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1. These orders apply to all the workmen employed by the Haryana Tourism Corporation Limited, Chandigarh.

   Whereas provisions of Section 1(3) of the Industrial Employment (Standing Orders) ACT, 1946 are applicable to the Industrial Establishment of the Haryana Tourism Corporation Ltd. And whereas in pursuant to section 3 of the said Act, these Standing Orders have been framed, certified and authenticated finally and conclusively in the prescribed manner under the said Act. These Standing orders may be called the Certified Standing Orders of the Haryana Tourism Corporation Ltd. and shall come into force from the prescribed date and shall be applicable to all workmen as defined in the Industrial Employment (Standing Orders) Act, 1946.

2. **DEFINITIONS**

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

   (i)  ‘Company’ means Haryana Tourism Corporation Ltd. Chandigarh.

   (ii) ‘Management’ means the Company Directors or other such nominee or nominees as may be authorized by the Board of Directors or their delegates in this behalf from time to time.
(iii) ‘Factory’ means a Tourist Complex in the Haryana Tourism Corporation Ltd.

(iv) ‘Muster Roll’ means the attendance register or registers maintained for the time being in force.

(v) ‘Workman’ means any person employed by the Company and on its muster roll but does not include any person,

(a) Who is employed in a managerial or administrative capacity, or

(b) Who being employed in supervisory capacity, draws wages, exceeding Rs.500/- per mensem, or exercises either by the nature of the duties attached to his office or by reason of the powers vested to him, functions mainly of managerial nature.

(vi) ‘Notice’ means a notice in writing required to be given or pasted for the purposes of these Standing Orders.

(vii) ‘Notice Board’ means the notice board specially maintained at a conspicuous place at or near the main entrance to the factory and in all departments thereof for the purposes of displaying notice required to be posted or affixed under the provisions of these Standing Orders.

(viii) ‘Managing Director’ in relation to any powers exercisable by him, includes any director or officer who is authorized by the State Government to exercise powers and functions of the Managing Director during the temporary absence of the Managing Director.

(ix) ‘Project Officer’ means the officer-in-charge of the Factory/Tourist Complex appointed by the management for supervision/control.
(x) ‘Supervisor’ means any person who by the nature of his duties exercises authority, supervision or control over a worker whilst on the Tourist Complex premises.

3. CLASSIFICATION OF WORKERS

Workers shall be classed as:

(i) Permanent
(ii) Probationer
(iii) Temporary
(iv) Apprentice, and
(v) Casual

(a) Permanent: A permanent workman is a workman who has been engaged on a permanent basis and includes any person engaged against a permanent post and confirmed.

(b) Probationer: A probationer is a workman who is provisionally employed to fill vacancy in a permanent post and has not been confirmed in accordance with these Standing Orders. Ordinarily the period of probation shall be one year but it may be extended by a period of six months at any time at the discretion of the management, if the management considers it necessary in any case to further adjudge the work and merit of a workman. The maximum probation period shall, however, in no case extend beyond three years.

In Computing the period of probation, the days on which the workman was absent
due to authorized leave, sickness, maternity leave, accident, lock out or strike (which is not illegal) or temporary closure of the undertaking, shall be included.

If a permanent workman is employed as a probationer in a new post or a vacancy and his work during probation is not found satisfactory, he may at any time during the probationary period be reverted to his substantive post and shall not lose his lien on his permanent post on this account.

(c) Temporary: Temporary Workman is a workman who has been engaged for a work which is of an essentially temporary nature likely to be completed within a limited period.

(d) Apprentice: An apprentice is a learner who may be given a stipend during the course of his training. The employer will provide different periods of training for different categories of workman subject to the provisions of the Apprentices Act, 1961.

(e) Casual Workman: A casual workman is a workman who is employed for work of a casual nature. He will not be entitled to the benefits as admissible to other categories of workmen.

4. APPOINTMENT LETTER
Every workman except casual workmen or apprentice shall be given an appointment letter in form appended herewith.

5. **IDENTITY CARD**

(i) Every workman shall be given an Identity Card by the management unless he is an apprentice or a casual worker.

(ii) Every permanent workman who has been provided with an Identity Card shall, on being required to do so, show it to the Supervisor/Project Officer/Managing Director or any other person authorized by them.

