



SOUTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LTD.
(A Govt. of Telangana Undertaking)
H No.: 6-1-50, Mint Compound, Gr. Hyderabad – 63 Ph.: 2343 8375
CIN U40109TG2000SGC034116, website:www.tssouthernpower.com

ABSTRACT

TSSPDCL – Manpower Planning – Industrial Employment (Standing Orders) Act, 1946 and Rules 1953 – Implementation of Certified Standing Orders with effect from 08.09.2020 – “Standing Orders, Service Rules and Regulations for Artisans” working in TSSPDCL - Orders - Issued.

S.P.O.O.(CGM-HRD) Ms. No. 1290

Date: 30-12-2020.

Read the following:-

1. Memorandum of settlement, dtd. 04.12.2016, U/s 18(1) of the ID Act, 1947.
2. Memorandum of settlement, dtd. 28.07.2017, U/s 12(3) of the ID Act, and Rule 60 of the Telanagana State Industrial dispute Rules, 1958.
3. S.P.O.O.(CGM-HRD) Rt. No.510, Dt.01.06.2017.
4. S.P.O.O.(CGM-HRD) Ms. No.429, Date: 29-07-2017.
5. S.P.O.O.(CGM-HRD) Ms. No.430, Date: 29-07-2017.
6. S.P.O.O.(CGM-HRD) Ms. No. 503, Date: 31-08-2017.
7. S.P.O.O.(CGM-HRD) Ms. No. 504, Date: 31-08-2017.
8. S.P.O.O.JS(IR & M) Ms. No. 764, Date: 01-12-2017.
9. S.P.O.O.(CGM-HRD) Ms. No. 681,Date: 22-09-2018
10. T.O.O (Jt.Secy-Per) Rt.No.535, dtd.30.10.2018.
11. Minutes of TSSPDCL 156th Board meeting held on 07.03.2019.
12. Letter dtd 24.04.2019 of the CMD, TSSPDCL.
13. Lr.No B/588/2019, dt 17.06.2019 of Joint Commissioner of Labour (twin Cities).
14. Lr.No.CHM(HRD)/GM(Adm)/DE(MPP)/AE(MPP)/22/2019,dtd. 26.06.2019.
15. S.P.O.O.(CGM-HRD) Ms. No. 607, Dt.23-10-2019.
16. S.P.O.O.(CGM-HRD) Ms. No. 609, Dt.27-11-2019..
17. Lr.NoH1/1310/2019,dtd 10.07.2020 of Joint Commissioner of Labour (HQ).
18. Lr.No.CHM(HRD)/GM(Adm)/DE(MPP)/AE(MPP)/22/2019,dtd. 03.08.2020.
19. Proc. No H1/1310/2019,dtd. 10.08.2020 of Joint Commissioner of Labour (HQ).
20. T.O.O (Jt.Secy-Per) Rt.No.938, dtd.29.12.2020.

ORDER:

Whereas, in the reference 1st read above, a Memorandum of Settlement was entered between the Managements of TS Power Utilities and the Telangana Electricity Trade Union Front (TETUF) comprising of 14 Trade Unions, registered and functioning in the TS Power Utilities and also with Telangana Raastra Vidyuth Karmika Sangham (TRVKS), inter-alia that for absorption of certain “Outsourced Personnel” working in TSTRANSCO, TSGENCO. TSSPDCL and TSNPDCL, in a phased manner.

2. Whereas, in the reference 2nd read above, a Memorandum of Settlement under Section 12(3) of the ID Act, 1947, and Rule 60 of Telangana State Industrial Disputes Rules, 1958 was entered with the Telangana Electricity Trade Union Front (TETUF) and Telangana Raastra Vidyuth Karmika Sangham (TRVKS), inter-alia that to absorb 20,903 “Outsourced Personnel” working in TS Power Utilities and who were on rolls as on 04.12.2016, duly adhering to the guidelines stipulated therein and the “Outsourced Personnel identified for absorption into the service of TS Power Utilities were re-designated as Artisan Grade I, II, III and IV, duly fitting them into the new Scales, as per their qualifications etc. as indicated in Clause III (iv).

3. Whereas, in the reference 3rd read above, certain guidelines were issued for absorption of “Outsourced Personnel” engaged through certain Contractors/ Agencies/Firms for execution of certain continuous/perennial nature of whole time duration works in TSSPDCL. In the references 4th, 5th, 6th, 7th and 16th read above, the services of certain “Outsourced Personnel” were regularized as “Artisan Grade I, II, III and IV”.

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4. Whereas, as stated supra, the "Outsourced Personnel" working in Corporate Office and other offices of TSSPDCL were absorbed as 'Artisans' by creating a separate cadre and treating them as a separate set of workmen on 'as is where is basis' without referring to availability of vacancies by entering into a Memorandum of Settlement under Section 18 (1) R/w Section 12(3) of Industrial Disputes Act, 1948 with the Trade Unions, and their service conditions are governed by the provisions of the Industrial Employment (Standing Orders) Act, 1946.

5. Whereas, in the reference 12th read above, the draft Standing Orders governing the service conditions of the above absorbed 'Artisans' were framed in terms of Section 3 of the Industrial Employment (Standing Orders) Act, 1946, in the prescribed Forms A&B and submitted to the Certifying Officer/the Joint Commissioner of Labour, Hyderabad (Twin Cities) for its certification.

6. Whereas, in the reference 13th read above, the joint Commissioner of Labour, Hyderabad (Twin Cities) has called for the remarks of the Managements of TS Power Utilities on the objections received from the Trade Unions/Associations on the draft Standing Orders. The Managements have furnished the point wise remarks to the Joint Commissioner of Labour (Twin Cities) in the reference 14th read above. The joint Commissioner of Labour (Twin Cities), Hyderabad, has convened several meetings with the Managements of TS Power Utilities and the representatives of Telangana Electricity Trade Union Front (TETUF) and Telangana Raastra Vidyuth Karnika Sangham (TRVKS) on the certification of draft Standing Orders i.e. "Standing Orders, Service Rules and Regulations of Artisans" working in TS Power Utilities. In the reference 17th read above, the Joint Commissioner of Labour (HQ) had called for another Joint Meeting on 16.07.2020 with Trade Unions and Managements of TS Power Utilities. During the course of Joint Meeting, he has requested to furnish the updated draft Standing Orders along with the recently issued orders in respect of Artisans working in TS Power Utilities.

7. Whereas, in the reference 18th read above, the TSSPDCL has furnished the modified draft Standing Orders to the Joint Commissioner of Labour (HQ) for its certification. In the reference 19th read above, the Joint Commissioner of Labour (HQ) in exercise of the powers conferred under clause (c) of Section (2) of the Industrial Employment (Standing Orders) Act, 1946, the "Standing Orders, Service Rules and Regulations of Artisans" working in TSSPDCL were certified as per Section 5(3) of the Industrial Employment (Standing Orders) Act, 1946, and it was informed therein that the certified Standing Orders shall come into force with effect from 08.09.2020.

8. Whereas, it is decided to implement the "Standing Orders, Service Rules and Regulations of Artisans" working in TSSPDCL, as certified by the Joint Commissioner of Labour (HQ), in exercise of the powers conferred under Clause (C) of Section (2) read with Section 5(3) of the Industrial Employment (Standing Orders) Act, 1946.

9. Accordingly, after careful consideration, orders are hereby issued that the certified Standing Orders governing the service conditions of Artisans i.e. "Standing Orders, Service Rules and Regulations for Artisans, 2019, TSSPDCL" as certified by the Joint Commissioner of Labour (HQ), shall come into force with effect from 08.09.2020, in supersession of the earlier orders issued in the T.O.O. (Jt.Secy-Per) Ms. No. 173, Date:17.11.2017 as adopted in TSSPDCL vide S.P.O.O.JS(IR & M) Ms. No. 764, Date: 01.12.2017.

10. All the Functional Heads in Corporate Office and Chief General Managers/ Superintending Engineers/General Managers/Divisional Engineers of TSSPDCL are directed to follow the above certified Standing Orders i.e. "Standing Orders, Service Rules and Regulations for Artisans 2019, TSSPDCL" (copy enclosed), while dealing with the service conditions of Artisans working in TSSPDCL, without any deviation and violation of the said Standing Orders will be viewed seriously and suitable disciplinary action as deemed fit will be taken against the concerned. The Heads of the TSSPDCL are also requested to exhibit the same in notice board for wide publication.

11. These orders are also available on TSSPDCL website and can be accessed at the address, www.tssouthernpower.com

Encl:- As Above.

**(BY ORDER AND IN THE NAME OF SOUTHERN POWER DISTRIBUTION
COMPANY OF TELANGANA STATE LIMITED)**

**G. RAGHUMA REDDY
CHAIRMAN AND MANAGING DIRECTOR**

To

The Chief General Manager (HRD)/TSSPDCL.
The Chief General Manager/_____/TSSPDCL
The Superintending Engineer/_____/TSSPDCL.
The General Manger_____/TSSPDCL
All Divisional Engineers/TSSPDCL.

Copy Submitted to:

The Chairman & Managing Director/TSTRANSCO & TSGENCO
The Principal Secretary to GoTS/Energy Department/TS Secretariat
The Commissioner of Labour, Telangana, Hyderabad

Copy to:

The Chairman & Managing Director/TSNPDCCL
The Chief Vigilance Officer/TSSPDCL.
All Assistant Secretaries/TSSPDCL
The Company Secretary/TSSPDCL.
The State Public Information officer/TSSPDCL.
The Pay Officer/TSSPDCL.
DE/T to CMD/TSSPDCL.
SPS to CMD/TSSPDCL.
PSs to All Directors/TSSPDCL.
All Unions/Associations/_____
Stock file.

