(ii) Cypher-Sub-Cadre, Grade I		(i) Ministry of External Affairs	Secretary in the Ministry of External Affairs.	(i)
(iii) Stenographers, Sub-cadre, Grade I	(ii) An Indian Mission/Post abroad.		Head of Mission/Otherwise Secretary in the Ministry of External Affairs.	(i)	

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)	Penalties (5)	
	(iv) General Cadre, Grade IV. (v) Cypher-Sub-cadre, Grade II (vi) Stenographers, Sub-cadre, Grade II.	President	President In respect of a member of the service serving in- (i) Ministry of External Affairs (ii) An Indian Mission/Post aboard.	Secretary in the Ministry of External Affairs. Head of Mission/Otherwise Secretary in the Ministry of External Affairs	All (i) to (iv) (i)
28.	Delhi and Andaman and Nicobar Islands Civil Service, Grade II.	Joint Secretary, Ministry of Home Affairs	Joint Secretary, Ministry of Home Affairs In respect of a member of the Service, serving under Delhi Administration. In respect of a member of the Service, serving under the Andaman and Nicobar Administration	Chief Secretary, Delhi Administration Chief Secretary, Andaman and Nicobar Administration	All (i) to (iv) (i) to (iv)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)	Penalties (5)	
29.	Delhi and Andaman and Nicobar Islands Police Service, Grade II.	Joint Secretary, Ministry of Home Affairs	<p>Joint Secretary, Ministry of Home Affairs</p> <p>In respect of a member of the Service, serving under Delhi Administration.</p> <p>In respect of a member of the Service, serving under the Andaman and Nicobar Administration</p>	<p>Chief Secretary, Delhi Administration</p> <p>Chief Secretary, Andaman and Nicobar Administration</p>	<p>All</p> <p>(i) to (iv)</p> <p>(i) to (iv)</p>
30.	Central Information Service, Grade III and IV	Joint Secretary, Ministry of Information and Broadcasting	<p>Joint Secretary, Ministry of Information and Broadcasting</p> <p>In respect of a member of the service in-</p> <p>(a) an officer under the control of Head of Department.</p> <p>(b) Research and Reference Division</p>	<p>Head of Department</p> <p>Director, Research and Reference Division</p>	<p>All</p> <p>(i) to (iv)</p> <p>(i) to (iv)</p>

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
31.	Central Engineering Service (Roads), Group 'B'	Secretary, Ministry of Shipping and Transport	Secretary, Ministry of Shipping and Transport Director-General (Road Development) and ex-officio Additional Secretary, Ministry of Shipping and Transport (Road Wing)	All (i) to(iv)
32.	General Central Service, Group 'B' – (i) Post in any Ministry of Department of Government of India, other than the post in respect of which specific provision has been made by a general or special order of the president. (i-a) Posts outside a Ministry or Department of Government of India, other than the posts in respect of which specific provision has been made by a general or special order of the President.	Secretary in the Ministry or Department In respect of posts in an office under the control of a Head of Department directly under	Secretary in the Ministry or Department Head of the Department	All All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		
			Authority (4)		Penalties (5)
		the Government. - Head of the Department			
	(ii) Posts in Union Territories other than Delhi Administration, the Andaman and Nicobar Islands and the Laccadive, Minicoy and Amindive Islands.	In respect of other posts - Secretary in the Ministry or Department Administrator	Secretary in the Ministry or Department Administrator / Head of the Department	Head of the Department	All All (i) to (iv)
	(iii) Delhi Administration - All posts	Chief Secretary	Chief Secretary		All
	(iv) The Andaman and Nicobar Islands - All posts	Chief Commissioner	Chief Commissioner		All
	(v) The Lakshadweep Administration - All posts	Administrator	In respect of posts in the Forest Department Administrator	Chief Conservator of Forests	(i) to (iv) All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		Appellate Authority (6)
			Authority (4)	Penalties (5)	
33.	All Group 'B' posts of the Departmentalised Accounts Offices of the Government of India	Chief Controller of Accounts or Joint Controller General of Accounts in a Ministry or Department where there is no Chief Controller of Accounts.	Chief Controller of Accounts or Joint Controller General of Accounts in a Ministry or Department where there is no Chief Controller of Accounts. Additional Controller General of Accounts or Principal Chief Controller of Accounts in Central Board of Direct Taxes and Central Board of Excise and Customs.	(i)to(iv) All	Additional Controller General of Accounts or Principal Chief Controller of Accounts in Central Board of Direct Taxes and Central Board of Excise and Customs. Controller General of Accounts;

