

**FORMAT 3**

(See Rule 8)

**Memorandum for instituting departmental proceedings after retirement**

No.....  
Government of India  
Ministry of .....  
Department of.....

Dated the.....

**MEMORANDUM**

In pursuance of the sanction accorded by the President under Rule 8 of the Central Civil Services (Pension) Rules, 2021, for instituting departmental proceedings against Shri/Smt./Km....., vide Ministry/Department of.....Order No....., dated,.....it is proposed to hold an inquiry against the said Shri/Smt./Km..... in accordance with the procedure laid down in Rules 14 and 15 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965. The enquiry shall be conducted by.....(here specify the authority by whom the departmental proceedings are to be conducted in accordance with the Presidential sanction) at ..... (here specify the name of the place where proceedings are to be conducted).

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 charge (Annexure I). A statement of the imputations of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure II). 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 (Annexures III and IV).

3. Shri/Smt./Km.....is directed to submit within 10 days of the receipt of this Memorandum a written statement of his/her defence and also to state whether he/she desires to be heard in person.

4. He/she is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He/she should, therefore, specifically admit or deny each article of charge.

5. Shri/Smt./Km. ....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, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of Rules 14 and 15 of the CCS (CCA) Rules, 1965, or the orders/directions issued in pursuance of the said Rules, the inquiring authority may hold the inquiry against him/her *ex parte*.

6. The receipt of this Memorandum may be acknowledged.

By order and in the name of the President

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(Name and designation of the competent authority)\*

\* To be signed by an officer in the appropriate Ministry/Department authorized under Article 77 (2) of the Constitution to authenticate orders on behalf of the President.

OR

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(Name and designation of the authority which has been directed by the President to conduct the departmental proceedings)

To

Shri/Smt./Km.....  
.....

ANNEXURE - I

Statement of articles of charge framed against Shri/Smt./Km..... (name of the retired Government servant) formerly.....

Article - I

That the said Shri/Smt./Km.....while functioning as ..... during the period.....

Article - II

That during the aforesaid period and while functioning in the aforesaid office, the said Shri/Smt./Km.....

Article - III

That during the aforesaid period and while functioning in the aforesaid office, the said Shri/Smt./Km.....

ANNEXURE - II

Statement of imputations of misconduct or misbehaviour in support of the articles of charge framed against Shri/Smt./Km..... (name of the retired Government servant) formerly.....

Article – I

Article – II

Article - III

ANNEXURE - III

List of documents by which the articles of charge framed against Shri/Smt./Km. ....(name of retired Government servant) formerly.....are proposed to be sustained.

ANNEXURE - IV

List of Witnesses by whom the articles of charge framed against Shri/Smt./Km. .... (name of the retired Government servant) formerly.....are proposed to be sustained.