

## SF 10.3B: RESPONSE TO SHOW CAUSE NOTICE

*<To be printed on organisation letter head>*  
**RESPONSE TO SHOW CAUSE NOTICE**

To  
The Joint Secretary (Skills)/ [SRLM Authorized Person]  
Ministry of Rural Development/ [Name of SRLM]  
[Address]

Date:  
File No:

### Project Details

Sanction Order No.<sup>1</sup>:  
Sanction Order Date:  
Project Commencement Date:  
State(s) of Operation:

1. This is with reference to the Show Cause Notice No. [Show Cause Notice No.] dated [Date of issue of Show Cause Notice] issued to our organisation under Section 10.3 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY).
2. We wish to inform you that we have completed/ taken corrective action with respect to the activities mentioned in your notice by [Date of completion of tasks]. A statement of completion of tasks against the items of default is included in Annexure I along with evidence for the same in Annexure II.

OR

2. We wish to inform you that we will complete/take corrective action with respect to the activities mentioned in your notice by [Proposed date of completion of tasks]. A statement of our plan for completion of tasks against the items of default is included in Annexure I.

OR

2. We wish to inform you that there has been no default by our organisation, for reasons provided in Annexure I.
3. In view of this, we request you to cancel the penalty proceedings initiated against our organisation.

OR

3. We request you to give us an opportunity to make a personal representation to the competent authority against the proposed initiation of penalty proceedings against our organisation.

**[Signature & Seal of Authorized Signatory]**

**<PIA>**

Address and Email ID

<sup>1</sup> Mention latest/revised copy of Sanction Order

# STANDARD FORM OF SOP

**CC:**

1. CTSA/ SRLM
2. Joint Secretary (Skills)<sup>2</sup>
3. Office copy

**Annexure I: Statement of Default(s)**

| Sl. No. | Default | Details of evidences, if any | Explanation of PIA | Details of evidences, if any |
|---------|---------|------------------------------|--------------------|------------------------------|
| 1       | 2       | 3                            | 4                  | 5                            |
|         |         |                              |                    |                              |
|         |         |                              |                    |                              |

**Annexure II:**

Evidence (including documents, photos, video, audio transcripts) to support claim that there is no default or that action has been taken

<sup>2</sup> Applicable if response is addressed to SRLM authorised person