



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(एक स्वायत्त शिक्षण संस्थान भारत सरकार के अधीन एक स्वायत्त संस्था)
"शिक्षा केंद्र", २, समुदाय केंद्र, प्रीत विहार, दिल्ली - ११००१२

CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resource Development, Govt. of India)

"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 092

No. CBSE/Vig./F.13522/2012

Date: 15th Mar., 2012

To,

The Managers,
CBSE Affiliated Schools,

Sub: Follow of proper procedure while taking disciplinary action against employees.

All schools affiliated with the Board are required to follow the examination byelaws and affiliation byelaws of the Board. Chapter VII of the Affiliation byelaws of CBSE provides for the procedure to be followed for initiating Disciplinary action against the employees working in schools.

It is being observed that in many a cases, proper procedure of disciplinary proceeding is not followed by the school before imposing penalty / removing employees from service. This often leads to litigation/complaints/grievances.

It is therefore desired that Principals of the school / Manager of the Trust should look into the matter and ensure that the procedure prescribed in Service Rules / Byelaws of the Board and principles of Natural justice are followed while taking disciplinary action against the staff working in the school / institution.

This issues with the approval of the Chief Vigilance Officer.

(S.P. Rana)

Deputy Secretary (Vigilance)

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