**EXPLANATION LETTER**

Dear Sir,

It has been found with grave concern that you have failed to perform your duties as Estate Officer, Apex Group of Colleges, Gujranwala as the incident of robbery took place on July 04, 2022 in the territory of Gym which is situated adjacent to the New Boys Campus, in the building of Apex Group of Colleges. This act of your sheer negligence comes to gross misconduct on your part and demanded highly disciplinary action against you. Being Estate Officer, you are duty bound to look after all the affairs particularly the property of this institute, but you could not perform your duties as per your assignment. The incident of robbery is being probed by the local police. This incident of robbery is took place due to your sheer negligence. Meanwhile, an enquiry committee at college level is being constituted in order to probe the matter thoroughly and fix the liability of the incident and also determine the culprits of the incidents.

Times and again, the lawful direction has been passed to you to keep vigilant eyes on all the affairs of the college building particularly the precious articles. It seems that you did not take interest towards your duties and hence, committed gross misconduct. For your lethargic attitude and inefficiency on you part, hence, this explanation is being issued to you.

You are hereby directed to submit your reply in response to the allegations leveled against you within 01 day positively. Otherwise, the competent authority is free to take stern action against you.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal

Rana Muhammad Saleem