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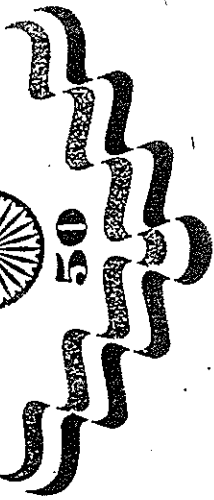
इंडियन एयरलाइंस  
Indian Airlines

स्थायी आदेश

Standing Orders

1

इंडियन एयरलाइंस  
Indian Airlines



THE GAZETTE OF INDIA  
PUBLISHED BY AUTHORITY

Saturday, June 8, 1957

PART IV

Indian Airlines Corporation  
Notification dated 27<sup>th</sup> May, 1957

CPO/66(2) – In exercise of the powers conferred by Section 45 of the Air Corporations Act, 1953 (27 of 1953) the Indian Airlines Corporation with the previous approval of the Central Government hereby notifies the following Standing Orders for Factory Workers of the Corporation. These Standing Orders will come into effect one month after the date of this notification.

**Standing Orders for Factory Workers**

- 1) In modification of the Standing Orders dated the 26<sup>th</sup> July, 1955 the following revised Standing Orders are hereby issued for general information and compliance. These shall apply to the Corporation workshops wherein one hundred or more workmen are employed and which has been registered as a Factory under the Factories Act, 1948.
- 2) Unless there is something repugnant in the subject or context the terms defined herein are used in the sense here explained:
  - a) 'Chairman' means the Chairman of the Corporation.
  - b) 'Corporation' means the Indian Airlines Corporation constituted under the Air Corporations Act, 1953 (No. 27 of 1953).
  - c) 'Establishment' means the workshops of the Corporation registered as a Factory under the Factories Act, 1948.
  - d) 'Manager' means the Chief Engineer or the Person responsible for the working of the establishment who has been designated as 'Manager' for the purposes of the Factories Act, 1948.
  - e) 'Competent Authority' means in relation to the exercise of any power, the Chairman of the Corporation or any other authority to which the power is delegated by him.
  - f) Head of the Department means an officer declared as such by the Corporation.
- 3)
  - i) Employees shall be classified as:
    - a) Probationers
    - b) Badali or 'Substitutes'
    - c) Casual workmen
    - d) Apprentices
    - e) Temporary workmen
    - f) Permanent workmen
    - g) Part – time workmen
  - ii)
    - a) 'Probationer' means a workman who is provisionally employed to fill a permanent vacancy or post and who has not completed his probationary period of service in that post.
      - i) No workman shall be made permanent in the service of the Corporation unless he has worked satisfactorily as a probationer for six months in the aggregate.
      - ii) The Chairman or the Manager may if he considers it necessary extend by an order in writing, the period of probation of any workman as a

special case provided that the total period of probation shall not exceed 12 months in the aggregate in any case.

- b) Badali or ' substitute' means a workman who is appointed to the post of a permanent workman or a probationer who is temporarily absent.
  - c) 'Casual workman' means a workman who is employed for any work of an occasional or casual nature.
  - d) Apprentice means a learner who is paid an allowance during the period of his training. Provided that no workmen shall be classified as an apprentice if he has had training for an aggregate period upto 5 years in the Corporation.
  - e) 'Temporary workman' means a workman who has been appointed for a limited period or work of a temporary nature or who is employed temporarily as an additional hand in connection with temporary increase in the work of a permanent nature.
  - f) 'Permanent workman' means a workman who is engaged to fill a permanent vacancy or post and whose appointment has been confirmed in writing after a satisfactory period of probation of six months in the aggregate.
  - g) A 'part - time worker' means one who is employed to do work for less than the normal period of working hours.
- 4) In these orders words importing the masculine gender shall include the feminine gender. Words importing the singular number shall include the plural number and vice versa.
- 5) If a permanent workman is employed as a probationer in a new post he may at any time, during this probationary period be reverted to his old permanent post by an order in writing signed by the Manager or by the Chairman.
- 6) Notices showing the period and actual hours of work for every class and group of workmen in the establishment and for each shift shall be displayed on the notice board maintained for the purpose in the departments concerned or at the time keepers office and at or near the main entrance of the establishment according to rules and laws for time - being in force

**Attendance:**

- a) All instructions issued from time to time relating to attendance, checking of arrival and departure and period of duty hours and the like will be notified on the notice board at the time office. Every worker shall comply with such instructions.
  - b) Persons holding supervisory position or employed for security work or in a confidential capacity shall work in accordance with instructions issued by the Manager from time to time.
  - c) All workmen shall be at work in the establishment at the times fixed and notified.
- 7) **Late Attendance or Absence:**  
Any worker who attends late or who after recording his attendance is found absent from his place of work during working hours without permission or without sufficient reasons shall be liable to be treated as absent from work during the period of absence from the place of work. Workmen attending late shall only be permitted to commence work within a period of half an hour of the time for attendance. Deduction from wages for the period of lateness or of absence may be made in accordance with the provisions of the Payment of Wages Act, 1936.
- 8) **Gate Time Card:**
- i) Every workman working in a workshop shall be given a token or a card or a ticket bearing the name of the department in which he works, his number and other necessary details. His incoming time shall be noted everyday on commencement of work. While leaving the work, he shall hand over the token to the Recording Clerk at the time office who will note his outgoing time. Wages

and overtime worked, if any, will be paid in accordance with the times recorded in the time card or by the time office.

- ii) Wherever the system of time clocking is in operation, every workman shall punch his incoming and outgoing time on the card provided for the purpose.
- iii) Each workman shall show his card for the purpose of identification to the Security Officer or time keeper as the instructions may be issued. Gate passes or permits shall not be transferable. Breach of this rule may entail penalties prescribed for misconduct under these rules.

9) Shift Working:

Shift working shall be regulated where applicable in accordance with the provisions of the Factories Act for the time being in force.

- a) More than one shift may be worked in a department or any section of a department at the discretion of the Management.
- b) If more than one shift is worked in the Establishment, workmen shall be liable to be transferred from one shift to another.
- c) The Management shall be entitled by forty – eight hours' notice to be pasted on the notice boards to alter or vary the shifts and the hours of working of each shift at its discretion and the employees shall be liable to be transferred from one shift to another at the discretion of the Management: provided that notice of less than forty – eight hours may be given where such alteration or variation arises out of emergency.
- d) A shift may be discontinued on the Management giving seven days' notice; provided that no such notice shall be given in the case of discontinuance of any shift which has been started only in order to meet an emergency.  
If as a result of the discontinuance of any shift; any permanent employees are likely to be discharged, a notice of one month of the proposed discontinuance shall be given and such employees shall be discharged having regard to the length of their service in the establishment and section / trade / category concerned, those with the shortest term of service being discharged first.
- e) On restarting a shift, notice thereof shall be given in a newspaper having wide local circulation; the employees discharged as a result of the 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 the length of their service in the establishment and section / trade / category concerned.
- f) The Management may close down any department or section of a department after giving one month's notice to the workmen. Before reopening such department or section, as the case may be, seven days' notice thereof shall be given.
- g) The Manager may close down the whole establishment after giving one month's notice to the workmen. Seven days' public notice of the restarting of the establishment shall be given.
- h) Notice of:-
  - i) Starting, restarting, alteration and discontinuance of shift working.
  - ii) The closure and reopening of a department or section of a department, and
  - iii) The closure and reopening of the establishmentshall be displayed in the time keepers' office at the main entrance to the establishment and at the gate or gates appointed under Standing Orders 12 and in the department concerned.
- iv) On the reopening of a department or section or the establishment, as the case may be, preference for employment will be given to the workmen whose services were terminated on account of the closure according to their length of service in the establishment / trade / category concerned provided that they present themselves for service at the latest by the day of the reopening.