PART III – Central Civil Services, Group ‘C’

(Except for Civilians in Defence Services)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		Appellate Authority (6)	
			Authority (4)	Penalties (5)		
1. 1-A.	Central Secretariat Clerical Service, Upper Division and Lower Division Grade. Central Secretariat Stenographers’ Service, Grade III.	} Deputy Secretary or Director, Cadre Authority	Deputy Secretary or Director, Cadre Authority. In respect of a member of the Service serving in :	Head of the Office	All (i) to (iv)	Secretary, Cadre Authority Secretary, Cadre Authority
			(a) a Department /Office other than those specified below and other than the Cadre Authority, where the Head of the Office is of a rank not below that of Deputy Secretary or Director (Junior Administrative Grade). (b) Ministry of Defence (Finance Division)	Deputy Financial Adviser	(i) to (iv)	Financial Adviser, Defence Services

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Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		Appellate Authority (6)	
			Authority (4)	Penalties (5)		
			(c) Prime Minister's Secretariat	Deputy Secretary or an Officer of the rank of Deputy Secretary	(i) to (iv)	Principal Private Secretary to Prime Minister
			(d) Deleted			
			(e) Office of the Inspector-General, Delhi Special Police Establishment	Deputy Inspector General	(i) to (iv)	Inspector-General
			(f) Office of the Engineer-in-Chief, General Public Works Department	Director of Administration	(i) to (iv)	Engineer-in-Chief.
			(g) Directorate-General, Supplies and Disposal.	Director of Administration	(i) to (iv)	Director-General Supplies and Disposals
			(h) Central Water and Power Commission.	Secretary, Central Water and Power Commission	(i) to (iv)	Chairman, Central Water and Power Commission.
			(i) Directorate of Printing	Joint Director (Administration)	(i) to (iv)	Secretary in the Ministry of Urban Development

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Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		Appellate Authority (6)	
			Authority (4)	Penalties (5)		
2	Posts and Telegraphs Accounts Service: Senior and Junior Accounts	Member, Posts and Telegraphs Board		Member, Posts and Telegraphs Board. Manager, Telecommunication Factory. Deputy General Manager, Telecommunication Factories. Chief Accounts Officer, Telecommunication Stores Chief Accounts Officer, Telegraph Check Office. Head of Circle, Chief Controller of Telegraph Stores District Manager, Telephones; Deputy General Manager, Telephones.	All (i) to(iv) (i) to(iv) (i) to(iv) (i) to(iv)	Posts and Telegraphs Board General Manager, Telecommunication Factories Member, Posts and Telegraphs Board -do- Member, Posts and Telegraphs Board or General Manager, Telephones.

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Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		Appellate Authority (6)	
			Authority (4)	Penalties (5)		
				Controller of Telegraph Stores Senior Electrical Engineer, Divisional Engineer, Telegraphs, Posts and Telegraphs Training Centre, Jabalpur Divisional Engineer, Telegraphs Deputy Director, Postal Life Insurance Secretary, Posts and Telegraphs Board. Principal, Postal Training Centre. Principal, Postal and Telegraphs Training Centre	(i) to(iv) (i) to(iv) (i) to(iv) (i) to(iv) (i) to(iv)	Chief Controller of Telegraph Stores Additional Chief Engineer, Technical and Development Circle, Jabalpur. Head of Circle Member Posts and Telegraph Board Member, Posts and Telegraphs Board

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Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		Appellate Authority (6)
			Authority (4)	Penalties (5)	
3	Indian Foreign Service (B) : General Cadre, Grade V and VI	Deputy Secretary, Ministry of External Affairs	Deputy Secretary, Ministry of External Affairs In respect of a member of the service serving in an Indian Mission/Post aboard.	Head of the Chancery, if he is of the rank of First Secretary or above, otherwise, Head of Mission/Post of the rank of Grade V of Indian Foreign Service or above	All (i) to (iv) Secretary, Ministry of External Affairs Secretary, Ministry of External Affairs
4.	General Central Service, Group 'C' (i) Posts in the Ministry/ Department of Government other than the posts in respect of which specific provision has been made by a general or special order of the President.	Deputy Secretary or Director in the Ministry/ Department of Government	Deputy Secretary or Director in the Ministry/ Department of Government		All Secretary in the Ministry/ Department of Government.

