

**EMPLOYEES CHARTER****DISCIPLINARY CASES:**

| Sl. No. | NATURE OF SERVICE  | Time schedule proposed (in No. of working days) |    |     |        |        |         | Total working days | RATE OF COMPENSATION  |
|---------|--|---|----|-----|--------|--------|---------|--------------------|-----------------------|
|         |  | ACCO/JPO/<br>CASE WORKER                        | PO | DGM | GM/HRD | CGM/DC | CGM/HRD |                    |                       |
| 1       | Orders of Reinstatement into duty from suspension on receipt of approval from the competent authority              | 1   | 1  | 1   | 1      | 1      | 1       | 6                  | Rs.25/- per day delay |
| 2       | Framing of charges from the date of orders of competent authority  | 6   | 2  | 1   | 1      | 2      | 2       | 14                 | -do-                  |
| 3       | Appointment of inquiry Officer after approval by competent authority   | 4   | 2  | 2   | 2      | 2      | 2       | 14                 | -do-                  |
| 4       | Processing of Enquiry report received from the E.O.  | 7   | 3  | 2   | 2      | 2      | 2       | 18                 | -do-                  |
| 5       | Processing of explanations received from the delinquents   | 7   | 3  | 2   | 2      | 2      | 2       | 18                 | -do-                  |
| 6       | Processing of replies to show cause notices received from the delinquents  | 7   | 3  | 2   | 2      | 2      | 2       | 18                 | -do-                  |
| 7       | Processing of appeals against Final Orders received from the delinquents   | 7   | 3  | 2   | 2      | 2      | 2       | 18                 | -do-                  |
| 8       | Imposing of Punishment or concluding the disciplinary action after passing of orders by the Disciplinary Authority | 4   | 2  | 1   | 1      | 1      | 1       | 10                 | -do-                  |

**N.GULZAR**  
**CHAIRMAN & MANAGING DIRECTOR**