

SF 10.3H: APPEAL AGAINST PENALTY

<To be printed on organisation letter head>

APPEAL AGAINST PENALTY

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

Date:
File No:

Project Details

Sanction Order No.¹:
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 issue of Notice of Imposition of Penalty] 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 have complied with the terms of the abovementioned Notice. Evidence for this is included in Annexure I.
3. We wish to appeal against the penalty imposed and request a personal hearing by the Appellate Authority to present our appeal.

[Signature & Seal of Authorized Signatory]

<PIA>

Address and Email ID

CC: (if sending to MoRD)

1. CTSA
2. SRLM

CC: (if sending to SRLM)

1. CTSA
2. The Joint Secretary (Skills)

¹ Mention latest/revised copy of Sanction Order

STANDARD FORM OF SOP

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	PIA appeal with reasons	Details of evidences, if any
1	2	3	4	5	6	7	8	9	10