



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services - A.P. Civil Services (Classification Control and Appeal) Rules, 1991 -  
Format prescribed - Orders - Issued.

**GENERAL ADMINISTRATION (SER.C) DEPARTMENT**

**G.O.Ms.No. 82**

**Dated : 01-03-1996**

Read the following :-

G.O.Ms.No.437, Genl. Admn. (Ser.C) Dept., dated 14-9-1992.

**ORDER :**

**A P U S**  
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Under the provisions of A.P. Civil Services (Classification, Control and Appeal) Rules, 1991 the competent authority should issue orders in disciplinary cases after due consideration, in the relevant proforma annexed to this order as indicated below.

- 1) Under PR. 53(2) the suspended official shall submit to the competent authority, a certificate that he/she is not engaged in any other employment, business profession or vacation. The format of certificate to be submitted shall be in the formates shown in Form-1 annexed to this Order.
- 2) The competent authority shall frame the Articles of Charges in a disciplinary case in the format as shown in Form-11 annexed to this order.
- 3) The competent authority shall issue an order of revocation of a suspension order in the format as shown in Form-III annexed to this Order.
- 4) The competent authority shall issue orders for appointing Inquiry/ Authority in a disciplinary case in the format as shown in Form-IV annexed to this Order.
- 5) The competent authority shall issue orders for appointment of a Presenting Officer under Rule - 28 (5) (c) in the format as shown in Form - V annexed in this Order.
- 6) The competent authority shall frame the Memorandum of charges for imposing Minor Penalty in the Format as shown in Form - VI annexed to this order.
- 7) The competent authority shall initiate Minor Penalty Proceedings in the format as shown in Form-VII annexed to this order.
- 8) The competent authority shall initiate disciplinary action in common Proceedings in the format as shown in Form-VIII annexed to this Order.

2. All Departments of Secretariat, Heads of Depts., etc., are requested to bring these orders to the notice of all competent authorities.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

M.S. RAJAJEE,  
Chief Secretary to Government

**FORM-1**

ANNEXED TO G.O.MS.NO. 82, G.A. (SER.C) DEPT. DATED : 1-3-1996.

STANDARD FORM OF CERTIFICATE TO BE FURNISHED BY THE SUSPENDED OFFICIAL UNDER F.R. 53(2)

I.....  
(name of Government Servant) having been placed under suspension by Order  
No..... Dated..... while  
holding the post of..... do hereby  
certify that I have not been employed in any business.

SIGNATURE :

NAME OF GOVT. SERVANT :

ADDRESS :

**FORM-II**

ANNEXED TO G.O.MS.NO. 82, G.A. (SER.C) DEPT.DATED : 1-3-1996

ABSTRACT:

PUBLIC SERVICES - Sri.....  
(Name and Designation).....

Department - Departmental Proceedings under Rule - 20 of the A.P. Civil Services  
(Classification Control and Appeal) Rules, 1991 -Articles of charges - Issued.

G.O.Rt.No. Dated.....

ORDER :

It is proposed to hold an enquiry against Sri.....  
..... (name and designation).....  
..... Department in accordance with the procedure laid down  
in rule - 20 of the A.P. Civil Services (Classification, Control and Appeal) Rules, 1991.

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 charges (Annexure-I). A list of documents by which, and a list of witnesses by whom, the articles of charges are proposed to be sustained are also enclosed (Annexure-II and III).

3.Sri..... (Name and Designation) is directed to submit within 10 days of the receipt of this Order, a written statement of his/her defence.

4.Sri.....(Name and Designation) is informed that an inquiry will be held only in respect of those articles of charges as are not admitted. He/She should, therefore, specifically admit or deny each article of charge.

5.Sri..... (Name and Designation) 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 further action will be processed based on the material available.

6.Attention of Sri..... is invited to rule-24 of the A.P. Civil Services (Conduct) Rules, 1964, under which no Govt. Servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Govt. 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 representation and that it has been made at his instance and action will be taken against him for violation of rule. 2 of the A.P. Civil Services (Conduct) Rules - 1964.

The receipt of the Memorandum may be acknowledged.  
(In the name of the Disciplinary Authority).

