

MEMORANDUM

The Disciplinary/ Competent Authority proposes to hold an inquiry against Smt. Aruna Kumar, Sr. P.A. to Principal, Atma Ram Sanatan Dharma College, University of Delhi, under Rule 66 & 67 of the University Non-Teaching Employees (Terms & Conditions of Service) Rules 2013. The substance of imputations in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge and imputations (Annexure-I), List of documents (Annexure-II), List of witnesses (Annexure-III) and CCTV footage (Annexure-IV).

1. Smt. Aruna Kumar, Sr. P.A. to Principal, Atma Ram Sanatan Dharma College, University of Delhi is directed to submit a written statement of her defence within 15days of the receipt of this Memorandum.
2. She is hereby informed that an inquiry will be held only in respect of those articles of charge which are not admitted. She should, therefore, specifically admit or deny each article of charge.
3. Smt. Aruna Kumar, Sr. P.A. to Principal, Atma Ram Sanatan Dharma College, University of Delhi is hereby further informed that if she does not submit her written statement of defense on or before the date specified in Para 1 above, or does not appear in person before the inquiring authority

or otherwise fails or refuses to comply with the directions/orders issued, the inquiring authority may hold the inquiry against her ex-parte.

4. Smt. Aruna Kumar, Sr. P.A. to Principal, Atma Ram Sanatan Dharma College, University of Delhi is hereby further informed that she shall not bring or attempt to bring any political or outside influence to bear upon any superior authority to further her interest in respect of matters pertaining to her service. If any representation is received on her behalf from another person in respect of any matter dealt with these, it will be presumed that Smt. Aruna Kumar, Sr. P.A. to Principal, Atma Ram Sanatan Dharma, College, University of Delhi, is aware of such a representation and it has been made at her instance and necessary action will be taken against her.
5. The receipt of the Memorandum may be acknowledged.

(Pawan Jaggi)
Chairman
Governing Body

Smt. Aruna Kumar
Sr. P.A. to Principal
Atma Ram Sanatan Dharma
University of Delhi

Copy to:
Principal's Office
A.O.