

November 15, 2021

The Certifying Officer,
Department of Labour
Chandigarh

Subject: Approval of Standing Order

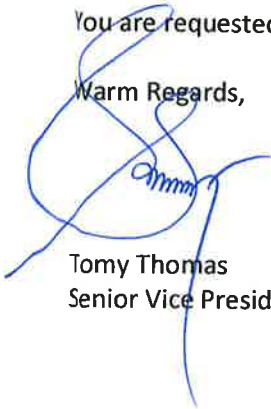
Respected Sir,

Please refer to our application for approval of Standing Order after making due changes as recommended by your office. The same has been received by your office on September 30, 2019. Copy of the receipt is attached for your ready reference.

Since we haven't received the Approved copy of our Standing Order, we would like to resubmit our application for the approval of our Standing Order.

You are requested to please approve the same.

Warm Regards,



Tomy Thomas
Senior Vice President - Human Resources

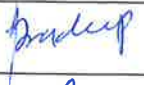



Note on Record

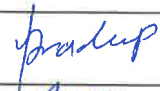


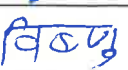


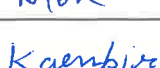
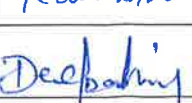
A meeting of the workers was convened on November 15, 2021 to discuss the Standing Orders of Krisumi Corporation Private Limited.

It has been decided and mutually agreed by all the workers that all the terms and conditions mentioned in the Standing Orders are understood and accepted by all workers.

The following two worker's representatives have been elected from workers who are authorized for speaking and taking decision on worker's behalf for all matters related to Standing Orders of Krisumi Corporation Private Limited.

Sr. No.	Employee Code	Employee Name	Father's Name	Designation	Signature
1	K1012	Pradeep Thakur	Mr. Rajeev Thakur	Accounts Executive	
2	K1066	Amit Kumar	Mr. Gobind Ram	Assistant Manager - IT	

We hereby certify that we were present in the meeting held on November 15, 2021 and have accepted the terms and conditions mentioned in the Standing Orders of Krisumi Corporation Privated Limited and have selected Mr. Pradeep Thakur and Mr. Amit Kumar as our representatives who are authorized for speaking and taking decisions on our behalf.

Sr. No.	Employee Code	Employee Name	Father's Name	Designation	Signature
1	K1012	Pradeep Thakur	Mr. Rajeev Thakur	Accounts Executive	
2	K1066	Amit Kumar	Mr. Gobind Ram	Assistant Manager - IT	
3.	K1029	Jagdish Kamat	Mr. Mahinder Kamat	Driver Cum Runner	
4.	K1030	Vishnu Kumar Yadav	Mr. Uttam Yadav	Driver	
5.	K1097	Vinod Kumar Sain	Mr. Harish Kumar Sain	Supervisor - Administration	
6.	K1093	Alok Yadav	Mr. Amar Singh	Steward	
7.	K1094	Karimbir	Mr. Bhagwan	Steward	
8.	K1118	Deepak Kumar	Mr. Ajit Singh	Housekeeping Attendant	

Rule – 5

The prescribed particular of workmen for the purpose of sub section (3) of section 3 of the Act, shall be.

Total Number of Employees:	104
Permanent Employees:	73
Temporary Employees:	NIL
Casual/Badli Employees:	NIL
Number of Probationers:	31
Number of Apprentices:	NIL
Name of the Union, if any:	No Unions
Remarks	

**STANDING ORDERS IN RESPECT OF KRISUMI CORPORATION PRIVATE LIMITED
461-462, UDYOG VIHAR PHASE 3, GURGAON, HARYANA 122 016.**

1. Applicability:

This Standing Orders shall come into force in accordance with the provisions of Section 7 of the Industrial Employment (Standing Orders) Act, 1946, and shall apply to all workmen employed by Krisumi Corporation Private Limited but shall not apply to the employees engaged by or through the contractor.

