



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಹಣಕಾಸು ಸಂಸ್ಥೆ

1951ರ ರಾಜ್ಯ ಹಣಕಾಸು ಸಂಸ್ಥೆಗಳ ಕಾಯಿದೆ ಅನ್ವಯ ಸ್ಥಾಪಿತ

KARNATAKA STATE FINANCIAL CORPORATION

Established under the State Financial Corporations' Act, 1951



ಸಂಖ್ಯೆ: ಕ.ರಾ.ಹ.ಸಂ./ಪ್ರ.ಕ./
Ref. No. KSFC/H.O./

pers/PO-08

ದಿನಾಂಕ:
Date 22/04/2020

CIRCULAR - 27

Sub: Timely completion of disciplinary proceedings – reg.

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Of late, few instances of deviations committed by the retired employees during their tenure in the Corporation have been placed before the Disciplinary Authority. It is to be noted that the service conditions of the employees are governed by KSFC Staff Regulations, 1965 & Services [CC&A] Rules, 2003 & 2004 as amended from time to time. The Staff Regulations do not provide for imposition of any penalties as listed out in the Regulation 41 of KSFC Staff Regulations, 1965 or under Regulation 8 of KSFC Services [CC&A] Rules, 2003, once the employee retires from the services of the Corporation and their terminal benefits are settled. However, the Regulations provides for initiation of departmental inquiry against an employee after his/her superannuation/retirement/resignation provided it shall not be in respect of any event which took place more than 4 years before his/her superannuation/retirement/resignation. This course of action can only be resorted for withholding or withdrawing terminal benefits payable to such employees on superannuation/retirement/resignation on account of financial loss caused to the Corporation. Thus, once the employee leaves the services of the Corporation and his/her terminal benefits are settled, the Corporation has little scope to initiate any disciplinary actions on such retired employees except filing criminal cases where sufficient proof is available.

The recently held Disciplinary Review Committee meeting [for short DRC] suggested certain measures to be put in place to complete the disciplinary proceedings before retirement of an employee. Accordingly, the following course of action is put in place for timely completion of disciplinary proceedings:

- The Administration Dept., shall furnish list of employees who are retiring on superannuation atleast one year in advance to the Internal Audit Dept., alongwith data sheets of such employees. List of such employees shall also be marked to Gen.Managers of all Circles & EDs;

ಪ್ರಧಾನ ಕಛೇರಿ: ಕೆ.ಎಸ್.ಎಫ್.ಸಿ ಭವನ, ನಂ. 1/1, ತಿಮ್ಮಯ್ಯ ರಸ್ತೆ, ಕಂಟೋನ್‌ಮೆಂಟ್ ರೈಲ್ವೆ ನಿಲ್ದಾಣದ ಹತ್ತಿರ, ಬೆಂಗಳೂರು - 560 052

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- The Internal Audit Dept., shall scrutinize the pending audit paras/files handled by such employees on priority and submit reports of deviations, if any, to DA as expeditiously as possible but atleast 3 months before the date of superannuation of such employee;
- The Administration Dept., shall take action to issue charge sheet to the concerned employee within 15 days from the date of receipt of such directions from the Disciplinary Authority.
- The concerned employee shall furnish written reply on such charges within 15 days from the date of service of such charge sheet. Extension of time, if any, requested by such employee with an acceptable reason, then the Competent Authority can consider such request for further extension of time not exceeding to 15 days.
- The Administration Dept., shall forward such replies to Internal Audit dept, within a period of 10 days from the date of receipt of such replies seeking audit views;
- The Internal Audit Dept., shall furnish Audit views on such replies within 15 days;
- The Administration Dept., shall process such cases within 10 days from the date of receipt of the Audit views and place before Disciplinary Authority;
- In the cases where Departmental enquiry is ordered, the notification of enquiry shall be issued with a condition to complete the enquiry within a period of 3 months from the date of such notification.
- Considering the present practice and legal position and to avoid undue delay, the notification of enquiry shall contain permission to engage either co-employee or an advocate at his choice to assist him in the enquiry at his/her own cost.
- Immediately on receipt of the IO report, a copy has to be furnished to the employee, if necessary, for furnishing his written representation if any within 10 days and the same shall be put up to DA for a decision within 15 days from the date of receipt of such representation.

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- The officers who are due for retirement within the next 3 months and who are incharge of operations/working as Branch Manager/Section Heads shall not exercise the operational powers independently. Such officers shall invariably seek approval of higher authority who is not retiring. In case the next higher authority is also due for retirement, then approval shall be sought from the next higher authority. The IA Dept., shall ensure this during audit.

In order to adhere to the time schedules as detailed above, the audit officers, the officers appointed as presenting officers in the DE, the officers/officials cited as management witnesses are advised to attend to the assigned functions pertaining to the disciplinary matters on priority in addition to their routine official functions.

This comes into force with immediate effect.

Eunsoo Cam
MANAGING DIRECTOR

To:

- 1)The Executive Director-I
- 2)The GM[IA]
- 3)The DGM[P&A]

C.C:

- 1) The Executive Director -II
- 2) All G.Ms,
- 3) All DGMs/BMs/HoDs
- 4) Library

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