**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 / REVIEW  in 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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