

A Model of

Employee Disciplinary policy
For a good & large
organization

(Following by Bangladesh labor law-2006)

Researched by

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Version-01,

Date: 03 September 2014

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Ref:

Date: 03/09/2014

Corporate Policy

POLICY NO.	DEPARTMENT: Human Resource
SUBJECT: Employee Disciplinary Policy and Procedure	EFFECTIVE DATE:
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THE EMPLOYEE DISCIPLINARY POLICY AND PROCEDURE

Policy statement

To provide appropriate guidelines for steps in disciplinary action process which will help documenting and correcting undesirable behavior of the employees and consequently support and promote effective operations in the interest of the Group and employees. Such practices is called a uniform policy on the administration of fair, consistent and constructive employee discipline.

This policy is intended to:

a. to bring about uniformity and stability in order to avoid delay in taking necessary steps in case of disciplinary actions.

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- b. help employees achieve full satisfactory standards of conduct and job performance;
- c. correct of employee shortcoming or negative behavior;
- d. notify the employees that disciplinary actions result from continued or gross violation of code of conduct of Group and the relevant laws; or from unsatisfactory job performance for which the employee is at fault.
- e. provide a written document in order to clarify that disciplinary actions and corrective measures will be taken.

Preliminary

1. Short title, commencement and application:

- (1) This Policy may be called the’s Employee Disciplinary Policy.
- (2) It shall come into force at once.
- (3) Save as otherwise specified elsewhere in this Policy, it extends to all unit of Group.
- (4) Application: The Employee Disciplinary Policy applies to all employees of the Group, as well as to the interns.

2. Definitions: In this Policy, unless there is anything repugnant in the subject or context,-

(i) ‘Concerned Authority’ means:-

- a) In case where the alleged employee is a staff of the factory or below designated persons including the factory workers, the Head of Human Resources of the factory;
- b) In case where the alleged employee is a staff of the Corporate Office, designated below the rank of Management Trainee, the Manager of Human Resources;
- c) In case of Management Trainee and above designated staffs, wherever might be his/her workstation, the Head of Corporate Human Resources.
- d) In case of employees stationed outside the factories and Corporate Office, the Head of Corporate Human Resources;

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e) In the event when there is any confusion as to who should be the authority, the Head of Corporate Human Resources.

(ii) 'Dismissal' means the termination of services of a worker by the employer for misconduct;

(iii) "Subsistence Allowance" means half of the basic wages, dearness allowance and ad-hoc or interim wages, if any;

(iv) 'Relevant Law' means state applicable law for various type of employees such as worker for Bangladesh Labour Law 2006

(v) 'Concern Unit' means at present working unit of alleged employee.

(vi) 'Concern Employee' means alleged employee.

(vii) 'Letter Issue and Preserve Authorized System' means

(a) In case where the letter receiving employee is present, he/she should be called upon in order to handover the letter and to obtain his/her signature or thumb impression on the duplicate copy. The duplicate copy must be kept in the personal file of the concern employee.

(b) In the event where the concern employee refuses to receive letter by sign or provide thumb impression on the duplicate copy, an endorsement to that effect shall be made on the duplicate copy, witnessed by two witnesses or concern employee fails to receive letter; and three additional duplicate copies of the letter should be produced, out of which two copies should be sent to the present and permanent addresses of the concern employee by Registered with A.D. The letter issuing authority must keep the letter with all receipts of the Registered posts in the personal file of the concern employee; and

(c) Another copy thereof will be hanged on the Notice Board in the presence of two witnesses whose signatures or thumb impressions should be taken on the duplicate copy, which must be kept in the personal file of the concern employee.

(viii) 'Letter' means any type of official letter such as charge-sheet, punishment order, enquiry letter etc.

