

**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 service 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 or 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.