A GUIDE TO INSPECTOR OF POSTS EXAM-2025

NOTING, DRAFTING & CHARGE SHEET

DEFINITION WITH SAMPLE QUESTIONS AND ANSWERS

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SBCO Branch, Sarojini Nagar HO, New Delhi 110023

Disclaimer: The sample notings and drafts in this guide are intended solely for exam preparation & practice. The post offices, divisions and officials mentioned in the drafts/notings are entirely fictitious.

DEFINITIONS OF NOTING & DRAFTING

What is Noting?

Noting refers to the process of making comments, suggestions, opinions, or recommendations on a file. It captures the observations and actions to be taken on a matter.

Who Does It: Officials at different levels of the hierarchy (junior officers, section officers, or higher-level officials) make notes on files as they move through the administrative process.

Content: The note provides context, analysis, or recommendations for decision-making. It often includes references to rules, past decisions, or procedures to justify a particular course of action.

Outcome: Notings help decision-makers understand the issues, background and options available before they take a final decision.

What is Drafting?

Drafting involves the preparation of official correspondence or documents based on the decision or direction provided in the noting.

Who Does It: After the noting process is completed and a decision is made, the assistant officer prepares the draft of the official communication.

Content: The draft outlines the actual communication or order to be sent to relevant stakeholders. It follows formal formats and protocols.

Outcome: Once approved, the draft becomes the final official document and is sent/circulated as formal letters, notifications, or orders by the department.

In a nutshell:

- **Noting** is internal comments and recommendations within the department, during the process of decision making on a metter.
- **Drafting** is translating those internal decisions into formal external communications, memos or orders.

DEFINITIONS OF CHARGE SHEET

What is Charge Sheet?

A charge sheet is a formal memorandum issued to a Government servant under the CCS (CCA) Rules, 1965, informing them of the specific articles of charge, statement of imputations, list of relied-upon documents, and list of witnesses for disciplinary proceedings.
It is issued under:

Rule 14 → For **Major Penalties**
Misconduct Involving Fraud, Misappropriation, Grave Negligence, Corruption

Rule 16 → For **Minor Penalties**
Errors, Minor Dereliction Of Duty, Negligence Not Causing Major Loss

DRAFTING: SAMPLE QUS-1

Write a letter on behalf of secretary Department of Posts to all heads of circles requesting them to regulate expenditure within allotments.

MODEL ANSWER

Department of Posts
Ministry of Communications, Govt. of India
20, Ashoka Rd, Sansad Marg Area, New Delhi, Delhi 110001

To,

All Heads of Circles
Department of Posts, India

Letter No. DOPT/Budget/Corr. 2024-25/B-26, Dated 12.10.2025

Subject: Regulation of expenditure within allotted budgets

Dear Sir/Madam,

I am directed to bring to your attention the need for strict regulation and control of expenditure across all postal circles. It has been observed that, in some instances, expenditures are exceeding the allocated budget, which could lead to financial constraints and inefficiencies in overall resource management.

In light of this, you are requested to ensure that all expenditures are carefully regulated and remain within the sanctioned allotments for your circle. It is essential that financial discipline is maintained, and any deviations from the allocated budget should be strictly avoided. It is imperative to ensure that funds are utilized efficiently and in a manner that avoids any over-expenditure.

Heads of Circles are also advised to:

1. Regularly review financial statements and ensure expenditures remain within the sanctioned budget.
2. Avoid sanctioning any expenditure that has not been provided for under the allotted budget.
3. Identify areas where costs can be minimized without compromising service quality.
4. Submit monthly expenditure reports to the undersigned for review.

Your cooperation in maintaining fiscal discipline and ensuring that expenses remain within the approved limits is critical to the financial stability of the Department.

Thank you for your attention to this matter. Kindly acknowledge receipt of this communication and ensure compliance.

Yours sincerely,

(Signature)
Secretary
Department of Posts
Ministry of Communications
Govt. of India

DRAFTING: SAMPLE QUS-2

Write a letter on behalf of Postmaster General to all divisional heads instructing them to ensure timely submission of compliance with respect of Paras pointed out in visits inspections reports on divisional head.

