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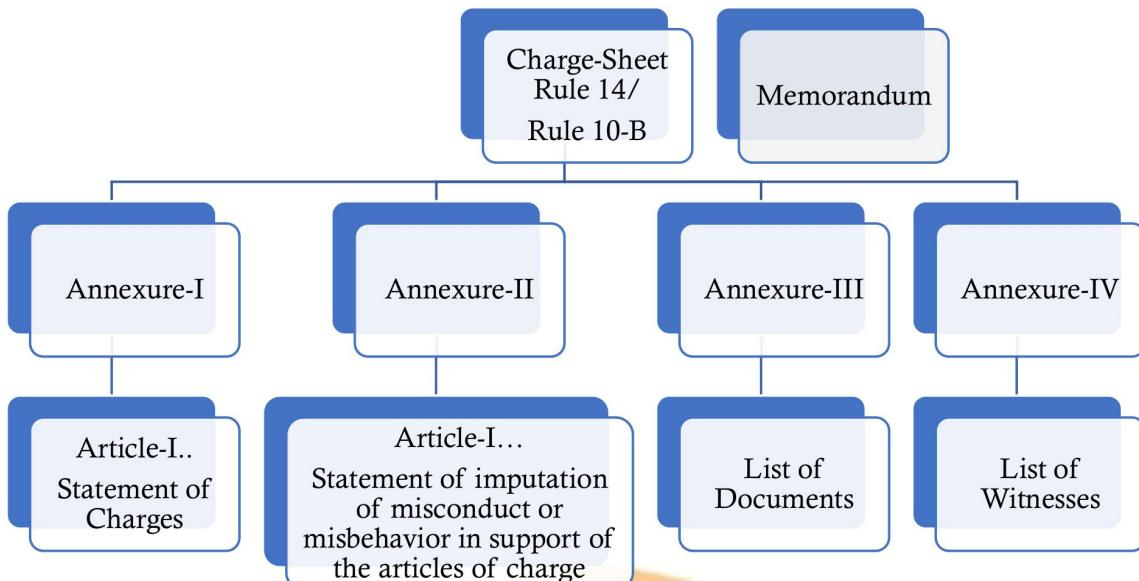
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Draft a Charge-sheet under Rule-14 of CCS (Classification, Control and Appeal) Rules, 1965

No.....
Government of India
Ministry of.....

Dated.....
Place of issue.....

MEMORANDUM

The undersigned proposes to hold an inquiry against Shri.....under Rule 14 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965. The substance of the imputations of misconduct or misbehavior in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure-I). A statement of the imputations of misconduct or misbehavior in support of each article of charge is enclosed (Annexure-II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexures -III and IV).

2. Shri is directed to submit within **15 days** of the receipt of this Memorandum a written statement of his defence and also to state whether he desires to be heard in person.
3. He is informed that an inquiry will be held only in respect of those articles of charges as are not admitted. He should, therefore, specifically admit or deny each article of charge.
4. Shri..... is further informed that if he does not submit his written statement of defence on or before the date specified in Para. 2 above, or does not appear in person before the inquiring authority or other wish fails or refuses to comply with the provisions of Rule 14 of the CCS(CCA) Rules, 1965, or the orders/directions issued in pursuance of the said rule, the inquiring authority may hold the inquiry against him ex-parte.
5. Attention of Shri Is invited to Rule 20 of the Central Civil Services (Conduct) Rules, 1964, under which no Government servant shall bring of attempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government, if any representation is received on his behalf from another person in respect of any matter dealt with in these proceedings; it will be presumed that Shri is aware of such a representation and that it has been made at his instance and action will be taken against him for violation of Rules 20 of the CCS(Conduct) Rules, 1964.
6. The receipt of the Memorandum may be acknowledged.



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(
Name and designation of Competent Authority

To,

Shri

ANNEXURE – I

Statement of articles of charge framed against Shri (name and designation of the Government Servant).

Article I

That the said Shriwhile functioning asDuring the period

Article II

That during the aforesaid period and while functioning in the aforesaid office, the said Shri

Article III

That during the aforesaid period and while functioning in the aforesaid office, the said Shri.....

