SECTION 15. READ WITH CLAUSE (B) OF SECTION 2 OF THE INDUSTRIAL EMPLOYMENT (STANDING ORDERS) RULE

-'site aoining üc•.taits Yledicul certificate at the time of joining anci other qualifications 12. Read 13. Can Write 14. Cun Speak 15. Height 16. Identification Mnrks 17 Category of Workman 18. Department 19. Details of family members 20. Permanenlt Addrcss 21 Loeai Address Quarter No. Irasurance Policy No

24. Provident Fund Account Nc

25. Nominee for Gratuity 26. Nominee for pension, if any 27. Smploy•ees State Insurance No. Tr€unjng courses attended (details) 28 29. (Eligibility for higher jobs) 30. Proficiency tests passed

31. EMPLOYMENT HISTORY No.PA/DC/..345.7 Labour Commissioner fi'JÅrh e..ü.l..q. 170 Deparäzent Token No. Designation Scale of Pay Joined Left (2 Fern 2 3 4 32. ABSENCE PERIODS 5 6 Reason Medico] reports regarcüc:g suitability for co."itinued empioynzent (i) Sick Leave (2; Eamed Leave (iii) Anv other Leave 33. , 'benefit 34. , 6- •n's Compensation etaiJs f accidents: 35. Details of Disciplinary Action 36. Promotions (i) Details (iii Awards (iii) Issue of Certificate of corumendation 0 37. Date of superannuation 38. other matter. No. A copy is forwarded to Chandigarh for vhde publicity. A copy is fonvarded to Chandigarh for information. Secreta Y..abour Chandig rh Administyati012 Dated the Director Public Relation Union Territory, Joint Secpeta"bour, for Secretary Labour, Chandigarh dministration Dated 281912020 the Labour Commissioner, Union Ter-itoryr, Joint Secreta-iM for Secretary Labour, Chandigarh Administration Scanned with CamScanner CHANDIGARH ADMINISTRATION LABOUR DEPARTMENT NOTIFICATION No. Dated Chandigarh, the23141202-o Whereas "Thc Industrial Employment (Standing Orders) Central Rules, 1946, are framed by the Central Government in exercise of the powers conferred by Section 15, rend with clnusc (b) of Scction 2 of the Industrial Employment (Standing Orders) Act, 1946 (20 of 1946) after publication of the same and as per Rule 1(2) of the Rules, 1946, these are cxtcndcd to all Union Territories. Hence, it is notified for the information of general public and all concerned that "The Industrial Employment (Standing Orders) Central Rules, 1946" as amended from time to time, are applicable to Union Territory, Chandigarh, which are as under: The Industrial Employment (Standing Orders) Central Rules, 1946 In exercise of the powers conferred by Section 15, read with clause (b) of Section 2 of the Industrial employment (Standing Orders) Act, 1946 (20 of 1946), the Central Government is pleased to make the following rules, the same having been previously published as required by sub-section (1) of the said Section 15, namely : 1. (1) These rules may be called the Industrial Employment (Standing Orders) Central (2) 2. (a) (b) Rules, 1946. They extend to all Union territories, and shall also apply in any Staze (other than a Union territory) to industrial establishments under the control of the Central Government or a Railway administration or in a major port, mine or oilfield]. In these rules, unless there is anything repugnant in the subject or context,- 'Act' means the Industrial Employment (Standing Orders) Act, 1946 (20 of 1946), Form' means a form set out in Schedule 11 appended to these Rules. 2-A. In the Schedule to the Act, after Item 10, the following additional matters shall be inserted, namely:- "IOA. Additional matters to be provided in Standing Orders reladng to all industrial establishments in coal mines- (1) Medical aid in case of accident; (2) Railway travel facilities; (3) Method of filling vacancies; (4) Transfers; (5) Liability of manager of the establishment or mine; (6) Service certificate; (7) Exhibition and supply of Standing Orders. "10B. Additional matters to be provided in the Standing Orders relaång to all Industrial Establishments,- (1) Service Record — matters relating to service card, token tickets, certification of service, change of residential address of workers and record of age; (2) Confirmation; (3) Age of retirement; (4) Transfer; (5) Medical aid in case of accidents; (6) Medical (7) Secrecy; (8) Exclusive service." Scanned with CamScanner (3) (l) Save ns otherwise provided in sub-rulc (2), thc Model Standing Orders for the purposes of the Act shall bc those sct out in thc Schedule I appended to these rules, (2) The Model Standing Orders for the purposes of the Act in respect of industrial establishment in coal mines shall be those set out in Schedule LA appended to these rules, 3A. No employer of an industrial establishment shall convert the posts of the permanent workmen existing in his industrial establishment on the date of commencement of the Industrial Employment (Standing Orders) Central (Amendment) Rules, 2018 as fixed term employment thereafter

4. An application for certification of standing orders shall be made in Form I

5. The prescribed particulars of workmen for purposes of sub-section (3) of Section 3 of the Act shall be- (1) (2) (3) (3A) (4) (5) (6) (7) (8) Total number employed; Number of permanent workmen; Number of temporary workmen; Number of casual Workmen; Number of badlis or substitutes; Number of probationers; Number of apprentices; Number of fixed term employment workmen; Name of the trade union, or frade unions, if any, to which the workmen belong; Remarks

6. As soon as may be after he receives an application under rule 4 in respect of an industrial establishment, the Certifring Offcer shall- (a) Where there is a tade union of the workmen, forward a copy of the draft Standing Orders to the trade union together with a nodce in

Form 11; (b) where there is no such trade union, call a meeting of the worl•men to elect three representatives, to whom he shall, upon their elecåon, forward a copy of the draft Standing Orders together with a nodce in Form 11

7. Standing orders certified in pursuance of sub-section (3) of Section 5 or sub- section (2) of Section 6 of the Act shall be authenücated by the signature and seal of offce of the Certifring Officer or the appellate authority as the case may be and shall be forwarded by such officer or authority within a week of authentication by registered letter post to the employer and to the bade union, or, as the case may be, the representatives of the workmen elected in pursuance of rule 6.7A. (1) Any person desiring to prefer an appeal in pursuance of sub-secåon (1) of Section 6 of the Act shall draw up a memorandum of appeal setting out the grounds of appeal and forward it in quintuplicate to the appellate authority accompanied by a certified copy of the Standing Orders, amendments or modifications, as the case may be. [The memorandum of appeal shall be in [

