

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

No.

Government of India

Ministry of

Dated)

ORDER

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

Shri

Shri

Shri

-
1. Where the President is the disciplinary authority.
 2. The officer in the appropriate Ministry / Department authorized under Article 77 (2) of the Constitution to authenticate orders on behalf of the President or the disciplinary authority, as the case may be.

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.

²(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 the following penalties, namely:—

³(Here specify the penalties)

⁴(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 the Competent Authority

Copy to:

1. Shri (*Name and Designation*)

2. Shri (*Name and Designation*)

3. Shri (*Name and Designation*)