F.No.CGM(HRD)/GM(Adm)/DE(MPP)/AAO(MPP)/22/2019

//FORWARDED BY ORDER //

ASST. ACCOUNTS OFFICER (MP)

K.S.Reddy 30/12/2020

**GOVERNMENT OF TELANGANA
OFFICE OF THE COMMISSIONER OF LABOUR UNDER SEC. 2(C) OF THE
INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946 AND JOINT
COMMISSIONER OF LABOUR(HQ)**

Proc. No. H1/1310-4/2019

Date: 10.08.2020

CERTIFICATE

In exercise of the powers conferred upon me under Section 2 (c) read with section 5(3) of the Industrial Employment (Standing Orders) Act, 1946 (Act of XX of 1946), I certifying officer & Joint Commissioner of Labour (HQ), O/o the Commissioner of Labour, Telangana, Hyderabad, do hereby certify the standing orders, Service Rules and Regulations of Artisans working in Southern Power Distribution Company of Telangana Limited (SPDCL).

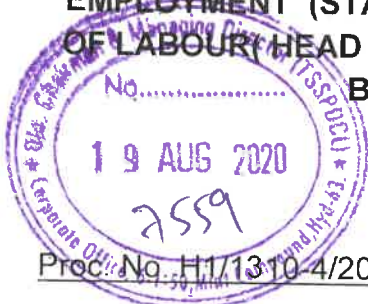

10-8-2020

Certifying Officer U/S 2 (C) of Industrial
Employment (Standing Orders) Act, 1946
**CERTIFYING OFFICER &
JOINT COMMISSIONER OF LABOUR (HQ)**
O/o THE COMMISSIONER OF LABOUR
Telangana, Hyderabad

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BEFORE THE CERTIFYING OFFICER UNDER SEC. 2(C) OF THE INDUSTRIAL
EMPLOYMENT (STANDING ORDERS) ACT, 1946 AND JOINT COMMISSIONER
OF LABOUR (HEAD QUARTERS) O/o THE COMMISSIONER OF LABOUR, TAKS
BHAVAN, RTC "X" ROADS, HYDERABAD



PRESENT:: L. CHATURVEDI
STATION:: HYDERABAD

Proc. No. H1/1310-4/2019

Dated: 10.08.2020

Sub: Industrial Employment (Standing Orders) Act, 1946 and Rules 1953
Certification of standing orders, Service Rules and Regulations of Artisans
working in Southern Power Distribution Company of Telangana
Limited (SPDCL) submitted by the Chairman & Managing Director,
Southern Power Distribution Company of Telangana Limited (SPDCL),
Mint Compound, Hyderabad – Certification of Standing Orders – Orders
issued – Reg.

- Ref: 1. Letter Dated: 07.03.2019 of the Chairman & Managing Director,
Southern Power Distribution Company of Telangana Limited (SPDCL),
Mint Compound, Hyderabad.
2. This office memo of even No. dated: 20.03.2019
3. Letter No. B/588/2019 of the JCL, Hyderabad (TCs), dated: 30.09.2019
4. This office memo of even No. dated: 24.10.2019
5. Lr. No. B/588/2019 of the Joint Commissioner of Labour,
Hyderabad (TCs), dated: 27.11.2019
6. A Formal joint meeting was held by the Joint Commissioner of
Labour (HQ) O/o the Commissioner of Labour, Telangana, Hyderabad on
16.07.2020
7. Lr. No. CMD/Jt. Secy. /GM(IR)/AS/PO-I/JPO-I/134/2020, dated:
01.08.2020 of the CMD, TSNPDCL, Vidyuth Bhavan, Warangal.

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Whereas, the Chairman & Managing Director, Southern Power Distribution
Company of Telangana Limited (SPDCL), Mint Compound, Hyderabad has submitted
draft Standing Orders, Service Rules and Regulations of Artisans working in Southern
Power Distribution Company of Telangana Limited (SPDCL) for certification under
Section 3 of the Industrial Employment (Standing Orders) Act, 1946 for adaptation in its
Establishment in accordance of Section 5 of the Act.

Subsequently, while forwarding the draft standing orders, Service Rules and
Regulations of Artisans working in Southern Power Distribution Company of Telangana
Limited (SPDCL), the Joint Commissioner of Labour, Hyderabad (TCs) was requested to
examine the matter as per the provisions of Industrial Employment (Standing Orders)
Act, 1946 and Rules for Certifying the Standing Orders after obtaining objections and
suggestions from stakeholders in the matter.

The Joint Commissioner of Labour, Hyderabad (TCs) reported that after
conducting several meetings with unions and management as per section 5(2) of
Industrial Employment (Standing Orders) Act, 1946 and after obtaining objections from
the unions and also examining section 13(B) of the Industrial Employment (Standing
Orders) Act, 1946, has submitted a detailed report on draft standing orders, Service
Rules and Regulations of Artisans working in Southern Power Distribution Company of
Telangana Limited (SPDCL) submitted by the CMD, Southern Power Distribution
Company of Telangana Limited (SPDCL), Mint Compound, Hyderabad and stated that
the objections received from the Unions are general in nature but not specific and not
point wise. Further, stated that the objections raised by the unions are overruled and
opined that the draft standing orders can be certified vide his letter No. B/588/2019,
dated; 27.11.2019.

The Joint Commissioner of Labour(HQ) has held a formal meeting with managements and unions on 16.07.2020 and ascertain the facts that all unions are earlier participated in standing orders proceedings held before the Joint Commissioner of Labour, Hyderabad(TCs) some of the unions reiterating the same objections raised earlier before Joint Commissioner of Labour, Hyderabad(TCs) the same were overruled as the issues were already discussed and overruled by the Joint Commissioner of Labour, Hyderabad(TCs) and found that certain provisions are not incorporated in the draft standing orders though the management issued circular memo which are in force. Hence, the same was modified by the certifying officer and directed the management to include the same and resubmit the modified standing orders for certification and produced before the certifying officer. Accordingly, the managements have included such provisions and resubmitted the modified standing orders for certification.

Therefore, in exercise of the powers conferred under clause (c) of Section (2) of the Industrial Employment (Standing Orders) Act, 1946 the Standing Orders, Service Rules and Regulations of Artisans working in Southern Power Distribution Company of Telangana Limited(SPDCL) are hereby certified as per Section 5(3) of the Act.

The certified standing orders communicated to the parties on 10.08.2020

The certified standing orders shall come in to operation w.e.f 8.08.2020

Given under my hand and seal of this authority on this the 10th day of August, 2020

**CERTIFYING OFFICER &
JOINT COMMISSIONER OF LABOUR (HQ)
O/o THE COMMISSIONER OF LABOUR**

To,
The Chairman & Managing Director, Southern Power Distribution Company of Telangana Limited(SPDCL), Mint Compound, Hyderabad.

Copy to:

- | | |
|---|-----------------|
| 1). Telangana Electricity Employees Union. | Regd.No.1104. |
| 2). Telangana Rastra Vidyut Karmika Sangham. | Regd.No.H-58. |
| 3). Telangana State Electricity Employees Union. | Regd.No.327. |
| 4). Telangana State Power Employees Union. | Regd.No.1535. |
| 5). Telangana Vidyut Employees Union. | Regd.No.H-82. |
| 6). Telangana State United Electricity Employees Union. | Regd.No.H-1829. |
| 7). A.P.S.E.B. Technical Employees Union. | Regd.No.B-2275. |
| 8). Telangana Electricity Employees Union. | Regd.No.H-142. |
| 9). Telangana Vidyut Contract Workers Union. | Regd.No.B-2871. |
| 10). Telangana Electricity Staff and Workers Union | Regd.No.H-64. |
| 11). Telangana Rastra Power Employees Union. | Regd.No.G-445. |
| 12). United Electric Employees Union. | Regd.No.B-1829. |

Stamp: TSSPDCL. AS (Estt) DE (MPP) 20 AUG 2020 GM (Adm)

Stamp: OFFICE OF THE CHIEF GENERAL MANAGER (HRD) TSSPDCL. 7 AUG 2020

Handwritten notes: Original records, 10/8/2020

Stamp: OFFICE OF THE DIRECTOR (HR & IR) TSSPDCL. 14 AUG 2020 2945. Includes handwritten initials and signatures.

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STANDING ORDERS

**SERVICE RULES AND REGULATIONS FOR
ARTISANS 2019**

**SOUTHERN POWER DISTRIBUTION COMPANY OF
TELANGANA LIMITED (TSSPDCL)**

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**SERVICE RULES AND REGULATIONS OF ARTISANS WORKING IN
SOUTHERN POWER DISTRIBUTION COMPANY LIMITED OF TELANGANA STATE
(TSSPDCL)**

CHAPTER-I


1. Short Title, extent and scope :-

- (i) These orders may be called the “Southern Power Distribution Company Limited of Telangana State (TSSPDCL) Service Rules and Regulations of Artisans, 2019”.
- (ii) They shall come into force with effect from the date of certification by the competent authority in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946, (Central Act No. 20 of 1946).
- (iii) These rules shall apply to all Artisans of the TSSPDCL working in all Substations, Operation, Maintenance and Construction Divisions, Establishments and Offices etc., and also the forth coming New Sub-stations / Establishments /Divisions /Offices etc.

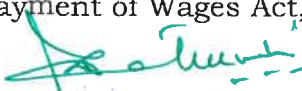
2. Definitions :

In these orders, unless there is anything repugnant in the subject or context:

- a) “Act” means the Industrial Employment (Standing Orders) Act, 1946 (Central Act No.20 of 1946)
- b) The “Company” shall mean TSSPDCL which include its Sub-Stations and its premises, Operation & Maintenance, Construction Divisions/Circles, Administrative Office premises, Work Sites and its Ancillaries/Subsidiaries, Staff residential Quarters complex and Guest House/Transit House of the Company etc., and places in possession of the Company which are related for core activity of the Company.
- c) “Management” means Chairman & Managing Director and/or Directors and/or any other persons authorised to act on his or on their behalf or on behalf of the Company from time to time.
- d) “Board” means the Board of Directors of the Company.


Certifying Officer U/S 2 (C) of Industrial
Employment (SO) Act 1946 &
Joint Commissioner of Labour (HQ)
O/o Commissioner of Labour, Telangana, Hyderabad.

