एअर-इंडिया

AIR-INDIA

CERTIFIED STANDING ORDERS
APPLICABLE TO WORKMEN

(Amended) Effective 21-10-2000

Human Resources Development Department

Synopsis
Certified Standing Orders

1.	STANDING ORDERS ORIGINALLY CERTIFIED (VIDE ORDER I.E.4(14)/ 83-LS.I DATED 31.01.86)	31.01.1986
2.	CERTIFIED STANDING ORDERS (APPEAL) RECEIVED ON 03.12.97 EFFECTIVE 03.01.1998	28.11.1997
3.	CERTIFIED STANDING ORDERS (AMENDED) EFFECTIVE 21.10.2000	21.09.2000

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STANDING ORDERS (AS AMENDED)
IN RESPECT OF
AIR INDIA LIMITED

1. APPLICATION

These Orders shall come into force in accordance with Section 7 of Industrial Employment (Standing Orders) Act, 1946 and shall apply to all the workmen of Air India Limited as defined in the said Act.

2. GENDER AND NUMBER

In these Orders the words importing masculine gender shall include feminine gender and the words importing singular number shall include plural number and vice-versa.

3. CLASSIFICATION OF WORKERS

(a) Workmen shall be classified as :-

(i) Permanent
(ii) Probationer
(iii) Temporary
(iv) Casual
(v) Part-time
(vi) Apprentice/Trainee

(b) A "Permanent" workman means a workman who has been engaged to fill a permanent vacancy on permanent basis and whose appointment has been confirmed in the vacancy in writing after the satisfactory completion of probation for a minimum period of six months or twelve months, in respect of workmen in categories as many as mentioned at Annexure "A" and "B" respectively appended to these orders.

(c) A "Probationer" means a workman who is provisionally employed on probation to fill a permanent vacancy in a post and who has not been confirmed in writing in that post. If

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

(d) A "Temporary" workman means a workman engaged for a limited period or for work of a temporary nature.

(e) A "Casual" workman means a workman engaged for a limited period or for work of a temporary nature.

(f) A "Part-time" workman means a workman who is employed for less than the normal period of working hours.

(g) An "Apprentice/Trainee" means a learner who is paid an allowance during the period of his training.

4. DEFINITION

In these Standing Orders, unless the context otherwise requires :-

(a) "Company" means Air India Limited.

(b) "Chairman" means the Chairman of Air India Limited.

(c) "Managing Director" means the "Managing Director of Air India Limited.

(d) "Competent Authority" means in relation to exercise of any power, Air India Ltd., the Chairman, the Managing Director, Head of Departments or any other Officer so specified in that behalf.

(e) "Head of Department" means Dy. Managing Director, Commercial Director, Director-Engineering, Director-Engine Overhaul, Director-Finance, Director-Ground Services, Director-Operations, Director-Air Safety, Director-Materials Management, Director-

Properties and Facilities, Director-Information Technology, Director-Planning & International Relations, Director-HRD, Director-Inflight Service, Director-Medical Services, Director-Vigilance, Director-Security, Director-Internal Audit, Director-Public Relations, Secretary & General Manager-Admin or any other officer so designated in respect of the department/s to be created in future or any other officer holding temporary charge for any of the above during their absence.

(f) The expression "Flight Crew" include Pilots and Flight Engineers. The expression "Cabin Crew" includes Senior Check Pursers, Flight Pursers, Senior Check Air Hostesses, Check Air Hostesses, Air Hostesses and Asst. Flight Pursers.

(g) "Family" relation to a workman includes :-

(i) the wife or husband, as the case may be, of the workman, whether residing with him/her or not but does not include a wife or husband, as the case may be, separated from the workman by a decree or order of a competent court.

(ii) sons or daughters or step-sons or step-daughters of the workman and wholly dependant on him, but does not include a child or step child who is no longer in any way dependant on the workman or of whose custody the workman has been deprived by or under any law.

(iii) any other person related, whether by blood or marriage to the workman or to such workman's wife or husband and wholly dependant on such workman.

(h) "Month" means a month according to the gregorian calendar.

(i) "Appellate Authority" means the authority competent to hear appeals under these Standing Orders and specified in column (5) of Annexure "E" to these Standing Orders.

(j) "Disciplinary Authority" means the authority specified in column (2) of Annexure "E" to these Standing Orders and competent to impose any of the penalties specified in column (3) of Annexure "E" to these Standing Orders.

(k) "Government" means the Government of India.

(l) "Reviewing Authority" means the authority higher to the "Appellate Authority", and where the "Appellate Authority" is the "Company, the Central Government.

(m) "Annexure" means the annexure appended to these Standing Orders.

5. **PROBATIONARY PERIOD**

(i) Every workman appointed or promoted to a permanent post shall be required to undergo probation for six months or twelve months, as prescribed under Standing Orders 3(b), provided that the stipulated period of probation may be reduced or extended by the Competent Authority in writing as however, that the total period of probation shall not in any case exceed 12 months and two years in the case of workmen in categories as mentioned at Annexure "A" and "B" respectively subject to their acquiring required endorsement on Licence/Certificate/Approval in case of Licenced categories. The Competent Authority may terminate the services of a workman either during or at the expiry of the probationary period "for the reasons to

be recorded in writing". In case of a person appointed or promoted from within the Company, the Competent Authority may, at any time during the period of probation "for the reasons to be recorded in writing", may revert him to his substantive post.

(ii) For the purposes of confirmation, increment and privilege leave, the period of probation shall be deemed to have commenced from the first day of the calendar month in cases where the workman joins duty on or before the 15th of that month, and from the first day of the following calendar month in cases where the workman joins duty after the 15th of that month.

6. LATE ATTENDANCE OR ABSENCE FROM PLACE OF WORK :-

Any workman who after recording his attendance is found to be absent from his place of work during working hours without permission or sufficient reasons shall be liable to be treated as absent from work during the period of his absence from his place of work. Deductions from wages for the period of absence may be made in accordance with the principles of the Payment of Wages Act, 1936.

All workmen shall be at work at the establishment at the time fixed and notified under Standing Orders 10. Workmen attending late will be liable to the deductions provided for in the Payment of Wages Act, 1936. The cabin crew and licenced categories, however, will continue to be governed by the provisions of the existing settlements, practices and manuals etc. in the matter.

7. ATTENDANCE, GATE PASS/IDENTITY CARD

(i) Every workman shall be required to record his attendance both of time 'in' and 'out', in accordance with the practice in force.

(ii) each workman shall show his identity card supplied to him by the Company for the purpose of identification to the Security staff. Gate Passes or permit or Identity Card shall not be transferable.

8. SHIFT WORKING

Shift working, where applicable or required shall be regulated in accordance with the provisions of any settlement or statute for the time being in force subject to the following :-

(a) A Competent Authority may revise, from time to time, the shift arrangements at different establishments both in regard to the composition of shifts, as well as the shift timings, according to the exigencies of work.

(b) More than one shift may be worked in a department in any section of a department at the discretion of the Competent Authority.

(c) If more than one shift is worked in the establishment, workmen shall be liable to be transferred from one shift to another.

(d) For altering or varying the shifts and the hours of working of any shift, forty-eight hours notice shall be given and such notice shall be posted on "Notice Boards" of the establishment and the workman shall be liable to be transferred from one shift to another.

Provided that notice of less than 'three days' may be given where such alteration or variation arises out of an emergency.

(e) A shift may be discontinued on 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 workmen are likely to be discharged a notice of one month of the proposed discontinuance of any shift shall be given and such workman shall be discharged having regard to the length of service in the establishment and section/trade/category concerned, those with the shortest terms of service shall be discharged first, unless for the reasons to be recorded in writing the Company discharge any other workman.

(f) on restoring/restarting a shift, notice thereof shall be given in a newspaper having wide local circulation apart from being served as required by sub clause (g), the workmen 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.

(g) Any notice of discontinuance or of restarting a shift working required by sub-clause (e) and (f) shall be in the form appended to these orders at Annexure 'C' and shall be served in the following manner, namely :-

The notice shall be displayed conspicuously on the "Notice Board" of the establishment.

A copy of the notice shall be served on the Secretary of the registered trade union/s of the workmen.

9. ENTRY AND SEARCH

No workman shall enter or leave the premises of the Establishment except by the gate or gates appointed for the purpose. While entering or leaving the Department or Establishment premises, which includes an Aircraft or surface transport, he is liable to be searched by the Security staff if he is suspected of being in wrongful possession of the property belonging to the Company. Every search shall be conducted in the presence of not less than two persons of whom at least one should be from a department other than the security department and a female workman shall not be searched except by a female or in the presence of a male workman with her consent.

10. PUBLICATION OF WORKING TIME

The period and hours of work including rest period for all classes of workmen in each shift shall be exhibited in English and in the principle language of workmen employed in the Establishment on Notice Boards maintained at or near the main entrance of the Establishment and at the Time Keepers' office, if any.

11. PUBLICATION OF HOLIDAYS AND PAY DAYS

Notices specifying (a) the days observed in the Establishment as holidays, and (b) pay days, shall be posted on the Notice Boards.

12. REGISTER OF WAGE RATES

A register specifying the rates of wages showing separately the allowances, if any, payable to each class of workmen shall be maintained and the register shall be available for inspection on request.

13. PAYMENT OF WAGES

(i) All categories of workmen will be paid their wages at or near the work place on the dates and within the time notified by the management on the Notice Boards.

(ii) Unclaimed wages and allowances will be paid in accordance with instructions issued from time to time by the management. List of workmen whose wages have remained unclaimed for more than three months will be displayed on the notice board in the succeeding quarter.

14. HOLIDAYS

(i) Every workman, other than a member of the Flight Crew and Cabin Crew shall be allowed a weekly holiday. A workman required to work on a weekly holiday shall, subject to the provisions of the Factories Act or any other applicable law, be given a day off as substituted holiday, normally within 30 days following each holiday. The day off admissible under this Standing Order may, with the permission of the Competent Authority, be combined with a holiday or any leave.

(ii) The number of additional holidays allowed to workmen in a calendar year shall be 15, including holidays for Republic Day, Independence Day and Mahatma Gandhi's Birthday. A list of such holidays will be published before the commencement of each calendar year. A workman who is required to work on such additional holidays shall be paid compensation in accordance with the Law/Settlements/Awards.

15. LEAVE / LEAVE REGISTER :-

(a) Workmen shall be allowed Casual Leave, Privilege Leave, Sick Leave and other kinds of leave as provided for in Annexure "D" appended to these Orders.

(b) Record shall be maintained of all leaves due, sanctioned, refused, postponed and reasons for such refusal or postponement shall be recorded in writing in Register to be maintained for the purpose and if the workman so desires a copy of the relevant entry in the Register shall be supplied to him.

16. STOPPAGE OF WORK

(1) CLOSURE :-

(i) In the event of a fire, catastrophe, breakdown of machinery, stoppage of supply of power or aviation spirit, epidemic, civil commotion or other causes beyond the control of the Company, the Managing Director may, at any time without notice or compensation in lieu of notice, stop any machine or close down any section or department, wholly or partially, or the whole or part of the establishment for such period as may be deemed necessary.

(ii) In the event, however, of the stoppage or cancellation of air services due to circumstances beyond the control of the Company, the Managing Director may at any time, close down any machine, section or department affected by such stoppage or cancellation. The fact of such stoppage or closure shall be notified on the Notice Board.

(iii) In the event of a stoppage under sub-clause (i) or (ii) of this Standing Order 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, workmen so detained shall not be paid for such period. If the period of detention in the establishment exceeds one hour, workmen so detained shall be entitled to receive wages for the whole of the time during which they are detained in the establishment, as a result of the stoppage. Wherever practicable, reasonable notice shall be given of the resumption of normal work and all such workmen laid off under this sub-clause of Standing Order who present themselves for work when work is resumed, shall be given preference for re-employment.

(iv) All notices required to be given under this Standing Order shall be displayed on the Notice Boards at the Time Keeper's office and/or 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.

(2) **LAY-OFF**

The Managing Director may, due to the curtailment of services or of other work of the establishment lay off workmen for a period not exceeding six days in the aggregate (excluding statutory holidays) in any month provided that seven days' notice is given. A workmen laid off under this clause for more than five days in a month may, on being laid-off leave his employment on intimation of his intention to do so.

(3) **TREATMENT OF LAY-OFF PERIOD**

(i) In case where workmen are laid off under clauses (1) and (2) of this Standing Order, they shall be considered as temporarily unemployed and the period of such unemployment shall be treated as leave with pay to the extent such leave is admissible and leave without pay for the balance of the period. When, however, workmen have to be laid off for an indefinite period exceeding two months, their services may be terminated after giving them due notice or wages in lieu thereof.

(ii) The services of workmen who have been discharged in accordance with the foregoing sub-clause (i) shall, on their re-employment, be treated, for the purpose of calculating length of service, as continuous provided they are re-employed within six months from the date on which their services were terminated.

(4) **STRIKE**

In the event of a strike affecting either wholly/partially any section/department of the Company, the Managing Director may close down, either wholly or partially, such section or department and any other section or departments affected by such closure and for any period or periods without prior notice. The fact of such closure shall, as soon as practicable, be notified

by notices displayed on notice boards in the departments concerned and at the gate or gates appointed or at or near the main entrance of the establishment and in the Time Keeper's office, if any. The workmen shall be notified as to when work will be resumed by notices displayed at the places mentioned above, not later than twenty four hours before the actual resumption of work.

(5) LAY-OFF COMPENSATION

Claims for lay-off compensation or retrenchment benefits under this Standing Order or terminal benefits under Standing Order 17 shall be decided in accordance with the provisions of the Industrial Disputes Act, where applicable.

17. TERMINATION OF SERVICE

(i) The services of a workmen may be terminated by the Competent Authority, without assigning reasons as under :-

(a) of a permanent workman by giving 30 days notice in writing or wages in lieu of notice

(b) of a workman on probation by giving 7 days notice in writing or wages/stipend in lieu of notice

(c) of a temporary workman including apprentice by giving 24 hours notice in writing or wages/stipend in lieu of notice

(d) of badli or substitute without notice or wages in lieu of notice.

