

Draft Charge Memo under Rule 16 (CCS CCA)

CHARGE MEMORANDUM

To: Shri X, Appraiser

Charges:

- 1. Failure to exercise due diligence in processing BE No. 1234567 causing undue delay in seizure.
- 2. Irregularity in recording statements by a non-gazetted officer contrary to prescribed procedure.

You are required to submit a written representation within the time prescribed under Rule 16 of CCS (CCA) Rules.