
FORM VI

STANDARD FORM OF MEMORANDUM OF CHARGE FOR MINOR PENALTIES

(Rule 22 of A.P. Civil Services (C.C.A.) Rules, 1991)

MEMO. NO.....

DATED.....

Sub.:—

Sri..... (Designation)..... (Office in which working) is hereby informed that it is proposed to take action against him/her under Rule 22 of the Andhra Pradesh Civil Services (Classification, control and Appeal) Rules, 1991. A statement of the imputation of misconduct or misbehaviour on which action is proposed to be taken is enclosed.

2. Shri/Smt. is hereby given an opportunity to make such representation as he/she may wish to make against the proposal.

3. If Shri/Smt. fails to submit his/her representation within ten days of the receipt of this Memorandum, it will be presumed that he/she has no representation to make and orders will be liable to be passed against Shri/Smt. *ex-parte*.

4. The receipt of this Memorandum should be acknowledged by Shri/Smt.

(IN THE NAME OF DISCIPLINARY AUTHORITY)

To

Shri/Smt.