2. Definitions:

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

- (a) 'Company' means Krisumi Corporation Private Limited with it's Registered / Corporate Office at Gurgaon, Haryana.
- (b) 'Establishment' include Registered Office, Corporate Office, Sales Lounge, Project Sites and other offices in Gurgaon, Haryana.
- (c) 'Management' means the Managing Director, CEO, Co-CEO & Director and Head – Human Resources of the Company and shall include the acting Manager when the Manager is absent provided he is duly authorised to act as such by the company.
- (d) 'Workman' means any person employed in Krisumi Corporation Private Limited to do any skilled or unskilled, manual, supervisory, technical, operational or clerical work but does not include any such person
 - (i) Who is employed mainly in managerial or administrative capacity.
 - (ii) Who being employed in a supervisory capacity draws wages exceeding twenty five thousand per month or exercises, either by the nature of the duties attached to the office / post or by reason of the powers vested in him/her, functions mainly of a managerial nature.
- (e) 'Notice' means a notice in writing required to be given and exhibited on the notice boards for the purpose of these Standing Orders.
- (f) 'Notice Board' means the notice board specially maintained at our offices for the purpose of displaying notices required to be posted or affixed under the provisions of these Standing Orders.
- (g) 'Salary' where it appears in these standing orders is synonymous with wages as defined from time to time in the applicable laws.
- (h) 'Habitual' means involving repetition of an act or omission for a minimum of four times within a period of twelve months.

(d) Fixed Term Employment:

A person may be appointed on fixed term basis for a specified duration, to meet specific/special work requirements of a project or service. The services of such fixed term employee shall automatically stand terminated at the end of the specified duration or on completion of the work for which his services are engaged, whichever is earlier, unless extended in writing by the company. The terms and conditions of service of such employees would be in accordance with the contract and are also eligible for the statutory benefits.

4. Medical Examination:

The Company has sole option to require any workman to undergo a medical examination by a Medical Officer as arranged by the Company, for obtaining medical opinion for determining the workman's fitness to continue in company's employment or for any other reason. Any workman who is declared medically unfit based on the medical opinion is liable for discharge from the Company's rolls.

5. Recruitment:

No person below the age of 18 years shall be recruited as a workman by Krisumi Corporation Private Limited.

Any person seeking employment may be required to make an application in writing and / or to fill in a prescribed form.

All persons on appointment shall be deemed to have been appointed on the basis of the representations made or facts disclosed in their applications for appointment. In case any fact or representation is found to be wrong or concealed, irrespective of whether the workman has joined his duty upon selection, appropriate action shall be taken.

6. Confirmation:

The management shall in accordance with the terms and conditions stipulated in the letter of appointment, confirm the eligible workman and issue a letter of confirmation to him/her. The workman will be deemed to be on probation till he / she receive the letter of confirmation from the management.

7. Service Record:

(a) Service Record: The management shall maintain a service record in respect of each workman.

(b) Certificate of Service: Every confirmed workman shall be entitled to a 'Service Certificate' specifying the nature of work (designation) and the period of employment at the time of discharge, termination, retirement or resignation from service. This certificate shall be issued by the Human Resources Department only.

(c) Residential Address of workman: The workman shall notify the management immediately on appointment, the details of his/her residential address and thereafter promptly



communicate to the management any change of his/her residential address. In case the workman has not communicated to the management, the change in his/her residential address, his/her last known address shall be treated as his/her residential address for sending any communication by the management.

(d) Record of age: Every workman shall indicate his/her exact date of birth to the management at the time of entering into service. The management shall insist the workman to produce the following before entering his/her date of birth in his/her service record.

- i) His/her matriculation or school leaving certificate granted by the board of Secondary Education or similar educational authority (or)
- ii) A certified copy of his/her date of birth as recorded in the registers of municipality, local authority or panchayat or Register of Births. (or)
- iii) Passport or Aadhar Card or Election ID Card or PAN Card.

8. Hours of work and publication of working hours:

The working hours shall be regulated as per labour laws in force and notices relating to the period and hours of work for all classes of workman shall be exhibited in English which is understood by the majority of the workmen.

