THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY EMPLOYEES (EFFICIENCY & DISCIPLINE) REGULATIONS, 2022.

- 1. Short title, applicability & commencement: (1) These regulations shall be called the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Efficiency & Discipline) Regulations, 2022.
- (2) These shall be applicable to all the employees of the Khyber Pakhtunkhwa Provincial Housing Authority.
- (3) These shall come into force at once.
- 2. **Definitions:-** (1) In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say-
 - (a). "Act" means the Khyber Pakhtunkhwa Provincial Housing Authority Act, 2005;
 - (b). "Authority" means the Authority specified in section-3(3) of the Act;
 - (c). "accused" means a person in the service of the Khyber Pakhtunkhwa Provincial Housing Authority against whom action is initiated under these regulations:
 - (d) "appellate authority" means the authority next above the competent authority to which an appeal lies against the orders of the competent authority
 - (e) "appointing authority" means an authority declared or notified as such under service regulations of the Khyber Pakhtunkhwa Provincial Housing Authority for the time being in force;
 - (f) "Khyber Pakhtunkhwa Provincial Housing Authority" means the Khyber Pakhtunkhwa Provincial Housing Authority established under section- 3 (1) of the Act:
 - (g) "charges" means such acts of omissions or commissions on the part of the accused employee which render him liable to disciplinary action under these regulations.
 - (h) "competent authority" means the respective appointing authority or Authority as the case may be;

Provided that where two or more employees of the Khyber Pakhtunkhwa Provincial Housing Authority are to be proceeded against jointly, the competent authority in relation to the accused employee senior most in rank shall be the competent authority in respect of all the accused.

Provided further that in cases where the appointing authority is the Authority, the Director General, being Secretary of the Authority shall sign the charge sheet, statement of allegations and show cause notice on behalf of the Authority.

(i) "corruption" means:-

- (i) accepting or obtaining or offering any gratification or valuable thing, directly or indirectly, other than legal remuneration, as a reward for doing or for bearing to do any official act; or
- (ii) dishonestly or fraudulently misappropriating, or indulging in embezzlement or misusing Khyber Pakhtunkhwa Provincial Housing Authority's property or resources; or
- (iii) entering into plea bargaining under any law for the time being in force and return the assets or any part thereof, acquired through misappropriation or corrupt practices voluntarily; or
- (iv) possession of pecuniary sources or property by an employee of the Khyber Pakhtunkhwa Provincial Housing Authority or any of his dependents or any other person, through him or on his behalf, which cannot be accounted for and which are disproportionate to his known sources of income; or
- (v) maintaining a standard of living beyond known sources of income; or
- (vi) having a reputation of being corrupt;
- (j) "inefficiency" means failure to efficiently perform functions assigned to an employee of the Khyber Pakhtunkhwa Provincial Housing Authority in discharging of his duties;
- (k) "inquiry committee" means a committee of two or more officers, headed by a convener, as may be appointed by the competent authority/Khyber Pakhtunkhwa Provincial Housing Authority under these regulations;
- (l) "inquiry officer" means an officer appointed by the competent authority under these regulations;

(m) "misconduct" includes-

- (i) conduct prejudice to good order or service discipline; or
- (ii) conduct contrary to the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Conduct) Regulations. 2022.
- (iii) conduct of unbecoming of an officer and a gentleman;
- (iv) involvement or participation for gains, directly or indirectly, in industry, trade, or speculative transactions by abuse or misuse of official position to gain undue advantage or assumption of such financial or other obligations in relation to Khyber Pakhtunkhwa Provincial Housing Authority or persons as may compromise the performance of official duties or functions; or

