



DELHI METRO RAIL CORPORATION LTD.
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF DELHI)

No. DMRC/HR/O&M/Un. Abs. /2020

Dated: 18.11.2020

Sub : Show Cause Notice to the DMRC employee absenting from duty unauthorisedly.


NOTICE

Following employee is absenting from duty without sanction of leave from the dates mentioned against her. She was sent a "Show Cause Notice" through Registered Post on the dates as mentioned against her to explain the reasons for long unauthorized absence within 15 days but the same was received back undelivered.

As per Rule No.20(c)(ii), "General Conditions of Service Rules", an employee's service shall be terminated who remains on unauthorized absence for 60 days or more by giving 15 days notice to explain his/her conduct. Before taking action for termination of their services in accordance with Rules 20(c) (ii) of DMRC Rules on Service Matters, the following employees are hereby given an opportunity to explain the reasons for their long unauthorized absence within 15 days from the date of publication of this notice, failing which action shall be taken for their termination of service from DMRC Ltd., in accordance with aforesaid Rules without any further intimation and they shall have no claim, whatsoever for continuation in DMRC. Further, dues if any, pending in their name shall also be recovered by administrative/legal means.

The explanation, if any, may be sent to Sr. DGM-I/HR (O&M), Delhi Metro Rail Corporation Ltd, 6th Floor, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi – 110001 within 15 days from the date of publication of this notice.

S. No	Emp. No	Name	Designation	Absconding Since	Letter Sent on
1	15579	Ankita Jain	JE/ Electrical	19.07.2020	01.10.2020


(Shweta Verma)
Sr. DGM-I/HR