

Appendix I
(i) Show Cause Notice: Format

Menon Pistons Private Limited



Date:-

(ii) : SHOWCAUSE NOTICE :

Where as it has been brought to the notice of the mang that Shri-----
----- Ticket No. ----- of ----- Deptt, has habitually remained
absent without leave or prior permission of the management. The particu-
lar where of are enclosed herewith marked as "Annexure-1". This acts on
the part of Shri----- amount to misconduct under the following pro-
visions of standing orders framed under the Industrial Employment (Stan-
ding) orders) Act, 1946-Section 24(f)(a) and (i)-

CLAUSE 24 (i) : Habitual absence without leave or absence without leave
for more than ten Consecutive days or overstaying the
sanctioned leave without sufficient grounds or proper
or satisfactory explanation,

CLAUSE 24 (a) : Wilful insubordination or disobedience whether or not in
Combination with another, of any lawful and reasonable
order of a superior,

CLAUSE 24 (i) : Commission of any Act Subversive of discipline or good
behaviour, on the premises of the establishment,

Now, therefore, said Mr. ----- is called upon to explain to
the satisfaction of the management as to why disciplinary action should
not be taken against him. His explanation should reach the office within 48 hours
from the date hereof, failing which, it will be presumed that he
has no explanation whatsoever to offer and the action will be taken
accordingly.

Date:-

(iii) : CHARGE SHEET : Format

Where as it has been brought to the Notice of the Management that, Shri----- Ticket No.---of---deptt, has habitually remained absent without leave or prior permission of the management. The particulars whereof are enclosed herewith marked as "Annexure-1". This act on the part of Shri----- amount of misconduct under the following provisions of standing orders framed under the Industrial Employment (standing Orders) Act, 1946-Section 24 (a) and (i)-:-

Mr.----- was issued with a showcause Notice Ref.No.---dated---in this respect and was asked to submit his explanation in writing. However, Mr.-----has not Submitted any written explanation in respect to the showcause notice refered above.

The Mangt has decided to conduct domestic enquiry into the following charges levelled against him.

CHARGE NO. 1: Habitual absence without leave or absence without leave for more than ten consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation,

CHARGE NO. 2: Wilful insubordination or disobedience where or not in Combination with another of any lawful and reasonable order of a superior,

CHARGE NO. 3: Commission of any Act subversive of discipline or good behaviour, on the permises of the establishment.

Now, therefore, said Mr.----- is called upon to explain in writing to the satisfaction of the mangt as to why disciplinary action should not be taken against him. His explanation should reach to the company's office within three days from the date hereof.

The Mangt has appointed Shri-----, as Enquiry officer for the purpose of conducting Domestic enquiry.

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During the enquiry Shri-----, Ticket No. ----- of ----- Deptt will be permitted to be defened by a workman working in the Deptt where he is working or by any office bearer of the trade Union of which he is member, and also to produce witness in his defence and cross examine any witness on whose evidence the charges rest.

Date:-

(IV) : ORDER OF DISMISSAL :

This has reference to the Show Cause Notice Cum Charge Sheet Ref No.----- date ----- and Company's letter---- No.----- dated----- issued to you in response to your application dated----- issued in Continuation to showcause Cum Charge Sheet and the subsequent domestic enquiry held on----- in the Adm Office of the Company.

We find from the enquiry proceedings that you did not remain present during the enquiry proceeding and that the enquiry was proceeded and Completed ex-partie.

The Enquiry Officer has Conducted and Completed the enquiry as per the procedure laid down under the Law and that he has submitted his report of findings to us on -----

We have Carefully gone through the records of the enquiry proceeding and other Connected papers produced in the enquiry and also papers of findings of the Enquiry Officer, in as much as that on the evidance recorded in the enquiry the charges levelled against you have been sufficiently proved.

We have also gone through your past records which is far from satisfactory. Having record to the enquiry of misconducts and in view of your un satisfactory past records we have decided to dismiss you from the Company's Services.

Accordingly, you are hereby dismissed from the Company's Service with effect from----under Section.25(i)(d)of the Model Standing orders, framed under the Industrial Employment(Standing Orders)Act, 1946.

Please obtain clearance certificate from all the Deptt and there after Collect your dues, if any, from the Accounts Office, upon submissio of clearance Certificate.