

SF 10.3C: PERSONAL HEARING INTIMATION

<To be printed on MoRD/SRLM letterhead>

PERSONAL HEARING INTIMATION

To
[Name of the Authorised signatory of the PIA]
[Designation of the Authorised signatory of the PIA]

Date:
File No:
Personal Hearing Intimation No.:

[Name of PIA]
[Address]

Project Details

Sanction Order No.¹:
Sanction Order Date:
Project Commencement Date:
State(s) of Operation:

Ref 1: Show Cause Notice No. [Show Cause Notice No.] dated [Date of issue of Show Cause Notice]

Ref 2: Response to Show Cause Notice No. [Show Cause Notice No] dated [Date of PIA responded to Show Cause Notice]

OR

Ref 1: Notice of Imposition of Penalty No. [Notice of Imposition of Penalty No.] dated [Date of issue of Notice of Imposition of Penalty]

Ref 2: Appeal against Penalty from M/s [Name of PIA] dated [Date of Appeal against Penalty]

1. This is with reference to the Show Cause Notice/ Notice of Imposition of Penalty² issued to your organisation under Section 10.3 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY).
2. This is to inform you that M/s [Name of PIA] will be given an opportunity for personal hearing to make such representation as your organisation may wish to make against the action proposed in the Show Cause Notice/ Notice of Imposition of Penalty³.
3. The schedule for the personal hearing is as follows:
Date:
Time:
Venue:

¹ Mention latest/revised copy of Sanction Order

² Strike out which is not relevant

³ Strike out which is not relevant

4. Please note that only the CEO/ Authorised signatory will be allowed to make a personal representation on behalf of the organisation and that no other representative will be given a hearing.
5. Please note that if the CEO/ Authorised signatory of the organisation fails to attend the personal hearing proceedings at the abovementioned time and venue, the matter will be decided ex-parte and no further opportunity for personal representation will be given.
6. The memorandum is being emailed to [Name of the Authorised Signatory], [Primary email id for all communication mentioned in SF 3.3A] and may be acknowledged. The date of receipt of memorandum by your organisation is deemed to be the day after the despatch of the email. A copy is also being sent by Registered/ Speed Post.
7. All communications should be sent by email to the address given below. All documents should in addition be physically despatched by Registered/ Speed Post to the address given below.

[Signature & Seal of Authorized Signatory]

< MoRD/ SRLM >

Address and Email ID

CC: (if issuing authority is MoRD)

1. Chief Executive Officer & Project Head
2. CTSA
3. SRLM

CC: (if issuing authority is SRLM)

1. Chief Executive Officer & Project Head
2. CTSA
3. Joint Secretary (Skills), MoRD