**Note;**

(a) If a workman loses his Identity Card, it shall be replaced on an application with cost.

(b) All the Identity Cards issued by the Management shall contain particulars of the workman i.e. name, designation, category and photograph.

(c) The workman shall have to surrender the identity card on relinquishing the service of HTC.

6. **SHIFT WORKING**

More than one shift may be introduced in a department or departments or any section of a department of the Establishment at the discretion of the management. If more than one shift is working, the workman shall be liable to be transferred from one shift to another.

If as a result of the discontinuance of the shift system any workmen are to be retrenched, such retrenchment shall
be effected in accordance with the provisions of the Industrial Disputes Act, 1947 and the rules made there under.

If shift system is re-introduced, the workmen shall be given notice and re-employed in accordance with the provisions of the said Act and the rules.

7. WORKERS TO LEAVE TOURIST COMPLEX PREMISES IMMEDIATELY, IF NOT WORKING.

Any worker who has been transferred, suspended, discharged or has resigned shall leave the tourist complex premises immediately unless he enters the restaurant/complex as customer. Those under suspension may visit office or restaurant/hotel with the permission of the Project Officer or Incharge which will normally be granted.

8. LIABILITY TO SEARCH ON ENTERING AND LEAVING FACTORY.

(a) All workers are liable on entering or leaving the tourist complex to be searched by any person authorized by the Management.

(b) Lady worker shall be searched by the same sex.

9. ATTENDANCE

(a) (i) Every worker shall on entering the premises of the unit, get his presence marked in the Attendance Register/Attendance Card.

(ii) If a worker is late for more than 10 minutes but less than 30 minutes then he shall be marked absent from duty for ½ hour and a worker who is late by 30 minutes, shall be marked absent for one hour.
(iii) If a worker is absent for more than one hour, he shall be marked absent for the first half of the day and shall be provided work for the second half if he presents himself for duty.

(b) If a worker is absent without permission for more than 8 days, he should be deemed to have left service voluntarily.

(c) Timings of the shifts and any subsequent changes shall be notified on the notice board.

(d) Every worker shall be allowed weekly rest as approved by his Supervisor/Project Officer as the case may be.

10. **ABSENCE**

(a) Any workman who after presenting his Identity Card attendance card or token or after clocking in, is found to be absent from his proper place of duty during working hours without permission or without any such reasons as may be beyond his control, shall be liable to be treated as absent from duty for the period of such absence.

(b) If, however, a workman is absent from the premises of the establishment during hours of his duty without proper permission, he shall be treated as absent from the whole day in case the absence commences before the recess period and for the half day in case it commences after the recess period. Such a workman shall be liable for deduction in his wages in accordance with the provisions of the payment of Wages Act, 1936 and the rules made thereunder, provided further that this will be without prejudice to any disciplinary action which may be taken against him. Provided further that if ten or more workmen
acting in concert absent themselves without giving 15 days notice in writing and without reasonable cause, the management shall be entitled to deduct upto 8 days of wages of the workman under section 9(2) of the Payment of Wages Act, 1936.

(c) A workman shall be deemed to be absent, if he fails to attend to his duty, unless he has obtained prior permission for such absence from the competent authority and in case of unforeseen circumstances made an application to this effect within forty-eight hours of the commencement of the absence.

11. **LEAVE**

(i) Any worker who desires to obtain leave of absence shall apply to such officer or officers appointed by the management for the purpose and whose name or names shall have been duly notified.

(ii) Application for leave of absence for upto three days duration 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 or other cases of unforeseeable emergencies in which case the application may be made on the same day.

(iii) Application for leave of absence for more than three days of duration shall be made at least 4 days previous to the date from which the leave is required.

(iv) The officer appointed for the purpose may, if he deems fit and subject to the exigencies of the factory, grant a worker leave for a period not exceeding one month.
Orders in writing shall be passed by the Officers so appointed on all application for leave within three days following the receipt of the application either refusing or sanctioning the leave of absence applied for provided that in case of application for leave upto three days order shall be passed without delay.

The orders passed by the Officer shall always be communicated to the applicant in writing, when the applicant is not present, he shall be informed by post, provided he has given his address.

A worker granted leave shall be given as signed pass or certificate (leave intimation form).