ANNEXURE-II

Statement of imputation of misconduct or misbehavior in support of the articles of charge framed against Shri (name and designation of the Government servant)

Article I

Article II

Article III

ANNEXURE-III

List of documents by which the articles of charge framed against Shri (name and designation of Government servant) are proposed to be sustained.

ANNEXURE-IV

List of witnesses by whom the articles of charge framed against Shri (name and designation of Government servant) are proposed to be sustained



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Department of Posts, India
Office of the Senior Superintendent RMS SG Division, Siliguri - 734001

Memo No.: Vig/41/2024-25
Dated at Siliguri-01, the 29.03.2025

MEMORANDUM

The undersigned proposes to hold an inquiry against Shri Bindu Das, Sub Record Officer RMS SG Division Malda under Rule 14 of the Central Civil Services (Classification, Control & Appeal) Rules, 1965. The substance of the imputations of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure I). A statement of the imputations of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexure III & IV).

2. Shri Bindu Das is directed to submit within **15 days** of the receipt of this Memorandum a written statement of his defence and also to state whether he desires to be heard in person.
3. He is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He should, therefore, specifically admit or deny each article of charge.
4. Shri Bindu Das is further informed that if he does not submit his written statement of defence on or before the date specified in Para 2 above, or does not appear in person before the inquiring authority or otherwise fails or refuses in comply with the provisions of Rule 14 of the C.C.S. (C.C.A.) Rules, 1965 or the orders/directions issued in pursuance of the said Rule, the inquiring authority may hold the inquiry against him ex parte.
5. Attention of Shri Bindu Das is invited to Rule 20 of the Central Civil Services (Conduct) Rules, 1964 under which no Government servant shall bring or attempt to bring any political outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government. If any representation is received on his behalf from another person in respect of any matter dealt with in these proceedings, it will be presumed that Shri Bindu Das is aware of such a representation and that has been made at his instance and action will be taken against him for violation of Rule 20 of the C.C.S. (Conduct) Rules, 1964.
6. The receipt of this Memorandum may be acknowledged.

(Mohan Kumar)
Senior Superintendent RMS
SG Division Siliguri – 734001



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Copy to:-

1. Shri Bindu Das, Sub Record Officer RMS SG Division Malda.
2. PF of the official
3. Office copy

ANNEXURE-I

Statement of articles of charge framed against Shri Bindu Das, Sub Record Officer RMS SG Division Malda

ARTICLE I

That, Shri Bindu Das, Sub Record Officer RMS SG Division Malda was directed vide this office letter no. D-7//2-7/2023 dated 24.02.2025 to collect special bags of CBSE from officer in-charge Control Room at Mail Agency Siliguri on 04.03.2025 and to escort in RTN Guwahati-Kolkata. He was also directed to keep those bags in his personal custody under lock and key till hand over to the designated officials of different offices. But, Shri Bindu Das did not follow the instructions issued by this office and failed to collect and escort the said special bags. By doing so, Shri Bindu Das failed to comply with the orders issued from this office related to special bags of CBSE.

By the above act, Shri Bindu Das, is alleged to have failed to maintain devotion to duty and acted such a manner which is unbecoming for a Govt. Servant as required under Rule 3 (1) (ii) and 3 (1) (iii) of the CCS (Conduct) Rules, 1964.

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(Mohan Kumar)
Senior Superintendent RMS
SG Division Siliguri – 734001



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ARTICLE II

That, Shri Bindu Das, Sub Record Officer RMS SG Division Malda was directed vide this office letter no. D-7//2-7/2023 dated 24.02.2025 to collect special bags of CBSE from officer in-charge Control Room at Mail Agency Siliguri on 04.03.2025 and to escort in RTN Guwahati-Kolkata. But, Shri Bindu Das did not proceed to collect to collect and escort the said special bags. Instead, he deputed Shri Shivraj Singh, SA SRO Malda to collect and escort the said special bags while he was not competent to do so. The records show that Shri Shivraj Singh was not assigned any duty on 04.03.2025 or on previous day but Shri Bindu Das still deputed him on a very important work of escorting of special bags of CBSE. By doing so, Shri Bindu Das contravened the orders issued from this office and did which was beyond his powers.

