

**Request for transmission of summons to be served on a
witness in a Departmental Inquiry**

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

To

(Name and address of the District Judge concerned)

Sir,

Under the provisions of sub-section (3) of Section 5 of the Departmental Inquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, 1972 (18 of 1972), a summons in duplicate is herewith forwarded for service on the witness (name) (address).

You are requested to cause a copy of the said summons to be served upon the said witness and return the original to this Inquiring Authority signed by the said witness, with a statement of service endorsed thereon by you.

2. A copy of the Notification No., dated, issued by the Ministry / Department of the Competent Authority under sub-section (1) of Section 4 of the Departmental Inquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, 1972, conferring on the undersigned the powers specified in Section 5 of the Act, is enclosed.

Signature

Designation

Rubber stamp bearing name and designation

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[To be published in the Gazette of India, Part-II,
Section 3, sub-section (ii)]

No.

Government of India

Ministry / Department of

NOTIFICATION

WHEREAS the Central Government is of opinion that for the purposes of the departmental inquiry relating to Shri it is necessary to summon as witnesses / call for any document from

NOW THEREFORE, in exercise of the powers conferred by sub-section (1) of Section 4 of the Departmental Inquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, 1972 (18 of 1972), the Central

Government hereby authorizes Shri as the inquiring authority to exercise the power specified in Section 5 of the said Act in relation to

Signature

Designation

To

The Manager,
Government of India Press,
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[To be published in the Gazette of India, Part-II,
Section 3, sub-section (ii)]

No.

Government of India

Ministry / Department of

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of Section 4 of the Departmental Inquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, 1972 (18 of 1972), the Central Government hereby specifies as an authority to exercise the power conferred on the Central Government by sub-section (1) of Section 4 of the said Act in respect of (category of Government servants) against whom a departmental inquiry may be held.

Signature

Designation

To

The Manager,
Government of India Press,
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