

**CERTIFIED STANDING ORDERS FOR CORPORATE OFFICE
UDAIPUR, UMRA RLY. SIDING & JAIPUR OFFICE OF
RAJASTHAN STATE MINES & MINERALS LTD.**

1. APPLICATION AND SCOPE

- a) These Standing Orders shall come into force in accordance with Section 7 of the Industrial Employment (Standing Orders) Act, 1946. The present service rules will cease to operate from the day these Standing Orders will come into force.
- b) These Standing Orders shall apply to all workmen employed in Corporate office at Udaipur Umra Railway siding, registered Office at Jaipur and the workmen employed in any other office or railway siding of M/s Rajasthan State Mines & Mineral Ltd.
- c) These Standing Orders shall also apply to members of the staff/workmen employed on specific terms of employment for specific purposes, but in such cases items not covered under the Standing Orders the terms of agreement/contract of employment shall prevail.

2. APPRENTICES :

Apprentices are not entitled to any of the privileges of regular workmen provided under these orders but are otherwise subject to these orders except in so far as they are governed by their apprenticeship contract and/or any special rules or orders framed by the management for apprentices.

AMENDMENTS OR MODIFICATIONS

These orders may be amended or modified from time to time in accordance with the provisions of the Industrial Employment (Standing Orders) Act and Rules, 1946.

PUBLICATION OF ORDERS :

These orders and amendments or modifications made thereto and any notices, orders or instructions issued there under will be pasted on the General Notice Board at the Office and other Establishments.

प्रमाणित की है अधिकारी DEFINITIONS :

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The company means "Rajasthan State Mines & Minerals Ltd." registered under the Indian Companies Act, 1956.

- a) The "Manager" means any person called by any other name for the time being managing the establishment or any one duly authorised to act on their behalf in the office for the observance of these Standing Orders.
- b) "Workmen" means any person defined as workmen in Section 2(1) of the Industrial Employment (Standing Order) Act, 1946 and/or as defined in the Industrial Disputes Act, 1947.
3. "Notice Board" means the notice board specially maintained at a conspicuous place at or near the

main entrance to the office Gate for the purpose of displaying notices under the Standing Orders.

- d) "Management" means the Company's Director, Group General Manager, General Manager, C.P.A. Secretary or such person who are vested with the authority from time to time to act on behalf of the Company to exercise the powers of the management with regard to any or all matters relating to these standing Orders, and includes the personnel Manager.
- e) "Competent Authority" means any officer appointed by the Managing Director or any other authority to whom the power has been delegated by the Managing Director and notifying by pasting a notice on the notice board by the management. He shall be competent authority for various purposes set out in such notices under these Standing Orders.
- f) "Habitual" means an act or omission repeated three or more times within a period of six months.
- g) "Medical Certificate" means a certificate granted by Company's Medical Officer or by any authorized Medical Attendant and if the case is referred by Company's Doctor to Govt. Hospital or any medical institution, in such cases the certificate issued by such Doctor/Doctors shall be treated as valid certificate. If the workman is out of Headquarter, the certificate granted by Govt. Doctor or Registered Medical Practitioner shall be considered as valid certificate, but in such cases, the Management, however, will have a right to enquire into the genuineness of medical certificate issued by Registered Medical Practitioner and to get the workman re-examined by Company's Doctor or medical Board which shall be final.
- h) The "Masculine" shall include the 'feminine' and the plural includes the 'Singular' or vice-versa unless specified otherwise.



6. CLASSIFICATION OF WORKMAN :

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Permanent

A permanent "Workman/Employee" is one who has been engaged against a permanent post and includes a workman/employee who has satisfactorily completed probation period as laid down in clauses 2 and made permanent by an order in writing.

2. Probationer

A "Probationer" is a workman/employee who is provisionally employed to fill a permanent vacancy or post and has not been confirmed as permanent by the Management. Ordinarily, the period of probation shall be one year but such period of probation can be extended by another six months but the maximum period including the extended period shall not be more than one and half year. The

service of the probationer can be terminated at any time during the probationary period, without assigning any reason whatsoever. The services of probationer may be confirmed in writing after successful completion of probationary period originally granted or subsequently extended as the case may be.

3. If a permanent workman is promoted as a probationer in a higher post, he may at any time during the probationary period be reverted to his substantive post, if not found suitable.
4. "Temporary" workman means a workman who has been appointed for a limited period for work of a temporary nature or who is employed in connection with a temporary increase in work of permanent nature, or to work on trial on permanent post for a period of not exceeding six months at a time. Without prejudice to the general meaning of temporary workman as given above, the workman engaged on construction jobs shall be treated as temporary workman.
5. "Casual workman" means a workman who is employed for any work of an occasional or casual nature.
6. A Part-time workman means a workman who is employed for not more than 4 hours a day.
7. "Substitute" A substitute workman is appointed in the post of a permanent workman or a probationer who is temporarily absent for a period not exceeding three months.
8. Each of the above four categories of workman for the purpose of these rules shall be classified as follows :-
 - a) Monthly rated monthly paid i.e. workman whose salaries or wages are calculated at a monthly rate and who are paid monthly.
 - b) Daily rated monthly paid i.e. workman whose salaries or wages are calculated at a daily rate and who are paid monthly.