By the above act, Shri Bindu Das, is alleged to have failed to maintain devotion to duty and acted such a manner which is unbecoming for a Govt. Servant as required under Rule 3 (1) (ii) and 3 (1) (iii) of the CCS (Conduct) Rules, 1964.



(Mohan Kumar)
Senior Superintendent RMS
SG Division Siliguri – 734001

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ANNEXURE-II

Statement of imputation of misconduct or misbehaviour in support of the articles of charge framed against Shri Bindu Das, Sub Record Officer RMS SG Division Malda

ARTICLE I

That, Shri Bindu Das, Sub Record Officer RMS SG Division Malda was directed vide this office letter no. D-7//2-7/2023 dated 24.02.2025 to collect special bags of CBSE pertaining to Malda from officer in-charge Control Room at Mail Agency Baaria House Siliguri on 04.03.2025 and to escort in RTN Guwahati-Kolkata. He was also directed to keep those bags in his personal custody under lock and key till hand over to the representative of SPOs Malda Division respectively. But, Shri Bindu Das did not follow the instructions issued by this office and failed to collect and escort the said special bags. By doing so, Shri Bindu Das failed to comply with the orders issued from this office related to special bags of CBSE.

By the above act, Shri Bindu Das, is alleged to have failed to maintain devotion to duty and acted such a manner which is unbecoming for a Govt. Servant as required under Rule 3 (1) (ii) and 3 (1) (iii) of the CCS (Conduct) Rules, 1964.

(Mohan Kumar)
Senior Superintendent RMS
SG Division Siliguri – 734001

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ARTICLE II

That, Shri Bindu Das, Sub Record Officer RMS SG Division Malda was directed vide this office letter no. D-7//2-7/2023 dated 24.02.2025 to collect special bags of CBSE pertaining to Malda from officer in-charge Control Room at Mail Agency Baaria House Siliguri on 04.03.2025 and to escort in RTN Guwahati-Kolkata. He was also directed to keep those bags in his personal custody under lock and key till hand over to the representative of SPOs Malda, Uttar Dinajpur and Dakshin Dinajpur Division respectively. But, Shri Bindu Das did not proceed to collect to collect and escort the said special bags. Instead, he deputed Shri Shivraj Singh, SA SRO Malda to collect and escort the said special bags while he was not competent to do so. Shri Bindu Das sent a whatsapp message on 04.03.2025 i.e. on the day of collection of said special bags to IRM SG 1st Sub Division informing that he would not come to collect the said special bags and Shri Shivraj Singh would come in his place to collect the said special bags. As per records, Shri Shivraj Singh was not assigned any duty on 04.03.2025 or on previous day but Shri Bindu Das still deputed him on a very important work of escorting of special bags of CBSE without being empowered for the same. Shri Bindu Das did not seek prior permission for granting exemption from duty and thus, did not follow the Departmental procedure related to subject matter. By doing so, Shri Bindu Das contravened the orders issued from this office and did which was beyond his powers.

By the above act, Shri Bindu Das, is alleged to have failed to maintain devotion to duty and acted such a manner which is unbecoming for a Govt. Servant as required under Rule 3 (1) (ii) and 3 (1) (iii) of the CCS (Conduct) Rules, 1964.

(Mohan Kumar)
Senior Superintendent RMS
SG Division Siliguri – 734001



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ANNEXURE-III

List of documents by which the articles of charge framed against Shri Bindu Das, Sub Record Officer RMS SG Division Malda are proposed to be sustained.

1. Letter no. D-7/2-7/2023 dated 24.02.2025. (05 pages).
2. Copy of whatsapp message sent by Shri Bindu Das to IRM SG 2nd Sub Division dated 04.03.2025 along with letter no. IRM/2nd/Misc/Corr./2024 dated 04.03.2025 (02 page).
3. Attendance register SRO Malda
4. Duty chart of Malda RMS Batch-2A along with DR of HSA dated 03.03.2025 (02 pages).
5. Duty chart of Malda RMS Batch-2B along with DR of HSA dated 04.03.2025 (02 pages).
6. Duty chart of DMA/1 Siliguri RMS dated 04.03.2025 (02 pages)
7. Mail list dated 04.03.2025 vide which 189 special bags were dispatched to Malda RMS by DMA/1 Siliguri RMS (01 Page)

(Mohan Kumar)
Senior Superintendent RMS
SG Division Siliguri – 734001



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ANNEXURE-IV

List of witnesses by whom the articles of charge framed against Shri Bindu Das, Sub Record Officer RMS SG Division Malda, are proposed to be sustained.

