

REGISTERED A.D.

No. CLE/2/S.O./21/82-85/8199  
Office of the Commissioner,  
Labour and Employment,  
Govt. of Goa, Daman and Diu,  
Junta House, 1<sup>st</sup> Floor,  
Panaji Goa.  
Dated: 6<sup>th</sup> December, 1985.

16

To,

The Personnel Officer,  
M/s Kadamba Transport Corporation Ltd.,  
P.O. Box 321, East Wing,  
Bus Terminus, Panaji Goa.

Sub: - Supply of certified copy of Standing Orders.

Sir,

I am to refer to your letter No. KTC/Pers./R-61/85-86/185 dated 30.10.85 on the above cited subject. Kindly find enclosed herewith a copy of the certified draft order as requested by you.

Yours faithfully,

Sd/-

( S. A. DESHPRABHU )

Asstt. Labour Commissioner

&

Certifying Officer

Encl: - as above.

REGISTERED A.D.

OFFICE OF THE COMMISSIONER  
LABOUR AND EMPLOYMENT  
JUNTA HOUSE, 1ST FLOOR,  
PANAJI GOA.

No. CLE/2/S.O./21/82-84/1763

Dated: 12<sup>th</sup> March, 1984.

To,

The Personnel Officer,  
M/s Kadamba Transport Corporation Ltd.,  
P. O. Box 321, East wing,  
Bus Terminus Panaji Goa.

The General Secretary,  
Kadamba Transport Corporation Workers Union,  
House No. 389, Banastari,  
Marcella Goa 403107.

Sub:- The Industrial Employment (Standing Orders) Act, 1946  
Certification of Draft Standing Orders in respect of  
M/s Kadamba Transport Corporation Ltd., Panaji.

Dear Sir,

In accordance with section 5 of the Industrial Employment (Standing Orders) Act, 1946, I forward herewith an authenticated copy of my order No. CLE/2/S.O./21/82-84/ dated 9<sup>th</sup> March, 1984 accompanied by a copy of Standing Orders, as certified by me under the provisions of the said Act, also authenticated under my signature and seal.

The Orders shall come into force as per the provisions of the said Act.  
Receipt of this may please be acknowledged.

Yours faithfully,

Sd/-

( R. S. Mardolkar )  
Asstt. Labour Commissioner  
&  
Certifying Officer  
Goa, Daman and Diu

GOVERNMENT OF GOA, DAMAN AND DIU  
OFFICE OF THE COMMISSIONER, LABOUR & EMPLOYMENT  
JUNTA HOUSE, 1ST FLOOR,  
PANAJI GOA.

No. CLE/2/S.O./21/82-84

Dated: 12<sup>th</sup> March, 1984.

IN THE MATTER OF CERTIFICATION OF STANDING ORDERS IN RESPECT  
OF M/S KADAMBA TRANSPORT CORPORATION LTD.PANAJI.

STANDING ORDERS No. CLE/2/S.O./21/82-84/

O R D E R

The above Standing Orders were submitted by the Employer M/s Kadamba Transport Corporation Ltd., Panaji for adoption in their establishment in the Union Territory of Goa, Daman and Diu.

After giving the employer and their workmen represented by Kadamba Transport Corporation Workers Union an opportunity of being heard as per Section 5(2) of the Industrial Employment (Standing Orders) Act, 1946, the amendments/ changes/corrections, were made which were approved to during the hearing, I now hereby finally certify that the Draft Standing Orders submitted by M/s Kadamba Transport Corporation Ltd., for adoption in their establishment and as modified and finalised during the course of hearings are in keeping with the provision of the Industrial Employment (Standing Orders) Act, 1946 and the rules made thereunder.

I further direct that these Standing Orders shall come into operation on the expiry of thirty days from the date of certification as laid down under Section 7 of the Industrial Employment (Standing Orders) Act, 1946.

Sd/-  
( R. S. MARDOLKAR )  
Asstt. Labour Commissioner  
&  
Certifying Officer  
Panaji Goa.

1. The Personnel Officer,  
M/s Kadamba Transport Corporation Ltd.,  
P.O. Box 321, East Wing, Bus Terminus, Panaji.
2. The General Secretary,  
Kadamba Transport Corporation Workers Union,  
House No. 389, Banastari, Marcella Goa 403 107.

KADAMBA TRANSPORT CORPORATIN LTD.,

P.O. BOX NO. 321, East Wing,

Bus Terminus, Panaji

Goa – 403 001

PROPOSED STANDING ORDERS FOR WORKMEN

1. Application:

These standing orders shall apply to all workmen of Kadamba Transport Corporation Limited, having its registered Office in Panaji, the Union Territory of Goa, Daman & Diu and in any other part within the area of India where its offices are situated. This shall come into force with effect from the date determined in accordance with section 7 of the Industrial Employment (Standing Orders) Act, 1946.

2. Definitions: In these orders, unless there is any thing repugnant in the subject or context.

- a) "Corporation" or "Establishment" or "Company" means Kadamba Transport Corporation Ltd., Panaji, Goa and includes Depot or Workshops or bus stands or control room or other Administrative offices.
- b) "Employer" means Managing Director of the Corporation and includes the General Manager or Depot Manager or any other Officer to whom the powers and functions may be delegated in this behalf and wherever the expression "Management" is used it shall mean the employer.
- c) "Manager" means the General Manager or Depot Manager or the person for the time being Managing the Establishment and includes any other officers duly authorised to exercise powers of the Manager such authorisation being notified to the workmen by displaying it on the Notice Boards of the Establishments.
- d) "Superior" means any person who by the nature of his duties exercises Supervision or control over an employee or a group of employees, either directly or indirectly in connection with the work of Establishment.
- e) "Workmen" or "Employee" means any person employed in the Corporation, defined as such in section 2(i) of the Industrial Employment (Standing Orders) Act, 1946.

- f) "Corporation premises" includes the precincts of the Depot or Workshop or bus stands or control room or Administrative offices or any other places of work where the employees are deputed to work or to report for accepting the employment.
- g) "Day" means a period of twenty four hours beginning at mid-night.
- h) "Motor transport undertaking" means a motor transport undertaking engaged in carrying passengers or goods or both by road for hire or reward, and includes a private carrier.
- i) "Competent Authority" means the General Manager, Deputy General Manager, Depot Manager or any other officer of Corporation duly appointed by the Managing Director and notified.
- j) "Appellate Authority" means the Managing Director of the Corporation.
- k) "Wages" has the meaning assigned to it in clause (vi) of Section 2 of the payment of Wages Act, 1936 (4 of 1936).
- l) "Week" means the period between midnight on Saturday night and midnight on the succeeding Saturday night.
- m) "Muster Roll" means any register or registers maintained by the Corporation for the purpose of recording attendance of employees.
- n) "Notice Board" means board maintained by the Corporation for the purposes of displaying notices by the establishment.
- o) "Wage Rate" means the rate of pay per diem or pay per calendar month.
- p) "Identity Badge" means any badge or pass issued to a workman for purposes of his identification and includes token or ticket.

