

Name of Office: _____

Sl. No.	Emp. ID	Name of the Official	Designation	Date of Appointment in ESIC	Details of disciplinary proceedings		Details of Penalty Order				Details of suspension		*Whether any criminal/civil proceedings are pending (Details of the criminal/civil case/FIR has been registered) (Yes/No)
					Whether any disciplinary proceedings are pending (yes/no)	If yes, then date of issue of chargesheet (DD/MM/YYYY)	Whether any penalty is imposed during last ten year or whether the official is undergoing any penalty (yes/no)	If yes, date of issue of penalty order (DD/MM/YYYY)	Date of chargesheet against which penalty order is issued (DD/MM/YYYY)	Details of penalty	Whether under suspension (yes/no)	If yes, date from which official is under suspension (DD/MM/YYYY)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Note:

A- * In the case of criminal proceedings, the date on which the complaint or report of a Police Officer, of which the Magistrate takes cognizance is considered as the date from which criminal proceedings have been initiated against the official.

B- * In the case of civil proceedings, on the date the plaint is presented in the Court.

This issues with the Approval of _____ (Competent Authority)

**Name, Designation & Seal of
Signing Officer/Authority**