

## **DOCUMENTATION OF INQUIRY PROCEEDING**

### **CONDUCT OF ENQUIRY AND AWARD OF PUNISHMENT**

The first and prime step is to have preliminary investigation to find out the prime-facie case of misconduct against the delinquent employee. When prime-facie case of misconduct is established, the following stages of **DISCIPLINARY ACTION SHOULD BE FOLLOWED:-**

1. Show-cause Notice
2. Issue of Charge Sheet and calling upon explanation
3. Consideration of explanation
4. Giving Notice of Enquiry into the charges when explanation found unsatisfactory
5. Enquiry into the Charges
  - (a) Deciding how to proceed
  - (b) Deciding about examination of evidence
  - (c) Recording Finding
  - (d) On conclusion of enquiry, asking Presenting Officer and Defence Representative to submit arguments
  - (e) Submission of Enquiry Proceedings to Disciplinary Authority
7. Decision of punishment
8. Communicating punishment decision to delinquent employee and giving an opportunity to present himself before Disciplinary Authority to hear the punishment.
9. Final Order of Punishment.

### **ISSUE OF CHARGE SHEET –**

1. The Charge Sheet Should be properly worded
2. Date, time, place of its commission and other relevant facts should be given

# Enquiries Are Proceeding

**Wolfgang Guggemos**



**Enquiries Are Proceeding:**

## Reviewing **Enquiries Are Proceeding**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Enquiries Are Proceeding**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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