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7. **NOTICE OF INSTRUCTIONS REGARDING ATTENDANCE, DEPARTURE ATC. AND ATTENDANCE RULES & LATE COMING :**

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1. All instructions issued from time to time relating to attendance, checking of arrival and departure and period of duty, hours of work and the like will be notified by an office order or notice on Notice Board, Every workman shall comply with such instructions.
2. All the workers shall sign the attendance register maintained for the purpose on all working days on reporting for duty at the commencement of the notified working hours except those whose attendance is maintained in attendance-cards. Such workmen will present their cards likewise in the Establishment/Personnel Section/Section in which they are on duty for making of their attendance.

3. If a workman who after presenting his attendance-card or signing the attendance register is found absent from his proper place or places of work during working hours without permission or without sufficient reason shall be presumed to be absent for the period of such absence and wages may be deducted for such absence in accordance with the Payment of Wages Act, 1934
4. The workman/employee coming late by more than 10 minutes shall not be allowed to attend office without prior permission of the authorised office. If a workman has been marked late three times in a particular month, then his one casual leave will be debited.
5. If a workman/employee desires to leave office premises during working hours he should obtain prior permission and only after obtaining prior permission he should leave office premises. If the workman leaves office premises without permission he shall be liable to be treated as absent for whole day, in case his absence commences before lunch hours, and if it is after lunch hours he will be marked absent for half-day. In addition, he shall be liable to disciplinary action for misconduct under these Standing Orders.
6. If a workman is absent without permission, his proportionate wages for the period shall be deducted.

8. RECRUITMENT & EMPLOYMENT :

All appointments shall be made by letter of appointment which shall be signed by the General Manager or Chief of Personnel and Administration or by the competent authority who has been authorised by the Managing Director. Each workman shall supply the particulars in Annexure 'A' and such other particulars as may be required by the Company on joining duty immediately and send it to the competent authority.

1. Candidates for recruitment should normally be between the age of 18 and 35 years.

2. All new appointments will be subject to a medical examination of the candidate by a Medical Officer of the Company and no person seeking employment will be deemed to have been employed until a certificate of fitness has been obtained from the company's Medical Officer or such other Medical Officer as may be appointed for the purpose. The employees/workmen are also liable for periodical check-up as and when decided by the company and the expenses will be borne by the Company.

3. Each workman will keep the company informed of any change in his residential address and other particulars, if any, in writing from time to time "otherwise for all purposes the communication shall be given at the last given address".

4. Service Card

The company shall maintain a service-card which will contain all the above particulars including all other particulars entries and history of the workman during the course of his employment/service



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with the company. This service-card will be duly signed by the workman concerned.

5. If a workman/employee furnishes incorrect information in the application form at the time of appointment or subsequently during the service period, his services may be terminated without enquiry after verification of facts, provided the information relates to disciplinary action including termination or dismissal etc. in previous employment.

9. APPLICATION FOR EMPLOYMENT ELSEWHERE :

A workman seeking employment elsewhere shall forward his application through proper channel.

"An employee who wishes to apply for outside employment shall send his application through the management and the competent authority may at his discretion, forward upto two applications in a calendar year for outside employment. Provided that no application of an employee, who has not been confirmed shall be forwarded."

10. RECORD OF AGE :

Any of the following documents shall be produced by the workman in proof of his age.

- a) Birth certificate, issued by a competent authority
- b) Secondary School certificate indicating age.
- c) School leaving certificate.
- d) Insurance policy in case the age is admitted by the Insurer provided the management considers it sufficient to establish its genuineness and the age of the candidate. Provided further, that in the case of workman/employee who has passed Matriculation or equivalent examination, he shall have to produced the certificate issued on passing the Matriculation examination in support of his age and no other proof shall be considered as sufficient proof in support of his date of birth.

A workman who is unable to produce documentary evidence of his age shall state his age and make a written declaration on affidavit attested by a First Class Magistrate that the age as stated by him is correct. Notwithstanding such oath, and such workman may be sent to the retained physician or the any other medical practitioner's by the company for examination and his opinion as to the workman's age shall be binding on the workman.

2. Workmen are bound to produce documentary evidence of their age to the satisfaction of the management and shall also verify the entry of their age in their service-cards by affixing their signatures thereeto.



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5. The age of a workman as recorded with the company at the time of his employment shall not thereafter be changed or altered by the workman.