- e) "Competent Authority" means the Officer of the Company, who by virtue of his position has authority over the Artisans and; or is authorised or delegated to exercise the powers in regard to the matters specified in these Service Rules and Regulations.
- f) "DIVISION" means a "Divisional Office" by whatever name it may be called, of the Company.
- g) "Day" means a calendar day beginning and ending at mid night.
- h) "Month" means a calendar month of a year.
- i) "Muster Roll" means and includes any register, or registers, or other records maintained by the Company for the purpose of keeping a list of Artisan employed, or engaged by the Company or for purpose of making attendance of the said Artisan.
- j) "Notice" means a notice in writing required to be given, or posted on the Notice Board for the purpose of these Service Rules and Regulations.
- k) "Notice Board" means the Notice Board specially maintained in a conspicuous place, at or near each of the main entrance to the Division, or a unit Office, as the case may be; and at the Time Offices for the purpose of displaying notices required to be affixed, displayed or posted under the provisions of these Service Rules and Regulations.
- l) "Artisan" means Workmen as defined in Section 2 of the Industrial Disputes Act'1947 (Central Act of 1947) (hereinafter referred as "Act" for brevity).
- m) "Work premises" include the precincts of the Division/ Operations Circle and other places of work under the control of the Company in which the Artisans are working.
- n) "Wages" mean wages as defined under the Payment of Wages Act, 1936 and as amended from time to time.

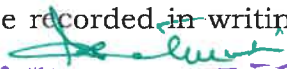

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Employment (SO) Act 1946 &
Joint Commissioner of Labour (HQ)
O/o Commissioner of Labour, Telangana, Hyderabad.

- o) "Misconduct" means and include any of the misconduct enumerated under the Service Rules and Regulations and these Service Rules and Regulations also include any Act or Acts committed by the Artisans of the Company, whether outside the premises or at its premises or any where posted in connection with the work of the Company or outside the Company premises (anywhere) and the commission is in connection with the working of the Company or effecting any law in force in the country.
- p) "Habitual" means involving repetition of an act or omission, for a minimum of 4 times within a period of 12 months.
- q) Gender and Number: Wherever singular is used the same shall be construed as including plural and the masculine gender shall be construed as include feminine gender.
- r) "Year" means a calendar year.
- s) Words and expressions used in these orders; but not defined shall have the same meanings assigned to them in the Act.

3. Classification of Artisan:

Artisans, by whatever designation they may be called, for the purpose of these orders, shall be classified broadly, as below; namely:

- i. Probationer Artisan (Who is on probation)
 - ii. Regular Artisan (Approved probationer)
- i. Probationer is an Artisan who is provisionally employed for being considered for appointment on regular basis. All Artisans of first appointment shall be placed on probation for a period of two years within a continuous period of three years, during which period their performance will be observed with a view to determine their suitability for confirmation. The period of probation may be extended, for the reasons to be recording in writing, by the competent authority. So however, the probation shall be extended by more than 12 calendar months; save for exceptional reasons to be recorded in writing. The


 Certifying Officer U/S 2 (C) of Industrial
 Employment (SO) Act 1946 &
 Joint Commissioner of Labour (HQ)
 O/o Commissioner of Labour, Telangana, Hyderabad.

workman shall be deemed to be on probation until confirmed by written orders of the competent authority, or Company. In case of unsatisfactory work, or otherwise, unless his services are otherwise terminated within or on completion of the probationary period.

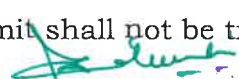
- ii. A Regular Artisan, by whatever designation he may be called, is a Artisan who has been engaged on a regular basis and has satisfactorily completed his probationary period including breaks due to sickness, accident, leave, strike (not being an illegal strike) or who has been confirmed against a permanent post.

NOTE: Provided that if a Regular Artisan is upgraded to the next higher grade as a probationer in a next higher grade, he may, at any time during his probationary period in that grade, be reverted to his original grade.

CHAPTER-II

4. IDENTITY CARDS AND PERMITS:

- i. Every Artisan shall be provided with an Identity Card, Badge or a temporary permit, duly signed by an Officer authorised by the Company in that behalf, which shall bear the Artisan's name, staff number, photograph and such other information as the Company may prescribe by order, together with signature of the Artisan. Such identity card, badge; or as the case may be the temporary permit will serve as individual gate pass for the Artisan for entering and remaining within the precincts of the work place in connection with the work. The Artisan shall display the same on his person at all times during his stay in his work place or the precincts thereof; and shall show at the entrance to the place of work and at the exit; and shall show the same without demur on demand by the security personnel of the Company.
- ii. The identity card, badge or the temporary permit shall not be transferrable.


 Certifying Officer U/S 2 (C) of Industrial
 Employment (SO) Act 1946 &
 Joint Commissioner of Labour (HQ)
 O/o Commissioner of Labour, Telangana, Hyderabad.

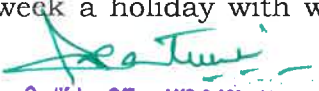
- iii. If an Artisan loses his identity card, badge or the temporary permit, he shall immediately report the loss to the concerned officer and a new identity card, badge; or as the case may be, the temporary permit, shall be obtained by paying its cost as may be notified by the Company from time to time.
- iv. If the identity card, badge; or the temporary permit becomes illegible or disfigured due to fair wear and tear, the Company will replace it without charging for its replacement.
- v. No Artisan shall be admitted into the precincts or premises of his workplace without his identity card, badge, or temporary permit. Any Artisan enters into, or attempts to enter into, without such card, badge or permit, shall be prevented from doing so by the security personnel. In such an event, the Artisan will not be entitled for the wages for that day (s).
- vi. If any Artisan has forgotten to bring his identity card, badge or the temporary permit, he shall report the same to the security personnel at the gate, who after consulting the concerned Officer may allow him to enter the precincts or premises of his work place.
- vii. Every Artisan shall, on the termination of his service, or on being suspended from work, or upon his retirement on attaining the age of superannuation, surrender his identity card, badge, or the temporary permit to the concerned Officer or to his authorised representative; failing which he shall be liable to pay a sum equivalent to the cost of the same as notified by the Company from time to time.

5. **WORKING HOURS:**

The Artisans working in the Company shall be required to work for 8 hours in any day and 48 hours in a week.

Rest Interval : On par with Operation & Maintenance employees.

Weekly Off : They shall be allowed in each week a holiday with wages for one whole day.



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6. MAINTENANCE OF ATTENDANCE REGISTERS:

The concerned Controlling Officer shall maintain the Attendance Registers in respect of Artisans and send the change return on the due date to the concerned Pay Drawing Officers, duly adhering to the attendance of the Artisan.


7. ENTRY, EXIT AND SEARCH:

- i. All Artisans shall enter and leave the work premises only by the gates provided for the purpose, These gates may be closed during the working hours at the discretion of the Company and the Artisans shall not leave the work premises during such hours except during rest intervals without the permission in writing of their incharge, which shall be shown at the gate.
- ii. a) On entering and leaving the work premises, all Artisans are liable to be detained and searched by the Security staff at the discretion of the Company. In special circumstances, search may also be carried out, either by the Security Staff or by any of the persons authorised by the Company for this purpose, at any other time. The Female Artisans will be searched only by a female searcher. In case the guard on duty or similar other person appointed / authorised by the Company for this purpose requires any Artisan to be searched thoroughly, he is liable to be detained for that purpose.
- b) Search of such persons detained, shall be made in the presence of another person of the same sex as the Artisan so detained or searched.
- c) All Artisans carrying Tiffin carriers or other receptacles shall open them and show when demanded by authorised persons by the Company.
- iii. The Company has a right to recover from those searched any article belonging to the Company or such other articles as the Company may consider, would endanger the personnel or property of the Company.


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8. ATTENDANCE AND LATE COMING:


- a) All Artisans shall be at work at the time fixed and notified under Clause (5) of Service Rules and Regulations of Artisans.
- b) Artisans shall punch (In/Out) by Face or through Finger Recognition in Biometric Auto Attendance System (wherever the Bio-Metric machines are provided).
- c) Artisans shall also sign in the attendance register.
- d) Artisan who is absent from duty shall be liable for deduction of wages as provided in payment of wages Act 1936. The Artisan who after presenting himself for duty at the beginning of the shifts is found absent from the place of his work or duty at any time during the working hours without permission shall be liable to have wages deducted as per law.
- e) Every Artisan is required to attend his duties exactly at the notified time of the relevant shift and no Artisan is expected to attend late. However, a grace time upto 15 minutes late on any one-day will be allowed in a month at the start of the shift. In other words, late coming on more than one occasion in a month is not allowed. No grace shall be allowed after mid-shift break.
- f) If an Artisan is late by more than 15 minutes or late by even less than 15 minutes on more than one occasion, he shall be liable to be shut out for that day/shift. On being shut out, consequent deduction of wages in terms of payment of Wages Act, 1936 would follow for the absence. Such absence may however, be allowed to be off set/adjusted against casual leave due, if any, at the discretion of the Company.


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9. SHIFT WORKING

- i. Shift working shall be regulated in accordance with the provisions of the Factories Act, 1948. More than one shift may be worked in any department. Or section of a department at the discretion of the Company Notices showing the shifts shall be posted on the notice board.
- ii. The Company shall be entitled by notice to be posted on the notice board to alter or vary the shifts at their discretion.
- iii. Artisans shall be liable to be transferred from one shift to another at the discretion of the Company. They shall not be allowed to change their shift without permission nor shall they leave their jobs at the end of the shift without the permission of their incharge until other Artisans have taken over from them.
- iv. No shift working shall be discontinued without 21 days notice being given in writing to the Artisan prior to such discontinuance, provided that no such notice shall be necessary if the closing of the shift is under an agreement with the Artisan affected. If as a result of the discontinuance of the shift working, any Regularised Artisans are to be retrenched such retrenchment shall be effected in accordance with the provisions of the Industrial Disputes Act, 1947 and the Rules made there under. If shift working is restarted, the Artisan shall be given notice and re-employed in accordance with the provisions of the said Act and said Rules.

Provided that where any registered trade union of workmen exists, a copy of the notice shall also be sent by registered post within 24 hours to the Secretary of such Union.
- v. The Company may close down the whole establishment or any department or section of a department after giving notice in the event of retrenchment in accordance with the provisions of law. Before reopening such department or section, as the case may be, seven days notice there of shall be given.