Form IVAI set out in Schedule 11 to these rules.) Scanned with CamScanner (6) The appellate authority shall, after the appellant an opportunity of being heard, confirm the Standing Orders, amendments or modifications as cerüfied by the Certifying Officer unless it considers that there are reasons for giving the other parties to the proceedings a hearing before a final decision is made in the appeal. Where the appellate authority does not confirm the Standing Orders, amendments or modifications it shall fix a date for the hearing or the appeal and direct notice thereof to be 4ven— where the appeal is filed by the employer or a workman, to trade unions of the workmen of the industrial establishments, and where there are no such trade unions to the representatives of workmen elected under clause (b) of rule 6, or as the case may be, to the employer; where the appeal is filed by a trade union, to the employer and all other trade unions of the workmen of the industrial establishment; where the appeal is filed by the representatives of the worlanen, to the employer and any other workmen whom the appellate authority joins as a party to the appeal. The appellant shall furnish each of the respondents with a copy of the memorandum of appeal. The appellate authority may at any stage call for any evidence it considers necessary for the disposal of the appeal. On the date fixed under sub-rule (3) for the hearing of the appeal, the appellate authority shall take such evidence as it may have called for or consider to be relevant

Form Ill and shall be properly bound and the Certifying Officer shall furnish a copy of Standing Orders approved for an Industrial Establishment to any person applying there for on payment of a fee (calculated at all following rates per copy- for the first two hundred words or less seventy-five paisa; (ii) for every additional one hundred words or fraction thereof thirty- seven paisa Provided that, where the said Standing Orders exceeds five pages, the approximate number of words per page shall be taken as the basis for calculating the total number of words to the nearest hundred, for the purpose of assessing the copying fee.1

2. SCHEDULE 1 [MODEL STANDING ORDERS IN RESPECT OF INDUSTRIAL ESTABLISHMENT NOT BEING DIDUSTRIAL ESTABLISHMENTS IN COAL MINES] These orders shall come into force on Classification of workmen- (a) Workman shall be classified as —(1) Permanent (2) Probationers (3) badlis (3A) fixed term employment workrnen (4) temporary (S) casual (6) apprentices Scanned with CamScanner (b) A 'permanent' workman is a workman who has been engaged on a permanent basis and includes any person who has satisfactorily completed a probationary period of three months in the same or another occupation in the industrial establishment including breaks due to sickness, accident, leave, lockout, strike (not being an illegal strike) or involuntary closure of the establishment. (c) A 'probationer' is a workman who is provisionally employed to fill a permanent vacancy in a post and has not completed three months' service therein. If a permanent employee is employed as a probationer in a new post he may, at any time during the probationary period of three months, be reverted to his old permanent post. (d) A 'badl? is a workman who is appointed in the post of a permanent workman or probationer who is temporarily absent. (e) A 'temporary' workman is a workman who has been engaged for work which is of an essentially temporary nature likely to be finished within a limited period. (f) A 'casual' workrnan is a worlanan whose employment is of a casual nature. (g) An 'apprentice' is a learner who is paid an allowance during the period of his training. (h) A "fixed term employment workman" is a workman who has been engaged on the basis of a written contract of employment for a fixed period: Provided that- (a) (b) his hours of work, wages, allowances and other benefits shall not be less than that of a permanent workman; and he shall be eligible for all statutory benefits available to a permanent workrnan proportionately according to the period of service rendered by him even if his period of employment does not extend to the qualifying period of employment required in the statu te. Tickets- (1) Every workman shall be given a permanent ticket unless he 3. is a probationer, badli, temporary worker or apprentice. (2) Every permanent workrnan shall be provided with a departrnental ticket showing his number, and shall, on being required to do so, show it to any person authorised by the manager to inspect it. (3) Every badli shall be provided with a badli card, on which shall be entered the days on which he has worked in the establishment, and which shall be surrendered if he obtains permanent employment. (4) Every temporary workman shall be provided with a temporary' ticket which he shall surrender on his discharge. (5) Every casual worker shall be provided with a 'casual' card, on which shall be entered the days on which he has worked in the establishment. (6) Every apprentice shall be provided with an 'apprentice' card, which shall be surrendered if he obtains permanent employment

4. Publication of working time- The periods and hours of work for all classes of workers in each shift shall be exhibited in English and in the principal Scanned with CamScanner Inngunges of workmen employed in thc cgtnbli8hmcnt on notice boardg maintained at or near the main entrance of thc establishment and ut timc-kccper'g office, if any

5. Publication of holldnyg and pay dayg- Noticcs specifying (a) the days obsered by the establishment as holidays, and (b) pay days shall bc postcd on the said notice boards

6. Publication of wngog ratoo- Notice gpccifying thc rates of wages payable to all classes of workmen and for all classes of work shall be displayed on the said notice boards. Shift working- More than one shift may be worked in a department or departments or any section of a department of thc establishment at the discretion of the employer. If more than one shift is worked, the workmen shall be liable to be transferred from one shift to another. No shift working shall be discontinued without two months' notice being given in writing to the workmen prior to such discontinuance; provided that no such notice shall be necessary if the closing of the shift is under an agreement with the workmen affected. If as a result of the discontinuance of the shift working, any workmen are to be retrenched, such retrenchment shall be effected in accordance with the provisions of the Indusu-ial Disputes Act, 1947 (14 of 1947), and the rules made thereunder. If shift working is re- started, the worlanen shall be given notice and re-employed in accordance with the provisions of the said Act and the said rules. 7A. Notice of change in shift working- any notice of discondnuance or of re-starting of a shift worldng required by Standing Order 7 shall be in the (

form IVAI and shall be served in the following manner, namely:- The notice shall be displayed conspicuously by the employer on a nodce board at the main entrance to the establishment. Provided that where any registered trade union of workmen exists, a copy of the notice shall also be served by registered post to the secretary of such union. Attendance and late coming- A workman shall be at work at the 8. establishment at the times fixed and notified under paragraph 4. Workmen attending late vill be liable to the deductions provided for in the Payment of Wages Act, 1936

9. Leave- (1) Holidays with pay will be allowed as provided for in (chapter VIII of the Factories Act, 19481 and other holidays in accordance with law, contract, custom and usage.(2) A workman who desires to obtain leave of absence shall apply to the [employer or any other officer of the industrial establishment specified in this behalf by the employer], who shall issue orders on the application within a week of its submission or two days prior to the commencement of the leave applied for, whichever is earlier, provided that if the leave applied for is to commence on the date of the application or within three days thereof, the order shall be given on the same day. If the leave asked for is granted, a leave pass shall be issued to the worker. If the leave is refused or postponed, the fact of such refusal or postponement and the reasons therefor shall be recorded in writing in a register to be maintained for the purpose, and if the worker so desires, a copy of the entry in the register shall be supplied to him. If the workman after proceedings on leave desires an extension thereof, he shall Scanned with CamScanner apply to [employer or the office specified in this behalf by the employer) who shall send a written reply either granting or refusing extension of leave to the workman if his address is available and if such reply is likely to reach him before the expiry of the leave originally granted to him. (3) if the worlanan remains absent beyond the period of leave originally ganted or subsequently extended, he shall lose his lien on his appointment unless he (a) returns within 8 days of the expiry of the leave, and (b) explains to the satisfaction of the (employer or the officer specified in this behalf by the employer] his inability to return before the expiry of his leave. In case the worlanan loses his lien on his appointment, he shall be to be kept on the badli list

