

FORM VII**STANDARD FORM FOR INITIATION OF MINOR PENALTY PROCEEDINGS***(In cases where disciplinary authority decides to hold the enquiry)**(Rule 22 of A.P. Civil Services (C.C.A.) Rules, 1991)*

MEMO. NO.....

DATED.....

Sub.:—

In continuation of Memorandum No. Dt..... issued under Rule 22 of the A. P. C. S. (C.C.A.) Rules, 1991, it is considered necessary to hold an enquiry against Sri..... under Rule 22 of the A. P. C. S. (C.C.A.) Rules, 1991. The substance of the imputation 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 and the imputation of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure-I). 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 (Annexure-II and III).

2. Sri..... is directed to submit within ten days of the receipt of this Memorandum a written statement of his defence.

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. Sri..... 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 otherwise fails or refuses to comply with the provisions of Rules 20 and 22 of the A. P. C. S. (C.C.A.) Rules, 1991 or the orders/directions issued in pursuance of the said rules the Inquiring Authority may hold the inquiry against him *ex-parte*.

5. Attention of Sri..... is invited to Rule 24 of the A. P. C. S. (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 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 22 of the Andhra Pradesh Civil Services (Conduct) Rules, 1964.

6. The receipt of this Memorandum may be acknowledged.

(IN THE NAME OF DISCIPLINARY AUTHORITY)

To

Sri.....

Enclosures :— Annexures I, II and III.

[C.C.A.—20]