

STANDING ORDERS FOR WORKERS

BHARAT HEAVY ELECTRICALS LTD.

Ramachandrapuram, Hyderabad-32

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BHARAT HEAVY ELECTRICALS LIMITED

(A Government Of India Undertaking)

UNIT : RAMACHANDRAPURAM

HYDERABAD-500 032

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FOREWORD

The Standing Orders for BHEL Ramachandrapuram Unit were originally certified by the Regional Labour Commissioner (Central) and Certifying Officer, Hyderabad under his Orders No:B4/175 (4)/64, dated Dec., 1964. The original Standing Orders of this Unit came into effect from 6th Jan., 1965. Thereafter, on the proposal of Management of BHEL, Ramachandrapuram, after due discussions with Seventeen Registered Unions of this Unit existing at the time of modification, the Regional Labour Commissioner (Central) and Certifying Officer vide his Proceedings 5119/87-B2/E1, dated 30th April 1990 accepted modifications in respect of certain clauses, i.e.,

clause Nos:-

1 : (4)

2 : (c), (d), (g), (h), (i) & (n)

17 : (a) (i)

20 : (a), (e), (zk), (zt), (zu), (zv), (zw), (zx), (zy), (zz), (zza),(zzb), (zzc), (zsd), (zze) & (zzf)

21 : (a)

(b) (i) to (iii)

22 : (1) (i) to (vii)

(2)

23 : (i) to (xx)

26 : (1) (a), (b) & (c)

(2) (a), (b) & (c)

(3)

(4)

30 : (i) & (ii)

31 :

The remaining clauses of the Standing Orders remain the same as in the originally published Standing Orders which came into effect from 6th January, 1965.

It is essential that these Standing Orders are well understood by all those who come within their scope. Heads of Departments/ Controlling Officers should ensure that the Standing Orders receive adequate publicity.

These Standing Orders will not be applicable to Security Staff and Fire Service Staff for whom Service Rules/Regulations have been issued separately.

C.K. KHOT

EXECUTIVE DIRECTOR

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STANDING ORDERS

1.Scope of Application:

The Standing Orders for BHEL, Ramachandrapuram, came into effect from 6th January, 1965 and thereafter the said Standing Orders have been amended in respect of certain clauses in accordance with the Order No:51/9/87-B2/E1 dated 30th April, 1990 of the Regional Labour Commissioner (Central) & Certifying Officer, Hyderabad. The Standing Orders apply to all workmen/employees of BHEL, Ramachandrapuram unit, excepting: -

- (1) in so far as employees engaged on contract may be covered by any special terms of their contracts.
- (2) in so far as apprentices may be governed by their apprenticeship contracts or any special rules or orders framed by the Company for them.
- (3) employees referred to in Section (13 B) of the Industrial Employment (Standing Orders) Act, 1946.
- (4) Security Staff, Fire Brigade Staff.

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2. Definitions:

In these orders, unless there is anything repugnant in the subject or context: -

- (a) "Project" means Bharat Heavy Electrical Ltd., Unit Ramachandrapuram, Hyderabad-32.
- (b) "Company" means the Bharat Heavy Electrical Ltd., Unit, Ramachandrapuram.
- (c) "Management" shall mean the Chairman and/or Managing Director or any Director of the Company, or the Executive Director of the BHEL, Ramachandrapuram Unit, or any other officer/s to whom the powers and functions may be delegated in this behalf by the Executive Director or the Officer incharge of the BHEL, Ramachandrapuram Unit as may be notified from time to time.
- (d) Company's premises/project premises shall include factory buildings, offices, administrative building, canteens and all other work premises and shall also include the estate of the Company.
- (e) "Establishment" means the staff engaged to run the Factory/Project shall include the staff engaged on distribution and transmission lines and maintenance thereof.
- (f) "Works" means Factory as defined in the Factories Act, 1948 and include Training School and the Workshop attached to it.
- (g) "Manager" means the Incharge of Factory as registered under Factories Act or such other person or persons as may be authorized by the Management to exercise all powers of a Manager under these orders but not below the rank of Engineer/Officer of the rank of E1 and above.
- (h) Competent Authority means in relation to the exercise of any power, the Chairman & Managing Director or Directors of the Company, Head of the BHEL Ramachandrapuram Unit, General Manager or any other Officer to whom the powers and functions may be delegated in this behalf by the Chairman & Managing Director.
- (i) "Workman/employee" means and includes any person employed in the Company as defined in the Industrial Employment (Standing Order) Act, 1946, as amended from time to time.

- (j) "Muster Roll" includes any register or registers or other records maintained by the establishment for the purpose of keeping a list of employees employed by the Project for the purpose of making the attendance of the said employees.
- (k) "Work Premises" include the precincts of the factory or works and other place of work where an employee is deputed to work.
- (l) "Notice" means a notice in writing required to be given or exhibited on the Notice Board for the purpose of these Standing Orders.
- (m) "Notice Board" means the Notice Board installed at or near all the entrances to the works and time offices for the purpose of displaying notices required to be posted or affixed under the provisions of these Standing Orders.
- (n) "wages" as defined in the Industrial Disputes Act 1947, as amended from time to time.
- (o) (i) Words denoting the masculine gender shall be read to include the feminine gender also and vice versa.
- (ii) Words denoting the singular number shall be read to include the plural number and vice versa.
- (iii) Words denoting employees shall be read to include workmen also and vice versa.
- (p) "Time Office" Time Office is the place at the premises where a workman is required to report for duty each day by delivering his Attendance Card or otherwise.
- (q) "Habitual": Habitual means repetition of an act or omission for four times within a period of 12 months.
- (r) "Probation": Probation will normally be six months in the case of technical categories, but the Management has the right to extend the probationary period.

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3. Classification of Employees:

- (a) Workmen/Employees shall be classified as under:

- (i) Permanent
- (ii) Probationer
- (iii) Apprentice/Trainee
- (iv) Temporary
- (v) Casual
- (vi) Substitutes or badlies

(b) A 'Permanent' workman/employee is a person who has been engaged on permanent basis and includes any person who has satisfactorily completed in the same or another occupation in the establishment the prescribed probationary period including breaks due to sickness, accident, leave, lock-out strike (not being an illegal strike) or involuntary closure of the establishment and who has been confirmed against a permanent post.

(c) "Probationer" is an employee who is provisionally employed with a view to being considered for appointment on the regular establishment of the factory. The Management has the right to extend the probationary period stipulated in his letter of appointment, in case of unsatisfactory work or otherwise, unless the services are otherwise terminated within or on the completion of the probationary period.

If a permanent employee is employed as a Probationer in a new post, he may, at any time during his probationary period, be reverted to his old permanent post.

(d) "Apprentice/Trainee" is a learner or Trainee who is paid an allowance or stipend during the period of his training and who is assured of employment in the Company only after satisfactory completion of training.

(e) "Temporary Employee" is an employee who has been engaged for work which is of an essentially temporary nature likely to be finished within a limited period or who is employed temporarily as an additional employee in connection with temporary increase in work of a permanent nature.

(f) "Casual Employee" is an employee whose employment is of an occasional or casual nature.

(g) "Substitutes" or "Badlis" are those appointed in the post of permanent employee or Probationer who is temporarily absent.

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4. Identity Card / Badge and Attendance Card.

(a) Identity Card / Badge.

(i) Every employee will be provided with an Identity Card/Badge bearing his name, designation and the section of department in which he is employed, together with his signature or thumb impression. He may also, if necessary, be required to have his photograph affixed to the Identity Card/Badge. Each identity card/badge shall be signed by the Security Officer or any other officer duly authorised in this behalf.

