

MADHYA PRADESH INDUSTRIAL EMPLOYMENT (STANDING ORDERS) RULES, 1963

THE MADHYA PRADESH INDUSTRIAL EMPLOYMENT (STANDING ORDERS) RULES, 1963
 [Published by Labour Department Notification No. 9556-9727-XVI, dated the 26th December, 1962, vide M.P. Gazette: dated 1st February 1953. (Part W-G), page 561 And as amended subsequently by the following notifications :- S.No. Notification Published in MP Rajpatre 2, 3. 4. 5. 6. 8. No. 369-88350M 968-9050-XVI 5782-96760M 1004-1034-XVI 5167-3541'-XVI 757-273.XVI.A 932-83.XVI-A Dated 22.1.1965 27.02.1971 19.10.1973 14.02.1975 07.08.1981 0203.1987 10.3.1987 10.01.1992 Pt. 4(ga) 4Ca) EXT. Dated 2805.65 26.03.11 02.11.73 21.02." 21.08.81 2703.87 23.01.92 520 138 770 74 270 • 45 51 71
 NOTE : In the footnotes appearing hereinafter, reference to amending Notifications is made by Serial No. u given to them above

1. Short title.— These rules may be called the Madhya Pradesh Industrial Employment (Standing Orders) Rules, 1963

2. Definitions.— In these rules the content otherwise requires,— (i) "Act" means the Madhya Pradesh Industrial Employment (Standing Orders) Act, 1961 (No. 26 of 1961); (ii) "Annexure" means an annexure appended to these rules; (iii) "Form" means a form appended to these rules; and (iv) "Section" means a section of the Act, RELEVANT NOTES Indian Development: Authority Vs. Indian Development Authority Daily Wages Sub-engineers Union, 2000 (2) 190. Bhopalkar Vs. State of Madhya Pradesh, 2001 (4) 238. PHED vs. Budha Rao Ugahe, 2001 (2) 399, State of M.R vs. 2008 (3) 41

3. Procedure for submission of amendment.— (1) An application for submission of amendment under sub-section (1) of section 7 shall be in Form A. (2) The particulars of the employees for the purpose of sub-section (2) of section 7 shall, in addition to those mentioned in Form A, be as follows : (a) number of employees employed; (b) number of employees employed through co-operation; (c) of the trade union or trade unions, if any, to which the employee belongs; and (d) if the application is by a trade union, the trade union membership. (3) A group of employees or representatives of employees in the industry desirous of submitting a joint draft of amendment referred to in sub-section (3) of section 7 shall apply in Form A through a person authorised in this behalf by such group or representatives, as the case may be, and shall in addition to the particulars in sub-section (2), furnish the following particulars along with the draft: (a) list of employees or representatives of employees, as the case may be, constituting the group with names and addresses in full of each employee; and (b) by a declaration signed jointly by employers or the representatives of the employees in the group to the effect that the undertaking constituting it or that the employees of the undertaking, as the case may be, shall abide by the conditions laid down in the joint draft of amendment

4. Certification of amendment.— As soon as may be on receipt of an application under rule 3, the Certifying Officer shall forward a copy thereof to (a) the employers when the applicant is the representative of employees, or (b) the representative of employees when the applicant is the employer of the undertaking together with a notice in Form B. S. Methods of sending Standing Orders.— Standing orders certified in pursuance of sub-section (3) of section 8 shall be sent by registered post to the employer and the representative of the employees, as the case may be

6. Register of Standing Orders.— The register required to be maintained under section 12 shall be in Form C and shall be properly bound. Certifying Officer shall furnish a copy of standing orders to any applying therefor on payment of a fee of rupees five per copy. [6-A. Additional matter included in the Schedule.— In the Schedule to the Act after item XN, the following item shall be added namely : "XV-Age of Retirement"]

7. Framing Standing Orders.— [Subject to the provisions of section 6 of the the Standard Standing Orders for all undertakings to which the Act applies shall be those set out in the Annexure). FORM A [See rule 31 Application for amendment of Standing Orders Dated the To The Certifying Officer, ...(Place). Sir, I hereby apply for the amendment of the standing orders applicable in the following undertakings]- 2