11. SEARCH :

All workmen are liable on entering or leaving the office to be searched by the Watch & ward staff and all female workers are liable to be detained and searched by a female searcher. In case of suspicion a thorough search may be made in the presence of two other persons of the same sex as the workman to be searched.

12. STRIKES :

The management may in the event of a strike affecting either wholly or partially any section or sections of the office or establishment & closes down either wholly or partially such section or sections. The fact of such closure shall be notified by notice put up on the notice board as soon as practicable. The workman concerned shall also be notified by a general notice of atleast 10 days prior to resumption of work as to when work will be resumed.

1. If ten or more employees in concert absent themselves from work without giving notice in terms of these Standing Orders read with the provisions of section 9(2) of the Payment of Wages Act their wages for a period not exceeding eight days shall be liable for deduction under the said provisions of the same Act and rules.

13. DATE OF PAYMENT OF WAGES & UNPAID WAGES :

Payment of Wages shall be made in accordance with the provisions of the Payment of Wages Act, 1936.

1. Any wages due to a deceased workman shall be paid to his legal heir or heirs before the expiry of 10 days after the date on which a substantial claim is presented by his heir or heirs or on their behalf by their legal representative provided such claim is submitted within three years of the death of the workman.

14. TRANSFER :

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Workman shall be liable to be transferred from one office to any other establishment of the company and also be liable to be transferred from one section to another or from one job to another provided such transfer does not cause any prejudice or loss to their basic wages and dearness allowance. Joining time of 7 days for transfer out of the district and 4 days within the district will be given. They shall be governed by the other conditions of service as prevalent in the place where they are transferred. They shall be entitled to travelling allowance and other benefits in accordance with the transfer travelling allowance rules of the company in force.

2. The date of transfer shall be reckoned from the date a worker is relieved from his duties and his

services shall be treated accordingly.

Provided further that refusal to comply with such transfer order shall be deemed to be an act of disobedience liable to disciplinary action.

15. EXCLUSIVE SERVICE :

1. Every workman shall devote his whole time and energy exclusively to the business and interests of the Company. In particular, a workman (including workman on leave) shall not directly or indirectly engage in any other profession or business or enter the services of or be employed in any capacity or for any purpose whatsoever and for any part of time by any other person, government department, firm or company and shall not have any private financial dealings with persons or firms having business relations with the company for the sale or purchase of any materials or equipment or supply or labour or for any other purpose unless and until it is permitted in writing by the competent authority under very special circumstances. There shall be no bar, however, to a workman buying his ordinary domestic provisions from such shops. Every workman shall hold himself in readiness to perform any duties required to him by his superiors to the best of his ability provided that this does not adversely affect his conditions of services. Breach of this order shall be considered to be wilful insubordination and shall be liable to punishment.

16. LEAVE WITH WAGES & OTHER LEAVE FACILITIES :

1. Workman shall be entitled to leave with wages as per settlement in force from time to time. Leave cannot be claimed as a matter of right. Grant of such leave shall depend on the exigencies of the Company's work. Nothing can limit the free discretion of the management to refuse, revoke or curtail leave subject to the exigencies of the company's work. In cases where an employee is called back from leave by the management he may be paid travelling allowance as per the company's T.A. rules for one way in accordance with the existing practice.

17. PRIVILEGE LEAVE :

1. The workman who has completed one year's service shall be credited during the subsequent calendar year leave with wages calculated at the rate of 28 days leave with full pay. In case of first appointment, credit of privilege leave shall be given in proportion of completed period of service during the calendar year provided he is not absent on leave without pay for a period exceeding one-fourth period of service. Such leave may be accumulated upto a total of 180 days provided the weekly days of rest or holidays occurring during the period of such leave shall be counted as part of such leave but prefixing or suffixing of holidays and weekly days of rest



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shall be allowed and shall not be counted as part of such leave.

2. All leave in excess of 180 days shall lapse.
3. The workman on retirement from service on superannuation shall be paid cash equivalent to leave salary in respect of the period of unutilized ~~xxxx~~ privilege leave not exceeding the accumulation limit at the credit at the time of retirement.

A workman will be allowed to encash in a block two calendar years his privilege due provided such encashment shall not exceed 50% of the total privilege leave at his credit subject to the conditions that there will be a minimum balance of 15 days leave after availing the encashment benefit.

The cash payment of privilege leave either for encashment of leave or for payment at the time of retirement on superannuation shall be calculated as follows :-

$$\frac{\text{Pay plus Dearness Allowance on the } \& \text{ date}}{30} \times \text{No. of days of encashment of leave or privilege leave at credit on superannuation.}$$

18. MEDICAL BENEFITS :

The employees are entitled to get medical benefits as per rules modified from time to time.:

1. Medical leave .

A workman shall be entitled to 19 days sick leave in a calendar year on full pay on completion of one year's service on production of medical certificate from company's Medical Officer or from authorised Medical Practitioner/authorised medical attendant. Provided further that sick leave with or without pay for a further period may be granted at the discretion of the management. Sick leave will be accumulated upto a period of 120 days only. All leave in excess of accumulation limit shall lapse. A workman joining service during the course of the year shall be entitled to sick leave proportionate to his length of service in that calendar year.

