



VISION

**PROSPERITY FOR NATION, CUSTOMER
AND EMPLOYEES BY PROVIDING
COMPETITIVE WORLD CLASS SERVICES IN
AVIATION INDUSTRY.**





CORPORATE POLICY

TOGETHER WE WILL CREATE AND MAINTAIN AN ENVIRONMENT, WHERE EACH ONE OF US, INDIVIDUALLY AND COLLECTIVELY MOTIVATE EACH OTHER TO MAKE OUR COMPANY THE MARKET LEADER IN ASIA, IN THE HELICOPTER OPERATIONS, AS WELL AS GLOBALLY COMPETITIVE IN THE REPAIR / OVERHAUL OF AVIATION PRODUCTS.

WE ARE COMMITTED TO BUILD AND ENSURE SAFETY IN ALL OUR OPERATIONS, IN AIR AND ON GROUND COMPARABLE TO THE BEST IN THE AVIATION INDUSTRY. WE RESOLVE TO CONTINUOUSLY IMPROVE INTERNAL AND EXTERNAL CUSTOMER SATISFACTION.

WE WILL STRIVE FOR EXCELLENCE THROUGH GOOD WORK CULTURE BY MUTUAL – TRUST TRANSPARENCY PERSONAL PRIDE AND INVOLVEMENT.

WE WILL ACHIEVE SUSTAINED GROWTH AND PROFITABILITY.



CORPORATE OBJECTIVE

RETAIN AT LEAST 75% OF THE MARKET SHARE IN THE COUNTRY THROUGH THE EXISTING BUSINESS AND DEVELOPMENT OF NEW BUSINESS.

EXPAND REPAIR AND OVERHAUL FACILITIES BY 10% ANNUALLY.

CONTINUOUS IMPROVEMENT IN SAFETY, BOTH IN AIR AND ON GROUND.

OPTIMIZE RESOURCES UTILIZATION BY ENSURING A MINIMUM HELICOPTER FLEET SERVICEABILITY OF 80%.

REGULARLY MONITOR AND ENSURE IMPROVEMENT IN CUSTOMER SATISFACTION.

ENSURE PROPER MIX OF FLEET TO MEET MARKET REQUIREMENT.

CONTINUOUS TRAINING AND DEVELOPMENT OF EMPLOYEES.

CONTINUOUS IMPROVEMENT IN OPERATIONAL REVENUE & PROFITABILITY BY 10% ANNUALLY.





MISSION

TO PROVIDE SAFE AND EFFICIENT HELICOPTER SERVICES TO THE OIL SECTORS IN PARTICULAR AND OTHER CUSTOMERS IN GENERAL AT COMPETITIVE PRICES.

PHHL OBJECTIVES

THE OBJECTIVES OF THE CORPORATION ARE BROADLY AS UNDER:

- 1. TO OFFER EFFICIENT HELICOPTER SUPPORT SERVICES TO THE PRINCIPAL CUSTOMERS IN THE OIL SECTOR.**
- 2. TO PROMOTE HELICOPTER SERVICES IN NON-OIL SECTOR FOR LINKING IN-ACCESSIBLE AND ISOLATED AREAS.**
- 3. TO PROMOTE HELICOPTER SERVICES FOR TOURISM PURPOSES.**
- 4. TO PROVIDE CUSTOMER SATISFACTION BY PROVIDING SAFE AND RELIABLE SERVICES TO CUSTOMERS AS PER CONTRACTUAL OBLIGATIONS.**
- 5. TO IMPROVE INTERNAL RESOURCE GENERATION FOR CREATING SURPLUS FOR FLEET EXPANSION / RENEWAL IN SUBSEQUENT YEARS.**
- 6. TO FORMULATE ANNUAL AND LONG TERM PLANS OF THE CORPORATION WITHIN THE FRAME WORK OF THESE PLANS.**
- 7. TO IMPROVE MAINTENANCE EFFICIENCY.**



PAY

&

ALLOWANCES



PAY & OTHER ALLOWANCES

D) GENERAL ALLOWANCES

i) SALARY STRUCTURE

PAY SCALES - EXECUTIVES

Grade	Scale of Pay upto 31/12/86	Scale of pay upto 31/12/91	Scale of pay upto 31/12/96	Scale of pay upto 31/12/06
E-0	900-50-1450	2200-100-3600	4550 - 6950	8600-465-14600
E-1	1100-60-1940	2500-120-4300	5000 - 7325	10750-550-16750
E-2	1450-60-1750-70-2240	3100-130-3750-140-5750	5500 - 8500	13000-625-18250
E-3	1800-70-2080-80-2480	3700-140-4400-150-5900	6000 - 9300	14500-665-18700
E-4	2050-80-2450-100-2750	4600-150-5350-160-6790	6750 - 9425	16000-735-20800
E-5	2475-100-3075	5200-160-6000-175-6875	7275 - 9600	17500-795-22300
E-6	2650-100-3250	5600-175-7175	7800 - 9900	18500-850-23900
E-7	3000-100-3700	6250-175-7475	8550 - 10050	20500-940-26500
E-8	3500-100-4000	7250-200-8250	9500 - 11500	23750-1045-28550
		REFER PERS.CIRCULAR NO.91/91 (1264) DATED 04.12.91. APPLICABLE W.E.F. 01/01/1987	REFER PERS CIRCULAR NO.151/96(1264- B)/1271 DATED 31/12/96. APPLICABLE W.E.F. 01/01/1992	REFER PERS CIRCULAR NO.188/2003(1264- B)/7729 DATED 2 ND MAY, 2003 APPLICABLE W.E.F. 01/01/1997

NOTE - THE ABOVE REVISED PAY SCALES WILL CARRY NO FIXED STAGES.



PAY SCALES -NON-EXECUTIVES

Grade	Pay Sclae Up 31/12/86	Pay-Scale upto 31-12-91	Pay Scale upto 31-12-96	Pay scale upto 31/12/06
WC-B			New Scale *	4050-125-6200
WC-A			New Scale *	4400-140-6800
WC-1	550-11-770	1110-20-1510	2800-40-2920-55-3250-65-3640	5050-155-7550
WC-2	580-12-760-13-825	1140-22-1360-25-1610	2950-55-3115-65-3570-75-3945	5350-190-7850
WC-2A			New Scale *	5500-205-8150
WC-3	595-13-725-15-875	1155-26-1415-30-1715	3150-65-3540-70-3820-85-4245	6000-225-9150
WC-4	630-16-790-18-970	1190-34-1530-36-1890	3350-75-3725-85-4150-100-4650	6600-285-9700
WC-5	650-20-850-22-1070	1210-40-1610-45-2060	3500-85-3925-90-4285-95-4380-100-4580-105-4895	7350-320-10800
WC-6	715-24-955-26-1215	1275-50-1775-55-2325	3650-95-3935-105-4670-115-5245	7950-345-11900
WC-7	770-30-920-35-1305	1330-60-1630-65-2345	3900-105-4215-110-4435-115-5125-125-5625	8650-440-13300
WC-8	835-35-1010-40-1490	1395-65-1720-70-2630	4065-110-4615-125-5240-135-5915	9500-480-14600
WC-9	945-45-1395-50-1595	1505-75-1880-80-2280-85-2705	4255-125-4630-135-4900-150-5650-160-6450	10750-550-16750
		(REF. OFFICE ORDER NO.PHL/CO/PERS/1442/B DATED 27-12-1990 APPLICABLE W.E.F. 01/01/87	REFER CIRCULAR NO.142/96/1442/B DT.22/05/96 APPLICABLE W.E.F. 01/01/1992	REFER PERS. DEPT. CIRCULAR NO.181/2002/1442-B (V) DT. 13/15-11-2002 APPLICABLE W.E.F. 01/01/1997

ii) **VARIABLE DEARNESS ALLOWANCE (VDA)**

FOR THE QUARTER APRIL - JUNE 1998 (UNDER NEW SCHEME)

BASIC PAY UPTO 3500/-	70.1% OF PAY (MIN. RS.1542/-)
BASIC PAY UPTO 6500/-	52.6% OF PAY (MIN. RS.2454/-)
BASIC PAY UPTO 9500/-	42.1% OF PAY (MIN. RS.3419/-)
BASIC PAY ABOVE 9500/-	35 % OF PAY (MIN. RS.4000/-)

NOTE : THE VDA AS ON 01/01/92 AT AICPI-1099 WILL BE ZERO AND THE RATHER WILL BE PAYABLE AS PER SCHEME NOTIFIED BY DPE VIDE ITS OM NO.2(50)/8 DPE(WC) DATED 19TH JULY,1995 WHICH IS LINKED TO AICPI-1099. THE RATES OF DA PAYABLE AT VARIOUS SLABS OF BASIC PAY COULD BE AS PER ANNEXURE-I. HOWEVER, EMPLOYEES ON THE ROLLS OF THE COMPANY AS ON 31/12/91 WILL DRAW AN ADDITIONAL AMOUNT OF RS.54/- PER MONTH BEING THE DIFFERENCE BETWEEN AICPI-1072 POINTS AND 1099 POINTS.

iii) **H.R.A**

EMPLOYEES ARE ELIGIBLE FOR HRA AS PER DETAILS GIVEN BELOW;-

STATIONS	HRA % AGE OF PAY
DELHI/BOMBAY	30 %
OTHER 'A'CLASS CITIES	25 %
B1 AND B2 CITIES	15 %
OTHER CITIES	7.5%

THE ABOVE % OF HRA IS OVER AND ABOVE THE FIRST 10% OF BASIC PAY TO BE BORNEBY THE EMPLOYEE. THIS HRA IS RESTRICTED TO A MAXMIUM LIMIT OF RS 1000/- PER MONTH WITHOUT PRODUCTION OF RENT RECEIPT.

(REFER ETTER NO. PHL/CO/PERS/1335 DATED 29/06/87)

NOTE : THE ELING OF PAYMENT OF HRA WITHOUT PRODUCTION OF RENT OF RENT RECEIPT HAS BEEN REVISED TO RS.1500/- P.M. (CIRCULAR NO.142/96 (1442-B) DY. 22/05/96)

iv) **CCA**

CCA IS ADMISIBLE @ 6% OF PAY SUBJECT TO THE MAXIMUM LIMIT OF Rs. 100/- PM.

(REFER LETTER NO. PHL/PERS/1335 DATED 29-06-87.)

v) **CANTEEN SUBSIDY @**

ALL EXECUTIVES AND NON-EXECUTIVES OF THE COMPANY ARE ELIGIBLE FOR REIMBURSEMENT OF CANTEEN SUBSIDY @ Rs.175/- PER MONTH . HOWEVER THE EMPLOYEE'S ATTENDANCE IN OFFICE (INCLUDING HOLIDAYS) SHOULD NOT BE LESS THAN 15 DAYS IN A MONTH TO CLAIM THE SUBSIDY.INCLUDING DAYS ON TOUR /LEAVE ETC.

(REFER OO.NO.PHL/CO/PERS/1392 28-01-93.)

NOTE : CANTEEN SUBSIDY ENCANCED TO RS.650/- P.M. IN CASE OF EXECUTIVES, ENGINEERS AND NON-EXECUTIVES.

REFER CIRCULAR NO. 141/96(1264), 140/96(1273-D), 1442B DT. 22/05/96.



vi) **KIT MAINTENANCE ALLOWANCE @**

ALL EMPLOYEES WHO ARE PROVIDED WITH UNIFORM ARE ELIGIBLE FOR KIT MAINTENANCE ALLOWANCE AS PER THE FOLLOWING RATES:-

@ PLEASE REFER RELEVANT GROUP.

FLYING CREW : Rs 200/- PM.
ENGINEERS : Rs 200/- PM.
EXECUTIVES : Rs 80/- PM.

TECHNICAL PERSONNEL (WC-7 TO WC-9) : Rs 60/- PM.
NON TECHNICAL (WC-3 TO WC-9) : Rs 45/- PM.
TECHNICAL PERSONNEL (WC-3 TO WC-6) : Rs 45/- PM.
OTHERS. (WC-1 & WC-2) : Rs 30/- PM.

(REFER ADMN. CIRCULAR NO.1700 (1488-3) DATED 16.07.93.)

vii) **HAZARDOUS ALLOWANCE @**

Rs 25/- P.M. SHALL BE PAYABLE TO THOSE EMPLOYEES WHO ARE WORKING ON HAZARDOUS JOBS.

(REFER PHL/CO/PERS/1442 B DATED 27-12-90.)

viii) **SHIFT ALLOWANCE**

EMPLOYEES WORKING IN SHIFTS OTHER THAN GENERAL SHIFT ARE ENTITLED FOR SHIFT ALLOWANCE AS PER DETAILS GIVEN BELOW:-

MORNING/AFTERNOON SHIFT

WC-1 TO WC-3 Rs 4/- PER SHIFT
WC-4 TO WC-6 Rs 5/- PER SHIFT
WC-7 TO WC-9 Rs 6/- PER SHIFT
EXECUTIVES (E-1 & ABOVE) Rs 40/-
PER SHIFT

NIGHT SHIFT


Rs 8/- PER SHIFT
Rs 10/- PER SHIFT
Rs 12/- PER SHIFT
Rs 60/- PER SHIFT

(REFER NO.PHL/CO/PERS/1442 B DATED 27-12-90, 110/92 (1273D) 9828 DT. 01-04-93.)

REVISED SHIFT ALLOWANCE

WC-1 TO WC-3 Rs 20/- PER SHIFT
WC-4 TO WC-6 Rs 25/- PER SHIFT
WC-7 TO WC-9 Rs 45/- PER SHIFT





HOWEVER, THE NIGHT SHIFT ALLOWANCE WILL BE DOUBLE THE RATES MENTIONED ABOVE. AIRCRAFT HELPERS, TECHNICIANS WORKING IN SHOPS / BAYS / MAJOR MAINTENANCE DURING GENERAL SHIFT WILL BE PAID COMPENSATION AT THE FOLLOWING RATES:-

WC-1 TO WC-3 Rs 200/- PER SHIFT
WC-4 TO WC-6 Rs 250/- PER SHIFT
WC-7 TO WC-9 Rs 525/- PER SHIFT

@ PLEASE REFER RELEVANT GROUP.

NOTE: W.E.F. 01/11/1993 SHIFT ALLOWANCE OF ENGINEERS WILL BE PAYABLE @ RS.80/- PER DAY FOR 'A' & 'B' SHIFT AND @ RS.120/- FOR 'C' SHIFT.

**CIRCULAR NO.142/96/1442-B DATED 22/05/96
CIRCULAR NO.142/96/1273-D DATED 22/05/96 (ENGINEERS)**

ix) HILL COMPENSATORY ALLOWANCE

THIS ALLOWANCE IS PAYABLE FOR MEETING ADDITIONAL EXPENDITURE INCURRED BY EMPLOYEES POSTED AT STATIONS SITUATED AT A HEIGHT OF 1000 METERS ABOVE THE SEA LEVEL. RATES SHALL BE AS UNDER :-

WC-1 & WC-2	Rs 50/- PM.
WC-3 TO WC-5	Rs 70/- PM
WC-6 TO WC-9	Rs 120/- PM.
E-1 & ABOVE	Rs 150/- PM.

(REFER P&A CIRCULAR NO.5/88 (1392) DATED 12.01.88.)

.x) BAD CLIMATE ALLOWANCE

EMPLOYEES WHO ARE POSTED AT CERTAIN SPECIFIED TOWNS/AREAS ARE ELIGIBLE FOR PAYMENT OF BAD CLIMATE ALLOWANCE AS PER RATES GIVEN BELOW :

WC-1 & WC-2	Rs 20/- PM
WC-3 TO WC-5	Rs 40/- PM
WC-6 TO WC-9	Rs 60/- PM
E-1 AND ABOVE	Rs 80/- PM

(REFER P&A CIRCULAR NO.5/88 (1392) DATED 12.01.88.)

xi) **SPECIAL AREA ALLOWANCE**

THIS ALLOWANCE SHALL BE PAYABLE TO THE EMPLOYEES POSTED IN REMOTE AND FAR-FLUNG PLACES, AS NOTIFIED BY THE MANAGEMENT AS PER RATES RANGING FROM Rs. 20/- TO Rs.500/- PER MONTH TO DIFFERENT CATEGORIES OF EMPLOYEES.

(REFER P&A CIRCULAR NO. 5/88 (1392) DATED 12.01.88.)

xii) **COMPANY LEASED ACCOMMODATION @**

ON FUNCTIONAL BASIS EXECUTIVES IN E-1 GRADE AND ABOVE ARE ENTITLED TO COMPANY LEASED ACCOMMODATION AS PER SCALES GIVEN BELOW :

<u>EXISTING</u>	<u>REVISED (W.E.F. 01/04/94)</u>
M.D. RS.8313/-	
E-8 RS.4125/-	RS.5750/- PER MONTH
E-7 RS.3875/-	RS.5125/- PER MONTH
E-6 RS.3625/-	RS.5000/- PER MONTH
E-5	RS.3840/- PER MONTH
E-4	RS.3770/- PER MONTH
E-3	RS.3500/- PER MONTH
E-2	RS.3000/- PER MONTH
E-1	RS.

@ PLEASE REFER RELEVANT GROUP.

- i) 'A' CLASS CITIES (BOMBAY & DELHI) : 70% OF THE MAXIMUM OF PRE-REVISED SCALE PLUS FIRST ADHOC RELIEF THEREON. REVISED TO 40% OF THE MAXIMUM OF REVISED PAY SCALE.
- ii) 'A' CLASS CITIES OTHER THAN DELHI, MUMBAI & CALCUTA : 60 % OF THE MAXIMUM OF PRE-REVISED PAY SCALE PLUS FIRST ADHOC RELIEF THEREON. REVISED TO 35% OF THE MAXIMUM OF REVISED PAY SCALE.
- iii) 'B1' AND 'B2' CITIES ; @ 50% OF THE MAXIMUM OF PREEVISED PAY SCALE PLUS FIRST ADHOC RELIEF THEREON. REVISED TO 25% OF THE MAXIMUM OF REISED PAY SCALE.
- iv) OTHER CITIES ; @ 40% OF THE MAXIMUM OF PRE-REVISED PAY SCALE PLUS FIRST ADHOC RELIEF THEREON. REVISED TO 20% OF THE MAXIMUM OF REVISED PAY SCALE.

NOTE : RECOVERY FOR LEASED ACCOMMODATION SHALL BE @ 10% OF MINIMUM OF PRE-REVISED SCALE OF PAY PLUS FIRST ADHOC



RELIEF THEREON. REVISED TO 10% OF THE MAXIMUM OF PREREVISED PAY SCALE.

P&A CIRCULAR NO.55/90/3(1481) DATED 30/03/90
PERS DEPT. CIRCULAR NO.100/92/1481 DATED 18/09/92
PERS DEPT. CIRCULAR NO.152/96/1481 DATED 31/12/96

xiii) SELF LEASED ACCOMMODATION

EXECUTIVE MAY ALSO AVAIL THE FACILITY OF SELF LEASED ACCOMMODATION IN CASE OF THEIR OWN HOUSE TAKEN ON LEASE BY THE COMPANY FOR THEIR RESIDENTIAL ENTITLEMENT UNDER COMPANY LEASED ACCOMMODATION.

xiv) LEASE MAINTENANCE

AN AMOUNT EQUAL TO THE ENTITLED LEASE FOR A PERIOD OF ONE MONTH WILL BE PAID TO EMPLOYEES TOWARDS LEASE MAINTENANCE CHARGES ONCE IN A YEAR.

@ PLEASE REFER RELEVANT GROUP.

xv) BROKERAGE CHARGES

AN AMOUNT EQUAL TO THE ENTITLED RENT FOR A PERIOD OF ONE MONTH MAY BE PAID AS BROKERAGE CHARGES AT ONE STATION. HOWEVER, THESE CHARGES WILL NOT BE PAID MORE THAN TWO TIMES DURING THE WHOLE SERVICE SPAN OF THE INDIVIDUAL OFFICER AT DIFFERENT PLACES. BROKERAGE CHARGES ARE NOT ADMISSIBLE UNDER SELF LEASED ACCOMMODATION SCHEME.

REFER COMPANY LEASED ACCOMMODATION.

xvi) TELEPHONE ALLOWANCE @

EXECUTIVE CAN CLAIM, ON FUNCTIONAL BASIS, REIMBURSEMENT OF TELEPHONE EXPENSES FOR A MAXIMUM OF 650 LOCAL CALLS IN ADDITION TO FREE CALLS AS PER M.T.N.L. RULES FOR EVERY TWO MONTHS.

REFER CIRCULAR NO.PHL/CO/ADMN/1300/33 DATED 31/01/92

xvii) REIMBURSEMENT OF CONVEYANCE MAINTENANCE EXPENSES @

ON FUNCTIONAL BASIS THE CONVEYANCE MAINTENANCE EXPENSES, SUBJECT TO THE FOLLOWING LIMITS, ARE REIMBURSED TO THOSE EMPLOYEES WHO OWN VEHICLES AND USE THEM FOR OFFICIAL PURPOSES.



**REFER PAY & ALLOWANCES CIRCULAR NO. 3/87 (1374) DATED 26/08/87, 20/88
(1392) DATED 03/11/88.**

DELHI - BOMBAY

OTHER CITIES

MOTOR CAR E-1 AND ABOVE RS.425/- P.M.
SCOOTER E-1 AND ABOVE RS.150/- P.M.

RS.400/- P.M.
RS.125/- P.M.

EMPLOYEES WHO DO NOT OWN VEHICLES AND TRAVEL BY PUBLIC MODES OF TRANSPORT ARE ENTITLED FOR A TRANSPORT SUBSIDY OF RS.100/- P.M.

b) FUEL CHARGES REIMBURSEMENT

FUEL CHARGES ON FUNCTIONAL BASIS SUBJECT TO THE RULES ARE REIMBURSED AS PER THE SCALES GIVEN BELOW :

EXECUTIVES

E-8	GRADE	125 LITRES
E-6 & E-7	GRADE	100 LITRES
E-4 & E-5	GRADE	75 LITRES
E-2 & E-3	GRADE	35 LITRES
E-1	GRADE	10 LITRES

NON-EXECUTIVES

WC-5 AND ABOVE	15 LITERS
WC-4 AND BELOW	10 LITRES

**REFER CIRCULAR NO.22/88 (1392) DATED 19/12/88 PERS CIRCULAR NO. 108/93/1273
DATED 19/03/93, P&A CIRCULAR NO. 36/89 / (1392) DATED 29/09/89.**

xviii) ENTERTAINMENT ALLOWANCE

OFFICERS ARE ELIGIBLE FOR REIMBURSEMENT OF EXPENSES INCURRED BY THEM ON ENTERTAINMENT OF OFFICIAL GUESTS AS PER THE SCALES GIVEN BELOW : (REFER LIMITS OF AUTHORITY)

E-2	GRADE :	RS.1200/- PER YEAR
E-3	GRADE :	RS.1800/- PER YEAR
E-4	GRADE :	RS.2400/- PER YEAR
E-5	GRADE :	RS.3000/- PER YEAR
E-6	GRADE :	RS.4200/- PER YEAR
E-7	GRADE :	RS.6000/- PER YEAR
E-8	GRADE :	RS.7500/- PER YEAR

HOD'S AT CO IN E-4 GRADE : RS.5000/- PER YEAR
HOD'S AT CO IN E-5 GRADE : RS.5000/- PER YEAR
HOD'S AT CO IN E-6 GRADE : RS.5000/- PER YEAR

xix) **BASE MANAGER HONORARIUM**

BASE MANAGER OF DETACHMENTS WILL BE ENTITLED TO DRAW AN HONORARIUM AT THE RATE OF RS.500/- PER MONTH FOR TAKING ADDITIONAL MANAGERIAL RESPONSIBILITIES. OFFICERS PERFORMING SUCH DUTIES FOR A PERIOD OF LESS THAN 15 DAYS WILL BE PAID ON PRO RATA BASIS.

xx) **OVER TIME ALLOWANCE @**

COMPENSATION FOR WORKING ON OVERTIME TO THE NON-EXECUTIVE EMPLOYEES WILL BE REGULATED AS PER STATUTORY ENHANCEMENTS IN FORCE.

**REFER P&A CIRCULAR NO.6/88/1392 DATED 25/01/88
LETTER NO. PHL/CO/PERS/1341 DATED 22/02/88**

@ PLEASE REFER RELEVANT GROUP.

II ALLOWANCES TO EXECUTIVES

DETAILS OF ALLOWANCES W.E.F. 01/06/93	AMOUNT PAYABLE (RS) P.M. IN DIFFERENT GRADES							
	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8
1. <u>FIXED ALLOWANCE</u>								
a) PROFESSIONAL PAY	500	800	1100	1200	1500	1700	1900	2100
b) K.M.A. @	700	800	1000	1000	1000	1000	1000	1000
c) EXE STRESS ALLOWANCE	300	400	600	800	1200	1300	1400	1700
d) BOOKS & PERIODICALS ALLOWAMCE	200	300	500	600	800	900	1000	1100
2. <u>VARIABLE ALLOWANCES (APPLICABLE W.E.F. 09/04/96)</u>								
a) EXTENDED DUTY HOURS	40	40	60	60	70	70	75	75

CIRCULAR NO. 141/96/1264-B DATED 22/05/96.

@ PLEASE REFER RELEVANT GROUP.

III) ALLOWANCES RELATING TO FLYING CREWS

i) SPECIAL TRAVELLING ALLOWANCE @

a) NORMAL FLYING :

PILOTS WILL BE PAID STA @ Rs.250/- FOR PILOT-IN- COMMAND AND Rs.225/- FOR CO-PILOT FOR EACH DAY OF FLYING.

(REFER CIRCULAR NO. 101/92 (1273 A) DATED 28.11.92.)

b) EXTENDED HRS FLYING

PILOTS PERFORMING FLYING DUTIES DURING EXTENDED HOURS OF WORKING WILL BE PAID STA @ Rs. 400/- FOR PIC AND Rs 300/- FOR CO-PILOT RESPECTIVELY.

(REFER CIRCULAR NO.101/92 (1273 A) DATED 28.10.92.)

c) MINIMUM ASSURED STA

MINIMUM ASSURED STA OF Rs.2000/-PER MONTH WILL BE PAID TO ALL AIRCREWS IN E-5 GRADE AND ABOVE POSTED IN CORPORATE OFFICE. HOWEVER, IF THE AMOUNT OF FLYING EXCEEDS 5 DAYS IN A MONTH,SUCH FLYING CREWS CAN CLAIM ACTUAL STA BASED ON DAYS OF FLYING.

REFER CIRCULAR NO.101/92 (1273 A) DATED 28-10-92 AND CIRCULAR NO. 101/93 (1273A) DATED 26.03.92.

ii) FLYING ALLOWANCE @

FIRST OFFICER -11 (E-1)	Rs.1000/- PER MONTH.
FIRST OFFICER (E-2)	Rs.1000/- PER MONTH
JR.CAPTAINS (E-3)	Rs.1250/- PER MONTH
JR.CAPTAIN (E-4)	Rs.1250/- PER MONTH
COMMANDER (E-5)	Rs.1500/- PER MONTH
SR.COMMANDER / CHIEF MANAGER / DGM & ABOVE	Rs.1500/- PM

REFER PHL/CO/PERS (1273 D) DATED 03.03.94.

iii) OFF-SHORE ALLOWANCE @

PILOTS WHO ARE ENGAGED IN OFF-SHORE OPERATIONS WILL BE PAID OFF-SHORE ALLOWANCE AS PER DETAILS GIVEN BELOW :



FIRST OFFICER-II (E-1)	Rs.250/- PER MONTH
FIRST OFFICER (E-2)	Rs.250/- PER MONTH
JR.CAPTAIN (E-3)	Rs.250/- PER MONTH
CAPTAIN (E-4)	Rs.500/- PER MONTH
COMMANDER (E-5)	Rs.500/- PER MONTH
SR.COMDRS/CHIEF MANAGER/DGM & ABOVE	Rs.500/- PER MONTH

(REFER PHL/CO/PERS (1273 D) DATED 03.03.94.)
@ PLEASE REFER RELEVANT GROUP.

iv) **SINGLE PILOT FLYING ALLOWANCE**

SINGLE PILOT FLYING ALLOWANCE OF Rs 50/- PER FLIGHT WOULD BE ADMISSIBLE TO PILOTS WHO UNDERTAKE SINGLE PILOT FLYING.

(REFER CIRCULAR NO. 101/92 (1273 A) DATED 28.10.92.)

v) **SPECIAL ALLOWANCE PER CHECK SORTIE**

THE FLYING PERSONNEL WHO PERFORM DUTIES OF EXAMINERS, INSTRUCTORS AND CHECK PILOTS IN ADDITION TO THEIR NORMAL DUTIES, WILL BE ELIGIBLE FOR A SPECIAL ALLOWANCE OF Rs 70, Rs 60 AND Rs 50/-PER CHECK SORTIE RESPECTIVELY.

(REFER PERS.O/O NO. PHL/CO PERS/1273/A DATED 16.05.91.)

vi) **TRANSIT FLIGHT RELEASE ALLOWANCE**

TRANSIT FLIGHT RELEASE ALLOWANCE OF Rs 20/- PER FLIGHT RELEASE WOULD BE ADMISSIBLE TO PILOTS WHO CERTIFY FLIGHT RELEASE.

(REFER CIRCULAR NO. 101/92 (1273/A) DATED 28.10.92)

vii) **COMMAND PAY**

PILOTS WHO QUALIFY FOR COMMAND ON MORE THAN ONE TYPE OF HELICOPTER BEING OPERATED BY THE COMPANY WILL BE PAID Rs. 400/- PER MONTH.

(REFER PAY AND ALLOWANCE OF PHL.)



viii) **QUALIFICATION PAY/INSTRUMENT RATING @**

THOSE PILOTS WHO QUALIFY FOR INSTRUMENT RATING ON COMPANY'S HELICOPTER WILL BE PAID Rs 200/- AS QUALIFICATION PAY PER MONTH.

(REFER PAY & ALLOWANCES OF PHL)

ix) **NIGHT HALT ON OFF SHORE RIGS @**

PILOTS STAYING ON NIGHT HALT AT OFF SHORE RIGS WILL BE PAID @ Rs 50/-PER NIGHT.

(REFER CIRCULAR NO 101/92 (1273-A) DATED 28-10-92.)
@ PLEASE REFER RELEVANT GROUP.

x) **INSURANCE FOR LOSS OF LICENCE @**

FLYING CREWS ARE ENTITLED TO LOSS OF LICENCE INSURANCE TO THE EXTENT OF Rs.4 LACS AND AVIATION ACCIDENT INSURANCE TO THE EXTENT OF Rs 5 LACS.THE INSURANCE PREMIUM IN THIS REGARD IS PAID BY THE COMPANY.

(SELF INSURANCE SCHEME FOR LOSS OF LICENCE DATED 20.01.89. F&A LETTER NO PHL/CO/F&A/2203 DATED 09.10.90,19.03.91 & 31/05/91).

OTHER ALLOWANCE FOR PILOTS (OTHER THAN OPERATING IN DETACHMENTS)

a) **FIXED ALLOWANCE PAYABLE W.E.F. 01/06/93**

DETAILS OF AMOUNT PAYABLE (RS) PER MONTH IN DIFFERENT GRADES

SL. NO.	ALLOWANCES	E-2	E-3	E-4	E-5	E-6
1	FLYING ALLOWANCES	1000	1250	1800	2300	2500
2.	KMA@	1000	1000	1000	1000	1000
3.	INSTRUMENT RATING	200	300	650	650	950

b) **VARIABLE ALLOWANCE PAYABLE W.E.F. 01/01/93**

DETAILS OF ALLOWANCES	QUALIFIED CAPTAIN (RS)	NON-QUALIFIED CAPTAIN (RS)
SPECIAL TRAVELLING ALLOWANCES (STA) PER HOUR @	265	285
ADDITIONAL (PER LANDING) IN EXCESS	15	15

OF FIVE LANDING FOR REVENUE FLIGHTS ONLY @		
NIGHT HALF DA (PER NIGHT) FOR NIGHT HALF ON OFF-SHORE RIGS ONLY @	400	400
CASUALTY EVACUATION (PER NIGHT SORTIE AT BOMBAY HIGH)	1000	1000
PRE-FLIGHT INSPECTION (DI)	30	NIL

@ PLEASE REFER RELEVANT GROUP.

ALLOWANCES FOR PILOTS OPERATING AT DETACHMENTS

a) FIXED ALLOWANCES PAYABLE W.E.F. 01/06/93 @

DETAILS OF ALLOWANCES	AMOUNT PAYABLE (RS) P.M. IN DIFFERENT GRADES						
	E-2	E-3	E-4	E-5	E-6	E-7	E-8
A) FLYING PAY	1000	1250	1800	2300	2500	2700	2900
B) KMA	1000	1000	1000	1000	1000	1000	1000
C) INSTRUMENTING RAING PAY	200	300	650	650	950	950	1050

b) PILOTS AT DETACHMENTS SHALL ALSO BE ENTITLED TO DETACHMENT ALLOWANCES @ RS. 4500/- PER MONTH

c) VARIABLE ALLOWANCES PAYABLE W.E.F. 01/11/93

DETAILS OF ALLOWANCES	QUALIFIED CAPTAIN (RS)	NON-QUALIFIED CAPTAIN (RS)
SPECIAL TRAVELLING ALLOWANCE (STA) PER HOUR FOR ALL FLYING WHETHER REVENUE OR NON-REVENUE. @	265	185
PRE FLIGHT INSPECTION (DI)	30	NIL

ADDITIONAL STA

- (i) FIRST 25 HOURS PER MONTH SHALL BE PAID @ RS.40/- PER HOUR
- (ii) SUBSEQUENT HOURS DURING THE MONTH SHALL BE PAID @ RS.100/- PER HOUR

NOTE-1 : VARIABLE ALLOWANCE IN RESPECT OF STA AND ADDITIONAL STA (DETACHMENT) SHALL BE PAYABLE FOR A MINIMUM ASSURED FLYING OF 25 HOURS PER MONTH PROVIDED THE LINE PILOT IS HOLDING A VALID CHPL, MEDICALLY FIT AND AVAILABLE FOR FLYING THROUGHOUT. PILOTS WILL BE ELIGIBLE TO THIS ALLOWANCE PROVIDED THE ACTUAL AVERAGE FLYING COMPUTED ON CALENDAR QUARTERLY BASIS IS LESS THAN 25 HOURS PER MONTH.

@ PLEASE REFER RELEVANT GROUP.

NOTE-2 : OFF-SHORE ALLOWANCE SHALL BE PAYABLE TO ALL PILOTS WHO HAVE ATTAINED THIS QUALIFICATION ON SUCCESSFUL COMPLETION OF REQUISITE TRAINING.

NOTE-3 : THE ABOVE ALLOWANCE SHALL BE APPLICABLE TO ALL PILOTS PROCEEDING ON TD FROM THEIR RESPECTIVE REGIONS ON A PRO-RATA BASIS.


IV) ALLOWANCES FOR MANAGERIAL PILOTS

a) **FIXED ALLOWANCES PAYABLE W.E.F. 01/06/93**

DETAILS OF ALLOWANCES	AMOUNT PAYABLE (RS) P.M. IN DIFFERENT GRADES						
	E-2	E-3	E-4	E-5	E-6	E-7	E-8
A) FLYING PAY	1000	1250	1800	2300	2500	2700	2900
B) K.M.A. @	1000	1000	1000	1000	1000	1000	1000
C) INSTRUMENT RATING PAY	200	300	650	650	950	950	1050

b) **VARIABLE ALLOWANCES PAYABLE W.E.F. 01/11/93**

DETAILS OF ALLOWANCES	QUALIFIED CAPTAIN (RS)	NON-QUALIFIED CAPTAIN (RS)
SPECIAL TRAVELLING ALLOWANCE (STA) PER HOUR FOR ALL FLYING WHETHER REVENUE OR NON-REVENUE. @	265	185
NIGHT HALT DA (PER NIGHT) (FOR NIGHT HALT ON OFF-SHORE RIGS ONLY) @	400	400
CASUALTY EVACUATION (PER NIGHT SORTIE AT BOMBAY HIGH)	1000	1000
PRE FLIGHT INSPECTION (DI)	30	NIL
* MINIMUM ASSURED (STA) SPECIAL TRAVELLING ALLOWANCE	10000/- P.M.	7000/- P.M.

- 
- * i) SUBJECT TO MEDICAL FITNESS AND HOLDING VALID LICENCE (CHPL)
 - ii) IN THE EVENT WHERE THE ACTUAL STA (INCLUDING MULTILANDING ALLOWANCES WHERE APPLICABLE) OF AN EXECUTIVE PILOT EXCEEDS RS.10000/- PER MONTH, HE WILL BE ENTITLED TO CLAIM THE SAME AS PER THE APPROVED STA RULES.

WORKING HOURS OF PILOTS (W.E.F. 01/06/93)

- a) THE PILOTS IN BOMBAY SHALL NOT BE ROSTERED FOR FLYING ON THEIR WEEKLY OFF DAYS WHICH SHALL BE NOTIFIED IN ADVANCE. SHOULD THE CALENDAR DAYS AFTER OVERNIGHT PRODUCTION COINCIDE WITH THE ROUTINE OFF, THEN THE DAY FOLLOWING THAT ROUTINE OFF SHALL BE A COMPENSATORY OFF. THE HEAD OF DEPARTMENT AT HIS DISCRETION MAY CALL PILOTS FOR WRK ON THIS DAY IN WHICH CASE THEY SHALL BE COMPENSATED AS PER THE RATES LAID DOWN IN FOLLOWING SUB PARA (d).
- b) THE PILOTS ON OUTSTATION COMMITMENT IF REQUIRED TO WORK ON AN OFF DAY OR HOLIDAY, SHALL ALSO BE ENTITLED TO MONETARY COMPENSATION AS PER RATES LAID DOWN IN THE FOLLOWING SUB PARA (d).
- c) PILOTS CALLED FOR WORK ON NATIONAL/FESTIVAL/OTHER OFF DAYS SHALL BE PAID MONETARY COMPENSATION AT THE RATE MENTIONED IN SUB PARA (d) BELOW.
- d) THE RATES OF COMPENSATION FOR WORK ON HOLIDAY/OFF/COMPENSATORY OFF DAYS AS DETAILED IN THE PRECEDING SUB PARA (a), (b) & (c) SHALL BE AS FOLLOWS :
 - E-2 GRADE : RS.250/- PER DAY
 - E-3 GRADE : RS.275/- PER DAY
 - E-4 GRADE : RS.300/- PER DAY
 - E-5 GRADE : RS.325/- PER DAY
 - E-6 GRADE : RS.350/- PER DAY
 - & ABOVE
- e) THIS COMES INTO FORCE WITH EFFECT FROM 01/06/93.

PERSONNEL DEPARTMENT CIRCULAR NO.145/96(1273-A) DT. 20/06/96.

@ PLEASE REFER RELEVANT GROUP.

V) **ALLOWANCES RELATING TO ENGINEERS**

i) **QUALIFICATION PAY**

ENGINEERS HOLDING THE FOLLOWING LICENCES WILL BE ELIGIBLE FOR QUALIFICATION PAY AS UNDER ON MONTHLY BASIS:-

CATEGORY OF LICENCE. -----	QUALIFICATION PAY ADMISSIBLE		
	E-1 & E-2 -----	E-3 & E-4 -----	E-5 & ABOVE -----
A OR C OR R OR I OR X (AVIONICS)	Rs. 100/-	Rs. 150/-	Rs. 200/-
A + C	Rs. 200/-	Rs. 250/-	Rs. 300/-
E + I	Rs. 200/-	Rs. 250/-	Rs. 300/-
A + B	Rs. 200/-	Rs. 250/-	Rs. 300/-
C + D	Rs. 200/-	Rs. 250/-	Rs. 300/-
E + X (E)	Rs. 200/-	Rs. 250/-	Rs. 300/-
I + X (I)	Rs. 200/-	Rs. 250/-	Rs. 300/-
R + X (R)	Rs. 200/-	Rs. 250/-	Rs. 300/-
OR ANY ONE LICENCE +(DR+RR) COMPASS LICENCE	Rs. 200/-	Rs. 250/-	Rs. 300/-
A + C + E	Rs. 300/-	Rs. 375/-	Rs. 450/-
A + C + R	Rs. 300/-	Rs. 375/-	Rs. 450/-
A + C + I	Rs. 300/-	RS. 375/-	Rs. 450/-
E + I + R	Rs. 300/-	Rs. 375/-	Rs. 450/-
A + C + E + I	Rs. 350/-	Rs. 425/-	Rs. 475/-

**REFER CIRCULAR NO.192/(1273-A) DATED 28-10-92,
CIRCULARNO.112/93 (1273-D) DATED 24.06.93.**

ii) **PRODUCTIVITY ALLOWANCE @**

ENGINEERS SIGNING DAILY INSPECTION/FLIGHT RELEASE ARE ENTITLED FOR PAYMENT OF Rs 30/- FOR EACH DAILY INSPECTION/FLIGHT RELEASE SUBJECT TO A MAXIMUM OF Rs 90/- PER DAY.

REFER PERS CIRCULAR NO.101/92 (1273 A) DATED 28.10.92.



iii) **COMPOSITE MEAL-CUM-TRANSPORT REIMBURSEMENT @**

ENGINEERS REQUIRED TO WORK ON URGENT MAINTENANCE JOBS WILL BE ELIGIBLE FOR REIMBURSEMENT OF COMPOSITE MEAL-CUM-TRANSPORT EXPENSES @ Rs 40/-PER DAY FOR WORKING NOT LESS THAN 3 HOURS,BEYOND THEIR STIPULATED WORKING HOURS AND Rs. 80/-FOR WORKING NOT LESS THAN 4 HRS ON OFF DAYS/HOLIDAYS AS THE CASE MAY BE.HOWEVER,ENGINEERS WHO ARE IN RECEIPT OF CONVEYANCE REIMBURSEMENT OR COMPAY TRANSPORT WILL BE ENTITLED FOR Rs.30/- AND Rs.60/- RESPECTIVELY IN THE ABOVE CASE.

**(REFER P&A CIRCULAR NO. 27/89 (1341) DATED 23.05.89.)
@ PLEASE REFER RELEVANT GROUP.**

ENGINEERS WHO ARE PUTTING IN EXTENDED WORKING HOURS ON REGULAR BASIS BUT ARE NOT ABLE TO AVAIL MEAL CUM TRANSPORT REIMBURSEMENT CAN ACCUMULATE SUCH EXTRA WORKING HOURS ON MONTHLY ACCUMULATION BASIS WHICH CAN BE ENCASHED AT THE BELOW MENTIONED DATES :

ENGINEERS IN E-1 AND E-2 GRADE & GETs : Rs. 125/- PER DAY FOR 6 HOURS ACCUMULATION.

ENGINEERS IN E-3 AND ABOVE GRADE : Rs. 150/- PER DAY FOR 6 HOURS ACCUMULATION.

ENGINEERS CAN ALSO CLAIM COMPENSATORY OFF IN LIEU OF ABOVE ENCASHMENT WHICH IS TO BE AVAILED WITHIN 3 MONTHS OF ITS ACCUMULATION.

THIS BENEFIT IS NOT ADMISSIBLE TO HEADS OF DEPARTMENT AND OTHER SENIOR OFFICRS IN E-6 GRADE AND ABOVE.

(REFER PERS CIRCULAR NO. 75/91 (1341) DATED 16.04.91

iv) **INCENTIVE FOR IN HOUSE INSTRUCTORS @**

IN HOUSE INSTRUCTORS WILL BE ENTITLED TO PAYMENT OF INCENTIVE AS PER RATES GIVEN BELOW :

(a) E-5 & ABOVE GRADE : Rs 50/-PER SESSION SUBJECT TO THE MAXIMUM OF Rs 750/-PER MONTH.



(b) E-1 TO E-4 : Rs 40/-PER SESSION SUBJECT TO THE MAXIMUM OF Rs 1200/- PER MONTH. (INCLUDING GET'S).

(c) OTHERS INCUDINDING GETs) : Rs 30/-PER SESSION SUBJECT TO THE MAXIMUM OF Rs 750/- PER MONTH.

NOTE : THE SESSION WOULD BE FOR A MINIMUM PERIOD OF 01 HOUR AND MAXIMUM OF 03 HOURS AT A STRETCH AND IN A DAY NOT MORE THAN TWO SESSIONS PER EMPLOYEE.

REFER CIRCULAR NO.81/91 (1264) DATED 12-06-91. NO.99/92 (1264) DATED 07- 09-92.

v) **STAY OVER ALLOWANCE @**

AME'S WHO ARE POSTED OR ON T.D. AT DETACHMENTS WILL BE ELIGIBLE FOR STAY OVER ALLOWANCE FOR PUTTING IN EXTRA WORK OUTSIDE/BEYOND THEIR NORMAL WORKING HOURS AT THE FOLLOWING RATES :

@ PLEASE REFER RELEVANT GROUP.

LESS THAN ONE HOUR OF WORK OUTSIDE NORMAL WORKING HOURS DURING THE DAY. : s 40/-.

BETWEEN ONE AND THREE HOURS OF WORK OUTSIDE NORMAL WORKING HOURS DURING THE DAY : Rs 60/-.

MORE THAN THREE HOURS OF WORK OUTSIDE NORMAL WORKING HOURS DURING THE DAY. : Rs 80/-.

CIRCULAR NO 116/93 (1273 D) DATED 10.11.93.

vi) **NIGHT HALT ALLOWANCE @**

ENGINEERS STAYING ON NIGHTHALT AT OFF-SHORE RIGS WILL BE PAID @ RS 50/- PER NIGHT.

REFER PERS CIRCULAR NO.117/93 (1273-A) DATED 16-11-93.

vii) **SHIFT ALLOWANCE @**

ENGINEERS & OTHER EXECUTIVES REQUIRED TO WORK IN SHIFTS WILL BE ENTITLED FOR SHIFT ALLOWANCE @+ Rs. 40/- PER DAY OF WORKING IN SHIFTS.



**REFER O.O. NO. PHL/CO/PERS/1273 A DATED 16-04-91
AND DATED 15-11-91.
CIRCULAR NO.110/93 (1273 D) DATED 01.04.93.**

(iii) **AUTHORISATION ALLOWANCE @**

PAYMENT OF AUTHORISATION ALLOWANCE WOULD BE MADE TO ENGINEERS HOLDING AND UTILIZING AUTHORISATION HELD BY THEM AS PER THE FOLLOWING DETAILS :-

- (a) FOR CATEGORY 'A' Rs. 400/- PER MONTH
(b) FOR CATEGORY 'B' Rs. 300/- PER MONTH
(c) FOR CATEGORY 'C' Rs. 200/- PER MONTH
(d) FOR CATEGORY 'D' THE ABOVE MENTIONED RATE FOR EACH AUTHORISATION SUBJECT TO THE MAXIMUM OF Rs.800/- PER MONTH.

**REFER CIRCULAR NO PERS 84/91 (1343 D) DATED 05.08.91,92/92
(1343-D) DATED 16.01.92 AND 1343 D/8845 DATED 28.02.92.**

@ PLEASE REFER RELEVANT GROUP.

IX) **FIXED ALLOWANCES TO ENGINEERS**

DETAILS OF ALLOWANCES	AMOUNT PAYABLE (RS) P.M. IN DIFFERENT GRADES					
	E-1	E-2	E-3	E-4	E-5	E-6
W.E.F. 01/06/93						
A) KMA	1250	1250	1250	1250	1250	1250
B) TECHNICAL PAY@	450	450	450	450	450	450
C) CERTIFICATE ALLOWANCE@	500	600	750	750	1100	1250
D) TECHNICAL PERIODICALS ALLOWANCES	1200	1300	1400	1400	1500	1600
E) HAZARDOUS ALLOWANCE	450	450	450	450	450	450
F) INSTRUCTIONAL ALLOWANCES@	450	525	950	950	1200	1250

G) QUALIFICATION PAY : ENGINEERS WOULD BE ENTITLED FOR QUALIFICATION PAY AT THE FOLLOWING RATES :

- i) FIRST ENDORSEMENT - 'A'/'C' RS.1500/- P.M.
ii) FIRST ENDORSEMENT -'E'/'I'/'R' RS.1700/- P.M.
iii) EACH SUBSEQUENT ENDORSEMENT RS. 400/- P.M.

QUALIFICATION PAY FOR WESTLAND HELICOPTER WILL BE PAYABLE TILL THE FLEET IS PHASED OUT FROM THE COMPANY.

THE ABOVE ALLOWANCES WILL BE APPLICABLE W.E.F. 01/06/93

ii) **VARIABLE ALLOWANCE (w.e.f. 01/11/93)**

- a) **EXTENDED DUTY HOURS @** : PAYABLE UNIFORMLY @ RS.60/- PER HOUR PROVIDED THE EXTENDED DUTY HOURS ARE ONE HOUR DURATION OR MORE.
- b) **PRODUCTIVITY / DI ALLOW. @** : PAYABLE @ RS.80/- PER FLIGHT RELEASE WITHOUT ANY CEILING.
- c) **NIGHT HALT ALLOW.** : THE EXISTING NIGHT HALT ALLOWANCE OF RIGS RS.50/- IS INCREASED TO RS.100/-

iii) **OTHER ALLOWOANCES / BENEFITS (W.E.F. 01/11/93)**

- a) TRANSPORT SUBSIDY @ : THE EXISTING TRANSPORT SUBSIDY OF RS. 100/- MONTH IS INCREASED TO RS.300/-PER MONTH IN RESPECT OF ENGINEERS IN E-1 GRADE AND RS.450/- PER MONTH FOR ENGINEERS IN E-2 AND ABOVE GRADES.

@ PLEASE REFER RELEVANT GROUP.

- b) TELEPHONE ALLOW : ENGINEERS NOT HAVING TELEPHONE CONNECTION WOULD BE PAID RS.475/- PER MONTH AS TELEPHONE ALLOWANCES.
- c) FLYING ALLOWANCE : ENGINEERS WHO FLY AS PART OF THEIR DUTY AND ARE NOT IN RECEIPT OF SHIFT ALLOWANCE WILL BE PAID FLYING ALLOWANCE @ RS. 100/- PER DAY. HOWEVER, THIS FLYING ALLOWANCE WILL NOT BE PAYABLE FOR AIR TEST, VIBRATION CHECK AND PAC.
- d) COMPENSATORY : ENGINEERS WHO ARE DEPLOYED IN QC, PPC FIXED ALLOWANCE AIRCRAFT SERVICING, WORKSHOPS ETC. OTHER THAN LINE MAINTENANCE) WOULD BE PAID COMPENSATORY FIXED ALLOWANCE @ RS.2000/- PER MONTH PROVIDED THEY ARE NOT IN RECEIPT OF SHIFT ALLOWANCE, DI ALLOWANCE AND FLYING ALLOWANCE,

WHEREVER REQUIRED THE DEPLOYMENT OF ENGINEERS COULD BE INTERCHANGED AND PAYMENT OF COMPENSATORY FIXED ALLOWANCE @ RS.80/- PER DAY WOULD BE ADJUSTED PROPORTIONATELY.

- e) ENGINEERS HOLDING 'E', 'T', & 'R' : ENGINEERS IN RECEIPT OF SHIFT ALLOWANCE BUT NOT GETTING DI ALLOWANCE LICENCE AND WORKING WILL BE ENTITLED TO A FIXED MONTHLY IN LINE MAINTENANCE COMPENSATORY ALLOWANCE AS UNDER :-
- i) : 'E' OR 'T' LICENCED AME-RS.600/- P.M.
 - ii) : 'R' LICENCED AME - RS.400/- P.M.

VI) **ALLOWANCE RELATING TO TECHNICAL PERSONNEL (NON-EXECUTIVES)**

i) **TECHNICAL PAY**

TECHNICAL PAY WILL BE PAID TO TECHNICAL PERSONNEL AS PER RATES GIVEN BELOW :-

WC-3	Rs. 40/- PER MONTH.
WC-4	Rs. 60/- PER MONTH.
WC-5	Rs. 80/- PER MONTH.
WC-6	Rs.100/- PER MONTH.
WC-7	Rs.125/- PER MONTH.
WC-8	Rs.150/- PER MONTH.
WC-9	Rs.200/- PER MONTH.


**REFER O.O. NO. PHL/CO/PERS.1442 B /13 DATED 01-01-91.
@ PLEASE REFER RELEVANT GROUP.**

ii) **FLYING ALLOWANCE**

FLYING ALLOWANCE WILL BE PAID @ Rs 8/- PER HOUR CALCULATED TO THE NEAREST FLYING HOUR TO TECHNICAL PERSONNEL WHO HAVE BEEN AUTHORIZED TO ACCOMPANY THE COMPANY AIRCRAFT.

PHL/CO/PERS/1442-B DATED 27-12-90.

NOTE : REVISED FLYING ALLOWANCE WILL BE PAID @ RS.20/- PER



HOUR. FRACTION OF HALF AND HOUR AND ABOVE WILL BE TREATED AS ONE HOUR WHEREAS PERIOD LESS THAN HALF AND HOUR WILL BE OMITTED FOR CALCULATION PURPOSES.

iii) **AUTHORISATION/ APPROVAL ALLOWANCE**

TECHNICAINS WHO ARE AUTHORISED TO SIGN THE FLIGHT RELEASE UNDER RULE 160 AND ARE REQUIRED TO PERFORM DUTIES OF AME'S WILL BE PAID AUTHORISATION ALLOWANCE AS PER THE FOLLOWING RATES :

- (a) FOR CATEGORY 'A' Rs. 400/- PER MONTH
- (b) FOR CATEGORY 'B' Rs. 300/- PER MONTH
- (c) FOR CATEGORY 'C' Rs. 200/- PER MONTH
- (d) FOR MULTIPLE AT THE ABOVE MENTIONED RATES FOR EACH AUTHORISATION. AUTHORISATION SUBJECT TO A MAXIMUM OF Rs.800/- PER MONTH.

REFER P&A CIRCULAR NO. 84/91 (1343-D) DATED 05.08.91, CIRCULAR NO.92/92 (1343-D) DATED 16.01.92 AND (1343-D) 8845 DATED 28.02.92.

iv) **QUALIFICATION PAY FOR ACQUIRING AME LICENCE**

TECHNICAL PERSONNEL WHO ACQUIRE AME LICENCE IN TRADES FOR WHICH OPENINGS IN EXECUTIVE CADRE ARE NOT AVAILABLE WOULD BE ENTITLED TO QUALIFICATION PAY ON PAR WITH AN ENGINEER IN E-1 GRADE. THIS HAS BEEN GRANTED AS INCENTIVE FOR HAVING ACQUIRED AME LICENCE AND SERVICES OF SUCH TECHNICIANS WOULD BE UTILIZED BY THE COMPANY AS AND WHEN REQUIRED.

PERS.CIRCULAR NO 115/93 (1273-D) DATED 10-11-93.

v) **REIMBURSEMENT OF EXAMINATION/LICENCE FEES.**

TECHNICIANS/ENGINEERS APPEARING IN EXAMINATION FOR MANAGING LICENCES FROM DGCA ARE ELIGIBLE FOR REIMBURSEMENT OF EXAMINATION / LICENCE FEES AS STIPULATED BY DGCA.

REFER LETTER NO. PHL/CO/ENGG/5057/3 DATED 12/05/87.

@ PLEASE REFER RELEVANT GROUP.

VII) **ALLOWANCES TO NON-EXECUTIVES**

i) **SPECIAL PAY**

AN AMOUNT EQUIVALENT TO TWO INCREMENTS IN PAY SCALE APPLICABLE AT THE TIME OF PAY FIXATION/PROMOTION WILL BE GIVEN AS SPECIAL PAY TO THE EMPLOYEES WHO ARE IN RECEIPT OF TECHNICAL PAY. THIS PAY WILL COUNT FOR ALL BENEFITS APPLICABLE AS IN CASE OF BASIC PAY. HOWEVER, IT WILL NOT COUNT FOR TA/DA AND LTC PURPOSES.

PD CIRCULAR NO.142/96(1442-B) DATED 22ND MAY 1996

ii) **ALLOWANCES**

THE BELOW MENTIONED ALLOWANCES WILL BE PAYABLE W.E.F. 01/06/93.

a) **TECHNICAL STAFF**

TECHNICGAL STAFF WILL BE ENTITLED TO VARIUS ALLOWANCES AS PER ANNEXURE-I

b) **CLERICAL STAFF**

CLERICAL STAFF WILL BE ENTITLED TO VARIOUS ALLOWANCES AS PER ANNEXURE-II.

c) **OFFICE ATTENDANTS/SR. OFFICE ATTENDANTS, HELPERS / SR. HELPERS.**

THE EMPLOYEES WILL BE ENTITLED TO VARIOUS ALLOWANCES AS PER ANNEXURE-III.

d) **DRIVER, PAINTER, WELDER, CARPENTER, ELECTRICIAN, SHEET METAL WORKER, AUTO MECHANIC AND OTHER ANCILLARY TECHNICAL TRADESMAN.**

THE EMPLOYEES WILL BE ENTITLED TO VARIOUS ALLOWANCES AS PER ANNEXURE-IV.

e) **SECURITY PERSONNEL**

SECURITY PERSONNEL WILL BE ENTITLED TO VARIOUS ALLOWANCES AS PER ANNEXURE-V.



iii) **TRANSPORT SUBSIDY AND CONVEYANCE REIMBURSEMENTT @**

EMPLOYEES IN WC-1 AND WC-2 GRADE WILL BE ENTITLED TO CONVEYANCE MAINTENANCE @ RS.150/- PER MONTH IN ADDITION TO PETROL ALLOWANCE LIMITED TO THE COST OF 15 LITRES PER MONTH. EMPLOYEES IN WC-3 TO WC-9 GRADE WILL BE ENTITLED TO VEHICLE MAINTENANCE @ RS.200/- PER MONTH IN ADDITION TO PETROL ALLOWANCE LIMITED TO THE COST OF 20 LITRES PER MONTH. BLIND AND ORTHOPAEDICALLY HANDICAPPED EMPLOYEES WILL BE PAID TRANSPORT SUBSIDY @ RS. 300/- PER MONTH. ALTERNATIVELY THEY MAY CHOOSE NET AMOUNT AS PAID TO THEIR COUNTERPARTS IN CENTRAL GOVT. EMPLOYEES WHO ARE NOT MAINTAINING OWN VEHICLE WILL BE ENTITLED FOR TANSPORT SUBSIDY @ RS.200/- PER MONTH. HOWEVER, THE EMPLOYEES ENTITLED FOR TRAVEL BY IST CLASS WOULD BE ENTITLED TO BE SAID SUBSIDY @ RS. 300/- PER MONTH.

iv) **CASH HANDLING ALLOWANCE**

CASH HANDLING ALLOWANCE WILL BE ENHANCE TO RS.300/- P.M.

v) **HARD DUTY ALLOWANCE**

ALL THE EMPLOYEES, EXCEPT THOSE WORKING IN 5 DAYS-A-WEEK SYSTEM, WILL BE ENTITLED TO HARD DUTY ALLOWANCE @ 11% OF P.F. PAY PER MONTH.

vi) **EMPLOYEES ENTITLED FOR CHEMICAL HAZAD COMPENSATION WILL NOT BE ENTITLED FOR COMPUTER HAZAD COMPENSAION.**

PD CIRCULAR NO.142/96(1442-B) DATED 22ND MAY 96

@ PLEASE REFER RELEVANT GROUP.





ANNEXURE-I

ALLOWANCES FOR TECHNICAL STAFF (PAYABLE W.E.F. 01/06/93)

DESCRIPTION	WC-3	WC-4	WC-5	WC-6	WC-7	WC-8	WC-9
TECHNICAL PAY	450	450	450	450	500	500	500
KIT MAINTENANCE ALLOWANCE @	750	750	750	750	750	750	750
CANTEEN SUBSIDY	650	650	650	650	650	650	650
CHILDREN EDUCATION ALLOWANCE	40	40	40	40	40	40	40
ATTENDANCE INCENTIVE	440	440	440	440	440	440	440
CHEMICALHAZARD ALLOW./ REIMBURSEMENT	300	300	300	300	325	325	325
TELEPHONE ALLOWANCE/ REIMBURSEMENT	225	225	225	225	225	225	225
PERIODICALS ALLOWANCE/ REIMBURSEMENT	250	250	250	250	275	275	275

PD CIRCULAR NO.142/96(1442-B) DATED 22ND MAY 96



ANNEXURE-II

ALLOWANCES FOR CLERICAL STAFF (PAYABLE W.E.F. 01/06/93)

DESCRIPTION	WC-3	WC-4	WC-5	WC-6	WC-7	WC-8	WC-9
KIT MAINTENANCE ALLOWANCE @	700	700	700	700	700	700	700
CANTEEN SUBSIDY	650	650	650	650	650	650	650
CHILDREN EDUCATION ALLOWANCE	40	40	40	40	40	40	40
ATTENDANCE INCENTIVE	390	390	390	390	390	390	390
COMPUTER HAZARD ALLOW/ REIMBURSEMENT	200	200	200	200	325	325	325
TELEPHONE ALLOWANCE/ REIMBURSEMENT	225	225	225	225	225	225	225
PERIODICALS ALLOW/ REIMBURSEMENT	200	200	200	200	275	275	275
RECORDUP-KEEP ALLOWANCE	150	170	180	195	250	300	350

PD CIRCULAR NO.142/96(1442-B DATED 22ND MAY 96



ANNEXURE-III

ALLOWANCES FOR OFFICE ATTENDANTS & HELPERS PAYABLE W.E.F. 01/06/93)

Description	WC-1		WC-2	
	office Attendant 5 days working	Helpers 6 days working	Sr. office Attendant 5 days working	Sr. Helpers 6 days working
Kit Maintenance Allowance	700	750	700	750
Canteen Subsidy @	650	650	650	650
Children Education Allow.	40	40	40	40
Attendance Incentive	330	330	330	330
Chemical Hazard Allow. / Reimbursement	Nil	250	Nil	250
Zerox/Cyclostyling Allow.	250	Nil	250	Nil
File/Too upkeep Allow	150	150	200	200
Office/Gr. Equip. handling Allowance	150	200	200	250

PD CIRCULAR NO.142/96(1442-B) DATED 22ND MAY 96



ANNEXURE-IV

**ALLOWANCES FOR DRIVERS AND ANCILLARY TECHNICAL TRADESMEN
PAYABLE W.E.F. 01/06/93)**

Description	<u>WC-1</u>		<u>WC-2</u>
	Drivers 5 days working	Drivers 6 days working	Painter / Welder/Car painter / Electrician / Sheet Metal Workers /Auto Mechanic 6 days working
Kit Maintenance Allowance	700	750	750
Canteen Subsidy @	650	650	650
Children Education Allow.	40	40	40
Attendance Incentive	330	330	330
Chemical Hazard Allow. / Reimbursement	250	250	250
Wheel Up-keep Allowance	200	200	200
Gr. Equip handling Allow.	250	250	250
Allied Trade Tech Allow.	Nil	Nil	250
Aircraft Towing Allow.	Nil	150	150

PD CIRCULAR NO.142/96(1442-B) DATED 22ND MAY 96



ANNEXURE-V

ALLOWANCES FOR SECURITY PERSONNEL PAYABLE W.E.F. 01/06/93)

Description	SECURITY		
	WC-1 & 2	WC-3 - 6	WC-7 TO WC-9
Kit Maintenance Allowance	850	850	850
Canteen Subsidy	650	650	650
Children Education Allow.	40	40	40
Attendance Incentive	330	390	390
Telephone Allowance	Nil	225	225
Stress Allowance	175	175	175

PD CIRCULAR NO.142/96(1442-B) DATED 22ND MAY 96



RECRUITMENT

PROMOTION

&

TRANSFER POLICY



RECRUITMENT POLICY

PREAMBLE

- 1) RECRUITMENT WILL BE RESORTED TO ONLY WHEN A VACANCY CANNOT BE FILLED IN BY A SUITABLE INCUMBENT FROM WITHIN. THE RECRUITMENT IN PHL WILL NOT BE USED AS A CONDUIT FOR INTERNAL PROMOTIONS. THIS IS BASED ON THE PREMISE THAT AN ORGANISATION SHOULD PROVIDE EQUITABLE OPPORTUNITIES FOR CAREER PROGRESSION, WHICH WILL NOT BE POSSIBLE IN A REASONABLE TIME SPAN THROUGH THE RECRUITMENT PROCESS. FURTHER, THE LINK UP WILL UNDERMINE THE UTILITY OF PROMOTION POLICY .
- 2) AN INDIVIDUAL WOULD LIKE TO JOIN A NEW ORGANISATION ONLY IF HIS ASPIRATIONS AND EXPECTATIONS WITH RESPECT TO MONETORY BEFEFITS, JOB CONTENT AND RESPONSIBILITY, CAREER GROWTH, ETC, ARE SUITABLY FULFILLED.
- 3) ADEQUATE FLEXIBILITY AT EVERY STAGE OF THE RECRUITMENT PROCESS HAS BEEN INBUILT SO AS TO GIVE DUE WEIGHTAGE TO THE JUDGEMENT OF THE DECIDING AUTHORITY. AT THE SAME TIME, THE FLEXIBILITY IS WITHIN WELL DEFINED BOUNDARY AND GUIDELINES.

OBJECTIVES

- 1.1 TO PLAN THE MANPOWER REQUIREMENTS AND BUDGET THE HUMAN RESOURCES WITH NECESSARY QUALIFICATIONS, SKILLS, APTITUDE, MERIT AND SUITABILITY IN ACCORDANCE WITH THE ORGANISATIONAL REQUIREMENTS.
- 1.2 TO ENSURE THAT THE COMPANY ATTRACTS AND RETAINS THE BEST OF PERSONNEL AVAILABLE IN EACH OF THE AREAS OF FUNCTIONING, AS IT IS THE CUMULATIVE RESULT OF THIS AREA OF SATISFYING COMPANY NEEDS FOR PERSONNEL BOTH IN QUALITATIVE AND QUANTITATIVE MEASURES THAT INFLUENCE THE FUTURE OF THE ORGANISATION AND PREDETERMINES THE FUTURE HEALTH OF THE ENTERPRISE.
- 1.3 TO FOCUS ON THE PLACEMENT OF EMPLOYEES IN JOBS TO WHICH THEY ARE BEST FITTED PHYSICALLY, MENTALLY AND TEMPRAMENTLY AND WHERE THEY HAVE STRONG EXPECTATIONS OF BEING WELL ADJUSTED TO THEIR WORK AND TO WORKING ENVIRONMENT.