In the event of a worker applying for an extension of the period of his leave, he shall make an application in writing to the Project Officer before the period of this originally sanctioned leave expires and the Project Officer shall immediately on receipt of such application inform the worker in writing on the address given by him whether the leave applied by him has been sanctioned or not.

Provided always that the application for the extension of leave shall be made by the worker in good time by registered post so that a reply may reach the Worker before the expiry of his originally sanctioned leave.

**12-A SICK LEAVE**

(a) A workman shall be entitled to seven days sick leave with wages in a calendar year which will not accumulate.
(b) In case a worker falls sick, a medical certificate from an authorized medical attendant or registered medical practitioner should be produced at the time of resuming duty.

Provided that, in case of prolonged sickness, the medical certificate must be sent within two days of falling sick.

If the above conditions are not fulfilled, the worker is liable to be treated as being absent.

(c) If any worker remains sick for a period exceeding 7 days he must bring a fitness certificate from the Doctor under whose treatment the worker remained under treatment. The workmen will also have to undergo medical test by a Civil Hospital Doctor, if the management so requires, on the expenses of the Management.

12-B. CASUAL LEAVE

Worker shall not be allowed more than 6 days casual leave in a year with pay, which will not accumulate.

12-C. FESTIVAL HOLIDAYS

Every workman shall be entitled to eight days festival holidays including three compulsory National Holidays for the Republic Day, Independence Day and Mahatama Gandhi’s Birthday. The remaining five holidays in a calendar year shall be granted to workers on the written application for availing of leave on a particular festival.

12-D MATERNITY BENEFIT LEAVE
Maternity benefit leave shall be allowed as provided in the Maternity Benefit Act, 1961.

**12-E- EARNED LEAVE**

(a) Every workman shall be entitled to one day's earned leave for every such twenty four days with the clear stipulation that he shall be entitled to 15 days earned leave in a year. Provided that:
(b) If a workman is discharged or dismissed from or leaves service during the course of the year he shall be entitled to leave with wage or wages in lieu of unavailed leave as per provision laid down in clause (a)
(c) In calculating leave under this section, fraction of less than half a day shall be ignored.
(d) If a workman does not in any one year take the whole of the leave allowed to him under clause (a), any leave not taken by him shall be added to the leave to be allowed to him in the succeeding year.

**12-F. COMPENSATORY LEAVE**

In the exigencies of the work, if a workman is not allowed weekly rest and is also by notice required to work on National festival holidays as defined in clause- 12-C ibid he shall be allowed compensatory leave in lieu thereof.

13 **GENERAL PROVISIONS**
Leave is granted, at the convenience of Management and nothing will limit the free discretion of the Management to refuse, revoke or curtail leave as the exigencies of the factory’s work may require subject however, to statutory provisions relating to annual leave of workman.

14. **NOTICE OF PAYMENT OF WAGES DAYS TO BE PASTED**

The notice specifying the days on which wages will be paid shall be pasted as required by the Payment of Wages Act for the time being in force.

15. **STOPPAGE OF WORK**

(a) The Company may at any time or times in the event of fire catastrophe, break down of machinery or stoppage of power supply, epidemic, civil commotion or other cause whether of a like nature or not which are beyond the control of the company stop any machine or machines department or departments wholly or partly for any period or periods, without notice and without compensation in lieu of notice subject to the provision of any law for the time being in force.

(b) In the event of stoppage of any machine or department under this order the workmen affected shall be notified by notice pasted in the department and on the notice board, as soon as practicable as to when work will be resumed and whether they are to remain or leave the factory and a copy of such notice shall be sent to Labour Officer/Labour Inspector of the area and the concerned workman.
16. **CLOSURE DUE TO STRIKE**

(a) The Company, in the event of a strike effecting either wholly or partially, any one or more department or departments of the factory close down either wholly or partially such departments or other departments affected by such closing down for any period or periods without notice or payment of compensation or any other relief in lieu of notice to the workmen employed in such department or departments subject to provision of any law for the time being in force.

(b) The fact of such closure shall be notified by a notice pasted on the notice board. The workmen concerned shall be notified by a general notice pasted on the Notice Board, prior to the resumption of work as to when work will be resumed.