2. Address to which reply has to be sent 3. (a) The reference of the standing orders to which amendment is sought- Insured by 3 [2-11-1913]. Substituted by No. 2 [26-3-711], (b) Number of standing order to which amendment is sought 4. (Not applicable when the application is on behalf of employees) I am entitled to make this application being an employer of the undertaking concerned. OR I am entitled to make this application on behalf of the group of employers' representative of employees vide note of authority attached. Please fill the blank 5. As an Officer or a representative/approved/registered trade union of the employees concerned I am entitled to make this application under rule 3, [Strike of what is not applicable.] 6. Five copies of the draft amendment typewritten on one side of the paper only indicating amendments are enclosed. The justification for the proposed amendments is mentioned each, 7; The particulars required by sub-rules (2) and (3) of rule 3 are enclosed. Statement of the undertaking in case of an employer and of the trade union in the case of employees. FORM B [See rule 4] In the matter of certification of an undertaking to the standing orders for (name and address of the undertaking), To The Employer (Name and address) OR The prescribed representatives of employees (state whether representative union, approved union, registered trade union, Labour Officer). A copy of the draft amendments to the standing orders of.... submitted by is enclosed. Please take notice that objections, if any, which you may desire to make to the draft amendments should be submitted to the undersigned within fifteen days from the receipt of the copy of draft along with this. A copy of the orders to which amendments are proposed is also enclosed. 1. Certifying Officer Madhya Pradesh. Strike off that portion which is not applicable.



FORM C [See rule 6] REGISTER Part I- Undertaking s. No. Date of the despatch of the copy of standing orders authenticated under section Amendment made on appeal, (5) 8 for the first time (2) date of the despatch of the copy of standing orders as settled on appeal (6) Part u Date of filing appeal if any (3) any notice subsequently given or received of any amendment. (7) Date and nature of decision (4) Result (8) (Should contain the authenticated copy of the standing orders) ANNEXURE Standard Standing Orders for all the Undertakings in the State 1. Definitions.— In these rules, the context otherwise requires,— (a) "Manager" means, if the Undertaking is a factory, a person nominated under the Factories Act, 1948, or a person whom an undertaking shall nominate as Manager for the purpose of these standing orders and includes a person authorised by him. (b) "Season" means the period or periods of each year during which the principal operations of the seasonal undertaking is carried on

2. Classification of Employees.— Employees shall be classified as—(i) permanent, (ii) permanent seasonal, (iii) probationers, (iv) Badlis, (v) apprentices, (vi) temporary, and (vii) fixed term employment's employee (i) A 'permanent' employee is one who has completed six months' satisfactory service in a clear vacancy in one or more posts whether a probationer or otherwise, or a person whose name has been entered in the muster roll and who is given a ticket of permanent. 11-3-2005. PubU8hed{nM.P. (Asadharan) Dated at 112. A 'permanent seasonal employee' is an who has completed service for a period equal to 213 of the duration of a season or three months is less in a clear vacancy and shall be deemed to be a permanent employee for the purposes of these orders; (iii) A 'probationer' means an employee who is provisionally employed to fill a clear vacancy, and who has not completed six months' satisfactory service in the agency; (iv) A 'badli' employee means an employee who is employed on the post of a permanent employee, or a probationer or a permanent seasonal employee who is temporarily absent; (v) An 'apprentice' means a learner; provided that no employee shall be classified as an apprentice if he has had training for an aggregate period of one year; provided further that a longer period of apprenticeship shall be required if prescribed by a law or an award, or by agreement with the representative of employees; (vi) 'temporary employee' means an employee who has been employed for work which is essentially of a temporary character, or who is temporarily employed as an additional employee in connection with the temporary increase in the work of a permanent nature; provided that in case such employee is required to work continuously for more than six months he shall be deemed to be a permanent employee, within the meaning of clause (i) above. • fixed term employment's employee" an employee who has been engaged on the basis of contract of employment for a fixed period. However, his working hours, wages, allowances other benefits shall not be less than that of a permanent employee. He shall also be eligible for all statutory benefits available to a permanent employee proportionately according to the period of service rendered by him even though his period of employment does not extend to the qualifying period of employment required in the statute. "] 3. Ticket etc.— (1) The manager shall cause to be entered the name of all employees in the muster roll indicating the classification. (2) The manager shall arrange to provide every employee except those belonging to the clerical, supervisory or technical personnel with a ticket bearing,— (i) the name of the department in which he is working; (ii) date of entry of his service; (iii) his number, and 1. 2. 2. [(iii-a) the record of daily attendance]; (iv) such other particulars the manager may think fit. Substituted by No. 1 [28-5-1965]. Added by No. (E) 2-2004-A-XVI, 17-3-2005. Inserted by No. 2 [26-3-71] 1. If so required by the manager the employee shall deliver his ticket before starting work for the day provided that ticket shall be returned to the employee before the close of the shift. If so required by a person authorised by the manager the employee shall show it or produce it entries being made therein. For supervisory personnel and clerks a service book may be provided instead of (i) Every badli employee shall be provided with a 'badli card'; on which shall be entered, the days on which he has worked in the undertaking and which shall be surrendered if he obtains permanent employment. (ii) Every temporary employee shall be provided with a 'temporary card' on which shall be entered the days on which he has worked in the undertaking and which he shall surrender on his discharge or being taken on the badli or permanent register. (iii) Every casual worker shall be provided with a 'Casual Card' on which shall be entered the days on which he worked in the undertaking. (iv) Every apprentice shall be provided with a card on which shall be entered the days on which he has worked in the undertaking and which shall be surrendered if he obtains permanent employment. (v) The cards referred to in this sub-clause shall also bear specified in sub-clause (2) above.] 4. Recruitment.— The manager may after consulting the Employment Exchange lay down the procedure for recruitment of — employees and enter it on the notice board on which

