



No.SOR-I(S&GAD)1-19/2016
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT (REGULATIONS WING)

Dated Lahore, the 17th March, 2016

To

1. The Senior Member, Board of Revenue, Punjab.
2. The Chairman, Planning & Development Board, Lahore.
3. The Principal Secretary to Governor of the Punjab.
4. The Principal Secretary to Chief Minister, Punjab.
5. All the Administrative Secretaries in the Punjab.
6. The Provincial Police Officer, Punjab.
7. The Chairman, TEVTA Punjab, Lahore.
8. All Commissioners in the Punjab.
9. All Heads of Attached Departments in the Punjab.
10. All District Coordination Officers in the Punjab.
11. The Secretary Provincial Assembly, Punjab.
12. All Heads of Autonomous Bodies in the Punjab.
13. The Secretary, Punjab Public Service Commission, Lahore.
14. The Secretary, Provincial Ombudsman Punjab, Lahore.
15. The Registrar, Lahore High Court, Lahore.
16. The Registrar, Punjab Service Tribunal, Lahore.
17. The Secretary, Chief Minister's Inspection Team, Lahore.
18. The Accountant General, Punjab, Lahore.
19. All District Accounts Officers in the Punjab.

SUBJECT: APPOINTMENT / NOMINATION OF INQUIRY OFFICER

I am directed to refer to the subject noted above and to state that section 9(1)(a) of the Punjab Employees Efficiency, Discipline and Accountability Act 2006 reads as under:-

“9(1)(a) appointment of an inquiry officer or an inquiry committee; provided that the inquiry officer or the convener of inquiry committee, as the case may be, shall be of a rank senior to the accused and where two or more accused are proceeded against jointly, the inquiry officer or the convener of the inquiry committee shall be of a rank senior to the senior most accused;”

2. Under the provisions of section 10(6) of the Act *ibid*, enquiry proceedings are required to be completed by Inquiry Officer / Inquiry Committee within 60 days or extended period.
3. Instances have come to notice of the competent authority that disciplinary proceedings are often delayed and not completed within the stipulated period due to

retirement of inquiry officer, convener / member of inquiry committee, as the case may be. It not only gives rise to numerous service issues for the concerned employees but also hampers smooth business of department.

4. The competent authority has, therefore, directed that:

- (i) Officers, at the verge of retirement, i.e., who are going to retire within one year, shall in no case, be appointed as inquiry officer or convener / member of inquiry committee under the Punjab Employees Efficiency, Discipline and Accountability Act 2006.
- (ii) Administrative Departments concerned shall ensure that disciplinary proceedings, in all cases, are completed and inquiry submitted within the stipulated period.
- (iii) Extension in the stipulated period of 60 days for completion of proceedings shall be subject to exceptional and cogent grounds advanced by the Inquiry Officer / Inquiry Committee.

5. These instructions may kindly be brought to the notice of all concerned for strict compliance.

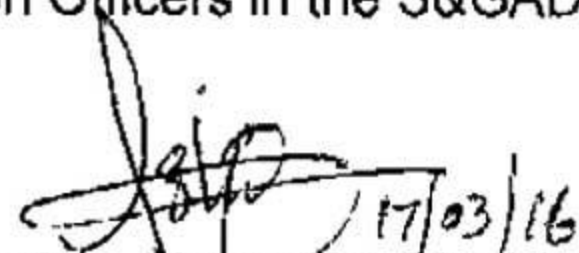


(Dr. Muhammad Saleh Tahir)
Secretary (Regulations), S&GAD

No. & Date Even:

A copy is forwarded for information to:-

1. PSs to Chief Secretary / Addl. Chief Secretary / Secretary (Services / I&C / Regulations / Archives), S&GAD
2. All Addl. Secretaries, Deputy Secretaries and Section Officers in the S&GAD.



(Syed Ashiq Hussain Shah)
Deputy Secretary (Regulations),
S&GAD