17. **DEDUCTION FOR DAMAGE TO OR LOSS OF GOODS OR MONEY.**

Deduction may be made for damage to or loss of goods, expressly entrusted to the employed person for custody or for loss of money for which he is required to account for where such damage or loss is directly attributable to his neglect or default. This will be subject to the provisions of any law for the time being in force.

18. **TERMINATION OF EMPLOYMENT AND RESIGNATION**

(i) Where it becomes necessary to terminate the services of a permanent/ temporary workman due to reasons to be recorded in writing such reasons being reasons other than misconduct retrenchment or close down, such as his being declared by the Government as a trailor or a person likely to jeopardize the safety of the establishment, and subject to the
provisions of the Workmen’s Compensation Act, a workman who develops serious defect in the eye-sight or hearing or mental deficiency or contacts T.B. or other infections diseases, one month’s notice in writing shall be given by the Management or salary in lieu thereof to the workman concerned.

(ii) No notice shall be necessary for the termination of the services of any other class of employees. The above provisions shall not however, absolve the management of their obligation to abide by the provisions of the Industrial Disputes Act, 1947, or any other law for the time being in force for the termination of services by way of retrenchment or otherwise.

(iii) If a permanent/temporary workman intends to leave the service of the establishment, he shall give one month’s notice of his intention to do so in writing to the management or may, if he wants to be relieved earlier, surrender in lieu thereof wages equivalent to the days for which the notice falls short of one month. But if the exigencies of the work so require, the management may refuse to relieve him earlier than the entire period of notice has run out.

19. **PAYMENT OF WAGES TO WORKMEN NOT PRESENT ON USUAL PAY DAY.**

(i) Any wages due to an employed workman not paid on the usual pay day on account of their being unclaimed due to the absence of the workman, will be paid on the next working day when he is present.
(ii) Any wages due to an employed workman, who has died, shall be, paid to his heir before the expiry of the seventh working day on which claim was presented by his heir or on his behalf by a Legal Representative, provided such claim is submitted within three years of the death of the workman.

20. **ACTS OF OMISSIONS CONSTITUTING MISCONDUCT**

Without prejudice to the general meaning of the term ‘Misconduct’ it shall be deemed to mean and include the following:

(i) Willful in-subordination or disobedience whether alone or in combination with any other or others, of any lawful order of a superior.

(ii) Striking work illegally and inciting others to strike work illegally.

(iii) Theft, fraud or dishonesty in connection with the Company’s business or property.

(iv) Taking or giving bribes or any illegal gratification whatsoever.

(v) Habitual absence without leave or absence without leave for more than three consecutive days.

(vi) Habitual late attendance.

(vii) The collection or canvassing for the collection of any money, whatsoever, for purposes not authorized by the Company within the factory premises.

(viii) Drunkenness, fighting, riotous, or disorderly behavior or conduct likely to cause a breach of peace or conduct endangering the life or safety of any other person or any act subversive of discipline and efficiency within factory premises.

(ix) Habitual negligence or neglect of work.
(x) Habitual indiscipline or habitual breach of any rules or instructions for the maintenance and running of any department or maintaining its cleanliness.

(xi) Willful damage to work in process, or to any other property of the Company.

(xii) Smoking in the factory premises except in place where it is allowed.

(xiii) Failure to observe safety instructions unauthorized removal, interference of damage to machinery guards, fencing and other safety devices installed in the Tourist Complexes.

(xiv) Distributing or exhibiting inside the Tourist Complex premises any news papers, hand bills, pamphlets or posters without the previous sanction of the management excepting display of union notices of papers on the notice board to be fixed at every tourist complex by the union itself in consultation with the Project Officer concerned.

(xv) Threatening or intimidating any workman within the factory premises.

(xvi) Disclosing to any unauthorized person or persons any information in regard to the working or process of the factory which comes into the possession or a workman during the course of his work or otherwise.

(xvii) Gambling within the tourist complex premises.

(xviii) The sale or canvassing for the sale of tickets, coupons or tokens in connection with any scheme for the sale of any commodity or article within the tourist complex premises, without the previous sanction of the management.

(xix) Sleeping whilst on duty.
(xx) Insubordination, malingering, deliberate delay of production or carrying out of order.

(xxii) Any habitual breach of standing order.

(xxii) Lending to or borrowing money from subordinate worker.

(xxiii) Conviction in any court of law for any Criminal offence involving moral turpitude.