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Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		Appellate Authority (6)	
			Authority (4)	Penalties (5)		
	(ii) Posts in non-Secretariat Office other than posts in respect of which specific provision has been made by a general or special order of the President.	Head of Office	Head of Office		All	If such Head of Office is subordinate to a "Head of Department" under the Ministry or Department of Government, such Head of Department. If the Head of the Office is himself the Head of Department, or is not subordinate to any Head of Department, the Secretary in the Ministry or Department of Government.
	(iii) Posts in Union Territories	Head of Office of such other authority as may be specified by the Administrator.	Head of Office of such other authority as may be specified by the Administrator.		All	Administrator or such other authority as may be specified by the Administrator; where the order is that of the Administrator, the President.
	(iv) All Group 'C' posts of the Departmentalized	Controller of Accounts or	Controller of Accounts or Deputy Controller		All	Chief Controller of Accounts or Joint

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Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		Appellate Authority (6)
			Authority (4)	Penalties (5)	
	Accounts offices of the Government of India	Deputy Controller General of Accounts in a Ministry or Department, where there is no Controller of Accounts.	General of Accounts in a Ministry or Department, where there is no Controller of Accounts.		Controller General of Accounts in a Ministry or Department where there is no Chief Controller of Accounts.
5	Central Secretariat Official Language Service, Group 'C'	Secretary in Ministry or Department.	Secretary in the Ministry or Department Joint Secretary in Ministry or Department Head of Department	All (i) to (iv)	President Secretary in Ministry/ Department.

PART IV – Central Civil Services, Group ‘D’

(Except for Civilians in Defence Services)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)		Appellate Authority (6)
			Authority (4)	Penalties (5)	
1.	General Central Service, Group ‘D’ (i) Posts in Ministries or Departments of Government other than posts in respect of which specific provision has been made by a general or special order of the president. (ii) Posts in non-Secretariat Offices other than posts in respect of which specific provision has been made by a general or special order of the President	Under Secretary Head of office	Under Secretary Head of Office	All All	Deputy Secretary or Director. If such Head of Office is subordinate to a Head of Department under the Ministry or Department of Government such Head of Department. If the Head of the office is himself Head of Department or is not subordinate to a Head of Department, the Secretary in the Ministry or Department of Government.

	(iii) Posts in Union Territories	Head of Office or such other authority as may be specified by the Administrator	Head of Office or such other authority as may be specified by the Administrator.	All	Administrator or such other authority as may be specified by the Administrator. Where the order is that of the Administrator, the President.
	(iv) All Group 'D' posts of the Departmentalized Accounts Offices of the Government of India	Deputy Controller of Accounts or Assistant Controller General of Accounts in a Ministry or Department where there is no Deputy Controller of Accounts.	Deputy Controller of Accounts or Assistant Controller General of Accounts in a Ministry or Department where there is no Deputy Controller of Accounts.	All	Controller of Accounts or Deputy Controller General of Accounts in a Ministry or Department where there is no Controller of Accounts.

PART V – Civil Posts in Defence Services

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
1.	<p>Group 'B' Posts:</p> <p>(A) (i) All Group 'B' (Gazetted) posts other than those specified in item (B).</p> <p>(ii) All Group 'B' (Non-Gazetted) posts other than those specified in item (B).</p>	<p>Additional Secretary</p> <p>Chief Administrative Officer</p>	<p>Additional Secretary</p> <p>Chief Administrative Officer</p> <p>Chief Administrative Officer</p>	<p>All</p> <p>(i) to (iv)</p> <p>All</p>
	<p>(B) Posts in Lower formations under –</p> <p>(i) General Staff Branch</p>	<p>Deputy Chief of Army Staff</p>	<p>Deputy Chief of Army Staff.</p> <p>Director of Military Intelligence, Director of Military Training, Director of Artillery, Signals Officer-in-Chief, Director of Staff Duties, as the case may be</p>	<p>All</p> <p style="text-align: right;">} (i) to (iv)</p>

