



**PBC No.266/2024**

**दक्षिणरेलवे Southern Railway**  
**प्रधानमुख्यकार्मिकअधिकारीकार्यालय**  
**Office of the Principal Chief Personnel Officer**  
**प्रधान कार्यालय, कार्मिक विभाग,चेन्नै-600003**  
**Headquarters, Personnel Department, Chennai-600003**

सं/No.P(A)227/P/Vol.XXVII(Pt).

दिनांक/Dated:10.12.2024

**PCOM, PFA, PCE, PCME, PCEE, PCSTE, PCMM,  
 PCMD, PCSO, PCSC, CAO/CN/MS, CAO/CN/ERS  
 DRMs / MAS, TPJ, MDU, TVC, PGT, SA  
 CWMs / CW/PER LW/PER, GOC, S&T/PTJ**

**विषय/Sub: Review & disposal of pending DAR cases by taking a judicious view.**

**Ref: (1) Actionable Points of GMs Weekly Safety & Punctuality  
 Meeting held on 26.11.2024.  
 (2) This office letter No.P(PC)524/P/VII-PC/Vol.II dt.27/10/2024  
 RBE No.157/2017- circulated as PBC No.196/2017).**

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It has been observed that large number of disciplinary cases (Major Penalty & Minor Penalty) are pending for too long, despite the fact that "Charter of Commitment" issued vide RBE No.157/2017 and circulated as PBC No.196/2017, mandates that Major Penalty DAR cases be completed within 150 days and Minor Penalty ones within 31 days.

Besides, guidelines provide for proper application of mind by the Disciplinary Authority at the time of initiating disciplinary proceedings, to ensure that material before them justifies initiation of proceedings for a major penalty, a minor penalty or just the administrative action.

Major Penalty proceedings may be initiated only in cases where punishments like Dismissal from Service, Removal from Service, Compulsory Retirement or reduction to lower grade are warranted vis-à-vis the gravity of misconduct.

Once initiated, the Major Penalty cases must be finalized within 150 days.

ADRM's in the Divisions should review all the pending Major Penalty cases to ensure compliance of the time limits and wherever it is observed that the gravity/nature of misconduct does not warrant above punishments, such cases should be decided by the Disciplinary Authority by imposing the minor penalty/exoneration without waiting for the completion of enquiry, i.e. on the basis of the reply/representation submitted by the charged official, as available on record.

This issues with the approval of the General Manager.

**CHILAKALAPUDI  
 ANJANIKUMAR**

Digitally signed by  
 CHILAKALAPUDI ANJANIKUMAR  
 Date: 2024.12.10 15:28:09 +05'30'

**(C. ANJANI KUMAR)**  
**Asst. Personnel Officer / IR & Trg**  
**for Principal Chief Personnel Officer**

Copy to : Secy to GM - for kind information of GM.

The General Secretary/SRMU  
 The General Secretary/AISCTREA  
 The General Secretary/AIOBCREA  
 The General Secretary/NFIR  
 IT Section/PB/HQ - to upload in the SR website.