(ii) No notice is necessary for terminating the service of a workman employed for a specified period at the end of that period.

(iii) No notice is necessary for terminating the services of a casual or part-time workman.

(iv) A workman who is absent without permission for a period of ten days or more, will be deemed to have voluntarily abandoned the services of the Company.

EXPLANATION :

For the purpose of this Standing Order, the word "Wages" shall include all emoluments which would be admissible if the workman was on privilege leave.

18. RESIGNATION

(i) No workman shall resign from the service of the Company except by giving such notice as he would have received under Standing Order 17 if his services were to be terminated, or compensation in lieu of such notice, unless, at the request of the workman, the notice is waived or shorter notice accepted in writing by the Competent Authority. Such compensation shall be equivalent to the amount of the wages as defined in the explanation to Standing Order 17 which the workman would have drawn during the period by which the notice falls short of the prescribed period, and shall be deemed to be a liability owed to the Company for the purpose of Regulation 22(2) of the Air India Employees' Provident Fund Regulations, 1954.

(ii) A resignation given under (i) above may be accepted with immediate effect or at any time before the expiry of the period of notice, in which case the workman shall be paid his wages in respect of the entire period of notice given by him.

(iii) In case of shorter period of notice is accepted at the request of the workmen, he shall be entitled to receive his wages only for the actual number of days worked.

(iv) If a workman leaves the service of the Company without giving any notice or by giving inadequate notice, such resignation shall be liable to be construed as misconduct and may entail any of the punishments prescribed under Standing Order 20.

(v) Notwithstanding anything contained in clause (i) and (iii) above, a workman shall not be entitled to tender his resignation and any resignation tendered by him shall not be effective or operative against the Company, unless the Company decides to accept the resignation, if at the time when such resignation is tendered, disciplinary action is pending against him or is intended or proposed to be taken against him by the appropriate authority.

19. CONDUCT AND DISCIPLINE

(1) GENERAL CONDUCT :

(a) Every workman shall at all time maintain absolute integrity and devotion to duty and conduct himself in a manner conducive to the best interests, credit and prestige of the Company.

(b) Every workman, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all workmen for the time being under his control and authority.

(c) No employee shall, carry on save in the ordinary course, of business with a Bank, the Life Insurance Corporation, business with the or a Firm of standing, borrow money from or lend money to or otherwise place himself under pecuniary obligation to any person with whom he has or is likely to have official dealings or

permit any such borrowing lending or pecuniary obligation in his name or for his benefit or for the benefit of any member of his family."

(d)(I) No employee of the Company shall except with the previous knowledge of the Competent Authority, acquire or dispose off any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family.

(II) No employee of the Company shall except with the previous sanction of the Competent Authority, enter into any transaction concerning any immovable or movable property with a person or a firm having official dealings with the employee or his subordinate.

(III) Every employee of the Company shall report to the Competent Authority every transaction concerning movable property owned or held by him in his own name or in the name of a member of his family if the value of such property exceeds Rs. 10 lacs.

(IV) Every employee shall, on first appointment in the Company, submit a return of assets and liabilities in the prescribed form giving the particulars regarding :-

(i) the immovable property inherited by him, or owned or acquired by him, held by him on lease or mortgaged either in his own name or in the name of any member of his family or in the name of any other person.

(ii) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him.

(iii) other movable property inherited by him or similarly owned, acquired or held by him if the value of such property exceeds Rs. 3 lakhs.

(iv) debts and other liabilities incurred by him directly or indirectly.

(v) every employee shall on beginning of 1st January, submit a return of immovable property inherited/owned/acquired once in every two years.

(e) (i) No employee shall enter into, or contract a marriage with a person having a spouse living and (ii) No employee, having a spouse living, shall enter into, or contract a marriage with any person.

Provided that the Board may permit an employee to enter into, or contract any such marriage as is referred to in clause (i) and clause (ii) if it is satisfied that (a) such marriage is permissible under the personal law

applicable to such employee and the other party to the marriage and (b) there are other grounds for doing so. The public sector employee who has married or marries a person other than that of Indian Nationality shall forthwith intimate the fact to his employer.

(f) An employee of the Company shall abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being. Not be under the influence of any intoxicating drinks or drugs during the course of his duty. Refrain from consuming any intoxicating drink or drug in a public place. Not appear in a public place in a state of intoxication. Not use any intoxicating drink or drug to excess.

2. MISCONDUCT

Any breach of these Standing Orders shall be deemed to constitute a misconduct punishable as provided hereinafter. Without prejudice to the generality of the term "Misconduct" it shall include the following :-

(i) willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.

(ii) participation in an illegal strike or abetting, inciting, instigating or acting in furtherance thereof.

(iii) Willful slowing down in performance of work, malingering or abetment, or instigating thereof.

(iv) Theft, fraud or dishonesty in connection with the business or property of the Company, or of the property entrusted to the Company.

(v) Taking or giving bribes or any illegal gratification.

(vi) Absence without leave which is not regularised for want of sufficient grounds or proper or satisfactory explanations; or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanations; or absence from the workman's appointed place of work without permission or sufficient cause.

(vii) Habitual late attendance.

(viii) Breach of any law, rules, regulations or orders applicable to the establishment.

(ix) Collection, without the permission of Competent Authority, of any money except as sanctioned by the law of the land or the rules of the Company for the time being in force.

(x) Sleeping while on duty.

(xi) Commission of any act which amounts to a criminal offence involving moral turpitude.

(xii) Engaging in any business or trade within the premises of the establishment.

(xiii) Drunkenness, riotous, disorderly or indecent behaviour, gambling, extortion or committing nuisance on the premises of the establishment or at the work place.

(xiv) Habitual negligence or neglect of work.

(xv) Willful damage to any property of the Company.

(xvi) Interference with any safety devices installed in or about the establishment or any airport or aerodrome.

(xvii) Holding meetings inside the premises of the establishment without previous permission of the competent authority except in accordance with the provisions of any law for the time being in force.

(xviii) Distribution or exhibition of any newspapers, handbills, pamphlets or posters on the premises of the establishment or at the work place without the previous sanction of the competent authority.

(xix) Smoking within the premises of the establishment, where smoking is prohibited.

(xx) Failure to inform the Company's Medical Officer of any notifiable or contagious disease contracted by the workman.

(xxi) Conviction in court of law for any criminal offence involving moral turpitude.

(xxii) Willfully furnishing, at the time of employment, of wrong or incomplete information regarding age, qualification, previous service or experience or suppression of conviction by any Court of Law, dismissal, removal or compulsory retirement by a previous employer or producing false/bogus caste certificate claiming to be the member

of SC/ST/OBC as per the Presidential Directives/Government Orders issued from time to time.

(xxiii) Purchasing from the Company Properties, machinery, stores, etc. without the express permission of the competent authority.

(xxiv) Unauthorised removal or defacement of notices on the Company's notice boards.

(xxv) Smuggling, aiding, or being concerned in any way in smuggling, or carrying goods in the aircraft in circumstances which give rise to a presumption that it is done with the object of private trading or pecuniary gain or carrying currencies or instruments of exchange in contravention of any rules or regulations or the orders issued by the Government.

(xxvi) Refusal to work overtime or work on off day/holiday.

(xxvii) Canvassing for union membership or the collection of union dues within the premises of the establishment during working hours except in accordance with provisions of any law or with the permission of the Competent Authority.

(xxviii) Gambling within the premises of the establishment.

(xxix) Habitual lending or borrowing of money on interest from other workmen/employees of the Company.

(xxx) Sale of tickets for lotteries or raffles, except with prior permission of Competent Authority, in connection with charitable causes.

(xxxi) Refusal to carry out duties in furtherance of 'work to rule' or 'work to trade' practices whether concerted or otherwise.

(xxxii) Attending duty without uniform/protective clothing where such uniform/protective clothing has been provided by the Company.

(xxxiii) Refusal to work on another comparable job/trade.

(xxxiv) Refusal to show gate passes or identity cards or to search at the time of entering in to work premises, during work period and while leaving the work place.

(xxxv) Quarrelling with a co-worker or an officer of the Company in connection with the working of the Company.

(xxxvi) Bad and careless work.

(xxxvii) Threatening co-workers and officers of the Company.

(xxxviii) Defiling any establishment of the Company by spitting, committing nuisance etc .

(xxxix) Failure while on duty to observe any rule or regulation promulgated by the authorities in relation to Airport and/or aerodrome.

(xl) Wrongful transferring of gate pass or permit.

(xli) Taking notes, drawings or sketches or photographs of any plant, process or work or of any aircraft or engine or taking copies of the Company's papers or documents or files without the permission of the Competent Authority/Head of the Department or

knowingly being in unauthorised possession of any of the above.

(xlii) Frequent repetition of any act or omission for which a fine may be imposed under the Payment of Wages Act, 1936.

(xliii) Playing games in the establishment during duty hours without the permission of the management.

(xliv) Failure to report to the Competent Authority the fact of his arrest by the police or the conviction by a Court of Law.

(xlv) Failure to vacate Company's quarter/flat allotted on termination of licence as per rules of the Company.

(xlvi) Misuse/wrongful transfer of free/concessional passages admissible to workmen under Air India Passage Regulations.

(xlvii) ACT SUBVERSIVE OF DISCIPLINE

Every employee shall at all times maintain absolute integrity and devotion to duty and conduct himself in a manner conducive to the best interest, credit and prestige of the Company and the following acts may be considered as Acts Subversive of Discipline and not conducive to the best interest, credit and prestige of the Company: -

1. Misbehaving with the passengers while travelling on Company's flight while on SOL or SOD or SOT on Free/Concessional Passages granted by the Company.

2. Misbehaving with Co-workers or Superiors or with passengers.

3. Diversion of business of the Company to outside parties.

4. Taking outsiders under the guise of family members while availing the passages granted under the Air India Passage Regulations.

(xlviii) (I) Sexual harassment of female employees which includes such unwelcome sexually determined behaviours (whether directly or by implication) as

a) physical contacts and advances
b) a demand or request for sexual favours
c) sexually coloured remarks
d) showing pornography
e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
f) molestation or any avert or covert act affecting the modesty of any female employee or that of any lady passenger while travelling on Company's flight, while on SOL or SOD or SOT on free/rebated passages granted by the Company.

NOTE : The above instances of misconduct are illustrative in nature and not exhaustive.

2(a) The charge of sexual harassment shall be independent of all the other misconducts enumerated in the Standing Order 19(2).

(b) An employee charged with sexual harassment shall be given a reasonable opportunity to be heard, and which shall include a right to cross-examine the complainant and witnesses, if any, in a domestic enquiry.

(xlix) Giving or taking or abetting the giving or taking of dowry.

(For the purpose of this clause, dowry has the same meaning as in the Dowry (Prohibition) Act, 1961."

(L) Abetment of or attempt to commit any of the above acts of misconduct.

20. PUNISHMENT

Anyone or more of the following penalties may for good and sufficient reasons, be imposed by the Competent Authority on any workman of the Company.

Minor Penalties:

a) Censure.
b) Fine as provided in the Payment of Wages Act, 1936.
c) Suspension on loss of pay and allowances not exceeding four days.
d) Withholding of Passage facility.

Major Penalties:

a) Withholding of Increments of Pay with or without cumulative effect.
b) Recovery from wage of the whole or part of any loss caused to the Company by the workman's negligence, default or any breach of any regulations or orders.
c) Reduction to a lower grade of pay or lower scale in the time scale of pay
d) Reduction to a lower post/grade.
e) Removal from service.

f) Dismissal with or without retirement benefits in part or in full.

Explanation:

The following cannot amount to a penalty within the meaning of this rule: -

i) Non-granting of annual increment of an employee during the suspension pending enquiry and/or during the pendency of disciplinary/criminal proceedings;

ii) Stoppage of pay at the efficiency bar in a time-scale, on the ground of his unfitness to cross the bar.

iii) Non-promotion, whether in an officiating capacity or otherwise of an employee, to a higher post for which he may be eligible for consideration but for which he is unsuitable after consideration of his case;

iv) Reversion to a lower grade or post, of an employee officiating in a higher grade or post on the ground that he is considered, after trial, to be unsuitable for such higher grades or posts, or on administrative grounds unconnected with his conduct.

v) Reversion to his previous grade or post of an employee appointed on probation to another grade or post, during or at the end of the period of probation in accordance with the terms of his appointment;

vi) Termination of Service :

a) of an employee appointed on probation, during or at the end of the period of probation, in accordance with the terms of his appointment, subject to the provisions of the Industrial Disputes Act, 1947;

b) of an employee appointed in a temporary capacity otherwise than under a contract or agreement, on the expiry of the period for which he was appointed, or earlier in accordance with the terms of his appointment, subject to the provisions of Industrial Disputes Act, 1947;

c) of an employee appointed under a contract or agreement, in accordance with the terms of such contract or agreement and;

d) of retrenchment of any employee on reduction of establishment, subject to the provisions of Industrial Disputes Act, 1947.

21. SUSPENSION PENDING ENQUIRY

(1) An authority competent to suspend a workman under Standing Order 22, may also place him under suspension.

(a) pending enquiry into misconduct alleged against him, or

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

Suspension pending enquiry shall not be deemed to be a punishment.

(2) A workman who is detained in custody, whether on a criminal charge or otherwise under a Magisterial Order for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention, by an order of the Competent Authority, and shall remain under suspension until orders are passed by the Competent Authority.

(3) Where a punishment of dismissal or removal from service imposed upon a workman under suspension is set aside on appeal or on review under these provisions

and the case is remitted for further inquiry of action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal or removal and shall remain in force until further orders unless otherwise specified by the Appellate or Reviewing Authority.