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- 1.4 TO ADAPT TO AND FULFIL THE SOCIO-ECONOMIC COMMITMENTS OF THE GOVERNMENT TO THE UNFORTUNATE/MINORITY SECTIONS OF THE SOCIETY AS PART OF THE COMPANY'S SOCIAL OBJECTIVES AND THEREBY HELP REALISE THE DREAM OF A PRODUCTIVE NATION.

RULES

2. DEFINITIONS

UNLESS REPUGNANT IN THE TEXT OR CONTEXT, THE FOLLOWING ARE THE DEFINITIONS OF WORDS USED HEREIN:-

"**COMPETENT AUTHORITY**" MEANS THE BOARD OF DIRECTORS OR THE CHAIRMAN CUM MANAGING DIRECTOR OR ANY OTHER AUTHORITY DELEGATED WITH POWERS ON THEIR BEHALF.

"**APPOINTING AUTHORITY**" IN RELATION, TO A SPECIFIC POST MEANS THE AUTHORITY DECLARED AS SUCH IN THE DELEGATION OF POWERS".

"**EMPLOYEES**" MEANS ANY PERSON APPOINTED BY THE COMPANY IN REGULAR CAPACITY AND INCLUDES TRAINEES/APPRENTICES OTHER THAN THOSE RECRUITED UNDER THE APPRENTICES ACT, 1961. UNLESS THE CONTEXT REQUIRES OTHERWISE, THE TERM DOES NOT INCLUDE PERSONS ON DEPUTATION OR IN CASUAL EMPLOYMENT.

3. INDUCTION LEVEL

3.1 JOB SPECIFICATIONS FOR INDUCTION LEVELS OF EXECUTIVES AND NON-EXECUTIVES ARE GIVEN IN ANNEXURE R-1 AND ANNEXURE-II RESPECTIVELY.

3.2 RECRUITMENT TO VARIOUS POSTS IS NORMALLY MADE AT THE INDUCTION LEVELS INDICATED HEREINAFTER, THE RECRUITMENT OF POSTS, AT OTHER THAN INDUCTION LEVELS, IS NORMALLY MET FROM AMONGST THE COMPANY EMPLOYEES. HOWEVER, IF CANDIDATES WITH SUITABLE SKILLS AND EXPERIENCE ARE NOT AVAILABLE INTERNALLY, RECRUITMENT TO POSTS AT OTHER THAN INDUCTION LEVELS MAY BE RESORTED TO FOR WHICH JOB SPECIFICATIONS WILL BE APPROVED BY THE APPOINTING AUTHORITY IN LINE WITH THE RECRUITMENT & PROMOTION RULES (ANNEXURE R-III).

4. **SOURCE OF RECRUITMENT**

RECRUITMENT TO INDUCTION AND OTHER LEVELS WILL NORMALLY BE MADE FROM THE SOURCES MENTIONED BELOW:-

- (a) FROM EMPLOYMENT EXCHANGE AS PER THE PROVISION OF THE EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES) ACT, 1959.
- (b) FROM OPEN MARKET THROUGH ADVERTISEMENT IN THE PRESS.
- (c) BY CONSIDERING DEPARTMENTAL CANDIDATES POSSESSING THE SPECIFIED REQUIREMENTS.
- (d) FROM REPUTED ENGINEERING/MANAGEMENT INSTITUTES THROUGH CAMPUS INTERVIEWS.
- (e) BY ABSORPTION OF DEPUTATIONISTS FROM THE CENTRAL/STATE GOVERNMENTS AND OTHER PUBLIC SECTOR UNDERTAKINGS.
- (f) FROM THE POOL OF TECHNICAL/PROFESSIONAL PERSONNEL MAINTAINED BY NCST AND OTHER GOVERNMENT AGENCIES/ PUBLIC SECTOR UNDERTAKING.
- (g) BY MAKING REFERENCES TO RECOGNISED ASSOCIATIONS AND AGENCIES WHO MAINTAIN ROSTERS OF SUITABLE PERSONS IN DIFFERENT SKILLS AND SPECIALISATIONS FOR PROMOTION OF THE INTERESTS AND WELFARE OF SCHEDULED CASTES/SCHEDULED TRIBES, EX-SERVICEMEN AND OTHER SIMILAR SPECIAL CATEGORIES.
- (h) RECRUITMENT OF SPECIALISTS TO STOP BRAIN DRAIN OR TO REPARTRIAE THEM FROM FOREIGN COUNTRIES.
- (i) ANY OTHER SOURCE AS APPROVED BY THE COMPETENT AUTHORITY IN EXCEPTIONAL CIRCUMSTANCES.

APPLICATION FEES FOR RECRUITMENT TO VARIOUS POST

<u>POST</u>	<u>AMOUNT OF APPLICATION</u>
EXECUTIVES	RS.50/-
NON-EXECUTIVE	RS.25/-
POST WHICH WRITTEN TEST IS REQUIRED	THREE TIMES THE PRESCRIBED APPLICATION FEE IS MENTIONED ABOVE.





5. MODE OF RECRUITMENT

5.1 UNSKILLED,SEMI-SKILLED & SKILLED CATEGORIES

ALL POSTS IN THIS GROUP REQUIRED TO BE FILLED BY OUTSIDE RECRUITMENT ARE NOTIFIED TO THE APPROPRIATE EMPLOYMENT EXCHANGE/EX-SERVICEMEN CELL IN THE MANNER AS PROVIDED IN THE RELEVANT ACT.IN EVENT WHEN EMPLOYMENT EXCHANGE DOES NOT PROVIDE SPONSORSHIP WITHIN STIPULATED TIME AN ADVERTISEMENT MAY BE ISSUED IN THE LEADING DAILY NEWSPAPERS IN THE STATE IN WHICH THE ESTABLISHMENTS / REGIONS / UNITS ARE LOCATED.

5.2 SUPERVISORY AND EXECUTIVE CADRE

THE SOURCES OF RECRUITMENT FOR POSTS IN THESE CADRS MAY BE DECIDED BY THE COMPETENT AUTHORITY DEPENDING ON THE REQUIREMENTS OF THE POSTS. NORMALLY, AN ADVERTISEMENT IS ISSUED IN LEADING DAILY NEWSPAPERS ON ALL INDIA BASIS TO FULLY TAP THE POTENTIAL AVAILBALE IN THE OPEN MARKET.HOWEVER,WHERE THE JOB IS OF A SPECIFIC NATURE WHICH CAN BE PERFORMED ONLY BY CERTAIN TYPES OF SPECIALISED PERSONNEL,THE COMPETENT AUTHORITY MAY DECIDE TO FILL UP THE POSTS BY PERSONS ON DEPUTATION FROM THE CENTRAL/STATE GOVERNMENTS AND OTHER PUBLIC SECTOR UNDERTAKINGS.

6. PREFERENCE IN RECRUITMENT

6.1 IT IS THE ENDEAVOUR OF THE COMPANY TO HELP THE GOVERNMENT IN ACHIEVING ITS OBJECTIVES IN RESPECT OF UPLIFTING OF THE SOCIO-ECONOMIC STATUS OF THOSE BELONGING TO WEAKER SECTIONS OF THE SOCIETY. IN ORDER THAT THIS OBJECTIVE IS REALISED, THE COMPANY WILL NOT SPARE ANY EFFORTS TO ADHERE TO AND FOLLOW THE DIRECTIVES OF THE GOVERNMENT CONCERNING RESERVATION OF VACANCIES AND CONCESSIONS ALLOWED TO CANDIDATES BELONGING TO SCHEDULED CASTES / SCHEDULED TRIBES, EX-SERVICEMEN/PHYSICALLY HANDICAPPED / MINORITY COMMUNITIES ETC.

IN ADDITION TO THE ABOVE, CONCESSIONS IN LINE WITH GOVERNMENT DIRECTIVES ARE ALLOWED TO THE CANDIDATES BELONGING TO THE SCHEDULED CASTES/SCHEDULED TRIBES.



6.2 **DEPENDANTS OF DECEASED EMPLOYEES**

A DEPENDANT OF A DECEASED EMPLOYEE IS ELIGIBLE FOR SPECIAL CONSIDERATION FOR APPOINTMENT IN THE COMPANY AGAINST A SUITABLE VACANCY IN PREFERENCE TO OTHERS. THIS CONSIDERATION IS ADMISSIBLE EVEN IF HIS/HER NAME IS NOT SPONSORED BY THE EMPLOYMENT EXCHANGE OR IF HE/SHE HAS NOT APPLIED AGAINST ANY ADVERTISEMENT PROVIDED THE APPLICANT IS OTHERWISE ELIGIBLE. NON-EXISTENCE OF AN EARNING MEMBER IN THE FAMILY OF THE DECEASED EMPLOYEE IS AN IMPORTANT CONSIDERATION IN SUCH CASES. FOR THE PURPOSE OF THIS CONCESSION "DEPENDANT" MEANS WIFE LEGITIMATE/LEGALLY ADOPTED SON OR UNMARRIED DAUGHTER OF THE EMPLOYEE. "DECEASED EMPLOYEE" MEANS A REGULAR EMPLOYEE WHO DIES WHILE IN COMPANY SERVICE. ONLY ONE PERSON FROM A DECEASED EMPLOYEE'S FAMILY IS TO BE CONSIDERED FOR EMPLOYMENT.

6.3 **PHYSICALLY HANDICAPPED**


IT IS A SOCIAL OBLIGATION OF THE COMPANY TO PROVIDE AS MUCH EMPLOYMENT OPPORTUNITIES AS POSSIBLE TO THE UNFORTUNATE SECTIONS OF THE SOCIETY SUCH AS THOSE WHO ARE PHYSICALLY HANDICAPPED TO FULFIL THIS OBLIGATION, THE VARIOUS UNITS/DIVISIONS OF THE COMPANY ARE ENCOURAGED TO DETERMINE THE JOBS ON WHICH THE PHYSICALLY HANDICAPPED CAN BE GAINFULLY EMPLOYED. AS AND WHEN THERE IS A CHANCE TO MAKE RECRUITMENT TO SUCH JOBS, FULL CONSIDERATION IS TO BE GIVEN TO THE HANDICAPPED PERSONS FOR EMPLOYMENT.

7. **PROCEDURAL DETAILS**

7.1 **ELIGIBILITY OF INTERNAL CANDIDATES**

INTERNAL CANDIDATES POSSESSING THE REQUISITE QUALIFICATIONS, EXPERIENCE, ETC ARE ELIGIBLE TO APPLY AND BE CONSIDERED ON EQUAL MERITS ALONG WITH OTHERS FOR POSTS AT INDUCTION LEVELS SOUGHT TO BE FILLED FROM THE OPEN MARKET OR THROUGH ANY OTHER SOURCE OF RECRUITMENT PROVIDED THAT THEY HAVE NOT BEEN CONSIDERED AND REJECTED FOR A SIMILAR POSITION IN ANY OF THE UNITS/DIVISIONS OF THE COMPANY IN THE COURSE OF ONE YEAR PRECEEDING THE TIME OF CURRENT RECRUITMENT.

HOWEVER, INTERNAL CANDIDATES WILL ONLY BE CONSIDERED FOR THE NEXT HIGHER GRADE AGAINST WHICH THEY ARE WORKING. IF RECRUITMENT IS FOR A POST WHICH IS HIGHER THAN THE EMPLOYEES



NEXT GRADE,THE SAME WILL BE REPORTED TO THE BOARD OF DIRECTORS. THIS CONDITION IS RELAXABLE IN CASE OF THOSE EMPLOYEES WHO ACQUIRE PROFESSIONAL QUALIFICATION SPECIFIED FOR VARIOUS FUNCTIONAL AREAS FOR INDUC TION AT THE JUNIOR EXECUTIVE CADRE LEVEL,PROVIDED THEY MEET THE OTHER LAID DOWN JOB SPECIFICATIONS.

7.2 AGE LIMITS

- (a) A CANDIDATE IS CONSIDERED FOR APPOINTMENT THAN THE EMPLOYEE'S NEXT HIGHER ONLY IF HIS AGE, ACCORDING TO MATRICULATION/SSLC/HIGHER SECONDARY CERTIFICATE OR THE BIRTH CERTIFICATE ISSUED BY THE CONCERNED AUTHORITIES IS 18 YEARS AND ABOVE, BUT BELOW THE UPPER AGE LIMITS LAID DOWN IN THE JOB SPECIFICATION.
- (b) NO PERSON IS NORMALLY APPOINTED IF HIS AGE IS 58 YEARS OR ABOVE,HOWEVER, THE CHAIRMAN CUM MANAGING DIRECTOR MAY APPOINT A PERSON WHO IS OF AGE MORE THAN 58 YEARS IF HE CONSIDERS SUCH AN APPOINTMENT NECESSARY IN THE INTEREST OF THE COMPANY.

7.3 APPOINTING AUTHORITY

- (a) THE BOARD OF DIRECTORS ARE APPOINTING AUTHORITY FOR APPOINTMENTS TO THOSE GRADES/POSTS WHICH FALL OUTSIDE THE PURVIEW OF THE POWERS DELEGATED TO THE CHAIRMAN CUM MANAGING DIRECTORS AND EXCEPT THOSE POSTS TO WHICH APPOINTMENTS ARE MADE BY THE GOVERNMENT.
- (b) THE CHAIRMAN CUM MANAGING DIRECTOR OR ANY OTHER AUTHORITY DELEGATED WITH POWERS BY HIM ON HIS BEHALF WILL BE APPOINTING AUTHORITY FOR THOSE GRADES/POSTS FOR WHICH POWERS HAVE BEEN DELEGATED TO HIM BY THE BOARD OF DIRECTORS FOR MAKING APPOINTMENTS.

8. PAY FIXATION ON INITIAL APPOINTMENT

- 8.1 AN INDIVIDUAL WOULD LIKE TO JOIN A NEW ORGANISATION ONLY IF HIS ASPRIATION AND EXPECTATIONS WITH RESPECT TO MONETRARY BENEFITS, JOB CONTENT AND RESPONSIBILITY, GROWTH,PLACE OF POSTING,ETC,ARE SUITABLY FULFILLED, THEREFORE, THERE IS A NEED FOR ACHIEVING A PRACTICAL BALANCE BETWEEN THE WORTH OF A CANDIDATE AND THE BENEFITS THAT THE ORGANISATION CAN OFFER,WITH THE VIEW OF ENCOURAGING



MOBILITY OF TALENT BETWEEN PUBLIC ENTERPRISES,THE FOLLOWING RULES WILL BE GOVERN THE PAY FIXATION OF EMPLOYEES JOINING PHL FROM THE GOVERNMENT/PUBLIC SECTOR UNDERTAKINGS.


- (a) THE BASIC PAY,ADHOC RELIEF, PERSONAL PAY, DEARNESS ALLOWANCE AND ANY OTHER ELEMENT OF PAY WHICH COUNTS TOWARDS THE PURPOSE OF PAYMENT OF HRA / CCA WILL IN CASE OF THE GOVERNMENT AND THE PUBLIC SECTOR UNDERTAKING BE PROTECTED BY THE CORPORATION BY FIXING THE INDIVIDUAL AT A SUITABLE STAGE IN THE PAY SCALE SO THAT THE PAY PLUS DEARNESS ALLOWANCE PLUS ADHOC RELIEF PLUS PERSONAL ADJUSTMENT PAY ETC,DRAWN BY THE INCUMBENT IS AT A PAR WITH THE TERMS OFFERED.
- (b) IN ADDITION,THE COMPETENT AUTHORITY MAY OFFER UPTO THREE INCREMENTS KEEPING IN VIEW MERIT OF EACH CASE.

9. **SELECTION**

9.1 **CONSTITUTION OF SELECTION BOARD**

SELECTION BOARD ARE CONSTITUTED BY THE APPOINTING AUTHORITY / PERSONNEL HEADS TO CONDUCT TESTS/INTERVIEWS AND TO SELECT CANDIDATES FOR APPOINTMENT TO ANY POSTS IN THE COMPANY FROM AMONG THOSE CALLED FOR SUCH TESTS AND INTERVIEWS. SELECTION OF POST IN THE EXECUTIVE CADRE ARE CONDUCTED BY THE CORPORATE OFFICE. FOR SELECTION TO POSTS FALLING WITHIN THE PURVIEW OF THE REGIONS,SELECTION BOARDS ARE CONSTITUTED FOR THE PURPOSE BY THE REGIONAL OFFICE.


- 9.2 FOR APPOINTMENT TO THE POSTS IN THE LEVEL OF WC-1 AND WC-2, THE DULY CONSTITUTED SELECTION BOARD SHOULD CONSIST OF A CHAIRMAN NOT BELOW THE RANK OF A MANAGER OR EQUIVALENT GRADE AND MEMBERS NOT BELOW THE RANK OF AN OFFICER.
- 9.3 FOR APPOINTMENT TO NON-EXECUTIVE POSTS IN THE GRADE OF WC-3 AND ABOVE,THE DULY CONSTITUTED SELECTION BOARD SHOULD CONSIST OF A CHAIRMAN NOT BELOW THE RANK OF A DEPUTY GENERAL MANAGER OR EQUIVALENT GRADE AND MEMBERS NOT BELOW THE RANK OF MANAGERS OR EQUIVALENT GRADE.
- 9.4 FOR APPOINTMENT TO EXECUTIVE POSTS IN THE GRADE OF Rs 5500-8500 AND BELOW,THE DULY CONSTITUTED SELECTION BOARD SHOULD CONSIST OF A CHAIRMAN NOT BELOW THE RANK OF GENERAL MANAGER OR EQUIVALENT GRADE AND MEMBERS NOT BELOW THE RANK OF MANAGERS OR EQUIVALENT GRADE.

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- 9.5 FOR APPOINTMENT TO EXECUTIVE POSTS IN THE GRADE OF Rs 6750-9425 AND 6000-9300, THE DULY CONSTITUTED SELECTION BOARD SHOULD CONSIST OF A CHAIRMAN NOT BELOW THE RANK OF AN EXECUTIVE DIRECTOR OR EQUIVALENT GRADE AND MEMBERS NOT BELOW THE RANK OF A DEPUTY GENERAL MANAGER OR EQUIVALENT GRADE.
- 9.6 FOR APPOINTMENTS TO POST IN GRADERS HIGHER THAN Rs 6750-9425, THE MANAGING DIRECTOR OR HIS AUTHORISED REPRESENTATIVE WILL BE THE CHAIRMAN FOR POSTS WHERE HE IS THE APPOINTING AUTHORITY AND THE DULY CONSTITUTED CENTRAL SELECTION BOARD WILL HAVE MEMBERS NOT BELOW THE RANK OF THE HEAD OF THE DEPARTMENT.
- 9.7 FOR APPOINTMENT TO THE POST/GRADE WHICH FALL BEYOND THE POWERS DELEGATED TO THE MANAGING DIRECTOR, THE MEMBERS OF THE CENTRAL SELECTION BOARD WILL BE DECIDED BY THE BOARD OF DIRECTORS.
- 9.8 FOR ALL RECRUITMENTS, AN EXTERNAL EXPERT MAY BE ASSOCIATED IN THE INTERVIEWS. HOWEVER IN CASE OF POSTS RESERVED FOR SC/ST CANDIDATES, AN OFFICER BELONGING TO SC/ST CATEGORY WILL ALSO BE ASSOCIATED.
- 9.9 ALL SELECTION BOARD WILL HAVE A MEMBER FROM THE PERSONNEL AND HRD DEPARTMENT, HOWEVER, IF SELECTION IS BEING MADE FOR A POST, WHICH IS IN A GRADE HIGHER / EQUIVALENT TO THAT OF THE HEAD OF THE DEPARTMENT, OF THE PERSONNEL AND ADMN DEPARTMENT, REPRESENTATIVE WILL BE ASSOCIATED IN THE SELECTION BOARD AS A MEMBER SECRETARY.

10. **JOINING TIME AND NOTICE PAY**

NORMALLY A PERSON TO WHOM AN OFFER OF APPOINTMENT HAS BEEN MADE IS EXPECTED TO JOIN THE SERVICES OF THE COMPANY WITHIN 30 DAYS OR HIS NOTICE PERIOD IN CASE EMPLOYED OTHERWISE FROM THE DATE OF ISSUE OF APPOINTMENT OFFER, HOWEVER, EXTENSION IN THIS PERIOD MAY BE GRANTED BY THE COMPETENT AUTHORITY DEPENDING UPON EXIGENCIES OF WORK, URGENCY WITH WHICH THE POST IS TO BE FILLED UP ETC. IF THE CANDIDATE DOES NOT REPORT FOR DUTY WITHIN THE STIPULATED PERIOD, THE OFFER OF APPOINTMENT SHALL BE DEEMED TO HAVE BEEN WITHDRAWN. HOWEVER, IN THE INTEREST OF THE ORGANISATION, THE COMPETENT AUTHORITY MAY CONSIDER REIMBURSEING NOTICE PAY.

11. **ANTECEDENTS VERIFICATION**



CHARACTER AND ANTECEDENTS ETC,SHALL BE VERIFIED IN THE MANNER PRESCRIBED BY THE MANAGEMENT/GOVERNMENT GUIDELINES FROM TIME TO TIME. IN CASE OF CANDIDATES SELECTED FOR EMPLOYMENT FROMCENTRAL/STATE GOVERNMENT.PUBLIC SECTOR UNDERTAKINGS, AND / OR SEMI-GOVERNMENT ORGANISATIONS, AUTONOMOUS BODIES, THROUGH \PROPER CHANNEL AND WITHOUT ANY BREAK IN SERVICE,CHARACTER AND ANTECEDENTS VERIFICATION WOULD NOT BE NECESSARY PROVIED THEIR CHARACTER AND ANTECEDENTS WERE VERIFIED AT THE TIME OF THEIR ENTERING IN CENTRAL/STATE GOVERNMENT, PUBLIC SECTOR UNDERTAKINGS ETC,

12. **JOINING FORMALITIES**

IF, ON VERIFICATION AT THE TIME OF APPOINTMENT OR AT A LATER DATE,IT IS FOUND THAT AN APPOINTEE HAS FURNISHED WRONG INFORMATION,HE IS LIABLE FOR TERMINATION FROM THE SERVICES OF THE CORPORATION.

13. **SENIORITY**

SENIORITY ON APPOINTMENT IN A PARTICULAR GRADE IS STRICTLY AS PER THE DATE OF JOINING IN THAT GRADE. HOWEVER,IF A PERSON JOINS ON THE SAME DATE,THE SENIORITY WILL BE AS PER THE LIST DRAWN BY THE SELECTION COMMITEE.

14. **PROBATION AND CONFIRMATION**

ALL APPOINTMENTS IN THE COMPANY ARE GOVERNED BY THE RULES RELATING TO PROBATION AND CONFIRMATION AS NOTIFIED FROM TIME TO TIME OR SPECIFIC TERMS OF APPOINTMENT AS THE CASE MAY BE.

RELAXATION : QUALIFICATION / AGE / EXPERIENCE CAN BE RELAXED BY THE APPOINTING AUTHORITY IN THE INTEREST OF THE ORGANISATION.

15. **INTERPRETATION AND CHANGES**

NOTWITHSTANDING ANYTHING CONTAINED ABOVE,THE CHAIRMAN – CUM- MANAGING DIRECTOR OR AN AUTHORITY TO WHOM SUCH POWERS ARE DELEGATED,MAY MODIFY, ALTER, DELETE OR ADD ANY CLAUSE OR SUB CLAUSE TO THESE RULES AS AND WHEN CONSIDERED NECESSARY FOR THE EFFICIENT CONDUCT OF THE CORPORATION'S BUSINESS. THE BOARD OF DIRECTORS SHALL BE THE FINAL AUTHORITY IN THE INTERPRETATION OF THESE RULES AND IN CASES NOT COVERED BY THESE RULES,THEIR DECISION SHALL BE FINAL.





ANNEXURE - R-I

INDUCTION LEVEL

EXECUTIVES (NON TECHNICAL)

FINANCE AND ACCOUNTS DEPARTMENT

INDUCTION LEVEL	ACCOUNTS OFFICER (E-1)
QUALIFICATIONS	CA'S/ICWA'S/MBA'S WITH SPECIALISATION IN FINANCE
EXPERIENCE	ONE YEAR EXECUTIVE EXPERIENCE.
UPPER AGE LIMIT	30 YEARS
INDUCTION LEVEL	MANAGER (F&A) (E-4)
QUALIFICATIONS	CA'S/ICWA'S/MBA'S WITH SPECIALISATION IN FINANCE.
EXPERIENCE	SEVEN YEARS EXECUTIVE EXPERIENCE OUT OF WHICH ATLEAST TWO YEARS SHOULD BEIN THE NEXT BELOW GRADE OR EQUIVALENT RESPONSIBILITY, IN A ARGE AND REPUTED ORGANISATION.
UPPER AGE LIMIT	45 YEARS
INDUCTION LEVEL	DEPUTY GENERAL MANAGER (F&A) (E-6)
QUALIFICATIONS	CA'S/ICWA'S/MBA'S WITH SPECIALISATION IN FINANCE.
EXPERIENCE	YEARS EXECUTIVE EXPERIENCE OUT OF WHICH ATLEAST TWO YEARS SHOULD BE IN THE NEXT BELOW GRADE OR EQUIVALENT RESPONSIBILITY IN A LARGE AND REPUTED ORGANISATION.
UPPER AGE LIMIT	50 YEARS.



SECTT.& LEGAL DEPARTMENT

INDUCTION LEVEL **SECRETARIAL OFFICER (E-1)**

QUALIFICATION MEMBER OF INSTITUTE OF CO.SEC. LAW
GRADUATE PREFERRED.

EXPERIENCE ONE YEAR EXECUTIVE EXPERIENCE.

UPPER AGE LIMIT 30 YEARS

INDUCTION LEVEL **COMPANY SECRETARY (E-4)**

QUALIFICATIONS MEMBER OF INSTITUTE OF CO.SEC. LAW
GRADUATE PREFERRED.


EXPERIENCE SEVEN YEARS EXECUTIVE EXPERIENCE
OUT OF WHICH ATLEAST TWO YEARS
SHOULD BE IN THE NEXT BELOW GRADE
OR EQUIVALENT RESPONSIBILITY,IN A
LARGE AND REPUTED ORGANISATION.

UPPER AGE LIMIT 45 YEARS.



PERSONNEL & ADMINISTRATION DEPARTMENT

INDUCTION LEVEL	PERSONNEL OFFICER (E-1)
QUALIFICATION	MBA'S/RECOGNISED DEGREE/DIPLOMA IN PERSONNEL MANAGEMENT / INDUSTRIAL RELATION.
EXPERIENCE	ONE YEAR EXECUTIVE EXPERIENCE.
UPPER AGE LIMIT	30 YEARS.
INDUCTION LEVEL	SECURITY OFFICER (E-1)
QUALIFICATION	GRADUATE
EXPERIENCE	THREE YEARS EXECUTIVE EXPERIENCE AS COMMISSIONED OFFICER IN THE ARMED FORCES OR EQUIVALENT.HOLDING CAPTAIN OR EQUIVALENT RANK.
UPPER AGE LIMIT	30 YEARS
INDUCTION LEVEL	MANAGER (PERS & ADMN) (E-4)
QUALIFICATION	MBA'S/RECOGNISED DEGREE/DIPLOMA IN PERSONNEL MANAGEMENT / INDUSTRIAL RELATION.
EXPERIENCE	SEVEN YEARS EXECUTIVE EXPERIENCE OUT OF WHICH AT LEAST TWO YEARS SHOULD BE AT THE NEXT BELOW GRADE OR EQUIVALENT RESPONSIBILITY,IN A LARGE AND REPUTED ORGANISATION.
UPPER AGE LIMIT	45 YEARS



INDUCTION LEVEL	DY.GENERAL MANAGER (P&A) (E-6)
QUALIFICATION	MBA'S/RECOGNISED DEGREE/DIPLOMA IN PERSONNEL MANAGEMENT / INDUSTRIAL RELATIONS.
EXPERIENCE	12 YEARS EXECUTIVE EXPERIENCE OUT OF WHICH ATLEAST TWO YEARS SHOULD BE AT THE NEXT BELOW GRADE OR EQUIVALENT RESPONSIBILITY,IN A LARGE AND REPUTED ORGANISATION.
UPPER AGE LIMIT	50 YEARS



COMMERCIAL DEPARTMENT

INDUCTION LEVEL **COMMERCIAL/MARKETING OFFICER (E-1)**
QUALIFICATION MBA'S WITH SPECIALISATION IN MARKETING.
EXPERIENCE ONE YEAR EXECUTIVE EXPERIENCE.
UPPER AGE LIMIT 30 YEARS.

INDUCTION LEVEL **MANAGER (MARKETING & COMMERCIAL) (E-4)**
QUALIFICATION MBA'S WITH SPECIALISATION IN MARKETING.
EXPERIENCE SEVEN YEARS EXECUTIVE EXPERIENCE
 OUT OF WHICH ATLEAST TWO YEARS
 SHOULD BE AT THE NEXT BELOW GRADE
 OR EQUIVALENT RESPONSIBILITY,IN A
 LARGE AND REPUTED ORGANISATION.
UPPER AGE LIMIT 45 YEARS.

INDUCTION LEVEL **DY.GENERAL MANAGER (M&C) (E-6)**
QUALIFICATION MBA'S WITH SPECIALISATION IN MARKETING.
EXPERIENCE 12 YEARS EXECUTIVE EXPERIENCE OUT
 OF WHICH AT LEAST TWO YEARS SHOULD
 BE AT THE NEXT BELOW GRADE OR
 EQUIVALENT RESPONSIBILITY,IN A
 LARGE AND REPUTED ORGANISATION.



PUBLIC RELATIONS

INDUCTION LEVEL	PUBLIC RELATIONS OFFICER (E-1)
QUALIFICATION	GRADUATE WITH MASTERS DEGREE IN JOURNALISM/POST GRADUATE DEGREE / DIPLOMA FROM IIMC.
EXPERIENCE	ONE YEAR EXECUTIVE EXPERIENCE
UPPER AGE LIMIT	30 YEARS.

STORE AND MATERIALS

INDUCTION LEVEL	STORES/MATERIALS OFFICER (E-1)
QUALIFICATION	ENGINEERING DEGREE/MBA/POST GRADUATE DEGREE/DIPLOMA IN MATERIALS.
EXPERIENCE	ONE YEAR EXECUTIVE EXPERIENCE.
UPPER AGE LIMIT	30 YEARS.

INDUCTION LEVEL	MANAGER (MATERIALS) (E-4)
QUALIFICATION	ENGINEERING DEGREE / MBA / POST GRADUATE DEGREE / DIPLOMA IN MATERIALS
EXPERIENCE	SEVEN YEARS EXECUTIVE EXPERIENCE OUT OF WHICH ATLEAST TWO YEARS SHOULD BE AT THE NEXT BELOW GRADE OR EQUIVALENT RESPONSIBILITY,IN A LARGE AND REPUTED ORGANISATION.
UPPER AGE LIMIT	45 YEARS.

INDUCTION LEVEL	DY.GEN.MANAGER (MATERIALS) (E-6)
QUALIFICATION	ENGINEERING DEGREE/MBA/POST GRADUATE DEGREE/DIPLOMA IN MATERIALS MANAGEMENT
EXPERIENCE	12 YEARS POST QUALIFICATION EXECUTIVE EXPERIENCE OUT OF WHICH AT-LEAST TWO YEARS SHOULD BE AT THE NEXT BELOWGRADE OR EQUIVALENT RESPONSIBILITY,IN A LARGE AND REPUTED ORGANISATION.
UPPER AGE LIMIT	50 YEARS.

OPERATION DEPARTMENT (FLYING SIDE)

INDUCTION LEVEL	FIRST OFFICER (E-2)
QUALIFICATION & EXPERIENCE	PILOTS WITH CHPL HAVING ATLEAST 250 HOURS FLYING ON TURBINE HELICOPTERS OUT OF WHICH 100 HOURS AS PILOT-IN-COMMAND.

OR


PILOTS WITH CPL HAVING ATLEAST 500 HOURS OF PIC ON FIXED WING AEROPLANES AND 30 HOURS OF FLIGHT TIME ON HELICOPTERS INCLUDING NOT LESS THAN 20 HOURS OF FLIGHT TIME AS PILOT-IN-COMMAND.

OR

PILOTS WITH CPL HAVING ATLEAST 200 HOURS OF FLIGHT TIME ON FIXED WING AEROPLANES AND 100 HOURS OF FLIGHT TIME ON HELICOPTERS INCLUDING NOT LESS THAN 50 HOURS AS PILOT-IN-COMMAND.

UPPER AGE LIMIT	35 YEARS.
INDUCTION LEVEL	CAPTAIN (E-4)





QUALIFICATION & EXPERIENCE PILOTS WITH CHPL HAVING 1250 HOURS ON HELICOPTERS OUT OF WHICH 500 HOURS FLYING ON TURBINE HELICOPTERS AND 1000 HOURS FLYING AS COMMAND TIME ON HELICOPTERS.

UPPER AGE LIMIT 45 YEARS.

NON FLYING SIDE

INDUCTION LEVEL **OPERATIONS OFFICER (E-1)**

QUALIFICATION AND EXPERIENCE PILOTS WITH ATLEAST ONE YEAR EXECUTIVE EXPERIENCE.

UPPER AGE LIMIT 30 YEARS.

INDUCTION LEVEL **MANAGER (OPERATIONS) (E-4)**

QUALIFICATION AND EXPERIENCE PILOTS PREFERABLY HAVING 1500 HOURS AS PILOT IN COMMAND WITH SEVEN YEARS EXECUTIVE EXPERIENCE OUT OF WHICH TWO YEARS SHOULD BE AT THE NEXT BELOW GRADE OR EQUIVALENT RESPONSIBILITY.

UPPER AGE LIMIT 45 YEARS.

INDUCTION LEVEL **DY. GENERAL MANAGER (OPS) (E-6)**

QUALIFICATION PILOTS WITH CHPL WITH TURBINE HELICOPTER ENDORSEMENT WITH 2500 HOURS AS PILOT-IN-COMMAND ON HELICOPTERS.

EXPERIENCE 12 YEARS EXECUTIVE EXPERIENCE OUT OF WHICH TWO YEARS SHOULD BE AT THE NEXT BELOW GRADE OR EQUIVALENT RESPONSIBILITY.

UPPER AGE LIMIT 50 YEARS.

ENGINEERING DEPARTMENT



INDUCTION LEVEL **AME GR.II (E-1)**

QUALIFICATION AND EXPERIENCE AME'S LICENCE WITH APPROPRIATE ENDORSEMENT IN ATLEAST ONE CATEGORY ON THE TYPE OF HELICOPTERS BEING OPERATED BY THE CORPORATION.

UPPER AGE LIMIT 30 YEARS.

INDUCTION LEVEL **AME (E-2)**

QUALIFICATION AND EXPERIENCE AME'S LICENCE WITH APPROPRIATE ENDORSEMENT ON ATLEAST TWO CATEGORIES ON THE TYPE OF HELICOPTERS BEING OPERATED BY THE CORPORATION.

UPPER AGE LIMIT 35 YEARS

INDUCTION LEVEL **SR. AME-I (E-4)**

QUALIFICATIONS AME'S LICENCE WITH ENDORSEMENT FOR APPROPRIATE CATEGORY ON THE TYPE OF HELICOPTERS BEING OPERATED BY THE CORPORATION.

EXPERIENCE ATLEAST SEVEN YEARS EXECUTIVE EXPERIENCE OUT OF WHICH ATLEAST TWO YEARS SHOULD BE AT THE NEXT BELOW GRADE OR EQUIVALENT RESPONSIBILITY IN A LARGE AND REPUTED ORGANISATION

UPPER AGE LIMIT 45 YEARS.



INDUCTION LEVEL	MANAGER (ENGG) (E-4)
QUALIFICATION	ENGINEERING DEGREE IN AERONAUTICAL/ MECHANICAL/ELECTRICAL / ELECTRONICS OR EQUIVALENT QUALIFICATIONS OR AME'S LICENCE WITH ENDORSEMENT FOR APPROPRIATE CATEGORY.
EXPERIENCE	SEVEN YEARS EXECUTIVE EXPERIENCE OUT OF WHICH ATLEAST TWO YEARS AT THE NEXT BELOW GRADE OR EQUIVALENT RESPONSIBILITY PREFERABLY IN HELICOPTER MAINTENANCE IN A LARGE AND REPUTED ORGANISATION.
UPPER AGE LIMIT	45 YEARS.
INDUCTION LEVEL	DY.GEN. MANAGER (ENGG) (E-6)
QUALIFICATION	ENGINEERING DEGREE IN AERONAUTICAL /MECHANICAL/ELECTRICAL/ELECTRONICS OR EQUIVALENT QUALIFICATION OR AME'S LICENCE WITH ENDORSEMENT IN APPROPRIATE CATEGORY.
EXPERIENCE	12 YEARS EXECUTIVE EXPERIENCE OUT OF WHICH TWO YEARS SHOULD BE AT THE NEXT BELOW GRADE OR EQUIVALENT RESPONSIBILITY PREFERABLY IN AIRCRAFT MAINTENANCE IN A LARGE AND REPUTED ORGANISATION QUALIFICATIONS / EXPERIENCE SHOULD PREFERABLY BE IN ONE OF THE TYPE OF HELICOPTERS BEING OPERATED BY THE CORPORATION.
UPPER AGE LIMIT	50 YEARS.



ANNEXURER-II

JOB SPECIFICATION - WORKMEN

Category	Induction Level	Qualification	Experience	Age Limit	Preferred Qualification
Office Attendants / Helpers / Security Guards	WC-1	8 th Class or Equivalent	One Year	25 yrs	Helpers should have worked on Aircraft
Drivers	WC-2	8 th Class or equivalent valid Car / HMV Lic.	Four Year	30 yrs	Licence to be endorsed for Scooter / Two Wheelers
Clerk-Typist / Jr. Asstt.	WC-3	Graduate	One Year experience plus 30 w.p.m. speed in typing	25 yrs	Candidates with knowledge of shorthand Telex / EPABX Board Operations preferred.
Steno-Typist	WC-3	Graduate	80 w.p.m. speed in shorthand and 40 w.p.m. in typing	25 yrs	knowledge of TELEX / EPABX Board to be preferred.
Telephone / Telex Operators	WC-3	Graduate	One year experience in Telex EPABX board typing speed 30 w.p.m.	25 yrs	Telephone operator to know telex operation. Telex operator to know EPABX Board Operation
Assistant (P&A)	WC-5	1. Graduate 2. Graduate with DIP in IR&PM	3 yrs relevant experience One Year relevant experience	29 yrs	Diploma in laour laws
Assistant (F&A)	WC-5	1. B.Com 2. M.Com	3 yrs relevant experience one Year relevant Experience	28 yrs	
Assistant (Engg)	WC-5	1. Graduate	3 yrs relevant experience	28 yrs	

Assistant (Ops)	WC-5	1. Graduate	3 yrs relevant experience	28 yrs	
Assistant (Stores)	WC-5	1. Graduate 2. Graduate with DIP in Materials Mgmt.	3 yrs relevant experience One Year relevant experience	28 yrs	
Jr. Supdt. (Mats)	WC-7	Graduate with Diploma in Materials Mgmt	3 years	28 yrs	
Jr. Acctt	WC-7	Inter CA/ICWA	One Year	28 yrs	
Jr. Supdt. (P&A)	WC-7	Graduate with Dip in IR&PM	3 Years	28 yrs	Diploma in Labour Laws
Security Inspector	WC-8	Graduate	3 years supervisory experience as Jr. Commissioned officer not below the rank of Subedar or Equivalent	35 yrs	

IMPORTANT : AGE RELAXATION IN CASE OF SC/ST/OBC/EX-SERVICEMAN ETC. AS PER GOVT. DIRECTIVESS



JOB SPECIFICATION - TECHNICAL

Category	Induction Level	Qualification	Experience	Age Limit	Preferred Qualification
Apprentice Tech. Under Act.	Stipend	ITI in respective trade	NIL	25 yrs	SSC Science
Jr. Tech-II	WC-1	1.Dip in Aeronautical Engineering/ respective Trade 2.Higher Secondary Sceicne	Nil	25 yrs	AMIE
			3 yrs experience in Helicopter maintenance / respective trade	30 yrs	AMIE
Technician	WC-4	1.Dip in Aeronautical Engineering/ Respective trade 2.Higher Secondary with Science	5 years experience in helicopter maintenance / respective trade	30 yrs	AMIE
			7 years Airlines experience out of which 5 years should be on Helicopters / respective trade	30 yrs	AMIE
SR.TECH-I	WC-6	1.Diploma in Aeronautical Engg 2. Higher Secondary with Science	7 year experience in helicopter maintenance in respective trade.	35 yrs	AMIE
			12 yrs experience out of which 7 years should be on Helicopters maintenance or respective trade. should have worked in supervisory capacity	35 yrs	



JOB SPECIFICATION

Category	Induction Level	Qualification	Experience	Age Limit	Preferred Qualification
PAINTER	WC-2	NCTVT (Painter)	5 years	25 yrs	
		OR			
		ITI (Painter)	5 years		
		OR			
		8 th Class passed	8 years		
Librarian	WC-5	Graduate with Certificate in library Science	3 years	28 yrs	
		OR			
		Graduate with Diploma in Library Science	1 year		

REFER IOM NO. PHL/CO/PERS/1412/6658 DATED 28TH MARCH 1990

Category	Induction Level	Qualification	Experience	Age Limit	Preferred Qualification
Car Painter	WC-2	NCTVT (Car Painter)		25 yrs	
		OR			
		ITI (Car Painter)	1 years	30 yrs	
		OR			
		8 th Class passed	5 years	30 yrs	

REFER IOM NO. PHL/CO/PERS/1412/5152 DATED 26/10/1989

Category	Induction Level	Qualification	Experience	Age Limit	Preferred Qualification
Assistant Sub-Security	WC-3	Matriculate or its equivalent		25 yrs	

REFER IOM NO. PHL/CO/PERS/1412/4900 DATED 18th AUGUST 1989

Category	Induction Level	Qualification	Experience	Age Limit	Preferred Qualification
Civil Engineer	E-1	Diploma in Civil Engineering	10-12 yrs of supervisory experience	35	

REFER IOM NO. PHL/CO/PERS/1412/4874 DATED 16/08/1989



ANNEXURE-R-III

JOB SPECIFICATION OF EXECUTIVE POSTS OTHER THAN THOSE AT THE INDUCTION LEVEL

FOR RECRUITMENT TO THE POST OTHER THAN THOSE AT THE INDUCTION LEVEL, THE FOLLOWING JOB SPECIFICATIONS WILL BE BROADLY FOLLOWED:-

THE QUALIFICATION CRITERIA WILL BE THE SAME AS SPECIFIED FOR THE POSTS AT THE INDUCTION LEVEL, HOWEVER, THE EXPERIENCE/AGE LIMIT WILL BE AS UNDER :-

EXECUTIVE DIRECTOR (E-8) **UPPER** **AGE**
LIMIT

18 YEARS EXECUTIVE EXPERIENCE OUT OF WHICH 2 YEARS SHOULD BE IN THE SCHEDULE 'D' GRADE OF Rs 3000-100-3700 OR EQUIVALENT RESPONSIBILITY. 55 YEARS

GENERAL MANAGERS (E-7)

15 YEARS EXECUTIVE EXPERIENCE OUT OF WHICH 2 YEARS SHOULD BE IN THE NEXT BELOW GRADE OR EQUIVALENT RESPONSIBILITY. 50 YEARS

SENIOR MANAGERS (E-5)

9 YEARS EXECUTIVE EXPERIENCE OUT OF WHICH ONE YEAR SHOULD BE AT THE NEXT BELOW GRADE OR EQUIVALENT RESPONSIBILITY. 45 YEARS

COMMANDERS (E-5)

- (a) HOLDING CURRENT CHPL ON TYPE OF HELICOPTERS BEING OPERATED BY THE CORPORATION.
- (b) INSTRUMENT RATING ON TYPE OF HELICOPTERS BEING OPERATED BY THE CORPORATION.
- (c) 2000 HOURS ON HELICOPTERS WITH ATLEAST 500 HOURS ON TURBINE HELICOPTERS.
- (d) 1500 HOURS COMMAND TIME ON HELICOPTERS. 45 YEARS



DEPUTY MANAGERS (E-3)

5 YEARS EXECUTIVE EXPERIENCE OUT OF WHICH ATLEAST TWO YEARS SHOULD BE AT THE NEXT BELOW GRADE OR - EQUIVALENT RESPONSIBILITY.

35 YEARS

ASSISTANT MANAGERS (E-2)

3 YEARS EXECUTIVE EXPERIENCE OUT OF WHICH ATLEAST TWO YEARS SHOULD BE AT THE NEXT BELOWGRADE OR EQUIVALENT RESPONSIBILITY.

30 YEARS



TRANSFER

POLICY



TRANSFER POLICY

EVERY EMPLOYEE OF THE COMPANY IS LIABLE FOR TRANSFER FROM ON DETACHMENT / STATION/JOB WITHIN THE SAME ESTABLISHMENT/REGION OR FROM ONE ESTABLISHMENT/REGION OF THE COMPANY TO ANOTHER OR FROM THE COMPANY TO ANY OTHER GOVERNMENT DEPARTMENT/PUBLIC SECTOR UNDERTAKING AS AND WHEN REQUIRED BY THE COMPANY AT THE DISCRETION OF THE MANAGEMENT.

WITHIN THE ABOVE FRAMEWORK,THE FOLLOWING GUIDELINES WILL APPLY FOR TRANSFER :-

- (1) THE TRANSFER OF EMPLOYEES IN WC-6 AND BELOW GRADES WILL NORMALLY BE RESTRICTED WITHIN THE SAME REGION / ESTABLISHMENT, HOWEVER, ON EMPLOYEE'S OWN REQUEST OR ON ADMINISTRATIVE GROUNDS, THE MANAGEMENT MAY CONSIDER TRANSFER FROM ONE ESTABLISHMENT / REGION TO ANOTHER AND THE SENIORITY OF THE TRANSFERRED EMPLOYEE WILL BE REGULATED AS DETAILED IN THE PROMOTION POLICY.
- 2) THE TRANSFER OF EMPLOYEES IN WC-7 AND ABOVE GRADES WILL BE DONE ON ALL-INDIA BASIS AND NORMALLY THE PROCEDURE OF 'FIRST-IN-FIRST-OUT' WILL APPLY. HOWEVER,ON ADMINISTRATIVE GROUNDS OR ON EMPLOYEE'S OWN REQUEST OR DEPENDING ON THE SPECIFIC NATURE OF A PARTICULAR JOB, THE MANAGEMENT,AT ITS DISCRETION, MAY TRANSFER ANY EMPLOYEE FROM ONE ESTABLISHMENT/REGION TO ANOTHER.WHEN THE TRANSFERS ARE DONE ON AN EMPLOYEE'S OWN REQUEST,HIS SENIORITY WILL BE REGULATED AS DETAILED IN THE PROMOTION POLICY.IN OTHER CASES DETAILED ABOVE,EMPLOYEE'S SENIORITY WILL NOT BE CHANGED.
- (3) IN CASE OF DETACHMENTS OF TEMPORARY NATURE, POSTING ARRANGEMENTS WILL BE MADE ON THE BASIS OF AVAILABILITY, SUITABILITY AND CONVENIENCE OF THE CORPORATION. ENTITLEMENTS ON TRANSFER WILL BE REGULATED AS PER THE RULES OF THE CORPORATION.



PROMOTION POLICY

1. OBJECTIVES

TO RECOGNISE AND REWARD EMPLOYEES FOR THEIR COMPETENCE AND GOOD PERFORMANCE.

2. CLASSIFICATION OF GROUPS/CADRES

FOR PURPOSE OF PROMOTION AND CAREER GROWTH,ALL EMPLOYEES ARE INCLUDED IN ONE OF THE FOLLOWING GROUPS/CADRES :-

GROUPS/CADRE	LEVELS	GRADES/SCALES (Rs)
NON-EXECUTIVES		
UNSKILLED/SEMI-SKILLED	< WC-1	2800 - 3640
	< WC-2	2950 - 3945
MINISTERIAL	< WC-3	3150 - 4245
	< WC-4	3350 - 4650
	< WC-5	3500 - 4895
	< WC-6	3650 - 5245
SUPERVISORY	< WC-7	3900 - 5625
	< WC-8	4065 - 5915
	< WC-9	4255 - 6450
JR.MANAGEMENT LEVEL	< E-1	5000 - 7325
	< E-2	5500 - 8500
MIDDLE MGMT LEVEL	< E-3	6000 - 9300
	< E-4	6750 - 9425
SENIOR MGMT LEVEL	< E-5	7275 - 9600
	< E-6	7800 - 9900
TOP MGMT LEVEL	< E-7	8550 - 10050
	< E-8	9500 - 11500



1. **GUIDLINES AND PRINCIPLES**

1.1 **PROMOTION WITHIN A GROUP / CADRE**

EMPLOYEES WILL BE GIVEN ELIGIBLE FOR CONSIDERATION FOR PROMOTION FROM A LOWER GRADE TO NEXT HIGHER GRADE WITHIN THE SAME GROUP/CADRE ON COMPLETION OF THE NUMBER OF YEARS OF SERVICE PRESCRIBED IN THE LOWER GRADE (TO BE REFERED TO HEREINAFTER AS THE "QUALIFYING PERIOD") AND ATTAINMENT OF SATISFACTORY STANDARDS IN CONDUCT AND PERFORMANCE. THE "QUALIFYING PERIOD" FOR PROMOTION WITHIN A GROUP/CADRE WILL BE NOTIFIED BY THE MANAGEMENT FROM TIME TO TIME KEEPING IN VIEW THE REQUIREMENT OF THE ORGANISATION. HOWEVER, PROMOTION FROM JR. MANAGEMENT CADRE TO MIDDLE MANAGEMENT CADRE WILL BE MADE ONLY IF EMPLOYEES POSSESS REQUISITE TECHNICAL/PROFESSIONAL QUALIFICATION.


1.2 **PROMOTION FROM ONE GROUP/CADRE TO ANOTHER GROUP/CADRE**

PROMOTION FROM ONE GROUP/CADRE TO ANOTHER GROUP/CADRE WILL BE ON THE BASIS OF MERIT-CUM-SENIORITY AS ASSESSED THROUGH A SELECTION PROCESS WHICH MAY INCLUDE TEST AND /OR INTERVIEW DESIGNED TO DETERMINE THE EMPLOYEE'S SKILLS APPTITUDE AND ABILITIES FOR EFFECIVE FUNCTIONING IN THE HIGHER GROUP/CADRE (ANNEXURE P-1). EMPLOYEES WILL BE ELIGIBLE FOR CONSIDERATION FOR PROMOTION TO HIGHER GROUP/CADRE ON COMPLETION OF A SPECIFIED NUMBER OF YEARS OF SERVICE I.E. "QUALIFYING PERIOD' IN THE LOWER GROUP/CADRE SUBJECT TO ORGANISAIONAL NEEDS. THIS ELIGIBILITY PERIOD WILL BE NOTIFIED BY THE MANAGEMENT FROM TIME TO TIME KEEPING IN VIEW THE REQUIREMENTS OF THE ORGANISATION.

1.3 THE EXISTING ELIGIBILITY PERIODS ARE GIVEN IN (ANNEXURES P-2 & P-3)

2. **RULES AND PROCEDURES**

2.1 PROMOTIONS WILL BE CONSIDERED BY DEPARTMENTAL PROMOTION COMMITTEE TO BE CONSTITUTED BY THE COMPETENT AUTHORITY. THE CRITERIA ADOPTED BY THE DPC FOR CONSIDERING PROMOTIONS WILL BROADLY INCLUDE FACTORS SUCH AS QUALIFICATIONS, PERFORMANCE, GENERAL SUITABILITY AND POTENTIAL FOR HIGFHER RESPONSIBILITIES AS ASSESSED ON THE BASIS OF THE ANNUAL CONFIDENTIAL REPORTS/SPECIAL REPORTS IN CASE OF PROMOTIONS



WITHIN THE GROUP. OR THE BASIS OF PERFORMANCE IN INTERVIEW AND / OR WRITTEN TEST AND THE ANNUAL CONFIDENTIAL REPORTS/SPECIAL REPORTS IN CASE OF PROMOTION FROM ONE GROUP TO ANOTHER GROUP. FOR PROMOTION WITHIN THE JUNIOR/MIDDLE/SENIOR MANAGEMENT CADRES, THE ASSESSMENT WILL BE BASED ON THE PROCEDURE ADOPTED BY THE MANAGEMENT FROM TIME OT TIME.

3. **RESERVATION FOR SC/ST**

3.1 THE GOVERNMENT OF INDIA ORDERS / DIRECTIVES ISSUED FROM TIME TO TIME RELATING TO RESERVATIONS FOR SCHEDULED CASTE / SCHEDULED TRIBE CANDIDATES ARE TO BE OBSERVED WITH REFERENCE TO VACANCIES FILLED BY PROMOTIONS.

4. **SENIORITY**

4.1 SENIORITY AS BETWEEN PERSONNEL SELECTED IN THE SAME SELECTION FOR PROMOTION FROM ONE GROUP / CADRE TO ANOTHER GROUP / CADRE SHALL BE DETERMINED IN ACCORDANCE WITH THE ORDERS OF THE MINUTES DRAWN BY THE DPC AND APPROVED BY THE COMPETENT AUTHORITY. OTHER THAN THE ABOVE, THE SENIORITY SHALL BE RECKONED FROM THE DATE OF JOINING.

4.2 SENIORITY OF NON-EXECUTIVE EMPLOYEES UPTO WC-6 GRADE SHALL BE COMMUTED ON REGIONAL BASIS AND SENIORITY LIST SHALL BE MAINTAINED SEPRATELY BY EACH REGION/CORPORATE OFFICE FOR EACH CATEGORY OF PERSONNEL. SENIORITY OF EXECUTIVES/NON-EXECUTIVE IN GRADES WC-7 AND ABOVE SHALL BE ON ALL INDIA BASIS.

4.3 AN EMPLOYEE TRANSFERRED ON ADMINISTRATIVE GROUNDS SHALL MAINTAIN HIS SENIORITY. HOWEVER, AN EMPLOYEE MOVING ON REQUEST TRANSFER SHALL BE AT THE BOTTOM OF THE SENIORITY LIST IN HIS/HER GRADE / CATEGORY. IN CASE OF INTER DEPARTMENTAL TRANSFER ON ADMINISTRATIVE GROUND, THERE WOULD BE NO EFFECT ON THE SENIORITY OF AN EMPLOYEE BUT IN CASE OF INTER-DEPARTMENTAL MOVEMENT ON EMPLOYEE'S REQUEST, HE WILL BE PLACED LOWEST IN HE SENIORITY LIST IN HIS GRADE/CADRE.

4.4 CONSTITUTION OF DEPARTMENTAL PROMOTION COMMITTEE SAME AS CENTRAL SELECTION COMMITTEE.

4.5 STANDARD DATES OF PROMOTION NORMALLY PROMOTION SHALL BE EVERY YEAR ON STANDARD DATES i.e 1st JANUARY AND 1st JULY.



5. **FIXAION OF PAY ON PROMOTION**

ON PROMOTION, THE PAY OF THE EMPLOYEE WILL BE FIXED BY GIVING ONE INCREMENT IN THE EXISTING GRADE AND THEN FIXING AT THE NEXT STAGE IN THE PAY SCALE OF THE HIGHER POST. HOWEVER, IF AN EMPLOYEE IS PROMOTED FROM A UNREVISED GRADE TO AN REVISED GRADE, HIS PAY WILL BE FIXED BY GIVING ONE INCREMENT IN HIS CORRESPONDING PRE-REVISED GRADE AND THEN FIXING AT THE NEXT STAGE IN THE PAY SCALE OF HIGHER POST.

6. **DEBARRING EMPLOYEES FOR PROMOTION**

AN EMPLOYEE ON WHOM A MINOR PUNISHMENT HAS BEEN IMNPOSED, AFTER FOLLOWING APPROPRIATE DISCIPLINARY PROCEDURE, AS DE-TAILED IN THE CONDUCT,DISCIPLINE AND APPEAL RULES/MODEL STANDING ORDERS,SHALL NOT BE ELIGIBLE FOR BEING CONSIDERED FOR PROMOTION FOR A PERIOD OF SIX MONTHS FROM THE DATE OF IMPOSITION OF PUNISHMENT. AN EMPLOYEE ON WHOM A MAJOR PUNISHMENT HAS BEEN IMPOSED,SHALL NOT BE ELIGIBLE FOR BEING CONSIDERED FOR PROMOTION FOR A PERIOD OF ONE YEAR FROM THE DATE OF IMPOSITION OF PUNISHMENT.

AN EMPLOYEE AGAINST WHOM DISCIPLINARY PROCEEDING HAS COMMENCED (i.e. A CHARGE SHEET HAS BEEN SERVED) SHALL BE CONSIDERED FOR PROMOTION,IF OTHERWISE ELIGIBLE BUT THE RESULT SHALL BE KEPT IN SEALED COVER BY THE DPC TO BE OPENED AFTER THE DISCIPLINARY CASE HAS BEEN FINALISED. IN CASE THE EMPLOYEE IS EXONERATED OF THE CHARGES, THE SEALED COVER SHALL BE OPENED AND IF FOUND FIT BY THE DPC, HE SHALL BE GRANTED PROMOTION AND RETROSPECTIVE SENIORITY DETERMINED NOTIONALLY. HOWEVER, THE BENEFITS OF HIGHER PAY AND PERQUISITES SHALL ONLY BE GRANTED FROM THE DATE OF PROMOTION.

7. **APPEAL AGAINST PROMOTION**

AN EMPLOYEE NOT FOUND FIT FOR PROMOTION MAY PREFER AND APPEAL TO THE COMPETENT AUTHORITY THROUGH PROPER CHANNEL WITHIN A PERIOD OF ONE MONTH FROM THE DATE OF RELEASE OF PROMOTION ORDERS / RESULTS. THE DECISION OF THE COMPETENT AUTHORITY SHALL BE FINAL AND BINDING UPON THE EMPLOYEE.



8. **STAGNATION/UPGRADATION**

IT MAY NOT BE POSSIBLE TO ENSURE ADVANCEMENT/CAREER PROSPECTS BEYOND A CERTAIN POINT FOR EMPLOYEES WHO EITHER DO NOT POSSESS THE REQUISITE QUALIFICATION/SKILL NEEDED FOR THE HIGHER POST OR ARE HELD UP FOR WANT OF REQUIREMENT IN THE HIGHER GROUP/CADRE. CASES OF SUCH EMPLOYEES AS HAVE PUT IN GOOD SERVICE FOR A PERIOD EXCEEDING THREE YEARS OVER AND ABOVE THE STIPULATED QUALIFYING PERIOD WILL BE UPGRADED TO THE NEXT HIGHER GRADE. THIS BENEFIT SHALL BE GIVEN ONLY ONCE IN THE CAREER OF AN EMPLOYEE AND WILL BE APPLICABLE FOR ONLY THOSE EMPLOYEES WHO ARE BELOW THE GRADE OF Rs 6000-9300.

9. **STAGNATION INCREMENT**

SUCH EMPLOYEES WHO STAGNATE AT THE MAXIMUM OF THE PAY SCALE WILL BE GRANTED ONE INCREMENT FOR EVERY TWO YEARS OF SERVICE OF SUCH STAGNATION SUBJECT TO THE CONDITION THAT NO EMPLOYEE IS TO BE ALLOWED MORE THAN THREE SUCH STAGNATION INCREMENTS IN RESPECT OF HIS SERVICE IN ANY ONE GROUP/CADRE.

10. **REFUSAL TO ACCEPT PROMOTION**

AN EMPLOYEE WHO REFUSES TO ACCEPT PROMOTION WITHIN THE SPECIFIED PERIOD, WOULD BE DEBARRED FOR BEING CONSIDERED FOR PROMOTION FOR A PERIOD OF ONE YEAR FROM THE DATE OF HIS REFUSAL OR THE LAST DATE OF ACCEPTANCE OF PROMOTION WHICHEVER IS EARLIER HOWEVER, IF PROMOTION INVOLVES TRANSFER AND THE EMPLOYEE REFUSES PROMOTION, HE MAY BE CONSIDERED FOR PROMOTION BY THE MANAGEMENT, IF A VACANCY ARISES IN HIS PRESENT PLACE OF POSTING.

11. **GENERAL**

ALL PROMOTIONS IN THE CORPORATION WILL TAKE PLACE ONLY AFTER VIGILANCE CLEARANCE HAS BEEN RECEIVED FROM CORPORATE VIGILANCE DEPARTMENT.



(ANNEXURE P-1)

PROMOTION CRITERIA

FOR THE ASSESSMENT OF THE CANDIDATES FOR PROMOTION IN THE HIGHER GRADES, DEPARTMENTAL PROMOTION COMMITTEE SHALL ASSESS THE SUITABILITY OF THE CANDIDATES TAKING INTO ACCOUNT FACTORS MENTIONED IN CLAUSE 1.2. HOWEVER, FOR PROMOTIONS IN MANAGEMENT CADRE, THE BASIC CRITERIA WILL BE MERIT-CUM-SENIORITY WHEREAS THAT IN SUPERVISORY AND LOWER CADRES, WILL BE SENIORITY-CUM-MERIT BASIS. THE SELECTION COMMITTEE WILL SUBMIT A LIST OF CANDIDATES FOUND SUITABLE BY IT TO THE APPOINTING AUTHORITY. IN THE EVENT, CANDIDATES WITH MINIMUM ELIGIBILITY PERIOD AND LAID DOWN SPECIFICATIONS ETC, ARE NOT AVAILABLE, RELAXATION IF FELT NECESSARY, SHALL BE OBTAINED FROM THE BOARD OF DIRECTORS.

WHERE CANDIDATES WITH THE REQUIRED QUALIFYING PERIOD OF SERVICE ARE NOT AVAILABLE FOR PROMOTION TO HIGHER GRADE, THE DEPARTMENTAL PROMOTION COMMITTEE MAY CONSIDER CANDIDATES WHO HAVE RENDERED ATLEAST ONE YEAR OF SERVICE FOR THE NEXT HIGHER GRADE, PROVIDED RELAXATION IS OBTAINED FROM BOARD OF DIRECTORS. HOWEVER, IN SUCH CASES, THE EMPLOYEE, IF ASSESSED SUITABLE BY THE DEPARTMENTAL PROMOTION COMMITTEE, WOULD ONLY BE GIVEN ACTING RANK OF THE NEXT HIGHER GRADE ALONG WITH ITS PAY, ALLOWANCES, ETC, BUT HIS SENIORITY IN THE HIGHER GRADE SHALL ONLY BE RECKONED FROM THE DATE OF HIS ATTAINING THE PRESCRIBED QUALIFYING PERIOD.

PERS AND ADMN CIRCULAR NO.52/90(1412) DATED 19/03/90

ANNEXURE P-2



CHANNELS OF PROMOTION (OFFICERS)

FROM	TO	QUALIFYING PERIOD	INDUCTION LEVEL
E-0	E-1	2 YEARS	---
E-1	E-2	2 YEARS	E-1
E-2	E-2	2 YEARS	--
E-3	E-4	2 YEARS	--
E-4	E-5	2 YEARS	E-4
E-5	E-6	2 YEARS	--
E-6	E-7	2 YEARS	E-6

CHANNELS OF PROMOTION (PILOTS)

FROM	TO	QUALIFYING PERIOD	INDUCTION LEVEL
E-2 FIRST OFFICER	E-4 CAPTAIN	4 YEARS SUBJECT TO MEETING JOB SPECIFICATION REQUIREMENTS	E-2
E-4 CAPTAIN	E-5 CDR.	2 YEARS SUBJECT TO MEETING JOB SPECIFICATION REQUIREMENTS	E-4
E-5 CDR	E-6 SGM (OPS)	4 YEARS SUBJECT TO MEETING JOB SPECIFICATION REQUIREMENTS	E-6

CHANNELS OF PROMOTION (MAINTENANCE ENGINEERS)

FROM	TO	QUALIFYING PERIOD	INDUCTION LEVEL
E-1 AME	E-2	AME BASED ON ACQUIRING ADDL QUALIFICATIONS	E-1
E-2 AME	E-3 SR. AME-II	2 YEARS	E-2
E-3 SR AME	E-4 SR. AME-I	2 YEARS	--
E-4 SR. AME-I	E-5 SUPDT. ENGR	2 YEARS	E-4
E-5 SUPDT ENGR	E-6 DGM (ENGG)	2 YEARS	--



ANNEXURE P-3

CHANNEL OF PROMOTION WITHIN CADRE AND FROM ONE CADRE TO ANOTHER

FROM	TO	QUALIFYING PERIOD	INDUCTION LEVEL
WC-3 STENO-TYPISTQ	WC-4 STENOGRAPHER	2 YEARS	WC-3
WC-4 STENOGRAPHER	WC-5 PERSONAL ASSISTANT	2 YEARS	---
WC-5 PERS ASSTT	WC-6 SR PERS ASSISTANT	2 YEARS	---
WC-6 SR. PERS ASSISTANT	WC-7 PRIVATE SECRETARY-II	2 YEARS	---
WC-7 PRIVATE SECRETARY-II	WC-8 PRIVATE SECRETARY-I	2 YEARS	WC-7
WC-8 PRIVATE SECRETARY -I	WC-9 SR. PRIVATE SECRETARY	2 YEARS	--
WC-9 SR. PRIVATE SECRETARY	E-0 EXECUTIVE SECRETARY-II	2 YEARS	--
E-0 EXECUTIVE SECRETARY-II	E-1 EXECUTIVE SECRETARY-I	2 YEARS	E-0

NON-TECHNICAL (CLERICAL)

FROM	TO	QUALIFYING PERIOD	INDUCTION LEVEL
WC-3 JR ASSISTANT	WC-4 ASST GR-II	2 YEARS	WC-3
WC-4 ASST GR -II	WC-5 ASST GR-I	3 YEARS (WITH DIPLOMA IN RELEVANT FIELD ONE YEAR)	----
WC-5 ASST GR-I	WC-6 SR.ASST	2 YEARS	WC-5
WC-6 SR. ASST	WC-7 JR. SUPDT /JR. ACCTT.	2 YEARS	---
WC-7 JR. SUPDT / JR. ACCTTT	WC-8 SUPDT. / ACCTT.	2 YEARS	---
WC-8 SUPDT. / ACCTT.	WC-9 SR. SUPDT / SR. ACCTT.	2 YEARS	WC-8
WC-9 SR. SUPDT / SR. ACCOUNTANT	E-0 ASSISTANT OFFICER	2 YEARS (WITH TEST & INTERVIEW)	---
E-0 ASSTT OFFICER	E-1 OFFICER		E-1

PEONS / DRIVER

FROM	TO	QUALIFYING PERIOD	INDUCTION LEVEL
WC-1 PEON	WC-2 SR. PEON	10 YEARS	WC-1
WC-2 DRIVER	WC-3 SR. DRIVER	08 YEARS	WC-2

SECURITY GUARD

FROM	TO	QUALIFYING PERIOD	INDUCTION LEVEL
WC-1 SEC. GUARD	WC-2 SR. SEC. GUARD	10 YEARS	WC-1
WC-8 SEC. INSP.	WC-9 SR. SEC. INSP.	2 YEARS	WC-8
E-1 SR. OFFICER	E-2 SR. SEC. OFFICER	2 YEARS	E-1

TECHNICAL

FROM	TO	QUALIFYING PERIOD	INDUCTION LEVEL
WC-1 JR. TECH-II	WC-3 JR. TECH-I	2 YEARS	WC-1
WC-3 JR. TECH-I	WC-4 TECHNICIAN	2 YEARS	--
WC-4 TECHNICIAN	WC-5 SR. TECH-II	2 YEARS	WC-4
WC-5 SR. TECH-II	WC-6 SR. TECH-I	2 YEARS	--
WC-6 SR. TECH-I	WC-7 JR. FOREMAN	2 YEARS	WC-6
WC-7 JR. FOREMAN	WC-8 FOREMAN	2 YEARS	--
WC-8 FOREMAN	WC-9 SR. FOREMAN	2 YEARS	--

NOTE : THE ABOVE CHANNELS OF PROMOTION DETAILED IN ANNEXURES P-2 AND P-3 RESPECTIVELY ARE ILLUSTRATIVE AND NOT EXHAUSTIVE. HOWEVER, THE POSITIONS/DESIGNATIONS NOT SPECIFIED WILL BE CONSIDERED IN APPROPRIATE DISCIPLINE/LEVEL AT THE DISCRETION OF THE MANAGEMENT KEEPING IN VIEW COMPARABLE QUALIFYING PERIOD, QUALIFICATION, EXPERIENCE, JOB CONTENTS ETC.