standing orders are exhibited. 214-4. Letter of appointment.— Every employee shall be given a letter of appointment, in which among other things his name, age, qualification, designation, allowance, nature of job, name of department etc., shall be indicated. 1. Manner of intimating to employees periods and hours of work, holidays, public days and wage rate.— (a) Notices showing the periods and hours of work for every class and of employees for each shift in the undertaking shall be displayed on notice board maintained for the purpose in the department concerned, at the timekeeper's office and at or near the main entrance of the undertaking. (b) Notices specifying the dates on which wages are to be paid, shall be displayed on the notice boards at the timekeeper's Office and at or near the main entrance of the undertaking. (c) Notices specifying the wage rate showing separately the allowances, if any, payable to each of time-rated employees and the basis of calculation of wage rates, in respect of piece-rated employees shall be displayed at conspicuous places inside the departments in which the employees concerned are actually working. (d) One day in each week shall be notified in the manner provided in clause (a) as the day for the wages due to any employee but not paid on the usual pay day on account of wages being unclaimed. 1. 2126-3-7111. 2. [S.No. 7 (e) Unclaimed wages due to an employee shall be paid by the employer on the days under this standing order the date on which a substantiated claim is presented by the employee or on his behalf by his legal representative, within three years from the date on which the wages become due to the employee. (f) In the case of a manufacturing undertaking the manager shall also display notice of the hours when leaves and tobacco shall be distributed and manufactured bidis shall be received by him, and the manager shall maintain a record showing to each worker the quantity of and tobacco given to him, the bidis of different kinds manufactured delivered to the manager by him and the number of bidis rejected as of bad quality

6. Shift Working.— (a) Shift working shall be regulated in accordance with the Factories Act, 1948 (No. 68 of 1948), wherever applicable and subject as aforesaid in with any agreements, settlements or awards. (b) Subject as aforesaid more than one shift may be worked in the whole undertaking or in one or more sections or departments. (c) Whenever an additional shift started or whenever working hours of the shift are changed, notice of seven days shall be given. (d) A shift is discontinued notice of one month shall be given, provided that wherever any permanent employee is likely to be discharged, notice of months shall be given before discontinuing that shift. (e) Change over of any employee or employees from one shift or another shall be regulated by agreement, settlement or award and in their absence by custom or usage. The manager may, in the discretion, transfer an employee from one shift to another if such transfer is in the interest of the undertaking. (f) Retrenchment of employees as result of discontinuance of a shift or shifts shall be regulated in accordance with the provisions of the Industrial Disputes Act, 1947, provided that in case of retrenchment of permanent employee notice of three months as provided in standing orders 6 (d) shall be given before retrenchment, (g) If an undertaking proposes to employ additional employees whether on restarting a shift or otherwise the manager shall give the shift first opportunity of employment to retrenched employees. If an additional shift is started not less than one week's advance shall be put up on the notice board and shall be published in a Hindi newspaper with wide local circulation

