

**DAKSHIN HARYANA BIJLI VITRAN NIGAM**

**Memo No.Ch-23 /SE/Admn./REG-54**

**Dated: 24 .08.2006**

From

The S.E./Administration,  
DHBVN, Hisar.

To

1. All the G.Ms./C.Es. in DHBVN.
2. The Company Secretary, DHBVN, Hisar.
3. The C.A.O./C.A./F.A.(HQ)/FA & CAO(MM), DHBVN, Hisar.
4. All the S.Es.(including C.O.S. & D.G.M./IT)/Xens in DHBVN.
5. The Deputy Secretary (T&M), DHBVN, Hisar.
6. The Estate Officer-cum-Xen(Civil), DHBVN, Hisar
7. All the Under Secretaries/Admn. Officers in DHBVN.
8. The Manager (PR)/(IR), DHBVN, Hisar.
9. The Sr. Medical Officer/Medical Officer in DHBVN.
10. The Law Officer, DHBVN, Hisar/Faridabad/Gurgaon.
11. All S.D.Os. in DHBVN.
12. All In-charge Sub Offices in DHBVN.
13. All Sectional Heads in DHBVN (Headquarter at Hisar).

**Subject: DHBVN Employees (Punishment and Appeal) Regulation, 2006.**

A copy of Notification No.69/REG-54/SE(Admn.) dated 22.08.2006 containing "DHBVN Employees (Punishment and Appeal) Regulations, 2006" is sent herewith for information and necessary action.

This issues in pursuance of the decisions taken by the Board of Directors in their meeting held on 24.03.2006 & 27.07.2006.

Encl:as above.

**Under Secretary/General  
for S.E.(Admn.), DHBVN, Hisar**

CC:

1. Sr. P.S. to Managing Director, DHBVN, Hisar.
2. Sr. P.S./P.S. to Director ('OP')/(Projects) in DHBVN, Hisar.
3. P.A. to S.E./Admn., DHBVN, Hisar.

## Dakshin Haryana Bijli Vitran Nigam Employees (Punishment and Appeal) Regulations, 2006

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# **DAKSHIN HARYANA BIJLI VITRAN NIGAM**

## **NOTIFICATION**

**22<sup>nd</sup> August 2006**

**No. 69 /REG-54/SE/ADMN.** In exercise of the powers conferred by Clause- (c) of Section 70 of the Electricity Supply Act, 1948 and all other enabling powers in this behalf, the Dakshin Haryana Bijli Vitran Nigam is pleased to make the following regulations governing the conditions of service (Punishment & Appeal) of its employees.

1. **SHORT TITLE & COMMENCEMENT:-**

- a) These Regulations may be called the "Dakshin Haryana Bijli Vitran Nigam Employees (Punishment and Appeal) Regulations, 2006".
- b) These Regulations shall come into force with immediate effect.

1-A **SCOPE:**

- (1) These Regulations shall apply to every Nigam employee except the following:-
  - (a) A person in casual/ daily wage/ contingent employment.
  - (b) A person subject to discharge from service without notice or less than one month's notice.
  - (c) (i) A person for whom special provision is made in respect of matters covered by these Regulations or under any law for the time being in-force or under any agreement entered into or with the previous approval of the Nigam before or after the commencement of these Regulations, in regard to matters covered by such special provisions.
  - (ii) An employee, between whom and the Nigam a specific contract or agreement subsists in respect of any matter dealt with herein to the extent of which specific provision, is made in the contract or agreement; provided that in respect of any matter for which no provision has been made in the agreement, the provisions of these Regulations shall apply.
- (2) Notwithstanding anything contained in Sub-Regulation-(1) these Regulations shall apply to every Nigam employee temporarily transferred to a service or post coming within Clause (c) of Sub Regulation-(1) to whom, but for such transfer these Regulations would apply. The Nigam may by order, for reasons to be recorded in writing, exclude any class of Nigam employees from the Operation of all or any of these Regulations.
- (3) If any doubt arises whether or not these Regulations or any of them applies to any person, the matter shall be referred to the Nigam, whose decision shall be final.

2.

**DEFINITIONS:**

In these Regulations, unless the context otherwise requires:-

- (a) "Appointing Authority" in relation to a Nigam employee means:-
- (i) the authority empowered to make appointments to the service of which the Nigam employee is for the time being a member; or to the grade of the service in which the Nigam Employee is for the time being included; or
  - (ii) the authority empowered to make appointments to the post, which the Nigam employee for the time being holds; or
  - (iii) the authority which appointed the Nigam employee to such service, grade or post, as the case may be: or
  - (iv) where the Nigam employee having been a permanent member of any other service or having substantively held any other permanent post, has been in continuous employment of the Nigam, the authority which appointed him to that service or to any grade in that service or to that post whichever authority is higher in rank;

**EXPLANATION:** If a permanent employee switches over from one class of Establishment to other class, the appointing authority for such an employee will be the authority on which the employee holds permanent lien.

- (b) "Nigam" means the Dakshin Haryana Bijli Vitran Nigam formed and incorporated under the Companies Act, 1956 and shall include its successors and assign.
- (c) "Chairman" means the Chairman of the Nigam appointed by the Govt. under Article 31 of the Articles of Association of the Nigam
- (d) "Managing Director" means the Managing Director of the Nigam appointed by the Govt. under Article 31 of the Articles of Association of the Nigam
- (e) "Employee" means a person appointed to any service or post in connection with the affairs of the Nigam.
- (f) "Foreign Service" means service in which an employee of the Nigam receives his pay, with the sanction of the Nigam from any source other than the funds of the Nigam.
- (g) "Government" means the Government of the State of Haryana.
- (h) "Punishing Authority" means the authority notified under the Service Regulations, to inflict, on a Nigam employee, any of the penalties specified in Regulation-4.
- (i) "Service" means a service constituted in connection with the affairs of the Nigam.
- (j) "Conduct Regulations" means Dakshin Haryana Bijli Vitran Nigam Employees (Conduct) Regulations, 2006 as amended from time to time.
- (k) "Duties & Responsibilities Regulations" means The Dakshin Haryana Bijli Vitran Nigam Regulations for duties & responsibilities of various functionaries responsible for the upkeep and maintenance of consumer accounts, 2005 as amended from time to time.

