

CHAPTER – 32

SAMPLE FORMS

(1)

Standard form of Order of suspension

[Rule 10(1), CCS (CCA) Rules]

[Read carefully Instruction (12) in Chapter 3 before commencing to use this Form]

NO.....
Government of India.....
Dated.....

(Place of issue.....)

ORDER

Whereas a disciplinary proceeding against Shri (Name and Designation of the Government servant) is contemplated/pending.	Whereas a case against Shri (Name and Designation of the government servant) in respect of a criminal offence is under investigation/inquiry/ trail.
--	--

Now, therefore, the President/ the undersigned (the Appointing Authority or an authority to which it is subordinate or any other authority empowered by the President in that behalf), in exercise of the powers conferred by sub-rule (1) of Rule 10 of the Central Civil services (Classification, Control and Appeal) Rules, 1965, hereby places they said Shri under suspension with immediate effect.

It is further ordered that during the period that this order shall remain in force the headquarters of Shri (name of the place) and the said Shri shall not leave the headquarters without obtaining the previous permission of the undersigned.

(By order and in the name of the President)

Signature
Name and Designation of the suspending authority

1. Copy to Shri..... (name and designation of the suspended officer).Orders regarding subsistence allowance admissible to him during the period of his suspension will issue separately.
2. Copy to Shri(name and designation of the appointing authority)for information

(2)

**Standard form of certificate to be furnished by the
suspended official under FR 53 (2)**

I,(Name of the Government servant) having been placed under suspension by order No....., dated....., while holding the post of Do hereby certify that I have not been employed in any business, profession or vacation for profit/remuneration/salary.

Signature
Name of Government Servant
Address

(3)

Order placing an officer under suspension when he is detained in custody
[Rule 10(2) of CCS(CCA)Rules, 1965]

No.
Government of India
Ministry of.....
Dated.....

(Place of issue.....)

ORDER

WHEREAS a case against Shri (name and designation of the Government servant) in respect of a criminal offence is under investigation.

AND WHEREAS the said Shri was detained in custody on for a period exceeding forty-eight hours .

NOW, THEREFORE, the said Shri is deemed to have been suspended with effect from the date of detention, i.e., the in terms of sub-rule (2) of Rule 10 of the Central Civil Services (Classification, Control and Appeal) Rules, and shall remain under suspension until further orders.

(Signature).....
Designation of the suspending
Authority.....

(4)

Standard form of order for holding departmental enquiry on appeal being decided in favour of the Government servant

No.
Government of India
Ministry of
Dated.....

ORDER

WHEREAS Shri (here enter name and designation of the Government servant) was dismissed/removed/compulsorily retired from service with effect from (here enter the date of dismissal/removal or compulsory retirement) on the ground of conduct which led to his conviction on a criminal charge;

OR

WHEREAS the penalty of (name of the penalty imposed) was imposed on Shri (here enter the name and designation of the Government servant) on the ground of conduct which led to his conviction on a criminal charge;

AND WHEREAS the said conviction has been set aside by a competent Court of Law and the said Shri (here enter name and designation of the Government servant) has been acquitted of the said charge;

AND WHEREAS in consequence of such acquittal the President/undersigned has decided that the said order of dismissal/removal/compulsory retirement/imposing the penalty of (here enter the name of the penalty) should be set aside;

AND WHEREAS the President/undersigned on a consideration of the circumstances of the case has also decided that a further inquiry should be held under the provisions of CCS (CCA) Rules, 1965, against the said Shri (here enter the name and designation of the Government servant) on the allegations which led to his dismissal/removal/compulsory retirement from service/the imposing of the penalty of (here enter the name of penalty imposed).

NOW, TEHEREFORE, the President/undersigned hereby-

- i. Set aside the said order of dismissal/removal/compulsory retirement from service / imposing the penalty of (here enter the name of the penalty imposed),
- ii. Directs that a further enquiry should be held under the provisions of the CCS (CCA) Rules, 1965, against Shri (here enter the name of the Government servant) on the allegations which led to his dismissal/removal/compulsory retirement from service the imposing of the penalty of (here enter the name of the penalty imposed),
- iii. Directs that the said Shri (here enter the name of the Government servant) shall, under sub-rule (4) of Rule 10 of the CCS (CCA) Rules,1965, be deemed to have been placed under suspension whit effect from (here enter the date of the dismissal or removal or removal or compulsory retirement from service), and shall continue to remain under suspension until further orders.