(ii) Every employee shall always wear on his person during the working hours of the Company and shall show his identity card/badge to the Security Guard at the gate when entering in or leaving the Factory or Works, or on demand at any time by a Security Guard or other proper authority to produce it while the employee is inside the Factory or works.

(iii) The identity card/badge shall not be transferable.

(iv) If an employee loses his identity card/badge, he shall immediately report the loss to the issuing authority and a new card/badge shall be issued to him on payment of the cost of the identity card/badge.

(v) The identity card/badge issued to any employee shall be surrendered by an employee on the termination of his service, or on transfer or during suspension or on his proceeding on leave preparatory to retirement to the issuing authority, failing which the employee shall be liable to pay the cost of identity card/badge.

(vi) If the identity card/badge becomes illegible or disfigured due to natural wear and tear, the Management will replace it without any charge.

(vii) No Employee shall be admitted within the Company's premises without the said Identity Card and/or badge. However, any employee who has forgotten to bring his identity card/badge shall report to the Security Officer at the gate who, after consulting the Head of the Department concerned on telephone, may allow him to enter the premises.

(viii) Any employee who has entered the premises without an Identity card/badge or permission slip issued to him is liable to be sent out and will not be entitled for the wages for that day.

(b) Attendance Card.

(i) The name of every workman/employee shall be entered on the Muster Roll along with the classification to which he belongs.

(ii) Every workman/employee, except those belonging to clerical, technical or supervisory personnel shall be provided with an Attendance Card, given in Appendix-I bearing his number and any other particulars which the Project at its discretion may require.

(iii) Every workman/employee shall, on attendance everyday, deliver his attendance card at the time office or any other place prescribed by the Manager.

(iv) Every workman/employee when he ceases to be in the employment of the Project, or is granted leave or is laid off or is suspended shall surrender his attendance card at the Time Office or any other place prescribed by the Manager.

(v) Should an employee, at the time of ceasing to be employed, fail to deliver his attendance card, he shall be liable to pay a sum of Rs. 0-25 for the cost thereof.

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5. Entry, Exit and Search.

(a) All employees shall enter and leave the Factory or Work premises only by the gates provided for the purpose by the Management and shall not ride through the gates on cycles or within work premises. These gates may be closed during the working hours at the discretion of the Management and the employees must not leave the factory premises during such hours without the permission in writing of their Incharge, in the form of a gate pass, which shall be shown at the gate.

(b) On entering or leaving the Factory or Works premises, all employees are liable to be detained and searched by the Security staff at the discretion of the Management. Female employees, if any, shall be searched by a female employee or other female person as may be appointed in that behalf by the Management.

Provided that no such search shall be conducted except in the presence of two other persons of the same sex as the employee concerned.

(c) Any employee who has been granted leave, laid off, suspended, discharged, resigned or is not working for any other reason shall leave the works premises immediately.

(d) The Company has a right to remove from those searched any articles belonging to the company or such other articles as the Company may consider, would endanger the personnel or property of the Company.

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6. Publication of Working time and hours.

All instructions issued from time to time relating to attendance, checking of arrival and departure, the periods and hours of work all classes of employees in each shift as may be fixed from time to time -- subject to the maximum limit laid down in the Factories Act -- shall be exhibited on the Notice Boards maintained for this purpose and at the Time Keeper's Office. Every employee shall comply with such instructions.

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7. Publication of Holidays and Pay Days.

Notices specifying: -

- (a) The weekly holidays under Section 52 of the Factories Act, 1948 and such other days observed and declared by the Management from time to time as holidays.
- (b) The dates on which compensatory holidays, if any, under Section 53 of the Factories Act, 1948, will be allowed and
- (c) All employees shall be paid wages on a working day on or before the expiry of the 10th day after the last day of the wage period in respect of which the wages are payable.

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8. Publication of Wage Rates.

In accordance with the Payment of Wages Act and the rules made thereunder for the time being in force, notices specifying the rates of wages payable to each class of employees and for each class of work shall be displayed in a conspicuous position in the departments in which the employees concerned are working.

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9. Payment of Wages to Employees not present on usual Pay Day.

- (a) Any wages, due to the employee but not paid on the usual pay day on account of their being unclaimed shall be paid by the employer on an unclaimed pay day fixed in every week which shall be notified on the notice board as aforesaid.
- (b) Any wages due to an employee who has died shall be paid to his heir or heirs before the expiry of the third working day which a substantiated claim was presented by his heir or/on his behalf by a legal representative, provided such a claim is made within one year of the death of the employee.

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10. Shift Working.

Shift working shall be regulated in accordance with the provisions of the Factories Act.

- (i) More than one shift may be worked in a department or section of a department at the discretion of the Management.
- (ii) If more than one shift is worked in the establishment, employees shall be liable to be transferred from one shift to another.
- (iii) Whenever an additional shift is started or shifts are altered or discontinued, seven days notice shall be given to the employees but if as a result of the discontinuance of the shift any permanent employee is likely to be discharged, a notice of one month will be given.
- (iv) If as a result of discontinuance of shift working any permanent employees are likely to be retrenched, such retrenchment shall be effected in accordance with the provisions of the Industrial Disputes Act and the rules made thereunder.
- (v) On restarting a shift, notice thereof shall be given in a newspaper having wide local circulation; and the employees discharged as a result of discontinuance of the shift shall, if they present themselves within seven days of the publication of the notice, be given preference for employment according to their length of service.
- (vi) The Management may close down the whole establishment or and department or section of a department after giving one month's notice to the employees. Before reopening such department or section, as the case may be, seven days' notice thereof shall be given.
- (vii) Notices of starting, restarting, alteration and discontinuance of shift working; the closure and re-opening of the establishment shall be displayed in the Time Keeper's office, at the main entrance to the establishment and at the gate or gates appointed under standing order No. 30, and in the case of a department or section, also in the department concerned.

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11. Attendance and Late Coming.

- (i) All the employees shall be at work spot at the time fixed and notified. Employees attending late shall be liable to the deductions as per Payment of Wages Act, 1936 as amended from time to time.
- (ii) Employees shall be liable to be shut out if they are not at the work spot at the scheduled time. However, employees who come late as may be admitted for work by the Departmental Head at his discretion and shall be subject to deduction of wages as per the Payment of Wages Act, 1936.
- (iii) Employees shall be allowed 10 minutes grace at the start of the shift only once a week. But no grace shall be allowed after mid-shift break. If a workman is habitually late, he will be treated as habitual late-corner and dealt with as per Standing Order.
- (iv) Any employee who, after delivering his Attendance Card, is found absent from his proper place of work during working hours without permission in the prescribed form as amended from time to time, shall be liable to be treated as absent for the period of his absence and shall be subject to deduction in accordance with the provisions of the Payment of Wages Act, 1936 as amended from time to time.

- (v) Attendance shall be marked daily in accordance with the methods prescribed from time to time for each section or department etc., which will be displayed on the Notice Board.
- (vi) Employees who are required to sign in an attendance register will mark the time (hour and minute) of reporting for duty and of leaving duty.
- (vii) Employees who are required to use Attendance Card shall punch the card in the time clock at the time of reporting for duty and of leaving duty i.e., four times a day beginning and end of shifts and beginning and end of lunch or dinner break.
- (viii) Subject to the provisions of standing Orders 11(i) and 11(ii), half-an-hour's wages shall be deducted from those who come late by more than 10 minutes after the scheduled starting time and who are permitted by the Manager to work. For administrative convenience, period of absence shall be calculated in units of thirty minutes. For purpose of computation total attendance of less than one hour on any day shall not be taken into account.
- (ix) The Company will work on any day for such number of hours as the Department Head/Manager may, from time to time, fix in accordance with the Factories Act, 1948, as amended from time to time, and the period of work for all classes of employees shall be posted on the Company's Notice Board. Subject to the provisions of the Factories Act, 1948, as amended from time to time or other legislation for the time being in force, the Company reserves the right to require all or any number of its employees to work on weekly holidays and other holidays in accordance with the notice which may be issued by the Manager from time to time specifying the weekly holiday under Section 52 of the Factories Act and the date on which compensatory holiday, if any, under Section 53 of the said Act shall be allowed to such employees.