9. Work beyond normal working hours:

Subject to the provisions of relevant labour laws, the management reserves the right to require any workman to work beyond normal working hours including work on weekly holidays and public holidays in accordance with the instructions which may be issued by the management from time to time depending upon the requirement.

10. Publication of National and Festival Holidays:

Notices specifying the Weekly holidays, National Holidays, Festival Holidays and other relevant information which management wishes to transmit to the workmen from time to time shall be displayed on the notice board or emailed to workmen.

Whenever any workman works on a national holiday i.e. Republic Day, Independence Day and Gandhi Jayanthy as notified by the management, he/she will be paid wages in accordance with law and contract. Whenever any workman works on any festival holiday as notified by the management, he/she will be given an alternate day off.

11. Publication of pay day:

Notices specifying the pay day shall be exhibited on the notice board or circulated to workmen on email. All workmen shall be paid wages on a working day before the expiry of the seventh day after the last day of the wage period in respect of which the wages are payable.

12. Attendance and Late Coming:

- a) All workmen shall register his/her attendance at the specified time and of leaving duty in the manner prescribed for the purpose by the management.



- b) All workmen shall be at work at the time fixed and notified. The workman attending late shall be liable to deductions as provided for under the Payment of Wages Act.
- c) No workman shall be allowed to leave the work place during the working hours without prior permission. In case a workman is found absent from his/her proper place or place of work during working hours without prior permission, he/she shall be treated as absent for the full day. In addition to this, the disciplinary action may be initiated against the workman who is found to be late on more than three occasions in a month.

13. Entry, Exit and Liability to search:

- a) No workman shall enter or leave the premises of the works except through the gate provided for this purpose.
- b) All workmen are liable while entering or leaving the work place or at any time while on duty, to be searched by the security staff or any official authorized by the management for this purpose. His/her vehicle of conveyance, his/her bag/locker/tiffin box etc may also be opened and searched in his/her presence. Every search shall be conducted in the presence of other two persons. In case of a female workman, the search shall be carried out only by another female, provided that a female workman shall not be searched in the presence of any male person except with her consent.
- c) Any workman whom the management finds to be under the influence of intoxicants or suffering from contagious or infectious disease or in possession of any article dangerous to the security of the works or an employee, shall not be allowed entry into the premises of the works although otherwise entitled. If such workman is already in the work premises, the management shall have the right to remove him/her from the premises. In a disputed case of intoxication or contagious or infectious disease, it would be referred to the Medical Officer of the Company or any Registered Medical practitioner for consultation whose decision shall be final.

14. The grant of leave to a workman shall depend upon the exigency of work and shall be at the discretion of the competent authority.

- a) The management shall at all times endeavour to grant all reasonable requests for leave, provided such requests are made in time as given here under. The sanctioning authority has the discretion to grant, refuse, revise, curtail or revoke leave at any time according to the exigency of the services.
- b) A workman who desires to proceed on leave shall apply to the sanctioning authority giving reasons for leave and shall not avail of the same before it is actually sanctioned except in case of emergency or in case of illness supported by a medical certificate.
- c) A workman who desires to extend his/her leave shall make an application in sufficient time to reach the sanctioning authority before the expiry of the leave already granted.
- d) Except in emergency, application for leave for three days or less shall be made at least twenty four hours previous to the time from which leave is required.
- e) Application for leave for more than three days shall be made at least seven days before the date from which the leave is required except in emergency.
- f) If the leave is refused or postponed, the reasons shall be recorded in writing by the sanctioning authority.