**NOTE:**

Where the context requires,

- i) The singular number shall be read to include plural number and vice versa.
  - ii) Work denoting masculine gender shall be read to include feminine gender unless otherwise stated.
3. Classification of Workmen:  
Workmen shall be classified as:
- a) Permanent
  - b) Probationary
  - c) Temporary
  - d) Casual
  - e) Badli/Substitute, and
  - f) Apprentice/Trainee
- a) A "Permanent Workman" is a workman who has been duly confirmed in his appointment by the Manager in writing after he has satisfactorily completed the probation period of at least six months in the same or another occupation in the service of the Company including breaks due

- to sickness, accident, authorised leave, lockout strike (not being an illegal strike) or involuntary closure of the establishment.
- b) A "Probationary Workman" is a workman who is provisionally employed to fill a permanent vacancy in a post and has not completed the probationary period. A probationary workman shall be closely watched by his Officer/ Supervisor in regard to his ability, conduct, attendance and adaptability to the job assigned to him and if he does not measure up to the requirements, his services are liable to be terminated without notice during or at the end of probationary period. In the case of permanent workman appointed as a probationer in a new post, he may at any time during the probationary period or at the end of probationary period be reverted to his permanent post. The period of probation originally fixed may be extended by three months which shall be intimated in writing to the employee. If the employee shows average ability, he may be retained if the Manager so recommends. A probationer shall be deemed to continue as such until he is expressly confirmed in writing by the Manager.
  - c) A "Temporary Workman" is one who has been engaged for work which is essentially of a temporary post, or in connection with a temporary increase in work, for a limited period.
  - d) A "Casual Workman" is a workman whose employment is of a casual nature.
  - e) A "Badli" or "Substitute Workman" is a workman who has been engaged temporarily to the post of a permanent workman or a probationer, who is temporarily absent.
  - f) An "Apprentice" or "Trainee" is a learner who is paid an allowance or stipend during the period of his training.

#### 4. Medical Examination

- a) No workman shall be appointed as a permanent workman or as a probationer unless he has been medically examined and declared fit by the Medical Authorities.
- b) If during the course of workman's employment, Management has reasons to believe that a workman is not medically fit to discharge his duties, the Management shall have the right to direct such a workman to appear before the Medical Authorities for a medical check up or to a periodical medical examination. Thereafter, if the Company's Medical Authorities declares that the workman is medically unfit permanently, he shall be forthwith discharged from the services of the Corporation. The aggrieved party shall be free to approach the medical Board of the Government against the decision of medical authorities whose decision will be final and binding on the parties.

#### RECORD OF AGE:

- a) The Company will record the age of every workman who is appointed as a probationer or permanent workman. The following documents shall be deemed to be satisfactory proof of the age:
  - i) Birth Certificate or Baptism Certificate in case of Christians.
  - ii) Matriculation or School leaving Certificate.
- b) A workman who is unable to produce the aforesaid documentary evidence of his age shall be sent to the Medical Officer for examination

and his opinion as to the workman's age will be binding on the workman.

- c) The age of a workman as recorded with the Company at the time of his employment shall be final and shall not thereafter be permitted to be altered by the workman.

6. Address:

Every workman shall intimate to the Corporation his permanent home address and his residential address on joining the Corporation. He must also notify the Corporation immediately of any change of address. Communication forwarded by the Corporation to the last address given by the workman shall be regarded as sufficient compliance for the purpose of giving any notice.

7. Employment Ticket and Identity Badge:

- a) Every workman will be given individual Identity Badge. Employee Roll number or ticket number allotted to each workman will be indicated on the Identity badge. The workman will mention his number in all the correspondence with the Company including application for leave, etc. The Identity Badge is not transferable.
- b) The Identity Badge will be kept by the workman on his person while on duty and will produce it whenever required.
- c) The Identity Badge will be the property of the Corporation and shall be deemed to have been expressly entrusted to the employed person for custody. The Badge shall be surrendered to the Security Officer or to such other Officer of the Company, who is so authorised and whose name shall be notified by the Manager at the time workman ceases to be employed or whenever so directed by the officer mentioned in his behalf.
- d) A workman who loses his Identity badge shall report the matter immediately to the Company to avoid misuse of the document by an unauthorised person. A duplicate card will be issued on payment card will be issued on payment of the actual cost of replacement of the card from time to time.
- e) Temporary permits will be issued to Casual Workmen.

8. Entry and Exit:

- a) All workmen shall enter or leave the Corporation premises only through the gate provided for the purpose. No workman shall enter the Establishment, except when on duty. The permission of the Officer, authorised by the Management in this behalf is required to be invariably taken at other occasions.
- b) All workmen shall keep the Identity Badges with them and shall be required to show them to the Security personnel and/or such other persons as may be notified by the Management, at the gate to gain entry into the Corporation's premises. Those who fail to produce the Identity. Badges shall be denied the entry into the premises of the

Corporation. Those who do not bring their Identity Badges shall report to the Security/Officer/Personnel Officer, who may issue a temporary pass. Workmen who fail to produce the Identity Badges/ Temporary pass while inside the Establishment on demand by the Security personnel or authorised persons is liable to be sent out, and shall forfeit his wages for the balance of the shift.

- c) Whenever workman is required to leave the Corporation premises during his normal duty hours, a gate pass shall bear the date and time of issue, the name, department and token number of the workman concerned, the reason for his leaving the establishment and the signature of the issuing authority. The employee to whom a gate pass has been issued will leave by the gate or the exit where the Time keeper or the Security Personnel on duty will check the gate pass and record the outgoing time.
- d) If any workman is in possession of any article which he desires to carry with him inside the works, he shall carry it only with the prior permission of the Security Officer on duty at the gate and get the articles entered in the Register kept at Security Office for that purpose, when entering the Establishment.
- e) Any workman who has been granted leave, laid off, suspended, discharged, dismissed or has resigned or is not working for any reason, must leave the establishment premises immediately on receipt of the order granting him leave or ordering him to be laid off, suspended, discharged, dismissed, etc. as the case may be.