(4) Where a penalty of dismissal or removal from service imposed upon a workman is set aside or declared or rendered void in consequence of or by decision of a court of law and the disciplinary authority, on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal or removal was originally imposed, the workman shall be deemed to have been placed under suspension by the Competent Authority from the date of the original order of dismissal or removal and shall continue to remain under suspension until further orders.

(5) An order of suspension made or deemed to have been made under this Standing Order may at any time be revoked by the Authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

SUBSISTENCE ALLOWANCE

(6) A workman who is placed under suspension under sub-clause (1), (3) and (4) shall, during the period of such suspension, be paid a subsistence allowance at the following rates, namely :

(a) Where the departmental enquiry contemplated or is pending, the subsistence allowance shall, for the first ninety days from the date of suspension be equal to one-half of

basic wages, dearness allowance and other compensatory allowances for which the workman would have been entitled if he was on leave with wages. If the departmental enquiry gets prolonged and the workman continues to be under suspension for a period exceeding ninety days, the subsistence allowance shall for such period be equal to three-fourth of such basic wages, dearness allowance and other compensatory allowances :

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

(b) Where the enquiry is by an outside agency or, as the case may be, where criminal proceedings against the workman are under investigation or trial, the subsistence allowance shall, for the first one hundred and eighty days from the date of suspension, be equal to one-half of his basic wages, dearness allowance and other compensatory allowances to which the workman would have been entitled to if he were on leave. If such enquiry or criminal proceedings gets prolonged and the workman continues to be under suspension for a period exceeding one hundred and eighty days, the subsistence allowance shall for such period be equal to three-fourths of such wages :

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

(c) If a workman is arrested by the police on a criminal charge and bail is not granted, no subsistence allowance shall be payable. On grant of bail, if the Competent Authority decides to continue the suspension, the workman shall be entitled to subsistence allowance from the date he is granted bail, at the rates as prescribed in sub-clause (a) or (b) above, as the case may be. If the workman is acquitted, the period of suspension without subsistence allowance shall be regularised for all purposes by granting him leave with or without pay, as the case may be.

(7) The order of suspension shall be given in writing specifying the date from which the workman has been suspended. A statement setting out in detail the reason for such suspension, except in the case where it is considered desirable not to disclose the reasons for security purposes, shall be supplied to the workman within two weeks from the date of suspension.

(8) (a) If on the conclusion of the inquiry, or as the case may be, or of the criminal proceedings, the workman has been found to be not guilty of any of the charges framed against him, he shall de 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.

(b) If on the conclusion of the inquiry or as the case may be of the criminal proceedings, the workman has been found guilty of the charges framed against him, the period of suspension shall be treated as follows :-

(i) Where an order of punishment at sub-clause (e) or (f) of Major Penalties of Clause 20 is passed, the workman shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any renumeration for such period, and the subsistence allowance already paid to him shall not be recovered.

(ii) Where an order of punishment at sub-clause (a), (b), (c) and (d) of Minor Penalties and (a), (b), (c) and (d) of Major Penalties of Clause 20 is passed, the workman shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he would have received if he had not been placed under suspension after deducting the subsistence allowance paid to him for such period.

(iii) Where an order of punishment at sub-clause (c) of Minor Penalties of Clause 20 is passed, the workman shall be deemed to have been suspended only for four days or for such shorter period as is specified in the said order of suspension and for the remaining period he shall be entitled to the same wages as he would have received if he had not been placed under suspension, after deducting the subsistence allowance paid to him for such period.

22. POWER TO AWARD PUNISHMENT

The power to award the punishments enumerated in Standing Order 20 shall be exercisable by and to the extent specified in Annexure "E".

23. PROCEDURE FOR AWARDING PUNISHMENTS

i) No punishment under Standing Order 20 shall be awarded to a workman unless he has been informed in writing of the alleged misconduct and has been accorded a reasonable opportunity in defending himself in accordance with the procedure laid down in Annexure 'F'.

ii) Notwithstanding anything contained in these Standing Orders, it shall not be incumbent upon the Authority competent to impose the punishment to follow the procedure herein prescribed before imposing any of the penalties enumerated in Standing Order 20 on a workman, when such workman has been convicted by any Court or Tribunal on a criminal charge involving moral turpitude or any penal action has been brought against him by the Customs Authorities under the Customs Act

or Rules made thereunder or by the appropriate authorities under the Foreign Exchange Management Act, 1999 or Rules made thereunder for activities amounting to misconduct within the meaning of sub-clause (xxv) of Clause 19(2) of the Standing Orders or on cancellation of caste certificate produced by the employee claiming to be belonging to SC/ST/OBC by the Appropriate Authorities specified under the Presidential Directives/Government Orders from time to time or on verification by the Appropriate Authorities it is established that the claim to belong to SC/ST/OBC is false.

iii) When increment is withheld under Standing Order 20, the Order shall indicate the period for which the increment is to be withheld and whether or not it shall have the effect of postponing subsequent increments.

iv) When passage facility is withheld under Standing Order 20, the Order shall also indicate the period for which it is to be withheld.

The disciplinary authority, as specified in Annexure 'E', or any authority higher than it, may impose any of the penalties specified in clause 20 on any employee.

(1) Procedure for imposing minor penalties :

(i) Where it is proposed to impose any of the minor penalties specified in Clause 20(a) to (d), the employee concerned shall be informed in writing of the imputations of the misconduct or misbehaviour against him and given an opportunity to submit his written statement of defence within a specified period not exceeding 15 days. The defence statement, if any, submitted by the employee shall be taken into

consideration by the Disciplinary Authority before passing orders.

(ii) The record of the proceedings shall include :-

a) a copy of the statement of imputations of misconduct or misbehaviour.

b) his defence statement, if any, and,

c) The Orders of the Disciplinary Authority together with the reasons thereof.

(2) Procedure for imposing major penalties :

(i) No order imposing any of the major penalties specified in Clauses 20(a) to (f) shall be made except after an enquiry is held in accordance with Clause III of Annexure "F".

(ii) Whenever the Disciplinary Authority is of the opinion that there are grounds for enquiring into the truth of any imputation of misconduct or misbehaviour against an employee, it may appoint an Officer of the Company or any retired Official of Central or State Government or any Public Sector Undertaking (hereinafter called the Enquiring Authority), to enquire into the truth thereof.

(iii) Where it is proposed to hold an enquiry, the Disciplinary Authority shall frame definite charges on the basis of the allegations against the employee. The charges together with the statement of the allegations, on which they are based, a list of documents by which and the list of

witnesses by whom, the articles of charge are proposed to be sustained, shall be communicated in writing to the employee, who shall be required to submit within such time as may be specified by the Disciplinary Authority (not exceeding 15 days) a written statement whether he admits or denies any of or all the articles of charge.

(iv) On receipt of the written statement of the employee, or if no such statement is received within the time specified, an enquiry may be constituted by the Disciplinary Authority by appointing an Enquiring Authority provided that it may not be necessary to hold an Enquiry in respect of the charges admitted by the employee in his written statement. The Disciplinary Authority shall, however, record its findings on each such charge.

24. APPEALS

A workman who has been awarded any punishment shall have the right to appeal as indicated in Annexure "E".

25. COMPLAINT

(i) All complaints arising out of employment including those relating to unfair treatment or wrongful exaction on the part of the employer or his agent, shall be submitted to the competent authority or any other persons specified in this behalf with the right of appeal to the Appellate Authority.

(ii) A complaint emanating from an individual workman relating to payment of wages, overtime, leave, transfer, entitlement such as reimbursement of travelling expenses, meal allowance etc. promotion, seniority,

work assignment, officiating appointment, working conditions, safety appliances, loss of tools, issuance of monsoon equipment and other staff benefits and amenities as applicable, shall be submitted for redressal to the authority prescribed under the Grievance Procedure in force in the Establishment, in accordance with the provisions of the said Grievance procedure.

26. LANGUAGE OF NOTICE

Any notice, order, charge sheet, communication or intimation which is meant for individual workman and is given in writing under these Standing Orders shall be in English, but shall be read and explained to the workman in a language understood by him if he is not conversant with English and this fact recorded in the proceedings of the Enquiry.

27. EXHIBITION OF STANDING ORDERS

A copy of these orders in English and in Hindi shall be posted at the Manager's Office and on a notice Board maintained at or near the main entrance to the establishment and shall be kept in a legible condition.

28. SERVICE RECORD

Matters relating to Service Card, Staff No., Certification of Service, Change of residential address of workmen and record of age.

A) SERVICE CARD

A service card in respect of each workman will be maintained in the form appended to these orders at Annexure "G" wherein the particulars of that workman shall be recorded.

B) CERTIFICATION OF SERVICE

Every workman shall be entitled to a Service Certificate, specifying the nature of work (designation) and the period of employment (indicating the day, months and years) at the time of discharge, termination, retirement or resignation from service.

C) RESIDENTIAL ADDRESS OF WORKMAN

A workman shall notify the Company or any officer authorised in this behalf immediately on appointment the details of his residential address and thereafter promptly communicate to the aforesaid authority any change of his residential address. In case the workman has not communicated to the aforesaid authority the change in his residential address, his last known address shall be treated by the aforesaid authority as his residential address for sending any communication to him.

D) RECORD OF AGE

(a) Every workman shall indicate his exact date of birth to the Company or officer authorised in this behalf, at the time of entering the service of the Company. The Company or the officer authorised in this behalf may, before the date of birth of a workman is entered in his service card, require him to supply :-

(i) In the case of a workman who has passed Matriculation or other equivalent examination certificate granted by the Board of Secondary Education or similar authority;

(ii) In the case of workman who is a non-matriculate and has attended a school upto any class, his School Leaving Certificate granted by the appropriate school authority;

(iii) In case of a workman who has never attended any school, a certified copy of his date of birth as recorded in the register of a municipality, local authority or Panchayat or Registrar of Birth;

(iv) In case the workman is unable to produce the requisite certificate as prescribed above for sufficient reasons acceptable to the Company or the office authorised in this behalf, the aforesaid authority may refer the workman to the Company's Medical Officer for indicating his probable age. The cost of obtaining such medical opinion will be borne by the Company.

(b) The date of birth of a workman, once entered in the service card, shall be sole evidence of his age, in relation to all matters pertaining to his service including fixation of the date of his retirement from the service of the Company. All formalities regarding recording of the date of birth, shall be finalised within six months of the appointment of a workman.

(c) Cases where date of birth of any workman had already been decided on the date these Orders came into force shall not be reopened under these provisions.

NOTE : Where exact date of birth is not available and the year of birth is only established then the 1st July of the said year shall be taken as the date of birth.

29. CONFIRMATION

The employer shall in accordance with the terms and conditions stipulated in the letter of appointment of employment confirm the eligible workman provided that his work and conduct during the probationary period have been found to be satisfactory and other requisite conditions are fulfilled. The workman shall be deemed to have been confirmed only if a letter to that effect is issued to him by the Company or the officer authorised in this behalf, after the fulfillment of the above conditions within a period of 3 months. Whenever the workman is confirmed, an entry with regard to his confirmation shall be made in his service card within a period of 30 days from the date of his confirmation.

30. AGE OF RETIREMENT

(I) A workman shall retire from the services of the Company on attaining the age of 58 years except in the following cases when he shall retire earlier :-

(a) Any workman upon becoming medically unfit for carrying out his duties;

(b) A member of the flight crew having licence/endorsement being cancelled or withdrawn subject to the conditions in this regard in the respective bilateral settlements, if any.

(c) i) All Air Hostesses shall retire from the services of the Company on attaining the age of 58 years.

ii) They will be required to undertake flying duties only up to 50 years of age keeping in view the requirement of the Company subject to their Medical Fitness for flying duties. For this purpose they will be required to undergo medical examination at the age of 37 years and every two years thereafter up to 45 years and thereafter annually up to 50 years.

iii) During the period they are required to undertake flying duties i.e., up to the maximum age of 50 years, they shall retire from the services of the Company on third pregnancy provided two children are alive.

(d) An Airhostess can opt for voluntary retirement from service after completion of thirty-five years of age and before completion of fifty years of age. If she has not opted for voluntary retirement during her age between 35 to 50 years and if she is found medically unfit to fly temporarily, she will be given employment on ground by the Competent Authority in suitable position and on such deployment she will belong to a separate cadre and the inter-se seniority and other allied categories of female cabin crew in the respective cadre will be protected. The last basic pay drawn by her will also be protected and she will be eligible to emoluments and benefits as applicable to the grade/post to which she is assigned. She will not be eligible for any other

allowance or benefit which she may have enjoyed as Air Hostess.

(e) Air Hostess including Deputy Chief Air Hostess, Additional Chief Air Hostess and Chief Air Hostess who have not opted for voluntary retirement before attaining the age of 50 years will be given employment on ground by the competent authority in suitable position and on such deployment she will belong to a separate cadre and the inter se seniority of Air Hostesses and other allied categories of female cabin crew in the respective cadre shall be protected. The last basic pay drawn by her shall also be protected and she shall be eligible to emoluments and benefits as applicable to the grade/post to which she is assigned. She shall not be eligible for any other allowance or benefit which she may have enjoyed as Air Hostess.

(II) Except as otherwise provided in this order a workman shall retire from the service of the Company on the afternoon of the last day of the month in which he attains the age of superannuation or completes the age of retirement.

30A. COMPULSORY RETIREMENT

The Managing Director of the Company may pass an order on behalf of and in the name of the Company if deemed fit by requiring any employee of the company covered by these Standing Orders, hereinafter referred to as 'employee' , to retire compulsorily after he or she attains the age of 55 years with effect from the expiry of the period of three months notice or three months salary in lieu of notice. Before passing the order of compulsory retirement as aforesaid, the Managing Director shall duly consider as to whether it is in the interest of the Company or in the public interest to retain the employee in service

or require him or her to retire compulsorily having regard to :-

i) suitability;
ii) efficiency;
iii) competence;
iv) quality of performance;
v) health of the employee;
vi) instance of non-availability of the employee for duty in the past, as a result of ill health or otherwise;
vii) compatibility with the Management or co-employees and members of the public;
viii) the opinion of the Management that the employee has become redundant due to technological advances and non-familiarity with the new systems and working requirements;
ix) the fact that the management has reasonable apprehension that continuation of the concerned employee in service is a security risk or there is a justifiable lack of confidence in the employee.