MODEL ANSWER

Office of the Postmaster General (HQ & O)
(Delhi Circle)
Meghdoot Bhawan, Link Road, New Delhi - 110001

To:

All Divisional Heads
(Delhi Circle)
Department of Posts, India

Letter No. PMG/Inspection Reports 2024-25/B-26, Dated: 12.10.2025
Subject: Timely Submission of Compliance Reports for Paras Raised in Inspection Reports

Dear Sir/Madam,

This is to bring to your attention the critical importance of ensuring timely submission of compliance reports with respect to the paras pointed out in the inspection reports during the visits conducted by senior officers.

It is informed that, following recent inspections and audits conducted across various divisions, several compliance issues have been identified and highlighted in the inspection reports. These findings are crucial for ensuring the efficient and effective functioning of our postal services and for maintaining the highest standards of service delivery.

It has been observed that in several instances, the submission of compliance reports has been delayed, which not only hinders the timely resolution of issues but also affects the overall functioning and efficiency of the divisions.

You are hereby instructed to take the necessary steps to ensure that:-

a) All paras raised during inspections are promptly addressed.
b) Compliance reports are submitted without delay, within the stipulated time frame as prescribed.
c) Proper monitoring and review mechanisms are established to avoid any lapses in submission.

Please ensure that the compliance reports are comprehensive and include evidence of the corrective measures implemented. Timely submission of these reports is essential for evaluating the progress and effectiveness of our corrective actions.

Thank you for your prompt attention to this matter and for your continued commitment to maintaining the standards of excellence in our services.

(Signature)
Postmaster General (HQ & O)
Delhi Circle, Dept. of Posts, India
Meghdoot Bhawan, Link Road, New Delhi - 110001

DRAFTING: SAMPLE QUS-3

Write a letter on behalf of sub divisional Inspector to the Divisional head about the proposal of shifting of one of the sub post office to a better building due to pressure of present landlord of the building.

MODEL ANSWER:

To:

Sr. Superintendent of Post Offices (SSPOs)
New Delhi South West Division
Dept. of Post, Delhi Circle

Letter No. IPO/Reports 2024-25/B-26, Dated: 12.10.2025

Subject: Proposal for shifting of Motibagh Sub Post Office to a better building due to pressure from the present landlord

Sir/Madam,

I would like to bring to your kind notice that the Sub Post Office at Motibagh is currently facing issues with its existing premises. The landlord of the building has recently exerted considerable pressure, either for a significant increase in the rent or for vacating the premises altogether. This has created an uncertain environment for the continued operation of the post office in its present location.

The existing building is not only becoming financially unviable due to the demands of the landlord but is also inadequate in terms of space and infrastructure required for the efficient functioning. In view of these circumstances, it is proposed that the Motibagh Sub Po0st Office be shifted to a more suitable and better-equipped building in the vicinity.

A preliminary survey of alternative premises has already been conducted, and a potential building located at Gurudwara Road, New Motibagh has been identified. The new building offers better facilities, including adequate space, better access for public, and necessary amenities for staff, making it more conducive to the efficient operation of the sub post office.

I request your kind consideration and approval for this proposal to shift the Motibagh Sub Post Office to the new location. Additionally, I suggest initiating the process of finalizing the terms of rent and lease for the new premises at the earliest to avoid any disruption in postal services.

Your prompt approval will be greatly appreciated, and I am available for any further clarification or details that may be required.

Yours faithfully,
(Signature)

Sub Divisional Inspector
New Delhi South West Divn.
Chanakyapuri, New Delhi- 110021

DRAFTING: SAMPLE QUS-4

A fraud of misappropriation of funds in a single-handed post office has been detected by you at the time of inspection as Inspector of Posts. Make a report on how the fraud was committed and recommend further course of action.

MODEL ANSWER

To,

Sr. Superintendent of Post Offices (SSPOs)
New Delhi South West Division
Dept. of Post, Delhi Circle

Letter No. IPO/Reports 2024-25/B-26, Dated: 12.10.2025

Subject: Report on Detection of Fraud at Motibagh Post Office

Background:

During my routine inspection of Motibagh Post Office on 02.09.2025, I discovered irregularities in the financial records which led to the detection of a possible misappropriation of funds. The Postmaster in charge, Shri Abhay Prakash, SPM operates the office single-handedly. This report outlines the nature of the fraud, how it was committed, and recommends the necessary steps for further action.

