

Standard form of order relating to appointment of Inquiry Officer

(In place of Inquiry Officer originally appointed)

[Rule 14 (2) read with Rule 14 (22)]

No.

Government of India

Ministry of

Dated

(Place of issue

ORDER

WHEREAS an inquiry under Rule 14 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, is being held against Shri *(name and designation of the Government servant facing enquiry)*.

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1. In cases where the order is expressed to be made in the name of the President.
 2. To be used wherever applicable. Not to be inserted in the copy sent to the Government servant.

WHEREAS Shri (name and designation of the authority who was holding inquiry) was appointed Inquiring Authority to inquire into the charges against Shri (name and designation of the Government servant facing inquiry), vide Order No., dated, (give the No. and date of the previous Order).

AND WHEREAS Shri (name of the previous Inquiry Officer) after having heard and recorded the whole / part of the evidence has since been transferred / is not available and it is necessary to appoint another officer as Inquiring Authority to inquire into the charges against Shri

NOW, THEREFORE, the President / the undersigned in exercise of the powers conferred by sub-rule (2) read with sub-rule (22) of Rule 14 of the CCS (CCA) Rules, 1965, hereby appoints Shri (name and designation of the new Inquiring Authority) as Inquiring Authority to inquire into the charges framed against the said Shri (name of the Government servant facing the enquiry) vide Shri (name of the previous Inquiry Officer).

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

Signature

Designation of the Competent Authority

Copy to:

1. Name and designation of the Government servant.
2. Inquiring Authority.