To,  
Sri.....

### ANNEXURE - I

Statement of articles of charge framed against

Sri.....(Name and Designation)

ARTICLE-1: That the said Sri.....(Name and Designation) while functioning as ..... during the period.....

Basis of the Charge :

ARTICLE-11 : That during the aforesaid period and while functioning in the aforesaid office, the said Sri.....

Basis of the Charge :

ARTICLE - III : That during the aforesaid and while functioning in the aforesaid Office, the said

Sri.....

..... (Name and Designation)

Basis of the Charge :

ANNEXURE - II List of documents by which the articles of charge framed against Sri..... (Name and Designation) are proposed to be sustained.

ANNEXURE . III

List of witnesses by whom the articles of charge framed against Sri..... (Name and Designation) are proposed to be sustained.

### FORM-111

ANNEXED TO G.O.MS.N0.82, G.A. (SER.C) DEPT., DATED 1-3-1996.

STANDARD FORM OF ORDER REVOCATION OF SUSPENSION ORDER (RULE-8(5) (E) OF

A.P. CIVIL SERVICES (CC&A) RULES, 1991

Memo. No.

Dated\_\_\_\_\_

Sub :-Ref :-Whereas, an order placing Sri..... (Name and Designation of the Government Servant) under suspension was made/was deemed to have been made by

2. Now, therefore, (the authority which made or is deemed to have made the order of suspension or any authority to which that authority is subordinate) in exercise of the powers conferred by clause (c) of sub-rules (5) of rule-8 of the A.P. Civil Services (Classification, Control and Appeal) Rules, 1991, hereby revoke the said order of suspension with immediate.

(In the name of the Competent Authority/Disciplinary Authority)  
To,

Sri.....  
(Name and designation of suspended officer)

Sri.....  
(Name and designation of appointing authority)

Sri.....  
(Name and designation of lending authority making orders of suspension)

Sri.....  
(Name and designation of the authority making the order of suspension).

**FORM-IV,**

ANNEXED TO G.O.MS.N0.82 G.A. (SER.C) DEPARTMENT DATED 1-3-1996  
STANDARD FORM OF ORDER RELATING TO APPOINTMENT OF INQUIRY  
AUTHORITY  
(Rule-20 of A.P. Civil Services (CC&A) Rules, 1991)

Memo. No.

Dated\_\_\_\_\_

Sub :- Whereas, an inquiry under rule-20 of the A.P. Civil Services  
(Classification, Control and Appeal) Rules, 1991 is being held  
against Sri..... (Name and Designation  
of the Government Servant)

2. And whereas, it is considered that an inquiry Authority should be appointed to  
inquiry into the charge framed against the said Sri.....

3. Now, therefore, in exercise of the powers conferred by sub-rule (2) of rule-20 of the  
said rule, the disciplinary authority hereby appoint  
Sri.....

(Name and Designation of the Inquiring Officer) as the Inquiry Authority to inquire  
into the charges framed against the said Sri.....

SIGNATURE :

DESIGNATION OF THE COMPETENT AUTHORITY

Copy to :

(Name and designation of the Govt. Servant)

(Name and designation of Inquiring Authority)

(Name and designation of the Lending Authority) for information

**FORM V**

ANNEXED TO G.O.MS.N0.82, G.A. (SER.C) DEPARTMENT DATED 1-3-1996.  
STANDARD OF THE ORDER RELATING TO THE APPOINTMENT OF  
PRESENTING OFFICER  
(Rule-20(5) (c) of A.P.C.S. (C.C.&A) Rules, 1991) Memo.No. Dated\_\_\_\_\_

Sub :-Whereas, an inquiry under rule-20 of the A.P. Civil Services  
(Classification, Control and Appeal) Rules, 1991 is being held against  
Sri.....  
(Name and designation of the charged officer).

2. AND WHEREAS, it is considered that a Presenting Officer should be  
appointed to present on behalf of the disciplinary authority the case in support of the  
article of charge.

3. NOW, THEREFORE, the disciplinary authority in exercise of the powers conferred by sub-rule (e) of rule-20 of the said rules, hereby appoints Sri.....  
(Name and designation of Presenting Officer) as the Presenting Officer.