NOTE : Procedure to be followed for exercising the powers under this clause is given in Annexure 'H' which is appended with the Standing Orders.

30B. VOLUNTARY RETIREMENT

Subject to approval of the Managing Director in writing which approval shall be withheld only on operational or disciplinary grounds or any proceedings are pending or likely to be initiated against an employee for any offence involving moral turpitude or any action has been brought against the employee by the Customs Authorities and the Foreign Exchange Management Act, 1999 or the rules made thereunder, an employee other than licensed categories of employees namely Pilot, Aircraft Engineer and Flight Engineer, may also on giving three months notice in writing, opt for voluntary retirement:

a) on attaining the age of 55 years; or
b) at any time after completion of continuous service of 20 years.

Note 1: For the purpose of this clause the term continuous service shall include the interrupted service rendered by an employee in Indian Airlines/Vayudoot as the case may be

OR

interrupted service rendered by an employee in Air India before rejoining the Company

OR

uninterrupted service rendered before joining the Company under Central Government, State Government, Defence Service, Public Service Undertakings owned or controlled by Government, Autonomous Organisations and other Government Agencies provided there is no break in the intervening period. However, the normal joining time admissible under the Central Government Rules on transfer to join the duties of a new post shall not be treated as 'break'.

Note 2 : The employee on voluntary retirement shall not take up employment for at least two years with organisations with whom they had dealings while in service."

31. TRANSFERS

(1) LIABILITY FOR TRANSFER

In the exigencies of service and needs of administration the workman is liable to be transferred from one department or station to another provided that his pay, grade and continuity of service are not adversely affected by such transfer and provided also that an unskilled workman shall not be transferred from one station to another outside the state except with his consent or on purely temporary basis.

(2) **JOINING TIME**

(i) Subject to the provisions hereinafter contained, a workman on transfer from one station to another shall be allowed joining time as follows :-

(a) Seven days in the case of permanent transfer.

(b) Three days in the case of a temporary transfer.

(ii) The joining time admissible as above shall be exclusive of days involved in the journey but inclusive of intervening Sundays and holidays.

(iii) However, in the case of temporary transfers made with immediate effect the workman concerned may be required to proceed immediately to the station of posting in which case he will be allowed to return to his permanent station not earlier than 15 days from the date of arrival at the station of posting and shall thereafter be given 'off' in lieu of the joining time due.

(iv) No joining time will normally be admissible to a workman at the end of his temporary transfer. The competent authority may, however, with due regard to the period of temporary transfer, allow joining time not exceeding three days as mentioned under sub-clause (2)(i) to enable him to rejoin his permanent station.

(v) During joining time, the workman will not normally be required to attend to official duties, but the competent authority, may in the exigencies of work, recall him to duty, in which

case the period of joining time shall be extended correspondingly.

(vi) During joining time, the workman will be entitled to the pay and allowances of the post from which he is transferred.

(3) **TRAVELLING**

(i) A workman on transfer and his family where permitted shall travel by air, sea, rail or road as may be required by the Competent Authority.

(ii) A workman and his family travelling in the Company's aircraft under these Standing Orders shall travel in the lowest class, but the Managing Director may, by general or special order and on such terms as he may deem appropriate, permit any workman or class of workmen and their family/families to travel in any higher class.

(4) A workman on transfer shall be entitled to such travelling and other allowances as the Company may lay down from time to time in consultation with the Union subject to the relevant law, settlement or award.

32. MEDICAL AID IN CASE OF ACCIDENTS

Where a workman meets with an accident in the course of or arising out his employment, the Company shall, at its expense, make satisfactory arrangements for immediate and necessary medical aid to the injured workman and shall arrange for his further treatment if considered necessary by the doctor attending on him. Whenever the workman is entitled for treatment and benefits under the Employees' State Insurance Act, 1948, or the Workmen's Compensation Act, 1923, the Company shall arrange for the treatment and compensation accordingly.

33. MEDICAL EXAMINATION

The appointment of every person in a permanent vacancy shall be subject to his being certified medically fit by the Company's Medical Officer or any other registered Medical Practitioner approved in this behalf by the Managing Director, provided that the Managing Director may for reasons to be recorded in writing, approve of an appointment not withstanding the medical opinion expressed, if he is satisfied that the disability reported is not likely to affect the occupational suitability of the workman.

34. SECRECY

No workman shall take any papers, books, drawings, photographs, instruments, apparatus, documents or any other property of the Company out of the work premises including aircraft except with the written permission of the officer authorised in this behalf nor shall he in any way pass or cause to be passed or disclose or cause to be disclosed any information or matters concerning the manufacturing, preparing maintenance process, trade secrets and confidential documents of the Company including information and matters relating to Company's business or Defence or Security measures to any unauthorised person, Company or Corporation nor shall any workman communicate directly or indirectly to any outside party any documents or information which has come into his possession or of which he has secured knowledge in the course of his official duties, without the written permission of the Competent Authority.

35. EXCLUSIVE SERVICE

The workman shall not at any time work against the interest of the Company and shall not take any employment in addition to his job in the Company which may adversely affect the interest of the Company.

36. LIABILITY OF EMPLOYER

The employer of the establishment shall personally be held responsible for the proper and faithful observance of the Standing Orders.

37. APPEAL

(1) Any person desiring to prefer an appeal in pursuance of sub-section (1) of Section 6 of the Act shall draw up a memorandum of appeal setting out the ground of appeal and forward it in quintuplicate to the Appellate Authority accompanied by a certified copy of the Standing Orders, amendments of modifications, as the case may be.

(2) The Appellate Authority shall, after giving the appellant an opportunity of being heard, confirm the Standing Orders, amendments or modifications as certified by the Certifying Officer unless it considers that there are reasons for giving the other parties to the proceedings a hearing before a final decision is made in the appeal.

(3) Where the Appellate Authority does not confirm the Standing Orders, amendments or modifications it shall fix a date for the hearing of the appeal and direct notice thereof to be given:

(a) Where the appeal is filed by the employer or workman to trade unions of the workmen of the industrial establishment, and to the employer.

(b) Where the appeal is filed by a trade union to the employer and all other trade unions of the workmen of the industrial establishment.

(c) Where the appeal is filed by the representative of the workmen to the employer and any other workman whom the Appellate Authority joins party to the appeal.

(4) The appellant shall furnish each of the respondents with a copy of the memorandum of appeal.

(5) The Appellate Authority may at any stage call for any evidence it considers necessary for the disposal of the appeal.

(6) On the date fixed under sub-clause (3) of the hearing of the appeal, the Appellate Authority shall take such evidence as it may have called for or considered to be relevant.

38. SAVING

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 or privilege under an agreement or contract of service or an award and other conditions of service for the time being in force, as may be applicable.

Certified on amendment on this 21St day of September, Two Thousand.

Sd/-

(CH. Sivaramakrishnan)
Appellate Authority under
Industrial Employment (Standing Orders) Act, 1946
and Regional Labour Commissioner (C), Mumbai

ANNEXURE 'A'
[SEE STANDING ORDER 3(b)]

T OF CATEGORIES OF WORKMEN WHO ARE APPOINTED ON PROBATION A PERIOD OF SIX MONTHS

	DESIGNATION	GRADE CODE	GRADE
	Cook-III	01	2860-40-3140-60-3620-80-3700
	Cook-II	02	3140-60-3620-80-4180
	Cook-I	03	3140-60-3620-80-4180-100-4480
	Lead Cook	07	3560-60-3620-80-4180-100-4880
	Chief Cook	08	3620-80-4180-100-4880-135-5150-175-5850
	Security Assistant-III	01	2860-40-3140-60-3620-80-3700
	Security Assistant-II	02	3140-60-3620-80-4180
	Security Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Security Assistant	07	3560-60-3620-80-4180-100-4880
	Chief Security Assistant	08	3620-80-4180-100-4880-135-5150-175-5850
	Technician's Assistant-III	01	2860-40-3140-60-3620-80-3700
	Technician's Assistant-II	02	3140-60-3620-80-4180
	Technician's Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Technician's Assistant	07	3560-60-3620-80-4180-100-4880
	Chief Technician's Assistant (Applicable for Engineering, Engine Overhaul, Properties & Facilities & Ground Services Departments)	08	3620-80-4180-100-4880-135-5150-175-5850
4	Ramp Assistant-III	01	2860-40-3140-60-3620-80-3700
	Ramp Assistant-II	02	3140-60-3620-80-4180
	Ramp Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Ramp Assistant	07	3560-60-3620-80-4180-100-4880
	Chief Ramp Assistant [Applicable for GSD (ROD)]	08	3620-80-4180-100-4880-135-5150-175-5850
5	Stores Assistant-III	01	2860-40-3140-60-3620-80-3700
	Stores Assistant-II	02	3140-60-3620-80-4180
	Stores Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Stores Assistant	07	3560-60-3620-80-4180-100-4880
	Chief Stores Assistant (Applicable for Materials Management Department)	08	3620-80-4180-100-4880-135-5150-175-5850
6	Printer's Assistant-III	01	2860-40-3140-60-3620-80-3700
	Printer's Assistant-II	02	3140-60-3620-80-4180
	Printer's Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Printer's Assistant	07	3560-60-3620-80-4180-100-4880
	Chief Printer's Assistant [Applicable for Materials Management Department (Printing Press)]	08	3620-80-4180-100-4880-135-5150-175-5850.

SL.NO.	DESIGNATION	GRADE CODE	GRADE
7	Cabin Assistant-III	01	2860-40-3140-60-3620-80-3700
	Cabin Assistant-II	02	3140-60-3620-80-4180
	Cabin Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Cabin Assistant	07	3560-60-3620-80-4180-100-4880
	Chief Cabin Assistant (Applicable for Inflight Services Deparment)	08	3620-80-4180-100-4880-135-5150-175-5850
8	Attendant-III	01	2860-40-3140-60-3620-80-3700
	Attendant-II	02	3140-60-3620-80-4180
	Attendant-I	03	3140-60-3620-80-4180-100-4480
	Lead Attendant	07	3560-60-3620-80-4180-100-4880
	Chief Attendant	08	3620-80-4180-100-4880-135-5150-175-5850
9	Gardener-III	01	2860-40-3140-60-3620-80-3700
	Gardener-II	02	3140-60-3620-80-4180
	Gardener-I	03	3140-60-3620-80-4180-100-4480
	Lead Gardener	07	3560-60-3620-80-4180-100-4880
	Chief Gardener	08	3620-80-4180-100-4880-135-5150-175-5850
10	Commercial Assistant-III	01	2860-40-3140-60-3620-80-3700
	Senior Commercial Assistant-II	02	3140-60-3620-80-4180
	Head Commercial Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Commercial Assistant	07	3560-60-3620-80-4180-100-4880
	Leading Supervisor (Applicable to Commercial Department)	08	3620-80-4180-100-4880-135-5150-175-5850
11	Movement Assistant-III	01	2860-40-3140-60-3620-80-3700
	Movement Assistant-II	02	3140-60-3620-80-4180
	Movement Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Movement Assistant	07	3560-60-3620-80-4180-100-4880
	Chief Movement Assistant (Applicable to Operations Dept)	08	3620-80-4180-100-4880-135-5150-175-5850
12	Apron Assistant-III	01	2860-40-3140-60-3620-80-3700
	Apron Assistant-II	02	3140-60-3620-80-4180
	Apron Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Apron Assistant	07	3560-60-3620-80-4180-100-4880
	Chief Loading Supervisor (Applicable to Ground Services Department)	08	3620-80-4180-100-4880-135-5150-175-5850
13	Lift Assistant-III	01	2860-40-3140-60-3620-80-3700
	Lift Assistant-II	02	3140-60-3620-80-4180
	Lift Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Lift Assistant	07	3560-60-3620-80-4180-100-4880
	Chief Lift Assistant	08	3620-80-4180-100-4880-135-5150-175-5850

SL.NO.	DESIGNATION	GRADE CODE	GRADE
14	Office Assistant-III	01	2860-40-3140-60-3620-80-3700
	Office Assistant-II	02	3140-60-3620-80-4180
	Office Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Office Assistant	07	3560-60-3620-80-4180-100-4880
	Chief Office Assistant	08	3620-80-4180-100-4880-135-5150-175-5850
15	Hygiene Attendant-III	01	2860-40-3140-60-3620-80-3700
	Hygiene Attendant-II	02	3140-60-3620-80-4180
	Hygiene Attendant-I	03	3140-60-3620-80-4180-100-4480
	Lead Hygiene Attendant	07	3560-60-3620-80-4180-100-4880
	Chief Hygiene Attendant	08	3620-80-4180-100-4880-135-5150-175-5850
16	Canteen Assistant-III	01	2860-40-3140-60-3620-80-3700
	Canteen Assistant-II	02	3140-60-3620-80-4180
	Canteen Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Canteen Assistant	07	3560-60-3620-80-4180-100-4880
	Chief Canteen Assistant	08	3620-80-4180-100-4880-135-5150-175-5850
17	Printer's Assistant-II	02	3140-60-3620-80-4180
	Printer's Assistant-I	03	3140-60-3620-80-4180-100-4480
	Lead Printer's Assistant	07	3560-60-3620-80-4180-100-4880
	Chief Printer's Assistant	08	3620-80-4180-100-4880-135-5150-175-5850
18	Ramp Attendant-III	01	2860-40-3140-60-3620-80-3700
	Ramp Attendant-II	02	3140-60-3620-80-4180
	Ramp Attendant-I	03	3140-60-3620-80-4180-100-4480
	Lead Ramp Attendant	07	3560-60-3620-80-4180-100-4880
	Chief Ramp Attendant	08	3620-80-4180-100-4880-135-5150-175-5850
19	Cabin Attendant-III	01	2860-40-3140-60-3620-80-3700
	Cabin Attendant-II	02	3140-60-3620-80-4180
	Cabin Attendant-I	03	3140-60-3620-80-4180-100-4480
	Lead Cabin Attendant	07	3560-60-3620-80-4180-100-4880
	Chief Cabin Attendant	08	3620-80-4180-100-4880-135-5150-175-5850
20	Messenger-III	01	2860-40-3140-60-3620-80-3700
	Messenger-II	02	3140-60-3620-80-4180
	Messenger-I	03	3140-60-3620-80-4180-100-4480
	Lead Messenger	07	3560-60-3620-80-4180-100-4880
	Chief Messenger	08	3620-80-4180-100-4880-135-5150-175-5850
21	Scanning Assistant-II	02	3140-60-3620-80-4180
	Scanning Assistant-I	03	3140-60-3620-80-4180-100-4480
22	Despatch Rider-II	02	3140-60-3620-80-4180
	Despatch Rider-I	03	3140-60-3620-80-4180-100-4480
23	Transport Operator	03	3140-60-3620-80-4180-100-4480
	Senior Transport Operator	07	3560-60-3620-80-4180-100-4880
	Head Transport Operator	08	3620-80-4180-100-4880-135-5150-175-5850