9. Search:

- a) Any workman is liable to be detained and searched while entering or leaving or within the Corporation premises by the Security Staff of the Corporation and/or such other persons appointed by the Employer for the purpose. A female workman shall be searched only by a female searcher or any other authorised female employee.
- b) Any workman carrying tiffin boxes, document cases, bags and other receptacles, shall keep them open for inspection as they pass out of the gate, or at any other time when demanded by the security personnel or any superior authorised in this behalf of the Corporation.
- c) The Corporation has the right to remove from those searched any article believed to be belonging to the Corporation, such other articles as the Corporation considers likely to endanger the personnel or property of the Corporation.

Publication of Working Times:

- 10. a) The periods and hours of work and the rest intervals for all classes of workmen in each shift shall be exhibited in English and in the Regional languages in the establishment or the Corporation's Notice Boards.
- b) Any workman may be assigned to any shift depending upon the exigencies of work with eight hours notice.
- c) The general working hours of the Corporation and changes, if any, will be notified 8 days in advance on the Corporation's Notice Boards in

- English and other Regional languages.
- d) Ordinarily, the starting and the closing time of each shift and shift breaks will be signalled by means of a whistle or a siren wherever practicable but failure to sound the whistle or siren due to unavoidable circumstances will not entitle workmen to attend late or depart early.

11. Publication of Holidays and Pay Days:

- a) Notice specifying the days observed by the Management as holidays and pay days shall be displayed on the Notice Boards of the Corporation.

12. Payment of wages:

- a) All workmen shall be paid wages on a working day before the expiry of the 10<sup>th</sup> day after the last day of the wage period, in respect of which the wages are payable.
- b) Any wages due to a workman but not paid on the usual pay day on account of the same being unclaimed, shall be paid by the Employer on an "Unclaimed wage pay Day" in each week or any day subsequent to the pay day notified to the workmen and following the day on which the substantiated claim is presented by the workmen.
- c) No claim in respect of unclaimed wages will be entertained by the Corporation after the expiry of 3 years from the date on which the wages became due.
- d) Without prejudice to the provisions of the payment of wages Act, 1936, deductions may be made for damages to or loss of goods expressly entrusted to a workman for custody or for loss of money for which he is required to account where such damage/loss is directly attributable to his negligence or default.
- e) If 10 or more workmen setting in concert and without giving a fortnight's notice to the Management, absent, themselves from work or being present at the workspot, refuse to work, a deduction of wages not exceeding eight days will be made from the wages of such workmen, besides the deduction of wages for such absence, they will be also liable for disciplinary action.

13. Shift Working:

- a) i) More than one shift may be worked in a department or section of a Department at the discretion of the Manager.
- ii) If more than one shift is worked in the Establishment workmen shall be liable to be transferred from one shift to another as and when required by the Management.
- iii) Workmen shall not leave their jobs at the end of a shift without the permission of their superiors until other workmen have taken over from them. They shall properly handover their respective charge to the workmen of the next shift.
- iv) Whenever an additional shift is started or shifts are altered or discontinued, a seven days notice, except in emergencies, shall be given. If as a result of the discontinuance of any shift any permanent workman

is to be discharged. They shall be discharged having regard to the efficiency of their work and to the length of their service in the establishment and the department and the occupation concerned and those with the shortest term of service being discharged first.

- v) On restarting a shift, notice thereof shall be given either in a newspaper having wide local circulation or by letters to individual workmen concerned or by posting a notice at the gate of the establishment and the workmen discharged as a result of the discontinuance of the shift, shall if they present themselves within 7 days of the publication of the notice or the posting of the letters, or the posting of the notice at the Establishment gate, be given preference for employment according to their efficiency in the opinion of the Management and/or to the length of their service in the establishment and the department and occupation concerned.
- b) i) The Manager may close down any department or section of a department and, if as a result of such closure, some workmen are to be discharged, one month's notice or wages in lieu of notice shall be given to the workmen concerned. Before reopening such department or section, as the case may be, seven days' notice thereof shall be given either in a newspaper having wide local circulation or by a letter to individual workman concerned, or posting of a notice at the Establishment.
- c) The Manager may close down the whole establishment after giving one month's notice or wages in lieu of notice to the workmen. Seven days' public notice of the restarting of the establishment shall be given either in a newspaper having wide local circulation or by letters to the individual workmen concerned posting of a notice at the Establishment gate.
- d) Notice of:
  - i) Starting, re-starting, alteration and discontinuance of shift working,
  - ii) The closure and reopening of a department or section of a department and,
  - iii) The closure and re-opening of the establishment shall be displayed in the Traffic Office/Depot Office premises or at the main entrance to the establishment and in the case of a department or section, also in the department concerned.
- e) On the re-opening of a department or section or the establishment as the case may be, preference for employment will be given to the workmen whose services were terminated on account of the closure, according to their efficiency in the opinion of the Manager and/or the length of their services in the establishment and that they present themselves for service at the latest by the day of reopening.

14. Overtime Work:

If exigencies of business so require, the Corporation reserves the right to require all or any number of its workmen to work overtime or on weekly off days and declared holidays in accordance with notices which may be issued from time to time to the workmen concerned. Overtime wages will be paid to workmen according to the provisions contained in the Factories Act 1948/M.T.W. Act, 1961 as the

case may be. In such cases the workmen shall be entitled for compensatory off, within two months.

15. Attendance and Late Coming:

- a) Every workman shall be given a time card bearing his name, the number allotted to him the name of the Department in which he is working and such other information as may be decided by the Manager and shall on reporting for duty and on cessation of work every day and during rest intervals, register the time thereof on the same card by punching it in the time-clock provided by the establishment. The time card after punching shall be kept in the racks provided for.
- b) All workmen shall be at their respective places of work at the time prescribed and notified from time to time. Workmen arriving later than 10 minutes of the prescribed time shall be liable to be sent out and treated as absent.
- c) If for any reason within the discretion of the Corporation, a workmen arriving so late is admitted, his wage for the period of absence may be deducted. For administrative convenience the late coming and early going will be calculated in units of 15 minutes. For the purpose of computation of wages, attendance of less than 4 hours in a day, shall not be taken into account.
- d) Any workman who after reporting for work is found absent from his proper place of work during working hours without permission of his superior shall be treated as absent for the time of his absence and also he shall be deemed to be absent from the place where he is required to work, if although present in such place, he refuses, in pursuance of the stay-in strike or for any other cause which is not reasonable in the circumstances, to carry out his work, will be liable to be treated as absent for such period of absence and his wages will be liable to be deducted proportionately. He will also be liable to disciplinary action under these standing orders.
- e) If a workman is absent from the Establishment premises during working hours without permission, he shall be liable to be treated as absent for the whole day in case his absence commences before the recess period. He will also be liable to disciplinary action under these standing orders.
- f) If a workman reports for duty in improper dress, he shall not be allowed to work until he reports back for duty properly equipped and he shall not be paid for the time so taken by him.

