

DELTIN ROYALE

Form Ref Number

Date: 26.03.22 / 27.03.22

DISCIPLINARY WARNING SHEET

Employee Name : AJAY NAIK

Employee No. : V06063

Date of Joining : 30.12.21

Department : SURVEILLANCE

Designation : OFFICER

Reporting to : WELESLEY VAZ

Action Taken:

- ☐ Informal Warning - Note to File Only
☐ Formal Warning - Note to File Only

- ☒ First Warning Letter
☐ Final Warning Letter
☐ Dismissal

Details of the Offence:

(Attach relevant evidence / documents) (Use back page if space not enough)

SURVEILLANCE OFFICER AJAY DOING NIGHT SHIFT AT FISHERIES JETTY ON 26.03.22 AND 27.03.22 WAS OBSERVED SLEEPING DURING WORKING HOURS. ON GAMING DAY 26.03.22 AJAY WAS FOUND SLEEPING BETWEEN 0315 TO 0402 HRS 0506 HRS TO 0605 HRS WHILE ON GAMING DAY 27.03.22 BETWEEN 0500 TO 0700 HRS. AJAY WAS OBSERVED USING MOBILE CONTINUOUSLY THROUGHOUT THE SHIFT FAILING TO PERFORM HIS DUTY. CCTV MANAGEMENT STRONGLY WARNS AJAY NO TO REPEAT THE OFFENCE IN FUTURE.

Reason for Warning:

NEGLIGENCE TOWARDS SURVEILLANCE DUTIES

What is the next disciplinary action for non-improvement? (Next Disciplinary Stage)

FINAL WARNING LETTER

ACKNOWLEDGEMENT:

(Witness should sign in case the employee fails to do so).

Employee:
Date:

Witness:
Date:

Reporting Manager/Deputy HOD
Date:

Department Head:
Date:

HR Manager:
Date:

Distribution List: Original to Employee File / Copies to Employee.