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3. Charge Sheet:

(i) Issue:

- (a) When an act of misconduct is alleged to have been committed, his/her supervisor or the person's nominated by concern authority will primarily investigate and inform the concerned authority as to the result of the primary investigation; or
 - (b) If any victim or sufferer complains, in writing, to the concern authority that misconduct has occurred, the concerned authority may issue a charge-sheet without conducting a primary investigation; or
 - (c) If, in the absence of any written complaint or primary investigation, it becomes apparent to the concerned authorities that misconduct has occurred; at that circumstance the charge-sheet issuing authorities shall have the absolute authority to issue the charge-sheet.
- (ii) If, according to subsection (i), it is apparent that a prima facie case exists, the concerned authority shall, in consultation with the Head of Industrial Relations (Corporate Office), issue a charge-sheet to the alleged employee.
- (iii) The charge-sheet must contain all the charges in detail and the relevant provisions of the relevant laws, Code of Conduct of Group,..... Service Rules, resolution, policy, etc such as the nature of the misconduct, the way in which the misconduct had been conducted, date, time and place of the misconduct.
- (iv) The concerned authorities shall be the only charge-sheet issuing authorities. However, a person, authorized by the charge-sheet issuing authorities, may also issue charge-sheet; provided that the person is designated as Manager or above and also senior in respect of rank to the alleged employee.
- (v) The charge-sheet shall be issued and served to the alleged employee within one month from the date when it is apparent that a prima facie case exists; or within two months from the date when the misconduct has occurred; otherwise it will be time barred.

4. Serving the chargesheet

There should be strict proof of delivery of the charge-sheet to the alleged employee so that the alleged employee may not deny the receipt of the charge-sheet at a later stage. The letter issue and preserve Authorized System should be adopted in order to serve a charge-sheet.

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5. Response to the Charge-sheet

- (a) The alleged employee should submit a written explanation in reply to the charge-sheet. The alleged employee must be given at least 8 (eight) working days for submitting his/her explanation.
- (b) When an explanation is received from the alleged employee, the explanation should be considered by the charge-sheet issuing authority in order to ascertain as to whether the explanation is satisfactory or not. If the charge-sheet issuing authority finds the explanation, of the alleged employee, is satisfactory, the authority may remove the charges against the alleged employee and order that the matter to be closed by making an endorsement on the charge-sheet.
- (c) If the alleged employee admits the charges, at that circumstance the concerned authority shall have the discretion to forgive and disregard the misconduct; and may close the matter without conducting any enquiry. However, if the alleged employee needs to be punished, at that circumstance enquiry shall be mandatory.
- (d) If the charge-sheet issuing authority finds that; the alleged employee admits the charges and need to punished him/her or the explanation is unsatisfactory or alleged employee refuses to reply or partially refuses the charges; or fully refuses the charges; or does not receive the charge-sheet then the authority shall order an enquiry.

6. Enquiry Procedure:

(1) Formation of the Enquiry Team

- (a) The concerned authority shall, in consultation with the Head of Industrial Relations (Corporate Office), appoint a staff or a group of staffs in order to carry out the task of enquiry or investigation.
- (b) It should be noted that the members of the investigating team must not be
 - (i) Junior to the alleged employee in respect of rank.
 - (ii) The members of the primary investigation team.
 - (iii) The person who, directly or indirectly connected to the incident of charges.
 - (iv) The person, who witnesses of the incident of charges.
 - (v) The person, who issues the charge-sheet.

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(vi) The complainant.

(vii) The person, who has previous knowledge or personal knowledge of the incident of charges.

(viii) The person, who has friendly or hostile relationship with the alleged employee or the complainant.

(ix) The committee shall comprised of the equal number of representatives from the owner and workers' sides (If alleged employee is worker than its Mandatory)

(c) The number of the enquiry team shall not be more than four. However, in special circumstances, the number of the investigation team may exceed four persons provided that it has been authorized by the Head of Corporate Human Resources. The enquiry team shall only be effective if at least more than half of the members of the team are present during the enquiry.

(d) There must be a leader of the investigation team, who shall be chosen on the basis of seniority of the ranks or practical knowledge of investigation.

(e) The enquiry officer or team must submit the enquiry report within the prescribed time. However, the time for enquiry may be extended with the prior approval of the concerned authority.