10. Casual leave- A workman may be granted casual leave of absence with or without pay not exceeding 10 days in the aggregate in a calendar year. Such leave shall not be for more than three days at a time except in case of sickness. Such leave is intended to meet special circumstances which cannot be forseen. Ordinarily, the previous permission of the head of the department in the establishment shall be obtained before such leave is taken, but when this is not possible, the head of the department shall, as soon as may be pracdcable, be informed in writing of the absence from and of the probable duration of such absence

11. Payment of Wages- (1) Any wages, due to the workman but not paid on the usual pay day on account of their being unclaimed, shall be paid by the employer on an unclaimed wage pay day in each week, which shall be notified on the notice boards as aforesaid.(2) A1 workmen urill be paid wages on a working day before the expiry of the seventh or the tenth day after the last day of the wage period in respect of which the wages are payable, according as the total number of worlanen employed in the establishment does not or does exceed one thousand

12. Stoppage of work- (1) The employer may, at any time, in the event of fire, catastrophe, breakdown of machinery or stoppage of power supply, epidemics, civil commotion or other cause beyond ülis control, stop any section or sections of the establishment, wholly or partially for any period or periods without notice.(2) In the event of such stoppage during working hours, the worlanen affected shall be notified by notices put upon the notice board in the departments concerned (and at the office of the employer and at the time-keeper's offce, if any], as soon as practicable, when work will be resumed and whether they are to remain or leave their place of work. The workmen shall not ordinarily be required to remain for more than two hours after the commencement of the stoppage. If the period of detention does not exceeds one hour the worlmlen so detained shall not be paid for the period of detention. If the period of detention exceeds one hour, the workmen so detained shall be entitled to receive wages for the whole of the time during which they are detained as a result of the stoppage. In the case of piece-rate workers, the average daily earning for the previous month shall be taken to be the daily wage. No other compensation will be admissible in case of such stoppages. Wherever practicable, reasonable notice shall be given of resumption of normal work. Scanned with CamScanner In cnac8 where workmcn nre laid off for ghort periods on account of failure of plant or n temporary curtnilmcnt of production, thc period of

unemployment When, however, worloncn have to bc luid off for an indefinitely long period, their services nuuy be terminntcd nftcr giving thcm cluc noticc or pay in lieu thereof. (A) The employer may in thc event of a gtrikc affecting either wholly or partially any section or department of thc egtablighment close down either wholly or partially such section or department any other section or department affected by such closing down. The fact of such closure Bhall be notified by notices put on the notice board in the section or department concerned and in the time-keeper's office, if any, as soon as practicable. The workmen concerned shall also be notified by a general notice, prior resumption of work, as to when work will be resumed

13. Termination of employment- (1) For terminating employment of a permanent worlanan, notice in writing shall be øven either by the employee or the worlmen- one months notice in the case of monthly-rated workmen and two week's nodce in the case of other workrnen: one month's or two week's pay, as the case may be, may be paid in lieu of notice.(2) (ii) subject to the provisions of the Industrial Disputes Act, 1947 (14 of 1947)- no notice of termination of employment shall be necessary in the case of temporary workman whether monthly rated, weekly rated or piece rated and probationers or badli workmen; and no workman employed on fixed term employment basis as a result of non-renewal of contract or employment or on the expiry of such contract period without it being renewed, shall be entitled to any notice or pay in lieu thereof, if his services are terminated: Provided that the services of a temporary workman shall not be terminated as a punishment unless he has been given an opportunity of explaining the charges of misconduct alleged him in the matter prescribed in paragraph 14. (3) Where the employment of any workman is terminated, the wages earned by him and other dues, if any, shall be paid before the expiry of the second working day from the day on which his employment is terminated

14. Disciplinary action for misconduct- (1) a worlanan may be fined upto two percent.of his wages in a month for any of the following acts and omissions, namely:- Note- Specifr the acts and omissions which the employer may notifr with the Government or of the prescribed authority pursuance of previous approval of the section 8 of the Payment of Wages Act, 1936. (2) a worlanan may be suspended for a period not exceeding four days at a time or dismissed udthout notice or any compensation in lieu of notice, if he is found to be guilty of misconduct. (3) The following acts and omissions shall be treated as misconduct:- (a) wilful in-subordination or disobedience, whether alone or in combinaåon with others, to any lawful and reasonable order of a superior; Scanned with CamScanner (b) (c) (0 (g) (i) (k) (l) theft, fraud or clinhonenty in connccction with thc employcr'g bugincgrj or property, willliill clnmngc to or logn or crnploycr'ß goodo or property; taking or giving bribcn or nny illcgnl gratification; habitual nbncncc without lcnvc or nbocnce without Icavc for morc than IO clays; habitual Inte attendance; habitual breach of any Inw applicublc to thc cgtablighmcnt; riotous or disorderly bchaviorg during working hourg at the establishment or any act gubvcrgivc of discipline; habitual negligence or neglect of work, frequent repetition of any act or omiggion for which a fine may be imposed to a maximum of 2 percent. of the wages in a month. striking work or inciting others to strike work in contravention of the provision of any law, or rule having the force of law. sexual harassment which includes such un-welcome sexual determined behaviour (whether directly or by implication) as; physical contact and advances; or (ii) demand or request for sexual favours; or (iii) sexually coloured remarks; or (iv) showing pornography; or (v) any other un-welcome physical, verbal or non verbal conduct of sexual nature Provided that where there is a complaint of sexual harassment within the meaning of clause (1) of sub-paragraph (3), the complaints committee constituted under sub-paragraph (3B) in each establishment for inquiring into such complaints, shall, nonvithstanding anything contained in paragraph 15, be deemed to be in the inquiring authority appointed by the employer for the purpose of these rules. (3A) The Complaints Committee shall hold the inquiry, unless separate procedure has been prescribed for the Complaints Committee for holding such inquiry into the complaints of sexual harassment, as far as practicable, in accordance Vith the procedure laid down in these rules. (3B) The complaints committee shall consist of — (a) a Chairperson who shall be a women (b) two members representing Non-Government Organization (NGO) or any other body which is familiar with the issue of sexual harassment or the nominees of the National or State Human Rights Commission or the National or State Commission for Women familiar with the issue of sexual harassment, to be nominated by the employer; Provided that one of the two members of the Complaints Committee shall be a woman. Scanned with CamScanner (3C) The Compltdnts Committee shall make and submit every year an annual report, to the npproprintc Government, of the complaints and action taken.

