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Pro-forma suggested for show cause notice to employee along with enquiry report calling upon him as to why appropriate punishment should not be awarded

SHOW CAUSE NOTICE

To

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Whereas you had been charge-sheeted for grave and serious misconduct vide charge-sheet dated.....calling upon your explanation and whereas in response thereof your explanation had been considered and was found evasive and unsatisfactory. Accordingly, it was decided to hold a domestic enquiry into the misconduct as enumerated in the charge-sheet by appointing an independent and impartial enquiry officer to look into the charges and give his findings.

And whereas the Enquiry Officer has held the enquiry from time to time and has granted ample opportunities to you by observing the principles of natural justice and the relevant rules as well as certified Standing Orders as applicable to the industrial establishment.

And whereas the Enquiry Officer has submitted the report along with his findings to the management which have been carefully considered by the management.

While going through the enquiry proceedings, documents and the evidence, the management is satisfied that the principles of natural justice, relevant rules and the provision of the certified standing orders have been meticulously observed and followed by the Enquiry Officer. The findings of the Enquiry Officer reveal that the aforesaid charges have been proved against you. Thus the management concurs with the findings of the Enquiry Officer. The management has further considered the gravity and seriousness of the charges and also your past record and is satisfied that there are no extenuating circumstances for mitigation of the proposed punishment. The management is, therefore of the considered opinion to impose upon you the major penalty of dismissal from service.

Now therefore, you are hereby called upon to show cause as to why you should not be dismissed from the service of the Company/Industrial Undertaking. Your explanation, if any, should reach to the management within one week from the receipt of the show cause notice failing which it will be presumed that you have no explanation to offer. In that eventuality, the management shall be at liberty to proceed further without making any further reference to you to this effect. We are also enclosing a copy of the report of the Enquiry Officer with his findings.

Authorised Signatory