3. **SAVING CLAUSE:**

All powers, rights and remedies provided by these Regulations, shall be, in addition to and not repugnant to the provisions of such regulations as in force or may be made by the Nigam from time to time for regulating the recruitment and conditions of service of persons appointed to Nigam's service.

4. **PENALTIES:-**

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be inflicted on an employee:-

**A- MINOR PENALTIES:**

- i) Warning with a copy to be placed in the personal/(Character roll) File;
- ii) Censure;
- iii) Withholding/ stoppage of increments of pay without cumulative effect.
- iv) Withholding of promotion for a specific period.
- v) Recovery from pay of the whole or part of any pecuniary loss, caused by negligence or supervisory lapse, breach of orders of the Nigam or Central Government or a State Government or to a Company Association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by Government or to a local authority set-up by an Act of Parliament or of the Legislature of a State, during discharge of official duty.
- vi) Deduction of the Whole of the pay or any part thereof payable to such employee.

**B- MAJOR PENALTIES:-**

- vii) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.
- viii) Reduction to a lower scale of pay or grade, post or service, which shall ordinarily be a bar to the promotion of the employee to the time scale of pay or grade or post or service, from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced and seniority and pay on such restoration to that grade or post or service;
- ix) Compulsory retirement;
- x) Removal from service which shall not be a disqualification for future employment under the Nigam;
- xi) Dismissal from service, which shall ordinarily be a disqualification for future employment under the Nigam/ State Govt./State Govt. Undertakings.
- xii) Withholding/stoppage of increments with cumulative effect.
- xiii) Recovery from pay of such employee the pecuniary loss caused to the Nigam due to malafide intention

**EXPLANATIONS:**

The following shall not amount to a penalty/ penalties within the meaning of this Regulation:-

- i) withholding of increments of pay of employee for his failure to pass any Departmental Examination in accordance with the Rules/Regulations or orders governing the Service to which he belongs or post which he holds or the terms of his appointment.
- ii) Stoppage of an employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the efficiency bar;
- iii) non-promotion of an employee, whether in a substantive or officiating capacity, after consideration of his record to a service or grade or post for promotion to which he is eligible.
- iv) reversion of an employee officiating in a higher service or grade or post to a lower service or grade or post, on the ground that he is considered to be unsuitable for such higher service or grade or post on any administrative ground unconnected with his conduct;

**NOTE:** If an employee of the Nigam is promoted to the higher post subject to the condition that he shall have to qualify any departmental test within a stipulated period, but he does not qualify the said examination. In that eventuality, he shall be liable to be reverted to the post from which he was promoted and it shall not be treated as penalty under ibid Regulations.

- v) Reversion of an employee appointed on probation to any other service or grade or post, to his permanent service or grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules/ regulations and orders, governing such probation;
- vi) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement;
- vii) Termination of the service:-
  - a) of an employee appointed on probation, during or at the end of the period of his probation in accordance with the terms, of his appointment or the rules/ regulations and orders governing such probation; or
  - b) of a temporary employee appointed otherwise than under contract, on the expiry of the period of appointment, or on the abolition of the post or before the due time in accordance with the terms of his appointment; or
  - c) of an employee employed under an agreement in accordance with the terms of such agreement.

**NOTE-1** A punishing authority may publish the reasons for dismissal of a particular employee and reasons thereof, in any News Paper/ Publication, where it considers desirable in public interest.

**NOTE-2** The authority passing an order of dismissal in case of employee, shall intimate to all concerned officers of the Nigam and to Deputy Inspector-General Police, Haryana Criminal Investigation Department, Dy. Commissioner and Superintendent of Police of the District of which the person

concerned is a permanent resident, the name of such a person and any other particulars required for purposes of identification, unless the dismissal, has been notified in the Haryana Government Gazette. Similarly, if a person happens to be a resident of another State, the aforesaid officers of the State, should be informed accordingly.

**NOTE-3** The provisions of this regulation, shall not be construed to be derogatory from the provisions of Section-36 of the Punjab Courts Act, 1918 the Payment of Wages Act, 1936, or any other Law authorizing the imposing of fines on the employees governing by these laws and the authority competent to award the punishment of fine, may do so in addition to the Punishment mentioned in this regulation.

**NOTE-4** The seniority on re-promotion of an employee, reduced to a lower post or time-scale, would be determined by the date of such re-promotion in accordance with the orders issued by the competent authority. Such an employee, should not be restored to his original position, unless this is specifically laid down at the time the order of punishment, is passed or revised on appeal.

**NOTE-5** Un-authorized desertion of his post by an employee in the face of enemy action or threat of enemy action clearly amounts to grave mis-conduct and would, therefore, constitute a 'good' and 'sufficient' reason within the meaning of Regulation-4 for removal or dismissal in addition to any penalty provided in the Haryana Essential Services (Maintenance) Act, 1974 or any statutory modification, amendment or re-enactment thereof for the time being in force.

