



**एअर इंडिया**  
**AIR-INDIA**

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**CERTIFIED STANDING ORDERS**  
**APPLICABLE TO WORKMEN**

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(Amended) Effective 21-10-2000

**Human Resources Development Department**

THE UNIVERSITY OF CHICAGO  
DIVISION OF THE PHYSICAL SCIENCES  
DEPARTMENT OF CHEMISTRY  
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# **Synopsis**

## **Certified Standing Orders**

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# ANNEXURES

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2. Annexure B  
List of categories of workmen appointed on probation for a period of twelve months.
3. Annexure C  
(see Standing Order 8(g))
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(see Standing Order 15)
5. Annexure E  
(Disciplinary powers)
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(Procedure for disciplinary action)
7. Annexure G  
(Record Card)
8. Annexure H  
(see Clause 30A)

**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 15<sup>th</sup> of that month, and from the first day of the following calendar month in cases where the workman joins duty after the 15<sup>th</sup> 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 circumstances 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 ~~when the workman is~~ 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.