Nature of Fraud:

Upon inspection of the cash book, deposit records, and transaction logs, I observed several discrepancies, including:

1. **Inconsistent Balances:** The cash-on-hand as per the record did not match the actual physical cash present at the time of inspection. A deficit of Rs. 1,32,500 was observed.
2. **Fictitious Entries:** Multiple entries in the savings account registers and recurring deposit records appeared to be fabricated. Upon verification, the customers associated with these entries either denied making recent transactions or confirmed that the amounts recorded were incorrect.
3. **Withholding of Receipts:** Examination of customer acknowledgments revealed that receipts had not been issued for several transactions. This suggests that funds deposited by customers were not recorded and likely misappropriated by the Postmaster.
4. **Delayed Credit to Accounts:** In several instances, deposits made by customers were credited to their accounts only after a significant delay. During this gap, the funds appear to have been used for personal purposes by the Postmaster.

Method of Fraud:

The Postmaster appears to have committed the fraud through the following methods:

1. **Diversion of Funds**: Cash received from depositors was either partially or completely withheld, and the amounts were not reflected in the official records.
2. **Manipulation of Records**: The Postmaster altered the dates of transactions in the account books to cover up the unauthorized use of funds, making it appear as if deposits were made later than they actually were.
3. **Creation of False Entries**: Non-existent transactions were recorded to balance the books, thereby masking the misappropriations for an extended period.

Evidence:

1. **Cash Shortage**: The total cash shortage amounting to Rs. 1,85,300 was verified.
2. **Customer Testimonies**: Several depositors, including Mahinder Pratap Singh, confirmed irregularities in their deposits.
3. **Audit Records**: A detailed comparison of the post office's ledgers with customer passbooks revealed numerous inconsistencies.

Conclusion:

The evidence strongly indicates that the Postmaster, Shri Abhay Prakash, SPM, engaged in fraudulent practices by misappropriating customer deposits and manipulating records. The fraud was facilitated by the lack of oversight in this single-handed post office.

Recommendations:

To prevent further occurrences and to address the current situation, the following course of action is recommended:

1. Immediate Suspension: The Postmaster should be suspended pending further investigation to prevent tampering with additional records.
2. Detailed Audit: A thorough audit of all financial records should be conducted for the last 6 months to quantify the total amount misappropriated.
3. Recovery of Funds: Legal action should be initiated to recover the misappropriated funds from the Postmaster. The amounts should be credited back to the affected customers.
4. Legal Proceedings: A formal complaint should be lodged with law enforcement authorities for prosecution under the relevant sections of the Postal Act and Indian Penal Code.
5. Strengthen Internal Controls: Introduce stricter monitoring and regular surprise inspections, especially in single-handed post offices. A dual-control mechanism should be implemented to ensure proper handling of funds.
6. Training and Awareness: Conduct periodic training for all post office staff on ethical financial practices and fraud prevention techniques.

Yours faithfully,

Inspector of Posts
New Delhi South West Div.
Dept. of Posts (Delhi Circle)

NOTING SAMPLE QUS-5

Prepare a noting for submission to the next superiors for recovery of loss from the subsidiary offenders.

MODEL ANSWER

File No.: IPO/NDSW Div./B-26
Delhi Circle, Department of Posts

Subject: Proposal for Recovery of Loss from Subsidiary Offenders

Noting by: Pankaj Dwivedi
Designation: Inspector of Posts
Date: 12.10.2025

Background:

It has come to notice that during routine inspection conducted on 01.09.2024 at Motibagh Post Office, a financial loss of Rs. 1,00,000 was detected in the Saving Bank Accounts- PPF Category. Upon further investigation, it was established that the said loss occurred due to negligence/misconduct on the part of certain employees categorized as subsidiary offenders.

The details of the employees involved and their roles in the incident are as follows:

(1) Prem Prakash, Postal Assistant – A closure of PPF A/c No. 25958644 was made by the PA for Rs. 585000 on 26.08.2023, however the amount entered into books was for Rs. 485000 resulting in an excess payment of Rs. 1,00,000 to the depositor.

