

Standard form of memorandum of charge for minor penalties

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

No.

Government of India

Ministry of

(Place of issue

Dated)

MEMORANDUM

Shri (*Designation*) (*Office in which working*)
..... is hereby informed that it is proposed to take action against him under Rule 16 of CCS (CCA) Rules, 1965. A statement of the imputations of misconduct or misbehaviour on which action is proposed to be taken as 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 Shri *ex parte*.

1. Delete where not applicable.

2. In cases where the order is expressed to be made in the name of the President.

3. To be used wherever applicable. Not to be inserted in the copy sent to the accused officer.

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

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

²*Signature*

Name and designation of the Competent Authority

To

Shri

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