1. Shri Anup Chaudhary, OA O/o SSRM Siliguri
2. Shri Shivraj Singh, SA SRO Malda
3. Shri Jugal Sirmore, IRM SG 2nd Sub Division RMS SG Division
4. Shri Mahesh Kumar, SRM (HQ) RMS SG Division Siliguri.
5. Shri R. K. Pathak, SA O/o HRO Siliguri

(Mohan Kumar)
Senior Superintendent RMS
SG Division Siliguri – 734001



Draft a Charge-sheet under Rule-10-B of GDS (Conduct & Engagement) Rules, 2020

No.....
Government of India
Ministry of.....

Dated.....
Place of issue.....

MEMORANDUM

The undersigned proposes to hold an inquiry against Shri.....under *Rule 10-B of the Gramin Dak Sevak (Conduct & Engagement) Rules, 2020*. The substance of the imputations of misconduct or misbehavior in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure-I). A statement of the imputations of misconduct or misbehavior in support of each article of charge is enclosed (Annexure-II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexures -III and IV).

2. Shri is directed to submit within 10 days of the receipt of this Memorandum a written statement of his defence and also to state whether he desires to be heard in person.
3. He is informed that an inquiry will be held only in respect of those articles of charges as are not admitted. He should, therefore, specifically admit or deny each article of charge.
4. Shri..... is further informed that if he does not submit his written statement of defence on or before the date specified in Para. 2 above, or does not appear in person before the inquiring authority or other wish fails or refuses to comply with the provisions of *Rule 10-B of the GDS (Conduct & Engagement) Rules, 2020*, or the orders/directions issued in pursuance of the said rule, the inquiring authority may hold the inquiry against him ex parte.
5. Attention of Shri Is invited to *Rule 29 of the Gramin Dak Sevak (Conduct & Engagement) Rules, 2020*, under which no Sevak shall bring of attempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government, if any representation is received on his behalf from another person in respect of any matter dealt with in these proceedings; it will be presumed that Shri is aware of such a representation and that it has been made at his instance and action will be taken against him for violation *Rule 29 of the GDS (Conduct & Engagement) Rules, 2020*
6. The receipt of the Memorandum may be acknowledged.

(
Name and designation of Competent Authority

To,

Shri

ANNEXURE – I

Statement of articles of charge framed against Shri (name and category of the Gramin Dak Sevak).

Article I

That the said Shriwhile functioning asDuring the period

Article II

That during the aforesaid period and while functioning in the aforesaid office, the said Shri

Article III

That during the aforesaid period and while functioning in the aforesaid office, the said Shri.....

ANNEXURE-II

Statement of imputation of misconduct or misbehavior in support of the articles of charge framed against Shri (name and category of the Gramin Dak Sevak)

Article I

Article II

Article III

ANNEXURE-III

List of documents by which the articles of charge framed against Shri (name and category of the Gramin Dak Sevak) are proposed to be sustained.

ANNEXURE-IV

List of witnesses by whom the articles of charge framed against Shri (name and category of the Gramin Dak Sevak) are proposed to be sustained



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Govt. of India
Department of Posts, India
Office of the Assistant Superintendent of Post, Sub Division XY-560001

Memo No.: Inq/Bhagwan Singh/2019
Dated at XY-56001, the 29.04.2019

MEMORANDUM

The undersigned propose to conduct an inquiry against Shri Bhagwan Singh under Rule 10-B of the Gramin Dak Sevak (Conduct and Engagement) Rules, 2020. A summary of the allegations of misconduct or delinquency in respect of which it is proposed to investigate is given in the paragraph or description (**Annexure-I**). A statement of the circumstances of the misconduct or delinquency in support of each article of charge is annexed (**Annexure-II**). A list of those documents and a list of witnesses through which the allegations are to be confirmed is also attached (**Annexure-III** and **Annexure-IV**).