(2) Daya Ram Sahani, Sub Postmaster – In the above transaction, cross verification and subsequent approval was neglected by the SPM, as evident from inspection of the closure voucher.

A detailed investigation report dated 01.09.2024 has been submitted to this office, which clearly establishes the culpability of the subsidiary offenders and recommends initiating recovery of the financial loss from them.

Proposal:

In light of the findings from the investigation, it is proposed to recover the financial loss of Rs. 1,00,000 from the subsidiary offenders mentioned above. As per the provisions under Postal

Manual/Conduct Rules/Financial Rules, employees found responsible for financial losses caused due to their negligence or misconduct are liable for recovery.
The total amount to be recovered is Rs. 1,00,000 and it is proposed to recover this amount as follows:

- Prem Prakash, Postal Assistant: Rs. 50,000
- Daya Ram Sahani, Sub Postmaster: Rs. 50,000

The recovery may be initiated in installments, as per the guidelines laid down in relevant rules, or in one lump sum, depending on the financial capability of the employees concerned.

Recommendation:

It is recommended that approval be granted for initiating recovery proceedings from the above-named subsidiary offenders in accordance with the applicable rules and regulations. Once approved, formal notices will be issued to the concerned employees for the recovery of the loss.

The undersigned requests the kind approval and further directions from the competent authority to proceed with this matter.

Submitted for approval, please.

Yours faithfully,

Pardeep

Inspector of Posts
New Delhi South West Div.
Dept. of Posts (Delhi Circle)

DRAFTING: SAMPLE QUS-6

Draft a communication seeking explanation from an employee who is habitual late comer to the office. The communication should include the panel action that may be taken.

MODEL ANSWER:

Office of the Sr. Postmaster, Department of Posts (Delhi Circle)
Sarojini Nagar HO, New Delhi - 110023

Letter No.: SNHO/Admin/B-26. Date: 12.09.2024

Subject: Explanation regarding habitual late coming to office

It has been observed with concern that you have been regularly reporting late to the office over the past several weeks. Despite previous verbal reminders, there has been no significant improvement in your punctuality.

Your repeated instances of late coming not only violate the established office timings but also affect the overall efficiency and discipline within the department. As a government servant, you are expected to adhere strictly to the prescribed working hours, as laid down in the Post Office Services Manual and Central Civil Services (Conduct) Rules.

You are hereby directed to submit your explanation in writing within 3 days from the receipt of this communication, stating the reasons for your habitual late coming. Failure to provide a satisfactory explanation or continued tardiness may result in disciplinary action being initiated against you, which could include:

- Issuance of a formal warning,
- Deduction from salary for the days/times you reported late,
- Adverse entry in your service record, or
- Any other action deemed appropriate under the Departmental Disciplinary Rules

Your immediate attention to this matter is required, and you are advised to strictly adhere to the office timings henceforth.

(Signature)
Sr. Postmaster
Sarojini Nagar HO
New Delhi-110023

DRAFTING: SAMPLE QUS-7

As an Inspection of Posts, write a letter to SSPOs to recommend Mohan Kumar to appoint him as a GDS on compensatory grounds.

MODEL ANSWER:

To,

Sr. Superintendent of Post Offices (SSPOs)
New Delhi South West Division
Dept. of Post, Delhi Circle

Letter No. IPO/Recommendation 2024-25/B-26, Dated: 12.10.2025
Subject: Recommendation for Appointment of Shri Mohan Kumar as Gramin Dak Sevak (GDS) on Compensatory Grounds

Sir,

I wish to bring to your kind notice the case of Shri Mohan Kumar, son of Late Shri Shri Deep Chand Sharma, who has applied for the post of GDS on compensatory grounds. Shri Mohan Kumar's father, who was employed as a Postman at Sarojini Nagar HO, passed away on 26.06.2024, while in service. The unfortunate demise of the employee has left his family in financial distress.

Shri Mohan Kumar, being the eligible dependent, has submitted a request for consideration of his appointment as a Gramin Dak Sevak (GDS) under the provisions of the relevant rules of the Department of Posts for compassionate appointments.

