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DISCIPLINARY ACTION FOR MISCONDUCT

For initiating disciplinary action against any workman of the Company's said establishment for misconduct, the Manager of the establishment or any other Officer of the Company duly authorized by it (hereinafter referred to as - 'the Disciplinary Authority') shall issue and serve on him either by personal service or through Registered post at his recorded address with the Company a 'Show Cause Notice' or 'Charge sheet' setting out the allegations the Management has. to make against him and the charges he is accused of and ask him to show cause within a specified period of time not being less than 48 (forty eight) hours of his receipt thereof as to why, as for the same, disciplinary action should not be taken by the Management as against him and / or he be not otherwise appropriately dealt with by it therefore.

Upon receipt of the response thereto to be made by the workman concerned if the said Disciplinary Authority would not be satisfied thereby, he may then except in the case where the charge against the workman is one of being convicted in a Court of Law for a criminal offence involving moral turpitude, institute a domestic enquiry in the matter and, for this purpose, he shall appoint an independent person not being an employee of the Company as the Enquiry Officer of the said enquiry and give notice of the same to the workman concerned so that he may attend the said enquiry and take part in the same.

The workman concerned proceeded against will be afforded at the said enquiry every reasonable opportunity consonant with the settled rules of natural justice to make his defense against the charges he is accused of, including the right to be represented in the proceedings of the said enquiry by a fellow-workman-of-his, but no representation by lawyer or any other outsider will be allowed at the said enquiry unless they said Enquiry Officer, at his discretion, will allow the workman concerned in the circumstances of the case to be represented by a legal practitioner at the said enquiry.

	Approved by Director
Name	
Signature	