

## SF 10.3E: NOTICE OF IMPOSITION OF PENALTY/ DROPPING OF PENALTY PROCEEDINGS

*<To be printed on MoRD/SRLM letterhead>*  
**NOTICE OF IMPOSITION OF PENALTY/  
DROPPING OF PENALTY PROCEEDINGS<sup>1</sup>**

To	Dated:
[Name of the Authorised signatory of the PIA]	File No:
[Designation of the Authorised signatory of the PIA]	Notice of Imposition of Penalty/ Dropping of Penalty Proceedings No. <sup>2</sup> :
[Name of PIA]	
[Address]	

### Project Details

Sanction Order No.<sup>3</sup>:  
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: Personal Hearing Notice No. [Personal Hearing Notice No.] dated [Date of issue of Personal Hearing Notice]

Ref 2: Proceedings of Personal Hearing dated [Date of issue of Proceedings of Personal Hearing]

1. This is with reference to the Show Cause Notice/ Personal Hearing Notice<sup>4</sup> issued to you under Section 10.3.1 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) and the subsequent personal representation made by you on [date of Personal hearing]<sup>5</sup>.
2. You are hereby informed that your action and explanation have been accepted and that the penalty proceedings initiated against your organisation are being dropped herewith.
3. You are advised that the penalty proceedings initiated as above are now closed. However, the default(s) will be recorded and counted at the time of performance assessments.

<sup>1</sup> Strike out which is not relevant

<sup>2</sup> Strike out which is not relevant

To be issued separately for each project, and numbered sequentially for every project

<sup>3</sup> Mention latest/revised copy of Sanction Order

<sup>4</sup> Strike out if personal hearing notice is not issued

<sup>5</sup> Strike out if no personal representation is made

4. You are hereby advised to comply fully in future with all the norms for project implementation specified in the Standard Operating Procedures. Any further default will be viewed seriously and liable for penal action.

**OR**

1. This is with reference to the Show Cause Notice/ Personal Hearing Notice<sup>6</sup> issued to you under Section 10.3.1 of the Standard Operating Procedures of the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) and/or the subsequent personal representation made by you on [date of Personal hearing]<sup>7</sup>.
2. After considering all the facts and circumstances, the competent authority has decided to impose a Minor/ Major Penalty on M/s [Name of PIA] as per the details given below:

Nature of Penalty: (Major/ Minor)	
Details of Penalty Imposed	
Reasons for Penalty Imposition	
Process of Implementation of Penalty	
Action to be taken by PIA	
Date by which action to be taken by PIA	

3. You are hereby informed that if your organisation wishes to appeal against the penalty then an appeal can be filed to the appropriate Appellate Authority as per SF 10.1B within 20 days of receipt of this notice.
4. The appeal will be entertained only in compliance of the form of the terms of this order:
- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
5. The memorandum is being emailed to [Name of the Authorised Signatory], [Primary email id for all communication mentioned in SF 3.3A] and also being sent to your organisation by Registered/ Speed Post. The date of receipt of this memorandum will be deemed to be two days after the despatch of the mail.
6. All communications should be sent by email to the address given below along with physical despatch of documents to the address given below.

<sup>6</sup> Strike out which is not relevant

<sup>7</sup> Strike out which is not relevant

[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

## Annexure I: Statement of Default(s)

Sl. No.	Default	Details of evidences, if any	Explanation of PIA	Details of evidences, if any	CTSA comments	Details of evidences, if any	Decision of Penalty Imposing Authority
1	2	3	4	5	6	7	8