(2) Duties of the Enquiry Officer or Team

(a) The enquiry officer/team must serve notice to the complainant, the alleged employee and any other concerned persons if required. The 'letter issue and preserve Authorized System' should be adopted in order to serve an enquiry notice.

(b) The enquiry officer or the enquiry team must read out all the charges and the written explanation (submitted by the allege employee) to the alleged employee. The enquiry team or officer must allow the alleged employee to add anything to the written explanation. Such additional statement, made by the alleged employee, must be recorded by the enquiry officer or team in writing which should be attested by the alleged employee by affixing his/her signature.

(c) It will thereafter be essential and binding on the Enquiry Officer to bring on record all the evidence, oral or written, which the Group may have, no matter how strong and clear-cut the charge may appear to be i.e., the misconduct/prosecution story must be stated at the enquiry even though it may appear to be a formality.

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- (d) The alleged employee shall be given every possible opportunity for defending himself/herself. The alleged employee may also have the right to nominate an employee of Group in order to assist the alleged employee in the enquiry procedure, provided that the nominated employee willingly wishes to assist the alleged employee in the enquiry procedure.
- (e) The alleged employee will be present throughout the enquiry and all evidence will be heard and recorded in his/her presence. The alleged employee will be given adequate opportunity to cross-examine the witnesses; and the fact that the alleged employee has availed this opportunity should be recorded in writing.
- (f) During the enquiry procedure, the enquiry officer or members of the enquiry team shall be, during the working hours, always within the frontier of the enquiry procedure. At no stage of the enquiry, the Enquiry Officer or member of the enquiry team shall leave the place of enquiry nor shall the accused be asked to leave the place where the statement of either the’s witnesses or of the accused is being recorded. Such recorded statements will be signed, to confirm its correct recording, by the persons making the statement and also by the accused. All recorded statements will also be signed by the Enquiry Officer or all the members of the enquiry team.
- (g) If after serving the enquiry notice, the concerned persons are not present or few time present during the enquiry procedure; at that circumstance the enquiry officer or team may deem the case to be an ex parte case and conduct the enquiry accordingly.
- (h) At the end of the enquiry, the enquiry officer or team must submit a written report to the person who authorised the enquiry. The report must contain the reasons behind the findings and must categorically state if the charge stands proven or otherwise.
- (i) No external interruption should be allowed by Enquiry Officer or team.

(3) Duties of the other employee towards the enquiry

- (a) The original documents of the enquiry; concern authority shall be kept in the personal file of the alleged employee.
- (b) All the employee of Group must cooperate with the enquiry team. No employee of Group shall interfere with the enquiry.

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(4) Privilege of inquiry Officer or Team Member and Validity of enquiry report

- (a) Privilege of inquiry Officer or Team Member: The enquiry officer or the members of the team shall not be responsible for carrying out the tasks, according to the description of their respective jobs however, only in most urgent cases, the enquiry officer or members of the enquiry team may be required to carry out his/her task other than the enquiry during the enquiry proceedings.
- (b) Validity of enquiry report: If it appears that the enquiry team was biased or the enquiry is inappropriate; at that circumstance, the concerned authority shall, in consultation with the Head of Industrial Relations (Corporate Office) and Head of Corporate Human Resources; Point out and write down to the specific causes of cancel out the inquiry, nullify the entire enquiry and form a new enquiry team in order to carry out the task of enquiry once again.

(5) Enquiry period: The inquiry Should be completed within 60 days after formation of inquiry committee.

7. Suspension during enquiry:

- (1) The concerned authority may suspend the alleged employee during the enquiry period, provided that the suspension order must be in writing and the letter issue and preserve Authorized System should be adopted in order to serve a suspension order.
- (2) The duration of the suspension period must not be more than sixty days. However, the time limit of sixty days shall not be applicable where the matter is pending before a court.
- (3) During the suspension period, the alleged employee shall not be required to attend his/her workstation. However, the alleged employee must be present during the enquiry procedure if required.
- (4) During the suspension period, the alleged employee shall not be entitled to his regular pay, rather he/she shall be entitled only to subsistence allowance and receive other allowances in full as applicable.
- (5) If the suspension period exceeds sixty days, at that circumstance it will be deemed that the employee is in full time service from the date of expiry of sixty days; and the alleged employee shall be entitled to the whole salary/wages or normal pay. However, it shall not be applicable where the matter is pending before a court.
- (6) If, on enquiry, an alleged employee is found guilty and is punished in accordance with this policy or any relevant law or the service Rules of..... Group, he/she shall not be entitled to his regular pay during the period of suspension, rather he/she will only be entitled to subsistence allowance.