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10. HOLIDAYS

Holidays with pay will be allowed in terms of provisions of relevant applicable Laws / Acts.

- a. The Artisans shall be entitled to 9 (Nine) National Holidays / Festival Holidays in a calendar year with wages which shall include 26th January, 1st May, 15th August and 2nd October. The remaining Five (5) Festival Holidays on par with Operation and Maintenance employees of Company as notified by the Commissioner of Labour.
- b. Subject to exigencies of work, Artisans shall be granted holidays with wages on Four (4) National Holidays viz., Republic Day, May Day, Independence Day and Gandhi Jayanthi. Artisans, who cannot be spared on these Public Holidays, will be granted compensatory holiday with wages on another day within a month and will be paid a day's wages in lieu thereof at the convenience of the Company.
- c. The days observed as national holidays and other holidays with wages shall be displayed on the notice board in the beginning of each calendar year.

CHAPTER-III**11. PAYMENT OF WAGES THROUGH BANK**

The concerned Pay Drawing Officer(s) shall remit the Wages to the Artisans duly following the rules in vogue directly to their Bank Accounts every month and maintain a record of the same.


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12. SCALE OF PAY :

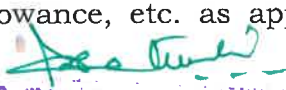
Sl. No.	Category	Scale of Pay	Revised Scale of Pay
(1)	(2)	(3)	(4)
1	ARTISAN-Grade I	Rs.12155-220-12815-270-14975-305-16550	Rs.15195-275-16020-340-18740-395-20715
2	ARTISAN-Grade II	Rs.9535-190-11055-220-12815-270-14975	Rs.11920-240-13840-275-16040-340-18760
3	ARTISAN-Grade III	Rs.7605-130-8255-160-9535-190-11055	Rs.9510-165-10335-200-11935-240-13855
4	ARTISAN-Grade IV	Rs.6175-80-6415-100-7215-130-8255	Rs.7720-100-8020-125-9020-165-10340

13. PAYMENT OF WAGES

- a. Wages due to Artisans shall be paid on or before 5th day of the wage period in respect of which the wages are payable, in accordance with the provisions of the Payment of Wages Act, 1936 or on the next working day.
- b. Any wages due to Artisan but not paid on the usual pay day on account of their being unclaimed, shall be paid on an unclaimed wages pay day" which shall be notified on the notice board. Unclaimed wages due to Artisan shall be claimed within three years from the date on which wages become due.
- c. Any wages due to deceased Artisan shall be paid to his/her legal heirs before the expiry of the Thirty (30) working days after the day on which a valid claim is presented by his/her heirs, or on their behalf by their legal representative, provided such claim is submitted within three years of the death of the Artisan.

13 (A) PAYMENT OF DA, HRA & CCA

The Artisans are eligible for DA, HRA, CCA, Medical Allowance, Corporate Allowance, Conveyance Allowance, etc. as applicable to the Scale of Pay and Place of working.


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by such closure. The act of such closure shall be notified, as soon as practicable. The Artisan concerned shall also be notified by general notice, prior to resumption of work, as to when work will be resumed.

- iv. The Artisan in case of retrenchment or lay-off will be given benefits as provided under the Industrial Disputes Act, 1947.
- v. Any Artisan who, having been laid off, fails to report for duty within 8 days of posting of recall notice or of being otherwise notified shall be deemed to have abandoned the company voluntarily.
- vi. The above clauses shall operate without prejudice to the provisions of Industrial Disputes Act, 1947 and the Rules made thereunder.


15. BONUS/EX-GRATIA

The Artisans shall be paid Bonus / Exgratia as per Payment of Bonus Act 1965.

CHAPTER-IV

16. MAINTENANCE OF SERVICE REGISTERS

- Service Register shall be opened for every Artisan on his first appointment and necessary entries made.
- The date of birth as determined on the basis of the school records or any proof produced at the time of entering into service and entered in the service record shall be final and no subsequent variation of date of birth in the school records for any reason, shall be relevant for the purpose of service, and on that basis the date of birth entered in the service records shall not be altered except in the case of bonafide clerical error, under the orders of the Board.
- In the absence of SSC certificate or Date of Birth Certificate to determine the date of birth of an Artisan, the date of birth recorded in OPIS shall be final.
- It shall be kept in the custody of the Head of the Office in which the Artisan is serving.
- The S.R. shall be transferred along with the Artisan from office to office whenever he/she is transferred.


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- The S.R. shall not be handed over to the Artisan who has been transferred.
- It is the duty of the concerned officer who is the custodian of Service Registers to see that all entries are duly made and attested.

17. CHANGE OF ADDRESS

- The Artisan shall notify to the Competent Authority immediately of any change of his residential address.

18. INCREMENT :

- An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from the Artisan if his / her conduct has not been good or his/her work has not been satisfactory. Therefore the Satisfactory Service certificate should be obtained for releasing the first Annual Grade Increment in the existing grade or upgraded / appointment by transfer cadre from the competent authority.


Note : (1) If an Artisan is suspended for misconduct, neither the period of suspension nor any period of service preceding the suspension shall be allowed to count towards the period necessary to earn an increment.

(2) In case the suspension on account of imprisonment for debtor for reasons other than misconduct the period of service preceding the suspension may be allowed to count for increments but not the actual period of suspension.

CHAPTER-V

19. LEAVE RULES

The Artisans shall be eligible for leaves in accordance with the provisions of the Factories Act, 1948.


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20. APPLICATION FOR LEAVE

- I. The Artisan, who desires to obtain leave of absence, shall apply in writing to the competent authority, not less than 15 days before the commencement of the leave, except where leave is required in unforeseen circumstances, and the competent authority shall issue orders on the application within a week of its submission or two days prior to the commencement of the leave applied for whichever is earlier, provided that if the leave applied for is to commence on the date of the application or within three days thereof orders shall be given on the same day. If the leave is refused or postponed, the fact of such refusal or postponement and the reasons there for shall be recorded in a register to be maintained for the purpose and if the Artisan so desires, a copy of the entry in the register shall be supplied to him / her. If the Artisan after proceeding on leave desires an extension thereof, he /she shall apply to the competent authority who shall send a written reply either granting or refusing extension of leave to the Artisan, sanction / refusal of leave shall be communicated to the Artisan in writing.

All applications for leave must bear the leave address

II. Delegation of powers for sanction of leaves to Artisan Grade-I to Artisan**IV:**

Kinds of Leave	Authority empowered to grant leave	Extent of powers
Earned Leave / Commutated Leave and Half Pay Leave	i. DE/SE concerned ii. The General Manager (Admn) at Corporate Office.	60 days
	i. Chief General Manager (Operation Zone) ii. The Chief General Manager (HRD) at Corporate Office	Full Powers


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CHAPTER-VI**21. MEDICAL AID**

The Artisans who are not covered under the provisions of ESI Act shall be provided Medical Aid by the Company. The Company shall create Corpus fund, by recovering an amount of Rs.500/- per month or more from the wages of each Artisan, so as to meet the medical expenditure (limiting to Rs.6.00 lakhs per annum per family) from Corpus Fund.

FAMILY FOR THE PURPOSE OF MEDICAL AID


- i. Self (Artisan)
- ii. Spouse
- iii. Dependent Children including Adopted children
 - a. Son upto the age of 25 years or if employed or married before attaining the age of 25 years, whichever is earlier.
 - b. Daughter till marriage or employed.
- iv. Parents/Adoptive parents who are wholly dependent on Artisan i.e., having no source of income, and in-laws in respect of Women employee or Parents.

Employee compensation:

The Artisans and their dependents shall be entitled for payment of compensation under Workmen's Compensation Act 1923, in case of injury, disability or death by fatal accidents arising out of and in the course of employment.

Provided that the employer shall not be so liable:

- a. The Artisan who is provided ESI facility and received compensation from ESI is not entitled for Compensation under Workmen's Compensation Act 1923.
- b. In respect of any injury which does not result in the total or partial disablement of the Artisan for a period exceeding 3 days.
- c. In respect of any (injury, not resulting in death (or permanent total disablement) caused by) an accident which is directly attributed to:


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- i. The artisan having been at the time thereof under the influence of drink or drugs, or
- ii. The wilful disobedience of the Artisan to an order expressly given, or to a rule expressly framed, for the purpose of securing the safety of Artisan, or
- iii. The wilful removal or disregard by the Artisan of any safety guard or other device which he knew to have been provided for the purpose of securing the safety of Artisan.

22. EPF AND ESI SCHEMES:

All the Artisans shall be governed by the Employees Provident Fund (EPF) & Miscellaneous Provision (MP) Act 1952 and Employees' State Insurance Act 1948, subject to the conditions / provisions laid down in the said Acts.

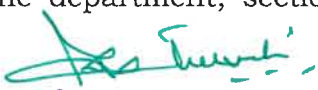
EPF: Artisans who are statutorily covered under the Act and who draw more than Rs.15,000/- per month (Rupees Fifteen thousand only) (Basic + DA) subsequently, the matching contribution of employer shall be made restricting to the equivalent for the eligible employees drawing Rs.15,000/- per month (Basic + DA).

ESI: Artisans who are drawing wages upto Rs. 21,000 /- (Gross), are eligible for coverage under this Act.

CHAPTER-VII

23. TRANSFERS

In the interest of the Company, any Artisan shall be liable to be transferred from one job to another similar job or from one department / section to another or from one unit or establishment to another unit or establishment (existing or future) of the Company anywhere and on such transfer, he/she will be governed by the terms and conditions of service applicable at the department, section, unit or establishment to which he/she is transferred.