Station:
Date:

Disciplinary Authority

(5)
Standard form of order for revocation of suspension order
[Rule 10(5) (C), CCS(CCA)Rules]

No.
Government of India
Ministry of
Dated

Place of issue.....

ORDER

Whereas an order placing Shri (name and designation of the Government servant) under suspension was made/was deemed to have been made by on

Now, therefore, the President/the undersigned (the authority which made or is deemed to have made the order of suspension or any authority to which that authority is subordinate) in exercise of the powers conferred by Clause (C) of sub-rule (5) of Rule 10 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, hereby revokes the said order of suspension with immediate effect.

(By order and in the name of the President)

Signature1

Name and Designation of the authority making this order

- 1 Copy to Shri(name and designation of the suspended officer).
- 2 Copy to Shri(name and designation of the appointing authority) for Information.
- 3 Copy to Shri(name and designation of the lending authority making the order of suspension)
- 4 Copy to Shri(name and designation of the authority making the order of suspension)
- 5 The reasons for revoking the order of suspension are as follows:-

Note 1: Endorsement as in Para,2 should be made where the order of revocation of suspension is made by an authority lower than the Appointing Authority,.

Note 2: Endorsement as in Para,3 should be made where the order of suspension has been made against a "Borrowed Officer".

Note3: Endorsement as in Para 4 should be made where the order of revocation of suspension is made by an authority other than the authority which made or is deemed to have made, the order of suspension.

Note4: Para.5 should not be inserted in the copy sent to the suspended officer.

Note5; Paras.2 to 5 should not be inserted in the copy sent to the suspended officer.

[G.I., MHA., O.M. No. 234/18/65-AVD, Dated the 13th January, 1965.]

(6)

**Standard form of charge-sheet for major penalties
[Rule 14 of CCS (CCA) Rule]**

No.....
Government of India
Ministry of
Dated.....

MEMORANDUM

The President/undersigned proposes to hold an inquiry against Shri.....under Rule 14 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965. The substance of the imputations of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure-I). A statement of the imputations of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure-II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexures - III and IV).

2. Shri is directed to submit within 10 days of the receipt of his Memorandum a written statement of his defence and also to state whether he desires to be heard in person.

3. He is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He should, therefore, specifically admit or deny each article of charge.

4. Shri..... is further informed that if he does not submit his written statement of defence on or before the date specified in Para. 2 above, or does not appear in person before the inquiring authority or other wish fails or refuses to comply with the provisions of Rule 14 of the CCS(CCA) Rules, 1965, or the orders/directions issued in pursuance of the said rule, the inquiring authority may hold the inquiry against him ex parte.

5. Attention of Shri Is invited to Rule 20 of the Central Civil Services (Conduct) Rules, 1964, under which no Government servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government, if any representation is received on his behalf from another person in respect of any matter dealt with in these proceedings, it will be presumed that Shri is aware of such a representation and that it has been made at his instance and action will be taken against him for violation of Rules 20 of the CCS(Conduct) Rules, 1964.

6. The receipt of the Memorandum may be acknowledged.

(By order and in the name of the President)
()
Name and designation of Competent Authority

To
Shri
.....

¹ANNEXURE – 1

Statement of articles of charge framed against Shri (name and designation of the Government Servant).

Article I

That the said Shriwhile functioning asDuring the period

Article II

That during the aforesaid period and while functioning in the aforesaid office, the said Shri

Article III

That during the aforesaid period and while functioning in eh aforesaid office, the said Shri.....

¹ANNEXURE-II

Statement of imputation of misconduct or misbehaviour in support of the articles of charge framed against Shri (name and designation of the Government servant)

Article I

Article II

Article III

¹ANNEXURE-III

List of documents by which the articles of charge framed against Shri (name and designation of Government servant) are proposed to be sustained.

¹ANNEXURE-IV

List of witnesses by whom the articles of charge framed against Shri (name and designation of Government servant) are proposed to be sustained.

