

No. 12011/06/2018 - AVU- [E- 137011]
Government of India
Ministry of Environment, Forests and Climate Change
(Vigilance Division)

**Room No. 402, Level-IV, Agni Wing,
Indira Paryavaran Bhawan, Jorbagh Road,
Aliganj, New Delhi -110003**

Dated: 05.08.2026

**The Chief Secretaries of
All State Governments/
Union Territory Administrations/
CBI/other Investigating Agency
In the State Government**

Subject: Introduction of Single Window System in the Ministry of Environment, Forest and Climate Change for receiving proposals of disciplinary proceedings/appeal/revision/review/ and sanction for prosecution cases of IFS officers and other officers -reg.

The undersigned is directed to refer to this Ministry's letter of even no. dated 09.08.2018 (*copy enclosed*) vide which Single Window System has been introduced by the ministry for receiving proposals for initiation or seeking advice of UPSC in respect of Disciplinary proceedings and sanction for prosecution under the Prevention of Corruption Act, 1988, respectively.

2. It has been noticed that even when there is a Single Window system available, majority of the State Government/UT Administration & other investigating agency are still forwarding their proposals through DAK, which may be avoided.

3. All the State Governments/Union Territory Administrations/CBI/other investigating agencies are therefore once again requested to take note of the Single Window System that was introduced in the Ministry of Environment, Forest & Climate Change w.e.f 15.08.2018 in line with instructions from DoPT and bring the same to the notice of all concerned. it is reiterated that:

(i) the Single window System should be used and DAK to be avoided

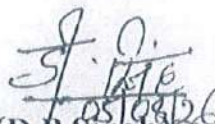
(ii) It may also be ensured that the Check List is countersigned by an officer not below the level of Secretary in the State Government/Union Territory Administration or Joint Secretary or equivalent officer in CBI/other Investigating Agency. Further, it may be noted that this Ministry shall not be responsible for any legal issues arising out of the delay in processing or not processing of the matter that are not received through the proper channel.

4. Further, In order to facilitate expeditious examination and processing of such proposals, UPSC has directed that:

(a) Examination of disciplinary cases requires a self-contained, exhaustive note by bringing out all the stages of the case right from the stage of preliminary inquiry till the representation of the CO on the IO's report. This requires not only a thorough scrutiny/examination of the case records but also an exhaustive analysis of the evidence in the proforma prescribed by the Commission.

(b) While forwarding the case, a scanned copy of the complete case records in a cybersafe and secured Pen Drive/External Hard Disk , in addition to the physical records(original/authenticated copies) may be provided in the Single Window System to fast track the analysis and for early disposal of cases.

5. These instruction may please be adhered to while forwarding the disciplinary cases to this Ministry.


(D.P. Singh)

Under Secretary to the Govt. of India
Tele # 011-20819395
Email: singh.dp1973@gov.in

Encl: as above

Copy to:-

1. Secretary, Central Vigilance Commission, Satarkata Bhawan, G.P.O. Complex, Block-A, I.N.A, New Delhi-110023.
2. Joint Director(Policy and Coordination), Central Bureau of Investigation, North Block, New Delhi with the request that the above guidelines may please be circulated amongst the Investigating units for due compliance.
3. Principal Secretaries (Forest), State Governments/Union Territories for circulation amongst investigating units for due compliance.
4. Principal Chief Conservator of Forests of All State Governments/UT Administration
5. Joint Secretary, Administration Division, Ministry of Environment, Forest and Climate Change.
6. IGF, IFS Division, Ministry of Environment, Forest and Climate Change.
7. PPS to Secretary (MoEF&CC)/PPS to DGF & SS/PS to CCA
8. Consultant (IT)- upload on MoEF&CC /ifs.in websites.

No.12011/6/2018-AVU
Government of India
Ministry of Environment, Forest & Climate Change
(Vigilance Division)

Room No.402, Agni Wing, Level-IV,
Indira Paryavaran Bhavan, Jor Bagh Road,
Aliganj, New Delhi-110003.