Duties and Obligations of Workmen during Working Hours:

- a) Every workman shall carry out the work for which he has been employed conscientiously and to the best of his ability and in accordance with specific or general instructions given to him from time to time by the Corporation Officers directly or through delegated authority.
- b) Workmen shall not enter or pass through departments other than those in which they are employed unless this is necessary in the course of

- their duties.
- c) Workmen shall not engage themselves in any other work or trade excepting that of the Corporation, during working hours either for themselves or for any other person.
  - d) Every workmen shall take proper care of all vehicles, machines, plant, gauges, appliance, fixtures, drawings, etc. generally and specially entrusted to him. Workmen shall not take out of the premises, any articles, documents, drawings, materials, etc., belonging to the Corporation without a pass in the prescribed form issued by the authorised persons. Neither shall they conceal any such articles or materials etc.
  - e) Workmen shall take precautions to safeguard the Corporation's property and to prevent accident or damage or fire to it. A workman shall at once report to his supervisor or Officer or Manager any defect which he may notice in any machinery/equipment connected with his work. He shall also immediately report any defect or occurrence which he may notice and which might endanger himself or any other workman/person or might result in damage to the Corporation's or any workman's /person's property. It shall be the duty of every workman to see that his equipment/machine is kept clean and tidy.
  - f) Strict observance of all safety instructions including fire prevention and protection is obligatory on the part of the workman. Workmen shall not unless specifically authorised, interfere with any safety devices or any machines running or idle. Where the Company provides protective clothing or uniforms, appliances, etc., for the safety of workmen, these shall be used by such workmen while engaged in such jobs.

17. Provisions relating to Conduct:

General

- 1) Every Corporation employee shall at all times.
  - i) Maintain absolute integrity.
  - ii) Maintain devotion to duty.
  - iii) Do nothing which is unbecoming of a Corporation employee.
- 2) i) Every Corporation employee holding a supervisory post, shall take all possible steps to ensure the integrity and devotion to duty of all Corporation servants for the time being under his control and authority.
- ii) No Corporation employee shall in the performance of his official duties or in the exercise of the Powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior and shall where he is acting under such direction, obtain the direction in writing, wherever practicable and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.

Explanation:

Nothing in clause (ii) of sub-regulation (2) shall be construed as empowering a Corporation employee to evade his responsibilities by seeking instructions from, or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

18. (A) Private Trade or Employment:

No Corporation Employee shall, except with the previous sanction of the Corporation, engage directly or in-directly in any trade or Business or undertake any other employment.

(B) Insolvency and Habitual Indebtedness:

A Corporation employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Corporation employee against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent, shall forthwith report the full facts of the legal proceedings to the Corporation.

Note:

The burden of proving that the insolvency or indebtedness was the result of circumstances which with exercise of ordinary diligence, the Corporation servant could not have foreseen or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the Corporation employee.

(C) Demonstration:

1) No Corporation employee shall engage himself or participate in any demonstration which is prejudicial to the sovereignty and integrity of India, the security of the Union Territory, Public Order, decency or morality of which involves contempt of Court, definition or incitement to an Offence.

2) No Corporation employee shall hold within the precincts of any office or any place under the control of the Corporation, any demonstration which is violent or which prevents or is calculated to obstruct the normal transaction of business in such Office or place.

3) No Corporation employee shall obstruct any person from lawfully entering or leaving any office or the place under the control of the Corporation, or from carrying out any business in such office or place.

4) No Corporation employee shall act in any manner calculated to undermine the confidence of the persons using the facilities provided by the Corporation.

18. (D) Consumption of intoxicating drinks and drugs:

A Corporation employee shall:

a) Strictly abide by the law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.

b) Not be under the influence of any intoxicating drinks or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any intoxicating drink or drug.

A Corporation employee shall not:

a) Appear in a public place in a state of intoxication.

18. (E) Unauthorised Communication of Information

No Corporation employee shall, except in accordance with any General or special order of the Corporation or in performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or

any part of these information to any Government or Corporation employee or any other person whom he is not authorised to communicate such document or information.

18. (F) Canvassing for Non-official or other influence:

No Corporation employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matter pertaining to his service in the Corporation.

18. (G) Obligation to abide by all administrative Instructions:

Notwithstanding anything contained in this part, a Corporation employee shall be governed by all the Administrative instructions that may be issued from time to time in regard to the conduct of the Corporation employee.

19. Appointments, Transfers, etc.:

a) Any false or untrue statement in the application for appointment will render the services of the workmen concerned liable to immediate termination without notice or compensation whenever it comes to the notice of the Corporation.

b) Workmen will always be liable to do any alternative work provided by the Company in the event of lack of work at which they are normally employed provided the work does not make the workmen loss monetarily.

Refusal to do so, will be treated as a misconduct.

c) All workmen shall be liable to transfer from one Department to another in the same concern at the discretion of the Manager and to be entrusted with any other duties as the Manager may think fit from time to time.

d) No workmen shall apply for any appointment/Commission etc. without written permission of the Corporation. Applications from workmen may be forwarded by the Corporation in accordance with the rules notified by the Corporation from time to time.

e) Any workmen found to be medically unfit for the work, by the Medical authorities, or found to suffer from a contagious type of disease contacted either before entering the service or during the service period, may be discharged of the duties.

20. Leave

a) General Rules:

i) The leave year for all types of leave is the calendar year i.e. From 1<sup>st</sup> January to 31<sup>st</sup> December. In the first year of service, the leave year will be from the date of joining to 31<sup>st</sup> December.

ii) Leave sanctioning authority will be the departmental/Section Head concerned.

iii) Grant of leave of any kind to a workman shall depend on the exigencies of the Corporation's work to be decided by the leave sanctioning authority.

iv) No workmen can avail of Privilege leave during his probationary period.

v) The sanctioning authority has the right to curtail or to revoke the sanctioned leave in exceptional circumstances.

vi) The workman shall furnish in the leave application itself, the address where he can be contacted, if necessary, during the period of his leave.

vii) If a workman, after proceeding on leave desires an extension thereof he shall make an application in writing by Registered Post giving satisfactory

explanation to the Management in sufficient time for the reply to him before the expiry of the leave initially granted. A written reply with regard to grant or refusal of the extension of leave shall be sent to the workman only to the address supplied by him, but if he fails to supply a forwarding address, the reply will be sent to the address available in the records of the establishment. Provided that if any communication is received by the workman in reply to his application for leave, before the expiry of leave initially granted, he should presume that extension of leave has not been granted.

