

/DRAFT MEMO FOR NON-EXECUTIVE /

MINERAL EXPLORATION CORPORATION LIMITED
(A Government of India Enterprise)

_____ Project

No.

Dated :

MEMO

Shri _____, _____ Project has applied for _____ days EL/SL/CL with effect from _____ to _____, which was granted by the undersigned . The said period of leave expired on _____ and he should have resumed duty on _____ but he failed to resume duty on _____. Thus, Shri _____ is/ has been absenting from work without permission from _____.

As per Clause 29 (xxvi) of Standing Orders, overstay of the sanctioned leave or absenting from work without permission is misconduct. Shri. _____ is, therefore, hereby directed to resume duty within 8 days of the receipt of this Memo and simultaneously explain to the satisfaction of the management the reasons for his unauthorized absence from work, failing which suitable disciplinary action will be initiated against him.

PROJECT MANAGER
_____ PROJECT

To

Shri _____

/DRAFT CHARGESHEET FOR NON-EXECUTIVE/

MINERAL EXPLORATION CORPORATION LIMITED

(A Government of India Enterprise)

No.

_____ Project

Dated :

CHARGE SHEET

Shri. _____, Project had proceeded on EL/SL/CL w.e.f. _____ to _____ and was due to resume duties on _____ and he has remaining absent from duties till date without any intimation to this office regarding his absence.

This office had sent a Memo No. _____ dated _____ to Shri _____ to his home address by Registered Post therein directing him to report for duty immediately. But he has not reported for duty and continuing absent unauthorisedly.

And once again this office has sent a Memo No. _____ dated _____ to his home address by registered post with A/D asking him to report for duty immediately failing which suitable disciplinary action as deemed fit will be initiated against him. However, Shri _____ has neither reported for duty nor sent any communication regarding his absence till date.

The above act on the part of Shri _____ is subversive of discipline and gross misconduct under the following provisions of MECL certified Standing Orders by which he is governed.

Clause- 29 (xxvi)- Continuous absent without permission or without satisfactory cause for more than 10 days.

Clause- 29 (v) - Habitual late attendance and habitual absence without leave or without sufficient cause.

Shri _____ is hereby directed to show cause in writing as to why disciplinary action should not be taken against him for the above said misconduct. His explanation should reach the undersigned within 10 days from the date of issue of this memorandum. If he fails to submit his explanation or if the explanation submitted by him is not found satisfactory, further action as deemed fit will be taken against him.

Shri _____

Project Manager

Copy to : 1)ZM, MECL, Nagpur, Ranchi, Haydrabad 2) HOD (Drilling) 3) DY. G.M (HR), MECL, Nagpur.

