

**STANDARD FORM NO. 10-A****Standard Form for appointment of Enquiring Authority in common proceedings [Rule 13 of RS (D & A) Rules, 1968]**

No .....  
 (Name of Rly. Administration)  
 (Place of issue) ..... dt.....

**ORDER**

WHEREAS the Railway servants specified in the margin are jointly concerned in a disciplinary case.

WHEREAS common proceedings have been ordered against the said Railway servants in terms of Rule 13 of the Railway Servants (Discipline and Appeal) Rules, 1968 *vide* Order No..... dated ..... appointing ..... (Name and Designation of the authority) to function as the disciplinary authority for the purpose of the common proceedings.

WHEREAS an inquiry in accordance with Rule 9 and Rule 10 or Rule 11 of the Railway Servants (Discipline and Appeal) Rules, 1968 is being held against the Railway servants specified in the margin.

AND WHEREAS the President/Railway Board/the undersigned considers that an Inquiring Officer should be appointed to inquire into the charges framed against the said Railway servants.

NOW, THEREFORE, the \*President/Railway Board/the undersigned in exercise of the powers conferred by sub-rule 2 of Rule 9 of the Railway Servants (Discipline and Appeal) Rules, 1968 hereby appoint(s) Shri ..... (Name and designation of the Inquiry Officer) as the Inquiry Authority to inquire into the charges framed against the said Railway servants.

\*By order and in the name of President.

To

1. .... The accused

Rly. servants

2. Presenting Officer

3. Inquiring Authority with relevant documents.

\*\*4. The C.V.C.

Disciplinary Authority/

\*Authority competent to authenticate order in the name of the President/Secretary, Railway Board.

[Introduced vide Railway Board's letter No. E(D&A) 76 RG 6-57, dated 14.8.78  
 (NR 7094); NF/DAC 333, SC 145/78]

\* Delete where not applicable.

\*\* Note : to be used where applicable. Not to be inserted in the copy sent to the accused Railway servants.

**STANDARD****Standard form for appointment of  
[Rule 13 of RS]**

WHEREAS the Railway servants specified in the margin are jointly concerned in a disciplinary case.

WHEREAS common proceedings have been ordered against the said Railway servants in terms of Rule 13 of the Railway Servants (Discipline and Appeal) Rules, 1968 *vide* Order No..... dated ..... appointing ..... (Name and Designation of the authority) to function as the disciplinary authority for the purpose of the common proceedings.

WHEREAS an inquiry in accordance with Rule 9 and Rule 10 or Rule 11 of the Railway Servants (Discipline and Appeal) Rules, 1968 is being held against the Railway servants specified in the margin.

AND WHEREAS the \*President/Railway Board/the undersigned considers that an Inquiring Officer should be appointed to inquire into the charges framed against the said Railway servants.

NOW, THEREFORE, the \*President/Railway Board/the undersigned in exercise of the powers conferred by sub-rule 2 of Rule 9 of the Railway Servants (Discipline and Appeal) Rules, 1968 hereby appoint(s) Shri ..... (Name and designation of the Inquiry Officer) as the Inquiry Authority to inquire into the charges framed against the said Railway servants.

Shri ..... is also available for the purpose of the inquiry in the availability any other CBI/Railway Servants (Discipline and Appeal) Rules, 1968 before the Inquiry Officer on his behalf for the examination, cross-examination and

\*By order and in the name of President.

Copy to :

1. Accused Officer.
- \*\*2. Central Bureau of Investigation.
- \*\*3. Central Vigilance Commission.
4. Inquiry Authority.
5. Presenting Officer.

\* Delete where not applicable.  
 \*\* Not to be used where inapplicable.  
 Railway servants.

Note : [SF 10 A and 10 B introduced by NF/DAC 333] NR 7094

**STANDARD FORM NO. 10-B****Standard form for appointment of Presenting Officer in common proceedings  
[Rule 13 of RS (D & A) Rules, 1968]**

No .....

(Name of Rly. Administration)

(Place of issue) ..... dt.....

**ORDER**

WHEREAS the Railway servants specified in the margin are jointly concerned in a disciplinary case.

WHEREAS common proceedings have been ordered against the said Railway servants in terms of Rule 13 of the Railway Servants (Discipline and Appeal) Rules, 1968 *vide* Order No..... dated ..... appointing ..... (Name and designation of the authority) to function as the disciplinary authority for the purpose of the common proceedings.

WHEREAS an inquiry in accordance with Rule 9 and Rule 10 or Rule 11 of the Railway Servants (Discipline and Appeal) Rules, 1968 is being held against the Railway servants specified in the margin.