- (v) any act to bring or attempt to bring outside influence, directly or indirectly, to bear on the competent authority, forums & the Khyber Pakhtunkhwa Provincial Housing Authority for the appointment, promotion, transfer or other conditions of his service; or
- (vi) making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law, or regulations;
- (vii) conviction for a moral turpitude by a court of law.
- (2) Words and expressions used but not defined in these regulations shall have the same meanings as are assigned to them in the Act.
- 3. Grounds for proceedings:- An employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall be liable to be proceeded against under these regulations, if he/she is-
 - (a) inefficient or has ceased to be efficient for any reason; or
 - (b) guilty of misconduct; or
 - (c) guilty of corruption; or
 - (d) guilty of habitually absenting himself from duty without prior approval of leave; or
 - (e) engaged or is reasonably believed to be engaged in subversive activities, or is reasonably believed to be associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any un-authorized person, and his retention in service is prejudice to national security; or
 - (f) entered into plea bargaining under any law for the time being in force and has returned the assets or a part thereof acquired through corrupt practices voluntarily.
- 4. Penalties:- (1) The following are the penalties, namely:
 - (a) Minor penalties:
 - (i) censure:
 - (ii) withholding, for a specific period, promotion or increment subject to a maximum of three years, otherwise than for unfitness for promotion or financial advancement, in accordance with the regulations or orders pertaining to the service or post:

Provided that the penalty of withholding of increments shall not be imposed on an employee of the Khyber Pakhtunkhwa Provincial Housing Authority who has reached the maximum of his pay group/scale:

- (iii) recovery of the whole or any part of any pecuniary loss caused to the Khyber Pakhtunkhwa Provincial Housing Authority by negligence or breach of order;
- (b) Major penalties:
 - (i) reduction to a lower post, or pay scale, or to a lower stage in a time scale.
 - (ii) compulsory retirement;
 - (iii) removal from service; and
 - (iv) dismissal from service.
- (2) In case of compulsory retirement from service, an employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall be entitled for all service benefits, if otherwise admissible to him and he shall not be disqualified for re-employment.
- (3) Dismissal from service shall, whereas removal from service shall not, disqualify an employee from future employment under the Government/Khyber Pakhtunkhwa Provincial Housing Authority and his/her prior service shall stand forfeited for the purpose of pension and gratuity etc;

Provided that the competent authority may allow such an employee a compassionate allowance equal to one third of the pension or service benefits otherwise admissible to him had he been invalided from service.

- (4) Any penalty under these regulations shall not absolve an employee of the Khyber Pakhtunkhwa Provincial Housing Authority from liability to any other punishment to which he may be liable for an offence, under any other law, committed by him while in service.
- 5. Initiation of proceedings:- (1) If on the basis of its own knowledge or information placed before it, the competent authority is of the opinion that there are sufficient grounds for initiating proceedings against an employee under these regulations, it shall either:-
 - (a) proceed itself against the accused by issuing a show cause notice under regulations 7 and, for the reasons to be recorded in writing, dispense with the inquiry:

Provided that no opportunity of showing cause or personal hearing shall be given where: -

- (i) the competent authority is satisfied that in the interest of security of Pakistan or any part thereof, it is not expedient to give such an opportunity; or
- (ii) an employee has entered into plea bargain under any law for the time being in force or has been convicted by any court of law for such charges which lead to a sentence of fine or imprisonment; or
- (iii) an employee is involved in subversive activities; or
- (iv) it is not reasonably practicable to give such an opportunity to the accused; or
- (b) get an inquiry conducted into the charge or charges against the accused, by appointing an inquiry officer or an inquiry committee, as the case may be, under regulation-11:

Provided that the competent authority shall dispense with the inquiry where-

- (i) an employee has been convicted of any offence other than corruption by a court of law under any law for the time being in force; or
- (ii) an employee is or has been willfully absented himself from duty; Provided that the competent authority may dispense with the inquiry where it is in possession of sufficient documentary evidence against the accused or, for reasons to be recorded in writing, it is satisfied that there is no need to hold an inquiry.
- (2) The charge sheet or statement of allegations or the show cause notice, as the case may be, shall be signed by the competent authority.
- (3) In case wherein the Authority is the Competent Authority, the Director General, shall be signatory on behalf of the Authority.
- 6. Suspension:- An employee of the Khyber Pakhtunkhwa Provincial Housing Authority against whom action is proposed to be initiated under regulation-5 may be placed under suspension for a period of ninety days, if in the opinion of the competent authority, suspension is necessary or expedient, and if the period of suspension is not extended for a further period of ninety days within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated.

