

LIST OF CHARGE SHEET FORMATS

- (1) **General Format.**
- (2) **For assault or fighting on the premises.**
- (3) **For using abusive language towards superior.**
- (4) **For causing damage to the machine and materials.**
- (5) **For drunkenness while on duty.**
- (6) **For disobedience.**
- (7) **For disorderly behaviour and striking work.**
- (8) **For disobedience for transfer order.**
- (9) **For habitual absence of duty.**
- (10) **For loitering.**
- (11) **For negligence of duty.**
- (12) **For passing indecent remarks.**
- (13) **For slowing down work.**
- (14) **For unlawful assembly.**

1. GENERAL FORMAT:

To

It is reported against you that on _____ (date) while on duty in the _____ shift at _____(time), you _____(mention clearly the act or act of misconduct alleged)

The acts as alleged above to have been committed by you amount to misconduct as per the clause _____ of the company's standing order {which reads as follows _____ insert the clause} which if proved would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within _____ days / hours of the receipt hereof as to why an appropriate disciplinary action should not be taken against you.

If you fail to submit your explanation within the specified time, it will be presumed that you accept the charges and have no explanation to offer. In that event, the management will be at liberty to take appropriate action without making a further reference to you.

Dated: _____

Signature of the Authorised Person.

2. FOR ASSAULT OR FIGHTING ON THE PREMISES:

To

It is reported against you that on ----- (date) while on duty in the -----sk
----- (time), you have severely beaten ----- (name) intentionally
humiliate him among his colleagues.

(State the facts if different than those stated here)

The acts as alleged above to have been committed by you amount to misconduct as per the cl
----- of the company's standing order {which reads as follows ----- insert
clause} which if proved would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within ----- days / hours of
receipt hereof as to why an appropriate disciplinary action should not be taken against you.

If you fail to submit your explanation within the specified time, it will be presumed that
accept the charges and have no explanation to offer. In that event, the management will be
liberty to take appropriate action without making a further reference to you.

Dated: -----

Signature of the Authorised Person.

2. FOR ASSAULT OR FIGHTING ON THE PREMISES:

To

It is reported against you that on ----- (date) while on duty in the ----- shift at ----- (time), you have severely beaten ----- (name) intentionally to humiliate him among his colleagues.

(State the facts if different than those stated here)

The acts as alleged above to have been committed by you amount to misconduct as per the clause ----- of the company's standing order {which reads as follows ----- insert the clause} which if proved would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within ----- days / hours of the receipt hereof as to why an appropriate disciplinary action should not be taken against you.

If you fail to submit your explanation within the specified time, it will be presumed that you accept the charges and have no explanation to offer. In that event, the management will be at liberty to take appropriate action without making a further reference to you.

Dated: -----

Signature of the Authorised Person.

1. GENERAL FORMAT:

To

It is reported against you that on _____ (date) while on duty in the _____ shift at _____ (time), you _____ (mention clearly the act or acts of misconduct alleged)

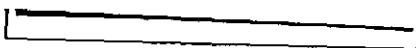
The acts as alleged above to have been committed by you amount to misconduct as per the clause _____ of the company's standing order {which reads as follows _____ insert the clause} which if proved would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within _____ days / hours of the receipt hereof as to why an appropriate disciplinary action should not be taken against you.

If you fail to submit your explanation within the specified time, it will be presumed that you accept the charges and have no explanation to offer. In that event, the management will be at liberty to take appropriate action without making a further reference to you.

Dated: _____

Signature of the Authorised Person.



3. FOR USING ABUSIVE LANGUAGE TOWARDS SUPERIORS.

To

It is reported against you that on -----(date) while on duty in the ----- shift at ----- (time), you started abusing the ----- officer in most vulgar, abusive, and defamatory Language. (Herein mentions the actual words spoken by the delinquent employee.)

In the past also, you have indulged in such / similar activities and have been warned to this effect. You have thus exhibited audacity and depravity towards your superior and as such your conduct is un-becoming and amounts to premises of the establishment.

The acts as alleged above to have been committed by you amount to misconduct as per the clause ----- of the company's standing order {which reads as follows ----- insert the clause} which if proved would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within ----- days / hours of the receipt hereof as to why an appropriate disciplinary action should not be taken against you.

If you fail to submit your explanation within the specified time, it will be presumed that you accept the charges and have no explanation to offer. In that event, the management will be at liberty to take appropriate action without making a further reference to you.

Dated: -----

Signature of the Authorised Person.

**4. FOR CAUSING DAMAGE TO THE MACHINES AND
MATERIALS**

To

It is reported against you that on ----- (date) while on duty in the ----- shift at ----- (time), You deliberately damaged the machine and material. When you were asked by supervisor that you should not indulge in such objectionable activities you behaved in most insolvent manner by saying that you will teach a lesson to the management by causing damage to the machine and material so that the normal production is impaired.

The acts as alleged above to have been committed by you amount to misconduct as per the clause ----- of the company's standing order {which reads as follows ----- insert the clause} which if proved would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within ----- days / hours of the receipt hereof as to why an appropriate disciplinary action should not be taken against you.

If you fail to submit your explanation within the specified time, it will be presumed that you accept the charges and have no explanation to offer. In that event, the management will be at liberty to take appropriate action without making a further reference to you.

Dated: -----

Signature of the Authorised Person.

6. FOR DISOBEDIENCE

To

It is reported against you that on ----- (date) while on duty in the ----- shift at ----- (time), your superior entrusted urgent job namely ----- (here mention actual title of the job) which you were ordered by ----- to carry out in the first instance and with priority to complete the same by ----- (time). You told your supervisor flatly that you would not do the job entrusted to you. When again the supervisor told you about the urgency of the work and also the fact that refusal to attend the said job amount to disobedience, you shouted at him saying that he should mind his own business as he knew nothing about the operation of the machine.