AND WHEREAS the \*President/Railway Board/the undersigned consider it necessary to appoint a Presenting Officer to present the case in support of the articles of charge against the said Railway servants before the Inquiry Authority.

NOW, THEREFORE, the \*President/Railway Board/the undersigned in exercise of powers conferred by sub-rule 9(c) of the said Rule 9 of the Railway Servants (Discipline and Appeal) Rules, 1968 hereby appoint (s) Shri ..... (Name and Designation of Presenting Officer to present the case in support of the articles of charges against said Railway servants before the Inquiring Authority.

Shri ..... is also authorised to nominate during his temporary non-availability any other CBI/Railway official not below his rank for representing the case before the Inquiry Officer on his behalf and on behalf of the disciplinary authority for examination, cross-examination and re-examination as well as for argument etc.

\*By order and in the name of the President.

Disciplinary Authority/

\*Authority Competent to authenticate order  
in the name of the President/Secretary,  
Railway Board

Copy to :

1. Accused Officer.
- \*\*2. Central Bureau of Investigation.
- \*\*3. Central Vigilance Commission.
4. Inquiry Authority.
5. Presenting Officer.

\* Delete where not applicable.

\*\* Not to be used where inapplicable—not to be inserted in the copy sent to the accused Railway servants.

Note : [SF 10 A and 10 B introduced by Bd. No. E(D&A) 76 RG 6-57, dated 14.8.78;  
(NF/DAC 333) NR 7094, SC 145/78)]

## STANDARD FORM NO. 11

Standard Form of Memorandum of Charge for Imposing Minor Penalties  
[Rule 11 of RS (D&A) Rules, 1968]

No. ....

Railway .....

Place of issue .....

Dated .....

## MEMORANDUM

1. Shri .....

(Name, designation and office in which working)

is hereby informed that the undersigned proposes to take action against him under Rule 11 of the Railway Servants (Discipline and Appeal) Rules, 1968. A statement of the imputations of misconduct or misbehaviour on which action is proposed to be taken as mentioned above, is enclosed.

2. Shri ..... is hereby given an opportunity to make such representation as he may wish to make against the proposal. The representation, if any, should be submitted to the undersigned so as to reach within ten days of receipt of this Memorandum.

3. If Shri ..... fails to submit his representation within the period specified in para 2, it will be presumed that he 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 .....

Signature .....

Name .....

(Designation of the competent authority)

To

Shri .....

(Name, designation and office of the Railway servant)

STAN

Standard Form of Charge-sh  
where Disciplinary Authority de  
Railway Servants (Discipline and

No. ....

(Name of Railway Administration)

(Place of Issue) .....

In continuation of Memorandum  
Shri .....  
and Appeal) Rules, 1968.After careful consideration of  
reference to Memorandum No. ....  
of the Railway Servants (Dis

\*President/Railway Board/under  
inquiry against Shri .....  
(1) (b)/Rule 11 (2) of the Rail  
substance of the imputations of  
is proposed to be held is set out i  
A statement of the imputations o  
charge, is enclosed (Annexure I  
whom the articles of charges, an  
& IV). \*Further copies of docum  
are enclosed.

2. Shri .....  
can inspect and take extracts fro  
(Annexure III) at any time d  
memorandum. For this purpo  
immediately on receipt of this

3. Shri .....  
desires, take the assistance of a  
(who satisfies the requirements  
Rules, 1968 and Note 1 and o  
documents and assisting him  
event of an oral inquiry being h  
in order of preference. Before  
Union Official (s) Shri .....  
the nominee (s) that he (th  
proceedings. The undertaking  
which the nominee (s) had a  
furnished to the undersigned

## STANDARD FORM NO. 11 (b)

**Standard Form of Charge-sheet for Initiation of Minor Penalty Proceedings (In cases where Disciplinary Authority decides to hold the inquiry under Rule 11 (1) (b)/11 (2) of Railway Servants (Discipline and Appeal) Rules, 1968.**

No. ....

(Name of Railway Administration) .....

(Place of Issue) ..... Dated .....

## MEMORANDUM

In continuation of Memorandum No ..... dated ..... issued to Shri ..... under Rule 11 of the Railway Servants (Discipline and Appeal) Rules, 1968.

After careful consideration of the explanation given by Shri ..... with reference to Memorandum No ..... dated ..... issued to him under Rule 11 of the Railway Servants (Discipline and Appeal) Rules, 1968. ....