(3D) The employers or thcir agents shall report, to the appropriate Government, on the complinnco of thc guidclincs issued by the Central Government in pursuuncc of thc dircctions of the Supreme Court in writ petition (criminal) Nos. 666-670 of 1992 Where n disciplinary proceeding against a workman is contemplated or is pending or where criminal proceedings against him in respect of any offence are under investigation or trial and the employer is satisfied that it is necessary or desirable to place the workman under suspension, he may, by order in writing suspend him with effect from such date as may be specified in the order. A statement setting out in detail the reasons for such suspension shall be supplied to the workman within a week from the date of suspension. (b) A workman who is placed under suspension shall be paid subsistence allowance in accordance v.dth the provisions of section IOA of the Act. (ba) In the inquiry, the workman shall be entitled to appear in person or to be represented by an offce bearer of a trade union of which he is a member. (bb) The proceedings of the inquiry shall be recorded in Hindi or in English or the language of the State where the industrial establishment is located, whichever is preferred by the worknan. (bc) The proceedings of the inquiry shall be completed within a period of three months: Provided that the period of three months may, for reasons to be recorded in writing, be extended for such further period as may be deemed necessary by the inquiry oficer. (c) 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 workrnan concerned a reasonable opportunity of making representation on the penalty proposed, that an order of dismissal or suspension or find or stoppage of annual increment or reduction in rank would meet the ends of justice, the employer shall pass an order accordingly: Provided that when an order of dismissal is passed under this clause, the worlanan 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: Provided further that where the period between the date on which the workman was suspended from duty pending the inquiry or investigation or trial and the date on which an order of suspension was passed under this clause exceeds four day, the workman shall be deemed to have been suspended only for four days or for such shorter period as is specified in the said order of suspension and for the remaining period he shall be entitled to the same wages Scanned with CamScanner as he would have received if he had not been placed under suspension, after deducting the subsistence allowance paid to him for such period: Provided also that where an order imposing fine or stoppage of annual increment or reduction in rank is passed under this clause, the workman 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: Provided also that in the case of a workman to whom the provisions of clause(2) of article 311 of Constitution apply, the provisions of that article shall be complied with. (d) If on the conclusion of the inquiry, or as the case may, of the criminal proceedings, the workman has been found to be not guilty of any 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. (e) The payment of subsistence allowance under this standing order shall be subject to the workrnan concerned not taking up any employment during the period of suspension. (5) In awarding punishment under this standing order, the [authority imposing the punishmentl shall take into account the gravity of the misconduct, the previous record, if any, of the workmen and any other extenua€ng or aggravating circumstances that may exist. A copy of the order passed by the [authority imposing the punishment] shall be supplied to the worknan concerned. (6)(a) A workman aggrieved by an order imposing punishment, may within twenty-one days from the date of receipt of the order, appeal to the appellate authority; (b) the employer shall, for the purposes of clause (a), specify the appellate authority; (c) the appellate authority, after an opportunity to the workman of being heard shall pass such order as he thinks proper on the appeal within fifteen days of its receipt and communicate the same to the workman in writing. 15 Complaints.—A11 complaints arising out of employment including those relating to unfair treatlnent or wrongful exaction on the part of the employer or his agent, shall be submitted to the manager or other person specified in this behalf with the right of appeal to the employer

16. Certificate on termination of servicer—Every permanent workrnan shall be entitled to a service certificate at the time of his dismissal, discharge or retirement from service

17. Liability of [employerl.—-The [employer) of the establishment shall personally be held responsible for the proper and faithful observance of the standing orders. Scanned with CamScanner 17A (1) Any person desiring to prefer an appeal in pursuance of sub-section (1) of section 6 of the Act shall draw up a memorandum of appeal setting out the ground of appeal and fonvard it in quintuplicate to the appellate authority accompanied by a certified copy of the standing orders, amendments or modifications, as the case may be. (2) The appellate authority shall, after giving the appellant an opportunity of being heard, confirm the standing orders, amendments or modifications as certified by the Certifying Officer unless it considers that there are reasons for giving the other parties to the proceedings a hearing before a final decision is made in the appeal. (3) the appellate authority does not confirm the standing orders, amendments or modifications it shall fix a date for the hearing of the appeal and direct notice thereof to be given— (a) (b) (c) (4) where the appeal is filed by the employer or a workman, to trade unions of the workmen of the industrial establishments, and where there are not such trade unions, to the representatives of the worlanen elected under clause (b) of rule 6, or as the case may be, to the employer; where the appeal is filed by a trade union to the employer and all other trade unions of the workmen of the industrial establishment; where the appeal is filed by the representatives of the workmen, to the employer and any other workman whom the appellate authority joins as a party to the appeal. The appellant shall furnish each of the respondents with a copy of memorandum of appeal. (5) The appellate authority may at any stage call for any evidence it considers necessary for the disposal of the appeal. (6) On the date fixed, under sub-rule(3) of the hearing of the appeal, the appellate authority shall take such evidence as it may have called for or consider to be relevant.) 18. Exhibition of standing orders—a copy of these orders in English and in local language shall be posted and on a notice board maintained at or near the main entrance to the establishment and shall be kept in a legible condition. SCHEDULE 1 A [MODEL STANDING ORDERS FOR INDUSTRIAL ESTABLISHMENT IN COAL MINES] 1. These orders shall come into force on 2. Definition: In these orders, unless the context otherwise requires,- 'attendance' means presence of the workman concerned at the place of (a) placed where by the terms of his employment he is required to report for work and getting his attendance marked; (b) the expression 'employer' and 'workman' shall have the meanings assißled to them in section 2(d) and (i) respectively of the Industrial Employment (Standing Order) Act, 1946 (20 of 1946); Scanned with CamScanner (c) 'Manager' means the mnnnger of the mine and includes an acting manager for the time being appointed in accordancc with the provisions of the Mines Act, 1952 (35 of 1952); (d) words importing masculine gcndcr shall bc taken to include females; words in the singular shtill include thc plural and vice versa 3. Clnsslflcntion of workmon.-- (n) 'Workmen' shall be classified as — permanent; (ii) probationers; (iii) badlis or substitutes; I(iii a) fixed term employment;) (iv) temporary; apprentices; and (vi) casual. (b) A Vermanenti worlanan is one who is appointed for an unlimited period or who has satisfactorily put in three months' continuous service in permanent post as a probationer; (c) A &robationer' is one who is provisionally employed to fill a vacancy in a permanent post and has not completed three months' service in that post unless the probaåonary period is extended. If a permanent worlanan is employed as a probationer in new post, he may, at any time, during the probationary period not exceeding three months, be reverted to his old permanent post unless the probationary period is extended. (d) A 'bad!? or substitute is one who is appointed in the post of permanent workman or a probationer who is temporarily absent; but he would cease to be a 'badli' on compleüon of a continuous period of service of one year (190 attendances in the case of below ground worknan and 240 attendances in the case of any other workrnan) in the same post or other post or posts in the same category or earlier if the post is vacated by the permanent workman or probationer. A 'badli' working in place of probationer would be deemed to be permanent after completion of the probationary period. (da) A "fixed term employment" workman is a workinan who has been engaged on the basis of a written contract of employment for a fixed period: Provided that- (a) His hours of work, wages, allowances and other benefits shall not be less than that of permanent workrnan; (b) He shall be eligible for all statutory benefits available to a permanent workman proportionately according to the period of service rendered by him even if his period of employment does not extend to the quali&ing period of employment required in the statue.) (e) A 'temporary' workman is a workman who has been engaged for work which is of an essentially temporary nature likely to be finished within a limited period. The period within which it is likely to be finished should also be specified but it may be extended from time to time, if necessary. Scanned with CamScanner (t) An npptentice' is n learner who is either pnid nn allowance or not paid any allowance

