**Dismissal Order through Paper Notification when an Employee was convicted by a Court of Law**

Ref :……………… Date :.....................

To,

Mr………………

.............................

The offence was registered under Section ……… IPC with the ……… Police Station and thereafter the said case was tried in the ………. Court and you have been convicted and sentenced to undergo imprisonment for ………….years of the offence committed by you As the conviction in any court of Law for any criminal offence involving moral turpitude is as misconduct as per clause…………. of section ……………of the Company's certified standing orders and as it is not practicable now to hold and my enquiry any more in view of the already held protracted trial in the court of law and in the interest of the company and expediency the Competent Authority had dismissed you from the service of the company with effect from The order dated……………… dismissing you from the service of the company alongwith its enclosures was sent to your residential address by registered post but same was returned undelivered with post remark “unclaimed”. Hence this publication, it is therefore informed to you through this publication that you have been dismissed from the services of the company with effect from…………… as per Clause …………….of Sec…………… of the company’s Rule.

GENERAL MANAGER