(xxiv) Theft of workman’s property inside the works and theft of the Company property.

(xxv) Refusal to work in another department or another machine of the same type.

(xxvi) Giving of false information regarding the name, age father’s name, qualifications or previous service at the time of employment.

(xxvii) Holding meetings inside the tourist complex premises without the previous sanction of the management.

(xxviii) Carrying on private work without the permission of the management, or doing work anywhere else.

21. **DISCIPLINARY ACTION FOR MISCONDUCT.**

The services of a workman shall not be terminated on the grounds of misconduct, unless he has been adjudged guilty of misconduct, after a departmental enquiry held in the manner prescribed below:

(a) Where a disciplinary proceeding against a workman is contemplated or is pending or where criminal proceedings against him in respect of any offence are under investigation or trial and the employer is satisfied that it is necessary or desirable to place the workman under suspension, he may, by order in writing suspend him with effect from such date as may be specified in the
order. A charge sheet shall also be served on the
workman within a month from the date of suspension by
registered post by setting out the details of the alleged
misconduct and shall contain the name of the Enquiry
Officer and the place where the enquiry shall be held.
The workman shall be given an opportunity for
explaining the circumstances alleged against him. Such
a workman may be assisted by any workman. If the
workman refuses, to accept the charge sheet in the
presence of another workman, it shall be pasted on the
notice board and shall be deemed to have been served
on him. If the workman fails to present himself at the
proper place before the enquiry officer to participate in
the enquiry, the enquiry shall be proceeded ex-parte.

(b) A workman who is placed under suspension under
clause (a) shall during the period of such suspension be
paid subsistence allowance at the following rates,
namely.

(i) Where the enquiry contemplated or pending is
departmental, subsistence allowance shall, for the first
180 days from the date of suspension, be equal to
half of the basic wages, dearness allowance and other
compensatory allowances to which the workman would
have been entitled if he was on leave with wages. If
the departmental enquiry gets prolonged and if the
workman continued to be suspended for a period
exceeding 180 days, the subsistence allowance shall
for such period be equal to $\frac{3}{4}$th of such basic wages,
dearness allowance and other compensatory allowance.

Provided that where such enquiry prolonged beyond the period of 180 days for reasons directly attributable to the workman the subsistence allowance shall for the period exceeding 180 days be reduced to $\frac{1}{4}$th of such basic wages, dearness allowance and other compensatory allowance.

(ii) Where the enquiry is by an outside agency where criminal proceedings against the workman are under investigation or trial, the subsistence allowance shall, for the first 180 days from the date of suspension, be equal to half of his basic wages, dearness allowance and other compensatory allowance which the workman would have been entitled to if he was on leave. If such enquiry or criminal proceedings get prolonged and workman continues to be under suspension for a period exceeding 180 days, the subsistence allowance shall for such period be equal to $\frac{3}{4}$th of such wages.

Provided that where such enquiry or criminal proceedings is prolonged beyond the period of 180 days, for reasons directly attributable to the workman, the subsistence allowance shall for the period exceeding 180 days be reduced to $\frac{1}{4}$th of such basic wages.

(c) If on the conclusion of the enquiry or of the criminal proceedings, the workman has been found guilty of the charges framed against him and it is considered after giving
the workman concerned a reasonable opportunity of making representation on the penalty proposed, that an order of stoppage of annual increment or composition of fine or reduction in rank or dismissal/removal from service would meet the ends of justice, the employer shall pass an order accordingly.

Provided that when an order of dismissal/removal from service or reduction in rank 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 if an order imposing fine or stoppage of annual increment is passed under this clause and then the competent authority (as declared by the management) shall decide as to whether or not the workman concerned shall be treated on duty for the period of suspension.

Provided further that if a workman is acquitted by court giving him a benefit of doubt, the Competent Authority as declared by the management, shall decide as to whether or not he shall be treated on duty for the period of suspension or proceeded against departmentally.

Provided further that in the case of a workman to whom the provisions of clause (2) of the Article 311 of the constitution apply, the provisions of that article shall be complied with.
(d) If a workman is found guilty under clause (c) above and it is considered that the period of suspension upto the conclusion of the enquiry was sufficient punishment, orders shall be passed to reinstate the workman and treating the period of suspension as punishment without any further payment for the period excepting the suspension allowance admissible provided that this period of suspension shall not exceed 90 days.