**NOTE-6** Abandonment of service shall not be tantamount to any penalty under Regulation-4.

**NOTE- 7** The following act of an employee will make him liable for following penalties:

1) **Minor Penalties**

Every employee shall draw minor penalties:

- (i) if he violates any one or more of the Regulations 4(1)(iii), 4(1)(v), 4(1)(viii),4(1)(xviii), 5, 8, 9, 10, 11, 12, 15, 17 or 19 of Conduct Regulations;
- (ii) If any revenue loss to the Nigam due to the bonafide action, negligence or supervisory lapse of the employee within the meaning of Regulation 8 of Duties & Responsibilities Regulations.

2) **Major Penalties:**

Every Nigam employee will draw major penalties:

- i) if he violates any one or more of the Regulations 4(1)(i) , 4(1)(ii), 4(1)(iv), 4(1)(vi), 4(1)(vii), 4(1)(ix), 4(1)(x), 4(1)(xi), 4(1)(xii), 4(1)(xiii), 4(1)(xiv), 4(1)(xv), 4(1)(xvi), 4(1)(xvii), 4(1)(xix), 4(1)(xx), 4(1)(xxi), 4(1)(xxii), 4(1)(xxiii), 4(1)(xxiv), 4(1)(xxv), 4(1)(xxvi), 4(1)(xxvii), 4(1)(xxviii), 6, 7, 13, 14, 16, 18, 20, 21, 22, 23, 24, 25, 26 or 27 of Conduct Regulations;

- ii) If he with malafide intention causes financial loss to the Nigam within the meaning of Regulation 8 of Duties & Responsibilities Regulations.
- iii) If he is willfully absent from duty
- iv) If he implicitly or explicitly shows disgraceful, disrespectful & unparliamentary behavior towards his superiors

**NOTE -8** An employee may be awarded major penalties for repetitions of conducts leading to minor penalties.

4-A

**SUSPENSION:-**

1) Notwithstanding any thing contained in Rule-7.5 read with Rule-7.6 of Punjab CSR Vol.I Part-I (as applicable to Haryana State Employees), the Appointing Authority or any other authority to which it is subordinate or the punishing authority or any other authority empowered in that behalf by the Nigam by general or special order, may place an employee under suspension:-

- a) where a disciplinary proceeding against him, is contemplated or is pending; or
- b) where a case against him in respect of any criminal offence, is under investigation or inquiry or trial;

Provided that where the order of suspension, is made by an authority lower than the appointing authority or any other authority empowered in that behalf by the Nigam, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

Provided further that the suspended employee, shall be bound to mark his presence on all working days in the office where his headquarter during the period of his suspension, is fixed and in not doing so, would be an act of misconduct.

2) An employee shall be deemed to have been placed under suspension by an order of competent authority:-

- a) with effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty eight hours;
- b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

**EXPLANATION:** The period of forty eight hours referred to in Clause (b) of this sub-regulation, shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

3) Where a penalty of dismissal or removal of compulsory retirement from service inflicted upon an employee under suspension, is set-aside in appeal or on review under these regulations and the case is remitted for further enquiry or action or with any other directions, the order of his suspension, shall be deemed to have continued in-force on and from the date of the original order of dismissal or removal or compulsory retirement and shall remain in-force until further orders.



- 4) Where a penalty of dismissal or removal or compulsory retirement from service inflicted upon an employee, is set-aside or declared or rendered void in consequence of or by a decision of a court of Law and the Punishing Authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal or removal or compulsory retirement was originally inflicted, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal or removal or compulsory retirement and shall continue to remain under suspension until further orders.
- 5) An order of suspension made or deemed to have been made under this regulation, shall continue to remain in-force until it is modified or revoked by the authority competent to do so.

5. **WITHHOLDING OF PAYMENT OF EMOLUMENTS OF AN EMPLOYEE SUSPECTED OF EMBEZZLEMENT / MIS-APPROPRIATION ETC.**

When an employee is suspected of being involved in the embezzlement/ mis-appropriation of the Nigam money/ property or fails to submit the M.A.S. Account etc. within the prescribed period and is placed under suspension, the authority competent to order his dismissal, may direct that unless he furnishes security for the re-imbusement of the said money/ property to the satisfaction of his immediate superior, the payment of any sums due to him by the Nigam on the date of his suspension, shall be deferred until such time as the said authority passes final orders on the charges framed against him.

Provided that such an employee, shall be entitled to the payment of a subsistence allowance in respect of the period for which, the admissible emoluments, if any, are withheld.

Provided further that in case an employee, who is involved in the mis-appropriation/ embezzlement and non rendering of accounts pertaining to Nigam's property and before the finalization of such case in which he is involved, he happens to have attained the age of superannuation, then his pension/ gratuity and any other dues as admissible to such an employee, shall not be released to him and shall be adjusted against the recoveries due against him.

5A. **NATURE OF PENALTIES TO BE AWARDED AND ACTION TO BE TAKEN**

Without prejudice to the right of the Nigam to take such other action as it may deem fit, the Nigam may impose such penalties and take such action in respect of various acts punishable with minor or major penalties as given in **Annexure 'A'** to these regulations.

6. **AUTHORITY TO INSTITUTE PROCEEDINGS AND INFLICT PENALTIES:-**

Subject to the provisions of Clause (b) of Sub-Regulation (2) of Regulation-7 of these Regulations, the authorities competent to inflict any of the penalties specified in Regulation-4 upon a person to whom these regulations apply, shall be such as may be prescribed by the Nigam in the Regulations governing the appointment and conditions of service of such a person.

**7. PROCEDURE FOR INFLICTING MAJOR PENALTIES:-**

- (1) No order imposing any of the major penalties specified in Regulation 4(B) of these Regulations shall be made except after an inquiry held, as far as may be, in the manner provided by the Public Servants (In-quarries ) Act, 1850(37of,1850) where such inquiry is held under that Act.
- (2) Whenever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehavior against a Nigam Servant, it may itself inquire into or appoint under this regulation or under the provisions of the Public Servants (Inquiries) Act,1850, as the case may be an authority to inquire into the truth thereof.

