

**CERTIFIED STANDING ORDERS FOR CORPORATE OFFICE
UDAIPUR, UMRA RLY. SIDING & JAIPUR OFFICE OF
RAJASTHAN STATE MINES & MINERALS LTD.**

1. APPLICATION AND SCOPE

- a) These Standing Orders shall come into force in accordance with Section 7 of the Industrial Employment (Standing Orders) Act, 1946. The present service rules will cease to operate from the day these Standing Orders will come into force.
- b) These Standing Orders shall apply to all workmen employed in Corporate office at Udaipur Umra Railway siding, registered Office at Jaipur and the workmen employed in any other office or railway siding of M/s Rajasthan State Mines & Mineral Ltd.
- c) These Standing Orders shall also apply to members of the staff/workmen employed on specific terms of employment for specific purposes, but in such cases items not covered under the Standing Orders the terms of agreement/contract of employment shall prevail.

2. APPRENTICES :

Apprentices are not entitled to any of the privileges of regular workmen provided under these orders but are otherwise subject to these orders except in so far as they are governed by their apprenticeship contract and/or any special rules or orders framed by the management for apprentices.

AMENDMENTS OR MODIFICATIONS

These orders may be amended or modified from time to time in accordance with the provisions of the Industrial Employment (Standing Orders) Act and Rules, 1946.

PUBLICATION OF ORDERS :

These orders and amendments or modifications made thereto and any notices, orders or instructions issued there under will be pasted on the General Notice Board at the Office and other Establishments.

प्रमाणित की है अधिकारी DEFINITIONS :

राजस्थान राज्य
राजस्थान, जयपुर

The company means "Rajasthan State Mines & Minerals Ltd." registered under the Indian Companies Act, 1956.

- a) The "Manager" means any person called by any other name for the time being managing the establishment or any one duly authorised to act on their behalf in the office for the observance of these Standing Orders.
- b) "Workmen" means any person defined as workmen in Section 2(1) of the Industrial Employment (Standing Order) Act, 1946 and/or as defined in the Industrial Disputes Act, 1947.
3. "Notice Board" means the notice board specially maintained at a conspicuous place at or near the

main entrance to the office Gate for the purpose of displaying notices under the Standing Orders.

- d) "Management" means the Company's Director, Group General Manager, General Manager, C.P.A. Secretary or such person who are vested with the authority from time to time to act on behalf of the Company to exercise the powers of the management with regard to any or all matters relating to these standing Orders, and includes the personnel Manager.
- e) "Competent Authority" means any officer appointed by the Managing Director or any other authority to whom the power has been delegated by the Managing Director and notifying by pasting a notice on the notice board by the management. He shall be competent authority for various purposes set out in such notices under these Standing Orders.
- f) "Habitual" means an act or omission repeated three or more times within a period of six months.
- g) "Medical Certificate" means a certificate granted by Company's Medical Officer or by any authorized Medical Attendant and if the case is referred by Company's Doctor to Govt. Hospital or any medical institution, in such cases the certificate issued by such Doctor/Doctors shall be treated as valid certificate. If the workman is out of Headquarter, the certificate granted by Govt. Doctor or Registered Medical Practitioner shall be considered as valid certificate, but in such cases, the Management, however, will have a right to enquire into the genuineness of medical certificate issued by Registered Medical Practitioner and to get the workman re-examined by Company's Doctor or medical Board which shall be final.
- h) The "Masculine" shall include the 'feminine' and the plural includes the 'Singular' or vice-versa unless specified otherwise.



6. CLASSIFICATION OF WORKMAN :

प्रनारिण कर्ता अधिक
एकम्
विशेष धन आयुवती.
राजस्थान, जयपुर

The workman/Employees have been classified in the following categories.

Permanent

A permanent "Workman/Employee" is one who has been engaged against a permanent post and includes a workman/employee who has satisfactorily completed probation period as laid down in clauses 2 and made permanent by an order in writing.

2. Probationer

A "Probationer" is a workman/employee who is provisionally employed to fill a permanent vacancy or post and has not been confirmed as permanent by the Management. Ordinarily, the period of probation shall be one year but such period of probation can be extended by another six months but the maximum period including the extended period shall not be more than one and half year. The