(7)

Standard form of order relating to appointment of Board of Inquiry
[Rule 14(2) of CCS(CCA)Rules,1965]

No.....
Government of India
Ministry of
Dated.....

(Place of Issue.....)

ORDER

WHEREAS an inquiry under Rule 14 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, is being held against Shri (name and designation of Government servant.)

AND WHEREAS the President/the undersigned, considers that a Board of Inquiry should be appointed to inquire into the charges framed against the said Shri.....

NOW, THEREFORE, the President/the undersigned, I exercise of the powers conferred by sub-rule (2) of the said rule, hereby appoints-

A Board of Inquiry consisting of :

- 1]
- 2] (Here enter name and designation of Member of the Board of Inquiry)
- 3]

(By order and in the name of eth President)

(Signature)

Name and designation of Competent Authority

- Copy to (name and designation of Government servant)
- Copy to (name and designation of Member of eh Board of Inquiry)
- Copy to (name and designation of the lending authority) for information

(8)
Standard form of order relating to appointment of Inquiring Authority
[Rule 14(2) of CCS(CCA)Rules,1965]

No.....
Government of India
Ministry of
Dated.....

(Place of Issue.....)

WHEREAS an inquiry under Rule 14 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, is being held against Shri (name and designation of Government servant)

AND WHEREAS the President/the undersigned, considers that an Inquiring Authority should be appointed to inquire into the charges framed against the said Shri.....

NOW, THEREFORE, the President/the undersigned, in exercise of the powers conferred by sub-rule (2) of the said rule, hereby appoints Shri.....(name and designation of the inquiring Officer) as the Inquiring Authority to inquire into the charges framed against the said Shri.....

(By order and in the name of the President)
(Signature)
Designation of the Competent Authority

Copy to (name and designation of Government servant)

Copy to (name and designation of Inquiring Authority)

Copy to (name and designation of the lending authority), where necessary) for information

(9)

Standard form of order relating to appointment of Inquiry Officer

(In place of Inquiry Officer originally appointed)

[Rule 14(2) read with Rule 14 (22)]

No.....
Government of India
Ministry of
Dated.....

(Place of Issue.....)

ORDER

WHEREAS an inquiry under Rule 14 of the Central Civil services (Classification, Control and Appeal) Rules, 1965, is being held against Shri.....(name and designation of the Government servant facing enquiry)

WHEREAS Shri (name and designation of the authority who was holding inquiry) was appointed inquiring Authority to inquire into the charges against Shri Government (name and designation of the Government servant facing enquiry.) vide Order No..... dated..... (give the No. and date of the previous Order).

AND WHEREAS Shri (name of the previous Inquiry Officer) after having heard and recorded the whole/part of the evidence has since been transferred/is not available and it is necessary to appoint another officer as Inquiring Authority to inquire into the charges against Shri.....

NOW, THEREFORE, the President/the undersigned in exercise of the powers conferred by sub-rule (2) read with sub-rule(2) of Rule 14 of the CCS (CCA) Rules, 1965, hereby appoints Shri (name and designation of the new Inquiring Authority) as Inquiring Authority to inquire into the charges framed against the said Shri..... (name of the Government servant facing the enquiry.) vide Shri(name of the previous inquiry Officer).

(By order and in the name of the President)

Signature

Designation of the Competent

Authority

Copy to:

1. Name and designation of the Government servant.
2. Inquiring Authority.

(10)

Standard form of the order relating to the appointment of Presenting Officer
[Rule 14(5) (C)]

No.....
Government of India
Ministry of
Dated.....

(Place of Issue.....)

ORDER

WHEREAS an inquiry under Rule 14 of the Central Civil services (Classification, Control and Appeal) Rules, 1965, is being held against Shri (name and designation of the accused officer)

AND WHEREAS the President/undersigned considers that a Presenting Officer should be appointed to present on behalf of the President/undersigned the case in support of the articles of charge.