7. Attendance and late coming.— (a) All employees shall be at work in the undertaking at the times fixed and notified. Employee attending late may be shut out and treated as absent provided that no employee who attends within 5 minutes of the starting time shall be shut out. Employee coming late shall not be treated as without leave but may be given whatever leave may be due to him. (b) An employee who is found absent from his proper place of work during working hours, without permission or without any sufficient reason, shall be liable to be treated absent the period of his absence, and his wage for the period of absence shall be liable to be deducted subject to the provisions of section 9 of the Payment of Wages Act. • 8. Condition and procedure in applying for, and authority which may grant leave and holidays.— (a) Holidays and leave with or without pay or leave of any other kind shall be regulated by the provisions of the law applicable to the undertaking and subject to the minimum prescribed under it by custom, usage, agreement, settlement or award. (b) An employee who desires to obtain leave of absence shall apply to the manager or the officer authorised by him. It shall be the duty of the manager or the officer to pass orders thereon two days in a week fixed for the purpose, provided that, if the leave asked for is of urgent nature; i.e. commences on the date of the application or within three days thereof, orders for the grant or refusal of leave shall be communicated without delay. (c) The grant of leave or in case it is refused such refusal with reasons therefor shall be recorded on the employee's ticket or service book. (d) If an employee after

proceeding on leave desires an extension of the leave granted, he shall make an application in writing for the same to the manager or the officer authorised by him. A written reply either of the grant or refusal of such shall be sent to the employee at the address given by him in the application extension. (e) 'An employee remaining absent beyond the period of leave originally granted or subsequently shall be liable to lose his leave on his post and shall be deemed to have left the service from the date of his unauthorised absence unless he remits days of the expiry of the authorised leave and/or explains to the satisfaction of the manager or the officer authorised by him, his inability to resume immediately on the expiry of his leave. An employee who so loses his leave but reports for duty within 30 days of the expiry of his leave shall be kept as a badli if he so desires and his name shall be entered in the badli register. [8-A. Holidays.— The employees shall be entitled to three days national holidays, namely, Republic Day, Independence Day and Gandhi Jayanti and five days festival holiday with wages every year, The holidays shall be determined by the employer in consultation with the representatives of employees and a notice indicating the days fixed shall be pasted on the Notice Board: Provided that only those employees who will actually work either on the preceding day, or the case may be, on the succeeding day of such holiday shall be entitled to avail of such holiday: *provided further that nothing in this order shall adversely affect the operation of the term of any contract, agreement, settlement or award which is more beneficial to employees on this subject.] [8-B.—(1) If an employee is required to work on any holiday or festival holiday with wages on account of process, essential services or under prevailing practices, then he shall be paid for the work done on each National Day. Ins. 4[21.2.75]. 2. Section and proviso inserted by No 4, Subs. by No, S [21.8.1981]. 3. Irrevocable No..SP*.8.1981]. holiday or festival holiday. 'Monthly wages, Wages for holiday, wages for work and additional wages. For each day. (2) respect of employees. regarding' wages: the basis of calculation is, if the National Day or festival holiday is substituted in accordance with the provision of Section 52 of the Factories Act, 1948 or (1948) or such paid holiday. occurs on a weekly rest of the employee then such shall be paid additional wages for such a holiday at his ordinary rate of wages.. Casual Subject to the provisions of the "Mentoring of 9ward, which are more beneficial to the subject:— (1) the permanent employees be allowed seven days usual leave with wages in a calendar year, and (2) the temporary "badli employee—, who have put in 240 days work in the previous— shall be allowed seven days casual leave 'With wage. in calendar year. Explanation.— The computation of 240 days shall be in accordance with of the Factories Act, 1948: (3) Ordinarily casual leave will not be admissible for more than two days at a time. when it is possible to obtain previous permission, while leave availed of with the permission of the Manager. Where it is not possible to obtain permission, the employee shall intimate in writing the absence and its period at his earliest opportunity. 5. Requirement to enter particulars by certain classes and (a) shall enter or leave the date of the undertaking the undertaken by the gates "pointed for the purpose: (b) All the employee including female employees shall surrender articles or things in their possession, for examination by the watch and ward staff of the undertaking on any other person appointed for shall be liable to be detained and searched by the watch and ward staff or the person appointed for the purpose in the absence of witnesses provided that the female employee shall be accompanied by a female searcher, and in presence of female witnesses. 10. Closures, and layoff, etc.— The work of the break-down machinery; stoppage of power supply, fire; epidemic, civil disobedience, or any other cause the company may, at any time, without notice, stop wholly or partially the work for a period the whole or part of the undertaking, any department or any machine directly or indirectly by the catastrophe or the : (b) In any event of stoppage, working hours, employees affected shall, as soon as practicable, be informed by putting up notices. on the notice in the department and at the "office of the office as to when work will be resumed and whether they are to stay or leave the premises of the undertaking. The period of detention in the undertaking shall not ordinarily exceed two hours after the commencement of the employees so detained shall be entitled to receive wages (including all allowances), in the proportion of a quarter day for every month or less. that the wage* that he receives plus the dearness wage shall not exceed his normal day's wage of piece-rate employees. the average daily earnings in the previous wage period shall be taken to be the daily wage. (c) practicable* reasonable notice shall be given of the resumption of the normal work. . (d) Employees may be laid off by the undertaking on account of shortage of coal, power or water; or raw materials or materials of accumulation of stocks, temporary curtailment of production or similar reasons by exhibiting as far as possible, one week's notice for the information of the employees concerned. (e) The employer may close down department or section of a department or the whole undertaking after giving two months to the