..... the \*President/Railway Board/undersigned is/are of the opinion that it is necessary to hold an inquiry against Shri ..... under Rule 11 (1) (b)/Rule 11 (2) of the Railway Servants (Discipline and Appeal) Rules, 1968. 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 charges, are proposed to be sustained, are also enclosed (Annexure III & IV). \*Further copies of documents mentioned in the list of documents, as per Annexure III are enclosed.

2. Shri ..... is hereby informed that if he so desires, he can inspect and take extracts from the documents mentioned in the enclosed list of documents (Annexure III) at any time during office hours within seven days of receipt of this memorandum. For this purpose he should contact\*\* ..... immediately on receipt of this Memorandum.

3. Shri ..... is further informed that he may, if he so desires, take the assistance of any other Railway servant/an official of Railway Trade Union (who satisfies the requirements of Rule 9 (13) of Railway Servants (Discipline and Appeal) Rules, 1968 and Note 1 and or Note 2 thereunder as the case may be), for inspecting the documents and assisting him in presenting his case before the Inquiring Authority in the event of an oral inquiry being held. For this purpose, he should nominate one or more persons in order of preference. Before nominating the assisting Railway servant (s) or Railway Trade Union Official (s) Shri ..... should obtain an undertaking from the nominee (s) that he (they) is (are) willing to assist him during the disciplinary proceedings. The undertaking should also contain the particulars of other case (s), if any in which the nominee (s) had already undertaken to assist and the undertaking should be furnished to the undersigned/General Manager + Railway alongwith the nomination.

4. Shri ..... is hereby directed to submit to the undersigned (through General Manager ..... Railway) + written statement of defence (which should reach the said General Manager) + within ten days of receipt of this Memorandum, if he does not require to inspect any documents for the preparation of his defence, and within ten days after completion of inspection of documents if he desires to inspect documents and also,

- (a) to state whether he wishes to be heard in person; and
- (b) to furnish the names and addresses of the witnesses if any, whom he wishes to call in support of his defence.

5. Shri ..... 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.

6. Shri ..... is further informed that if he does not submit his written statement of defence within the period specified in para 4 or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of Rules 9 and 11 of the Railway Servants (Discipline and Appeal) Rules, 1968 or the orders/directions issued in pursuance of the said rule, the inquiring authority may hold the inquiry *ex parte*.

7. The attention of Shri ..... is invited to Rule 20 of the Railway Services (Conduct) Rules, 1966, under which no Railway servant shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government. 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 Shri ..... is aware of such a representation and that it has been made at his instance and action will be taken against him for violation of Rule 20 of the Railway Services (Conduct) Rules, 1966.

8. The receipt of this Memorandum may be acknowledged.

\*[By order and in the name of the President]  
(Signature)

Encls : Name and designation of competent authority

To

Shri .....  
..... (Designation)  
..... (Place etc.)

© Copy to Shri ..... (name and designation of the lending authority) for information.

% This time limit may be extended up to ten days at the discretion of the competent authority.

+ To be retained wherever President or the Railway Board is the competent authority.

\* Where the President is the Disciplinary Authority.

\* Strike out whichever is not applicable.

© To be used wherever applicable—See Rule 16(1) of the Railway Servants (Discipline and Appeal) Rules, 1968. — Not to be inserted in the copy sent to the Railway servant.

\*\* Name of authority having custody of documents.

## ANNEXURE T

### Memorandum of Charge RS

Statement of Articles of charges  
and designation of the Railway servant

That the said Shri .....  
..... during the period .....  
charge).

That during the aforesaid period  
Shri .....

That during the aforesaid period  
Shri .....

Statement of imputations of  
charge framed against Shri .....  
Railway servant) .....

List of documents by which  
to be sustained. ....

List of witnesses by whom the  
..... (name and designation)

**Author's Comments :** For  
ultimate imposition of a Minor penalty  
after holding the enquiry as per  
Imputation in Annx. II of S.F. I  
III will be additional an evidence

## ANNEXURE TO STANDARD FORM NO. 11 (b)

Memorandum of Charge-sheet under Rule 11(1)(b)/11(2) of the  
RS (D & A) Rules, 1968

(Annexure I)

Statement of Articles of charges framed against Shri ..... (name  
and designation of the Railway servant) .....

## Article I

That the said Shri ..... while functioning as .....  
..... during the period ..... (here enter definite and distinct article of  
charge).

## Article II

That during the aforesaid period and while functioning in the aforesaid office, the said  
Shri ..... (here enter definite and distinct article of charge).

## Article III

That during the aforesaid period and while functioning in the aforesaid office, the said  
Shri ..... (here enter definite and distinct article of charge)

(Annexure II)

Statement of imputations of misconduct or misbehaviour in support of the articles of  
charge framed against Shri ..... (name and designation of the  
Railway servant) .....

