**Appendix ‘C’**

**{Ref to para 3 of Sec 3 }**

**SPECIMEN**

**CONVENING ORDER : COURT OF INQUIRY**

1. A Court of Inquiry composed as under shall assemble at time & place to be decided by the Presiding Officer to investigate into the circumstances under which \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Presiding Officer :- No.\_\_\_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_\_ Unit \_\_\_\_\_\_\_

Members :- 1. No.\_\_\_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_\_ Unit \_\_\_\_\_\_\_

2. No.\_\_\_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_\_ Unit \_\_\_\_\_\_\_

Person in attendance :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Without prejudice to the generality of the above mentioned terms of reference of the investigation, the Court of Inquiry shall investigate and record evidence on the following specific aspects connected with the case :-

Whether or not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whether or not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whether or not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. The Court of Inquiry shall pinpoint responsibility/apportion blame for the lapses/offences, if any, on part of individual(s) and give its detailed findings and opinion.

4. The Court of Inquiry shall also give its recommendations with regard to the action to be taken in the case and suggest preventive measures to be taken to obviate recurrence of such incidents.

5. The Court of Inquiry shall record evidence on oath or affirmation *(incl only when mandatory or when so directed by the conv auth) .*

6. Provisions of Army Rule 180 shall be complied with (wherever necessary) and an endorsement to that effect shall be made under the signatures of the Presiding Officer at the end of the proceedings.

7. Proceedings of the Court of Inquiry, of which only \_\_\_\_\_\_ copies are required, shall be submitted to this Headquarters, duly completed in all respect, by \_\_\_\_\_\_ (date).

8. Attention of Court of Inquiry is invited to the following provisions/ instructions for guidance and compliance :-

(a) Army Rules 177 to 186.

(b) Regulations for the Army, 1987 (Para \_\_\_\_\_\_\_\_ ) (include the relevant para

depending on the nature of investigation).

(c) IHQ of MoD (Army) letter No. 46440/AG/DvI(P) dated 03 May 2001.

\*9. It is hereby certified that due to exigencies of service it is not possible to detail an Officer of the rank of ……….. or above to act as Presiding Officer of this Court of Inquiry. (In case an offr of Senior/Required Rank is not available to serve on C of I)

No : \_\_\_\_\_\_\_ Sd/-

Fmn/Unit (Name :

Rank :

\*\* for Commanding Officer / Fmn Cdr

Notes :- \* To be included only when required/necessary.

\*\* Where the CO/Fmn Cdr (conv auth) does not sign the

convening order personally, prior approval of the CO/Fmn Cdr

(conv auth) must be obtained on file before it is signed by a staff offr.