- 10) Overtime Work and Allowance:  
The Corporation reserves the right to require the workmen to work overtime including work on Sundays and Public Holidays if the exigency of work requires. The workers will be entitled to payment for overtime worked at double the ordinary rate of wages in accordance with the provisions of the Factories Act, 1948.
- 11) An employee who is required to work on a Sunday may be given a substitute 'day off'. The substitute 'day off' should be allowed within three days of the Sunday on which the employee works. No accumulation of such a 'day off' is permissible.
- 12) Entry:
- No worker shall enter or leave the workshop of the Corporation except by the gate or gates meant for the purpose.
  - All workers are liable on entering or leaving the workshop to be detained and searched by the security officer or his staff.
  - Every search shall be conducted in the presence of not less than two persons and a woman worker shall not be searched in the presence of any male person, except with her consent.
  - Subject to the provisions of the above clauses, any member of a Joint Committee or Works Committee may be present at a search made under this Standing Order.
- 13) Publication of Pay Days and Holidays:  
Notices specifying (a) the weekly holidays under Section 52 of the Factories Act, (b) dates on which compensatory Holidays, if any, under Section 53 of the Factories Act, 1948 will be allowed, (c) the days on which the wages are to be paid; and (d) Public Holidays declared by the Corporation shall be displayed on the notice board at the time keeper's office and at or near the main entrance of the workshop.
- 14) Payment of Wages:
- All workers will be paid within the time indicated under the Payment of Wages Act.
  - Deductions from wages may be made for the period of lateness in attendance and other factors enumerated in the Payment of Wages Act, 1936 according to the rules framed by the Corporation.
  - Any wages due to the workman but not paid on the usual pay day on account of that being unclaimed shall be paid at the establishment on the day following. Subsequent claims shall be dealt with the Accounts Department on production of a letter of authority signed by the Manager or any other officer authorized by him.
  - Casual employees will be paid for the previous week worked on the following Tuesday.
- 15) Holidays:  
The number of festival holidays allowed in a year to Corporation's employees shall not exceed 15, including the three national holidays namely, Republic Day, Independence Day and Mahatma Gandhi's Birthday. A list of holidays to be allowed in each base will be published before the beginning of each calendar year.
- 16) Rates of Wages:  
A register specifying basic salary, grade scales of pay, if any, in each class, or work or workers shall be maintained and be kept open at the time office near the entrance gate for inspection, if any worker wants to see his basic salary etc.
- 17) Closing Down Workshop:
- In the event of a fire catastrophe, breakdown of machinery, stoppage of power supply, an epidemic, civil commotion or other cause beyond the control of the Manager, the Manager 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.
  - In the event of a stoppage under clause (1) during working hours, the workmen affected 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 workman so detained shall not be paid for such period. If the period of detention exceeds one hour, workman 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 the case of piece - rate workman the average daily earning of the previous month shall be taken to be the daily wages.
- 3) Wherever practicable, reasonable notice shall be given of the resumption of normal work, and all such workmen laid off under this Standing Order who present themselves for work, when work is resumed, shall be given preference of employment.
  - 4) All notices required to be given under this Standing Order shall be displayed on notice boards at the time keeper's office and at the main entrance to the establishment. Where a notice pertains to a particular department or departments only, it shall also be displayed in the department concerned.
- 18) In cases, where workmen are laid off under Standing Order 17, they shall be considered as temporarily unemployed and the period of 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, workmen however, 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.
- 19) Workmen may be laid off due to shortage of orders, 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. A workman laid off under this Standing Order for more than five days in a month may, on being laid off, leave his employment on intimation of his intention to do so.
- 20) The Manager may, in the event of a strike affecting either wholly or partially any section or department of the establishment, or in the event of employees malafide resorting to a slow down of work which materially or adversely affects the proper maintenance of aircraft or the work of the whole or part of any one or more department or departments of the Corporation, close down either wholly or partially such department or departments as well as any other sections or departments affected by such closing down. The fact of such closure shall be notified by notices displayed upon the notice boards in departments concerned, in the time keeper's office, at the main entrance to the establishment, and at the gate or gates appointed under Standing Order 12 as soon as practicable. The workman concerned shall also be notified by a general notice put up at the places where notices of closure mentioned above are to be displayed, prior to the resumption of work as to when work will be resumed.
- 21) General Conditions Regarding all Kinds of Leave;
- i. No kind of leave can be claimed as a matter of right. The authority empowered to grant leave has the discretion to refuse or revoke leave according to the Corporation's exigencies of business.
  - ii. A workman who desires to obtain leave shall apply in writing to the Manager or anybody authorized for the purpose. Such application for leave should be made at least 7 days in advance of the days from which leave is to commence except in the cases where for unforeseen reasons it is not possible to do so. The Manager or any officer empowered by the Chairman shall issue order on such application within 3 days of presentation of the application and in urgent cases immediately. If the leave asked for is granted, a leave pass or a letter showing the date from which the leave of absence commences and the day on which the workman will have to resume the duty shall be issued to him.

- iii. Subject to the provision of any law applicable, Sundays or holidays may not be prefixed or affixed to any type of leave except with prior permission of the appropriate authority. When so allowed they shall not be counted as part of the leave.
- iv. Subject to the provision of any law applicable, a Sunday or holiday falling between the first and the last days of any leave period shall count as part of the leave.
- v. Half a days' leave of any kind will not be permitted. Any such leave availed of will count as a full day leave.

22) Leave Registers;

- a. Record shall be maintained of all leave sanctioned, refused, postponed and reasons for such refusal or postponement shall be recorded in writing in a Register to be maintained for the purpose, and if the workman so desires, a copy of such entry in the register shall be supplied to him.
- b. A workman proceeding on leave shall give accounts of and return his uniform, tools, papers etc., issued to him for the work of the Corporation.
- c. All leave at the credit of an employee shall lapse on the date of retirement or termination of service. Provided, however, that in case of privilege leave admissible and applied for, in writing, well ahead of the date of retirement and refused in writing by the competent authority in the interest of the Corporation, an employee may be granted from the date of retirement, the amount of privilege leave so refused.

23) If a workman after proceeding on leave desires an extension thereof, he shall make an application for the purpose to the Manager in writing. A written reply whether of grant or refusal or of extension of the leave shall be sent to the workman to the address given by him if such reply is likely to reach him before the expiry of the leave already granted to him.