Dated : 09th August, 2018

The Chief Secretaries of
All State Governments/
Union Territory Administrations/
CBI/Other Investigating Agency
in the State Government

Sub: Introduction of Single Window System in the Ministry of Environment, Forest and Climate Change for receiving proposals of disciplinary proceedings/appeal/revision/review and sanction for prosecution cases of IFS officers/Scientists, etc.-reg.

Sir/Madam,

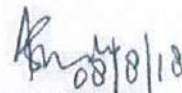
I am directed to inform that proposals for initiation of disciplinary proceeding/appeal/revision/review and Sanction for prosecution under Prevention of Corruption Act, 1988 are received from State Governments/ Union Territory Administration/CBI/other Investigating Agency against IFS officers and other officers whose cadre control vests in this Ministry. In order to avoid delay in processing of such proposals due to procedural infirmities/shortcomings/discrepancies, Ministry has decided to switch over to Single Window System for accepting the proposals as per Check Lists enclosed.

2. Henceforth, all State Governments/Union Territory Administration/CBI/other Investigating Agency are required to authorize a representative not below the level of Under Secretary, who is well conversant with the matter, to come to Ministry of Environment, Forest & Climate Change office in person for handing over the proposal for initiation of disciplinary proceedings/ Appeal/Revision/Review and Sanction for prosecution under Prevention of Corruption Act, 1988, complete in all respect, with all the relevant documents/records. In the Ministry, Under Secretary(Vigilance) (Room No. 402, 4th Floor, Agni Wing, Indira Paryavaran Bhawan, Jor Bagh, Aliganj, New Delhi) will receive such proposals referred by State Governments/ Union Territory Administration/CBI/other Investigating Agency between 11.00 am to 1 pm on all working days. The proposals received would initially be scrutinized in terms of information sought and in consonance with the prescribed Check List. Incomplete cases would be returned straightaway after pointing out deficiencies. Cases, which are complete in all respect as per the Check List, would only be accepted for further detailed scrutiny and examination. The Single Window System is to be introduced from 15.08.2018.

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3. State Governments/Union Territory Administration/ CBI/other Investigating Agency are requested to take note of the Single Window System being introduced in the Ministry of Environment, Forest & Climate Change w.e.f. 15.08.2018 and bring the same to the notice of all concerned. It may also be ensured that the Check List is countersigned by an officer not below the level of Secretary in the State Government/ Union Territory Administration or Joint Secretary or equivalent officer in CBI/other Investigating Agency.

Yours faithfully,

 08/08/18

(Anuradha Singh)

Director to the Government of India
Tele. No. 011-24695272.

Encl. :- Check Lists.

Copy to :-

1. All Ministries/Department of Government of India(as per standard list).
2. Secretary, Central Vigilance Commission, Satarkata Bhawan, G.P.O. Complex, Block-A, I.N.A, New Delhi-110023.
3. Joint Director(Policy and Coordination), Central Bureau of Investigation, North Block, New Delhi with the request that the above guidelines may please be circulated amongst the investigating units for due compliance.
4. Principal Secretaries (Forest), State Governments/Union Territories for circulation amongst investigating units for due compliance.
5. Joint Secretary, Administration Division, Ministry of Environment, Forest and Climate Change.
6. Joint Secretary, IFS Division, Ministry of Environment, Forest and Climate Change.
7. PPS to Secretary(E,F&CC)/PPS to DGF & SS/ PS to CCA.
8. Consultant (IT)- Upload on MoEF&CC/ifs.in websites.