- g) A workman before proceeding on leave shall furnish his/her address / telephone number if any in the application during the period of leave.
- h) If the application for extension of leave is on grounds of illness of the workman, it shall be accompanied by a medical certificate from a registered Medical Practitioner / Medical Officer of ESIC.
- i) The sanctioning authority who receives an application for extension of leave may at his/her discretion grant the extension asked for or grant it for a lesser period or refuse the extension. In any case he/she shall immediately inform the concerned workman whether the extension of leave has been sanctioned and if so, for what period or whether it has been refused. If the application for the extension of leave is on grounds of illness and is not accompanied by a certificate from the registered Medical Practitioner, it shall be open to the sanctioning or higher authority to grant the extension asked for or grant it for a lesser period or refuse to grant the extension of leave.
- j) A workman who has been sanctioned leave or an extension of leave on medical grounds shall not resume duty unless he/she produces a fitness certificate from the Registered Medical Practitioner / from the Medical Officer of the ESIC.
- k) If a workman who remains absent from duty without leave or permission or in excess of the period of leave originally sanctioned and where such period of absence exceeds eight consecutive days, he/she shall be presumed to have left the services of the company at his/her own accord without notice and his/her name will accordingly be struck off from the rolls of the company by following due procedure, provided further that if the concerned workman proves to the satisfaction of the management that his/her absence was on account of sickness or other valid reasons, the management may at their discretion, convert his/her absence into leave without pay or with pay, if any.

Leave:

The workman shall be entitled to leave as shown below:

- a) All employees are eligible for 30 working days of leave in a financial year. Employees joining in the middle of the year will be eligible for pro-rated leave for the balance months in the financial year. Leave will be credited to the employee on a monthly pro-rated basis.
- b) This leave can be availed for taking vacations, sickness or any other personal reasons. Leave can be prefixed or suffixed with any other Public Holiday / Weekend. In such cases, Public Holiday/Weekend will not be included while calculating the leave balance.
- d) As an exception in deserving cases of long sickness, leave in addition to the above recommended by Functional Head may be approved by Head Human Resources.
- e) In cases where an employee, upon approval from the management as a special case, takes more leaves than his/her eligibility, appropriate adjustments and deductions would be made from the salary for the month.
- f) In order to ensure work life balance, the company insists that the Employees must avail a minimum of 10 days of leave in a financial year.



Maternity Leave:

Maternity Leave shall be governed in accordance with the provisions of Maternity Benefit Act, 1961 or ESI Act 1948 as application.

Combination of leave and maternity leave shall be permitted, provided the application for maternity / medical leave is supported by an appropriate medical certificate.

15. Accidents:

- a) Every workman shall discharge his/her duties and responsibilities with all care and diligence and shall at all times observe the safety measures adopted and / or directed to be followed in the works.
- b) Every workman shall promptly report any injury, accident or dangerous occurrence, whether coupled with injury or not, to his / her superior / incharge concerned. The management shall promptly take action if any accident arising out of and during the course of employment is reported by the workman.
- c) All workmen shall bound to observe all safety rules as notified from time to time and use personal protection equipment as provided by the management.
- d) The Company shall make arrangement for immediate and necessary medical aid to the injured workman and shall arrange his/her further treatment, if considered necessary. Wherever a workman is entitled to the benefits under the Workman's Compensation Act, 1923, the company shall pay the compensation accordingly.

16. Termination of Employment:

Subject to the provision of law & terms of appointment:

- a) For termination of employment of a permanent workman, notice of one month in writing shall be given either by the Management or the workman, or one month basic wages may be paid in lieu of notice.
- b) If a workman leaves the services of the company without a requisite notice, then without prejudice to any other action under his/her contract of his/her service, if any, the management may deduct from his/her unpaid wages or any other dues the sum equivalent to the wages for the period of notice which he/she is required to give under para (a) above.

17. Retirement :

The retirement of a workman shall be on completion of his/her sixty two years of age. The effective date of retirement shall be the last day of the calendar month in which the employee completes his 62 years of age. On his/her retirement all retiral benefits shall be paid to the workman provided, he/she obtains a clearance certificate in the prescribed format from his/her Head of Department.

18. Secrecy:

- a) All workmen of the company shall ensure total confidentiality and secrecy of all information / data at all times and no workman shall carry with him/her outside the office premises, office files and documents, books, drawings, information and other property belonging to the



company or relating to the company's affairs unless he/she is authorized by the management to do so.