24) An employee remaining absent beyond the period of leave originally granted or subsequently extended shall be liable to lose his lien on his appointment unless he returns within eight days of the expiry of the sanctioned leave and explains to the satisfaction of the authority granting leave his inability to resume his duty immediately on the expiry of his leave. An employee who loses his lien under the provisions of this Standing Order but reports for duty within fifteen days of the expiry of his leave, shall, if he so desires be kept on the waiting list; an employee not reporting for duty within fifteen days of the expiry of his leave shall be treated as having left the service from the date he was due to return to work.

25) Casual leave:

An employee shall be eligible for Casual Leave to the extent of 10 days in a calendar year either for the private affairs or on grounds of sickness. This shall not be accumulated. Normally not more than three days casual leave will be granted at a time in two consecutive months. Casual leave can be combined with extraordinary leave i.e. leave without pay and allowances. Casual leave cannot be combined with any other kind of leave subject to the exception that when an employee who has exhausted the full period of sick leave due to him, requires more leave on grounds of sickness, he can be granted privilege / casual leave in continuation of sick leave. Thus whilst Privilege / Casual leave can be availed of either on grounds of sickness or for private affairs, Sick leave can be availed of only on grounds of sickness.

Note: Employees appointed against leave vacancies or for a period of less than a year will be granted Casual Leave on proportionate basis.

26) Termination of Service:

- i. The employment of a permanent workman shall be recorded in writing and days' notice or by payment of thirty days' wages (including admissible allowances) in lieu of notice. Save as otherwise provided in Standing Order 19, a permanent workman desirous of leaving service shall give thirty days' notice in writing to the Manager.

- ii. The reasons for the termination of service of a permanent workman shall be recorded in writing and shall be communicated to him, if he so desires at the time of discharge, unless such communication in the opinion of the Manager, may directly or indirectly lay the Manager open to criminal or civil proceedings at the instance of the workman.
  - iii. A workman other than a permanent workman may leave or be discharged from service without notice or pay in lieu of notice.
  - iv. Where the employment of any workman 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.
  - v. An order of termination of service shall be in writing and shall be signed by the Manager and a copy thereof shall be supplied to the workman concerned. In cases of general retrenchment, closing down of departments or termination of service as a result of a strike, no such order will be given.
  - vi. If an employee, who being obliged under this Standing Order to give notice, leaves the service of the Corporation without giving due notice, the Management may deduct from the wages payable to him such as is permissible under the provisions of the Payment of Wages Act or any rules framed thereunder, or in accordance with the principles of such provisions.
- 27) Every workman, other than casual, who leaves the service or retires or is dismissed or discharges shall without avoidable delay be given a service certificate if he asks for one.

\*27A. The Managing Director, may at any time, by general or specific order, require an employee or any class or category of employees to furnish within a specified time period or at any such specified intervals, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf by any member of his family as may be specified in the order. Such statements shall, if so required by the Managing Director, include details of the means by which or the source from where such property is acquired.

(\* Inserted in June 1993 and notified in the Gazette of India of 24.7.1993 with corrigendum published on 20.11.1993)

27B <sup>©</sup> Every employee shall report to the Management if his / her spouse owns or is in any way engaged in a trade or business. The spouse of Indian Airlines Employees, for the purpose of business or trade, cannot refer to the address of any of the offices of Indian Airlines or the residential accommodation, if provided, by Indian Airlines.  
(<sup>©</sup> Amended by notification dated 1<sup>st</sup> July 1999)

✓28) Rules of Discipline:

Without prejudice to the generality of the term 'Misconduct' it shall be deemed to include the following acts of omission and commission:

1. Failure while on duty to, observe any rule or regulation promulgated by the authorities in relation to Airports and / or Aerodromes.
2. An employee in the service of the Corporation shall not, without the previous sanction of the Corporation, directly or indirectly engage in any other business, occupation, or employment and shall not accept fees, emoluments, commission or honoraria whatsoever from any other party.
3. Acceptance of gifts from a subordinate employee.
4. Lending money to or borrowing money from subordinate employees.
5. Wrongful transferring of gate pass or permit.
6. Entering or leaving the Company's premises except by the gate or gates appointed for the purpose.
7. Taking notes, drawings or sketches or photographs of any plant, process or work or of any aircraft or engine or taking copies of the Corporation's papers or documents



- or files without the permission of the Management or knowingly being in unauthorized possession of any of the above.
8. Wilful insubordination or disobedience, whether 'alone' or not in combination with others, of any lawful and reasonable order of his superior.
  9. Participation in an illegal strike or abetting, inciting, instigating or acting in furtherance thereof.
  10. Wilful slowing down in performance of work malingering or abetment, or instigation thereof.
  11. Theft, fraud and dishonesty, in connection with business or property of the Corporation.
  12. Taking or giving bribes or any illegal gratification.
  13. Absence without leave or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
  14. Late attendance on more than 4 occasions within a month.
  15. Habitual breach of any standing order or any law or rules applicable to the establishment.
  16. Collection without permission of the Manager or the Head of the Department of any money within the premises of the establishment except as sanctioned by any law of the land or rules of the Corporation for the time being in force.
  17. Engaging in any business or trade within the premises of the establishment.
  - 18. Drunkenness, riotous, disorderly or indecent behaviour in the premises of the establishment.
  19. Wilful neglect of work.
  - ✗ 20. Commission of any act subversive of discipline or good behaviour in the premises of the establishment.
  21. Habitual breach of any rule or instructions for the maintenance and running of any department or the maintenance of the cleanliness of any portion of the establishment.
  22. Frequent repetition of any act or omission for which a fine may be imposed under the Payment of Wages Act, 1936.
  23. Wilful damage to work in process or to any property of the Corporation.
  24. Interference with any safety devices installed in or about the establishment or any airport or aerodrome.
  25. Canvassing for union membership or the collection of union dues within the premises of the establishment during working hours except in accordance with any law or with the permission of the Manager or Head of the Department.
  26. Holding meetings inside the premises of the establishment without previous permission of the Manager except in accordance with provisions of any law for the time being in force.
  27. Distribution or exhibition within the boundaries of the establishment of any newspapers, handbills, pamphlets, or posters without the previous sanction of the Manager or the Head of the Department.
  28. Disclosure to any authorized person of information relating to the Corporation's business or to defence measures.
  29. Gambling within the premises of the establishment.
  30. Smoking within the premises of the establishment where it is prohibited.
  31. Sleeping on duty.
  32. Conviction in any court of law for any criminal offence involving moral turpitude.
  33. Giving false information regarding name, age, father's name, qualification, ability or previous service and experience at the time of employment.
  34. Purchasing properties, machinery, stores, etc., from or selling properties, machinery, stores, etc., to the Corporation without express permission in writing from the Chairman.