2. Maternity Leave :

Maternity leave and Maternity Benefits x will be governed by the provisions of the Maternity Benefit Act and Rules.

3. ACCIDENT LEAVE :

- a) All monthly rated workman incapacitated from work through accidents which are due to ordinary risk beyond their control or to causes other than their own gross carelessness will be given full pay during the period they are incapacitated upto three months provided that they attend hospital according to the



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orders of the doctor and obey his orders as to treatment during the whole of the period.

- b) They may be given full pay for further three months at the discretion of the management. Cases where the workman is incapacitated from work for a longer period will be referred for reconsideration of the Managing Director.
- c) When a workman has been injured occurring through his own gross carelessness he has no claim to anything beyond free medical attendance. All such cases will be dealt with entirely at the discretion of the management.

4. Casual Leave :

All workmen shall be entitled to 12 days casual leave in a calendar year. Maximum four days casual leave may be taken by a worker in a month which may either be prefixed or suffixed to holidays and/or Sunday. Casual leave where in between holidays and/or Sunday must not exceed four days consecutively inclusive of such holidays and/or Sunday. In such cases the period exclusive of the holidays and/or Sunday will be treated as Casual Leave. Holidays and/or Sundays in between would be treated as casual leave. Casual leave is not allowable in continuation of Privilege leave and vice-versa.

5. LEAVE WITHOUT PAY

A workman may be granted leave without pay in special circumstances at the discretion of the management. The total period of leave without pay should not exceed 60 days except when leave without pay is required on account of sickness supported by a medical certificate and in such cases maximum limit would be upto 4 months. The date of increment shall shift by the days a workman has availed leave without pay.

19. HOLIDAYS :

The Corporate Office will declare holidays in beginning of every year under the Negotiable Instrument Act. Provided that the workman will not be entitled to any compensatory holiday if the above holidays fall on weekly days of rest.

1. Restricted Holidays :

There will be two restricted holidays in a calendar year and will be declared by the management as per practice i.e. as declared by govt. from time to time.

20. AUTHORITY TO SANCTION LEAVE :

The authorities to sanction leave shall be the competent authority or such other officers as may be notified by the management.



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21. APPLICATION FOR LEAVE AND THEIR DISPOSAL :

1. A workman who desires to proceed on leave shall apply in writing to his sectional head. Application for leave of absence for 3 days or less should be made at least 24 hours prior to the time from which the leave is required save except in case of unavoidable circumstances considered sufficient by the management and proved to the satisfaction of the competent authority.
2. Application for leave of absence for more than 3 days shall be made at least seven days before the date from which the leave is required, save in case of immediate sickness or other urgent reasons proved to the satisfaction of the competent authority.
3. Application for leave under these shall be disposed off within 5 days. Application for leave for less than 3 days shall be disposed off immediately.
4. A copy of the order passed on the application shall be given or got noted by the worker whichever is convenient. If leave is refused or postponed, the reasons thereof shall be recorded in writing by the authority passing the order.
5. A workman proceeding on leave shall inform the office of the section in which he is employed of his address during the leave period.
6. A workman who desires to extend his leave shall make an application in writing to the competent authority through his sectional head before the expiry of leave already sanctioned. If the application for leave is on medical grounds he should submit with his application a certificate from the retained/authorized Medical Officer of the company or from a registered Medical Practitioner if the worker is away from his headquarter. On receipt of such application the worker will be immediately informed as to whether the extension of leave is sanctioned or not, at the address during leave given by the workman. A workman who has been sanctioned leave or extension of leave on medical grounds for an aggregate period exceeding 14 days shall not be allowed to resume duties unless he produces a fitness certificate from the medical practitioner who treated him during such sickness.
7. A workman remaining absent without permission for consecutive eight days shall lose his appointment automatically and shall be deemed to have left service of the company. However, such worker will be paid benefits as provided under section 25F of the I.D.Act.
8. If a workman overstays on leave for more than 8 days or more after the sanctioned leave originally granted or subsequently extended, he shall lose his lien on appointment and it will be deemed that the workman has abandoned the services of the company on his own accord with effect from the day/date



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on which he was to return to his duties in the company and his services shall stand automatically terminated. In such cases the workman shall get the benefit as provided under section 25-F of the I.D.Act, 1947.

