

NATIONAL HIGHWAY AUTHORITY
Admn Wing (Personnel)

CHARGE SHEET

No. _____ Islamabad, the _____, 20____

To,

Mr. _____

_____.

Subject:- **CHARGE SHEET**

Whereas, you _____ presently / while posted as _____ at _____ are charged for commission and omission of the following acts which amount to misconduct / corruption / inefficiency under _____ rules / ordinance:-

- | | |
|-------------------|--|
| i.
ii.
iii. | Brief of each allegation will be given here. |
|-------------------|--|

Detailed statement of Allegations is attached.

2. Now therefore, you are hereby directed to submit your defense reply to the above charges in writing to Mr. _____ who has been appointed as an Inquiry Officer in your case, within _____ days of the issuance of this charge sheet, failing which it shall be presumed that you have no defence to offer and an ex-parte action will be initiated against you without any correspondence.

3. It may also be mentioned clearly in your reply to the charge sheet whether you want to be heard in person by the “_____”. List of defense witness may also be provided to the inquiry officer in your defense.

4. In case you desire to consult any record on which the aforesaid charges are based or is relevant to the aforesaid charges, you may do so with prior arrangement with the undersigned within _____ days of the receipt of this charge sheet.

5. If above mentioned charges are proved or no defense reply is received within the stipulated period mentioned above, you will be liable for imposition of major / minor penalty under NHA ___ Rules 1995.

(_____)
Authorized Officer

Copy to:-

1.	Mr. _____ (Inquiry Officer)	He is appointed Inquiry Officer in this case. On receipt of reply to the charge sheet, inquiry may be conducted on regular basis and submit findings within stipulated period.
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