**Explanation-** Where the disciplinary authority itself holds the inquiry, the inquiring authority shall be construed as a reference to the disciplinary authority.

- (3) Where it is proposed to hold an inquiry against a Nigam Servant under this Regulation, the disciplinary authority shall draw up or cause to be drawn up-
  - (i) the substance of the imputations of misconduct or misbehavior into definite and distinct articles of charge;
  - (ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charge; which shall contain;
    - (a) a statement of all relevant facts including any admission or confession made by the Nigam Servant;
    - (b) a list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.
- (4) The disciplinary authority shall deliver or cause to be delivered to the Nigam Servant a copy of the articles of charge, the statement of the imputations of misconduct or misbehavior and a list of documents and witnesses by which each article of charges is proposed to be sustained and shall require the Nigam Servant to submit, within such time as may be specified a written statement of his defence and to state whether he desires to be heard in person.
- (5)
  - (a) On receipt of the written statement of defence, the disciplinary authority may itself inquire into such of the articles of charge as not admitted, or, if it considers necessary to do so, appoint under sub-rule (2)an inquiring authority for the purpose and where all the articles of charge have been admitted by the Nigam Servant in his written statement of defence, the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit.
  - (b) If no written statement of defence is submitted by the Nigam Servant, the disciplinary authority may itself inquire into the articles of charge or may if it considers it necessary to do so appoint under sub-rule (2) an inquiring authority for the purpose.
  - (c) Where the disciplinary authority itself inquiries into any article of charge or appoints an inquiring authority for holding any inquiry into such charge, it may, by an order, appoint a Nigam Servant or a legal practitioner, to be known as the “Presenting Officer” to present on its behalf the case in support of the articles of charge.

- (6) The disciplinary authority shall, where it is not the inquiring authority, forward to the inquiring authority---
- (i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehaviour;
  - (ii) a copy of the written statement of defence, if any, submitted by the Nigam Servant;
  - (iii) a copy of the statements of witness, if any, referred to in sub-rule (3);
  - (iv) evidence proving the delivery of the documents referred to in sub-rule (3) to the Nigam Servant; and
  - (v) a copy of the order appointing the "Presenting Officer".
- (7) The Nigam Servant shall appear in person before the inquiring authority on such day and at such time within ten working days from the date of (receipt by the inquiring authority) of the articles of charge and the statement of the imputations of misconduct or misbehaviour, as the inquiring authority may, by notice in writing, specify, in this behalf, or within such further time not exceeding ten days, as the inquiring authority may allow.
- (8) The Nigam Servant may take the assistance of any other Nigam Servant posted in any office either at his headquarters or at the place where the inquiry is held to present the case on his behalf but may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the disciplinary authority is a legal practitioner, or the disciplinary authority having regard to the circumstances of the case, so permits:
- Provided that the Nigam Servant may take the assistance of any other Nigam Servant posted at any other station, if the inquiry authority having regard to the circumstances of the case and for reasons to be recorded in writing so permits.
- Note—**(a) The Nigam Servant shall not take the assistance of any other Nigam Servant who has two pending disciplinary cases on hand in which he has to give assistance.
- (b) The Nigam Servant may also take the assistance of a retired Nigam Servant to present the case on his behalf, subject to such conditions as may be specified by the Nigam from time to time by general or special order in this behalf.
- (9) If the Nigam Servant who has not admitted any of the articles of charge in his written statement of defence or has not submitted any written statement of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the Nigam Servant thereon.
- (10) The inquiring authority shall return a finding of guilty in respect of those articles of charge to which the Nigam Servant pleads guilty.
- (11) The inquiring authority shall, if the Nigam Servant fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge, and shall, adjourn the case to a later date not

exceeding thirty days, after recording an order that the Nigam Servant may, for the purpose of preparing his defence---

- (i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub-rule(3);
- (ii) submit a list of witnesses to be examined on this behalf.

**Note.**-If the Nigam Servant applies orally or in writing for the supply of copies of the statements of witnesses mentioned in the list referred to in sub-rule (3), the inquiring authority shall furnish him with such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

- (iii) give a notice within ten days of the order or within such further time not exceeding ten days as the inquiring authority may allow, for the discovery or production of any documents which are, in the possession of Nigam but not mentioned in the list referred to in sub-rule (3).

**Note**-The Nigam Servant shall indicate the relevance of the documents required by him to be discovered or produced by the Nigam.

- (12) The inquiring authority, shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that the inquiring authority may for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

- (13) On receipt of the requisition referred to in sub-rule (12), every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority:

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the State, it shall inform the inquiring authority accordingly and the inquiring authority shall, on being so informed, communicate the information to the Nigam Servant and withdraw the requisition made by it for the production or discovery of documents.

- (14) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross examined by or on behalf of the Nigam Servant. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the inquiring authority. The inquiring authority may also put such questions to the witnesses as it thinks fit.
- (15) If it shall appear necessary before the close of the case on behalf of the disciplinary authority, the inquiring authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the list given to

the Nigam Servant or may itself call for new evidence or recall and re-examine any witness and in such case the Nigam Servant shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the Nigam Servant an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the Nigam Servant to produce new evidence, if it is of the opinion that the production of such evidence is necessary, in the interest of justice.