SL.NO.	DESIGNATION	GRADE CODE	GRADE
24	Canteen Supervisor	04	3140-60-3620-80-4180-100-4580
	Senior Canteen Supervisor	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Canteen	11	4180-100-4880-135-5150-175-6200
	Officer-Canteen	14	4380-100-4880-135-5150-175-6550
25	Assistant Offficer-Social Service	11	4180-100-4880-135-5150-175-6200
	Officer-Social Service	14	4380-100-4880-135-5150-175-6550
26	Catering Supervisor	04	3140-60-3620-80-4180-100-4580
	Senior Catering Supervisor	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Catering	11	4180-100-4880-135-5150-175-6200
	Officer-Catering Services	14	4380-100-4880-135-5150-175-6550
27	Clerk / Typist	04	3140-60-3620-80-4180-100-4580
	Senior Office Supervisor	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Admin.	11	4180-100-4880-135-5150-175-6200
	Officer-Administration	14	4380-100-4880-135-5150-175-6550
28	Junior Artist	04	3140-60-3620-80-4180-100-4580
	Junior Artist (Higher Grade)	09	3940-80-4180-100-4880-135-5150-175-5850
29	Comptist	04	3140-60-3620-80-4180-100-4580
30	Security Inspector	04	3140-60-3620-80-4180-100-4580
	Senior Security Inspector	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Security	11	4180-100-4880-135-5150-175-6200
	Officer-Security	14	4380-100-4880-135-5150-175-6550
31	Vigilance Inspector	04	3140-60-3620-80-4180-100-4580
	Senior Vigilance Inspector	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Vigilance	11	4180-100-4880-135-5150-175-6200
	Officer-Vigilance	14	4380-100-4880-135-5150-175-6550
32	Nurse	04	3140-60-3620-80-4180-100-4580
	Assistant Officer-Nursing	11	4180-100-4880-135-5150-175-6200
	Officer-Nursing	14	4380-100-4880-135-5150-175-6550
33	Assistant Officer-Clinic	11	4180-100-4880-135-5150-175-6200
	Officer-Clinic	14	4380-100-4880-135-5150-175-6550
34	Senior Punch Operator	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Punch Room	11	4180-100-4880-135-5150-175-6200
	Officer-Punch Room	14	4380-100-4880-135-5150-175-6550
35	Printer	04	3140-60-3620-80-4180-100-4580
	Senior Printer Supervisor	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Press	11	4180-100-4880-135-5150-175-6200
	Officer-Press	14	4380-100-4880-135-5150-175-6550

SL.NO.	DESIGNATION	GRADE CODE	GRADE
36	Progress Chaser	04	3140-60-3620-80-4180-100-4580
	Senior Progress Chaser	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Planning	11	4180-100-4880-135-5150-175-6200
	Officer-Planning	14	4380-100-4880-135-5150-175-6550
37	Labaratory Technician	04	3140-60-3620-80-4180-100-4580
	Senior Labaratory Technician	9	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Laboratory	11	4180-100-4880-135-5150-175-6200
	Officer-Laboratory	14	4380-100-4880-135-5150-175-6550
38	Junior Fire Assistant	04	3140-60-3620-80-4180-100-4580
	Fire Assistant	09	3940-80-4180-100-4880-135-5150-175-5850
	Senior Fire Assistant	11	4180-100-4880-135-5150-175-6200
	Officer-Fire Fighting	14	4380-100-4880-135-5150-175-6550
39	Storekeeper	04	3140-60-3620-80-4180-100-4580
	Senior Stores Supervisor	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Stores & Purchase	11	4180-100-4880-135-5150-175-6200
	Officer-Stores & Purchase	14	4380-100-4880-135-5150-175-6550
40	Stenographer	04	3140-60-3620-80-4180-100-4580
	Senior Stenographer	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Stenography	11	4180-100-4880-135-5150-175-6200
	Officer-Administration	14	4380-100-4880-135-5150-175-6550
41	Teleprinter Operator	04	3140-60-3620-80-4180-100-4580
	Senior Teleprinter Operator	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Teleprinter	11	4180-100-4880-135-5150-175-6200
	Officer-Teleprinter	14	4380-100-4880-135-5150-175-6550
42	Hindi Typist Clerk	04	3140-60-3620-80-4180-100-4580
	Senior Office Supervisor-Hindi	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Hindi	11	4180-100-4880-135-5150-175-6200
	Officer-Hindi	14	4380-100-4880-135-5150-175-6550
43	Customer Services Supervisor	04	3140-60-3620-80-4180-100-4580
	Senior Customer Services Suprvsr	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Customer Services	11	4180-100-4880-135-5150-175-6200
	Officer-Customer Services	14	4380-100-4880-135-5150-175-6550
44	Scanning Technician	04	3140-60-3620-80-4180-100-4580
	Senior Scanning Technician	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Scanning	11	4180-100-4880-135-5150-175-6200
	Officer-Scanning	14	4380-100-4880-135-5150-175-6550
45	Sports Supervisor	04	3140-60-3620-80-4180-100-4580
	Senior Sports Supervisor	09	3940-80-4180-100-4880-135-5150-175-5850

SL.NO.	DESIGNATION	GRADE CODE	GRADE
46	Telecom Supervisor	04	3140-60-3620-80-4180-100-4580
	Senior Telecom Supervisor	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Telecom	11	4180-100-4880-135-5150-175-6200
	Officer-Telecom	14	4380-100-4880-135-5150-175-6550
47	Cleaning Assistant-Cum-Clerk	04	3140-60-3620-80-4180-100-4580
	Senior Cleaning Assistant-Cum-Clerk	09	3940-80-4180-100-4880-135-5150-175-5850
48	Transport Supervisor	04	3140-60-3620-80-4180-100-4580
	Senior Transport Supervisor	09	3940-80-4180-100-4880-135-5150-175-5850
	Assistant Officer-Transport	11	4180-100-4880-135-5150-175-6200
	Officer-Transport	14	4380-100-4880-135-5150-175-6550
49	Service Engineer-III (Upholstery)	08	3620-80-4180-100-4880-135-5150-175-5850
	Service Engineer-II (Upholstery)	12	4180-100-4880-135-5150-175-6375
	Servie Engineer-I (Upholstery)	13	4280-100-4880-135-5150-175-6550-200-6750
50	Chief Mukadam	08	3620-80-4180-100-4880-135-5150-175-5850
51	Service Engineer-III (Carpentary)	08	3620-80-4180-100-4880-135-5150-175-5850
	Service Engineer-II (Carpentary)	12	4180-100-4880-135-5150-175-6375
	Service Engineer-I (Carpentary)	13	4280-100-4880-135-5150-175-6550-200-6750
52	Aircraft Equipment Operator	07	3560-60-3620-80-4180-100-4880
	Senior Aircraft Equipment Operator	08	3620-80-4180-100-4880-135-5150-175-5850
	Master Aircraft Equipment Operator	11	4180-100-4880-135-5150-175-6200
	Lead Aircraft Equipment Operator	14	4380-100-4880-135-5150-175-6550
53	Service Engineer-III Aircraft (N/L)	08	3620-80-4180-100-4880-135-5150-175-5850
	Service Engineer-II Aircraft (N/L)	12	4180-100-4880-135-5150-175-6375
	Service Engineer-I Aircraft (N/L)	13	4280-100-4880-135-5150-175-6550-200-6750
	Senior Service Engineer-II Aircraft (N/L)	13	4280-100-4880-135-5150-175-6550-200-6750
54	Service Engineer-III (Engg.Facilities)	08	3620-80-4180-100-4880-135-5150-175-5850
	Service Engineer-II (Engg.Facilities)	12	4180-100-4880-135-5150-175-6375
	Service Engineer-I (Engg.Facilities)	13	4280-100-4880-135-5150-175-6550-200-6750
	Senior Service Engineer-II (Engg.Facil.)	13	4280-100-4880-135-5150-175-6550-200-6750
55	Service Engineer-III (Painting)	08	3620-80-4180-100-4880-135-5150-175-5850
	Service Engineer-II (Painting)	12	4180-100-4880-135-5150-175-6375
	Service Engineer-I (Painting)	13	4280-100-4880-135-5150-175-6550-200-6750
	Senior Service Engineer-II (Painting)	13	4280-100-4880-135-5150-175-6550-200-6750
56	Service Engineer-III (Telecom)	08	3620-80-4180-100-4880-135-5150-175-5850
	Service Engineer-II (Telecom)	12	4180-100-4880-135-5150-175-6375
	Service Engineer-I (Telecom)	13	4280-100-4880-135-5150-175-6550-200-6750
	Senior Service Engineer-II (Telecom)	13	4280-100-4880-135-5150-175-6550-200-6750

SL.NO.	DESIGNATION	GRADE CODE	GRADE
57	Service Engineer-III (Ground Equipment)	08	3620-80-4180-100-4880-135-5150-175-5850
	Service Engineer-II (Ground Equipment)	12	4180-100-4880-135-5150-175-6375
	Service Engineer-I (Ground Equipment)	13	4280-100-4880-135-5150-175-6550-200-6750
	Senior Service Engineer-II (Gr.Equip.)	13	4280-100-4880-135-5150-175-6550-200-6750
58	Service Engineer-III (CWP)	08	3620-80-4180-100-4880-135-5150-175-5850
	Service Engineer-II (CWP)	12	4180-100-4880-135-5150-175-6375
	Service Engineer-I (CWP)	13	4280-100-4880-135-5150-175-6550-200-6750
	Senior Service Engineer-II (CWP)	13	4280-100-4880-135-5150-175-6550-200-6750
59	Service Engineer-III (Carpentary)	08	3620-80-4180-100-4880-135-5150-175-5850
	Service Engineer-II (Carpentary)	12	4180-100-4880-135-5150-175-6375
	Service Engineer-I (Carpentary)	13	4280-100-4880-135-5150-175-6550-200-6750
	Senior Service Engineer-II (Carpentary)	13	4280-100-4880-135-5150-175-6550-200-6750
60	Service Engineer-III (Painter-cum-Bench Fitter)	08	3620-80-4180-100-4880-135-5150-175-5850
	Service Engineer-II (Painter-Cum-Bench Fitter)	12	4180-100-4880-135-5150-175-6375
	Service Engineer-I (Painter-Cum-Bench Fitter)	13	4280-100-4880-135-5150-175-6550-200-6750
	Senior Service Engineer-II (Painter-Cum-Bench Fitter)	13	4280-100-4880-135-5150-175-6550-200-6750
61	Service Engineer-III (Telecom)	08	3620-80-4180-100-4880-135-5150-175-5850
	Service Engineer-II (Telecom)	12	4180-100-4880-135-5150-175-6375
	Service Engineer-I (Telecom)	13	4280-100-4880-135-5150-175-6550-200-6750
	Senior Service Engineer-II (Telecom)	13	4280-100-4880-135-5150-175-6550-200-6750
62	Service Engineer-III (Welding)	08	3620-80-4180-100-4880-135-5150-175-5850
	Service Engineer-II (Welding)	12	4180-100-4880-135-5150-175-6375
	Service Engineer-I (Welding)	13	4280-100-4880-135-5150-175-6550-200-6750
	Senior Service Engineer-II (Welding)	13	4280-100-4880-135-5150-175-6550-200-6750
63	Assistant Flight Purser/Cabin Crew	10	4180-100-4880-135-5150-175-5500
	Flight Purser / Senior Cabin Crew	16	4580-100-4880-135-5150-175-6550-200-6950
	Check Flight Purser/Check Cabin Crew	18	4780-100-4880-135-5150-175-6550-200-7150
64	Assistant Officer-Cash	11	4180-100-4880-135-5150-175-6200
	Officer-Cash	14	4380-100-4880-135-5150-175-6550
65	Officer-Data Operations	14	4380-100-4880-135-5150-175-6550
66	Officer-Art	14	4380-100-4880-135-5150-175-6550
67	Chief Plant Operator	14	4380-100-4880-135-5150-175-6550
68	Assistant Officer-Drawing	11	4180-100-4880-135-5150-175-6200
	Officer-Drawing	14	4380-100-4880-135-5150-175-6550

SL.NO.	DESIGNATION	GRADE CODE	GRADE
69	Assistant Officer-Flight Operations	11	4180-100-4880-135-5150-175-6200
	Officer-Flight Operations	14	4380-100-4880-135-5150-175-6550
70	Assistant Officer-Telecom	11	4180-100-4880-135-5150-175-6200
71	Assistant Officer-Telecom (LR)	11	4180-100-4880-135-5150-175-6200
	Officer-Telecom (LR)	14	4380-100-4880-135-5150-175-6550
72	Assistant Officer-Punchroom	11	4180-100-4880-135-5150-175-6200
73	Air Hostess /Cabin Crew	10	4180-100-4880-135-5150-175-5500
	Senior Air Hostess/Sr.Cabin Crew	16	4580-100-4880-135-5150-175-6550-200-6950
	Check Air Hostess/Check Cabin Crew	18	4780-100-4880-135-5150-175-6550-200-7150
74	Assistant Officer-Apron	11	4180-100-4880-135-5150-175-6200
	Officer-Apron	14	4380-100-4880-135-5150-175-6550

ANNEXURE 'B'
[SEE STANDING ORDER 3(b)]

LIST OF CATEGORY OF WORKMEN WHO ARE APPOINTED ON PROBATION FOR A PERIOD OF TWELVE MONTHS.