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(7) If the charges against the alleged employee is not proved in the enquiry, he/she shall be deemed to have been on duty for the period of suspension for enquiry, if any and shall be entitled to his/her whole salary/wages for such period of suspension and the half paid gross salary/wages, paid as subsistence allowance, shall be adjusted according.

8. Punishments Order/ Final Order:

1. When an enquiry report is received from the enquiry officer or Team, the enquiry report should be considered by the concern authority in order to ascertain as to whether the enquiry report is punishable or not. If the concern authority finds the enquiry report, of the allegation, is satisfactory and non punishable, the authority may remove the charges against the alleged employee and give final order that the matter to be closed by making an endorsement on the charge-sheet.

Or

If the concern authority finds the enquiry report, of the allegation, is unsatisfactory and punishable, the authority may give punishment order and execute the order against alleged employee that the matter to be closed by making an endorsement on the charge-sheet.

2. The concerned authority shall consider the following issues prior to issuing the punishment orders:

- Enquiry report;
- Previous record of the alleged employee;
- Gravity of the misconduct;
- Only proved charges by enquiry.
- Punishment should be uniformity.

3. The concerned authority shall, in consultation with the Head of Industrial Relations (Corporate Office), issue the punishment/ final orders.

4. The punishment for the misconduct must be one of the punishments as prescribed in this policy and the relevant laws.

5. The punishment orders shall not have any retrospective effect.

6. The punishment orders must be signed by the concerned authority; and this authority of authorizing the punishments must not be exercised by any other person other than the concerned authority.

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7. The alleged employee shall be served a copy of the punishment order. The 'letter issue and preserve Authorized System's should be adopted in order to serve the punishment order.
8. The Head of Industrial Relations of the Corporate Office shall be provided with a duplicate copy of the punishment order.

9. Misconduct:

The following acts and omissions shall be treated as misconduct -

- (a) Willful insubordination or disobedience, whether alone or in combination with others to any lawful or reasonable order of a superior;
- (b) Theft, embezzlement, fraud or dishonesty in connection with the employer's business or property;
- (c) Taking or giving bribes or any illegal gratification in connection with his or any other employee's employment under the employer;
- (d) Habitual absence without leave or absence without leave for more than ten days;
- (e) Habitual late attendance;
- (f) Habitual breach of any law or rule or regulation applicable to the establishment;
- (g) Riotous, disorderly behavior, causing fire or ransacking in the establishment;
- (h) Habitual negligence at work;
- (i) Habitual breach of any rule of employment, including conduct or discipline, approved by the Chief Inspector/ Management;
- (j) Falsifying, tampering with, damaging or causing loss of employer's official records.
- (k) Psychic assault, physical assault, verbal abuse, sexual harassment;
- (l) Malicious failure to provide any necessary information or help to any investigation or audit team formed by management;
- (m) Collecting fund for any purposes without the authorization of the management;
- (n) To contravene with the provisions of appointment letter;
- (o) To contravene with the provision of employee Code of Conduct and any other policies of Group.