- b) Disclose any secrets, confidential information or any other information or matter concerning the operations of the company which is in the nature of a trade or business secret, save as dictated by the requirements of discharge of his/her normal duties or in course of discharge of such normal duties.
- c) Communicate to public, papers, journals, pamphlets or leaflets, disclose or cause to be disclosed at any time any information or document, official/otherwise relating to the company except with the prior approval of the management.

19. Bigamous Marriage:

No workman has a spouse living shall contract another marriage in contravention of the existing law. Necessary disciplinary action will be initiated in case of contravention, in accordance with law.

20. Transfer:

A workman may be transferred depending upon the work requirement from one department to another or from one office to another office located at various places in the country or abroad or from one project site to another under the company. The transfer may be on temporary basis or permanent basis depending upon the work. In the event of transfer, the workman shall be entitled to get joining time and journey allowances etc. according to his/her eligibility and as described under the company's rules.

21. Acts of omissions and commissions constituting misconduct:

For the purpose of these standing orders, without prejudice to the general meaning of the term misconduct, the following acts and omissions which are not exhaustive but illustrative, shall be considered as misconduct:

- 1) Wilful insubordination or disobedience or instigation there of whether alone or in combination with other, of any lawful and reasonable order of a superior.
- 2) Striking work or inciting others to strike work in contravention of the provisions of any law or the rule having the force of law.
- 3) Wilful slowing down in performance of work,
- 4) Neglect of work, gross or habitual negligence of work
- 5) Wrongfully restraining and confining the Managerial or Supervisory Personnel with a view to pressurize, influence or make him/her concede the demand.
- 6) Physically preventing or pressurizing any employee, supervisor and or executive from discharging his/her official duties.
- 7) Theft, fraud or dishonesty in connection with the Company's property or business or theft of the Company's equipment issued to the other workmen with, in the Company.
- 8) Late attendance, absence without permission from place of duty, habitual absence, irregular attendance.
- 9) Habitual absence without leave or absence without leave for more than eight (8) consecutive days, habitual overstaying the sanctioned leave without sufficient ground,



- 10) Leaving the place of posting without prior intimation even during holidays and period of suspension without prior permission of the management, without giving his/her address on which he/she is likely to be available in case of emergency.
- 11) Carrying on money lending business or running chit fund and similar such activities.
- 12) Drunkenness or being under the influence of drug, fighting, riotous or disorderly behaviour or physically obstructing the work or conduct which endangers the life, safety of any person.
- 13) Possession of drugs, narcotics etc within the company premises.
- 14) Habitual or gross breach of any rules, including traffic regulations under Motor Vehicles Act or instructions for the maintenance of vehicles / Machinery (in the case of drivers / operators of equipment like JCBs, Trucks, Cranes and similar such equipment being used in company's operations) or maintenance of cleanliness.
- 15) Causing wilful damage to the property of the company.
- 16) Unauthorized use and/or occupation of company's accommodation including at the project sites.
- 17) Failure to observe safety provisions as notified by the management from time to time.
- 18) Smoking in areas where it is prohibited.
- 19) Unauthorized demonstration, holding of meetings inside the premises of the company without prior permission of the management.
- 20) Coercing or intimidating or threatening or assaulting or abusing any superior or any workman or any person of the company where such act relates to the employment.
- 21) Spreading false rumours or giving false information or making defamatory statements which tend to bring the management into disrepute.
- 22) Misbehaviour with any person including customers
- 23) Impersonation
- 24) Tampering, falsification, defacement, destruction or unauthorized removal of any records of the company.
- 25) Defalcation including misappropriation or embezzlement of company's money or property
- 26) Cheating the company in whatsoever manner
- 27) Indulging in gambling, satta/matka etc within the company's premises or being party to it.
- 28) Sleeping whilst on duty
- 29) Receiving, offering or making, directly or indirectly any illegal payments, remuneration, gifts, donations or comparable benefits which are intended to or perceived to obtain business or uncompetitive favours for conduct of company's business.
- 30) Giving false information or suppression of actual information relating to employment and service.
- 31) Taking any documents, books, drawing, photographs or any other property of the company out of the work premises except with the written permission of superior or any way passing of causing to be passed or disclosing or causing to be disclosed any information or matter concerning trade secrets, confidential documents etc. of the company to any unauthorized person, company or corporation.
- 32) Possession or carrying the lethal weapons within the premises of the company.
- 33) No Workman shall :



