

**FACT SHEET**

1. Case Reference & date of Chargesheet :
2. Name in Full (CO) :
3. Co-accused, if any :
4. Father's Name :
5. Date of Birth :
6. Date of entry in Govt. Service :
7. Initially joined to the post :
8. Date of promotion to the present post :
9. a) Present scale of pay :  
b) Present basic pay :
10. Present place of posting :
11. Due date of retirement or actual date of  
retirement, if already retired :
12. Name & Designation of Inquiry Officer :  
(in case of Major)
13. Date of appointment of IO :
14. Name of PO :
15. Date of suspension (if suspended) :
16. Date of revocation of suspension :
17. Review of suspension :  
(if more than 90 days)

18. Date of submission of Inquiry Officer by IO :
19. Date of furnishing I.R/disagreement Memo :
20. Penalty Imposed :
21. Date of imposition of Penalty :
22. Whether Appeal filed (Y/N) :
23. If yes, date of filing of appeal :
24. Orders passed in appeal :
25. Whether review petition filed (Y/N) :
26. If yes, date of filing of review :
27. Final orders passed on Review :

Signature of concerned

Manager (Vig./AGM(Vig))