- 2- It is hereby directed to Shri Bhagwan Singh to submit his written defense within a period of 10 days of receipt of this memorandum and also state whether he wants to be heard in person.
3. It is hereby informed to them that the inquiry will be conducted only in respect of those articles of charge which have not been admitted and hence he should specifically admit or deny each article of charge.
4. Shri Bhagwan Singh is also informed that if he does not submit his written defense letter on or before the date specified in Para-2 above or does not appear in person before the investigating officer or fail to comply the provisions of Rule 10-B of the Gramin Dak Sevak (Conduct and Engagement) Rules, 2020 or the orders/instructions issued in pursuance of the said rule, then the investigating officer can conduct an ex-parte investigation against him.
- 5- Attention of Shri Bhagwan Singh is drawn towards Rule 29 of the Gramin Dak Sevak (Conduct and Engagement) Rules 2020, under which no Sevak can do anything to further his own interest in relation to a matter related to his service under the Government, or will not exert or attempt to exert external pressure from superior authority. If any representation is received on his behalf from any other person in relation to any matter pending in these proceedings, it shall be deemed that Shri Bhagwan Singh has knowledge of such representation and it has been made at his request and action will be taken against him for violation of Rule 29 of the Gramin Dak Sevak (Conduct and Engagement) Rules, 2020.
6. The receipt of this Memorandum may be acknowledged.

Assistant Superintendent of Post
XY-560001

Copy to :

1. Shri Bhagwan Singh
2. For personal file
3. Guard file
4. Office copy
5. Additional two copy.
6. The Superintendent of Post, XY-560001 for information in reference to his Letter No. A-2/Complaint/2019

ANNEXURE-1

Statement of articles of charge framed against Shri Bhagwan Singh, Gramin Dak Sevak, Postal Carrier, A to Z Line (AB Sub Post Office), XY

ARTICLE-I

That Shri Bhagwan Singh, Gramin Dak Sevak, Postal Carrier, A to Z Line (AB Sub Post Office), XY was appointed to on the post of Gramin Dak Sevak on 23.10.1983. At the time of appointment, Shri Bhagwan Singh submitted TC issued from Government Secondary School, Nemana as date of birth certificate. In which date of birth of Shri Bhagwan Singh was mentioned as 05.01.1955. An investigation was conducted after receiving a complaint against Shri Bhagwan Singh regarding submission of fake date of birth, on which the said TC was found to be fake, whereas as per the records the correct date of birth of Shri Bhagwan Singh was 05.08.1946.

Thus, Shri Bhagwan Singh Gramin Dak Sevak, Postal Carrier A to Z Line (AB Sub Post Office), XY got appointed to the post of Gramin Dak Sevak on the basis of fake TC and accordingly violated the Rule 21 of Gramin Dak Sevak (Conduct and Engagement) Rules, 2020.

Therefore, it is hereby alleged that Shri Bhagwan Singh, Gramin Dak Sevak, Postal Carrier A to Z Line (AB Sub Post Office), XY obtained appointment on the post of Gramin Dak Sevak on the basis of fake TC, and failed to maintain integrity and devotion to duty as mentioned in Rule 21 of the Gramin Dak Sevak (Conduct and Engagement) Rules, 2020.

Assistant Superintendent of Post,
XY-560001

ANNEXURE-II

Statement of imputation of misconduct in support of the articles of charge framed against Shri Bhagwan Singh, Gramin Dak Sevak Postal Carrier A to Z Line (AB Sub Post Office), XY on the basis of which investigation proceedings are proposed.

ARTICLE-I

That Shri Bhagwan Singh, Gramin Dak Sevak, Postal Carrier A to Z Line (AB Sub Post Office), XY at the time of his appointment in the Department has submitted a fake TC issued from Government Secondary School, Sewar in which the date of birth of Shri Bhagwan Singh was mentioned as 05.01.1955.