viii) A workman remaining absent beyond the period of leave originally granted or subsequently extended, shall be liable to lose his lien on his appointment unless he returns within ten days of the expiry of the sanctioned leave and explains to the satisfaction of the authority granting leave, his inability to resume his duty immediately on the expiry of his leave. A workman not reporting for duty within ten days of the expiry of his leave shall be treated as having left the service from the date he was due to return to work.

ix) If a workman is detained, arrested or convicted for or in connection with any offence and or is sent to jail and applied for leave, the management will not be bound to grant his leave and his service may be terminated for his inability to attend his duty.

x) Leave will not be granted to a workman under suspension.

xi) A record of leave of absence shall be maintained in respect of all workmen together with the record of leave sanctioned, refused or postponed, and reasons for refusal or postponement shall, in every case, be entered therein.

b) Types of leave and leave entitlement:

Privilege leave subject to eligibility as per the provision of the Motor Transport Workers Act/Factories Act, 1948. The workman shall be entitled to Privilege leave at the rate of one day for fifteen days work performed in the previous year, and Casual Leave at the rate of 8 days per calendar year are permissible to permanent and temporary workmen. Proportionate Casual Leave will be admissible to probationary workman and Apprentices/Trainees/Casual workmen are not entitled for Casual Leave. However, casual workmen will be allowed Privilege Leave as per the provisions of the Factories Act, 1948 provided they are eligible for the same.

c) Privilege Leave:

i) Privilege Leave will accrue on completion of each leave year.

ii) Privilege Leave can be accumulated to maximum extent of 90 days.

iii) Privilege Leave can be availed to a maximum extent available subject to not more than four times in a calendar year.

iv) Any workman who desires to take leave of absence for any cause shall apply in writing to the Head of Department/Section (through the Workmen's immediate Supervisor) ordinarily 7 days before the date on which he desires to proceed on leave. It shall be the duty of the Head of the Department to pass orders on the applications in writing well in time. Provided that in case of sudden calamity, accident or other unforeseen reason beyond the control of the workmen, the Management may grant him leave post facto, on his return to duty, provided further that the application for leave with or without pay, as the case may be, along with an explanation satisfactory to the Management has been made as soon as possible within reasonable period from the date of absence.

v) A workman shall proceed on leave (except in case failing within the provision of the above clause a (iv) only after getting a leave pass from the Head of the Department/Section sanctioning the leave and only after handing over the charge to the person appointed for the purpose by the Head of the Department/Section or the workman's immediate Supervisor. Where leave is refused or postponed, the fact of such refusal or postponement and the reasons thereof shall be recorded in writing in a register to be maintained for the purpose and if the workman so desires a copy of such entry in the register, shall be supplied to him.

d) Casual Leave:

i) Half day casual leave may be granted at the discretion of the Corporation excepting on a half working day, if any.

ii) Casual leave will be granted for a period of not more than 3 days at a time.

iii) Casual leave shall be non-cumulative.

iv) Casual leave will not be combined with any other kind of leave even if a weekly off/holiday occur in the intervening period.

v) Previous permission of the Head of the Department/Section shall be obtained before taking Casual leave. When this is not possible due to unforeseen circumstances the Management or the Head of the Department/Section shall be soon as may be practicable, informed in writing or orally through any person of the absence from work giving satisfactory reasons for such absence and the probable duration of such absence.

21. National & Festival Holidays:

a) Employees shall be granted public Holiday with wages, as per the notification of the Government issued from time to time.

22. Stoppage of Work and Lay-off:

In the event of fire, catastrophe, breakdown of machinery, stoppage of power supply, epidemic, civil commotion or other cause beyond the control of the Management, the Manager may at any time without notice, stop wholly or partially, the whole or part of the establishment for a reasonable period.

b) In the event of stoppage under clause (a) during working hours, the workman affected shall be notified as soon as practicable when work will be resumed and whether they are to remain on leave the establishment. The period of detention in the establishment shall not ordinarily exceed one hour after commencement of the stoppage. If the period of detention exceeds one hour, workman so detained shall be entitled to receive wages including all allowances for the whole of the time during which they are detained in the establishment as a result of the stoppage. In case of piece-rate workman, the average daily earnings for the previous month shall be taken to be daily wages.

c) Whenever practicable, reasonable notice shall be given of the resumption of normal work and all such workmen laid off under this standing order, who present themselves for work, when work is resumed shall be given preference for employment.

d) All notices required to be given under the Standing Orders shall be

displayed on notice boards at the time keeper's office and at the main entrance of the establishment where a notice pertains to a particular department or department concerned.

e) The notice to be given and compensation to be paid to the workmen affected as a result of stoppage of work under this standing order, would be subject to the provisions of the Industrial Disputes Act,1947, and the Rules framed thereunder.

### 23. Strike:

The Employer may, in the event of a strike or slow down in work affecting either wholly or partially any section or department close down either is affected by such strike or slow down, such section or department as soon as practicable, notify by notices displayed on the notice boards in the departments concerned, and in the traffic office or at or near the main entrance of the establishment. The workmen concerned shall also be notified by a general notice put up at the place where notice of closure mentioned above are to be displayed prior to the resumption of work as to when the work will be resumed.

### 24. (A) Termination of Employment:

i) The services of a permanent workman may be terminated by either party giving to the other one month's notice in writing or paying equivalent wages in lieu of notice.

ii) If any workman remains absent without intimation or prior permission for a period exceeding 30 days, he shall be deemed to have resigned from the services and the employer is entitled to consider such workman having voluntarily resigned from his job.

b) All classes of workman, other than those confirmed by the Corporation on a permanent basis, may leave their service or their services may be terminated without notice or pay in lieu of notice, without assigning any reason.

c) An order of termination of service shall be in writing and shall be signed by the Employer and shall be supplied to the workman concerned.

d) If a permanent workman leaves the services without giving noticed education in that account may be made from his wages and he shall also be liable to be sued for damages.

e) The Management may refuse to accept the resignation of a workman during the pendency of any departmental proceedings against him if the Management desires to continue those proceedings.

f) If a workman leaves before the expiry of the period of notice of termination given by the Corporation, he will be paid only for the period he actually works. If a workman does not report for work after giving notice of his intention to resign, or reports for work after giving notice of his intention to resign, or reports for duty for a few days and stays away without serving the full notice period, he will be treated as workman leaving without notice and an amount equivalent to his salary or wages for the requisite period of notice shall be recovered from him.

g) If a workman gives notice of his intention to resign, the Management may accept the resignation and release him at once or at anytime before the date of expiry of the notice period in which case he will be paid only for the period he actually works.

h) Where the employment of any workman is terminated or when he leaves the service, the wages earned by him shall be paid to him before the expiry of the second working day from the day on which he leaves the services or his employment is terminated and all other sums due to him shall be paid before the expiry of the seventh working day from the day on which such event occurs.

i) Every workman on termination of his service must return all Corporation's property in his possession and given charge of the same to the person duly authorised to receive them and obtain clearance certificate. He shall also within one week of termination, vacate the house if provided by the Corporation and hand over the vacant possession to the Corporation.

j) In case a workman fails to return the Corporation's property on termination of his service, the value of the property will be deducted from the amount payable to him.

