

NATIONAL HIGHWAY AUTHORITY
Admn Wing (Personnel)

SHOW CAUSE NOTICE

No. _____

Islamabad, the _____, 20____

Mr. _____

Subject: - **SHOW CAUSE NOTICE**

You Mr/Mst. _____ presently / while posted as _____ at _____ have been found responsible for commission and omission of the following acts which amount to misconduct / corruption / in-efficiency under the _____ rules, _____:-

- i. That
- ii. That Brief of acts of misconduct / corruption / in-efficiency (as the case may be)
- iii. That

2. And whereas, the undersigned has decided that it is not necessary to have an inquiry conducted in proof thereof as there is sufficient proof in support of allegations on the record. Whereas, it is proposed to proceed against you by waiving off the inquiry proceedings under the above-mentioned rules / regulations.

3. Now, therefore, you are hereby called upon to show cause in writing within _____ days of the issuance of this Show Cause Notice as to why major penalty of _____ as provided under _____ Rules, _____ should not be imposed on you.

4. Your reply to the Show Cause Notice should reach the undersigned within the said period, failing which it shall be presumed that you have no defense to offer and do not wish to be heard in person.

5. In case you may 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 arrangements with the undersigned within _____ days of the receipt of this notice.

Signature: _____

Name: _____

Designation: _____