SL.NO.	DESIGNATION	GRADE CODE	GRADE
1	Assistant Aircraft Engineer	28	5675-175-6550-200-7550-225-7775-250-8025
	Aircraft Engineer	30	6750-200-7550-225-7775-250-8025-275-8575
	Senior Aircraft Engineer	32	7150-200-7550-225-7775-250-8025-275-8850
	Deputy Chief Aircraft Engineer	33	7350-200-7550-225-7775-250-8025-275-9125
2	Sr.Service Engineer-I (Aircraft)(N/L)	25	4975-175-6550-200-7550
	Supervisory Service Engineer	28	5675-175-6550-200-7550-225-7775-250-8025
	Approved Lead Foreman	29	6375-175-6550-200-7550-225-7775-250-8025-275-8575
3	Flight Engineer (Higher Grade)	31	2965-70-3035-120-3395 (Pre-revised)
4	First Officer	32	7150-200-7550-225-7775-250-8025-275-8850
	Senior Captain	36	7775-250-8025-275-9400-300-9700
5	Additional Senior Check Air Hostess	25	4975-175-6550-200-7550
6	Senior Check Air Hostess	26	5500-175-6550-200-7550-225-7775-250-8025-275-8300
7	Additional Senior Check Flt.Purser	25	4975-175-6550-200-7550
8	Senior Check Flight Purser	26	5500-175-6550-200-7550-225-7775-250-8025-275-8300
9	Chief Operator-Telecom (LR)	25	4975-175-6550-200-7550
10	Chief Aircraft Equipment Operator	25	4975-175-6550-200-7550
11	Special Assistant	26	5500-175-6550-200-7550-225-7775-250-8025-275-8300
12	Works Superintendant	28	5675-175-6550-200-7550-225-7775-250-8025
13	Foreman	25	4975-175-6550-200-7550

ANNEXURE 'C
(SEE STANDING ORDER 8(g)

Notice of discontinuance / restarting of a shift working to be given by an employer

Name of employer.....

Address.....

.....

Dated the.....

In accordance with Standing Order No.....of the Standing Orders certified and approved in respect of my/our industrial establishment, I/we hereby give notice to all concerned that it is my/our intention to discontinue/ restart the shift working specified in Annexure, with effect from.....

Signature.....

Designation.....

ANNEXURE

(Here specify the particulars of change in the shift working proposed to be effected.)

Copy forwarded to:-

1. The Secretary of Registered Trade Union
2. Conciliation Officer (Central),
   (Here enter office address of the Conciliation Officer in the local area concerned.)
3. Regional Labour Commissioner (Central)
   .....Zone.
4. Chief Labour Commissioner (Central), New Delhi.

ANNEXURE 'D'
(SEE STANDING ORDER 15)

1. **KINDS OF LEAVE**

Subject to the conditions hereinafter laid down, workman shall be allowed the following types of leave:

a) Casual Leave 3
b) Privilege Leave 4
c) Sick Leave 5
d) Special Sick Leave 5 - A
e) Ex-gratia Sick Leave 6
f) Disability Leave 7
g) Study Leave 8
h) Maternity Leave 9(A
i) Medical Termination of Pregnancy 9(B)
j) Paternity Leave 9(C)
k) Quarantine Leave 10
l) Sports Leave 11
m) Special Casual Leave 12
n) Extraordinary Leave 13

2. **GENERAL CONDITIONS REGARDING LEAVE**:

i) The authority empowered to grant leave has the discretion to refuse, postpone, curtail or revoke leave according to the exigencies of service.

ii) An employee may be required to take such privilege leave as the Competent Authority may decide on giving him three days notice. If leave so offered is not availed off by employee, he shall forefeit it and his leave account shall be debited accordingly.

iii) All leave shall be applied for in writing addressed to the Competent Authority. In case the application is for Privilege or Study Leave, such application shall be submitted atleast 15 days prior to the date of commencement of leave.

iv) Sundays and holidays may be prefixed and/or suffixed to any type of leave with the prior permission of the Competent Authority. When so allowed, they shall not be counted as part of the leave.

v) Sundays or holidays intervening during the period of leave shall count as part of the leave.

vi) If leave is refused, postponed, curtailed or revoked, the reasons therefor, shall be recorded in writing and communicated to the employee.

vii) All leave to the credit of an employee shall ordinarily lapse on the date of cessation of his services provided that :-

(a) the Privilege Leave admissible and applied for in writing well ahead of the date of retirement or resignation and refused in writing by the Competent Authority may be granted from the date of such retirement or resignation, or the leave salary in lieu of Privilege Leave to the extent referred to above may be paid to the employee.

(aa) In the case of an employee retiring on superannuation, he shall be eligible to encash unutilised Privilege Leave standing to his credit at the time of retirement on superannuation subject to the following conditions namely: -

1) The Privilege Leave which the employee is entitled to encash under this Standing Order shall be limited to a maximum of 300 days and shall be paid in lumpsum as one time settlement.
Explanation: For the purpose of this Standing Order, Leave Salary shall be same as determined for the purpose of contribution to the Provident Fund.

2) The Authority competent to grant leave shall be authorised to grant encashment of Privilege Leave standing to the credit of the employee on the date of retirement on superannuation.

3) The benefit under this Standing Order shall also be admissible to employee who has attained the age of retirement on or after 1st March 1979 and are granted extension of service after that date.

(b) In the case of death of permanent employee or a temporary employee who has completed one years' continuous service, the legal heir/s of the deceased employee, shall be paid the leave

salary in respect of the Privilege Leave standing to the credit of the employee on the date of his death subject to a maximum of 300 days. The payment of leave salary is to be made on compassionate grounds and cannot be claimed as of right.

2A. (1) Subject to provision of Standing Order 2 above, an employee on Indian Scale of Pay shall be eligible to encash Privilege Leave in accordance with the following conditions, namely: -

(a) The encashment of Privilege Leave shall be allowed at the option of an employee;
Provided that encashment shall not be allowed where leave cannot be granted in the interest of the Company.

(b) Maximum period of leave that can be encashed shall be 50% of the Privilege Leave sanctioned to an employee subject to the condition that the employee actually proceeds on not less than 15 days leave.

(c) Encashment of Privilege Leave shall be allowed only once in a financial year.

(d) For the purpose of encashment of Privilege Leave only pay as counted for Provident Fund contribution and Additional Dearness Allowance shall be taken into account.

(e) The rate of encashment per day shall be calculated on the basis of the emoluments specified in condition(s) and drawn by an employee in the month preceding the month in which he proceeds on leave divided by thirty.

(f) Where an employee, having received encashment, curtails his leave at his option, and if the rest of the leave being availed is for less than 15 days the entire amount paid as encashment shall be recovered from the salary next payable to the employee.

(g) If an employee who avails of encashment benefits is called by the Competent Authority before the expiry of the period of privilege leave permitted, the encashment benefit already sanctioned shall be allowed to the employee irrespective of the portion of the privilege leave actually availed off by him.

(h) The Competent Authority, while sanctioning for encashment of the portion of the Privilege Leave shall specifically indicate the total period of leave sanctioned indicating therein the portion of the Privilege Leave allowed for encashment and the portion of the privilege leave that the employee shall actually avail off.

(i) No encashment of Privilege Leave shall be permissible to an employee during the period of his suspension from service.

(j) No deduction other than income tax shall be made from the amount payable, if the encashment is for a period less than 30 days.

(k) The amount payable towards the Privilege Leave allowed to be encashed shall not be reckoned as Pay for any purpose including Provident Fund Contribution.

(l) The period of Privilege Leave permitted to be encashed shall not be reckoned for the purpose of earning Privilege Leave or any other kind of leave.

2A. (2) The benefits of encashment of Privilege Leave shall not be admissible to: -

(a) Employees on contract;
(b) Temporary employees;
(c) Apprentices and trainees;
(d) Employees appointed for a specific project;
(e) Employees on deputation.

3. CASUAL LEAVE:

(i) An employee will be eligible for 10 days casual leave with pay in a financial year. A temporary employee with less than a year's service will be granted casual leave on pro-rata basis.

(ii) Casual Leave shall not be accumulated nor shall it be combined with any type of paid leave other than leave admissible under Clause 5, 5A, 6 and 12.

(iii) Ordinarily not more than 3 days casual leave will be granted at a time.

(iv) Such leave is intended to meet special circumstances, which cannot be foreseen.

(v) Ordinarily the previous permission of the Competent Authority shall be obtained before such leave is taken, but when this is not possible, the Competent Authority, shall as soon as practicable, be informed in writing of the absence from and of the probable duration of such absence.

4. PRIVILEGE LEAVE:

(i) An employee on completion of twelve months continuous service shall be eligible for 30 days privilege leave with pay. On completion of the first twelve months' service, his privilege leave account shall be credited with 30 days and thereafter at the rate of 2½ days per month. In the case of flight crew, privilege leave account shall be credited at the end of each financial year with 30 days or proportionate number of days, as the case may be. The privilege leave may be accumulated upto 300 days.

(ii) For the purpose of determining the privilege leave entitlement the following periods of absence shall not be counted as service:

(I) Periods on loss of pay
(II) Unauthorised absence
(III) Study Leave absence

5. SICK LEAVE:

(i) An employee other than Flight Crew and Cabin Crew will be eligible for 10 days and Flight Crew and Cabin Crew for 14 days sick leave with pay in a financial year. A temporary employee with less

than years' service will be granted sick leave on pro-rata basis.

(ii) The leave admissible under the Standing Order can be accumulated upto a maximum limit of 120 days during the entire period of his service. It can be availed of:

(a) in case of Flight Crew on duty when normal sick leave, casual leave and privilege leave in case of 205 days are exhausted and

(b) in case of other employees, after all other types of paid leave are exhausted.

(iii) Sick leave for a period exceeding three days shall be supported by a medical certificate of the Company's Medical Officer or of any other registered Medical Practitioner acceptable to the Company's Medical Officer provided that in the case of employees governed by the Employees' State Insurance Act, a Certificate of the Insurance Medical Practitioner will be required irrespective of the duration of the sick leave. In case the employee does not have any sick leave to his credit, he will have to produce a medical certificate of the Company's Medical Officer or any other Registered Medical Practitioner even for one days' leave due to sickness.

5A. **SPECIAL SICK LEAVE:**

(i) Subject to the conditions hereinafter mentioned, Special Sick Leave shall be admissible to employees at the rates and in the circumstances specified below:

(a) to Flight Crew, at the rate of 15 days with Pay for each completed year of service to be computed from 1st August 1953, or the date of joining whichever is later, in cases where the employee is suffering from any major or prolonged illness or where he has to undergo a surgical operation, or in the event of an accident involving personal injury.

(b) To all other categories of employees, at the rate of 30 days on half basic pay in respect of each completed year of continuous

service, in cases where the employee is suffering from:

(i) Tuberculosis,

(ii) leprosy,

(iii) cancer,

(iv) organic ear diseases requiring hospitalisation and/or prolonged rest in the bed,

(v) paralysis or vascular, infective or degenerative origin affecting one or more limbs (minor paralysis like bell's palsy is not included in this category),

(vi) significant mental illness treated in a Government Mental Hospital (in such cases, a certificate regularising sickness will be accepted by the Company, subject to the approval of the same by the Director of Medical Services of the Company), - Hospital Superintendent or any Competent Authority of a Government Mental Hospital empowered to issue such a Certificate; A Psychiatrist on Air India Panel of Specialist attached to a Government Hospital or a Private Hospital or Nursing Home.

(vii) On the basis of the recommendation of the Company's Chief Medical Officer, Special Sick Leave will also be admissible in cases where the employee is suffering from the following diseases, ailments or injury, provided the employee has been hospitalised continuously for more than three months on account of anyone or more of the diseases or ailments or injuries mentioned below:

1) Head Injury,
2) Fracture of Bone,
3) Injury to any internal organ,
4) Renal (Kidney Failu)
5) Hepatic (Liver Failure),
6) Respiratory Failure
7) Bone Marrow Failure

8) Unconsciousness from any cause
9) Brain abscess
10) Liver abscess
11) Abscess of the Bone (Osteomylitis)
12) Subdiaphragmatic abscess
13) Intra-abdominal abscess
14) Empyema
15) Intracranical aneurysms or vascular abnormalities requiring surgical treatment
16) Collagen diseases listed below:
    (a) Systemic Lupes erythematosis
    (b) Polyarteritis nodosa
    (c) Progressive systemic sclerosis
    (d) Polymyositis
17) Rheumatic Polyarthritis
18) Rheumatoid Arthritis
19) Septic Arthritis
20) Sacroidosis
21) Ulcerative Colitis
22) Crohn's Diseases
23) Cirrhosis of the liver
24) Peptic Ulcer and its sequelae
25) Hyper or hypofunction of the endocrine glands
26) Glaucoma
27) Prolapsed intervertebral disc and its sequelae
28) Demyelinating diseases
29) Myasthenia Gravis
30) Coronary Thrombosis and its sequelae

(ii) The leave admissible under this clause may be accumulated up to the maximum limit of 180 days during the entire period of the service. It can be availed off when the normal sick leave, casual leave and privilege leave in excess of 45 days are exhausted.