CERTAIN MODIFICATIONS IN THE EXISTING PROMOTION POLICY OF EXECUTIVE HAS BEEN INCORPORATED VIDE PERS CIRCULAR NO.104/93 (1412) DATED 08/01/93 WHICH ARE AS BELOW :-



1. **CLASSIFICATION**

THE EXECUTIVES CADRE BE DIVIDED INTO THREE MAJOR LEVELS AS FOLLOWS :-

SALARY GRADE E-1 AND E-2	JUNIOR LEVEL
SALARY GRADE E-3 AND E-4	MIDDLE LEVEL
SALARY GRADE E-5 AND E-6	SENIOR LEVEL

PROMOTIONS WILL BE MADE SUBJECT TO AVAILABILITY OF VACANCIES IN JUNIOR, MIDDLE AND SENIOR CADRES. HOWEVER, PROMOTION, WITHIN THE SAME GROUP WILL BE BASED ON FULFILLING THE PRESCRIBED TIME LIMIT AND OTHER CRITERIA.

2. **ELIGIBILITY CRITERIA**

EXECUTIVES BECOME ELIGIBLE FOR PROMOTION ON COMPLETION OF THE FOLLOWING TIME FRAME:-

E-1 TO E-2	3 YEARS
E-2 TO E-3	3 YEARS
E-3 TO E-4	3 YEARS
E-4 TO E-5	4 YEARS
E-5 TO E-6	4 YEARS


3. **DEPARTMENTAL PROMOTION COMMITTEE**

THE DEPARTMENTAL PROMOTION COMMITTEE WILL CONSIDER DEPARTMENTAL CANDIDATES FOR PROMOTION WITH THE HELP OF ACR, AND QUALIFYING PERIOD.

4. **PERFORMANCE**

THE POINT RATING IN THE ACR'S TO QUALIFY FOR PROMOTION AT EACH LEVEL WOULD BE AS FOLLOWS :

- a) E-1 TO E-2 2.5 POINTS (AVERAGE) OR ABOVE
OUT OF 5 POINTS SCALE FOR THE PREVIOUS THREE YEARS.
- b) E-2 TO E-3 3 POINTS (AVERAGE) OR ABOVE
OUT OF 5 POINTS SCALE FOR THE PREVIOUS THREE YEARS.

- 
- c) E-3 TO E-4 2.5 POINTS (AVERAGE) OR ABOVE
OUT OF 5 POINTS SCALE FOR THE PREVIOUS THREE YEARS.
 - d) E-4 TO E-5 3 POINTS (AVERAGE) OR ABOVE
OUT OF 5 POINTS SCALE FOR THE PREVIOUS FOUR YEARS.
 - e) E-5 TO E-6 3 POINTS (AVERAGE) OR ABOVE
OUT OF 5 POINTS SCALE FOR THE PREVIOUS FOUR YEARS.

5. **ORGANISATIONAL STRUCTURE**

- i) MANPOWER IN EXECUTIVE CADRE WILL NOT BE INCREASED WITHOUT CORRESPONDING INCREASE IN OPERATIONAL TASK. HOWEVER, FOR CAREER PROGRESSION, UPGRADATION WILL BE CONSIDERED, WHEREVER NECESSARY, BY THE BOARD OF DIRECTORS.
- ii) THE INDIVIDUAL CASE IN ABSENCE OF VACANCIES MAY BE CONSIDERED ON CASE TO CASE BASIS ON MERIT OF EACH CASE. HOWEVER, IT SHALL NOT BE TREATED AS A MATTER OF PRECEDENCE.

6. **FLYING EXECUTIVE PROMOTION**

- (a) JOB SPECIFICATION FOR PROMOTION OF FLYING EXECUTIVES WOULD BE AS DETAILED IN ANNEXURE "A"
- (b) JOB SPECIFICATION FOR OTHER DISCIPLINES SHALL REMAIN UNALTERED

7. **PROBATION**

ALL EXECUTIVES ON PROMOTION SHALL BE PLACED ON PROBATION FOR A PERIOD OF ONE YEAR. IF DURING THE PROBATION PERIOD INCLUDING THE PERIOD OF EXTENSION, IF ANY, THE PERFORMANCE OF THE EMPLOYEE IS NOT FOUND UP TO THE STANDARD REQUIRED FOR THE POST, HE MAY BE REVERTED TO THE GRADE OR CADRE FROM WHICH HE WAS PROMOTED.


(ANNEXURE -A)

FLYING EXECUTIVE PROMOTION

JOB SPECIFICATIONS FOR PROMOTION - FLYING EXECUTIVES

SL NO	POSITION	QRS
1	FIRST OFFICER-II (E-1 GRADE) TO FIRST OFFICER (E-2)GRADE.	a) CHPL + IR OR b) CHPL + 3 YEARS SERVICE IN E-1 GRADE.
2	FIRST OFFICER (E-2 GRADE) TO JR.CAPTAIN (E-3 GRADE)	CHPL+ IR+ MINIMUM 3 YEARS SERVICE IN E-2 GRADE WITH MINIMUM 2000 FLYING HRS. (PIC + CO - PILOT)
3	JR.CAPTAIN (E-3 GRADE TO CAPTAIN (E-4 GRADE).	CHPL + IR + 2000 HOURS ON HELICOPTERS AND 500 HOURS COMMAND TIME ON PHL HELICOPTERS + 3 YEARS OF SERVICE IN E-3 GRADE.
4	CAPTAIN (E-4 GRADE) TO COMMANDER (E-5 GRADE).	AS PER SL.NO. 3 + 4 YEARS OF SERVICE IN E-4 GRADE.
5	COMMANDER (E-5 GRADE) TO SENIOR COMMANDER (E-6).	AS AT SL. NO. 4 + 4 YEARS OF SERVICE IN E-5 GRADE.

FURTHER TO OUR CIRCULAR NO. 52/90 (1412) DATED 19/03/90, NO.62/90 (1412) DATED 06/07/90 AND NO.104/93 (1412) DATED 08/01/93. THE PROMOTION POLICY IN RESPECT OF LINE PILOTS HAS BEEN MODIFIED. THE AMENDED PROMOTION POLICY WOULD BE AS UNDER :-

- i) THE INITIAL INDUCTION LEVEL FOR LINE PILOTS WOULD BE TRAINEE PILOT.
- ii) PROMOTION FROM TRAINEE PILOT TO FIRST OFFICER

A TRAINEE PILOT WOULD BE CONSIDERED FOR THE POST OF FIRST OFFICER ON COMPLETION ON ONE YEAR SERVICE FROM THE DATE OF JOINING THE COMPANY AS A TRAINEE PILOT OR ON GETTING ENDORSEMENT OF COMPANY AIRCRAFT ON HIS LICENCE, WHICHEVER IS EARLIER.

iii) PROMOTION FROM FIRST OFFICER TO CAPTAIN

A FIRST OFFICER WOULD BE CONSIDERED FOR THE POST OF CAPTAIN ON COMPLETION OF THREE YEARS SERVICE IN THE COMPANY AS FIRST OFFICER AND ON COMPLETION OF 1500 HRS AS CO-PILOT ON COMPANY AIRCRAFT.

LINE PILOTS WILL BE ELIGIBLE FOR COMMAND CONVERSION ON COMPLETION OF 1200 HRS AS CO-PILOT ON COMPANY AIRCRAFT.

iv) PROMOTION FROM CAPTAIN TO COMMANDER

A CAPTAIN WOULD BE CONSIDERED FOR THE POST OF COMMANDER ON COMPLETION OF THREE YEARS SERVICE IN THE COMPANY AS A CAPTAIN AND ON COMPLETION OF 500 HRS AS PILOT IN COMMAND ON COMPANY AIRCRAFT AND ON ACQUIRING INSTRUMENT RATING.

v) PROMOTION FROM COMMANDER TO SR. COMMANDER

A COMMANDER WOULD BE CONSIDERED FOR THE POST OF SENIOR COMMANDER ON COMPLETION OF THREE YEARS SERVICE IN THE COMPLETION OF 1000 HRS AS PILOT IN COMMAND ON COMPANY AIRCRAFT.

THE PROMOTION OF LINE PILOT WOULD BE CONSIDERED AS PER ABOVE SUBJECT TO THE FOLLOWING CONDITIONS :-

- a) SATISFACTORY PROFESSIONAL PERFORMANCE BY WHICH IT WOULD MEAN THAT A LINE PILOT SHOULD NOT HAVE BEEN INVOLVED IN ANY FLYING ACCIDENT/INCIDENT DUE TO THEIR NEGLIGENCE IN THE PRECEDING SIX MONTHS.
- b) ABSENCE OF PUNISHMENT HAVING EFFECT ON THEIR PROMOTION, AND
- c) EOL AS PER RULES

THE ANNUAL APPRAISAL REPORT PROFORMA IN RESPECT OF LINE PILOTS HAVE ALSO BEEN MODIFIED AND A COPY OF THE SAME IS BEING ISSUED SEPARATELY.

OTHER TERMS AND CONDITIONS UNLESS EXPRESSLY MODIFIED WOULD REMAIN UNALTERED.

THE ABOVE PROMOTION POLICY WOULD COME INTO FORCE WITH IMMEDIATE EFFECT FROM 11TH JUNE 1996

**PLEASE REFER PERSONNEL DEPARTMENT CIRCULAR NO. 150/96(1412-A/1270
DATED 30/12/96**





POLICY FOR NON-EXECUTIVES

IN ORDER TO PROVIDE REASONABLE CAREER PROGRESSION OPPORTUNITIES AND SO AS TO AVOID DEMORALIZATION AMONGST EMPLOYEES, A TIME BOUND PROMOTION POLICY HAS BEEN INTRODUCED IN RESPECT OF NON-EXECUTIVES CADRE AS UNDER :

NON-EXECUTIVES

CATEGORY	SALARY GRADE	SALARY GRADE	TIME STIPULATION
UNSKILLED/SEMI-SKILLED.	WC-1	WC-2	5 YEARS
	WC-2	WC-3	5 YEARS
SKILLED	WC-3	WC-4	5 YEARS
	WC-4	WC-5	4 YEARS
	WC-5	WC-6	4 YEARS
	WC-6	WC-7	4 YEARS
SUPERVISORY	WC-7	WC-8	4 YEARS
	WC-8	WC-9	4 YEARS

* TRAINEE TECHNICIANS INDUCTED IN WC-1 GRADE WHO ARE BEING CONSIDERED FOR PROMOTIONS TO WC-3 GRADE ON COMPLETION OF 2 YEARS, MAY BE GIVEN EXPERIENCE BENEFIT OF 50 % PF LENGTH OF SERVICE IN WC-1 GRADE FOR DETERMINING QUALIFYING PERIOD FOR THEIR PROMOTION FROM WC-3 TO WC-4 GRADE. TRAINING TECHNICIANS HAVING PUT IN 2 YEARS OF SERVICE MAY BE GIVEN BENEFIT OF 1 YEAR EXPERIENCE WHILE COUNTING THEIR EXPERIENCE FOR PROMOTION FROM WC-3 TO WC-4 GRADE.

FIXATION OF PAY ON PROMOTION

ON PROMOTION, THE PAY OF THE EMPLOYEE WILL BE FIXED BY GIVING ONE INCREMENT IN THE EXISTING GRADE AND THEN FIXING AT THE NEXT STAGE IN THE PAY SCALE OF HIGHER POST. HOWEVER, IF AN EMPLOYEE IS PROMOTED FROM A REVISED GRADE TO AN UNREVISED GRADE, HIS PAY WILL BE FIXED BY GIVING ONE INCREMENT IN HIS CORRESPONDING PRE-REVISED GRADE AND THEN FIXING AT THE NEXT STAGE IN HIS PAY SCALE OF HIGHER POST.



TRAVELING
&
DAILY
ALLOWANCES
RULES



TRAVELING AND DAILY ALLOWANCES RULES

1. THE PHL TRAVELLING AND DAILY RULES WILL BE APPLICABLE TO ALL REGULAR, FULL TIME EMPLOYEES ON THE ROLLS OF THE COMPANY AND TO PERSONNEL ON DEPUTATION TO THE COMPANY.

2. DEFINITIONS

2.1 **"PAY"**, IN ADDITION TO BASIC PAY, INCLUDES SPECIAL PAY, OFFICIATING PAY, PERSONAL PAY, DEPUTATION (DUTY) ALLOWANCE, AND NON-PRACTISING ALLOWANCE IN RESPECT OF THE EMPLOYEES APPOINTED ON DEPUTATION IN THE COMPANY AND WHO OPT TO RETAIN THE SCALES OF PAY APPLICABLE IN THEIR PARENT ORGANISATIONS, ENTITLEMENT TO VARIOUS BENEFITS UNDER THOSE RULES SHALL, HOWEVER, BE DERERMINED AS IF THEY HAD BEEN APPOINTED ON REGULAR BASIS IN THE CORRESPONDING GRADE IN THE COMPANY APPLICABLE TO THE POST TO WHICH THEY ARE APPOINTED.

2.2 **"CONTROLLING OFFICER"** MEANS THE HEAD OF THE DEPARTMENT IN THE CASE OF THE HEADQUARTERS AND THE HEADS OF THE REGIONS OR ANY OTHER OFFICER DECLARED SO FOR THE PURPOSE.

2.3 **"DAY"** MEANS A CALENDER DAY BEGINNING AND ENDING AT MIDNIGHT, EXCEPT TO THE EXTENT INDICATED OTHERWISE IN THESE RULES.

2.4 **"TRANSFER"** MEANS THE MOVEMENT OF AN EMPLOYEE, ORDERED BY THE COMPETENT AUTHORITY, FROM THE STATION AT WHICH HE/SHE IS POSTED TO ANOTHER STATION OR THE MOVEMENTS OF EMPLOYEES FROM ONE STATION TO ANOTHER FOLLOWING A CHANGE OF THE HEADQUARTERS OF SUCH EMPLOYEE.

2.5 **"FAMILY"** MEANS AN EMPLOYEE'S SPOUSE, LEGITIMATE CHILDREN AND STEP CHILDREN DEPENDENT ON THE EMPLOYEE, ADOPTED CHILD/CHILDREN. FOR THE PURPOSE OF THESE RULES, "FAMILY" WOULD ALSO INCLUDE PARENTS WHOSE INCOME IS LESS THAN Rs.1000/-P.M, AND BROTHERS AND SISTERS, WHO ARE ENTIRELY DEPENDENT ON THE EMPLOYEE, PROVIDED SUCH RELATIVES LIVE WITH THE EMPLOYEE.

3. TA FOR JOURNEYS ON TOUR

3.1 MODE OF TRAVEL

TRAVELLING ALLOWANCE SHALL NORMALLY BE ADMISSIBLE BY THE SHORTEST ROUTE. HOWEVER, THE CONTROLLING OFFICER MAY RELAX THIS CONDITION WHERE JUSTIFIED.

3.2 TRAVEL BY RAIL

THE ENTITLEMENT WILL BE AS FOLLOWS :-

- | | |
|---|-----------------------|
| a) EMPLOYEES DRAWING PAY OF Rs.5200/- P.M.
AND ABOVE (REVISED SCALE Rs.7275/- P.M. | A.C FIRST CLASS
 |
| b) EMPLOYEES DRAWING PAY OF Rs.1395/- P.M.
AND ABOVE BUT BELOW Rs.5200/- P.M.
(REVISED TO Rs. 4065/- & RS.7275/-) |
 FIRST CLASS
 |
| c) EMPLOYEES DRAWING PAY BELOW Rs.1395/- P.M.
(REVISED TO Rs.4065/-) | SECOND CLASS. |

PERSONNEL IN THE OFFICERS AND EXECUTIVES CADRES OF THE COMPANY (SALARY GRADE E-1 AND ABOVE) MAY HOWEVER, TRAVEL, AT THEIR OPTION BY SECOND AC-2 TIER SLEEPER, AND BE ELIGIBLE FOR REIMBURSEMENT OF THE AC SURCHARGE APPLICABLE.

EMPLOYEES ENTITLED FOR FIRST CLASS TRAVEL MAY TRAVEL BY IInd AC WHILE ON TOUR (ADMN OFFICE ORDER NO.1701 DT.13/11/96)

3.2.(i) THE EMPLOYEES MAY BE PERMITTED TO TRAVEL ON TOUR BY RAJDHANI EXPRESS BY THE ENTITLED CLASS. HOWEVER, AS THE FARE OF RAJDHANI EXPRESS INCLUDES, BESIDES OTHER ELEMENTS MEALS PROVIDED DURING THE JOURNEY, HALF DAILY ALLOWANCE FOR EACH SPELL OF JOURNEY BY THIS TRAIN WILL BE DEDUCTED FROM THE TA CLAIMS.

3.2.(ii) CHARGES FOR RESERVATION AND TELERGRAM CHARGES FOR SECURING RESERVATION, IF CHARGED BY THE RAILWAYS, WILL BE REIMBURSED. AGENCY CHARGES PAID TO TRAVEL AGENTS WILL BE REIMBURSED SUBJECT TO A MAXIMUM OF Rs.20/- AND AGAINST A VOUCHER FOR EACH JOURNEY.

3.3 TRAVEL BY AIR





OFFICERS AND EXECUTIVES IN SALARY GRADES E-4 AND ABOVE CAN TRAVEL BY AIR WHILE ON TOUR.

3.4 TRAVEL BY ROAD

FOR TRAVEL BY ROAD, ON TOUR, IN OTHER THAN THE COMPANY'S TRANSPORT, EMPLOYEES SHALL BE ENTITLED TO THE REIMBURSEMENT OF THE EXPENDITURE INCURRED ON SUCH TRAVEL AT THE FOLLOWING RATES :-

EMPLOYEES IN E-2 GRADE & ABOVE : ACTUAL TAXI FARE.

EMPLOYEES IN WC-8 GRADE & ABOVE : ACTUAL AUTO RIKSHAW FARE OR COST OF SINGLE SEAT IN A TAXI, WHICHEVER IS LOWER.

EMPLOYEES IN GRADE BELOW WC-8 : ACTUAL BUS FARE.

3.4.i) WHERE, HOWEVER, JOURNEYS ON TOUR ARE PERFORMED BY ROAD BETWEEN PLACES CONNECTED BY RAIL, THE ROAD MILEAGE AS CALCULATED IN PARA 3.4 ABOVE WILL BE LIMITED TO THE RAIL FARE AS APPLICABLE BY THE ENTITLED CLASS.

3.4.ii) WHERE, HOWEVER JOURNEYS ON TOUR ARE UNDERTAKEN BY THE EMPLOYEES IN THEIR OWN CARS/SCOOTERS/MOTOR CYCLES, REIMBURSEMENT WILL BE MADE AT THE RATE OF Rs.3.80 PER KM, FOR JOURNEYS BY CAR AND Rs.1.90 PER KM.FOR JOURNEYS BY SCOOTER/MOTOR CYCLE, LIMITED TO THE RAIL FARE BY THE ENTITLED CLASS FOR POINTS CONNECTED BY RAIL.

(ADMN. DEPTT. CIRCULAR NO.1700/94 DT.28/07/94)

3.5 TRAVEL BY STEAMER/OTHER SEA BOUND VESSELS

EMPLOYEES DRAWING PAY OF Rs.5200/- P.M AND ABOVE (REVISED Rs.7275/-)	HIGHEST CLASS
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EMPLOYEES DRAWING PAY OF Rs 1395/- P.M. AND ABOVE BUT BELOW Rs.5200/-P.M. (REVISED TO Rs.4065 & Rs.7275/-)	MIDDLE CLASS
--	--------------

EMPLOYEES DRAWING PAY OF LESS THAN Rs.1395/- P.M.(REVISED TO Rs.4065/-)	LOWEST CLASS
--	--------------

4. DAILY ALLOWANCE & LODGING CHARGES

THIS IS A UNIFORM ALLOWANCE INTENDED TO COVER CHARGES INCURRED ON ACCOUNT OF TRAVELLING AND STAYING AT PLACE OTHER THAN THE HEADQUARTERS OF THE EMPLOYEE.

4.(1) DAILY ALLOWANCE IS TO BE CALCULATED FOR THE TOTAL PERIOD OF ABSENCE FROM HEADQUARTERS, INCLUDING THE PERIOD SPENT ON TRAVELLING FROM ONE STATION TO ANOTHER. FOR THE PURPOSE OF CALCULATION TIME TOWARDS JOURNEY DA, TWO HOURS BEFORE THE SCHEDULED TIME OF DEPARTURE IN CASE OF A JOURNEY BY AIR AND ONE HOUR IN CASE OF JOURNEY BY TRAIN WILL BE CONSIDERED. SIMILARLY, WHEN A PERSON RETURNS FROM TOUR, THE TIME FOR CALCULATION OF DA WILL BE INTENDED FOR ONE HOUR AFTER ACTUAL ARRIVAL OF THE OFFICIAL BY TRAIN/AIR AS THE CASE MAY BE.

REFER P & A CIRCULAR NO 26/89 (1392) AT 03-05-89.

4.(2) DAILY ALLOWANCE WILL BE ADMISSIBLE AS FOLLOWS :

DAILY ALLOWANCE / HOTEL CHARGES PER DAY

SL. NO.	EMPLOYEES IN THE PAY SCALE / CATEGORY	LODGING CHARGES SUBJECT TO A MAXIMUM OF		SPLIT RATE OF DA FOR FOOD & INCIDENTAL WHERE LODGING CHARGES ARE CLAIMED SEPARATELY (HOTEL / GUEST HOUSE)		COMPOSITE DA RATE IN LIEU OF RATES PROVIDED IN COL (3) & (5) AND COL (4) & (6)	
		A,B,B1 CITIES	B2 CITIES	A,B,B1 CITIES (RS)	B2 CITIES (RS)	A,B,B1 CITIES	B2 CITIES (RS)
1	2	3	4	5	6	7	8
1.	CMD / MD DIRECTORS	LIMITED TO THE RENT OF A SINGLE ROOM IN HOTEL ASHOKA , NEW DELHI	80% OF COL (3)	310	248	500	400
2	8550-10050	LIMITED TO RENT OF A SINGLE ROOM IN KANISHKA HOTEL, NEW DELHI	-DO-	285	228	450	360
3	7800-9900	LIMITED TO RENT OF A SINGLE ROOM IN LODI HOTEL,	-DO-	250	200	400	320

		NEW DELHI					
4	7275-9600	-DO-	-DO-	250	200	400	320
5	6750-9425	-DO-	-DO-	245	196	400	320
6	6000-9300	-DO-	-DO-	245	196	400	320
7	*5500-8500	-DO-	-DO-	240	192	400	320
8	5500-7325	70% OF SL. NO. (3)	-DO-	190	152	300	240
9	4655-6450 4065-5915 3900-5625	40% OF SL.NO. (3)	-DO-	160	128	250	200
10	3650-5245	30% OF SL. NO. (3)	-DO-	125	100	200	160
11	3500-4895	-DO-	-DO-	125	100	200	160
12	3350-4650	-DO-	-DO-	125	100	200	160
13	3150-4245	-DO-	-DO-	125	100	200	160
14	OTHER GRADES	15% OF SL.NO. (3)	-DO-	100	80	150	120

*** ADMN. OFFICE ORDER NO.1701 DATED 21/03/96.**

NOTE : THE ABOVE RATES OF ACCOMODATION CHARGES INDICATED IN COL. (3) & (4) ARE EXCLUSIVE OF SERVICE AND OTHER SIMILAR CHARGES/TAXES WHICH ARE REIMBURSABLE IN ADDITION TO THE ROOM RENT.


(REFERENCE NO. OFFICE ORDER NO. ADMN 1701 DT. 15/03/96)

4.2.(i) THE SCALE OF SPLIT RATE OF DAILY ALLOWANCE AS INDICATED IN COLUMNS 5 & 6 WOULD BE APPLICABLE IN CASE NO SUPPORTING VOUCHERS ARE PRODUCED. HOWEVER IN CASE SUPPORTING VOUCHERS FOR FOOD AND INCIDENTAL EXPENDITURE ARE PRODUCED, THE AMOUNT REIMBURSABLE WOULD BE THE ACTUAL EXPEDNDITURE SO INCURRED LIMITED TO THE RATES INDICATED IN THE COLUMNS 7 & 8 ABOVE CALCULATED SEPARATELY FOR EACH DAY OF TOUR.

(REFER CIRCULAR NO41/89(1478) DATED 04/12/89.

4.2.(ii) THE FOLLOWING PROVISIONS WILL ALSO BE KEPT IN VIEW WHILE HIRING HOTEL ACCOMODATION :-

- (a) REIMBURSEMENT OF HOTEL CHARGES WILL NORMALLY BE RESTRICTDED TO THE TARIFF APPLICABLE FOR SINGLE ROOM ONLY.
- (b) WHEREEVER HOTELS OF INDIA TOURISM DEVELOPMENT CORPORATION OR HOTEL CORPORATION OF INDIA ARE AVAILABLE, THESE SHOULD BE PREFERRED.



(c) THE CONCESSION IN THE TARIFF AVAILABLE IN SOME HOTELS, INCLUDING I.T.D.C. AND H.C.I. MUST BE AVAILED OF BY THE EMPLOYEES AND REIMBURSEMENT IN SUCH CASES WILL BE MADE WITH REFERNCE TO SUCH CONCESSIONAL RATES ONLY.

(d) HOWEVER, IN EXCEPTIONAL CIRCUSTANCES AND FOR THE REASONS TO BE RECORDED BY THE EMPLOYEE CONCERNED, THE CHIEF EXECUTIVE MAY AT HIS SOLE DISCRETION PERMIT AN EMPLOYEE TO STAY IN A CLASS OF ACCCOMODATION HIGHER THAN HIS ENTITLEMENT.

(REFER CIRCULAR NO.41/89(1478) DATED 04/12/89).


4.2.(iii) ON DAYS WHEN AN EMPLOYEE ON TOUR IS PROVIDED WITH FREE BOARDING AND LODGING BY GOVERNMENT OR ANY OTHER PUBLIC SECTOR UNDERTAKING, HE WILL BE ELIGIBLE FOR COMPOSITE RATE OF DA.

NOTE - EMPLOYEES RETAINING THEIR FAMILIES AT THEIR "SELECTED PLACE OF RESIDENCE" FOR WHICH HRA/LEASED ACCOMMODATION IS BEING CLAIMED BY THEM WHICH ON TOUR TO SUCH STATIONS WILL BE GIVEN COMPOSITE ALLOWANCE AS PER COLUMN 5/6 OF CLUASE 4.2 INSTEAD OF COLUMN 7/8 OF CLAUSE 4.2 OF THE TA/DA RULES. (CIRCULAR NO. 2/87(1392) DATED 1ST SEPTEMBER 1987).

NOTE - ON DAY WHEN AN EMPLOYEE ON TOUR IS PROVIDED WITH FREE BOARDING AND LODGING BY GOVERNMENT OR ANY OTHER PUBLIC SECTOR UNDERTAKING, HE WILL DRAW ONLY 1/4 OF THE COMPOSITE DA FOR THAT DAY. IF HE HAS BEEN PROVIDED WITH ONLY FREE BOARDING, HE WILL DRAW 1/2 OF THE COMPOSITE DA FOR THAT DAY. IF THE LODGING CHARGES OF THE TOURING EMPLOYEE IN A HOTEL ARE PAID EITHER BY HIM OR BY THE CORPORATION, THEN THE EMPLOYEE WILL BE ENTITLED TO DRAW SPLIT RATE DA (AS MENTIONED UNDER PARA 4.2 ABOVE) TOWARDS HIS FOOD AND INCIDENTAL CHARGES.

WHERE THE EMPLOYEES OPTS TO STAY IN A HOTEL THE PAYMENT OF DA WILL BE REGULATED AS FOLLOWS :

1. SPLIT RATE DA AS PER APPROVED RATES FOR THE PERIOD HE AVAILS OF THE HOTEL ACCOMMODATION.
2. COMPOSITE RATE FOR THE BALANCE DURATION OF STAY (E.G IF THE TOTAL DA ENTITLEMENT IS SAY FOR 5 DAYS AND THE EMPLOYEES



AVAILS HOTEL ACCOMMODATION ONLY FOR 4 DAYS, THEN DA AT THE SPLIT RATE WILL BE PAID FOR 4 DAYS AND AT COMPOSITE RATE FOR 1 DAY.

(REFER CIRCULAR NO.41/89(1478) DATED 04/12/89.)

IN CONTINUATION TO CLAUSE 4.2(iii) ABOVE THE BREAK UP OF SPLIT RATE DA FOR EMPLOYEES WHO STAY IN HOTEL(S)/GUEST HOUSE IS AS FOLLOWS:-

1. 1/4 SPLIT RATE DA IS FOR BREAK FAST
2. 1/4 SPLIT RATE DA IS FOR LUNCH
3. 1/4 SPLIT RATE DA IS FOR DINNER
4. 1/4 SPLIT RATE DA IS FOR INCIDENTAL EXPENDITURE

IF AN EMPLOYEE GETS COMPLIMENTARY BREAKFAST IN A HOTEL/GUEST HOUSE AND AVAILS OF IT HE WILL GET 3/4 OF SPLIT RATE OF DA. IF HOWEVER HE DOES NOT AVAIL THE COMPLIMENTARY BREAKFAST, THEN HE WILL BE ELIGIBLE FOR FULL SPLIT RATE DA. A DECLARATION WILL BE GIVEN BY THE EMPLOYEES IN THE TA CLAIM REGARDING HOSPITALITY RECEIVED.

SIMILARLY IF AN EMPLOYEE GETS COMPLIMENTARY BREAKFAST AND ONE OTHER MEAL AND AVAILS OF THIS FACILITY HE WILL GET 1/2 SPLIT RATE D.A. IF HE AVAILS ONLY THE BREAKFAST/ONE MEAL FACILITY, HE WILL GET 3/4 SPLIT D.A. IF HE DOES NOT AVAIL OF ANY FACILITY HE WILL GET FULL SPLIT RATE DA. THE DA TO AN EMPLOYEE WILL BE REGULATED AS PER HIS DECLARATION.

(REFER OFFICE ORDER NO. PHL/CO/ADMN/1701 DATED 27/06/96).

4.2.(iv) FOR PERIODS SPENT ON JOURNEYS, DAILY ALLOWANCE AS INDICATED IN COLUMN 6 OF RULE 4.2 WILL BE ADMISSIBLE WHILE CALCULATING DAILY ALLOWANCE IN RESPECT OF THE JOURNEY PORTION, THE NUMBER OF DAYS SPENT ON HALT AT OUTSTATIONS (ROUNDED OFF IN TERMS OF RULE 4.3 IN RESPECT OF EACH HALT) SHALL BE SUBTRACTED FROM THE TOTAL NUMBER OF DAYS OF ABSENCE FROM HEADQUARTERS ROUNDED OFF FOR THE LAST BROKEN PERIOD. IF HOWEVER, THE NUMBER OF DAYS FOR SUCH HALT (CALCULATED IN TERMS OF RULE 4.3) EXCEEDING THE TOTAL NUMBER OF DAYS OF ABSENCE, THEN THE TIME SPENT ON JOURNEY SHALL BE TAKEN AS NIL.

4.2.(v) DAILY ALLOWANCES MAY BE DRAWN FOR THE PERIOD SPENT ON JOURNEY, AND FOR ALL HALTS ON DUTY AND HOLIDAYS OCCURRING DURING THE PERIOD OF HALT. AS REGARDS STAY AT



INTERMEDIATE STATIONS, ONLY STAY EXCEEDING SIX HOURS WILL BE TREATED AS PART OF THAT HALT AT THE PARTICULAR STATION AND DAILY ALLOWANCE AS APPLICABLE WILL BE PAID.

4.2.(vi) WHERE THE EMPLOYEE OPTS TO STAY IN A HOTEL, THE PAYMENT OF DA WILL BE REGULATED AS FOLLOWS:-

- (a) SPLIT RATE DA AS PER APPROVED RATES FOR THE PERIOD HE AVAILS OF THE HOTEL ACCOMODATION.
- (b) COMPOSITE RATE FOR THE BALANCE DURATION OF STAY (e.g IF THE TOTAL DA ENTITLEMENT SAY FOR 5 DAYS AND THE EMPLOYEE AVAILS HOTEL ACCOMODATION ONLY FOR 4 DAYS, THEN DA AT THE SPLIT RATE WILL BE PAID FOR 4 DAYS AND AT COMPOSIT RATE FOR 1 DAY)

REFER P&A CIRCULAR NO 41/89(1478) AT 4 DEC.89.

4.3 DAILY ALLOWANCE MAY BE DRAWN FOR BROKEN PERIODS OF A 'DAY' ON THE FOLOWING SCALE :-


FOR ABSENCE OF LESS THAN 6 HOURS	NIL
FOR ABSENCE OF 6 HOURS AND MORE BUT LESS THAN 12 HOURS	HALF D.A.
FOR ABSENCE OF 12 HOURS & ABOVE	FULL D.A.

THE DAY AN EMPLOYEE CHECKS IN HOTEL IRRESPECTIVE OF HIS ACTUAL TIME OF ARRIVAL AT TEMPORARY PLACE OF DUTY, HE WILL BE ALLOWED SPLIT RATE AS PER THE ABOVE MENTIONED CALCULATIONS IN CASE HE STAYS AND CLAIMS FOR HOTEL CHARGES FOR THATPARTICULAR NIGHT.

AFTER HE CHECKS OUT FROM THE HOTEL, HE MAY BE PAID THE COMPOSIT RATE OF D.A. FOR THE REMAINING PERIOD.

REFER PERS DEPTT IOM NO PHL/CO/PERS/1478/9262 DATED 11.7.92.


4.4 FOR PROLONGED HALTS AT AN OUTSTATION,FULL DAILY ALLOWANCE SHALL BE ADMISSIBLE ONLY FOR A PERIOD OF 30 DAYS, AND HALF OF THE APPLICABLE DEARNESS ALLOWNACE BEING ADMISSIBLE THEREAFTER AND 90 DAYS,UPTO A HALT OF 90 DAYS. THE LIMITS OF 30 DAYS RELATE TO STAY AT ANY ONE STATION ONLY. THESE LIMITS MAY, HOWEVER, BE RELAXED BY HEADS OF DIVISIONS.

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- 4.4.(i) THE PERIOD OF STAY AWAY FROM THE OUTSTATION FOR THREE CONSECUTIVE NIGHTS OR MORE WILL CONSTITUTE A BREAK IN THE CONTINUITY OF STAY AT THE OUTSTATION FOR THE PURPOSE OF THESE RULES.
- 4.5 NO DAILY ALLOWANCE WILL BE ADMISSIBLE FOR JOURNEYS PERFORMED WITHIN THE MUNICIPAL LIMIT OF HEADQUARTERS. FOR THE JOURNEYS WHICH ARE BEYOND MUNICIPAL LIMITS AND THE ABSENCE FROM HEADQUATERS IS MORE THAN SIX HOURS, ONE FOURTH OF THE APPLICABLE DAILY ALLOWANCE WILL BE ADMISSIBLE TO MEET INCIDENTAL EXPENSES ON TEA, LUNCH, ETC, HOWEVER, THIS BENEFIT WILL NOT BE ADMISSIBLE TO THE EMPLOYEES DEPUTED TO AIRPORTS FOR OFFICIAL WORK.
- 4.6 AN EMPLOYEE WILL NORMALLY PROCEED ON TOUR FROM HIS HEADQUARTERS ONLY WHERE DUE TO EXIGENCIES OF WORK A CONTROLLING OFFICER REQUIRES AN EMPLOYEE TO PROCEED ON TOUR FROM HIS LEAVE STATION IT WILL BE TREATED AS COMPULSORY RECALL FROM LEAVE AND FULL DAILY ALLOWANCE, FARE ETC. WILL BE PAID FROM THE STATION WHERE EMPLOYEE WAS SPENDING HIS LEAVE.
- 4.6.(i) LEAVE (INCLUDING CASUAL LEAVE) CAN BE ALLOWED TO AN EMPLOYEE ON TOUR BY THE CONTROLLING OFFICER. NO DAILY ALLOWANCE OR OTHER CHARGES WILL BE ADMISSIBLE FOR SUCH PERIODS OF LEAVE. THE ENTITLEMENT FOR THE FARE WHERE AN EMPLOYEE MAKES A DETOUR FOR HIS OWN CONVENIENCE AND WITH THE APPROVAL OF THE CONTROLLING OFFICER MAY BE DETERMINED IN EACH CASE ON MERITS BY THE CONTROLLING OFFICER SUBJECT TO THE CONDITION THAT TA IN NO CASE WILL EXCEED THE AMOUNT ADMISSIBLE BY SHORTEST ROUTE FROM THE POINT OF DETOUR TO THE HEADQUARTERS.

5. **ADMISSIBILITY OF TA FOR OTHER JOURNEYS**

THE RULES RELATING TO TRAVELLING AND DAILY ALLOWANCE WILL BE APPLICABLE FOR ALL OFFICIAL JOURNEYS UNDERTAKEN:-

- (a) WITH THE APPROVAL OF THE COMPETENT AUTHORITY.
- (b) TO APPEAR BEFORE A DEPARTMENTAL SELECTION PROMOTION COMMITTEE.
- (c) TO UNDERGO OBLIGATORY MEDICAL EXAMINATION.

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- (d) TO GIVE EVIDENCE IN A COURT OF LAW IN CASES IN WHICH PHL IS A PARTY, INCLUDING THOSE WHERE THE COMPANY IS NOT ACTUALLY A PARTY BUT IS INTERESTED IN THE CASE.FOR THE PURPOSE OF THIS RULE,IF ANY EMPLOYEE IS REQUIRED TO ATTEND A COURT TO DEPOSE ABOUT THE FACTS COMING TO HIS KNOWLEDGE DURING THE DISCHARGE OF HIS OFFICIAL DUTIES,THE COMPANY WILL BE DEEMED TO BE INTERESTED IN THE CASE.

5.1 TA FOR APPEARING IN DEPARTMENTAL EXAMINATIONS / INTERVIEWS IN RESPECT OF DEPARTMENTAL CANDIDATES APPEARING IN WRITTEN TESTS/INTERVIEWS IN RESPONSE TO OPEN ADVERTISEMENTS,PAYMENT OF TA WILL BE REGULATED AS FOLLOWS:-

- THE TA WILL BE LIMITED TO TRAVEL BY THE ENTITLED MODE TO THE NEAREST EXAMINATION CENTRE FROM THE OFFICE/REGION/UNIT WHERE THE EMPLOYEE IS WORKING.
- THE ABSENCE OF SUCH EMPLOYEES ON THIS ACCOUNT MAY BE TREATED AS "DUTY", THE PERIOD OF WHICH WILL BE LIMITED TO THE JOURNEY TIME PLUS THE DAY OF THE WRITTEN TEST/INTERVIEW.
- NO DAILY ALLOWANCE WILL, HOWEVER, BE ADMISSIBLE FOR APPEARANCE IN DEPARTMENTAL EXAMINATIONS/INTERVIEWS.
- EMPLOYEES OFFICIATING IN HIGHER GRADES AS PER APPROVAL OF THE COMPETENT AUTHORITY AND ARE IN RECEIPT OF OFFICIATING ALLOWANCE (PENDING THE ISSUE OF PROMOTION ORDERS) WOULD BE ENTITLED TO THE BENEFITS OF TA/DA AS APPLICABLE TO THE POST FOR WHICH THEY ARE OFFICIATING.

REFER PERS DEPTT.CIRCULAR NO.71/91 (1478)DATED 27.2.91

5.2 TO OBTAIN MEDICAL TREATMENT ON THE ADVICE OF A GOVT. HOSPITAL,TRAIN FARE BY THE ENTITLED CLASS ONLY WILL BE ADMISSIBLE.ADDITIONAL FARE FOR AN ATTENDENT OR A DEPENDENT FAMILY RELATIVE TO ACCOMPANY THE EMPLOYEE FOR MEDICAL TREATMENT WILL ALSO BE ADMISSIBLE, IF THE MEDICAL OFFICER CERTIFIES THAT THE PATIENT IS TO BE ESCORTED,IN ADDITION,THE ACTUAL EXPENSES ON TRAVEL FROM THE RESIDENCE TO THE RAIL HEAD ATTHE DUTY STATION AND FROM THE RAIL HEAD TO THE CONSULTING ROOM/HOSPITAL AT THE OUTSTATION WHERE THE



TREATMENT IS OBTAINED AND BACK WILL BE ADMISSIBLE ONCE ONLY, SUBJECT TO A MAXIMUM OF ORDINARY TAXI CHARGES.

5.3 OUTSIDE CANDIDATES CALLED FOR INTERVIEW FOR THE POST IN E-2 GRADE AND ABOVE WILL BE PAID FIRST CLASS RAILWAY FARE WHILE OTHERS WILL BE PAID SECOND CLASS FARE. THE CHARGES FOR SLEEPER AND RESERVATION, IF PAID, WILL ALSO BE REIMBURSIBLE.

5.4 A COMPANY EMPLOYEE COMPULSORILY RECALLED FROM LEAVE TO DUTY BEFORE THE EXPIRY OF LEAVE WILL BE PAID TRAVELLING ALLOWANCE ETC. FOR THE JOURNEY FROM THE PLACE WHERE THE LEAVE WAS BEING SPENT TO THE STATION OF RECALL AT THE DISCRETION OF THE 'CONTROLLING OFFICER'.

6. **CONVEYANCE CHARGES**

FOR ROAD JOURNEYS ON OFFICIAL DUTIES UNDERTAKEN AT OUTSTATIONS, CONVEYANCE CHARGES WILL BE REIMBURSED, IN ACCORDANCE WITH THE SCALES PRESCRIBED IN RULE 3.4 IN ADDITION TO THE ADMISSIBLE DAILY ALLOWANCE.

6.1 WHILE GOING ON TOUR CONVEYANCE CHARGES, BETWEEN RESIDENCE AND RAILWAY STATION / BUS STAND / AIRPORT AT THE HEADQUARTERS AND BETWEEN TEMPORARY RESIDENCE AT OUTSTATIONS AND RAILWAY STATION / BUS STAND / AIRPORT, WILL BE ADMISSIBLE AS FOLLOWS :

EMPLOYEES IN E-2 GRADE AND ABOVE	ACTUAL TAXI FARE
EMPLOYEES BELOW E-2 GRADE	ACTUAL AUTO RICKSHAW FARE

7. **TA FOR JOURNEY ON FOREIGN TOURS**

7.1 TRAVELLING ALLOWANCE FOR FOREIGN TOUR, DULY APPROVED BY THE COMPETENT AUTHORITY SHALL BE ADMISSIBLE BY AIR BY THE SHORTEST ROUTE. WHILE THE CHIEF EXECUTIVE SHALL BE ENTITLED TO TRAVEL BY FIRST CLASS ALL OTHER EMPLOYEES SHALL BE ENTITLED TO ECONOMY CLASS AIR FARE ONLY.

7.2 DAILY ALLOWANCE

7.2.(i) PHL EMPLOYEES GOING ON TOURS ABROAD IN CONNECTION WITH THE BUSINESS OF THE COMPANY OR FOR TRAINING/ATTENDING CONFERENCES WILL BE ENTITLED TO FOREIGN EXCHANGE UPTO AND NOT EXCEEDING THE RATES PRESCRIBED IN THIS REGARD BY THE RESERVE BANK OF INDIA FROM TIME TO TIME TO COVER THEIR DAILY ALLOWANCE AND OTHER TRAVELLING ENTITLEMENTS ABROAD. THE RATE OF DAILY ALLOWANCE IN SUCH CASES IS ON "ALL INCLUSIVE" RATE PRESCRIBED FROM TIME TO TIME BY THE RESERVE BANK OF INDIA TO REGULATE THE RELEASE OF FOREIGN EXCHANGE FOR SUCH TRIPS AND INTENDED TO COVER EXPENSES ON ALL ITEMS, INCLUDING BOARDING, LODGING, CONVEYANCE / TAXI HIRE ETC. AT AN OUTSTATION ABROAD.

IN PARTIAL MODIFICATION OF ABOVE (I.E. ARTICLE 7.2.i) IT HAS BEEN DECIDED THAT FOREIGN EXCHANGE ON TRAVEL ABROAD WILL BE REGULATED AS FOLLOWS:-


A) FOREIGN EXCHANGE W.E.F. 15TH JUNE 1995 WILL BE REGULATED AS PER DETAILS GIVEN BELOW:-


FOREIGN COMPOSITE PER DEIM RATE

i) BOARD DIRECTORS	US\$ 400
ii) EXECUTIVES	
a) EXECUTIVE DIRECTOR	US\$ 350
b) GENERAL MANAGER	US\$ 300
c) DGM	US\$ 275
d) OTHER EXECUTIVES	US\$ 250
iii) ALL OTHER CATEGORIES OF EMPLOYEES	US\$ 225

THE AFORESAID COMPOSITE PER DIEM ALLOWANCES ARE PERMISSIBLE FOR BUSINESS VISITS/PRACTICIPATION IN INTERNATIONAL CONFERENCES / SEMINARS ETC. FOR WHICH BOADING AND LODGING ARE TOBE BORNE BY THE COMPANY AND DO NOT INCLUDE INTERNATIONALLY FUNDED PROGRAMMES. THE COMPOSITE PER DIEM RATE FOR SPECIALISED TRAINING ABROAD IS US\$ 200.



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- B) IT HAS BEEN DECIDED THAT W.E.F. 24/01/96, WITHIN THE CEILING DETAILED ABOVE THE DAILY ALLOWANCE ON FOREIGN TRAVEL WILL BE REGULATED AS PER DETAILS GIVEN BELOW :-
- i) OFFICIALS IN THE PAY SCALE OF E-2 AND ABOVE FULE RATES AS PER M.E.A. IN INSTRUCTIONS
- ii) OFFICIALS IN THE PAY SCALE OF WC-8, WC-9 AND E-1 75% OF THE PRE-SCRIBED RATE
- iii) OFFICIALS IN THE PAY SCALE OF WC-7 AND BELOW 33% OF THE PRE-SCRIBED RATE.
- C) THE FOREIGN COMPOSITE PER DIEM RATE AS PER PARA (A) ABOVE, D.A. WOULD COVER ROOM RENT, TAXI CHARGES, ENTERTAINMENT, IF ANY, OFFICIAL TELEPHONE CALLS AND OTHER CONTINGENT EXPENDITURE AND DAILY ALLOWANCE.
- D) THE DAILY ALLOWANCE (PARA B ABOVE) FOR VARIOUS COUNTRIES WILL BE AS PER THE RATES STIPULATED BY THE MINISTRY OF EXTERNAL AFFAIRS FROM TIME TO TIME. THE EXISTING RATES ARE ENCLOSED AT ANNEXURE-1.
- E) ACCORDINGLY, EMPLOYEES W.E.F. 24/01/96 ARE NOW REQUIRED TO RENDER ACCOUNTS ON THEIR RETURN FROM FOREIGN TOUR, FOR ALL THE ITEMS OTHER THAN DA WHICH NORMALLY COVERS FOOD ETC. ANY SURPLUS AMOUNT AFTER CALCULATION OF THE EXPENDITURE INCURRED INCLUDING D.A. FOR THE TOUR AS A WHOLE SHALL BE REFUNDED TO THE COMPANY.
- F) ALL OTHER CASES NOT COVERED ABOVE WILL BE COVERED AS PER M.E.A. / R.B.I. / INSTRUCTIONS / GUIDELINES.
- 7.2(ii) TWO RATES OF PER DIEM ALLOWANCE, SENIOR SCALE AND JUNIOR SCALE, HAVING BEEN PRESCRIBED BY THE RESERVE BANK OF INDIA FOR THE RELEASE OF FOREIGN EXCHANGE TO COVER EXPENSES ABROAD, OFFICERS OF THE COMPANY OF THE STATUS OF GENERAL MANAGERS AND ABOVE WILL BE ENTITLED TO THE SENIOR SCALES RATES. ALL OTHER PERSONNEL WILL BE ENTITLED TO THE ALLOWANCE AT THE JUNIOR SCALE RATES ONLY.



7.2(iii) SEPERATE RATES OF DAILY ALLOWANCE ALSO HAVING BEEN PRESCRIBED IN RESPECT OF VISITS ABROAD FOR TRAINING,THE RATES AS IN FORCE FROM TIME TO TIME WILL BE APPLICABLE TO THE PERSONNEL OF THE COMPANY DEPUTED ABROAD FOR TRAINING.

7.2(iv) DAY FOR THE PURPOSE OF ADMISSIBILITY OF DAILY ALLOWANCE IS RECKONED ON A 24 HOUR BASIS CALCULATED FROM THE TIME OF ARRIVAL (DISEMBARKATION) AT AN OUT STATION ABROAD TO THE TIME OF DEPARTURE (EMBARKATION).

DAILY ALLOWANCE FOR A FRACTION OF A DAY SPENT ABROAD WILL BE REGULATED AS FOLLOWS :-


HALT NOT EXCEEDING 6 HOURS	NIL
HALT EXCEEDING 6 HOURS BUT NOT EXCEEDING 12 HOURS	1/2 DA
HALT IN EXCESS OF 12 HOURS	FULL DA

FOR PURPOSES OF PAYMENT OF DAILY ALLOWANCE FOR A FRACTION OF A DAY THE STAY ABROAD WILL FIRST BE CALCULATED ON A 24-HOUR BASIS AND THEREAFTER OR DAILY ALLOWANCE FOR FRACTION,IF ANY,WILL BE COMPUTED.

7.2(v) PAYMENT OF DAILY ALLOWANCE FOR TOURS ABROAD WILL BE REGULATED WITH REFERENCE TO THE PERIODS ACTUALLY SPENT ABROAD,EXCLUDING THE TIME SPENT ON THE ONWARD AND RETURN JOURNEYS, I.E. FROM THE TIME OF DISEMBARKATION AT A STATION ABROAD TO THE TIME OF EMBARKATION AT THAT STATION.

7.2(vi) NO DAILY ALLOWANCE SHALL BE ADMISSIBLE DURING ANY PERIOD OF TRAVEL BY AIR, AS THE AIR FARE IS INCLUSIVE OF THE COST OF MEALS DURING THE JOURNEY.

7.2(vii)THE RATES OF DAILY ALLOWANCE ARE ALSO INTENDED TO COVER,INTER ALIA,EXPENDITURE ON LOCAL CONVEYANCE FOR THE PERFORMANCE OF OFFICIAL DUTIES WHILE AT AN OUTSTATION ABROAD. WHERE, HOWEVER, AN EMPLOYEE HAS TO TRAVEL EXTENSIVELY FROM ONE TOWN TO ANOTHER IN THE COUNTRY VISITED,HE WILL BE ENTITLED TO THE REIMBURSEMENT OFACTUAL EXPENDITURE INCURRED BY HIM FOR JOURNEYS ON OFFICIAL DUTY BY THE MODE AND CLASS OF TRAVEL TO WHICH HE IS NORMALLY ENTITLED WHILE TRAVELLING ON DOMESTIC TOURS AS SPECIFIED IN RULE 3.SUCH REIMBURSEMENT WILL BE MADE ON THE BASIS OF A CERTIFICATE FURNISHED BY THE EMPLOYEE TO THE EFFECT



THAT THE EXPENDITURE HAS ACTUALLY BEEN INCURRED AND ON THE CONTROLLING OFFICER SATISFYING HIMSELF THAT THE EXPENDITURE WAS NECESSARY AND REASONABLE.

7.3. **OTHER CHARGES**

7.3(i) SUCH AIRPORT TAXES, FOREIGN TRAVEL TAX, PASSENGER SERVICE FEES, AS MAY BE LEVIED AT AIRPORTS AND PAID BY AN EMPLOYEE PROCEEDING ON OFFICIAL TOURS SHALL BE REIMBURSIBLE.

7.3(ii) ACTUAL EXPENDITURE, IF ANY, INCURRED ON THE PREPARATION OF PASSPORTS AND VISAS OF EMPLOYEES GOING ABROAD ON OFFICIAL DUTY SHALL BE REIMBURSIBLE.

7.3(iii) ACTUAL EXPENDITURE INCURRED ON TOURS ABROAD, ON THE FOLLOWING SHALL ALSO BE REIMBURSIBLE SUBJECT TO THE PRODUCTION OF RECEIPTS AND THE CONTROLLING OFFICER SATISFYING HIMSELF ABOUT THE REASONABLENESS OF THE CLAIM:

(i) EXCESS BAGGAGE CHARGES, IF ANY, FOR CARRYING OFFICIAL RECORDS.

ii) CHARGES FOR OFFICIAL TELEPHONE CALLS, TELEGRAMS, PHONOGRAMS, ETC. SUBJECT TO SUCH CHARGES BEING SPECIFICALLY SANCTIONED BY THE CONTROLLING OFFICER.

8. **T.A. FOR JOURNEYS ON TRANSFER**

8.1 **GENERAL CONDITIONS OF ELIGIBILITY**

8.1(i) IN THE CASE OF INTER-REGIONAL AS WELL AS INTRA-REGIONAL TRANSFERS, THE ENTITLEMENT TO TRAVELLING ALLOWANCE ON TRANSFER SHALL BE DETERMINED WITH REFERENCE TO THE PAY OF THE EMPLOYEE AT HIS OLD STATION OF POSTING.

8.1(ii) TRAVELLING ALLOWANCE FOR JOURNEYS ON TRANSFER FOR THE MEMBERS OF THE FAMILY OF AN EMPLOYEE SHALL BE ADMISSIBLE ONLY IF THE JOURNEY IS PERFORMED ALONG WITH THE EMPLOYEE HIMSELF, OR WHEN THEY FOLLOW HIM TO THE NEW STATION OF POSTING WITHIN A PERIOD OF SIX MONTHS OR PRECEDE HIM BY NOT MORE THAN ONE MONTH FROM THE DATE OF HIS ASSUMPTION OF DUTIES AT HIS NEW STATION. THIS



MAY, HOWEVER BE RELAXED IN SPECIAL CIRCUMSTANCES, BY THE HEADS OF DEPARTMENTS / REGIONS.

8.1(iii) IF THE MEMBERS OF THE FAMILY OF AN EMPLOYEE ON TRANSFER, TRAVEL TO A STATION OTHER THAN THE NEW STATION OF POSTING OF THE EMPLOYEE, TRAVELLING ALLOWANCE MAY BE PAID FOR SUCH JOURNEYS RESTRICTED TO THAT ADMISSIBLE HAD THE JOURNEY BEEN PERFORMED FROM THE EMPLOYEE'S OLD STATION OF POSTING TO HIS NEW STATION OF POSTING, OR TO THE STATION TO WHICH THE JOURNEY HAD BEEN PERFORMED BY THE FAMILY, WHICH EVER IS LOWER.

8.1(iv) IN CASES WHERE THE FAMILY OF AN EMPLOYEE ON TRANSIT TRAVEL TO A STATION OTHER THAN HIS NEW STATION OF POSTING, AND SUBSEQUENTLY JOINS HIM AT THE NEW STATION OF POSTING WITHIN THE PERIOD OF SIX MONTHS PRESCRIBED IN RULE 8.1.ii ABOVE, THE TOTAL CLAIM FOR ALL SUCH JOURNEYS SHALL BE RESTRICTED TO THAT ADMISSIBLE HAS THE JOURNEY BEEN PERFORMED AB INITIO FROM THE EMPLOYEE OLD STATION OF POSTING TO HIS NEW STATION.

8.2 JOURNEY BY RAIL

8.2(i) EMPLOYEES ON TRANSFER AND THE MEMBERS OF THEIR FAMILIES SHALL BE ENTITLED TO TRAVEL BY RAIL BY THE SAME CLASS OF ACCOMODATION TO WHICH THE EMPLOYEES ARE ENTITLED TO IN RESPECT OF JOURNEYS ON TOUR.

8.2(ii) THE ENTITLEMENT TO THE RAIL FARE FOR JOURNEYS ON TRANSFER SHALL BE REGULATED AS FOLLOWS:

FOR THE EMPLOYEE : SINGLE RAIL FARE
FOR SPOUSE/DEPENDENT PARENTS : ONE SINGLE FARE

FOR EACH DEPENDENT CHILD (SUBJECT TO A MAXIMUM OF AGE LIMIT OF 25 YEARS), AND DEPENDENT BROTHERS AND/OR SISTERS -

OF AGE 5 TO 12 YEARS : HALF SINGLE FARE FOR EACH
OF AGE ABOVE 12 YEARS: ONE SINGLE FARE FOR EACH.

CIRCULAR NO.31/89(1478) DT. 05/07/89.



8.3 JOURNEY BY AIR

8.3(i) AN EMPLOYEE ENTITLED TO TRAVEL BY AIR ON TOUR IN TERMS OF THE PROVISIONS OF RULE 3.3 MAY ALSO UNDERTAKE JOURNEY ON TRANSFER BY AIR, IN WHICH CASE HE WILL BE ENTITLED TO DRAW AIRFARE BY THE SHORTEST ROUTE FOR HIMSELF AND THE MEMBERS OF HIS FAMILY IN ACCORDANCE WITH THE SCALES PRESCRIBED IN RULE 8.2 (ii).

8.4 JOURNEY BY ROAD

8.4(i) FOR JOURNEY ON TRANSFER BY ROAD BETWEEN PLACES CONNECTED BY RAIL ACTUAL EXPENSES LIMITED TO THE RAIL FARE BY THE ENTITLED CLASS OF TRAVEL, AND IN ACCORDANCE WITH THE SCALES PRESCRIBED IN RULE 8.2(ii) BE REIMBURSIBLE. IN RESPECT OF JOURNEYS BY ROAD BETWEEN PLACES NOT CONNECTED BY RAIL, ACTUAL EXPENSES TRAVEL BY THE NORMAL MODE OF CONVEYANCE PRESCRIBED FOR THE CATEGORY OF EMPLOYEE, SUBJECT TO THE PRODUCTION OF REASONABLE EVIDENCE OF THE EXPENDITURE INCURRED SHALL BE REIMBURSIBLE.

8.5 INCIDENTAL EXPENSES

8.5(i) IN ADDITION TO THE ADMISSIBLE FARES FOR THE JOURNEY BY RAIL, STEAMER OR ROAD, AS THE CASE MAY BE, AN EMPLOYEE SHALL BE ENTITLED TO DRAW ONE DAILY ALLOWANCE AT THE RATES PRESCRIBED IN RULE 4.2. COLUMN 6 FOR HIMSELF AND EACH MEMBER OF HIS FAMILY FOR EVERY COMPLETED DAY SPENT IN THE JOURNEY FROM THE RESIDENCE RECKONED ON A 24 HOURS BASIS. FOR FRACTION OF A DAY LESS THAN 24 HRS DAILY ALLOWANCE AS PRESCRIBED IN RULE 4.3 SHALL BE ADMISSIBLE. DEPENDENT CHILDREN, BROTHERS AND SISTERS BELOW 12 YEARS OF AGE SHALL BE ENTITLED TO DAILY ALLOWANCE AT HALF THE ADULT RATES.

8.6 TRANSFER GRANT

8.6(i) TO MEET EXPENSES INVOLVED IN THE WINDING UP OF ESTABLISHMENT AT THE OLD STATION OF POSTING AND THEIR SETTING UP AT THE NEW STATION, AN EMPLOYEE SHALL BE ENTITLED TO A LUMP SUM TRANSFER GRANT EQUIVALENT TO ONE MONTH'S BASIC PAY.

8.7 PACKING ALLOWANCE

8.7(i) IN CONNECTION WITH THE TRANSFER OF ESTABLISHMENT, EMPLOYEES, ON TRANSFER, SHALL BE ENTITLED TO THE ACTUAL EXPENSES INCURRED ON THE PACKING OF THEIR PERSONAL EFFECTS AND HOUSEHOLD GOODS, SUBJECT TO THE FOLLOWING MAXIMUM ON PRODUCTION OF RECEIPTS :

EMPLOYEES IN GRADES E6 AND ABOVE	Rs.1,500/-
EMPLOYEES IN GRADES E4 AND E5	Rs.1,200/-
EMPLOYEES IN GRADES E1 TO E3	Rs.1,000/-
EMPLOYEES IN GRADES WC7 TO WC9	Rs. 600/-

EMPLOYEES IN GRADES WC4 TO WC 6	Rs. 450/-
EMPLOYEES IN GRADES WC1 TO WC 3	Rs. 300/-

8.8 CARRIAGE OF PERSONAL EFFECTS

8.8(i) EMPLOYEES TRANSPORTING THEIR PERSONAL EFFECTS BY RAIL SHALL BE ENTITLED TO THE REIMBURSEMENT OF THE ACTUAL EXPENSES INCURRED ON THEIR TRANSPORTATION UPTO THE FOLLOWING MAXIMUM CLAIM :-

PAY RANGE OF EMPLOYEES


ENTITLEMENT

Rs.6750/- AND ABOVE	FULL FOUR WHEELER WAGON OR 6000 Kg. BY GOODS TRAIN OR ONE DOUBLE CONTAINER.
Rs.5000/- AND ABOVE BUT LESS THAN Rs.6750/-	FULL FOUR WHEELER WAGON OR 6000 Kg BY GOODS TRAIN OR ONE SINGLE CONTAINER.
Rs.3350/-AND ABOVE BUT LESS THAN Rs.5000/-	3000 Kg.BY GOODS TRAIN.
LESS THAN Rs.3350/-	1000 Kg BY GOODS TRAIN

8.8(ii) FOR TRANSPORTATION OF PERSONAL EFFECTS BY STEAMER, EMPLOYEES SHALL BE ENTITLED TO THE REIMBURSEMENT OF THE ACTUAL EXPENSES UPTO THE MAXIMUM ADMISSIBLE QUANTITY APPLICABLE TO THEIR CATEGORY PRESCRIBED IN RULE 8.8.i ABOVE.

8.8(iii) AN EMPLOYEE TRANSPORTING HIS PERSONAL EFFECTS BY ROAD BETWEEN PLACES CONNECTED BY RAIL, MAY DRAW THE ACTUAL





EXPENSES INCURRED ON SUCH TRANSPORTATION,BUT NOT EXCEEDING ONE AND A HALF TIMES THE AMOUNT THAT WOULD HAVE BEEN ADMISSIBLE HAD HE TRANSPORTED THE MAXIMUM ADMISSIBLE QUANTITY OF PERSONAL EFFECTS BY GOODS TRAIN.

- 8.8(iv) IF AN EMPLOYEE TRANSPORTS HIS PERSONAL EFFECTS BY PASSENGER TRAIN,INSTEAD OF GOODS TRAIN,OR BY AIR, INSTEAD OF BY RAIL OR STEAMER,AS THE CASE MAY BE,HE MAY DRAW THE ACTUAL EXPENSES INCURRED ON SUCH TRANSPORTATION BUT NOT EXCEEDING THE AMOUNT THAT WOULD HAVE BEEN ADMISSIBLE HAD HE TAKEN THE MAXIMUM ADMISSIBLE QUANTITY BY GOODS TRAIN/STEAMER.
- 8.8(v) FOR THE TRANSPORTATION OF PERSONAL EFFECTS FROM THE RESIDENCE TO THE RAILWAY STATION/PORT AND VICE VERSA AND BY ROAD BETWEEN PLACES CONNECTED BY ROAD ONLY,AN EMPLOYEE SHALL BE ENTITLED TO DRAW A MILEAGE ALLOWANCE AT THE RATE OF Rs.10/- PER KILOMETRE IN A AND 'B-1' CLASS CITIES AND AT Rs.7.50 PER KILOMETRE IN OTHER PLACES. THE MILEAGE ALLOWANCE AT THE HIGHER RATES WILL, HOWEVER, BE ADMISSIBLE ONLY FOR THE CARRIAGE OF PERSONAL EFFECTS FROM ONE PLACE TO ANOTHER WITHIN THE LIMITS OF A/B-1 CLASS OF CITIES.
- 8.8(vi) SUBJECT TO THE PRESCRIBED MAXIMUM QUANTITY OF PERSONAL EFFECTS,AN EMPLOYEE MAY DRAW THE ACTUAL EXPENSES FOR THE TRANSPORTATION OF PERSONAL EFFECTS TO HIS NEW STATION OF POSTING FROM A PLACE IN INDIA OTHER THAN HIS OLD STATION OF POSTING (e.g. FROM A PLACE ENROUTE WHERE THEY ARE PURCHASED,OR WHERE THEY HAD BEEN LEFT BEHIND ON THE OCCASSION OF A PREVIOUS TRANSFER),OR FROM HIS OLD STATION OF POSTING TO A PLACE IN INDIA OTHER THAN HIS NEW STATION,PROVIDED THAT THE TOTAL AMOUNT DRAWN,INCLUDING THE EXPENSES ON THE TRANSPORTATION OF THESE PERSONAL EFFECTS, SHALL NOT EXCEED THAT ADMISSIBLE HAD THE MAXIMUM ADMISSIBLE QUANTITY OF PERSONAL EFFECTS BEEN TRANSPORTED DIRECTLY FROM THE OLD STATION TO THE NEW STATION BY GOODS TRAIN OR STEAMER,AS THE CASE MAY BE.
- 8.8(vii)AN EMPLOYEE CLAIMING REIMBURSEMENT OF THE EXPENSES INCURRED BY HIM ON THE TRANSPORTATION OF PERSONAL EFFECTS MUST SUPPORT HIS CLAIM ON THE BASIS OF RECEIPTS, VOUCHERS, ETC, AND FURNISH A CERTIFICATE INDICATING THE WEIGHT OF PERSONAL EFFECTS ACTUALLY CARRIED BY DIFFERENT MODES OF TRANSPORT SEPERATELY TO ENABLE



THE CONTROLLING OFFICER TO SCRUTINIZE THE DETAILS AND SATISFY HIMSELF OF THE REASONABLENESS OF THE CLAIM.


