



Government of Sindh
Sindh Peoples Housing for Flood Affectees
(SPHF)



INQUIRY AND DISCIPLINARY ACTION

Policy:

SPHF believes in transparent and impartial investigation system. The Competent Authority, as per requirement, shall inquire the matters of financial embezzlement, moral turpitude, theft, fraud, incidents or other, if any, for fact finding and in order to give fair and impartial treatment to the accused.

Constitution and ToRs of the Committee:

The Competent Authority i.e. CEO, SPHF shall constitute the inquiry committee comprising one or more members from amongst the officers of the company for carrying out inquiry into alleged cases of embezzlement, moral turpitude, theft, fraud and any other issue to find out facts, fix responsibilities and suggest corrective/ disciplinary action;

Provided that inquiry member(s) shall be of good reputation, shall not be relative of accused or complainant and shall not be immediate supervisor of accused or complainant.

Procedure of the inquiry:

- i. The Appointing Authority shall frame charge sheet/ statement of allegation against accused and appoint enquiry committee to inquire into statement of allegations.
- ii. The appointing authority may put the accused on suspension during the pendency of the inquiry.
- iii. Inquiry committee shall carryout inquiry into following manner:
- iv. Serve show cause to the accused employee to show cause within seven (07) days as to why disciplinary action should not be taken on the basis of charge sheet/ statement of allegation.
- v. Provide reply of show cause in writing, summon accused, complainant, or other person/ employee knowing facts of the case and record statements.
- vi. Collect evidence and pursue necessary records.
- vii. Inquiry committee shall provide a chance to accused for personal hearing and others
- viii. The inquiry committee shall finalize its report within 30 days and submit its findings along with recommendations.
- ix. The CA shall give the final opportunity of a personal hearing before taking disciplinary action.

Ex-Party Decision:

- a) Accused employee is required to furnish his reply to the show cause notice/ statement of allegations within seven (07) working days, positively and appear before the inquiry committee where and when required, failing which ex-party decision or one-sided action shall be taken against him/her.
- b) Ex-party decision/ one sided action shall be taken against him/her in case if refusal of receiving charge sheet or non-cooperation with inquiry committee.
- c) If the accused was not available at his/her given address. Letter shall be delivered to any member of his/her family member residing with him/her.
- d) In case, letter was dispatched through courier service, it shall be presumed to have been delivered within seven days in the ordinary course of business.

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A company set up under section 42 of the Companies Act, 2017



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Appeal:

- a. An employee aggrieved by the decision of competent authority may file an appeal before immediate Supervisory Authority of Competent Authority against his decision within 07 days.
- b. If the decision of competent authority is upheld by Appellant Authority, no further appeal / representation shall lie to next higher authority.
- c. Appellant Authority has discretionary powers to reject or consider the appeal.

JAMID AHMED
Company Secretary
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