35. © Sexual harassment which includes such unwelcome sexually determined behaviour (whether directly or by implication) as:-
- i. Physical contact and advances, or
  - ii. A demand or request for sexual favours, or
  - iii. Sexually coloured remarks, or
  - iv. Showing pornography, or
  - v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

(© Amended by notification dated 1<sup>st</sup> July 1999 )

29) Rules of Conduct and Disciplinary Procedure:

- 1) A workman guilty of misconduct may be:
  - a. Warned or censured, or
  - b. Fined subject to and in accordance with provisions of the Payment of Wages Act, 1936 or in accordance with the principles of Payment of Wages Act, or
  - c. Suspended by an order in writing signed by the Manager for a period not exceeding four days, or dismissed without notice.
  - d. Liable to withholding of increments or promotion, or
  - e. Reduced to a lower post or grade or to a lower stage in the time - scale, including stoppage at efficiency bar, if any.
- 2) No order under sub - clause (b) of clause (1) shall be made unless the workman concerned has been informed in writing of the alleged misconduct or given an opportunity to explain the circumstances alleged against him.
- 3) No order under sub - clause (c), (d) and (e) of clause (1) shall be made except after holding an enquiry against the workman concerned in respect of the alleged misconduct in the manner set forth in clause (4).
- 4) A workman against whom an enquiry has to be held shall be given a charge - sheet clearly setting forth the circumstances appearing against him and requiring explanation. He shall be given an opportunity to answer the charge and permitted to be defended by a workman working in the same department as himself. Except for reasons to be recorded in writing by the Officer holding the inquiry, the workman shall be permitted to produce witness in his defence and cross examine any witness on whose evidence the charge rests. A concise summary of the evidence led on either side and the workman's plea shall be recorded.
- 5) \* An employee against whom any action is proposed to be taken under sub - clause (b), (c), (d) or (e) of clause (1) may be suspended pending the inquiry or for the period, if any, allowed to him for giving his explanation. During the period of suspension he shall be entitled to subsistence allowance as provided in clause (7). The order of suspension may take effect immediately on its communication to the employee. If as a result of the inquiry held or explanation tendered, it is decided not to take any action under clause (1) the employee shall be deemed to have been on duty and shall be entitled to full wages and all privileges for the period of suspension.
- 6) \* If an employee is arrested by the police on a criminal charge and bail is not granted, he shall be deemed to be under suspension automatically from the date of his arrest and suspension order shall be issued accordingly.
- 7) \* An employee who is placed under suspension under clause (5) shall during the period of such suspension be paid a subsistence allowance at the following rates, namely:
  - i. Where the inquiry contemplated or pending is departmental, the subsistence allowance shall, for the first 90 days from the date of suspension, be equal to one - half of the basic wages, dearness allowance and other compensatory allowances to which the employee would have been entitled if he was on leave with wages;

- ii. Where the departmental inquiry gets prolonged and the employee continues to be under suspension for a period exceeding 90 days the subsistence allowance for such period shall be equal to three – fourths of the basic wages, dearness allowance and other compensatory allowances.

Provided that where such inquiry is prolonged beyond a period of 90 days for reasons directly attributable to the employee, the subsistence allowance shall, for the period exceeding 90 days be reduced to one – fourth of such basic wages, dearness allowance and other compensatory allowances.

(\*Amended by the notification dated 2<sup>nd</sup> May, 1974 and notified in the official Gazette of India of 25<sup>th</sup> May, 1974)

- 8) \* In awarding punishment under this Standing Order the Manager shall take into account the gravity of the misconduct, the previous record if any, of the employee and any other extenuating or aggravating circumstances that may exist.
- 30) Every employee shall have the right to appeal to the authority specified in Schedule – I, Column 4, within one month of the service of the order.
- 31) An authority higher than the appellate authority specified in Column 4 of the Schedule I, may review a case at any stage either on his own motion or on the application of the employee concerned.
- 32) Complaint:
- i) Any workman desirous of redress over grievance arising out of his employment or relating to unfair treatment or wrongful exaction on the part of a superior shall, himself or through a trade union of which he is a member submit a complaint to the Manager or any Officer appointed by the Corporation in this behalf.
  - ii) The Manager or any such Officer aforesaid shall personally enquire into complaint at such time and place as he may fix.
  - iii) The workman himself and where the complaint is made through a trade union, a member of the union, shall have the right to be present at such investigation and such workman or member of the trade union shall be entitled to represent his case or the case of the workman, as the case may be, at the investigation. Where the complaint alleges unfair treatment or wrongful exaction on the part of a superior a copy of order finally made by the Manager shall be supplied to the complainant if he asks for one. In other cases, the report of the investigating officer and action, if any, taken thereon by the Manager shall be intimated to the complainant. Provided that complaints relating to assault or abuse by any person holding supervisory position or refusal of application for urgent leave shall be enquired into immediately by the Manager or such Officers as he may appoint.
- 33) Language of Notices:
- i) Notices to be given under these Standing Orders shall be in English, Hindi and also in the principal regional language of the place in which the establishment is situated
  - ii) Any notice, order, charge sheet, communication or intimation, which is meant for an individual workman and is given in writing under this Standing Order shall be in the language understood by the workman concerned.
- 34) All items not covered by these service conditions shall be governed by the appropriate regulations framed by the Corporation and duly notified to the employees concerned.
- 35) Savings:
- Nothing contained in these Standing Orders shall operate in derogation of any law for the time being in force or to the prejudice of any right under an agreement or contract of service, custom, usage or an award applicable to the establishment from the date of remuneration and conditions of service etc. were redetermined afresh under Section 20 of the Air Corporations Act, 1953 (No. 27 of 1953).

**Schedule - I**

\*\* The competent authority in respect of all factory workers:

Class of employees (Grades)	Punishments as per para 29	Competent Authority	Appellate Authority
1 to 6	(a)	Regl. Dy. Deptl. Head	Regl. Deptl. Head
	(b) to (e)	Regl. Deptl. Head	Regl. Director
7/8 and 9	(a)	Regl. Dy. Deptl. Head	Regl. Deptl. Head
	(b), (d) and (e)	Regl. Deptl. Head	Regl. Director
	(c)	Regl. Director	Hqrs. Deptl. Head
10/12, 12A, 12B	(a)	Regl. Dy. Deptl. Head	Regl. Deptl. Head
	(b)	Regl. Deptl. Head	Regl. Director
	(c) to (e)	Regl. Director	Hqrs. Deptl. Head
13, 13A, 13/14, 14, 14A, 14B	(a) and (b)	Regl. Deptl. Head	Regl. Director
	(c) to (e)	Regl. Director	Hqrs. Deptl. Head
15	(a), (b), (d) and (e)	Regl. Director	Hqrs. Deptl. Head
	(c)	Dy. M.D.	M.D.

(\*\*Amended vide notification dated 1<sup>st</sup> November, 1974 and notified in the Gazette of India of 7<sup>th</sup> December, 1974)

Provided as follows:

1. A Departmental Head in the Region may, on his own motion, impose any one or more of the punishments which a Deputy departmental Head is empowered to impose. In such cases the appeal shall lie to the Regional Director.
2. \*\*\*A Regional Director may, on his own motion, impose any one or more punishments which a Regional Departmental Head except Senior Manager (Audit) / Manager (Audit) is empowered to impose. In such cases an appeal shall lie to the Deputy Managing Director.
3. \*\*\*Director (Audit) may, on his own motion, impose any one or more of the punishments on employees in Internal Audit Department which a Senior Manager (Audit) / Manager (Audit) is empowered to impose. In such cases an appeal shall lie to the Managing Director.
4. A Departmental Head at Headquarters may, on his own motion, impose any one or more of the punishments which a Regional Director or Regional Departmental Head is empowered to impose. In such cases an appeal shall lie to the Deputy Managing Director.
5. Deputy Managing Director may, on his own motion impose on any employee any one or more of the punishments which a Departmental Head at Headquarters or Regional Director is empowered to impose. In such cases an appeal shall lie to the Managing Director.
6. The Managing Director may, on his own motion, impose on any employee, any one or more of the punishments which a Regional Director, a Departmental Head at Headquarters or the Deputy Managing Director is empowered to impose. In such cases an appeal shall lie to the Chairman.
7. The Chairman may on his own motion impose on any employee any one or more of the punishments. In such cases an appeal shall lie to the Corporation.