## Article I

## Article II

## Article III

(Annexure III)

List of documents by which the articles of charge framed/against Shri .....  
..... (name and designation of Railway servant) are proposed  
to be sustained. ....

(Annexure IV)

List of witnesses by whom the articles of charge framed against Shri .....  
..... (name and designation of the Railway servant) are proposed to be sustained.  
.....  
.....

**Author's Comments :** Form 11(b) is virtually a replica of Form 5 but issued only for ultimate imposition of a Minor penalty only if the charges as levied in SF 11 earlier are proved after holding the enquiry as per SF 11(c). It may therefore be noted that charges in Anx. I & Imputation in Annx. II of S.F. 11(b), should not be different than those in SF 11. Only Annx. III will be additional evidence.

## STANDARD FORM NO. 11 (c)

## Standard Form for taking Disciplinary Action under Rule 9(9) (a) (iv) of the Railway Servants (Discipline and Appeal) Rules, 1968

No.

Date .....

## MEMORANDUM

Whereas the article(s) of charge (s) was/were communicated to Shri .....  
 ..... under this office Memorandum No. .... dated .....  
 .....; and

Whereas a written statement of defence was submitted by him, on .....

Now therefore, the undersigned has carefully considered the said written statement of defence and holds, without prejudice to his right to impose any of the minor penalties not attracting the provisions of sub-rule (2) of Rule 11 of Railway Servants (Discipline & Appeal) Rules, 1968 that the imposition of a major penalty including the minor penalty attracting the provisions of sub-rule (2) of Rules 11 of the said rules, is not necessary.

The undersigned has, therefore, dropped the proceedings already initiated under Rule 9 of the said rules and has decided to initiate proceedings under Rule 11 (1) of the said rule on the article (s) of charge (s) already communicated to Shri .....  
 vide this office Memorandum No. .... dated .....

Shri ..... is hereby given an opportunity to make such representation as he may wish to make against the proposal to take action against him under Rule 11 (1) of the Railway Servants (Discipline & Appeal) Rules, 1968. The representation, if any, should be submitted to the undersigned\* (through the General Manager ..... Railway so as to reach the said General Manager) within 10 days of the receipt of this Memorandum.

If Shri ..... fails to submit his representation within the period specified above, it will be presumed that he has no representation to make and orders will be liable to be passed against Shri ..... *ex parte*.

The receipt of this Memorandum should be acknowledged by Shri .....  
 ..... % (By order and in the name of the President).

(Signature)

(Name and designation of the competent authority)

To

Shri ..... (name, designation and office of the Railway servant)

**Comments of the Author**—With the issue of orders by Board to impose minor penalty direct, Form 11(c), has become redundant.

[Refer E(D&amp;A) 2001 RG 6-37 of 13.12.01, RBE 238/01]

\* To be retained wherever this Memorandum is issued by the Railway Board/the President.

% Where the President is the Disciplinary Authority.

Form of Memorandum to be issued  
action is proposed to

No.

Date

(1) Shri ..... Desi  
 a careful consideration of the circum  
 ..... on a criminal charge, the  
 his conviction, is such as to render hi  
 undersigned has, therefore, provision

Shri ..... is  
 undersigned, in exercise of power  
 (Discipline and Appeal) Rules, 1968  
 dismissal from service.

(2) Shri .....  
 on the proposed penalty. Any repre  
 proposed, will be considered b  
 Such representation, if any, should  
 undersigned not later than 15 days  
 ..... If no represe  
 it will be presumed that he has no rep  
 passed against him *ex parte*.

The receipt of this memorandum

To .....

Introduced vide Bd.'s letter [A

**Form of Memorandum to be issued to an employee convicted in a criminal charge and action is proposed to be taken under Rule 14(1) DAR**

No. ....

Date .....

**MEMORANDUM**

(1) Shri ..... Designation ..... (under suspension) is informed that on a careful consideration of the circumstances of the case in which he was convicted on ..... on a criminal charge, the undersigned considers that his conduct which has led to his conviction, is such as to render his further retention in public service, undesirable. The undersigned has, therefore, provisionally come to the conclusion that :

Shri ..... is not a fit person to be retained in service and so the undersigned, in exercise of power conferred by Rule 14(i) of the Railway Servants (Discipline and Appeal) Rules, 1968, proposes to impose on him the penalty of removal/dismissal from service.

(2) Shri ..... is hereby given opportunity of making representation on the proposed penalty. Any representation which he may wish to make on the penalty proposed, will be considered by the undersigned before passing final orders. Such representation, if any, should be made in writing and submitted so as to reach the undersigned not later than 15 days from the date of receipt of this memorandum by Shri ..... If no representation is received from him within the stipulated time, it will be presumed that he has no representation to make and final orders will be liable to be passed against him *ex parte*.