- a) become office bearer of a political party or a member of a political organization, the activities of which have been banned by the government.
 - b) canvass in any election in the precincts or premises of the company
 - c) while in employment of the company, contest in any election either of the local body or assembly or parliament
- 34) Loitering during working hours
- 35) Commission of any act which amounts to a criminal offence involving moral turpitude or conviction in any court of law for any criminal offence involving moral turpitude prejudicial to the reputation of the company.
- 36) Refusal to accept or receive charge sheet / show cause notice or any other notice or letter of communication or instruction or transfer order and carry out the orders whatsoever from the management or not giving receipt after receiving the same or not reply to the same, if required to do so.
- 37) Engaging directly in other employment, training, business or vocation in or outside of the company without permission of the management in writing whether for pay, reward or not.
- 38) Sexual harassment which includes such unwelcome sexually determined behavior whether directly or by implication as
- a) Physical contact and advances; or
 - b) A demand or request for sexual favours; or
 - c) Sexually coloured remarks; or
 - d) Showing pornography; or
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- 39) Abetment of or attempt to commit, commission of any act of indiscipline or any act subversive of discipline.

22. Authorities :

The Disciplinary authority / Appellate Authority / Reviewing Authority are specified below under these standing orders.

<i>Authorities</i>	<i>In respect of all workmen</i>
1. Disciplinary Authority	
a) For all workmen	: Functional Heads & Head HR
2. Appellate Authority	: Head HR & CEO
3. Reviewing Authority	: Managing Director, CEO, Co-CEO & Director

23. Penalties for misconduct:

The following penalties may for good and sufficient reasons be imposed on workman found guilty of any misconduct.

- a) Warning or Censure in writing
- b) Suspension without wages for a period not exceeding four days on any one occasion.
- c) Stoppage of annual increment for a period not exceeding three years with or without cumulative effect.



- d) Reduction to any lower stage in the pay scale
- e) Reduction to a lower post or grade
- f) Removal from service / discharge
- g) Dismissal from service
- h) Dismissal from service without notice

24. Procedure for dealing with cases of misconduct:

- a) When any workman is accused of any misconduct, he shall be issued a chargesheet clearly setting forth the circumstances appearing against him/her and requiring his/her explanation. The chargesheeted workman shall be given minimum 48 hours' time to submit his/her explanation to the chargesheet. In case the explanation tendered by the workman is not found to be satisfactory, the Management shall order for a domestic enquiry to be held against the workman by an officer(s) of the Management or any other person, including an Advocate. However, if the chargesheeted workman admits only one/some of the charges levelled against him/her, the enquiry would be held in respect of the charges not admitted by the workman.
- b) A workman against whom disciplinary proceedings are pending or contemplated shall be liable to be suspended pending enquiry. During the period of suspension, the workman shall be entitled to receive subsistence allowance at the rate of 50% of his/her wages to which he/she was entitled immediately preceding his/her suspension for the first 90 days of his/her suspension period. In case, however, the disciplinary proceedings pending against a workman are delayed beyond a period of 90 days, for reasons not directly attributable to him/her, his/her subsistence allowance shall be enhanced to 75% of the wages to which he/she was entitled immediately preceding his/her suspension. However, in cases such delay as aforesaid is attributable to the workman concerned, his/her subsistence allowance shall be reduced to 25% of his/her wages to which the workman was entitled immediately preceding his/her suspension, for such period(s) of delay.

The entitlement to receive any subsistence allowance during/for the period of suspension shall be subject to the condition that the workman does not take up /engage himself/herself to any employment or the like elsewhere.

