

	<p>केन्द्रीय विद्यालय संगठन मुख्यालय KENDRIYA VIDYALAYA SANGATHAN (HQ) 18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग 18, Institutional Area Shaheed Jeet Singh Marg, नई दिल्ली / NEW DELHI-110016 दूरभाष / Tele: 2685857 फ़ैक्स/ Fax: 011-26514179 Website: www.kvsangathan.nic.in</p>
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F. 11059/IV-1/2019/KVS(Vig)/PF/1581-1584

Dated 28.05.2025

To

The Deputy Commissioners/ Directors

Kendriya Vidyalaya Sangathan Regional Offices/ZIETs

Subject: Guidelines for conducting departmental inquiry under Rule -14 of CCS(CCA) Rules 1965 in hybrid mode (combining physical & virtual modes/online) for its timely completion as per the CVC directions.

Sir/Madam

Scrutiny of the status of departmental inquiry proceedings for Mar 2025 reveals rather a sombre aspect that several inquiries have been pending for more than a year. Time and again, it has been emphasized that the Inquiry Officer/Disciplinary Authority has to ensure that the departmental inquiry initiated against the delinquent employee is concluded within the shortest possible time. Procrastination on one pretext or the other does not help anyone's cause. In cases where the delinquent is suspended during such an inquiry, it becomes more imperative that the inquiry is concluded swiftly to bring justice. Departmental inquiry proceedings, once initiated, should be concluded within six months, ordinarily, but ought not to be allowed to extend one year as the outermost limit.

Inquiry Officers do face challenges in conducting departmental inquiry proceedings due to logistical and other unavoidable constraints. The primary issues include the inability of key participants, such as the Charged Officer, Presenting Officer, or witnesses, to assemble at the designated location on the specified date and time. Additionally, other unavoidable or obvious reasons, such as scheduling conflicts, travel limitations, or unforeseen circumstances, may further hinder proceedings from occurring as planned. To address these challenges effectively, Inquiry Officers can adopt blended modalities that combine physical and virtual participation, ensuring flexibility while maintaining procedural compliance. Integration of technology can solve logistical and other constraints normally associated with face-to-face meetings. DOPT vide DoPT, vide their OM No. 142/40/2015-AVD.I dated 15.09.2017 & OM No. 11012/03/2020-Estt.A-111 dated 05.08.2020 have also issued guidelines for maximizing the use of Video Conference facility for conducting departmental inquiry in the following manner:-

"The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, the station/place where the misconduct occurred, as well as the convenience of the witnesses/ PO, etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO. The cadre controlling authorities will facilitate necessary arrangements for the Video Conferencing."

Therefore, the Inquiry Officer may, with reasons to be recorded in writing, keeping in view the perspectives of PO/CO/Witnesses, direct that certain hearings shall be conducted through Video Conferencing at any stage of the inquiry proceedings. All such proceedings conducted in a virtual mode shall be deemed to have the same effect as those conducted face-to-face and guided by the extant rules.



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By leveraging technology appropriately, conducting inquiries in a blended mode, constraints associated with the face-to-face mode can be effectively overcome, resulting in saving of time & resources, besides ensuring the convenience of all. All ROs, ZIETs, and schools besides KVS(HQ) are well equipped to create a virtual meeting space connecting people sitting in different locations. Therefore, the necessity of calling is obviated in many hearings, leaving just a minimum number when face-to-face meetings are absolutely required. Even examination, cross-examination, and re-examination of witnesses can also be conducted virtually, with witnesses actually sitting in different locations. Virtual hearings' proceedings can be recorded as additional evidence.

Kindly disseminate the aforementioned instructions to all concerned within your jurisdiction for compliance.

These issues with the approval of the competent authority.

Yours faithfully,



(Somit Srivastav)
Joint Commissioner (Pers. & CVO)

Copy to :

1. केन्द्रीय विद्यालय संगठन (मु.) के सभी अनुभागों व अधिकारियों को सूचना एवं आवश्यक कार्रवाई हेतु
2. उपायुक्त (शैक्षिक), ईडीपी प्रकोष्ठ को इस अनुरोध के साथ प्रेषित की इस आदेश को केवीएस वेबसाइट पर प्रशासन के तहत उप-शीर्ष 'सतर्कता' में अपलोड किया जाए।
3. गार्ड फाईल ।