**Note :-** New evidence shall not be permitted or called for or any witness not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

- (16) When the case for the disciplinary authority is closed, the Nigam Servant shall be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded, and the Nigam Servant shall be required to sign the record, In either case, a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.
- (17) The evidence on behalf of the Nigam Servant shall then be produced. The Nigam Servant may examine himself in his own behalf if he so prefers. The witnesses produced by the Nigam Servant shall then be examined and shall be liable to cross-examination, re-examination and examination by the inquiring authority according to the provisions applicable to the witnesses for disciplinary authority.
- (18) The inquiring authority may, after the Nigam Servant closes his case, and shall, if the Nigam Servant has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the Nigam Servant to explain any circumstances appearing in the evidence against him.
- (19) The enquiry authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the Nigam Servant, or permit them to file written briefs of their respective case, if they do so desire.
- (20) If the Nigam Servant to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the inquiry *ex parte*.
- (21) The disciplinary authority to which the records are so forwarded may act on the evidence on the record or may, if it is of the opinion that further examined of any of the witnesses is necessary in the interests of justice, recall the witness and examine and cross-examine and re-examine the witness and may impose on the Nigam Servant such penalty as it may deem fit in accordance with these rules.
- (22) Whenever any inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein and is succeeded by another inquiring authority which has, and which exercises, such jurisdiction, the inquiring authority so

succeeding, may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by itself :

Provided that if the succeeding inquiry authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interests of justice, it may recall, examine, cross-examine and re-examine any such witnesses as herein before provided.

- (23) (i) after the conclusion of the inquiry, a report shall be prepared and it shall contain –
- (a) the articles of charge and the statement of the imputations of misconduct or misbehavior;
  - (b) the defence of the Nigam Servant in respect of each article of charge;
  - (c) an assessment of the evidence in respect of each article of charge;
  - (d) the findings on each article of charge and reasons therefore;

**Explanation** – If in the opinion of the inquiring authority the proceeding of the inquiry establish any article of charge different from the original articles of the charge, it may record its findings on such article of charge:

Provided that the findings on such article of charge shall not be recorded unless the Nigam Servant has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

- (ii) The inquiring authority, where it is not itself the disciplinary authority, shall forward to the disciplinary authority, the records of inquiry which shall include –
- (a) the report prepared by it under clause (i);
  - (b) the written statement of defence, if any, submitted by the Nigam Servant;
  - (c) the oral and documentary evidence produced in the course of the inquiry;
  - (d) written briefs, if any filed by the Presenting Officer or the Nigam Servant or both during the course of the inquiry; and
  - (e) the orders, if any made by the disciplinary authority and the inquiring authority in regard to the inquiry.

- (24) This Regulation shall not apply where it is proposed to order the compulsory retirement from service of any Nigam Servant, subject to the rule-making power of the Nigam, who after the 14<sup>th</sup> August, 1947, has been in the employment of a Government out-side the Union of India, for any period and whose retention in the public service in the opinion of the Nigam, is prejudicial to National Security. In every such case, as aforesaid, it shall be sufficient for the Nigam to inform the person concerned of such opinion, and that in pursuance of that opinion it is proposed to order his compulsory retirement and to pass orders after taking into consideration, his representation, if any.

Any person compulsory retired from the service in accordance with the procedure prescribed by this Regulation will be granted such compensation, pension, gratuity, or Provident Fund benefits as would have been admissible to him, had he been discharged from service due to the abolition of his post without any alternative suitable employment being provided, under the Regulations applicable to his service or post on the date of his retirement.

- (25) After the inquiry against a Nigam Servant has been completed, and after the punishing authority has arrived at a provisional conclusion in regard to the penalty to be inflicted, the Nigam employee shall be supplied with a copy of the report of the Enquiry Officer and be called upon to show cause, within reasonable time, not exceeding one month against the particular penalty proposed to be inflicted upon him. Any representation submitted by him in this behalf, shall be taken into consideration before final orders are passed.

Provided that if the punishing authority disagrees with any part or whole of the findings of the enquiry officer, the point or points of such disagreement, together with a brief statement of grounds thereof, shall also be supplied to the Nigam employee.

- (26) Where an employee prays for a personal hearing in reply to the show cause notice after the conclusion of enquiry, such personal hearing shall ordinarily be granted. It may be declined in exceptional circumstances by way of speaking order by such authority.
- (27) Where an employee has been charge-sheeted under this regulation and the competent Authority, on receipt of his reply to the charge sheet, is of the opinion that no major punishment as laid down in Regulation-4(B) is called for, it may dispense with the holding of enquiry and inflict straight-away any of the minor penalties as laid down in Clause 4(A) of the ibid regulation by a speaking order.
- (28) Any officer/official of the Nigam found guilty of corrupt practices, may be on the basis of video recording/sting operation shall be suspended immediately and in case the C.D. of such recording is proved to be genuine one, the concerned corrupt officer/official shall be dismissed from the services of the Nigam without conducting any further enquiry in this regard.

Genuineness of the C.D. will be decided by a Committee of G.M.(HR & Admn.), concerned Superintending Engineer and Superintending Engineer (Commercial) as Member Secretary. Office shall give one opportunity of hearing to official concerned. Upon their report, the enquiry procedure can be dispensed with and straight dismissal order can be issued.

## 8. **PROCEDURE FOR INFLECTING MINOR PENALTIES**

- (a) Without prejudice to the provisions of Regulation-7, an order for inflicting minor penalty shall not be passed on an employee unless he has been given a show cause notice thereof and a reasonable opportunity of making representation there-against. If he requests for access to relevant hearing, be also given. Request for personal hearing, may be rejected by the punishing authority by passing a speaking order.
- (b) Provided that this condition shall not apply in a case where an order based on facts, has led to his conviction in a criminal court or an order has been passed superseding him for promotion to a higher post on the grounds of his unfitness for that post on account of the existence of unsatisfactory record.
- (c) Period of Limitations for deciding the charge sheet /SCN within 60 days of reply filed by the employee.

