

STANDARD FORM NO. 1

**Standard Form of Order of Suspension
Rule 5(1) of the RS (D&A) Rules, 1968.**

No.....
Railway.....
Place of issue.....
Dated.....

ORDER

Whereas disciplinary proceeding against Shri	Whereas a case against Shri
.....
.....
(Name and designation of the Railway servant) is contemplated/Pending	(Name and designation of the Railway servant) in respect of whom a criminal offence is under investigation/inquiry/trail.

Now, therefore, the undersigned (the authority competent to place the Railway Servant under suspension in terms of the Schedules II and III appended to RS (D&A) Rules, 1968/ an authority mentioned in proviso to [Rule 4 of the RS (D&A) Rules, 1968], in exercise of the powers conferred by Rule 4/proviso to Rule 4 of RS (D&A) Rules, 1968, hereby places the said Shri under suspension with immediate effect/with effect from

It is further ordered that during the period this order shall remain in force, the said Shri shall not leave the headquarters without obtaining the previous permission of the competent authority.

Signature.....
Name
.....
(Designation of the suspending
authority)

Copy to:

Shri
(Name and designation of the suspended Railway servant)

Orders regarding subsistence allowance admissible to him during the period of suspension will issue separately.

STANDARD FORM NO. 2

**Standard Form for Deeming Railway servant under Suspension
Rule 5(2) of the RS (D&A) Rules, 1968.**

No.....
Railway.....
Place of issue.....
Dated.....

ORDER

Whereas case against Shriin respect of a criminal offence is under investigation.

And whereas the said Shri..... was detained in custody onfor a period exceeding forty-eight hours.

Now, therefore the said Shri.....is deemed to have been suspended with effect from the date of detention i.e the.....in terms of Rule 5 (2) of (D&A) Rules,1968 and shall remain under suspension until further orders.

Signature.....
Name
.....
(Designation of the suspending authority)

Copy to:

Shri
(Name and designation of the suspended Railway servant)

Orders regarding subsistence allowance admissible to him during the period of suspension will issue separately.

STANDARD FORM NO. 4
Standard Form of Order for Revocation of Suspension Order
[Rule 5(5) (c) of RS (D&A) Rules, 1968]

No.
Railway.....
Place of issue.....
Dated.....

ORDER

Whereas the order placing Shri
(Name and designation of the Railway Servant.)

under suspension was made/was deemed to have been made by on
.....

Now, therefore, the undersigned (the authority which made or is deemed to have made the order of suspension or any other authority to which that authority is subordinate) in exercise of the powers conferred by Clause (c) of sub-rule (5) of Rule 5 of the RS (D&A) Rule, 1968, hereby revokes the said order of suspension with immediate effect with effect from

Signature.....
Name.....
.....
(Designation of the authority making this order)

Copy to :

Shri
(Name and designation of the suspended Railway Servant)
Address.....
.....

STANDARD FORM NO. 5

**STANDARD FORM OF CHARGE SHEET
[RULE 9 OF THE RAILWAY SERVANTS (DISCIPLINE AND APPEAL) RULES,
1968]**

Name of Railway Administration

Place of Issue

No.

Dated.....

MEMORANDUM

1. The undersigned propose(s) to hold an inquiry against Shri **under Rule 9** of the Railway Servants (Discipline and appeal) Rules, 1968. The **substance** of the imputations of misconduct or misbehavior 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 misbehavior 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 (**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 extract from the documents mentioned in the enclosed list of documents (Annexure III) **at any time during office hour within ten days** of receipt of this Memorandum. For this purpose, he should contact
3. Shri is further informed that he may, if **so desires, take the assistance of any other Railway servant**/an official of a Railway Trade Union (who satisfies the requirements of rule 9 (13) of the Railway Servants (Discipline and Appeal) Rules, 1968 and Note I and or /Note 2 there under 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 cases (s) if any, in which the nominee (s) had already undertaken to assist and the undertaking should be furnished to the undersigned along with the nomination.

4. Shri is hereby directed to submit to the undersigned a written statement of his defence which should reach, the undersigned 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 Rule 9 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 interests in respect 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.

Encls:

(Signature)

Name and designation of competent authority

To,

Shri

Designation.....

Place.....

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

- ❖ Strike out which is not applicable.
- ❖ To be deleted if copies are given / not given with the Memorandum as the case may be.
- ❖ Name of the authority (This would imply that whenever a case is referred to the disciplinary authority by the investigating authority or any authority who are in the custody of the listed documents or who would be arranging for inspection of the documents to enable that authority being mentioned in the draft memorandum.)

STANDARD FORM NO. 7

Standard Form of Order Relating to Appointment of Inquiry Officer / Board of Inquiry
[Rule 9(2) of RS (D&A) Rules, 1968]

No.
Railway.....
Place of issue.....
Dated.....

Whereas an inquiry under Rule 9 of the Railway Servants (Discipline and Appeal) Rules, 1968, is being held against Shri _____

And whereas the President / the undersigned considers that an Inquiry Authority should be appointed to inquire into the charges framed against the said Shri _____

NOW, THEREFORE, the President / the undersigned, in exercise of the powers conferred by Sub-Rule(2) of the said rule, hereby appoints Shri _____

as the Inquiring Authority to inquire into the charges framed against the said Shri _____

Signature
Name :
Designation :
(Disciplinary Authority)

Copy to :

- 1.
- 2.
- 3.

STANDARD FORM NO. 8

Form For Appointment of Presenting Officer
[Sub-Rule 9 (iv)(c) of Rule 9 of RS (D&A) Rules, 1968]

No.
Railway.....
Place of issue.....
Dated.....

Whereas an inquiry under Rule 9 of the Railway Servants (Discipline and Appeal) Rules, 1968, is being held against Shri _____

And whereas the President / the undersigned considers it necessary to appoint a person to present the case in support of charges before the Inquiring Authority.

NOW, THEREFORE, the President / the undersigned, in exercise of the powers conferred by Sub-Rule 9 (iv)(c) of Rule 9 of RS (D&A) Rules, 1968, hereby appoints Shri _____ as the Presenting Officer to present the case in support of the charges before the Inquiring Authority.

Shri _____ is also authorized to appoint, 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 as well as the arguments, etc.

Signature
Name :
Designation :
(Disciplinary Authority)

Copy to :

- 1.
- 2.
- 3.