To

Date: \_\_/\_\_/\_\_

Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sir,

SHOW CAUSE NOTICE

It has been reported that you have introduced one Mr. , S/O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ R/O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for crop loan of Rs. \_\_\_\_\_\_\_\_\_\_/- for the season dated\_\_\_\_\_\_\_\_. On your initiations, crop loan of Rs. \_\_\_\_\_\_\_\_\_\_\_/- was granted and cheque was given on dated\_\_\_\_\_\_\_\_\_. When the amount has become outstanding, on verification by our field staff it is found that no cane was cultivated in his area and the said has not supplied Cane to the Factory during the season 2006-07 and also that the said expired on dated\_\_\_\_\_\_\_\_. On further verification it is learnt that the cheque was deposited in the Dist Co-Operative Central Bank Limited, Medak on dated\_\_\_\_\_\_\_\_. It was found that you have endorsed on withdrawal form of the bank, which was in the name of Mr. and received the amount of Rs. \_\_\_\_\_\_\_\_/-. It clearly shows that you have acted with an ulterior motive for a wrongful gain. Thereby you have cheated the company and misappropriated an amount of Rs. \_\_\_\_\_\_\_\_/- and caused loss to the company. Your above acts amount to misconduct under the Model Standing Orders applicable to you.

Hence you are hereby call upon your explanation within three (3) days from the date of receipt of this notice, why appropriate disciplinary action cannot be taken against you for the above misconducts, apart from initiating Criminal/Civil proceedings. In case no reply is received within the stipulated time, it will be presumed that you have no explanation to submit and further action will be initiated against you.

Dy. General Manager (Process)

Cc: 1. General Manager, Place \_\_\_\_\_\_\_

      2. President, Place \_\_\_\_\_\_\_\_