(e) If on the conclusion of the enquiry 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.

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

(g) In awarding punishment under this standing orders, the Management shall take into account the gravity of the misconduct, the previous record, if any, of the workman and any other extenuating of aggravating circumstances that may exist.

(h) A copy of the orders passed by the competent authority (as declared by the management) shall be supplied to the workman concerned, whereupon the order shall become
operative. If he makes an application, a copy of the enquiry proceedings shall be supplied to him without delay.

22. **DEDUCTIONS, FINE AND CENSURE NOTICES**

Deduction from salaries or wages will be made only for the following reasons:

(i) Fines as per procedure laid down under the payment of Wages Act.

(ii) Absence from duty as per procedure laid down under the Payment of Wages Act.

(iii) Causing financial loss to the Company by negligence of the worker, as per procedure laid down under Payment of Wages Act.

23. **ACTS FOR OMISSIONS FOR WHICH CENSURE NOTICE MAY BE ISSUED, FINES MAY BE IMPOSED & PROCEDURE THEREUPON.**

A worker may be given a censure or warning notice found guilty of any of the under noted acts or omission but the offence, if habitual, shall be treated as misconduct under clause ibid 20.

No fine shall be imposed except in accordance with the provisions of Payment of Wages Act for the time being in force by the Officers authorized to impose fine under the said Act:

(i) for damage done to machinery, product, tools etc.,

(ii) for negligence of duty;

(iii) for breaking rules and regulations;

(iv) impertinence;
(v) wastage of materials;
(vi) late attendance and absence from duty without leave or without sufficient cause;
(vii) negligence in work or neglect of work;
(viii) breach of any rules or instructions for the maintenance and running of any department and maintaining its cleanliness
(ix) absence without leave from appointed place of work or machine etc.
(x) expectorating or otherwise committing nuisance on the factory premises;
(xi) failure to wear the clothing prescribed /provided by the Company.

24. **CERTIFICATE OF TERMINATION OF SERVICE**

   Every workman shall be entitled to a service certificate at the time of his dismissal, discharge or retirement from service.

25. **COMPLAINTS AND GRIEVANCE PROCEDURE**

   Any workman having a cause for complaint about work or working conditions shall have a right to present his case for investigation and consideration within two days of the arising of the cause. The procedure for its redress shall be as follows:-
STAGE:I: Workman desiring to raise any question in which he is directly concerned shall in the first instance discuss it with his immediate Supervisor/Section Head.

STAGE:II: Failing a satisfactory solution of his problems by his immediate supervisor or his sectional head, as the case may be within seven days, the workman may request the consideration of his case by the Project Officer.

STAGE:III: Failing a satisfactory solution by the Project Officer within 15 days the workman may request the consideration of his case by the Managing Director.

STAGE:IV: Failing a satisfactory solution by the Managing Director within one month, workman may raise a regular industrial dispute.

26. **CONDITION FOR PROMOTION OF WORKMEN**

Promotion to the workman shall be granted with due regard to qualifications, seniority, ability, efficiency and overall suitability, in the direct line or their professional skill.

27. **PUBLICATION OF WAGE RATES**

Notice specifying the rates of wages payable to all workmen and for all classes of work shall be displayed on the notice board in English and Hindi.

28. **WORKING HOURS AND PERIOD OF WORK**

(i) The period and hours of work for all classes of workman in each shift shall be exhibited in English or Hindi on the notice
boards maintained at or near the entrance to the establishment/office.

(ii) No adult workman shall be required or allowed to work for more than 48 hours in any week or 8 hours in a day. The management, however, can require the worker to work on broken duty within 12 hours.

(iii) Any workman who is put on duty for more than 48 hours in a week or more than 9 hours in a day shall either be allowed compensatory leave or over time as admissible under the law.

29. **PUBLICATION OF HOLIDAYS AND PAY DAYS**

   Notices specifying (a) the days observed by the establishment as holidays and (b) pay days, in English or Hindi shall be displayed on the Notice Boards maintained at or near the entrance of the establishment/office.

30. **LIABILITY OF THE MANAGER**

   The Managing Director shall be personally held responsible for the proper and faithful observance of these Standing Orders.