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10. punishments:

- (1) An employee may be dismissed without prior notice or pay in lieu thereof if he is-
 - (a) convicted for any criminal offence ; or
 - (b) he is found guilty of misconduct under section 3-8.
- (2) Any employee found guilty of misconduct may, instead of being dismissed under sub-section (1), in consideration of any extenuating circumstances, be awarded any of the following punishments, namely:
 - (a) Removal from service;
 - (b) Demotion to a lower post, grade or scale of pay for a period not exceeding one year;
 - (c) Stoppage of promotion for a period not exceeding one year;
 - (d) Withholding of increment or promotion for a period not exceeding one year;
 - (e) Fine;
 - (f) Suspension without wages/salaries and subsistence allowance for a period not exceeding seven days;
 - (g) Censure or warning.
- (3) If an employee who is dismissed from service under sub-section (1)(a), is acquitted on an appeal, he will be reinstated to his original post without back wages/salaries or to any new post suitable to him; and if such reinstatement is not possible, he shall be paid compensation at the rate payable to a person on discharge excluding the compensation already paid to him for his dismissal.

11. Special provisions relating to fine:

- (1) No fine exceeding one-tenth of the wages/Salaries payable to an employee in respect of a wage/Salary-period may be imposed in any one wage/Salary-period on any employee.
- (2) No fine imposed on any employee shall be recovered from him by installments or after the expiry of sixty days from the day on which it was imposed.

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- (3) Every fine shall be deemed to have been imposed on the day of the commission of the offence in respect of which it was imposed.
- (4) All fines and all realizations thereof shall be recorded in a register to be kept by the management of concern unit and all such realizations shall be speeded only for such purposes beneficial to the employees employed in concern unit of Group.

12. Deductions which may be made from wages/salaries:

- (1) No deduction shall be made from the wages/salaries of an employee except those authorized by this policy or relevant laws.
- (2) Deductions from the wages/salaries of an employee shall be made in accordance with the provisions of this policy, and may be of the following kinds only, namely-
 - (a) fines imposed under section 11;
 - (b) deductions for absence from duty;
 - (c) deduction for damage to or loss of goods expressly entrusted to the employee for custody, or for loss of money for which he is required to account, where such damage or loss is directly attributable to his neglect or default;

13. Deductions for absence from duty:

- (1) deductions may be made under section 12(2)(b) only on account of the absence of an employee from the place, where by the terms of his employment, he is required to work, such absence being for the whole or any part of the period during which he is so required to work.
- (2) The amount of such deduction shall, in no case bear to the wages/salaries payable to the employee in respect of the wage/salary period for which the deduction is made a larger proportion, he was required to work.

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14. Deductions for damage or loss:

- (1) A deduction under section 12(2)(c) shall not exceed the amount of the damage or loss caused to the employer by neglect or default of the employee and shall not be made until the employee has been given an opportunity of showing cause and found guilty of the charge in compliance with the principles of natural justice.
- (2) All such deductions and all the realizations thereof shall be recorded in a register to be kept by the management for the payment of wages/salary in such form.

15. Claims arising out of deductions from wages/salaries or delay in payment of wages/salaries:

- (1) Where contrary to the provisions of this policy any deduction has been made from the wages/salaries of an employee or any payment of wages/salaries has been delayed, or payment of wages/salary may apply to the Head of Corporate Human Resources for recovery of such unpaid wages/salaries or delayed wages/salaries or any other dues;
- (2) Every such application shall be presented within twelve months from the date on which the deduction from the wages/salaries was made or from the date on which the Payment of the wages/salaries was due to be made, as the case may be, to the Head of Corporate Human Resources within whose jurisdiction on the place where the payment was made;

Provided that, any application may be admitted after the said period of twelve months when the applicant satisfies the Head of Corporate Human Resources that he had sufficient cause for not making the application within such period.

- (3) When any application under sub-section (1) is entertained, the Head of Corporate Human Resources shall hear the applicant and payment of the amount deducted, or the payment of the delayed wages/salaries.

16. Procedure of handling grievances arising out of this policy: –

- (1) Any employee, including who has been dismissed, or otherwise removed from employment, who has grievance in respect of any matter covered under this policy, and intends to seek redress there of under this section, shall submit his grievance to Head of Corporate Human Resources, in writing, within thirty days of being informed of the cause of such grievance.
- (2) The Head of Corporate Human Resources shall within fifteen days of receipt of such grievance, enquire into the matter.