during the period of his training, which shall inter alia be specified in his term of contrnct, (k) A (casual' workman is workman who hus bccn cngagcd for work which is of an essentinl!v ensunl nnture. Every workmnn 9hnll be given n ticlcct npproprintc to his classification at the time of his appointment nnd 8hnll on being rcquircd to do go, show, it to the person authorised by the employer in that bchnlf. Thc gaid ticket shall carry the signature or thumb impression of thc workman concerned. If the workman loses his ticket, the manger shall provide him with anothcr ticket on a payment of 25 paise

5. Display of The period and house of work for all classes of workmen in ench shift shall be exhibited in English and in the language understood by the mmiority of worlanen employed in the establishment on notice boards maintained at or near the main entrance of the establishment and at the time keeper's office, if any.(b) Nodces specifying (a) the days observed by the establishment as holidays and (b) pay days hall be posted on the said notice boards. (c) Notices specifring the rates of wages and scales of allowances payable to all classes of worknen for all classes of work shall be displayed on the said notice boards

6. Payment of wages—(a) Wages shall be paid direct to the individual worlma-n on any worldng day between the hours 6.00 A.M. to 6.00 P.M. at the offce of the Mine. The manager or any other responsible person authorised by him shall witness and attest the payments and note the date of payment in the wage register. Payment of wages to a contractor's workman shall be made at a place to be specified by the manager and it shall be witnessed by a nominee Of the employer deputed for this purpose in vwiting. (b) Any wages due to a workman but not paid on the usual pay day on account of their being unclaimed shall be paid by the employer on such unclaimed wage pay day in each week as may be notified to the workrnen. If the workrnan so desires, the unpaid wages and other dues payable to him shall be remitted to his address by money order after deducting therefrom the money order commission charges. All claims for the unpaid wages shall be presented to the employer within a period of twelve months from the date on which the wages became due. (c) Overtime shall be worked and wages thereof paid in accordance with the provisions of the Mines Act, 1952 as amended by the Mines (Amendment) Act, 1959 and as may be prescribed from time to time. For work on weekly rest day, the workman shall be paid as laid down in any agreement or award or as the case may be, as per usage or custom

7. Shift working--more than one shift may be worked in a department or departments or any section of a department of the establishment at the Scanned with CamScanner discretion of the employer. If more than one shift is worked, a workman shall be liable to be transferred from one shift to another, No shift working shall be discontinued without two months notice being given in writing to the worlanen prior to such discontinuance, provided that no such notice shall be necessary if the closing of the shift is under an agreement with the worlanan affected. If as result of the discontinuance, of the shift working, any worlanen are to be retrenched, such retrenchment shall be effected in accordance with the provisions of the Industrial Disputes Act, 1974 (14 of 1947), and the rules made thereunder. If shift working is re-started, the workmen shall be given notice and re-employed in accordance with the provisions of the said Act and the said rules

8. Attendance:- All workrnen shall be made at work at the Mine at the time fixed and to them

9. Absence from place of work: Any workman, who after going underground or after coming to his work in the departrnent in which he is employed, is found absent from his proper place of work during working hours without permission from the appropriate authority or without any suffcient reason shall be liable to be treated as absent for the period of his absence

10. Festival holidays and leave—-(a)There shall be seven paid festival holidays or as laid down in the agreement or an award in force. Out of these seven days, the Republic Day, Independence Day and Mahatma Gandhi's Birthday shall be allowed vithout option and the rest of the days shall be fixed by agreement or local custom. Whenever a workman has to work on any of these holidays, he shall, at his option be entitled to either thrice the wages for (c) the day or fivice the wages for the day on which he works and in addition to avail himself of a substituted holiday with wages on any other day or as laid dovm in an agreement or an award in force. (b)(i) The worlanen shall be entitled to leave with wages in accordance with the provision contained in Chapter VII of the Mines Act, 1952. (ii) Normally a workrnan will not' be refused the leave applied for by him. But the employer may refuse, revoke or curtail the leave applied for by the workman, if the of the work so demand. Wages in lieu of leave shall be paid to a

workman, where he has been refused the leave asked for an in cases where he cannot accumulate the leave any further. If a workman is refused leave in a particular year in the interest of work, it would be open to him next year either to avail of leave on two occasions with the usual railway concessions or in case he avails of leave on only one occasion, the railway fare for the unavailed trip would be paid to him in the shape of National Savings/ National Defence/ Certificates. Quarantine leave shall be granted to a workman, who is prevented from attending to his duty because of his coming into contact, through no fault of his Scanned with CamScanner (d) (e) own, Nvith n person suffering from a contagious disease. The leave shall be granted for such period as is covered by a certificate from the Medical Officer of mine. Payment for the period of quarantine Icave shall be at the rate of 50 percent. of the wages (basic plus dearness allowance) payable to workman. Quarantine leave cannot be claimed, if a workman has refused to accept during the previous three months', prophylactic treatment for the disease in question. A workman who desires to obtain leave of absence shall apply to the manager not less than fifteen days before the commencement of the leave, except where leave is required in unforeseen circumstances, and the manager shall issue orders on the application within a week of its submission or two days prior to the commencement of the leave applied for, whichever is earlier, provided that if the leave applied for is to commence on the date of the application or within three days thereof, orders shall be éven to the worlanan. If the leave is refused or postponed, the fact of such refusal or postponement and the reasons therefor shall be recorded in v,rriting in a register to be maintained for the purpose, and if the worker so desires, a copy of the entry in the register shall be supplied to him. If the workman after proceeding on leave desires and extension thereof, he shall apply to the manager, who shall send a written reply either granting or refusing extension of leave to the workman. Sanction / refusal of leave should communicated to the workrnan in invariably. If a workman remains absent beyond the period of leave originally granted or subsequently extended, he shall lose lien on his appointment unless he— (a) Returns within ten days of expiry of his leave, and (b) Explains to the satisfaction of the manager his inability to return on the expiry of his leave. In case, the workman loses as aforesaid, his lien on the appointment , he shall be entitled to be kept on the badli list. (f) A may be granted casual leave of absence with pay not exceeding five days in aggregate in a calendar year. Such leave shall not be for more than three days at a time except in case of sickness. Such leave is intended to meet special circumstances which cannot be foreseen. Ordinarily, the previous permission of the head of the department in the establishment shall be obtained before such leave is taken, but where this is not possible, head of the department shall, as soon as may be prac • able, be informed in writing of such absence and of the probable duration ther of. (g) Notwithstanding anything mentioned above, y worlanan who overstays his sanctioned leave or remains absent without reasonable cause v,rill render himself liable for disciplinary action