After thorough verification of his application and supporting documents, I have found that his case merits consideration. He meets the eligibility criteria for appointment as a GDS. Also, his family is entirely dependent on him, and they are facing severe financial constraints due to the untimely demise of his father, who was the sole breadwinner of the family.

Given the genuine nature of the case and the need to provide immediate financial support to the family, I strongly recommend that Shri Mohan Kumar be considered for appointment as a Gramin Dak Sevak (GDS) at Sarojini Nagar HO, subject to the fulfillment of all necessary formalities and approvals. His appointment will not only alleviate the family's financial distress but will also enable them to rebuild their lives.

Your kind attention and prompt action in this matter would be highly appreciated.

Yours faithfully,
Inspector of Posts
New Delhi SW Div.
Dept. of Posts, India

Noting & Drafting: Tips to Score Maximum Marks in IPO Exam

Always use Standard DOP Formats

Use the official pattern used in DOP offices:

- "Submitted for orders."
- "It is proposed that…"
- "The case may be examined as under."
- "DA may kindly approve…"

This shows familiarity with departmental drafting norms.

Keep Notes File-Style: Short, Pointed, Sequential

Examiners prefer notes that follow:

- Facts of the case
- Rules applicable
- Examination
- Proposal for orders

Avoid unnecessary background or narrative.

Quote Relevant Manuals Whenever Possible

Mention commonly used departmental references:

- Postal Manual Vol. II / III
- FHB (Financial Hand Book) Vol. I
- POSB Manual
- SB Order No. ___
- FR/SR Rules
- CCS Leave Rules

Even brief citations show technical mastery.

Use Proper Office Language

Prefer:

- "It is observed that…"
- "The official has violated…"
- "In view of the above…"
- "Necessary action may be taken."

Avoid casual words like "because", "so", "therefore he did wrong".

Draft Articles of Charge Carefully

While framing charges:

- Be specific (date, amount, office).
- Avoid adjectives like “serious”, “major”, “huge loss”.
- Let facts speak for themselves.
- Don’t mention proposed penalty in Rule-14 charge sheets.

In Draft Orders, Always Include the Rule

Whether it’s:

- Charge sheet
- Penalty order
- Suspension order
- Exoneration order
  Always include **the exact Rule of CCS (CCA)**.
  E.g.,
  “...under Rule 11 of CCS (CCA) Rules, 1965.”

Use Clean Formatting

Examiners notice:

- Proper margins
- Separate paragraphs
- Numbered lists
- Clear section headings

Presentation = marks.

Never Mix Facts with Opinions

Keep notes factual.
Opinions or recommendations must be placed at the end:

- “In view of the facts, the following may be considered…”

Drafting Should Be Solution-Oriented

Always conclude a Draft Note with:

- Proposed action
- Rule support
- File movement needed
- Specific approval required

Keep the Tone Neutral

Avoid accusatory or emotional words.
Use official tone:

- “as per records”
- “as per verification report”
- “prima facie established”

For Draft Notes, Always Add 'Submitted for Orders'

One line that boosts marks:
“Submitted for kind perusal and orders.”

Match Note Tone to Authority Level

If writing to SSPOs → formal respectful tone.
If writing to IPO → brief, task-oriented tone.

Don’t Overwrite: Clarity = High Marks

Use short sentences, bullet points.
Avoid over-explaining or repeating.

End Drafts with Clear Action

Example:

- “Issue show-cause notice.”
- “Place the official under Rule-10 suspension.”
- “Seek approval for initiating Rule-14 proceedings.”

CHARGE SHEET: SAMPLE QUS-8

Define Charge Sheet. Differentiate between Rule-14 and Rule-16 proceedings under CCS (CCA) Rules.

MODEL ANSWER:

A Charge Sheet is a memorandum issued to a government servant specifying the articles of charge along with the statement of imputations, list of witnesses, and relied-upon documents for initiating disciplinary proceedings.

Rule-14 (Major Penalty Proceedings)

1) Applied for serious misconduct: fraud, misappropriation of government money, loss of revenue, gross negligence, dereliction of duty, corruption, etc.
2) Requires a Regular Departmental Inquiry with Inquiry Officer & Presenting Officer.
3) Penalties include reduction in rank, compulsory retirement, removal, dismissal, etc.