8.8(viii) LOCAL STATUTORY LEVIES, IF ANY SUCH AS OCTROI PAID BY AN EMPLOYEE IN RESPECT OF HIS PERSONAL EFFECTS TRANSPORTED ON TRANSFER SHALL BE REIMBURSIBLE, SUBJECT TO THE PRODUCTION OF VOUCHERS, RECEIPTS, ETC. SIMILARLY OBLIGATORY EXPENSES, SUCH AS GHAT FEES, RIVER DUES ETC. PAYABLE TO THE PORT AUTHORITIES FOR THE TRANSPORTATION OF PERSONAL EFFECTS BY STEAMER SHALL ALSO BE REIMBURSIBLE. OTHER EXPENSES, SUCH AS LOADING AND UNLOADING CHARGES, ETC., IF ANY LEVIED BY THE PORT AUTHORITIES, WHICH ARE IN THE NATURE OF PORTERAGE/ HANDLING CHARGES, ARE, HOWEVER, NOT REIMBURSIBLE.

8.8(ix) EXPENSES ON THE TRANSPORTATION OF PERSONAL EFFECTS ON TRANSFER MAY BE REIMBURSED SUBJECT TO THE PROVISIONS OF THE FOREGOING RULES IF THEY DO NOT, FOR GOOD AND SUFFICIENT REASONS, ACCOMPANY AN EMPLOYEE BUT ARE CARRIED WITHIN A REASONABLE TIME BEFORE OR AFTER THE DATE OF HIS JOURNEY ON TRANSFER.

8.9 TRANSPORTATION OF CONVEYANCE

8.9(i) IN ADDITION TO THE REIMBURSEMENT OF EXPENDITURE ON THE TRANSPORTATION OF PERSONAL EFFECTS IN ACCORDANCE WITH THE PROVISIONS OF RULE 8.8 AN EMPLOYEE SHALL ALSO BE ENTITLED TO THE REIMBURSEMENT OF THE ACTUAL EXPENSES INCURRED BY HIM ON THE TRANSPORTATION OF ONE CONVEYANCE (MOTOR CYCLE, MOTOR CAR OR SCOOTER) BY PASSENGER TRAIN OR GOODS TRAIN, AT HIS OPTION, OR BY STEAMER, AS THE CASE MAY BE SUBJECT TO THE CONDITION THAT THE POSSESSION OF THE CONVEYANCE AT THE NEW STATION OF POSTING IS CONSIDERED NECESSARY AND ADVANTAGEOUS BY THE COMPANY FOR THE EFFICIENT PERFORMANCE OF HIS DUTIES.

8.9(ii) IF AN EMPLOYEE TRANSPORTS HIS CONVEYANCE UNDER ITS OWN PROPULSION BETWEEN PLACES CONNECTED BY RAIL, HE SHALL BE ENTITLED TO AN ALLOWANCE COMPUTED AT THE RATE OF Rs. 1.75/- PER KILOMETER IN THE CASE OF A MOTOR CAR AND @ Rs. 1.00 PER KILOMETRE IN THE CASE OF A MOTOR CYCLE / SCOOTER, LIMITED TO THE EXPENDITURE ON THE TRANSPORTATION OF THE CONVEYANCE BY PASSENGER TRAIN. FOR TRANSPORTATION OF CONVEYANCE UNDER ITS OWN



PROPULSION BETWEEN PLACES NOT CONNECTED BY RAIL,THE ALLOWANCE SHALL BE ADMISSIBLE AT THE SAME RATE AS IN THE CASE OF TRANSPORTATION BETWEEN PLACES CONNECTED BY RAIL WOTHOUT HOWEVER, LIMITING THE REIMBURSEMENT TO THE EXPENDITURE INVOLVED IN TRANSPORTING THE CONVEYANCE BY RAIL.

8.9(iii) IF THE EMPLOYEE TRANSPORTS HIS MOTOR CAR UNDER ITS OWN PROPULSION BETWEEN PLACES CONNECTED BY RAIL,AND THE EMPLOYEE AND THE MEMBERS OF HIS FAMILY ALSO TRAVEL BY THE SAME CONVEYANCE,HE SHALL BE ENTITLED TO AN ALLOWANCE COMPUTED AT THE RATE OF Rs.1.75/- PER KILOMETRE, BUT NOT EXCEEDING THE TRAIN FARE BY THE ENTITLED CLASS FOR THE EMPLOYEE AND HIS FAMILY PLUS THE CHARGES PAYABLE TO THE RAILWAY AUTHORITIES FOR THE TRANSPORTATION OF THE CAR BY GOODS TRAIN, IF, HOWEVER, THE EMPLOYEE AND THE MEMBERS OF HIS FAMILY TRAVEL BY THE CAR TRANSPORTED UNDER ITS OWN PROPULSION BETWEEN PLACES NOT CONNECTED BY RAIL, ONLY THE MILEAGE ALLOWANCE SPECIFIED IN RULE 8.9(ii) SHALL BE ADMISSIBLE.IN BOTH THE CASES,THE EMPLOYEE AND THE MEMBERS OF HIS FAMILY, SHALL, IN ADDITION BE ENTITLED TO THE DAILY ALLOWANCE AS PRESCRIBED IN RULE 8.5.1 TOWARDS INCIDENTALS.

8.9(iv) AN EMPLOYEE,IN WHOSE CASE THE POSSESSION OF A CONVEYANCE AT HIS NEW STATION OF POSTING IS NOT CONSIDERED NECESSARY OR ADVANTAGEOUS FOR THE EFFICIENT PERFORMANCE OF HIS DUTIES,MAY ALSO DRAW THE EXPENSES INCURRED ON ITS TRANSPORTATION TREATING THE CONVEYANCE AS PART OF HIS PERSONAL EFFECTS, SUBJECT TO THE MAXIMUM ADMISSIBLE QUANTITY OF PERSONAL EFFECTS OR HIS CATERGORY AND OTHER RESTRICTIONS / LIMITATIONS PRESCRIBED IN RULE 8.8.

8.9(v) IN THE CASE OF EMPLOYEES ENTITLED TO THE REIMBURSEMENT OF EXPENSES INCURRED ON THE TRANSPORTATION OF CONVEYANCE IN TERMS OF THE PORVISIONS OF RULE 8.9.i THE REIMBURSEMENT OF THE ACTUAL EXPENSES INCURRED ON THE PAYMENT OF LOCAL STATUTORY LEVIES,OVTROI,AND OBLIGATORY EXPENSES, SUCH AS GHAT FEES, RIVER DUES ETC.SHALL ALSO BE ADMISSIBLE IN ADDITION.




9. **INSURANCE CHARGES**

- 9.1 IN RESPECT OF JOURNEYS PERFORMED BY AIR BY ENTITLED OFFICERS REIMBURSEMENT OF EXPENDITURE INCURRED ON OBTAINING AIR INSURANCE, SUBJECT TO A MAXIMUM OF Rs.10/- PER AIR JOURNEY SHALL BE ADMISSIBLE, SUBJECT TO THE CERTIFICATION OF ACTUAL EXPENDITURE.
- 9.2 REIMBURSEMENT OF AIR INSURANCE CHARGES AS PRESCRIBED IN RULE 9.i SHALL ALSO BE ADMISSIBLE IN RESPECT OF MEMBERS OF THE FAMILIES OF EMPLOYEES ENTITLED TO TRAVEL BY AIR ON TRANSFER.
- 9.3 IN RESPECT OF EMPLOYEES WHO ARE REQUIRED TO TRAVEL FREQUENTLY ON THE COMPANY'S BUSINESS, THE CHIEF EXECUTIVE MAY AUTHORISE REIMBURSEMENT OF THE EXPENDITURE INCURRED ON OBTAINING ANNUAL INSURANCE COVER FOR ACCIDENTS DURING SUCH TRAVEL.

10. **TRANSFER TA ON RETIREMENT / DEATH**

- 10.1 TRAVELLING ALLOWANCE ON THE SAME SCALES AND CONDITIONS AS ARE APPLICABLE TO SERVING EMPLOYEES OF THE COMPANY, ON TRANSFER, SHALL BE ADMISSIBLE TO AN EMPLOYEE ON HIS RETIREMENT, IN RESPECT OF THE JOURNEY OF THE EMPLOYEE AND THE MEMBERS OF HIS FAMILY, AND FOR THE TRANSPORTATION OF HIS PERSONAL EFFECTS FROM THE LAST STATION OF POSTING TO HIS DECLARED HOME TOWN OR TO THE PLACE WHERE HE AND HIS FAMILY ARE TO SETTLE DOWN PERMANENTLY EVEN IF IT IS OTHER THAN HIS DECLARED HOME TOWN. THIS CONCESSION WILL ALSO BE ADMISSIBLE MUTATIS MUTANDIS TO THE FAMILY OF ANY EMPLOYEE WHO DIES WHILE IN SERVICE.
- 10.2 EXPENSES ON THE TRANSPORTATION OF CONVEYANCE, VIZ. MOTOR CAR, MOTOR CYCLE SCOOTER, ETC. SHALL NOT HOWEVER, BE REIMBURSIBLE ON RETIREMENT OR DEATH WHILE IN SERVICE, SINCE THE POSSESSION OF THE CONVEYANCE CANNOT BE DEEMED TO BE NECESSARY FOR THE PERFORMANCE OF OFFICIAL DUTIES. EXPENDITURE ON THE TRANSPORTATION OF CONVEYANCE MAY HOWEVER, BE REIMBURSED AS IF PART OF THE PERSONAL EFFECTS, SUBJECT THE MAXIMUM ADMISSIBLE



QUANTITY OF PERSONAL EFFECTS AND OTHER RESTRICTIONS / LIMITATIONS AS ARE APPLICABLE.

10.3 THE CONCESSIONS UNDER RULES 10.1 & 10.2 CAN BE AVAILED OF WITHIN A PERIOD OF SIX MONTHS OF THE RETIREMENT / DEATH OF THE EMPLOYEE. IN CASES WHERE AN EMPLOYEE HAS BEEN RE-EMPLOYED ON A WHOLE TIME BASIS, WITH PHL AFTER RETIREMENT, THE CONCESSION CAN BE AVAILED WITHIN A PERIOD OF SIX MONTHS OF FINAL RETIREMENT FROM THE SERVICE OF THE COMPANY.

11. **TRAVELLING ALLOWANCE FOR JOINING DUTY ON FRESH APPOINTMENT**

11.1 NO BENEFITS UNDER THESE RULES SHALL BE ADMISSIBLE ON THE INTIAL APPOINTMENT OF AN EMPLOYEE IN THE COMPANY, HOWEVER, EMPLOYEES OF THE CENTRAL GOVERNMENT, STATE GOVERNMENT, PUBLIC SECTOR UNDERTAKINGS APPOINTED TO DIFFERENT POSTS IN THE COMPANY, EITHER ON DEPUTATION OR ON PERMANENT ABSORPTION SHALL BE ENTITLED TO ALL THE BENEFITS UNDER THESE RULES AS ARE APPLICABLE TO FULLTIME EMPLOYEES OF THE COMPANY IN CORRESPONDING CATEGORIES. THIS SHALL BE SUBJECT TO THE CONDITION THAT IN CASES WHERE AN EMPLOYEE GOVERNED BY THE PROVISIONS OF THIS RULE AND WHO HAS AVAILED OF THESE BENEFITS RESIGNS, OR REVERTS, OF HIS OWN VOLITION, WITHIN A PERIOD OF ONE YEAR OF JOINING THE COMPANY, HE SHALL BE LIABLE TO REFUND THE ENTIRE AMOUNT ADMISSIBLE TO HIM UNDER THESE RULES.

12. **MISCELLANEOUS**

12.1 APPLICATIONS FOR ADVANCES OF TA ON TOUR OR TRANSFER SHALL BE SUBMITTED IN THE PROFORMA SPECIFIED. THE TOUR / TRANSFER T.A. BILLS SHALL BE SUBMITTED IN PRESCRIBED FORM.

12.2 IN RESPECT OF ANY MATTERS NOT COVERED SPECIFICALLY BY THESE RULES, AND ON QUESTIONS OF INTERPRETATION OF THESE RULES, THE DECISION OF THE CHIEF EXECUTIVE SHALL BE FINAL AND BINDING.



LOANS & ADVANCES



LOANS & ADVANCES

A) **INTEREST BEARING ADVANCES**

(I) **HOUSE BUILDING ADVANCE**

1) **PURPOSE**

EMPLOYEES CAN AVAIL HBA FOR PURCHASE OF A READY BUILT HOUSE /FLAT OR FOR ACQUISITION OF LAND AND CONSTRUCTION OF A HOUSE THEREON/CONSTRUCTION OF A HOUSE ON THE LAND ALREADY OWNED BY THE EMPLOYEES OR FOR ENLARGEMENT OF ACCOMMODATION ANYWHERE IN INDIA.

2) **ELIGIBILITY**

ADVANCE SHALL BE ALLOWED TO THE CONFIRMED EMPLOYEES WHO HAVE COMPLETED AT LEAST 5 YEARS OF CONTINUOUS SERVICE IN PHL, HOWEVER THE LENGTH OF CONTINUOUS SERVICE OF AN EMPLOYEE IN A PSU/GOVT. SECTOR WILL BE TREATED AS HIS LENGTH OF SERVICE IN PHL. IN CASE BOTH WIFE AND HUSBAND ARE IN SERVICE OF THE COMPANY, ADVANCE WILL BE GIVEN TO ONLY ONE OF THEM. LOAN WILL BE GRANTED TO CONSTRUCT / ENLARGE / PURCHASE, ONLY ONE HOUSE DURING THE ENTIRE SERVICE OF AN EMPLOYEE.

3) **LOAN LIMITS**

NO INDIVIDUAL LOAN SHALL NORMALLY EXCEED 100 MONTHS SALARY SUBJECT TO A MAXIMUM OF 3 LACS TO MEET THE COST OF DWELLING HOUSE/FLAT OR COST OF THE CONSTRUCTION (INCLUSIVE OF COST OF THE LAND) WHICHEVER IS LESS. HOWEVER WHERE THE AMOUNT IS REQUIRED FOR ENLARGING THE EXISTING ACCOMMODATION, THE AMOUNT OF LOAN SHALL NOT EXCEED 75 TIMES OF THE PAY OF THE EMPLOYEE FOR THE LOAN OR THE COST OF SUCH ENLARGEMENT OR Rs 75,000/- WHICHEVER IS LESS.

NOTE : MAXIMUM LIMIT INCREASED TO RS.4.5 LACS

4) **INTEREST**



THE LOAN WILL CARRY SIMPLE INTEREST @ 5.5% PER YEAR OR SUCH REVISED RATE AS THE CORPORATION MAY PRESCRIBE FROM TIME TO TIME. ALL SUCH INTEREST WILL BE CALCULATED ON THE REDUCING BALANCE OF THE LOAN.

5) **SECURITY**

REPAYMENT OF THE LOAN WITH INTEREST SHALL BE SECURED BY :-


- (i) FIRST LEGAL MORTGAGE OR CHARGE IN FAVOUR OF PHL ON THE LAND AND HOUSE TO BE BUILT/ACQUIRED BY THE EMPLOYEE OR WITH THE APPROVAL OF CMD BY AN EQUITABLE MORTGAGE BY DEPOSIT OF TITLE DEEDS PROVIDED THE EMPLOYEE GIVES OTHER SECURITY BY WAY OF ONE OR MORE OF THE FOLLOWING:-
 - (a) ASSIGNMENT OF LIFE INSURANCE POLICIES IN FAVOUR OF PHL. SURRENDER VALUE WILL BE TAKEN INTO ACCOUNTS.
 - (b) HYPOTHECATION OF THE CORPORATION'S CONTRIBUTION TO P.F.
 - (c) IRRESPECTIVE OF THE TYPE OF SECURITY, EVERY EMPLOYEE SHALL EXECUTE A DEMAND PROMISORY NOTE VALID IN LAW AND/ OR DOCUMENT AS MAY BE CONSIDERED APPROPRIATE BEFORE TAKING THE ADVANCE.
- ii) IN ADDITION TO HIS EXECUTING THE AGREEMENT/MORTGAGE DEED, AN EMPLOYEE WILL ALSO BE REQUIRED TO FURNISH SURETY BONDS FROM TWO PERMANENT EMPLOYEES OF THE CORPORATION.

THE LIABILITY OF THE SURETY WILL CONTINUE TILL THE HOUSE BUILT / PURCHASED IS MORTGAGED OR THE LOAN TOGETHER WITH INTEREST IS REPAYED.

6) **PERIOD OF CONSTRUCTION**

THE CONSTRUCTION OF HOUSE SHOULD START IMMEDIATELY AND SHOULD COMPLETE WITHIN 24 MONTHS FROM THE DATE OF RECEIPT OF THE FIRST INSTALMENT OF LOAN AND WITH IN SUCH FURTHER EXTENSION OF TIME AS CMD MAY GRANT AT HIS DISCRETION, OTHERWISE THE ENTIRE AMOUNT OF LOAN SHOULD BE REFUNDED TOGETHER WITH INTEREST IN LUMP SUM. REPORT REGARDING PROGRESS OF CONSTRUCTION SHOULD BE GIVEN FROM TIME TO TIME. CONSTRUCTION WILL BE CARRIED OUT STRICTLY AS PER APPROVED PLANS.

7) **REPAYMENT PLAN**



RECOVERY OF LOAN SHALL BE MADE IN NOT MORE THAN 180 MONTHLY INSTALLMENTS AND THE INTEREST SHALL BE RECOVERED IN NOT MORE THAN 60 MONTHLY INSTALLMENTS. EMPLOYEES MAY RETURN THE LOAN IN SHORTER DURATION ALSO. IN ANY CASE THE REPAYMENT OF ENTIRE LOAN AND INTEREST SHOULD COMPLETE BEFORE RETIREMENT.

RECOVERY OF LOAN SANCTIONED FOR CONSTRUCTION OF A NEW HOUSE OR ENLARGEMENT OF A HOUSE SHALL COMMENCE FROM THE MONTH FOLLOWING THE COMPLETION OF THE HOUSE OR THE 24th MONTH AFTER THE DATE ON WHICH THE FIRST INSTALLMENT IS PAID. IN CASE OF PURCHASING A READY BUILT HOUSE, RECOVERY SHALL COMMENCE FROM THE MONTH FOLLOWING THE PAYMENT OF LOAN.

RECOVERY OF LOAN SHALL BE EFFECTED FROM THE MONTHLY PAY/LEAVE SALARY PAYMENT OF THE CONCERNED EMPLOYEE.

IF AN EMPLOYEE CEASES TO BE IN THE SERVICE OF CORPORATION BY ANY REASON, THE LOAN SHALL BE PAYABLE TO PHL FORTHWITH.

8) **INSURANCE, TAXES ETC**


THE HOUSE BUILT/BOUGHT SHOULD BE INSURED AGAINST WAR, FIRE, FLOOD, RIOTS, LIGHTENING AND EARTHQUAKE FOR AN AMOUNT NOT LESS THAN AMOUNT OF LOAN. THE INSURANCE PREMIUM WILL BE PAID BY THE EMPLOYEE CONCERNED. ALL MUNICIPAL TAXES / CHARGES WILL BE PAID BY THE EMPLOYEE.

9) **MAINTENANCE**

THE HOUSE BUILT / PURCHASED SHOULD BE MAINTAINED IN GOOD REPAIR AND HABITABLE CONDITION AT THE COST OF THE EMPLOYEE.

10) **SALE/HIRE OF HOUSE**

EMPLOYEES WILL NOT SELL THE HOUSE / FLAT BEFORE THE LOAN AND INTEREST IS REPAYED IN FULL. IF FOR ANY REASON, HOWEVER THE EMPLOYEE WANTS TO SELL THE HOUSE OR TO GIVE IT OR PART THEREOF ON RENT BEFORE THE LOAN IS REPAYED, HE SHALL BE BOUND TO GIVE THE COMPANY THE FIRST OPTION TO PURCHASE OR RENT IT.



REFER HBA CIRCULAR NO- 11/88 (1463) DATED 19-09-88 AND SUBSEQUENT AMENDMENTS VIDE CIRCULAR NO-87/91 (1392) DATED 08-09-91 AND CIRCULAR NO 103/93 (1392-B) DATED 01-01-93.

(II) **MOTOR CAR/SCOOTER ADVANCE**

ALL CONFIRMED EMPLOYEES ARE ELIGIBLE TO DRAW ADVANCE FOR PURCHASE OF A VEHICLE ON A SIMPLE INTEREST @ 5.5 % PER ANNUM TO BE CALCULATED ON REDUCING BALANCE AS PER THE BELOW MENTIONED NORMS. THE AMOUNT OF SUCH LOAN IS TO BE UTILIZED WITH-IN 30 DAYS FROM THE DATE OF DRAWL OF LOAN AND ALL OTHER FORMALITIES OF REGISTRATION / TRANSFER ETC. SHOULD BE COMPLETED WITH-IN THAT PERIOD, OTHERWISE PENAL INTEREST @ 18 % PER ANNUM WILL BE CHARGED.

i) **MOTOR CAR**

CAR ADVANCE CAN BE GIVEN FOR PURCHASE OF NEW OR OLD MODELS CAR ONLY TO EXECUTIVES. THE AMOUNT OF SUCH ADVANCE WILL NOT EXCEED 80 % COST OF MARUTI-800 STANDARD (NON A.C) 20 MONTHS SALARY OR ANTICIPATED COST OF VEHICLE WHICHEVER IS LESS. IN CASE OF PURCHASE OF OLD CARS MARKET VALUE OF THE VEHICLE ASSESSED BY INSURANCE COMPANY WILL BE TAKEN INTO ACCOUNT FOR DETERMINING THE ENTITLEMENT OF ADVANCE.

IInd ADVANCE

AN OFFICER WILL BE ELIGIBLE FOR IInd ADVANCE AFTER FOUR YEARS FROM THE DATE OF Ist ADVANCE. THE AMOUNT OF ADVANCE WILL BE LIMITED TO 63 % OF THE ENTITLEMENT OF THE Ist ADVANCE OR THE COST OF VEHICLE WHICHEVER IS LESS. THE CAR ADVANCE WILL BE RECOVERABLE IN NOT MORE THAN 120 MONTHLY INSTALMENTS.

NOTE : IInd ADVANCE REVISED AND WILL BE EQUAL TO FIRST ADVANCE.

ii) **MOTOR CYCLE/SCOOTER**

NON-EXECUTIVE EMPLOYEES CAN DRAW ADVANCE FOR PURCHASE OF MOTOR CYCLE / SCOOTER LIMITED TO 10 MONTHS SALARY (8 MONTHS SALARY IN CASE OF EMPLOYEES BELOW WC-5 GRADE) OR 90% OF THE COST OF VEHICLE SUBJECT TO A MAXIMUM LIMIT OF Rs.17,500/- OR ANTICIPATED COST OF VEHICLE WHICHEVER IS LESS.

NOTE : REVISED TO 10 MONTHS OR 90% COST OF KINETIC HONDA OR ANTICIPATED COST OF VEHICLE WHICHEVER IS LESS.

Ind ADVANCE

THE AMOUNT OF Ind ADVANCE WILL BE LIMITED TO 10 MONTHS SALARY OR 70 % OF THE FIRST ADVANCE OR THE ANTICIPATED COST OF THE VEHICLE.

THE ADVANCE WILL BE RECOVERED IN NOT MORE THAN 60 MONTHLY INSTALMENTS.

NOTE: Ind ADVANCE REVISED AND WILL BE EQUAL TO FIRST ADVANCE.

iii) **MOPED**

THE AMOUNT OF ADVANCE FOR PURCHASE OF MOPED IS LIMITED TO 8 MONTHS SALARY OR Rs. 7000/- OR THE ANTICIPATED COST OF VEHICLE, WHICHEVER IS LEAST. THE ADVANCE WILL BE RECOVERED IN NOT MORE THAN 60 MONTHLY INSTALMENTS.

NOTE: THE ABOVE ADVANCE WILL BE SANCTIONED SUBJECT TO AVAILABILITY OF BUDGET PROVISIONS.

REFER VEHICLE ADVANCE CIRCULAR NO 1/87 (1405) DATED 29.05.87 AND SUBSEQUENT AMENDMENTS 12/01/89, 09/06/89, 13/06/89, 15/01/90, 16/01/90, 04/04/91, 17/05/91, 09/09/91, 22/11/91, 09/03/92, 03/09/93.

(III) **PURCHASE OF HOUSEHOLD EFFECT**

THE EMPLOYEES WHO HAVE BEEN ALLOTTED COMPANY'S ACCOMMODATION WILL BE ELIGIBLE FOR SANCTION FOR FURNISHING ADVANCE FOR PURCHASE OF VARIOUS HOUSE HOLD ITEMS ONCE IN THE SERVICE PERIOD SUBJECT TO THE MAXIMUM LIMIT OF Rs.15,000/- AND Rs 20,000/- IN CASE OF NON-EXECUTIVES AND EXECUTIVES RESPECTIVELY AT THE SIMPLE INTEREST OF 10% PER YEAR TO BE RECOVERABLE IN 50 EQUAL MONTHLY INSTALMENTS. IN CASE HUSBAND AND WIFE BOTH ARE EMPLOYED IN THE CORPORATION, ADVANCES WILL BE ADMISSIBLE TO ONE OF THEM ONLY. THE EMPLOYEE SHOULD HAVE AT LEAST 5 YEARS OF SERVICE TO HIS CREDIT.

REFER PERS.CIRCULAR NO 102/92 (1392-II) DATED 04-12-92.





NON - INTEREST BEARING ADVANCES

(I) FESTIVAL ADVANCE

THE EMPLOYEE OF THE COMPANY ARE ELIGIBLE TO DRAW AN ADVANCE EQUIVALENT TO THE MONTHLY PAY ON THE EVE OF IMPORTANT FESTIVALS AS NOTIFIED BY THE COMPANY FROM TIME TO TIME, ONLY ONCE IN A CALENDER YEAR TO BE RECOVERED IN NOT MORE THAN 10 EQUAL MONTHLY INSTALMENTS FROM THE NEXT MONTH OF ADVANCE.

REFER CIRCULAR NO. 7/88(1392) DATED 10/03/1988

(II) SALARY ADVANCE

EMPLOYEES WILL BE ELIGIBLE TO DRAW SALARY ADVANCE EQUIVALENT TO THE ONE MONTH OF PAY SUBJECT TO THE MAXIMUM LIMIT OF RS.5000/- TO BE RECOVERED IN NOT MORE THAN 10 EQUAL MONTHLY INSTALMENTS. THE ADVANCE WILL BE GRANTED FOR THE FOLLOWING PURPOSES ONLY ONCE IN A CALANDER YEAR :-

- a) TO THE EMPLOYEE PROCEEDING ON LEAVE/TOUR SUBJECT TO THE CONDITION THAT THE DURATION OF LEAVE/TOUR EXTENDS BY MINIMUM SEVEN DAYS BEYOND THE PAY DAY.
- b) TO THE EMPLOYEE AFFECTED BY NATURAL CALAMITIES LIKE FLOOD, CYCLONE, EARTHQUAKE ETC.
- c) FOR MEETING MEDICAL EXPENSES
- d) FOR MEETING EXPENSES IN CONNECTION WITH TECHNICAL OR PROFESSIONAL COURSES STUDY FOR HIMSELF AND DEPENDENTS.
- e) FOR REGISTRATION IN HOUSING SCHEME LIKE DDA ETC.
- f) FOR REPAIR OF VEHICLE
- g) FOR REPAIR OF RESIDENTIAL ACCOMMODATION
- h) TO MEET UNFORSEEN FINANCIAL OBLIGATION WITH THE APPROVAL OF HODs.

REFER CIRCULAR NO. 10/88 DATED 14/09/88 AND
PHL:CO:PERS:1468 DATED 11/03/97



WELFARE

&

OTHER
FACILITIES

WELFARE AND OTHER FACILITIES

(I) REIMBURSEMENT OF MEDICAL EXPENSES

EMPLOYEES ARE REIMBURSED CONSULTATION CHARGES, MEDICINES, LABORATORY TESTS / INVESTIGATIONS SUBJECT TO A MAXIMUM OF ONEMONTH BASIC PAY + DA + ADDITIONAL PAY. IN ADDITION, EMPLOYEES ARE ALSO ENTITLED FOR REIMBURSEMENT OF HOSPITALISATION EXPENSES FOR TREATMENT IN COMPANY EMPANELLED HOSPITALS AND GOVERNMENT HOSPITALS.

EMPLOYEES AND THEIR DEPENDENT FAMILY MEMBERS ARE ALSO ENTITLED FOR REIMBURSEMENT OF EXPENSES INCURRED FOR TREATMENT OF CHRONIC DISEASE SUBJECT TO RULES LAID DOWN IN THIS REGARD.

REFER DO NO. PHL:CO:ADMN:1340-II DATED 05/09/91

EXPENSES INCURRED BY PILOTS FOR MEDICAL EXAMINATION FOR RENEWAL OF THEIR LICENCES ARE ALSO REIMBURSED.

EXPENSES INCURRED ON TESTS, X-RAY CHARGES AND CONSULTATION DONE PRIOR AND POST HOSPITALISATION WILL ALSO BE REIMBURSED.

DENTAL TREATMENT IN THE EMPANELLED HOSPITALS WILL BE ALLOWED FOR DETAILS REFER MEDICAL ATTENDANCE RULES.

REFER LETTER NO.PHL:CO:ADMN:1340 DATED 20/11/90 & 27/11/96.

(II) CHILDREN EDUCATION ALLOWANCE

EMPLOYEES CAN CLAIM REIMBURSEMENT OF TUITION FEES AND HOSTEL SUBSIDY IN RESPECT OF THEIR CHILDREN AGED BETWEEN 5 TO 20 YEARS AS PER DETAILS GIVEN BELOW :-

- | | |
|---|---------------------------|
| a) CLASS I TO X | : Rs. 20/- P.M. PER CHILD |
| b) CLASS XI TO XII | : Rs. 25/- P.M. PER CHILD |
| c) CLASS I TO XII IN CASE OF
PHYSICALLY HANDICAPPED &
MENTALLY RETARDED
CHILDREN | : Rs. 50/- P.M. PER CHILD |
| d) HOSTEL SUBSIDY | : Rs.150/- P.M. PER CHILD |

IN ADDITION TO THE ABOVE, IF THE CHILD HAS OFFERED SCIENCE SUBJECTS IN IX TO XII CLASS THE RATE OF SCIENCE FEE REIMBURSEMENT WILL BE Rs.5/- PER MONTH. THE SAID REIMBURSEMENT WILL NOT BE MADE FOR MORE THAN





3 CHILDREN. IN CASE BOTH HUSBAND AND WIFE ARE WORKING IN THE CORPORATION ONLY ONE OF THEM CAN CLAIM THE ALLOWANCE.

THE ABOVE REIMBURSEMENT WOULD BE SUBJECT TO RULES MADE IN THIS REGARD.

REFER PERS CIRCULAR NO. 82/91(1392) DATED 19/06/91

(III) (a) **LEAVE TRAVEL CONCESSION (L.T.C.)**

EMPLOYEES AND THEIR FAMILY WILL BE ENTITLED FOR L.T.C. ON CEIN TWO YEARS BLOCK FOR JOURNEY TO ANY PLACE IN INDIA AS PER EMPLOYEE'S ENTITLED CLASS OF TRAVEL ON OFFICIAL DUTY. IF FOR ANY REASON, IT IS NOT POSSIBLE TO CLAIM TO L.T.C. IN ANY BLOCK OF TWO YEARS, IT CAN BE AVAILED BEFORE THE END OF THE FIRST YEAR OF THE NEXT TWO YEARS BLOCK, WHEREAFTER IT WILL STAND LAPSED.

AN EMPLOYEE CAN AVAIL LTC DURING LEAVE OF ANY KIND. THE MEMBERS OF THE FAMILY CAN AVAIL THIS CONCESSION SEPARATELY.

DURING TRAVEL ON L.T.C., REIMBURSEMENT OF ACTUAL LOCAL TRANSPORTATION CHARGES LIMIED TO RS.30/- EACH WAY FROM THE RESIDENCE TO THE RAILWAY STATION/BUS STATION/AIRPORT AND BACK, SUBJECTT TO A MAXIMUM OF RS.120/- WILL BE ADMISSIBLE FOR A BLOCK OF TWO YEARS.

(b) **LTC ENCASHMENT**

SUBJECT TO PROVISIONS OF LTC RULES, AN EMPLOYEE CAN BE ALLOWED ENCASHMENT OF LTC FOR SELF, SPOUSE AND DEPENDENT CHILDREN (EXCLUDING DEPENDENT PARENTS) TO THE EXTENT OF 75% OF THE AMOUNT ADMISSIBLE ON THE BASIS OF THE ENTITLED RAIL FARE UP TO A MAXIMUM OF AC 1st CLASS IN TRAIN OTHER THAN IN RAJDHANI EXPRESS PREVAILING ON THE DATE OF APPLICATION FOR SUCH ENCASHMENT. SUCH ENTITLEMENT WILL BE DETERMINED ON THE BASIS OF TWICE THE ENTITLED FARE FOR A MAXIMUM DISTANCE OF 1500 KILOMETEERS FOR ONE BLOCK OF TWO YEARS FOR EACH ENTITLED MEMBER.

THE EMPLOYEE HAS ALSO AN OPTION TO PARTLY AVAIL LTC FOR SOME FAMILY MEMBERS AND ENCASH LTC FOR THE REMAINING FAMILY MEMBERS IN EACH BLOCK.

REFEER P&A CIRCULAR NO.40/89 DATED 30/11/89 AMENDED OFFICE ORDER
PHL/CO/ADMN/1701 DT.29/10/96

(IV) **UNIFORM**

THE CORPORATION PROVIDES SUMMER AND WINTER UNIFORM OF STANDARDISED CLOTH TO ALL CATEGORIES OF EMPLOYEES (EXCEPT PILOTS AND ENGINEERS) AS PER PRESCRIBED SCALE. STITCHING CHARGES ARE REIMBURSED TO THE EMPLOYEES AT THE BELOW MENTIONED RATES:-

<u>EXECUTIVES</u>	<u>NON-EXECUTIVES</u>	<u>REVISED</u>
STICHING PANT	Rs. 75/- EACH	Rs. 75/- EACH RS.180 EACH
CHARGES SHIRT	Rs. 40/- EACH	Rs. 40/- EACH RS. 80/- EACH
(MALE) COAT	Rs.400/- EACH	Rs.350/- EACH RS.1445/- EACH
(FEMALE) BLOUSE	Rs. 15/- EACH	Rs. 15/- EACH

IN ADDITION, EMPLOYEES ARE ALSO REIMBURSED COST OF ONE PAIR OF SHOES/SANDALS AND SOCKS SUBJECT TO PRESCRIBED CEILING LAID DOWN IN THIS REGARD.


HOWEVER, PILOTS AND ENGINEERS ARE ENTITLED FOR LUMP SUM, (ALL INCLUSIVE) KIT GRANT OF Rs.5100/- FOR A PERIOD OF THREE YEARS.

REFER CIRCULAR NO.23/89 DATED 24/01/889, 59/90 (1488) DATED 21/05/90, CIRCULAR NO. PHL/CO/ADMN/1488 DATED 08/02/93 AND DATED 10/05/93 AND OFFICE ORDER NO.PHL/CO/ADMN/1488-VI DT 27/04/98.

(V) **INCENTIVE FOR PROMOTINNG SMALL FAMILY NORMS**

EMPLOYEES ARE ELIGIBLE FOR GRANT OF ONE SPECIAL INCREMENT TO BE TREATED AS PERSONAL PAY FOR UNDERGOING STERLIZATION AFTER HAVING TWO OR THREE SURVIVING CHILDREN. THE PERSONAL PAY WILL NOT BE ABSORBED IN FUTURE INCREASE IN PAY AT ANY POINT OF TIME. THE RATE OF PERSONAL PAY IS TO BE EQUAL TO THE AMOUNT OF THE NEXT INCREMENT AND WOULD REMAIN FIXED DURING THE ENTIRE SERVICE IN CASE OF PERSONS DRAWING PAY AT THE MAXIMUM SCALE. THE RATE OF PERSONAL PAY WILL BE EQUAL TO THE AMOUNT OF THE INCREMENT LAST DRAWN. THE SPECIAL INCREMENT WILL BE GIVEN ON THE FOLLOWING CONDITIONS.

- a) THE EMPLOYEES MUST BE WITHIN THE PRODUCTIVE AGE GROUP I.E. UPTO 50 YEARS IN CASE OF MALES AND BETWEEN 20 TO 45 YEARS IN CASE OF FEMALES. IN CASE OF A FEMALE EMPLOYEE SHE MUST NOT BE OVER 45 YEARS OLD AND AGE OF HER HUSBAND SHOULD NOT BE MORE THAN 50 YEARS.
- b) SUCH EMPLOYEES WHO HAVE GONE STERLISATION OPERATION IN THEIR PREVIOUS GOVERNMENT EMPLOYMENT WILL ALSO BE ELIGIBLE TO DRAW ONE SPECIAL INCREMENT PROVIDED THEY MUST HAVE UNDERGONE SUCH OPERATION AT ANY TIME AFTEER



4 DEC 1979, SUBJECT TO PRODUCTION OF DOCUMENTARY EVIDENCE SPECIFYING THAT THEY HAVE BEEN AVAILING THIS INCENTIVE WHILE BEING IN THE PREVIOUS GOVERNMENT / PSU SERVICE. BESIDES GRANT OF PERSONAL PAY, THE FOLLOWING CASH INCENTIVES WILL ALSO BE PROVIDED:-


Rs.300/- AFTER TWO CHILDREN
Rs.200/- AFTER THREE CHILDREN

CASH INCENTIVE FOR MOTIVATION IS ALSO GIVEN @ Rs.30/- EACH CASE. THE EMPLOYEES WHO UNDERGO STERILISATION MAY BE GRANTED SPECIAL CASUAL LEAVE NOT EXCEEDING 6 AND 14 WORKING DAYS IN CASE OF MALE AND FEMALE EMPLOYEES RESPECTIVELY.

REFER CIRCULAR NO.76/91 (1392) DATED 29/04/91, AND CIRCULAR NO. 88/91 (1273-C) DATEED 18/09/91

(VI) **ALLOTMENT OF COMPANY ACCOMMODATION**

- a) REGULAR EMPLOYEES OF THE COMPANY WILL BE ENTITLED FOR ALLOTMENT OF COMPANY ACCOMMODATION. HOWEVER, THIS WILL NOT BE TREATED AS SERVICE CONDITION AND ALLOTMENT WILL BE MADE AT THE DISCRETION OF THE MANAGEMENT.
- b) EMPLOYEES HAVING THEIR OWN HOUSES OR HOUSES OWNED BY THEIR SPOUSES AT THE PLACE OF THEIR POSTING WILL NOT BE ENTITLED FOR ALLOTMENT, EMPLOYEES SPOUSE WORKING IN GOVT/PSU/PRIVATE COMPANIES, WHO HAVE BEEN ALLOTTED GOVT/COMPANY ACCOMMODATION WILL ALSO BE NOT ENTITLED FOR ALLOTMENT.
- c) ALLOTMENT OF A PARTICULAR CLASS OF ACCOMMODATION WILL BE AS PER DRAWN (ONLY BASIC PAY) BY AN EMPLOYEE AND NOT BY THE RANK HELD BY HIM.
- d) PRIORITY WILL BE GOVERNED REGION WISE. IN CASE THE ACCOMMODATION IN THE ENTITLED TYPE OF QUARTERS IS NOT AVAILABLE, EMPLOYEE CAN BE ALLOTTED THE LOWER TYPE OF ACCOMMODATION.
- e) WHERE BOTH HUSBAND AND WIFE OR ANY OTHER PERSON BELONGING TO HIS/HER FAMILY ARE ELIGIBLE FOR ALLOTMENT, THE CLASS OF ENTITLEMENT WILL BE DETERMINED BY THE HIGHEST PAY DRAWN BY ANY ONE OF THEM.

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- f) PRIORITY DATE IN CASE OF EMPLOYEES SELECTED BY DIRECT RECRUITMENT AND IN THE SAME PAY RANGE WILL BE DETERMINED ON THE BASIS OF THEIR MERIT SENIORITY IN THE PANEL NOT THE ACTUAL DATE OF JOINING.

RECOVERY

DEDUCTIONS @ 10% OF THE PAY DRAWN BY THE ALLOTEE WILL BE MADE FROM HIS SALARY. IN CASE OF SHARED ACCOMMODATION EACH OCCUPANT WILL PAY @ 5% OF THE PAY. OCCUPANTS WILL ALSO PAY ELECTRIC, WATER AND OTHER CHARGES DIRECTLY TO THE CONCERNED AUTHORITY.

OCCUPATION OF ACCOMMODATION

ALLOTEES WILL HAVE TO OCCUPY THE ACCOMMODATION WITHIN 15 DAYS, FROM THE DATE OF ISSUE OF ALLOTMENT ORDER, FAILING WHICH ALLOTMENT WILL BE TREATED AS CONCELLED. ALLOTTED ACCOMMODATION WILL BE USED BY THE FAMILY OF THE ALLOTTEE ONLY.

RETENTION AND VACATION

- a) IF AN EMPLOYEE ACQUIRES A HOUSE/FLAT WITH THE ASSISTANCE OF COMPANY'S HBA SCHEME. HE SHALL VACATE THE ALLOTTED ACCOMMODATION WITHIN ONE MONTH OF TAKING THE POSSESSION OF HIS OWN HOUSE.
- b) IF AN EMPLOYEE RESIGNS, HE WILL NOT BE ALLOWED TO RETAIN THE ALLOTTED ACCOMMODATION FOR MORE THAN ONE MONTH FROM THE DATE OF HIS RELIEVING.
- c) IN CASE OF DEATH OR TRANSFER, AN EMPLOYEE SHALL BE PERMITTED TO RETAIN ACCOMMODATION FOR NOT MORE THAN 4 MONTHS OR END OF ALL ACADEMIC SESSION OF THE CHILDREN.
- d) IN CASE OF RETIREMENT OR RESERVATION TO HIS PARENT ORGANISATION AN EMPLOYEE WILL NOT BE ALLOWED TO RETAIN ACCOMMODATION FOR MORE 2 MONTHS.
- e) WITHOUT PREJUDICE TO ITS RIGHTS CONTAINED IN THE ABOVE MENTIONED PARAS, THE COMPANY MAY AT ANY TIME CANCEL THE ALLOTMENT BY GIVING THREE MONTHS NOTICE WITHOUT ASSIGNING ANY REASON.



OTHER TERMS AND CONDITIONS

- a) HOUSE/FLAT AND ITS VICINITY SHOULD BE KEPT LEAN. UNAUTHORISED CONTRUCTION SHOULD NOT BE CREATED.
- b) PAINTING/WHITE WASHING / REPAIRING / ALTER-ADDITIONS WILL BE DONE AFTER TAKING NECESSARY PERMISSION.
- c) NO ANIMAL OTHER THAN A PET DOG OR CAT OR CAGED BIRD SHALL BE KEPT IN THE HOUSE WITHOUT PERMISSION. HOUSE SHOULD BE USED IN SUCH A MANNER AS TO NOT CREATE ANY NUISANCE OR ANNOYANCE TO THE NEIGHBOURS.
- d) ACCOMMODATION SHOULD BE USED FOR RESIDENTIAL PURPOSE ONLY THE ALLOTTEE AND HIS FAMILY NOT FOR ANY BUSINESS / OFFICE/PROFESSION OF PROFIT OR ANY IMMORAL OR ILLEGAL PURPOSE.
- e) MEETING OF FOLITICAL NATURE SHOULD NOT BE HELD. VOLUME OF AUDIO-VIDEO SYSTEM SHOULD NOT CREAT INCONVENIENCE TO THE NEIGHBOURS.
- f) AN AUTHORISED REPRESENTATIVE BY PHL MAY INSPECT THE ACCOMMODATION AT ANY REASONABLE TIME.
- g) COMPANY WILL NOT BE LIABLE FOR ANY COMPENSATION TO THE EMPLOYEE DUE TO CALAMITY/UNFORSEEN CIRCUMSTANCES.

RESERVATION

10% OF THE TOTAL ACCOMMODATION IN EACH TYPE WILL BE RESERVED FOR OUT OF TURN ALLOTTMENT BY CMD/HEADS OF THE REGIONS AT THEIR SOLE DISCRETION.

REFER ACCOMMODATION ALLOTMENT RULES.

(VIII) PICNIC ASSISTANCE

EMPLOYEES CAN CLAIM PICNIC ASSISTANCE @ Rs.25/- PER EMPLOYEE OVER A PERIOD OF ONE YEAR. HOWEVER, PICNIC SHOULD BE ORGANISED BY NOT LESS THAN 10 EMPLOYEES AT A TIME.

NOTE : REVISED TO RS.40/- PER EMPLOYEE W.E.F. 1996 VIDE CIRCULAR NO. 138/96(1392) DT.12/02/96.

(IX) BRIEFCASE FOR EXECUTIVES



EXECUTIVES ON FUNCTIONAL BASIS CAN BE REIMBURSED THE AMOUNT SPEND ON PURCHASE OF A BRIEF CASE AS PER THE DETAILS GIVEN BELOW:-

E-1 TO E-4	Rs.850/-
E-5 & ABOVE	Rs.950/-

THE LIFE OF A BRIEFCASE HAS BEEN FIXED FOR A PERIOD OF 4 YEARS. PRORATA RECOVERY FOR BRIEFCASE WILL BE MADE IN CASE AN EMPLOYEE LEAVES THE SERVICE OF THEE CORPORATION BEFORE THE EXPIRY OF ITS LIFE.

REFER APPROVAL DATED 22/12/91

(X) **MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS/SOCIETIES**

ANNUAL SUBSCRIPTION CHARGES TOWARDS MEMBERSHIP OF ONE PROFESSIONAL OR TECHNICAL ASSOCIATION/INSTITUTION IN THE CONCERNED FUNCTIONAL AREAS ARE ADMISSIBLE TO EXECUTIVES.

REFER LETTER NO.PHL/CO/PERS/1349 DATED 07/10/87

(XI) **PROVIDENT FUND**

EMPLOYEES CONTRIBUTION @ 10% OF PAY
EMPLOYER'S CONTRIBUTION @ 10% OF PAY

REVISED TO 12% COMP. CONTRIBUTION IN REGARD TO BOTH THE ABOVE MEMBERS / SUBSCRIBERS OF P.F. TRUST ARE ENTITLED TO REFUNDABLE AND NON-REFUNDABLE ADVANCES SUBJECT TO THE RULES OF THE TRUST.

(XII) **GRATUITY**


GRATUITY IS PAID IN ACCORDANCE WITH THE PAYMENT OF GRATUITY ACT IN RESPECT OF EMPLOYEES COVERED BY THE ACT IN RESPECT OF OTHERS, PAYMENT OF GRATUITY IS REGULATED AS PER DPE GUIDELINES ON THE SUBJECT.

(XIII) **FUNERAL EXPENSES**

IN CASE OF DEATH OF AN EMPLOYEE IN SERVICE AN AMOUNT OF RS.10,000/- IS PAID TO HIS/HER DEPENDENT IMMEDIATELY TO MEET EXPENSES RELATING TO HIM/HER FUNERAL AND OTHER LAST RITES.

REFER OFFICE ORDER NO.PHL/CO/PERS/1392 DATED 01/03/1990

(XIV) **SUGGESTION SCHEME**



IN ORDER TO BRING ABOUT IMPROVEMENT IN COMPANY THROUGH ACTIVE INVOLVEMENT AND PARTICIPATION OF THE EMPLOYEES, A SUGGESTION SCHEME HAS BEEN INTRODUCED, SUITABLE SUGGESTION WILL CARRY REWARDS, SUGGESTION CAN NOT BE GIVEN ON MATTERS OF COLLECTIVE BARGAINING, GRIEVANCES, PROCEDURES, ADDITIONAL WELFARE MEASURES ETC.

REFEER PERS CIRCULAR NO. 83/91 (1392) DATED 23/06/91

(XV) **GROUP PERSONAL ACCIDENT INSURANCE**

ALL THE EMPLOYEES OF THE CORPORATION ARE COVERED UNDER GROUP PERSONAL ACCIDENT INSURANCE SCHEME. THE INSURANCE PREMIUM OF THE SAME IS PAID BY THE COMPANY. THE FOLLOWING BENEFITS AT THEE PRESCRIBED RATES ARE AVAILABLE IN CASE OF ACCIDENET OF AN EMPLOYEE.

- a) COMPENSATION TOWARDS LOSS OF LEAVE
- b) SOME COMPENSATION TOWARDS MEDICAL EXPENSES INCURRED
- c) COMPENSATION FOR DEATH & DISABILITY

THE ABOVE BENEFITS ARE ADMISSIBLE TO AN EMPLOYEE MEETING WITH ACCIDENT WHILE ON DUTY OR OHTER WISE, HOWEVER IF AN EMPLOYEE MEETS AN ACCIDENT DURING THE COURSE OF HIS EMPLOYEMENT. HE IS EXTNEDED THE BENEFITS OF NOT ONLY SPECIAL LEAVE FOR THE PERIOD OF HIS REEMPORATION BUT ALSO FULL HOSPITALISATION BENEFITS AS PER MEDICAL RULES OF PHL.

REFER GPA SCHEME FOR DETAILS


(XVI) **AWARD SCHEME FOR EMPLOYEES**

IN ORDER TO RECOGNISE OUTSTANDING, MERITORIOUS AND INNOVATIVE PERFORMANCE OF EMPLOYEES OF THE COMPANY, AN AWARD OF Rs.10,000/- AND 5,000/- EACH WILL BE GIVEN TO THE SELECTED EXECUTIVES (EXECUTIVES,ENGINEERS AND PILOTS) AND NON-EXECTIVE EMPLOYEES RESPECTIVELY.

NOTE : AMOUNT OF AWARD ENHANCED TO RS.25,000/- AND 15,000/- IN CASE OF EXECUTIVES AND NON-EXECUTIVES RESPECTIVELY.

REFER S&L DEPTT. CIRCULAR NO.3168 DATED 03/09/92

(XVII) **CASH PRIZE TO THE WARDS OF EMPLOYEES FOR ACHIEVING EXCELLENCE IN EDUCATIONAL FIELD.**



THE CORPORATION HAS DECIDED TO INSTITUTE CASH PRIZE (W.E.F.1995-96) OF RS.1000/- EACH TO THE WARDS OF EMPLOYEES FOR SECURING HIGHEST MARKS IN THE FOLLOWING EXAMINATIONS:

POST GRADUATION OR EQUIVALENT
GRADUATION OR EQUIVALENT
HIGH SECONDARY (10+2) OR EQUIVALENT
HIGH SCHOOL / 10TH BOARD EXAMINATION

REFER OFFICE ORDER NO.1473A/00459 DT.14/11/95.

(XVIII) **LEASE OF HOUSE FOR CONTRACTUAL EMPLOYEES**

THE CONTRACTUAL EMPLOYEES IN THE EXECUTIVE GRADE HAS BEEN ALLOWED TO TAKE HOUSE ON COMPANY LEASE AS PER THE TERMS AND CONDITIONS STATED IN CIRCULAR NO. PHL/CO/S&L/3450 DATED 18/12/96.

(XIX) **PAYMENT OF EX-GRATIA WHILE ON ACTIVE DUTY**

IN CASE OF DEATH OF AN EMPLOYEE IN SERVICE THE FOLLOWING AMOUNT WILL BE PAID TO HIS/HER DEPENDENT IMMEDIATELY:-

EXECUTIVES/PILOTS/ENGINEERS	RS.5.00 LAKH
SUPERVISOR (WC-7 TO WC-9)	RS.3.00 LAKH
WORKMEN (WC-1 TO WC-6)	RS.2.00 LAKH

REFER OFFICE ORDER NO.PHL/CO/PERS/1392/2193 DATED 13/01/1998



LEAVE

RULES



LEAVE RULES

1.0 SHORT TITLE

THESE RULES MAY BE CALLED P.H.H.L. LEAVE RULES.

2.0 COMMENCEMENT AND SCOPE

THESE RULES SHALL COME INTO FORCE WITH IMMEDIATE EFFECT AND SHALL APPLY TO ALL EMPLOYEES BORN ON THE REGULAR ESTABLISHMENT OF THE COMPANY INCLUDING PROBATIONERS.

3.0 DEFINITIONS

IN THESE RULES UNLESS THERE IS ANYTHING REPUGNANT IN THE SUBJECT OR CONTEXT :


- a) **"THE CORPORATION"** MEANS THE PAWAN HANS HELICOPTERS LIMITED.
- b) **"BOARD"** MEANS THE BOARD OF DIRECTORS OF THE COMPANY.
- c) **"MANAGEMENT"** MEANS THE BOARD OF DIRECTORS OF THE CORPORATION, THE CHAIRMAN & MANAGING DIRECTOR OR ANY OTHER OFFICER OF THE CORPORATION AUTHORISED TO ACT ON THEIR BEHALF.
- d) **"COMPETENT AUTHORITY"** - WITH REFERENCE TO THE EXERCISE OF ANY POWERS UNDER THESE RULES MEANS THE OFFICER OR AUTHORITY TO WHOM SUCH POWERS ARE DELIGATED EITHER IN GENERAL OR IN PARTICULAR.
- e) **"EMPLOYEE"** MEANS A PERSON APPOINTED TO ANY POSITION IN THE CORPORATION AND WILL ALSO INCLUDE A PRBATIONER.
- f)* **"REGULAR EMPLOYEE"** MEANS ANY EMPLOYEE WHO HAS BEEN ENGAGED IN A VACANCY ON THE REGULAR ESTABLISHMENT OF THE CORPORATION AND HAS BEEN



DECLARED IN WRITING TO HAVE SATISFACTORILY COMPLETED PROBATION PERIOD IN ONE OR THE OTHER POST.

- g) "**PROBATIONER**" MEANS AN EMPLOYEE WHO IS PROVISIONALLY EMPLOYED WITH A VIEW TO BEING CONSIDERED FOR APPOINTMENT ON THE REGULAR ESTABLISHMENT OF THE CORPORATION.
- h) "**FOREIGN SERVICE**" MEANS WHEN AN EMPLOYEE OF SOME OTHER ORGANISATION IS DEPUTED FOR SERVICE IN THE CORPORATION AT ITS REQUEST. HE IS SAID TO BE ON "FOREIGN SERVICE"
- i) "**NOTICE**" MEANS A NOTICE IN WRITING REQUIRED TO BE GIVEN OR AFFIXED ON THE NOTICE BOARD FOR THE PURPOSE OF THESE RULES.
- j) "**REGISTERED MEDICAL PRACTITIONER**" AND "ATTENDING MEDICAL OFFICER" MEANS ANY PERSON REGISTERED AS SUCH UNDER ANY LAW FOR THE TIME BEING IN FORCE AND INCLUDES ANY PRACTITIONER IN THE FIELD OF ALLOPATHY, HOMEOPATHY, AYURVEDA AND UNANI SYSTEM OF MEDICINES. HOWEVER THE CERTIFICATE GIVEN BY REGISTERED MEDICAL PRACTITIONER SHALL NOT HOLD GOOD AT PLACES WHERE COMPANY HAS ITS OWN HOSPITALS/DOCTORS OR ANY OTHER ARRANGMENT WITH SOME HOSPITAL/DOCTOR AND EMPLOYEE FALLS SICK THERE.
- k) "**AUTHORISED MEDICAL OFFICER**" MEANS ANY HOSPITAL ESTABLISHED BY COMPANY TO TREAT ITS EMPLOYEES.
- l) "**GOVERNMENT HOSPITAL**" MEANS ANY HOSPITAL ESTABLISHED BY ANY AUTHORITY UNDER THE CONTROL OF CENTRAL OR STATE GOVERNMENT, MUNICIPAL AUTHORITIES, AUTONOMOUS BODY, PUBLIC SECTOR UNDERTAKINGS OR A HOSPITAL RECOGNISED BY THE COMPANY AS SUCH.
- m) "**UNIFORM DATES**" IN THESE RULES WOULD MEANS 1st JAN. AND 1st JULY OF EVERY MONTH.

* WHEREVER PROBATION HAS NOT BEEN CLOSED PENDING RECEIPT OF POLICE VERIFICATION REPORT FROM DISTRICT AUTHORITIES / INTELLIGENCE BUREAU OR PREVIOUS EMPLOYERS, THE EMPLOYEE WILL BE ALLOWED THE BENEFIT OR LEAVE ENCASHMENT ON COMPLETION OF ONE YEAR SERVICE. SUBJECT TO THE CONDITION THAT THE EMPLOYEE IS OTHERWISE ELIGIBLE FOR CLOSING OR PROBATION AND WRITTEN UNDERTAKING TO THE EFFECT THAT IN



CASE VERIFICATION REPORTS RECEIVED SUBSEQUENTLY ARE FOUND TO BE ADVERSE, THE EMPLOYEE SHALL REFUND THE ENTIRE AMOUNT OF LEAVE ENCASHMENT AND APPLY FOR OTHER KIND OF LEAVES AS ADMISSIBLE IF COMMUTED LEAVE / MATERNITY LEAVE ETC HAS BEEN SANCTIONED EARLIER ON COMPLETION OF ONE'S YEAR SATISFACTORY SERVICE.

4.0 **EXHIBITION OF LEAVE RULES**

A COPY OF THESE RULES SHALL BE DISPLAYED ON THE NOTICE BOARD.

5.0 **AMENDMENTS TO AND INTERPRETATION OF THE LEAVE RULES**

5.1 THESE LEAVE RULES MAY BE AMENDED OR MODIFIED FROM TIME TO TIME BY THE CORPORATION AND THE SAME SHALL TAKE EFFECT IN ACCORDANCE WITH THE ORDERS ISSUED BY THE CORPORATION.

5.2 ALL AMENDMENTS OR MODIFICATION MADE TO THESE RULES AND ANY NOTICES, ORDERS OR INSTRUCTIONS ISSUED THEREUNDER SHALL BE CIRCULATED FROM TIME TO TIME AND DISPLAYED ON THE NOTICE BOARD.

5.3 IF ANY DOUBTS ARISE RELATING TO THE CORRECT INTERPRETATION OF THESE RULES, THE DECISION OF THE MANAGEMENT THEREON SHALL BE FINAL AND BINDING.

6.0 **ENTITLEMENT**

6.1 ENTITLEMENT TO LEAVE IN RESPECT OF CASUAL LEAVE, EARNED LEAVE, HALF PAY LEAVE OF EMPLOYEES WILL BE AS SHOWN IN ANNEXURE-1.

6.2 ENTITLEMENT IN RESPECT OF OTHER KINDS OF LEAVE, SUCH AS EOL, MATERNITY AND SPECIAL DISABILITY LEAVE ETC FOR VARIOUS CATEGORIES OF EMPLOYEES SHALL, HOWEVER, BE AS GIVEN IN THESE RULES.




7.0 **CASUAL LEAVE**

- 7.1 CASUAL LEAVE IS INTENDED TO COVER CASUAL ABSENCE OF THE EMPLOYEES FOR PERSONAL REASONS.
- 7.2 CASUAL LEAVE CAN BE GRANTED FOR HALF DAY ALSO. IF HALF DAY LEAVE IS TAKEN, THE LUNCH INTERVAL WILL BE TAKEN AS THE DIVIDING LINE.
- 7.3 THE EMPLOYEES JOINING THE SERVICE OF THE CORPORATION DURING THE FIRST QUARTER OF THE CALENDER YEAR, SHALL BE ENTITLED FOR FULL QUANTUM OF CASUAL LEAVE. IN ALL OTHER CASES, CASUAL LEAVE ENTITLEMENT WOULD BE CALCULATED ON PRO-RATA BASIS.
- 7.4 UNAVIALED CASUAL LEAVE DURING THE YEAR SHALL LAPSE AT THE END OF THE YEAR.
- 7.5 SUNDAYS AND HOLIDAYS WILL NOT BE DEBITED TO THE CASUAL LEAVE ACCOUNT. WHILE SUNDAYS AND HOLIDAYS CAN BE PREFIXED / SUFFIXED TO CASUAL LEAVE, THE TOTAL ABSENCE INCLUDING INTERVENING SUNDAYS AND HOLIDAYS SHOULD NOT EXCEED TEN DAYS ON ANY ONE OCCASSION.
- 7.6 CASUAL LEAVE WILL NOT BE PERMITTED TO BE COMBINED WITH ANY OTHER KIND OF LEAVE.

8.0 **SPECIAL CASUAL LEAVE**


SPECIAL CASUAL LEAVE FALLS OUTSIDE THE NORMAL LEAVE AND CAN BE GRANTED TO MEET SPECIAL SITUATIONS BUT NOT FOR DOMESTIC OR PERSONAL REASONS AS IN THE CASE OF CASUAL LEAVE CASES IN WHICH SPECIAL CASUAL LEAVE CANBE GRANTED ARE AS MENTIONED BELOW :-

- 8.1 PERIODS SPENT IN CAMPS BY EMPLOYEES PERMITTED TO JOIN THE TERRITORIAL ARMY, NOT EXCEEDING 14 DAYS WHICH CAN BE COMBINED WITH OTHER LEAVE, WHEREVER NECESSARY.
- 8.2 SPECIAL CASUAL LEAVE NOT EXCEEDING 30 DAYS IN A CALENDER YEAR MAY BE GRANTED:-
- a) TO EMPLOYEES SELECTED TO REPRESENT THE COMPANY IN TOURNAMENTS RECOGNISED BY THE STATE/NATIONAL ASSOCIATION FOR THE GAME CONCERNED.

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- b) TO EMPLOYEES SELECTED TO REPRESENT THE DISTRICT OR STATE OR ALL INDIA RECOGNISED TOURNAMENTS.
 - c) TO EMPLOYEES SELECTED TO PARTICIPATE IN TRAINING COACHING CAMPS BY STATE ASSOCIATIONS.
 - d) TO EMPLOYEES REQUIRED TO ACT AS UMPIRES IN TOURNAMENTS OF NATIONAL/INTERNATIONAL IMPORTANCE.
 - e) TO EMPLOYEES WHO WISH ATTEND IN INDIVIDUAL CAPACITY MEETING/TRAINING COURSES ORGANISED BY PROFESSIONAL INSTITUTES OF WHICH THEY ARE MEMBERS.

IF THE PERIOD EXCEEDS 30 DAYS IN ANY CALENDER YEAR,THE EMPLOYEE CAN BE PERMITTED BY THE COMPETENT AUTHORITY TO COMBINE SPECIAL CASUAL LEAVE WITH EARNED LEAVE AS A SPECIAL CASE,BUT NOT WITH CASUAL LEAVE.

- 8.3 EMPLOYEES PARTICIPATING IN INTER-UNIT OR INTER DEPARTMENTAL TOURNAMENTS CAN ALSO BE GRANTED SPECIAL CASUAL LEAVE NOT EXCEEDING 10 DAYS AT A TIME WHICH CAN ALSO BE PERMITTED BY COMPETENT AUTHORITY TO BE COMBINED WITH EARNED LEAVE.
- 8.4 EMPLOYEES WHO DONATE BLOOD ON WORKING DAYS MAY BE GRANTED SPECIAL CASUAL LEAVE FOR THAT DAY.
- 8.5 EMPLOYEES WHO UNDERGO STERLISATION OPERATION UNDER THE FAMILY WELFARE SCHEME MAY BE GRANTED SPECIAL CASUAL LEAVE NOT EXCEEDING SIX WORKING DAYS IN CASE OF MALE EMPLOYEES AND 14 DAYS IN RESPECT OF FEMALE EMPLOYEES.
- 8.6 EMPLOYEES WHO ARE EX-SERVICEMEN WHEN CALLED BY MINISTRY OF DEFENCE TO PARTICIPATE IN THE REPUBLIC DAY PARADE CAN BE GRANTED SPECIAL LEAVE FOR THE PERIOD OF THEIR STAY IN DELHI AND THE MINIMUM PERIOD SPENT ON JOURNEY TO AND FROM DELHI BY DIRECT ROUTE.
- 8.7 SPECIAL CASUAL LEAVE CAN BE GRANTED TO AN EMPLOYEE IF HE IS CALLED AS WITNESS BY THE COURTS TOWARDS THE DAYS OF ABSENCE I.E. ATTENDANCE DAY AND MINIMUM TRAVELLING TIME BY



SHORTEST ROUTE. THE LEAVE WILL ONLY BE ALLOWED TO THE EMPLOYEES WHEN THEY ARE CALLED AS WITNESSES IN CASES WHERE THE GOVERNMENT IS A PARTY OR GOVERNMENT CALLS THE INCUMBENT FOR EVIDENCE EVEN WHEN THE CORPORATION HAS NOTHING TO DO IN THESE CASES, PROVIDED, HOWEVER, THAT THE EMPLOYEE HIMSELF IS NOT A PARTY BEING PROSECUTED OR DEFENDED.WHERE THE COROPORATION IS A PARTY AND THE EMPLOYEE IS CALLED FOR EVIDENCE BY THE CORPORATION,THE SAID PERIOD WILL BE TREATED AS ON DUTY AND EMPLOYEE WOULD BE PAID THE USUAL TA/DA.

