**TO DEBBT DEFENCE AGAINST CHARGE SHEET N**

To, \_\_\_\_\_\_\_\_\_\_

Subject: Written Statement of Defence to the Memorandum of Charges.   
  
Sir,   
  
With due respect and humble submission I beg to lay down the following few lines with regard to the proposed inquiry against me purportedly on the Articles of Charges and Statement of Imputation of mis-conduct or mis-behaviour in support of the articles of charges framed against me vide Annexures I & II \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vide Memorandum dated \_\_\_\_\_\_\_\_\_\_\_\_\_:-

1. That the Memorandum of Charges dated \_\_\_\_\_\_ was received by me on \_\_\_\_\_ vide letter No. \_\_ dt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   
  
2. That first of all the above Memorandum of Charges is uncalled for and unwarranted and is illegal. The bare reading of Articles I and II \_\_\_\_\_\_\_\_\_\_\_\_\_\_ amply goes to show that no misconduct has been committed by me in as much as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. That notwithstanding above, \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

4. That in view of aforesaid submissions, it is most respectfully submitted that the ibid Memorandum may kindly be called back and the proposed inquiry may kindly be dropped in the interest of justice, as otherwise the proposed inquiry will unnecessarily aggravate the mental distress and tension of mine and will serve no useful purpose. For this act of kindness, I shall remain lifelong indebted to your kind honour.   
  
Thanking you, sir.

Yours faithfully,

Dated: \_\_\_\_\_\_