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CERTIFIED STANDING ORDERS IN RESPECT OF MINES  
AND ESTABLISHMENT OF GYPSUM DIVISION OF M/S RAJASTHAN  
STATE MINES & MINERALS LIMITED, BIKANER.

Scope of  
Orders

1. These orders will come into force in accordance with section 7 of the Industrial Employment (Standing Orders) Act, 1946 and will apply to all workmen at all the mines of the company in the gypsum division such as Jamsar, Dhirera, Lunkanransar Bhadi, Purabsar and to workmen in offices forming part of one or other section of the mines and establishment mentioned herein and offices at Purabsar, Hanumangarh, Nohar, Anupsahar unless specifically otherwise stated or except in so far as workmen under contract of employment with the company may be covered by special contract rules. These orders will also apply to any other mines or offices owned by the company subsequently in the gypsum division.

Add ✓ Apprentices

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

Add ✓ Amendments  
or modifications

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

Add ✓ Publication  
of Orders

4. These orders and amendments or modifications made there to and any notices, orders or instructions issued thereunder will be posted on the general notice board at the mines and other establishments.





Definitions 5. In these orders unless there is anything repugnant to the subject or context :

5.1 "The company" means the Bikaner Gypsum Limited.

5.2 "The resident Manager and Agent/Mines Supdt. would be the Competent Authority/Management in these Standing Orders who can take action as per provisions of the Standing Orders. Mines Manager or any other Person/Officer so authorised to act on behalf of the management shall also be Competent Authority in respect of the mines or respective establishment so notified. This will be without prejudice to the right of the Company to exercise the powers of the management with regard to any or all matters relating to these Standing Orders.

5.3 "The Mines" means the mines of the company covered by these Standing Orders and includes offices forming part of one or other sections of the mines situated within the precincts of the mines viz. at Nohar, Anupsahar and Hanumangarh and any other mines and offices opened subsequently in the Gypsum Division.

5.4 "Muster Roll" includes the register or registers, Muster Roll or Muster Rolls maintained by the company in which the daily attendances, payment of wages, overtime wages, leave wages, fines and other deductions of the workmen are shown.

5.5 "Workmen" means a workmen as defined in the Industrial Employment (Standing Orders) Act 1946 and/or as defined in the Industrial Disputes Act.





5.6 "Notice Board" means the notice board specially maintained in quarry office, general office, workshop office, wherever maintained at all these places or anyone of these or other places within the mines precincts and offices mentioned under S.O. 1 and 5.3 for the purpose of displaying notices and orders issued by the management from time to time and service thereof to the workmen.

5.7 Words importing masculine gender shall include the feminine gender.

5.8 Words importing the singular number shall include plural number and vice versa.

**Classes of Workmen**

6. For the purpose of these orders there shall be the following categories of workmen :

6.1 "Permanent Workman" is a workman who has been engaged in a permanent post and has been confirmed as such in accordance with subclause 6.2 below.

6.2 "Probationer" is a workman who is provisionally employed to fill a permanent vacancy in a post and has not been confirmed as permanent by the management. Ordinarily the period of probation shall be six months but such period of probation may be extended by another 3 months after completions of six months if management considers that a further probationary period is necessary to judge the merit of the workmen. No probationer shall however be classified as permanent unless he has been so confirmed in writing by letter of the management. Provided that if the Management does





not inform the workman concerned about his decision within a fortnight of the expiry of the probationary period such workman shall be deemed to have been confirmed with effect from the date of his probationary period expired.

Note : If a permanent workman is employed as a probationer in a higher post he may at any time during the probationary period be reverted to his substantive post.

✓ 6.3 "Badli" or a "substitute" is one who is appointed in the post of a permanent workman or a probationer who is temporarily absent for a period not exceeding three months.

6.4 Temporary workman means a workman who has been appointed for a limited period or work of an essentially temporary nature or who is employed in connection with a temporary increase in work of a permanent nature or who is appointed on a temporary nature. Without prejudice to the general meaning of temporary workman as given above, workmen engaged on construction jobs shall be treated as temporary workmen.

6.5 Casual workman means a workman who is employed for any work of an occasional or casual nature.

6.6 A "Part Time" workman means one who is employed for not more than 4 hours a day.

6.7 "Village Piece Worker" means those workmen who have been termed as village piece workers as per the





award of the Central Government Industrial Tribunal by his Award in Case No. CIT-1 of 1969 published in the Gazette of India Part II, Section 3(ii) dated 9 August 1969 and any other workmen who is so appointed and who shall be paid wages on piece rate basis.

6.8 Time rated, i.e., those workmen whose salary or wages are fixed on a time rated basis.

6.9 Village Piece Workers directly employed by the company who shall be paid wages on a piece rate basis subject to clause 6.7.

