

STANDARD FORM OF ARTICLES OF CHARGES

PUBLIC SERVICES - Sri..... (name and designation)
Department — Departmental Proceedings under Rule 20
 of the Andhra Pradesh Civil Services (Classification, Control and Appeal)
 Rules, 1991 — Articles of charges — Issued.

G.O. Rt. No.

Dated :

Order :

1. It is proposed to hold an enquiry against Sri..... (name and designation) Department in accordance with the procedure laid down in Rule 20 of the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991.

2. 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 charges (Annexure - I). A list of documents by which, and a list of witnesses by whom, the articles of charges are proposed to be sustained are also enclosed (Annexure - II and III).

3. Sri..... (Name and designation) is directed to submit within 10 days of the receipt of this order, a written statement of his/her defence.

4. Sri..... (Name and designation) is informed that an inquiry will be held only in respect of those articles of charges as are not admitted. He/She should, therefore, specifically admit or deny each article of charge.

5. Sri..... (Name and designation) is further informed that if he/she does not submit his/her written statement of defence on or before the date specified in para-3 above further action will be processed based on the material available.

6. Attention of Sri..... is invited to Rule 24 of the Andhra Pradesh 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 interests 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 Sri..... 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 24 of the Andhra Pradesh Civil Services (Conduct) Rules, 1964.

The receipt of the Memorandum may be acknowledged.

(IN THE NAME OF THE DISCIPLINARY AUTHORITY)

To

Sri.....

ANNEXURE - I

Statement of articles of charge framed against Sri.....
 (Name and Designation)

Article - I :— That the said Sri..... (Name and Designation) while functioning as during the period.....

Basis of the Charge :—

Article - II :— That during the aforesaid period and while functioning in the aforesaid office, the said Sri..... (Name and Designation).

Basis of the Charge :—

Article - III :— That during the aforesaid period and while functioning in the aforesaid Office, the said Sri..... (Name and Designation).

Basis of the Charge :—

ANNEXURE - II

List of documents by which the articles of charge framed against Sri..... (Name and designation) are proposed to be sustained.

ANNEXURE - III

List of witnesses by whom the articles of charge framed against Sri..... (Name and designation) are proposed to be sustained.