The TC submitted along with the Complaint of fake TC (issued by Government Primary School, Nemana) made by the Complainant Shri Niranjan Singh son of Shri Ratan Singh, village and post Mudhauta via Nemana against the said Shri Bhagwan Singh, Gramin Dak Sevak, Postal Carrier A to Z Line (AB Sub Post Office), XY, in which date of birth is mentioned as 05.08.1946. The said complaint was investigated. In this regard the Assistant Superintendent of Post, Subdivision XY and Inspector of Post, Subdivision XZ in their Investigation Report has declared the TC issued from Government Primary School, Nemana correct in which the date of birth is mentioned in TC is 05.08.1946. Whereas at the time of appointment of Shri Bhagwan Singh, the TC presented in the department was issued from Government Secondary School, Nemana, in which the date of birth was mentioned 05.01.1955, was found to be fake on the basis of the Investigation Report of the Inspector of Post, XZ Subdivision. In present case, the Investigation Report sent by Inspector Post XZ Subdivision, Shri Bhagwan Singh in his self-written statement has also admitted to studying in Government Primary School, Nemana. Thus, Shri Bhagwan Singh GraminDakSevak, Postal Carrier Borai A to Z Line (AB Sub Post Office), XY tried to show his young age by presenting fake TC at the time of his appointment and cheated the Department by getting appointment on the basis of fake document. This type of act done by Shri Bhagwan Singh, Gramin Dak Sevak, Postal Carrier A to Z Line (AB Sub Post Office), XY is an act against his integrity and devotion to duty.

Thus, at the time of appointment to the post of Gramin Dak Sevak, Shri Bhagwan Singh, Gramin Dak Sevak, Postal Carrier A to Z Line (AB Sub Post Office), XY Postal Department, by submitted fake TC has committed an act which violates the provisions of Gramin Dak Sevak (Conduct and Engagement), which was not in accordance with the provisions mentioned in Rule 21 of 2020.

Therefore, it is alleged that the said Shri Bhagwan Singh, Gramin Dak Sevak, Postal Carrier A to Z Line (AB Sub Post Office), XY, by getting appointment on the basis of fake TC, has committed such an act which is in violation of the Gramin Dak Sevak (Conduct and Engagement) Rules, 2020 which is against the provisions mentioned in Rules of 2020.

Assistant Superintendent of Post,
XY-560001

ANNEXURE-III

List of documents by which it is proposed to corroborate the articles of allegations framed against Shri Bhagwan Singh, Gramin Dak Sevak, Postal Carrier A to Z Line (AB Sub Post Office), XY

01. Complaint dated 17.09.2018 filed by Shri Niranjan Singh son of Shri Ratan Singh, Village and Post-Mudhauta via Nemana(two pages)
02. TC issued by Government Secondary School, Nemana (Date of Birth 05.01.1955)
03. Photocopy of TC issued on 07.09.2018 (date of birth mentioned 05.08.1946) issued by Government Primary High School, Nemana
04. Investigation Report dated 01.10.2018 issued by Shri B.D.Verma, Assistant Superintendent, Post Office Subdivision XY (four pages)
05. Investigation Report dated 18.12.2018 of Shri R R Sharma, Inspector Post Office, XZ Subdivision (seven pages containing statement of Shri Bhagwan Singh)
06. Self-written Statement dated 01.11.2018 of Shri Bhagwan Singh son of Shri Durjan Singh, Gramin Dak Sevak, Postal Carrier A to Z Line (AB Sub Post Office), XY
07. Report dated 26.11.2018 of Mrs. Sarita Kumari Principal Government Primary High School, Nemana

Assistant Superintendent Post
Subdivision XY-560001



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ANNEXURE-IV

It is proposed to confirm the articles of allegations framed against Shri Bhagwan Singh, Gramin Dak Sevak Postal Carrier, A to Z Line (AB Sub Post Office), XY.