Provided that the competent authority may, in appropriate case, for reasons to be recorded in writing, instead of placing such person under suspension, require him to proceed on such leave as may be admissible to him, from such date as may be specified by the competent authority.

- Procedure where inquiry is dispensed with:- If the competent authority 7. decides that it is not necessary to hold an inquiry against the accused under regulation-5, it shall
 - inform the accused by an order in writing, of the grounds for (a) proceeding against him, clearly specifying the charges therein, alongwith apportionment of responsibility and penalty or penalties proposed to be imposed upon him;
 - give him a reasonable opportunity of showing cause against the (b) proposed action, within seven days of receipt of the order or within such extended period, as the competent authority may determine;
 - on receipt of reply of the accused within the stipulated period or after (c) the expiry thereof, if no reply is received, determine whether the charge or charges have been proved against the accused or not;

Provided that after receipt of reply to the show cause notice from the accused, the competent authority, shall decide the case within a period of ninety days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons:

Provided further that if the case is not decided by the competent authority within the prescribed period of ninety days, the accused may file an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified period;

- afford an opportunity of personal hearing before passing any order of (d) penalty under clause (f), if it is determined that the charge or charges have been proved against him;
- (e) exonerate the accused by an order in writing, if it is determined that the charge or charges have not been proved against him; and
- impose any one or more penalties mentioned in regulation- 4, by an (f) order in writing, if the charge or charges are proved against the accused:

Provided that where charge or charges of grave corruption are proved against an accused, the penalty of dismissal from service shall be imposed, in addition to the penalty of recovery of loss incurred to the Khyber Pakhtunkhwa Provincial Housing Authority (if any).

- 8. Action in case of conviction or plea bargain under any law:- Where an employee of the Khyber Pakhtunkhwa Provincial Housing Authority is convicted by a court of law on charges of corruption or moral turpitude or has entered into plea bargain and has returned the assets or a part thereof acquired through corrupt practices, or has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude under any law for the time being in force, the competent authority, after examining facts of the case, shall
 - dismiss the employee where he has been convicted on charges of corruption or moral turpitude or has entered into plea bargain and has returned the assets or a part thereof acquired through corrupt practices voluntarily:

Provided that dismissal in these cases shall be with immediate effect from the date of conviction by a court of law; and

- (b) proceed against an employee of the Khyber Pakhtunkhwa Provincial Housing Authority under regulation-4, where he has been convicted of charges other than corruption or moral turpitude.
- 9. Procedure in case of wilful absence:- Notwithstanding anything to the contrary contained in these regulations, in case of wilful absence from duty by an employee of the Khyber Pakhtunkhwa Provincial Housing Authority for seven or more days, a notice shall be issued by the competent authority through registered acknowledgement on his home address directing him to resume duty within fifteen days of issuance of the notice. If the same is received back as undelivered or no response is received from the absentee within stipulated time, a notice shall be published in at least two leading newspapers directing him to resume duty within fifteen days of the publication of that notice, failing which an ex-parte decision shall be taken against the absentee. On expiry of the stipulated period given in the notice, a major penalty of removal from service may be imposed upon such an employee.
- 10. Procedure to be followed by competent authority where inquiry is necessary:- (1) If the competent authority decides that it is necessary to hold an inquiry against the accused under regulations-5, it shall pass an order to this effect in writing, which shall include: -

