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2020-09-16

LUCIANO CORDOVA

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About the book This all-inclusive, well delved into book is a one stop solution pertaining to the drafting nightmares of the legal professionals, HR professionals and the students. The book has been so designed that it caters to their everyday requirements. With an aim to be a remedy to all the possible pitfalls while drafting the contracts, service rules, appointment letters etc., this book is extensive but to the point. The language is coherent and well suited to the content of the book. Measures have been taken to carefully examine and include all the important points while drafting the samples for the reference of the readers. A large numbers of sample drafts included in the book make the day to day working of the professionals easy and hassle free. All in all, it is a go to book for professionals in search of a scrupulous yet relevantly put together book of draft appointment letters and service rules. "the book stands true to its name". Key features ? Covering: - Appointment Letter with policy of Work from Home. - Samples of appointment letters along with guidelines for drafting. - Common Formats of Leave, TA, DA, LFC, Housing Loan and Furniture Loan application. - Guidelines for drafting Service manual. - Samples of Probation, Transfer, Resignation, Retirement, Exit Interview and Relieving Letter. - Different types of Memorandum, Show Cause Notices & Chargesheet. ? Detailed coverage of The Industrial Employment (Standing Orders) Act, 1946. ? Meticulously integrated. ? Simple and crisp language. ? Sample draft for various letters/contracts. ? Eye for every minute detail. ? Covers common concerns in the industry. ? Highlights the common pitfalls while drafting the letters/contracts. ? New Chapter on Force Majeure. ? New Chapter on Force Majeure. *The Law Times Reports* DIANE Publishing

The author Mr. S Srinivasan is a man of many passions- Union activist by profession, a pioneer in the bank employees' union movement, a social empathist, an ideologist, a mathematics enthusiast, a teacher, a writer and a man of deep humanitarian conviction He became an activist for the rights and moralities of the staff in the banking sector, soon finding his way up the value chain in the All India Overseas Bank Employees Union and ultimately serving as the General Secretary of the Union for 23 years. In the year 1991, he was first appointed as the workmen director on the Board of Directors of Indian overseas Bank. During his tenure, he continually strived for the betterment of the bank and its people, and in making them aware of their rights and responsibilities, and in motivating and mobilizing them to follow their conviction. He successfully established innumerable historic welfare schemes, benefits, and inimitable settlements for the employees and authored, compiled and published several trade

union information books and essays; his most significant work being the 'Know your Rights' volumes which was recommended as a reference compendium of Service Conditions by the management of Indian Overseas Bank to their respective regional offices the genesis of these books lay in the long felt need for compilation containing authentic and updated materials drawn from various resourceful materials which collected and compiled notes. The book is in two volumes. Volume 1 deals with 'know your defence' in domestic enquiry which contains important aspects of domestic enquires in question answer form chapter wise as well inclusion some land mark high court and supreme court decisions in favour of the employee. Where as in volume 2 of the book Know art of cross examination in domestic enquiries (part 1) Practical Guide to Defence Representatives in Handling Charge Sheets and Enquiries (part 2). Model question for cross examination of different specific cases exhaustively is also furnished. in addition to it as desired by many activists practical domestic Enquiries starting with reply to charge sheets, defence brief, EO' 's findings, defence comments to EO's findings reply of defence to show cause notice, draft of appeal with several illustrative case study examples, mock enquiry drills is furnished.. Some important aspects, concepts, legal terms pertaining domestic enquiry are repeated again & again for the sake of emphasis! This book is for all. The objectives of this book are to enable activists to understand important concepts in domestic enquiries, with practical illustrations and to get insightful understanding of changing environment disciplinary proceeding followed in banks and other sectors and impact of the subjectiveness with which it's conducted it is hoped that books will be useful and will be a tool for effective defence assistant in days to come. All the best.

Annual Report of the Secretary of the Treasury on the State of the Finances [with Accompanying Tables].

American Bar Association

Mr. Peter has divided his entire endeavor into three separate books to include as more topics or items as far possible to discuss, suitable for students from Primary to Secondary level, as Part-1, Part-2 & Part-3, and a complete version at last. Mr. Peter's 'Steps to Composition (Development of Writing Skill, from Primary to Secondary Level, Part-1)' includes all types of paragraph writing, descriptive, narrative, picture story composition to essay writing on different topics; from persons, personalities, place to slogans, from animals to different things relating education or of beyond, which are generally comes in the academic examination of a learner and story writing along title & moral. Development of Writing Skill, Part-2 includes mainly Letter Writing, dividing it in two major ways like Formal and Informal Letter Writing, and then sub-dividing the two into further different heads—business letters, including advertisements, enquiries, replies, placing order, letters of complaint, application for jobs—letters to editor—letters to Institutional Heads, like Principal, Head master—Municipal

Commissioner, Chairman, Mayor—to bank authorities—different official & unofficial Invitations and Replies—and Informal letters to friends, relatives, acquaintances and parents. The Part-3 of 'Steps to Composition' is going to include the following- E-mails & Poster Making, Notices, Processing, Reporting an Event or a situation (mainly for Newspaper) and many others of modern writing methods.

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The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

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