8A **PERIOD FOR DECIDING THE CHARGE SHEET/SHOW CAUSE NOTICE**

The Punishing Authority shall within 60 days of reply filed by the employee pass a speaking order regarding a Charge Sheet or Show Cause Notice as the case may be.

9. **RIGHT OF APPEAL**

Every person to whom these Regulations apply, shall be entitled to appeal, as hereinafter provided to such higher authority, as may be prescribed by Nigam in the Regulations, regulating his conditions of service against an order, not being an order of Nigam connected with the imposing upon him any of the penalties specified in Regulation-4.

10. **PERIOD OF LIMITATIONS OF APPEAL**

- a) No appeal preferred under Regulation-9 shall be entertained unless such appeal, is preferred within a period of 60 days from the date on which a copy of the order appealed against, is delivered to the appellant;

Provided that the appellate authority, may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

- b) The Appellate Authority shall pass its judgment within 60 days in the case of first appeal and within 90 days in the case of Second Appeal.

11. **ORDER WHICH MAY BE PASSED BY APPELLATE AUTHORITY**

The appellate authority shall, while disposing of the appeal, consider the following:

- (a) Whether the facts on which the order was based, have been established;
- (b) Whether the facts established afford sufficient ground for taking action; and
- (c) Whether the penalty is excessive, adequate or inadequate and shall thereafter pass such order as it thinks proper;

Provided that no penalty, shall be enhanced unless an opportunity, has been given to the person concerned to show cause against such enhancement.

12. Notwithstanding anything contained in these Regulations where the punishing authority, by virtue of his subsequent appointment or otherwise becomes the appellate authority under Regulation-9 in respect of the appeal against such order, the said authority shall forward the appeal to the next higher authority and such higher authority shall, in relation to that, be deemed to be the appellate authority and shall be competent to take all necessary steps in that direction.

13. **SECOND APPEAL WHERE PENALTY IS ENHANCED**

In every case in which an appellate authority, other than the Nigam, enhances the penalty inflicted by an authority subordinate to it, such affected person shall be entitled to submit a second appeal within 90 days of the receipt of such order to the authority prescribed in the Regulation regulating his conditions of service, and in case no such authority is prescribed, to the Managing Director.



**14. POWERS OF SUPERIOR AUTHORITY FOR REVISION/REVIEW**

**(A) REVISION**

After an appeal or the second appeal provided in Regulation 12 and 13 has been rejected, a person to whom these regulations apply, may apply for revision within a period of six months from the date on which the appeal or the 2<sup>nd</sup> appeal, as the case may be, has been rejected, to such superior authority as may be prescribed by the Nigam in the rules/regulations governing his conditions of service and in the absence thereof to the next higher authority.

Provided that the authority competent to revise orders may entertain the application for revision after the expiry of the said period of six months but not later than 12 months if it is satisfied that the applicant has sufficient cause for not submitting his application in time.

**APPLICATION FOR REVISION**

On receipt of the application for revision, the authority competent to revise the orders will exercise its power only on the ground of material irregularity in the proceedings of the enquiring or appellate authority, or the discovery of new and important manner of evidence, which after exercise of diligence was not within the knowledge of the petitioner, if could not be produced by him when the orders were made against him or on account of some mistake or error apparent on the face of the record.

**(B) REVIEW**

Notwithstanding anything contained in these regulations:

- (i) the Nigam, or
- (ii) the appellate authority, within six months of the date of the order proposed to be reviewed, or
- (iii) any other authority, specified in this behalf by the Nigam by a general or special order, and within such time as may be prescribed in such general or special order;

may at any time, either on his or its own motion or otherwise, call for the records of any inquiry and review any order made under these regulations or under the regulations repealed by Regulation-18 from which appeal is allowed, but from which no appeal has been preferred or from which no appeal is allowed, and may:

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty inflicted by the order or inflict any penalty where no penalty has been inflicted.
- (c) Remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case; or
- (d) Pass such other orders, as it may deem proper.

Provided that no order inflicting or enhancing any penalty shall be made by any reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to inflict any of the penalties specified in clauses (vi) to (x) of Regulation-4 or to enhance the penalty

inflicted by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be inflicted except after an enquiry in the manner laid down in these Regulations and after giving a reasonable opportunity to the employee concerned of showing cause against the penalty proposed on the evidence adduced during the inquiry.

**15. COMMON PROCEEDINGS**

- (1) Where two or more employees are concerned in any case, the Nigam or any other authority competent to impose the penalty of dismissal from service on all such employees, may make an order directing that disciplinary action against any or all of them, may be taken in common proceedings.

Provided that where the authorities competent to impose the penalty of dismissal, on such employees, are different, an order for taking disciplinary action in a common proceeding, may be made by the highest of such authorities.

- (2) Any order under sub-regulation (1) shall specify :
- (a) the authority which may function as the punishing authority for the purpose of such common proceedings
  - (b) the penalties specified in Regulation-4 which such punishing authority shall be competent to impose
  - (c) Whether the procedure laid down in Regulation-7 and Regulation-8, shall be followed in the proceedings.

**16. MANNER OF PRESENTATION OF APPEAL OR APPLICATION FOR REVISION**

Every appeal or application with spare copies for revision preferred under these regulations shall contain certain material statements and arguments relied upon by the appellant or applicant. There shall be no dis-respectful or improper language, and shall be complete in itself. Every such appeal or application for revision shall be submitted through proper channel.

**17. WITHHOLDING OF APPEALS OR APPLICATIONS FOR REVISION**

- (1) An appeal or application for revision, may be withheld by the controlling officer, if :
- i) It is an appeal or application for revision in a case in which under these regulations, no appeal or application for revision lies; or
  - ii) It does not comply with the provisions of Regulation-16; or
  - iii) It is an appeal and is not preferred within prescribed time limit and no reasonable cause is shown for the delay; or
  - iv) It is a repetition for a previous appeal or application for revision and is made to the same appellate or revisional authority by which such appeal or application for revision, has been decided and no new facts or circumstances, are adduced which afford ground for a reconsideration of the matter.