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
	(ii) Adjutant-General's Branch	Adjutant-General	Adjutant-General Director of Organisation, Director of Medical Services, Judge Advocate-General, Director of Recruiting, Military and Air Attache, as the case may be	All (i) to (iv)
	(iii) Quarter-Master-General's Branch	Quarter-Master-General	Quarter-Master-General Director concerned holding rank not below brigadier	All (i) to (iv)
	(iv) Master General of Ordnance Branch	Master General of Ordnance	Master-General of Ordnance	All
	(v) Engineer-in-Chief Branch	Engineer-in-Chief	Engineer in Chief Chief Engineers of Commands	All (i) to (iv)
	(vi) Naval Headquarters	Chief of Personnel	Chief of Personnel. Flag Officer Commanding-in-Chief in respect of officers in Headquarters Westerns Naval command, Mumbai;	All (i) to (iv)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
			Flag Officer Commanding-in-Chief in respect of officers in Headquarters Eastern Naval Command, Visakhapatnam;	(i) to (iv)
			Flag Officer Commanding-in-Chief in respect of the officers in Headquarters Southern Naval Command, Kochi;	(i) to (iv)
			Commander-in-Chief in respect of officers in Andaman & Nicobar Command, Port Blair;	(i) to (iv)
			Commandant in respect of the officers in Indian Naval Academy, Ezhimala;	(i) to (iv)
			Chief Hydrographer in respect of the officers in Naval Hydrographic Office, Dehradun;	(i) to (iv)
			Programme Director in respect of the officers in Headquarters, Advanced Tactical Vessel Program, New Delhi;	(i) to (iv)
			Admiral Superintendent in respect of the officers in Naval Dockyard, Mumbai;	(i) to (iv)
			Admiral Superintendent in respect of Naval Dockyard, Visakhapatnam;	(i) to (iv)
			Flag Officer Commanding in respect of	(i) to (iv)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
			officers in Goa Area, Goa; Flag Officer in respect of the officers in Headquarters Karnataka Naval Area (Karwar); Admiral Superintendent in respect of the officers in Naval Ship Repair Yard, Kochi; Director in respect of the Defence Machinery Development Establishment, Secunderabad; Project Director in respect of the officers in Ship Building Centre, Visakhapatnam; Chief General Managers in respect of the officers in Naval Armament Depots.	(i) to (iv) (i) to (iv) (i) to (iv) (i) to (iv) (i) to (iv)
	(vii) Air Headquarters	Air-Officer-in-Charge Personnel, Air Headquarters.	Air-Officer-in-Charge Personnel, Air Headquarters.	All
	(viii) Directorate General, Armed Forces Medical Services	Directorate General, Armed Forces Medical Services	Directorate General, Armed Forces Medical Services	All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
	(ix) Directorate General, National Cadet Corps	Directorate General, National Cadet Corps	Directorate General, National Cadet Corps	All
	(x) Directorate General, Defence Lands and Cantonment.	Directorate General, Defence Lands and Cantonment.	Directorate General, Defence Lands and Cantonment.	All
	(xi) Directorate General, Ordnance Factories.	Directorate General, Ordnance Factories.	Directorate General, Ordnance Factories.	All
	(xii) Directorate General of Inspection.	Directorate General of Inspection.	Directorate General of Inspection.	All
	(xiii) Technical Development and Production (Air) Organization.	Director of Technical Development and Production (Air) Organization.	Director of Technical Development and Production (Air) Organization	All
	(xiv) Defence Research and Development Organisation	Director General, Defence Research and Development Organisation	Director General, Defence Research and Development Organisation Chief Controller, Research and	All (i) to (iv)