employees and in case of seasonal employees 15 days' notice. the department, section or the undertaking, as the case may be, at last seven days' notice shall be given to the employees., (t) On the re-opening of the department, section of the undertaking or the whole of the undertaking, as may be, the manager shall give reasonable notice to the retrenched employees who offer themselves for re-employment and those retrenched employees who offer themselves for re-employment within a fortnight shall be given preference over other persons to the extent of length of service. (g) Copies of the Standing Orders shall be immediately sent to the Government Labour Officer of the area concerned by the employer]. 11; Termination of employment and the notice to be given by employer and employee.— (a) When the termination of a permanent employee is to be effected he shall be given notice to be paid wages for any month in lieu of notice. No employee other than a permanent employee shall be entitled to any such notice or in lieu thereof at the termination of his service. (b) The termination of service shall be recorded in writing and shall be communicated to employee by written communication. It may in the opinion of the manager directly or indirectly lay the company or the manager or the person signing the communication open to civil or criminal proceedings at the instance of the employee. (c) Any permanent employee leaving the employment shall give, in writing, to his employer a statement of the reason for which he is leaving if he so wishes may be relieved earlier than the date on which the period of notice expires. (d) Notice shall be necessary for the discontinuance of the employment of a seasonal employee for a season, but he shall hold a lien on his post at the end of the next season. Subject to the provisions of the Industrial Disputes Act, 1947 (14 of 1947), employee, whether monthly rated or weekly rated. Of piece work. • Aded by No. 1 [28-5451