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12. General conditions for grant of leave.

- (i) No leave can be claimed as a matter of right and can only be granted at the convenience of the Management. The sanctioning authority has the discretion to revise, curtail or revoke leave at any time according to the exigencies of service.
- (ii) An employee who desires to obtain leave of absence shall apply to the sanctioning authority and shall not avail of the same before it is actually sanctioned.
- (iii) An employee may apply for all the earned leave at his credit or for any portion thereof in the prescribed form but shall not apply for less than one day. The earned leave shall not be granted in more than three instalments in a year. However, the Departmental Head/Manager may, at his discretion, relax the annual limit of three instalments only in the interest of the Company's work.
- (iv) Sick Leave. An employee may be granted 7-1/2 days' sick leave with full pay or 15 days with half pay. Sick leave shall be non-accumulative. For sick leave exceeding two days, the work man should produce medical certificate from a registered Medical Practitioner duly countersigned by the Company's Medical officer or a medical certificate from the E.S.I. Doctor. The Company's Medical Officer/E.S.I. Doctor shall also certify the fitness when an employee rejoins duty after sickness. In case of employee covered by E.S.I. Scheme, the waiting period of 2 days may be adjusted against 7-1/2 days sick leave with full pay per calendar year if available at his credit. Sick leave can be combined with earned leave.

(v) Applications for leave of absence for three days or less shall be made at least 24 hours previous to the time from which the leave is required except on medical grounds or death in the family in which case the application may be made on the same day. Before proceeding on leave, all employees must leave their leave address with the Section-in-charge and any change must be communicated to the Section-in-charge.

(vi) Applications for leave for more than three days, should be made at least fourteen days before the date from which the leave is required.

(vii) The leave sanctioning authority, if he deems fit, and subject to the exigencies of the work, may grant an employee leave of absence for a period not exceeding one month.

(viii) Orders in writing shall be passed by the Officer appointed on all applications for leave within three days following the receipt of the applications either refusing or sanctioning the leave applied for provided that in case of urgent leave, orders shall be passed without delay. If the leave is refused, the officer shall record his reasons for such refusal and if so requested by the applicant, communicate the reasons to him. The orders passed by the Officer shall immediately be communicated to the applicant, orally if he is present and in writing when the applicant is not present.

(ix) In the event of an employee applying for extension of leave, he shall make an application in writing to the Manager before the expiry of the previous leave and the Manager shall, immediately on receipt of such applications, inform the employee in writing at the address recorded by Section-in-charge whether the extension of leave had been sanctioned or not and if so, for what period. A certificate of posting granted by the Post Office shall be deemed to be sufficient proof of a reply having been sent, provided that extension application reaches the Manager a week before the expiry of leave of days' duration or more and two days before in case of leave of lesser duration. Provided always that the application for leave extension shall be made well in advance by reply paid telegram or by registered post enclosing a self addressed stamped envelope so that a reply may reach the employee before the expiry of leave and that an extension of leave shall only be granted on medical and other valid reasons.

(x) An employee who has been sanctioned leave, or an extension of leave on medical grounds shall not be allowed to resume duty unless he produces a 'Fit Certificate' from the Medical Officer of the Company. In the case of the employees who are living outside the Hyderabad City 'Fitness Certificate' from Registered Medical Practitioners will be accepted.

(xi) In the event of an employee remaining absent in excess of the period of leave originally granted or subsequently extended, he shall lose his lein on his appointment unless he returns within 8 days of the expiry of the period of leave and gives explanation to the satisfaction of the Manager of his inability to return on the expiry of the leave period. In case an employee loses his lein on his appointment, he shall be entitled to be kept on the list of substitutes.

(xii) If an employee absents himself for more than 8 consecutive days without leave he shall be deemed to have left the service of the Project without notice, thereby, terminating his contract of service with the Project and no formal charge sheet would be necessary for terminating the service.

Provided further that if the concerned employee proves to the satisfaction of the Management that his absence was on account of sickness or other valid reasons, the management may at its Own-discretion convert his absence into leave without pay or with pay if due.

(xiii) Any employee granted leave of absence shall be given by the officer a signed pass in the form appended at Appendix-II showing the date from which leave is granted and the date on which the employee will rejoin his duties and also the address of the employee whilst on leave. This pass shall be prepared in triplicate, one to be issued to the employee, second one to be sent to the Time Office and the last one to be retained by the Section-in-charge.

(xiv) Authorities competent to sanction leave to the employees shall be notified by the Management separately.

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13. Leave of absence (Scale of Leave and Holidays).

(i) Earned Leave or Annual Leave with wages. This leave will be allowed to the employees as provided for in Chapter VIII of the Factories Act, 1948. Better benefits in this behalf than those provided for in this chapter, if already enjoyed by the employees shall, however, continue to be enjoyed as envisaged in Section 78 (1) of the said Act.

(ii) Sick Leave. An employee may be granted seven-and-a-half days' sick leave with full pay or fifteen days on half pay per calendar year.

(iii) Casual Leave. An employee may be granted seven days casual leave with full pay per calendar year.

(iv) Maternity Leave. A woman employee who is not covered by the Employees' State Insurance Scheme will be allowed a maximum period of eight weeks maternity leave with full pay provided she has put in a minimum service of twelve months. Out of eight weeks leave, four weeks will be given upto and including the date of her delivery and four weeks immediately following the delivery date. Women workers who are covered by the Employees' State Insurance Scheme will be granted maternity leave as provided- for in the said Scheme.

(v) National Holidays: Two days with full pay per Calendar year will be allowed to the employee.

(vi) Festival Holidays: Six days with full pay per calendar year will be allowed to the employee.

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14. Casual Leave

(i) An employee may be granted 7 days casual leave with full pay per calendar year, after completion of 6 months continuous service.

(ii) Casual leave shall be non-accumulative and no leave of any kind shall be combined with it.

(iii) Casual leave is intended to meet unforeseen and emergent circumstances and shall be limited to 3 days at a time.

(iv) National and Festival Holidays including Sundays may be prefixed and/or suffixed to casual leave.

(v) Employees who are on the roll on 1st day of January will only get the full compliment of casual leave as stated above and those joining during the course of the year will get as under:-

Employees joining		Casual leave
(i) between 2nd January and 31st March	--	5 days
(ii) between 1st April and 30th June	--	3 days
(iii) between 1st July and 30th September	--	2 days
(iv) between 1st October and 31st December	--	1 day

N.B. The entitlements for various types of leaves have since been enhanced, the details of leave entitlements as per BHEL Leave Rules are reproduced at Annexure-I.

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15. Duties and Obligations of Employees During Working hours.