9. In case if the workman returns within eight days from the date of sanctioned leave originally granted or subsequently extended, he shall give satisfactory explanation to the management for his not coming on duty in time. His period of such authorised leave can be condoned only after satisfaction to the management of his explanation.
10. If a workman is convicted for any offence/or detained/sent to jail and if such worker applies for leave, the management is not bound to grant him leave and his services can be terminated for not attending duty.

22. TERMINATION OF EMPLOYMENT AND THE NOTICE THEREOF TO BE GIVEN :

1. The employment of a permanent workman may be terminated by giving him one month's notice at one month's wages in lieu of notice. Provided that no such notice shall be required to be given when the service, of the workman are terminated by agreement/settlement or contract which specifies the date of termination. Similarly, no notice is required for temporary and casual workman. Provided further that the employer shall be bound by the provisions of I.D.Act, 1947.
2. Where it becomes necessary to terminate the services of a workman, who is in the permanent employment of the establishment and develops, serious defect in eyesight or hearing or mental deficiency, one month's notice in writing shall be given by the Management or salary in lieu thereof to the workman concerned.
3. Continued ill health, and continued absence owing to illness or any other reasons for a period of six months or in the event of his absence due to illness or any other reasons for aggregating to 60 days or more during the period of six months.
4. Reasons for the termination of service of a permanent workman shall be recorded in writing and communicated to him if he so desires, at the time of such termination.
5. If a permanent workman resigns, he will have to give same notice as the company is required to give to him. It is at the discretion of the management to reduce the notice period and accept resignation from any time before the expiry of notice period or relieve the workman at the expiry of the notice period.

23. SERVING OF NOTICE :

1. A workman is bound to receive any notice, charge-sheet or memo which the management may seek to serve upon him.



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2. If a workman refuse to accept the notice, memo or charge-sheet, the person who carries the communication for delivery shall take signatures of two witnesses in whose presence the communication is refused and for the purpose of these Standing Orders it will be treated as delivered. However, a copy of such communication shall be pasted on the Notice Board and a copy of the letter will be despatched to the last known address of the workman by registered post.

3. GRATUITY:

The employees of the company will be governed by the Gratuity Act and rules which is in force in the Company for the time being.

24. ACTS OF MISCONDUCTS :

1. Without prejudice to the general meaning of the term (Gross Misconduct) shall be deemed to mean and include the following. The misconduct has been classified as minor and major misconduct. The following acts of omission shall be teated as minor misconduct for which a workman is liable to warning, fine or suspension, the way of punishment being limited to six days in any wage period.

A) MINOR MISCONDUCT :

1. Habitual negligence or neglect of duty or work.
2. Refusal to receive any communication.
3. Sleeping while on duty.
4. Wilful absence from duty. Liotering, gossiping or absent from work place during working hours without permission.
5. Habitual production of Medical certificates.
6. Irregular attendance of habitual late attendance. A workman will be considered irregular attendance/habitual late attendant if the offence is repeated thrice in a month, or more.
7. Absenting from work without leave after being refused leave.
8. Refusal to work extra time or to go to another shift or to proceed on outstation duty or to carry out assigned work at any other place or refusal to carry out order of transfer.
9. Making any false or mischievious statement or complaint against any co-worker/superiors which is likely to be teated as an act of misconduct or may cause greivous harm to the worker.
10. Writing any anonymous letter or notes any where to any body criticising the officers of the Company/and/or the company.
11. Borrowing from subordinates.



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12. Refusal to undergo training in first-aid or fire fighting or air raid precautions without cogent reasons.
13. Removing or attempting to remove or temper notices from the Notice Board.
14. Refusal to submit for search.
15. Moving around in the other departments without authorisation, holding meeting inside the premises of the establishment without prior permission of the company.
16. Habitual neglect of cleanliness.
17. Failure to show consideration or attention towards his superiors, customers, co-workers or unseemly behaviour while on duty.

Penalty for Minor Misconduct

The following penalties/punishments may be imposed on a workman found guilty of a minor misconduct:-

- a) Warning or censure.
- b) Making an adverse entry in his service record.
- c) Withholding increment of pay for a period which may extend to six months.
- d) Suspension from service without payment of wages for a period upto 4 days.
- e) Withholding of promotion for a period of one year.
- f) Recovery from pay of the whole or part of any pecuniary loss caused to the Company.

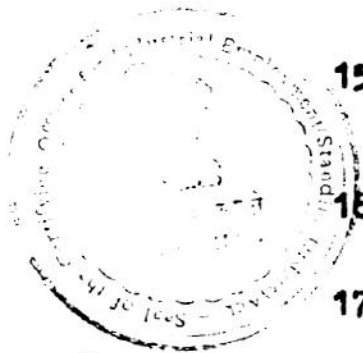
B) MAJOR MISCONDUCT


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1. Wilful insubordination or disobedience whether alone or in combination with another or others of any lawful or reasonable order of superior or any act subserve to discipline.
2. Theft of any employee's/employer's property or theft fraud or dishonesty in connection with company's business or property.
3. 1) Continuous absence without permission for 7 days or more without satisfactory cause.
ii) Absence from the employee's appointed place of work without permission for a period exceeding 15 minutes.
4. Disclosure to any unauthorised person any information relating to the Company's interest or business.
5. Participating or asking others to participate in activities detrimental to the Company's interest and property.