01. Shri Nirajan Singh son of Shri Ratan Singh, village and post-Mudhauta via Nemana.
02. Shri B. D. Verma, Assistant Superintendent, Post Office Subdivision XY.
03. Shri Dev Bhushan Awasthi, former Mail overseer, XY Sub-division, presently Postal Assistant, CD Sub-Post Office.
04. Shri R R Sharma, Inspector of Post Office, XZ Subdivision.
05. Mrs. Sarita Kumari Principal Government Primary High School, Nemana
06. Shri Suresh Chand Jain, Retired Superintendent of Post, XY



Assistant Superintendent of Post
Subdivision XY-560001

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S.No.	Lapses By GDS	Relevant rules which are to be mentioned in Charge-sheet
GDS Employees		
1	Suppression of SB deposits at BO OR delay in credit of SB deposits at BO	Contravention of the provisions of Rule 131 of Branch Office Rules Sixth Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
2	Suppression of RD deposits at BO OR delay in credit of RD deposits at BO	Contravention of the provisions of Rules 144 read with 143 (3) and 131 of Branch Office Rules Sixth Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
3	Suppression of money tendered for opening of TD account at BO	Contravention of the provisions of Rules 145 (1) read 129 and 130 with of Branch Office Rules Sixth Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
4	Suppression of RPLI premium at BO	Contravention of the provisions of Rules 51-A, provisions laid down in para No. 15 vide Directorate Notification No. 5-1/94-LI dated 15.03.1995 and 133 of Branch Office Rules and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
5	Fraudulent SB withdrawal at BO	Contravention of the provisions of Rule 134 of Branch Office Rules Sixth Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
6	Forgery RD withdrawal at BO	Contravention of the provisions of Rules 144 read with 143 (8) and 136 of Branch Office Rules Sixth Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
7	Loss of date stamp at BO	Contravention of Rule 19 and Rule 11 (2) of Rules for Branch Offices and failure to maintain devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020



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8	Failure to supervise the work of GDSMD GDSBPM	Contravention of the provisions of Rule 9 of Branch Office Rules and thereby failed to maintain devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
9	Shortage of cash at BO	Violation of Rule 11 of Book of BO Rules and failure to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
10	Fraudulent payment of Money Order of literate by GDS MD working in SO	Contravention of the provisions of Rules 121 (2) read with preamble note under the head 'Postman' in chapter III of Postal Manual Volume VI Part III Sixth Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
11	Fraudulent payment of Money Order of literate by GDS BPM or GDSMD working in BO	Contravention of the provisions of Rules 121 (2) read with preamble note under the head 'Postman' in chapter III of Postal Manual Volume VI Part III Sixth Edition , the provisions of Rules 10 (1) of Branch Office Rules and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
12	Fraudulent payment of Money Order of illiterate by GDS MD working in SO	Contravention of the provisions of Rules 121 (2) and (4) read with preamble note under the head 'Postman' in chapter III of Postal Manual Volume VI Part III Sixth Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
13	Fraudulent payment of Money Order of illiterate by GDS BPM or GDSMD working in BO	Contravention of the provisions of Rules 121 (2) and (4) read with preamble note under the head 'Postman' in chapter III of Postal Manual Volume VI Part III Sixth Edition , the provisions of Rules 10 (1) of Branch Office Rules and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.



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14	Non maintenance of BO account by GDS BPM	Contravention of the provisions of Rule 133 of Branch Office Rules and thereby failed to maintain devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
15	Loss of registered articles by GDS MD	Contravention of the provisions of Rule 86 of Branch Office Rules and thereby failed to maintain devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
16	Diverting of money to private finance tendered for postal deposits.	Failure to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.

17	BO was not opened	Contravention of the provisions of Rule 5 of Branch Office Rules and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
18	Unauthorized absence of GDS employees	Violation of Rule 7(b) of Department of Posts GDS (C& E) Rules and failure to devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.
19	Delay in credit of MS 87(a) in BO by altering the date of issue	Contravention of the provisions of Rule 104 read with 124, 133 and 134 of Branch Office Rules and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 21 of Department of Posts GDS (C& E) Rules 2020.

Departmental employees		
S.No.	Lapses By Dept Employees	Relevant rules which are to be mentioned in Charge-sheet
1	Non submission of SMR	Contravention of the provisions of Rule 100 of Postal Manual Volume VI Part III Sixth Edition and thereby failed to maintain devotion to duty as required of him under Rule 3 (1) (ii) of CCS (Conduct) Rules, 1964.



