



FORCE TECH SECURITY (INDIA) PVT. LTD.
E-135/136, 3RD FLOOR, AMAR COLONY, LAJPAT
NAGAR-IV, NEW DELHI

By Registered Post

Ref. No. :EO/19612/20/I

Dated: 27/11/2020

To,

Ms. JYOTI YADAV
D/O SH. RAMVEER SINGH
VILL + POST - BHANGEL, SEC-108, VILL-NAGLA BABOOL
PO -
DIST -
State -
PIN CODE - 0
PHONE - 6397731043

**Subject :- Domestic Enquiry into the Charges leveled against you, Vide Show Cause Notice / Charge sheet no . HR/19612/20/I,
Dated 11-07-2020**

Dear Ms. JYOTI YADAV,

This has reference to the letter dated 11-07-2020 , from the Management of Force Tech Security (India) Pvt. Ltd., wherein I have been appointed as an Enquiry Officer to conduct an enquiry into acts of misconduct alleged to have been committed by you as stated in the aforesaid Charge sheet.

In this connection you are required to present yourself for enquiry before the undersigned on 11-07-2020 at about 10:00 at C-50, GROUND FLOOR

You will be given full opportunity to defend yourself in the enquiry and to lead your evidence and would also be given an opportunity to cross-examine the management witnesses.

You may also take note that in the event of your failure, to present yourself for the enquiry on the scheduled date, without any valid / plausible explanation / reason, I shall be constrained to conduct the enquiry in your absence. In such an eventuality I will have to complete the enquiry and prepare my report on the basis of available material, record and evidence.

Enquiry Officer

MR. S. A. KHAN,

A-2206, ACE CITY,
SECTOR-1, GREATER NOIDA (WEST),
(U.P.) – 201306

PROCEEDINGS of DOMESTIC ENQUIRY into the allegation of misconduct committed by Ms. JYOTI YADAV, (Emp. Code no. 19612), conducted today, on 27-11-2020, in the company's conference room, at C-50, GP Sector 65, Noida (U.P.)

PRESENT

Enquiry Officer: **Mr. MR. S. A. KHAN,**

Presenting Officer: **Mr. Santosh Kumar**

Charge Sheeted Employee: **ABSENT**

CHARGE

That the charge sheeted employee **Ms. JYOTI YADAV**, has been unauthorisedly absent with effect from 26-06-2020

Time: 10.30 a.m.

The enquiry commenced but the charge sheeted employee is absent. The enquiry proceedings adjourned till 3.00 p.m.

Time: 03.00.p.m.

The enquiry commenced but the charge sheeted employee is still absent. The Management representative has filed details & documents of unauthorized absence of the Charge Sheeted Employee, along with letters sent to the Charge Sheeted Employee thereon. The said details, documents and the letters have been taken on record.

The Enquiry Officer had sent Notice dated 01-11-2020, under Registered Post, informing the Charge Sheeted Employee of the Domestic Enquiry being conducted for his unauthorized absence. In the said notice the time, place and date of the Domestic Enquiry had been mentioned. The Charge Sheeted Employee failed to appear in the Enquiry. Hence, has been moved ex parte and the Enquiry proceedings are closed and the matter adjourned for ex parte Enquiry Report.

Recorded by

MR. S. A. KHAN,

Enquiry Officer

Santosh kumar

Presenting Officer

REPORT OF THE DOMESTIC ENQUIRY CONDUCTED ON **27-11-2020** , INTO THE CHARGES LEVELLED AGAINST **Ms. JYOTI YADAV , (FTS - 19612)** BY THE MANAGEMENT FORCE TECH SECURITY (INDIA) PVT. LTD.

1. In this report the abbreviation CSE stands for charge Sheeted Employee **Ms. JYOTI YADAV** and the P.O. Stands for presenting officer **Mr. Santosh Kumar**. The CSE was issued a charge sheet no. **HR/19612/20/I**, Dated for the misconduct of unauthorized absence. The contents of the charge sheet are not being repeated herein for the sake of brevity but the same to be read as part of this Enquiry Report.

Proceedings:

2. That I was appointed as Enquiry Officer vide letter dated **02-11-2020** by the Management, M/s. Force Tech Security (India) Pvt. Ltd., C-50, Sector 65, Noida, U.P. to enquire into the misconduct of unauthorized absence over stay of the sectioned leave of the CSE. The copy of the said letter is annexed along with the report.
3. That after accepting the appointment as Enquiry Officer, I had sent a letter dated 01-11-2020 under Registered Post stating therein the date, time and venue of the proceedings to the CSE, specifically directed him to be present in the proceedings. I also informed the P O accordingly. A copy of the said letter alongwith postal receipt is annexed herewith.
4. That the CSE neither appeared in the proceedings, despite receipt of the notice in question, nor had he sent any communication, informing the reason for failure to appear in the proceedings. Accordingly, the CSE was moved ex parte.
5. That the PO has placed on record the documents (complaint etc.) to prove the unauthorized absence and the letters sent under Registered Post along with postal receipt, to the CSE requesting him to report for duty with an explanation for his unauthorized absence. The said documents have been taken on record.

Conclusion

That after taking into consideration the aforesaid documents and also the submissions made by the P O, I close the Enquiry Proceedings against the CSE and come to conclusion that the CSE is not interested in continuing with the employment of the Management and the charge of abandonment of employment by the CSE has been proved. The Report, proceedings and the documents taken on record has been sent to the Management.

Date:-27/11/2020

MR. S. A. KHAN,
Enquiry Officer