NOW, THEREFORE, the President/the undersigned in exercise of the powers conferred by sub-rule (5) (C) of the rules 14 of the said rules, hereby appoints Shri (name and designation of Presenting Officer) as the Presenting Officer

(By order and in the name of eth President)

Disciplinary Authority/Authority competent to
authenticate order in the name of President

Copy to:

1. The Presenting Officer.
2. The Accused Officer.
3. The Inquiry Officer.
4. Copy for information and necessary action to the CBI with reference to their Letter No....., dated.....

Disciplinary Authority/Authority
competent \ to authenticate order in the name of President.

(11)

Standard form of memorandum of charge for minor penalties
[Rule 16 of CCS(CCA)Rules,1965]

No.....
Government of India
Ministry/ Officer of
Dated.....

(Place of Issue.....)

MEMORANDUM

Shri.....(Designation).....(office in which working).....is hereby informed that it is proposed to take action against him under Rule of CCS (CCA) Rules, 1956.A statement of the imputations of misconduct or misbehaviour on which action is proposed to be taken ad mentioned above is enclosed.

2. Shri is hereby given an opportunity to make such representation as he may wish to make against the proposal.

3. If Shri..... fails to submit his representation within 10 days of the receipt of this Memorandum, it will be presumed that he has no representation to make and orders will be liable to be passed against Ex parte.

4. The receipt of this Memorandum should be acknowledgement by Shri.....

¹(By order and in the name of the president)

² Signature

Name and designation of Competent Authority

To
Shri.....
.....

(12)

**Standard form for initiation of minor penalty proceedings
(in case where disciplinary authority decides to hold the inquiry)**

[Rule 16 of CCS(CCA)Rules,1965]

No.....
Government of India
Ministry/ Officer of
Dated.....

MEMORANDUM

In continuation of Memorandum No., dated issued under Rule 16 of the CCS (CCA) Rules, 1965, the President/undersigned is of the opinion that it is necessary to hold an enquiry against Shri..... Under Rule 16 (1) (b) of the CCS (CCA) Rules, 1965. The substance of the imputation of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement of article of charge (Annexure-1). A statement of the imputation of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure-II) A list of documents by which and a list of witnesses by whom the articles of charge are proposed to be sustained are also enclosed (Annexures -III and IV).

2. Shri is directed to submit within ten days of the receipt of this Memorandum a written statement of his defence and also to state whether he desires to be heard in person.

3. He is informed that an inquiry will be held only in respect of those articles of charge as are not admitted .He should, therefore, specifically admit or deny each article of charge.

4. Shri is further informed that if he does not submit his written statement of defence on or before the date specified in Para. 2 above, or does not appear in person before the Inquiring Authorities or otherwise fails or refuses to comply with the provisions of Rules 14 and 16 of the CCS (CCA) Rules, 1965 or the orders/directions issued in pursuance of the said Rule, the Inquiring Authority may hold the inquiry against him Ex-parte.

5. Attention of Shri Is invited to Rule 20 of the CCs (conduct) Rules, 1965, under which no Government servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government. If any representation is received on his behalf from another person in respect of any matter dealt with in these proceedings, it will be presumed that Shri..... is aware of such a representation and that it has been made at his instance and action will be taken against him for violation of Rule 20 of CCs (Conduct) Rules, 1964.

6. The receipt of this Memorandum may be acknowledged.

¹(By order and in the name of the president)

²Signature

Name and designation of Competent Authority

To

Shri

.....

[Note:-Annexures-I to IV as in Item6.]

(13)

Standard form of order for taking disciplinary action in common Proceedings
[Rule 18 of CCS(CCA)Rules,1965]

No.....
Government of India
Ministry/ Officer of
Dated.....

ORDER

WHEREAS the Government servants specified below are jointly concerned in a disciplinary case.

Shri
Shri.....
Shri.....

¹NOW, THEREFORE, in exercise of the powers, conferred by sub-rules(1) and (2) of Rule 18, Central Civil Services (CCA) Rules, 1965, the President/the undersigned hereby directs-

- (i) That disciplinary action against all the said Government servants shall be taken in a common proceeding.
- (ii) That ----- (name and designation of the authority) shall function as the Disciplinary Authority for the purpose of the common proceeding and shall be competent to impose of the following penalties, namely:-

³(Here specify the penalties)
- (iii) That the procedure prescribed in Rules⁵ 14, 15 and 16 shall be followed in the said proceedings.

