

No.17-40/2019-GDS
Government of India
Ministry of Communications
Department of Posts
(GDS Section)

Dak Bhawan, Sansad Marg,
New Delhi - 110001

Dated: 21.11.2019

To

All Chief Postmasters General/ Postmasters General
The General Manager CEPT Mysuru/Hyderabad
The General Manager Finance/DA(P)s
The Director PTCs Saharanpur/Darbhanga/Guwahati/Vadodara/
Mysuru/Madurai.

Subject : Standard format for issue of charge sheet under Rule -10 to GDS
for imposing Minor and Major Penalties specified in Rule 9 of
Garmin Dak Sevak (Conduct and Engagement)Rules-2011
amended from time to time.

The undersigned is directed to refer to Rule 10 of GDS regarding
procedure for imposing of penalties specified in Rule 9 of GDS (Conduct and
Engagement) Rule.

2. The Competent Authority has approved the following separate
Standard Format for issue of charge sheet under Rule -10 to GDS for
imposing of **Minor and Major Penalties** specified in Rule 9 of Garmin Dak
Sevak (Conduct and Engagement)Rule:-

(i) **Standard form of charge sheet for Minor Penalties to GDS**

(Under Rule 10 A of GDS Conduct & Engagement Rule)

No.

Government of India
Ministry /Office of

Dated.....



Place of issue.....

MEMORANDUM

Shri/Smt/Ms..... (Category).....(BO/Departmental/RMS Office in which working).....is hereby informed that it is proposed to take action against him/her under Rule 10A of Gramin Dak Sevak (Conduct and Engagement)Rule, 2011 amended from time to time. A statement of the imputation of misconduct or misbehavior on which action is proposed to be taken as mentioned above is enclosed.

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

3. If Shri/Smt/Ms fails to submit his/her representation within 10 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.....*ex-parte*.

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

(By order)

Signature

Name and designation of the Competent authority

To

Shri/Smt/Ms