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Competent Authority

The competent authority to transfer the Artisans is indicated below:

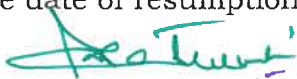
Within the Division	Divisional Engineer
Within the Circle	Superintending Engineer
Within Corporate Office	CGM (HR)

NOTE: The Artisans request for permanent absorption in other Division / Circle / Zone / Corporate Office shall be considered subject to the following conditions and availability of vacancies:

- a. The Artisan forfeits his/her lien and seniority in the category or grade in the class of the service in the Division/Circle / Zone / Corporate Office to which he / she belongs and
- b. Accepts last rank in the seniority fixed for that category or grade in the class of service or different service in the other Division / Circle / Zone / Corporate Office with reference to the date of his / her permanent absorption in the latter (transferee) Division/Circle/Zone/Corporate Office.

CHAPTER-VIII**24. SENIORITY**

- i. The inter-se-seniority of the Artisans in their respective grades shall be reckoned on the basis of their first engagement or total period of service rendered by them in the pre-absorbed category as per the data furnished by them and uploaded in the OPIS of TS Power Utilities. Accordingly, their separate seniority shall be fixed in the category of Artisans. In case of any dispute, the decision of the appointing authority shall be final and binding on the concerned. The continuous period of working shall be taken for the purpose of reckoning seniority in respect of all Artisans.
- ii. Any disruption or discontinuation of service for a continuous period of 180 days and above for whatever the reasons as outsourced worker shall be considered, as if, fresh commencement from the date of resumption after such discontinuation or disruption.


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- iii. The seniority of Artisans shall be fixed at their respective Division/ Circle/ Zone/Corporate Office, on as is where is basis from the date of their absorption.

NOTE: The Artisans are not entitled to claim Service benefits and any other benefits whatsoever for the service rendered by them on outsourced basis in Company prior to their absorption as Artisans.

25. UPGRADATION OF THE SERVICES OF ARTISANS TO THE NEXT HIGHER GRADE

The outsourced personnel engaged on contract basis and absorbed in their present place of working as Artisans on as is where is basis and continuing to attend the same work on day to day basis, hither to performed by them or any other duties entrusted by the Company shall be upgraded to next higher Grade i.e., from Grade-IV to Grade-III, Grade-III to Grade-II and Grade-II to Grade-I as per seniority.

Sl. No.	Class & Category	Upgradation to	Qualification	Appointing authority
1	Artisan Gr-IV	Artisan Grade-III	<ol style="list-style-type: none"> 1. Must have rendered a minimum continuous service of 5 years as Artisan Grade-IV. 2. Must be an approved probationer in the category of Artisan Gr-IV. 	CGM (HR) at Corporate Office Concerned CGM Operation Zone of their respective jurisdiction.
2	Artisan Gr-III	Artisan Gr.II	<ol style="list-style-type: none"> 1. Must have rendered a minimum continuous service of 5 years as Artisan Grade-III. 2. Must be an approved probationer in the category of Artisan Gr-III. 	CGM (HR) at Corporate Office Concerned CGM Operation Zone of their respective jurisdiction.
3	Artisan Gr.II	Artisan Gr.I	<ol style="list-style-type: none"> 1. Must have rendered a minimum continuous service of 5 years as Artisan Grade-II. 2. Must be an approved probationer in the category of Artisan Gr-II. 	CGM (HR) at Corporate Office Concerned CGM Operation Zone of their respective jurisdiction.


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26. RULE OF RESERVATION

The Rule of Reservation shall be followed strictly while considering their cases for upgradation to next grade mentioned in Standing Order No.25. A fresh roster shall be drawn for each grade / cadre in each unit of operation.

CHAPTER-IX**27. SAFETY PRECAUTIONS**

Artisans working in the field shall be bound to observe all safety Rules and Orders that may be notified from time to time by the Company and use safety appliances / equipment provided by the Company.

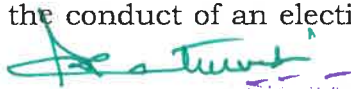
CHAPTER-X**28. PROHIBITION TO TAKE PART IN POLITICS OR PARTICIPATE / CANVAS IN ELECTIONS:**

- i. No Artisan shall be a member of or be otherwise associated with, any political party or any organisation which takes part in politics, nor shall be take part in, subscribe in aid of, or assist in any other manner, any political movement or activities.
- ii. If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Company thereon shall be final.
- iii. No Artisan shall canvas or otherwise interfere or use his influence in connection with or take part in, any general elections to any legislature or local body/authority:

Provided that

- a. The Artisan qualified to cast his vote in any such election may exercise his right to vote but where does so, he/she shall give no indication of the manner in which he/she proposes to cast vote or has voted.
- b. The Artisan shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in

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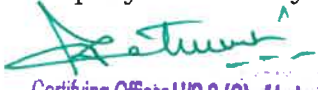
the due performance of a duty imposed on him/her by or under any law for the time being in force.

EXPLANATION: For the purposes of this paragraph, it is hereby clarified that:-

- i. The display by a Artisan on his/her person,
- ii. Vehicle or residence of any electoral symbol shall amount to using his/her influence in connection with an election within the meaning of this paragraph.
- iii. Proposing or seconding the nomination of a candidate at an election to a legislative body or acting as his/her agent, by Artisan, shall amount to taking part in such election.
- iv. Contesting as a candidate in any election without tendering resignation before filing nomination shall amount misconduct within the meaning of this rule.

29. EVIDENCE BEFORE A COMMITTEE OR ANY OTHER AUTHORITY

- i. Save as provided in sub-rule (3) no Artisan shall except with the previous sanction of the Company given evidence in connection with any enquiry conducted by any person, committee or authority.
- ii. Where any sanction has been accorded under sub-rule (1), no Artisan giving such evidence shall criticise the policy or any action of the Central Government or of a State Government or of this Undertaking.
- iii. Nothing in this rule shall apply to:
 - a. Evidence given at an enquiry before an authority appointed by the Company, by the Government, by Parliament or by a State Legislature; or
 - b. Evidence given in any judicial enquiry; or
 - c. Evidence given at any departmental enquiry ordered by an authority subordinate to the Company.


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తెలంగాణ ప్రభుత్వం
 & పరిశ్రమల శాఖ (సంస్థాపన)
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30. PUBLICATION OF WRITTEN ARTICLES

Subject to his/her legal rights, no Artisan shall publish, or cause to be published, an article written by him/her on any matter whatsoever, in any local or overseas Newspaper, Journal or other publication, without the written permission of the Company: provided that such permission shall not be necessary for the publication of articles which have no bearing on the affairs of the Company, which do not directly or indirectly affect the Central/State Government policies or Policies / Decision of the Company administration as a part of and for which the writer does not get any remuneration.

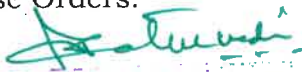
31. INVENTIONS:

- i. The Artisan shall, within one month of taking up his/her employment, furnishing the Company with:
 - a. A list of all the patents taken out or applied for by him/her jointly with any other party or individually in India or Abroad;
 - b. Title and nature of any invention in possession of the Artisan prior to his/her taking up the appointment which shall be treated as confidential and regarded as such for the purpose of the Indian Patents and Designs Act, 1911, or such other Act as may be in force from time to time.
- ii. The Artisan shall not, without the previous consent in writing of the Company to be communicated within two months from the date of receipt of an application from the Artisan containing suitable particulars regarding any invention or secret process, asking for such permission apply for any patent, exclusive privileges or the like protection in respect of any invention under any enactment or law of India, or any other Government or Legislature for the time being in force and applicable thereto. If such invention or secret process has been made or discovered by the Artisan during any period of service with the company, the company shall be

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entitled to require the Artisan to assign and transfer any such invention or secret process or at its option the patent, exclusive privilege or the like protection obtained by the Artisans in respect thereof for its own absolute and exclusive use. Such option shall be exercised at any time between the date of receipt of the applications asking for permission and the expiry of three months after the Artisan intimates to the company the grant of any such patent, exclusive privilege or the like protection, and in the event of such option being exercised, the Artisan shall assign to the company the invention or secret process or the patent, exclusive privilege or like protection as the case may be, and sign all such deeds, assurances, applications, documents, and papers as the company shall require to obtain the full benefit of the rights and options vested in the company under this service condition.

- iii. The Company shall, at all times, be entitled, whether it shall exercise any option vested in it by clause (2) or not, to the unqualified rights to adopt and use the said invention or secret process without being obliged to pay any royalty or any other consideration thereof and further the Artisan shall not assign charge or in any way transfer such patent, exclusive privilege or the like protection obtained in respect of such invention or secret process without providing for such unqualified use free of charge to the company and shall on demand, execute in favour of the Company such license, deeds, documents and assurances for the purpose of enabling the Company to establish its right to such free use and or to exercise such free use as it may require.
- iv. Breach of this order shall constitute misconduct and the Artisan shall be liable to punishment in accordance with these Orders.


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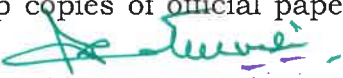
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CHAPTER-XI**32. SECRECY**

- a. No Artisan shall by writing to any person (including a co-artisan) or by communicating to public papers, journals, books, pamphlets, or leaflets or by speech or discussion at any place disclose or cause to be disclosed at any time during services or after leaving the services of the Company any information or documents subject to legal rights of Artisans, relating to the company except with the approval of the Company.
- b. No Artisan shall, otherwise than in the normal course of his work engage in giving information or advice on matters relating to the activities of the company.
- i. Except in the ordinary course of his duties no Artisan shall disclose either during service or after leaving service of the Company any secrets, cost of production of any or all the Company's products, information of purchase made by or contracts entered into by the Company, information of settlement of claims by the Company in or out of courts or any other information or matters of trade or business secrets.
- ii. No Artisan is permitted to carry with him outside the work premises, any papers, books, drawings, photographs, instruments, apparatus documents or any other property of the Company, except with the permission of the competent authority authorised by the Company.
- Provided that this provision shall not apply to those Artisans who are specially authorised by the Company to take out the works premises papers and documents for the purpose of study or for other purposes approved by the Company and for which written permission is given.
- iii. No Artisan is permitted to take notes, drawings or sketches for his own use of any workshop, process or work or keep copies of official papers with him.

