

Different Steps in a Final Enquiry

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In a final enquiry, different steps which are taken by the disciplinary authorities and the enquiry officers are as under:

1. Order by disciplinary authority instituting final enquiry by appointing enquiry officer or enquiry committee.
2. Appointing Presenting Officer by the disciplinary authority
3. Framing of charges by the enquiry officer.
4. Approval of the charges by the disciplinary authority.
5. Supply of charge-sheet to the delinquent employee along with the copies of the documents to be relied on in support of charges framed against the delinquent employee.
6. Mentioning of the names of witnesses in the charge-sheet proposed to be examined by the enquiry officer in support of the charges.
7. Providing reasonable opportunity to the delinquent employee to submit his reply/written statement against the charges framed.
8. Notifying the venue, date and time to the delinquent employee for holding the enquiry.
9. Providing opportunity to the delinquent employee for cross-examination of the witnesses examined by the department in support of the charges.
10. Providing copies of the statements of the depositions of the witnesses examined by the enquiry officer during the enquiry.

11. Providing copies of all such documents to the delinquent employee as have been relied on by the enquiry officer in support of the charges.
12. Providing opportunity to the delinquent employee to produce his documents and examine his witnesses in his defence against the charges.
13. Providing opportunity to the delinquent employee for personal hearing by the enquiry officer.
14. Providing opportunity by the enquiry officer to the delinquent employee for oral or written arguments.
15. Preparing enquiry report in triplicate by the enquiry officer by recording clear findings on every aspect of the guilt or liability of the delinquent employee by taking into consideration all the evidence, oral and documentary, led by both sides during the course of enquiry.
16. Submitting all the three copies of the final enquiry report to the disciplinary authority by the enquiry officer in a sealed cover together with his covering letter.
17. Enquiry Officer not to propose any particular penalty to be inflicted on the delinquent employee unless so directed by the disciplinary authority in his order.