Rule-16 (Minor Penalty Proceedings)

1) Applied for minor lapses such as minor negligence, procedural lapses, delay.
2) Written explanation only; inquiry is optional.
3) Penalties include censure, withholding increments, recovery from pay, reduction to lower stage of pay (minor).

CHARGE SHEET: SAMPLE QUS-9

Explain the components of a Charge Sheet issued under Rule-14.

MODEL ANSWER:

A Rule-14 charge sheet is issued for initiating major penalty proceedings under the CCS (CCA) Rules, 1965. It is structured, legally binding document that not only communicates charges but also provides all supporting evidence and procedural instructions to ensure a fair and transparent inquiry. Proper drafting of each component is essential for the Department to proceed with major penalty proceedings lawfully.

The key components of a Rule-14 charge sheet are as follows:

(1) Articles of Charge:-
This section contains a precise and clear statement of the alleged misconduct. Each article corresponds to a specific act or omission constituting the alleged misbehavior or breach of rules.

(**2) Statement of Imputations:-**

This part provides detailed facts and circumstances supporting each article of charge. It includes dates, times, locations, and other factual particulars. It also contains evidence supporting the allegation, such as observed conduct, reports, or audit findings, is summarized here. The purpose is to establish a clear link between the officer's actions and the alleged violation.

(3) List of Relied-Upon Documents (RUDs):-

A comprehensive list of documents and records that will be relied upon during the inquiry. Examples include official records, cash ledgers, SB journals, official correspondence, verification reports, and audit statements. It ensures transparency and allows the officer to examine the evidence beforehand.

(4) List of Witnesses (LOWs):-

Names of officials or individuals whose testimony will be used to support the charges. It includes designations and relevant roles in the incident. It provides the officer with the opportunity to prepare any rebuttal or cross-examine during inquiry.

(5) Direction to Submit Written Statement of Defence:-

The officer is instructed to submit a written explanation or defence within a specified time frame, usually 10–15 days from receipt. It enables the officer to respond formally to the allegations before the inquiry proceeds.

(6) **Appointment of Inquiry Officer:-**

The charge sheet may either directly appoint an Inquiry Officer or state that the Inquiry Officer will be appointed later. The Inquiry Officer is responsible for conducting a fair and impartial departmental inquiry, recording evidence, and preparing a report with findings. This ensures due process as required under Rule-14.

MODEL CHARGE SHEET- MAJOR PENALTY, RULE-14

Case: Misappropriation of Cash – BPM / PA

Dept. of Post, Delhi Circle
O/o The Sr. Superintendent of Post Offices (SSPOs)
New Delhi South West Division

MEMORANDUM

Rule-14 of CCS (CCA) Rules, 1965
Memo No. IPO/Enquiry 2024-25/B-26, Dated: 12.10.2025

It has been reported that Shri Dharmesh Singh, while functioning as BPM / PA at Rajpura SO, during the period 2025–26, misappropriated Government money amounting to ₹ 35,460 by receiving deposits from customers but failing to account for the same in the BO Daily Account, SB Journal, and other official records. Preliminary verification indicates deliberate manipulation of entries to suppress the short-accounting of cash.

Accordingly, the following Articles of Charge are framed against him:

Article1:

That Shri Dharmesh Singh, BPM / PA, misappropriated ₹ 35,460 of Government money, by not accounting deposits received from depositors and violating Rule 3(1)(i), (ii) & (iii) of the CCS (Conduct) Rules, 1964, thereby failing to maintain absolute integrity, devotion to duty, and conduct becoming of a Government servant. His actions resulted in financial loss to the Department.

Article2:

That the said official deliberately falsified entries in the SB Passbooks, BO Journal and other records with the intent to conceal the misappropriated amount. This act of manipulation and suppression of facts constitutes fraudulent behaviour, which is a grave misconduct under Government service rules.

