

The Industrial Employment (Standing Order) act 1946 is designed to provide service rules to workmen. The object is to require employers in industrial establishment to formally define conditions of employment under them

Meaning of Standing orders

Standing orders means rules of conduct for workmen employed in an industrial establishment as per the Act 1946, the standing orders must specify for the following

1. Classification of workmen i.e temporary, permanent, etc
2. Manner of intimating working hours, shift change, transfer, etc to workmen
3. Holidays
4. Attendance and late coming rules
5. Leaves rules
6. Termination of employment, suspension, dismissal etc. for misconduct,
7. Retirement age

Applicability of the Act

The act is applicable to all industrial establishment employing 50 or more workmen, the term industrial establishment includes factory, transport service, construction work mines, plantation workshop, building activities, transmission of power etc.

Approval of Standing Orders

Every employer covered under the act has to prepare standing orders covering the matters required the Act by Certifying officers (Labour Commission)

Standing orders should be displayed in English and Local language on special Notice board at or near entrance of the establishment. Once the standing orders are specified, they supersede any terms and condition of the employment contained in the employment letter.

Disciplinary Action

The most important use of standing orders is in the case of disciplinary action. A Workman can be punished only if the act committed by him is misconduct as defined under the standing orders. Model standing orders contains such acts like in subordination (rebel), disobedience, fraud, dishonesty, damage to employer's property, taking bribe, habitual absence or habitual late attendance, habitual neglect of work as misconduct, the certified standing orders may cover other acts as misconduct.

Subsistence Allowance

Where the workmen is suspended by employer pending investigation or enquiry into complaints or charge of misconduct against him, the workmen shall be paid subsistence Allowances equal to 50 % of wages for the first 90 days of suspension and 75 % for the remaining period until completion of disciplinary proceedings

Standing Orders of Roadways India Limited

Standing Orders means rules of conduct for workmen employed in an industrial establishment, as per the act the standing orders must specify for the followings in Roadways India Limited.

- ❖ In Roadways India Limited Classification of the employees done on two basis
 1. Permanent - hiring done for the regular period of time and can consider the same employees for statutory compliances such as P.F ,ESIC, P.TAX, TDS etc
 2. Trainee - Hiring done for the probation period. This employees cab be consider for permanent after completion of probation period.
 - ❖ Business hours should be 8:30 hours with the permanent day shift from 09:30 AM to 6:00 PM, 15 Minutes grace time is allowed in the morning.
 - ❖ Transfer held with any of the employee according to the Requirement.
 - ❖ Sunday is holiday always with National Holidays which is
26th January Republic Day
15th August Independence Day
02nd October Gandhi Jayanti

Other than these holidays are
Diwali,
Holi,
Dussehra
Krishna Janamasthami
- These are all common holidays given to all employees in Roadways India Limited but some holidays held according to the Region in South, East and West.
- ❖ Attendance maintained in Biometric system and when any of the employees coming late after 09:45 A. M .
 - ❖ Leave rules are different for Contractual/ Trainee employees and Permanent Employees

Permanent Employees can liable for

- Earned Leave given to the employees on the working days in a month
Such as

Days worked included Sunday and Holiday	Earned leave granted / carried
1 to 5 th and half day	NIL
6 to 13 th and half day	½ Leave
14 to 19 th and Half day	1 Leave

20 to 25 th and Half day	1 and ½ leaves
26 to last day	2 leaves

- Casual leave ½ casual leave will be credited to employees in a month
- Sick Leave ½ Sick leave will be credited to employees in a month.

Contractual / Trainee employees can be liable for ½ Sick leaves only in a month.

- ❖ Termination, suspension, dismissal of employment can be done on the behalf of misconduct done by the employee; this decision will be taken by the Senior Authorities only.
- ❖ According to the government rules and regulation when employee attain to the age of 58 shall be retired from the organization.