8. \*\*\*For the purpose of this Schedule, the following shall be deemed to be Heads of Departments at Headquarters, hereinabove referred to as Departmental Heads, whether substantive, officiating or acting:

- a) Director (Audit)
- b) Director (Cargo)
- c) Commercial Director
- d) Director (Corporate Affairs)
- e) Director (Engineering)
- f) Director (Finance)
- g) Director (Flight Safety)
- h) Director (Ground Support)
- i) # Director (Human Resource Development)
- j) # Director (Inflight Services)
- k) Director (Information and Technology)
- l) Director (Jet Engine Overhaul Complex)
- m) Director (Operations)
- n) Director (Project and Planning)
- o) Director (Personnel and Industrial Relations)
- p) Director (Public Relations)
- q) Director (Security)
- r) Director (Short Haul Operations)
- s) Director (Stores and Purchases)
- t) Director (Systems)
- u) Director (Training)
- v) General Manager (Civil Engineering)
- w) General Manager (Medical)

9. \*\*\* The following Officers in the Regions shall be deemed to be Heads of the Departments, in different Regions (presently Eastern, Northern, Southern and Western) hereinabove referred to as Regional Departmental Heads, whether substantive, officiating or acting:

- a) Regional Director
- b) General Manager (Commercial)
- c) General Manager (Engineering)
- d) General Manager (Finance)
- e) General Manager (Operations)
- f) General Manager (Personnel)
- g) General Manager / Dy. General Manager (Stores and Purchases)
- h) Dy. General Manager (Ground Support)
- i) Dy. General Manager (Medical)
- j) # Dy. General Manager (Audit)
- k) # Dy. General Manager (Public Relations)
- l) # Dy. General Manager (IFS) / Senior Manager (IFS)
- m) # Dy. General Manager / Senior Manager (Civil Engineering)

10. Deputy Departmental Head will be nominated by the Headquarters Departmental Heads at Headquarters and the Regional Director in the region.

(\*\*\*Amended in the 58<sup>th</sup> meeting of the Board of Directors of Indian Airlines Ltd. Held on 01/10/2001.

# Amended in the 34<sup>th</sup> Meeting of the Board of Directors of Indian Airlines Ltd. Held on 18.12.1997)

THE GAZETTE OF INDIA  
PUBLISHED BY AUTHORITY

Saturday, November 25, 1961

PART IV

Indian Airlines Corporation  
Notification

No. GS-35/160 – In exercise of the powers conferred by Section 45 of the Air Corporations Act, 1953(27 of 1953) read with rules 4, 182 and 183 of the (i) Indian Airlines Corporation (Flying Crew) Service Rules, (ii) Indian Airlines Corporation (Employees in Aircraft Engineering Department) Service Rules and the, (iii) Indian Airlines Corporation (Employees other than Flying Crew and Aircraft Engineering Department) Service Rules and in supersession of the Standing Orders (Regulations) Concerning Discipline and Appeals published in Part IV of the Gazette of India, dated July 19, 1958, the Corporation with prior approval of the Central Government hereby makes the following Standing Orders (Regulations) Concerning Discipline and Appeals for employees of the Corporation other than those who are governed by the Factories Act, 1948:

**Standing Orders (Regulations) Concerning Discipline and Appeals**

1. Every employee of the Corporation shall at all times maintain absolute integrity and devotion to duty and conduct himself in a manner conducive to the best interests, credit and prestige of the Corporation.
2. An employee is the whole time servant of the Corporation and shall not directly or indirectly, engage in any other business, occupation or employment and shall not accept any fees, emoluments, commission of honoraria whatsoever from an other party.
3. An employee shall not without the previous sanction of the Corporation, accept directly or indirectly on his behalf or on the behalf of any other person or permit any member of his family so to accept any gift, gratuity or reward or any offer of such a gift, gratuity or reward.
4. An employee whether on leave or in active service shall not, without the previous sanction of the Corporation take part in the promotion, registration or management of any other commercial enterprise.
5. No Corporation employee shall, except in accordance with any general or special order of the Corporation or in the performance in good faith of the duties assigned to him, communicate directly any official documents or information to any Corporation employee or any other person to whom he is not authorized to communicate such documents or information.
6. No employee shall, except with the previous approval of the General Manager, in his own name or in the name of any other person:
  - a) Own wholly or impart, or conduct, or participate in the editing or managing of any newspaper or other publication, or
  - b) Participate in any radio broadcast or contribute any article to any newspaper or other publication,Provided that no such approval shall be required if such broadcast or contribution is of a purely literary, artistic or scientific character or is made in the bonafide discharge of the employee's duties.
7. An employee shall not speculate in investment nor shall he engage in any trade or business or undertake any other employment, provided that he may, with the previous sanction of the Corporation, undertake occasionally work of a purely literary or artistic character without detriment to his normal duties.

8. An employee shall avoid habitual indebtedness and shall be liable to discharge on being adjudged or declared insolvent unless he proves that such indebtedness or insolvency is the result of circumstances beyond his control and does not proceed from extravagance or dissipation.
9. An employee, who applies to be, or is, adjudged or declared insolvent, shall forthwith report the fact to his Departmental Head.
10. An employee shall not take part in or associate himself with or subscribe in aid of or assist in any way any political or communal organization.
11.
  - 1) Save as provided in sub rule (3) no employee shall, except with the previous sanction of the general Manager; give evidence in connection with any inquiry conducted by any persons, committee or authority.
  - 2) Where any sanction has been accorded under sub rule (1) no employee giving such evidence shall criticize the policy or any action of the Central Government, State Government or the Corporation.
  - 3) Nothing in this rule shall apply to:
    - a) Evidence given to an inquiry before an authority appointed by the Government, by Parliament or by a State Legislature or the Corporation; or
    - b) Evidence given in any judicial inquiry; or
    - c) Evidence given at any departmental inquiry ordered by authorities subordinate to the Government or the Corporation.
12.
  - i) No employee shall, save in the ordinary course of business with a bank or a firm of standing, borrow money from or otherwise place himself under pecuniary obligation to any person with whom he is likely to have official dealings or permit any such borrowing or pecuniary obligation in his name or for his benefit or for the benefit of any member of his family; provided that he may accept or permit acceptance of a purely temporary loan of a small amount from a personal friend or relative or operate a credit account with a bonafide tradesman.
  - ii) When an employee is appointed or transferred to a post of such nature as to involve him in a breach of sub regulation (i) he shall forthwith report the circumstances to the competent authority and thereafter act in the manner directed by such authority.
13. No employee shall, except with the previous sanction of the General Manager have recourse to any court or to the press for the vindication of any official act which has been the subject of criticism or an attack of defamatory character. Provided that nothing in this regulation shall be deemed to preclude an employee from vindicating his private character or any act done by him in his private/personal capacity.
14. No employee shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the Corporation.
15. No employee, who has a wife living, shall contract another marriage without previous sanction of the General Manager, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him: likewise no female employee of the Corporation shall marry any person who has a wife living, without obtaining such previous permission.
  - 15A. \*The Managing Director, may at any time, by general or special order, require an employee or any class or category of employees to furnish within a specified period or at any such specified intervals a full and complete statement of such immovable property held or acquired by him or on his behalf by any member of his family as may be specified in the order. Such statement shall, if so required by the Managing Director,

include details of the means by which or the source from which such property is acquired.