#### 25. Retirement:

The superannuation/retirement age shall be 58 years. Every workman shall retire on attaining the age of 58 years. However, for medical reasons, the Corporation may retire a person before attaining the prescribed age of superannuation if he is unfit as declared by the Medical Authority.

#### 26. Secrecy:

a) No workman shall orally or by writing to any person (including a co-workman) or by publication in any of the newspapers, journals, books, pamphlets or leaflets or by speech or discussion at any place disclose or cause to be disclosed at any time during service any information or documents relating to the Corporation, except with the approval of the Management.

b) No workman shall give any information or advice relating to the activities of the Corporation to anybody not connected with the Corporation unless it is necessary to do so in connection with the work assigned to the workman by the Corporation.

c) No workman is permitted to carry with him, outside the Establishment premises, any paper, books, drawings, photographs, instruments, apparatus, documents or any other property belonging to the Corporation, provided that this prohibition shall not apply to those workmen who have obtained special and specific written permission from the Management to do so.

d) No workman is permitted to take notes, drawings or sketches for his own personal and private use, of any plant, process or work or keep copies of official papers with him.

e) Any book, drawing, sketches, photographs and similar papers containing notes or information relating to the Corporation's business affairs or operations shall always be treated as Corporation's property, whether prepared by a workman or otherwise.

f) A breach of any of these secrecy regulations shall be regarded as misconduct under these Standing Orders.

## 27. Safety Precautions:

- a) Workmen shall engage themselves only in operations at the machine or the duties to which they have been posted. The executions of their duties must be in same manner laid down for the operation etc., of the machine or duty concerned.
- b) Removal of guards or safety devices, cleaning of machines while they are running etc., are expressly forbidden.
- c) Safety instructions given or posted on the Notice Board are to be followed.
- d) Workmen shall use the safety equipment and appliances provided for the respective jobs by the Corporation.
- e) Safety and protective equipment provided by the Corporation, are intended for use inside the establishment premises only and shall not be taken out without permission. Violation of this rule shall be treated as theft of Corporation's property.

## 28. Acts of misconduct:

Acts or commissions inter-alia such as but not limited to the following shall amount to misconduct. (This list is illustrative and not exhaustive).

- i) Leaving Headquarters without prior permission.
- ii) Unauthorisedly using operational vehicles of the Corporation.
- iii) Collusion with any person or persons with a view of depriving the Corporation of its legitimate revenue.
- iv) Loss of printed tickets, season tickets, luggage tickets, etc. and loss of money value forms.
- v) Failure on the part of checking staff to report offences committed by conductors such as allowing ticketless traveler or for non-issue of tickets.
- vi) Failure on the part of conductor to issue any ticket and thereby permitting ticketless travel and non-issue of ticket to a passenger by a conductor, after recovery of fares or issue of ticket of lesser value after recovery of correct fare from passenger.
- vii) Failure to exercise efficient control and supervising the subordinate staff which has adversely affected the efficiency of the Corporation.
- viii) Assaulting any person inside the premises or vehicle of the Corporation.
- ix) Over speeding the vehicle.
- x) Rash and negligent driving resulting the death of or injury to persons or damages to properties.
- xi) Impolite and discourteous behaviour towards the public.
- xii) Leaving the vehicle unattended to, once it is out from the shed or Depot.
- xiii) Wilful insubordination or disobedience (whether or not in combination with another) of any lawful and reasonable order of a superior.
- xiv) Going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof or resorting to obstruction aimed at or resulting on paralysing the normal conduct or work of the Company.
- xv) Theft, fraud or dishonesty in connection with the employer's business or property inside or outside the establishment or the theft or property of another employee within the premises of the establishment.
- xvi) Willful slowing down in performance of work or abetment or instigation thereof.
- xvii) Taking or giving bribes or any illegal gratification.
- xviii) Habitual absence without leave or absence without leave of more than 5

consecutive days or overstaying the sanctioned leave without sufficient ground or proper or satisfactory explanation.

xix) Late attendance on more than two occasions within the month.

xx) Habitual breach of any standing order or any law applicable to the establishment or any rules made there under.

xxi) Collection without the permission of the Manager, any money for any purpose whatsoever at any time within the premises of the establishment except as sanctioned by any law for the time being in force.

xxii) Engaging in any money lending or trade or work not for or assigned by the Corporation or for personal gain within the premises of the establishment.

xxiii) Drunkenness, riotous, disorderly, indecent or improper behavior on the premises of the establishment or outside the premises of the establishment, if it adversely affects or is likely to affect the working or discipline of the establishment.

xxiv) Commission of any act subversive of discipline or good behavior on the premises or precincts of the establishment.

xxv) Habitual neglect of work or gross or habitual negligence or gross neglect of work or malingering.

xxvi) Habitual breach of any rules of instruction for the maintenance of the cleanliness of any portion of the establishment.

xxvii) Habitual commission of any act or omission for which a fine may be imposed under the payment of Wages Act, 1936.

xxviii) Canvassing for Union membership or the collection of Union dues, funds or contribution within the premises of the establishment, except in accordance with the provisions of any law or with the written permission of the Manager.

xxix) Damage or loss whether wilful or due to irresponsible action, or damage due to negligence or carelessness to or/of any property of the establishment.

xxx) Holding, organising, attending or taking part in any way in any meeting inside the premises of the establishment without the previous written permission of the Manager or except in accordance with the provisions of any law for the time being in force.

xxxi) Disclosing to any unauthorised person any information in regard to the processes or drawing or formula or similar matters of the establishment which may come into the possession of the workman in the course of his work or employment and breach of any of the secrecy regulations prescribed under clause 26.

xxxii) Gambling within the premises of the establishment.

xxxiii) Smoking or spitting in the vehicle or on the premises of the establishment where it is prohibited by the employer.

xxxiv) Failure to observe safety rules or instructions notified by the employer or failure to use safety devices or equipment or interference with any safety device or equipment installed with establishment.

