



CENTRAL SILK BOARD
Ministry of Textiles – Govt. of India
B.T.M.Layout, Madiwala
BANGALORE 560068
☎: 26282699
Fax: 26681511
e-mail: law@silkboard.org

No.CSB-17(2)/2006-LABOUR/

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C I R C U L A R

Sub: Misconduct/Misbehaviour committed by the Farm Workers
of CSB – procedure to be followed – Reg.

Ref: Earlier Circular No.CSB-17(2)/2006-Labour dt. 03.07.2006.

It is to inform that the Directors and Joint Directors (Scientist-D) holding independent charge have presently been delegated vide the above referred Circular with powers to deal with the disciplinary cases against Farm Workers working under their control. The orders of penalty passed by the said Disciplinary Authorities namely Directors and the Joint Directors (holding independent charge) are subject to Appeal being filed by the aggrieved Farm Workers to the Member Secretary, Central Silk Board who is delegated with powers to function as an Appellant Authority to deal with such appeals.

Though the above arrangement looks to be workable in main research institutes, lot of administrative constraints are being experienced particularly to deal with the misconduct/misbehaviour of workers working in nested units of main research institutes and smaller units coming under the said nested units which are located at far away places. Such administrative constraints are inevitable in large organizations like CSB. Nevertheless, in order to streamline the existing functional distribution of work of handling cases of misconduct/misbehaviour of Farm Workers and to make it workable at all levels for speedy disposal of such cases, it has been decided to delegate the middle level administrative officers/scientist-C level officers with powers to function as Punishing/Disciplinary Authorities and the Scientist -D or equivalent level officers with powers to function as Appellate Authorities. In fitness of things, a workable schedule is placed below for kind reference and needful compliance.

SCHEDULE

Description of the post	Punishing/Disciplinary Authority	Appellate Authority
Casual & Time Scale Farm Worker	A/D(A&A)/DD(A&A)/ Scientist-C or equivalent level officer designated by the concerned Director or Scientist-D or E (holding independent charge) as "Punishing/Disciplinary Authority".	Scientist-D or equivalent level officer designated by the concerned Director/Scientist-E (holding independent charge) as "Appellate Authority".

The above arrangement will come into effect from the date of this Circular in respect of all new cases. The existing arrangement will continue in respect of pending cases pending as on the date of this Circular.

The concerned Director/Scientist-E holding independent charge is required to nominate/designate the Punishing Authority (wherever Scientist-D level is holding independent charge he is empowered to nominate the Punishing Authority) and the Appellant Authority from among the aforesaid grade officers to function as such to deal with the disciplinary cases against the Farm Workers working under his control and notify the same to the workers putting it on the notice board. The details may also be forwarded to Central Office.

In each case of misconduct/misbehaviour of Farm Workers, the Punishing/Disciplinary Authority concerned need to appoint an Enquiry Officer and a Presenting Officer from among the employees belonging to the cadre of Superintendent/Assistant Superintendent or equivalent level officer for conducting domestic enquiry against the delinquent workers as per the regular procedure in terms of principles of natural justice affording opportunity to show cause/of hearing to the delinquent worker.

If the concerned institute/unit has appointed an external Enquiry Officer to conduct enquiry against the regular employees, same Enquiry Officer can also be appointed to enquire into the charges leveled against the delinquent Farm Workers. In such cases, the Presenting Officer needs to be appointed by the concerned in terms of this Circular.

The concerned Director/Scientist-E holding independent charge may if necessary arrange to cause the necessary training being imparted to the officials nominated as Enquiry Officer/Presenting Officer so as to educate them of the procedure to be followed in handling such cases.

The contents of the above Circular may kindly be taken note of for strict compliance and the Central Office be kept informed once in a year as on 31st March of each year, No. of disciplinary cases pending against Farm Workers, date of commencement and date of conclusion of enquiry, outcome of enquiry, Appeal if any preferred, for records.

Sd/-

[M.SATHIYAVATHY]
MEMBER SECRETARY

To

All the Directors & Scientist-D/E(holding independent charge) of CSB.