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2	Non writing of SO account	Contravention of the provisions of Rule 98 of Postal Manual Volume VI Part III Sixth Edition and thereby failed to maintain devotion to duty as required of him under Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
3	Keeping excess cash without liabilities OR showing fictitious liabilities in ECB memos	Contravention of the provisions of Rule 102.B and 'EXPLANATION' thereunder of Postal Manual Volume VI Part III Sixth Edition and thereby failed to maintain devotion to duty as required of him under Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
4	Suppression of SB deposit OR Short credit of SB deposit of Rs 5000/- as Rs. 500/- at Head Office	Contravention of Rule 31(2) (i) (b) POSB Volume- I Second Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
5	Suppression of SB deposit OR Short credit of SB deposit of Rs 5007/- as Rs. 500/- at Sub Office	Contravention of Rule 31(2) (i) (b) (i) POSB Volume- I Second Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
6	Suppression of RD deposits at HO	Contravention of Rule 106 read with Rule 31(2) (i) (b) POSB Volume- I Second Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.

7	Suppression of RD deposit at Sub Office	Contravention of Rule 106 read with Rule 31(2) (i) (b) (i) POSB Volume- I Second Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
8	Suppression of amount tendered for opening of TD accounts at HO	Contravention of Rule 132 read with Rule 25 POSB Volume- I Second Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.



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9	Suppression of amount tendered for opening of TD accounts at SO	Contravention of Rule 132 read with Rule 27 POSB Volume- I Second Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
10	Fraudulent SB withdrawal at Sub Office	Contravention of Rule 33(5) POSB Volume- I Second Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
11	Fraudulent RD withdrawal at Sub Office	Contravention of Rule 113 (iii) POSB Volume- I Second Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
12	Fraudulent RD withdrawal at Head Office	Contravention of Rule 113 (ii) POSB Volume- I Second Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
13	Fraudulent RD maturity closure at Head Office or at Sub Office	Contravention of Rule 115 (2) POSB Volume- I Second Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
14	Fraudulent RD premature closure at Head Office OR at Sub Office	Contravention of Rule 119 POSB Volume- I Second Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
15	Fraudulent payment of MO by Postman in respect of illiterate money orders	Contravention of the provisions of Rules 121 (2) and (4) of Postal Manual Volume VI Part III Sixth Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
16	Fraudulent payment of MO by Postman in respect of literate money orders	Contravention of the provisions of Rules 121 (2) of Postal Manual Volume VI Part III Sixth Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.



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17	Fraud manipulating in systems	Contravention of the provisions of Rules Failure to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and 3 (1) (ii) of CCS (Conduct) Rules,1964.
18	SPM who is not authorized by the Dept to accept money for UTI scheme, accepted money tendered for UTI schemes	Contravention of the provisions of Rule 41 of Postal Manual Volume VI Part I Sixth Edition and thereby failed to maintain absolute integrity and devotion to duty and does nothing which unbecoming of a Government Servant as required of him under Rule 3 (1) (i) Rule 3 (1) (ii) and Rule 3 (1) (iii)of CCS (Conduct) Rules,1964.
19	Shortage of cash at SO	Contravention of Rule No. 30 of FHB Volume II read with 103 of FHB Volume I and Rule 84 and 85 (a) of Postal Manual Volume VI Part III Sixth Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
20	Short credit of TRC collections	Contravention of Rule 103 and 195 (b) of FHB Volume I and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
21	Shortage of cash kept under 'C' item	Contravention of Rule No. 30 of FHB Volume II read with 2 (f) and (g) of Appendix 29 of FHB Volume I and Rule 84 and 85 (a) of Postal Manual Volume VI Part III Sixth Edition and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
22	Failure to verify the balance at credit of SB accounts of SOs while dealing with cheque at HOs	Contravention of provision laid in Rule 22(8) & (9) of Appendix I of POSB Manual Volume I and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
23	Suppression of RPLI premium at SO	Contravention of provisions laid down in para No. 15 vide Directorate Notification No. 5-1/94-LI dated 15.03.1995 and thereby failed to maintain absolute integrity and devotion to duty as required of him under Rule 3 (1) (i) and Rule 3 (1) (ii) of CCS (Conduct) Rules,1964.