6. EX-GRATIA SICK LEAVE:

The Managing Director may, in his discretion grant or authorise any other officer to grant in deserving cases ex-gratia sick leave as follows to permanent employees: -

(i) 30 days leave with half basic pay and half dearness or foreign allowance as may be admissible for every two years of completed service subject to a maximum of 60 days during the entire period of the employees' service.

(ii) Ex-gratia sick leave will commence only after an employee has exhausted all other categories of paid leave.

7. DISABILITY LEAVE:

(i) An employee who is injured in and during the course of his employment, or who contracts any of the occupational diseases enumerated in Schedule III to the Workmen's Compensation Act and is thereby temporarily disabled, may on production of a Medical Certificate acceptable to the Competent Authority, be granted Disability Leave with Pay not exceeding 120 days except in cases of employees who are covered by the Agreement with the Appropriate Union/ Association providing for grant of leave in excess of this limit. Such leave may also be granted in the event of an injury sustained by an employee while actually participating in any sporting event as a representative of the Company.

(ii) The grant of this leave is subject to the following conditions: -
(a) that the accident or disease is not due to the employees' own negligence or default and
(b) that he obeys all instructions as to treatment given by the Company's Medical Officer.

(iii) Where Disability Leave is applicable and the employee complies with the condition specified in (ii) (b) above, any reasonable expenses incurred by him on the treatment of the injury or occupational disease and on transportation involved in attending Hospitals or Medical Clinics shall be reimbursed to

him by the Company, provided that in the case of an employee governed by the Workmen's Compensation Act or the Employees' State Insurance Act, the pay and allowances admissible to him during such leave shall be subject to adjustment in respect of any compensation or other benefits to which he may be eligible under any of the said Acts.

8. STUDY LEAVE:

Study Leave may be granted by the Managing Director in accordance with the procedure prescribed by the Company from time to time.

9(A) MATERNITY LEAVE:

Where the local law applicable to a Station does not provide for the grant of maternity leave to female employees, or where such employees are not covered by any Scheme of Social or Health Insurance, permanent female employees may be granted maternity leave with pay for a period which may extend up to 135 days.

9(B) MEDICAL TERMINATION OF PREGNANCY:

(i) MTP leave not exceeding 6 weeks may also be granted to a female employee (irrespective of the number of surviving children) in case of miscarriage or Medical Termination of Pregnancy on production of Medical Certificate acceptable to the Company's Medical Officer.

(ii) Maternity Leave may be combined with any other kind of leave.

9(C) PATERNITY LEAVE:

A male employee upto two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with any other kind of leave.

10. **QUARANTINE LEAVE:**

(i) An employee may, on production of the Quarantine Certificate issued by a Government or Municipal Medical Authority or the Medical Officer of the Company, be granted Quarantine Leave with pay for the period not exceeding 30 days.

(ii) Quarantine Leave is to be granted in cases of cholera, small pox, plague, diphtheria, typhus fever, measles and cerebrospinal meningitis.

(iii) Quarantine Leave is not admissible in cases in which an employee himself is suffering from an infectious disease. In such cases, he will be given the normal casual, sick or privilege leave, as may be due.

11. **SPORTS LEAVE:**

An employee selected to represent the country or the State or the Company in any form of competitive sport or called for trials, test or training connected with/ preceding such selection may, at the discretion of the Competent Authority, be granted Sports Leave with pay for such periods as may be necessary, but not exceeding 30 days in a financial year.

12. **SPECIAL CASUAL LEAVE:**

(i) The Managing Director may, subject to such condition as he may prescribe, grant or authorise any other officer to grant, special casual leave with pay to an employee who, being a representative of any Association of the employees recognised by the Company, is required to attend its Annual General or Executive Meetings or any international meetings or conferences. The period of such leave on each such occasion shall be in accordance with the terms of the Agreement, if any, with the respective Associations, but shall not, in any case exceed 10 days at a time, inclusive of journey time. Any leave availed off in excess of this period shall be debitable to the normal casual leave or privilege leave account of the employee.

(ii) Any employee intending to undergo sterilisation operation under the Family Planning Scheme shall be granted Special Casual Leave with pay not exceeding six working days to undergo such operation and for post-operative treatment or rest thereafter or for both. A woman employee who undergoes non-puerperal sterilisation operation may be granted such leave not exceeding 14 days at a stretch.

(iii) A male employee whose wife undergoes non-puerperal tubecotomy operation under the Family Planning Scheme may be granted Special Casual Leave up to seven days subject to production of medical certificate from the Doctor who performed the operation to the effect that the presence of the employee is essential for the period of leave to look after the wife during convalescence after operation.

13. EXTRAORDINARY LEAVE:

Any leave granted to an employee in excess of leave with pay admissible to him shall be without pay unless the Managing Director, on compassionate grounds, permits any part or whole of such leave to be treated as Leave With Pay debitable to the employees' future leave account.

ANNEXURE - 'E'

S.NO	DISCIPLINARY AUTHORITY	NATURE OF PUNISH-MENT	WORKMAN ON WHOM PUNISH-MENT CAN BE IMPOSED	APPELLATE AUTHORITY	REVIEWING AUTHORITY
1	**COMMERCIAL DEPARTMENT**				
	a) Station Head at Outstations (in SM grade) or its equivalent Grade Code No.32	Any or all	To any workman not above the grade of Officer Administration/ Officer-Customer Services or its equivalent - Grade Code 14	Sr.Station Manager or its equivalent Grade Code No.34	Commercial Director or its equivalent Grade Code No.40
	b) Station Head (in Senior SM grade) or its equivalent Grade Code NO.34	Any or all	To any workman not above the grade of Officer Administration/ Officer-Customer Services or its equivalent - Grade Code 14	Commercial Manager or its equivalent Grade Code No.36	Commercial Director or its equivalent Grade Code No.40
	c) Commercial Manager/Regional Manager or its equivalent Grade Code No.36	Any or all	To any workman not above the grade of Officer Administration/ Officer-Customer Services or its equivalent - Grade Code 14	RD-India/Dy.CD or its equivalent Grade Code No.39	Commercial Director or its equivalent Grade Code No.40
	d) Airport Manager (Traffic/Cargo) or its equivalent Grade Code No.36	Any or all	To any workman not above the grade of Officer Administration/ Officer-Customer Services or its equivalent - Grade Code 14	Dy.Commercial Director-Admn./Dy.CD-Cargo or Traffic or its equivalent Grade Code No.39	Commercial Director or its equivalent Grade Code No.40
2	**FINANCE & ACCOUNTS DEPARTMENT**				
	a) Dy.General Manager-Finance or its equivalent Grade Code No.36	Any or all	To any workman not above the grade of Officer-Administration or its equivalent - Grade Code 14	General Manager-Finance or its equivalent Grade Code No.39	Director-Finance or its equivalent Grade Code No.40

	DISCIPLINARY AUTHORITY	NATURE OF PUNISH-MENT	WORKMAN ON WHOM PUNISH-MENT CAN BE IMPOSED	APPELLATE AUTHORITY	REVIEWING AUTHORITY
3	**HUMAN RESOURCES DEVELOP-MENT DEPARTMENT**				
	a) Dy.General Manager-HRD or its equivalent Grade Code No.36	Any or all	To any workman not above the grade of Officer-Administration or its equivalent - Grade Code 14	General Manager-HRD or its equivalent Grade Code No.39	Director-HRD or its equivalent Grade Code No.40
4	**MATERIALS MANAGEMENT DEPARTMENT**				
	a) Dy.General Manager-Materials Management or its equivalent Grade Code No.36	Any or all	To any workman not above the grade of Officer-Administration or its equivalent - Grade Code 14	General Manager-MM or its equivalent Grade Code No.39	Director-MM or its equivalent Grade Code No.40
5	**ENGINEERING DEPARTMENT**				
	a) Additional General Manager-Engineering or its equivalent Grade Code NO.38	Any or all	To any employee not above the grade of Deputy Chief Aircraft Engineer or its equivalent Grade Code No.33	General Manager-Engg. (Licensed/Approval Holder) or its equivalent Grade Code No.39	Director-Engineering or its equivalent Grade Code No.40
	b) Dy.General Manager-Engg. or its equivalent Grade Code No.36	Any or all	To any employee not above the grade of Approved Lead Foreman or its equivalent Grade Code No.29	Addl.General Manager-Engg. or its equivalent Grade Code No.38	Director-Engineering or its equivalent Grade Code No.40
	c) Dy.General Manager-Engg. (Line Stations & Administration) or its equivalent Grade Code No.36	Any or all	To any employee not above the grade of Officer-Administration or its equivalent - Grade Code 14	Addl.General Manager-Engg.(HQ) or its equivalent Grade Code No.38	Director-Engineering

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S.NO	DISCIPLINARY AUTHORITY	NATURE OF PUNISH-MENT	WORKMAN ON WHOM PUNISH-MENT CAN BE IMPOSED	APPELLATE AUTHORITY	REVIEWING AUTHORITY
6	**ENGINE OVERHAUL DEPARTMENT**				
	a) Addl.General Manager-EOD or its equivalent Grade Code NO.38	Any or all	To any employee not above the grade of Deputy Chief Aircraft Engineer or its equivalent Grade Code No.33	General Manager-EOD (Licence/Approval Holder) or its equivalent Grade Code No.39	Director-EOD or its equivalent Grade Code No.40
	b) Dy.General Manager-EOD or its equivalent Grade Code No.36	Any or all	To any employee not above the grade of Approved Lead Foreman/ Officer-Administration or its equivalent - Grade Code No.29/14	Addl.General Manager-EOD or its equivalent Grade Code No.38	Director-EOD or its equivalent Grade Code No.40
7	**OPERATIONS DEPARTMENT**				
	a) Addl.General Manager-Ops. or its equivalent Grade Code No.38	Any or all	To any employee not above the grade of Senior Captain or Flight Engineer(Higher Grade) or its equivalent - Grade Code 36/31	General Manager-Ops. or its equivalent Grade Code No.39	Director-Operations or its equivalent Grade Code No.40
	b) Dy.General Manager-Ops. or its equivalent Grade Code No.36	Any or all	To any employee not above the grade of Officer-Administration or its equivalent - Grade Code No.14	General Manager-Ops. or its equivalent Grade Code No.39	Director-Operations or its equivalent Grade Code No.40
8	**AIR SAFETY DEPARTMENT**				
	a) Addl.General Manager-Air Safety or its equivalent Grade Code No.38	Any or all	To any employee not above the grade of Senior Captain or its equivalent - Grade Code 36	General Manager-Air Safety or its equivalent Grade Code No.39	Director-Air Safety or its equivalent Grade Code No.40
	b) Deputy General Manager-Air Safety or its equivalent Grade Code No.36	Any or all	To any employee not above the grade of Officer-Administration or its equivalent - Grade Code No.14	General Manager-Air Safety or its equivalent Grade Code No.39	Director-Air Safety or its equivalent Grade Code No.40

S.NO	DISCIPLINARY AUTHORITY	NATURE OF PUNISH-MENT	WORKMAN ON WHOM PUNISH-MENT CAN BE IMPOSED	APPELLATE AUTHORITY	REVIEWING AUTHORITY
9	**SECURITY DEPARTMENT**				
	a) Senior Manager-Security/Sr. Manager-Security(Outstation)or its equivalent Grade Code No.32	Any or all	To any workman not above the grade of Officer-Administration/ Officer-Security or its equivalent Grade Code No.14	General Manager-Security or its equivalent Grade Code No.39	Director-Security or its equivalent Grade Code No.40
10	**VIGILANCE DEPARTMENT**				
	a) Senior Manager-Vigilance/ Sr. Manager-Vigilance(Outstation) or its equivalent Grade Code No.32	Any or all	To any workman not above the grade of Officer-Administration/ Officer-Vigilance or its equivalent Grade Code No.14	General Manager-Vigilance or its equivalent Grade Code No.39	Director-Vigilance or its equivalent Grade Code No.40
11	**PROPERTIES & FACILITIES DEPARTMENT**				
	a) Dy.General Manager-P&F or its equivalent Grade Code No.36	Any or all	To any employee not above the grade of Supervisory Service Engineer/Officer-Administration or its equivalent Grade Code 28/14	General Manager-P&F or is equivalent Grade Code No.39	Director-Properties & Facilities or its equivalent Grade Code No.40
	b) Senior Manager-Technical/ Manager-Technical or its equivalent Grade Code No.32/30	Any or all	To any employee not above the grade of Supervisory Service Engineer/Assistant Officer-Admn. or is equivalent Grade Code No.28/14	General Manager-P&F or its equivalent Grade Code No.39	Director-Properties & Facilities or its equivalent Grade Code No.40

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S.NO	DISCIPLINARY AUTHORITY	NATURE OF PUNISH-MENT	WORKMAN ON WHOM PUNISH-MENT CAN BE IMPOSED	APPELLATE AUTHORITY	REVIEWING AUTHORITY
12	**INFLIGHT.SERVICES DEPARTMENT**				
	a) Dy.General Manager-IFS or its equivalent Grade Code No.36	Any or all	To any employee not above the grade of Senior Check Air Hostess/ Senior Check Flight Purser or its equivalent and Officer-Administration or its equivalent. Grade Code No.26/14	General Manager-IFS or its equivalent Grade Code No.39	Director-Inflight Services or its equivalent Grade Code No.40
13	**MEDICAL SERVICES DEPARTMENT**				
	a) Dy.General Manager-Medical or its equivalent Grade Code No.36	Any or all	To any employee not above the grade of Officer-Administration or its equivalent Grade Code No.14	General Manager-Medical or its equivalent Grade Code No.39	Director-Medical Services or its equivalent Grade Code No.40
14	**PLANNING & INTERNATIONAL RELATIONS**				
	a) Dy.General Manager-Planning & Intrl Relations or its equivalent Grade Code No.36	Any or all	To any employee not above the grade of Officer-Administration or its equivalent Grade Code No.14	General Manager-Planning or its equivalent Grade Code No.39	Director-Planning & International Relations or its equivalent Grade Code No.40
15	**GROUND SERVICES DEPARTMENT**				
	a) Dy.General Manager-GS or its equivalent Grade Code No.36	Any or all	To any workman not above the grade of Supervisor, Service Engineer or its equivalent or Officer-Admin. or its equivalent Grade Code 28/14	General Manager-GS or its equivalent Grade Code No.39	Director-Ground Services or its equivalent Grade Code No.40