6. Taking or giving bribes or any illegal gratification whatsoever as and when required whether in continuation of his work or otherwise.
7. Deceptive or corrupt practice in connection with the work of the company.
8. Drunkenness, fighting or riotous or disorderly or indecent behaviour or any act subversive to discipline or indecency with office premises.
9. The collection or conversing : The collection of any money(s) within the office premises for the purpose not sanctioned by the Management or distributing or exhibiting in or near about the office premises any newspapers, pamphlets, hand-bills, posters, or the like, without previous written sanction of the Management.
10. Breach of any standing orders or any rule, regulations, notices, orders, instructions, and the likes issued from time to time.
11. Conviction in any offence involving moral turpitude.
12. Gambling or acts of immorality within the office premises.
13. Refusal to work in another job in same section or in another section of the establishment subject to the terms of settlement of L.O.P.
14. Unauthorized communication of official documents or information.
15. Holding meetings inside the office premises, without the previous sanction of the management in writing.
16. Abatement or attempt to commit any of the acts of misconduct.
17. Punching or attempting to punch another employee's/ workman's attendance card or making entries in his own card or in another card when not authorised to do so.
18. Showing any kind of impertinence, immorality, disgrace, insult, indecency by act or gesture to any of the staff/supervisor/officers or any guest of the management.
19. Alone or in combination with other or others to take part in or create any kind of disturbances, distresses, confusion, and chaos in or near the office premises.
20. Disgracing, defaming and degrading the management in the eyes of the public.
21. Man-handling, beating, abusing or threatening any of the ~~him~~ employee/s or supervisor/s or officer/s inside as well as outside the office premises.



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22. Committing any breach of the Standing Orders or above stated acts or misconduct even outside the office premises.
23. Holding meetings or demonstrations in such a way as to obstruct the way into or out of the office.
24. Engaging in or inciting others to engage in strike or go slow within the office/establishment or gheraos or union activities within the office premises.
25. Refusal to give evidence or offer oneself for interrogation by authorities/officers of the company, or sign any statement recorded in his presence or answer the question put to him or recorded during the course of enquiry proceedings when acting as a witness or otherwise.
26. Making false complaints or giving false statements any where or before any authority, which is likely to bring the Management, the company and the officers of the company to disrepute in the eyes of the law.
27. Convassing for any organisations, membership, business or games without the prior permission of the Management in writing within the premises of the office.
28. Violating or inciting to violate any agreement, settlement or award applicable and binding on the company and the employed workmen.
29. Habitual repetition of any act or omission which amounts to misconduct.
30. Threatening, intimidating, shouting or assaulting any superior or co-worker or any other person engaged by the Company.
31. Preaching of or inciting to violence likely to jeopardise safety of the establishment or employees.
32. Engaging in private work or trade or business within the office premises or engaging in other employment whilst still in the service of the Company without the written permission of the Manager.
33. Making or giving a false statement before a superior or forging the signatures of the superior or another workmen/workman.
34. Carrying on any lethal weapons or arms in the Company's premises.
35. Money lending/or borrowing amongst company's workers in the office premises.
36. Interfering and/or tampering with the records of the company.
37. Giving false information regarding his name, age, father's name, qualifications or previous service



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at the time of employment or any other particulars relating to himself required to be submitted to the company under the Standing Orders and/or under orders of the Management.

38. Late attendance for more than six times in a period of six months, Late attendance means reporting to duty after ten minutes of reporting time and when permission is given to join duty.
39. Wrongful and unauthorized use of any of the property of the Company.
40. Marked disregard of ordinary requirements of decency in person or dress.
41. Refusal to accept charge-sheet, order or other communication from the Management or its superiors.
42. Non-wearance of uniform and identity-cards.
43. Unauthorized withholding of company's money or property for a period exceeding seven days.
44. Misappropriation of Company's money or use of loans and advances for purpose other than for which sanctioned.

25. PENALTIES, PUNISHMENT FOR MAJOR MISCONDUCT :

The following penalties/punishments may be imposed on workman found guilty of major misconduct :-

- a) Censure/Warning
- b) Fine
- c) Suspension without wages for a period not exceeding 30 days at a time.
- d) Reduction to a lower grade of a post in a lower time-pay scale.
- e) Stoppage of an increment and/or reduction by one more increment in his grade permanently.
- f) Simple discharge and or termination from service which shall not be disqualification for future employment.
- g) Dismissal which shall be a disqualification for future employment.