- (i) Every employee shall carry out the work for which he has been employed, conscientiously and to the best of his ability and in accordance with specific or general instructions given to him by the Company or its Officers directly or through delegated authority.
- (ii) Employees shall not enter or pass through departments other than those in which they are employed unless this is necessary in the course of their duties.
- (iii) Employees shall not engage themselves in any other work or trade excepting that of the Company either for themselves or for any other person during working hours.
- (iv) Each employee is responsible for and shall take proper care of all machines, plant, tools, gauges, jigs, fixtures, drawings, office equipment, etc., generally and specifically entrusted to him. Employee shall not take out of the premises any articles, documents, drawings, materials etc., belonging to the Company without a pass in the prescribed form issued by the Company. Neither shall they conceal or attempt to conceal any such articles or materials etc.
- (v) Employees shall take precautions to safeguard the Company's property and to prevent accident or damage to it. An employee shall at once report to his supervisor or Foreman or Manager any defect which he may notice in any machinery/equipment connected with his work. He shall also immediately report any defect or occurrence which he may notice and which might endanger himself or any other employee/person or might result in damage to the Company's or any employee's/person's property. It is the duty of every employee to see that his machine and/or work place is kept clean and tidy.
- (vi) Strict observance of all safety instructions including fire prevention and protection is obligatory on the part of the employees. Employees shall not, unless specifically authorised, interfere with any safety device or any machine running or idle. Where the Company provides protective clothing or appliances for the safety of employees, those shall be worn by such employees while engaged in such jobs.

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16. Stoppage and shut down of work.

a) (i) In the event of fire, catastrophe, breakdown of machinery, stoppage of power supply, any epidemic, civil commotion, shortage of raw materials, lack of orders or other causes beyond the control of the Management, the Management may at any time without notice or compensation in lieu of notice, stop any machine or department wholly or partially or the whole or part of the establishment for a reasonable period.

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

(iii) Wherever practicable, reasonable notice shall be given of the resumption of normal work and all such employees laid off under this Standing Order who present themselves for work, when work is resumed, shall be given preference for employment.

(iv) All notices required to be given under the Standing Order shall be displayed on Notice Boards at the Time Keeper's office and at the main entrance to the establishment. When a notice pertains to a particular department or departments only it shall be displayed in the department concerned.

(b) In case Where employees are laid off under Standing Order NO:10 & 16 they shall be considered as temporarily unemployed and a period of such unemployment shall be treated as leave with pay to the extent such leave is admissible and leave without pay for the balance of the period. When however, employees have to be laid off for an indefinite period exceeding two months, their services may be terminated after giving them due notice or pay in lieu thereof.

(c) Employees may be laid off due to shortage of orders, failure of plant, temporary curtailment of production or similar reasons and consequent stoppage of any machine or department for a period not exceeding six days in the aggregate (excluding statutory holidays) in any month, provided that seven days' notice is given. An employee laid off under this Standing Order for more than five days in a month may, on being laid off, leave his employment on intimation on his intention to do so.

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17. Closure due to strikes

(a) (i) Management may, in the event of a strike affecting either wholly or partially any one or more sections of the establishment close down, whether wholly or partially, such section or sections, department or departments for any period or periods.

(ii) The fact of such closure shall be notified on Notice Board in the section concerned and also at the Time Office. The workers concerned shall be notified by a general notice affixed on the Notice Board prior to the resumption of work as to when the work will be resumed.

(b) In accordance with the provisions of sub-section 2 of Section 9 of the Payment of Wages Act and subject to any rules made in this behalf by the Central Government if 10 or more workers acting in concert, absent themselves without giving 14 days' notice, an amount not exceeding 14 days wages may be deducted from the wages of any such person in lieu of the notice period above.

Explanation:- For the purposes 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 a 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.

(c) If an employee leaves the service of the Project without giving notice, he will be liable to forfeit wages in lieu of the requisite period of notice.

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18. Deduction of wages for absence without notice

In accordance with the Section 7, Sub-section(c) of the Payment of Wages Act, deductions may be made for loss of goods expressly entrusted to employed persons for custody or for loss of money which an employee is required to account for where such damage or loss is directly attributable to his neglect or default.

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19. Termination of employment

(i) The employment of an employee on probation may be terminated by giving 14 day's notice or 14 days wages in lieu of notice during the period of probation without assigning any reason therefore and after confirmation by giving one month's notice or wages in lieu thereof. Provided that the provisions of this Standing Order shall not apply to cases of retrenchment within the meaning of clause (00) of Section 2 of the Industrial Disputes Act, 1947.

(ii) The reasons for the termination of service of an employee who has completed his probationary period shall be recorded in writing and shall be communicated to him.

(iii) An employee who is on probation desirous of leaving the service shall give in writing 14 days' notice to the Management.

(iv) If an employee leaves the service without giving notice, he shall forfeit the 14 days' or one month's wages, as the case may be.

(v) An employee may leave or be discharged from service without notice or pay in lieu of notice, in accordance with the terms of his appointment letter.

(vi) Where the employment of any employee is terminated or when he leaves the service, the wages earned by him and all other sums due to him shall be paid to him before the expiry of the second working day from the day on which he leaves the service or his employment is terminated.

(vii) An order of termination of service shall be in writing and shall be signed by the Management and a copy thereof shall be supplied to employee concerned. In cases of general retrenchment, closing down of departments or termination of services as a result of strike, no such order will be given.

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20. Acts and Omissions constituting Misconduct (Major Misconduct)

For the purpose of the Standing Orders without prejudice to the general meaning of the term misconduct, the following acts and omissions which are not exhaustive but illustrative, shall be considered as misconduct:-

- (a) Wilful insubordination or disobedience in discharge of duties, whether alone or in combination with any other of any lawful and reasonable order of a superior and/or any act adversely affecting or likely to adversely effect safety of any person or property or other matter having an adverse effect upon the work or wages of another employee.
- (b) going on illegal strike or abetting, inciting, instigating, or acting in furtherance thereof.
- (c) wilful slowing down in performance of work or abetment or instigation thereof.
- (d) theft, fraud or dishonesty in connection with the Company's business or property.
- (e) Offering, soliciting or accepting bribes or illegal gratification.
- (f) habitual absence without leave or absence without leave for more than ten consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
- (g) late attendance on more than four occasions within a month or leaving of work before the scheduled time or absence from place of work without proper permission.
- (h) habitual breach of any Standing Order or any law applicable 'Project/Factory or any rules made thereunder.
- (i) the collection or canvassing for the collection of any moneys whatsoever for purposes not authorised by the Management within the works premises.
- (j) the sale or canvassing for the sale of tickets or chances in any lottery or raffles within the works premises and the sale or canvassing for the sale of any commodity or engaging in other employment/business for profit whilst still under the service of the Company without the written permission of the Management.
- (k) drunkenness, rioting, fighting, riotous or disorderly behaviour or conduct likely to cause breach of peace or conduct endangering the life or safety of any person or any action subversive of discipline in the premises of the Project.
- (l) habitual negligence or neglect of work.
- (m) habitual indiscipline or habitual breach of any rules or instructions for the maintenance and running of any department or the maintenance of the cleanliness of any portion of the Project.
- (n) frequent repetition of any act or omission for which a fine may be imposed under The Payment of Wages Act, 1936.
- (o) canvassing for union membership or the collection of union dues within the premises of the Project without the previous permission of the Management.
- (p) wilful damage to or causing loss of Company's work in process or goods or property or work in process.

