

## **CHECK LIST FOR DRAFT STANDING ORDERS (GUIDELINES)**

### **Clauses:**

1. Date of enforcement Standing Orders.
2. Definitions – (attendance, habitual, industrial establishment, manager, management, medical certificate, night shift, notice, notice board, staff, substitute register, supervisor, workman).
3. Classification of workmen – (permanent, probationers, badlies or fixed term employment, - (temporary, casual/apprentices).
4. Tickets – (cards, token).
5. Publication of working time.
6. Publication of holidays and pay days.
7. Publication of wage rates.
8. Shift working.
9. Notice of change in shift working.
10. Attendance and late coming.
11. Duties and obligations during working hours.
12. Holidays and leave including off-days of the week.
13. Casual leave.
14. Payment of wages.
15. Payment of wages to employed workers not present on usual pay day.
16. Change of address.
17. Fitness for work.
18. Periodical medical Check-up.
19. Service Records.
20. Conditions for promotion- grant of increments/confirmation.
21. Entry and exit only by gate to be notified.
22. Workman to leave premises of the industrial estt. Immediately, if not working.
23. Liability for search on entering and leaving the premises of the industrial estt.
24. Stoppage of work.
25. Transfer.
26. Resignation.
27. Lay off.
28. Closure due to strike including lock-out.
29. Termination of service.
30. Notice by workman leaving the service.
31. Separation from the company.
32. Disciplinary action for misconduct (Acts or omissions constituting misconduct).
33. Clearance settlement.
34. Issue of service certificate, wage slips.
35. Procedure for enquiring into complaints.
36. Penalties (Punishment for misconduct.
37. Complaints/grievance procedure.
38. Age of retirement/gratuity.
39. Medical Bill in case of accidents.
40. Secrecy.
41. Exclusive Services.
42. Rules of employment of women and children.
43. Standing Orders to be pasted on Notice Boards, all Deptts. etc.