**DRAFT OF CHARGE SHEET**

**By Hand, Regd. A.d., U.P.C.**

**To**

**Dated:…………**

**Shri………………. …………..**

**S/o…………………………….**

**Designation……………………**

**R/o……………………………**

**SUBJECT: CHARGESHEET**

Sh. ……………[Here write the Designation]. Has made a written complaint against you \your following wrong acts are come under my notice. The contents of the same are as under: -

 [Here write the complaint or wrong acts]

You’re above acts come under misconduct and against the terms of the appointment.

That by you’re above uncalled acts you are creating a bad atmosphere at the working place, which is harming our organisation and also the working of other workers.

That after going through all the allegations and charges against you carefully, you are called upon to submit your written explanations within Seven days from the date of the receipt of this letter as to why disciplinary action should not be taken against you.

Please note that if you fail to give your explanation within stipulated time, the Management shall presume that the charges of this letter are accepted by you and you have not defense to plead and we shall take appropriate action as per law.

 Since the charged leveled against you are of serious nature, you are hereby suspended pending further enquiry and final order in the matter. You will be entitled to receive a substance allowance of Rs………… as per rules per month during the period of suspension. You are directed to report yourself daily at……….time at the Factory Gate and punch your Card available at a fix place and also make yourself present for receiving communications and directions intended for you.

 Kindly acknowledge the receipt.

(AUTHORISED SIGNATORY)