**Form No. 7**

**GOA PUBLIC SERVICE COMMISSION**

 Form for referring **DISCIPLINARY CASES** for advice of the Commission

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| **1. Name of the Delinquent Officer :** |  |
| **2. Whether**  a) Permanent  b) Temporary c) Deputation  d) On Contract service  |  |
| **3. Post held :**a) Designation : |  |
| b) Scale of pay :  |  |
| **4.** **Date of Birth** : |  |
| **5.** **Date of joining Government service** :  |  |
| **6.** **Date when due to retire** :  |  |
| **7. Amount of monthly pension admissible/ sanctioned** : (This information is required only in respect of cases of recovery from or withholding of pension)  |  |
| **8. a) Appointing Authority :**  |  |
|  **b) Punishing Authority :**  |  |
|  **c) Appellate Authority :**  |  |
| 9. Whether the Departmental Enquiry, if required under the Rules has been held :  |  |
| 10. Name and designation of the Enquiry officer :  |  |
| 1. Whether all the relevant documents, in

original particularly the following are made available in the record sent to the Commission :  |  |
| (A) In the case of original enquiries the following documents |  |
|  a) Report of the preliminary enquiry, If any conducted against the delinquent officer :  |  |
|  b) Suspension order, if any :  |  |
|  c) Charge-sheet alongwith the statement of imputation of mis-conduct & mis-behaviour.  |  |
|  d) Reply of the delinquent officer to the charge sheet.  |  |
|  e) Record of the departmental Enquiry if/any  |  |
|  f) Report of the Enquiry officer |  |
|  g) Show cause notice for inflicting a major penalty  |  |
|  h) Reply of the delinquent officer to the show cause notice:  |  |
|  i) Documents exhibited during the course of enquiry; |  |
|  j) Statement of defence and prosecution witness recorded during the course of enquiry:  |  |
|  k) Any other documents relevant to the enquiry:  |  |
|  B) IN CASE OF APPEAL / REVISION / REVIEWin addition to the documents specified under(A), the following :  |  |
|  a) Order of the punishing authority  |  |
|  b) Appeal /Revision /Review , if any of the delinquent officer:  |  |
|  C) Comments on the appeal / review /Revision as required under the Civil Service(C.C.A.) Rules  |  |

 Name of the Secretary :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Office  Seal  |

Place : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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