**Legal Process Flow Chart**

All those who left the organization without giving any notice and serving the bond comes under the breach of the contract. Whomsoever do such activity will have to follow below process.

If any employee does not respond in 3 days neither coming to the office.

* HR will take the follow-up from the candidate.
* If no response – HR will text him a general massage stating him to call back.

In case of nor response in 3 days either or call or massage, HR will send 3 emails of “Show Cause Notice for uninformed leave” to them and inform to their parents.

**Format**

Dear Candidate Name,

It is observed from the attendance records that you have been absent from duty from 1st April 2021 without any approval.

You are asked to explain in writing within 24 hours, from the time you get this notice as to why the company should not take any disciplinary actions against you.

If no explanation is received from you within the stipulated time given to you, it will be deemed that you have no reason to explain and thus appropriate disciplinary action will be taken.

**Format: on letter head**

**Still the candidate does not respond: HR will send a letter to the candidate permanent address.**

Notice for Uninformed Absenteeism

<Name>,

<Address>

It has been observed from attendance records that you have not reported to work from <DATE  
>. We made several calls on your number: \_\_\_\_\_\_\_\_\_\_ and also sent you an email reminder on the email id: \_\_\_\_\_\_\_\_\_\_\_\_\_, but we haven’t received any response from your end.

You have access to company’s confidential information like employee access, client account and credentials etc. This does not stand tall with the commitment and service agreement you made with us.

We are sending this formal intimation to report to the office on the next working day of receiving this letter, failing to which there can be consequences in terms of legal action against you.

Regards,

**IF still the candidate does not respond, then candidate’s security cheque will submit to the Standard Charted Bank.**

In case of Cheque bounce, we will follow the below process.

Send a softcopy with a list of documents to Mr. Anirudh Malpani (Advocate)

1. Bond Copy
2. Bounce Memo
3. Cheque Return Copy

Also, Office Assistant need to give the hardcopies to them.

Advocate will send them a notice. If they did not replay, talk to Anirudh Sir for Challans which are to be paid before submitting their application to the court. After submitting challan, Court will issue a letter to the candidates and HR need to follow-up with Anirudh Sir for further updates.