**Disciplinary Actions**

The disciplinary actions should be within the limits of standing order accepted by both i.e management and concerned union. There are seven disciplinary actions-

1) Verbal/ Oral Warning- This warning is given for minor misconduct or the misconduct at the first instant.

2)Written Warning- It is given to the defaulter first the major misconduct or for the repeated minor misconduct. It helps to create documentary evidence.

3)Severe Warning- It is given by the management to every defaulter for the repeated major misconduct or severe misconduct for that show cause notice is normally issued.

4)Show cause Notice- This notice is served by the management to the defaulter to find out the reason of misconduct for that 48hrs are given for providing written explanation.

5)Chargesheet- It is issued to the defaulter if the explanation given to the show cause notice is found mismatching. The show cause notice and chargesheet are interdependent to each other.

6)Suspension- It is closing of relation of employee with employer temporarily by conducting suspension pending enquiry.

7)Termination/Dismissal- It is a severe punishment given by the management to employee on the basis of severe misconduct. The employee and employer relationship is closed. Then full and final settlement is initiated by management as per finding of inquiry officer.