Statement of Imputations

During the period 01.05.2025 to 18.07.2025, Shri Dharmesh Singh, while functioning as BPM/PA at Rajpura SO, received deposits from various customers but failed to account for ₹ 35,460 in the BO Daily Account and SB Journal. Verification by the Inspector Posts on 20.07.2025 revealed non-entry of transactions, short remittance of cash, and overwriting in BO records. Depositors confirmed that the amounts were handed to the official, whereas official records showed no corresponding entries. The discrepancies were found to be deliberate, indicating misappropriation of Government money and manipulation of official documents.

List Of Documents (RUDs)

1) BO Daily Account dated ______
2) SB Journal for period ______
3) Statements of depositors
4) Verification report of Sub Divisional Head
5) Ledger extracts

6) Inquiry report of Inspector Posts

List Of Witnesses (LOWs)

1. IPO: Shri Kewal Krishan
2. Depositor: Shri Deena Pathak
3. SPM: Shri Sohan Lal

The Charged Officer shall submit his written statement of defence within 10 days of receipt of this memorandum. Failure to do so will result in the case being decided ex-parte on available records.

(Signature)
Sr. Superintendent of Post Offices
(New Delhi South West Division)
New Delhi-110021

MODEL CHARGE SHEET- MAJOR PENALTY, RULE-14

Case: Fraudulent withdrawal from TD/MIS/RD Account

Dept. of Post, Delhi Circle
O/o The Sr. Superintendent of Post Offices (SSPOs)
New Delhi South West Division

MEMORANDUM

Rule-14 of CCS (CCA) Rules, 1965
Memo No. IPO/Enquiry 2024-25/B-26, Dated: 12.10.2025

Article I:

That Shri Deepak Raina, while functioning as Postal Assistant at Munirka SO, fraudulently processed and carried out an unauthorized withdrawal of ₹72,000 from TD/MIS Account No. 569526588 without the knowledge or consent of the depositor. This deliberate act of financial misconduct amounts to violation of Rule 3(1)(i) and 3(1)(iii) of the CCS (Conduct) Rules, 1965, relating to absolute integrity and devotion to duty.

Article 2:

That Shri Deepak Raina forged the depositor's signature on SB-7 withdrawal form and corresponding ledger card, thereby manipulating official records with fraudulent intent. Forgery of official documents constitutes grave misconduct and serious breach of conduct rules.

Article 3:

That Shri Deepak Raina failed to adhere to the prescribed SB Control Procedures, including signature verification norms, KYC compliance and supervisory checks, thereby enabling the commission of fraud and causing financial loss to the Department and the depositor.

Statement of Relied-Upon Documents (RUDs):

1. SB-7 withdrawal form
2. KYC documents of the account holder
3. Ledger card / Finacle transaction report
4. CCTV footage of counter operations
5. AML/Counter-Fraud verification report
6. Preliminary investigation report

List of Witnesses (LOWs):

1. Sub-Postmaster (SPM), Munirka SO
2. Depositor / account holder
3. Inspector of Post Offices (IPO)
4. Counter PA (if any witness to the transaction)

MODEL CHARGE SHEET- MAJOR PENALTY, RULE-14

Case: Loss of Speed Post Bag

Dept. of Post, Delhi Circle
O/o The Sr. Superintendent of Post Offices (SSPOs)
New Delhi South West Division

MEMORANDUM

Rule-14 of CCS (CCA) Rules, 1965
Memo No. IPO/Enquiry 2024-25/B-26, Dated: 12.10.2025

Article 1:

That Shri Deepak Raina, Mail Overseer, while supervising mail operations on 18.09.2025, failed to ensure proper sealing and secure dispatch of the Speed Post bag, which resulted in loss of insured/Speed Post articles contained in the said mailbag. His failure led to operational loss and serious disruption to mail transmission, indicating gross negligence in discharge of official duties.

Article 2:

That Shri Deepak Raina did not adhere to the provisions of postal manual vol-iii, governing sealing, custody and transmission of mailbags. His actions also constitute violation of Rule-3(1)(ii) and Rule-3(1)(iii) of the CCS (Conduct) Rules, 1965, relating to maintaining integrity and devotion to duty.