2. Added by Notified. No. F4(E) 17-3-2005. rated, and on probation or fixed term employment's employee, as a result of contract of employment or on its termination to any notice or pay in lieu of services if services are terminated, but if services of a temporary employee are not terminated as a punishment unless he has been given an opportunity of explaining the charges alleged against him. 'O' : RÉLEVANT NOTES Mahe" pal Sing Vs. & when the big Engineer Lower Chambal Circle, 2004 (4) NORT 214. 12: Disciplinary action for misconduct" (1) The following acts or omissions on the part of an employee shall amount to a major misconduct: (a) conviction by a court of law of an offence involving moral turpitude; (b) theft, fraud or dishonesty in connection with the business or property of the undertaking; (c) wilful disobedience of any lawful order or remonstrance of superior involving safety; of any person or property or other matter having an adverse effect upon the work or wages of other employees, or bringing into disrepute the premises of the undertaking; (d) drunkenness; riotous or disorderly behaviour, during working hours at the undertaking or conduct endangering the life or safety of any person, intimidation, physical duress, or any act subversive of (g) collection of any moneys within premises of the undertaking for any purpose and by person not authorised by law or if no such authority is required by law without the sanction of the manager; in trade, or business within the premises of the undertaking (h) including collection of pay-tickets given to the employees or the sale or canvassing of coupons or other tokens of any commodity or article, without the previous sanction of the manager; (i) canvassing for trade union membership and collection of union dues within the premises except as permissible under law; (j) holding greetings inside the premises of the undertaking without the previous permission of the manager or except as permitted by law; commencing, going or joining the strike in contravention of the provisions of law for the time being in force; (k) inciting, instigating or going to take part or otherwise acting in furtherance of any contravention of the provisions of any law for the time being in force; (l) wilfully slowing down or interfering with the performance of work, or abetting instigation thereof; (m) wilful damage to work in process or to any other property of the undertaking; (n) disclosing to any unauthorised person any information in regard to the processes of the undertaking which may come into his possession in the course of his work; (p) unauthorised absence from duty for more than consecutive days; (q) obtaining financial assistance from the Employees' State Insurance Corporation on the basis of a false statement of which a workman is found habitually guilty, i. e., for not less than three occasions within a period of (2) Any of the following acts or omissions shall amount to a minor misconduct: (a) (b) (c) (d) (e) (f) (g) (h) late attendance; absence from duty without sufficient cause, which is not a major misconduct; (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) 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deductions from the wages of an employee are authorised by the Payment of Wages Act, 1947 or leaving the premises of the undertaking except by written order or instructions for the maintenance and any department and maintaining its cleanliness. (a) The punishment for a minor misconduct (i) censure, or (ii) fine. (b) The major misconduct may (i) censure or (ii) fine, or (iii) suspension for a period not exceeding four days on any one occasion, or (iv) withholding of increment for a period of one year, or (v) dereliction; or (c) awarding the punishment to the manager according to the gravity of the misconduct, if any, after extenuating or circumstances. (4) No punishment shall be imposed on an employee unless proved guilty of misconduct in an inquiry conducted in the following manner: (a) The employer shall give to employee a charge sheet clearly stating forth the charges and the circumstances appearing against him and requiring explanation; (b) The employee shall be given for submitting his explanation a period of least 24 hours if charged with minor misconduct and at least 48 hours if he is charged with major misconduct; (c) An employee shall be allowed to defend himself or the representative of employee, if he so desires; (d) Except in cases where the charges levelled against him, an employee shall be permitted to produce witnesses in his defence and cross-examine in whose evidence the charges rest; (e) The substance of the evidence shall be read over; (f) An order of punishment shall be issued which shall be signed by the manager or other officer authorised under standing order. (5) (a) A copy of the order passed awarding the punishment shall be given to the employee; (g) In case of an employee other than the one belonging to the clerical, technical or supervisory staff the manager can suspend him pending enquiry for a period not exceeding three months pending enquiry for major misconduct alleged against him and pay to such employee at the rate of half of the average wages; (i) The Order of suspension shall be in writing and take effect immediately on communication thereof to the employee. If no action is taken within a period of six months then the amount of wages for the period of suspension shall be payable in full. (6) On enquiry, the order of suspension of the employee shall be deemed to be absent from duty for the period of suspension and he shall not be entitled to pay for such period. If, the order is issued, the employee shall be deemed to be on duty during the full period of suspension and shall be entitled to the same wages as he would have received if he had not been suspended; provided that if the enquiry is completed within four days from the date of submission of the employee's explanation, the manager or other officer shall be competent to initiate proceedings against an employee:— (a) for major misconduct after one year of its commission, and (b) for a minor misconduct after six months of its commission. 13. Means of redress for employee against unfair treatment— (1) (a) An aggrieved employee may first present his grievance to his immediate superior person who thereon shall give a reply within 48 hours of the presentation of the complaint; (b) If the employee is not satisfied with the reply of his immediate superior he may refer the complaint to the manager or an officer appointed by him for this purpose; (c) The manager or such officer shall personally investigate the complaint at such place and time as may be fixed and the complainant employee or his representative shall have the right to be present at such investigations; provided that the decision of the Investigation Officer, if any, taken by him shall be communicated to the complainant ordinarily within a week of the presentation of the complaint. (2) Grievances of employees relating to:— (a) assault or abuse by any person holding supervisory position or (b) refusal of an application for urgent leave; (c) unfair labour practices, such as, (i) interference with the rights of employees to form or join as a union member; (ii) discrimination, coercion or restraint against any employee or restriction of recognised activities of trade union; (iii) victimisation of an employee or abuse of authority in any form; shall be enquired into by the manager and he shall decide the matter. The complainant will be supplied a copy of the order or action taken by the manager in this behalf. 14. An employee against whom any order is passed by the manager may if so desires submit his representation to the Managing Agents or the Managing Director or the Proprietor or any person who has the ultimate control over the management of the undertaking who shall communicate his decision to the employee within a period of 15 days. 15. Retirement.— (1) An employee shall retire from the service on the date he attains the age of 58 years. He may, however, be retained in service by the employer after the date of attaining age of 58 years if his services are in the interest of the undertaking but he shall not be retained in service after the age of 60 years.

