

Standard form of charge-sheet for major penalties

[Rule 14 of CCS (CCA) Rules]

No.

Government of India

Ministry of

Dated

MEMORANDUM

The President / undersigned proposes to hold an inquiry against Shri under Rule 14 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965. The substance of the imputations of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure-I). A statement of the imputations of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure-II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexures-III and IV).

2. Shri is directed to submit within 10 days of the receipt of this Memorandum a written statement of his defence and also to state whether he desires to be heard in person.

3. He is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He should, therefore, specifically admit or deny each article of charge.

4. Shri is further informed that if he does not submit his written statement of defence on or before the date specified in Para. 2 above, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of Rule 14 of the CCS (CCA) Rules, 1965, or the orders / directions issued in pursuance of the said rule, the inquiring authority may hold the inquiry against him *ex parte*.

5. Attention of Shri is invited to Rule 20 of the Central Civil Services (Conduct) Rules, 1964, under which no Government servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government. If any representation is received on his behalf from another person in respect of any matter dealt with in these proceedings, it will be presumed that Shri is aware of such a representation and that it has been made at his instance and action will be taken against him for violation of Rule 20 of the CCS (Conduct) Rules, 1964.

6. The receipt of the Memorandum may be acknowledged.

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

(2)

Name and designation of Competent Authority

To
Shri _____

³ANNEXURE-I

Statement of articles of charge framed against Shri _____ (name and designation of the Government servant).

Article I

That the said Shri _____ while functioning as during the period

Article II

That during the aforesaid period and while functioning in the aforesaid office,
the said Shri _____

Article III

That during the aforesaid period and while functioning in the aforesaid office, the
said Shri _____

³ANNEXURE-II

Statement of imputation of misconduct or misbehaviour in support of the articles
of charge framed against Shri _____ (name and designation of the Government servant.)

Article I

Article II

Article III

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.
3. Ministry of Law have advised that these annexures need not be signed by the disciplinary authority.

[G.I., M.H.A., O.M. No. 234/18/65, AVD (II), dated the 5th March, 1966.]

¹ANNEXURE-III

**List of documents by which the articles of charge framed against Shri
(name and designation of Government servant) are proposed to be sustained.**

¹ANNEXURE-IV

**List of witnesses by whom the articles of charge framed against Shri
(name and designation of the Government servant) are proposed to be sustained.**