PROCEDURE FOR DEALING WITH CASES OF MISCONDUCT :

1. The services of a workman shall not be terminated, dismissed on the ground of misconduct unless a charge sheet is served and an opportunity is given for explaining the charges alleged against him. If a workman refused to accept the charge-sheet, the person who carries the charge-sheet for delivery shall take signature of two witnesses in whose presence the charge-sheet/communication is refused and for the purpose of these standing orders it



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will be treated as delivered. However, a copy of charge-sheet shall be posted to the last address of the workman by registered letter or pasted on the Notice Board of the Company. In case, if the workman is not present to take the charge-sheet, the same will be posted to his last known address by a registered letter and it will be deemed to have been delivered to the workman.

If the concerned workman refuses or avoids or neglects to receive the charge-sheet or to submit his explanation or to appear at the enquiry without any justification or good reasons, it shall be open to the management to proceed with the enquiry in his absence.

2. The workman who has been charge-sheeted shall be given a reasonable time (subject to maximum period of 48 hours) to furnish written reply. If the reply is not found satisfactory, the management may appoint enquiry officer in writing. The enquiry officer shall intimate the place, date and time at which enquiry into the alleged misconduct is to be held.

Provided that in a case where the workman admits the charges alleged against him in writing and the employer is satisfied that such statement has been given voluntarily by the concerned workman it shall be open to the employer to award the punishment without holding any further enquiry.

The Enquiry officer shall not represent the employer for examining or ~~xxx~~ cross-examining the witnesses of the concerned workman at such enquiry.

The enquiry officer, if a request is made by the concerned workman, shall make available such documents and information in the custody or in the possession of the employer by asking the employer to produce such documents which are relevant and necessary for the purpose of fair enquiry unless for reasons to be recorded in writing the such document or information are found by him to be irrelevant for the purposes of the enquiry.

The workman shall be given an opportunity to answer the charges and if he refuses or fails to present himself for enquiry, the enquiry shall be conducted ex-parte. Except for the reasons to be recorded in writing by the officer holding enquiry, the workman shall be permitted to produce witnesses in his defence and cross-examination of the witnesses on whose evidence the charge rests. The workman will also be allowed to represent his case if he so desires either by a representative of recognised union of the same office/unit or by a co-worker of the same office/unit. The company may also appoint officer in-charge to present the case and the officer in-charge ~~to present the case~~ will ~~be~~ cross-examine the witnesses of the person charge-sheeted. The Inquiry Officer shall record the statement



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of the witnesses. The Enquiry Officer will submit his findings to the management and appropriate action may be taken against the workman in the light of the findings of the Enquiry Officer.

4. If on the conclusion of the domestic enquiry or of the criminal proceedings the workman has been found guilty of the charges framed against him and it is considered that an order of imposition of punishment/penalty should meet the ends of justice, the competent authority shall pass an order accordingly. Provided that when an order of dismissal is passed under this clause, the workman shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period. The dismissal shall have effect from the date of suspension. If during the enquiry, it is found that the workman is guilty of misconduct other than stated in the charge-sheet, the workman shall non-etheless be liable to punishment for misconduct provided in the Standing Orders but before any punishment is awarded to him he shall be afforded a reasonable opportunity of explaining and defending his actions in respect of such act of misconduct as provided above.
5. All orders of dismissal and other punishments shall be made in writing.
6. A workman dismissed for misconduct shall be paid dues before the expiry of second working day, provided the workman produces clearance certificate as may be prescribed by the management and deliver the property or belongings of the establishment in his possession to the authorised person and give vacant possession of the quarter allotted, if any to him.
7. When criminal proceedings are in progress against a workman and if on the same charges a domestic enquiry is instituted, the management is not bound to accept or wait for the findings of the criminal proceedings pending in the court, but can take action as per findings of the domestic enquiry.
27. A workman may be suspended pending enquiry by an order in writing. The order of suspension may take immediate effect on communication thereof to the workman concerned.



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1. During the suspension pending enquiry the workman may not leave station without the written permission of the management. He shall have to give attendance during suspension period once in a day on appointed time by the Management otherwise subsistence allowance shall not be paid to him. During the suspension period if he accepts employment, does business or any other profession, elsewhere, no wages shall be payable to him and liable for further disciplinary action under these Standing Orders.
2. Subsistence Allowance
 The workman who is placed under suspension shall during the period of suspension be paid subsistence allowance at the following rates.

3. At the rate of fifty percent of the wages which workman was entitled to immediately preceding the date of such suspension, for the first ninety days of suspension.
4. At the rate of seventy-five percent of such wage for the remaining period of suspension if the delay in the completion of disciplinary proceedings against such workman is not directly attributable to the conduct of such workman.

Provided that where such enquiry is prolonged beyond a period of ninety days for reasons directly attributable to the workman, the subsistence allowance shall for the period exceeding ninety days, be reduced to one-fourth of such basic wages, dearness allowance and other compensatory allowances.

