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A charge-sheet for absence when application for sanction of leave has been refused and also the employee is in the habit of absenting

To

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Your attention is drawn to your application dated.....for grant of leave from..... to..... The said leave was refused on account of exigency of work and you were also intimated to this effect on.....Notwithstanding that, you absented yourself from duty in defiance of the instructions knowing fully well that the production/work will suffer.

Your attendance record also reveals that you are in the habit of remaining absent without obtaining prior sanction of leave or even without applying for the same.

On.....you remained absent without leave being granted to you. Earlier also, you have remained absent without taking leave on numerous occasions, the details of which are given below :

(Herein give the details of absence)

Now, therefore, you are directed to show cause within 72 hours from the receipt of this charge-sheet as to why disciplinary action including dismissal be not taken against you. Should you fail to submit your explanation within the stipulated time, it will be deemed that you admit the charges and have no explanation to offer and an appropriate action will be taken without any further reference to you.

