**CHARGE SHEET TO EMPLOYEE (FOR HABITUAL ABSENCE)**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

Registered A.D.

To

[[Name]]

[[Name of father]]

[[Address]]

1. On the [[Date]] you applied for leave from[[Date]] to [[Date]] Your application was refused by this Organisation on account of exigencies of work and you were also expressly intimated to this effect vide this office letter No [[No.]] dated [[Date]].
2. Inspite of that, you abstained yourself from duty on [[Date]](dated) in defiance of the instructions, knowing fully well that the [[production/work]] will suffer owing to your wilful and unauthorised absence.
3. Your attendance record also reveals that you are in the habit of remaining absent without getting prior sanction of leave or even without applying for the same.
4. On [[Date]] you remained absent without leave. Earlier also you had on numerous occasions remained absent without taking leave, the details of which are given below :

 [[Herein give the details of absence]]

1. You are, therefore, hereby called upon to show cause within [[Time Period]] of the receipt of this charge sheet, as to why disciplinary action should not be taken against you for the above misconduct. If no explanation is received from you within the time mentioned above, the management shall have the right to take appropriate action in accordance with law without further reference to you in this regard.

[[Name of Authority]]

[[Designation]]

[[Name Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]

**CHARGE SHEET TO EMPLOYEE (OVER STAYING LEAVE)**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

Registered A.D.

 To

[[Name]]

[[Name of father]]

[[Address]]

1. You proceeded on leave duly granted to you from [[Date]] to [[Date]].
2. Your leave expired on [[Date]], you have failed to report back for duty on the expiry of the said leave and have thus over stayed and remained absent from [[Date]] to [[Date]] without obtaining prior sanction.
3. You have not made an application for grant of further leave.
4. This conduct on your part amounts to gross dereliction to duty.
5. You are hereby called upon to show cause as to why you should not be proceeded against under the Service Rules/Standing Orders for the above misconduct. You are hereby directed to submit your explanation on or before the [[Date]] day of[[Month-Year]]
6. Please note that if you fail to submit your explanation by the above date, it will be presumed that you admit the charge and have no explanation to offer.

[[Name of Authority]]

[[Designation]]

[[Name Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]