8.8 FOR AN EMPLOYEE WHO IS NOT PERMITTED TO AVAIL OF FULL JOINING TIME IN COMPANY'S INTEREST WHEN TRANSFERRED FROM ONE STATION TO ANOTHER, SPECIFIC EXECUTIVE ORDERS WILL BE ISSUED IN THIS RESPECT BY THE MANAGEMENT.

8.9 TO REGULARISE THE ABSENCE ON ACCOUNT OF NATURAL CALAMITIES AND CIVIL / POLITICAL DISTURBANCES / CURFEWS AND INFECTIOUS DESEASES. EACH CASE WILL BE CONSIDERED ON MERITS BY COMPTENT AUTHORITY.


POWER TO GRANT SP.CASUAL LEAVE BE EXERCISED BY GMs OF REGIONS (OFFICE ORDER NO. 1283/787 DT.31/05/96)

9.0 **EARNED LEAVE**

9.1 EARNED LEAVE MEANS LEAVE EARNED IN RESPECT OF PERIOD OF SERVICE WITH THE COORDINATION AND GRANTED ON FULL PAY. EMPLOYEES CAN AVAIL EARNED LEAVE FOR 30 DAYS ON FULL PAY. ACCUMULATION WILL NOT BE ALLOWED FOR MORE THAN 240 DAYS.

9.2 EVERY EMPLOYEE'S EARNED LEAVE ACCOUNT WILL BE CREDITED IN ADVANCE EACH YEAR. THIS WILL BE DONE IN TWO INSTALMENTS NAMELY 50% OF THE ENTITLEMENT ON 1st JANUARY AND 1st JULY EVERY YEAR. THE LEAVE AT CREDIT OF THE EMPLOYEE AT THE CLOSE OF THE PREVIOUS HALF YEAR WILL BE CARRIED FORWARD SUBJECT TO THE CONDITION THAT THE TOTAL CREDIT AT THE BEGINNING OF EACH HALF YEAR DOES NOT EXCEED THE LIMIT OF ACCUMULATION AS ALLOWED UNDER THESE RULES.

NOTE: EVERY EMPLOYEE'S EARNED LEAVE ACCOUNT WILL BE CREDITED AT THE CLOSE HALF YEAR. ie ON 1st JANUARY AND 1st JULY EVERY YEAR AFTER THE EMPLOYEE HAS RENDERED SIX MONTHS SERVICE.



(REFER PD CIRCULAR NO.68/90(1283) dated 09/01/91)

- 9.3 IN RESPECT OF AN EMPLOYEE WHO JOINS THE SERVICE OF THE COMPANY AT ANY TIME BETWEEN THE UNIFORM DATES I.E. 1ST JANUARY AND 1st JULY, EARNED LEAVE ACCOUNT WILL BE CREDITED ON PRO-RATA BASIS FOR EVERY COMPLETED MONTH OF SERVICE TILL THE CLOSE OF THE HALF YEAR IN WHICH HE IS APPOINTED. THE PERIOD OF EARNED LEAVE SO CALCULATED WILL BE ROUNDED OFF TO THE NEXT HIGHER FIGURE. FROM THE NEXT HALF YEAR ONWARDS, THE EMPLOYEE WILL BE GOVERNED BY THE RULES AS ABOVE.

NOTE :- AN EMPLOYEE WILL BE ENTITLED TO PRO-RATA CREDIT OF E.L IF HE JOINS AT ANY TIME BETWEEN THE UNIFORM DATES i.e. 1st JAN. AND 1st JULY FOR EVERY COMPLETED MONTH OF SERVICE. FOR THIS PURPOSE AN EMPLOYEE JOINING ON OR BEFORE 15th OF A MONTH WOULD GET CREDIT OF E.L FOR THE WHOLE MONTH. BUT EMPLOYEE JOINING AFTER 15th OF A MONTH WILL NOT GET CREDIT OF EL FOR THAT PARTICULAR MONTH.

(REFER PD CIRCULAR NO.68/90(1283) DATED 09/01/91)


- 9.4 INTERVENING SUNDAYS AND HOLIDAYS FALLING WITHIN THE SPELL OF EARNED LEAVE WILL BE COUNTED AS EARNED LEAVE.
- 9.5 EARNED LEAVE CAN NOT BE TAKEN ON MORE THAN SIX OCCASIONS IN A PARTICULAR YEAR.

10.0 **HALF PAY LEAVE**

- 10.1 HALF PAY LEAVE MEANS ON HALF PAY EARNED IN RESPECT OF SERVICE WITH THE COMPANY AND CAN BE GRANTED TO AN EMPLOYEE FOR REASONS INCLUDING ON MEDICAL GROUNDS. THE HALF PAY FOR THIS PURPOSE SHALL BE TREATED AS HALF OF THE BASIC PAY. ALL OTHER ALLOWANCES WOULD BE PAID IN FULL.

NOTE : HALF PAY LEAVE CAN BE GRANTED TO AN EMPLOYEE FOR REASONS INCLUDING MEDICAL GROUNDS NOT EXCEEDING 20 DAYS IN A CALENDER YEAR. THE HALF PAY LEAVE FOR THIS PURPOSE SHALL BE TREATED AS HALF OF THE BASIC PAY. ALL OTHER ALLOWANCES WOULD BE PAID IN FULL.

(REFERENCE NO. 68/90(1283) DATED 09/01/91)



10.2 EVERY EMPLOYEE'S HALF PAY LEAVE ACCOUNT WILL BE CREDITED AS IN THE CASE OF EARNED LEAVE.

10.3 IN RESPECT OF THOSE WHO JOIN SERVICE AT ANY TIME BETWEEN THE TWO UNIFORM DATED, I.E. 1st JAN AND 1st JULY, HALF PAY LEAVE ACCOUNT WILL BE CREDITED IN THE SAME MANNER AS IN THE CASE OF EARNED LEAVE.

11.0 **COMMUTED LEAVE**

11.1 HALF PAY LEAVE CAN BE COMMUTED INTO FULL PAY LEAVE ON MEDICAL GROUNDS, SUBJECT TO PRODUCTION OF MEDICAL CERTIFICATE FROM A REGISTERED MEDICAL PRACTITIONER. THE TOTAL ACCUMULATION OF COMMUTED LEAVE ADMISSIBLE IN THE ENTIRE SERVICE OF THE EMPLOYEE SHALL NOT EXCEED 240 DAYS.

11.2 TOTAL AMOUNT OF EARNED LEAVE AND COMMUTED LEAVE TAKEN IN CONJUNCTION SHALL NOT EXCEED 180 DAYS AT A TIME.

11.3 WHEN COMMUTED LEAVE IS GRANTED, THE HALF PAY LEAVE ACCOUNT OF THE EMPLOYEE WILL BE DEBITED WITH TWICE THE PERIOD OF SUCH COMMUTED LEAVE.


12.0 **EXTRA ORDINARY LEAVE**

12.1 EXTRA ORDINARY LEAVE MEANS SANCTIONED UNDER SPECIAL CIRCUMSTANCES WITHOUT ANY PAY AND ALLOWANCES (TO THE FOLLOWING EXTENT) WHEN NO OTHER KIND OF LEAVE IS DUE, OR WHEN THE EMPLOYEE SPECIFICALLY APPLIES FOR EXTRA-ORDINARY LEAVE.

a) UP TO THREE MONTHS ON ANY ONE OCCASION OTHER THAN ON GROUNDS OF ILLNESS.

b) UP TO EIGHTEEN MONTHS ON ANY ONE OCCASION IN CASE OF TREATMENT FOR T.B., LEPROSY AND CANCER OR ANY OTHER DISEASE WHICH THE COMPETENT AUTHORITY MAY CLASSIFY AS CONTAGIOUS/FATAL.

12.2 THE CHAIRMAN- CUM-MANAGING DIRECTOR MAY SANCTION EXTRA ORDINARY LEAVE IN EXCESS OF THE ABOVE MENTIONED LIMITS BY THREE MONTHS IN EXCEPTIONAL CASES.

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- 12.3 IN NO CASE THE TOTAL EXTRA -ORDINARY LEAVE ADMISSIBLE TO AN EMPLOYEE DURING THE ENTIRE SERVICE PERIOD SHALL EXCEED FIVE YEARS.
- 12.4 WHERE AN EMPLOYEE FAILS TO RESUME DUTY ON THE EXPIRY OF THE PERIOD OF EXTRA-ORDINARY LEAVE GRANTED TO HIM OR WHERE AN EMPLOYEE WHO IS GRANTED LESSER AMOUNT OF EXTRA-ORDINARY LEAVE THAN THE MAXIMUM ADMISSIBLE, REMAINS ABSENT FROM DUTY FOR ANY PERIOD WHICH TOGETHER WITH THE EXTRA-ORDINARY LEAVE ALREADY GRANTED EXCEEDS THE LIMIT UPTO WHICH HE COULD HAVE BEEN GRANTED SUCH LEAVE UNDER THE ABOVE PROVISION HE SHALL,UNLESS THE MANAGING DIRECTOR,IN VIEW OF THE EXCEPTIONAL CIRCUMSTANCES OF THE CASE OTHERWISE DETERMINES,BE DEEMED TO HAVE RESIGNED HIS APPOINTMENT AND SHALL ACCORDINGLY,CEASES TO BE IN THE SERVICE OF THE COMPANY.
- 12.5 EXTRA-ORDINARY LEAVE AVAILED BY AN EMPLOYEE SHALL NOT COUNT FOR THE PURPOSE OF INCREMENT AND SENIORITY. THE ANNUAL INCREMENT SHALL STAND DEFERRED BY THE NUMBER OF DAYS ON WHICH THE CONCERNED EMPLOYEE HAS REMAINED ON EXTRA-ORDINARY LEAVE. HOWEVER, THE MANAGING DIRECTOR MAY, IN HIS DISCRETION, DIRECT THAT THE PERIOD OF EXTRA ORDINARY LEAVE UPTO THREE MONTHS TAKEN ON GROUNDS OF ILLNESS DULY SUPPORTED BY A MEDICAL CERTIFICATE ACCEPTABLE TO THE CORPORATION SHALL COUNT FOR THE PURPOSE OF INCREMENT AND SENIORITY.

NOTE : EXTRA ORDINARY LEAVE ON LOSS OF PAY TAKEN FOR MORE THAN 15 DAYS (INCL. INTERVENING HOLIDAYS) IN A MONTH WOULD DISQUALIFY AN EMPLOYEE FOR GETTING ANY CREDIT OFEL/HPL/CL FOR THAT PARTICULAR MONTH AND CREDIT OF LEAVE WILL BE REGULATED ACCORDINGLY. (CIRCULAR NO.68/90 (1283) DT. 09/01/91.


POWERS TO GRANT EXTRA-ORDINARY LEAVE ON LOSS OF PAY AS PER CLAUSE 12.1 (a) BE EXERCISED BY GMs OF REGIONS (OFFICE ORDER NO.1283/787 DT.31/05/96)



13.0 **MATERNITY LEAVE**

THIS IS GRANTED TO REGULAR MARRIED FEMALE EMPLOYEES (EXCLUDING APPRENTICES / TRAINEES) IN ACCORDANCE WITH THE FOLLOWING RULES :-

- 13.1 THE LEAVE MAY BE GRANTED ON FULL PAY FOR A PERIOD WHICH MAY EXTEND UPTO THE END OF THREE MONTHS FROM THE DATE OF ITS COMMENCEMENT OR UPTO SIX WEEKS FROM THE DATE OF CONFINEMENT WHICHEVER IS EARLIER,SUBJECT TO PRODUCTION OF MEDICAL CERTIFICATE FROM THE ATTENDING MEDICAL OFFICER.
- 13.2 IT MAY BE COMBINED WITH LEAVE OF ANY OTHER KIND BUT ONLY IF THE REQUEST OF SUCH LEAVE IN SUPPORTED BY A MEDICAL CERTIFICATE FROM THE MEDICAL OFFICER.
- 13.3 MATERNITY LEAVE WILL ALSO BE ALLOWED IN CASE OF MISCARRIAGE/ABORTION SUBJECT TO THE CONDITION THAT THE LEAVE DOES NOT EXTEND BEYOND SIX WEEKS FROM THE DATE OF MISCARRIAGE OR ABORTION.REQUEST FOR LEAVE MUST BE SUPPORTED BY A MEDICAL CERTIFICATE.
- 13.4 IN RESPECT OF MATTERS,NOT SPECIFIED ABOVE, THE PROVISIONS OF MATERNITY BENEFIT ACT 1961, SHALL APPLY.
- 13.5 MATERNITY LEAVE MAY BE GRANTED TO A FEMALE EMPLOYEE FOR A PERIOD UPTO 90 DAYS WITH EFFECT FROM THE DATE OF COMMENCEMENT (BEFORE DELIVERY BUT NOT EARLIER THAN 6 WEEKS FROM THE EXPECTED DATE OF DELIVERY)SUBJECT TO THE CONDITION THAT PRIOR PERMISSION IS OBTAINED BY THE EMPLOYEE AND SHE FULFILLS ALL OTHER PRESCRIBED CRETERIA.THE CONDITION FOR RESTRICTION OF MATERNITY LEAVE TO SIX WEEKS FROM THE DATE OF CONFINEMENT CAN THEREFORE BE RELAXED WITH THE PRIOR APPROVAL OF SANCTIONING AUTHORITY.
- 13.6 IN VIEW OF THE PROVISIONS AT SECTION 5(2) OF THE MATERNITY BENEFITS ACT 1961, MATERNITY LEAVE MAY BE GRANTED TO A FEMALE EMPLOYEE WHO HAS ACTUALLY WORKED IN THE COMPANY FOR A PERIOD OF NOT LESS THAN 160 (ONE HUNDRED SIXTY) DAYS IN THE TWELVE MONTHS IMMEDIATELY PRECEEDING THE DATE OF HER EXPECTED DELIVERY. IN OTHER WORDS, A FEMALE EMPLOYE WITH LESS THAN ONE YEAR'S SERVICE MAY BE GRANTED MATERNITY LEAVE PROVIDED SHE HAS ACTUALLY



WORKED FOR A MINIMUM PERIOD OF 160 DAYS BEFORE HER EXPECTED DELIVERY DATE; AND IN CASE OF A FEMALE EMPLOYEE WITH ONE YEAR'S SERVICE OR MORE IN THE COMPANY, MATERNITY LEVE MAY BE GRANTED PROVIDED SHE HAS ACTUALLY WORKED FOR 160 DAYS IN THE 12 MONTHS IMMEDIATELY PROCEEDING HER EXPECTED DELIVERY DATE.


FOR THE PURPOSE OF CALCULATING THE NUMBER OF DAYS ACTUALLY WORKED, THE NUMBER OF DAYS ON WHICH AN EMPLOYEES HAS PHYSICALLY WORKED ONLY ARE TO BE TAKEN INTO ACCOUNT. IN OTHER WORDS THE DAYS OR WHICH SHE MIGHT HAVE BEEN ON LEAVE AND HOLIDAYS (INCLUDING SUNDAYS), OF WHATEVER NATURE, ARE TO BE TREATED AS DAYS NOT ACTUALLY

WORKED. HOWEVER, THE DAYS, IF ANY, ON WHICH SHE MIGHT HAVE BEEN LAID OFF DURING THE PERIOD UNDER CONSIDERATION ARE TO BE DEEMED AS DAYS ACTUALLY WORKED BY HER.

14.0 **STUDY LEAVE**

STUDY LEAVE TO THE CONFIRMED OFFICERS WILL BE GRANTED SUBJECT TO THE FOLLOWING CONDITIONS :-

- 14.1 THE MANAGING DIRECTOR SHALL BE THE COMPETENT AUTHORITY TO SANCTION STUDY EAVE WITHOUT PAY TO ANY OFFICER OF THE COMPANY FOR A PERIOD OF TWO YEARS WHICH CAN BE EXTENDED BY A FURTHER PERIOD OF ONE YEAR, WHEN THE CIRCUMSTANCES JUSTIFY SUCH EXTENSION. THE TOTAL PERIOD OF STUDY LEAVE SHALL NOT EXCEED THREE YEARS UNDER ANY CIRCUMSTANCES THROUGHOUT THE SERVICE OF AN OFFICER, WHETHER IT IS TAKEN IN ONE OR MORE SPELLS.
- 14.2 AN OFFICER SHALL BECOME ELIGIBLE FOR STUDY LEAVE ONLY AFTER HE HAS COMPLETED A MINIMUM PERIOD OF FIVE YEARS SERVICE AND HE IS CONFIRMED IN THE COMPANY, HOWEVER THIS MINIMUM PERIOD OF FIVE YEARS CAN BE RELAXED BY THE CHAIRMAN-CUM-MANAGING DIRECTOR IN DESERVING CASES.
- 14.3 NO DISCIPLINARY CASE SHOULD BE PENDING AGAINST HIM OR INITIATED OR UNDER INITIATION.
- 14.4 THE OFFICER WILL HAVE TO APPLY FOR THE LEAVE FOR THE PURPOSE OF STUDY LEAVE AND ONLY THE BALANCE OF LEAVE WILL BE TREATED AS "LEAVE WITHOUT PAY".

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- 14.5 THE PERIOD OF STUDY LEAVE AS "LEAVE WITHOUT PAY" WILL NOT BE COUNTED FOR THE PURPOSE OF INCREMENTS AS PER THE EXISTING POLICY REGARDING THE RELEASE OF ANNUAL INCREMENTS.
- 14.6 RETURN FROM THE STUDY LEAVE,THE OFFICER SHALL RESUME DUTY IN THE SAME GRADE AS HE WAS AT THE TIME OF PROCEEDING ON SUCH LEAVE.
- 14.7 DURING THE STUDY LEAVE, THE OFFICER SHALL NOT BE CONSIDERED FOR ANY PROMOTIONAL OPPORTUNITIES IN THE COMPANY,HOWEVER HE WILL BE CONSIDERED AFTER RESUMING HIS DUTIES AS PER THE POLICY REGULATING THE PROMOTIONS EXISTING AT THAT TIME.
- 14.8 THE PERIOD OF STUDY LEAVE WILL HOWEVER BE CONSIDERED FOR THE PURPOSE OF SENIORITY IN THE GRADE SUBJECT TO THE CONDITIONS THAT SUCH PERIOD SHALL NOT BE TAKEN INTO ACCOUNT TO RECKON THE MINIMUM PERIOD OF SERVICE OF AN OFFICER MUST COMPLETE IN HIS EXISTING GRADE TO QUALIFY FOR PROMOTION.
- 14.9 DURING THE ENTIRE PERIOD OF SERVICE OF THE OFFICER THE REQUESTS FOR STUDY LEAVE WILL BE CONSIDERED ONLY TWICE.
- 14.10 AN OFFICER ON STUDY LEAVE WILL NOT BE ALLOWED TO TAKE ANY REMUNERATIVE SERVICE ELSEWHERE WITHOUT THE PRIOR PERMISSION OF THE COMPANY.
- 14.11 THE COMPANY SHALL NOT BE LIABLE FOR ANY FINANCIAL LIABILITY WHATSOEVER INCURRED BY THE OFFICER DURING HIS STUDY LEAVE OR FOR THE PURPOSE OF STUDY LEAVE.
- 14.12 THE OFFICER'S APPLICATION FOR STUDY LEAVE SHALL NOT BE ENTERTAINED UNLESS THE COURSE OF HIGHER EDUCATION FOR WHICH STUDY LEAVE IS SOUGHT IS LIKELY TO BE BENEFICIAL TO THE COMPANY.
- 14.13 NO OFFICER SHALL BE GRANTED STUDY LEAVE FOR STUDY ABROAD IF FACILITIES IN THE FIELD OF STUDY ARE AVAILABLE IN INDIA.

15.0 **REFUSED LEAVE**

WHEN AN EMPLOYEE HAS APPLIED FOR EARNED LEAVE AND THE SAME IS REFUSED IN THE INTEREST OF THE CORPORATION'S WORK, HE WILL BE ALLOWED TO ACCUMULATE LEAVE BEYOND THE PRESCRIBED MAXIMUM LIMIT OF ACCUMULATION FOR A PERIOD NOT EXCEEDING SIX MONTHS.

16.0 **TERMINAL LEAVE**

EARNED LEAVE TO THE EXTENT DUE AND ADMISSIBLE MAY BE GRANTED TO ANY EMPLOYEE AT THE DISCRETION OF THE SANCTIONING AUTHORITY ON TERMINATION OF HIS SERVICE ON MEDICAL GROUNDS. CERTIFIED BY AUTHORISED MEDICAL ATTENDANT OR IN THE CASE OF EXECUTIVE ON ACCOUNT OF RETRENCHMENT ON ABOLITION OF POST, IN THE LATER CASE IT WILL RUN CONCURRENTLY WITH THE NOTICE PERIOD REQUIRED TO BE GIVEN UNDER THE CONTRACT OF APPOINTMENT, IF ANY BENEFIT OF LEAVE AT THE CREDIT OF THE EMPLOYEE WILL BE EXTENDED TO HIM AT THE TIME OF SEPERATION FROM THE CORPORATION.

16.1 **COMPENSATORY OFFS**

EMPLOYEES REQUIRED TO WORK ON WEEKLY HOLIDAYS OR A CLOSED HOLIDAY MAY BE GRANTED COMPENSATORY OFF WITHIN THE TIME PERIOD TO BE DECIDED BY THE COMPETENT AUTHORITY. COMPENSATORY OFF WILL NOT BE ACCUMULATED.

17.0 **SETTING OFF OF LEAVE TOWARDS NOTICE PERIOD**

WHERE AN EMPLOYEE RESIGNS HIS POST ON HIS OWN VOLITION AND IS REQUIRED TO GIVE NOTICE UNDER TERMS AND CONDITIONS OF HIS APPOINTMENT OR DEPOSIT PAY AND ALLOWANCES FOR THE SPECIFIED PERIOD IN LIEU THEREOF, THE EMPLOYEE MAY BE PERMITTED AT THE DISCRETION OF THE COMPANY TO SET OFF THE EARNED LEAVE AT HIS CREDIT ON THE DATE OF LEAVING SERVICE TOWARDS THE NOTICE PERIOD.

18.0 **TRANSFER OF LEAVE**

18.1 EARNED LEAVE TRANSFERRED FROM OTHER PUBLIC UNDERTAKING / GOVERNMENT DEPARTMENT/SEMI-GOVERNMENT / AUTONOMOUS BODY BY VIRTUE OF SERVICE PUT IN BY THE EMPLOYEE IN THE ORGANISATION SHALL BE KEPT AS A





SEPERATE CREDIT TO BE AVAILED BY HIM PROVIDED A LUMP-SUM EQUIVALENT OF LEAVE SALARY IS PAID TO THIS CORPORATION BY THE ORGANISATION CONCERNED.

18.2 IN CASE ANY EMPLOYEE OF THE CORPORATION JOINS ANOTHER PUBLIC SECTOR UNDERTAKING / SEMI-GOVERNMENT / GOVERNMENT ORGANISATION OR AUTONOMOUS BODY,EARNED LEAVE AT HIS CREDIT ALONG WITH THE AMOUNT OF LEAVE SALARY MAY BE TRANSFERRED AT THE DISCRETION OF THE CORPORATION IF ACCEPTABLE TO THE NEW EMPLOYER.

19.0 **LEAVE SALARY**

AN EMPLOYEE ON EARNED LEAVE SHALL BE ENTITLED TO LEAVE SALARY ON FULL PAY. FULL PAY FOR THE PURPOSE OF THESE RULES SHALL BE THE PAY DRAWN IMMEDIATELY PRIOR TO PROCEEDING ON LEAVE. REGULAR EMPLOYEES PROCEEDING ON EARNED LEAVE FOR MORE THAN 30 DAYS WILL BE ENTITLED TO DRAW LEAVE SALARY ADVANCE LIMITED TO ONE MONTH.

20.0 **OVERSTAYAL OF LEAVE**

AN EMPLOYEE WHO REMAINS UNAUTHORISEDLY ABSENT AND DOES NOT REPORT FOR DUTY WITHIN EIGHT DAYS FROM THE DATE OF EXPIRY OF LEAVE GRANTED TO HIM SHALL LOSE LIEN ON HIS POST AND SHALL BE DEEMED TO HAVE VOLUNTARILY LEFT THE SERVICE OF THE CORPORATION WITHOUT NOTICE,HOWEVER IF THE EMPLOYEE IS SUBSEQUENTLY ABLE TO ACCOUNT FOR HIS UNAUTHORISED ABSENCE TO THE SATISFACTION OF THE MANAGEMENT,THE MANAGEMENT MAY REGULARISE THE PERIOD OF ABSENCE IN THE MANNER DEEMED FIT AND COVERED BY RULES.

21.0 **COMBINATION AND CONVERSION OF LEAVE**

SUBJECT TO OTHER RELEVANT PROVISIONS ANY KIND OF LEAVE OTHER THAN CASUAL LEAVE AND COMPENSATORY OFF MAY BE GRANTED IN COMBINATION WITH OR IN CONTINUATION OF ANY OTHER KIND OF LEAVE.

22.0 **GENERAL CONDITIONS FOR GRANT OF LEAVE**

22.1 IT SHALL BE ENDEAVOUR OF THE MANAGEMENT TO GRANT ALL REASONABLE REQUESTS FOR LEAVE WHICH SHOULD BE SUBMITTED WELL IN TIME HOWEVER LEAVE CANNOT BE CLAIMED AS A MATTER OF RIGHT. THE SANCTIONING



AUTHORITY MAY AT ITS DISCRETION REVISE,CURTAIL OR REVOKE AT ANY TIME ACCORDING TO THE EXIGENCIES OF SERVICE.

- 22.2 IN A CASE WHERE AN EMPLOYEE ON LEAVE IS RECALLED TO DUTY IN THE INTEREST OF THE CORPORATION'S WORK,SINGLE RAILWAY/AIR FARE OF THE ENTITLED CLASS WILL BE PAID FROM THE STATION OF LEAVE STATION OF DUTY. THE LEAVE IN SUCH CASES SHALL END ON THE DAY THE RETURN JOURNEY COMMENCES.
- 22.3 IN CASE AN EMPLOYEE MOVES OUT OF HEAD QUARTER ON LEAVE HE WILL HAVE TO SEEK PRIOR PERMISSION FROM THE COMPETENT AUTHORITY IN CASE AN EMPLOYEE MOVES OUT OF HEAD QUARTERS ON LEAVE
- 22.4 EXCEPT WHEN LEAVE IS TAKEN ON MEDICAL GROUNDS DULY SUPPORTED BY MEDICAL CERTIFICATES ISSUED BY A REGISTERED MEDICAL PRACTITIONER,THE NUMBER OF TIMES LEAVE (OTHER THAN CASUAL LEAVE) MAY BE AVAILED BY AN EMPLOYEE DURING A CALENDER YEAR SHALL NOT EXCEED SIX,AND THE EMPLOYEE MUST PROCEED ON LEAVE ONLY AFTER IT HAS BEEN SANCTIONED.
- 22.5 THE LIMIT AS TO HOW MANY EMPLOYEES MAY BE GRANTED LEAVE AT ONE TIME IN EACH SECTION/DIVISION/DEPARTMENT SHALL BE FIXED OR DECIDED BY THE COMPETENT AUTHORITY FROM TIME TO TIME.
- 22.6 AN EMPLOYEE RETURNING FROM LEAVE SHALL ORDINARILY REPORT BACK TO THE POST WHERE-FROM HE/SHE PROCEEDED ON LEAVE UNLESS OTHERWISE INTIMATED BY THE COMPETENT AUTHORITY.
- 22.7 ALL APPLICATIONS FOR LEAVE FOR THREE DAYS OR LESS SHALL BE MADE ATLEAST 24 HOURS BEFORE THE TIME FROM WHICH LEAVE IS REQUIRED.APPLICATIONS FOR LEAVE FOR MORE THAN THREE DAYS SHALL BE ATLEAST 7 DAYS BEFORE,EXCEPT IN SPECIAL CASES.
- 22.8 REQUEST FOR EXTENSION OF LEAVE MAY BE CONSIDERED ONLY IF THE SAME HAS BEEN RECEIVED FROM AN EMPLOYEE GIVING REASON FOR SUCH EXTENSION SUFFICIENTLY IN ADVANCE.
- 22.9 IF THE REQUEST FOR EXTENSION OF LEAVE IS ON GRAOUND OF ILLNESS,IT SHALL BE ACCOMPANIED BY A MEDICAL CERTI-



FIACTE FROM A REGISTERED MEDICAL PRACTITIONER, WHEN THE PERIOD OF SUCH LEAVE IS FOR THREE OR MORE DAYS.

22.10 THE SANCTIONING AUTHORITY ON RECEIVING THE APPLICATION FOR EXTENSION OF LEAVE MAY AT ITS DISCRETION, GRANT THE EXTENSION ASKED FOR OR GRANT IT FOR A LESSER PERIOD OR REFUSE THE EXTENSION. DECISION SO ARRIVED AT SHALL BE COMMUNICATED TO THE EMPLOYEE AS SOON AS POSSIBLE.

22.11 WHERE THE EXTENSION OF LEAVE HAS BEEN GRANTED ONCE, ON THE GROUNDS OF ILLNESS, SECOND OR SUBSEQUENT REQUESTS FOR FURTHER EXTENSION ON GROUNDS OF ILLNESS SHALL BE ACCOMPANIED BY A CERTIFICATE FROM A MEDICAL OFFICER OF GOVERNMENT HOSPITAL.

22.12 WHERE AN EMPLOYEE HAS BEEN SANCTIONED LEAVE OR AN EXTENSION OF LEAVE ON MEDICAL GROUNDS, THE EMPLOYEE WILL BE REQUIRED TO PRODUCE FITNESS CERTIFICATE FROM THE ATTENDING OFFICER AT THE TIME OF RESUMING DUTY.

22.13 MEDICAL CERTIFICATE FROM A REGISTERED MEDICAL PRACTITIONER IS REQUIRED TO BE SUBMITTED IN SUPPORT OF LEAVE TAKEN ON MEDICAL GROUNDS WHEN THE PERIOD OF SUCH LEAVE IS FOR THREE OR MORE DAYS.

23.0 **OTHER EMPLOYMENT DURING THE LEAVE**

AN EMPLOYEE ON LEAVE SHALL NOT TAKE UP ANY SERVICE.


24.0 **RETURN TO DUTY**

NO EMPLOYEE ON LEAVE SHALL RETURN TO DUTY BEFORE THE EXPIRY OF THE PERIOD OF LEAVE GRANTED TO HIM EXCEPT WITH THE PERMISSION OF THE AUTHORITY COMPETENT TO GRANT LEAVE.

25.0 **ENCASHMENT OF LEAVE**

i) ENCASHMENT OF EARNED LEAVE WILL BE ALLOWED TO ALL REGULAR EMPLOYEES. EMPLOYEES UNDER SUSPENSION WILL NOT BE ELIGIBLE FOR ENCASHMENT OF EARNED LEAVE.

ii) ENCASHMENT WILL BE ALLOWED ONLY ONCE IN A CALENDAR YEAR. EARNED LEAVE ACCOUNT WILL BE MAINTAINED IN TWO SECTIONS (A) ENCASHABLE (B) NON-ENCASHABLE. ENCASHABLE PORTION OF EARNED LEAVE CAN ALSO BE AVAILED



OF AS LEAVE AND IT IS NOT NECESSARY THAT IT MUST BE ENCASHED. 75% OF THE TOTAL EARNED LEAVE TO THE EMPLOYEES' CREDIT IS TO BE TREATED AS ENCASHABLE, REMAINING 25% AS NON-ENCASHABLE.

- iii) INCASE OF DEPUTATIONISTS FROM GOVERNMENT DEPARTMENT WHO ARE PERMANENTLY ABSORBED IN THE CORPORTION, 75% OF EARNED LEAVE AT THEIR CREDIT ON THE DATE OF ABSORPTION ROUNDED OFF TO THE NEAREST NUMBER WILL BE TRANSFERRED TO THE ENCASHABLE PORTION OF THE EARNED LEAVE ACCOUNT. LIKewise, IN CASE OF PERSONS WHOSE EARNED LEAVE IS TRANSFERRED TO THE CORPORATION,75% OF THE LEAVE SO TRANSFERRED WILL BE TREATED AS ENCASHABLE. THIS WILL BE IN ADDITION AT THE LEAVE OF THE TWO TYPES ACCRUED IN THE CORPORATION AFTER ABSORPTION FOR WHICH SEPARATE ACCOUNT WILL BE MAINTAINED.

AN EMPLOYEE CAN GET ENCASHMENT OF EARNED LEAVE ONCE IN A CALENDER YEAR CREDITED TO HIS LEAVE ACCOUNT SUBJECT TO THE MAXIMUM OF 75% OF THE PERIOD.30 DAYS OF EL WILL QUALIFY FOR PAYMENT OF ONE MONTH SALARY OF INDIVIDUAL EMPLOYEE.

26.0 **PROCEDURE AND AMOUNT OF ENCASHMENT**

- i) LEAVE AS DUE ON 30th JUNE OR 31st DECEMBER OF THE PRECEEDING HALF YEAR OR OR BALANCE OF LEAVE AFTER ADJUSTING LEAVE TAKEN DURING THE YEAR UPTO DATE OF ENCASHMENT,WHICHEVER IS LESS,CAN BE ENCASHED.
- ii) ON RECEIPT OF AN APPLICATION FROM THE EMPLOYEE FOR ENCASHMENT THE LEAVE ADMISSIBLE FOR ENCASHMENT SUBJECT TO THE LIMITS LAID DOWN IN THE PRECEEDING PARAS,WILL BE DABITED TO HIS LEAVE ACCOUNT AND SANCTION ISSUED BY THE COMPETENT AUTHORITY.
- iii) FOR THE PERIOD OF LEAVE ENCASHED,AN AMOUNT EQUAL TO THE TOTAL OF THE FOLLOWING ELEMENTS OF EMOLUMENTS ADMISSIBLE ON THE DATE OF APPLICATION WILL BE PAYABLE ON THE BASIS OF 30 DAYS A MONTH.
- a) BASIC PAY,INCLUDING SPECIAL PAY,PERSONAL PAY AND NON- PRACTISING ALLOWANCE
 - b) DEARNESS ALLOWANCE.



- c) INTERIM RELIEF/ADHOC RELIEF,IF ANY.
- iv) ENCASHMENT SHALL BE ALLOWED IN FULL INCLUDING UN-ENCASHABLE PORTION AT THE TIME OF RETIREMENT OR TERMINATION OF EMPLOYMENT EXCEPT BY DISCIPLINARY PROCEEDINGS OR RETRENCHMENT OR DEATH OF AN EMPLOYEE. IN CASE OF DEATH, THE ENCASHMENT SHALL BE ALLOWED TO HEIRS OF THE EMPLOYEE, AS NOMINATED BY HIM FOR THE PURPOSE OF C.P.F.
- v) EMPLOYEE WHO ARE GIVEN FURTHER EXTENSIONN OF SERVICE BEYOND THE AGE OF SUPERANNUATION CAN ALSO CARRY FORWARD THE ENCASHABLE AS WELL AS NON-ENCASHABLE PORTION OR EARNED LEAVE TO THE EXTENDED PERIOD OF SERVICE.

27.0 **DEDUCTIONS**

NO DEDUCTION OTHER THAN INCOME TAX AND OTHER PAYMENTS, IF ANY, WILL BE MADE FROM THE AMOUNT OF LEAVE ENCASHMENT PAYABLE TO A SERVICING EMPLOYEE. IN CASE OF RETIRING / RETRENCHMENT/RESIGNATION OR DEATH, COMPANY'S DUES SHOULD BE RECOVERED FROM THE AMOUNT OF ENCASHMENT.

ENTITLEMENTS OF VARIOUS KINDS OF LEAVE

SL.NO	TYPE OF LEAVE	EXECUTIVES & SUPERVISORS & WORKMEN.	ACCUMULATION
1	CASUAL LEAVE	12 DAYS IN A CALENDER YEAR	NIL
2	EARNED LEAVE	30 DAYS PER YEAR	240 DAYS
3	HALF PAY LEAVE	20 DAYS PER YEAR	240 DAYS

EXECUTIVE CADRE : EMPLOYEES IN THE GRADE OF E-1 AN ABOVE
 NON-EXECUTIVE CADRE : EMPLOYEES IN THE GRADE OF WC-9 AND BELOW.



REFER LEAVE RULES OF PHL PERS CIRCULAR NO 68/90 (1283) DATED 09-01-91.

@ HALF PAY LEAVE SHALL NOT EXCEED SIX TIMES IN A CALANDER YEAR EXCEPT WHEN LEAVE IS TAKEN ON MEDICAL GROUNDS DULY SUPPORTED BY MEDICAL CERIFICATE ISSUED BY A REGISTERED MEDICAL PRACTITIONER.

(PLEASE REFER PHL/CO/PERS/1283 DATED 25/09/95)

@ THE POWERS TO GRANT SPECIAL CASUAL LEAVE AS PER CLAUSE 8 OF LEAVE RULES & EXTRA ORDINARY LEAVE ON LOSS OF PAY UPO A MAXIMUM PERIOD OF THREE MONTHS AS PER CLAUSE 12.1(a) READ WIH CLAUSE 12.5 OF LEAVE RULES WOULD HENCEFORTH BE EXCERCISED BY GMs OF THE RESPECTIVE REGION IN RESPECT OF EMPLOYEES UNDER THEIR CONTROL. HOWEVER CASES FOR GRANT OF EOL UNDER CLAUSE 12.1(b) & 12.2 OF LEAVE RULES WOULD HAVE TO BE REFERRED TO CORPORATE OFFICE FOR SANCTION.

(PLEASE REFER PHL/CO/PERS/1283/787 DATED 31/05/96)



SERVICE

RULES




SERVICE RULES

1.0 SHORT TITLE

1.1 THESE RULES MAY BE CALLED PAWAN HANS LIMITED SERVICE RULES.

2.0 DEFINITION IN THESE RULES THERE IS ANYTHING REPUGNANT IN THE SUBJECT OR CONTEXT.

- a) **"APPOINTING AUTHORITY"** IN RELATION TO AN EMPLOYEE MEANS THE AUTHORITY EMPOWERED BY THE MANAGEMENT TO MAKE APPOINTMENT TO THE CATEGORY OR GRADE OF POST IN WHICH THE EMPLOYEE FOR THE TIME BEING IS INCLUDED OR TO THE POST WHICH THE EMPLOYEE FOR THE TIME BEING HOLDS.
- b) **"BOARDS"** MEANS THE BOARD OF DIRECTORS OF THE CORPORATION.
- c) **"THE CORPORATION"** MEANS THE PAWAN HANS HELICOPTERS LIMITED.
- d) **"COMPETENT AUTHORITY"** WITH REFERENCE TO THE EXERCISE OF ANY POWERS UNDER THE RULES MEANS THE EXECUTIVE OR AUTHORITY TO WHOM SUCH POWERS ARE DELEGATED BY THE MANAGEMENT EITHER IN GENERAL OR IN PARTICULAR.
- e) **"MANAGEMENT"** MEANS THE BOARD OF DIRECTORS AND IF AUTHORISED BY THE BOARD, THE MANAGING DIRECTOR OR ANY OTHER EXECUTIVES OF THE CORPORATION TO BE AUTHORISED.
- f) **"APPRENTICE/TRAINEE"** MEANS, A LEARNER WHO IS PAID A STIPEND/SALARY DURING THE PERIOD OF APPRENTICESHIP/TRAINING EXCLUDING APPRENTICES TAKEN UNDER APPRENTICES ACT, 1961.
- g) **"CASUAL EMPLOYEE"** MEANS AN EMPLOYEE WHOSE EMPLOYMENT IS OF OCCASIONAL OR OF CASUAL NATURE.
- h) **"DAILY RATED EMPLOYEE"** MEANS A CASUAL EMPLOYEE APPOINTED ON DAILY WAGE RATES.
- i) **"SALARY"** MEANS, THE AGGREGATE OF THE BASIC PAY AND EARNES ALLOWANCE.

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- j) **"EMPLOYEE"** MEANS A PERSON APPOINTED TO A POST IN THE CORPORATION TO DO ANY WORK.
- k) **"PART TIME EMPLOYEE"** MEANS AN EMPLOYEE WHO IS NOT APPOINTED TO WORK ON FULL TIME BASIS.
- l) **"PROBATIONER"** MEANS AN EMPLOYEE WHO IS PROVISIONALLY EMPLOYED WITH A VIEW TO BEING CONSIDERED FOR APPOINTMENT ON THE REGULAR ESTABLISHMENT OF THE CORPORATION.
- m) **"REGULAR EMPLOYEE"** MEANS AN EMPLOYEE WHO HAS BEEN ENGAGED IN A VACANCY ON THE REGULAR ESTABLISHMENT OF THE CORPORATION AND EXCEPT IN THE CASES OF THOSE WHO ARE EXEMPTED FROM PROBATION AS LAID DOWN HEREUNDER, HAS BEEN DECLARED IN WRITING TO HAVE SATISFACTORILY COMPLETED HIS PROBATION PERIOD IN ONE OR THE OTHER POST.
- n) **"TEMPORARY EMPLOYEE"** MEANS AN EMPLOYEE WHO HAS BEEN ENGAGED ON A TEMPORARY BASIS OR AGAINST A TEMPORARY POST FOR A SPECIFIED PERIOD OR FOR WORK WHICH IS OF AN ESSENTIALLY TEMPORARY NATURE, LIKELY TO BE COMPLETED WITHIN A SPECIFIC PERIOD.
- o) **"EMPLOYEE ON DEPUTATION/FOREIGN SERVICE"** WHEN AN EMPLOYEE OF SOME OTHER ORGANISATIONS DEPUTED FOR SERVICE IN THE CORPORATION AT ITS REQUEST OR VICE-VERSA HE IS SAID TO BE ON "DEPUTATION/FOREIGN SERVICE".
- p) **"NOTICE"** MEANS ANY COMMUNICATION IN WRITING GIVEN OR AFFIXED ON THE NOTICE BOARD.
- q) **"NOTICE BOARD"** MEANS THE NOTICE BOARD SPECIALLY MAINTAINED IN A CONSPICUOUS PLACE AT OR NEAR THE MAIN ENTERANCES OF THE ESTABLISHMENT FOR THE PURPOSE OF DISPLAYING NOTICES.
- r) **"EXECUTIVE"** MEANS AN EMPLOYEE HOLDING A POST IN THE EXECUTIVE CADRE OF THE CORPORATION.
- s) **"NON-EXECUTIVE"** MEANS AN EMPLOYEE WHO IS NOT AN EXECUTIVE.

3.0 **CLASSIFICATIONS**

3.1 THE EMPLOYEE OF THE CORPORATION SHALL BE CLASSIFIED AS UNDER :-

- a) REGULAR
- b) PROBATIONER
- c) TEMPORARY
- d) CASUAL/DAILY RATED/MUSTER ROLL
- e) PART-TIME
- f) APPERENTICE/TRAINEE
- g) ON FOREIGN SERVICE.

THESE EMPLOYEES ARE FURTHER CATEGORISED AS EXECUTIVES AND NON-EXECUTIVES.

4.0 **SCOPE AND APPLICATION**

THESE RULES SHALL BE APPLICABLE TO ALL EMPLOYEES OF PAWAN HANS LIMITED, EXCEPT :

- a) EMPLOYEE GOVERNED BY THE STANDING ORDERS TO BE FRAMED UNDER THE INDUSTRIAL EMPLOYMENT (STANDING-ORDERS) ACT, 1946 TO THE EXTENT OF THE PROVISIONS OF THE SAID STANDING ORDERS.
- b) EMPLOYEES ON DEPUTATION AND /OR FOREIGN SERVICE FROM THE DEPARTMENT, PUBLIC SECTOR UNDERTAKING OR SEMI-GOVERNMENT ORGANISATION UNLESS THE TERMS OF DEPUTATION / FOREIGN SERVICE OTHERWISE STIPULATE.
- c) CASUAL/DAILY RATED/MUSTER ROLL/PART TIME EMPLOYEES IN WHOSE CASE, RULES 6.0, 11.0, 12.0, 13.0, 14.0, 21.0, 23.0 AND OTHER PROVISIONS OF THE OTHER RULES SPECIFICALLY MADE APPLICABLE, WHOLLY OR PARTIALLY TO SUCH EMPLOYEES HOWEVER, SHALL APPLY.
- (d) ANY OTHER EMPLOYEE WHO MAY BE EXCLUDED AT THE DISCRETION OF THE MANAGEMENT, FROM OPERATION OF ANY OR ALL OF THESE RULES- WHOLLY OR PARTIALLY.





5.0 **EXHIBITIONS**

A COPY OF THESE SERVICE RULES (AND ORDERS PASSED BY THE MANAGEMENT IN PURSUANCE THEREOF) SHALL BE AFFIXED ON THE NOTICE BOARD.

6.0 **AMENDMENTS**


- a) THESE SERVICE RULES MAY BE AMENDED,MODIFIED,ALTERED OR INTERPRETATION RESCINDED FROM TIME TO TIME BY THE BOARD AND SHALL TAKE EFFECT IN ACCORDANCE WITH THE ORDERS ISSUED.
- b) ALL AMENDMENTS,MODIFICATIONS,ALTERATIONS OR ADDITIONS MADE TO THESE SERVICE RULES AND ANY NOTICES,ORDERS OR INSTRUCTIONS ISSUED THEREUNDER SHALL BE NOTIFIED FROM TIME TO TIME AND AFFIXED ON THE NOTICE BOARD.
- c) THE MANAGING DIRECTOR MAY RELAX ANY OF THESE RULES TO MITIGATE THE HARDSHIP CAUSED TO ANY EMPLOYEE OR CATEGORY OF EMPLOYEES,AT HIS DISCRETION FOR REASONS TO BE RECORDED BY HIM. HE MAY ALSO MAKE SUPPLEMENTARY RULES/ORDERS TO GIVE EFFECT TO THE OBJECTIVE OF THESE RULES INCLUDING ANY PROCEDURAL CHANGES.
- d) IF ANY DOUBTS ARISE RELATING TO THE CORRECT INTERPRETATION OF THESE RULES, THE DECISION OF THE MANAGEMENT THEREON SHALL BE FINAL & BINDING.
- e) THESE RULES SHALL BE SUBJECT TO THE CORPORATION'S ARTICLES OF ASSOCIATION.

7.0 **APPOINTMENTS**

SUBJECT TO THE PHL RECRUITMENT POLICY AND PROCEDURE,THE FOLLOWING CONDITIONS SHALL APPLY TO ALL APPOINTMENTS IN THE CORPORATION.

7.1 **AGE**

- 7.1.1 THE AGE OF A PERSON AT THE TIME OF APPOINTMENT TO THE SERVICE OF THE CORPORATION SHALL NOT BE LESS THAN 18 YEARS AND SHALL NOT EXCEED THE UPPER AGE LIMIT, INCLUDING ANY RELAXATION THEREOF AS PRESCRIBED BY THE MANAGEMENT.



7.1.2(i) EVERY EMPLOYEE MUST DECLARE, ON HIS FIRST APPOINTMENT, HIS DATE OF BIRTH ACCORDING TO THE CHRISTIAN ERA, AND PRODUCE CONFIRMATORY EVIDENCE LIKE MATRICULATION OR SCHOOL LEAVING CERTIFICATE EVIDENCE AS MAY BE ACCEPTABLE TO THE MANAGEMENT.

7.1.2(ii) IF AN EMPLOYEE IS UNABLE TO PRODUCE, FOR REASONS BEYOND HIS CONTROL, DOCUMENTARY EVIDENCE OF HIS AGE, HE SHALL STATE HIS AGE AND MAKE A WRITTEN AFFIDAVIT SWORN BEFORE A MAGISTRATE/OATH -COMMISSIONER MAKING A DECLARATION (SERVICES OF AN EMPLOYEE GIVING A DELIBERATELY FALSE AFFIDAVIT ARE LIABLE TO BE TERMINATED) THAT THE AGE AS STATED BY HIM IS CORRECT. WHERE AN EMPLOYEE IS UNABLE TO STATE HIS EXACT DATE OF BIRTH, HE CAN STATE APPROXIMATELY THE YEAR OR YEAR AND THE MONTH, IN WHICH CASE THE 1st JULY IN THE FORMER CASE AND 1st OF THE MONTH IN THE LATER CASE WILL BE TREATED AS THE DATE OF BIRTH.

7.1.2(iii) IN ALL CASES REFERRED TO IN CLAUSE (ii) ABOVE, THE AGE OF AN EMPLOYEE AS STATED IN THE AFFIDAVIT WILL BE ACCEPTED AND ENTERED IN THE RECORDS OF THE CORPORATION SUBJECT TO THE CONDITION THAT THE SAID AGE IS CERTIFIED AS CORRECT BEST OF HIS JUDGEMENT BY THE MEDICAL OFFICER AUTHORISED BY THE CORPORATION FOR THE PURPOSE. THE OPINION OF THE AUTHORISED MEDICAL OFFICER, WHO MAY SUBJECT THE EMPLOYEE TO ANY MEDICAL TEST AS HE DEEMS FIT, SHALL BE BINDING ON THE EMPLOYEE IN THIS REGARD.

7.2 **CONVICTION BY COURT ETC**

THE FACT ABOUT ANY CRIMINAL PROCEEDINGS PENDING IN THE COURT OF LAW, CONVICTION BY A COURT OF LAW OR ANY OTHER FACT WHICH COULD DEBAR HIM FROM ENTERING INTO THE SERVICE OF THE GOVERNMENT/PUBLIC UNDERTAKING OR EXISTENCE OF ANY SUBSISTING CONTRACT OF SERVICE WITH ANY OTHER EMPLOYER MUST BE CLEARLY CONVEYED AT THE TIME OF MAKING APPLICATION AND SUBSEQUENTLY, IF SUCH A THING HAS HAPPENED AFTER SUBMISSION OF THE APPLICATION OR JOINING THE SERVICE OF THE CORPORATION.

7.3 **MEDICAL FITNESS**

EVERY CANDIDATE (OTHER THAN A DEPUTATIONIST) APPOINTED TO A POST IN THE CORPORATION SHALL BE REQUIRED TO UNDERGO A MEDICAL EXAMINATION BY THE CORPORATION'S AUTHORISED DOCTOR/MEDICAL BOARD. IN CASE OF A DEPUTATIONIST GETTING ABSORBED IN THE SERVICES OF THE CORPORATION, SHALL BE REQUIRED TO UNDERGO MEDICAL EXAMINATION AT THE TIME OF HIS ABSORPTION. ALL APPOINTMENTS WILL BE SUBJECT TO THE CANDIDATE'S MEDICAL FITNESS AS PER PRESCRIBED STANDARDS FOR THE POST. THE OPINION OF THE CORPORATION'S AUTHORISED DOCTOR / MEDICAL BOARD IN THIS REGARD SHALL BE FINAL. THIS SHALL, HOWEVER, NOT APPLY TO AN INTERNAL CANDIDATE OF THE CORPORATION WHO HAS ALREADY BEEN MEDICALLY EXAMINED AND DECLARED FIT AT THE TIME OF HIS INITIAL APPOINTMENT. AN EMPLOYEE SHALL BE LIABLE TO BE MEDICALLY EXAMINED ANY TIME DURING THE PERIOD OF HIS EMPLOYMENT WITH THE CORPORATION.

7.4 **VARIFICATION OF CHARACTER AND ANTECEDENTS**

CONFIRMATION ON INITIAL APPOINTMENT IN THE CORPORATION SHALL BE SUBJECT TO SATISFACTORY VARIFICATION OF CHARACTER AND ANTECEDENTS BY THE PRESCRIBED AUTHORITIES IN ACCORDANCE WITH THE DIRECTIONS ISSUED BY THE GOVERNMENT FROM TIME TO TIME, EXCEPT IN THE CASE OF EMPLOYEES WHO ARE SELECTED FROM GOVERNMENT / SEMI-GOVERNMENT / PUBLIC SECTOR UNDERTAKINGS, PROVIDED HOWEVER THAT IN SUCH CASES COPIES OF THE VERIFICATION REPORTS OR A CERTIFICATE TO THAT EFFECT IS OBTAINED FROM HIS PREVIOUS EMPLOYER BEFORE HE IS CONFIRMED IN THE SERVICE OF THE CORPORATION. SUCH VERIFICATION, IF CONSIDERED NECESSARY, MAY BE OBTAINED SUBSEQUENTLY AT ANY TIME DURING THE COURSE OF EMPLOYMENT.

8.0 **LIABILITY FOR SERVICE**

8.1 EVERY EMPLOYEE IS LIABLE FOR TRANSFER TO ANY OFFICE OF THE CORPORATION OR TO ANY PLACE IN INDIA OR ABROAD.

8.2 AN EMPLOYEE SHALL BE LIABLE TO BE TRANSFERRED ON DEPUTATION/FOREIGN SERVICE TO ANY DEPARTMENT OF GOVERNMENT OR ANY OF THE PUBLIC SECTOR UNDERTAKING ANYWHERE IN INDIA OR ABROAD AT THE DISCRETION OF THE MANAGEMENT SUBJECT TO THE CONDITION THAT THE TERMS AND CONDITIONS IN THE TOTALITY ON SUCH TRANSFER SHALL






NOT BE INFERIOR TO THOSE APPLICABLE TO HIM IN THE CORPORATION IMMEDIATELY PRIOR TO THE TRANSFER.

8.3 JOINING TIME ON TRANSFER

- i) AN EMPLOYEE SHALL BE ELIGIBLE FOR JOINING TIME ON ONE OCCASION AND NOT EXCEEDING SEVEN DAYS SPENT ON TRAVEL TO ENABLE HIM.
 - a) TO JOIN A NEW POST TO WHICH HE HAS BEEN APPOINTED WHILE ON DUTY IN HIS POST OR
 - b) TO JOIN A NEW POST ON RETURN FROM LEAVE.
- ii) DURING THE JOINING TIME, AN EMPLOYEE SHALL BE ELIGIBLE TO DRAW THE EMOLUMENTS AT THE PLACE OF THE OLD OR NEW POSTING WHICHEVER ARE LESS.
- iii) IN CALCULATING THE JOINING TIME ADMISSIBLE TO AN EMPLOYEE, THE DAY ON WHICH HE IS RELIEVED FROM HIS OLD POST SHALL BE EXCLUDED BUT PUBLIC HOLIDAYS FOLLOWING THE DAY OF HIS RELIEVING SHALL NOT BE INCLUDED IN COMPUTING THE JOINING TIME.
- iv) NO JOINING TIME SHALL BE ADMISSIBLE TO AN EMPLOYEE WHEN THE TRANSFER DOES NOT INVOLVE A POSTING TO A DIFFERENT PLACE.
- v) NO JOINING TIME WILL BE ADMISSIBLE TO AN EMPLOYEE WHEN HIS POSTING IS OF A TEMPORARY NATURE IRRESPECTIVE OF THE FACT THAT THE POSTING IS TO A PLACE OR STATION, OTHER THAN THE ONE AT WHICH HE IS PERMANENTLY POSTED.
- vi) AN EMPLOYEE MAY BE ADVISED BY THE COMPETENT AUTHORITY TO JOIN THE NEW PLACE WITHOUT AVAILING THE JOINING TIME, IN CASE THE EXIGENCIES OF WORK REQUIRE, IF SO, AN EMPLOYEE MAY AVAIL THE JOINING TIME WITHIN SIX MONTHS FROM THE DATE OF HIS RELIEVING FOR TRANSFER.

8.4 LIABILITY FOR DEFENCE SERVICE

ALL ENGINEERING OR MEDICAL GRADUATES APPOINTED TO ANY POST FOR THE CORPORATION SHALL, IF SO REQUIRED BY THE APPOINTING AUTHORITY, BE LIABLE TO SERVE IN ANY OF THE



DEFENCE SERVICES IN POSTS CONNECTED THERETO FOR A PERIOD UPTO FOUR YEARS INCLUDING THE PERIOD SENT ON TRAINING,IF ANY,PROVIDED AT UNLESS THE GOVERNMENT OF INDIA DECIDES OTHERWISE,SUCH A PERSON SHALL NOT :

- a) BE REQUIRED TO SERVE AS AFORESAID AFTER THE EXPIRY OF 10 YEARS FROM THE DATE OF THEIR APPOINTMENT.
- b) ORDINARILY BE REQUIRED TO SERVE AS AFORESAID AFTER ATTAINING THE AGE OF 40 YEARS IN THE CASE OF ENGINEERING GRADUATES AND AFTER THE AGE OF 45 YEARS IN CASE OF MEDICAL GRADUATES.

9.0 **PROBATION & CONFIRMATION**


9.1 UNLESS OTHERWISE PROVIDED IN THE TERMS OF APPOINTMENT OR ANY OTHER AGREEMENT OR AWARD, THE FOLLOWING RULES SHALL GOVERN THE PROBATION AND CONFIRMATION OF AN EMPLOYEE.

9.1.1 ALL EMPLOYEES ON FIRST APPOINTMENT IN THE SERVICE OF THE CORPORATION INCLUDING EMPLOYEES APPOINTED TO A HIGHER GRADE ON THE BASIS OF AN OPEN SELECTION SHALL BE PLACED ON PROBATION FOR A PERIOD OF ONE YEAR DURING WHICH PERIOD THEIR PERFORMANCE WILL BE WATCHED WITH A VIEW TO DETERMINING THEIR SUITABILITY FOR CONFIRMATION AGAINST THE REGULAR POST.

9.1.2 THE FOLLOWING CATEGORIES OF EMPLOYEES SHALL BE EXEMPTED FROM THE REQUIREMENT OF PROBATION.

9.1.2.1 PERMANENT EMPLOYEES OF THE GOVERNMENT AND SEMI- GOVERNMENT ORGANISATIONS AND REGULAR EMPLOYEES OR PUBLIC SECTOR UNDERTAKINGS WHO JOIN INITIALLY ON DEPUTATION/FOREIGN SERVICE FOR MINIMUM ONE YEAR PERIOD PRIOR TO THEIR PERMANENT ABSORPTION IN THE SERVICE OF THE CORPORATION.

9.1.2.2 PERMANENT EMPLOYEES OF THE GOVERNMENT AND SEMI- GOVERNMENT ORGANISATIONS AND REGULAR EMPLOYEES OF PUBLIC SECTOR UNDERTAKINGS WHO ARE ENTITLED TO RETAIN LIEN IN THE PREVIOUS POST AS PER RULES OF THE SAID ORGANISATIONS PROVIDED THEY SURRENDER THEIR LIEN ON THE SERVICE OF THE PREVIOUS EMPLOYER.PROVIDED THAT WHERE AN



EMPLOYEE CHOOSES TO RETAIN LIEN ON THE SERVICE OF THE PREVIOUS ORGANISATION, HE MAY DO SO SUBJECT TO THE CONDITION THAT THE CORPORATION SHALL BEAR NO LIABILITY WHATSOEVER ON THAT ACCOUNT.

- 9.1.3 AN EMPLOYEE WHO IS ON DEPUTATION/FOREIGN SERVICE OR AN EMPLOYEE WHO RETAINS LIEN ON THE SERVICE OF THE PREVIOUS EMPLOYER SHALL BE DEEMED TO BE CONFIRMED AS A REGULAR EMPLOYEE WITH EFFECT FROM THE DATE HE SURRENDERS HIS LIEN ON THE SERVICE OF THE PREVIOUS EMPLOYER. IN RESPECT OF THE OTHER EMPLOYEES WHO ARE EXEMPTED FROM PROBATION UNDER THESE RULES, THEY SHALL BE DEEMED TO BE CONFIRMED AS REGULAR EMPLOYEES WITH EFFECT FROM THE DATE OF JOINING THEIR SERVICES OF THE CORPORATION.
- 9.1.4 THE PERIOD OF PROBATION MAY BE EXTENDED AT THE DISCRETION OF THE COMPETENT AUTHORITY, BUT WILL NOT BE EXTENDED BY MORE THAN ONE YEAR FOR EXCEPTIONAL REASONS TO BE RECORDED IN WRITING.
- 9.1.5 UNLESS EXEMPTED UNDER THESE RULES, EVERY EMPLOYEE APPOINTED IN THE CORPORATION'S SERVICE WILL BE ISSUED A FORMAL ORDER OF CONFIRMATION ON SATISFACTORY COMPLETION OF PROBATIONARY PERIOD OR THE EXTENDED PERIOD OF PROBATION MAY BE APPLICABLE THE EMPLOYEE WILL BE DEEMED TO BE ON PROBATION UNTIL SO CONFIRMED IN WRITING.
- 9.1.6 AN ORDER RELATING TO CONFIRMATION OF EXTENSION OF PROBATION WILL NORMALLY BE COMMUNICATED WITHIN ONE MONTH FROM THE DATE OF COMPLETION OR THE PROBATIONARY PERIOD OR EXTENDED PERIOD OF PROBATION, NON-COMPLIANCE OF THIS STIPULATION WILL NOT, HOWEVER, RESULT IN AUTOMATIC CONFIRMATION OF THE EMPLOYEE.
- 9.1.7 IF DURING THE PROBATIONARY PERIOD INCLUDING THE PERIOD OF EXTENSION, IF ANY, THE PERFORMANCE, PROGRESS AND GENERAL CONDUCT OF THE EMPLOYEE IS NOT FOUND SATISFACTORY OR UPTO THE STANDARD REQUIRED FOR THE POST.
- a) IN CASE OF A DIRECT APPOINTEE, HIS SERVICE MAY BE TERMINATED BY ONE MONTH'S NOTICE OR PAYMENT OF ONE MONTH'S SALARY IN LIEU THEREOF, AND
 - b) IN CASE OF A PROMOTEE, HE MAY BE REVERTED TO THE GRADE OR CADRE FROM WHICH HE WAS PROMOTED.



10.0 **TRAINING**

EMPLOYEEES ARE LIABLE TO UNDERGO SUCH TRAINING / INDUCTION / REFRESHER COURSES FOR SUCH PERIOD AND UNDERTAKE SUCH EXAMINATION / TESTS, AS MAY BE PRESCRIBED BY THE MANAGEMENT FROM TIME TO TIME.

11.0 **HOURS OF WORK - AND ATTENDENCE**

11.1 EVERY EMPLOYEE SHALL COMPLY WITH SUCH INSTRUCTIONS AS ARE ISSUED FROM TIME TO TIME RELATING TO ATTENDENCE, ARRIVAL AND DEPARTURE, THE PERIOD AND HOURS OF WORK FOR DIFFERENT CLASS OF EMPLOYEEES. EVERY EMPLOYEE SHALL BE AT WORK AT THE TIME FIXED AND NOTICED BY THE COMPETENT AUTHORITY FROM TIME TO TIME.

11.2 ATTENDENCE SHALL BE MARKED DAILY ACCORDING TO THE METHOD PRESCRIBED BY THE MANAGEMENT FROM TIME TO TIME.

11.3 EMPLOYEEES WHO ARE REQUIRED TO SIGN IN ATTENDENCE REGISTER, WILL MARK THE TIME OF REPORTING FOR DUTY AS PER INSTRUCTIONS ISSUED BY THE COMPETENT AUTHORITY FROM TIME TO TIME.

11.4 ABSENCE FROM DUTY INCLUDING ABSENCE DUE TO LATE COMING, SHALL BE RECKONED AS FOLLOWS :-

11.4.1 AN EMPLOYEE WHO DOES NOT REPORT FOR DUTY ON TIME MAY NOT BE TAKEN ON WORK, AND HIS ABSENCE FOR THE DAY WILL BE TREATED, AT THE DISCRETION OF THE COMPETENT AUTHORITY, AS LEAVE WITH OR WITHOUT PAY OR AS ABSENCE FROM DUTY.

11.4.2 NOTHING IN THIS RULE SHALL PREJUDICE THE RIGHT OF THE MANAGEMENT/ CORPORATION FOR DEDUCTION OF WAGES FOR THE PERIOD OF ABSENCE AND OR FOR TAKING DISCIPLINARY ACTION AGAINST THE DELINQUENT EMPLOYEE AS PER CONDUCT, DISCIPLINE AND APPEAL RULES



12.0 **HOLIDAYS**

12.1 THE LIST OF FESTIVAL/CLOSED HOLIDAYS SHALL BE NOTIFIED BY THE MANAGEMENT IN THE BEGINNING OF THE YEAR OR AT ANY TIME THEREAFTER, IF NECESSARY.

12.2 CASUAL EMPLOYEES WILL BE ENTITLED ONLY TO THE THREE NATIONAL HOLIDAYS SUBJECT TO THEIR BEING ON DUTY ON THE WORKING DAY PRECEDING AND SUCCEEDING THE HOLIDAYS.

13.0 **ENTRY AND EXIT**

13.1 EVERY EMPLOYEE SHALL ENTER AND LEAVE THE CORPORATION'S PREMISES BY SUCH GATES AS MAY BE PRESCRIBED, EMPLOYEES ENTERING OR LEAVING THE PREMISES ARE LIABLE TO BE DETAINED AND SEARCHED BY SUCH STAFF AS MAY BE AUTHORISED FOR THIS PURPOSE BY THE MANAGEMENT.

14.0 **IDENTITY CARDS**

14.1 EVERY EMPLOYEE OF THE CORPORATION WOULD BE PROVIDED WITH AN IDENTITY CARD.

14.2 EVERY EMPLOYEE SHALL SHOW HIS IDENTITY CARD IF REQUIRED TO DO SO BY THE REPRESENTATIVE OF THE CORPORATION AUTHORISED TO CHECK THE CARD AND REGULATE ENTRY OF PERSONS TO THE PREMISES OF THE CORPORATION.

14.3 THE FIRST ISSUE OF THE CARD WILL BE FREE OF CHARGE. LOSS OF CARD SHALL IMMEDIATELY BE REPORTED BY THE EMPLOYEE TO THE MANAGEMENT. A NEW CARD SHALL BE ISSUED ON PAYMENT OF RUPEES FIVE ONLY.

14.4 EVERY EMPLOYEE LEAVING THE SERVICE OF THE CORPORATION FOR ANY REASON WHATSOEVER, SHALL SURRENDER HIS IDENTITY CARD.

15.0 **CHANGE OF ADDRESS**

15.1 EVERY EMPLOYEE MUST NOTIFY TO THE MANAGEMENT HIS RESIDENTIAL ADDRESS ON JOINING THE CORPORATION'S SERVICE AND MUST ALSO NOTIFY ANY CHANGES THEREIN.



16.0 **PAYMENT OF WAGE**

16.1 WAGES DUE TO ANY EMPLOYEE SHALL BE PAID BEFORE THE EXPIRY OF THE SEVENTH/TENTH DAY AFTER THE LAST DAY OF THE WAGE PERIOD IN RESPECT OF WHICH THE WAGES ARE PAYABLE IN ACCORDENCE WITH PREMISES OF THE LAW.


