

How to Prepare a Final Enquiry Report ?

(Prepared for the Vice-Chancellors & Registrars Conference, 2015)

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*January, 2015
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1. Begin with briefly quoting the material allegations leveled against the delinquent in the complaint by quoting the name/address etc. of the complainant, name/designation of the Disciplinary Authority ordering the enquiry alongwith the date of order passed by him appointing the Enquiry Officer.
2. Quote the first charge framed against the delinquent.
3. Quote the relevant part of the reply given by the delinquent against the said charge.
4. Now quote the name of witnesses examined in support of the charge and also quote the relevant/material/portion of the statement of the witnesses recorded in support of the charge.

Now quote the documents relied on and produced in support of the charge and also the name and the statement of the witness who had proved the said document or documents.
6. Also quote the name of the Defence Witness or the defence document, if any, produced by the delinquent in contradiction of the oral and documentary evidence produced by the Department/Prosecution in support of the charge against the delinquent.
7. Now the Enquiry Officer should discuss and appreciate the documentary and oral evidence led by both sides in support of and against the charge framed. The Enquiry Officer should then clearly record his findings derived from the documentary and oral evidence and should clearly

conclude whether or not the guilt of the delinquent as mentioned in the charge is proved.

8. Only that much part of the oral and documentary evidence should be quoted in the enquiry report which is really required for discussions on the charge or the controversies involved in the enquiry. Unnecessary or irrelevant part of the evidence should normally be avoided and not quoted. The derivative or the conclusion derived from the appreciation of evidence should be recorded in the form of clear findings in the enquiry report.
9. If the Enquiry Officer records findings that the charge/guilt of the delinquent is proved then he must mention the conduct rule breach whereof has been found proved during the enquiry.
10. The above exercise must be completed and observed by the Enquiry Officer in respect of each charge framed against the delinquent.
11. The enquiry report should be then signed by the Enquiry Officer under his full signature, name, designation and date.
12. Normally no penalty to be inflicted upon the delinquent should be suggested by the Enquiry Officer to the Disciplinary Authority unless he is called upon in writing by the Disciplinary Authority to do the same.
13. The enquiry report in triplicate along with a covering letter addressed to the Disciplinary Authority and kept in a sealed cover should be sent by the Enquiry Officer to the Disciplinary Authority.