⁶(By order and in the name of the president)

Signature⁷

Name and designation of Competent Authority

Copy to:

- 1 Shri..... (Name and Designation)
- 2. Shri..... (Name and Designation)
- 3. Shri..... (Name and Designation)

(14)

**Standard form of order for appointment of
Inquiring Authority in Common Proceedings**

[Rule 18 of CCS(CCA)Rules,1965]

No.....
Government of India
Ministry/ Officer of
Dated.....

ORDER

WHEREAS an inquiry under Rule 14 of the Central Civil services (Classification, Control and Appeal) Rules, 1965, is being held against the officers specified below:

Shri.....
Shri.....
Shri.....
Shri.....
Shri.....

WHEREAS common proceedings have been ordered against the said officers.

AND WHEREAS the President/the undersigned considers that the Inquiring Authority should be appointed to inquire into the charges framed against the said Officers.

NOW, THEREFORE, the President/the undersigned in exercise of the powers conferred by sub-rule (2) of the said rule hereby appoints shri.....(name and designation of the inquiry Officer) as the inquiring Authority to inquire into the charges framed against the said officers.

1(By order and in the name of the President)

Disciplinary Authority/Authority
competent to authenticate order in the name of President¹

Copy to :

1. The accused officers.
2. Presenting Officers.
3. Inquiring Authority with the relevant documents.
4. The central Vigilance Commission.

Disciplinary Authority/Authority competent to
authenticate order in the name of President²

(15)

**Standard form of order for appointment of Presenting Officer
in Common Proceedings**

[Rule 18 of CCS(CCA)Rules,1965]

No.....
Government of India
Ministry of
Dated.....

WHEREAS an inquiry under Rule 14 of the Central Civil services (Classification, Control and Appeal) Rules, 1965, is being held against the officers specified below:

Shri.....
Shri.....
Shri.....
Shri.....

WHEREAS common proceedings have been ordered against the said officers.

AND WHEREAS the President/the undersigned considers it necessary to appoint a Presenting Officer to Present the case in support of the articles of charge against the said officers before the Inquiring Authority.

NOW, THEREFORE, the President/ undersigned in exercise of the powers conferred by sub-rule (5) (C) of the said rule hereby appoints Shri.....(name and designation of the Presenting Officer) as Presenting Officer to present the case in support of the articles of charge against the said Officers before the Inquiring Authority .

1(By order and in the name of the President)

Disciplinary Authority Authority
competent to authenticate order in the name of President

Copy to:

- 1 The accused officers.
- 2 Presenting Officers.
- 3 Inquiring Authority with the relevant documents.
- 4 The central Vigilance Commission.

Disciplinary Authority
1 Authority competent to authenticate
Order in the name of President

(16)

Standard form of show- cause notice for imposing penalty to be issued on the Government servant on his conviction

[Rule 19 of CCS(CCA)Rules,1965]

No.....
Government of India
Ministry of
Dated.....

WHEREAS Shri (here enter name and designation of the Government servant) has been convicted on a criminal charge under section (here enter the section or sections under which the Government servant was convicted) of (here enter the name of the statute concerned) and has been award a sentence of (here enter the sentence awarded by the Court);

AND WHEREAS the undersigned proposes to award an appropriate penalty under Rule 19 of the Central Civil Services (Classification, Control and Appeal Rules, 1965, taking into account the gravity of the criminal charges;

AND WHEREAS before coming to a decision about the quantum of penalty Shri (here enter name of the convicted official) was given an opportunity of personal hearing to explain the circumstances why penal action should not be taken against him in pursuance of the provisions of Rule 19 ibid;

AND WHEREAS on a careful consideration of the inquiry report (copy enclosed), the President/undersigned has provisionally come to the conclusion that Shri (here enter the name of the official) is not a fit person to be retained in service/the gravity of the charge is such as to warrant the imposition of a major/minor penalty and accordingly proposes to impose o him the penalty of (here enter the proposed penalty);

NOW, THEREFORE, Shri (here enter the name of the official) s hereby given an opportunity of making representation on the penalty proposed above. Any representation which he may wish to make against the penalty proposed will be considered by the undersigned. Such a representation, if any, should be made in writing and submitted so as to reach the undersigned not later than fifteen days from the date of receipt of this memorandum by Shri (here enter the name of the Government servant).