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
			Development (Admn.)	
	(xv) Posts in subordinate units of Radar & Communications project Office	Project Director, Radar & Communications Projects Office.	Project Director, Radar & Communications Projects Office.	All
	(xvi) All group 'B' posts in the Headquarters of the Command and other lower formations under Headquarters Integrated Defence Staff.	Deputy Chief of Integrated Defence Staff(Doctrine, Organisation and Training)	Deputy Chief of Integrated Defence Staff (Doctrine, Organisation and Training)	All
2.	Group 'C' and Group 'D' posts:- (A) Posts in- (i) Armed Forces Headquarters	Deputy Chief Administrative Officer for Group 'C' posts. Senior Administrative	Deputy Chief Administrative Officer for Group 'C' posts. Senior Administrative Officer for Group	All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
		Officer for Group 'D' posts.	'D' posts.	All
	(ii) All Grade 'C' posts other than (B) (xi) and Grade 'D' posts in Ordnance Factory Board Hqrs. Including Ordnance Factory Cell Ordnance Equipment Factories Hqrs., Hqrs. Of Addl. DGOF/AV and any other Hqrs. Of Addl. DGOF.	Deputy Director-General, Ordnance Factories.	Deputy Director-General, Ordnance Factories.	All
	(B) Posts in lower formations under – (i) General Staff Branch (a) Armoured Corps (except civilian Switch Board Operators) Territorial Army and Defence Security Corps Directorates.	Deputy Chief of Army Staff	Deputy Chief of Army Staff	All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
	(b) Military Intelligence Directorate	Director of Military Intelligence	Director of Military Intelligence	All
	(c) Staff Duties Directorate (i.e., posts in Headquarter formation and Staff offices manned by civilians who are no borne on the strength of any Army/Service/Corps, including conservancy staff, but excluding civilian Switch Board Operators.)	Director of Staff Duties	Director of Staff Duties	
	(d) Military Training Directorate (except Civilian Switch Board Operators).	(1) Director of Military Training (in lower formations commanded by officers of the rank of Brigadier and below).	(1) Director of Military Training (in lower formations commanded by officers of the rank of Brigadier and below).	All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
		(2) Commandants of Indian Military Academy and College of Combat	(2) Commandants of Indian Military Academy and College of Combat.	All
	(e) Artillery Directorate	Director of Artillery	Director of Artillery	All
	(f) Signals Directorate (including civilian Switch Board Operators of non-signal units under Armoured Corps, Staff Duties Directorate, and Military Training Directorate now included in the General Staff Branch Common Roster of Civilian Switch Board Operators).	Signal Officer-in-Chief	Signal Officer-in-Chief	All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
	(ii) Adjutant-General's Branch(including all Group 'C' posts in Record Offices of the Army Ordnance Corps, Electrical and Mechanical Engineers and Military Forms Records).	Adjutant-General	Adjutant-General	All
	(iii) Quarter-Master-General's Branch	Quarter-Master-General	Quarter-Master-General	All
	(iv) Master-General of Ordnance's Branch	Director of Ordinances Services for Army, Ordnance Cops Civilian Personnel Director of Electrical and Mechanical Engineering for Electrical and Mechanical Engineering Civilian Personnel.	Director of Ordinances Services Director of Electrical and Mechanical Engineering	All All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
	(v) Engineer-in-Chief's Branch	Engineer-in-Chief	Engineer-in-Chief	All
	(vi) Naval Headquarters.	Director of Civilian Personnel, Naval Headquarters	Director of Civilian Personnel, Naval Headquarters	All
	(vii) Air Headquarters.	Air Officer Commanding-in Chief of concerned Command	Air Officer Commanding-in Chief of concerned Command	All
	(viii) Directorate General, Armed Forces Medical Services.	Director General, Armed Forces Medical Services.	Director General, Armed Forces Medical Services.	All
	(ix) Directorate General of Inspection	Director General of Inspection	Director General of Inspection	All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
	(x) Directorate General, National Cadet Corps.	Director General, National Cadet Corps.	Director General, National Cadet Corps.	All
	(xi) (a) All Grade 'C' posts of Chargeman, Grade I, Asstt. Store Holder, Asstt. Foreman, Store Holder, Foreman, Principal Foreman, and equivalent posts. (b) All Grade 'C' posts other than (a) above and Grade 'D' posts in Ordnance Factories, Ordnance Equipment Factories. (c) All Grade 'C' posts other than (a) above and Grade 'D' posts in Ordnance Factory Staff College.	Deputy Director-General, Ordnance Factories General Manager Director, Ordnance Factory Staff College.	Deputy Director-General, Ordnance Factories General Manager Director, Ordnance Factory Staff College.	All All All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
	(xii) Directorate of Military Lands and Cantonments	Director of Military Lands and Cantonments	Director of Military Lands and Cantonments	All
	(xiii) Directorate of Public Relations.	Director of Public Relations.	Director of Public Relations.	All
	(xiv) Defence Research and Development Organisation	Science Adviser to the Minister of Defence and Director General, Defence Research and Development Organisations.	Scientific Adviser to the Minister of Defence and Director General, Defence Research and Development Organisations.	All
	(xv) Directorate of Technical Development and Production (Air).	Director of Technical Development and Production (Air).	Director of Technical Development and Production (Air).	All
	(xvi) Posts under Security Office.	Chief Security Officer, Ministry of Defence.	Chief Security Officer, Ministry of Defence.	All
	(xvii) All Groups 'C' and 'D' posts in subordinate units of Radar and Communications Project Office.	Commanding Officer.	Commanding Officer.	All