**PROFORMA/ CHECK LIST FOR FORWARDING DISCIPLINARY CASES TO
THE UNION PUBLIC SERVICE COMMISSION**

PART I : SERVICE AND RELATED PARTICULARS

1. Name of charged officer and the service on which borne

2. (i) Whether temporary/permanent/contract service
(ii) If confirmed, date of confirmation

*3. Post held substantively, if in permanent service

- a) Designation
 - b) Pay Level in the pay matrix (indicating pay index, etc.)
 - c) Pay drawn
 - d) Date from which pay shown against (c) drawn
 - e) Date of increment
-

4. Post held at present

- a) Designation
 - b) Pay Level in the pay matrix (indicating pay index, etc.)
 - c) Pay drawn
 - d) Date from which pay shown against (c) drawn
 - e) Date of next increment
-

5. The next lower post (along with pay level in the pay matrix), the officer would have held but for his appointment to the present post he is holding

6. Date of Birth

7. Date of joining Govt. Service

8. Due date of retirement or actual date of retirement, if already retired

9. (a) Amount of monthly pension admissible/sanctioned
- (b) (i) Amount of gratuity admissible (in respect of disciplinary proceedings initiated during service)
- (ii) Amount of gratuity withheld (for disciplinary proceedings after retirement)
-

*Not to be filled in the case of All India Service officers

10. (a) Appointing authority in respect of the post held at present, or the authority which actually appointed the person, if that authority is higher.
(b) Authority competent to impose the penalty in respect of the post held at present
(c) Appellate authority in respect of the post held at present

11. Whether an oral inquiry, if required under the rules, has been held

12. Name and designation of Inquiry officer appointed, if any.

PART II : DETAILS OF CASE RECORDS

(All the records are required to be arranged and cross-referenced, as indexed below and page numbers of the file/ folders to be indicated against each item.)

Item	*Reference/comments
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(A) ORIGINAL CASES

(Where the Central Government or the State Government is the Disciplinary Authority and an order of penalty is to be passed for the first time)

(a) Complaint, if any, received by the Authorities
(b) (i) Report of the preliminary enquiry, if any, held in the matter leading to the institution of formal disciplinary proceedings against the C.O. (together with Depositions recorded)
(ii) Order, of suspension/ revocation of suspension, if any,
(c) Order, if any of the competent authority for joint/common proceedings where two or more Govt. servants are involved.
(d) i) Charge sheet together with the statement of imputations along with enclosures. ii) Records of delivery of charge sheet to the charged officer iii) Whether the Charge sheet issued as per the Rules

*Please indicate references in terms of page numbers, file numbers, folders, etc. Do not leave any column blank. If a document is not enclosed, indicate reasons.

(e)	Reply of the Charged Officer
(f)	A note from the Disciplinary Authority explaining the factual or procedural points, if any, raised in the Charged Officer's reply in minor penalty cases where no enquiry has been held
(g)	Order of the Disciplinary Authority appointing the Inquiry Officer
(h)	Order of the Disciplinary Authority appointing the Presenting Officer
(i)	Daily Order Sheets maintained by the Inquiry Officer, indicating the progress of oral inquiry
(j)	Correspondence of the Inquiry Officer, if any, with the Disciplinary Authority or the Charged Officer
(k)	i) Depositions – oral statements, recorded from prosecution witnesses and defence witnesses ii) Statement of defence of the Charged Officer iii) General examination of the charged officer iv) Whether copies of relevant documents have been supplied to the Charged Officer v) Exhibits (in original/ legible copies duly authenticated) a) Prosecution b) Defence
(l)	i) Written brief, if any, submitted by the Presenting Officer ii) Whether a copy of brief of Presenting Officer supplied to the Charged Officer
(m)	Written brief, if any, submitted by the Charged Officer.
(n)	Inquiry Officer's report
(o)	i) Whether Inquiry Officer's report provided to the charged officer. ii) Whether disagreement of the Disciplinary Authority, if any, on the report of the Inquiry Officer, communicated to the Charged Officer iii) Representation of the Charged Officer on the findings of the Inquiry Officer.

iv) Para-wise comments of the Disciplinary Authority on the representation of the Charged Officer, if any.