The acts as alleged above to have been committed by you amount to misconduct as per the clause ----- of the company's standing order {which reads as follows ----- insert the clause} which if proved would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within-----days / hours of the receipt hereof as to why an appropriate disciplinary action should not be taken against you.

If you fail to submit your explanation within the specified time, it will be presumed that you accept the charges and have no explanation to offer. In that event, the management will be at liberty to take appropriate action without making a further reference to you.

Dated: -----

Signature of the Authorised Person.

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7. FOR DISORDELY BEHAVIOUR AND STRIKING WORK

To

It is reported against you that on -----(date) while on duty in the ----- shift at ----- (time), you stood up at your seat and loudly gave a call to the workers that none of them will attend to his work and further threatened them that if any one of them attend to his work, he will have to face adire consequences. In response to your call and the threat, a few employees present in the department/office struck work and in a concerted manner failed to perform their duties. Thereafter you, along with your other colleagues, assembled outside the office of the ----- where you started shouting filthy, derogatory, defamatory slogans amounting to personal vilification of the managerial personnel. Some of the slogans, which were shouted, are as under:

The acts as alleged above to have been committed by you amount to misconduct as per the clause ----- of the company's standing order {which reads as follows ----- insert the clause} which if proved would warrant scrious disciplinary action against you.

Accordingly, you are hereby required to show cause within-----days / hours of the receipt hereof as to why an appropriate disciplinary action should not be taken against you.

If you fail to submit your explanation within the specified time, it will be presumed that you accept the charges and have no explanation to offer. In that event, the management will be at liberty to take appropriate action without making a further reference to you.

Dated: -----

Signature of the Authorised Person.

8. FOR DISOBEDIENCE OF TRANSFER ORDER:

To

It is reported against you that on ----- (date) while on duty in the ----- shift of ----- (time), you were transferred from ----- to ----- w.e.f. ----- vide office order number ----- dated -----.

It is regretted that you have failed to make compliance in reporting for duty, as directed. Now, therefore, you were finally directed to report for duty within ----- days of receipt hereof and also to explain as to why disciplinary action should not be taken against you for your unauthorised absence and disobedience of orders of transfer.

The acts as alleged above to have been committed by you amount to misconduct as per the clause ----- of the company's standing order {which reads as follows ----- insert the clause} which if proved would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within-----days / hours of the receipt hereof as to why an appropriate disciplinary action should not be taken against you.

If you fail to submit your explanation within the specified time, it will be presumed that you accept the charges and have no explanation to offer. In that event, the management will be at liberty to take appropriate action without making a further reference to you.

Dated: -----

Signature of the Authorised Person.

9. FOR HABITUAL ABSENCE OF DUTY:

To

It is reported against you that on ----- (date) while on duty in the ----- shift at ----- (time), you are absenting yourself from duty w.e.f. ----- without prior permission / application or even intimation. In the past also you have remained absent without obtaining prior sanction of leave, details of which are given below:

Sudden absence dislocates the normal work of the factory, while repeated such offences, on your part, notwithstanding oral and written warning issued more particularly on ----- have adverse effect both on output as well as on discipline.

The acts as alleged above to have been committed by you amount to misconduct as per the clause ----- of the company's standing order {which reads as follows ----- insert the clause} which if proved would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within-----days / hours of the receipt hereof as to why an appropriate disciplinary action should not be taken against you.

If you fail to submit your explanation within the specified time, it will be presumed that you accept the charges and have no explanation to offer. In that event, the management will be at liberty to take appropriate action without making a further reference to you.

Dated: -----

Signature of the Authorised Person.

10. FOR LOITERING:

To

It is reported against you that on ----- (date) while on duty in the ----- shift at -----
---- (time), you are in the habit of loitering in your department and thus wasting your time without doing
any work during your duty hours. On ----- you are again found to have gone to the duty point /
machine of Mr. ----- and indulged in chit chatting (-----) (particular of act / acts
done) during duty hours. In the past also, you were found guilty of loitering in the Department / Section
and wasting your time and that of others during working hours on the following occasions:

(give time and when the employec was found loitering.)

The acts as alleged above to have been committed by you amount to misconduct as per the clause
----- of the company's standing order {which reads as follows ----- insert the
clause} which if proved would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within-----days / hours of the receipt
hereof as to why an appropriate disciplinary action should not be taken against you.

If you fail to submit your explanation within the specified time, it will be presumed that you
accept the charges and have no explanation to offer. In that event, the management will be at
liberty to take appropriate action without making a further reference to you.

Dated: -----

Signature of the Authorised Person.

11. FOR NEGLIGENCE OF DUTY:

To

It is reported against you that on ----- (date) while on duty in the ----- shift at ----- (time), you were attending and /or working on ----- (date) ----- (machine). During the said (mention the description of the machine) operation the machine and / or part of the machine was broken on account of your negligence in working and or attending the said machine. The occurrence could not have taken place if you had been vigilant and careful in attending the machine.

The acts as alleged above to have been committed by you amount to misconduct as per the clause ----- of the company's standing order {which reads as follows ----- insert the clause} which if proved would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within-----days / hours of the receipt hereof as to why an appropriate disciplinary action should not be taken against you.

If you fail to submit your explanation within the specified time, it will be presumed that you accept the charges and have no explanation to offer. In that event, the management will be at liberty to take appropriate action without making a further reference to you.

Dated: -----

Signature of the Authorised Person.