16.2 ANY WAGES DUE TO AN EMPLOYEE BUT NOT PAID ON THE PRESCRIBED DAY ON ACCOUNT OF THEIR BEING UNCLAIMED SHALL BE PAID ON SUBSEQUENT WORKING DAYS ON DEMAND BY THE EMPLOYEE DURING THE TIME FIXED BY THE MANAGEMENT.

16.3 ALL CLAIMS FOR UNCLAIMED WAGES MUST BE SUBMITTED WITHIN THREE YEARS FROM THE DATE ON WHICH THE WAGES BECOME DUE TO THE EMPLOYEE, IF SO CLAIM IS MADE FOR THE UNCLAIMED WAGES WITHIN A PERIOD OF THREE YEARS, THE CLAIM WOULD BE TREATED AS TIME BARRED.

16.4 DEDUCTION FROM THE WAGE BILLS

16.4.1 DEDUCTION FROM THE WAGES OF AN EMPLOYEE MAY BE MADE FOR THE FOLLOWING PURPOSES :

- i) FOR HOUSE ACCOMODATION PROVIDED BY THE CORPORATION .
- ii) FOR AMENITIES AND SERVICES PROVIDED BY THE CORPORATION.
- iii) FOR A RECOVERY OF ADVANCE OR FOR ADJUSTMENT OF OVER-PAYMENTS.
- iv) INCOME TAX OR ANY OTHER TAX LEVIED BY THE GOVERNMENT.
- v) DEDUCTION REQUIARED TO BE MADE BY ORDERS OF A COURT OR OTHER AUTHORITY COMPETENT TO MAKE SUCH ORDERS.
- vi) FOR REFUND OF ANY ADVANCE TAKEN FROM THE EMPLOYEE'S PROVIDENT FUND.
- vii) DEDUCTION MADE WITH THE WRITTEN AUTHORISATION OF THE EMPLOYEE FOR :-

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- a) PAYMENT OF LIFE INSURANCE PREMIUM OR FOR THE PURPOSE OF PURCHASE OF GOVERNMENT SECURITIES OR THE LIKE AS MAY BE DECIDED BY THE CORPN.
 - b) PAYMENT OF SUBSCRIPTION OR OTHER CHARGES DUE TO ANY OF EMPLOYEE'S CLUBS' DULY RECOGNISED BY THE CORPORATION.
 - c) PAYMENT SUBSCRIPTION OR CONTRIBUTION TO PROVIDENT FUND OR ANY OTHER FUND SPONSORED OR APPROVED BY THE CORPORATION, OR TO COMPLY WITH ANY STATUTORY REQUIREMENT.
- viii) DEDUCTION OF AMOUNTS DUE TO THE CORPORATION FROM AN EMPLOYEE ON ANY ACCOUNT;
 - ix) ANY OTHER DEDUCTIONS MADE WITH THE WRITTEN AUTHORISATION OF THE EMPLOYEE CONCERNED;
 - x) FINES
 - xi) FOR UNAUTHORISED ABSENCE FROM THE DUTY.
 - xii) FOR DAMAGE TO OR LOSS OF GOODS EXPRESSLY ENTRUSTED ON THE EMPLOYEE FOR CUSTODY OR FOR LOSS OF MONEY FOR WHICH HE IS REQUIRED TO ACCOUNT.

17.0 **OVERTIME**

17.1 THE MANAGEMENT RESERVES THE RIGHT TO REQUIRE ANY EMPLOYEE TO WORK OVERTIME INCLUDING WORK ON WEEKLY HOLIDAYS AND FESTIVAL HOLIDAYS IN ACCORDENCE WITH THE INSTRUCTIONS OF THE MANAGEMENT ISSUED FROM TIME TO TIME. HE IS ALSO LIABLE TO BE CALLED FOR DUTY AT ANY TIME. FOR SUCH OVERTIME WORK DONE, COMPENSATORY OFF OR OVERTIME ALLOWANCE PAYMENT AS ADMISSIBLE UNDER THE RULES/LAW, WILL BE ALLOWED TO SUCH CATEGORIES OF EMPLOYEES AND AT SUCH RATES AS MAY BE SPECIFIED BY THE MANAGEMENT FROM TIME TO TIME.



18.0 **PURSUING HIGHER STUDIES**

18.1 ANY EMPLOYEE WHO WISHES TO ACQUIRE HIGHER ADDITIONAL STUDIES. QUALIFICATIONS BY PURSUING ANY COURSE OF EDUCATION/TRAINING TO ANY INSTITUTION EITHER BY ATTENDING SUCH COURSE PERSONALLY OR THROUGH POSTAL COACHING MAY DO SO ONLY AFTER OBTAINING SPECIFIC PERMISSION OF THE MANAGEMENT. SUCH PERMISSION WILL NOT BE ACCORDED IN CASE IT IS CONSIDERED THAT THE SAME WILL INTERFERE WITH THE PROPER PERFORMANCE OF HIS DUTIES.

19.0 **FORWARDING OF APPLICATION FOR OUTSIDE EMPLOYMENT**

19.1 AN EMPLOYEE OF THE CORPORATION CAN SEEK EMPLOYMENT OUTSIDE PROVIDED NOT MORE THAN THREE APPLICATIONS PER YEAR OF A REGULAR EMPLOYEE FOR SEEKING OUTSIDE EMPLOYMENT SHALL BE FORWARDED BY THE CORPORATION. THIS RESTRICTION SHALL, HOWEVER, NOT APPLY TO SC/ST EMPLOYEES.

20.0 **OFFICIAL TOURS**

20.1 AN EMPLOYEE SHALL BE LIABLE TO PROCEED ON TOUR IN THE COURSE OF HIS OFFICIAL DUTY TO ANY PLACE WITHIN INDIA OR ABROAD AS AND WHEN REQUIRED BY THE MANAGEMENT FOR WHICH HE SHALL BE PAID AS PER THE RULES OF THE CORPORATION.

21.0 **REMOVAL OF BOOKS, DRAWINGS AND OTHER PAPERS ETC, OUTSIDE CORPORATION PREMISES**

21.1 NO EMPLOYEE SHALL CARRY WITH HIM OUTSIDE THE OFFICE / PROJECT PREMISES ANY PAPERS, BOOKS, DRAWINGS, PHOTOGRAPHS, INSTRUMENTS, APPARATUS, DOCUMENTS OR ANY OTHER PROPERTY OF THE CORPORATION EXCEPT WITH THE APPROVAL OF THE COMPETENT AUTHORITY.

21.2 ANY DOCUMENTATION OR INFORMATION RECEIVED OR OBTAINED BY AN EMPLOYEE DURING THE COURSE OF HIS OFFICIAL DUTY, FROM OUTSIDE SOURCE SHALL BE THE PROPERTY OF THE COMPANY.



22.0 **INVENTIONS**

22.1 WITHIN ONE MONTH OF TAKING UP EMPLOYMENT WITH THE CORPORATION, IT SHALL BE INCUMBENT ON EVERY EMPLOYEE WHO HAS TAKEN OUT OR APPLIED FOR, EITHER INDIVIDUALLY OR JOINTLY WITH ANY OTHER PARTY, PATENTS OR IS IN POSSESSION OF ANY INVENTIONS / DISCOVERIES, TO FURNISH TO THE CORPORATION A LIST OF SUCH PATENTS TAKEN OUT OR APPLIED FOR AND THE TITLES AND NATURE OF INVENTION / DISCOVERIES IN HIS POSSESSION AND DEMONSTRATE IF SO REQUIRED BY THE MANAGEMENT.

22.2 TO THE COURSE OF ANY INVESTIGATION UNDER-TAKEN BY HIM IN THE EMPLOYMENT OF THE CORPORATION OR WITHIN A PERIOD OF FIVE YEARS AFTER THE TERMINATION OF HIS EMPLOYMENT WITH THE CORPORATION, IF ANY EMPLOYEE MAKES ANY INVENTION OR DISCOVERY WHICH CAN BE REASONABLE DEEMED TO BE IN CONSEQUENCES OF HIS EMPLOYMENT IN THE CORPORATION, HE SHALL HOLD THEM IN TRUST ON BEHALF OF THE CORPORATION AND SHALL FORTHWITH DISCLOSE TO THE CORPORATION FULL AND COMPLETE DESCRIPTION AND NATURE OF THE SAID INVENTION AND THE MODE OF PERFORMING THE SAME. HE SHALL NOT PUBLICISE THE RESULT WITHOUT THE APPROVAL OF THE CORPORATION. THE CORPORATION SHALL HAVE THE ABSOLUTE DISCRETION TO ADOPT THE,PERMIT,ASSIGN, CHANGE OF TRANSFER PATENTS OF SUCH INVENTIONS / DISCOVERIES.


23.0 **SAFETY**

23.1 EMPLOYEES SHALL BE BOUND TO OBSERVE SAFETY RULES AS NOTIFIED FROM TIME TO TIME BY THE MANAGEMENT AND TO USE SAFETY EQUIPMENTS AND TAKE OTHER PRECAUTIONS AS ARE NECESSARY. BREACH OF SAFETY REGULATIONS SHALL BE DEEMED TO BE MISCONDUCT AND THE EMPLOYEE SHALL BE LIABLE TO PUNISHMENT.

24.0 **TERMINATION**

24.1 EXECUTIVES: SUBJECT TO THE PROVISION OF LAW FOR THE TIME BEING IN FORCE,AN EMPLOYEE'S SERVICES MAY BE TERMINATED IN ANY ONE OF THE FOLLOWING WAYS :

- a) TERMINATION IN TERMS OF SERVICE CONTRACT.
- b) RESIGNATION.
- c) RETRENCHMENT.
- d) RETIREMENT

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- e) MEDICAL UNFITNESS OR CANCELLATION OF LICENCE FOR ANY REASON, WHATSOEVER BY ANY COMPETENT AUTHORITY. (CIRCULAR NO.106/93 (1283)/9700 DATED 28/01/93)
 - f) DEATH
 - g) DISMISSAL OR REMOVAL FROM SERVICE AS A RESULT OF DISCIPLINARY ACTION.

24.2 IN TERMS OF SERVICE CONTRACT; THE SERVICES OF AN EMPLOYEE MAY BE TERMINATED BY GIVING SUCH NOTICE OR PAY IN LIEU THEREOF AS MAY BE PRESCRIBED IN THE CONTRACT OF HIS SERVICE. IN THE ABSENCE OF ANY SUCH SPECIFIC PROVISION IN THE CONTRACT OF SERVICE, THE SERVICES OF THE EMPLOYEE MAY BE TERMINATED IN THE FOLLOWING MANNER :


24.2.1 SERVICES OF A TEMPORARY EMPLOYEE SHALL STAND AUTOMATICALLY TERMINATED AT THE END OF THE PERIOD AS SPECIFIED IN THE ORDER OF APPOINTMENT OR ON COMPLETION OF WORK FOR WHICH HE WAS ENGAGED WHICHEVER IS EARLIER. THE SERVICES OF SUCH AN EMPLOYEE MAY BE TERMINATED EVEN BEFORE THE EXPIRY OF THE SPECIFIED PERIOD OR BEFORE THE COMPLETION OF THE SAID WORK BY ONE MONTH'S NOTICE ON EITHER SIDE OR PAYMENT OF SALARY IN LIEU THEREOF. IF THE UNEXPIRED PERIOD OUT OF THE SPECIFIED PERIOD IS LESS THAN ONE MONTH, THE NOTICE PERIOD OF PAY IN LIEU THEREOF WILL BE CORRESPONDINGLY REDUCED.

24.2.2 THE SERVICES OF A CASUAL EMPLOYEE CAN BE TERMINATED WITHOUT ASSIGNING ANY REASON OR GIVING ANY NOTICE.

24.2.3 THE SERVICES OF A FRESH RECRUIT ON PROBATION CAN BE TERMINATED WITHOUT ASSIGNING ANY REASON BY GIVING ONE MONTH'S NOTICE ON EITHER SIDE OR PAYMENT OF SALARY IN LIEU THEREOF.

24.2.4 SUBJECT TO THE REGULATION 9.1.7, THE CORPORATION MAY TERMINATE THE SERVICES OF ANY EMPLOYEE BY GIVING HIM THREE MONTHS NOTICE IN WRITING OR BY PAYING HIM THREE MONTHS SALARY IN LIEU THEREOF.

24.2.5 AN EXECUTIVE WHO HAS ATTAINED THE AGE OF 50 YEARS AND IS CONSIDERED TO BE MEDICALLY UNFIT, INEFFICIENT OR OF DOUBTFUL INTEGRITY, MAY BE PRE-MATURELY



RETIRED BY THE COMPETENT AUTHORITY VIZ. MD. THE CRITERIA FOR JUDGING THE MEDICAL UNFITNESS, INEFFICIENCY OR DOUBTFUL INTEGRITY OF EXECUTIVES PROPOSED TO BE PRE-MATURELY RETIRED, AS FOLLOWS :-

i) **INEFFICIENCY**

INEFFICIENCY WOULD BE EVALUATED ON THE BASIS OF THE APPRAISAL REPORTS. AN EMPLOYEE WHO HAS SECURED CONSECUTIVELY-UNSATISFACTORY FOR THREE YEARS IN HIS APPRAISAL REPORTS, MAY BE DEEMED AS A FIT CASE FOR PREMATURE RETIREMENT.

ii) **DOUBTFUL INTEGRITY**

AN EMPLOYEE WHO GETS ADVERSE COMMENTS CONSEQUENTLY FOR THREE YEARS FOR HIS INTEGRITY IN HIS CR WOULD BE RECOMMENDED FOR PREMATURE RETIREMENT.


NOTE: APPRAISAL REPORTS OF THOSE EXECUTIVES WHO HAVE BEEN GRADED AS UNSATISFACTORY (O) OR WHOSE INTEGRITY HAS BEEN CONSIDERED DOUBTFUL WILL BE PUT UP TOGETHER EVERY YEAR TO THE CHIEF EXECUTIVE, IF SUCH REPORTS HAVE NOT, OTHERWISE, BEEN PUT TO HIM AS REVIEWING AUTHORITY OR HIGHER AUTHORITY.

iii) **MEDICAL LEAVE**

IF AN EMPLOYEE HAS BEEN CONTINUOUSLY ON LEAVE ON MEDICAL GROUNDS FOR A PERIOD OF 12 WEEKS (INCLUDING SUNDAYS AND HOLIDAYS) OR HE HAS BEEN ON LEAVE FOR REASONS OF SICKNESS FOR A TOTAL PERIOD OF 120 DAYS (INCLUDING SUNDAYS AND HOLIDAYS) OR MORE DURING A CONTINUOUS PERIOD OF SIX MONTHS OR IF A PERSON THROUGH ATTENDING DUTIES BUT IF FOUND TO BE MENTALLY DERANGED, HIS DEPARTMENTAL HEAD MAY REFER HIM TO A MEDICAL BOARD FOR HIS THOROUGH MEDICAL CHECK-UP AND REPORT.

THE DISEASE HE IS SUFFERING FROM :-

- WHETHER IT IS CURABLE OR INCURABLE
- WHETHER THE DISEASE IS INFECTIOUS/CONTAGIOUS



IN CASE OF CURABLE DISEASE WHETHER THE PERSON IS LIKELY TO BE FIT TO RESUME HIS NORMAL DUTIES WITHIN A PERIOD 12 MONTHS.

IF THE PERSON IS NOT FIT TO RESUME HIS DUTIES WITHIN A PERIOD OF 12 MONTHS AND IN CASE OF EMPLOYEES SUFFERING FROM INCURABLE AND INFECTIOUS / CONTAGIOUS DISEASE OR SUFFERING FROM LUNACY OR MENTAL DERANGEMENT AND WHOSE SERVICES CANNOT BE UTILISED BY THE COMPANY OR WHOSE ATTENDANCE IS LIKELY TO POSE HEALTH HAZARD TO OTHERS, HE MAY BE CERTIFIED BY THE MEDICAL BOARD, PRE-MATURE RETIRED ON RECOMMENDATIONS OF DIRECTOR IN-CHARGE/REGIONAL HEAD.

NOTE:- THIS PREMATURE RETIREMENT INDEPENDENT OF AND WITHOUT PREJUDICE TO THE RIGHT OF THE COMPANY UNDER THE CONTRACT OF EMPLOYMENT TO DISPENSE WITH THE SERVICES OF AN EMPLOYEE ON THREE MONTHS NOTICE. IN CASE OF EMPLOYEE WHO MIGHT NOT HAVE EVEN ATTAINED THE AGE OF 50 YEARS, AS PROVIDED IN CLAUSE 24.2.4 OF THE SERVICE REGULATIONS.

BENEFITS ON PREMATURE RETIREMENT

- a) PAY FOR THE NOTICE PERIOD OF ONE MONTH/THREE MONTHS MAY BE APPLICABLE TO HIM UNDER THE TERMS & CONDITIONS OF SERVICE PLUS LEAVE SALARY FOR UNAVAILED EARNED LEAVE. THE QUANTUM OF LEAVE SALARY WILL NOT EXCEED THE MAXIMUM LIMIT TO WHICH EARNED LEAVE CAN BE ACCUMULATED UNDER THE LEAVE RULES APPLICABLE TO THE EMPLOYEES.
- b) FULL PROVIDENT FUND CONTRIBUTION OF THE EMPLOYER WITH ACCRETIONS THERETO IN THE ACCOUNT OF THE EMPLOYEE SUBJECT TO THE PROVISIONS OF THE PROVIDENT FUND RULES APPLICABLE TO HIM.
- c) GRATUITY FOR EACH COMPLETED YEAR OF SERVICE OR PART THEREOF AS ADMISSIBLE UNDER THE GRATUITY RULES.
- d) TRANSFER BENEFITS FOR SELF AND FAMILY FOR PROCEEDING TO HOME TOWN OR TO THE PLACE WHERE HE INTENDS TO SETTLE IN INDIA AS ADMISSIBLE UNDER THE TA RULES.

REFER PERS & ADMN CIRCULAR NO. 60/90 (1288) DATED 22ND MAY

1990 WITH IMMEDIATE EFFECT.

NOTE : AN EMPLOYEE IS LIABLE TO BE DISCHARGED AT ANY TIME FROM THE SERVICES OF THE CORPORATION ON BEING FOUND UNFIT TO DISCHARGE DUTIES DUE TO CANCELLATION OF LICENCE FOR ANY REASON WHATSOEVER, BY ANY COMPETENT AUTHORITY BY GIVING HIM THREE MONTH'S NOTICE OR SALAR IN LIEU THEREOF.

(CIRCULAR NO.106/93 (1283) / 9700 DT.28/01/93

25.0 **RESIGNATION**

25.1 NO EMPLOYEE ON PROBATION SHALL RESIGN FROM THE SERVICES OF THE CORPORATION OTHERWISE THAN ON THE EXPIRY OF ONE MONTH FROM THE SERVICE ON THE CORPORATION OF A NOTICE IN WRITING OF SUCH RESIGNATION OR BY PAYING ONE MONTH'S SALARY IN LIEU THEREOF. PROVIDED FURTHER THAT THE COMPETENT AUTHORITY MAY REDUCE THE PERIOD OF ONE MONTH OR REMIT THE REQUIREMENT OF NOTICE.

25.2 NO EMPLOYEE SHALL RESIGN FROM THE SERVICES OF THE CORPORATION OTHERWISE THAN ON THE EXPIRY OF THREE MONTHS FROM THE SERVICE OF THE CORPORATION OF A NOTICE IN WRITING OF SUCH RESIGNATION OR BY PAYING THREE MONTH'S SALARY IN LIEU THEREOF. PROVIDED FURTHER THAT THE COMPETENT AUTHORITY MAY REDUCE THE PERIOD OF THREE MONTHS OR REMIT THE REQUIREMENT OF NOTICE.

25.3 UNDER NO CIRCUMSTANCES SHALL THE RESIGNATION TENDERED BY AN EMPLOYEE WHOSE CONDUCT IS UNDER INVESTIGATION, BE ACCEPTED,WITHOUT THE SANCTION OF THE AUTHORITY COMPETENT TO DISMISS HIM.


26.0 **RETRENCHMENT**

26.1 WHEN IT BECOMES NECESSARY TO RESORT TO TERMINATION BY WAY OF RETRENCHMENT,THE SAME SHALL BE CARRIED OUT IN ACCORDANCE WITH THE PROCEDURES AS PRESCRIBED IN THE RELEVANT ACT OR ACTS.

27.0 **RETIREMENT**

27.1 THE NORMAL AGE OF RETIREMENT FOR THE EMPLOYEES OF THE CORPORATION SHALL BE 58 YEARS i.e. FROM THE AFTERNOON





OF THE OF THE LAST DAY OF THE MONTH IN WHICH THE EMPLOYEE COMPLETES THE AGE OF FIFTY-EIGHT YEARS.

28.0 **MEDICAL UNFITNESS**

28.1 AN EMPLOYEE IS LIABLE TO BE DISCHARGED AT ANY TIME FROM SERVICE ON BEING FOUND MEDICALLY UNFIT TO DISCHARGE DUTIES FOR WHICH HE HAS BEEN APPOINTED IN THE CORPORATION.

29.0 **DEATH**

29.1 PAY AND ALLOWANCES OF AN EMPLOYEE MAY BE DRAWN IN HIS NAME UP TO THE DAY OF HIS DEMISE, THE HOUR AT WHICH IT TOOK PLACE HAVING NO AFFECT ON THE CLAIM OF HIS OUTSTANDING DUES.

30.0 **AS A RESULT OF DISCIPLINARY ACTION**

30.1 EMPLOYEES MAY BE REMOVED OR DISMISSED FROM THE SERVICE OF THE CORPORATION AS A RESULT OF DISCIPLINARY ACTION IN ACCORDANCE WITH THE PHL CONDUCT,DISCIPLINE AND APPEAL RULES.

31.0 **SERVICE CERTIFICATE**

31.1 ON RECEIPT OF A REQUEST, EVERY EMPLOYEE MAY BE FURNISHED WITH A SERVICE CERTIFICATE, DISMISSAL, TERMINATION OF HIS SERVICE, RESIGNATION OR RETRENCHMENT,GIVING DURATION OF HIS EMPLOYMENT IN THE CORPORATION,POST HELD BY THE EMPLOYEE, PAY SCALE OF THE LAST POST HELD AND THE PAY DRAWN BY THE EMPLOYEE AT THE TIME OF HIS LEAVING THE CORPORATION.

32.0 **RETURN OF CORPORATION'S PROPERTY EQUIPMENT, TOOLS ETC**

32.1 EVERY EMPLOYEE LEAVING THE SERVICE OF THE CORPORATION SHALL, BEFORE LEAVING, RETURN ALL PROPERTY OR EQUIPMENT OR TOOLS BELONGING TO THE CORPORTION ISSUED OR LENT TO HIM IN CONNECTION WITH HIS EMPLOYMENT IN THE CORPORATION. THE COST OF SUCH PROPERTY, EQUIPMENT OR TOOLS NOT SO RETURNED SHALL BE DEDUCTED FROM HIS PAY OR THE AMOUNT DUE TO HIM OR RECOVERED OTHERWISE.



**CONDUCT,
DISCIPLINE
&
APPEAL
RULES**



CONDUCT, DISCIPLINE & APPEAL RULES

RULE-1 SHORT TITLE AND COMMENCEMENT

- I) THESE RULES MAY BE CALLED CONDUCT, DISCIPLINE AND APPEAL RULES, 1986.
- II) THEY SHALL COME INTO FORCE FROM 7TH OCT. 1987.

RULE-2 APPLICATION


THESE RULES SHALL APPLY TO ALL EMPLOYEES EXCEPT :-

- (i) THOSE IN CASUAL EMPLOYMENT OR PAID FROM CONTINGENCIES
- (ii) THOSE GOVERNED BY THE STANDING ORDERS UNDER THE INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946.

RULE-3 DEFINITIONS

IN THESE RULES, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- (a) "**EMPLOYEE**" MEANS A PERSON IN THE EMPLOYMENT OF THE UNDERTAKING OTHER THAN THE CASUAL, WORK-CHARGED OR CONTINGENT STAFF OR WORKMAN AS DEFINED IN THE INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946, BUT INCLUDES A PERSON ON DEPUTATION TO THE COMPANY.
- (b) "**WORKMAN**" MEANS A PERSON AS DEFINED IN THE INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946 AND TO WHOM THE PROVISIONS OR THESE RULES SHALL NOT APPLY.
- (c) "**COMPANY**" MEANS THE PAWAN HANS HELICOPTERS LIMITED.
- (d) "**BOARD**" MEANS THE BOARD OF DIRECTORS OF THE COMPANY AND INCLUDES, IN RELATION TO THE EXERCISE OF POWERS, ANY COMMITTEE OR THE BOARD/MANAGEMENT OR ANY OFFICER OF THE UNDERTAKING TO WHOM THE BOARD DELEGATES ANY OF ITS POWERS.
- (e) "**MANAGING DIRECTOR**" MEANS THE MANAGING DIRECTOR OF THE COMPANY.

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- (f) **"DISCIPLINARY AUTHORITY"** MEANS THE AUTHORITY SPECIALISED IN THE SCHEDULE APPENDED TO THESE RULES AND COMPETENT TO IMPOSE ANY OF THE PENALTIES SPECIFIED IN RULE 23.
- (g) **"COMPETENT AUTHORITY"** MEANS THE AUTHORITY EMPOWERED BY BOARD OF DIRECTORS BY ANY GENERAL OR SPECIAL RULE OR ORDER TO DISCHARGE THE FUNCTION OR USE THE POWERS SPECIFIED IN THE RULE OR ORDER.
- (h) **"GOVERNMENT"** MEANS THE GOVERNMENT OF INDIA.
- (i) **"APPELLATE AUTHORITY"** MEANS THE AUTHORITY SPECIFIED IN THE SCHEDULE APPENDED TO THESE RULES.
- (j) **"REVIEWING AUTHORITY"** MEANS THE AUTHORITY SPECIFIED IN THE SCHEDULE ATTACHED TO THESE RULES.
- (k) **"FAMILY"** IN RELATION TO AN EMPLOYEE INCLUDES:-
- i) THE WIFE OR HUSBAND AS THE CASE MAY BE OF THE EMPLOYEE WHETHER RESIDING WITH HIM OR NOT BUT DOES NOT INCLUDE A WIFE OR HUSBAND AS THE CASE MAY BE SEPARATED FROM THE EMPLOYEE BY A DECREE OR ORDER OF A COMPETENT COURT.
 - ii) SONS OR DAUGHTERS OR STEPSONS OR STEPDAUGHTERS OF THE EMPLOYEE AND WHOLLY DEPENDENT ON HIM, BUT DOES NOT INCLUDE A CHILD OR STEPCHILD WHO IS NO LONGER IN ANY WAY DEPENDENT ON THE EMPLOYEE OR OF WHOSE CUSTODY THE EMPLOYEE HAS BEEN DEPRIVED OF BY OR UNDER ANY LAW.
 - iii) ANY OTHER PERSON RELATED, BY BLOOD OR MARRIAGE TO THE EMPLOYEE OR TO SUCH EMPLOYEE'S WIFE OR HUSBAND AND WHOLLY DEPENDENT ON SUCH EMPLOYEE.
- (l) **"PUBLIC SERVANT"** SHALL MEAN AND INCLUDE A PERSON AS MENTIONED IN SECTION 21 OF INDIAN PENAL CODE AS AMENDED FROM TIME TO TIME.

RULE-4 GENERAL


- i) EVERY EMPLOYEE OF THE COMPANY SHALL AT ALL TIMES :-
 - a) MAINTAIN ABSOLUTE INTEGRITY.
 - b) MAINTAIN DEVOTION TO DUTY AND
 - c) DO NOTHING WHICH IS UNBECOMING OF A PUBLIC SERVANT.
- ii) EVERY EMPLOYEE OF THE COMPANY HOLDING A SUPERVISORY POST SHALL TAKE ALL POSSIBLE STEPS TO ENSURE THE INTEGRITY AND DEVOTION TO DUTY OF ALL EMPLOYEES FOR THE TIME BEING UNDER HIS CONTROL AND AUTHORITY.


RULE-5 MISCONDUCT

WITHOUT PREJUDICE TO THE GENERALITY OF THE TERM "MISCONDUCT",THE FOLLOWING ACTS OF OMISSION AND COMMISSION SHALL BE TREATED AS MISCONDUCT :-

- i) THEFT, FRAUD OR DISHONESTY IN CONNECTION WITH THE BUSINESS OR PROPERTY OF THE COMPANY OR OF PROPERTY OF ANOTHER PERSON WITHIN THE PREMISES OF THE COMPANY.
- ii) TAKING OR GIVING BRIBES OR ANY ILLEGAL GRATIFICATION.
- iii) POSSESSION OF PECUNIARY RESOURCES OR PROPERTY DISPROPOTIONATE TO THE KNOWN SOURCES OF INCOME BY THE EMPLOYEE OR ON HIS BEHALF BY ANOTHER PERSON, WHICH THE EMPLOYEE CANNOT SATISFACTORILY ACCOUNT FOR.
- iv) FURNISHING FALSE INFORMATION REGARDING NAME,AGE,FATHER'S NAME, QUALIFICATION, ABILITY OR PREVIOUS SERVICE OR ANY OTHER MATTER GERMANE TO THE EMPLOYMENT AT THE TIME OF EMPLOYMENT OR DURING THE COURSE OF EMPLOYMENT.
- v) ACTING IN A MANNER PREJUDICIAL TO THE INTERESTS OF THE COMPANY.
- vi) WILFUL INSUBORDINATION OR DISOBEDIENCE,WHETHER OR NOT IN COMBINATION WITH OTHERS,OF ANY LAWFUL AND REASONABLE ORDER OF HIS SUPERIORS.
- vii) ABSENCE WITHOUT LEAVE OR OVER-STAYING THE SANCTIONED LEAVE FOR MORE THAN FOUR CONSECUTIVE DAYS WITHOUT SUFFICIENT GROUNDS OR PROPER SATISFACTORY EXPLANATION.



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- viii) HABITUAL LATE OR IRREGULAR ATTENDANCE.
 - ix) NEGLIGENCE OF WORK OR NEGLIGENCE IN THE PERFORMANCE OF DUTY INCLUDING MALINGERING OR SLOWING DOWN OF WORK.
 - x) DAMAGE TO ANY PROPERTY OF THE COMPANY.
 - xi) INTERFERENCE OR TEMPERING WITH ANY SAFETY DEVICES INSTALLED IN OR ABOUT THE PREMISES OF THE COMPANY.
 - xii) DRUNKENNESS OR RIOTOUS OR DISORDERLY OR INDECENT BEHAVIOUR IN THE PREMISES OF THE COMPANY OR OUTSIDE SUCH PREMISES WHERE SUCH BEHAVIOUR IS RELATED TO OR CONNECTED WITH THE EMPLOYMENT.
 - xiii) GAMBLING WITHIN THE PREMISES OF THE ESTABLISHMENT.
 - xiv) SMOKING WITHIN THE PREMISES OF THE ESTABLISHMENT WHERE IT IS PROHIBITED.
 - xv) COLLECTION OF ANY MONEY WITHOUT THE PERMISSION OF THE COMPETENT AUTHORITY OF ANY MONEY WITHIN THE PREMISES OF THE COMPANY EXCEPT IS SANCTIONED BY ANY LAW OF THE LAND FOR THE TIME BEING IN FORCE OR RULES OF THE COMPANY.
 - xvi) SLEEPING WHILE ON DUTY.
 - xvii) COMMISSION OF ANY ACT WHICH AMOUNTS TO A CRIMINAL OFFENCE INVOLVING MORAL TURPITUDE.
 - xviii) ABSENCE FROM THE EMPLOYEE'S APPOINTED PLACE OF WORK WITHOUT PERMISSION OR SUFFICIENT CAUSE.
 - xix) PURCHASING PROPERTIES, MACHINERY, STORES, etc FROM OR SELLING PROPERTIES, MACHINERY, STORES, etc TO THE COMPANY WITHOUT EXPRESS PERMISSION IN WRITING FROM THE COMPETENT AUTHORITY.
 - xx) COMMISSION OF ANY ACT SUBVERSIVE OF DISCIPLINE OR OF GOOD BEHAVIOUR.
 - xxi) ABETMENT OF OR ATTEMPT AT ABETMENT OF ANY ACT WHICH AMOUNTS TO MISCONDUCT.
 - xxii) HABITUAL NEGLIGENCE OF WORK.

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- xxiii) THREATENING, ABUSING OR ASSAULTING ANY SUPERIOR OR CO-WORKER.
 - xxiv) HABITUAL MONEY LENDING.
 - xxv) DISCLOSING TO ANY UNAUTHORISED PERSON, ANY CONFIDENTIAL INFORMATION WITH TO THE WORKING/PROCESS OF THE ESTABLISHMENT WHICH MAY COME INTO THE POSSESSION OF THE EMPLOYEE DURING THE COURSE OF HIS WORK.
 - xxvi) SEXUAL HARASSEMENT OF WORKING WOMEN

(CIRCULAR NO.165/98 (1378-E)2320 DT.13/04/98).

NOTE : THE ABOVE INSTANCES OF MISCONDUCT ARE ILLUSTRATIVE IN NATURE AND NOT EXHAUSTIVE.

RULE-6 **EMPLOYMENT OF NEAR RELATIVES OF THE EMPLOYEES OF THE COMPANY IN ANY COMPANY OR FIRM ENJOYING PATRONAGE OF THE COMPANY.**

- i) NO EMPLOYEE SHALL USE HIS POSITION OR INFLUENCE DIRECTLY OR INDIRECTLY TO SECURE EMPLOYMENT FOR ANY PERSON RELATED, WHETHER BY BLOOD OR MARRIAGE TO THE EMPLOYEE OR TO THE EMPLOYEE'S WIFE OR HUSBAND, WHETHER SUCH A PERSON IS DEPENDENT ON THE EMPLOYEE OR NOT.
- ii) NO EMPLOYEE SHALL, EXCEPT WITH THE PREVIOUS SANCTION OF THE COMPETENT AUTHORITY, PERMIT HIS SON, DAUGHTER OR ANY MEMBER OF THE FAMILY TO ACCEPT EMPLOYMENT WITH ANY PRIVATE FIRM WITH WHICH HE HAS OFFICIAL DEALINGS, OR WITH THE COMPANY.
PROVIDED THAT WHERE THE ACCEPTANCE OF THE EMPLOYMENT CANNOT AWAIT THE PRIOR PERMISSION OF THE COMPETENT AUTHORITY, THE EMPLOYMENT MAY BE ACCEPTED PROVISIONALLY SUBJECT TO THE PERMISSION OF THE COMPETENT AUTHORITY, TO WHOM THE MATTER SHALL BE REPORTED FORTHWITH.
- iii) NO EMPLOYEE SHALL IN THE DISCHARGE OF HIS OFFICIAL DUTIES DEAL WITH ANY OTHER PERSON IF ANY MEMBER OF HIS FAMILY IS EMPLOYED IN THAT COMPANY OR UNDER THAT PERSON OR IF HE OR ANY MEMBER OF HIS FAMILY IS INTERESTED IN SUCH MATTER OR CONTRACT IN ANY OTHER MATTER AND THE EMPLOYEE SHALL REFER EVERY SUCH MATTER



OR

CONTRACT TO HIS OFFICIAL SUPERIOR AND THE MATTER OF THE CONTRACT SHALL THEREAFTER BE DISPOSED OF ACCORDING TO THE INSTRUCTIONS OF THE AUTHORITY TO WHOM THE REFERENCE IS MADE.

RULE-7 TAKING PART IN DEMONSTRATION

NO EMPLOYEE OF THE COMPANY SHALL ENGAGE HIMSELF OR PARTICIPATE IN ANY DEMONSTRATION WHICH INVOLVES INCITEMENT TO AN OFFENCE.


RULE-8 CONNECTION WITH PRESS OR RADIO

- i) NO EMPLOYEE OF THE COMPANY SHALL, EXCEPT WITH THE PREVIOUS SANCTION OF THE COMPETENT AUTHORITY, OWN WHOLLY OR IN PART, OR CONDUCT OR PARTICIPATE IN THE EDITING OR MANAGEMENT OF, ANY NEWSPAPER OR OTHER PERIODICAL PUBLICATION.
- ii) NO EMPLOYEE OF THE COMPANY SHALL, EXCEPT WITH THE PREVIOUS SANCTION OF THE COMPETENT AUTHORITY OR THE PRESCRIBED AUTHORITY, OR IN THE BONAFIDE DISCHARGE OF HIS DUTIES, PARTICIPATE IN A RADIO BROADCAST OR CONTRIBUTE ANY ARTICLE OR WRITE ANY LETTER EITHER IN HIS OWN NAME OR ANONYMOUSLY, PSEUDONYMOUSLY OR IN THE NAME OF ANY OTHER PERSON TO ANY NEWSPAPER OR PERIODICAL; PROVIDED THAT NO SUCH SANCTION SHALL BE REQUIRED IF SUCH BROADCAST OR SUCH CONTRIBUTION IS OF A PURELY LITERARY, ARTISTIC OR SCIENTIFIC CHARACTER.

RULE-9 CRITICISM OF GOVERNMENT AND THE COMPANY

NO EMPLOYEE SHALL, IN ANY RADIO BROADCAST OR IN DOCUMENT PUBLISHED UNDER HIS NAME OR IN THE NAME OF ANY OTHER PERSON OR IN ANY OTHER PERSON OR IN ANY COMMUNICATION TO THE PRESS, OR IN ANY PUBLIC UTTERANCES, MAKE ANY STATEMENT:-

- a) WHICH HAS THE EFFECT OF ADVERSE CRITICISM OF ANY POLICY OR ACTION OF CENTRAL OR STATE GOVERNMENT, OR OF THE COMPANY, OR
- b) WHICH IS CAPABLE OF EMBARRASSING THE RELATIONS BETWEEN THE COMPANY AND THE PUBLIC.




PROVIDED THAT NOTHING IN THESE RULES SHALL APPLY TO ANY STATEMENT MADE OR VIEWS EXPRESSED BY AN EMPLOYEE, OF PURELY FACTUAL NATURE WHICH ARE NOT CONSIDERED TO BE OF A CONFIDENTIAL NATURE IN HIS OFFICIAL CAPACITY OR IN DUE PERFORMANCE OF THE DUTIES ASSIGNED TO HIM. PROVIDED FURTHER THAT NOTHING CONTAINED IN THIS CLAUSE SHALL APPLY TO BONAFIDE EXPRESSION OF VIEWS BY HIM AS AN OFFICE BEARER OF A RECOGNISED TRADE UNION FOR THE PURPOSE OF SAFE-GUARDING THE CONDITION OF SERVICE OF SUCH EMPLOYEES OR FOR SECURING AN IMPROVEMENT THEREOF.

RULE-10 EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY

- 1) SAVE AS PROVIDED IN SUB-RULE (3), EMPLOYEE OF THE COMPANY SHALL, EXCEPT WITH THE PREVIOUS SANCTION OF THE COMPETENT AUTHORITY, GIVE EVIDENCE IN CONNECTION WITH ANY ENQUIRY CONDUCTED BY ANY PERSON, COMMITTEE OR AUTHORITY.
- 2) WHERE ANY SANCTION HAS BEEN ACCORDED UNDER SUB-RULE (1), NO EMPLOYEE GIVING SUCH EVIDENCE SHALL CRITICISE THE POLICY OR ANY ACTION OF THE CENTRAL GOVERNMENT OR OF A STATE GOVERNMENT OR OF THE COMPANY.
- 3) NOTHING IN THIS RULE SHALL APPLY TO :
 - a) EVIDENCE GIVEN AT ANY ENQUIRY BEFORE AN AUTHORITY APPOINTED BY THE GOVERNMENT, PARLIAMENT OR A STATE LEGISLATURE OR ANY COMPANY.
 - b) EVIDENCE GIVEN IN ANY JUDICIAL ENQUIRY; OR
 - c) EVIDENCE GIVEN AT ANY DEPARTMENT ENQUIRY ORDERED BY AUTHORITIES SUBORDINATE TO THE GOVERNMENT.

RULE-11 UNAUTHORISED COMMUNICATION OF INFORMATION

NO EMPLOYEE SHALL, EXCEPT IN ACCORDANCE WITH ANY GENERAL OR SPECIAL ORDER OF THE COMPANY OR IN THE PERFORMANCE IN GOOD FAITH OF THE DUTIES ASSIGNED TO HIM, COMMUNICATE, DIRECTLY OR INDIRECTLY ANY OFFICIAL DOCUMENT OR ANY PART THEREOF OR INFORMATION TO ANY OFFICER OR OTHER EMPLOYEE, OR ANY OTHER PERSON TO WHOM HE IS NOT AUTHORISED TO COMMUNICATE SUCH DOCUMENTS OR INFORMATION.



RULE-12 GIFTS

- 1) SAVE AS OTHERWISE PROVIDED IN THESE RULES,NO EMPLOYEE OF THE COMPANY SHALL ACCEPT OR PERMIT ANY MEMBER OF HIS FAMILY OR ANY OTHER PERSON ACTING ON HIS BEHALF,TO ACCEPT ANY GIFT.
- 2) THE EXPRESSION "GIFT" SHALL INCLUDE FREE-TRANSPORT, BOARD, LODGING OR OTHER SERVICE OR ANY OTHER THAN PECUNIARY ADVANTAGE PROVIDED BY ANY PERSON OTHER THAN A NEAR RELATIVE OR A PERSONAL FRIEND HAVING NO OFFICIAL DEALINGS WITH THE EMPLOYEE.

AN EMPLOYEE OF THE COMPANY SHALL AVOID ACCEPTANCE OF LAVISH OR FREQUENT HOSPITALITY FROM ANY INDIVIDUAL OR FIRM HAVING OFFICIAL DEALINGS WITH HIM.

- 3) ON OCCASIONS SUCH AS WEDDINGS,ANNIVERSERIES,FUNERALS OR RELIGIOUS FUNCTIONS, WHEN THE TAKING OF GIFTS IS IN CONFORMITY WITH THE PREVAILING RELIGIOUS OR SOCIAL PRACTICES, AN EMPLOYEE OF THE COMPANY MAY ACCEPT GIFTS FROM HIS NEAR RELATIVES BUT HE SHALL MAKE A REPORT TO THE COMPETENT AUTHORITY IF THE VALUE OF THE GIFT EXCEEDS Rs 500/-.
- 4) ON SUCH OCCASIONS AS ARE SPECIFIED IN SUB-RULE (2) AN EMPLOYEE OF THE COMPANY MAY ACCEPT THE GIFTS FROM HIS PERSONAL FRIENDS HAVING NO OFFICIAL DEALINGS WITH HIMBUT HE SHALL MAKE A REPORT TO THE COMPETENT AUTHORITY IF THE VALUE THEREOF EXCEEDS Rs 250/-.
- 5) IN ANY OTHER CASE,AN EMPLOYEE OF THE COMPANY SHALL NOT ACCEPT OR PERMIT ANY MEMBER OF HIS FAMILY OR ANY OTHER PERSON ACTING ON HIS BEHALF TO ACCEPT ANY GIFTS WITHOUT THE SANCTION OF THE COMPETENT AUTHORITY IF THE VALUE THEREOF EXCEEDS Rs 250/-.

PROVIDED THAT WHEN MORE THAN ONE GIFT HAS BEEN RECEIVED FROM THE SAME PERSON/FIRM WITHIN A PERIOD OF 12 MONTHS.THE MATTER SHALL BE REPORTED TO THE COMPETENT AUTHORITY IF THE AGGREGATE VALUE OF THE GIFTS EXCEEDS Rs 250/-.

RULE 12-A DOWRY

"NO EMPLOYEE OF THE COMPANY SHALL :-

- i) GIVE OR TAKE OR ABET THE GIVING OR TAKING OF DOWERY: OR
- ii) DEMAND DIRECTLY OR INDIRECTLY FROM THE PARENTS OR GUARDIAN OF A BRIDE OR BRIDEGROOM, AS THE CASE MAY BE, ANY DOWERY."


NOTE : FOR THE PURPOSE OF THE RULE, "DOWERY HAS THE SAME MEANING AS DEFINED IN THE DOWERY PROHIBITION ACT, 1961 (NO. 28 OF 1961).

RULE-13 PRIVATE TRADE OR EMPLOYMENT

- 1) NO EMPLOYEE OF THE COMPANY SHALL, EXCEPT WITH THE PREVIOUS SANCTION OF THE COMPETENT AUTHORITY ENGAGE DIRECTLY OR INDIRECTLY IN ANY TRADE OR BUSINESS OR UNDERTAKE ANY OTHER EMPLOYMENT. PROVIDED THAT AN EMPLOYEE MAY, WITHOUT SUCH SANCTION UNDERTAKE ANY HONORARY WORK OF A SOCIAL OR CHARITABLE NATURE OR OCCASIONAL WORK OR LITERARY, ARTISTIC OR SCIENTIFIC CHARACTER, SUBJECT TO THE CONDITION THAT HIS OFFICIAL DUTIES DO NOT THEREBY SUFFER.
- 2) EVERY EMPLOYEE OF THE COMPANY SHALL REPORT TO THE COMPETENT AUTHORITY IF ANY MEMBER OF HIS FAMILY IS ENGAGED IN A TRADE OR BUSINESS OR OWNS OR MANAGES AN INSURANCE AGENCY OR COMMISSION AGENCY.
- 3) NO EMPLOYEE OF THE COMPANY SHALL, WITHOUT THE PREVIOUS SANCTION OF THE COMPETENT AUTHORITY, EXCEPT IN THE DISCHARGE OF HIS OFFICIAL DUTIES, TAKE PART IN THE REGISTRATION, PROMOTION OR MANAGEMENT OF ANY BANK OR OTHER COMPANY WHICH IS REQUIRED TO BE REGISTERED UNDER THE COMPANIES ACT, 1956 (1 OF 1956) OR OTHER LAW FOR THE TIME BEING IN FORCE OR ANY CO-OPERATIVE SOCIETY FOR COMMERCIAL PURPOSE.

PROVIDED THAT AN EMPLOYEE OF THE COMPANY MAY TAKE PART IN THE REGISTRATION, PROMOTION OR MANAGEMENT OF A CONSUMER / HOUSE BUILDING CO-OPERATIVE SOCIETY SUBSTANTIALLY FOR BENEFITS OF EMPLOYEES OF THE COMPANY REGISTERED UNDER THE CO-OPERATIVE SOCIETIES ACT, 1912 (2 OF 1912) OR ANY OTHER LAW FOR THE TIME BEING IN FORCE, OR OF A LITERARY, SCIENTIFIC OR CHARITABLE SOCIETIES REGISTERED UNDER THE SOCIETIES ACT, 1860 (21 OF 1860) OR ANY CORRESPONDING LAW IN FORCE.



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- 4) NO EMPLOYEE OF THE COMPANY MAY ACCEPT ANY FEE OR ANY PECUNIARY ADVANTAGE FOR ANY WORK DONE BY HIM FOR ANY PUBLIC BODY OR ANY PRIVATE PERSON WITHOUT THE SANCTION OF THE COMPETENT AUTHORITY.

RULE-14 INVESTMENT,LENDING AND BORROWING


NO EMPLOYEE SHALL,SAVE IN THE ORDINARY COURSE OF BUSINESS WITH A BANK, THE LIFE INSURANCE CORPORATION OR A FIRM OF STANDING BORROW MONEY FROM OR LEND MONEY TO OR OTHERWISE PLACE HIMSELF UNDER PECUNIARY OBLIGATION TO ANY PERSON WITH WHOM HE HAS OR IS LIKELY TO HAVE OFFICIAL DEALINGS OR PERMIT ANY SUCH BORROWINGS,LENDING OR PECUNIARY OBLIGATION IN HIS NAME OR FOR HIS BENEFIT OR FOR THE BENEFIT OF ANY MEMBER OF HIS FAMILY.

RULE-15 INSOLVENCY AND HABITUAL INDEBTEDNESS

- 1) AN EMPLOYEE OF THE COMPANY SHALL AVOID HABITUAL INDEBTEDNESS UNLESS HE PROVES THAT SUCH INDEBTEDNESS OR INSOLVENCY IS THE RESULT OF CIRCUMSTANCES BEYOND HIS CONTROL AND DOES NOT PROCEED FROM EXTRAVAGANCE OR DISSIPATION.
- 2) AN EMPLOYEE OF THE COMPANY WHO APPLIES TO BE, OR IS ADJUDGED OR DECLARED INSOLVENT SHALL FORTHWITH REPORT THE FACT TO HIS COMPETENT AUTHORITY.

RULE-16 MOVABLE,IMMOVABLE AND VALUABLE PROPERTY

- 1) NO EMPLOYEE OF THE COMPANY WILL EXCEPT WITH THE PREVIOUS KNOWLEDGE OF THE COMPETENT AUTHORITY ACQUIRE OR DISPOSE OF ANY IMMOVABLE PROPERTY BY LEASE,MORTGAGE,PURCHASE, SALE, GIFT OR OTHERWISE EITHER IN HIS OWN NAME OR IN THE NAME OF ANY MEMBER OF HIS FAMILY.
- 2) NO EMPLOYEE OF THE COMPANY SHALL EXCEPT WITH THE PREVIOUS SANCTION OF THE COMPETENT AUTHORITY,ENTER INTO ANY TRANSACTION CONCERNING ANY IMMOVABLE OR MOVABLE PROPERTY WITH A PERSON OR A FIRM HAVING OFFICIAL DEALINGS WITH THE EMPLOYEES OR HIS SUBODINATE.
- 3) EVERY EMPLOYEE OF THE COMPANY SHALL REPORT TO THE COMPETENT AUTHORITY EVERY TRANSACTION CONCERNING MOVABLE PROPERTY OWNED OR HELD BY HIM IN HIS OWN NAME OR



IN THE NAME OF A MEMBER OF HIS FAMILY, IF THE VALUE OF SUCH PROPERTY EXCEEDS Rs 5,000/-.

REVISED TO RS. 10,000/- (CIRCULAR NO.42/89 (1252) DT. 01/01/90).

- 4) EVERY EMPLOYEE SHALL, ON FIRST APPOINTMENT IN THE COMPANY, SUBMIT A RETURN OF ASSETS AND LIABILITIES IN THE PRESCRIBED FORM GIVING THE PARTICULARS REGARDING :
- a) THE IMMOVABLE PROPERTY INHERITED BY HIM OR OWNED OR ACQUIRED BY HIM OR HELD BY HIM ON LEASE OR MORTGAGE, EITHER IN HIS OWN OR IN THE NAME OF ANY MEMBER OF HIS FAMILY OR IN THE NAME OF ANY PERSON.
 - b) SHARES, DEBENTURES AND CASH INCLUDING BANK DEPOSITS INHERITED ACQUIRED OR HELD BY HIM.
 - c) OTHER MOVABLE PROPERTY INHERITED BY HIM OR SIMILARLY OWNED, ACQUIRED OR HELD BY HIM IF THE VALUE OF SUCH PROPERTY EXCEEDS Rs 5,000/-.
 - d) DEBTS AND OTHER LIABILITIES INCURRED BY HIM DIRECTLY OR INDIRECTLY.
 - e) EVERY EMPLOYEE SHALL, BEGINNING 1st JANUARY SUBMIT A RETURN OF IMMOVABLE PROPERTY INHERITED / OWNED / ACQUIRED ONCE IN EVERY TWO YEARS.

CHANGED TO ANNUAL BASIS VIDE OFFICE ORDER NO. 1252/906 DT.25/07/96.

- 5) THE COMPETENT AUTHORITY MAY, AT ANY TIME, BY GENERAL OR SPECIAL ORDER REQUIRE AN EMPLOYEE TO SUBMIT WITHIN A PERIOD SPECIFIED IN THE ORDER, A FULL AND COMPLETE STATEMENT OF SUCH MOVABLE OR IMMOVABLE PROPERTY HELD OR ACQUIRED BY HIM OR ON HIS BEHALF OR BY ANY MEMBER OF HIS FAMILY AS MAY BE SPECIFIED IN THE ORDER. SUCH STATEMENT SHALL, IF SO REQUIRED BY THE COMPETENT AUTHORITY, INCLUDE DETAILS OF THE MEANS BY WHICH, OR THE SOURCE FROM WHICH SUCH PROPERTY WAS ACQUIRED.

RULE-17 CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE

NO EMPLOYEE SHALL BRING OR ATTEMPT TO BRING ANY OUTSIDE INFLUENCE TO BEAR UPON ANY SUPERIOR AUTHORITY TO FURTHER HIS INTERESTS IN RESPECT OF MATTERS PERTAINING TO HIS SERVICE IN THE COMPANY.



RULE-18 BIGAMOUS MARRIAGES

- 1) NO EMPLOYEE SHALL ENTER INTO,OR CONTRACT A MARRIAGE WITH A PERSON HAVING A SPOUSE LIVING AND :
- 2) NO EMPLOYEE,HAVING A SPOUSE LIVING,ENTER INTO OR CONTRACT A MARRRIAGE WITH ANY PERSON. PROVIDED THAT THE BOARD MAY PERMIT AN EMPLOYEE TO ENTER INTO,OR CONTRACT, ANY SUCH MARRIAGE AS IS REFERRED TO IN CLAUSE. (1) OR CLAUSE (2), IF IT IS SATISFIED THAT :
 - a) SUCH MARRIAGE IS PERMISSIBLE UNDER THE PERSONAL LAW APPLICABLE TO SUCH EMPLOYEE AND THE OTHER PARTY TO THE MARRIAGE AND
 - b) THERE ARE OTHER GROUNDS FOR SO DOING.

RULE-19 CONSUMPTION OF INTOXICATING DRINKS & DRUGS

AN EMPLOYEE OF THE COMPANY SHALL TAKE DUE CARE THAT THE PERFORMANCE OF HIS DUTIES IS NOT AFFECTECD IN ANY WAY BY THE INFLUENCE OF ANY INTOXICATING DRINK OR DRUG.

RULE-19-A SMALL FAMILY NORMS AS PER NATIONAL POPULATION POLICY IS TO BE OBSERVED.

RULE-20 SUSPENSION

- 1) THE APPOINTING AUTHORITY OR ANY AUTHORITY TO WHICH IT IS SUBORDINATE OR THE DISCIPLINARY AUTHORITY OR ANY OTHER AUTHORITY EMPOWERED IN THAT BELALF BY THE MANAGEMENT BY GENERAL OR SPECIAL ORDER MAY PLACE AN EMPLOYEE UNDER SUSPENSION :
 - a) WHERE A DISCIPLINARY PROCEEDING AGAINST HIM IS CONTEMP-TATED OR IS PENDING

OR

 - b) WHERE A CASE AGAINST HIM IN RESPECT OF ANY CRIMINAL OFFENCE IS UNDER INVESTIGATION OR TRIAL.
- 2) AN EMPLOYEE WHO IS DETAINED IN CUSTODY,WHETHER ON CRIMINAL CHARGE OR OTHERWISE FOR A PERIOD EXCEEDING 48 HOURS SHALL BE DEEMED TO HAVE BEEN SUSPENDED WITH EFFECT FROM THE DATE OF



DETENTION, BY AN ORDER OF THE APPOINTING AUTHORITY AND SHALL REMAIN UNDER SUSPENSION UNTIL FURTHER ORDERS.

- 3) WHERE A PENALTY OF DISMISSAL OR REMOVAL FROM SERVICE IMPOSED UPON AN EMPLOYEE UNDER SUSPENSION IS SET ASIDE ON APPEAL OR ON REVIEW UNDER THESE RULES AND THE CASE IS REMITTED FOR FURTHER ENQUIRY OR ACTION OR WITH ANY OTHER DIRECTIONS, THE ORDER OF HIS SUSPENSION SHALL BE DEEMED TO HAVE CONTINUED IN FORCE ON AND FROM THE DATE OF THE ORIGINAL ORDER OF DISMISSAL OR REMOVAL AND SHALL REMAIN IN FORCE UNTIL FURTHER ORDERS.
- 4) WHERE A PENALTY OF DISMISSAL OR REMOVAL FROM SERVICE IMPOSED UPON AN EMPLOYEE IS SET ASIDE OR DECLARED OR RENDERED VOID IN CONSEQUENCE OF OR BY A DECISION OF A COURT OF LAW AND THE DISCIPLINARY AUTHORITY, ON CONSIDERATION OF THE CIRCUMSTANCES OF THE CASE, DECIDES TO HOLD A FURTHER INQUIRY AGAINST HIM ON THE ALLEGATIONS ON WHICH THE PENALTY OF DISMISSAL OR REMOVAL WAS ORIGINALLY IMPOSED, THE EMPLOYEE SHALL BE DEEMED TO HAVE BEEN PLACED UNDER SUSPENSION BY THE APPOINTING AUTHORITY FROM THE DATE OF THE ORIGINAL ORDER OF DISMISSAL OR REMOVAL AND SHALL CONTINUE TO REMAIN UNDER SUSPENSION UNTIL FURTHER ORDERS.
- 5) AN ORDER OF SUSPENSION MADE OR DEEMED TO HAVE BEEN MADE UNDER THIS RULE MAY AT ANY TIME BE REVOKED BY THE AUTHORITY WHICH MADE OR IS DEEMED TO HAVE MADE THE ORDER OR BY ANY AUTHORITY TO WHICH THAT AUTHORITY IS SUBORDINATE.

RULE-20-A STATUS OF SUSPENDED EMPLOYEE

- a) DURING THE PERIOD OF SUSPENSION, THE SUSPENDED EMPLOYEE SHALL NOT ENTER THE WORK PREMISES WITHOUT THE PERMISSION OF THE DISCIPLINARY AUTHORITY OR COMPETENT AUTHORITY.
- b) THE SUSPENDED EMPLOYEE SHALL NOT LEAVE THE STATION WITHOUT THE WRITTEN PERMISSION OF THE COMPETENT AUTHORITY.
- c) NO LEAVE SHALL BE GRANTED TO A SUSPENDED EMPLOYEE DURING THE PERIOD OF SUSPENSION.
- d) THE SUSPENDED EMPLOYEE WILL NOT BE PAID SUBSISTANCE ALLOWANCE IF HE IS ENGAGED IN ANY OTHER EMPLOYMENT, BUSINESS, PROFESSION OR VOCATION.

RULE-21 SUBSISTENCE ALLOWANCE

- 1) AN EMPLOYEE UNDER SUSPENSION SHALL BE ENTITLED TO DRAW SUBSISTENCE ALLOWANCE EQUAL TO 50 PERCENT OF HIS BASIC PAY PROVIDED THE DISCIPLINARY AUTHORITY IS SATISFIED THAT THE EMPLOYEE IS NOT ENGAGED IN ANY OTHER EMPLOYMENT OR BUSINESS OR PROFESSION OR VOCATION. IN ADDITION HE SHALL BE ENTITLED TO DEARNESS ALLOWANCE ADMISSIBLE ON SUCH SUBSISTENCE ALLOWANCE AND ANY OTHER COMPENSATORY ALLOWANCE OF WHICH HE WAS IN RECEIPT OF ON THE DATE OF SUSPENSION PROVIDED THE SUSPENDING AUTHORITY IS SATISFIED THAT THE EMPLOYEE CONTINUES TO MEET THE EXPENDITURE FOR WHICH THE ALLOWANCE WAS GRANTED.

- 2) WHERE THE PERIOD OF SUSPENSION EXCEEDS SIX MONTHS, THE AUTHORITY WHICH MADE OR IS DEEMED TO HAVE MADE THE ORDER OF SUSPENSION SHALL BE COMPETENT TO VARY THE AMOUNT OF SUBSISTENCE ALLOWANCE FOR ANY PERIOD SUBSEQUENT TO THE PERIOD OF THE FIRST SIX MONTHS AS FOLLOWS :-
 - a) THE AMOUNT OF SUBSISTENCE ALLOWANCE MAY BE INCREASED TO 75 PER CENT OF THE BASIC PAY AND ALLOWANCES THEREON IF IN THE OPINION OF THE SAID AUTHORITY, THE PERIOD OF SUSPENSION HAS BEEN PROLONGED FOR REASONS TO BE RECORDED IN WRITING NOT DIRECTLY ATTRIBUTABLE TO THE EMPLOYEE UNDER SUSPENSION.

 - b) THE AMOUNT OF SUBSISTENCE ALLOWANCE MAY BE REDUCED TO 25 PERCENT OF BASIC PAY AND ALLOWANCES THEREON IF IN THE OPINION OF THE SAID AUTHORITY, THE PERIOD OF SUSPENSION HAS BEEN PROLONGED DUE TO THE REASONS TO BE RECORDED IN WRITING, DIRECTLY ATTRIBUTABLE TO THE EMPLOYEE UNDER SUSPENSION.

 - c) IF AN EMPLOYEE IS ARRESTED BY THE POLICE ON A CRIMINAL CHARGE AND BAIL IS NOT GRANTED. NO SUBSISTENCE ALLOWANCE IS PAYABLE. ON GRANT OF BAIL, IF THE COMPETENT AUTHORITY DECIDES TO CONTINUE THE SUSPENSION, THE EMPLOYEE SHALL BE ENTITLED TO SUBSISTENCE ALLOWANCE FROM THE DATE HE IS GRANTED BAIL.



RULE-22 TREATMENT OF THE PERIOD OF SUSPENSION

- 1) WHEN THE EMPLOYEE UNDER SUSPENSION IS RE-INSTATED,THE COMPE-
TENT AUTHORITY MAY GRANT TO HIM THE FOLLOWING PAY AND
ALLOWANCES FOR THE PERIOD OF SUSPENSION :-
 - a) IF THE EMPLOYEE IS EXONERATED AND NOT AWARDED ANY OF
THE PENALTIES MENTIONED IN RULE 23,THE FULL PAY AND
ALLOWANCES WHICH HE WOULD HAVE BEEN ENTITLED TO IF HE
HAD NOT BEEN SUSPENDED,LESS THE SUBSISTENCE ALLOWANCE
ALREADY PAID TO HIM;AND
 - b) IF OTHER-WISE, SUCH PROPORTION OF PAY AND ALLOWANCE AS
THE COMPETENT AUTHORITY MAY PRESCRIBE.
- 2) IN A CASE FALLING UNDER SUB-CLAUSE (a) THE PERIOD OF ABSENCE
FROM DUTY WILL BE TREATED AS A PERIOD SPENT ON DUTY. IN CASE
FALLING UNDER SUB-CLAUSE (b) IT WILL NOT BE TREATED AS A
PERIOD SPENT ON DUTY UNLESS THE COMPETENT AUTHORITY SO
DIRECTS.

RULE-23 PENALTIES

THE FOLLOWING PENALTIES MAY BE IMPOSED ON AN EMPLOYEE,AS
HEREINAFTER PROVIDED,FOR MISCONDUCT COMMITTED BY HIM OR FOR
ANY OTHER GOOD AND SUFFICIENT REASONS.

MINOR PENALTIES

- a) CENSURE
- b) WITHHOLDING OF INCREMENTS OF PAY WITH OR WITHOUT
CUMULATIVE EFFECT ;
- c) WITHHOLDING OF PROMOTION ;
- d) RECOVERY FROM PAY OR SUCH OTHER AMOUNT AS MAY BE DUE
TO HIM, OF THE WHOLE OR PART OF ANY PECUNIARY LOSS,
CAUSED TO THE COMPANY BY NEGLIGENCE OR BREACH OF
ORDERS.


MAJOR PENALTIES

- e) REDUCTION TO A LOWER GRADE OR POST,OR TO A LOWER STAGE IN A TIME SCALE;
- f) REMOVAL FROM SERVICE WHICH SHALL NOT BE A DISQUALIFICATION FOR FUTURE EMPLOYMENT.
- g) DISMISSAL.

THE FOLLOWING SHALL NOT AMOUNT TO A PENALTY WITHIN THE MEANING OF THIS RULE :-

- i) WITHHOLDING OF INCREMENT OF AN EMPLOYEE ON ACCOUNT OF HIS WORK BEING FOUND UNSATISFACTORY OR NOT BEING OF THE REQUIRED STANDARD,OR FOR FAILIURE TO PASS A PRESCRIBED TEST OR EXAMINATION.
- ii) STOPPAGE OF AN EMPLOYEE AT THE EFFICIENCY BAR IN A TIME SCALE ON THE GROUND OF HIS UNFITNESS TO CROSS THE BAR;
- iii) NON-PROMOTION, WHETHER IN AN OFFICIATING CAPACITY OR OTHERWISE OF AN EMPLOYEE,TO A HIGHER POST FOR WHICH HE MAY BE ELIGIBLE FOR CONSIDERATION BUT FOR WHICH HE IS FOUND UNSUITABLE AFTER CONSIDERATION OF HIS CASE;
- iv) REVERSION TO A LOWER GRADE OF POST,OF AN EMPLOYEE OFFICIATING IN A HIGHER GRADE OR POST,ON THE GROUND THAT HE IS CONSIDERED AFTER TRIAL,TO BE UNSUITABLE OR SUCH HIGHER GRADE OR POST, OR ON ADMINISTRATIVE GROUNDS UNCONNECTED WITH HIS CONDUCT:
- v) REVERSION TO HIS PREVIOUS GRADE OR POST OF AN EMPLOYEE APPOINTED ON PROBATION TO ANOTHER GRADE OF POST,DURING OR AT THE END OF THE PERIOD OF PROBATION,IN ACCORDANCE WITH THE TERMS OF HIS APPOINTMENT;
- vi) TERMINATION OF SERVICE
 - a) OF AN EMPLOYEE APPOINTED ON PROBATION DURING OR AT THE END OF THE PERIOD OF PROBATION IN ACCORDANCE WITH THE TERMS OF HIS APPOINTMENT.




- 
- b) OF AN EMPLOYEE IN A TEMPORARY CAPACITY OTHERWISE THAN UNDER A CONTRACT OR AGREEMENT, ON THE EXPIRY OF THE PERIOD FOR WHICH HE WAS APPOINTED, OR EARLIER IN ACCORDANCE WITH THE TERMS OF HIS APPOINTMENT .
 - c) OF AN EMPLOYEE APPOINTED UNDER A CONTRACT OR AGREEMENT IN ACCORDANCE WITH THE TERMS OF SUCH CONTRACT OR AGREEMENT OR;
 - d) OF ANY EMPLOYEE ON REDUCTION OF ESTABLISHMENT.

RULE-24 DISCIPLINARY AUTHORITY

THE DISCIPLINARY AUTHORITY, AS SPECIFIED IN THE SCHEDULE, OR ANY AUTHORITY HIGHER THAN IT, MAY IMPOSE ANY OF THE PENALTIES SPECIFIED IN RULE 23 ON ANY EMPLOYEE.