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- iv. Any books, drawings, sketches, photographs vital installation of the Company and similar papers containing notes or information relating to the Company's business affairs or operations shall always be treated as Company's property whether prepared by a Artisan or otherwise.
- v. Breach of these orders relating to secrecy shall be deemed to be misconduct and defaulting Artisan shall be liable to punishment in accordance with these Service Rules and Regulations, in addition to any other penalties to which he may be liable under any other law for the time being in force.

33. CONDUCT

- a. The Artisan shall not at any time work against the interests of the Company.
- b. The Artisan shall not enter the service of or be employed in any capacity for any purpose what-so-ever and for any part of his/her time, by any other person, Government Department, firm or company, etc., and shall not have any private financial dealings with persons or firms etc., having business relations with the Company for the sale or purchase of any materials, equipment's or supply of labour, if any, or for any other purpose.
- c. The Artisan shall, at all times, perform his/her duties honestly, sincerely and with devotion. He / She shall, conduct himself / herself soberly and temperately while on the works premises and show proper respect and civility to all concerned and shall use his/her best endeavour to promote the interests of the Company and to maintain and promote the good reputation thereof.
- d. The Artisan shall avoid habitual indebtedness and where an Artisan applies to be or is adjudged insolvent, he shall within 3 days, report the fact to his head of the department.


34. ACTS OF MISCONDUCT:

Any Act of misconduct or breach of discipline shall render Artisans liable for disciplinary action and punishment. Without prejudice to the general meaning of

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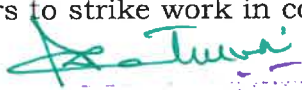
the term 'misconduct' the following "acts" and "omissions" shall be treated as "misconduct":

1. Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
2. Wilful slowing down in performance of work or abetment or instigation thereof.
3. Theft, fraud or dishonesty in connection with the Company's Business or property.
4. Non-observance of safety measures or rules on the subject put upon the notice board or failure to use safety appliances or interference with safety devices or fire fighting equipment.
5. Giving false information regarding one's name, Father's name, age, qualification, details of previous service, address, etc., at the time of uploading the details in OPIS or thereafter.
6. Habitual late attendance or late attendance on more than 4 occasions within a month or leaving of work before the scheduled time or absence from place of work without proper permission
7. Habitual absence from duty without leave or without sufficient cause or absence without leave three times or more in a period of six months.
8. Neglect or Negligence of duty, malingering, absconding, showing down of work including not doing work without a reasonable cause while being present for duty at the work spot.
9. Transfer of Identify Card, medical card, bus pass to another person or frequent loss thereof.
10. Taking or giving bribes or illegal gratification or indulging in corrupt practices.


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11. Assaulting, abusing or intimidating any Artisan or Officer of the Company within the works premises or in the premises of the Company or its precincts or outside such premises, or any other act subversive of discipline.
12. Carrying lethal weapons, gambling, drunkenness, fighting, riotous disorderly or indecent behaviour in the works premises or outside the premises of the works if it adversely affects or is likely to affect the working decorum or discipline of the establishment or any act subversive of discipline.
13. Smoking or spitting in prohibited areas notified by the Company.
14. Sabotage or wilful damage to or loss of Company's goods or property.
15. Wilful failure to inform the Company's medical officer of any contagious or notifiable disease (notified by the Company in its behalf) contracted by an Artisan or any person residing with him/her.
16. Carrying directly, indirectly or benami (a) Money Lending or Real Estate Business and / or (b) other private business without the written permission of the Company or having any private financial dealings with persons or firms etc., having business relations with the Company for the sale or purchase of any materials, equipment's or supply of labour, if any, or for any other purpose.
17. Spreading false rumours or giving false information which may bring in to disrepute the Company or its employees indulging in malicious propagandas or spreading panic among the employees.
18. Writing or anonymous or pseudonymous letters criticising co-employees, superiors or Officers of the Company and making false reports regarding the misconduct of colleagues, etc.
19. Holding meetings within premises without the prior permission of the concerned authority.
20. Striking work or inciting or instigating others to strike work in contravention of the provisions of any law.


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21. Acceptance of gifts from the subordinate Artisans, lending or borrowing money to or from the subordinate Artisans or from any employees of the Company.
22. a) Unauthorised use of Company's land, quarters or other properties.
b) Sub-letting of the quarters belonging to the Company.
23. Conviction in any court of law for any criminal offence involving moral turpitude prior to their appointment as Artisans or in the course of employment / service.
24. Habitual breach of any standing order or any law applicable to the establishment or any rule made there under.
25. Collection or canvassing for the collection of any money within the works premises without the written permission of Company distributing or exhibiting in or about the works premises any newspapers, leaflets handbills, posters or the like without the written permission of the Company.
26. Contracting another marriage (while a wife is still alive) without first obtaining the permission of the Company notwithstanding that such subsequent marriage is permissible under the personal law for the time being in force.
27. Failure to report the fact of making an application for insolvency or adjudged insolvency within 3 days.
28. Habitual litigation due to indebtedness, insolvency, etc.,
29. Refusal to work on a job or a machine which does not call for any special skill and any previous experience and can be done by the Artisan without adversely affecting the Service Rules and Regulations.
30. Frequent repetition of any act or omission for which a fine or censure may be imposed.
31. Manufacturing or attempting to manufacture unauthorised articles within the works premises.

32. Hiding away or attempt to hide away any articles or materials of the Company.
33. Doing work in other concerns without prior permission of the Company.
34. Loitering in the works premises or visiting another department except in the discharge of duties.
35. Obtaining or attempting to obtain papers or records without orders not relating to the Artisan (s) legitimate assigned duties.
36. Obtaining or attempting to obtain leave of absence by false pretences.
37. Habitual breach of any rules or instruction for the maintenance or running of any department or machinery or the maintenance of the cleanliness of any portion of the work premises.
38. Canvassing for Union membership or the collection of union dues, funds or contribution within the premises of the establishment, except in accordance with the provisions of any law and with the written permission of the Company.
39. Obtaining any benefit under a false pretext, or by making false statements.
40. Intentionally giving false information prejudicial to the interest of the Company.
41. Refusal to act in a higher position
42. Refusal to work beyond the working hours or if so required by the Company.
43. Failure to report immediately to the head of the department, any defect in machinery or damage to property or any dangerous condition or injury to persons caused accidentally or otherwise in the course of performance of work by any worker, by the workman concerned.
44. Refusal to undergo training as decided by the Company.
45. Refusal to undergo medical check-up / examination by the Medical Board.
46. Proxy punching of attendance of other employees/Artisan.
47. Wilful disfigurement, destruction or alteration of any record of the Company.

48. Bringing inside the work premises, possession or use of alcoholic drink or narcotic drugs or any intoxicant within the Company premises or reporting to work while under the influence of alcoholic drinks or narcotics, or any intoxication.
49. Sleeping during working hours / while on duty.
50. Refusal to accept a charge sheet, order or other communication from the Company served in accordance with these Service Rules and Regulations.
51. Refusal to be searched by any of the Company security personnel or any other authorised persons notified.
52. Demonstrating or restraining or detaining or gheraoing any representative / employee or employees or any Officer of the Company either inside or in the Company premises including its precincts.
53. Entering or remaining in the works premises without permission.
54. Deliberately making false statement before a superior knowing it to be false or forging the signature of a superior or that of any person.
55. Deliberately making false complaints against superior knowing them to be false.
56. Impersonation.
57. Indulging in political activities within the premises of the Company.
58. Entering works premises without identity card and / or badge on his person.
59. Any act of commission or omission which is against the interest of the Company.
60. Publication of any article (other than of literary nature) without the written permission of the Company.
61. Making an application for any patent, exclusive privileges or the like protection, in respect of any invention in possession of a Artisan, under any enactment or law, without the written permission of the Company.


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62. Unauthorised disclosure or communication of any information or matter in connection with the Company's business.
63. Unauthorisedly carrying outside the works premises any documents or property of the Company.
64. Abetment or attempt to commit any of the above acts of misconduct.
65. Teasing or sexual harassment of any women employee inside/outside the premises of the Company including its precincts.
66. Any other act of omission or commission on the part of Artisan, which is detrimental to the interest of Company or in the larger interest of the public, shall also constitute misconduct.

EXPLANATION: For the purposes of this paragraph, it is hereby clarified that:

Any act of misconduct which is committed on three or more occasions within a spell of 12 months from the date of the first misconduct shall be treated as 'habitual'.

The above misconducts are not exhaustive, and the Company shall have right / power to incorporate any act or omission which is detrimental to the interest of the Company as misconduct.

35. PENALTIES FOR MISCONDUCT

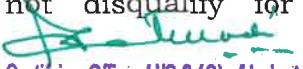
The following penalties may, for good and sufficient reasons be imposed for misconduct.

i. The following shall constitute minor penalties:

- a) Censure;
- b) Fine;
- c) Suspension without wages
- d) Stoppage of increment without cumulative effect.
- e) Withholding upgradation to the next higher grade

ii. The following shall constitute major penalties:

- a) Reduction to a lower grade or post or lower stage in a time scale.
- b) Removal from service which does not disqualify for future employment.


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- c) Dismissal from service which disqualifies for future employment.
- d) Stoppage of increment with cumulative effect.
- e) Withholding appointment by transfer to next higher grades.

EXPLANATION: For the purpose of this paragraph, it is hereby clarified that: Stoppage of increment at an efficiency bar, if any, shall not constitute a penalty.