Provided that nothing in this clause shall adversely affect the operation of any contract, agreement, settlement, or award on this subject, if the age of is not less than 58 years: Provided further that before retiring an employee from the service in accordance with the provisions contained in this clause, the employer shall give to the said employee at least one month's intimation in writing of such retirement. However, failure to give such intimation will not entitle the employee to gratuity in service after attaining the age of retirement. On the failure to give such intimation, he shall be liable to pay to the employee concerned one month's wages. [(1-a) anything contained in sub-clause the age of retirement for working journalists as defined in 'Section of the Working'. Subs by No. 5 [21.8.1981]

2. Ins. by No. 8 [23.1.1992] Journalists and other Newspaper Employees (Conditions of and Miscellaneous Provisions) Act, 1955 (No. 45 of 1955). shall be 60 years.] For the purpose of this clause the age shall be reckoned by any of the following methods in order of priority— (i) date of birth as given by the employee at the time of his employment and accepted by the Manager; (ii) The date of birth as given in the Higher Secondary School Certificate or : equivalent Examination Certificate; (iii) The certificate issued by the Local Authority of the place where the employee born on the basis of the records maintained by such authority or certified copy of the entry in the Birth and Death Register in which date of birth is mentioned; (iv) The date as declared by the employee in his declaration for purpose of membership of the Employees Provident Fund. (3). Notwithstanding anything contained in the foregoing clause, if any dispute arises regarding the date of birth intimated at the time of employment or declared in the declaration for the purpose of membership of the Employees Provident Fund, the case may be, then the date of birth shall be determined on the basis of School Leaving Certificate and in its absence, the date of birth determined by a Registered Medical Practitioner, not below the rank of Civil Surgeon, shall be considered as final, but any such shall not be entertained within the period six months before the date of retirement. 'IS, An employee who leaves service or retires or is discharged shall without avoidable delay but not later than thirty days after he leaves service or retires or as the case may be is discharged, shall be given by the employer a service Certificate indicating the information and particulars as may be notified:] 2. 3. 4. 6. *SERVICE CERTIFICATE Rule 15) Name and address of the Institution : * , . • Name and address of the employee's wages rate Rupees per month • Reasons for discharge Retirement/Discharge [Revised 01/11/01] Other Signature of employer 16. or the Manager.' Manager of the undertaking or in case if there is no manager, the Managing Agent, the Managing Director, the Proprietor, or any person who has the ultimate control over the management of the undertaking shall be held responsible for the proper and faithful observance of these standing orders. 17. (a) Notice to be exhibited or given in these standing orders shall be in a language understood by majority of employees. (b) Notice, order, charge-sheet, communication or intimation which is meant for individual employee and is in orders shall be in a language understood by employees. 18. Copies of these standing orders shall be posted in the timekeeper's office and in all departments and shall be kept in legible condition.