- (q) Attending or holding meeting inside the premises of the Project without the previous permission of the Management.
- (r) disclosing to any unauthorised person any information in regard to the processes of the work which, may come into the possession of the employee in the course of his work.
- (s) gambling within the premises of the Project.
- (t) smoking in the prohibited areas of the Project.
- (u) Failure to observe safety instructions or the unauthorised removal, interference, or damage to machine guards, fencing and other safety devices installed in the works premises.
- (v) Distributing or exhibiting inside the Project any newspapers, hand bills, pamphlets, placards, banners, unauthorised badges or posters etc, without the previous sanction of the Management.
- (w) Conviction by a Court of Law for an offence involving moral turpitude.
- (x) Sleeping while on duty.
- (y) Threatening, abusing, assaulting any superior or any employee of the Project within the Project premises.
- (z) Money-lending in the Company's premises.
- (za) Entering or remaining in Company's premises unless on duty without permission.
- (zb) Deliberately making false complaints against superiors knowing them to be false.
- (zc) Refusal to accept or take notice of charge-sheet, order or any other communication served either in person or in due course of post, or by notification on the Company's Notice Boards.
- (zd) Deliberately making false statement before a superior knowing it to be false or forging the signature of a superior or that of any person.
- (ze) Commission of any misdemeanour after 3 previous warnings, fines, or suspension or habitually committing breach of law or rules applicable to the Company.
- (zf) Proxy registering of attendance or abetting in the act of registering attendance of another employee.
- (zg) Carrying lethal weapon, fighting, quarrelling, using abusive language, or attempting bodily injury to another person, drunkenness, boot-legging or conduct which violates common decency or morality of the community and threatening or intimidating any employee of the Company within the Company's premises.
- (zh) Picketing or demonstrations within the Company's premises.
- (zi)) Violation of terms and conditions of allotment of Company's quarters.
- (zj) Unauthorised dues or forcible occupation of the Company's quarters.
- (zk) Tampering, falsification, defacement, destruction or unauthorised removal of any records of the Company.
- (zl) impersonation.

- (zm) Indulging in Political activities during working hours of the Company within the company's premises.
- (zn) Entering Company's premises without identity Card and/or Badge on his person.
- (zo) Habitual litigation due to indebtedness, insolvency etc..
- (zp) False statement made in his application for an appointment and when physical fitness examination record is being made.
- (zq) Using or commercialising any invention, discovery or patent invented, discovered or patented as the case may be in the course of the employee's employment under the Company to the benefit of himself or any other person, firm or Corporation.
- (zr) Applying for appointment, scholarships, fellowships, travelships or for any training not sponsored by the Company otherwise than through the Departmental Head/Manager.
- (zs) Abetment of any of the acts or omissions mentioned above shall amount to acts subversive of discipline and hence misconduct.
- (zt) Wrongfully restraining and confining the managerial or supervisory personnel with a view to pressurise, influence or coerce for conceding a demand.
- (zu) Physically preventing or pressurising any employee, supervisor and or executive from discharging his official duties.
- (zv) Doing unconnected work within the work premises with or without tools or materials belonging to the Company.
- (zw) Defalcation, including mis-appropriation or embezzlement of Company's money or property.
- (zx) Carrying unauthorised persons in the Company's vehicles.
- (zy) Refusal to be searched.
- (zz) Possession of assets disproportionate to the known sources of income of the workman.
- (zza) Contravening any of the extant rules of the Company.
- (zzb) Becoming an office bearer of a political party or an organisation which takes part in politics.
- (zzc) Taking part in or assisting in any manner any movement/agitation or demonstration of a political nature within the premises of the Company.
- (zzd) Taking part i.e., contesting in election to any Legislature or local Authority.
- (zze) Canvassing in any election to any legislature or local authority within the premises of the Company.
- (zzf) No employee of the Company shall-
- (i) give or take or abet the giving or taking of dowry; or
 - (ii) demand, directly or indirectly, from the parents or guardian of a bride or bride-groom, as the case may be, any dowry.

Explanation:

For the purposes of this rule, dowry has the same meaning as defined in the Dowry Prohibition Act, 1961 (No.28 of 1961) OR any other legislations that may be enacted from time to time.

(iii) Neglect by a workman of his wife and/or family in a manner which is unreasonable/unjust in the opinion of Management.

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21. Penalties for Misconduct (Major)

(a) The following penalties may be imposed on an employee as hereinafter provided for misconduct committed by him or for any good or sufficient reasons:

(1) Censure

(2) Fine

(3) Suspension without wages for a period not exceeding four days on any one occasion.

(4) Stoppage of annual increment for a period not exceeding 3 years with or without cumulative effect.

(5) Reduction to a lower post or grade.

(6) Dismissal from service.

ANNEXURE - III

(b) AUTHORITIES (IN RESPECT OF ALL WORKMEN) :

AUTHORITIES		UPTO AND INCLUDING AXI / BXI
1.	Disciplinary Authority	Sr Manager
2.	Appellate Authority	DGM / SR DGM
3.	Reviewing Authority	AGM / GM

NOTE : 1. Where the authority specified in this Annexure-III does not exist, the powers shall be exercised by an Higher Authority.

2. In the absence of Addl.General Manager/General Managers, or in cases where General Manager himself acted as an Appellate Authority, the Executive Director / Officer incharge of BHEL Ramachandrapuram shall act as Reviewing Authority.

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22. Suspension Pending Enquiry:

(1) The Disciplinary Authority may, by general or special order, place an employee under suspension:

(i) Where disciplinary proceedings against him is contemplated or is pending

or

where a case against him in respect of any criminal offence is under investigation or trial.

(ii) The order of suspension, pending enquiry shall be given in writing to the workman. This shall be followed within 10 days by a chargesheet (except where the misconduct is under investigation by police etc.) setting out in precise terms as far as possible, the misconduct alleged against him and he shall be given an opportunity of defending himself. During the period of his suspension, the suspended workman shall not engage himself in any other gainful employment, business, profession or vocation. He will be paid subsistence allowance at the rate mentioned hereinafter subject to the declaration by him that he is/was not engaged in any other gainful employment, business, profession or vocation during the period in which subsistence allowance is paid, and that during the general shift he has been signing the register once at the stipulated place and time as mentioned in the suspension order by the Disciplinary Authority. If the declaration is proved to be false or incorrect, the subsistence allowance paid will be recovered. During the period of suspension, an employee shall not enter the premises except with the permission of the Management nor shall he leave the station without the permission of the Management. If during the enquiry it is found that the employee is guilty of misconduct other than that stated in the order of suspension and/or the charge sheet, the employee shall be liable to punishment for such misconduct but before any punishment is imposed, he shall be afforded reasonable opportunity of explaining and defending his action in respect of such misconduct.

(iii) 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.

(iv) A workman who is placed under suspension under these Standing Orders shall, during the period of such suspension, be paid a 'subsistence allowance at the following rates, namely:-

(a) at the rate of fifty percent of the wages which the workman was entitled to immediately preceding the date of such suspension, for the first ninety days of suspension, and

(b) at the rate of seventy five per cent of such wages for the remaining period of suspension if the delay in the completion of disciplinary proceedings against such workman is not directly attributable to the conduct of such workman.

(v) If on the conclusion of the enquiry or as the case may be, of the criminal proceedings, the workman has been found guilty of the charges framed against him and it is considered that an order of dismissal or suspension or fine or stoppage of annual increment or reduction in rank would meet the ends of justice, the Disciplinary Authority shall pass an order accordingly.

Provided that when an order of dismissal is passed under this clause, the workman shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period, and the subsistence allowance already paid to him shall not be recovered.

Provided further that where the period between the date on which the workman was suspended from duty pending the inquiry or investigation or trial and the date on which an order of suspension was passed under this clause exceeds four days, the workman shall be deemed to have been suspended only for four days or for such shorter period as is specified in the said order of suspension and for the remaining period he shall be entitled to the same wages as he would have received if he had not been placed under suspension, after deducting the subsistence allowance paid to him for such period.