Competent Authority

The authority competent to impose the punishment is indicated below:

Category of Artisan	Disciplinary Authority competent to pass order of suspension, to issue charge memo, appoint inquiring authority & impose penalties			Appellate Authority	Reviewing Authority
	Suspension	Minor Penalty	Major Penalty		
Field					
Artisan Grade-I to IV	DE at Division Level	SE at Division Level	CGM	Concerned Director (HR)	Chairman & Managing Director
	SE at Circle Level	SE at Circle Level	CGM	-do-	-do-
	CGM at Zonal Level	CGM at Zonal Level	CGM	-do-	-do-
Corporate Office					
Artisan Grade-I to IV	CGM (HR)	CGM (HR)	CGM (HR)	Concerned Director (HR)	Chairman & Managing Director

36. PROCEDURE FOR DEALING WITH CASES OF MISCONDUCT

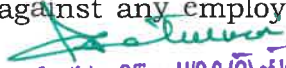
- i. Procedure for imposition of minor penalties.
 - a. Where a Artisan is charged with an offence which may lead to the imposition of a minor penalty, he/she shall be informed in writing of the allegations made against him/her and shall be given an opportunity to make representation if any within 72 (seventy two) hours.
 - b. In case the explanation/reply / representation of the Artisan is not considered satisfactory by the person authorised to impose the penalty the Artisan concerned may be given an opportunity to be heard in person by the person authorised to impose the penalty or by an officer

of the company authorised by the CGM (HR)/Chief General Manager/ Supdt. Engineer specifically or generally for such purposes, before imposing the penalty. In the said hearing, the Artisan will be explained personally the act (s) of misconduct. Details of minor penalties, which can be or is being proposed to be imposed and the Artisan shall be given an opportunity to explain his/her case in the presence of atleast one other worker. His / Her deposition shall be recorded and signed by the Artisan and witnessed by the co-Artisan.


c. Detention in Police Custody for more than 24 hours.

ii. Procedure for imposition of major penalties:

a. Where Artisan is charged with an offence which may lead to the imposition of a major penalty, he/she shall be informed in writing of the allegations against him/her and shall be given an opportunity to make representation within a period of not less than 7 (Seven) days. On receipt of the Artisan's explanation, where the allegations are denied or admitted partially by him/her, an enquiry shall be conducted by a Enquiry Officer or a Committee appointed by the Company. The Enquiry Officer or Committee appointed by the Company shall conduct the domestic enquiry as per the "Principles of Natural Justice". The enquiry to be conducted shall be by person(s) other than the person who has either reported the alleged misconduct or has issued the charge sheet or the person charged is directly subordinate to him. At the enquiry, the Artisan concerned shall be afforded reasonable opportunity of explaining and defending his/her action with the assistance of a co-Artisan. Where such enquiry relates to the alleged misconduct of several Artisans or in combination of any employee or officer the enquiry may be held for all Artisans including against any employee or officer together.



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- b. Where an Artisan is charged with serious misconduct and it is not considered desirable that he should remain on duty, he may be suspended from duty pending enquiry. The order of suspension shall be given in writing and shall be followed within 7 days by a charge sheet or simultaneously setting out in precise terms the misconduct alleged against him. During the period of suspension, an Artisan shall not enter the works premises except with the permission of the Company, nor shall he leave the station without the permission of the Company. During the period of suspension he/she should report daily at the security main gate and sign in the register kept exclusively for the purpose.
- c. If during the enquiry it is found that the Artisan is guilty of a misconduct other than that stated in the order of suspension and / or the charge sheet the Artisan shall be liable for punishment for such misconduct but before any punishment is imposed on him/her, he/she shall be afforded a reasonable opportunity of explaining and defending his/her action in writing in respect of such misconduct.
- d. The Artisan under suspension shall be entitled to subsistence allowance equal to half his/her basic wage plus dearness allowance for the period of his/her suspension. If, however, the period of suspension exceeds 3 months for reasons to be recorded in writing for which the Artisan is not responsible, subsistence allowance will be at the rate of 3/4th of his basic wages plus dearness allowance for the period beyond 3 months. Where, however, the Artisan is responsible for extension of the suspension period beyond 3 months the amount of his subsistence allowance will be 1/4th of his basic wages plus dearness allowance for the period beyond 3 months.


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- i. The payment of subsistence allowance will be subject to a written declaration by the Artisan that he/she is not engaged in any other /employment, business, profession or vacation.
- e. If, after enquiry, a Artisan is found guilty of the misconduct alleged against him/her or some other misconduct brought out in the course of the enquiry and punishment is awarded, the Artisan shall not be entitled to any remuneration for the period of suspension pending enquiry other than the subsistence allowance already paid to him. If a penalty other than dismissal or removal is imposed on him/her the punishing authority shall by order decide as to how the period of suspension shall be treated. In case, he/she is found not guilty of the alleged misconduct or any other misconduct, shall be reinstated in his/her post and shall not be entitled to any wages for the suspension period.
- f. No order of removal or dismissal from service shall be made by an authority lower than the appointing authority of the Artisan. In awarding the punishment the competent authority shall take into account the gravity of the misconduct, the previous record of the Artisan and any extenuating or aggravating circumstances that may exist. A copy each of such orders passed shall be supplied to the Artisan concerned.
- g. Subject, to the provisions contained in clauses (d) and (e) above, the Company reserves the right to suspend a Artisan accused in a Court of Law for any criminal offence involving moral turpitude until the disposal of the trial.
- h. Service of any charge sheet or letter or order or notice or any communication in writing will normally be affected through hand delivery in the presence of any two employees. In case the Artisan


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refuses to receive the charge sheet, Memo/any order of communication, in such case it shall be recorded in the presence of two employees as witness. Wherever such a mode of service is not possible for any reason whatsoever, service will be effected through post, by "Registered letter with Acknowledgement Due" to be sent to the last known and recorded address of the Artisan in his/her service record and a copy there of may be displayed on the Notice Board. It will be the duty of a Artisan to keep the Company informed if any change or changes in his/her address recorded by the Company.

37. SPECIAL PROCEDURE IN CERTAIN CASES

- i. Where Artisan has been convicted for a criminal offence involving moral turpitude in a court of law, the Artisan may be removed or dismissed from service without following the procedure laid down in Standing Order No.36.
- ii. Notwithstanding anything contained in Standing Order No.36, where the Company is satisfied on the basis of information made available to him/her and for the reasons to be recorded in writing, that it is not expedient and is against the security of the establishment or the state to continue to employ any Artisan, the services of such a Artisan may be terminated without following the procedure laid down in Standing Order No.36.

CHAPTER-XII


38. DISCHARGE AND TERMINATION OF SERVICE

Except as provided specifically in the contract of service or in Standing Order No.37, the Company may terminate the services of Artisan after giving the following notice or after payment of wages in lieu thereof.

- (a) In the case of Regular Artisan, one month's notice.
- (b) In the case of Temporary Artisan, probationers fourteen days notice if their services are terminated before the expire of specified period of their appointment.

Competent Authority

The competent authority to terminate the Artisan is indicated below:


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Commissioner of Labour, Telangana, Hyderabad.

CGM (HR) at Corporate Office.

Concerned CGM in the Zone, SE/DE in Circle of their respective jurisdiction.

39. APPEAL:

The Authorities competent to impose various penalties mentioned in Service Rules and Regulations as well as Appellate Authorities shall be notified by the Company from time to time. The Artisan on whom any of the penalties is imposed shall have the right to appeal to the authority notified in this behalf. The appeal shall be submitted within 30 days of receipt of the order of the punishing authority; and the appellate authority shall dispose of the appeal within 30 days of the receipt of the appeal.

CHAPTER-XIII

40. RESIGNATION

- (a) Artisans, who wish to leave the Company's services, must give the Company the same notice as the Company is required to give them under Standing Order No.38. The Company may, at its discretion, accept the resignation with immediate effect or from any time before expire of the notice period.
- (b) If Artisan leaves the service of the Company without giving requisite notice, without prejudice to any other action under his contract of service, if any, the Company may deduct from unpaid wages / dues payable to him/her, a sum equivalent to the period of notice which he / she is required to give under clause (a). If no such wages / dues are payable to him/her, he/she shall pay the sum equivalent to the notice period wages before his/her resignation is accepted and he/she is relieved from the services of the Company.

41. RETURN OF TOOLS ETC.

Every retrenched Artisan or a Artisan leaving the service of the Company shall, before leaving the service of the Company, return all the property or tools belonging to the Company issued or lent to him/her in connection with his/her employment in the Company, including Identity Card. The cost of such property

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or tools including ID card not so returned shall be liable to be deducted from his / her pay/wages or other amounts due to him/her.

42. FINAL SETTLEMENT OF ACCOUNT:

No final payment shall be made to any Artisan in settlement of his/her account unless he/she has granted a clearance certificate from the competent authority. The clearance certificate shall be issued only after the clearance slips have been issued and submitted to the competent authority from the following Departments:

- a. The Department in which the Artisan is working
- b. Stores
- c. Workshops
- d. Club
- e. Cooperative Society/Stores
- f. Time Office
- g. Cash Office
- h. Mess
- i. Canteen
- j. Welfare Department
- k. Building
- l. Any other department as may be notified from time to time.

The Company would see that the said procedure should be completed within seven days from the date of the termination of employment. The time for making payments of compensation and earned wages will however be governed by statute.

43. PAYMENT OF GRATUITY

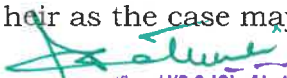
1. Eligibility:

Gratuity shall be paid to the Artisan after he / she renders continuous service for not less than five (5) years:

- a. On his superannuation, or
- b. On his retirement or resignation,
- c. On his death or disablement due to accident or disease

Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of an artisan is due to death or disablement. In case of death of an Artisan, gratuity payable to him/her shall be paid to his/her nominee or legal heir as the case may be.

1. The Artisan shall be eligible for gratuity if he/she has rendered continuous service for not less than five (5) years.


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Continuous Service: An Artisan must have worked uninterruptedly for period not less than 190 days in a calendar year.

2. Determination of Gratuity:

Every Artisan who fulfils the eligibility criteria as provided under the Gratuity Act 1972, shall be paid gratuity by TSSPDCL on succession of service @ 15 days wages per completed year of service. The calculation of Gratuity is as follows:

Last drawn salary (basic salary plus dearness allowance)

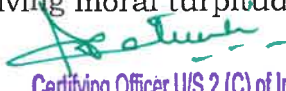
X number of completed years of service X 15/26.

Example: If an Artisan has rendered 30 years of service in an establishment than he/she will be entitled for 15 days wages for all 30 years of his/her service i.e., $30 \times 15 = 450$ days wages.

In order to calculate one day wage; monthly wages of an Artisan comprising of basic pay & DA (excluding HRA and other allowances etc.) will be divided by 26. Therefore, the total gratuity payable shall be = 1 day wages x 450 in the instant case.