**Recruitment  
& employment**

7.1 Candidates for recruitment should normally be between the ages of 18 and 40.

7.2 All new appointments (including appointment to any office in the mines) will be subject a medical examination of the candidate by a Medical Officer of the Company and no person seeking employment will be deemed to have been employed until a certificate of fitness has been obtained from the company's Medical Officer or such other Medical Officer as may be appointed for the purpose.

7.3 Each workman shall be provided with a distinctive card bearing his name, number category and classification and any other particulars which the company may deem necessary.

7.4 Every workman who comes to be in the employment of the Company shall deliver up his card at the Time Office and/or any other office/department





specified by the Company. He should also obtain clearance certificates from the departments concerned before receiving payments.

**Record of Age**

8.1 The Time Office and/or any other office/department specified by the management, will record the age of every workmen at the time of his employment and the entry of age shall be attested by the workman. Workmen should for this purpose produce any of the following documents in proof of their age :-

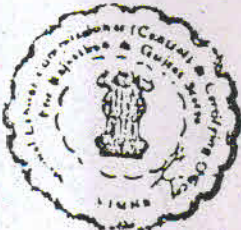
- (a) Birth Certificate
- (b) School leaving Certificate
- (c) Insurance Policy with age duly admitted
- (d) Horroscope provided the management in its discretion considers it sufficient to establish its genuineness and the age of the workman.

8.2 A workman who is unable to produce documentary evidence of his age shall state his age and make a written declaration that the age as stated by him is correct.

Such workmen will be sent to the company's Medical Officer for examination and his opinion as to the workman's age shall be binding on the workman.

8.3 Workmen other than the mazdoors are bound to produce documentary evidence of their age to the satisfaction of the management and shall also verify the entry of their age in their service cards by affixing their signatures thereto.

8.4 The age of the workmen as recorded with the Company at the time of his employment shall not thereafter be questioned by the workman.





Notice of instructions regarding attendance departure etc.

9. All instructions issued from time to time relating to attendance, checking of arrival and departure and period of duty hours of work and the like will be notified by Notice Board. Every workman shall comply with such instructions.

Shift working

10.1 Shift working shall be regulated in accordance with the provisions of the Mines Act for the time being in force wherever applicable. More than one shift will be worked in any section of the mines at the discretion of the management. Notices showing the shifts worked in each section shall be posted on <sup>the</sup> respective section Notice Board.

10.2 The company shall be entitled by notice to be posted upon the notice board of the section concerned to alter or vary the shifts and hours of working of each shift at the discretion of the management. Except in emergencies, the management will give to the workmen concerned eight hours notice of such transfer from one shift to another.

10.3 Workmen shall not change their shifts without permission.

10.4 No shift working shall be discontinued without one month's notice being given prior to such discontinuance provided that 12 hours notice only shall be given if as a result of the discontinuance of the shift no permanent workmen will be discharged.

10.5 Workmen affected by such discontinuance or reduction in the number of shifts will be treated in the manner prescribed in order 15 or 40 as the case may be.





10.6 Workmen may in case of necessity be required to work overtime as per the provisions of the Mines Act.

Attendance Rules

11.1 The workmen shall, on attendance each day, deliver up his card at the Time Office and/or the worksite of the section in which he is employed. It will be returned to him while he is on duty with "in" punch by the Time Office and/or by the Time Office Staff.

11.2 The workmen shall at the time of leaving duty again present his card at the Time Office to obtain the "out" punch.

11.3 Those workmen who are required to sign in a register maintained for the purpose shall do so at the time of reporting for duty daily.

11.4 If a workman is not at his working place at the beginning of his shift he shall be liable to be shut out and marked absent for that day.

11.5 A workman who after presenting his ticket, card or token is found absent from his proper place, or places of work during working hours without permission or without sufficient reason shall be presumed to be absent for the period of such absence and wages may be deducted for such absence in accordance with the Payment of Wages Act.

12. All workmen are liable on entering or leaving the mines to be searched by the Watch & Ward staff and all female workers are liable to be detained and





searched by a female searcher. In case of suspicion a thorough search may be made in the presence of two other persons of the same sex as the workman to be searched.

**Stoppage & Shutdown etc.**

13. The Management shall have the right to shut down either wholly or partially any section of the mines due to adverse trade conditions, stoppages, lockouts, strike affecting one or more sections of the company's business, reduction of shifts, failure of power supply, fire catastrophe, breakdown of machinery, shut down for periodical repairs, reconstruction or extension, want of sufficient orders, unprofitable working, epidemic, civil commotion, force majeure or any other cause whether of a like nature or not, beyond the control of the Company.

13.1 The Company will be sole judge of the sufficiency of such cause.

13.2 The fact of such a stoppage or shut down or closure shall be notified by a notice on Notice Board.

**Resumption of work after shut down**

14. If and when a section or sections of the Mines are to be reopened after a shut down closure or stoppage the date of resumption of work in these departments will be notified by Notice on the Notice Board. In case of closure or shut down extending beyond 7 days intimation will be given to the workmen requiring them to report within 5 days of receipt of Notice.





