

Annexure

Format of inquiry officer in departmental Inquiry under Rule 20(23) of TS Civil Services (CCA) Rules, 1991 (vide Circular Memo No.56183/Ser.C /99 Genl. Admn (Ser. C) Dept. Dated:15-10-1999) charged officer:

Sri / Smt _____

Submitted by

Inquiry Officer

Vide Letter No _____

Dated: _____

1. Under sub rule (2) of Rule 20 of TS Civil Services (CCA) Rules, 1991, I was appointed by the (designation of the disciplinary authority who appointed the inquiry officer), as the inquiry authority to inquire into the charges framed against Sri/Smt _____ vide his Memo No. _____ dated: _____. I have since completed the inquiry and on the basis of the documentary and oral evidence adduced before me prepared my inquiry report as under:
2. Sri _____ (Name & Designation) was appointed as Presenting officer in terms of Rule 20(5) (c) of TS Civil Services (CCA) Rules, 1991 (in case a presenting officer is appointed).
3. Participation by the charged officer in the inquiry and Defence Assistant available to him/her.

The charged officer participated in the inquiry from beginning to end. He was assisted by Sri _____ of the O/o _____ as Defence Assistant throughout the inquiry proceedings.

4. Articles of charge and substance of imputation of misconduct or misbehaviour.

The following (three) articles of charge have been framed against Sri _____

Article No. I

Article No. II

Article No. III

Accordingly to the statements of imputation of misconduct or misbehaviour _____
(here the substance of imputation of misconduct or misbehaviour be given in brief).(list of exhibited documents as shown in Annexure-I and list of witness as shown in Annexure-II).

5. Case of the disciplinary authority

(The case of the disciplinary authority should be discussed with reference to the documentary and oral evidence available in support of the charges, separately for each charge).

6. Case of the defendant

(The case of the defendant including points made out by him in his defence evidence, his written statement of defence in brief. These should be discussed charge wise highlighting the arguments on the basis of which he has refuted the charge levelled against him).

7. Analysis and assessment of evidence

The inquiry officer has to give his own logical and reasoned analysis and assessment of evidence in respect of each charge separately.

8. Findings

On the basis of documentary and oral evidence adduced in the case before me and in view of the reasons given above, I hold that the following charge is proved/not proved against Sri_____

Charge No.1

Charge No.2

Charge No.3

Charge No.4

9. Annexure -I containing list of documents exhibited and Annexure-II containing list of witness examined are enclosed.

Signature

Inquiry Officer.

