**DRAFT OF ENQUIRY**

**PROCEEDING RECORDING**

 “Enquiry Proceedings

Against Shri…………..(name, fathers name and designation),

Charge Sheet No………… dated………

Place of enquiry…………..time…………… date………..

 Present: -

 1.        Workman charged Shri…………………………

3.        Employer’s representative Shri…………………

The contents of the aforesaid charge sheet were read over and explained to the workman in the language understand by him. He does not admit the charges; As such the enquiry is to be proceeded against him.

 The list of witnesses and the list of documents relied upon and other documents are submitted by the employer’s representative, who they wanted to be used against the workman, charged. A copy of these documents has also been supplied to the workman.

The employer’s representative is asked to produce his Evidence

He produced his first witness.

 Statement of Shri……………….( name, fathers name and designation of employer’s first witness):

……………………………………………………………………………………… (The statement may be in narrative form or preferably, in question answer form)

 The workman does not want to cross-examine the witness.

(The examination and cross-examination of the other witnesses of the employer and the employee shall be recorded in the same manner. )