The receipt of this memorandum should be acknowledged by Shri .....

Signature

Designation

To .....

*Introduced vide Bd.'s letter [E(D&A) 76 RG 6.12, dated 9.3.75 (SE 72/76, NR 6517)]*

By order and in the name of the President

(Name and designation of competent authority)  
(To be signed by an Officer in the Ministry of  
Railways authorized under Article 77(2) of the  
Constitution to authenticate orders on behalf of  
the President)

**STANDARD FORM OF SANCTION  
UNDER RULE 2308 RII  
[Rule 9 of Railway Services (Pension) Rules, 1993]**

No .....  
Govt. of India  
Ministry of Railways (Rly. Board)  
Dated .....

**ORDER**

Whereas it has been alleged that Shri ..... while serving as ..... in the Ministry of Railways/Rly. Board/.... Railway from ..... to ..... was (here specify briefly the imputation of misconduct or misbehaviour in respect of which it is proposed to institute departmental proceedings).

Now, therefore, in exercise of powers conferred on him by Rule 2308 of the Indian Railways Establishment Code Vol. II, the President hereby accords sanction to the institution of departmental proceedings against the said Shri .....

The President further directs that the said departmental proceedings shall be conducted in accordance with the procedure laid in Rule 9 of the Railway Servants (Discipline and Appeal) Rules 1968, by ..... (here specify the authority by whom departmental proceedings should be conducted) ..... at ..... (here specify the place or places at which the departmental proceedings including oral inquiry, might be conducted).

By order and in the name of the President.

( ..... )  
(Name and designation of the competent authority)

To be signed by an officer in the Ministry of Railways (Railway Board) authorised under Art. 77(2) of the Constitution to authenticate the orders on behalf of the President).

**Note :** For taking action against the retired Railway staff, this form should be completed in all respects and sent to the Railway Board alongwith the standard form of charge-sheet, duly filled in, in duplicate, for being signed by an officer in the Railway Board.

[E(D&A) 66 RG 6-29 of 5.11.66. SC 29/67 and E(D&A) 74 RG 6.41, dated 29.10.74,  
(NR 6228 NF DAC 220) SC 174/74]

**STANDARD FORM OF  
UN  
[Rule 9 of Railwa**

In pursuance of the sanction accorded by the  
Railway Establishment Code Volume I.  
Shri ..... vide M ..... dated ..... it  
accordance with the procedure laid in the  
Establishment Code, Volume I. The authority by whom the departmental proceedings (the Presidential sanction) at ..... proceedings are to be conducted).

2. The substance of the imputation of misconduct or misbehaviour which the inquiry is proposed to be conducted on charge (Annexure I). A statement of support of each article of charge is to be submitted and a list of witnesses by whom the charge is supported enclosed (Annexures III & IV).

3. Shri ..... is to submit a Memorandum a written statement of defence heard in person.

4. He is informed that an inquiry will be conducted if the charges as are not admitted. He should, therefore, prepare a statement of defence.

5. Shri ..... is to submit a statement of defence on or before the date specified in the person before the inquiring authority. The provisions of Rules 1709 to 1713 of the orders/directions issued in pursuance of the inquiry against him *ex parte*.

6. The receipt of this memorandum.

**STANDARD FORM OF CHARGE-SHEET FOR PROCEEDINGS  
UNDER RULE 2308-RII**

**[Rule 9 of Railway Services (Pension) Rules, 1993]**

Government of India  
Ministry of Railways  
(Railway Board)

Dated .....

**MEMORANDUM**

In pursuance of the sanction accorded by the President under Rule 2308 of the Indian Railway Establishment Code Volume II for instituting departmental proceedings against Shri ..... vide Ministry of Railway order No..... dated ..... it is proposed to hold an inquiry against the said Shri in accordance with the procedure laid down in Rules 1709 to 1713 of the Indian Railway Establishment Code, Volume I. The inquiry 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 & IV).

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

4. 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.

5. Shri ..... is further informed that if he does not submit his 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 1709 to 1713 of the Indian Railway Establishment Code, Volume I or the orders/directions issued in pursuance of the said Rules, the inquiring authority may hold the inquiry against him *ex parte*.

6. The receipt of this memorandum may be acknowledged.

By order and in the name of the President.

(Name and designation of competent authority)  
(To be signed by an Officer in the Ministry of Railways authorised under Article 77(2) of the Constitution to authenticate orders on behalf of the President).