

## SF 10.3F: REQUEST FOR CLOSURE OF PENALTY PROCEEDINGS

*<To be printed on organisation letter head>*

### REQUEST FOR CLOSURE OF PENALTY PROCEEDINGS

To  
The Joint Secretary (Skills)/ [SRLM Authorised 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 Notice of Imposition of Penalty No. [Notice of Imposition of Penalty No.] dated [Date of 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 complied with the terms of the Penalty Imposition Notice by taking appropriate action. Evidence of compliance is enclosed.

OR

1. This is with reference to the Decision on Appeal against Penalty No. [Decision on Appeal against Penalty No.] dated [Date of Decision] received by 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 complied with the terms of the Decision on Appeal by taking appropriate action. Evidence of compliance is enclosed.
3. In view of this, we request you to close the penalty proceedings initiated against our organisation.

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

**<PIA>**

Address and Email ID

**CC:** (if request being sent to MoRD)

1. CTSA
2. SRLM

**CC to:** (if request being sent to SRLM)

1. CTSA
2. Joint Secretary (Skills), MoRD

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