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- (3) If it is apparent that there had been a malpractice of any mechanism under this policy or relevant laws, the Head of Corporate Human Resources shall provide the concerned employee with an opportunity of being heard and communicate his decision, in writing, to the concerned employee.
- (4) The Head of Corporate Human Resources, may amongst other relief, direct reinstatement of the complainant in service, either with or without back wages/salaries and convert the order of dismissal, removal or discharge to any other Lesser punishment specified in this policy.

17. Policy Implementation and Preservation: This policy is belonging to corporate Industrial Relation section of Group. It is the duty and responsibility of all employee of Group to comply with this policy. If any employee contravene this policy or any objection of contravene this policy is presented against any one, Corporate Industrial Relation section will find out the reality by primarily investigation. On the basis of this reality if any one is proved guilty, Industrial Relation section will recommend Corporate Head of Human Resource to take proper step against these persons. On the basis of this recommendation or without recommendation voluntarily Corporate Head of Human Resource shall take action against the guilty person.

18. The interpretation, correction and accumulation of this policy: In case using this policy if any complications arise or the correction of this policy for the requirement of updating or need to accumulate or need to interpretation the corporate Industrial Relation section for the correction, the accumulation and the interpretation of this subject by examining will recommend taking proper step. According to the recommendation Corporate Head of Human Resource conversing with honorable Managing Director shall receive the approval.

19. Original Text and Authentic English Text: The original text of this Policy shall be in Bangla and there may be an authentic English text.

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20. Annexure: (i-vi)

Annexure- 20.(i) Charge-Sheet Format (Without addressing any law for all)

Date: .../.../.....

Name	:	<u>Present Address:</u>	<u>Permanent Address:</u>
Designation	:
ID No.	:
Department	:
Unit	:

Subject: Charge- Sheet.

Dear Mr. /Ms.....,

It has been brought to our notice that you are absenting yourself from duty with effect from (date) without prior permission or intimation.

Your absence without prior permission which is inconsistent with the due and faithful discharge of your duties is serious misconduct for which you can be dismissed from service. On account of your sudden absence the establishment is subject to heavy loss and the other employees are put to inconvenience.

In view of the above, you are called upon to explain in writing within seven days from the receipt of this show cause notice as to why appropriate disciplinary action shall not be taken against you. In case you fail to submit your explanation within the specific time, it will be presumed that you have accepted the charge as correct and have no explanation to offer and necessary action would be taken against you without any further reference to you.

Yours faithfully

(Name of Concern Authority)

Designation:,

Department:,

Unit:

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facebook.com/mohammedbabarchowdhury

Ref:

Date: 28/08/2014

Annexure-20(ii): Charge-Sheet Format (With reference law for worker)

Date: .../.../.....

Name	:	<u>Present Address:</u>	<u>Permanent Address:</u>
Designation:
ID No.	:
Department:
Unit	:

Subject: Charge- Sheet.

Dear Mr. /Ms.....,

It has been brought to our notice that you are absenting yourself from duty with effect from (date) without prior permission or intimation.

Your absence without prior permission which is inconsistent with the due and faithful discharge of your duties is serious misconduct for which you can be dismissed from service. On account of your sudden absence the establishment is subject to heavy loss and the other employees are put to inconvenience.

You are, therefore, prima facie guilty of misconduct as defined under section of 23(4) of Bangladesh Labour Law, 2006.

In view of the above, you are called upon to explain in writing within seven days from the receipt of this show cause notice as to why appropriate disciplinary action shall not be taken against you. In case you fail to submit your explanation within the specific time, it will be presumed that you have accepted the charge as correct and have no explanation to offer and necessary action would be taken against you without any further reference to you.

Yours faithfully

(Name of Concern Authority)

Designation:,

Department:,

Unit:

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Ref:

Date: 28/08/2014

Annexure-20(iii): Charge-Sheet Format (With Suspension)

Date: .../.../.....

Name	:	<u>Present Address:</u>	<u>Permanent Address:</u>
Designation	:
ID No.	:
Department	:
Unit	:

Subject: Charge- Sheet with suspension.