- (a) appointment of an inquiry officer or an inquiry committee, provided that the inquiry officer or the inquiry committee, as the case may be, shall be senior in rank to the accused and where two or more accused officers/officials are proceeded against jointly, the inquiry officer or the convener of the inquiry committee shall be senior in rank to the senior most accused officer/official;
- (b) the grounds for proceedings, clearly specifying the charges along with apportionment of responsibility;
- (c) appointment of the departmental representative by designation; and
- direction to the accused to submit written defense to the inquiry officer or the inquiry committee, as the case may be, within reasonable time which shall not be less than seven days and more than fifteen days of the date of receipt of such orders.
- (2) The record of the case and the list of witnesses, if any, shall be communicated to the inquiry officer or the inquiry committee, as the case may be, along with the orders of inquiry proceedings.
- (3) In a case where preliminary or fact-finding inquiry was conducted, and the competent authority decides to hold a formal inquiry, the inquiry officer or the inquiry committee for the purpose of conducting formal inquiry shall be different from the inquiry officer or the inquiry committee who conducted the preliminary inquiry.
- 11. Procedure to be followed by inquiry officer or inquiry committee:- (1) On receipt of reply of the accused or on expiry of the stipulated period, if no reply is received from the accused, the inquiry officer or the inquiry committee, as the case may be, shall inquire into the charges and may examine such oral or documentary evidence in support of the charges or in defense of the accused, as the case may be, and where any witness is produced against the accused, the accused shall be given an opportunity to cross-examine such witness /witnesses or any officer/official of the department who is concerned with framing of charges against the accused (if the accused so desires).
- (2) If the accused fails to furnish his reply within the stipulated period, the inquiry officer or the inquiry committee, as the case may be, shall proceed with the inquiry ex-party.
- (3) The inquiry officer or the inquiry committee, as the case may be, shall hear the case on day to day and no adjournment shall ordinarily be given, except for the reasons to be recorded in writing, which shall not exceed seven days.

- (4) Statements of the witnesses against the accused, if possible, may be recorded in the presence of the accused otherwise copies thereof shall be provided to the accused enabling him to cross examine the witnesses, if he/she so desires.
- (5) Where the inquiry officer or the inquiry committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper the progress of the inquiry, he/she or it shall warn the accused and if the accused is still acting in disregard to the regulations or the warning issued to him/her, he/she or it shall record a statement to that effect and proceed to complete the inquiry.
- (6) If the accused is not able to appear before the inquiry officer or inquiry committee, as the case may be, he shall require producing proper evidence for the reasons of his disability to appear before the inquiry officer /committee.
- (7) The inquiry officer or the inquiry committee, as the case may be, shall submit his/her or its report, to the competent authority within thirty days of the initiation of inquiry proceedings;

Provided that the time schedule shall be deemed automatically extended in case the accused officer/official could not appear before the inquiry officer/committee for cogent reasons refer to in sub-regulations (6) above or the inquiry officer or the inquiry committee could not conduct day to day proceedings for some cogent reasons on his/its part. Furthermore, the inquiry shall not be vitiated merely on the grounds of non-observance of the time schedule for completion of the inquiry.

- 12. Powers of the inquiry officer or inquiry committee:- (1) For the purpose of an inquiry under these regulations, the inquiry officer or the inquiry committee, as the case may be, shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act No. V of 1908), in respect of the following matters, namely:
 - (a) summoning and enforcing the attendance of any person and examining him on oath;
 - (b) requiring the discovery and production of documents, and receiving evidence on affidavits; and
 - (c) issuing commissions for the examination of witnesses or documents.
- (2) The proceedings under these regulations shall be deemed to be the judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code, 1860 (Act No. XLV of 1860).

- 13. Duties of the departmental representative: The departmental representative shall perform the following duties, namely:
 - (a) extend full assistance to the inquiry officer or the inquiry committee, as the case may be, during the inquiry proceedings, where he shall require to be personally present, well conversant with the case and duly equipped with all the relevant record relating to the case, on each date of hearing;
 - (b) cross-examine the witnesses produced by the accused, and may rebut the grounds of defense offered by the accused or defense witnesses before the inquiry officer or the inquiry committee, as the case may be, but in that case the grounds of his rebuttal of the evidences produced by the accused or defense witnesses shall be recorded in writing and be made part of the inquiry report;

Provided that the accused shall also be entitled to cross examine the departmental representative.