Serial Number (1)	Description of service (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
	(xviii) All group 'C' in the, - (a) Headquarters of Andaman and Nicobar Command; (b) other lower formations under Headquarters Integrated Defence Staff.	(a) Commander-in-Chief, Andaman and Nicobar Command; (b) Commandants of National Defence Academy; Commandants of Defence Services Staff College Commandants of College of Defence Management; and Commandants of Military Institute of Technolog	(a) Commander-in-Chief, Andaman and Nicobar Command; (b) Commandants of National Defence Academy; Commandants of Defence Dfence Services Staff College; Commandants of College of Defence Managements; and Commandants of Military institute of Technology.	All

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The principal rules were published in the Gazette of India vide notification number [S.O. 3703, dated the 20th November, 1965](#) and subsequently amended vide the following notifications:-

S. No.	Notification No.	Published in Gazette of India vide.	Amendment in Rules.
1.	7/3/66-Ests.(A) dated 06.04.1966	S.O. No. 1149 dated 13.04.1966	Part -II of the Schedule.
2.	7/3/66-Estt.(A) dated 28.05.1966	S.O. No. 1596 dated 04.06.1966	Part -III of the Schedule.
3.	7/9/66-Ests.(A) dated 01.07.1966	S.O. No. 2007 dated 09.07.1966	Rule 9
4.	7/8/66-Ests.(A) dated 27.08.1966	S.O. No. 2648 dated 03.09.1966	Part-I and Part-II of the Schedule.
5.	7/6/66-Ests.(A) dated 22.09.1966	S.O. No. 2854 dated 01.10.1966	Part -II of the Schedule.
6.	7/8/66-Ests.(A) dated 22.09.1966	S.O. No. 2855 dated 01.10.1966	Part -II of the Schedule.
7.	7/2/67-Ests.(A) dated 10.04.1967	S.O. No. 1282 dated 15.04.1967	Part-IV of the Schedule.
8.	7/4/64-Ests.(A) dated 18.04.1967	S.O. No. 1457 dated 29.04.1967	Rule 24
9.	7/4/67-Ests.(A) dated 07.09.1967	S.O. No. 3253 dated 16.09.1967	Part-I and Part-II of the Schedule.
10.	7/9/67-Ests.(A) dated 26.09.1967	S.O. No. 3530 dated 07.10.1967	Part -II of the Schedule.
11.	7/10/67-Ests.(A) dated 14.11.1967	S.O. No.4151 dated 25.11.1967	Part-III of the Schedule.
12.	7/1/67-Ests.(A) dated 29.02.1968	S.O. No. 821 dated 09.03.1968	Rule 10
13.	7/5/68-Ests.(A) dated 23.05.1968	S.O. No. 1870 dated 01.06.1968	Part-II of the Schedule.
14.	7/6/68-Ests.(A) dated 13.09.1968	S.O. No. 3423 dated 28.09.1968	Part-II and Part-III of the Schedule.
15.	7/14/69-Est.(A) dated 19.12.1969	S.O. No. 5008 dated 27.12.1969	Part-I of the Schedule.
16.	7/15/69-Estt.(A) dated 23.01.1970	S.O. No. 397 dated 07.02.1970	Part-III and Part-IV of the Schedule.
17.	7/3/68-Ests.(A) dated 21.08.1971	S.O. No. 3521 dated 25.09.1971	Part-I to Part-V of the Schedule.