**Laying off  
of workmen**

15. In the event of shut down, stoppage or closure for any of the causes mentioned in standing orders 13 other than a lockout or a strike if the company is unable to provide work for all workmen, any class of workmen or any particular workman or workmen, the management shall be entitled to lay off from work or duty all or any such workman or workmen for any period or periods as the management shall elect. The provisions of the Industrial Disputes Act 1947 shall apply in all cases of lay off of workers by the management.

15.1 The management may lay off workmen as per provisions of the Industrial Disputes Act 1947.

**Strikes**

16. The management may in the event of a strike affecting either wholly or partially any section or sections of the mine or the establishment close down either wholly or partially such section or sections and any other section affected by such closing down. The fact of such closure shall be notified by notices put up on the Notice Board in the section or sections concerned and in the Time Office, if any, as soon as practicable. The workmen concerned shall also be notified by a general notice prior to resumption of work, as to when work will be resumed. Provided that such workmen as have left station on account of such closure will be given ten days time for resuming their duty.



17. On employment all workmen shall be given an employment slip on which shall be entered among other things their rate of pay. This slip shall be surrendered at the Time Office which will issue to all



workmen who do not sign their attendance a time card showing the workman's rate of pay. This card will be surrendered by the workman when he received his wages. He will receive a fresh card for each month on the 1st of the month. Workmen who sign their attendance will have their rates of pay entered in the pay sheets which they may examine at the time they receive payment.

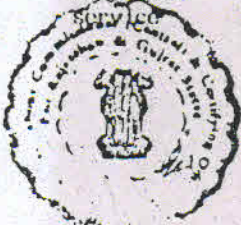
Date of  
payment of  
wages

18. Payment of wages will be made in accordance with the Payment of Wages Act.

Transfer

19. Workmen shall be liable to be transferred from the mines to any other establishment of the company and shall also be liable to be transferred from the section to another or from one job to another provided such transfer does not cause any prejudice to their basic wages and dearness allowance and seven days notice is given of such transfer. They shall be governed by the other conditions of service as prevalent in the mine or office where they are transferred. They shall be entitled to travelling allowance in accordance with the travelling allowance rules of the company in force. Joining time of 7 days for transfer out of the district and 4 days within the district will be given. It will be counted from the date he is relieved. The date of transfer shall be reckoned from the date a worker is relieved from his duties and his service will be treated accordingly.

Exclusive  
Service



20. Every workman shall devote his whole time and energy exclusively to the business and interests of the



company. In particular a workman (including workman on leave) shall not directly or indirectly engage in any other profession or business or enter the services of or be employed in any capacity or for any purpose whatsoever and for any part of time by any other person, Government department, firm or company and shall not have any private financial dealings with persons or firms having business relations with company for the sale or purchase of any materials or equipment or supply of labour or for any other purpose unless and until it is permitted in writing by the Mines Superintendent or Resident Manager & Agent of the Company under very special conditions. Every workmen shall hold himself in readiness to perform and duties required of him by his superiors to the best of his ability provided that this does not adversely affect his conditions of service. Breach of this order shall be misconduct under order 21 and the workmen shall be liable to punishment in accordance with these orders.

*Recd*

Acts of misconduct

21.1 Without prejudice to the general meaning of the terms "GROSS MISCONDUCT" shall be deemed to mean and include the following :

21.2 Conviction by a court of law for an offence involving moral turpitude;

21.3 Theft, fraud or dishonesty in connection with the business or property of the company.

21.4 Taking or giving any illegal gratification.

21.5 Wilful insubordination or disobedience, whether alone or in combination with another or others of any





lawful and reasonable order of superiors or any act subversive to discipline.

21.6 Gambling within the premises of the mines or establishment.

21.7 Drunkenness or riotous behaviour during the working hours at the establishment or conduct endangering the life or safety of any person, threatening, intimidation, physical duress or indecent behaviour.

21.8 Advancing or collecting of monies within the premises of the mines or establishment for purposes and by persons not authorised by the company.

21.9 Engaging in trade or business within the premises of the establishment including collection of pay-tickets given to the employees or the sale or canvassing of tickets, coupons or other tokens of any commodity or article without the previous sanction of the company.

21.10 Canvassing for trade union membership and collection of Union's dues within the premises of the company except as permitted under the rules of the company and/or settlement with recognised Union.

21.11 Striking work either singly or with others in contravention of these Standing Orders or any statute, law, rule or enactment from time to time and for the time being in force, or inciting any workmen while within the precincts of the mines to strike work.

21.12 Organising or participating in acts resulting in





wrongful confinement or restraints of any person within the premises of the establishment or outside.

21.13 Wilful slowing down in performance of work or abatement or in-stigation or sabotage thereof.

21.14 Wilful damage or attempt to cause damage to work in process or to any other property of the establishment or of the customers of the establishment.

