



CCA Rules - Overview & Procedure for Minor & Major Penalties

Telangana Civil Services (CCA) Rules 1991

(G.O. Ms. No. 490 GA (Ser-C) Dated 08-08-1991 of AP)

(G.O. Ms. No. 190 GA (Ser-C) Dated 27-05-2016 of TS)

➤ **Classification**

➤ **Control**

➤ **Appeals**



Rule 2 – Interpretation

- **Appointing Authority**
- **Commission**
- **Disciplinary Authority**
- **Government servant**

Rule 3 – Application

Rule 4 – Powers to exclude from operation

Rule 5 – Classification of Services

CLASSIFICATION

- State Services (Rule 6)
(Schedule-I)
- Subordinate Services (Rule 7)
(Schedule-II)



CONTROL

Rule – 8: Suspension

When an employee can be placed under suspension

1. Where disciplinary proceedings are contemplated
2. Engaged in activities prejudicial to the interest of security of the State
3. Criminal offence is under investigation, inquiry or trial
4. From the date of detention
5. Date of imprisonment on conviction
6. Removal/Dismissal is set aside in appeal
7. Removal/Dismissal is set aside by the Court

Authorities competent to Suspend

State Services : Rule-13
Rule-15

Subordinate Services : Rule-14
Rule-15

.....Suspension

- Orders in a prescribed format
 - If charge sheet is filed, [Annexure – I](#)
 - If Dept. Proc. are contemplated – [Annexure – II](#)
 - If case is under investigation – [Annexure – III](#)

- Date of effect of suspension

- What should be paid during suspension

- Review of suspension- Authorities
(G.O. Ms. No. 578 GA (Ser.C) Dept., Dt. 31-12-1999)

- Limits for suspension period
(G.O. Ms. No. 86 GA (Ser.C) Dept., Dt. 08-03-1994)
(G.O. Ms. No. 526 GA (Ser.C) Dept., Dt. 19-08-2008)

Payment of Subsistence Allowance

- ✓ Quantum
- ✓ Review
- ✓ Enhancement, if any
- ✓ Reduction, if any
- ✓ Restriction on enhancement.
- ✓ Certification required

Regularization of Suspension Period

- ✓ In case of death during suspension
- ✓ In case of unjustified suspension
- ✓ In case of justified suspension
- ✓ In case of exoneration on technical grounds

Rule – 9 : Penalties

Minor Penalties

- i. Censure
- ii. Withholding of promotion
- iii. Recovery from Pay (omitted in 2005)
- iv. Withholding of increments of pay without cumulative effect
- v. (a) Suspension
(b) Reduction to a lower stage in the time scale of pay for a period not exceeding three years, without cumulative effect and not adversely affecting his pension

Major Penalties

- vi. Withholding of increments of pay with cumulative effect
- vii (a) reduction to a lower stage in the time scale of pay for a specific period
- (b) Reduction to a lower time scale of pay, grade, post or service (with or without further directions regarding conditions for restoration and seniority and pay on such restoration)
- viii. Compulsory retirement
- ix. Removal from service (Other than deemed removal under FR)
- x. Dismissal from service

(Misappropriation, bribery, bigamy, corruption, moral turpitude, forgery, outraging modesty of women - GO Ms. No. 25, GA (Ser-c) Dt. 03-02-2004)

The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, also known as the POSH Act

Rule – 10 : Other Penalties

- i. Fine on a member of Last Grade Service and on a person holding any of the posts specified in Appendix-I of these Rules (Guest House, GCP, Jails, Ports, Public Heath & Municipal Engineering)
- ii. Suspension for a period not exceeding fifteen days
 - (a) On Forest Guards
 - (b) Members of Police Sub-ordinate Service and Special Armed Force
 - (c) Fire subordinate services
(for b & c, only if the penalty of reduction to lower grade cannot be imposed)

Authorities competent for imposing penalties

State Services	: Rule-11 Rule-12
Subordinate Services	: Rule-14 Rule-15
In case of promotion/ Reversion/reduction	: Rule-16
Employees of ACB, VC, ED and Lokayukta	: Rule-17



Authorities competent for initiation of Disciplinary Proceedings

Reopen the case : Rule-18

Initiation by lower Authority : Rule-19



Rule 20

(Major Penalties)

Cannot be imposed except after and an inquiry is held

- In the manner provided in Rule 20 and Rule 21 of TSCS (CCA) Rules 1991
- In the Manner provided by the TSCS (Disciplinary Proceedings Tribunal) Act 1960
- Under TS Lokayukta and Upalokayukta Act 1983 report



Rule 22

(Minor Penalties)

Cannot be imposed except after

- Informing the Government servant in writing of the proposal to take action against him
- Giving opportunity for submission of representation



Rule 21

Action on the inquiry report

- ✓ Remit the case to the inquiring authority
- ✓ Agree or Disagree with the report
- ✓ Communicate the inquiry report
- ✓ Consult the TSPSC for advice
- ✓ Impose punishment

Rule 24

- Common Proceedings
- Disciplinary Authority
- Penalties
- Procedure

Rule 25 – Special procedure

**Notwithstanding anything contained in Rule 20 to 24,
Disciplinary authority may make an order of punishment**

- When an employee is convicted on a Criminal Charge
- When Disciplinary Authority is satisfied that it is not reasonably practical to hold an inquiry.
- When Governor is satisfied that in the interest of security of the State, it is not expedient to hold any inquiry

Rule 26 – Exceptional Cases

Disciplinary authority may waive all or any of the provisions of Rule 20 to 24, for special and sufficient reasons, where there is difficulty in observing fully the requirements of these rules, without causing any injustice to the Charged Officer

Rule 27

Disciplinary authority may make an order of punishment

- On the basis of the recommendation of the TS Lokayukta and Upa-Lokayukta
- On the report of the Complaints Committee

Rule 30 & Rule 31

- Officers lent to Government of India etc.
- Officers borrowed from the Government of India etc.

APPEALS

✓ Appeal

✓ Revision

✓ Review

Appeals

- Rule-32: Where no appeal lies
 - a) Any order made by the Governor
 - b) An order of interlocutory nature
 - c) An order passed by the IO

Appeals

● Rule-33: Where appeal lies

- a) An order of Suspension
- b) An order of Penalty
- c) An order of enhancing penalty
- d) An order of reducing/withholding pension

Appeals

- Rule-34: Appellate authorities
- Rule-35: Period of limitation for Appeal
- Rule-36: Contents of Appeal
- Rule-37: Consideration of Appeal
- Rule-38: Review of original orders of Govt
- Rule-39: Implementation of orders in appeal



Revision (40)

- Preferred within one year
- If not preferred within 4 years, either suo-motu or otherwise

Review (41)

- New material/evidence which could not be produced at the time of passing the order
- Within 3 years

Service of orders (42)

- If on duty, served in person
- If on leave/suspension/absent, by registered post to the address given
- If cannot be served, shall be published in TS Gazette



Power to relax time limits and to condone delay (43)

Supply of VC Advice (44)

Repeal and Saving (45)

Removal of doubts (46)



Drawing up Charge Memo (Minor/Major)

- Articles of Charge
- Statement of Imputations
- List of documents
- List of witnesses