RULE-25 PROCEDURE FOR IMPOSING MAJOR PENALTIES

- 1) NO ORDER IMPOSING ANY OF THE MAJOR PENALTIES SPECIFIED IN CLAUSE (e),(f) AND (g) OF RULE 23 SHALL BE MADE EXCEPT AFTER AN INQUIRY IS HELD IN ACCORDANCE WITH THIS RULE.
- 2) WHENEVER THE DISCIPLINARY AUTHORITY IS OF THE OPINION THAT THERE ARE GROUNDS FOR ENQUIRING INTO THE TRUTH OF ANY IMPUTATION OF MISCONDUCT OR MISBEHAVIOR AGAINST AN EMPLOYEE, IT MAY ITSELF ENQUIRE INTO ,OR APPOINT ANY PUBLIC SERVANT. AN EMPLOYEE OR EX-EMPLOYEE OF A PUBLIC SECTOR UNDERTAKING CENTRAL GOVT. OR STATE GOVT.(HEREINAFTER CALLED THE INQUIRING AUTHORITY) TO ENQUIRE INTO THE TRUTH THEREOF.
(CIRCULAR NO. 96/92 (1252) DT. 05/05/92).
- 3) WHERE IT IS PROPOSED TO HOLD AN INQUIRY, THE DISCIPLINARY AUTHORITY SHALL FRAME DEFINITE CHARGES ON THE BASIS OF THE ALLEGATIONS AGAINST THE EMPLOYEE, THE CHARGES, TOGETHER WITH THE STATEMENT OF THE ALLEGATIONS, ON WHICH THEY ARE BASED, A LIST OF DOCUMENTS BY WHICH AND A LIST OF WITNESSES BY WHOM, THE ARTICLES OF CHARGE ARE PROPOSED TO BE SUSTAINED, SHALL BE COMMUNICATED IN WRITING TO THE EMPLOYEE, WHO SHALL BE REQUIRED TO SUBMIT WITHIN SUCH TIME AS MAY BE SPECIFIED BY THE DISCIPLINARY AUTHORITY (NOT EXCEEDING 15 DAYS), A WRITTEN STATEMENT WHETHER HE ADMITS OR DENIES ANY OF OR ALL THE ARTICLES OF CHARGES.



EXPLANATION : IT WILL NOT BE NECESSARY TO SHOW THE DOCUMENTS LISTED WITH THE CHARGE-SHEET OR ANY OTHER DOCUMENT TO THE EMPLOYEE AT THIS STAGE.

- 4) ON RECEIPT OF THE WRITTEN STATEMENT OF THE EMPLOYEE,OR IF NO SUCH STATEMENT IS RECEIVED WITHIN THE TIME SPECIFIED,AN ENQUIRY MAY BE HELD BY THE DISCIPLINARY AUTHORITY ITSELF,OR BY ANY OTHER PUBLIC SERVANT APPOINTED AS AN INQUIRING AUTHORITY UNDER SUB-CLAUSE (2) ; PROVIDED THAT IT MAY NOT BE NECESSARY TO HOLD AN INQUIRY IN RESPECT OF THE CHARGES ADMITTED BY THE EMPLOYEE IN HIS WRITTEN STATEMENT, THE DISCIPLINARY AUTHORITY SHALL, HOWEVER, RECORD ITS FINDINGS ON EACH SUCH CHARGE.
- 5) WHERE THE DISCIPLINARY AUTHORITY ITSELF INQUIRES OR APPOINTS AN INQUIRING AUTHORITY FOR HOLDING AN INQUIRY,IT MAY BY AN ORDER APPOINT A PUBLIC SERVANT TO BE KNOWN AS THE "PRESENTING OFFICER" TO PRESENT ON ITS BEHALF THE CASE IN SUPPORT OF THE ARTICLES OF CHARGE.
- 6) THE EMPLOYEE MAY TAKE THE ASSISTANCE OF ANY OTHER CO-EMPLOYEE TO DEFEND HIM IN ANY DEPARTMENTAL ENQUIRY.
- 7) ON THE DATE FIXED BY THE INQUIRING AUTHORITY,THE EMPLOYEE SHALL APPEAR BEFORE THE INQUIRING AUTHORITY AT THE TIME, PLACE AND DATE SPECIFIED IN THE NOTICE. THE INQUIRING AUTHORITY SHALL ASK THE EMPLOYEE WHETHER HE PLEADS GUILTY OR HAS ANY DEFENCE TO MAKE AND IF HE PLEADS GUILTY TO ANY OF THE ARTICLES OF CHARGE,THE INQUIRING AUTHORITY SHALL RECORD THE PLEA, SIGN THE RECORD AND OBTAIN THE SIGNATURE OF THE EMPLOYEE CONCERNED THEREON. THE INQUIRING AUTHORITY SHALL RETURN A FINDING OF GUILTY IN RESPECT OF THOSE ARTICLES OF CHARGE TO WHICH THE EMPLOYEE CONCERNED PLEADS GUILTY.
- 8) IF THE EMPLOYEE DOES NOT PLEAD GUILTY, THE INQUIRING AUTHORITY SHALL ADJORN THE CASE TO A LATER DATE NOT EXCEEDING 30 DAYS,AFTER RECORDING AN ORDER THAT THE EMPLOYEE MAY,FOR THE PURPOSE OF PREPARING HIS DEFENCE:
 - i) INSPECT THE DOCUMENTS LISTED WITH THE CHARGE-SHEET;
 - ii) SUBMIT A LIST OF ADDITIONAL DOCUMENTS AND WITNESSES THAT HE WANTS TO EXAMINE AND;
 - iii) BE SUPPLIED WITH THE COPIES OF THE STATEMENT OF WITNESSES IF ANY,LISTED IN THE CHARGE-SHEET.



THE LIST OF ADDITIONAL DOCUMENTS AND THE WITNESSES REFERRED TO IN SUB-CLAUSE 8(ii) ABOVE WILL HAVE TO BE GIVEN BY THE EMPLOYEE CONCERNED AND THE DOCUMENTS AND THE WITNESSES SHALL BE SUMMONED IF THE INQUIRING AUTHORITY IS SATISFIED ABOUT THEIR RELEVANCE TO THE CHARGES UNDER INQUIRY.

- 9) THE INQUIRING AUTHORITY SHALL ASK THE AUTHORITY IN WHOSE CUSTODY OR POSSESSION THE DOCUMENTS ARE KEPT, FOR THE PRODUCTION OF THE DOCUMENTS ON SUCH DATE AS MAY SPECIFIED.
- 10) THE AUTHORITY IN WHOSE CUSTODY OR POSSESSION THE REQUISITIONED DOCUMENTS ARE, SHALL ARRANGE TO PRODUCE THE SAME BEFORE THE INQUIRING AUTHORITY ON THE DATE AND TIME SPECIFIED IN THE REQUISITION NOTICE:

PROVIDED THAT THE AUTHORITY HAVING THE CUSTODY OR POSSESSION OF THE REQUISITIONED DOCUMENTS MAY CLAIM PRIVILEGE IF THE PRODUCTION OF SUCH DOCUMENTS WILL BE AGAINST THE PUBLIC INTEREST OR THE INTEREST OF THE COMPANY. IN THAT EVENT, IT SHALL INFORM THE INQUIRING AUTHORITY ACCORDINGLY.

- 11) ON THE DATE FIXED FOR THE INQUIRY, THE ORAL AND DOCUMENTARY EVIDENCE BY WHICH THE ARTICLES OF CHARGE ARE PROPOSED TO BE PROVED SHALL BE PRODUCED BY OR ON BEHALF OF THE DISCIPLINARY AUTHORITY. THE WITNESSES SHALL BE EXAMINED BY OR ON BEHALF OF THE PRESENTING OFFICER AND MAY BE CROSS-EXAMINED BY OR ON BEHALF OF THE EMPLOYEE. THE PRESENTING OFFICER SHALL BE ENTITLED TO RE-EXAMINE THE WITNESSES ON ANY POINTS ON WHICH THEY HAVE BEEN CROSS-EXAMINED, BUT NOT ON A NEW MATTER, WITHOUT THE LEAVE OF THE INQUIRING AUTHORITY. THE INQUIRING AUTHORITY MAY ALSO PUT SUCH QUESTIONS TO THE WITNESSES AS IT THINKS FIT.
- 12) BEFORE THE CLOSE OF THE PROSECUTION CASE, THE INQUIRING AUTHORITY MAY, IN ITS DISCRETION ALLOW THE PRESENTING OFFICER TO PRODUCE EVIDENCE NOT INCLUDED IN THE CHARGESHEET OR MAY ITSELF CALL FOR NEW EVIDENCE OR RECALL OR RE-EXAMINE, ANY WITNESSES, IN SUCH CASE THE EMPLOYEE SHALL BE GIVEN OPPORTUNITY TO INSPECT THE DOCUMENTARY EVIDENCE BEFORE IT IS TAKEN ON RECORD, OR TO CROSS-EXAMINE A WITNESS, WHO HAS BEEN SO SUMMONED.
- 13) WHEN THE CASE FOR THE DISCIPLINARY AUTHORITY IS CLOSED, THE EMPLOYEE MAY BE REQUIRED TO STATE HIS DEFENCE, ORALLY OR IN WRITING, AS HE MAY PREFER, IF THE DEFENCE IS MADE ORALLY, IT SHALL BE RECORDED AND THE EMPLOYEE SHALL BE REQUIRED TO SIGN



THE RECORD. IN EITHER CASE A COPY OF THE STATEMENT OF DEFENCE SHALL BE GIVEN TO THE PRESENTING OFFICER, IF ANY, APPOINTED.

- 14) THE EVIDENCE ON BEHALF OF THE EMPLOYEE SHALL THEN BE PRODUCED. THE EMPLOYEE MAY EXAMINE HIMSELF IN HIS OWN BEHALF IF HE SO PREFERENCES. THE WITNESSES PRODUCED BY THE EMPLOYEE SHALL THEN BE EXAMINED AND SHALL BE LIABLE TO CROSS-EXAMINATION, RE-EXAMINATION AND EXAMINATION BY THE INQUIRING AUTHORITY ACCORDING TO THE PROVISION APPLICABLE TO THE WITNESSES FOR THE DISCIPLINARY AUTHORITY.
- 15) THE INQUIRING AUTHORITY MAY, AFTER THE EMPLOYEE CLOSES HIS CASE, AND SHALL IF THE EMPLOYEE HAS NOT EXAMINED HIMSELF, GENERALLY QUESTION HIM ON THE CIRCUMSTANCES APPEARING AGAINST HIM IN THE EVIDENCE FOR THE PURPOSE OF ENABLING THE EMPLOYEE TO EXPLAIN ANY CIRCUMSTANCES APPEARING IN THE EVIDENCE AGAINST HIM.
- 16) AFTER THE COMPLETION OF THE PRODUCTION OF THE EVIDENCE, THE EMPLOYEE AND THE PRESENTING OFFICER MAY FILE WRITTEN BRIEFS OF THEIR RESPECTIVE CASES WITHIN 15 DAYS OF THE DATE OF COMPLETION OF THE PRODUCTION OF EVIDENCE.
- 17) IF THE EMPLOYEE DOES NOT SUBMIT THE WRITTEN STATEMENT OF DEFENCE REFERRED TO IN SUB-RULE (3) ON OR BEFORE THE DATE SPECIFIED FOR THE PURPOSE DOES NOT APPEAR IN PERSON OR THROUGH THE ASSISTING OFFICER OR OTHERWISE FAILS OR REFUSES TO COMPLY WITH ANY OF THE PROVISIONS OF THESE RULES, THE INQUIRING AUTHORITY MAY HOLD THE ENQUITY EX-PARTE.
- 18) WHENEVER ANY INQUIRING AUTHORITY, AFTER HAVING HEARD, RECORDED THE WHOLE OR ANY PART OF THE EVIDENCE IN AN INQUIRY CEASES TO EXERCISE JURISDICTION THEREIN, AND IS SUCCEEDED BY ANOTHER INQUIRING AUTHORITY WHICH HAS AND WHICH EXERCISES SUCH JURISDICTION, THE INQUIRY AUTHORITY SO SUCCEEDING MAY ACT ON THE EVIDENCE SO RECORDED BY ITS PREDECESSOR, OR PARTLY RECORDED BY ITS PREDECESSOR AND PARTLY RECORDED BY ITSELF.

PROVIDED THAT IF THE SUCCEEDING INQUIRING AUTHORITY IS OF THE OPINION THAT FURTHER EXAMINATION OF ANY OF THE WITNESSES WHOSE EVIDENCE HAS ALREADY BEEN RECORDED IS NECESSARY IN THE INTEREST OF JUSTICE, IT MAY RECALL, EXAMINE, CROSS-EXAMINE AND RE-EXAMINE ANY SUCH WITNESSES AS HEREIN BEFORE PROVIDED.



19) (i) AFTER THE CONCLUSION OF THE INQUIRY,REPORT SHALL BE PREPARED AND IT SHALL CONTAIN:

- a) A LIST OF THE ARTICLES OF CHARGE AND THE STATEMENT OF THE IMPUTATIONS OF MISCONDUCT OR MISBEHAVIOUR:
- b) A GIST OF DEFENCE OF THE EMPLOYEE IN RESPECT OF EACH ARTICLE OF CHARGE.
- c) AN ASSESSMENT OF THE EVIDENCE IN RESPECT OF EACH ARTICLE OF CHARGE.
- d) THE FINDINGS OF EACH ARTICLE OF CHARGE AND THE REASONS THEREFOR.

IF IN THE OPINION OF THE INQUIRING AUTHORITY THE PROCEEDINGS OF THE INQUIRY ESTABLISH ANY ARTICLE OF CHARGE DIFFERENT FROM THE ORIGINAL ARTICLES OF THE CHARGE,IT MAY RECORD ITS FINDINGS ON SUCH ARTICLE OF CHARGE:

PROVIDED THAT THE FINDINGS ON SUCH ARTICLES OF CHARGE SHALL NOT BE RECORDED UNLESS THE EMPLOYEE HAS EITHER ADMITTED THE FACTS ON WHICH SUCH ARTICLE OF CHARGE IS BASED OR HAS HAD A REASONABLE OPPORTUNITY OF DEFENDING HIMSELF AGAINST SUCH ARTICLE OF CHARGE.

(ii) THE INQUIRING AUTHORITY, WHERE IT IS NOT ITSELF THE DISCIPLINARY AUTHORITY,SHALL FORWARD TO THE DISCIPLINARY AUTHORITY THE RECORDS OF INQUIRY WHICH SHALL INCLUDE :

- a) THE REPORT OF THE INQUIRY PREPARED BY IT UNDER SUB CLAUSE (i) ABOVE;
- b) THE WRITTEN STATEMENT OF DEFENCE, IF ANY,SUBMITTED BY THE EMPLOYEE REFERRED TO IN SUB-RULE (13);
- c) THE ORAL AND DOCUMENTARY EVIDENCE PRODUCED IN THE COURSE OF THE INQUIRY;
- d) WRITTEN BRIEFS REFERRED TO IN SUB-RULE (16) IF ANY; AND
- e) THE ORDERS,IF ANY,MADE BY THE DISCIPLINARY AUTHORITY AND THE INQUIRING AUTHORITY IN REGARD TO THE INQUIRY.



RULE-26 ACTION ON THE INQUIRY REPORT

- 1) THE DISCIPLINARY AUTHORITY, IF IT IS NOT ITSELF THE INQUIRING AUTHORITY MAY, FOR REASONS TO BE RECORDED BY IT IN WRITING/ REMIT THE CASE TO THE INQUIRING AUTHORITY FOR FRESH OR FURTHER INQUIRY AND THE INQUIRING AUTHORITY SHALL THEREUPON PROCEED TO HOLD THE FURTHER INQUIRY ACCORDING TO THE PROVISIONS OF RULE 25 AS FAR AS MAY BE.
- 2) THE DISCIPLINARY AUTHORITY SHALL, IF IT DISAGREES WITH THE FINDINGS OF THE INQUIRING AUTHORITY ON ANY ARTICLE OF CHARGE, RECORD ITS REASONS FOR SUCH DISAGREEMENT AND RECORD ITS OWN FINDINGS ON SUCH CHARGE, IF THE EVIDENCE ON RECORD IS SUFFICIENT FOR PURPOSE.
- 3) IF THE DISCIPLINARY AUTHORITY HAVING REGARD TO ITS FINDINGS ON ALL OR ANY OF THE ARTICLE OF CHARGE IS OF THE OPINION THAT ANY OF THE PENALTIES SPECIFIED IN RULE 23 SHOULD BE IMPOSED ON THE EMPLOYEE IT SHALL, NOTWITHSTANDING ANYTHING CONTAINED IN RULE 27 MAKE AN ORDER IMPOSING SUCH PENALTY.
- 4) IF THE DISCIPLINARY AUTHORITY HAVING REGARD TO ITS FINDINGS ON ALL OR ANY OF THE ARTICLES OF CHARGE, IS OF THE OPINION THAT NO PENALTY IS CALLED FOR, IT MAY PASS AN ORDER EXONERATING THE EMPLOYEE CONCERNED.

RULE-27 PROCEDURE FOR IMPOSING MINOR PENALTIES

- 1) WHERE IT IS PROPOSED TO IMPOSE ANY OF THE MINOR PENALTIES SPECIFIED IN CLAUSES (a) TO (d) OF RULE 23, THE EMPLOYEE CONCERNED SHALL BE INFORMED IN WRITING OF THE IMPUTATIONS OF MISCONDUCT OR MISBEHAVIOUR AGAINST HIM AND GIVEN AN OPPORTUNITY TO SUBMIT HIS WRITTEN STATEMENT OF DEFENCE WITHIN A SPECIFIED PERIOD NOT EXCEEDING 15 DAYS. THE DEFENCE STATEMENT, IF ANY, SUBMITTED, BY THE EMPLOYEE SHALL BE TAKEN INTO CONSIDERATION BY THE DISCIPLINARY AUTHORITY BEFORE PASSING ORDERS.
- 2) THE RECORD OF THE PROCEEDINGS SHALL INCLUDE:
 - i) A COPY OF THE STATEMENT OF IMPUTATIONS OF MISCONDUCT OR MISBEHAVIOUR DELIVERED TO THE EMPLOYEE.
 - ii) HIS DEFENCE STATEMENT, IF ANY ; AND

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- iii) THE ORDER OF THE DISCIPLINARY AUTHORITY TOGETHER WITH THE REASONS THEREFOR.

RULE-28 COMMUNICATION OF ORDER

ORDERS MADE BY THE DISCIPLINARY AUTHORITY UNDER RULE 26 AND 27 SHALL BE COMMUNICATED TO THE EMPLOYEE CONCERNED,WHO SHALL ALSO BE SUPPLIED WITH A COPY OF THE REPORT OF INQUIRY,IF ANY.

RULE-29 COMMON PROCEEDINGS

WHERE TWO OR MORE EMPLOYEES ARE CONCERNED IN A CASE,THE AUTHORITY COMPETENT TO IMPOSE A MAJOR PENALTY ON ALL SUCH EMPLOYEES MAY TAKE AN ORDER DIRECTING THAT DISCIPLINARY PROCEEDINGS AGAINST ALL OF THEM MAY BE TAKEN IN A COMMON PROCEEDINGS AND THE SPECIFIED AUTHORITY MAY FUNCTION AS THE DISCIPLINARY AUTHORITY FOR THE PURPOSE OF SUCH COMMON PROCEEDINGS.

RULE-30 SPECIAL PROCEDURE IN CERTAIN CASES

NOTWITHSTANDING ANYTHING CONTAINED IN RULE 25 OR 26 OR 27, THE DISCIPLINARY AUTHORITY MAY IMPOSE ANY OF THE PENALTIES SPECIFIED IN RULE 23 IN ANY OF THE FOLLOWING CIRCUMSTANCES:-

- i) THE EMPLOYEE HAS BEEN CONVICTED ON A CRIMINAL CHARGE,OR ON THE STRENGTH OF FACTS OR CONCLUSIONS ARRIVED AT BY A JUDICIAL TRIAL; OR
- ii) WHERE THE DISCIPLINARY AUTHORITY IS SATISFIED FOR REASONS TO BE RECORDED BY IT IN WRITING THAT IT IS NOT REASONABLY PRACTICABLE TO HOLD AN ENQUIRY IN THE MANNER PROVIDED IN THESE RULES; OR
- iii) WHERE THE DISCIPLINARY AUTHORITY IS SATISFIED THAT IN THE INTEREST OF THE SECURITY OF THE CORPORATION,IT IS NOT EXPEDIENT TO HOLD AN ENQUIRY IN THE MANNER PROVIDED IN THESE RULES.

RULE-30-A SPECIAL PROVISIONS *

- a) THE SERVICE OF AN EMPLOYEE MAY BE TERMINATED WITHOUT ASSIGNING ANY REASON TO HIM/HER AND WITHOUT ANY PRIOR NOTICE BUT

ONLY ON THE FOLLOWING GROUNDS NOT AMOUNTING TO MISCONDUCT UNDER CDA,NAMELY;

- i) IF HE /SHE IS,IN THE OPINION OF THE CORPORATION (THE BOARD OF DIRECTORS OF PAWAN HANS LTD) INCOMPETENT AND UNSUITABLE FOR THE CONTINUED EMPLOYMENT WITH THE CORPORATION,SUCH INCOMPETENCE AND UNSUITABILITY IS SUCH AS TO MAKE HIS/HER CONTINUANCE IN THE EMPLOYMENT DETRIMENTAL TO THE INTEREST OF THE CORPORATION.

OR

IF HIS/HER CONTINUANCE IN EMPLOYMENT CONSTITUTES IN THE OPINION OF THE CORPORATION (THE BOARD OF DIRECTORS OF PAWAN HANS LTD) A GRAVE SECURITY IN MAKING HIS/HER CONTINUOUS IN SERVICE DETRIMENTAL TO THE INTEREST OF THE CORPORATION.

OR


IF IN THE OPINION OF THE CORPORATION (THE BOARD OF DIRECTORS OF PAWAN HANS LTD), THERE IS SUCH A JUSTIFIABLE LACK OF CONFIDENCE WHICH,HAVING REGARD TO THE NATURE OF DUTIES OF PERFORMED,WOULD MAKE IT NECESSARY,IN THE INTEREST OF THE CORPORATION,TO IMMEDIATELY TERMINATE HIS/HER SERVICES.

- (ii) THE EMPLOYEE CAN SEEK TERMINATION OF HIS/HER EMPLOYMENT BY GIVING 90 DAYS NOTICE OR BASIC PAY IN LIEU THEREOF. PROVIDED HOWEVER THE CORPORATION WILL BE AT LIBERTY TO REFUSE TO ACCEPT THE TERMINATION OF HIS/HER SERVICE BY AN EMPLOYEE WHERE SUCH TERMINATION IS SOUGHT IN ORDER TO AVOID DISCIPLINARY ACTION CONTEMPLATED OR TAKEN BY THE MANAGEMENT.

* REFER CIRCULAR NO. 107/93 (1252) DATED 28/01/93

RULE-31 EMPLOYEES ON DEPUTATION FROM THE CENTRAL GOVERNMENT OR THE STATE GOVERNMENT ETC.

- i) WHERE AN ORDER OF SUSPENSION IS MADE OR DISCIPLINARY PROCEEDING IS TAKEN AGAINST AN EMPLOYEE, WHO IS ON DEPUTATION TO THE COMPANY FROM THE CENTRAL OR STATE GOVERNMENT OR ANOTHER PUBLIC UNDERTAKING OR A LOCAL AUTHORITY,THE



AUTHORITY LENDING HIS SERVICES (HEREINAFTER REFERRED TO AS THE ("LENDING AUTHORITY")) SHALL FORTHWITH BE INFORMED OF THE CIRCUMSTANCES LEADING TO THE ORDER OF HIS SUSPENSION OR THE COMMENCEMENT OF THE DISCIPLINARY PROCEEDING,AS THE CASE MAY BE.

ii) IN THE LIGHT OF THE FINDINGS IN THE DISCIPLINARY PROCEEDINGS TAKEN AGAINST THE EMPLOYEE :-

a) IF THE DISCIPLINARY AUTHORITY IS OF THE OPINION THAT ANY OF THE MINOR PENALTIES SHOULD BE IMPOSED ON HIM,IT MAY PASS SUCH ORDERS ON THE CASE AS IT DEEMS NECESSARY AFTER CONSULTATION WITH THE LENDING AUTHORITY.

PROVIDED THAT IN THE EVENT OF A DIFFERENCE OF OPINION BETWEEN THE DISCIPLINARY AND THE LENDING AUTHORITY THE SERVICES OF THE EMPLOYEE SHALL BE PLACED AT THE DISPOSAL OF THE LENDING AUTHORITY.


b) IF THE DISCIPLINARY AUTHORITY IS OF THE OPINION THAT ANY OF THE MAJOR PENALTIES SHOULD BE IMPOSED ON HIM, IT SHOULD PLACE HIS SERVICES AT THE DISPOSAL OF THE LENDING AUTHORITY AND TRANSMIT TO IT THE PROCEEDINGS OF THE ENQUIRY FOR SUCH ACTION AS IT DEEMS NECESSARY.

iii) IF THE EMPLOYEE SUBMITS AN APPEAL AGAINST AN ORDER IMPOSING A MINOR PENALTY ON HIM UNDER SUB-RULE (ii) (a),IT WILL BE DISPOSED OF AFTER CONSULTATION WITH THE LENDING AUTHORITY;

PROVIDED THAT IF THERE IS A DIFFERENCE OF OPINION BETWEEN THE APPELLATE AUTHORITY AND THE LENDING AUTHORITY,THE SERVICES OF THE EMPLOYEE SHALL BE PLACED AT THE DISPOSAL OF THE LENDING AUTHORITY,AND THE PROCEEDINGS OF THE CASE SHALL BE TRANSMITTED TO THAT AUTHORITY FOR SUCH ACTION AS IT DEEMS NECESSARY.

RULE-32 APPEALS

i) AN EMPLOYEE MAY APPEAL AGAINST AN ORDER IMPOSING UPON HIM ANY OF THE PENALTIES SPECIFIED IN RULE 23 OR AGAINST THE ORDER OF SUSPENSION REFERRED TO IN RULE 20.THEE APPEAL SHALL LIE TO THE AUTHORITY SPECIFIED IN THE SCHEDULE.


- 
- ii) AN APPEAL SHALL BE PREFERRED WITHIN ONE MONTH FROM THE DATE OF COMMUNICATION OF THE ORDER APPEALED AGAINST. THE APPEAL SHALL BE ADDRESSED TO THE APPELLATE AUTHORITY WHOSE ORDER IS APPEALED AGAINST SHALL FORWARD THE APPEAL TOGETHER WITH ITS COMMENTS AND THE RECORDS OF THE CASE TO THE APPELLATE AUTHORITY WITHIN 15 DAYS. THE APPELLATE AUTHORITY SHALL CONSIDER WHETHER THE FINDINGS ARE JUSTIFIED OR WHETHER THE PENALTY IS EXCESSIVE OR INADEQUATE AND PASS APPROPRIATE ORDERS WITHIN THREE MONTHS OF THE DATE OF APPEAL. THE APPELLATE AUTHORITY MAY PASS ORDER CONFIRMING ENHANCING REDUCING OR SETTING ASIDE THE PENALTY OR REMIT THE CASE TO THE AUTHORITY WHICH IMPOSED THE PENALTY OR TO ANY OTHER AUTHORITY WITH SUCH DIRECTION AS IT MAY DEEM FIT IN THE CIRCUMSTANCES OF THE CASE ;

PROVIDED THAT IF THE ENHANCED PENALTY WHICH THE APPELLATE AUTHORITY PROPOSES TO IMPOSE IS A MAJOR PENALTY SPECIFIED IN CLAUSE(e),(f) AND (g) OF RULE 23 AND AN INQUIRY AS PROVIDED IN RULE 25 HAS NOT ALREADY BEEN HELD IN THE CASE,THE APPELLATE AUTHORITY SHALL DIRECT THAT SUCH AN INQUIRY,BE HELD IN ACCORDANCE WITH THE PROVISIONS OF RULE 25 AND THEREAFTER CONSIDER THE RECORD OF THE INQUIRY AND PASS SUCH ORDERS AS IT MAY DEEM PROPER. IF THE APPELLATE AUTHORITY DECIDES TO ENHANCE THE PUNISHMENT BUT AN INQUIRY HAS ALREADY BEEN HELD AS PROVIDED IN RULE 25 THE APPELLATE AUTHORITY SHALL GIVE A SHOW CAUSE NOTICE TO THE EMPLOYEE AS TO WHY THE ENHANCED PENALTY SHOULD NOT BE IMPOSED UPON HIM. THE APPELLATE AUTHORITY SHALL PASS FINAL ORDER AFTER TAKING INTO ACCOUNT THE REPRESENTATION, IF ANY,SUBMITTED BY THE EMPLOYEE.

RULE-33 REVIEW

NOTWITHSTANDING ANYTHING CONTAINED IN THESE RULES, THE REVIEWING AUTHORITY AS SPECIFIED IN THE SCHEDULE MAY CALL FOR THE RECORD OF THE CASE WITHIN SIX MONTHS OF THE DATE OF THE FINAL ORDER AND AFTER REVIEWING THE CASE PASS SUCH ORDERS THEREON AS IT MAY DEEM FIT;

PROVIDED THAT IF THE ENHANCED PENALTY,WHICH THE REVIEWING AUTHORITY PROPOSES TO IMPOSE,IS A MAJOR PENALTY SPECIFIED IN CLAUSES(e),(f) OR (g) OF RULE 23 AND AN ENQUIRY AS PROVIDED UNDER RULE 25 HAS NOT ALREADY BEEN HELD IN THESE CASES, THE REVIEWING AUTHORITY SHALL DIRECT SUCH AN ENQUIRY BE HELD IN ACCORDANCE WITH THE PROVISIONS OF RULE 25 AND THEREAFTER CONSIDER THE RECORD OF THE ENQUIRY AND PASS SUCH ORDERS AS IT MAY DEEM PROPER. IF THE APPELLATE AUTHORITY DECIDES TO



ENHANCE THE PUNISHMENT BUT AN ENQUIRY HAS ALREADY BEEN HELD IN ACCORDANCE WITH THE PROVISIONS OF RULE 25, THE REVIEWING AUTHORITY SHALL GIVE SHOW CAUSE NOTICE TO THE EMPLOYEE AS TO WHY THE ENHANCED PENALTY SHOULD NOT BE IMPOSED UPON HIM. THE REVIEWING AUTHORITY SHALL PASS FINAL ORDER AFTER TAKING INTO ACCOUNT THE REPRESENTATION, IF ANY, SUBMITTED BY THE EMPLOYEE.

RULE-34 SERVICE OF ORDERS, NOTICE ETC

EVERY ORDER, NOTICE AND ORDER PROCESS MADE OR ISSUED UNDER THESE RULES SHALL BE SERVED IN PERSON ON THE EMPLOYEE CONCERNED OR COMMUNICATED TO HIM BY REGISTERED POST AT HIS LAST RECORDED ADDRESS.

RULE-35 POWER TO RELAX TIME LIMIT AND TO CONDONE DELAY

SAVE AS OTHERWISE EXPRESSLY PROVIDED IN THESE RULES, THE AUTHORITY COMPETENT UNDER THESE RULES TO MAKE ANY ORDER, MAY, FOR GOOD AND SUFFICIENT REASONS OR IF SUFFICIENT CAUSE IS SHOWN, EXTEND THE TIME SPECIFIED IN THESE RULES FOR ANYTHING REQUIRED TO BE DONE UNDER THESE RULES, OR CONDONE ANY DELAY.

RULE-36 SAVINGS

- i) NOTHING IN THESE RULES SHALL BE CONSTRUED AS DEPRIVING ANY PERSON TO WHOM THESE RULES APPLY, OF ANY RIGHT OF APPEAL WHICH HAD ACCURED TO HIM UNDER THE RULES, WHICH HAVE BEEN SUPERSEDED BY THESE RULES.
- ii) AN APPEAL PENDING AT THE COMMENCEMENT OF THESE RULES AGAINST AN ORDER MADE BEFORE THE COMMENCEMENT OF THESE RULES SHALL BE CONSIDERED AND ORDERS THEREON SHALL BE MADE, IN ACCORDANCE WITH THESE RULES.
- iii) THE PROCEEDINGS PENDING AT THE COMMENCEMENT OF THESE RULES SHALL BE CONTINUED AND DISPOSED AS FAR AS MAY BE, IN ACCORDANCE WITH THE PROVISIONS OF THESE RULES, AS IF SUCH PROCEEDINGS WERE PROCEEDINGS UNDER THESE RULES.
- iv) ANY MISCONDUCT, ETC., COMMITTED PRIOR TO THE ISSUE OF THESE RULES SHALL BE DEEMED TO BE A MISCONDUCT UNDER THESE RULES.



RULE-37 REMOVAL OF DOUBTS

WHERE A DOUBT ARISES AS TO THE INTERPRETATION OF ANY OF THESE RULES,THE MATTER SHALL BE REFERRED TO THE BOARD FOR FINAL DECISION.

RULE-38 AMENDMENTS

THE BOARD MAY AMEND,MODIFY OR ADD TO THESE RULES,FROM TIME TO TIME,AND ALL SUCH AMENDMENTS,MODIFICATIONS OR ADDITIONS SHALL TAKE EFFECT FROM THE DATE STATED HEREIN.

SCHEDULE OF DELEGATION OF POWERS IN RESPECT OF DISCIPLINARY MATTERS UNDER PHL CONDUCT, DISCIPLINE & APPEAL RULES

SL. NO.	SUBJECT MATTER	EXTENT OF POWERS DELEGATED	AUTHORITIES TO EXERCISE POWERS
1	2	3	4
1	AUTHORITY COMPETENT TO ISSUE CHARGE SHEET	A) FULL POWER IN RESPECT OF THE EMPLOYEES IN THE GRADE WC-6 AND BELOW	EXECUTIVES IN THE GRADE OF E-2 AND ABOVE
		B) FULL POWERS IN RESPECT OF E-3 AND BELOW	EXECUTIVES IN THE GRADE OF E-4 AND ABOVE
		C) FULL POWERS IN RESPECT OF THE EMPLOYEES IN THE GRADE OF E-5 AND BELOW	HEAD OF DEPARTMENT NOW BELOW THE RANK OF E-6
		D) FULL POWERS IN RESPECT OF THE EMPLOYEES IN THE GRADE OF E-6 AND BELOW	HEAD OF THE DEPARTMENT NOT BELOW THE RANK OF E-7
		E) FULL POWERS IN RESPECT OF THE EMPLOYEES IN THE GRADE OF E-7 AND BELOW	HEAD OF THE DEPARTMENT NOT BELOW THE RANK OF E-8
		F) FULL POWERS IN RESPECT OF THE EMPLOYEES IN THE GRADE OF E-8 AND BELOW	MANAGING DIRECTOR
2	AUTHORITY COMPETENT TO APPOINT INQUIRING AUTHORITY	A) FULL POWERS IN RESPECT OF THE EMPLOYEES IN THE GRADE OF E-4 AND BELOW	HEAD OF THE DEPARTMENT NOT BELOW THE RANK OF E-6.
		B) FULL POWERS IN RESPECT OF THE EMPLOYEES IN THE GRADE OF E-5 AND BELOW	HEAD OF THE DEPARTMENT NOT BELOW THE RANK OF E-7.
		C) FULL POWERS IN RESPECT OF THE EMPLOYEES IN THE GRADE OF E-8 AND BELOW	MANAGING DIRECTOR

SL. NO.	SUBJECT MATTER	EXTENT OF POWERS DELEGATED	AUTHORITIES TO EXERCISE POWERS
3	AUTHORITY COMPETENT TO IMPOSE MINOR PENALTY	SAME AS SL. NO.1	SAME AS SL. NO.1
4	AUTHORITY COMPETENT TO IMPOSE MAJOR PENALTY	A) FULL POWERS IN RESPECT OF THE EMPLOYEES IN THE GRADE OF WC-9 AND BELOW B) FULL POWERS IN RESPECT OF THE EMPLOYEES IN THE GRADE OF E-8 AND BELOW	HEAD OF THE DEPARTMENT BOT BELOW THE RANK OF E-7. MANAGING DIRECTOR
5	APPELLATE AUTHORITY FOR MINOR & MAJOR PENALTY	A) FULL POWERS IN RESPECT OF THE EMPLOYEES IN THE GRADE OF WC-9 AND BELOW B) FULL POWERS IN RESPECT OF THE EMPLOYEES IN THE GRADE OF E-8 AND BELOW	MANAGING DIRECTOR BOARD OF DIRECTORS
6.	REVIEWING AUTHORITY IN THE MATTER OF MINOR AND MAJOR PENALTY	SAME AS SL. NO.6	SAME AS SL. NO.6

REFER CIRCULAR NO.42/89 (1252) DATED 01-01-90



CERTIFIED

STANDING

ORDERS



CERTIFIED STANDING ORDERS OF
M/S PAWAN HANS HELICOPTERS LIMITED

THESE STANDING ORDERS HAVE BEEN FRAMED UNDER-SECTION 3(1) OF THE INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946.


1. **APPLICABILITY**

THESE ORDERS COME INTO FORCE IN ACCORDANCE WITH SECTION 7 OF THE INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946 AND THE RULES THEREUNDER AND SHALL APPLY TO ALL WORKMEN EMPLOYED BY PAWAN HANS HELICOPTERS LIMITED.

2. **DEFINITIONS**

IN THESE ORDERS, UNLESS THERE IS ANYTHING REPUGNANT IN THE SUBJECT OR CONTEXT :

- A) "ACT" MEANS THE INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946.
- B) "ANNEXURE" MEANS THE ANNEXURE APPENDED TO THESE STANDING ORDERS.
- C) "APPELLATE AUTHORITY" MEANS AUTHORITY SPECIFIED IN ANEXURE-I APPENDED TO THESE STANDING ORDERS.
- D) "BASE" MEANS UNIT OF THE COMPANY WHERE ONE OR MORE HELICOPTERS ARE STATIONED EITHER ON REGULAR OR TEMPORARY BASIS.
- E) "BOARD" MEANS THE BOARD OF DIRECTORS OF THE COMPANY AND INCLUDES, IN RELATION TO THE EXERCISE OF POWERS, ANY COMMITTEE OF THE BOARD.
- F) "COMPANY" MEANS PAWAN HANS HELICOPTERS LIMITED FORMERLY KNOWN AS PAWAN HANS LIMITED. A REFERENCES TO EITHER OR THE AFORESAID NAMES SHALL INCLUDE A REFERENCE TO THE OTHER NAME ALSO.
- G) "COMPETENT AUTHORITY" MEANS IN RELATION TO EXERCISE OF ANY POWER, THE COMPANY OR AN AUTHORITY EMPOWERED BY



BOARD OF DIRECTORS BY ANY GENERAL OR SPECIAL ORDER, THE MANAGING DIRECTOR, HEAD OF DEPARTMENT OR ANY OTHER OFFICERS SPECIFIED IN THAT BEHALF.

- H) **"ESTABLISHMENT"** MEANS ANY OFFICE OF THE COMPANY OR ITS PREMISES, INCLUDING PRINCINCTS AND VICINITY THEREOF, AND, FOR THE PURPOSE OF THESE STANDING ORDERS, SHALL INCLUDE;
- i) HELICOPTER IN FLIGHT AND ANY PLACE WHERE ANY HELICOPTER BELONGING TO, OR HIRED BY THE COMPANY, IS , FOR THE TIME BEING PARKED, EITHER FOR SERVICING, REPAIRS OR OTHERWISE,
 - ii) ESTATE AND VEHICLES OF THE COMPANY, OR BUSES HIRED FOR COMMUTING THE EMPLOYEES.
- I) **"GENDER"** AND **"NUMBER"** REFERENCE IN THESE ORDERS TO A WORD IMPORTING MASCULINE GENDER SHALL INCLUDE FEMININE GENDER AND WORDS IMPORTING SINGULAR NUMBER SHALL INCLUDE PLURAL NUMBER AND VICE VERSA.
- J) **"HEAD OF DEPARTMENT"** MEANS THE HEAD OF THE CONCERNED DEPARTMENT / REGION / BASE / ESTABLISHMENT OF THE COMPANY AND INCLUDES ANY OTHER OFFICER HOLDING TEMPORARY CHARGE OR A DEPARTMENT / REGION / BASE / ESTABLISHMENT DURING THE ABSENCE OF CONCERNED HEAD OF DEPARTMENT.
- K) **"MONTH"** MEANS MONTH ACCORDING TO THE GREGORIAN CALENDAR.
- L) **"WORKMAN"** MEANS A PERSON DEFINED AS WORKMAN IN THE INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946 AND TO WHOM THE PROVISIONS OF THE ORDERS APPLY.
- M) **"YEAR"** MEANS A PERIOD OF 12 MONTHS BEGINNING ON 1ST JANUARY ACCORDING TO GREGORIAN CALENDAR.
- N) **"NOTICE BOARD"** MEANS THE NOTICE BOARDS MAINTAINED BY THE COMPANY IN CONSPICUOUS PLACES IN THE ESTABLISHMENT FOR THE PURPOSE OF DISPLAYING ITS NOTICES/STANDING ORDERS / OFFICE ORDER ETC. REQUIRED TO BE PASTED OR AFFIXED UNDER THE PROVISION OF THESE STANDING ORDERS.



3. **CLASSIFICATION OF WORKMAN**

3.1 WORKMAN SHALL BE CLASSIFIED AS UNDER :

- A) APPRENTICE/TRAINEE
- B) CASUAL
- C) PART-TIME
- D) PROBATIONER
- E) REGULAR
- F) TEMPORARY
- G) WORKMEN ON DEPUTATION/FOREIGN SERVICE

3.2 **APPRENTICE/TRAINEE** - IS A LEARNER WHO IS EITHER PAID AN ALLOWANCE OR NOT PAID ANY ALLOWANCE DURING THE PERIOD OF THIS TRAINING WHICH SHALL INTERALIA BE SPECIFIED IN HIS TERM OF CONTRACT BUT DOES NOT INCLUDE ANY APPRENTICE APPOINTMENT UNDER APPRENTICES ACT, 1961.


3.3 **CASUAL** - A CASUAL WORKMAN IS A WORKMAN WHOSE EMPLOYMENT IS OF A CASUAL NATURE.

3.4 **PART-TIME** - PART-TIME WORKMAN MEANS A WORKMAN WHO IS EMPLOYED FOR LESS THAN THE NORMAL PERIOD OF WORKING HOURS OF THE ESTABLISHMENT.

3.5 **PROBATIONER** - A PROBATIONER IS A WORKMAN WHO IS PROVISIONALLY APPOINTED TO FILL A PERMANENT VACANCY IN A POST AND HAS NOT COMPLETED THE PROBATIONARY PERIOD OF 6 MONTHS INCLUDING PERIOD OF EXTENSION, SATISFACTORILY. IF A PERMANENT WORKMAN IS EMPLOYED AS A PROBATIONER IN A NEW POST, HE MAY AT ANY TIME DURING THE PROBATIONARY PERIOD OF 6 MONTHS INCLUDING PERIOD OF EXTENSION BE REVERTED TO HIS PREVIOUS PERMANENT POST.

3.6 **PERMANENT** - PERMANENT WORKMAN IS A WORKMAN WHO HAS BEEN ENGAGED ON A PERMANENT BASIS AGAINST A PERMANENT VACANCY AND INCLUDES A PERSON WHO HAS SATISFACTORILY COMPLETED HIS PROBATION, AS PER THE TERMS OF EMPLOYMENT AND WHO HAS BEEN DECLARED IN WRITING TO HAVE SATISFACTORILY COMPLETED HIS PROBATION PERIOD IN THE POST.

3.7 **TEMPORARY** - A TEMPORARY WORKMAN MEANS A WORKMAN WHO HAS BEEN APPOINTED FOR A LIMITED PERIOD FOR WORK WHICH IS OF AN ESSENTIALLY TEMPORARY NATURE, OR WHO IS EMPLOYED TEMPORARILY AS AN ADDITIONAL WORKMEN IN CONNECTION WITH TEMPORARY INCREASE IN WORK OF A PERMANENT NATURE AND



INCLUDES A WORKMAN WHO IS APPOINTED IN A TEMPORARY VACANCY OF A PERMANENT WORKMAN OR PROBATIONER.

4. **APPOINTMENT**

EVERY WORKMAN, OTHER THAN A CASUAL WORKMAN, SHALL TO GIVEN AN OFFER OF APPOINTMENT, IN THE PRESCRIBED FORM, STATING BRIEFLY THE TERMS AND CONDITIONS OF SUCH APPOINTMENT.


5. **AGE**

5.1 THE AGE OF A WORKMAN AT THE TIME OF APPOINTMENT IN THE SERVICE OF THE COMPANY SHALL NOT BE LESS THAN 18 YEARS AND SHALL NOT EXCEED THE UPPER AGE LIMIT, INCLUDING ANY RELAXATION THEREOF, AS MAY BE PRESCRIBED BY THE COMPANY.

5.2 THAT EVERY WORKMAN MUST DECLARE, ON HIS FIRST APPOINTMENT, HIS DATE OF BIRTH IN ACCORDANCE WITH THE CHRISTIAN ERA, AND PRODUCE CONFIRMATORY EVIDENCE LIKE MATRICULATION, OR 10TH OR SCHOOL LEAVING CERTIFICATE, AS MAYBE ACCEPTABLE TO THE COMPANY. ANY WORKMAN WHO HAS NOT STUDIED UPTO MATRICULATION OR THE 10TH OR SCHOOL LEAVING STAGE, MAY SUBMIT A CERTIFICATE FROM HIS VILLAGE PANCHAYAT OR LOCAL BODY WHICH THE COMPANY, IN ITS ABSOLUTE DISCRETION, MAY ACCEPT.

5.3 IF A WORKMAN IS NOT ABLE TO PRODUCE DOCUMENTARY EVIDENCE OF HIS AGE FOR REASONS BEYOND HIS CONTROL, HE SHALL STATE HIS AGE AND MAKE A WRITTEN AFFIDAVIT SWORN BEFORE A MAGISTRATE MAKING A DECLARATION THAT THE AGE, AS STATED BY HIM, IS CORRECT. WHERE A WORKMAN IS UNABLE TO STATE HIS EXACT DATE OF BIRTH, HE CAN STATE APPROXIMATELY THE YEAR, OR THE YEAR AND THE MONTH IN WHICH CASE THE 1ST OF JULY OF THAT YEAR IN THE FORMER CASE AND 1st OF THE MONTH IN THE LATER CASE, WILL BE DEEMED TO BE THE DATE OF BIRTH OF THE CONCERNED WORKMAN, SUBJECT TO STANDING ORDER NO. 5.4 ELOW.

5.4 THE AGE OF A WORKMAN AS STATED IN THE AFFIDAVIT WILL BE ACCEPTED AND ENTERED IN THE RECORDS OF THE COMPANY, SUBJECT TO THE CONDITION THAT THE SAID AGE IS CERTIFIED AS CORRECT TO THE BEST OF HIS JUDGMENT BY THE MEDICAL OFFICER AUTHORISED BY THE COMPANY, FOR THIS PURPOSE. THE OPINION OF THE AUTHORISED MEDICAL OFFICER, WHO MAY SUBJECT THE WORKMAN TO ANY MEDICAL TEST, AS HE MAY

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- DEEM NECESSARY, SHALL BE BINDING ON THE WORKMAN CONCERNED.
- 5.5 ONCE THE COMPANY HAS ACCEPTED THE AGE OF ANY WORKMAN AND ENTERED THE SAME IN THE RECORDS OF THE COMPANY, THE SAME SHALL BE DEEMED AS FINAL AND IRREVOCABLE.

6. **MEDICAL FITNESS**

- 6.1 EVERY CANDIDATE APPOINTED TO A POST IN THE COMPANY SHALL BE REQUIRED TO UNDERGO A MEDICAL EXAMINATION BY THE COMPANY'S AUTHORISED DOCTOR/MEDICAL BOARD. IN CASE OF A DEPUTATIONIST GETTING ABSORBED IN THE SERVICE OF THE COMPANY, HE SHALL BE REQUIRED TO UNDERGO MEDICAL EXAMINATION AT THE TIME OF ABSORPTION. ALL APPOINTMENTS WILL BE SUBJECT TO THE CANDIDATE'S MEDICAL FITNESS AS PER PRESCRIBED STANDARDS FOR THE POST. THE OPINION OF THE COMPANY'S AUTHORISED DOCTOR/MEDICAL BOARD IN THIS REGARD, SHALL BE FINAL. THIS SHALL , HOWEVER, NOT APPLY TO AN INTERNAL CANDIDATE OF THE COMPANY WHO HAS ALREADY BEEN MEDICALLY EXAMINED AND DECLARED FIT AT THE TIME OF HIS INITIAL APPOINTMENT.
- 6.2 THE WORKMAN SHALL BE LIABLE TO BE MEDICALLY EXAMINED AT ANY TIME DURING THE PERIOD OF HIS SERVICE WITH THE COMPANY. IF THE WORKMAN IS FOUND UNFIT FOR CONTINUED EMPLOYMENT BY THE COMPANY'S MEDICAL OFFICER AND THE SAID FINDINGS IS CONFIRMED BY THE CIVIL SURGEON/MEDICAL BOARD, THE COMPETENT AUTHORITY MAY DISCHARGE SUCH WORKMAN ON MEDICAL GROUNDS. EXPENSES FOR SUCH MEDICAL EXAMINATIONS AND OTHER RELATED INVESTIGATIONS SHALL BE BORNE BY THE COMPANY. ANY DISCHARGE OF WORKMAN ON MEDICAL GROUNDS WILL BE SUBJECT TO THE PROVISIONS OF ID ACT WHICH WOULD REMAIN ENFORCE FOR SUCH TERMINATION FROM TIME TO TIME.

7. **CONVICTION BY COURT**

IT SHALL BE OBLIGATORY ON THE PART OF EVERY WORKMAN TO INTIMATE TO THE COMPANY IF ANY CRIMINAL PROCEEDINGS IS PENDING AGAINST HIM IN ANY COURT, OR IF HE HAS BEEN CONVICTED BY SUCH A COURT.




8. **VERIFICATION OF CHARACTER AND ANTECEDENTS**

CONFIRMATION OF APPOINTMENT TO ANY POST IN THE COMPANY SHALL BE SUBJECT TO SATISFACTORY VERIFICATIONS OF CHARACTER AND ANTECEDENTS IN ACCORDANCE WITH DIRECTIONS ISSUED BY THE COMPETENT AUTHORITY. HOWEVER, IN CASE OF DELAY IN THE RECEIPT OF THE VERIFICATION REPORT FROM THE POLICE AUTHORITIES WITHIN A PERIOD OF ONE YEAR, THE COMPETENT AUTHORITY MAY PROVISIONALLY CONFIRM A WORKMAN SUBJECT TO REVIEW ON RECEIPT OF THE SAID REPORT.

9. **PROBATION AND CONFIRMATION**

- 9.1 ALL WORKMAN ON APPOINTMENT/PROMOTION SHALL BE PLACED ON PROBATION DURING WHICH THEIR PERFORMANCE WILL BE WATCHED WITH A VIEW TO DETERMINING THEIR SUITABILITY FOR CONFIRMATION AGAINST THE RESPECTIVE PERMANENT POST.
- 9.2 THE PERIOD OF PROBATION MAY BE EXTENDED BY THE COMPETENT AUTHORITY FOR REASONS TO BE RECORDED IN WRITING.
- 9.3 WORKMAN SHALL BE DEEMED TO BE ON PROBATION UNTIL AS CONFIRMED IN WRITING. HOWEVER, AN ORDER IN WRITING RELATING TO CONFIRMATION OR EXTENSION OF PROBATION SHALL BE COMMUNICATED TO THE WORKMAN CONCERNED WITHIN ONE MONTH FROM THE DATE OF COMPLETION OF PROBATION PERIOD OF EXTENDED PERIOD OF PROBATION AS THE CASE MAY BE.
- 9.4 IF DURING THE PERIOD OF PROBATION INCLUDING THE PERIOD OF EXTENSION, IF ANY, THE PERFORMANCE OR PROGRESS OR GENERAL CONDUCT OF THE WORKMAN IS NOT FOUND SATISFACTORY.
- A) IN CASE OF DIRECT RECRUIT HIS SERVICES MAY BE TERMINATED AT ANY TIME DURING THE PERIOD OF PROBATION STATING REASONS;
- B) IN CASE OF A PROMOTEE, HE MAY BE REVERTED TO THE POST/GRADE FROM WHICH HE WAS PROMOTED GIVING REASONS.
- 9.5 THE FOLLOWING CATEGORIES OF WORKMEN WILL BE EXEMPTED FROM THE REQUIREMENT OF PROBATION.

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- A) A WORKMEN GOVERNED BY SPECIFIC/SPECIAL TERMS OF APPOINTMENT OR UNDER ANY AGREEMENT / SETTLEMENT / AWARD.
 - B) PERMANENT EMPLOYEE OF THE GOVT, SEMI-GOVT. ORGANISATIONS AND REGULAR EMPLOYEES OF PUBLIC SECTOR UNDERTAKINGS WHO JOIN INITIALLY ON DEPUTATION/FOREIGN SERVICE FOR MINIMUM PERIOD OF ONE YEAR PRIOR TO THEIR PERMANENT ABSORPTION IN THE SERVICE OF THE COMPANY.
 - C) PERMANENT EMPLOYEES OF THE GOVT., SEMI-GOVT ORGANISATIONS AND PUBLIC SECTOR UNDERTAKINGS WHO ARE ENTITLED TO RETAIN LIEN IN PREVIOUS POSTS AS PER RULES OF THE SAID ORGANISATION PROVIDED THEY SURRENDER THEIR LIEN ON THEIR PREVIOUS SERVICE.

10. **RESIDENTIAL ADDRESS/MODE OF SERVICE OF DOCUMENTS**

- 10.1 EVERY WORKMAN SHALL NOTIFY TO THE COMPANY IMMEDIATELY ON APPOINTMENT THE DETAILS OF HIS RESIDENTIAL ADDRESS AND THEREAFTER PROMPTLY COMMUNICATE TO THE COMPANY ANY CHANGE OF HIS RESIDENTIAL ADDRESS. IN CASE THE WORKMAN DOES NOT COMMUNICATE TO THE COMPANY THE CHANGE OF HIS RESIDENTIAL ADDRESS, HIS LAST KNOWN ADDRESS SHALL BE TREATED THE COMPANY AS HIS RESIDENTIAL ADDRESS FOR SENDING ANY COMMUNICATION TO HIM.
- 10.2 ANY COMMUNICATION MAY BE SERVED ON A WORKMAN BY HAND.
- 10.3 IN CASE A WORKMAN REFUSES TO ACCEPT SUCH COMMUNICATION OR IS ABSENT, THE SAME MAY BE SENT TO HIM AT HIS LAST KNOWN ADDRESS BY REGISTERED POST AND UNDER CERTIFICATE OF POSTING AND THE SAME SHALL BE DEEMED AS PROPER SERVICE FOR THE PURPOSE OF GIVING ANY NOTICE.

11. **TRANSFER**

EVERY WORKMAN IS LIABLE TO BE TRANSFERRED TO EXISTING OFFICES / ESTABLISHMENT / DEPARTMENT / REGIONS OF THE COMPANY OR ANY SUCH OFFICE, ESTT. ETC SET UP IN FUTURE IN INDIA OR ABROAD IN ANY POSITION IN THE COMPANY WITHOUT ADVERSELY AFFECTING HIS TERMS AND CONDITIONS OF SERVICE.

12. **JOINING TIME ON TRANSFER**

12.1 A WORKMAN SHALL BE ELIGIBLE FOR JOINING TIME ON TRANSFER NOT EXCEEDING SEVEN DAYS EXCLUSIVE OF THE NUMBER OF DAYS SPENT ON TRAVEL, TO ENABLE HIM;

A) TO JOIN A NEW POST TO WHICH HE HAS BEEN APPOINTED WHILE ON DUTY IN THIS OLD POST ;

OR

B) TO JOIN A NEW POST ON RETURN FROM LEAVE.

12.2 DURING THE JOINING PERIOD, A WORKMEN SHALL BE ELIGIBLE TO DRAW WAGES OF THE POST TO WHICH HE HAS BEEN TRANSFERRED.

12.3 THE JOINING TIME SHALL COMMENCE IMMEDIATELY AFTER THE DATE OF RELIEVING THE WORKMAN FROM THE OLD POST. PUBLIC HOLIDAYS FOLLOWING THE DAY OF HIS RELIEVING, SHALL NOT BE INCLUDED IN COMPUTING THE JOINING TIME.

12.4 NO JOINING TIME SHALL BE ADMISSIBLE TO A WORKMAN WHERE THE TRANSFER IS WITHIN THE SAME STATION.

12.5 NO JOINING TIME WILL BE ADMISSIBLE TO A WORKMAN WHEN HIS TRANSFER IS OF A TEMPORARY NATURE FOR A PERIOD OF SIX MONTHS.

12.6 IN CASE OF EXIGENCIES OF WORK, A WORKMAN MAY BE ASKED BY THE COMPETENT AUTHORITY TO JOIN THE NEW PLACE OF POSTING WITHOUT AVAILING OF JOINING TIME. IN SUCH A CASE, THE UNAVAILED PERIOD OF JOINING TIME SHALL BE DEEMED AS LEAVE DUE WHICH MAY BE AVAILED BY THE WORKMAN WITHIN A PERIOD OF SIX MONTHS AFTER JOINING AT THE NEW STATION.

12.7 NO TRANSFER BENEFITS WILL BE ADMISSIBLE TO A WORKMAN WHO IS TRANSFERRED TO ANOTHER PLACE AT HIS REQUEST.



13. **TRAINING**

WORKMAN ARE LIABLE TO UNDERGO SUCH TRAINING, INDUCTION OR REFRESHER COURSE, FOR SUCH PERIOD AND UNDERTAKE SUCH EXAMINATION/ TESTS, AS MAY BE PRESCRIBED BY THE COMPETENT AUTHORITY, FROM TIME TO TIME.

14. **IDENTITY CARD/ENTRY/EXIT/SEARCH**

14.1 EVERY WORKMAN SHALL BE PROVIDED WITH AN IDENTITY CARD BEARING SUCH PARTICULARS AS MAY BE PRESCRIBED BY THE COMPETENT AUTHORITY WHICH THE WORKMAN MUST WEAR ON HIS OUTER CLOTHING/UNIFORM ALL HE TIME DURING HIS WORKING HOURS.

14.1.1 THE IDENTITY CARD SHALL BE AUTHENTICATED UNDER THE SIGNATURE OF AN OFFICER AUTHORISED FOR THE PURPOSE AND MAY CERTAIN:

- A) NAME OF THE WORKMAN
- B) EMPLOYEE NO. OF THE WORKMAN
- C) PHOTOGRAPH AND SIGNATURE OF THE WORKMAN
- D) ANY OTHER INFORMATION AS DEEMED NECESSARY BY THE COMPETENT AUTHORITY.

14.1.2 THE IDENTITY CARD SHALL NOT BE TRANSFERABLE.

14.1.3 IF THE IDENTITY CARD BECOME ILLEGIBLE, GETS DISFIGURED, MUTILATED DUE TO NORMAL WEAR AND TEAR, THE SAME WILL BE REPLACED TO THE WORKMAN FREE OF COST.

14.1.4 IF THE WORKMAN LOSES HIS IDENTITY CARD, THIS LOSS SHALL BE REPORTED IMMEDIATELY IN WRITING BY HIM TO THE NEAREST POLICE STATION OF THE AREA AND A COPY OF THE REPORT AS SUBMITTED TO THE POLICE STATION SHALL ALSO BE SENT TO THE ISSUING AUTHORITY REQUESTING HIM TO ISSUE A NEW IDENTITY CARD. A NEW IDENTITY CARD SHALL BE ISSUED TO THE WORKMAN ON PAYMENT OF RS.15/- IN THE IST INSTANCE AND RS.25/- FOR ANY SUBSEQUENT ISSUES OF IDENTITY CARDS.

14.1.5 NO WORKMAN SHALL BE ADMITTED WITHIN THE PREMISES OF THE ESTABLISHMENT WITHOUT HIS IDENTITY CARD. HOWEVER, IF A WORKMAN FORGETS TO BRING HIS IDENTITY CARD, HE SHALL BE PERMITTED TO ENTER





SUBJECT TO THE PERMISSION OF THE COMPETENT AUTHORITY.

14.1.6 ON CEASING OF HIS EMPLOYMENT IN THE COMPANY OR, ON BEING SUSPENDED FROM WORK, THE WORKMAN CONCERNED SHALL SURRENDER HIS IDENTITY CARD TO THE COMPETENT AUTHORITY OF THE COMPANY IMMEDIATELY.

14.2 ENTRY AND EXIT FROM THE PREMISES SHALL BE ONLY THROUGH SPECIFIED GATES. THE WORKMAN SHALL BE LIABLE TO BE SEARCHED WHILE ENTERING THE PREMISES AND GOING OUT OF IT. A FEMALE WORKMAN SHALL BE SEARCHED BY A FEMALE SECURITY GUARD OR BY A FEMALE AUTHORISED FOR THE PURPOSE IN THE PRESENCE OF A FEMALE WITNESS.

14.3 THE WORKMAN SHOULD BE AT HIS WORK PLACE/WORK SPOT DURING THE WORKING HOURS. HE WILL NOT LEAVE THE WORK PLACE DURING THE WORKING HOURS. NO WORKMAN SHALL BE ALLOWED TO GO OUT OF THE PREMISES WITHOUT THE EXPRESS PERMISSION OF HIS CONTROLLING OFFICER.


14.4 THE COMPETENT AUTHORITY RESERVES THE RIGHT TO SEIZE FROM WORKMAN SEARCHED ANY ARTICLE BELONGING TO THE COMPANY OR ARTICLES UNRELATED TO WORK OR ANY OTHER SUCH ARTICLES AS THE COMPETENT AUTHORITY MAY CONSIDER WOULD DANGER THE PERSONNEL OR PROPERTY OF THE COMPANY AND TO INITIATE APPROPRIATE DISCIPLINARY PROCEEDINGS AGAINST SUCH WORKMAN, IF CONSIDERED NECESSARY.

14.5 NO WORKMAN SHALL ENTER THE PREMISES EARLIER THAN THE COMMENCEMENT OF HIS RESPECTIVE SHIFT AND SHALL NOT STAY IN THE PREMISES AFTER COMPLETION OF THE SHIFT/WORKING HOURS, UNLESS PERMITTED BY THE COMPETENT AUTHORITY.

15. **HOURS OF WORK AND ATTENDANCE**

15.1 EVERY WORKMAN SHALL BE REQUIRED TO WORK ON ANY DAY FOR SUCH NUMBER OF HOURS, AS MAY, FROM TIME TO TIME, BE FIXED IN ACCORDANCE WITH INSTRUCTIONS, AS MAY BE ISSUED AND NOTIFIED BY THE COMPETENT AUTHORITY.

15.2 EVERY WORKMAN SHALL BE REQUIRED TO RECORD HIS ATTENDANCE DAILY, BOTH THE TIME 'IN' AND 'OUT' IN ACCORDANCE



WITH THE PROCEDURE AS MAY BE NOTIFIED BY THE COMPETENT AUTHORITY FROM TIME TO TIME.

15.3 LATE COMING SHALL BE REGULATED AS UNDER :

15.3.1 A WORKMAN MAY, AT THE DISCRETION OF THE COMPETENT AUTHORITY BY ALLOWED 10 MINUTES GRACE PERIOD ONCE IN A WEEK FOR REPORTING FOR DUTY AND 30 MINUTES GRACE PERIOD THRICE A MONTH TO REPORT FOR DUTY.

15.3.2 ANY WORKMAN WHO ATTENDS LATE OR WHO AFTER RECORDING HIS ATTENDANCE IS FOUND ABSENT WITHOUT PERMISSION OR WITHOUT SUFFICIENT REASONS FROM HIS PLACE OF WORK SHALL BE LIABLE TO BE TREATED AS ABSENT FROM WORK DURING THE PERIOD OF HIS ABSENCE FROM HIS PLACE OF WORK.

16. **PAYMENT OF WAGES**

16.1 ALL WORKMEN SHALL NORMALLY BE PAID WAGES WITHIN 7 DAYS FROM THE END OF THE WAGE PERIOD.

16.2 UNPAID WAGES (I.E. WAGES NOT RECEIVED BY WORKMAN ON THE PAY DAYS) SHALL BE PAID ON THE DATE TO BE NOTIFIED BY THE COMPETENT AUTHORITY FROM TIME TO TIME.

16.3 ALL CLAIMS FOR UNCLAIMED WAGES MUST BE SUBMITTED WITHIN THREE YEARS FROM THE DATE ON WHICH THE WAGES BECOME DUE TO THE WORKMAN. IF NO CLAIM IS MADE WITHIN THE STIPULATED PERIOD, THE CLAIM WOULD BE TREATED AS TIME-BARRED.

16.4 WORKMAN SHALL NOT BE ENTITLED TO ANY WAGES FOR THE PERIOD OF STRIKE AS DEFINED UNDER INDUSTRIAL DISPUTES ACT FROM TIME TO TIME ON THE PRINCIPLE OF NO WORK NO PAY.

17. **OVERTIME**

17.1 SUBJECT TO STATUTORY PROVISION LAID DOWN UNDER ANY ACT APPLICABLE TO ESTABLISHMENT, A WORKMAN SHALL PERFORM OVERTIME INCLUDING WORK ON WEEKLY HOLIDAYS AND FESTIVAL HOLIDAYS, IN ACCORDANCE WITH THE INSTRUCTIONS



OF THE COMPETENT AUTHORITY ISSUED/ NOTIFIED FROM TIME TO TIME.

17.2 NORMALLY A WORKMAN SHALL NOT BE DETAILED FOR OVER TIME WORK WITHOUT GIVING A DAY'S NOTICE IN ADVANCE EXCEPT FOR EXIGENCIES WHICH ARE NOT FORESEEN. THE EMPLOYER WILL HAVE THE SOLE DISCRETION TO DECIDE ABOUT SUCH UNFORESEEN EXIGENCY OF WORK.