3. Recovery from Gratuity / Forfeiture of Gratuity:

- a. The gratuity of an Artisan, whose services have been terminated for any act, wilful omission or negligence causing any damage or loss to, or destruction of, property belonging to the TSSPDCL shall be forfeited to the extent of damage or loss so caused.
- b. The gratuity payable to an Artisan shall be wholly forfeited:
 - i. If the services of such Artisan have been terminated for his/her riotous or disorderly conduct or any other act of violence of his/her part, or
 - ii. If the services of such Artisan have been terminated for any act which constitutes an offence involving moral turpitude.


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4. Family :


- a. In case of Male Artisan: Male Artisan himself, his wife, his children (whether married or unmarried), his dependent parents and dependant parents of his wife and the widow and children of his predeceased son. A lawfully adopted child.
- b. In case of Female Artisan: Female Artisan herself, her husband her children (whether married or unmarried) her dependent parents and dependant parents of her husband and the widow and children of her predeceased son. A lawfully adopted child.

5. Nomination:

- a. Each Artisan who has completed one year of service should make nomination within 30 days from the date of completion of one year.
- b. Any nomination made by such Artisan in favour of a person who is not a member of his family shall be void.
- c. If at the time of making a nomination the Artisan has no family, the nomination may be made in favour of any person or persons but if the Artisan subsequently acquires a family, such nomination shall forthwith become invalid and the Artisan should make a fresh nomination in favour of one or more members of his family.

44. CERTIFICATE OF SERVICE

Every Regular Artisan shall be entitled to service certificate at the time of his/her dismissal/discharge or retirement from service.


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CHAPTER-XIV**45. DATE OF BIRTH**


- a. Every Artisan must declare, on his/her first appointment or on being required to do so by the Company his/her date of birth according to the Christian Era, and produce confirmatory evidence like Matriculation or School Leaving Certificate or a relevant extract from the births and deaths register duly attested by the concerned authority, as may be acceptable to the Company. If an Artisan is unable to produce (illiterate & semi-literate), the Date of Birth recorded in OPIS shall be final, since the Date of Birth was recorded in OPIS as per the declaration/documents produced by them at the relevant time.
- b. No alteration of Date of Birth: The date of birth once recorded in the Service Book/Sheet of the Artisan as stated above, shall not be altered.

46. AGE OF SUPERANNUATION

The age of retirement shall be 58 years i.e., from the Afternoon of the last day of the month in which an Artisan completes the age of Fifty Eight years.

CHAPTER-XV**47. GRIEVANCE MACHINERY**

- a. Any Artisan desirous of the redress of a grievance arising out of his employment or relating to unfair treatment or wrongful exaction on the part of a superior shall, either himself or through an official of Trade Union of which he/she is a member, submit a complaint to the employer or any officer appointed by the employer in this behalf.
- b. The employer or any such officer shall personally investigate the complaint at such time and place as he may fix. The Artisan or any Artisan of his choice shall have the right to be present at such investigation. Where the complainant alleges unfair treatment or wrongful exaction on the part of superior, a copy of the order finally made by the employer shall be supplied to the complainant if he asks for one. In other cases the decision of the


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 O/o Commissioner of Labour, Telangana, Hyderabad.

investigation officer and the action, if any taken thereon by the employer shall be intimated to the complainant.

Provided that complaints relating to assault or abuse by any person holding a supervisory position or refusal of any application for urgent leave shall be enquired into immediately by the employer or such other officers as he may appoint.

Competent Authority

Division	Divisional Engineer
Circle	Superintending Engineer
Zone	CGM/Zone
Corporate Office	CGM (HR)

CHAPTER-XVI

48. LIABILITY OF THE COMPANY

The Company shall be held responsible for the proper and faithful observance of these Service Rules and Regulations.

49. EXHIBITION AND SUPPLY OF SERVICE RULES AND REGULATIONS

A copy of these Service Rules and Regulations in English and the Languages understood by the majority of Artisans shall be posted on the main notice Boards and shall be kept in a legible condition. A copy of these Service Rules and Regulations shall be supplied to each Artisan free of cost on demand.

50. INTERPRETATION OF SERVICE RULES AND REGULATIONS

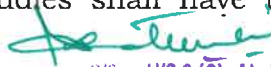
- i. If there is any conflict between the Service Rules and Regulations in English and those in any other language or languages, the English version shall prevail and be followed.
- ii. The TSSPDCL shall have the right of interpreting these Service Rules and Regulations and its decision shall be final and binding.

CHAPTER-XVII

51. NO OBJECTION CERTIFICATE

The Artisan who desires to obtain Indian Pass Port to visit/higher studies Abroad shall obtain NOC from the Company.

The Artisan who desires to prosecute higher studies shall have to obtain No Objection Certificate from Company.


 Jointing Officer U/S 2 (C) of Industrial
 Employment (SO) Act 1946 &
 Joint Commissioner of Labour (HQ)
 Commissioner of Labour, Telangana, Hyderabad.

CHAPTER XX**54. MATERNITY LEAVE TO WOMEN ARTISAN GRADE I, II & III**

The extract of the Factories Act, 1948 with regard to maternity leave is as here under :

“Annual leave with wages”:- Every worker who has worked for a period of 240 days or more in a factory during a calendar year shall be allowed during the subsequent calendar year, leave with wages for a number of days calculated.

In the case of a female worker, maternity leave for any number of days not exceeding **twelve weeks**,

Thereafter *The Maternity Benefit Amendment Act, 2017 has increased the duration of paid maternity leave available for women employees from the existing **12 weeks to 26 weeks**. Under the Maternity Benefit Amendment Act, this benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth. For women who are expecting after having 2 surviving children or more than 2 surviving children the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).*


“Under The Maternity Benefit Amendment Act, 2017 the duration of paid maternity leave available for women employees was increased from the existing **12 weeks to 26 weeks**. Under the Maternity Benefit Amendment Act, this benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth. For women who are expecting after having 2 surviving children or more than 2 surviving children the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery)”.

55. PAID HOLIDAYS

Paid Holidays will be allowed to the eligible Artisans from the date of their absorption i.e., 18.9.2018.

56. COMPASSIONATE APPOINTMENT

Compassionate Appointments will be provided to the dependents of Artisans who expired on or after 4.12.2016 as per their eligibility.



 Certifying Officer US 2 (C) of Industrial
 Employment (SO) Act 1946 &
 Joint Commissioner of Labour (HQ)
 Commissioner of Labour, Telangana, Hyderabad.

DIR HR

18/9/18

57. FUNERAL CHARGES :

Funeral charges of Rs.20,000/- will be paid to the dependents of deceased Artisans to meet the expenses on obsequies ceremony, in case of death while in service on or after 4.12.2016.


Certifying Officer U/S 2 (C) of Industrial
Employment (SO) Act 1946 &
Joint Commissioner of Labour (HQ)
O/o Commissioner of Labour, Telangana, Hyderabad.


Chairman & Managing Director
TSSPDCL

G. RAGHUMA REDDY
Chairman & Managing Director
Southern Power Distribution Company
of Telangana Limited (TSSPDCL)
Mint Compound, Hyderabad-500 083.

16/592/2011

**TELANGANA STATE SOUTHERN POWER DISTRIBUTION COMPANY LIMITED
MINT COMPOUND, HYDERABAD**



कार्मिक कमीशन वारी कार्यालय
विषय:
पंजीति नं: 1272

FORM A
(See Rule 4)
The Industrial Employment (Standing Orders) Act, 1946
SECTION 3

To
The Certified Officer
Commissioner of Labour
Hyderabad - Twin Cities TS

Supat G
M. Pruthi
2/3/19

Date : 07-03-2019

Sir/Madam,

Under the provisions of Section 3 of the Industrial Employment (Standing Orders) Act, 1946, I enclose five copies of the draft Standing Orders proposed by me for adaption in Telangana State Southern Power Distribution Company Limited, Mint Compound, Hyderabad, incorporated under the provisions of the Companies Act, 2013, with the request that these orders may be certified under the terms of the Act. I also enclose a statement in Form 'B' giving the particulars prescribed in Rule 5 of the Industrial Employment (Standing Orders) Rules, 1953.

Encl : As above.

Five self

Supat G
2/3/19

Chairman & Managing Director
CHAIRMAN & MANAGING DIRECTOR
Southern Power Distribution Company
of Telangana Limited (TSSPDCL)
Mint Compound, Hyderabad-500 063.

FORM B
(See Rule 5)
Particulars of Artisans

Name of the Industrial Establishment and Address:

**Telangana State Southern Power Distribution Company Limited,
Mint Compound, Hyderabad.**

<i>No. of the Artisans Employed</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
I 1) Highly Skilled	200	30	230
2) Skilled	7888	239	8127
3) Semi Skilled	795	68	863
4) Unskilled	919	55	974
Total	9802	392	10194

II. Classification and number of workmen: -


The Outsourced personnel working and who are on rolls as on 04.12.2016 were absorbed as "Artisans" on "as where is basis" with effect from 18.09.2018. Their inter-se-seniority in the respective grades is yet to be fixed. After fixing their inter-se-seniority, they will be placed on Probation for a period of two years and there after they will become approved Probationer.

III. Names of the Trade Unions, to which the Artisans belong with the number of Artisans in each such union.

Note: 1. No data is available with the Company as to in which Trade Union the Artisans are members.

2. However, in the TSSPDCL, the following three major Trade Unions are functioning.

- i) Telangana Electricity Employees Union, (Regd No. 1104), Mint compound, Hyderabad.
- ii) Telangana Rastra Vidyut Karmika Sangam (TRVKS), (Reg. No. H-58), Q.No. 3-7-443, 444, Beside 132/33 KVSS, Jagityal Road, Karminagar, TS
- iii) Telangana State Electricity Employees Union, (Regd No. 327), Mint Compound, Hyderabad.


7/3/19
Chairman & Managing Director
CHAIRMAN & MANAGING DIRECTOR
Southern Power Distribution Company
of Telangana Limited (TSSPDCL)
Mint Compound, Hyderabad-500 083.