

## GOVERNMENT OF KERALA

**Abstract**

VIGILANCE DEPARTMENT—MANUAL FOR DISCIPLINARY PROCEEDINGS—

PARA 53(4)—SPECIMEN NOTICE FOR PUBLICATION IN THE  
DAILIES AND GOVERNMENT WEBSITE CONCERNED—

ORDERS ISSUED

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**VIGILANCE (E) DEPARTMENT**

G. O. (Ms.) No. 07/2014/Vig.

*Dated, Thiruvananthapuram, 22nd April, 2014.*

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*Read:—*1. G. O. (Rt.) No. 67/80/Vig. dated 9-4-1980.

2. Note No.103183/Rules.A2/127/Fin. dated 10-12-2012 from the Principal Secretary to Government, Finance Department.

**ORDER**

As per the Government Order read as 1st paper above, Government have approved the specimen notice to be used for the publication in the local dailies for inviting attention of the accused officers who failed to accept the notice as per Para 53(4) of Manual for Disciplinary Proceedings, so as to minimise the expenditure being incurred by Government in this connection.

2. As per the note read as 2nd paper above, the Finance Department has recommended that in order to further reduce the substantial financial commitment towards publication of the notice in dailies, show cause notice under Para 53(4) of Manual for Disciplinary Proceedings may also be published in the form of window advertisement with website address in the dailies and the full text of notice or memo of Charges may be uploaded in Government website.

3. Government have examined the matter in detail and are pleased to order that in future, for publication of notice in at least two leading dailies, window advertisement as shown below and since incorporated as Appendix H5 in the Manual for Disciplinary Proceedings shall be used and for publication in the Government website concerned, the model form in Appendix H4 shall be used.

.....Department
Window No. IPRD/.....
(Name and address of Disciplinary Authority)
Disciplinary action against Shri/Smt. ....
(Name and designation of Officer) for unauthorized absence w.e.f.
.....Explanation called for to be submitted on or before
.....
For detailed information, visit the Government website concerned i.e.,

4. Para 53 (4) of MDP stands modified to the above extent.

By order of the Governor,

SAILAJA DEVI, K.,  
*Additional Secretary.*

APPENDIX H4

NOTICE

This is to inform Sri.....  
 .....(Name)  
 .....(designation)  
 .....(Place of appointment etc.) that memo of charges with statement of allegations/Show cause memo containing specific charges against you were issued on.....  
 (Vide.....No.....dated.....) in your last known address directing you to submit your written statement of defence/explanation as to why disciplinary action as contemplated under Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 should not be taken against you. But the cover containing the Charge Memo/Show Cause Memo was returned to the Government/Department undelivered by the postal authorities with endorsement.....  
 .....(reason for non delivery to be mentioned). So you may please take notice that if within 15 days from the date of publication of this notice, your written statement of defence or other explanation against the charges framed against you is not received, it will be presumed that you have no defence to put further and further action will be taken accordingly. You may obtain the full text of the memo of charges with the statement of allegations/show cause memo from.....  
 .....(Designation of the officer, Name of office) during office hours in his office on an application made by you, furnishing your addresses to which it is to be sent prior to the stipulated period.

Designation of the disciplinary authority.

Name of Office:

To

.....  
 .....

APPENDIX H5

<p>.....Department</p> <p>Window No. IPRD/.....</p> <p>(Name and address of Disciplinary Authority)</p> <p>Disciplinary action against Shri/Smt. ....</p> <p>(Name and designation of Officer) for unauthorized absence w. e. f. ....</p> <p>.....Explanation called for to be submitted on or before.....</p>
<p>For detailed information, visit the Government website concerned i.e. ....</p>

**കേരള സർക്കാർ**

**സംഗ്രഹം**

വിജിലൻസ് വകുപ്പ് വിജിലൻസ് & ആന്റി കറപ്ഷൻ ബ്യൂറോയിൽ പ്രവർത്തനം ആരംഭിച്ച ട്രോൾഫ്രീ നമ്പർ പരസ്യപ്പെടുത്തുന്നതിന് ഭരണാനുമതി നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു

**വിജിലൻസ് (ഇ) വകുപ്പ്**

സ. ഉ. (സാധാ.) നമ്പർ 134/14/വിജി. തീരുവനന്തപുരം, 2014 ആഗസ്റ്റ് 2.

പരാമർശം: വിജിലൻസ് & ആന്റി കറപ്ഷൻ ബ്യൂറോ ഡയറക്ടറുടെ 15-1-2013, 6-2-2013, 8-2-2014, 2-5-2014 തീയതികളിലെ ജി. 2215/13 നമ്പർ കത്തുകൾ

**ഉത്തരവ്**

അഴിമതി സംബന്ധിച്ചുള്ള പരാതികൾ സ്വീകരിക്കുന്നതിനായി വിജിലൻസ് & ആന്റി കറപ്ഷൻ ബ്യൂറോ ഡയറക്ടറേറ്റിൽ പ്രവർത്തനം ആരംഭിച്ച ട്രോൾഫ്രീ നമ്പരായ '8592900900' സംബന്ധിച്ച പരസ്യബോർഡുകൾ പൊതുജനശ്രദ്ധ