21.15 Refusal to work on another job or on another machine subject to the provisions of the Standing Order No. 19.

21.16 Smoking within the mines premises or establishment in places where it is prohibited.

21.17 Theft of employees property at the premises of the mines or the establishment.

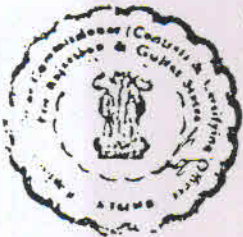
21.18 Writing of anonymous letters criticising his superiors of the company.

21.19 Continuous absence without permission and without satisfactory cause for more than ten days.

21.20 Sleeping on duty.

21.21 Giving false information regarding his name, age, father's name, qualifications or previous service at the time of employment or any other particulars relating to himself required to be submitted to the company.

21.22 Unauthorised disclosure of information connected with the affairs of the company or any of its customers





or any other person connected with the business of the company which is confidential or the disclosure of which is likely to be prejudicial to the interest of the establishment.

21.23 During any act prejudicial to the interests of the company or gross negligence involving or likely to involve the establishment in serious loss.

21.24 Failure to observe safety instructions or unauthorised removal in reference to machinery, guard, fencing or other safety device installed in the premises of the company or any other act or behaviour which is likely to cause injury or harm to any person or endanger the life or safety of such persons.

21.25 Wilful breach of the Mines Act, Mines Rules and Metalliferous Mines Regulations or any other Act or any other Rules or byelaws thereunder or of these standing orders.

21.26 Unauthorised use of the Company's quarters.

21.27 Wrongful and unauthorised use of any of the property of the company.

21.28 Indecent behaviour while on duty or within the premises of the company or colony.

21.29 Marked disregard or ordinary requirements of decency in person or dress.

21.30 Abetment or instigation of the acts or omission above.





21.31 Habitual doing of any act which amounts to minor misconduct as defined below, "habitual" means a course of action taken or persisted in notwithstanding that at least on three previous occasions censure or warning have been administered or an adverse remark has been entered against him in his service record with his knowledge.

21.32 Refusal to accept the chargesheet, order or other communication from the management or its superiors.

21.33 Deceptive or corrupt practices in connection with the work of the company.

22.1 Without prejudice to the general meaning of the term "MINOR MISCONDUCT" shall be deemed to mean and include the following :

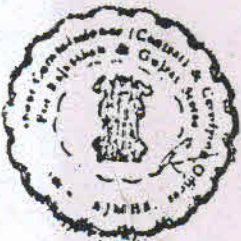
22.2 Late attendance and absence without leave or without sufficient cause.

22.3 Absence from duty without leave or without sufficient cause for a period less than 10 consecutive days.

22.5 Neglect of work or negligence in performing duties.

22.6 Intentional failure by workmen to inform the Medical Officer of the occurrence in his house of notifiable disease viz., Cholera, Small Pox, Leprosy diphtheria, cerebrospinal meningitis, plague, bacillary dysentery, Yellow fever, whooping cough, chickenpox, tuberculosis, typhoid or enteric fever, mumps, epidemic dropsy, measles.

Minor  
Misconduct





22.7 Holding meetings except those organised by the recognised union inside the premises of the establishment without previous permission of the company or except as permitted by law.

22.8 Failure to show due courtesy <sup>to</sup> or attention towards the Officers, Customers or other fellow employees of the establishment or unseemly behaviour while on duty.

22.9 Absence from place of work after reporting for a period exceeding 15 minutes.

22.10 Late attendance for more than 6 times within a period of 6 months. Late attendance means reporting to duty after 10 minutes and when permission is given for joining the duty.

**Punishment  
for  
Misconduct**

23.1 The following penalties may, for good and sufficient reasons, be imposed on a workmen found guilty of a major misconduct.

23.2 Warning or Censure.

23.3 Making an adverse entry in his service record.

23.4 Withholding of increment of pay for a period which may extend to one year.

23.5 Withholding of one increment of pay permanently, demotion where possible or reduction by one or more increment in his grade permanently.

23.6 Suspension from service without payment of wages for a period not exceeding one month.

23.7 Discharge and/or termination.

23.8 Dismissal.





## 23.8 Dismissal.

✓ 23.9 Provided further that when a workman is absenting without leave and without satisfactory cause for more than three days his name will be struck off from the rolls of the company and

24.1 The following penalties, may for good and sufficient reasons be imposed on a workman found guilty of a minor misconduct.

24.2 Warning or Censure.

24.3 Making an adverse entry in his service record.

24.5 Withholding of increment of pay for a period which may extend to six months.

24.5 Suspension from service without payment of wages for a period not exceeding eight days.

24.6 Fined.

Domestic  
Enquiry

25.1 No punishment shall be imposed on a workman under these Standing Orders unless he is found to be guilty of the major or minor misconduct alleged against him in a domestic enquiry conducted in the following manner :

25.2 The employer or competent authority authorised under the standing orders shall give to the workman a chargesheet setting out the misconduct alleged against him and the circumstances appearing against him and requiring his explanation.