xxxv) Breach of any rules or instructions given by superiors for the proper functioning or safety of the establishment.

xxxvi) Distributing or exhibiting within or on the premises of the establishment and on the walls or compound or the establishment (inside or outside) hand bills, pamphlets, posters, forms or other literature and such other thing or causing to be displayed by means of signs or writing or other visible

representation on any matter or otherwise disfiguring the walls or property of the establishment without previous written sanction of the Manager.

xxxvii) Refusal to accept a charge sheet order or other communication from the Management served in accordance with these standing orders.

xxxviii) Unauthorised possession of any lethal weapon/explosives in the establishment.

xxxix) Unauthorised use of Corporation's property.

xxxx) Making by any workman, without being so required by the Manager, notes, drawings or sketches or photographs for his own use or for the use of any one else of any plant or process or work or taking or keeping in his possession copies of the papers of/ or relating to the establishment.

xxxxi) Publishing or causing to be published in any manner any matter relating to the business or working of the establishment without the previous written consent of the Management.

xxxvii) Sleeping during working hours.

xxxviii) Loitering, idling or wasting time or not working during working hours or being within the establishment after authorized hours of work without permission.

xxxiv) Wilful interference with the work of other workmen.

xxxv) Conviction in any courts of law for a criminal offence involving moral turpitude.

xxxvi) Deliberately giving false information regarding self, eg. Name, age, previous illnesses, father's name, qualifications, previous experience or past record.

xxxvii) Restraining or detaining or gheraoing any representative/ employee or employees of the Corporation, either inside or outside the premises of the Corporation.

xxxviii) Wilful failure to attend work on overtime or on the weekly off or other holidays when required to do so by superiors subject to the provisions of the statute.

xxxix) Obtaining any benefit under a false pretext, or by making false statements.

L) Refusal to be searched by any Corporation security personnel or any authorised persons.

Li) Bringing inside the premises of the establishment, possession or use of alcoholic drink or narcotic drugs within the Corporation's premises or reporting to work while under the influence of alcoholic drinks or narcotics.

Lii) Use of impolite or insulting or abusive language, assault or threat of assault, intimidation or coercion within the premises of the Corporation against the employee of the Corporation or any other person authorised to work in the Corporation, and any such act outside the premises of the Corporation if it directly affects or is likely to affect the discipline or work or business of the Corporation.

Liii) Knowing or wrongfully interfering with the record of attending or means of recording attendance of oneself or any other workmen or wilful falsification, defacement, destruction or tampering with any record of the Corporation.

Liv) Deliberately making false, vicious or malicious statements public or otherwise against the establishment or any member or employee of the

establishment provided that such statements:

- a) Are directly linked with the general relationships of employer and employee or,
- b) Are directly connected with the contentment or comfort of the workmen or employees, or,
- c) Have a material bearing on the smooth and efficient working of the establishment or,
- d) Place or are likely to place the establishment or any member or employee of the establishment on disrepute.

Lv) Unauthorised or forcible occupation of Corporation's quarters or unauthorised evacuation of Corporation allotted quarter without Corporation's permission.

Lvi) Pursuance of any conduct against the interest of the Corporation.

Lvii) Poor or unsatisfactory workmanship.

Lviii) Leaving work before the siren or whistle signal is sounded.

Lix) Instigating or participation in any demonstrations on Corporation's premises.

Lx) Conduct or participate in any meeting on Corporation premises without prior sanction of the Management.

Lxi) Breach of any of the provisions prescribed to be complied with by a workman under the Standing orders.

Lxii) Wilful disfigurement, destruction or alteration of any record of property of the Corporation.

Lxiii) Carrying liquor or engaged in carrying liquor in the vehicle.

Lxiv) All the violations of the Motor Vehicles Act and the Rules framed thereunder as amended from time to time.

Lxv) Habitual commission of acts or omissions mentioned in Standing Order.

Explanation:

Any act of misconduct which is committed on three or more occasions within a space of 12 months shall be treated as 'Habitual'.

29. Punishment for Misconduct:

A. Workman guilty of misconduct may be:

- i) Warned or censured.
- ii) Fined (subject to provisions of the payment of Wages Act, 1936, as amended from time to time).
- iii) Subjected to stoppage of increments with or without cumulative effect.
- iv) Demoted to a junior category or lower grade.
- v) Suspended, without pay for a period not exceeding 8 days at a time.
- vi) Discharged from service without notice or payment in lieu of notice.
- vii) Stoppage or withholding of promotion for one year.
- viii) Dismissal without notice or any compensation in lieu of notice.

B. i) No workman shall be punished till a written memorandum or charges, setting forth the circumstances appearing against him and the nature of the

Misconduct involved, and requiring his explanation has been issued to him and he has been afforded a reasonable opportunity to submit his explanation in writing.

ii) No order of withholding increments or demotion or suspension under sub-clause (III), (IV) and (V) respectively of clause (A) and of discharge/dismissal under sub-clause (vi) and (vii) of clause (A) shall be made except after holding an inquiry against the workman concerned in respect of the alleged conduct in the manner set forth in sub-clause (C) below.

iii) In awarding punishment under these Standing Orders the Manager shall take into account the gravity of the misconduct, the previous record, if any, of the workman and any other extenuating or aggravating circumstances that may exist.

C. i) The Manager or an Officer of the Corporation authorised in this behalf may institute an inquiry against a workman before imposing on him any of the punishments listed above.

ii) A workman against whom an inquiry is to be held shall be given a charge sheet clearly setting forth the circumstances appearing against him and requiring explanation. He shall be given an opportunity to answer the charges and permitted to be defended by a workman working in the same department as himself or by an office bearer of the Union except for reasons to be recorded in writing by the Officer holding the enquiry the workman shall be permitted to produce the witness on whose evidence the charge rests. The proceedings and the evidence led on either side and the workman's plea shall be recorded in writing. Copies of the proceedings shall be supplied to the workman concerned.

iii) A workman against whom any action is proposed to be taken under sub clause (iii), (iv), (v), (vi) or (vii) of clause (a) or where criminal proceedings against him in respect of any offence are under investigation or trial and the Manager is satisfied that it is necessary or desirable to place the workmen under suspension, he may by an order in writing, suspend the workman pending the enquiry and final action or for the period, if any, allowed to him for giving his explanations. The order of suspension may take effect immediately, on its communication to the workman. If as a result of the enquiry held or explanation tendered it is decided not to take any action under clause (a), the workman shall be deemed to have been on duty and shall be entitled to full wages and all privilege for the full period of suspension.

