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ഭരണഭാഷ-മാതൃഭാഷ

സാങ്കേതിക വിദ്യാഭ്യാസ ഡയറക്ടറേറ്റ്
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മേലെഴുത്ത് നം.EA2/7679/2025/DTE

17-09-2025

സർക്കാരിൽ നിന്നുള്ള സർക്കുലർ നം.RuleB2/21/2025-P&ARD തീയതി:25.08.2025 ഈ വകുപ്പിന് കീഴിലെ എല്ലാ സ്ഥാപന മേധാവികളുടെയും, ജീവനക്കാരുടെയും അറിവിലേക്കും, തുടർ നടപടിക്കുമായി ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

വിശ്വസ്തയോടെ,

Signed by
Jayaprakash P
Date: 17-09-2025 15:25:55

JAYAPRAKASH P
DIRECTOR

**GOVERNMENT OF KERALA****Personnel & Administrative Reforms (Rules B) Department**

No:RuleB2/21/2025-PandARD

Thiruvananthapuram,
Dated:25-08-2025**CIRCULAR**

Sub: P&ARD - Disciplinary Action Monitoring System - Instructions issued - reg.

It has come to the notice that, the files related to disciplinary action are being processed after prolonged delay in various Departments. If actions are not taken in time, the purpose of disciplinary action will be defeated and it breeds further indiscipline in the Institution/Organization/Department. It also creates demoralization of staff those who have been working honestly as they think that the delinquent officers always go unpunished.

In order to avoid the inordinate delay in processing the files relating to disciplinary action, it is necessary to take monthly meeting of Unit Officers of all sections to review the progress of the pending disciplinary action cases, at the Secretaries of concerned Administrative department level.

Therefore all the Administrative Departments are directed to take necessary action on the basis of the following instructions:

1. All the Administrative Departments shall instruct the HoDs/HoIs to prepare and submit the details of pending disciplinary action cases, in tabular form with the following details before the 5th of every month to the concerned Administrative Department.
2. All Departments shall consolidate the same in tabular format with the details below and to submit same to the Secretaries of concerned Administrative Department within a week from the receipt of the monthly report.

3. The tabular format mentioned in item(1) and (2) shall include following Details :

- I) Total number of disciplinary action cases
- II) Categorization of the disciplinary action cases based on the gravity of offense
 - a) Sexual harassment cases
 - b) POCSO cases
 - c) others
- III) Pending since when
- IV) Reason for pending of the cases
- V) Disciplinary Authority
- VI) Details of Action taken to ensure completion of Disciplinary action cases as per KCS(CC&A) Rules.
- VII) Present Status

Any deviation from the above shall be viewed seriously.

Dr. Rajan Namdev Khobragade I A S
ADDITIONAL CHIEF SECRETARY

To:

All Additional Chief Secretaries/Principal Secretaries/Secretaries and Special Secretaries.

All Additional Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries

All departments including Law and Finance

All Head of Departments.

All District Collectors

Director, I&PRD

I&PR (Web & New Media) Department

Nodal Officer, P&ARD (to publish on the official website www.pard.kerala.gov.in)

Stock File/Office Copy

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Section Officer