Provided that in every case in which an appeal or application for revision is withheld, the appellant or applicant, shall be informed of the fact with brief reasons for doing so and a copy thereof, shall be forwarded to the authority to which the appeal or revision was addressed.

Provided further that an appeal or application for revision withheld on the ground mentioned in Regulation 17(ii), may be re-submitted at any time

within one month of the date on which the appellant or applicant, has been informed of the withholding of the appeal or application and if re-submitted in form which complies with these provisions, shall be forwarded to the concerned appellate or revisional authority.

- 2) Any appellate or revisional authority, may call for the record of any appeal or application for revision withheld by the controlling officer, which under these Regulations, may be made to it and may pass such order thereon as it considers fit.

**18. APPEAL AND SAVING**

- (1) The Haryana State Electricity Board Employees (Punishment and appeal) Regulations,1990 as amended from time to time and adopted by the Nigam, are hereby repealed;

Provided that:

- i) Such appeal, shall not affect the previous operation of the said regulations or any notification or order made, or anything done, or any action taken, there under; and
  - (ii) Any proceedings under the said regulations, pending at the commencement of these regulations, shall be continued and disposed of, as far as may be, in accordance with the provisions of these regulations, as if such proceedings were proceedings under these regulations.
- (2) Nothing in these regulations shall be construed as depriving any person to whom these regulations apply, of any right of appeal which had accrued to him under the regulations, notification or order in force before the commencement of these regulations.
  - (3) Any appeal pending at the commencement of these regulations against any order, shall be considered and orders thereon shall be made in accordance with those regulations.
  - (4) As from the commencement of these regulations any appeal or application for revision against any orders made before such commencement, shall be preferred or made under these regulations and not the regulations so repealed.

Provided that nothing in these regulations, shall be construed as a reducing any period of limitation for any appeal or revision provided by any regulation in force, before the commencement of these regulations.

**S.E.(Administration)  
DHBVNL, Hisar**

**NATURE OF PENALTIES TO BE AWARDED AND ACTION TO BE TAKEN (Regulation 5A)**

Sr No.	Regulation	Activity	First Offence		Second Offence	
			Action	Punishment	Action	Punishment
<b>Cases of Minor Penalties</b>						
1	4(1)(iii)	General (Due Decorum)	Show Cause Notice	Letter of Warning	Show Cause Notice	Stoppage of one increment without future effect
2	4(1)(v)	General (Work Punctuality)	Show Cause Notice	Deduction of pay for period of absence	Show Cause Notice	Deduction of pay for period of absence
3	4(1)(viii)	Take Care of his family	Show Cause Notice	Deduction of half month pay to be handed over to family	Show Cause Notice	Deduction of full month pay to be handed over to family
4	4(1)(xviii)	Refusal to undergo training in First Aid/Air – Raid precautions	Show Cause Notice	Letter of Warning	Show Cause Notice	Stoppage of one increment without future effect
5	5	Employment of near relatives of Nigam employees in private undertakings enjoying Nigam Patronage	Show Cause Notice	Stoppage of one increment without future effect	Show Cause Notice	Stoppage of two increments without future effect
6	8	Public demonstrations in honour of Nigam employees	Show Cause Notice	Stoppage of one increment without future effect	Show Cause Notice	Stoppage of two increments without future effect
7	9	Subscriptions	Show Cause Notice	Stoppage of one increment without future effect	Show Cause Notice	Stoppage of two increments without future effect
8	10	Investment, Lending and Borrowing	Show Cause Notice	Stoppage of one increment without future effect	Show Cause Notice	Stoppage of two increments without future effect
9	11	Movable, Immovable and Valuable Property	Show Cause Notice	Letter of Warning	Show Cause Notice	Stoppage of one increment without future effect
10	12	Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners etc.	Show Cause Notice	Letter of Warning	Show Cause Notice	Stoppage of one increment without future effect
11	15	Permission to apply outside the Nigam	Show Cause Notice	Letter of Warning	Show Cause Notice	Stoppage of one increment without future effect
12	17	Unauthorized communication of information	Show Cause Notice	Letter of Warning	Show Cause Notice	Stoppage of one increment without future effect
13	19	Connection with Press or Radio	Show Cause Notice	Letter of Warning	Show Cause Notice	Stoppage of one increment without future effect
14	8 of Duties & Res Reg	Bonafide action, negligence or supervisory lapse causing financial loss	Show Cause Notice/ Charge Sheet	The apportioned share of loss as per Annexure 'A' of duties & responsibilities regulations	Show Cause Notice	The apportioned share of loss as per Annexure 'A' of duties & responsibilities regulations