25.3 The workman shall be allowed two days time within which he is to submit his explanation provided that such time may be extended at the discretion of the competent authority in a written application of the worker if sufficient grounds are shown for the same.

25.4 After the receipt of the explanation <sup>if</sup> the management finds it necessary to hold a departmental enquiry into the charges it shall appoint an enquiry officer and intimate the workman about the decision of the management to hold the enquiry and the name of the enquiry officer. The Enquiry Officer will intimate to the worker the date, time and place of the enquiry. Provided that in a case where the workman admits the charges made against him in writing and the employer is satisfied that such statement has been given voluntarily by the concerned workman it shall be open to the employer to award the punishment without holding any enquiry.

25.5. At the enquiry the evidence against the concerned workman shall be first let in and then he shall be called upon to let in his evidence.

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

25.7 If a request is made by the concerned workman the Enquiry Officer shall make available such documents and information in the custody or in the possession of the employer by asking the employer to produce such documents which are relevant and necessary for the purpose of the enquiry unless for reasons to be recorded in writing that such document or information





are found by him to be irrelevant for the purpose of the enquiry.

25.8 The Enquiry Officer shall on the conclusion of the enquiry submit his report in writing giving his findings with reasons therefor to the company.

25.9 The concerned workman shall be permitted to produce his witnesses in defence and cross examine the witnesses of the management on whose evidence the charge rests.

25.10 At such enquiry the concerned workman shall be entitled to bring any representative of the recognised union who is a workman of the company for his defence or a co-worker.

25.11 Competent or other officer appointed by any other officer appointed by the company or the competent authority to hold the enquiry.

25.12 An order of punishment shall be in writing and shall be given to the concerned workman immediately. Where a workman is found guilty of more than one misconduct there will be one punishment for all misconducts considered together.

25.13 If during the enquiry it is found that the workman is guilty of misconduct other than that stated in the chargesheet, the workman shall none the less be liable to punishment for misconduct provided by Order 23 and 24 but before any punishment is awarded to him, he shall be afforded a reasonable opportunity of explaining and defending his actions in respect of such act of misconduct as provided above.





25.14. Where the concerned workman refuses to accept any such communication under these standing orders or avoids to accept such communication without any justification the service of such communication by registered post/ <sup>to</sup> put up the communication or chargesheet in the Notice Board of the company shall be deemed to be sufficient service on him.

25.15. If the concerned workman refuses or avoids or neglects to receive the chargesheet or to submit his explanation or to appear at the enquiry without any justification or good reasons, it shall be open to the Enquiry Officer to proceed with the enquiry in his absence.

→ 25.16. The workman charged with major misconduct may be suspended forthwith from duty for the alleged misconduct.

25.17. The order of suspension shall be in writing and will set out in general terms as far as possible the misconduct alleged against the workman and shall take effect immediately on communication thereof to the workman. The suspended workman shall not during the period of suspension enter the mines and its Office except with the special permission of the Manager or Mines Superintendant or the Resident Manager or Agent except for attending the enquiry.

✓ 25.18. It shall be open to the company to initiate disciplinary proceedings under these Standing Orders against a workman even during the period when a criminal case or more or less similar or same allegations is pending against him or even after the acquittal





of the workman in such proceedings.

25.19. A workman who is placed under suspension under S.O. 25.18 shall during the period of such suspension, be paid a subsistence allowance at the following rates, namely:

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

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

25.22. Where the enquiry is by an agency or, as the case may be, where criminal proceedings against the workman are under investigation or trial, the subsistence allowance shall, for the first 180 days from the date of suspension, be equal to one half of his basic wages, dearness allowance and the other compensatory allowance to which the workman would





have been entitled to if he were on leave. If such enquiry or criminal proceedings gets prolonged and the workman continues to be under suspension for a period exceeding one hundred and eighty days, the subsistence allowance shall for such period be equal to three fourths of such wages.

25.23. Provided that where such enquiry or criminal proceedings is prolonged beyond a period of hundred and eighty days for reasons directly attributable to the workman, the subsistence allowance shall be for the period exceeding 180 days be reduced to one fourth of such wages.

25.24. If the workman be dismissed as a result of the enquiry the dismissal shall have effect from the date of suspension. In such cases the subsistence allowance paid during the period of suspension shall not be adjusted.

25.25. The company reserves to itself the right to suspend a workman accused in <sup>the</sup> court of law of any criminal offence involving moral turpitude or any other reason.

Authority  
to impose  
punishments

26. The authority to initiate disciplinary action and suspend and to impose punishments shall be the competent authority/management as defined in Standing Order 5.2.

26.1. The Mines Manager concerned may delegate his authority to such an employee as may be notified from time to time with the sanction of the Mines Superintendent/Resident Manager & Agent provide that where the Mines Manager himself is a witness of





the misconduct of a workman and is examined as such in the enquiry the punishing authority shall be the Resident Manager & Agent/Mines Superintendent.