11. Omitted

12. Railway travel facilities - .- -(a) When a workman proceeds on leave and is qualified for free railway fare, the employer shall give him the cost equivalent of his ticket (including bus fare) and for boat at his home. (b) Every workman who has completed a period of twelve months' continuous service would qualify for railway fare or bus fare or both for going home on leave and Scanned with CamScanner returning to the mine on the expiry of thc lcnvc. The twclvc monthg' gcrvice ghaJl bc deemed to have been complctccl if, during the twclvc monthg prcceding thc day on which he applies for lenvc, he hag worlccd for not lcgg than two hundred and forty days. (c) If on thc expiry of thc Icavc, a workman rcturng, hc Ohan then receive a canh pmvment equivalent to the return fare. If on hig rcturn the mine ig unablc to have him back, he shall be paid return fare at once, (d) If the journey homc ig by bug or partly by bug and partly by train, the cogt of the journey shall be adjusted accordingly. (e) The workman shall be cntitlcd to railway farc by mail or cxprcgg train, wherever under the Railway Ruleg tickctg are available for guch travel. (O The class by which a workman is entitled to travel ghall be:- (i) if his basic wage is Rs. 165 or legg per month 111 Clags (ii) if his basic wage is above Rs. 165 and upto R8.265 per month 11 Class (iii) if his basic wage is above Rs,265 per month I Class 13. Termination of Services. (a) For terminating the services of a permanent workman having less than one year of continuous service, notice of one month in urriting vhth reasons or wages in lieu thereof shall be given by the employer: Provided that no such notice shall be required to be when the services of the workman are terminated on account of mis-conduct established in accordance with the Standing Orders. (b) Subject to the provisions of the Industrial Disputes Act, 1947 (14 of 1947),-- (i) no notice of termination of employment shall be necessary in the case of temporary and

badli workmen; and (ii) no workrnan employed on fixed term employment basis as a result of non-renewal of contract or employment or on the expiry of such contract period without it being renewed, shall be entitled to any notice or pay in lieu thereof, if his services are terminated: Provided that a temporary workman, who has completed three months of continuous service, shall be given two weeks notice of the intention to terminate his employment if such termination is not in accordance with the terms of the contract of his employment: Provided further that when the services of the temporary workman, who has not completed three month's continuous service, are terminated before the completion of the term of employment given to him, he shall be informed of the reasons for termination in writing and when the services of a badli workman are terminated before the return to work of the permanent incumbent or the expiry of his (badli's) term of employment, he shall be informed of the reasons for such termination in vvriting. (c) No workman shall be leave the service of an employer unless notice in writing is given at the scale indicated below: (i) For monthly paid workman (ii) For weekly paid workman One month Two weeks: Provided that it will be for the employer to relax this condition and the workman may pay cash in lieu of such notice. Scanned with CamScanner (d) For purposes of Standing Orders 13 and (c) the terms 'service' and Wages' shall have the snme meaning n9 n98ignCd to thcac in gcctiong 25(B)(1) and 2(rr) respectively of the Industt•inl Disputes Act, 1947. (a) Subjcct to the provisions of 14. Stoppage of work nnd ro•oponlng. Chapter VA of the Induott•inl Diaputcg Act, 1947, thc cmployCr may at any time, in the event of underground trouble, fire, entngtrophc, brcak-down of machinery, stoppage of power-supply, epidemic, civil commotion or any other cause beyond the control of employer, stop section or sections of thc minc wholly or partly for any period or periods. (b) In the event of such stoppngc during working hours, the workrnen affected shall be notified by notice put up on the notice board in the departments concerned and of the omce as soon ns practicable as to when work will be resumed and whether they are to be remain or leave their place of work. The workmen will ordinarily be required to remtiin for more than two hours after the commencement of stoppage. Imrkmen are laid off on account of failure of plant or a temporary curtailment of production or other causes they shall be paid compensation in accordance with the provisions of the Industrial Disputes Act, 1947. Where no such compensation is admissible, they shall be granted leave v,ith or vhthout wages as the case may be at the option of the worlanan concerned, leave Vith wages being granted to the ex&nt of any leave due to them. When workmen are to be laid off for an indefinitely long period, their services may be terminated subject to the provisions of Industial Disputes Act, 1947. If normal work is resumed two weeks' notice thereof shall be given by the posting of notices at or near the Mine offce and worknen discharged earlier by the employer shall, if they present themselves for work, have preference for re-employment. (c) The employer may be in the event of a strike affecting either wholly or partially any section of the mine close d0',vn either wholly or partially such section of the mine and any other section affected by such closure. The fact of such closure shall be notified by notices put up on the notice board in the managers offce. Prior to resumption of work, the workmen concerned will be notified by a general notice indicating as to when work udll be resumed. A copy of such notice shall be sent to the registered trade union or unions functioning in the reestablishment

15. Method of filling vacancies. In the matter of filling up of permanent vacancies badli and temporary workmen and probationers would be given preference in the order of their seniority

16. Omitted

17. Disciplinary action for misconduct.--- (i) A worlanan may be suspended by the employer pending investigation or departmental enquiry and shall be paid subsistence allowance in accordance with the provisions of section IOA of the Act. The employer shall normally complete the enquiry within 10days. The payment of subsistence allowance shall be subject to the workman not taking any employment elsewhere during the period of suspension. The following shall denote misconduct:- Scanned with CamScanner (n) Theft, fraud, or di9honenty in connCction with the employer's businCgg or property; (b) Taking ov giving of bribcn ot' nn illcgnl grntificntion whatgocvcr in connection with thc cmployCr'9 businCgg or in his own intcrcgtg; (e) in-nubovdinntion or din-obcdlcncc, whcthcr along or in conjunction with another ot' othern. or of nny Inwrul or rcnnonnble ordcr of gupcrior. The onlct• of the gupcrior nhould normnlly bc in writing; (d) llabitunl Inte nttcnclnnce nnd habitual nbgcncc without leave or vhthout sumcient enuse; (c) Drunkenness, fighting or riotouo, digordcrly or indcccnt behaviour while on duty nt the place of work; habitual neglect of work; habitual indiscipline; (k) (1) (m) (n) (o) (p) (q) (r) (s) (u) (v) (w) (x) (y) (z) smoking underground or within thc mine area or in places, where it is prohibited; causing