- 14. Order to be passed by the competent authority on receipt of the inquiry report:- (1) On receipt of report from the inquiry officer or the inquiry committee, as the case may be, the competent authority, shall examine the report and the relevant material of the case and determine whether the inquiry has been conducted in accordance with the provisions of these regulations or otherwise.
- (2) If the competent authority is satisfied with the inquiry proceedings, it shall further determine whether the charge or charges leveled against the accused have been proved or otherwise.
- (3) Where the charge or charges have not been proved, the competent authority shall exonerate the accused by an order in writing, or it shall follow the procedure as given in sub-regulations (6) below.
- (4) Where the charge or charges have been proved against the accused, the competent authority shall: -
 - (a) inform the accused(s) of the charges proved against him/them and the penalty or penalties proposed to be imposed upon him/them.
 - (b) give him/them a reasonable opportunity of showing cause within seven days as to why the proposed penalty/penalties may not be imposed upon him /them. The accused may submit additional grounds in his defense (if any) in reply to the show cause notice and may also indicate as to whether he would like to be heard in person or not.

- (c) provide a copy of the inquiry report to the accused(s); and
- (d) direct the departmental representative to appear, with all the relevant record, on the date of hearing.
- (5) After affording personal hearing to the accused(s) the competent authority shall, keeping in view the findings and recommendations of the inquiry officer or inquiry committee, as the case may be, facts of the case and defense offered by the accused(s) during personal hearing, by an order in writing-
 - (i) exonerate the accused(s) if charges have not been proved; or
 - (ii) impose any one or more of the penalties specified in regulation-4, if charges against the accused(s) have been proved.
- (6) Where the competent authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of these regulations or the facts and merits of the case have been ignored or there are any other sufficient grounds, it may, after recording reasons in writing, either remand the inquiry to the inquiry officer or the inquiry committee, as the case may be, with such directions as it may deemed fit, or may order to conduct the inquiry afresh through a different inquiry officer or inquiry committee, as the case may be.
- (7) After receipt of reply to the show cause notice and affording opportunity of personal hearing, the competent authority shall decide the case within a period of fifteen days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons.
- (8) If the case is not decided by the competent authority within the prescribed period of fifteen days, the accused(s) may submit an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified period not exceeding seven days.
- 15. Personal hearing:- The competent authority may, by an order in writing, call the accused and the departmental representative, along-with relevant record of the case, to appear before him, for personal hearing on a date and time and pass orders as deemed appropriate accordingly;
- 16. Departmental appeal and review:- (1) The accused(s) who has/have been awarded any penalty under these regulations may, within thirty days from the date of communication of the order of which he/they feel aggrieved, prefer a departmental appeal to the appellate authority against the said order:

Provided that where the order has been passed with the approval of the Authority, the accused(s) may, within the aforesaid period, submit a review petition to the Authority.

- (2) The authority empowered under sub-regulation (1) shall call for the record of the case and comments on the points raised in the appeal from the concerned authority or office, and on consideration of the appeal or review petition, as the case may be, by an order in writing: -
 - (a) uphold the order of penalty and reject the appeal or review petition; or
 - (b) set aside the orders and exonerate the accused; or (c)modify the orders or reduce the penalty.
- (3) An appeal or review petition preferred under these regulations shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection in impugned order in a proper and temperate language.
- 17. Appearance of counsel:- No party to any proceedings under these regulations at any stage of the proceedings, except proceedings under regulation 18, shall be represented by an advocate.
- 18. Appeal before Peshawar High Court:- (1) Notwithstanding anything contained in any other law or rules for the time being in force, any employee of the Khyber Pakhtunkhwa Provincial Housing Authority aggrieved by any final order, whether original or appellate made by an authority under regulation-16 may, within thirty days from the date of communication of the order, prefer an appeal in the High Court.
- (2) If a decision on a departmental appeal or review petition, as the case may be, filed under regulation-16 is not communicated within a period of sixty days of preferring of appeal, the aggrieved employee may file a petition in the High Court within a period of thirty days of the expiry of the aforesaid period.
- 19. Exception:- Notwithstanding anything to the contrary contained in these regulations, in cases where employees of the Khyber Pakhtunkhwa Provincial Housing Authority collectively strike work, willfully absent themselves from duty or abandon their official work, the competent authority in respect of the senior most accused may serve upon them, through newspapers or any other means, such notice as may be deemed appropriate to resume duty within a stipulated time failing which any of major penalties prescribed in these regulations may be imposed upon them, through newspaper or any other mean, such notice as may be deemed appropriate to resume duty and in the event of failure or refusal to comply with the directive contained in the notice, impose upon the defaulting employees any of the major penalties prescribed in these regulations without formal procedure.