Provided also that where an order imposing fine or stoppage of annual increment or reduction in rank is passed under this clause, the workman shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he would have received if he had not been placed under suspension, after deducting the subsistence allowance paid to him for such period.

Provided also that in the case of a workman to whom the provisions of clause (2) of Article 311 of the Constitution apply, the provisions of that Article shall be complied with.

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

(vii) The payment of subsistence allowance under the standing order shall be subject to the workman concerned not taking up any employment during the period of suspension.

22(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 Disciplinary Authority and shall remain under Suspension until further orders, in line with the procedure outlined above. If an employee is arrested by the Police on criminal charges and bail is not granted, no subsistence allowance is payable. On grant of bail if the Disciplinary Authority desires to continue the suspension, the employee shall be entitled for the subsistence allowance from the date, he is granted bail.

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23. Procedure for imposing penalties for Misconduct:

No order imposing penalty whatsoever shall be made unless the workman concerned is informed in writing of the misconduct alleged against him and is given an opportunity to explain the circumstances.

(i) As and when the report is received by the Disciplinary Authority that a certain employee has committed an act of misconduct, he shall, after satisfying himself that a prima -facie case of misconduct exists, charge the employee concerned. The chargesheet shall be served on the workman and shall clearly state the particulars necessary for identifying the acts or omissions constituting the misconduct such as the nature of offence, date and time etc..

Such a chargesheet may also be issued without keeping the employee concerned on suspension depending upon the gravity of the misconduct and exigencies of the circumstances. However, in case of the suspension the chargesheet will be served within seven days from the date of suspension provided that in exceptional circumstances the time limit may be extended by the Disciplinary

Authority, after giving due intimation to the workman concerned in writing, stating the reasons for the same.

- (ii) The employee shall be given atleast 48 hours for submitting his explanation but if required, extension may be granted once for a period not exceeding seven days and thereafter at the discretion of the Disciplinary Authority.
- (iii) The chargesheet shall be served to the workman in accordance with the provisions of clause 30.
- (iv) If the workman of his own volition admits the charge(s) in an unqualified and unambiguous manner no enquiry need be held and the Disciplinary Authority may proceed to pass such orders as he considered fit.
- (v) If the Disciplinary Authority considers that the workman's explanation is acceptable then the charge(s) may be dropped and the workman informed accordingly.
- (vi) If the explanation submitted by the workman is found by the Disciplinary Authority to be not satisfactory or if the workman fails to submit the explanation within the stipulated period, the Disciplinary Authority may appoint an Enquiring Authority to enquire into the charge(s) levelled against the workman under intimation to him.
- (vii) The enquiring Authority may be an officer from a department (s) other than the department in which the delinquent employee working. In such cases as deemed necessary by the Management, more than one officer may be appointed to constitute the Enquiring Authority.

The enquiry proceedings shall be completed within three months. The period may be extended by the Enquiring Authority by three months and provided that the reasons to be recorded in writing, the period may be extended further by the Enquiring Authority by another three months maximum.

(viii) The Disciplinary Authority may by an order appoint any Officer of the Company to present the case in support of the allegations of misconduct on behalf of the Management.

The Enquiry Authority on written request of the charge sheeted workman, may allow, any co-worker of the Company to assist him in his defence during the enquiry proceedings.

(ix) If the workman admits the charge(s) unconditionally of his own volition, free-will during the enquiry proceedings, the Enquiring Authority may not examine any oral/documentary evidence in support of the allegation of misconduct. However, Authority if the workman does not admit the charge(s), the Enquiring Authority after recording the preliminaries should proceed with the examination of the witness as produced by the Presenting Officer and also documentary evidence, if any, in this regard.

(x) There should be only one witness at one time. The other witnesses must not be present when any other witness is being examined or cross examined. The general practice is that the witness(es) of the Management are examined first and the accused workman's witness(es) later. At the end of each statement of the Management's witness(es), the accused workman should be allowed to cross-examine them. If he wishes to avail of the opportunity, then he should be allowed to do so, and if he does not wish to avail of this then the Enquiring Authority shall make a note to that effect in the day's proceedings of the enquiry and obtain the signature of the accused workman on it. While examining the witness(es) it will be ensured that after the statement of such Management witness(es) have been recorded, the accused workman gets an opportunity to cross examine such witness(es) on their statements or documents produced by them. After all the

witness(s)/document(s) have been produced by the Presenting Officer the Enquiring Authority shall give an opportunity to the accused workman to do the same in his defence and the Presenting Officer will be permitted to cross-examine the witness(es), so produced and the documents adduced in this regard. However, if the accused workman does not want to produce any evidence in defence or does not want to examine any witness(es) in defence this shall be recorded in the day's proceedings and signature of the accused workman obtained. If he refuses to do so, noting to this effect shall be made by the Enquiring Authority in the proceedings. The witness(es) may be re-examined with the permission of the Enquiring Authority. The Enquiring Authority may also put such questions to the witness(es) as he deems necessary, to elucidate any point or matter or issue.

(xi) A copy of each of the day to day proceedings of the enquiry and statements each of the Management's as well as defence witness(es) shall be supplied to the accused workman at the end of the day's proceedings.

(xii) If the accused workman fails to appear for the Enquiry, within the specified time, date and place, or fails to produce evidence by which he proposes to rebut the charge(s) levelled against him, the Enquiry Authority may adjourn the case to a later date after recording an order that there are reasonable ground for the accused workman having been unable to attend the proceedings. However, in case, where the accused workman does so with a view to cause vexatious delay, the Enquiring Authority may after giving one more opportunity through a notice and on failure of the accused workman again to participate in the proceedings conduct the enquiry exparte.

(xiii) The Enquiring Authority may after the accused workman closes his evidence and shall if the workman has not examined himself, generally question him on the statements, etc., against him in the evidence, for the purpose of enabling the workman to explain the same. After the completion of the evidence of both submit written or oral briefs, of their respective cases, if they so desire.

(xiv) After conclusion of the enquiry, the report/findings shall be prepared by the Enquiry Authority giving reasons in support of its findings and sent to the Disciplinary Authority. A copy of the enquiry report/proceedings shall be supplied to the chargesheeted workman.

(xv) The Disciplinary Authority, shall if he disagrees with the findings of the Enquiring Authority on any charge of misconduct, record its reasons, for such disagreement and record his findings on such charge of misconduct, if the evidence on report is sufficient for the purpose.

(xvi) The Disciplinary Authority may, if he so desires, before passing orders on the enquiry report for reasons to be recorded in writing, remand the case to the Enquiring Authority or to any other fresh Enquiry Authority, for further enquiry and report thereon.

(xvii) In awarding penalty under the Standing Orders, Disciplinary Authority may take into account, the gravity of the misconduct, previous record of the workman and any other extenuating or aggravating circumstances that may exist.

(xviii) Orders made by the Disciplinary Authority on the enquiry report shall be communicated to the workman in writing and if the concerned workman so desires, a copy of the enquiry report may also be supplied to him.

(xix) Any workman on whom any of the penalties mentioned in the Standing Orders is imposed, shall have the right to appeal to the Appellate Authority. An appeal against the date of receipt of the orders of punishment, by the workman and it shall be disposed of by the Appellate Authority within fifteen days from the date of receipt of the appeal. The decision of the Appellate Authority shall be communicated to the appellat workman, in writing.