willful damage to work in progress or to property of the employer. sleeping on duty; malingering or slowing down work acceptance of gifts from subordinate employees; conviction in any Court of Law for any criminal offence involving moral turpitude; continuous absence without permission and without satisfactory cause for more than ten days; giving, false information regarding one's name, age, father's name, qualification or previous service at the time of the employment; leaving work Vithout permission or sufficient reason; any breach of the Mines Act, 1952, or any other Act or any rules, regulations or bye-laws there under, or of any Standing Orders; threatening, abusing or assaulting any superior or co-worker; habitual money-lending; preaching of or inciting to violence; abetment of or attempt at abetment of any of the above acts of misconduct; going on illegal strike either singly or with other workers vhthout 14 days previous notice; disclosing to any unauthorized person of any confidential information in regard to the working or process of the establishment which may come into the possession of the workman in the course of his work. refusal to accept any charge-sheet or order or notice communicated in writing; failure or refusal to wear or use any protective equipment given by the employers; sexual harassment which includes such un-welcome sexual determined behaviour (whether directly or by implication) as - physical contact and advances; or a demand or request for sexual favours; or (ii) (iii) Sexually coloured remarks; or (iv) showing pornography; or (v) any other un-welcome physical, verbal or non-verbal conduct of sexual nature Provided that where there is a complaint of sexual harassment within the meaning of clause (z) of sub-paragraph (i), the Complaints Committee constituted under sub-paragraph (iB) in each establishment for inquiring into such complaints, shall, notwithstanding anything contained in paragraph 18, be deemed to be the inquiring authority appointed by the employer for the purpose of these rules. Scanned with CamScanner (iA) The Complaints Committee shall hold the inquiry, unless separate procedure has been prescribed for the Complaints Committee for holding such inquiry into the complaints of sexual harassment, as far as practicable, in accordance with procedure laid dovm in these rules. (iB) The Complaints Committee shall consist of- a Chairperson who shall be a woman; (b) two members representing the Non-Government Organization (NGO) or any other body which is familiar with the issue of sexual harassment or nominees of the National or State Human Rights Commission or the National or the State Government for Women familiar with the issue or sexual harassment, to be nominated by the employer: Provided that one of the members of the Complaints Committee shall be woman. (iC)The Complaints Committee shall make and submit every year an annual report, to the appropriate Government, of the Complaints and action taken. (iD)The employers or their agents shall report, to the appropriate Government, on the compliance of the guidelines issued by the Central Government in pursuance of the directions of the Supreme Court in Writ Petition (Criminal) Nos. 666-670 of 1992. (ii) No order of punishment under Standing Order No. 17 (i) shall be made unless the workmen concerned is informed in of the alleged misconduct and is given an opportunity to explain the allegations made against him. A departmental enquiry shall be instituted before dealing v,ith the charges. During the period of enquiry, the worlanan concerned may be suspended. The workman may take the assistance of a co-worker to help him in the enquiry, if he so desires. The records of the departmental enquiry shall be kept in writing. The approval of the ovmer, agent or the chief mining engineer of the employer or a person holding similar position shall be obtained before imposing the punishment of dismissal. A copy of the enquiry proceedings shall be given to the workman concerned on the conclusion of the enquiry, on request by the workman. (iii) If a workman is not found guilty of the charges framed against him, he shall be deemed to be on duty during the full period of his suspension and he shall be entitled to receive the same wages as he would have received if he had not been suspended. (iv) In awarding punishment under this standing order, the authority awarding punishment 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. A copy of the order passed by the authority awarding punishment shall be supplied to the worlanan concerned

18. Time-limit for making complaints, appeals, etc.- All complaints arising out of employment including those relating to unfair treatment or wrongful exaction on the part of the employer or his servant shall be submitted within 7 days of such cause of complaint to the manager, of the mine, with the Scanned with CamScanner right of appeal to the employer. Any appeal to the employer shall be made within 3 days of the decision of the manager. The employer shall normally his decision within 3 days of the receipt of the appeal

19. Liability of manager of the mine.- The manager of the mine shall personally be held responsible for the proper enforcement of these standing orders provided that where a manager is over-ruled by his superior, the latter shall be held responsible for the decision taken

20. Service certificate.- Every worl•man who was employed continuously for a period of more than three months shall be entitled to a service certificate at the time of his leaving the service of employer

21. Entry and exit.- All worlanen shall enter and leave the premises of the establishment through authorized gates and shall be liable for search while going in or coming out of the premises. In case of women worlanen search will only be made by women. 22. and supply of Standing Orders.- A copy of these orders in English and in the regional languages of the local area in which the mine is situated shall be posted at the manager's office and in such other places of the mine as the employer may decide and it shall be kept in a legible condition. A copy of the standing orders shall be supplied to a workman on application, on payment of a reasonable price. A trade union in the establishment will, however, be entitled to the free supply of a copy of the Standing Orders, provided the union is one which is recoglized by the employer. SCHEDULE MODEL STANDING ORDERS ON ADDITIONAL ITEMS APPLICABLE TO ALL INDUSTRIES (1) Service record Matters relating to service card, token tickets, certification of service, change of residential address of workers and record of age: (i) Service card.- Every industrial establishment shall maintain a service card in respect of each workman in the form appended to these orders, wherein particulars of that workman shall be recorded with the Imowledge of that workman and duly attested by an officer authorised in this behalf together Vith date. (ii) Certification of service.- (a) Every worlanan shall be entitled to a service certificate, specifring the nature of work (desigiation) and the period of employment (indicating the days, months, years), at the time of discharge, termination, retirement or resignation from service. (b) The existing entries in para 16 of Schedule I and para 20 of Schedule I-A shall be omitted. (iii) Residential address of workman.- A workman shall noti$t the employer immediately on engagement the details of his residential address and thereafter promptly communicate to his employer any change of his residential address. In case the worlanan has not communicated to his employer the change in his Scanned with CamScanner residential address, his last known address shall bc treated by the employer as his residential address for sending any communication. (iv) Record of age.- (a) Every worlcrnnn shall indicate hig exact date of birth to the employer or the officer authoriscd by him in this behalf, at the time of entering service of thc establishment. Thc employer of the officer authorised by him in this behalf may before the date of birth of a workman is entered in his, service card, require him to supply • (i) his matriculation or school leaving certificate granted by the Board of Secondary Education or similar educational authority; (ii) A certified copy of his date of birth as recorded in the reøsters of a municipality, local authority or Panchayat or Reøstrar of Births; (iii) in the absence of either of the aforesaid two categories of certificate, the employer or the officer authorised by him in this behalf may require the workman to supply, a certificate from a Government Medical Offcer not below the rank of an Assistant Surgeon,indicating the probable age of the worknan provided the cost of obtaining such certificate is borne by the employer; (iv) where it is not practicable to obtain a certificate from a Government Medical Offcer, an affidavit sworn, either by the workman or his parents, or by a near relative, who is in a position to Imow about the workinan's actual or approximate date of birth, before a First Class Magistrate or Oath Commissioner, as evidence in support of the date of birth given by him. (b) The date of birth of a worlanan, once entered in the service card of the establishment shall be the sole evidence of his age in relation to all matters pertaining to his service including fixation of the date of his retirement from the service of the establishment. All formalities regarding recording of the date of birth shall be finalised vhthin three months of the appointment of a workman. (c) Cases where date of birth of any workman had already been decided on the date these ntles come into force shall not be reopened under these provisions. Note. - Where exact date of birth is not available and the year of birth is only established then the 1st July of the said year shall be taken as the date of birth. (2) Confirmation The employer shall in accordance with the terms and conditions stipulated in the letter of appointinent, confirm the eligible workman and issue a letter of confirmation to him. Whenever a workman is confirmed, an entry with regard to the confirmation shall also be made in his service card a period of thirty days from the date of such confirmation. (3) Age of retirement The age of retirement or superannuation of a worlanan shall be as may be agreed upon between the employer and the workman under an agreement or as specified in a settlement or award which is binding on both the worlanan and the employer. Where there is no such agreed age, retirement or superannuation shall be on completion of [581 years of age by the workman. Scanned with CamScanner (4) Transfer A workman may be transferred according to of work from one shop or department to another or from one station to another or from one establishment to another under the same employer: Provided that the wages, grade, continuity of service and other conditions of service of the workman are not adversely affected by such transfer: Provided further that a workman is transferred