- 20. Indemnity:- No suit. prosecution or other legal proceedings shall lie against the competent authority or any other authority for anything done or intended to be done in good faith under these regulations or the instructions or directions made or issued there-under.
- 21. Jurisdiction Barred:- Save as provided under these regulations, no order made or proceedings taken under these regulations shall be called in question in any court and no injunction shall be granted by any court in respect of any decision so made or proceedings taken in pursuance of any power conferred or under these regulations.

Note:- Specimen proforma of charge sheet, statement of allegation and show cause notice are annexed at A, B & C: -

Annex-A

CHARGE SHEET

I, (Name and Designation), as	competent authority,	hereby charge you, Mr.
(Name and Designation), as fol		
That you, while posted as _		committed the following
irregularities:		
(a).		
(b).		
(c).		
		ear to be guilty of Khyber Pakhtunkhwa
Provincial Housing Authoric Regulations, 2022, and have penalties specified in regulation	rendered yourself lia	ble to all or any of the
3. You are, therefore, req	uired to submit your re	eply within seven days of
the receipt of this charge sheet	to the inquiry officer/	inquiry committee, as the
case may be.		
4. Your written defense, i	f any, should reach to t	the inquiry officer/inquiry
committee, as the case may b	e, within the specified	d period, failing which it
shall be presumed that you have	ve no defense to put in	and, in that case, ex-parte
action shall be taken against yo	ou.	
5. Intimate whether you d	esire to be heard in per	rson.
6. A statement of allegation	ons is enclosed.	

(COMPETENT AUTHORITY)

Annex-B

STATEMENT OF ALLEGATIONS

I, (Name and Designation), as competent authority, am of the opinion that (Name and Designation), has rendered himself liable to be proceeded against, as he committed the following acts/omissions, within the meaning of regulation-3 of the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Efficiency and Discipline) Regulations, 2022:-

	STATEMENT O	F ALLEGATIONS	
i.			
ii.			
iii.			
above allegat	purpose of inquiry procons, the following inquier regulation -10 (1) of the	iry officer/inquiry c	with reference the ommittee is hereby
• •			
i.			

- 3. The inquiry officer/inquiry committee shall, in accordance with the provisions of the regulation ibid, provide reasonable opportunity of hearing to the accused; record its findings and make, within thirty days of the receipt of this order, recommendations as to punishment or other appropriate action against the accused.
- 4. The accused and a well conversant representative of the department shall join the proceedings on the date, time and place fixed by the inquiry officer/inquiry committee as the case may be.

(COMPETENT AUTHORITY)

SHOW CAUSE NOTICE.

l, (Name	& Designation), as competent authority, under the Khyber
Pakhtunkl	wa Provincial Housing Authority (Efficiency and Discipline)
Regulation	n, 2022 do hereby serve you, Mr, as
follows:	
against yo	That consequent upon the completion of inquiry conducted ou by the inquiry officer/ inquiry committee for which you were ortunity of personal hearing vide communication No
	dated; and
(ii)	On going through the findings and recommendations of the ficer / inquiry committee, the material on record and other connected cluding your defense before the said inquiry officer/inquiry
	m satisfied that you have committed the following acts/omissions in regulation-3 of the said regulations.
(a)	
(b)	
(c)	
2. As	a result thereof, I, as competent authority, have tentatively decided
	upon you the penalty of under regulation- id regulations.
penalty sh	ou are, therefore, required to show cause as to why the aforesaid ould not be imposed upon you and also intimate whether you desire d in person.
fifteen day	no reply to this notice is received within seven days or not more than ys of its delivery, it shall be presumed that you have no defense to, in that case, an ex-parte action shall be taken against you.
5.	A copy of the inquiry report is enclosed.

(COMPETENT AUTHORITY)