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18.	7/11/71-Est.(A) dated 29.11.1971	S.O. No. 249 dated 01.01.1972	Rule 2
19.	7/6/72-Ests.(A) dated 05.04.1972	S.O. No. 990 dated 22.04.1972	Rule 3-A
20.	7/3/68-Ests.(A) dated 22.04.1972	S.O. No. 1600 dated 01.07.1972	Part-II of the Schedule.
21.	7/3/68-Estt.(A) dated 03.08.1972	S.O. No. 2789 dated 14.10.1972	Part-II, Part-III and Part-IV of the Schedule.
22.	7/9/72-Ests.(A) dated 21.03.1973	S.O. No 929 dated 31.03.1973	Part-V of the Schedule.
23.	7/3/74-Estt.(A) dated 07.06.1974	S.O. No. 1648 dated 06.07.1974	Part-V of the Schedule.
24.	11012/8/76-Ests.(A) dated 14.07.1976	S.O. No. 2742 dated 31.07.1976	Part-II of the Schedule.
25.	7/4/69-Estt.(A) dated 24.11.1976	S.O. No. 4664 dated 11.12.1976	Rule-14
26.	11012/10/77-Ests.(A) dated 20.09.1977	S.O. No. 3062 dated 08.10.1977	Part-I of the Schedule.
27.	11012/2/76-Estt.(A) dated 01.11.1977	S.O. No. 3573 dated 26.11.1977	Rule 12
28.	11012/12/77-Ests(A) dated 01.11.1977	S.O. No. 3574 dated 26.11.1977	Part-I, Part-II, Part-III and Part-IV of the Schedule.
29.	11012/21/77-Estt.(A) dated 14.11.1977	S.O. No. 3671 dated 03.12.1977	Rule 14
30.	11012/15/77-Estt.A dated 14.08.1978	S.O. No. 2464 dated 02.09.1978	Part-V of the Schedule.
31.	11012/2/77-Estt.A dated 16.08.1978	S.O. No. 2465 dated 02.09.1978	Rule 15
32.	11012/11/1978-Estt.(A) dated 02.03.1979	S.O. No. 920 dated 17.03.1979	Rule 27 and Rule 29
33.	11012/5/80-Ests.(A) dated 09.01.1981	S.O. No. 264 dated 24.01.1981	Part-V of the Schedule.
34.	11012/1/1981-Estt.(A) dated 25.07.1981	S.O. No. 2126 dated 08.08.1981	Part-V of the Schedule.
35.	11012/1/80-Estt.(A) dated 06.08.1981	S.O. No. 2203 dated 22.08.1981	Rule 29
36.	35012/2/80-Ests.(A) dated 07.09.1981	S.O. No. 2512 dated 03.10.1981	Rule 10
37.	11012/3/81-Ests.(A) dated 07.01.1982	S.O. No. 168 dated 23.01.1982	Rule 24
38.	11012/7/82-Estt.(A) dated 25.04.1984	S.O. No. 1535 dated 12.05.1984	Part-I and Part-V of the Schedule.
39.	11012/15/84-Estt.(A) dated 05.07.1985	G.S.R. No. 671 dated 20.07.1985	Rule 23, Rule 29
40.	11012/05/85-Estt.(A) dated 29.07.1985	G.S.R. No. 746 dated 10.08.1985	Part-II and Part-III of the Schedule.
41.	11012/6/85-Estt.(A) dated 06.08.1985	G.S.R. No. 812 dated 31.08.1985	Rule 29 and Rule 29-A

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42.	11012/12/85-Estt.(A) dated 06.12.1985	S.O. No. 5637 dated 21.12.1985	Part-I of the Schedule.
43.	11012/8/85-Estt.(A) dated 11.12.1985	S.O. No. 5743 dated 28.12.1985	Part-III of the Schedule
44.	11012/24/85-Estt.(A) dated 26.11.1986	S.O. No. 4089 dated 13.12.1986	Part-I and Part-V of the Schedule.
45.	11012/13/86-Estt.(A) dated 11.03.1987	S.O. No. 830 dated 28.03.1987	Rule 19
46.	11012/12/86-Estt.(A) dated 19.03.1987	S.O. No. 831 dated 28.03.1987	Part-II of the Schedule.
47.	11012/11/86-Ests.(A) dated 10.06.1987	S.O. No. 1591 dated 27.06.1987	Rule 11
48.	11012/3/87-Estt.(A) dated 03.07.1987	S.O. No. 1825 dated 18.07.1987	Part-I to Part-III of the Schedule.
49.	11012/11/88-Estt.(A) dated 29.09.1988	S.O. No. 3060 dated 15.10.1988	Part-II of the Schedule.
50.	11012/10/88-Estts.(A) dated 30.09.1988	S.O. No 3061 dated 15.10.1988	Part-III of the Schedule.
51.	11012/3/89-Ests.(A) dated 21.08.1989	S.O. No. 2207 dated 16.09.1989	Part-I and Part-II of the Schedule.
52.	11012/13/89-Estt.(A) dated 30.03.1990	S.O. No. 1084 dated 28.04.1990	Rule 29 and Part-II of the Schedule.
53.	11012/4/86-Estt.(A) dated 03.08.1990	S.O. No. 2208 dated 25.08.1990	Rule 11
54.	11012/4/86-Estt.(A) dated 26.05.1992	S.O. No. 1481 dated 13.06.1992	Rule 11
55.	11012/6/92-Estt.(A) dated 04.06.1992	G.S.R. No. 289 dated 20.06.1992	Rule 14
56.	11012/2/92-Estt.(A) dated 09.12.1992	G.S.R. No 589 dated 26.12.1992	Part-II of the Schedule.
57.	11012/12/90-Estt.(A) dated 22.09.1994	G.S.R. No 499 dated 08.10.1994	Part-III of the Schedule.
58.	11012/4/94-Estt.(A) dated 03.05.1995	G.S.R. No 276 dated 10.06.1995	Rule 15 and Rule 17
59.	11012/8/94-Estt.(A) dated 02.01.1996	G.S.R. No 17 dated 20.01.1996	Rule 14, Rule 22 and Rule 27
60.	11012/3/96-Estt.(A) dated 28.02.1996	G.S.R. No 125 dated 16.03.1996	Part-II of the Schedule.
61.	11012/3/96-Estt.(A) dated 18.09.1996	G.S.R. No 417 dated 05.10.1996	Part-II of the Schedule.
62.	11012/2/2000-Estt.(A) dated 11.10.2000	G.S.R. No. 420 dated 28.10.2000	Rule 11
63.	11012/10/2000-Estt.(A) dated 30.03.2001	G.S.R. No 211 dated 14.04.2001	Part-II, Part-III and Part-IV of the Schedule.