from one job to another, which he is capable of doing, and provided also that where the transfer involves moving from one State to another such transfer shall take place, either with the consent of the workman or where there is a specific provision to that effect in the letter of appointment, and provided also that (i) reasonable notice is éven to such worlanan, and (ii) reasonable joining time is allowed in case of fransfers from one station to another. The concemed shall be paid travelling allowance including the transport charges, and fifty per cent. thereof to meet incidental charges. (5) Medical aid in case of accidents [Where a workman meets with an accident in the course of J or arising out of his employment, the employer shall, at the employer's make satisfactory arrangements for immediate and necessary medical aid to the injured worla:nan and shall arrange for his further &eatment, if considered necessary by the doctor attending on him. Wherever the worlanan is entitled for treatnent and benefits under the Employee's State Insurance Act, 1948 or the Worlanan's Compensation Act, 1923, the employer shall arrange for the treatment and compensadon [accordingly]. (6) Medical e'mmination Wherever the recruitment rules speci& medical examination of a workman on, his first appointment, the employer, shall, at the employer's expense make arrangements for the medical examination by a registered medical practitioner. (7) Secrecy NO workman shall take any papers, books, drawings, photcvaphs, instruments, apparatus, documents or any other property of an industrial establishment out of the work premises except with the written permission of his immediate superior, nor shall he in any way pass or cause to be passed or disclose or cause to be disclosed any information or matter concerning the manufacturing process, trade secrets and confidential documents of the establishment to any unauthorised person, company or corporation without the written permission of the employer. Scanned with CamScanner (8) Exclunlvo norvloo A worl(tnnn ohnll not lit nny time work ngninqt thc intercot of the induatrinl entnblinhlllt•nt iti which IIC In ctnploycd nnd nhnll not tnkc any ctnploytucnt in nd(lition to lila Job in thc catlib119hmcnt, which may adversely affect the intercat or hin employer, GCIIICDULE 11

FORM I t Induatrinl Employment (Stnndlng Ordcrn) Act, 1946-Scction 31 20 Datcd To The Certifying Oflicer (Place) Str. Under the provisions of Section 3 of the Industrial Employment (Standing Order) Act. 1946, I enclose five copies of the draft Standing Orders proposed by me for adoption in (Name) (Postal address) (Place) an industrial establishment owned/controlled by me, with the request that these orders may be certified under the term of the Act. I also enclose a statement giving the particulars prescribed in Rule 5 of the Industrial Employment (Standing Orders) Central Rules, 1946. I am, etc. (Siglature) Employer/Manager FORM 11 [Notice under Section 5 of the Industrial Employment (Standing Orders) Act, 1946.1 Office of the Certifying Officer area/place 20 Dated the Certifying Officer area, forward 1 herewith a copy of the draft Standing Orders proposed by the employer for adoption in industrial establishment and submitted to me for certification under the the Industrial Employment (Standing Orders) Act, 1946. Any objection which the workrnen may desire to make to the draft Standing Orders should be submitted to me within fifteen days from the receipt of this notice. To The Secretary, Representative elected under Rule 6 (Certifying Offcer) Seal Union Name Occupation Industrial establishment Scanned with CamScanner FORM 111 (Industrial Employment (Standing Orders) Act, 1946-Section 8) Rcglgtor Pnrt I INDUSTRIAL ESTABLISHMENT Result Serial Dute of the despatch of the copy of standing orders authentic- -ated under Section 5 for the first time Date Dnte of and filling nnture appeal of cleci9i on Dntc of Amcnd- ment tnnkc thc digpatch on nppcnl, if of Any notice subscqucndy given or reccivcd of any amendment nny Part 11 thc copy of the standing orders as scttlcd on n cal (Should contain the authenticated copy of thc Standing Orders) [FORM (See Rule 7-A (To be furnished in respect of each clause appealed against, separately) (1) Draft of the Standing Orders under appeal as submitted by the employers. (2) Objection made/modification suggested, if any, to the Draft Standing Order under appeal, by the Trade Union/Representatives of workmen. (3) Standing Order under appeal, as certified by the Cerdfying Offcer. (4) Grounds of appeal by the employers/trade union/worlanen's representatives. From IV-A (See Standing Order 7-A of Schedule -I) Nodce of discontinuance/restarting of a shift working to be given by an employer. Name of employer Address day of 20 Date the of the Standing Orders certified In accordance vhth Standing Order No and approved in respect of my/our industrial establishment, I/ we hereby give to all concerned that it is my/our intention to discontinue/restart the shift workng specified in the Annexure with effect from Signature Designation Annexure (Here specify the particulars of change in the shift working proposed to be effected). Copy fonvarded to:- (1) The Secretary of registered Trade Union, if any. (2) The Assistant Labour Commissioner (Central)/ Labour Employment Offcer (Here enter officer address of the Assistant Labour Commissioner (Central)/ Labour Employment Officer in the local area concerned). (3)The Regional Labour Commissioner (Central) Zone. (4) The Chief Labour Commissioner (Central) New Delhi. FORM V (See Standing Order I, Schedule I-B) 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 Scanned with CamScanner