(In the name of the Disciplinary Authority) Copy to :

1. The Presenting Officer,
2. The Charged Officer,
3. The Inquiry Officer

**FORM-VI.**

ANNEXED TO G.O.MS.N0.82, G.A.(SER.C) DEPARTMENT DATED 1-3-1996.  
STANDARD FORM OF MEMORANDUM OF CHARGE FOR MINOR PENALTIES

(Rules-22 of A.P. Civil Services (Classification, Control and Appeal) Rules, 1991.

Memo.No. \_\_\_\_\_ Dated \_\_\_\_\_

Sub :-

Sri.....

(Designation).....

(Office in which working.....

hereby informed that it is proposed to take action against him/her under rule-22 of the A.P. Civil Services (Classification, Control and Appeal) Rules, 1991. Statement of the imputation of mis-conduct or misbehaviour on which action is proposed to be taken is enclosed.

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

3. If Sri/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 Sri/Smt..... exparte.

4. The receipt of this memorandum should be acknowledged by Sri/  
Smt.....

(In the name of the Disciplinary Authority) To, Sri/Smt.....

**FORM-VII**

ANNEXED TO G.O.MS.N0.82, G.A. (SER.C) DEPARTMENT DATED 1-3-1996.  
STANDARD FORM FOR INITIATION OF MINOR PENALTY PROCEEDINGS)

(In cases where disciplinary authority decides to held the enquiry)

(Rule.22 of A.P. Civil Services (Classification, Control & Appeal) Rules, 1991.

Memo.No. \_\_\_\_\_ Dated \_\_\_\_\_

Sub :- In continuation of memorandum No.... Dated, issued under rule-22 of the A.P. Civil Services (CC&A) Rules 1991, it is considered necessary to held an enquiry against Shri..... under rule-22 of the A.P. Civil Services (CC&A) Rules, 1991. The substances 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 Article 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.....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 case specified in para-2 above, or otherwise fails or refuses to comply with the provision of rule-20 and 22 of the A.P. Civil Services (CC&A) Rules, 1991 of the orders/directions issued in pursuance of the said rules the Inquiring Authority may hold the inquiry against him exparte.

5. Attention of Sri.....is invited to rule-24 of the A.P. Civil Services (Conduct) Rules, 1964 under which no Government Servant shall bring on 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 Govt. If any representation is received on his behalf from another person in respect of any matter dealt within these proceedings, it will be presumed that Sri.....is aware of such representation and that it has been made at his instance and action will be taken against him for violation of rule-22 of the A.P. Civil services (Conduct) Rules, 1964.

6. The receipt of this memorandum may be acknowledged.  
(In the name of Disciplinary Authority).

To

Sri.....

Enclosures Annexure I, II and III

#### FORM-VIII

ANNEXED TO G.O.MS.N0.82, G.A. (SER.C) DEPARTMENT DATED 1-8-1996  
STANDARD FORM OF ORDER FOR TAKING DISCIPLINARY ACTION IN  
COMMON PROCEEDINGS

(Rule. 24 of A.P. Civil Services (CC & A) Rules, 1991. Memo. No.

Dated.\_\_\_\_\_

Sub :- WHEREAS, The Government Servant specified below are jointly concerned in a disciplinary case.

Sri.....

Sri.....

Sri.....

Sri.....

NOW, THEREFORE, in exercise of the powers conferred by rules (1) & (2) of rule-24 of the A.P. Civil Services (CC&A) Rules, 1991, the disciplinary authority hereby directs :-

i) that disciplinary action against all the said Government Servants shall be taken in the common proceedings.

ii) that..... (Name and designation of the Authority) shall function as the disciplinary authority for the purpose of the common proceeding and shall be competent to impose the following penalties, namely :-

(Here specify the penalties)

iii)that the procedure prescribed in rules 1-20-20 of the CC A Rules, 1991 shall be followed in the said proceedings.

(In the name of the Disciplinary Authority) Copy to :

Sri..... (Name and Designation)

Sri..... (Name and Designation)

Sri..... (Name and Designation)