**Deductions** 27. Deductions and fines etc., will be governed by the Payment of Wages Act.

**Secrecy** 28. No workman shall by writing to any person (including co-workman) or by communication to public papers, journals, books, pamphlets disclose or cause to be disclosed at any time during service or after service any information or documents official or otherwise relating to the company except with the approval of the management.

28.1. No workman shall otherwise than in the normal course of his work engage in giving information or advice on matters relating to the activities of the Company.

28.2. Except in the ordinary course of his duties no workman shall disclose either during service or after leaving the service of the Company and secrets, secret information or any other information or matters concerning the operations of the company which is in nature of a trade or business secret.

28.3. No workman is permitted to carry with him outside the works any papers, books, drawings, photographs, documents, or any other property or instruments, apparatus, belonging to the company or relating to the company's affairs except with the express permission of the company.





28.4. No workman shall be permitted to take notes, drawings or sketches for his own use of any plant, process or work or copies of official papers with him.

28.5. Any books, drawings, sketches, photographs and similar papers containing notes, or information relating to the company's business affairs or operations shall always be treated as company's property, whether prepared by the workman or otherwise.

**Publication  
of written  
article**

29. No workman shall publish or cause to be published an article written by him on any matter whatsoever in any local or overseas newspapers, journal or other publication without the permission of the management. Provided that such permission shall not be necessary for the publication of articles which have no bearing on the affairs of the company or which do not directly or indirectly affect the company.

**Leave**

30. All leave is granted at the convenience of the management. Nothing can be held to limit the free discretion of the management to refuse, revoke or curtail leave subject to the exigencies of the working of the mines and offices.

**Privilege  
Leave**

30.1. A monthly rated workman who has completed a calendar year's service in the mines or office shall be allowed during the subsequent calendar year leave with wages calculated at the rate of one calendar month's leave with full pay. Such leave may be accumulated upto a total period of 90 days. Provided that notwithstanding the provisions of the section 30 of the Mines Act as amended in January, 1960, the weekly days of rest or holidays or festival



- PL-30  
- SE-10  
- CL-12  
- RM-04

30



leave occurring during this period of leave shall be counted as part of such leave but the prefixing or suffixing of holidays, weekly days of rest or festival leave shall be allowed and shall not be counted as part of such leave.

30.2. Privilege leave to the rest the workmen such as village piece workers excepting the monthly rated monthly paid workmen will be governed by the Mines Act.

30.3. Salary in lieu of this leave will not be granted except as provided for under the Mines Act.

Casual  
Leave

30.4. All monthly rated workmen shall be entitled to 7 days casual leave in a calendar year. Provisionally the temporary workmen shall be entitled to casual leave proportionately to their service.

30.4. Such leave cannot be availed of for more than four days at a time except in case of sickness. Casual leave, medical leave and privilege leave for half day shall not be allowed. This leave will be available in cases of sickness, private affairs or for other urgent reasons. A workman may prefix or suffix this leave with an off day or a holiday provided that the total days of absence does not exceed four days except in case of sickness.

Sick Leave

30.5. All monthly rated workmen shall be entitled to eight days sick leave in a calendar year and sick leave can be accumulated upto 24 days.





**Accident  
Leave**

30.6. All monthly rated workmen incapacitated from work through accidents which are due to ordinary risk beyond their control or to causes other than their own gross carelessness, will be given full pay during the period they are incapacitated upto three months provided that they attend hospital according to the orders of the Doctor and obey his orders as to treatment during the whole of the period.

30.7. They may be given full pay for a further three months at the discretion of the management. Cases where the workman is capacitated from work for a longer period will be referred for reconsideration of the Managing Director.

30.8. When a workman has been injured occurring through his own gross carelessness he has no claim to anything beyond free medical attendance. All such cases will be dealt with entirely at the discretion of the management.

**Maternity  
Leave**

30.9. Maternity leave and maternity benefit will be governed by the provisions of the Maternity Benefit Act and Rules.

**Leave  
without pay**

30.10. In addition to whatever leave may be due to a workman under Standing Orders 30 to 30.9 above a monthly rated workman may be granted subject to the discretion of the management, leave without pay on medical grounds:

- Upto a maximum of two weeks after completion of one year's service.

Upto a maximum of four weeks after completion of two year's service.





- Upto a maximum of six weeks after completion of three year's service.
- To employees suffering from Leprosy upto a maximum of 18 months.
- To female workers who are unable to resume duty on the expiry of maternity leave.
- Upto a maximum of 4 months on medical certificate.
- In other cases:  
Upto a maximum of one year.