Statement of Relied Upon Documents (RUDs):

1. Mail list
2. Bag abstract
3. CSR (Contingency Slip Register / Connected Reports)
4. Preliminary inquiry report
5. CCTV footage of bag handling area

List of Witnesses (LOWs):

1. Mail Guard
2. Sub-Postmaster (SPM)
3. Inspector of Post Offices (IPO)

(Signature)
Sr. Superintendent of Post Offices
(New Delhi South West Division)
New Delhi-110021

MODEL CHARGE SHEET- MINOR PENALTY, RULE-16

Case: Delay in Delivery due to Negligence

Dept. of Post, Delhi Circle
O/o The Sr. Superintendent of Post Offices (SSPOs)
New Delhi South West Division

MEMORANDUM
Rule-16 of CCS (CCA) Rules, 1965
Memo No. IPO/Enquiry 2024-25/B-26, Dated: 12.10.2025

It has been reported that Shri Ashok Singhal, Postman, Vasant Kunj Post Office, while performing duties on dated 19.09.2025, failed to deliver 42 Speed Post articles within the prescribed delivery time. The delay occurred due to lack of proper beat management and negligence in adhering to delivery norms, which constitutes failure to maintain devotion to duty and is in violation of Rule 3(2)(i) of the CCS (Conduct) Rules, 1965.

The above act reflects negligence in performance of official duties and calls for disciplinary action under Rule-16 of CCS (CCA) Rules, 1965.

Shri Ashok Singhal is hereby directed to submit his written explanation within 10 (ten) days of receipt of this Memorandum, failing which the case will be decided ex parte.

(Signature)
Sr. Superintendent of Post Offices
(New Delhi South West Division)
New Delhi-110021

MODEL CHARGE SHEET- MINOR PENALTY, RULE-16

Case: Failure to maintain proper account of undelivered articles

Dept. of Post, Delhi Circle
O/o The Sr. Superintendent of Post Offices (SSPOs)
New Delhi South West Division

MEMORANDUM

Rule-16 of CCS (CCA) Rules, 1965
Memo No. IPO/Enquiry 2024-25/B-26, Dated: 12.10.2025

It has been reported that Shri Vinay Mehto, MTS / Postman, Mehrouli Post Office, while performing delivery duties on 13.09.2025, failed to properly update the Postman Beat Book, and returned several undelivered articles without recording any delivery remarks or reasons for non-delivery.

Such failure to maintain mandatory delivery records reflects lack of diligence, carelessness in official duties, and non-adherence to departmental procedures laid down for handling accountable and ordinary mail.

The above act amounts to minor misconduct on the part of the official and is viewed seriously.

Therefore, Shri Vinay Mehto is hereby directed to submit his written explanation within 10 days as to why a minor penalty under Rule-16 of CCS (CCA) Rules, 1965—such as Censure, Warning, or Withholding of one increment (without cumulative effect)—should not be imposed upon him.

If no reply is received within the stipulated time, it will be presumed that the official has no explanation to offer, and the case will be decided ex-parte based on available records.

(Signature)
Sr. Superintendent of Post Offices
(New Delhi South West Division)
New Delhi-110021

Charge Sheet: Tips to Score Maximum Marks in IPO Exam

Use Correct CCS (CCA) Citations:

- Rule-14 → Major Penalties
- Rule-16 → Minor Penalties
- Rule 3(1)(i)(ii)(iii) → Integrity, devotion, conduct.

Structure matters more than content: Always include:

- Memo heading
- Articles of Charge
- Imputations
- RUDs
- LOWs
- Defense submission deadline

Draft Clear, Specific, and Single-Pointed Articles of Charge

Each Article should deal with **one** misconduct only:

- Article-I → Misappropriation
- Article-II → Falsification of records
- Article-III → Negligence / violation of rules

Avoid mixing multiple allegations under one article.

Do Not Mention Penalty in the Charge Sheet

The charge sheet only frames charges**,** not punishment. Mentioning penalty reduces marks.

Maintain Chronological Clarity

Include dates, office name, period of misconduct, amount involved, etc. Examiners reward **timeline clarity**.

Avoid mixing multiple allegations under one article.

Use Standard Phrases Used in DOP Charge Sheets

Examples:

- "It is alleged that…"
- "The following Articles of Charge are framed…"
- "The act of the official amounts to misconduct under…"
- "He is required to submit his written statement of defence within 10 days."