(xx) If the workman concerned remains aggrieved, by the order of the Appellate Authority, he shall file an application within fifteen days from the date of receipt of the decision of the Appellate Authority to Reviewing Authority. The Reviewing Authority may either suo-moto or on receipt of the application of the concerned workman review the case and decide to reduce, enhance, altogether set aside the punishment or confirm the punishment already imposed, within thirty days of the date of receipt of the review application. The decision of the Reviewing Authority shall be final and shall be communicated in writing to the workman concerned.

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24. Acts or Omissions for which Censure Notice or Fines may be imposed

An employee may be censured, or subject to and in accordance with the provisions of the Payment of Wages Act, 1936, fined and issued a Fine Slip (Appendix III) for any acts and omissions detailed below, but if the offence is habitual, it should be treated as major misconduct under the Standing Orders:

- (a) Absence without leave without sufficient cause.
- (b) Late attendance;
- (c) Negligence in work or neglect of work;
- (d) Absence without leave and/or without sufficient cause from the appointed place of work;
- (e) Expectoration or otherwise committing nuisance on the premises of the establishment;
- (f) Breach of any rules or instructions for the maintenance or running of any department and maintaining its cleanliness;
- (g) Improper behaviour;
- (h) Failure to wear tight fitting clothes prescribed by the Management in accordance with Andhra Pradesh Factory Rules;
- (i) Collection of any money excepting collection of membership fee/subscriptions payable by members of a Union recognized under the Code of Discipline in the Companies for purposes not permitted by the employer;
- (j) Handling any, machine or apparatus not entrusted to his charge;
- (k) Falsifying or refusing to give testimony when accident or other matters are being investigated;
- (l) Failure to observe safety rules and instructions issued by the Company from time to time;
- (m) Obtaining or attempting to obtain leave of absence by false pretence or feigning sickness;
- (n) Entering another department or shop otherwise than in the course of his duty;
- (o) Breach of departmental rules and regulations, instructions, practice, conventions, methods and procedure etc., not inconsistent with the Standing Orders for the purpose of regulating work, maintaining the safety of the personnel, discipline, good conduct, cleanliness, avoidance of waste of time or materials or for proper running of the Company or individual departments/sections;
- (p) Non-return of Company's properties on or before the stipulated period;

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25. Procedure for Imposition of Fines and Censure Notice.

- (a) Fine shall be imposed in accordance with the provisions of Payment of Wages Act for the time being in force and by the officer authorised to impose fines under the said Act.
- (b) No fine shall be imposed unless the employee concerned has been given an opportunity of explaining the act or omission alleged against him in accordance with the provisions of the Payment of Wages Act for the time being in force. The officer authorised to impose fines shall summarily enquire in the presence of two witnesses. A list of persons authorised to impose fines shall be affixed on Notice Board by the Head of the Department.
- (c) Proceeds of all the fines realised should be credited to a special fines fund and would be utilised for such purposes as may be approved by the Chief Inspector of Factories, Government of Andhra Pradesh.
- (d) Censure shall only be issued by the Head of the Department or officer whose names shall have been duly notified or pasted on the Notice Board and only after the employee concerned has been given an opportunity for explaining the act or omission alleged against him.

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26. Means of redress for workmen against unfair treatment or wrongful exactions by the employer or his agents or servants:

- (1)(a) An aggrieved workman may first present his grievance to his immediate superior in person who thereon shall give a reply within 48 hours of the presentation of the complaints.
 - (b) If the workman is not satisfied with the reply of his immediate superior, he or the authorized representative on his behalf, may forward the complaints to the Manager or any Officer appointed by him for this purpose.
 - (c) The Manager or such Officer shall personally investigate the complaint at such time and place as he may fix and the complainant workman or the authorized representative shall have a right to be present at such investigation. Provided that the decision of the investigation officer and the action, if any, taken by him shall be communicated to the complainant ordinarily within a week of the presentation of the complaint.
- (2) Grievances of workman relating to:
- (a) assault or abuse by any person holding a supervisory position; or
 - (b) refusal of an application for urgent; OR
 - (c) unfair labour practice enumerated in Industrial Disputes Act, 1947 shall be enquired into immediately by the Manager and he shall take appropriate disciplinary action against such officers of the establishment who are found responsible for that. The Complainant will be supplied with a copy of the order or action taken by the Manager in this behalf.
- (3) The aggrieved employee may appeal against the order of the Manager to the next higher authority within a period of ten days from the date of the Manager's order. This next higher authority shall dispose of the appeal within a period of 15 days from the date of the presentation of the appeal.

Provided that the aggrieved employee shall have a right of final appeal to the Head of the BHEL, Ramachandrapuram Unit shall dispose of the appeal within a period of one month. No appeal shall lie against the order of the Head of the BHEL Ramachandrapuram Unit.

(4) Should an employee send a notice through a legal practitioner, or resort to any legal proceedings whatsoever or indicate in any other manner his intention of having recourse to legal process, no appeal may be heard by the Head of the BHEL Ramachandrapuram Unit.

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27. Issue of Service Certificate

Every employee other than a casual employee who leaves service, or retires, or is dismissed or discharged shall without avoidable delay be given a service certificate if he asks for one.

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28. Grant of Increment

Annual increment in the grade will be considered only after satisfactory work and attendance during the year. It will not be granted as a matter of right but shall be granted at the discretion of the Management.

Date of annual increment shall fall on the 1st of the month if any employee has joined on or before 15th and on the 1st of the subsequent month in case the employee has joined after the 15th day of the month.

N.B. The dates of annual increments to the permanent employees have been since rationalised. The details of the same are reproduced at Annexure-II.

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29. Safety Rules

All employees shall be bound to observe all safety rules as notified from time to time and to use safety equipment when necessary. Breach of this Standing Order shall be misconduct under Standing Order 24 and the employees concerned shall be liable for punishment in accordance with these Standing Orders.

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30. Communication to the workman

(i) Any matter required to be displayed under the Standing Orders and any notice by the management to the workman shall be in English and also in the principal local language and it shall be displayed on the notice board of the establishment. In case of any dispute or interpretation of the notice, the English version will prevail.

(ii) Any Notice, order, charge sheet or other communication served on any workman by the Management should be accepted. If he refuses to do so, or if he is not available, it will be exhibited on the Notice Board at the Main Gate of the Factory and at the work place of the workman and sent to him by registered post at his last known address, and the workman concerned will be deemed to have been served with the same.

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31. Special procedure in certain cases:

Notwithstanding anything contained in Standing Order No. 23 where a penalty is to be imposed on an employee on the ground of misconduct, which has led to his conviction on a criminal charge, or where the Dy. General Manager / General Manager / Executive Director is satisfied for reasons to be recorded in writing that it is not expedient or in the interest of security to follow the procedure laid down in that standing order, he may consider the circumstances of the case and pass orders thereon as he deems fit.

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32. Exhibition of Standing Orders

A copy of these Standing Orders in English along with a true translation in the language of the majority of the employees shall be pasted at the Time Keeper's Office and in all departments and such other places as the Company may decide. They shall be kept in a legible condition. In case of any discrepancy between English and Vernacular text of these Standing Orders, the English text shall be taken as correct.

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33. Amendments to Standing Orders

(1) These Standing Orders may be amended or modified from time to time and shall take effect in accordance with the provisions of the Industrial Employment (Standing Orders) Act, 1946, or such other law as may be applicable from time to time.

(2) All certified amendments or modifications made to these Standing Orders and any notices, orders or instructions issued thereunder shall be pasted on the Notice Boards.

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34. Liability of the Management

All Heads of the Departments shall personally be held responsible for the proper and faithful enforcement and observance of these Standing Orders and the special rules made under Factory Regulations and pasted on the Factory Notice Boards.