Dear Mr. /Ms.....,

It has been reported against you that at about 10 a.m. on May 09, 2012, while you were working inside the factory premise, Quality Officer Mr. B... went to you in order to get a solution for a problem in line no. 2; but you did not concentrate on the problem. Rather you have abused Mr. B., both verbally and physically, relying on a previous issue.

Your above acts amount to misconduct and zero tolerance issues under company rules, and you are, therefore, directed to explain as to why you will not be punished on the above charge.

Since the charges brought against you are vary serious in nature, you are hereby placed under suspension with immediate effect under employee disciplinary policy of the above Act pending enquiry into the charges against you.

Your explanation, which must be in writing, should reach the undersigned positively within a period of seven days of receipt of this letter otherwise action as deemed appropriate shall be taken against you without any further reference to you.

Regards,

(Name of Concern Authority)

Designation:,

Department:,

Unit:

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Ref:

Date: 28/08/2014

Annexure-20(iv): Enquiry Notice

Date: .../.../.....

Name	:	<u>Present Address:</u>	<u>Permanent Address:</u>
Designation:
ID No.	:
Department:
Unit	:

Subject: Enquiry Notice.

Dear Mr. /Ms.....,

This refers to your written explanation submitted by you to the management in reply to your charge- sheet dated .../.../

Since your explanation has not been found acceptable by the management, I have been asked to conduct an enquiry into the charges brought against you.

The inquiry will be held at (Time) on (Date) at in the office ofand during this enquiry you will be given all opportunity to adduce evidence and produce witnesses in support of your statement/defence and cross examine the witnesses and evidence produced against you.

Yours sincerely,

(Name of Enquiry Officer or Team Leader)

Designation: (Enquiry Officer/ Team Leader)

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Date: 28/08/2014

Annexure-20(v): Punishment Order

Date: .../.../.....

Name	:	<u>Present Address:</u>	<u>Permanent Address:</u>
Designation:
ID No.	:
Department:
Unit	:

Subject: Dismissal Order.

Dear Mr. /Ms.....,

Further to our show cause notice No. dated issued to you and or receipt of your explanation there to, an enquiry was held into the charges brought against you.

The report of the enquiry submitted and evidence adduced sufficiently establish the charges leveled against you.

Since the charges having been proved against you, are of a very grave nature and violate sec..... of

(Name of Law/Policy/Rules etc.)..... the punishment warranted is that of dismissal.

We have also looked into your service records and have found that the records are high unsatisfactory. Under the circumstances, it has been decided to dismiss you from service.

Accordingly, you are hereby dismissed from service with immediate effect.

You may collect your dues, if any from our Finance & Account department on any working day after getting clearance from all concerned.

Yours faithfully

(Name of Concern Authority)

Designation:,

Department:,

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Ref:

Date: 28/08/2014

Annexure- 20(vi): Who is actual concern authority to issue Letter?

<i>Where</i>	<i>Employee Level For Letter Issue</i>	<i>Letter issuing Authority</i>	<i>Type of Letter</i>	<i>Consultation With</i>
Corporate Office	Management Trainee to Above	GM-Corporate HR	Show Cause, Charge-Sheet, Punishment Order, Inquiry From letter	Manager-Corporate IR
Corporate Office	Management Trainee to Below	Manager-Corporate HR	Show Cause, Charge-Sheet, Punishment Order, Inquiry From letter	Manager-Corporate IR
Factory	Management Trainee to Above	GM-Corporate HR	Show Cause, Charge-Sheet, Punishment Order, Inquiry From letter	Manager-Corporate IR
Factory	Management Trainee to Below	Head of HR of the factory	Show Cause, Charge-Sheet, Punishment Order, Inquiry From letter	Manager-Corporate IR
Out side of Corporate Office & Factory	All Level	GM-Corporate HR	Show Cause, Charge-Sheet, Punishment Order, Inquiry From letter	Manager-Corporate IR
Any Where of Group	All Level	Inquiry Officer/ Team Leader	Inquiry	N/A



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