The receipt of this Memorandum should be acknowledged.

(Name and designation of the Competent Authority)

Note.- In the above, form, portions not required should be struck out according to the circumstances of each case.

(17)

**Form of order for imposing penalty on the
Government servant on his conviction**

No.
Government of India
Ministry of.....
Dated.....

ORDER

WHEREAS Shri (here enter name and designation of the Government servant) has been convicted on a criminal charge under section (here enter the section or sections under which the Government servant was convicted) of (here enter the name of the statute concerned);

AND WHEREAS it is considered that the conduct of the said Shri (here enter the name and designation of the Government servant) which has led to his conviction is such as to render his further retention in the public undesirable/the gravity of the charge is such as to warrant the imposition of a major/minor penalty;

AND WHEREAS Shri (here enter name of the official) was given an opportunity of personal hearing and offer his written explanation;

AND WHEREAS the said Shri (here enter name of the official) has given a written explanation which has been duly considered by the President/undersigned;

NOW, THEREFORE, in exercise of the powers conferred by Rule 19 (i) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, and in consultation with the Union Public Service Commission, the President / undersigned hereby dismisses / removes the said Shri (here enter the name and designation of the Government servant) from service of directs that the said Shri (here enter the name and designation of the Government servant) shall be compulsorily retired from service with effect from (here enter date of dismissal / removal / compulsory retirement) / imposes the penalty of (here enter the penalty).

Station:

Date:

Disciplinary Authority

Note:- In the above form, portions not required should be struck out according to the circumstances of each case.

(18)

Standard form of order for setting aside order of punishment on appeal being decided in favour of the Government servant

No.
Government of India
Ministry of.....
Dated.....

ORDER

WHEREAS Shri (here enter name and designation of the Government servant) was dismissed / removed / compulsorily retired from service with effect from (here enter the date of dismissal / compulsory retirement on the ground of conduct which led to his conviction on a criminal charge;

OR

WHEREAS the penalty of (here enter the name of the penalty) was imposed on Shri (here enter the name and designation of the Government servant) on the ground of conduct which led to his conviction on a criminal charge;

AND WHEREAS the said conviction has been set aside by a competent Court of Law and the said Shri (here enter the name and designation of the Government servant) has been acquitted of the said charge;

NOW, THEREFORE, the President / undersigned hereby sets aside the order of dismissal / removal / compulsory retirement from service / imposing the penalty of (name of the penalty imposed).

Station:

Date:

Disciplinary Authority

(19)

Form for summoning public servant/private individual as witness

No.....
Government of India
Ministry of
Dated.....

(Place of Issue.....)

To

Sir,

I am the Inquiring Authority in the proceedings against Shri
Your evidence is considered material. I request you to appear before me on
..... at(time and place).....

You are/are not likely to be required to stay at the place for more than a day.

Yours faithfully,

(Inquiring Officer)

¹ Copy to with the request to permit the official
mentioned above to attend the enquiry on these dates.

(Inquiring Officer)

(20)

Form of certificate by Inquiry Officer for witnesses

This is to certify that Shri (name and designation, office etc,) appeared before me as a witness no..... at (place)..... in the departmental inquiry against Shri (name and designation, etc). and was discharged on at (time).....

Nothing has been paid to him on account of his travelling and other expenses.

Place:

Date:

(Signature)
Disciplinary Authority/Board of Inquiry
Inquiring Officer

Copy forwarded for information to the Ministry/Department of
Secretary to the Government of (name of State Government)Department.

(21)
**Form of Certificate by Inquiry Officer to the
Presenting Officer/Defence Assistant**

This is to certify that Shri (name and designation, office, etc) attended the proceedings in the departmental inquiry against Shri (name and designation, etc) to present the case in support of the charges/to assist the said Shri (name).....in presenting his case on.....at (place).....

Nothing has been paid to him on account of his travelling and other expenses.