31. **EXHIBITION OF STANDING ORDERS**

   (1) A copy of these Standing Orders in English or Hindi shall be pasted at the Project Officer’s office as well as on a notice board maintained at or near the main entrance of the establishment/office.
(2) In case of any conflict in the meaning of the Standing Orders in English or Hindi language, the English Text shall be taken to be authentic and the decision of Managing Director in this behalf shall be final.

CERTIFICATE

In exercise of the powers conferred on me under section 2(c) read with section 5(2) of the Industrial Employment (Standing Order) Act, 1946 (Act XX of 1946) I, M.L. Malik, Deputy Labour Commissioner and Certifying Officer, Haryana do hereby certify the forgoing Standing Orders of M/S Haryana Tourism Corporation Ltd., Haryana, Chandigarh (Operational Staff) this day 12th December, 1980 under my hand and seal of office.

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Note- Provisions of Certified Standing Order are applicable only to Class-III & Class-IV employees (Operational Staff) of Haryana Tourism Corporation. The provisions of Civil Services Rules (CSRs) and instructions/circulars issued from Govt. are applicable to all other employees of Haryana Tourism Corporation.
To
All the D.D.Os,
Haryana Tourism Corporation in the field including
Delhi office and Principal, IHM, Panipat.

Memo. No.1A-1/HTC-2012/16298-343
Dated Chandigarh, the 21.9.12

Sub: Regarding change/amendment in the rule-12A (Sick Leave) and 12E (Earned Leave) of the Certified Standing Orders of Haryana Tourism Corporation Ltd.

Reference this office memo No.1A-I/HTC-2012/14701-40, dated 27.8.12 on the subject cited above.

With reference to the notice issued vide memo under reference under Section-9A of Chapter-IIA of the Industrial Dispute Act, 1947 read with the Fourth Schedule, following change/amendment(s) in the rule-12A (Sick Leave) and 12E (Earned Leave) of the Certified Standing Orders of Haryana Tourism Corporation Ltd. are hereby made with immediate effect:

<table>
<thead>
<tr>
<th>Existing provisions</th>
<th>Amendment provisions</th>
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<td><strong>12-A SICK LEAVE</strong></td>
<td><strong>HALF PAY LEAVE/COMMITTED LEAVE.</strong></td>
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</table>
| a) A workman shall be entitled to seven days sick leave with wages in a calendar year which will not accumulate. | a) Twenty days Half Pay Leave or ten days Commuted Leave with full pay to a regular workman of Haryana Tourism Corporation in each completed year of service shall be granted as per the Punjab Civil Service Rules and instructions applicable to the employees of the Haryana Govt.
These leave shall also be carried forward as per the aforesaid rules/instructions. |
| **12-F EARNED LEAVE** | **EARNED LEAVE** |
| a) Every workman shall be entitled to one day’s earned leave for every such twenty four days with the clear stipulation that he shall be entitled to 15 days earned leave in a year. | a) Earned leave shall be granted to a regular workman of Haryana Tourism Corporation as per the Punjab Civil Service Rules and instructions applicable to the employees of the Haryana Govt. as under:-
- 1/24th of the period spent on duty, during the first ten years of his service.
- 1/18th of the period spent on duty during the next ten years of his service and
1/12th of the period spent on duty thereafter.
These leaves shall also be carried forward as per the above aforesaid rules/instructions. |

Other rules mentioned in the Certified Standing Orders of the Haryana Tourism Corporation will stand unchanged. The above said amendments may be brought to the notice of all the workmen under your control and also follow the same with immediate effect.

Sd/-
General Manager (Admn),
For Managing Director

Endst No.1A-I/HTC-2012/16344-64
Dated Chandigarh, the 21.9.12

A copy is forwarded to the following for information and necessary action with reference to this office endst No.1A-I/HTC-2012/14741-60, dated 27.8.12:-

1. All the Branch Officers/Branch Incharges, HTC, Chandigarh.
2. The Labour Commissioner, Haryana, Chandigarh
3. Sh. Yudhvir Singh Khatri, General Secretary, Haryana Tourism Karamchari Sangh, B-377, Pandito Wali Gali, Village-Badkhal, Faridabad (Haryana)

Sd/-
General Manager (Admn),
For Managing Director