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RAJASTHAN FINANCIAL CORPORATION
UDYOG BHAWAN, TILAK MARG, JAIPUR

RFC/PG-1(222)/7873

Dated: 19.10.06.
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OFFICE ORDER

Reg: Expeditious Disposal of Depttmental Enquiries

A circular No. PG-1(222)7650 dated 31.7.06 was issued regarding expeditious disposal of Departmental Enquiry and also about the role of Presenting Officer, but it has come to the notice that the Presenting Officers are not discharging their duties timely and as per norms laid down in RSR rules in this regard.

It is, therefore, enjoined upon all the Presenting Officers to strictly adhere to the following norms while presenting the case before the Enquiry Officer:-

1. On appointment of Presenting Officer, he will collect entire record related with the charges framed against the delinquent officer.
2. The Presenting Officer will thoroughly go through the Memorandum of the charges and the entire record of the case.
3. The PO will decide the name of witnesses who will be the relevant officials, who have dealt with the record and who will adduce his witnesses.
4. Before producing the witness before the Enquiry Officer, the Presenting Officer will brief the case to the witnesses.
5. No charge will remain unattended. All the relevant record will be made exhibit.
6. The charges framed against the delinquent must be supported by the relevant documents and witnesses before the EO.
7. All the records regarding charges will be kept in safe custody of the PO.

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8. In case the delinquent officer brings any witnesses in support of the delinquent, the PO will cross examine him properly.

9. The PO will collect all the copies of the statements of witnesses before the Enquiry Officer.

10. On completion of the witnesses, the PO will submit a written argument before the EO on the basis of all the statements of Corporation witnesses and the delinquent witnesses in cross examination.

11. The PO will not take any adjournment for further proceedings.

The Presenting officer shall be responsible for pursuing the case and ensuring timely compliance/disposal of the DE and preferably not avail leave on the date fixed by the EO..

The Presenting Officer will be liable for disciplinary action if he/she is found to be negligent/careless in any way at any time in discharging his/her aforesaid duties. Entry to this effect shall find place in APAR adversely.

[Handwritten signature]

(KARNI SINGH RATHORE)
CHAIRMAN & MANAGING DIRECTOR

Copy to: All Presenting Officers
Standard circulation at HO
E.O.