

FORMS

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Summons to witness

[Section 5 (3) of the Departmental Inquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, 1972.]

Departmental inquiry being held in relation to Shri/Smt./Kumari
(name) (designation) working in the (name of the
Ministry / Department / Office).

To

(Name and address of the witness)

WHEREAS your attendance is required to give evidence / produce documents on behalf of (name of the defendant / Department concerned) in the above departmental inquiry, you are hereby required (*personally*) to appear before this inquiring authority on the day of (name of the month) 20 at o' clock in the forenoon / afternoon, and to bring with you (or to send to this inquiring authority) (description of documents required).

Your travelling allowance and daily allowance will be paid by the Inquiring Authority on the conclusion of your evidence. If you fail to comply with this order without lawful excuse, you will be subject to the consequences of non-attendance laid down in Rule 12, Order XVI of the Code of Civil Procedure, 1908.

Given under my hand and the seal of this inquiring authority this day of (name of the month) 20

Inquiring Authority

NOTE.— If you are summoned only to discover and produce a document or other material and not to give evidence, you shall be deemed to have complied with the summons if you cause such document or other material to be discovered and produced before this Inquiry Authority on the day and hour aforesaid.

EXPLANATION.— Rates of travelling allowance and daily allowance.

I. *Travelling Allowance: Not printed*

II. *Daily Allowance: Not printed.*

III. The witness should bring along with him proof of his monthly income like certificate of assessment of income by Income Tax Officer, certificate of employer, etc. Where no proof is brought, he will be paid T.A./D.A. at the lower rates.