<b>Cases of Major Penalties</b>						
15	4(1)(i)	General (Discharge of duty with integrity, loyalty and promptitude)	Show Cause Notice / Suspension	Reduction to a lower scale of pay or grade, post or service within the meaning of regulation 4(B)(vii)	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
16	4(1)(ii)	General (Integrity and devotion to duty)	Show Cause Notice / Suspension	Reduction to a lower scale of pay or grade, post or service within the meaning of regulation 4(B)(vii)	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
17	4(1)(iv)	General (Unbecoming of a public servant/ Nigam employee)	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect.	Show Cause Notice / Suspension	Withholding/stoppage of two increments with cumulative effect.
18	4(1)(vi)	Render due respect to Nigam Communications	Show Cause Notice / Suspension	Reduction to a lower scale of pay or grade, post or service within the meaning of regulation 4(B)(vii)	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
19	4(1)(vii)	Implement Circulars/Instructions of the Nigam	Show Cause Notice / Suspension	Reduction to a lower scale of pay or grade, post or service within the meaning of regulation 4(B)(vii)	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
20	4(1)(ix)	Wilful Insubordination or disobedience to any lawful and reasonable order of superiors	Show Cause Notice / Suspension	Reduction to a lower scale of pay or grade, post or service within the meaning of regulation 4(B)(vii)	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
21	4(1)(x)	Wilful damage to or loss to Nigam's property	Show Cause Notice / Suspension	Three times the loss suffered by the Nigam shall be recovered from the employee	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
22	4(1)(xi)	Taking or giving bribes or illegal gratification	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)	N.A	N.A.
23	4(1)(xii)	Habitual breach of any law applicable to the Nigam	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect.	Show Cause Notice / Suspension	Withholding/stoppage of two increments with cumulative effect.
24	4(1)(xiii)	Gross negligence or habitual neglect of work	Show Cause Notice / Suspension	Reduction to a lower scale of pay or grade, post or service within the meaning of regulation 4(B)(vii)	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
25	4(1)(xiv)	Wilful and deliberate slowing down of work or inciting others to do so.	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
26	4(1)(xv)	Conviction by a court of law for an offence involving moral turpitude	Show Cause Notice	Dismissal from service within the meaning of regulation 4(B)(xi)	N.A	N.A.
27	4(1)(xvi)	Preaching of or inciting violence likely to jeopardize the safety of establishment	Show Cause Notice	Dismissal from service within the meaning of regulation 4(B)(xi)	N.A	N.A.
28	4(1)(xvii)	Willful tampering with any safety devices installed in the establishment	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
29	4(1)(xix)	Refusal to work on job or machine on which he is assigned	Show Cause Notice / Suspension	Reduction to a lower scale of pay or grade, post or service within the meaning of regulation 4(B)(vii)	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)

30	4(1)(xx)	Spreading false rumour or giving false information or making defamatory statements	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect.	Show Cause Notice / Suspension	Removal from service within the meaning of regulation 4(B)(x)
31	4(1)(xxi)	Giving false information regarding one's name, father's name, age, qualifications, etc with malafide intention	Show Cause Notice / Suspension	Reduction to a lower scale of pay or grade, post or service within the meaning of regulation 4(B)(vii)	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
32	4(1)(xxii)	Tempering with the official record	Show Cause Notice / Suspension	Reduction to a lower scale of pay or grade, post or service within the meaning of regulation 4(B)(vii)	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
33	4(1)(xxiii)	Violation or infringement of any rules/ regulations/ administrative instructions / orders of his superior	Show Cause Notice / Suspension	Removal from service within the meaning of regulation 4(B)(x)		
34	4(1)(xxiv)	Violence at employer's premises	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
35	4(1)(xxv)	Vilifying officers and co - employees	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
36	4(1)(xxvi)	An act which is likely to subvert discipline	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
37	4(1)(xxvii)	Repetition of minor misconduct	Show Cause Notice / Suspension	Reduction to a lower scale of pay or grade, post or service within the meaning of regulation 4(B)(vii)	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
38	4(1)(xxviii)	Sexual harassment of fellow officials/ public	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)	N.A	N.A.
39	6	Gifts	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect.	Show Cause Notice / Suspension	Withholding/stoppage of two increments with cumulative effect.
40	7	Dowry	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)	N.A	N.A.
41	13	Promotion and Management of Companies	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect.	Show Cause Notice / Suspension	Withholding/stoppage of two increments with cumulative effect.
42	14	Private trade of employment	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect.	Show Cause Notice / Suspension	Withholding/stoppage of two increments with cumulative effect.
43	16	Insolvency and habitual indebtedness	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect.	Show Cause Notice / Suspension	Withholding/stoppage of two increments with cumulative effect.
44	18	Canvassing of Non-official or other influence	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect.	Show Cause Notice / Suspension	Removal from service within the meaning of regulation 4(B)(x)
45	20	Criticism of Nigam/Government	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect.	Show Cause Notice / Suspension	Removal from service within the meaning of regulation 4(B)(x)
46	21	Evidence before committee or any other authority	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect.	Show Cause Notice / Suspension	Removal from service within the meaning of regulation 4(B)(x)
47	22	Taking part in politics and elections	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect	Show Cause Notice / Suspension	Removal from service within the meaning of regulation 4(B)(x)

48	23	Vindication of acts and character of the employees of the Nigam as such	Show Cause Notice	Withholding/stoppage of one increment with cumulative effect	Show Cause Notice/ Suspension	Removal from service within the meaning of regulation 4(B)(x)
49	24	Joining of associations by Nigam employees	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)	N.A	N.A
50	25	Demonstrations and Strikes	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)
51	26	Consumption of intoxicating drinks and drugs	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect	Show Cause Notice / Suspension	Withholding/stoppage of two increments with cumulative effect
52	27	Bigamous marriage	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)	N.A	N.A.
53	4: Note 7(2) (iii)	If he is willfully absent from duty	Show Cause Notice / Suspension	Withholding/stoppage of one increment with cumulative effect	Show Cause Notice / Suspension	Compulsory Retirement
54	4: Note 7(2) (iv)	If he implicitly or explicitly shows disgraceful, disrespectful & unparliamentary behavior towards his superiors	Show Cause Notice / Suspension	Removal from service within the meaning of regulation 4(B)(x)		
55	8 of Duties & Res Reg	Causing financial loss with malafide intention	Show Cause Notice / Suspension	3 times the apportioned share of loss as per Annexure 'A' of duties & responsibilities regulations	Show Cause Notice / Suspension	Dismissal from service within the meaning of regulation 4(B)(xi)