Place:

Date:

(Signature)
Disciplinary Authority/Board of Inquiry
Inquiring Officer

Copy forwarded for information to the Ministry/Department of

(22)

**Pro forma for forwarding disciplinary case to the
Union Public Service Commission**

[Instruction (39) below Rule 14]

PART-1-SERVICE AND RELATED PARTICULARS

1. Name of charged officer and the service on which borne
2. (i) Whether temporary/permanent/contract/service
(ii) If confirmed, date of confirmation
(iii) Post, if any, in which quasi-permanent
- 3 Post held substantively if in permanent service:
 - (a) Designation Rs.
 - (b) Scale of pay (indicating stages, EB, etc.) Rs.
 - (c) Pay drawn Rs.
 - (d) Date from which pay shown against (c) drawn
 - (e) Date increment
- 4 Post held at present:
 - (a) Designation Rs.
 - (b) Scale of pay (indicating stages, EB, etc.) Rs.
 - (c) Pay drawn Rs.
 - (d) Date from which pay shown against (c) drawn
 - (e) Date of next increment
5. The next lower post (along with pay scale)/grade, the officer would have held but for his appointment to the present post he is holding
6. Date of Birth
7. Date of joining Government service
8. Due date of retirement or actual date of retirement, if already retired.
9. (a) Amount of monthly pension admissible/sanctioned Rs.
(b) (i) Amount of gratuity admissible Rs.
(ii) Amount of gratuity sanctioned Rs.
- 10 (a) Appointing Authority in respect of the post held at present, or the authority which actually appointed the person, if that authority is higher
- (b) Authority competent to impose the penalty in respect of the post held at present
- (c) Appellate Authority in respect of the Post held at present

11. Whether an oral enquiry, if required under the rules, has been held
.....

12. Name and designation of the Inquiry Officer appointed, if any
.....

PART –II – DETAILS OF CASE RECORDS

(All the records are required to be arranged and cross-referenced, as indexed below and page numbers of the file/folders to be indicated against each item.)

Item	¹ Reference/Comments
A. ORIGINAL CASES	
(Where the Central Government or the State Government is the Disciplinary Authority and an order of penalty is to be passed for the first time)	
(a) Complaint, if any, received by the authorities
(b) (i) Report of the preliminary enquiry, if any held in the matter leading to the institution of formal disciplinary proceedings against the Charged Officer (together with depositions recorded).
(ii) Order of suspension/revocation of suspension, if any
(c) Order, if any of the Competent Authority for joint/common proceedings where two or More Government servants are involved,	
(d) (i) Charge-sheet together with the statement of imputations, along with enclosures
(iii) Records of delivery of charge-sheet to the Charged Officer
(iv) Whether the charge-sheet issued as per the Rules
(e) Reply of the Charged Officer
(f) A note from the Disciplinary Authority explaining the factual or procedural points, if any, raised in the Charged Officer's reply in minor penalty cases where no enquiry has been held
(g) Order of the Disciplinary Authority appointing the Inquiry Officer.	
(h) Order of the Disciplinary Authority appointing the Presenting Officer

- (i) Daily Order Sheet maintained by the Inquiry Officer indicating the progress of oral Enquiry
- (j) Correspondence of the Inquiry Officer, if any, with the Disciplinary Authority, or the Charged Officer
- (k) (i) Depositions –oral statements recorded from prosecution witnesses and defence witnesses
- (ii) Statement of defence of the Charged Officer
- (iii) General examination of eh Charged Officer
- (iv) Whether copies of relevant documents have been supplied to the Charged Officer
- (v) Exhibits:
 - (a) Prosecution
 - (b) Defence
- (l) (i) Written brief, if any submitted by the Presenting Office..... ..
- (ii) Whether a copy of brief of Presenting Officer supplied to the charged Officer
- (m) Written brief, if any submitted by the Charged Officer
- (n) Inquiry Officer’s report
- (o) (i) Whether Inquiry Officer’s report provided to the Charged Officer
- (ii) Whether disagreement of eh Disciplinary Authority, if any, on the report of the inquiry Officer communicated to the Charged Officer
- (iii) Representation of the Charged Officer on the findings of the Inquiry Officer
- iv) Parawise comments of the Disciplinary Authority on eh representation of the Charged Officer, if any