(\* Inserted in June 1993 and notified in the Gazette of India of 24.7.1993 with corrigendum published on 20.11.1993)

@ 15B. Every employee shall report to the Management if his / her spouse owns or is in any way engaged in a trade or business. The spouse of Indian Airlines Employees, for the purpose of business or trade, cannot refer to the address of any of the offices of Indian Airlines or the residential accommodation, if provided, by Indian Airlines.  
(@ Amended by notification dated 1<sup>st</sup> July 1999)

16. Without prejudice to the generality of the term 'misconduct' it shall be deemed to include the following acts of omission and commission:

- 1) Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.
- 2) Participation in an illegal strike or abetting, inciting, instigating or acting in furtherance thereof.
- 3) Wilful slowing down in performance of work malingering or abetment, or instigation thereof.
- 4) Theft, fraud and dishonesty, in connection with business or property of the Corporation.
- 5) Taking or giving bribes or any illegal gratification.
- 6) Absence without leave for more than 8 consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation within a week from the date of termination of leave sanctioned.
- 7) Late attendance on more than 4 occasions within a month.
- 8) Breach of any standing order or any law or rules applicable to the establishment.
- 9) Collection without permission of the Manager or the Head of the Department of any money within the premises of the establishment except as sanctioned by any law of the land or rules of the Corporation for the time being in force.
- 10) Engaging in any business or trade within the premises of the establishment.
- 11) Drunkenness, riotous, disorderly or indecent behaviour in the premises of the establishment.
- 12) Neglect of work or negligence or gross negligence of a serious nature.
- 13) Commission of any act subversive of discipline or good behaviour in the premises of the establishment.
  - 4) Breach of any rule or instructions for the maintenance and running of any department or the maintenance of the cleanliness of any portion of the establishment
- 15) Frequent repetition of any act or omission for which a fine may be imposed under the Payment of Wages Act, 1936.
- 16) Wilful damage to work in process or to any property of the Corporation.
- 17) Interference with any safety devices installed in or about the establishment or any airport or aerodrome.
- 18) Refusal to work on another job or another machine or to show gate passes or identity cards or to be searched.
- 19) Canvassing for union membership or the collection of union dues within the premises of the establishment during working hours except in accordance with any law for the time being in force.
- 20) Holding meetings inside the premises of the establishment without previous permission of the Manager except in accordance with provisions of any law for the time being in force.
- 21) Distribution or exhibition within the boundaries of the establishment of any newspapers, handbills, pamphlets, or posters without the previous sanction of the Manager or the Head of the Department.



- 22) Disclosure to any authorized person of information relating to the Corporation's business or to defence measures.
  - 23) Gambling within the premises of the establishment.
  - 24) Smoking within the premises of the establishment where it is prohibited.
  - 25) Sleeping on duty.
  - 26) Failure to inform the Medical Officer of Health of his suffering from a notifiable or contagious disease.
  - 27) Conviction in any court of law for any criminal offence involving moral turpitude.
  - 28) Giving false information regarding name, age, father's name, qualification, ability or previous service and experience at the time of employment.
  - 29) Leaving work without permission after clocking in.
  - 30) Purchasing properties, machinery, stores, etc., from or selling properties, machinery, stores, etc., to the Corporation without express permission in writing from the Chairman.
  - 31) Unauthorized removal or defacement of notices on the Corporation's notice boards.
  - 32) Carelessness.
  - 33) Laziness and inefficiency.
  - 34) Bad time – keeping.
  - 35) Quarrelling.
  - 36) Extortion.
  - 37) Interference with the work of other employees.
  - 38) Bad and careless work.
  - 39) Conduct in private life prejudicial to the reputation of the Corporation.
  - 40) Threatening.
  - 41) Sale of tickets for lotteries or raffles.
  - 42) Committing nuisance, etc.
  - 43) Abetment of or attempt at abetment of any of the above misconducts.
  - 44) Insolvency.
  - 45) <sup>@</sup> Sexual harassment which includes such unwelcome sexually determined behaviour (whether directly or by implication) as:-
    - vi. Physical contact and advances, or
    - vii. A demand or request for sexual favours, or
    - viii. Sexually coloured remarks, or
    - ix. Showing pornography, or
    - x. Any other unwelcome physical, verbal or non – verbal conduct of sexual nature.
- (<sup>@</sup> Amended by notification dated 1<sup>st</sup> July 1999 )

#### ***Rules of Conduct and Disciplinary Procedures***

17. Any one or more of the following punishments may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee of the Corporation:
- a) Censure, to be conveyed in writing with reasons for the same.
  - b) Fine, as provided in the Payment of Wages Act and applicable to employees governed by the Factories Act.
  - c) Forfeiture of emoluments payable for a period not exceeding three days and applicable to employees up to and including Grade 12 only.
  - d) Recovery from the pay of the whole or part of any pecuniary loss caused to the Corporation by the default or breach of orders or negligence of the employee himself or of another employee for whom he has stood surety.
  - e) Withholding of increments or promotion.

- f) Reduction to a lower post or grade or to a lower stage in the time – scale, including stoppage at efficiency bar, if any.
- g) Removal from the service of the Corporation.
- h) Dismissal without retirement benefits in part or full.

**Explanations**

The termination of service of an employee:

- a) appointed on probation, during or on the expiration of the period of such probation;
- b) appointed on temporary basis, during or on the expiration of the temporary period;
- c) appointed under contract, in accordance with or on the expiration of such period of contract;

shall not be deemed to be removal or dismissal within the meaning of this Rule.