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64.	11012/10/2000-Estt.(A) dated 13.02.2002	G.S.R. No. 60 dated 23.02.2002	Part II and Part IV of the Schedule.
65.	11012/4/2003-Estt.(A) dated 23.12.2003	G.S.R. No. 2 dated 03.01.2004	Rule 10
66.	11012/4/2003-Estt.(A) dated 02.04.2004	G.S.R. No. 249(E) dated 02.04.2004	Rule 10
67.	11012/4/2003-Estt.(A) dated 29.03.2004	G.S.R. No. 113 dated 10.04.2004	Rule 10
68.	11012/5/2001-Estt.(A) dated 01.07.2004	G.S.R. No. 225 dated 10.07.2004	Rule 14
69.	11012/5/2003-Estt.(A) dated 23.08.2004	G.S.R. No. 287 dated 28.08.2004	Rule 11
70.	11012/4/2003-Estt.(A) dated 04.11.2004	G.S.R. 384 dated 13.11.2004	Rule 10
71.	11012/10/2004-Estt.(A) dated 20.12.2004	G.S.R. No. 1 dated 01.01.2005	Part-I and Part-II of the Schedule.
72.	11012/10/2004-Estt.(A) dated 11.07.2005	G.S.R. No. 246 dated 23.07.2005	Part-II of the Schedule.
73.	11012/4/2003-Estt.(A) dated 06.06.2007	G.S.R. No. 105 dated 16.06.2007	Rule 10
74.	11012/10/2004-Estt.(A) dated 18.03.2008	G.S.R. No. 49 dated 29.03.2008	Part-II of the Schedule.
75.	11012/8/2008-Estt.(A) dated 29.01.2009	G.S.R. No. 12 dated 07.02.2009	Part-V of the Schedule.
76.	11012/3/2009-Estt.(A) dated 17.07.2009	S.O.No 1762(E) dated 16.07.2009	Part-V of the Schedule.
77.	11012/2/2005-Estt.(A) dated 02.02.2010	G.S.R. No. 55(E) dated 02.02.2010	Rule 11
78.	11012/2/2005-Estt.(A) dated 10.12.2011	G.S.R. No. 877(E) dated 05.12.2011	Rule 14
79.	11012/8/2011-Estt.(A) dated 31.10.2014	G.S.R. No. 769(E) dated 31.10.2014	Rule 15, Rule 16, Rule 17, Rule 19, Rule 27 Rule 29, Rule 29-A, Rule 32
80.	11013/2/2014-Estt.(A) dated 19.11.2014	G.S.R. No. 822(E) dated 19.11.2014	Rule 11

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81.	11012/9/2016-Estt.(A) dated 02.06.2017	G.S.R. No. 548(E) dated 02.06.2017	Rule 14, Rule 16, Rule 19, Rule 27, Rule 29, Rule 29-A
82.	11012/01/2016-Estt.(A-III) dated 12.09.2017	S.O. No. 2167 dated 16.09.2017	Part-V of the Schedule.
83.	11012/3/2009-Estt.(A-III) dated 08.03.2018	G.S.R. No. 216(E) dated 08.03.2018	Part-V of the Schedule.