**Leave  
General  
Provision**

30.11. Exhaustion of leave prior to superannuation or retirement:

30.12. All leave to a workman which is not availed of before the date of superannuation or retirement shall be forfeited. Before superannuation the management must intimate to the workman well in advance so that the workman can avail of his/their due leave before superannuation or retirement. Provided that such forfeiture shall not be affected if prior to such date of retirement or superannuation the workman has formally applied in writing for leave due to him and has been refused such leave. Workmen should therefore proceed on leave prior to superannuation or retirement on such earlier date as will enable them to use up all the leave due to them including the leave in respect of the last completed year of service before the actual date of superannuation or retirement. Leave preparatory to retirement in excess of 90 days shall not count for earning further leave under these standing orders.





30.13 Monthly rated workmen may be granted encashment of Privilege leave to a maximum of 3 months pay on discharge, retirement, death or resignation in respect of leave accrued more than 12 months before the date of any of these eventualities.

Holidays

31. Monthly rated workmen shall be allowed Republic and Independence days as holidays and 7 other festival holidays as specified below :

Basant Panchmi.

Holi.

Dusserah.

Diwali

Idul Fitter.

Two optional holidays at the discretion of the workmen : The list of optional holidays is given below :

Idul Zuha

Maha Shivratri

Moharpan

Ram Navmi

Mahavir Jayanti

Janamashtami

Raksha Bandhan

Ganesh Chaturthi

Dasehra

Diwali

Anant Chaturdashi

Gandhi Jayanti

Guru Nanak's Birthday

Christmas Day





31.1. Provided that the workmen will not be entitled to any compensatory holidays if the leave holidays fall on week days of rest.

31.2. Festival holidays optional at the discretion of the workmen shall be taken only during festival occasions and this holidays is neither encashable nor cumulative nor can it be linked with any other leave unless there are festivals immediately proceeding or following the commencement or expiry of the leave.

Authority  
to sanction  
leave

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

Applications  
for leave

33. Applications for leave of absence for three days or less should be made at least 24 hours previous to the time from which the leave is required, save and except in case of immediate sickness or accident or other unavoidable circumstances considered sufficient by the management and proved to the satisfaction of the employer.

33.1 A workman who desires to obtain leave shall apply to the competent authority through his sectional head.

33.2 Applications for leave of absence for more than three days shall be made at least seven days before the date from which the leave is required, save in case of immediate sickness proved to the satisfaction of the employer.

33.3. Applications for leave under clause 33 shall be disposed of immediately. Applications for leave





under standing order 33.2 shall be disposed of within five days.

33.4. A copy of the order passed on the application shall be given to the workman, and if leave is refused or postponed the reasons therefor shall be recorded in writing by the authority making the order.

33.5. A workman shall before proceeding on leave inform the office of the section in which he is employed of his address during the period of leave.

33.6. A workman who desires to extend his leave shall make an application in writing to his sectional head before the expiry of the leave already sanctioned. If the application for leave is on medical grounds he should submit with his application a certificate of the nature prescribed in order 35.5. stating the probable period for which leave is required. On receipt of such application the sectional head shall immediately inform the workman in writing to the address given by the workman in his application or previously intimated under sub-clause(33.5) above whether the extension has been refused.

33.7. A workman who has been sanctioned leave or an extension of leave on medical grounds for an aggregate period exceeding 14 days shall not be allowed to resume duty unless he produces a fitness certificate from the medical practitioner who treated him during such sickness.

33.8. Leave pay of an M.R.M.P. workman is calculated on a workman's monthly rate. For village piece workers





the leave pay shall be taken at Rs. 5/- per day.

**Village Plico  
Workers**

34. The conditions of service of village pico workers have been laid down by the Central Government Industrial Tribunal by its award published in Gazette of India dated 9.8.69, Part II, Section 3(11)..

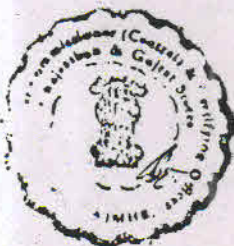
**Medical**

35. Free medical attention is available to workmen and their family members (wife, legitimate children, dependant parents and dependant sister if father not living or not earning) at the company's dispensary. For treatment at Bikaner or elsewhere no travelling allowance is payable.

35.1. Venereal diseases are treated free of charges. Failure to take treatment on the part of an employee suffering from venereal disease shall be misconduct under order 21 and the workman shall be liable to punishment in accordance with these orders.

35.2. All workmen shall undergo a medical examination once every two years and if found unfit they are liable to be discharged. Provided that drivers of all sections and fireman and cleaners of the locomotive and loco crane sections shall on reaching the age of 45 years undergo medical examination every year.

35.3. Provided further that any workman may be required at any time to undergo medical examination if the head of the section is of the opinion that the workman is physically incapable of carrying out his duties. In such examination the workman is found unfit, he is liable to discharge.





35.4 The company will recognise medical certificates signed by its own Medical Officer if the workmen is at the mines and certificate signed by a Registered Medical Practitioner, Vaidya or a Hakim or a President of the District Board or any other person holding position in the Village Panchayats if the workmen is away from the mines.

