

SAMPLES OF MODEL CHARGE SHEETS

Model Charge Sheet No.1

Name :
IC No :
Designation :
Date :

The Management had received a complaint that on you slapped (name).....your immediate superior when he was giving working instructions. This event took place at about(time) according to the complaint. Upon requesting you to apologize you started hurling abusive remarks and then proceeded to slap your immediate superior.

The acts mentioned above constitute grounds of misconduct and insubordination under Company Rules and Regulations.

You are asked to give your written explanation within 24 hours of the receipt of this letter, otherwise it will be presumed that you have nothing to say and the enquiry will proceed with or without your presence.(a copy of the complaint made by your immediate superior is enclosed herewith.)

Kindly acknowledge receipt of this letter by signing the duplicate therein.

Signature
Director/Manager

Model Charge Sheet No.2- for Habitual Late Attendance

Name :
IC No :
Designation :
Date :

Sir,

Re : Your Habitual Late Attendance

The Management upon duly perusing your attendance register found that you have been regularly coming late to for work from(give details of dates and times)and you had been warned on the same previously. Please submit your explanation in writing within 48 hours as to why disciplinary proceedings should not be held against you.

Kindly acknowledge receipt of this letter by signing the duplicate therein.

Signature
Director/Manager

Model Charge Sheet No.3- Sleeping On Duty

Name :
IC No :
Designation :
Date :

Sir,

While on duty on the night/day of you were found sleeping on duty at about(time) by the factory supervisor . Your neglect could have caused serious loss to the company. Please give an explanation within 2 days of the receipt of this letter why disciplinary proceedings should not be held against you and suitable action to taken.

Kindly acknowledge receipt of this letter by signing the duplicate therein.

Signature
Director/Manager

Model Charge Sheet No.4- For Go Slow

Name :
IC No :
Designation :
Date :

Sir,

Re : Going Slow in the Head Office

With regard to the go-slow in the head office commenced on and which is still going on, it has been reported that it is you who have instigated it and are taking a leading part. This action has caused serious damage to the machineries and caused disruptions in the production schedule. Please provide your explanation in writing within 2 days from date of receipt of this letter why disciplinary action should be not taken against you.

Kindly acknowledge receipt of this letter by signing the duplicate therein.

Signature
General Manager

Model Charge Sheet No.5- For Assaulting Co-Worker

Name :
IC No :
Designation :
Date :

Sir,

Re : Your alleged assault on.....on.....

It has been reported that you assaulted (name & date & time) in your working area resulting causing injuries. The acts mentioned above constitute grounds of misconduct and insubordination under Company Rules and Regulations.

Please submit your written explanation within 48 hours as to why disciplinary proceedings should not be held against you.

Kindly acknowledge receipt of this letter by signing the duplicate therein.

Manager

Signature
General Manager

Model Charge Sheet No.6-For Notice of Enquiry

Name :
IC No :
Designation :
Date :

The Management is in receipt of your explanation dated in reply to the charge sheet dated Your explanation has not been found to be satisfactory. The Management has therefore been decided to hold a domestic enquiry into the charges against you. The enquiry shall be held in the conference room of the Company on the at am/pm.

You shall be given full opportunity to produce your witnesses and other evidence, and to cross-examine the witness of the Company. You may also bring along with you a union representative to represent you at the enquiry.

If you wish to produce any witnesses who are employees of the company, you should give a list of those persons within two days so that steps may be taken for producing them. Witnesses who are not employees of the company have to be produced through your own arrangements and all cost and expenses shall be borne by you.

Please note that if you fail to attend the enquiry it will be held in your absence and all action taken thereafter shall be at the discretion of the Company.

Kindly acknowledge receipt of this letter by signing the duplicate therein.

Signature
General Manager

Model Charge Sheet No.7-For Order of Dismissal

Name :
IC No :
Designation :
Date :

Sir,

Re : Charge Sheet dated - for alleged misconduct of assaulting
and insubordination for which an enquiry was held against you.

We refer to the charge sheet dated for the offence of assaulting a superior officer and insubordination onat 11 am/pm in the Company's Premise . You gave an explanation but it was not found satisfactory, and thereafter the enquiry was held upon the charges against you on..... The enquiry officer found that you were guilty of the charges against you, and has recommended the punishment of dismissal. The Management having peruse all relevant documents and records available agrees with his findings and accept his recommendation.

In accordance with Company's Rules and Regulations it is the decision of the Company that you are hereby dismissed from service for the misconduct you have committed, no extenuating circumstances have been found in your case in view of your past record.

Kindly collect your wages due to you from the company onand you are to return all properties of the Company upon collection the wages.

Kindly acknowledge receipt of this letter by signing the duplicate therein.

Your faithfully

Model Charge Sheet No.8-For Letter Imposing Punishment of Withholding Increment

Name :
IC No :
Designation :
Date :

Sir,

Re : Charge Sheet dated for.....

With regard to the enquiry held against you on the above charge, you have been found guilty. In the circumferences, and taking your past good conduct into consideration, the Management has decided not to terminate your employment. You are therefore awarded the punishment of withholding your next two increments.

Kindly acknowledge receipt of this letter by signing the duplicate therein.

Your faithfully

Model Charge Sheet No.9-Warning Letter

Name :
IC No :
Designation :
Date :

Sir,

Re : Charge Sheet dated for

You were charge sheeted for the above offence and an enquiry held against you on..... in which you were found guilty of the offence of insubordination and assaulting your superior officer, on within the factory premises.

The Company has decided to take a lenient view of the matter and wishes to give you another chance to improve your behavior. However, you are given a stern warning that in the event you commit a similar offence the Management shall have the discretion to take suitable disciplinary action against you including terminating your employment contract.

Kindly acknowledge receipt of this letter by signing the duplicate therein.

Signature
General Manager

Model Charge Sheet No.10-Letter of Suspension Pending Enquiry

Name :
IC No :
Designation :
Date :

Sir,

Re : Letter of Suspension Pending Enquiry

The above refers.

Please take notice that pending hearing of the domestic enquiry into the charges against you which will be held in the conference room of the Company on the at am/pm and for the purpose of investigations ,you are now suspended from service with the Company with immediate effect for 2 weeks effective from.....to..... and during the period of your suspension you shall be paid ½ half of your salary and in the event you are found not guilty of the charges made against you ,the balance of your salary shall be paid for forthwith.

Please be advice that during the period of your suspension, your entry into the premise of the company shall be subjected to the approval of the Company.

Kindly acknowledge receipt of this letter by signing the duplicate therein.

Yours faithfully