

APPENDIX XVII

SPECIMEN CHARGE SHEET

(Specimen of a Charge Sheet issued by the Disciplinary Authority to an Accused Officer)

You are hereby required under sub-paragraph of Chapter XIX of the Establishments Code of the University Grants Commission and the Higher Educational Institutions/Institutes to show cause, if any, in writing why you should not be dismissed or otherwise punished for committing one or some or all of the offences in connection with acts of neglect of duty and/or misconduct embodied in the following charges falling under Schedule of Chapter XIX of the Establishments Code of the University Grants Commission and the Higher Educational Institutions/Institutes, while you were serving as in Your reply should reach me within days of receipt of this charge sheet by you.

Charges:

- (i)
- (ii)
- (iii)
- (iv)

02. In order to prove the aforesaid charges, following witnesses and documents will be used.

Witnesses:

- (i)
- (ii)
- (iii)

Documents:

- (i)
- (ii)
- (iii)

03. If you and/or the officer appearing for you wish to examine the documents referred to in para 02 above, you may do so with the prior approval of (Head of the Institution——i.e. the Chairman/Vice Chancellor/Rector/Director) on a date specified by him, and obtain photocopies of documents that you may require with the prior approval of (Head of the Institution) on payment of a specified fee.

04. If you wish to retain an officer to appear for you, you should inform me his designation (in the case of a retired officer the designation he held), his official /private address and his consent to appear for you on the annexed form, and obtain my prior approval. The officer appearing for you should be a public officer or a retired public officer.

05. You may furnish your answers in terms of sub-paragraphs 8.1 and 8.4 of Chapter XIX of the Universities Establishments Code. If you plead not guilty and request that a formal disciplinary inquiry be held to prove your innocence an Inquiry Officer will be appointed by me in terms of sub-paragraphs 8.1 and 8.7 of the Establishments Code. If you apply to retain an Attorney-at-Law you should support your application with valid reasons.

06. If your reply do not reach me through..... (Head of Department/ Division) within the stipulated period, it will be deemed that you have no explanations to offer and action will be taken accordingly.

07. Please acknowledge receipt of this Charge Sheet through (Head of Department/ Division).

Disciplinary Authority
(Chairman/Vice-Chancellor/Director)

Copies: 1.

2.