**Safety**

36. All workmen shall be bound to observe all safety rules as per statute and to comply with any notice in this behalf and use the safety equipment.

**Housing**

37 Workmen who have been allotted company's quarters shall observe all rules, regulations and conditions made by the company from time to time (including such rules, regulations and conditions set out in the house permit) for the use by the workmen of such quarters.

37.1 Such workmen shall observe all instructions and orders issued by the Medical Officer for the maintenance of sanitation cleanliness and public health.

37.2 Additions, alterations or erection of any temporary or permanent sheds shall not be made without return permission of the resident manager and Agent/Mines superintendent or other Officer of the company authorised in this behalf.

37.3 The company shall have the right to transfer a workmen from quarters given to him for his use to other quarter and also the right to require him to give up such quarters when so required by the company.





37.4 The use of company's quarters is conditional on the workmen being in the service of the company. On termination of the service of a workmen for any cause whatsoever he shall give up his quarter immediately and will be liable to be removed if he fails to do so. In no event will a workmen be entitled to any notice for giving up quarter which shall at all times be deemed to be within the control of the company.

**Acting Allowance**

38. Where there is a similar nature of job even though in higher grade with different designation no acting allowance will be payable in case of clerical and supervisory person of categories II, III and IV except when they are required to officiate by a written order in Category I of the settlement dated 20.10.72. Categories other than categories II, III and IV will be paid officiating allowance in terms of Standing Orders on shouldering higher responsibility under written orders.

*MC*  
38.2 No acting allowance will be allowed for workmen working in more responsible post for workmen going on casual and sick leave and holidays allowed under these standing orders, unless specifically ordered.

38.1 *MC* When a workmen is promoted temporarily to a more responsible post for a period of a month or more acting allowance will be given at the rate of 20% of the starting rate of the grade of the workmen in whose place he acts. The rate of acting allowance may be varied by the management on consideration of the particular case. In cases of daily rated workers acting allowance will be paid for acting in a higher vacancy even for a day. Link acting allowance will not be allowed.

**Termination**

39. Unless the employment of a workmen is for a specific period or a specific job, the workmen will be entitled to the following notice or pay in lieu of notice on termination.

Permanent

One months notice





Temporary	no notice.
Probationer	no notice.
Casual	
Badli	
Parttime	
Workmen	

39.1 Workmen who wish to resign must give the company the same notice as the company is required to give to them provided that when notice is given the company is entitled to accept it at once or any time before the expiry of the notice.

39.2 Provided that when a workmen gives notice of resignation the management shall be entitled to accept it with immediate effect or from any time before the expiry of the notice period by paying the workmen his salary or wages for the remainder of the notice period.

39.3 A workman who has been declared insolvent may be discharged from service.

39.4 The services of workers appointed on temporary basis shall automatically terminate after the expiry of the temporary period of appointment unless extended in writing.

**Retrenchment** 40. Retrenchment and retrenchment compensation will be in accordance with the provisions of the Industrial disputes Act.

**Payment of Unpaid wages** 41. Any wages due to deceased workman shall be paid to his legal heir or heirs before the expiry of the third working day after the day on which a substantial claim is presented by his heir or heirs or on their behalf by their legal representative, provided such claim is submitted within three years of the death of the workman.





*42*  
**Super annuation** 42. Every workman shall retire from service of the company on attaining the age of 55 years. The due privilege leave at the time of retirement shall be encashed subject to a maximum limit of 6 months accumulation.

**Certificate on Termination of Service** 43. Every permanent workman shall be entitled to a service certificate at the time of his dismissal, discharge or retirement from his service. *43*

**Display of notices** 44. Copies of all notices required to be given by the company to its workmen shall be posted on the notice board and when so posted shall be deemed to have been served on the workman for whom they are intended. Copies of such notices shall be given to the recognized union. Notices regarding (a) off days and (b) 'Pay' days shall be posted as required by the mines Act and payment of wages Act, respectively.

*44.1*  
 44.1 All notices required to be posted under these standing orders shall be in English and Hindi and shall be kept in a legible and clean condition.

**Observance of Rules** 45. The Mines Manager and the competent authorities shall be held responsible for the proper and faithful observance of standing orders.

**Display of Standing Orders** 46. A copy of these orders in English and Hindi shall be posted on the notice board and in all departments and in such other places in the mines premises/office premises as the management may desire and shall be kept in a legible and clean condition.





**Interpretation 47.** If there is any conflict between the Hindi of standing orders and the English version of these standing orders the English version shall prevail and be followed.

The above standing orders are hereby certified under the Industrial Employment (Standing Orders) Act, 1946.

Given under my hand and seal of this 23rd day of January 1990.

AJMER

23.01.1990



(I.C. SRIVASTAVA)  
Certifying Officer &  
Regional Labour Commissioner  
(Central) AJMER.