28. APPEALS

- a) A workman aggrieved by an order imposing punishment may within thirty days from the date of passing of the order, appeal against the order to the Managing Director.
- b) The Managing Director, shall pass such orders, as he thinks proper on the appeal within thirty days of its receipt and communicate the same to the workman in writing.

29. MEDICAL ATTENDANCE :

1. Free Medical treatment is available to workman and their family members as per Medical Attendance Rules.

Any workman may be required at any time to undergo Medical examination if the competent authority of office is of the opinion that the workman is physically incapable of carrying out his duties. If on such examination the workman is found unfit, he is liable to discharge.

3. The Company will recognize medical certificate signed by its own Medical Officer and/or issued by an Authorised Medical Attendant. If the workman is at any other place, certificate from the Registered Medical Practitioner shall be valid.

30. RETRENCHMENT :

Such workman, who will be retrenched shall be paid compensation according to the Industrial Disputes Act, 1947.

31. SUPERANNUATION:

Every workman shall retire from service of the Company on attaining the age of 58 years. The due privilege leave at the time of retirement shall be encashed subject to a maximum limit of 180 days accumulation.



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32. CERTIFICATE OF TERMINATION SERVICE:

Every permanent workman shall be entitled to a service certificate at the time of discharge, dismissal or retirement from the service.

33. DISPLAY OF NOTICES :

Copies of all notices required to be given by the company to its workman shall be pasted on the Notice and when so pasted shall be deemed to have been served on the workman for whom they are intended. Copies of such notices shall be given to the recognized Union whenever necessary. However, if there is a case of dismissal/termination/retranchment or retirement, a copy will also be sent to the workman by a registered letter on the last address available on record of the Company. All notices required to be pasted under these Standing Orders shall be in English and Hindi and shall be kept in a legible and clean condition.

34. OBSERVANCE OF RULES :

The General Manager/Manager or any competent authority who has been declared for observance of these Standing Orders, shall be held responsible for proper and faithful observance of these Standing Orders.

35. DISPLAY OF STANDING ORDERS :

A copy of these Standing Orders in English and Hindi shall be pasted in the Notice Board of the Office.

36. INTERPRETATION OF STANDING ORDERS

If there is any conflict between the Hindi and English version of these Standing Orders, then English version shall prevail and be followed.

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FORM 'A'

FORM OF APPLICATION FOR EMPLOYMENT

Name & Address of Industrial Establishment:

No.

Dated :

WORKMEN'S APPLICATION FOR ENROLMENT

Name _____ Father's Name _____

Age _____ Years _____ Months _____

Education _____ Past Experience _____

Home Address : Village _____ Thana _____

P.O. _____ Distt. _____

House No. _____ Room No. _____

Local Address: Name of House Owner _____

Road _____ Mohalla _____

Present employment (if employed) _____

Previous employment _____

Name of Employer	Address	Duration	Capacity	Reason for Leaving
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- 1.
- 2.
- 3.

Post Desired _____

Other posts he can fill _____

Reference _____

Name	Father's Name	Address	Occupation
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संयुक्त अथवा आयुक्त

राजस्थान,

Signature or Left Thumb
impression of witnesses

Signature or Left Thumb
impression of applicant.

SERVICE CARD

Name of Estt./Factory/Ticket/
Token No.

1. Register Serial No.
2. Name
3. Specimen Signature/Thumb Impression
4. Father's or Husband's Name
5. Sex
6. Religion
7. Date of Birth
8. Place of Birth
9. Date of Joining
10. Details of Medical Certificate at the time of joining
11. Educational & other qualifications
12. Can Read
13. Can Write
14. Can Speak
15. Hight
16. Identification Marks
17. Category of Workman
18. Department
19. Details of family members
20. Permanent address
21. Local Address
22. Quarter No.
23. Life Insurance Policy No.
24. Provident Fund Account No.
25. Nominee for Gratuity
26. Nominee for pension, if any
27. Employees state Insurance No.
28. Training Courses attended (details)
29. Eligibility for higher jobs.
30. Proficiency tests passed.

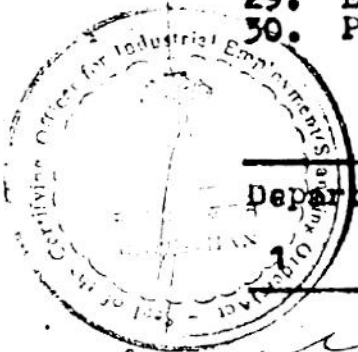
EMPLOYMENT HISTORY

Department	Token No.	Designation	Scale of Pay	Joined	Left Reason
	2	3	4	5	6

ABSENCE PERIODS

To Reason

Medical reports regarding suitability for continued employment.



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