17.3 SUBJECT TO PROVISIONS OF ANY STATUTE APPLICABLE TO THE ESTABLISHMENT, COMPENSATORY OFF AND OR PAYMENT OF OVERTIME ALLOWANCES FOR SUCH OVERTIME WORK DONE BY A WORKMAN WILL BE ADMISSIBLE AT SUCH RATES AS MAY BE SPECIFIED BY THE COMPETENT AUTHORITY FROM TIME TO TIME.

18. **SHIFT WORKING**

18.1 MORE THAN ONE SHIFT MAY BE WORKED IN A BASE/DEPARTMENT/ ESTABLISHMENT OR ANY SECTION THEREOF OR A WORKSHOP AT THE DISCRETION OF THE COMPANY.

18.2 IF MORE THAN ONE SHIFT IS WORKED, THE WORKMAN SHALL BE LIABLE TO BE TRANSFERRED FROM ONE SHIFT TO ANOTHER.

18.3 WHEREVER AN ADDITIONAL SHIFT IS STARTED OR SHIFTS ARE ALTERED OR THE HOURS OF WORK OF ANY SHIFTS IS ALERTED, NOTICES AS PER STATUTORY PROVISIONS OF ANY ACT APPLICABLE IN THE ESTABLISHMENT SHALL BE GIVEN AND SHALL BE PASTED ON THE NOTICE BOARD AND THE WORKMAN SHALL BE LIABLE TO BE TRANSFERRED FROM ONE SHIFT TO ANOTHER ACCORDINGLY.

18.4 NO SHIFT WORKING SHALL BE DISCONTINUED WITHOUT TWO MONTHS NOTICE BEING GIVEN IN WRITING TO THE WORKMAN PRIOR TO SUCH DISCONTINUANCE. NO SUCH NOTICE SHALL HOWEVER BE GIVEN IN CASE OF DISCONTINUANCE OF ANY SHIFT WHICH HAS BEEN STARTED ONLY IN ORDER TO MEET ANY EMERGENCY. HOWEVER, THE CONCERNED WORKMAN WILL BE INTIMATED ABOUT THE DISCONTINUANCE OF THE SHIFT BY DISPLAYING NOTICE ON NOTICE BOARD.

18.5 IF AS A RESULT OF DISCONTINUANCE OF THE SHIFT WORKING ANY WORKMAN IS TO BE RETRENCHED, SUCH RETRENCHMENT SHALL BE EFFECTED IN ACCORDANCE WITH THE PROVISIONS OF THE INDUSTRIAL DISPUTES ACT, 1947 (1 OF 1947). IF THE SHIFT WORKING IS RESTARTED, THE WORKMAN SHALL BE GIVEN



NOTICE AND RE-EMPLOYED IN ACCORDANCE WITH THE PROVISIONS OF THE SAID ACT AND THE RULES.

19. **HOLIDAYS**

- 19.1 EVERY WORKMAN SHALL BE ALLOWED A WEEKLY HOLIDAY. THE WORKMAN REQUIRED TO WORK ON A WEEKLY HOLIDAY SHALL, SUBJECT TO THE PROVISIONS OF THE FACTORIES ACT OR ANY OTHER APPLICABLE LAW, BE GIVEN A DAY OFF AS SUBSTITUTED HOLIDAY. THE SUBSTITUTED DAY OFF AS ADMISSIBLE MAY, WITH THE PERMISSION OF THE COMPETENT AUTHORITY, BE COMBINED WITH THE HOLIDAY OR ANY LEAVE.
- 19.2 THE NUMBER OF HOLIDAYS ALLOWED TO A WORKMAN IN A CALENDAR YEAR SHALL BE 16 INCLUDING NATIONAL HOLIDAYS I.E. REPUBLIC DAY, INDEPENDENCE DAY AND MAHATMA GANDHI'S BIRTH DAY. THE LIST OF SUCH HOLIDAYS WILL BE PUBLISHED AT THE BEGINNING OF THE YEAR BY DISPLAYING ON THE NOTICE BOARD.
- 19.3 A WORKMAN EMPLOYED ON CASUAL BASIS WILL BE ENTITLED TO ONLY NATIONAL HOLIDAYS, SUBJECT TO HIS BEING ON DUTY ON THE WORKING DAY, PRECEDING AND SUCCEEDING SUCH A HOLIDAY.

20. **LEAVE**

- 20.1 LEAVE CANNOT BE CLAIMED AS A MATTER OF RIGHT. THE MATTER SUBMISSION OF APPLICATION FOR LEAVE BY A WORKMAN DOES NOT MEAN ITS SANCTION. GRANT OF LEAVE TO A WORKMAN SHALL DEPEND ON THE EXIGENCIES OF THE ESTABLISHMENT AND SHALL BE AT THE DISCRETION OF THE COMPETENT AUTHORITY.
- 20.2 A) **CASUAL LEAVE** : 12 DAYS IN A CALENDAR YEAR
- B) **PRIVILEGE LEAVE / EARNED LEAVE** : 30 DAYS FOR EVERY 12 MONTHS OF SERVICE.
- C) **SICK LEAVE** : 20 DAYS OF HALF PAY LEAVE IN A YEAR WHICH MAY BE COMMUTED TO 10 DAYS OF FULL PAY ON PRODUCTION OF MEDICAL CERTIFICATE. NO WORKMAN SHALL EARN ANY TYPE OF LEAVE DURING THE PERIOD HE IS ON LEAVE WITHOUT PAY, CASUAL LEAVE SHALL ORDINARILY BE GIVEN ON PRORATA BASIS. CASUAL



LEAVE SHALL BE NON-CUMULATIVE AND THE UNAVAILED CASUAL LEAVE SHALL LAPSE AT THE END OF THE YEAR.

20.3 THE PROCEDURE FOR APPLYING FOR LEAVE AND CONDITIONS, SUBJECT TO WHICH IT MAY BE GRANTED, SHALL BE AS PER PRESCRIBED PROCEDURE/LEAVE RULES AS EXISTING FROM TIME TO TIME. ALL OTHER PROVISIONS IN THE LEAVE RULES WHICH ARE NOT SPECIFIED IN THE STANDING ORDERS SHALL CONTINUE BE REMAIN IN OPERATION.

21. **LEAVE REGISTER**

21.1 PROPER REGISTER/RECORD SHALL BE MAINTAINED OF ALL LEAVE SANCTIONED, REFUSED, POSTPONED AND REASONS FOR SUCH REFUSAL OF POSTPONEMENT SHALL BE RECORDED IN WRITING IN REGISTER/RECORD TO BE MAINTAINED FOR THE PURPOSE, AND IF THE WORKMAN SO DESIRES, A COPY OF THE RELEVANT ENTRY SHALL BE SUPPLIED TO HIM.

21.2 A WORKMAN PROCEEDING ON LEAVE SHALL HANDOVER AND GIVE PROPER ACCOUNT OF TOOLS ISSUED TO HIM FOR THE WORK OF THE COMPANY, IF REQUIRED BY THE COMPANY.

21.3 ALL LEAVE EXCEPT EARNED LEAVE AT THE CREDIT OF A WORKMAN SHALL LAPSE ON THE DATE OF RETIREMENT OR TERMINATION OF SERVICE, PROVIDED IN CASE OF EARNED LEAVE, THE WORKMAN WILL BE ENTITLED FOR ENCASHMENT OF LEAVE SUBJECT TO THE LEAVE RULES EXISTING FROM TIME TO TIME.

22. **EXTENSION OF LEAVE**

IF ANY WORKMAN, AFTER PROCEEDING ON LEAVE DESIRES TO EXTEND HIS LEAVE, HE SHALL APPLY SUFFICIENTLY WELL BEFORE EXPIRY OF HIS SANCTIONED LEAVE, EXCEPT IN CASE OF ACCIDENT OR SICKNESS OF WORKMAN DULY SUPPORTED BY A MEDICAL CERTIFICATE FROM A REGISTERED PRACTITIONER FOR SUCH EXTENSION BY A REGISTERED LETTER OR TELEGRAM TO THE COMPETENT AUTHORITY WHO SHALL SEND A WRITTEN REPLY, EITHER GRANTING OR REFUSING EXTENSION OF LEAVE TO THE WORKMAN AT HIS LAST SHOWN ADDRESS.

23. **ABSENCE/OVERSTAYING LEAVE**

IF THE WORKMAN WHO REMAINS ABSENT BEYOND THE PERIOD OF LEAVE ORIGINALLY GRANTED AND SUBSEQUENTLY EXTENDED, HE SHALL LOSE HIS LIEN ON HIS APPOINTMENT UNLESS HE RETURNS WITHIN 8 DAYS OF EXPIRY OF THE LEAVE AND EXPLAINSTO THE SATISFACTION OF THE EMPLOYER OR THE OFFICER SPECIFIED IN THIS REGARD BY THE EMPLOYER, HIS INABILITY TO RETURN BEFORE THE EXPIRY OF HIS LEAVE. WHERE ANY WORKMAN IS LIKELY TO LOSE HIS LIEN, HE SHALL BE ISSUED WITH A SHOW CAUSE NOTICE AND SUCH A WORKMAN WILL HAVE THE RIGHT TO APPEAL.

24. **DEDUCTION FOR ABSENCE FROM DUTY**

DEDUCTION MAY BE MADE UNDER CLAUSE (B) SUB-SECTION(2) OF SECTION (7) OF PAYMENT OF WAGES ACT ONLY ON ACCOUNTOF THE ABSENCE OF AN EMPLOYED PERSON FROM THE PLACE OR PLACES WHERE, BY THE TERMS OF HIS EMPLOYMENT, HE IS REQUIRED TO WORK, SUCH ABSENCE BEING FOR THE WHOLE OR ANY PART OF THE PERIOD DURING WHICH HE IS SO REQUIRED TO WORK.

THE AMOUNT OF SUCH DEDUCTION SHALL IN NO CASE BEAR TO THE WAGES PAYABLE TO THE EMPLOYED PERSON IN RESPECT OF THEM WAGE PERIOD FOR WHICH THE DEDUCTION IS MADE A LARGE PROPORTION THAN THE PERIOD FOR WHICH HE WAS ABSENT BEARS TO THE TOTAL PERIOD, WITHIN SUCH WAGE PERIOD, DURING WHICH BY THE TERMS OF HIS EMPLOYMENT, HE WAS REQUIRED TO WORK.

PROVIDED THAT, SUBJECT TO ANY RULES MADE IN THIS BEHALF BY THE STATE GOVT. IF TEN OR MORE EMPLOYED PERSONS ACTING IN CONCERT ABSENT THEMSELVES WITHOUT DUE NOTICE (THAT IS TO SAY WITHOUT GIVING THE NOTICE WHICH IS REQUIRED UNDER THE TERMS OF THEIR CONTRACTS OF EMPLOYMENT) AND WITHOUT REASONABLE CAUSE, SUCH DEDUCTION FROM ANY SUCH PERSON MAY INCLUDE SUCH AMOUNT NOT EXCEEDING HIS WAGES FOR EIGHT DAYS AS MAY BE ANY SUCH TERMS BE DUE TO THE EMPLOYER IN LIEU OF DUE NOTICE.

(EXPLANATION - FOR THE PURPOSE OF THIS SECTION, AN EMPLOYED PERSON 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 A STAY-IN STRIKE OR FOR ANY OTHER CAUSE WHICH IS NOT REASONABLE IN THE CIRCUMSTANCES, TO CARRY OUT HIS WORK).

THIS CLAUSE WILL APPLY TO EVERY WORKMAN TO WHOM STANDING ORDERS CERTIFIED UNDER THE PROVISIONS OF ID (S.O.) ACT APPLIES.



25. **OBLIGATIONS OF WORKMAN DURING WORKING HOURS**

25.1 ALL WORKMEN SHALL ENSURE STRICT OBSERVANCE OF ALL SAFETY INSTRUCTIONS, INCLUDING THOSE PERTAINING TO FIRE, PREVENTION AND PROTECTION AS NOTIFIED FROM TIME TO TIME. NO WORKMAN OTHER THAN THE CONCERNED/AUTHORISED WORKMAN SHALL INTERFERE WITH OR OPERATE ANY MACHINERY/EQUIPMENT. WHERE THE COMPANY PROVIDES FOR PROTECTIVE CLOTHING OR APPLIANCES FOR THE SAFETY OF THE WORKMAN THESE SHALL BE WORN OR USED BY SUCH WORKMEN WHILE AT WORK.

25.2 WHERE THE COMPANY'S UNIFORM HAS BEEN ISSUED, IT WOULD BE OBLIGATORY ON THE PART OF THE WORKMAN TO WEAR THE SAME WHILE AT WORK.

26. **TAKING PART IN POLITICS AND ELECTIONS**

26.1 EVERY WORKMAN SHALL AT ALL TIMES MAINTAIN ABSOLUTE INTEGRITY AND DEVOTION TO DUTY.

26.2 NO WORKMAN SHALL BECOME AN "OFFICE BEARER" OR BE OTHERWISE ACTIVELY ASSOCIATED WITH, ANY POLITICAL PARTY OR ANY ORGANISATION WHICH TAKES PART IN POLITICS WITHOUT PRIOR WRITTEN PERMISSION OF THE COMPETENT AUTHORITY.

26.3 NO WORKMAN SHALL CONTEST ANY ELECTION TO ANY LEGISLATURE OR LOCAL AUTHORITY OR LIKEWISE A POLITICAL BODY WITHOUT PRIOR WRITTEN PERMISSION OF THE COMPETENT AUTHORITY. SUCH WRITTEN PERMISSION IS, HOWEVER, SUBJECT TO SUCH CONDITION AS THE SAID AUTHORITY MAY IMPOSE, INCLUDING RESIGNATION OF THE WORKMAN CONCERNED.

27. **ESSENTIAL SERVICES**

THE FOLLOWING SHALL BE DEEMED TO BE THE ESSENTIAL SERVICES OF THE COMPANY.

- I) SECURITY
- II) FIRE FIGHTING
- III) SUPPLY OF WATER
- IV) POWER
- V) MAINTENANCE OF SANITATION
- VI) MEDICAL SERVICES INCLUDING AMBULANCE
- VII) COMMUNICATIONS VIZ TELEPHONE, TELEX AND FAX SERVICES




28. **STOPPAGE OF WORK**

- 28.1 THE COMPANY MAY AT ANY TIME, IN THE EVENT OF FIRE CATASTROPHE, BREAKDOWN OF MACHINERY OF STOPPAGE OF POWER SUPPLY, EPIDEMIC, CIVIL COMMOTION, OR OTHER CAUSES BEYOND ITS CONTROL, STOP ANY SECTION OR SECTIONS OF THE ESTABLISHMENT WHOLLY OR PARTIALLY FOR ANY REASONABLE PERIOD WITHOUT NOTICE.
- 28.2 IN THE EVENT OF ANY SUCH STOPPAGE, THE WORKMEN AFFECTED SHALL BE NOTIFIED AS SOON AS PRACTICABLE AND THE AFFECTED WORKMEN WILL BE DEEMED TO HAVE BEEN LAID OFF IN ACCORDANCE WITH THE PROVISIONS OF THE INDUSTRIAL DISPUTE ACT, 1947 AND WILL BE PAID ACCORDINGLY.
- 28.3 SUBJECT TO ANY STATUTE OR ENACTMENT FROM TIME TO TIME AND FOR THE TIME BEING IN FORCE, THE COMPETENT AUTHORITY MAY, IN THE EVENT OF A STRIKE BY THE WORKMEN, AFFECTING EITHER WHOLLY OR PARTIALLY ANY ONE OR MORE DEPTT. OR DEPTTS. OR SECTIONS OF THE COMPANY, CLOSE DOWN EITHER WHOLLY OR PARTIALLY SUCH SECTIONS OR DEPTT. AFFECTED BY SUCH STRIKES. THE FACT OF SUCH CLOSURE SHALL BE NOTIFIED BY NOTICE PUT ON THE NOTICE BOARD IN THE SECTION OR DEPTT. CONCERNED AND IN THE TIME KEEPER'S OFFICE, IF ANY, AS SOON AS PRACTICABLE. THE WORKMAN CONCERNED SHALL ALSO BE NOTIFIED BY A GENERAL NOTICE PRIOR TO RESUMPTION OF WORK AS TO WHEN THE WORK WILL BE RESUMED.

29. **TERMINATION**

- 29.1 A WORKMAN'S SERVICES MAY BE TERMINATED IN ANY ONE OF THE FOLLOWING WAYS :-
- A) TERMINATION UNDER STIPULATION IN THE CONTRACT OF EMPLOYMENT.
 - B) RETRENCHMENT UNDER ANY STATUTE OF LAW.
 - C) RETIREMENT
 - D) MEDICAL UNFITNESS
 - E) BY WAY OF PUNISHMENT AS A RESULT OF DISCIPLINARY ACTION.
- 29.2 THE SERVICES OF A TEMPORARY WORKMAN, SHALL AUTOMATICALLY STAND TERMINATED AT THE END OF THE PERIOD AS SPECIFIED IN THE ORDER OF APPOINTMENT, OR ON COMPLETION OF WORK FOR WHICH HE WAS ENGAGED,



WHICHEVER IS EARLIER. THE SERVICES OF SUCH A TEMPORARY WORKMAN MAY ALSO BE TERMINATED EVEN BEFORE THE EXPIRY OF THE SPECIFIED PERIOD, OR BEFORE THE COMPLETION OF THE SAID WORK, BY ONE MONTH'S NOTICE ON EITHER SIDE, OR PAYMENT OF ONE MONTH'S SALARY/PAY IN LIEU THEREOF. IF THE UNEXPIRED PERIOD OUT OF THE SPECIFIED PERIOD IS LESS THAN ONE MONTH, THE NOTICE PERIOD IN LIEU THEREOF, WILL BE REDUCED CORRESPONDINGLY.

- 29.3 THE SERVICES OF A CASUAL WORKMAN CAN BE TERMINATED WITHOUT ASSIGNING ANY REASON OR GIVING ANY NOTICE.
- 29.4 THE SERVICES OF A PROBATIONER MAY BE TERMINATED AFTER ASSIGNING REASONS THEREOF.
- 29.5 THE COMPANY MAY TERMINATE THE SERVICES OF A PERMANENT WORKMAN BY GIVING HIM ONE MONTH'S NOTICE IN WRITING OR BY GIVING ONE MONTH'S SALARY IN LIEU THEREOF AFTER ASSIGNING REASONS.

30. **RESIGNATION**

- 30.1 A WORKMAN ON PROBATION MAY RESIGN FROM THE SERVICES OF THE COMPANY WITHOUT GIVING ANY NOTICE.
- 30.2 NO PERMANENT WORKMAN SHALL BE PERMITTED TO RESIGN FROM THE SERVICES OF THE COMPANY WITHOUT GIVING ONE MONTH'S NOTICE TO THE COMPANY OR ONE MONTH'S PAY IN LIEU THEREOF.
- 30.3 IF THE CONDUCT OF ANY WORKMAN IS UNDER INVESTIGATION OR DISCIPLINARY PROCEEDINGS ARE INITIATED AGAINST HIM. THE RESIGNATION MAY NOT BE ACCEPTED TILL THE COMPLETION OF INVESTIGATION/ PROCEEDINGS.

"EXPLANATION TO SUB CLAUSE 30.2":-

THE PAY FOR THE PURPOSE OF NOTICE MEANS BASIC PAY, DEARNESS ALLOWANCE AND CCA.

31. **MEDICAL AID IN CASE OF ACCIDENT**

WHERE A WORKMAN MEETS WITH AN ACCIDENT IN THE COURSE OF OR ARISING OUT OF HIS EMPLOYMENT, THE COMPANY SHALL, AT ITS EXPENSES MAKE SATISFACTORY ARRANGEMENTS FOR IMMEDIATE AND NECESSARY MEDICAL AID TO THE INJURED WORKMAN AND SHALL ARRANGE FOR HIS FURTHER TREATMENT, IF CONSIDERED NECESSARY BY THE DOCTOR ATTENDING ON HIM/HER.

32. **GENERAL CONDUCT**

32.1 CONNECTION WITH PRESS OR RADIO OR TELEVISION

NO WORKMAN OF THE COMPANY SHALL, EXCEPT WITH THE PREVIOUS SANCTION OF THE COMPETENT AUTHORITY, OWN WHOLLY OR IN PART, OR CONDUCT OR PARTICIPATE IN THE EDITING OR MANAGEMENT OF, ANY NEWSPAPER OR OTHER PERIODICAL PUBLICATIONS.

NO WORKMAN OF THE COMPANY SHALL, EXCEPT WITH THE PREVIOUS SANCTION OF THE COMPETENT AUTHORITY OR EXCEPT IN THE BONA FIDE DISCHARGE OF HIS DUTIES, PARTICIPATE IN A RADIO BROADCAST OR TELECAST ON TELEVISION OR CONTRIBUTE ANY ARTICLE OR WRITE ANY LETTER, EITHER IN HIS OWN NAME OR ANONYMOUSLY, PSEUDONYMOUSLY OR IN THE NAME OF ANY OTHER PERSON TO ANY NEWSPAPER OR PERIODICAL.

PROVIDED THAT NO SUCH SANCTION SHALL BE REQUIRED IF SUCH BROADCAST OR TELECAST SUCH CONTRIBUTION IS OF A PURELY, LITERARY, ARTISTIC OR SCIENTIFIC CHARACTER.

32.2 UNAUTHORISED COMMUNICATION OR INFORMATION

NO WORKMAN SHALL, EXCEPT IN ACCORDANCE WITH ANY GENERAL OR SPECIAL ORDER OF THE COMPANY, OR IN THE PERFORMANCE IN GOOD FAITH OF THE DUTIES ASSIGNED TO HIM, COMMUNICATE, DIRECTLY OR INDIRECTLY, ANY OFFICIAL DOCUMENT OR ANY PART THEREOF OR INFORMATION TO ANY OFFICER OR OTHER WORKMAN, OR ANY OTHER PERSON TO WHOM HE IS NOT AUTHORISED TO COMMUNICATE SUCH DOCUMENTS OR INFORMATION.



32.3 **GIFTS**

SAVE AS OTHERWISE PROVIDED IN THESE ORDERS, NO WORKMAN OF THE COMPANY SHALL ACCEPT OR PERMIT ANY DEPENDENT MEMBER OF HIS FAMILY OR ANY OTHER PERSON ACTING ON HIS BEHALF, TO ACCEPT ANY GIFT.

THE EXPRESSION 'GIFT' SHALL INCLUDE FREE TRANSPORT, BOARD, LODGING OR OTHER SERVICES OF ANY OTHER PECUNIARY ADVANTAGE PROVIDED BY ANY PERSON OTHER THAN A NEAR RELATIVE OR PERSONAL FRIEND HAVING NO OFFICIAL DEALING WITH THE WORKMAN. THE WORKMAN SHALL AVOID ACCEPTANCE OR LAVISH OR FREQUENT HOSPITALITY FROM ANY INDIVIDUAL OR FIRM HAVING OFFICIAL DEALING WITH THE COMPANY.

32.4 **MOVABLE, IMMOVABLE AND VALUABLE PROPERTY**

32.4.1 NO WORKMAN SHALL, EXCEPT WITH THE PRIOR INTIMATION IN WRITING OF THE COMPETENT AUTHORITY, ACQUIRE OR DISPOSE OF ANY IMMOVABLE PROPERTY BY LEASE, MORTGAGE, PURCHASE, SALE, GIFT OR OTHERWISE, EITHER IN HIS OWN NAME OR IN THE NAME OF ANY DEPENDENT MEMBER OF HIS FAMILY.


32.4.2 NO WORKMAN SHALL, EXCEPT WITH THE PREVIOUS SANCTION OF THE COMPETENT AUTHORITY, ENTER INTO ANY TRANSACTION CONCERNING ANY IMMOVABLE OR MOVABLE PROPERTY WITH A PERSON OR A FIRM HAVING OFFICIAL DEALING WITH THE COMPANY.

32.4.3 EVERY WORKMAN SHALL REPORT TO THE COMPETENT AUTHORITY EVERY TRANSACTION CONCERNING MOVABLE PROPERTY OWNED OR HELD BY HIM IN HIS OWN NAME OR IN THE NAME OF A DEPENDENT MEMBER OF HIS FAMILY IF THE VALUE OF SUCH PROPERTY EXCEEDS RS.10,000/-

32.4.4 EVERY WORKMAN SHALL, ON FIRST APPOINTMENT IN THE COMPANY, SUBMIT A RETURN OF ASSETS AND LIABILITIES IN THE PRESCRIBED FORM GIVING PARTICULARS REGARDING :

- A) THE IMMOVABLE PROPERTY INHERITED BY HIM OR OWNED OR ACQUIRED BY HIM OR HELD BY HIM ON LEASE OR MORTGAGE, EITHER IN HIS OWN NAME OR IN THE NAME OR ANY MEMBER OF HIS FAMILY;



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- B) SHARES, DEBENTURES, AND CASH, INCLUDING BANK DEPOSITS INHERITED, ACQUIRED OR HELD BY HIM;
 - C) OTHER MOVABLE PROPERTY INHERITED BY HIM OR SIMILARLY OWNED, ACQUIRED OR HELD BY HIM IF THE VALUE OF SUCH PROPERTY EXCEEDS RS.10,000/-.

32.4.5 THE COMPETENT AUTHORITY, MAY AT ANY TIME, BY GENERAL OR SPECIAL ORDER REQUIRE OF WORKMAN TO SUBMIT WITHIN THE PERIOD SPECIFIED IN THE ORDER, A FULL AND COMPLETE STATEMENT OF SUCH MOVABLE OR IMMOVABLE PROPERTY HELD OR ACQUIRED BY HIM OR ON HIS BEHALF OR BY ANY DEPENDENT MEMBER OF HIS FAMILY, AS MAY BE SPECIFIED IN THE ORDER. SUCH STATEMENT SHALL, IF SO REQUIRED BY THE COMPETENT AUTHORITY, INCLUDE DETAILS OF THE MEANS BY WHICH, OR THE SOURCE FROM WHICH, SUCH PROPERTY WAS ACQUIRED.

32.5 **RESTRICTION FOR JOINING ASSOCIATIONS**

NO WORKMAN SHALL JOIN OR CONTINUE TO BE A MEMBER OF AN ASSOCIATION, THE OBJECTS OR ACTIVITIES OF WHICH ARE PREJUDICIAL TO THE INTEREST OF THE COMPANY, OR OF THE SOVEREIGNTY AND INTEGRITY OF INDIA OR PUBLIC ORDER OR MORALITY.


32.6 **FOREIGN VISITS**


NO WORKMAN SHALL, EXCEPT WITH PRIOR INTIMATION IN WRITING TO THE COMPETENT AUTHORITY, VISIT ANY FOREIGN COUNTRY.


33. **MISCONDUCT**


THE FOLLOWING ACTS AND OMISSIONS SHALL BE TREATED AS MISCONDUCT FOR THE PURPOSE OF THESE STANDING ORDERS.


- 33.1 SABOTAGE OR WILLFUL DAMAGE TO OR LOSS OF GOODS OR PROPERTY OR WASTAGE OF ANY PROPERTY OR ASSET OF THE COMPANY.
- 33.2 PARTICIPATION IN AN ILLEGAL STRIKE OR GHERAO OR ABETTING, INCITING, INSTIGATION OR ACTING IN FURTHERANCE THEREOF.

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- 33.3 WILLFUL SLOWING DOWN OF WORK MALINGERING AND ABETMENT OR INSTIGATION THEREOF.
 - 33.4 CARRYING OR BEING IN POSSESSION OF ANY LETHAL WEAPON OR OTHER SUCH ARTICLES INSIDE THE ESTABLISHMENT UNAUTHORISEDLY.
 - 33.5 STAYING OR MOVING ANYWHERE WITHIN THE PREMISES OTHER THAN THE APPOINTED PLACE, WITH A VIEW TO INTIMATE, COERCE OR THREATEN ANY EMPLOYEE OR CLIENT OR ANY PERSON CONNECTED WITH THE BUSINESS OF THE COMPANY OR FOR MOBILISING SUPPORT FOR ANY AGITATIONAL ACTIVITIES AGAINST THE COMPANY.
 - 33.6 THREATENING, INTIMIDATING, MOLESTING, ABUSING OR ASSAULTING OR CAUSING BODILY INJURY TO CO-WORKERS AND OFFICERS OF THE COMPANY.
 - 33.7 RIOTOUS, DISORDERLY OR INDECENT BEHAVIOR WITHIN THE ESTABLISHMENT WHERE SUCH CONDUCT IS RELATED TO OR CONNECTED WITH THE WORKER'S EMPLOYMENT OR OF THE WORKING OR PROPERTY OF THE COMPANY.
 - 33.8 CONVICTION IN ANY COURT OF LAW FOR ANY CRIMINAL OFFENCE INVOLVING MORAL TURPITUDE OR ANY OTHER SERIOUS OFFENCE PUNISHABLE UNDER INDIAN PENAL CODE, IRRESPECTIVE OR WHETHER THE OFFENCE HAS BEEN COMMITTED INSIDE OR OUTSIDE THE PREMISES, OR WHETHER OR NOT CONNECTED WITH HIS EMPLOYMENT OR WORKING OR PROPERTY OF THE COMPANY.
 - 33.9 SMUGGLING OR ATTEMPTING, AIDING, SETTING OR BEING CONCERNED IN ANY WAY IN SMUGGLING OR CARRYING OF GOODS IN CONTRAVENTION OF THE LAW IN FORCE.
 - 33.10 DELIBERATELY SPREADING FALSE INFORMATION OR RUMOURS WITH A VIEW TO BRING ABOUT DISRUPTION TO COMPANY'S NORMAL WORK, OR PANIC AMONG THE WORK FORCE.
 - 33.11 DRUNKENNESS OR ATTENDING DUTY UNDER INFLUENCE OF ALCOHOLIC BEVERAGE OR OTHER NARCOTIC DRUGS.
 - 33.12 INSUBORDINATION OR DISOBEDIENCE, WHETHER ALONE OR IN COMBINATION WITH OTHERS, OF ANY LAWFUL AND REASONABLE ORDER OF A SUPERIOR.

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- 33.13 WILFUL DISOBEDIENCE OF ANY ORDER EXPRESSLY GIVEN OR ANY RULE EXPRESSLY FRAMED FOR THE PURPOSE OF ACQUIRING SAFETY OR WILFUL REMOVAL OR DISREGARD OF, OR INTERFERENCE WITH, ANY SAFETY GUARD OR OTHER DEVICES PROVIDED FOR SECURITY OR SAFETY AT OR ABOUT THE ESTABLISHMENT OR ANY AIRPORT OR AERODROME.
- 33.14 THE COMMISSION OF AN ACT SUBVERSIVE OF DISCIPLINE OR GOOD BEHAVIOR IN THE PREMISES OF THE ESTABLISHMENT.
- 33.15 ANY ACT OR CONDUCT WHICH ENDANGERS THE LIFE OR SAFETY OF OTHERS IN THE ESTABLISHMENT.
- 33.16 SLEEPING WHILE ON DUTY.
- 33.17 REFUSAL TO MAINTAIN ANY ESSENTIAL SERVICES.
- 33.18 REFUSAL TO SHOW GATE PASSES OR IDENTITY CARD OR TO BE SEARCHED.
- 33.19 FAILURE TO REPORT ACCIDENT/INJURY OCCURRING WHILE ON DUTY EITHER TO HIMSELF OR TO OTHERS.
- 33.20 UNAUTHORISED REMOVAL OR DEFACEMENT OF NOTICES ON THE COMPANY'S NOTICE BOARD OR PUTTING UNAUTHORIZED EXHIBITS ON THE COMPANY'S NOTICE BOARDS.
- 33.21 OBSTRUCTING, WHETHER ALONE OR IN COMBINATION WITH OTHERS THE MOVEMENT OF COMPANY'S FLIGHT IN ANY MANNER WHATSOEVER.
- 33.22 UNAUTHORISED TRAVEL IN COMPANY'S TRANSPORT AND OR REFUSING TO GET DOWN FROM THE TRANSPORT WHEN INSTRUCTED TO DO SO BY THE COMPETENT PERSON OR REFUSING TO SHOW TO SUCH COMPETENT PERSON ANY TICKET, PASS OR OTHER SUCH WRITTEN AUTHORITY AUTHORISING HIS TRAVEL IN THE COMPANY'S TRANSPORT.
- 33.23 SMOKING INSIDE THE PREMISES WHERE IT IS PROHIBITED.
- 33.24 ORGANISING, HOLDING, ADDRESSING OR ATTENDING MEETINGS OR OTHER SUCH GATHERINGS WITHIN THE COMPANY ESTT. WITHOUT THE PREVIOUS WRITTEN PERMISSION FROM THE COMPANY.

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- 33.25 UNAUTHORISED USE OF ANY PROPERTY, MACHINERY, TOOLS QUARTERS, PREMISES OR LAND BELONGING TO THE COMPANY.
- 33.26 REFUSAL TO WEAR UNIFORM PROVIDED BY THE COMPANY AND FAILURE OR REFUSAL TO WEAR/USE OF ANY PROTECTIVE EQUIPMENT OR CLOTHING GIVEN BY THE COMPANY.
- 33.27 RUNNING A CHIT FUND, SALE OF TICKET OF LOTTERIES OR RAFFLES, EXCEPT WITH THE PRIOR PERMISSION OF COMPETENT AUTHORITY.
- 33.28 ENGAGING IN ANY PRIVATE TRADE/BUSINESS OR WORK WITHOUT THE PERMISSION OF THE COMPANY.
- 33.29 FAILURE TO REPORT AT ONCE TO THE MANAGEMENT OF ANY DEFECT, DEFAULT, OR DERANGEMENT WHICH A WORKMAN MAY NOTICE TO ANY EQUIPMENT, TOOL OR MACHINERY CONNECTED WITH HIS WORK.
- 33.30 FAILURE WHILE ON DUTY TO OBSERVE ANY RULE OR INSTRUCTIONS ISSUED BY THE AUTHORITIES IN RELATION TO AIRPORT AND /OR AERODEOME.
- 33.31 CANVASSING FOR VOTES OR OTHER SUPPORT TO ANY ASSOCIATIONS OR PARTY OR THE COLLECTION OF ANY DUES OR FUNDS OR CONTRIBUTION THEREOF, WITHOUT PREVIOUS WRITTEN PERMISSION FROM THE COMPANY IN THE PREMISES OF THE COMPANY.
- 33.32 GAMBLING OF ANY KIND WHATSOEVER WITHIN THE PREMISES.
- 33.33 REFUSAL TO ACCEPT A CHARGE-SHEET, ORDERS OR OTHER COMMUNICATIONS SERVED IN ACCORDANCE WITH THESE STANDING ORDERS.
- 33.34 ENTERING OR ATTEMPTING TO ENTER OR REMAINING OR MOVING WITHIN THE PREMISES WHILE NOT ON DUTY WITHOUT PRIOR PERMISSION FROM THE COMPETENT AUTHORITY.
- 33.35 DEFILING OF ANY PART OF THE ESTABLISHMENT OF THE COMPANY.
- 33.36 MISUSE OR TRANSFER OF TOOL CHECK, GATE PASS, MOVEMENT PASS OR WORK PASS.

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- 33.37 HABITUAL UNAUTHORISED INDEBTEDNESS OR INSOLVENCY.
- 33.38 FREQUENT REPETITION OF ANY ACT OR OMISSION FOR WHICH FINE MAY BE LAID DOWN UNDER THE PAYMENT OF WAGES ACT.
- 33.39 ENTERING OR LEAVING OR ATTEMPTING TO ENTER OR LEAVE THE PREMISES OF THE ESTABLISHMENT EXCEPT BY A GATE OR ENTRANCE APPOINTED.
- 33.40 TAKING NOTES, DRAWINGS OR SKETCHES OR PHOTOGRAPHS OF ANY PLANT, PROCESS OR WORK OR OF ANY AIRCRAFT OR HELICOPTER, OR ENGINE OR TAKING COPIES OF THE COMPANY'S PAPER OR DOCUMENTS OR FILES WITHOUT THE PERMISSION OF THE COMPETENT AUTHORITY OR KNOWINGLY BEING IN UNAUTHORISED POSSESSION OF ANY OF THE ABOVE OR PASSING ON TO ANY UNAUTHORISED PERSON, INFORMATION RELATING TO COMPANY'S BUSINESS.
- 33.41 APPLYING FOR OUTSIDE APPOINTMENT, EMPLOYMENT SCHOLARSHIP TRAINING, WITHOUT PRIOR WRITTEN PERMISSION OR WITHOUT SENDING IT 'THROUGH PROPER CHANNEL'.
- 33.42 ENGAGING IN ANY POLITICAL ACTIVITY OF WHATEVER NATURE INCLUDING THE FOLLOWINGS :
- A) TO BE AN OFFICE BEARER OF A APOLITICAL PARTY OR BEING ACTIVELY ASSOCIATED WITH AN ORGANISATION WHICH TAKES PART IN POLITICS WITHOUT THE PRIOR WRITTEN PERMISSION OF THE COMPANY.
 - B) USING OFFICIAL INFLUENCE IN ANY ELECTION TO ANY LEGISLATURE OR LOCAL AUTHORITY OR LIKEWISE A POLITICAL BODY.
 - C) ONTESTING ANY ELECTION TO ANY LEGISLATURE OR LOCAL AUTHORITY OR LIKEWISE A POLITICAL BODY WITHOUT WRITTEN PERMISSION OF THE COMPANY.
- 33.43 THEFT, FRAUD OR DISHONESTY IN CONNECTION WITH THE EMPLOYER'S BUSINESS OR PROPERTY OR THEFT OF PROPERTY OF ANOTHER WORKMAN WITHIN THE PREMISES OF THE ESTT.
- 33.44 TAKING OR GIVING BRIBES OR ANY ILLEGAL GRATIFICATION.

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- 33.45 TAMPERING WITH PRODUCTION PROCESSES OR FABRICATION OF ANY FAKE OR FICTITIOUS STATEMENTS OR RECORD OR DOCUMENT CONNECTED WITH COMPANY'S BUSINESS OR PROPERTY.
- 33.46 TAMPERING, DEFACEMENT, DESTRUCTION OR UNAUTHORISED REMOVAL OF ANY RECORDS OF THE COMPANY.
- 33.47 MISUSE OF OFFICIAL POSITION OR AUTHORITY IN ANY MANNER OR FORM FOR PERSONAL GAIN OR BENEFIT.
- 33.48 MISUSE OF OR MIS-APPLICATION OF MONETARY ADVANCES OBTAINED FROM COMPANY SUCH AS FOR PURCHASE OF CYCLE, SCOOTER / MOTOR CYCLE, LEAVE TRAVEL CONCESSION ETC.
- 33.49 ANY ACT OR OMISSION COMMITTED WHICH BRINGS DISREPUTE OR DISCREDIT TO THE COMPANY IN THE EYE OF THE PUBLIC.
- 33.50 BREACH OF ANY STANDING ORDERS, WORK ORDERS, OR OF ANY RULES OR INSTRUCTIONS FOR THE OPERATION OF THE WORK OR MAINTENANCE OR RUNNING OF ANY DEPARTMENT.
- 33.51 WRITING OF ANONYMOUS OR PSEUDONYMOUS LETTERS OR OTHER DOCUMENTS AGAINST CO-WORKERS, SUPERIORS OR OTHER OFFICERS OF THE COMPANY.
- 33.52 HABITUAL LATE ATTENDANCE.
- 33.53 HABITUAL ABSENCE WITHOUT LEAVE.
- 33.54 ABSENCE WITHOUT LEAVE OR OVERSTAYING THE SANCTIONED LEAVE FOR MORE THAN 10 CONSECUTIVE DAYS WITHOUT SUFFICIENT GROUNDS OR SATISFACTORY EXPLANATION.
- 33.55 FALSE RECORDING OF ATTENDANCE OR TEMPERING IN ANY MANNER WITH THE RECORDS OF ATTENDANCE OR THEIR REMOVAL OR DESTRUCTION, WHETHER FOR HIS BENEFIT OR FOR THE BENEFIT OF ANOTHER.
- 33.56 HABITUAL NEGLECT OF WORK, OR GROSS OR HABITUAL NEGLIGENCE.
- 33.57 GIVING ANY FALSE INFORMATION IN THE APPLICATION SEEKING EMPLOYMENT IN THE COMPANY OR SUPPRESSING ANY MATERIAL



INFORMATION FOR THE PURPOSE OF EMPLOYMENT IN THE COMPANY.

34. **PENALTIES**

THE FOLLOWING PENALTIES MAY BE IMPOSED ON A WORKMAN AS HEREINAFTER PROVIDED, FOR MISCONDUCT COMMITTED BY HIM.

- A) CENSURE OR WARNING.
- B) FINE SUBJECT TO AND IN ACCORDANCE WITH THE PROVISIONS OF THE PAYMENT OF WAGES ACT.
- C) SUSPENSION WITHOUT PAY FOR 4 DAYS.
- D) WITH-HOLDING OF ONE OR MORE INCREMENTS NOT EXCEEDING THREE OF PAY WITH OR WITHOUT COMMULATIVE EFFECT.
- E) RECOVERY FROM PAY OR SUCH OTHER AMOUNT AS MAY BE DUE TO HIM, OF THE WHOLE OR PART OF ANY PECUNIARY LOSS, CAUSED TO THE COMPANY BY NEGLIGENCE OR BREACH OF ORDER.
- F) REDUCTION TO A LOWER GRADE OR POST, OR TO A LOWER SCALE IN A TIME SCALE.
- G) REMOVAL FROM SERVICE
- H) DISMISSAL.

35. **DISCIPLINARY AUTHORITY**

THE DISCIPLINARY AUTHORITY AS SPECIFIED IN ANNEXURE-I ANNEXED HERETO, OR ANY AUTHORITY HIGHER THAN IT, MAY IMPOSE ANY OF THE PENALTIES AS SPECIFIED IN CLAUSE 33 OF THE STANDING ORDERS ON ANY WORKMAN.


36. **LANGUAGES OF NOTICE**

ANY NOTICE, ORDER, CHARGE-SHEET, COMMUNICATION OR INTIMATION WHICH IS MEANT FOR INDIVIDUAL WORKMAN AND IS GIVEN IN WRITING UNDER THESE STANDING ORDERS SHALL BE IN HINDI OR ENGLISH.

37. **SUSPENSION**

37.1 THE APPOINTING AUTHORITY OR ANY AUTHORITY TO WHICH IT IS SUBORDINATE, OR THE DISCIPLINARY OR ANY OTHER AUTHORITY IN THAT BEHALF NOTIFIED BY THE MANAGEMENT, BY GENERAL OR SPECIAL ORDER MAY PLACE ANY WORKMAN UNDER SUSPENSION.

- A) WHERE A DISCIPLINARY PROCEEDINGS 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 WITH THE PROVISIONS OF SECTION 10-A OF THE I.D. ACT.

37.2 WHERE A PENALTY OF DISMISSAL OR REMOVAL FROM SERVICE IMPOSED UPON A WORKMAN UNDER SUSPENSION IS SET ASIDE ON APPEAL UNDER THESE ORDER, AND THE CASE IS REMITTED FOR FURTHER ENQUIRY OR ACTION OR WITH ANY OTHER DIRECTIONS, THE ORDER OF HIS SUSPENSION SHALL BE DEEMED TO HAVE CONTINUED IN FORCE ON AND FROM THE DATE OF THE ORIGINAL ORDER OF DISMISSAL OR REMOVAL AND SHALL REMAIN IN FORCE UNTIL FURTHER ORDERS. THE WORKMAN SHALL BE ENTITLED TO SUBSISTENCE ALLOWANCE AS PER THE I.D. ACT FOR THE PERIOD OF HIS SUSPENSION ORIGINALLY ORDERED.


37.3 AN ORDER OF SUSPENSION MADE OR DEEMED TO HAVE BEEN MADE UNDER S.O. 37 MAY AT ANY TIME BY REVOKED BY THE AUTHORITY WHICH MADE OR IS DEEMED TO HAVE MADE THE ORDER OR BY ANY AUTHORITY TO WHICH THAT AUTHORITY IS SUBORDINATE.

38. **STATUS OF SUSPENDED WORKMAN**

38.1 DURING THE PERIOD OF SUSPENSION, THE SUSPENDED WORKMAN SHALL NOT ENTER THE WORK PREMISES WITHOUT THE PERMISSION OF THE DISCIPLINARY AUTHORITY OR COMPETENT AUTHORITY.

38.2 THE SUSPENDED WORKMAN SHALL NOT LEAVE THE STATION WITHOUT EXPRESS WRITTEN PERMISSION OF THE COMPETENT AUTHORITY.

38.3 NO LEAVE SHALL BE GRANTED TO A SUSPENDED WORKMAN DURING THE PERIOD OF SUSPENSION.



38.4 THE PAYMENT OF SUBSISTENCE ALLOWANCE UNDER THIS S.O. SHALL BE SUBJECT TO THE WORKMAN CONCERNED NOT TAKING UP ANY EMPLOYMENT DURING THE PERIOD OF SUSPENSION.

38.5 THE SUSPENDED WORKMAN, IF HE IS DRAWING HRA BUT HAS BEEN PERMITTED TO STAY IN A HOTEL BY THE COMPETENT AUTHORITY/COMPANY AT ITS COST MAY BE DIRECTED TO VACATE THE HOTEL DURING THE PERIOD OF SUSPENSION.

39. **TEATMENT OF THE PERIOD OF SUSPENSION**

39.1 IF THE WORKMAN IS EXONERATED AND NOT AWARDED ANY OF THE PENALTIES MENTIONED IN THE STANDING ORDERS CLAUSE NO.34, OR HE IS AWARDED PUNISHMENT OF OTHER THAN DISMISSAL, HE MAY BE PAID PAY AND ALLOWANCES WHICH HE WOULD HAVE BEEN ENTITLED TO IF HE HAD NOT BEEN SUSPENDED, LESS THE SUBSISTENCE ALLOWANCE ALREADY PAID TO HIM.

39.2 WHEN AN ORDER OF DISMAL IS PASSED, 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 BE RECOVERED.

39.3 IN A CASE FALLING IN ORDER 39.1, THE PERIOD OF ABSENCE FROM DUTY WILL BE TREATED AS A PERIOD SPENT ON DUTY. IN THE CASE OF FALLING UNDER ORDER 39.2, IT WILL NOT BE TREATED AS A PERIOD SPENT ON DUTY UNLESS THE COMPETENT AUTHORITY SO DIRECTS.

EXPLANATION : WHERE THE CHARGES ALLEGED AGAINST THE WORKMAN ARE HELD PROVED DURING THE INEQUIRY, EITHER IN FULL OR PARTIALLY, AND THE COMPETENT AUTHORITY HAVING REGARD TO THE FACTS AND CORCUMSTANCES OF THE CASE, DOES NOT DIRECT TREATING THE PERIOD OF SUSPENSION AS SPENT ON DUTY, NON-PAYMENT OF WAGES FOR THE SUSPENSION PERIOD WILL NOT AMOUNT TO PUNISHMENT.

40. **DISCIPLINARY PROCEDURE**

WHEREVER AN INQUIRY IS ORDERED BY THE APPOINTING AUTHORITY OR THE DISCIPLINARY AUTHORITY, IT SHALL BE CONDUCTED BY THE ENQUIRY OFFICER IN ACCORDANCE WITH PRINCIPLES OF NATURAL JUSTICE.

41. **PROCEDURE FOR IMPOSING MINOR PENALTIES**

41.1 WHERE IT IS PROPOSED TO IMPOSE ANY OF THE PENALTIES SPECIFIED IN CLAUSES (A) TO (B) OF STANDING ORDER NO. 34.1, THE WORKMAN CONCERNED SHALL BE INFORMED IN WRITING OF THE IMPUTATIONS OF MISCONDUCT AGAINST HIM AND GIVEN AN OPPORTUNITY TO SUBMIT HIS WRITTEN STATEMENT OF DEFENCE WITHIN A SPECIFIED PERIOD OF NOT LESS THAN THREE DAYS. THE DEFENCE STATEMENT, IF ANY, SUBMITTED BY THE WORKMAN SHALL BE TAKEN INTO CONSIDERATION BY THE DISCIPLINARY AUTHORITY BEFORE PASSING THE ORDER.

41.2 THE RECORD OF THE PROCEEDINGS SHALL INCLUDE :-

- A) A COPY OF THE STATEMENT OF IMPUTATIONS OF MISCONDUCT;
- B) THE DEFENCE STATEMENT, IF ANY; AND
- C) THE ORDERS OF THE DISCIPLINARY AUTHORITY TOGETHER WITH THE REASONS THEREOF.


42. **PROCEDURE FOR IMPOSING MAJOR PENALTIES**

42.1 NO ORDER IMPOSING ANY OF THE PENALTIES SPECIFIED IN CLAUSE (C) TO (H) OF ORDER SUB CLAUSE 34.1 SHALL BE MADE EXCEPT AFTER HOLDING AN ENQUIRY.

42.2 WHENEVER THE DISCIPLINARY AUTHORITY IS OF THE OPINION THAT THERE ARE GROUNDS FOR INQUIRY INTO ANY IMPUTATION OF MISCONDUCT AGAINST A WORKMAN IT SHALL APPOINT ANY PERSON (HEREINAFTER CALLED AS ENQUIRY OFFICER) TO CONDUCT ENQUIRY.

42.3 A CHARGE-SHEET SPECIFYING THE CHARGES WITH SUFFICIENT PARTICULARS, IN ORDER TO ENABLE THE WORKMAN CONCERNED TO GIVE AN EXPLANATION, SHALL BE ISSUED BY THE COMPETENT AUTHORITY TO THE WORKMAN REQUIRING HIM TO SUBMIT HIS WRITTEN EXPLANATION WITHIN THE PRESCRIBED PERIOD WHICH WILL NOT BE LESS THAN 7 DAYS FROM THE DATE OF THE SERVICE OF THE CHARGE-SHEET.





42.4 ON RECEIPT OF THE WRITTEN EXPLANATION, IF IT IS FOUND TO BE UNSATISFACTORY, AN ENQUIRY MAY BE HELD BY ENQUIRY OFFICER INTO THE MISCONDUCT ENUMERATED IN THE CHARGE-SHEET, AFTER DUE NOTICE IN WRITING TO THE WORKMAN CONCERNED. PROVIDED THAT IT MAY NOT BE NECESSARY TO HOLD AN ENQUIRY IN RESPECT OF CHARGES ADMITTED BY THE WORKMAN IN WRITING.

42.5 DISCIPLINARY AUTHORITY MAY NOMINATE ANY PERSON TO PRESENT THE CASE ON BEHALF OF THE MANAGEMENT IN THE ENQUIRY.


42.6 THE DISCIPLINARY AUTHORITY OR THE ENQUIRY OFFICER AS THE CASE MAY BE, SHALL NOTIFY TO THE CHARGE SHEETED WORKMAN THE DATE, TIME AND PLACE OF ENQUIRY. THE SAID NOTICE SHALL ALSO INFORM THE WORKMAN CONCERNED THAT HE WILL BE PERMITTED TO AVAIL HIMSELF OF THE SERVICES OF ANY CO-WORKERS TO ASSIST HIM BEFORE THE ENQUIRY OFFICER.

THE NOTICE SHALL FURTHER STATE THAT IF HE DOES NOT CHOOSE TO ATTEND THE ENQUIRY THE ENQUIRY WILL BE HELD IN HIS ABSENCE.

42.7 IF THE WORKMAN CONCERNED APPEARS BEFORE THE ENQUIRY OFFICER, THE WITNESSES, IF ANY, IN SUPPORT OF THE CHARGE SHOULD FIRST BE EXAMINED IN HIS PRESENCE AND FULL OPPORTUNITY SHOULD BE AFFORDED TO HIM TO CROSS-EXAMINE THE WITNESSES AND ALSO EXAMINE THE DOCUMENTS IN THE CASE. SIMILARLY, OPPORTUNITY SHOULD BE AFFORDED TO THE WORKMAN CONCERNED TO EXAMINE HIS OWN WITNESSES IF ANY, AND PRODUCE HIS EVIDENCE. SUCH WITNESSES MAY ALSO BE CROSS-EXAMINED. IF THE CHARGESHEETED WORKMAN DOES NOT PRESENT HIMSELF FOR ENQUIRY WITHOUT SUFFICIENT REASON, THE PROCEEDINGS MAY BE CONDUCTED EX-PARTE.

42.8 THE STATEMENT MADE BY EACH WITNESS SHALL BE RECORDED BY THE ENQUIRY OFFICER AND SHALL BE SIGNED BY THE WITNESS AND COUNTER-SIGNED BY PERSON CHARGED AND THE ENQUIRY OFFICER.

42.9 AFTER ALL THE EVIDENCE WHICH IS NECESSARY AND RELEVANT FOR THE PURPOSE OF ENQUIRY HAS BEEN RECORDED, THE PERSON CHARGED SHALL BE GIVEN FURTHER OPPORTUNITY OF MAKING A



FINAL STATEMENT BEFORE THE ENQUIRY OFFICER IN HIS DEFENCE, SHOULD HE SO DESIRES TO DO SO. THIS STATEMENT SHOULD BE RECORDED IN WRITING AND SIGNED BY THE PERSON CHARGED.

42.10 THE ENQUIRY OFFICER, MAY, AFTER WORKMAN CLOSES HIS CASE, AND IF THE WORKMAN HAS NOT EXAMINED HIMSELF GENERALLY QUESTION HIM ON THE CIRCUMSTANCES APPEARING AGAINST HIM IN THE EVIDENCE FOR THE PURPOSE OF ENABLING THE WORKMEN TO EXPLAIN ANY CIRCUMSTANCES APPEARING IN THE EVIDENCE AGAINST HIM.

42.11 IN CASE ANY WITNESS REFUSES TO SIGN HIS STATEMENT OR DEPOSITION OR THE PERSON CHARGED REFUSED TO SIGN THE DAY'S PROCEEDINGS THE FACT SHOULD BE RECORDED BY THE ENQUIRY OFFICER IN THE ENQUIRY PROCEEDINGS AND WITNESSED BY ANY OTHER PERSON PRESENT DURING THE PROCEEDINGS. IN SUCH CASE, THE PROCEEDINGS, DEPOSITIONS WOULD BE DEEMED TO HAVE BEEN SIGNED BY THE PERSON/PERSONS CONCERNED.

42.12 AFTER THE EVIDENCE IS OVER, THE WORKMAN AND THE PRESENTING OFFICER ANY FILE WRITTEN BRIEFS OF THEIR RESPECTIVE CASES WITHIN 10 DAYS OF THE DATE OF COMPLETION OF EVIDENCE.

42.13 A COPY OF THE ENQUIRY PROCEEDINGS SHOULD BE GIVEN TO THE CHARGE-SHEETED WORKMAN.

42.14 THE ENQUIRY OFFICER SHALL HAVE POWER TO EXCLUDE ANY EVIDENCE WHICH, IN HIS OPINION, IS IRRELEVANT OR IS INTENDED TO DELAY OR DEFEAT THE PROCEEDINGS.


42.15 WHENEVER AN ENQUIRY OFFICER HAVING HEARD AND RECORDED THE WHOLE OR ANY PART OF THE EVIDENCE IN ANY ENQUIRY CASES TO EXERCISE JURISDICTION THERIN, AND IS SUCCEEDED BY ANOTHER ENQUIRY OFFICER, WHO HAS AND WHO EXERCISES SUCH JURISDICTION, THE ENQUIRY OFFICER SO SUCCEEDING MAY ACT ON THE EVIDENCE SO RECORDED BY HIS PREDECESSOR, OR PARTLY RECORDED BY HIS PREDECESSOR AND PARTLY RECORDED BY HIMSELF.

PROVIDED THAT IF THE SUCCEEDING ENQUIRY OFFICER IS OF THE OPINION THAT FURTHER EXAMINATION OF ANY OF THE WITNESSES WHOSE EVIDENCE HAS ALREADY BEEN RECORDED IS



NECESSARY IN THE INTEREST OF JUSTICE, HE MAY RECALL AND EXAMINE ANY SUCH WITNESSES AS HEREINBEFORE PROVIDED.

- 42.16 (I) AFTER THE CONCLUSION OF THE ENQUIRY, A REPORT SHALL BE PREPARED BY THE ENQUIRY OFFICER AND FORWARDED TO THE DISCIPLINARY AUTHORITY WHICH SHALL CONTAIN SECTIONS :
- A) A GIST OF THE ARTICLES OF CHARGES AND THE STATEMENT OF IMPUTATION OF MISCONDUCT;
 - B) A GIST OF THE DEFENCE OF THE WORKMAN IN RESPECT OF EACH ARTICLE OF CHARGES;
 - C) AN ASSESSMENT OF THE EVIDENCE IN RESPECT OF EACH ARTICLE OF CHARGE;
 - D) THE FINDINGS OF EACH ARTICLE OF CHARGE AND THE REASONS THEREFOR.
- (II) THE ENQUIRY OFFICER, WHOM HE IS NOT HIMSELF THE DISCIPLINARY AUTHORITY, SHALL FORWARD TO THE DISCIPLINARY AUTHORITY THE RECORDS OF ENQUIRY WHICH SHALL INCLUDE;
- A) THE REPORT OF THE ENQUIRY PREPARED BY HIM;
 - B) THE WRITTEN STATEMENT OF DEFENCE IF ANY, SUBMITTED BY THE WORKMAN.
 - C) THE ORAL AND DOCUMENTARY EVIDENCE PRODUCED IN THE COURSE OF THE ENQUIRY.
 - D) WRITTEN BRIEFS, IF ANY; AND
 - E) THE ORDERS, IF ANY, MADE BY THE DISCIPLINARY AUTHORITY AND THE ENQUIRY OFFICER IN REGARD TO THE ENQUIRY.
- 42.17 THE DISCIPLINARY AUTHORITY SHALL PASS FINAL ORDERS AWARDING PUNISHMENTS AS MAY BE JUSTIFIED IN HIS OPINION. IF, HOWEVER, THE DISCIPLINARY AUTHORITY IS OF THE OPINION THAT HE IS NOT COMPETENT TO AWARD, HE SHALL FORWARD THE CASE TO THE HIGHER DISCIPLINARY AUTHORITY FOR ORDERS WHO SHALL DISPOSE OF THE CASE AS IF THE ENTIRE PROCEEDINGS HAD BEEN CARRIED OUT BY THE AT AUTHORITY.



42.18 THE DISCIPLINARY AUTHORITY ON RECEIPT OF ENQUIRY REPORT SHALL EXAMINE AND CONSIDER THE REPORT. WHERE THE AUTHORITY AGREES WITH THE FINDINGS, IT SHALL NOT BE NECESSARY FOR IT TO GIVE REASONS FOR ACCEPTANCE OF THE REPORT. WHERE IT DOES NOT AGREE WITH THE ENQUIRY OFFICER, IT SHALL RECORD THE REASONS FOR SUCH DISAGREEMENT AND RECORD ITS OWN FINDINGS OR ORDER DE-NOVO ENQUIRY IF CONSIDERED NECESSARY.

42.19 IN AWARDING THE PUNISHMENT , THE DISCIPLINARY AUTHORITY SHALL TAKE INTO ACCOUNT THE GRAVITY OF THE MISCONDUCT, THE PREVIOUS RECORD OF THE WORKMAN AND ANY OTHER EXTENUATING OR AGGRAVATING CIRCUMSTANCES THAT MY EXIST AND THIS SHOULD BE SO MENTIONED IN THE ORDER.

42.20 WHERE A WORKMAN AGAINST WHOM AN ENQUIRY IS BEING CONDUCTED FAILS TO APPEAR BEFORE THE ENQUIRY OFFICER DESPITE REASONABLE OPPORTUNITY GIVEN TO HIM TO DO SO, THE ENQUIRY OFFICER SHALL HOLD AN EX-PARTE ENQUIRY AND PASS SUCH ORDERS AS HE DEEMS FIT.

43. **SPECIAL PROCEDURE IN CERTAIN CASES**

NOTWITHSTANDING ANYTHING CONTAINED IN S.O. 42 THE DISCIPLINARY AUTHORITY MAY WITH THE APPROVAL OF MANAGING DIRECTOR, IMPOSE ANY OF THE PENALTIES SPECIFIED IN ITEM (C) TO (H) OF S.O. 34 IN ANY OF THE FOLLOWING CIRCUMSTANCES :-

A) THE WORKMAN HAS BEEN CONVICTED ON A CRIMINAL CHARGE ON THE STRENGTH OF FACTS OR CONCLUSIONS ARRIVED AT BY A JUDICIAL TRIAL;

OR

B) WHERE THE DISCIPLINARY AUTHORITY IS SATISFIED FOR REASONS TO BE RECORDED BY IT IN WRITING THAT IT IS NOT REASONABLY PRACTICABLE TO HOLD AN ENQUIRY IN THE MANNER PROVIDED IN THESE STANDING ORDERS; OR

C) WHERE THE DISCIPLINARY AUTHORITY IS SATISFIED THAT IN THE INTEREST OF THE SECURITY OF THE COMPANY AND FOR REASONS TO BE RECORDED IN WRITING IT IS NOT EXPEDIENT TO HOLD AN ENQUIRY IN THE MANNER PROVIDED IN THESE STANDING ORDERS.

44. **APPEAL**

44.1 A WORKMAN MAY APPEAL AGAINST AN ORDER IMPOSING UPON HIM ANY OF THE PENALTIES SPECIFIED IN S.O. NO.34.

44.2 AN APPEAL SHALL BE PREFERRED WITHIN 30 DAYS FROM THE DATE OF SERVICE OF THE ORDER APPEALED AGAINST. THE APPEAL SHALL BE ADDRESSED TO THE APPELLATE AUTHORITY WHO SHALL CONSIDER WHETHER THE FINDINGS ARE JUSTIFIED OR WHETHER THE PENALTY IS EXCESSIVE OR INADEQUATE AND PASS APPROPRIATE ORDERS WITHIN SIX MONTHS FROM THE DATE OF APPEAL. THE APPELLATE AUTHORITY MAY PASS ORDER CONFIRMING, REDUCING OR SETTING ASIDE THE PENALTY OR REMITTING THE CASE TO THE AUTHORITY WHICH IMPOSED THE PENALTY OR TO ANY OTHER ENQUIRY OFFICER.

45. **COMPLAINTS**

45.1 ALL COMPLAINTS ARISING OUT OF EMPLOYMENT INCLUDING THOSE RELATING TO UNFAIR TREATMENT OR WRONGFUL EXACTION ON THE PART OF THE MANAGEMENT OR AN EMPLOYEE SHALL BE SUBMITTED BY THE WORKMAN BY HIMSELF OR THROUGH THE RESPECTIVE TRADE UNION FUNCTIONING IN THE COMPANY.

45.2 WHERE THE COMPLAINANT ALLEGES UNFAIR TREATMENT OR WRONGFUL EXACTION ON THE PART OF THE MANAGEMENT OR AN EMPLOYEE, A COPY OF THE ORDER FINALLY MADE SHALL BY SUPPLIED TO THE COMPLAINANT OR TO THE UNION, AS THE CASE MAY BE, IF SOUGHT FOR ONE. IN OTHER CASES, THE DECISION OF THE INVESTIGATION OFFICER AND THE ACTION, IF ANY, TAKEN BY HIM SHALL BE INTIMATED TO THE COMPLAINANT OR THE UNION AS THE CASE MAY BE.

46. **PASTING OF STANDING ORDERS ON NOTICE BOARD**

46.1 A COPY OF THESE STANDING ORDERS IN ENGLISH AND IN HINDI SHALL BE PASTED AT THE NOTICE BOARD MAINTAINED AT OR NEAR THE MAIN ENTRANCE TO THE ESTT. AND SHALL BE KEPT IN A LEGIBLE CONDITION.

46.2 IN CASE OF ANY DOUBT OR DISCREPANCY IN THE ENGLISH AND HINDI VERSION OF THE CERTIFIED STANDING ORDERS, THE ENGLISH VERSION SHALL BE DEEMED AUTHORITATIVE AND RELIED UPON.



47. **EXCLUSIVE SERVICE**

THE WORKMAN SHALL NOT, AT ANY TIME, WORK AGAINST THE INTEREST OF THE CORPORATION AND SHALL NOT TAKE ANY EMPLOYMENT IN ADDITION TO HIS JOB IN THE COMPANY WHICH MAY ADVERSELY AFFECT THE INTEREST OF THE COMPANY.

48. **SERVICE CERTIFICATE**

EVERY WORKMAN SHALL BE ENTITLED TO A SERVICE CERTIFICATE SPECIFYING THE NATURE OF WORK (DESIGNATION) AND THE PERIOD OF EMPLOYMENT (INCLUDING THE DAYS MONTHS AND YEARS) AT THE TIME OF DISCHARGE, TERMINATION, RETIREMENT OR RESIGNATION FROM SERVICE.

49. **SAVINGS**

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 OF PRIVILEGE UNDER THE AGREEMENT OR CONTRACT OF SERVICE OR CUSTOM OR USAGE OR ANY AWARD AND OTHER CONDITIONS OR THE TIME BEING IN FORCE, AS MAY BE APPLICABLE.

GIVEN UNDER MY HAND AND SEAL THIS 28TH DAY OF DECEMBER, 1993.

(NARENDRA MOHAN)
REGIONAL LABOUR COMMISSIONER (CENTRAL)
NEW DELHI &
CERTIFYING OFFICER UNDER I.E. (S.O.) ACT.





ANNEXURE-I

**SCHEDULE OF DELEGATION OF POWERS IN RESPECT OF
DISCIPLINARY MATTERS**

SL. NO.	SUBJECT MATTER	EXTENT OF POWERS DELEGATED	AUTHORITY TO EXERCISE POWERS
1	AUTHORITY COMPETENT TO IMPOSE PENALTY	FULL POWERS IN RESPECT OF WORKMAN IN THE WC-6 AND BELOW	APPOINTING AUTHORITY
		FULL POWERS IN RESPECT OF WORKMAN IN THE WC-7 AND ABOVE	APPOINTING AUTHORITY
2	APPELLATE AUTHORITY FOR PANALTY	FULL POWERS IN RESPECT OF WORKMAN IN THE WC-9 AND BELOW	OFFICER ONE LEVEL ABOVE APPOINTING AUTHORITY
3	AUTHORITY COMPETEHT TO IMPOSE MAJOR PANALTY	FULL POWERS IN RESPECT OF THE EMPLOYEES IN THE GRADE OF WC-9 AND BELOW	APPOINTING AUTHORITY
4	APPELLATE AUHORITY FOR MAJOR PENALTY	FULL POWERS IN RESPECT OF EMPLOYEES IN THE GRADE OF WC-9 AND BELOW	OFFICER ONE LEVEL ABOVE APPOINTING AUTHORITY