



Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Jammu/Srinagar

Subject: Online Portal for Regular Departmental Action cases against public servants – regarding.


Circular No. 27-JK(GAD) of 2023
Dated: 19.09.2023

Pursuant to verifications, joint surprise checks, FIRs, preliminary enquiries, etc. conducted by Investigating Agencies viz; Anti Corruption Bureau, Crime Branch etc., the recommendations for institution of Regular Departmental Action against public servants are received in the General Administration Department. After examination of such cases in the General Administration Department, the cases are referred to concerned Departments for initiating Regular Departmental Action against public servants in terms of relevant provisions of the Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956 and extant circular instructions. Apart from this, departments, at their own, also initiate RDAs against its employees, who are found to have violated service conduct rules.

Detailed guidelines for institution of Regular Departmental Action and timelines for conducting the same have been issued from time to time, latest in this series issued vide Circular No. 24-JK(GAD) of 2021 dated 17.07.2021. However, it has been noticed that the guidelines as well as the timelines are not being followed by Departments, resulting into protracted delay in conclusion of the cases. The delay in finalization of departmental proceedings leads to undue advantage/harassment to the charged official: such delays on one hand help the guilty official(s) in evading penalty, while unwarranted delays prolong the agony of the official(s), against whom proceedings may not sustain and is/are finally exonerated.

With a view to streamline the procedure laid down for conducting departmental proceedings and to monitor progress for enforcing adherence to the prescribed timelines, General Administration Department has developed an online portal for Regular Departmental Action cases initiated against public servants. The portal shall contain electronic data related to RDA cases in digitized format with a unique ID which shall be accessible to all the concerned departments/disciplinary authorities, with an overall real time monitoring of the cases by the General Administration Department. The portal was launched on 26.08.2023 and can be accessed on <https://rda.jk.gov.in>.

The portal provides a window for referral of cases from Anti Corruption Bureau to the General Administration Department and their further referral to the concerned Departments. It also provides a window for uploading RDA cases initiated by the Departments on their own. The portal shall work as a channel for communication w.r.t. RDA cases between the GAD and the Departments, as also between GAD and ACB.


19.9.23

The portal contains templates of draft charge-sheets, order for appointment of Inquiry Officer, relevant notices, circulars, guidelines etc. for aiding in conduct of the departmental proceedings. Consistent with the timelines prescribed for various stages of departmental proceedings till the conclusion of RDA cases, the portal has unique feature to generate alerts, wherever any requisite stage of proceedings exceeds the prescribed timeline. This will be an aid in ensuring strict adherence of the prescribed timelines by the concerned authorities towards timely conclusion of the RDA cases. In case of deviation or delay at any stage of the proceedings, responsibilities shall be fixed upon the concerned, who shall be liable for action as warranted under rules.

In conformity to the above, following instructions are hereby issued:-

1. Each Department shall nominate a Nodal Officer, not below the rank of Deputy Secretary, who shall be responsible for uploading of cases and their progress at various stages of proceedings, regular monitoring of the cases, liaisoning with the General Administration Department, besides other issues relating to RDAs.
2. Each Department shall be provided with two login IDs; one for Nodal Officer and another for the Disciplinary Authority. The Disciplinary Authority in the Department shall have an access for monitoring of the cases on real time basis.
3. The legacy data of all the RDA cases received from the Investigating Agencies/GAD as well as the cases initiated by the Departments on their own, which are pending with the departments as on date, shall be uploaded on the portal within a timeframe of one month positively, from the date of issuance of this Circular, by the General Administration Department and the Departments as well. Besides, fresh cases shall be uploaded by the Anti Corruption Bureau and the Departments on the portal as the case may be.
4. Administrative Departments shall review the progress of pending RDA cases on regular intervals for swift disposal of the cases.

All the Administrative Departments are, accordingly, impressed upon to adhere to the above instructions in letter and spirit.

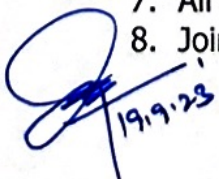
Sd/-
(Sanjeev Verma) IAS,
Commissioner/ Secretary to the Government.

No. GAD-VIGORDA/116/2023-04-GAD (7294623)


Dated:19.09.2023

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19. General Manager, Government Press, Jammu/Srinagar.
20. Private Secretary to Advisor (B) to the Lieutenant Government.
21. Private Secretary to the Chief Secretary.
22. Private Secretary to Commissioner/Secretary to the Government, GAD.
23. I/c Website, GAD.
24. Circular/Stock file.



19.09.2023

(Dr. Mohammad Usman Khan) JKAS,
Deputy Secretary to the Government.