

FORMS

It is not the intention that each word of the form should be strictly adhered to in all circumstances. Minor modification could always be made in the light of the circumstances relating to the disciplinary case in which these forms are to be used. The expression "the undersigned is directed" can be replaced by the expression "the undersigned forwards herewith or encloses a copy of the enquiry reports".

[D.G, P. & T., Letter No. 44/14/67-Disc., dated the 5th February, 1968.]

1

Standard form of order of suspension

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

[Read carefully Instruction (13) in Chapter 3
before commencing to use this Form]

No.

Government of India

Ministry of

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 / trial.

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 the 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 and designation of Government servant) should be (name of the place) and the said Shri. shall not leave the headquarters without obtaining the previous permission of the undersigned.

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

Signature²

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.

-
1. Where the order is expressed to be made in the name of President.
 2. The officer in the appropriate Ministry / Department authorized under Article 77 (2) of the Constitution to authenticate the orders on behalf of the President or the other competent officer passing the order.

FORMS

237

2. Copy to Shri (*name and designation of the appointing authority*) for information.

3. Copy to Shri (*name and designation of the lending authority*) for information.

4. The circumstances in which the order of suspension was made are as follows:—
(Here give details of the case and reasons for suspension).

NOTE.— Paragraphs 2 to 4 should not be inserted in the copy of the order of suspension sent to the officer to be suspended.

[G.I., M.H.A., O.M. No. 234/18/65-AVD (II), dated the 5th March, 1966.]