...6/-

S.NO	DISCIPLINARY AUTHORITY	NATURE OF PUNISH-MENT	WORKMAN ON WHOM PUNISH-MENT CAN BE IMPOSED	APPELLATE AUTHORITY	REVIEWING AUTHORITY
	b) Sr.Manager-Technical/Manager-Technical(Outstations) or its equivalent Grade Code No.32/30	Any or all	To any workman not above the grade of Supervisory Service Engineer or its equivalent or Officer-Admin. or its equivalent - Grade Code 28/14	General Manager-GS or its equivalent Grade Code No.39	Director-Ground Services or its equivalent Grade Code No.40
16	**DEPARTMENT OF INFORMATION TECHNOLOGY**				
	a) Deputy General Manager-Info. Technology or its equivalent Grade Code No.36	Any or all	To any workman not above the grade of Supervisory Service Engineer or its equivalent or Officer-Admin. or its equivalent - Grade Code 28/14	General Manager-Info.Tech. or its equivalent Grade Code No.39	Director-Information Technology or its equivalent Grade Code No.40
17	**HEADQUARTERS**				
	a) Senior Manager-HQ or its equivalent Grade Code No.32	Any or all	To any employee not above the grade of Officer-Administration or its equivalent - Grade Code No.14	Dy.General Manager-Hqrs or its equivalent Grade Code No.36	Secretary & General Manager-Admin. or its equivalent Grade Code No.39
18	**PUBLIC RELATIONS**				
	a) Senior Manager-PR or its equivalent Grade Code No.32	Any or all	To any employee not above the grade of Officer-Administration or its equivalent - Grade Code No.14	Dy.General Manager-PR or its equivalent Grade Code No.36	Director-Public Relations or its equivalent Grade Code No.40

...7/-

S.NO	DISCIPLINARY AUTHORITY	NATURE OF PUNISH-MENT	WORKMAN ON WHOM PUNISH-MENT CAN BE IMPOSED	APPELLATE AUTHORITY	REVIEWING AUTHORITY
19	**INTERNAL AUDIT**				
	a) Dy.General Manager-Internal Audit or its equivalent Grade Code No.36	Any or all	To any workman not above the grade of Officer-Administration or its equivalent - Grade code No.14	General Manager-Internal Audit or its equivalent Grade Code No.39	Director-Internal Audit or its equivalent Grade Code No.40

NOTE: In the absence of the Disciplinary Authorities specified above, the Appellate Authority shall exercise the power of Disciplinary Authority and in such event the Reviewing Authority shall exercise the power of Appellate Authority and the Deputy Managing Director/Managing Director shall exercise the power of Reviewing Authority.

ANNEXURE 'F'

PROCEDURE FOR DISCIPLINARY ACTION
(See Standing Order 23)

Where Disciplinary Action has to be taken against an employee under Standing Order 23, the following procedure shall be followed:

COMPETENT AUTHORITY:

For the purpose of this Annexure, "Competent Authority" in relation to any employee specified in Column 4 of Annexure "E" means the authority specified in the corresponding entry in Column 2 of the said Annexure "E".

I. INVESTIGATION:

(i) When the Competent Authority receives any information or a report indicating that an employee has committed a misconduct, he may call an investigation to be carried out to ascertain as to whether there is a case for further action, unless he is satisfied that a prima facie case exists against the employee concerned in which case, the Competent Authority may dispense with such investigation and proceed to issue or authorise the investigation and proceed to issue or authorise the issuance of a chargesheet to the employee concerned.

(ii) The investigation when conducted should be brief and should conclude as soon as it is clear that there is a prima facie case or that the allegation is groundless. If during such investigation the person admits guilt or default on his part, such admission should be recorded in the presence of and signed by the employee concerned.

II. CHARGESHEET:

If the Competent Authority is satisfied on receiving information or report as mentioned in para I(i) above, or a report of investigation as mentioned in para I(ii) above

that a prima facie case exists for taking disciplinary action against the employee, the latter should be served with a written charge-sheet clearly and specifically setting forth the alleged misconduct. The employee charged should be given a reasonable time (not less than 48 hours) to submit his written explanation and asked whether he desires to be heard in person.

III. ENQUIRY:

(i) Should the employee so charged asked to be heard in person or should his written explanation be considered not satisfactory or should his written explanation disclose other facts which require an enquiry, the Competent Authority shall appoint an Enquiry Committee for the purpose of enquiring into the charges.

(ii) If however, the employee admits in writing the misconduct alleged against him, the Enquiry Committee may not be constituted and the authority competent to impose punishment under Standing Order 22 may proceed to pass an order of punishment under Standing Order 20.

(iii) (a) Whenever the Disciplinary Authority is of the opinion that there are grounds for enquiring into the truth of any imputation of misconduct or misbehaviour against an employee, it may appoint an officer of the Company or any retired official of Central or State Government or any Public Sector Undertaking (hereinafter called the Enquiring Authority), to enquire into the truth thereof.

(b) The Enquiry Committee may comprise of one or more officers, one of who must be a representative of the Department to which the charged employee belongs. The Enquiry Committee must be constituted in writing in such a manner that the member/members appointed to hold the enquiry is/are always in a grade higher than that of the person charged. In cases where the Committee consists of more than one person, it should be indicated in the Order as to who will be its Convenor.

(iv) The employee charged should be informed in writing of the date and time when the enquiry will be held and be asked to attend, and further inform that if he fails to attend enquiry or attending it refuses to take part in it, the enquiry will proceed ex-parte. He should also be informed that at such enquiry, he shall be entitled to be defended by an employee of the company employed at the same station.

(v) The employee charged, along with the person permitted to defend him will be entitled to be present during the hearing of the witnesses. Should the person charged fail to attend enquiry or attending it refuses to take part in it, the enquiry should proceed ex-parte.

(vi) When the Enquiry Committee commences its work, the person charged would be asked to state if he has anything further to say beyond already what has been submitted in his written explanation. Any such statement should be recorded in writing and signed by the person charged.

IV. WITNESSES:

The following witnesses shall thereafter be examined or cross-examined as the case may be by the Committee:

(a) Those upon whose testimony, the charge was based;

(b) Those whom the charged employee may bring forward as witnesses in his defence. The person charged will be required to indicate the points on which such witness will give evidence and it is open to the Enquiry Committee, on scrutinising the list, where it appears to be vexatious or frivolous, to restrict the number of witnesses only to those whose evidence is relevant and material to the proceedings of enquiry.

(c) Any other person whose evidence being relevant the Committee considers it necessary to record.

(d) The statement made by each witness shall be succinctly recorded by the committee and will be signed by the witness and counter-signed by the

person charged. It is not necessary to write down questions and answers except where absolutely necessary on a crucial point, where the admission or denial must be recorded verbatim.

(e) When a witness comes before the Enquiry Committee, he should be asked to make a statement of facts within his knowledge relating to the charge. The person charged shall be entitled to cross-examine such a witness, but the witness will not be permitted to cross-examine the person charged. The person charged can be only examined by the Enquiry Committee. If on the evidence given by a witness, the Enquiry Committee wishes to examine the person charged, this may be done but not in the presence of the witness who has made the statements. The witness can be recalled later, if necessary. The person charged will also be given an opportunity to examine his witness in his defence.

V. FINAL STATEMENT:

After all the evidence which is necessary and relevant for the purpose of the enquiry has been recorded, the person charged shall be given further opportunity of making a final statement in his defence should he desire to do so. This statement should be recorded in writing and signed by the person charged. In case the person charged or any witness refuses to sign the statement or deposition, that fact should be recorded in the Enquiry Proceedings.

VI. REPORT OF THE ENQUIRY COMMITTEE:

The Enquiry Committee should formulate its Report in the following order:

(i) Charges contained in the chargesheet
(ii) Summary of the evidence recorded
(iii) Analysis of evidence and Enquiry Committee's observations thereon
(iv) Findings in respect of each of the charges and reasons for arriving at these findings

VII. ORDER BY THE COMPETENT AUTHORITY:

The Competent Authority on receiving the report of the Enquiry Committee shall satisfy itself as to the correctness of the findings by giving its independent attention to the weightage of evidence both for and against the charges. Where the Competent Authority agrees with the findings of the Enquiry Committee, it is not necessary for it to give reasons for the acceptance of the Report, but where it disagrees, it shall record the reasons for such disagreement. The Competent Authority shall thereafter issue an Order of punishment after having given the workmen concerned a reasonable opportunity of making representation on the penalty proposed. In awarding punishment, the Competent Authority shall take into consideration, the extent and gravity of the misconduct, previous service record of the person charged and any extenuating or aggravating circumstances of the case.

VIII. GENERAL:

(a) In a case where an appeal lies and the person charged requests for a copy of the Enquiry Committee's report and/or enquiry proceedings to enable him to prefer an appeal, the Competent Authority shall supply him with a copy of the Enquiry Committee's report and/or with a copy of enquiry proceedings. Similarly, at a request of the person charged, the Enquiry Committee shall during the course of the enquiry also supply him with a copy of the enquiry proceedings i.e. statements recorded before the Enquiry Committee.

(b) It is important that an investigation and/or enquiry into an irregularity or misconduct be completed within the shortest possible time.

ANNEXURE 'G'

AIR-INDIA

RECORD CARD STAFF NO.

Name in full
Father's Name
Permanent Address
Local Address
Name and Address of next of kin
Date of Birth | Place of Birth | Married/Widower/Single
Nationality | Religion | Mother Tongue | Literate in

QUALIFICATIONS

	Name of	Examination/Diploma c	Class or Distinctio	Year
School				
University				
Technical				

Specimen Signature
or Thumb impression

PREVIOUS EXPERIENCE

Name of Employer	Period of Servic	Post He	Salary	Reasons of leaving

Identification Mark

Date of Joining _____ in _____ Department as _____ Salary _____ Category (Monthly basis _____ Months probation
in grade of _____ date confirmed _____ salary on confirmation _____ Monthly rated
Daily rated Temporary basis

INCREMENTS

No.	Date	Amount	Salary raised to	Grade	Reason	No.	Date	Amount	Salary raised to	Grade	Reason

INCREMENTS

No.	Date	Amount	Salary raised to	Grade	Reason	No.	Date	Amount	Salary raised to	Grade	Reason
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

GENERAL NOTES: -

Date of Leaving

Reason

Conduct

Ability

Attendance

Enthusiasm

Remarks

ANNEXURE 'H' – SEE CLAUSE 30-A

Before passing an order of Compulsory Retirement, the Managing Director shall duly consider :-

a) Recommendations of the Review Committee
b) The Service Record of the employee for a period of last five years immediately preceding the date of consideration wherever applicable.
c) The Appraisal Report from the Head of the Department concerned and shall also take into consideration other relevant factors enumerated hereinafter :-

(i) Suitability
(ii) Efficiency
(iii) Competence
(iv) Quality of Performance
(v) Health of employee
(vi) Instance of non-availability of the employee for duty in the past, as a result of ill-health or otherwise
(vii) Compatibility with the management and co-employees and members of the public
(viii) The opinion of the management that the employee has become redundant due to technological advances and non-familiarity with the new systems and working requirements.
(ix) The fact that the management has reasonable apprehension that the continuance of the concerned employee in service is a security risk or there is a justifiable lack of confidence in the employee.

2. The Managing Director of the Company shall constitute a Review Committee consisting of atleast three persons amongst senior Departmental Heads/ Deputy Managing Director of the Company as may be deemed fit by him for the purpose of making recommendations of the Management in respect of the Compulsory Retirement of an employee after the concerned employee attains the age of 55 years. The said Committee shall consider as to whether the concerned employee should be required to retire compulsorily or not, keeping in view the requirements of the Clause 1(b) and (c) referred to above.

3. The Review Committee shall formulate its recommendations in this behalf and forward the same to the Managing Director for appropriate action.

4. In an appropriate case and after due consideration of relevant factors, the Managing Director of the Company may pass an order for compulsory retirement even during the pendency of a disciplinary enquiry or even where the disciplinary enquiry against the employee is under contemplation or is already completed, if the management decides to drop the disciplinary proceedings in the interest of the Company and is of the opinion that it would be reasonable to direct compulsory retirement of the employee concerned under the Standing Order herein. The Managing Director shall exercise his discretion after taking an overall view of the matter.

5. The Review Committee as well as the Managing Director shall record briefly the reason in support of the view taken. The reasons so recorded need not be communicated by the Review Committee or the Managing Director of the company to the employee concerned. The reasons so recorded shall be treated as Confidential Record of the Company.

6. The Board of Directors may review the decision of the Managing Director whether against the employee or in favour of the employee concerned of its own or in pursuance of written representation of the employee concerned within 60 days of the receipt of the representation provided the representation from the employee concerned should be within 30 days from the date of order of the Managing Director. In the absence of specific direction of the Board of Directors to the contrary, the decision of the Managing Director shall be implemented even during the pendency of the Review Proceedings of Board of Directors on the basis of the relevant record before the Managing Director in the light of recommendations of the Review Committee and/or the decision of the Managing Director and the written representation of the employee concerned. The Board of Directors shall not be obliged to grant any personal hearing while deciding the Review. The Board shall dispose off the Review expeditiously and as far as possible within three months from the receipt of the representation for Review. The decision of the Board of Directors in this behalf shall be binding on the employee.