(p) Whether the Disciplinary Authority has considered the merits of the case and come to the conclusion that a formal penalty is called for

(q) In cases of minor penalty, following information may also be provided:

- i) Whether the case is being submitted at least 90 days prior to the date of retirement.
 - ii) If not, the reasons for late submission of the case may be indicated.
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(r) In cases of major penalty, following information may also be provided:

- i) Whether the case is being submitted at least 180 days prior to the date of retirement.
 - ii) If not, the reasons for late submission of the case may be indicated.
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(B) CONVICTION CASES

(where any penalty is to be imposed on a Government servant on the ground of conduct which has led to his conviction on a criminal charge)

a) Complaint/ F.I.R.

b) Investigation Report

c) Judgement of the Court

d) Show Cause Notice issued to the Government servant
(The Show Cause Notice should tentatively propose imposition of the penalty of highest grade, i.e., dismissal from service which shall ordinarily be a disqualification for future employment under the Government / withholding of hundred percent of pension and gratuity in full on permanent basis, as the case may be)

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- e) Record of the delivery of the Show Cause Notice

 - f) Representation of the Government servant on the Show Cause Notice

 - g) Comments of DA on the representation of Government servant

 - h) Whether the disciplinary authority has considered the merits of the case and come to the conclusion that a formal penalty is called for on the ground of conduct which has led to the conviction of the Government servant on a criminal charge

(C) APPEAL CASES

(Where the order of penalty has been passed by a subordinate authority and an appeal lies to the President)

(In these cases all the documents listed in (A) should also be sent)

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- a) Order passed by the Disciplinary Authority together with a note, if any, containing the conclusion arrived at by him in respect of each charge

 - b) Appeal of the officer concerned

 - c) Whether appeal has been addressed to the competent authority

 - d) Comments of the Disciplinary Authority on the Appeal including clarification on procedural points, if any, raised by the Appellant

(D) REVISION/REVIEW CASES

- i) Whether Appeal addressed to the President of India or to some Subordinate authority.

(Where the Appellate Authority is subordinate to the President and a modification of the appellate order is sought by way of Revision/Review or where the President has passed the original order)

(In these cases, all the documents listed in (A) and (C) should also be sent)

- ii) Whether the approval of the Competent Authority obtained before referring the Case for Commission's advice.

a) Appellate Authority's order/ President's order
b) Petition/Memorial submitted by the officer
c) Note indicating the Reviewing Authority's findings on the charges, detailing the reasons warranting modification of the penalty already imposed and the extent of such modification
d) Additional comments on the procedural or factual points, if any, raised in petition.

(E) PENSION CASES

(Where the President proposes to withhold or withdraw pension otherwise admissible to the officer as a result of disciplinary proceedings instituted/ deemed to continue in respect of an officer who has retired from service)

(In these cases all the documents listed in (A) should also be sent)

a) Order of the President*, if any, that the disciplinary proceedings should be instituted under the relevant pension rules.
b) Show cause notice issued to the officer indicating precisely the quantum of cut proposed to be made in his pension and the period for which it shall be operative
c) Reply of the officer to the aforesaid notice
d) Comments on factual or procedural points raised by the officer in his reply.
e) Approval of the President to the effect that the pensioner is found guilty of grave misconduct or negligence warranting withholding/ withdrawing of pension and/or gratuity or recovery from a pension or gratuity

(F) GENERAL

a) Miscellaneous documents regarding evidence such as the exhibits, statements, etc. referred to in (A) to (E) and extracts of relevant Rules, Codes, Manuals, Acts, Judgements etc.
*Central Govt. in the case of All India Service Officers.

b) Information/position of disciplinary proceedings instituted against other co-accused officers.
c) Information/ position of action instituted against persons/ officials (other than Government servants) involved in the case, if any
d) Whether complete and up-to-date Confidential Roll of the officer has been enclosed.
e) Details of other disciplinary case(s) instituted against the Government servant and the penalty imposed, if any.
f) Present status of pending court cases, if any, along with the next date of hearing.

*Signature.....
 Name (in Block letters) of the Officer
 signing this statement.....
 Designation.....
 Telephone No.....
 Date:.....

*To be signed by an officer not below the rank of CVO/Joint Secretary to the Government of India