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35. Retirement

The Company may, in its discretion, retire from its service any employee who has completed 35 years of full time service in the Company or has attained the age of 58 years, whichever event shall first occur and no employee shall have any claim to be continued in the service of the Company thereafter. In determining the validity of age of an employee, certified extract from the birth register or SSLC certificate will be admitted as proof of his age. However, in the absence of any of these foregoing proofs for the age, a certificate from the Company's Doctor will be conclusive evidence as to the validity of the age of an employee.

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36. Saving

Nothing contained in these Standing Orders shall operate to the prejudice of the obligations of the employees under an agreement, settlement, custom, usage, award or law for the time being in force, or contract of service.

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Annexure- I

ENTITLEMENT OF LEAVE AS PER BHEL PERSONNEL MANUAL

AMENDED FROM TIME TO TIME

1. Earned Leave or Annual Leave with wages:

(a) Employees in the service of the Company before 28.06.1977 the entitlement of the Earned Leave is as under:-

CEL	NEL	Total				
Advance credit of	25th June	11	+	5	=	16
Earned Leave	25th Dec	11	+	4	=	15

Total	:					31 days

Accumulation limit is : 240 days (amended vide Circular NO:AA/PER/LH/1, 15/06/1987)

(b) Employees joined in the Company on or after 28.06.1977 the Earned leave entitlement is as under:-

No of Completed years of service	Entitlement of EL per annum	Advance credit of EL 25th June (Encashable + Non-Encashable)	Advance credit of EL 25th December (Encashable + Non-Encashable)
Upto 5 years	22 days	8 + 3	8 + 3
Above 5 years Upto 10 years	24 days	9 + 3	9 + 3
Above 10 years Upto 15 years	26 days	10 + 3	10 + 3
Above 15 years Upto 20 years	28 days	11 + 3	11 + 3
Above 20 years	30 days	11 + 4	11 + 4

Employees joined in the organization middle of wage month such employees are not entitled any proportion Earned Leave upto that end of wage month. Subsequently, if he works full wage month, is entitled of Earned Leave @ 1.80 days per each wage month.

2. Half Pay/Sick Leave:

As per Circular No. PA/W5/8877/86, 20.01.1986 OF General Manager/P&A, the HPL/ Sick Leave effective from 01.11.1985, onwards the nomenclature of Sick Leave in the case of Industrial workers has been changed into Half-Pay Leave. The entitlement of HPL both Industrial and Non-Industrial is 20 days in a year. HPL be credited in advance on 25th June & 25th December each year at the rate of 10 days respectively.

In respect of the new employees joining in the service of the Company intermittently HPL will be credited at the rate of 1.67 days for each completed month. The accumulation limit of HPL is 240 days (amended vice circular No.AA/PER/LH/I, dt. 04.11.1985)

3. Casual Leave:

- (a) Employees joined in the Company before 28.06.1977 are entitled 12 days Casual Leave.
- (b) Employees who joined after 28.06.1977 will get 10 days Casual Leave per year for the first 10 years of service after which they will be entitled to 12 days of Casual Leave per year (Authority Personnel Circular No. 52/77, dt 26.08.1977 of Personnel Manual of BHEL).
- (c) Casual Leave will be granted for the calendar year only and not for the wage period. It shall be non-accumulative.
- (d) Casual Leave is intended to meet unforeseen and emergent circumstances and casual leave can be prefixed or suffixed and availed in combination with special casual leave/C. off or O.H / Holidays. Subject to the condition that the total period of leave at one time does not exceed 10 days (Personnel Manual page No. 3.1.2, clause 3.1).
- (e) Employees who joined in the Company during the period between 1st January to 24th June and 25th June to 31st December shall get 10/12 and 5/6 days respectively (vide Personnel Manual page No.3.1.2, clause 3.1)

4. Maternity Leave:

A women employee who is not covered by the Employees' State Insurance Scheme will be allowed a maximum period of twelve weeks/90 days maternity leave with full pay provided she has put in a minimum service of twelve months. Out of twelve weeks leave, six weeks will be given upto and including the date of her delivery and six weeks immediately following the delivery date. Women workers who are covered by the Employees' State Insurance Scheme will be granted maternity leave as provided for in the said Scheme (As per Personnel Manual Page No.3.1.7 under clause 3.5.1).

5. National Holidays:

Three national holidays with full pay per calendar year will be allowed to the employee, subject to changes from time to time as ordered by Management.

6. Festival Holidays:

Nine days with full pay in a calendar year will be allowed to the employee, subject to changes as and when communicated by Management from time to time.

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Annexure – II

5. DRAWAL OF INCREMENT:

5.1. Annual increment will be drawn in a time scale on completion of one year's satisfactory service. It shall ordinarily be drawn as a matter of course unless withheld by a specific order in writing to that effect.

5.2. On initial appointment :

In the case of employees who are on probation, no increment will be allowed during period of probation. The first increment will be drawn with effect from the date of completion of probation or on the anniversary date of joining the post, whichever is later. All subsequent increments will, however, be given on the standard date determined with reference to the anniversary date of joining. Where the period of probation is extended, no increment will be given till the probation is successfully completed. The increment will, however, be given with retrospective effect from the date of completion of 12 months of service in the post although no arrears would be paid on that account. Subsequent increment will be regulated from the standard date in accordance with the principles stated above.

5.3. On promotion to higher grade or where no probation is stipulated in case of initial appointment:

The first increment on promotion/appointment shall be allowed to be drawn on completion of one year in the grade. All subsequent increments will, however, be given on the standard date determined with reference to the anniversary date of promotion/appointment.

5.4. The date of increment will not be changed due to an employee being on authorised leave of any kind. Monetary benefit of increment falling due during the period of leave will, however, accrue only from the date the employee rejoins duty.

5.5. Leave without pay exceeding 6 months and if it is not on Medical grounds, period of suspension where the orders of disciplinary authority state so, period of overstay of sanctioned leave, period of overstay of joining time and period of study leave where the employee is allowed to rejoin duty without successfully completing the course of study for which leave was granted will not count for increment.

5.6. The standard date of drawal of increment will be 25th June/25th December.

(True extract from Personnel Manual vide page No.6.1.2)

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APPENDIX - I (FRONT)

Attendance Card

Name:

Fathers' Name:

Department:

Section:

Shift:

Category:

1	2	3	4	5	6	7
8	9	10	11	12	13	14

					15	16
17	18	19	20	21		
					22	23
24	25	26	27	28		
					29	30
31						

B a c k

Name:

Gross Wages:

Dearness Allowance:

Total:

DEDUCTIONS:

State Insurance:

E.S. Insurance:

Loans:

Any other deductions:

Total:

Net payable:

Time Keeper:

Head Time keeper/L.W.O./Manager

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APPENDIX - II

BHARAT HEAVY ELECTRICALS LIMITED

Ramachandrapuram, Hyderabad-32

Leave of Absence

Dated:

Name:

Father's Name:

Department:

Ticket No.

Shift:

is granted leave for days with

effect from He is required

to join duty on

Leave register Page on

Address while on leave

Sectional Incharge

Manager

Note: Any change in address should be notified immediately to Sectional Incharge.

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APPENDIX – III

BHARAT HEAVY ELECTRICALS LIMITED

Ramachandrapuram, Hyderabad-32

FINES ORDER

R.No.Dated.....

NameS/o.....

Department after being heard in the presence of.....

Staff No.....of the Department has been fined

Rs..... (Rupees) which is a finable offence under the Standing Order. The exact offence for which fines may be imposed are set out in Standing Order.....

Signature & Designation of Officer Imposing Fine

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