- d) Any such enquiry may relate to alleged acts of misconduct of several workmen where in the opinion of the management, it is convenient to hold such an enquiry against several workmen.
- e) The enquiry against a workman shall be conducted in accordance with principles of natural justice and fair play and the chargesheeted workman shall be afforded a reasonable opportunity to rebut the charges levelled against him/her and to establish his/her innocence. The workman shall be entitled to cross-examine the witnesses on whose evidence the charge(s) rest(s), except for reasons to be recorded in writing by the Enquiry Officer he/she shall be entitled to produce witnesses in defence. The witnesses of the Management shall be examined in the presence of the workman and /or his/her assistant / representative.
- f) In the enquiry the workman shall be entitled to appear in person and shall be defended /represented by any of his/her co-employee.
- g) Mere delay in holding the domestic enquiry shall not be construed as a condonation of the misconduct committed by the workman, but in no case, the same shall be inordinately delayed.



- h) If, as a result of enquiry held and the explanation tendered, the workman is adjudged guilty of any charge of misconduct and any punishment is awarded, the workman shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any salary or wages for such period over and above the subsistence allowance paid or payable to him/her. If, however, he/she is found not guilty of any of the charges levelled against him/her, the order of suspension shall be rescinded, and he/she shall be entitled to the same salary or wages as he/she would have received had he/she not be suspended. If, however, the workman is found guilty of any of the charges, but the management, in its discretion, decides not to take any disciplinary action, the delinquent workman shall not be entitled to any remuneration over and above the subsistence allowance paid/payable during the suspension period. In such a contingency, the workman shall be deemed to have been absent from duties during the period of suspension.
- i) In the domestic enquiry the management would give to the workman all the relevant documents on which the charges levelled against the workman and the evidence connected thereto is based.
- j) Service of chargesheet or any notice or direction upon a workman to attend the enquiry shall be made by communicating the same in writing or through registered post if the workman refuses to accept the chargesheet or any notice, the same shall be sent to him/her at his/her address by registered post.
- k) After the enquiry is concluded, the Enquiry Officer will submit his report to the Management.
- l) In awarding punishment under the Standing Order the Management shall take into account the gravity of the misconduct, the previous record, if any, of the workman and any other extenuating or aggravating circumstances that may exist. Final order on the chargesheet shall be communicated to the workman concerned.
- m) All or any punishment under these Standing Orders shall be given by the manager or any one superior in rank to the manager.

25. Communication to the workman:

Any notice, order, charge sheet or other communication served on any workman by the management shall be accepted. If he/she refuses to do so, or if he/she is not available, it shall be exhibited on the notice board of the company and at the workplace of the workman and sent to him by registered post at his last known address and the workmen concerned shall be deemed to have been served with the same.

26. Clearance of settlement:

Any workman leaving company's service by any manner whatsoever shall obtain a clearance certificate from the department by concerned testifying that no money, property belonging to the company is due from him/her. If the workman fails to return any money or property due, the money or the cost of such Property shall be realized from him/her under the process of law.



27. Responsibility of observance:

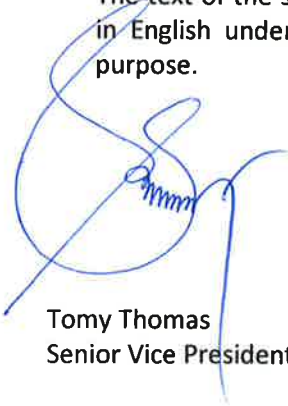
The management shall be responsible for the proper and faithful observance of these Standing orders and the workmen shall be responsible to abide faithfully by the provisions contained in these standing orders.

28. Savings:

Nothing contained in these standing orders shall operate to the prejudice of the right and obligations of the parties under the contract of service agreement, settlement, award or law for the time being in force.

29. Posting of Standing orders:

The text of the standing orders as finally certified shall be prominently posted by the management in English understood by majority of workmen on the notice boards to be maintained for the purpose.



Tomy Thomas
Senior Vice President – Human Resources

