

Annexure C

Format of the Reply of the Respondent

Sr. No.	Query	Particulars
1)	Name of Respondent	
2)	Address and contact number	
3)	Name, address and contact of next of kin	
4)	Designation	
5)	Immediate supervisor	
6)	Employer	
7)	Details of the incident	
8)	Defenses of the Respondent	
9)	Any oral or written evidence supporting the Respondent's defense (attach copies of the documents, if any)	
10)	Witnesses to support the Respondent's defense, if any (If more than one, kindly mention all the witnesses)	
11)	Any further details	
I state that the information as stated above is true and accurate		
Date:		
		Signature of Respondent