

**Proceedings Form**  
[Regulation 861]

Proceedings No. \_\_\_\_\_, dated \_\_\_\_\_ District \_\_\_\_\_

Against \_\_\_\_\_  
Commenced \_\_\_\_\_  
Concluded \_\_\_\_\_  
Order \_\_\_\_\_  
Issue of copy \_\_\_\_\_  
Order on appeal \_\_\_\_\_  
Issue of copy \_\_\_\_\_

Note. – Rules for preparation of proceedings will be found in regulation 861, P.R.B. Procedure for appeals is laid down in regulation 882. The proceedings will be filed in the following order.

**I. – Order Sheet**

Preliminary orders such as framing of charges, suspension, etc, and interim orders such as permission to take copies of evidence, adjournment for attendance of witnesses, or submission of defence, etc., should be recorded on this sheet. The whole course of proceedings should be evident from a perusal of the sheet.

**II. – Charges**

Charges should be specific, and officer proceeded against should furnished with a copy.

**III. – Evidence**

Witnesses should, if possible, be examined in the presence of the accused who should have an opportunity to cross-examine.

**IV. – Defense**

Accused should be given reasonable time and opportunity to adduce his defence and, if literate, should submit his defence in writing.

**V. – Character**

Date pf enlistment, present pay, date of next increment, if any, and list of punishments and rewards should recorded from the Service Book.

**VI. – Finding and Order**

There should be a clear and definite finding on each of the charges originally framed and the final order should state whether periods of suspension, if any, are to count as service and what pay is to be drawn.

**VII. – Order on appeal**

Copies of proceedings should be furnished to officers wishing to appeal, and appeal should be lodged within 30 days from receipt of such copies