18. The authority competent to impose the punishments mentioned in Standing Order 17 and the corresponding appellate authority are shown in Schedule – I.
19. The competent authority may at any time administer a warning to an employee for a minor misdemeanour. No formal proceedings shall be necessary in such cases.
20. Any punishment, including warnings, with brief reasons for the same imposed on any employee at any time shall be conveyed to him in writing and be brought on his personal record with the least possible delay.
21. \* The competent authority as mentioned in Schedule – I may suspend an employee at any stage pending inquiry into his conduct. The stage at which an employee may be suspended shall be determined with reference to the circumstances of each case. During the period of suspension the employee shall be entitled for subsistence allowance as specified in Standing Order 23.  
(\*Amended by the notification dated 2<sup>nd</sup> May, 1974 and notified in the official Gazette of India of 25<sup>th</sup> May, 1974)
22. If an employee is arrested by the Police on a criminal charge and bail is not granted, he shall be deemed to be under suspension automatically from the date of his arrest and suspension orders should issue accordingly.
23. \*An employee who is placed under suspension under Standing Order 21 shall not be entitled to any salary during the period of suspension. However, during the period of such suspension he shall be paid a subsistence allowance at the following rates namely:
  - 1) Where the inquiry contemplated or pending is departmental, the subsistence allowance shall, for the first 90 days from the date of suspension, be equal to one – half of the basic wages, dearness allowance and other compensatory allowances to which the employee would have been entitled if he was on leave with wages;
  - 2) Where the departmental inquiry gets prolonged and the employee continues to be under suspension for a period exceeding 90 days the subsistence allowance for such period shall be equal to three – fourths of the basic wages, dearness allowance and other compensatory allowances.
 Provided that where such inquiry is prolonged beyond a period of 90 days for reasons directly attributable to the employee, the subsistence allowance shall, for the period exceeding 90 days be reduced to one – fourth of such basic wages, dearness allowance and other compensatory allowances.  
(\*Amended by the notification dated 2<sup>nd</sup> May, 1974 and notified in the official Gazette of India of 25<sup>th</sup> May, 1974)
24. An employee who has been suspended, except in cases covered by Standing Order 22, shall not absent himself from the station during the period of suspension, except with the written permission of the authority that ordered the suspension.
25. When any complaint against an employee is received, a preliminary enquiry may be made, if considered necessary, by competent authority. If the preliminary enquiry

- reveals that the complaint is well founded, the employee concerned shall be asked to explain his conduct with regard to the complaint against him.
26. When there is prima facie case against an employee or the explanation referred to in Standing Order 25 is unsatisfactory, the competent authority shall take cognizance of the case and pass orders for initiation of disciplinary proceedings, which will be conducted as follows: (a) The grounds on which it is proposed to take action against the employee should be reduced into definite charges with a statement of allegation enumerating all the facts and circumstances on which the decision to start proceedings against him was taken. (b) The charges should be communicated to the official concerned in the form at Appendix - I, along with the order of suspension if any, and he should be asked to put in by a prescribed date, a written statement of his defence, and to state whether he desires to be heard in person cross - examine witnesses appearing against him and to adduce oral evidence in his defence. One week at least should be allowed for submitting written statement of defence, including details about cross - examination and production of witnesses and being heard in person.
  27. After the written statement of the employee has been received, the enquiring officer shall give him a personal hearing, if the employee has requested the same. In case the employee has desired in his written statement, or the enquiring officer considers it necessary witnesses will be called and examined on such of the allegations as are not admitted in the explanation. The person charged shall be allowed to produce documentary evidence in his defence to cross - examine the witnesses appearing against him and to examine any witnesses in his defence. All the proceedings will be recorded by the enquiring officer. But the enquiring officer may in his discretion refuse to call any witness for sufficient reasons, which should be recorded in writing.
  28. The competent authority shall have the power to exclude any evidence which in his opinion is irrelevant or is intended to delay and / or defeat the proceedings.
  29. The enquiring officer shall draw - up a report containing his findings with grounds thereof and the penalty proposed to be imposed, and in case he himself is not the competent authority, shall submit his report to the competent authority unless the punishment proposed is dismissal, removal or reduction in rank the competent authority will pass final orders on the report of the enquiring officer awarding such of the punishments specified in Standing Order 17 as may be justified in his opinion. If however, he is of the opinion that the case deserves a punishment higher than what he is competent to award, he shall forward the case to the higher competent authority for orders which shall dispose of the case without further preliminaries and as if the entire proceedings had been carried out by that authority.
  30. When the punishment proposed is dismissal, removal or reduction in rank, a copy of the proceeding and enquiring officer's report excluding recommendations, if any in regard to the punishment made by the enquiring officer, will be sent to the employee charged, asking him to show cause by a specific date allowing him at least one week's time, why the particular punishment be imposed on him. In case the punishing authority differs with the recommendations of the enquiring officer the points of disagreement, together with a brief statement of grounds thereof shall also be supplied to the employee concerned.  
On receipt of his explanation, the punishing authority should pass final orders after considering the explanation carefully. The procedure detailed in para 30 will not be necessary (a) where a person is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge and (b) or where the punishing authority is satisfied that for some reasons to be recorded by that authority in writing it is not reasonably practicable to give to that person an opportunity to show cause.
  31. When an employee against whom disciplinary action is contemplated has absconded or where for any other reason it is not practicable to communicate with him, the competent

- authority may; after full scrutiny of all the available evidence bearing on the case, pass such orders as he may deem fit.
32. An employee may be permitted, if he so desires, to have under his own arrangements, the assistance of a 'friend' during the course of the enquiry. Such a 'friend' must be an employee of the Corporation. No outside representation shall be permitted in any circumstances.
  33. When an employee under suspension is acquitted honourably of all the charges against him, he shall receive full pay and allowances for the period under suspension in lieu of the subsistence allowance already paid to him. When, however, an employee under suspension is not honourably acquitted on any one or more charges or is given the benefit of doubt, the competent authority shall decide what pay and allowances if any, the employee shall receive in lieu of the subsistence allowance for the period of suspension.
  34. The competent authority shall also decide as to what portion of the period of suspension for which full pay and allowances are not authorized, shall be treated as a period spent on duty.
  35. Every employee shall have a right to appeal to the authority specified in Schedule - I, Column 4, within one month of the service of the order.
  36. The appellate authority shall not be bound to admit fresh evidence or accord a personal hearing to the employee concerned but may do either in its discretion.
  37. An authority higher than the appellate authority specified in Column 4 of Schedule - I, may review a case at any stage either on his own motion or on the application of the employee concerned on grounds of material irregularity and vary the punishment awarded in any manner within the competence. When the reviewing authority proposes to enhance the punishment, a notice shall be issued asking the employee to show cause as to why the punishment should not be enhanced in the manner proposed. The employee shall be allowed a reasonable period within which his explanation, should reach the reviewing authority. The explanation, if received within the specified period, shall be taken into consideration before final orders are passed by the reviewing authority.

Note: The words 'General Manager' wherever appearing in these Standing Orders should be read as 'Managing Director'.

**Schedule - I**

\*\* The competent authority in respect of all personnel servicing within Bombay, Calcutta, Delhi and Madras Regions:

<i>Class of employees (Grades)</i>	<i>Punishments as per para 17</i>	<i>Competent Authority</i>	<i>Appellate Authority</i>
1 to 6	(a)	Regl. Dy. Deptl. Head	Regl. Deptl. Head
	(b) to (h)	Regl. Deptl. Head	Regl. Director
7/8 and 9 and Cabin Attendants	(a)	Regl. Dy. Deptl. Head	Regl. Deptl. Head
	(b) to (f)	Regl. Deptl. Head	Regl. Director
	(g) and (h)	Regl. Director	Hqrs. Deptl. Head
10/12, 12A, 12B	(a)	Regl. Dy. Deptl. Head	Regl. Deptl. Head
	(b) to (d)	Regl. Deptl. Head	Regl. Director
	(e) to (h)	Regl. Director	Hqrs. Deptl. Head
13, 13A, 13/14, 14, 14A, 14B	(a) to (d)	Regl. Deptl. Head	Regl. Director
	(e) to (h)	Regl. Director	Hqrs. Deptl. Head
15, 16, 16A, 16B (including Deptl. Heads in these grades)	(a) to (f)	Regl. Director	Hqrs. Deptl. Head
	(g) and (h)	Dy. M.D.	M.D.
17 and 18 (except Deptl. Heads in Gr.17 and 18)	(a) to (c)	Regl. Director	Hqrs. Deptl. Head
	(d) to (f)	Hqrs. Deptl. Head	Dy. M.D.
	(g) and (h)	Dy. M.D.	M.D.
Regl. Deptl. Head in Gr. 17 and 18	(a) and (b)	Regl. Director	Hqrs. Deptl. Head
	(c) and (d)	Hqrs. Deptl. Head	Dy. M.D.
	(e) and (f)	Dy. M.D.	M.D.
	(g) and (h)	M.D.	Chairman
19	(a) and (b)	Dy. M.D.	M.D.
	(c) to (f)	M.D.	Chairman
	(g) and (h)	Chairman	Corporation
19A	(a) to (h)	Chairman	Corporation

For all Personnel at Headquarters:

<i>Class of employees (Grades)</i>	<i>Punishments as per para 17</i>	<i>Competent Authority</i>	<i>Appellate Authority</i>
1 to 9, 10/12, 12A, 12B, 13, 13/14, 13A, 14, 14A, 14B	(a)	Hqrs. Dy. Deptl. Head	Hqrs. Deptl. Head
	(b) to (h)	Hqrs. Deptl. Head	Dy. M.D.
15, 16, 16A, 16B	(a) to (f)	Hqrs. Deptl. Head	Dy. M.D.
	(g) and (h)	Dy. M.D.	M.D.
17, 18 (except Deptl. Heads in Grade 17 and 18)	(a) to (f)	Hqrs. Deptl. Head	Dy. M.D.
	(g) and (h)	Dy. M.D.	M.D.
Hqrs. Deptl. Heads in Gr. 17, 18, CVO/ CAO/ secretary and Grade 19	(a) and (b)	Dy. M.D.	M.D.
	(c) to (f)	M.D.	Chairman
	(g) and (h)	Chairman	Corporation
19A	(a) to (h)	Chairman	Corporation

(\*\*Amended vide notification dated 1<sup>st</sup> November, 1974 and notified in the Gazette of India of 7<sup>th</sup> December, 1974)

Provided as follows:

11. A Departmental Head in the Region may, on his own motion, impose any one or more of the punishments which a Deputy departmental Head is empowered to impose. In such cases the appeal shall lie to the Regional Director.
12. \*\*\*A Regional Director may, on his own motion, impose any one or more punishments which a Regional Departmental Head except Senior Manager (Audit) / Manager (Audit) is empowered to impose. In such cases an appeal shall lie to the Deputy Managing Director.
13. \*\*\*Director (Audit) may, on his own motion, impose any one or more of the punishments on employees in Internal Audit Department which a Senior Manager (Audit) / Manager (Audit) is empowered to impose. In such cases an appeal shall lie to the Managing Director.
14. A Departmental Head at Headquarters may, on his own motion, impose any one or more of the punishments which a Regional Director or Regional Departmental Head is empowered to impose. In such cases an appeal shall lie to the Deputy Managing Director.
15. Deputy Managing Director may, on his own motion impose on any employee any one or more of the punishments which a Departmental Head at Headquarters or Regional Director is empowered to impose. In such cases an appeal shall lie to the Managing Director.
16. The Managing Director may, on his own motion, impose on any employee, any one or more of the punishments which a Regional Director, a Departmental Head at Headquarters or the Deputy Managing Director is empowered to impose. In such cases an appeal shall lie to the Chairman.
17. The Chairman may on his own motion impose on any employee any one or more of the punishments. In such cases an appeal shall lie to the Corporation.
18. \*\*\*For the purpose of this Schedule, the following shall be deemed to be Heads of Departments at Headquarters, hereinabove referred to as Departmental Heads, whether substantive, officiating or acting:
  - a) Director (Audit)
  - b) Director (Cargo)
  - c) Commercial Director
  - d) Director (Corporate Affairs)
  - e) Director (Engineering)
  - f) Director (Finance)
  - g) Director (Flight Safety)
  - h) Director (Ground Support)
  - i) \* Director (Human Resource Development)
  - j) \* Director (Inflight Services)
  - k) Director (Information and Technology)
  - l) Director (Jet Engine Overhaul Complex)
  - m) Director (Operations)
  - n) Director (Project and Planning)
  - o) Director (Personnel and Industrial Relations)
  - p) Director (Public Relations)
  - q) Director (Security)
  - r) Director (Short Haul Operations)
  - s) Director (Stores and Purchases)
  - t) Director (Systems)
  - u) Director (Training)
  - v) General Manager (Civil Engineering)
  - w) General Manager (Medical)

19. \*\*\* The following Officers in the Regions shall be deemed to be Heads of the Departments, in different Regions (presently Eastern, Northern, Southern and Western) hereinabove referred to as Regional Departmental Heads, whether substantive, officiating or acting:

- a) Regional Director
- b) General Manager (Commercial)
- c) General Manager (Engineering)
- d) General Manager (Finance)
- e) General Manager (Operations)
- f) General Manager (Personnel)
- g) General Manager / Dy. General Manager (Stores and Purchases)
- h) Dy. General Manager (Ground Support)
- i) Dy. General Manager (Medical)
- j) # Dy. General Manager (Audit)
- k) # Dy. General Manager (Public Relations)
- l) # Dy. General Manager (IFS) / Senior Manager (IFS)
- m) # Dy. General Manager / Senior Manager (Civil Engineering)

20. Deputy Departmental Head will be nominated by the Headquarters Departmental Heads at Headquarters and the Regional Director in the region.

(\*\*\*Amended in the 58<sup>th</sup> meeting of the Board of Directors of Indian Airlines Ltd. Held on 01/10/2001.

# Amended in the 34<sup>th</sup> Meeting of the Board of Directors of Indian Airlines Ltd. Held on 18.12.1997)

Appendix - I

Indian Airlines Corporation

Office of the \_\_\_\_\_

No. \_\_\_\_\_

Dated \_\_\_\_\_

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are hereby charged as follows:

Charge 1. That you on \_\_\_\_\_ (Date) did \_\_\_\_\_ and thereby committed a breach of Standing Order No. \_\_\_\_\_ or disobeyed the order of \_\_\_\_\_ or failed to discharge your duty in regard to \_\_\_\_\_ etc.

Evidence, which it is proposed to consider in support of the charge:

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_
- iv) \_\_\_\_\_

Charge 2. That you etc.  
(to be repeated as many times as there are charges)

You are hereby required to put in a written statement of your defence in reply to each of the charges on or before \_\_\_\_\_. You are warned that if no statement is received from you by the undersigned within the time limit allowed, it will be presumed that you have none to furnish and orders will be passed in your case accordingly.

You are further required simultaneously to inform the undersigned in writing whether you desire to be heard in person, and, in case you wish to examine or cross - examine any witnesses to submit along with your written statement their names and addresses together with a brief indication of the evidence which such witness will be expected to give.

Signature \_\_\_\_\_

Designation of Enquiring Officer