D. i) A workman who is placed under suspension under clause (c) (iii) shall, during the period of such suspension, be paid a subsistence allowance at the following rates namely:

i) Where the enquiry contemplated or pending is departmental, the subsistence allowance shall, for the first ninety days from the date of suspension be equal to half of the basic wages, dearness allowances and other compensatory allowances to which the workman would have been entitled if he were on leave with wages. If the departmental enquiry gets prolonged and the workman continues to be under suspension for a period exceeding ninety days, the subsistence allowance shall for such period beyond 90 days be equal to three fourths of such basic wages, dearness allowance and other compensatory

allowance. 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.

ii) Where the enquiry is by an outside agency or, as the case may be, where criminal proceedings against the workman are under investigation or trial, the subsistence allowances shall, for the first one hundred and eighty days from the date of suspension be equal to one half of his basic wages, dearness allowance and other compensatory allowance to which the workman would have been entitled to if he were on leave. If such inquiry or criminal proceedings get prolonged and the workman continues to be under suspension for a period exceeding one hundred and eighty days, the subsistence allowances shall for such period be equal to three fourths of such wages.

Provided that where such inquiry or criminal proceedings is prolonged beyond a period of one hundred and eighty days for reasons directly attributable to the workman, the subsistence allowance shall, for the period exceeding one hundred and eighty days, be reduced to one fourth of such wages.

E. The payment of subsistence allowance under this Standing Order shall be subject to the workman concerned not taking up any employment during the period of suspension.

F. If on the conclusion of the inquiry, or, as the case may be, of the criminal proceedings, the workman has been found guilty of the charges framed against him and it is considered after giving the workman concerned, a reasonable opportunity of making representation on the penalty proposed, that an order of dismissal or suspension of fine or stoppage of annual increment or reduction in rank would meet the ends of justice, the Manager or any other authorised persons 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, and the subsistence allowance already paid to him shall not be recovered.

G. If on the conclusion of the inquiry, or as the case may be, of the criminal proceedings, the workman has been found to be not guilty of the charges framed against him, he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he would have received if he had not been placed under suspension after deducting the subsistence allowance paid to him for such period.

H. If a workman refused to accept a charge sheet, order or other communication served in accordance with these Standing Orders and provided that he has been asked to accept the charge sheet in the presence of at least two witnesses, he shall be told verbally the time and place at which the enquiry into his alleged misconduct is to be held and if he fails or refuses to attend the enquiry at the place and time fixed, the enquiry shall be conducted ex-parte

and the punishment awarded shall take account of misconduct under Standing Order thus committed.

30. Misdemeanour:

A workman may be warned, censured or fined for any of the following acts and omissions (which are illustrative and not exhaustive):

- a) Absence without leave or without sufficient cause.
- b) Late attendance.
- c) Negligence in performing duties.
- d) Neglect of work.
- e) Absence without leave or without sufficient cause from the appointed place of work.
- f) Entering or leaving or attempting to enter or leave the premises of the establishment except by a gate or entrance appointed.
- g) Committing nuisance on the premises of the establishment.
- h) Breach of any rule or instruction for maintenance or running of any department.

Provided that no workman shall be fined, except in accordance with the provisions of the payment of Wages Act, 1936, where the provisions of the said Act are applicable to him.

31. Special Procedure:

Notwithstanding anything contained in Standing Order above, no enquiry is necessary before taking any disciplinary action in cases where the workman has been convicted by a court of law for an offence involving moral turpitude.

32. Service Certificate:

Every temporary/permanent workman shall be entitled to Service Certificate at the time of discharge or retirement or resignation or retrenchment from service.

33. Sufficiency of Service of Notice, etc.:

Any notice or chargesheet required to be delivered to a workman may be served personally or by Registered Post addressed to the workman at the last address furnished by him. If the whereabouts of the workman are not known or he avoids or refuses service, a copy of the notice or chargesheet may be posted on the notice board of his department or section and such posting shall constitute adequate service of notice or chargesheet as the case may be.

34. Accidents:

a) If a workman sustains injury by accidents while on Corporation work, the workman shall immediately report to his superior or Manager who will arrange for first aid to be given and/or send him to the E.S.I.C. hospital or panel Doctor for Medical aid/treatment as may be found necessary. The workman concerned will co-operate in getting the required medical aid/treatment from the E.S.I.C./ panel Doctor or as recommended by them. The Superior concerned will record every reported accident with relevant details.

b) Any accident not reported, as stated above, shall be deemed to have occurred outside the Establishment premises and not out of and in the course of Corporation Employment and the Corporation shall not have any liability or responsibility whatsoever in this connection.

35. Complaints and Grievances:

a) Any workman desirous of redress of a grievance arising out of his employment or relating to unfair treatment or wrongful execution on the part of a superior, shall submit a complaint to the Manager or any officer appointed by the Manager in this behalf.

b) The Manager or any such Officer shall personally investigate the complaint at such time and places as he may fix.

i) Any other workman of his choice shall have right to present at such investigation. Where the complaint alleges unfair treatment or wrongful execution on the part of a superior, a copy of the order finally made by the Manager, shall be intimated to the complainant. Provided that the complaints relating to assault or abuse of any person holding a supervisory position shall be enquired into immediately by the Manager or such other Officers as he may appoint.

36. Notices, Orders, Etc.:

a) Notices to be exhibited or given under these Standing Orders shall be in English and in the Principal Regional language of the districts in which the establishment is situated.

b) i) Any Notice, order, Charge sheet, communication or intimation which is personal i.e. Is meant for an individual workman and is given in writing under these Standing Orders, shall be given in the language understood by the workman concerned.

ii) Before such a notice, order, charge sheet, communication or intimation is handed over to the workman, it shall be read out and explained to him if he so desires.

37. Standing Orders not to derogate any Law:

Nothing contained in these Standing Orders shall operate in derogation of any Law for the time being in force or to the prejudice of any right under a contract of service, custom or usage or an agreement, settlement or award applicable to the establishment.

38. Interpretation of Standing Orders:

In case of any conflict between the Standing Orders in English and those in the vernacular language, the English version shall prevail and shall be followed.

39. Appeal:

The decision of the Manager upon any question arising out of or in connection with, or incidental to these Standing Orders shall be subject to an appeal to the Managing Director.

40. Exhibition of Standing Orders:

A copy of the Standing Orders in English and in the Regional language of the employees shall be posted on the Corporation's Notice Board and shall be kept in eligible condition.

These Orders may be amended or modified from time to time in accordance with the provisions of the Act.

CERTIFIED COPY

**Sd/-**

**( S. A. DESHPRABHU )  
Asstt. Labour Commissioner  
&  
Certifying Officer**