

The Orissa



Gazette

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EDUCATION & YOUTH SERVICES DEPARTMENT

NOTIFICATION

The 2nd February 1988

S. R. O. No. 135/88—Whereas a large number of employees of the Orissa Government Text Book Press come under the category of Industrial Employees to whom various labour laws are applicable ;

And whereas such industrial employees being full-fledged Government servants and their service conditions at present being governed by various statutory service rules, it has become necessary to frame an explicit set of rules to make them know about their recruitment, promotion and other conditions of service;

Now, therefore, in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules, namely:—

CHAPTER I

GENERAL SCOPE AND APPLICABILITY

1. *Short title, commencement and application*—(1) These rules may be called the Orissa Government Text Book Press Industrial Employees (Classification, Method of Recruitment and Other Conditions of Service) Rules, 1988.

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) They shall apply to the industrial employees of the Orissa Government Text Book Press specified in the Schedule 'A':

Provided that the Government may include or exclude any category of industrial employees in the said schedule by notification in the Official Gazette as would be required according to necessity.

CHAPTER II

2. *Definitions*—(1) In these rules, unless the context otherwise requires—

- (a) "Administrative Department" means the Education & Youth Services Department of the Government;
- (b) "Appointing Authority" means the authority empowered to appoint all categories of employees as mentioned in Schedule 'A' ;
- (c) "Appointment and Promotion Committee" means the Committee of officers constituted under these rules to aid and advise the appointing authority in all matters concerning appointment and promotion of personnel in the undertaking;
- (d) "Apprentice" means a person who is engaged for undergoing training in a particular subject or craft for a specified period as prescribed under the Apprentices Act, 1961;
- (e) "Average Pay" shall have the same meaning as assigned to it in the Orissa Service Code;

- (f) "Branch" means one of the branches into which the undertaking may be divided for the purpose of smooth administration of the undertaking;
- (g) "Branch Officer or Section Officer" means the officer placed in charge of the Branch or Section as the case may be, from time to time;
- (h) "Casual Employees" means one who is engaged not against any regular post but for discharging some work on day-to-day payment basis;
- (i) "Contract Employee" means one who is employed for specific work on a specific occasion and is paid wages according to specific rate mutually agreed to not being less than the minimum rate of wages fixed under the Minimum Wages Act, 1948.
- (j) "Disciplinary Authority" means the appointing authority and includes the authority as laid down in rule 20 of the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 in respect of persons on deputation;
- (k) "Government" means the Government of Orissa;
- (l) "Headquarters of an Industrial Employee" means the place where the records of his office are kept or such other place as the appointing authority may, by order, specify;
- (m) "Industrial Employee" means an Industrial Workman, Supervisor or non-Gazetted managerial employee working in the factory on production side of the undertaking as mentioned in Schedule 'A';
- (n) "Industrial Workman" means unskilled, semi-skilled, skilled or highly skilled operative and shall also include sectional supervisors but not the Supervisory and managerial staff such as Junior Production Officers and Production Officers and the like;
- (o) "Manager" means the employer, designated as Director, Text Book Production and Marketing, Orissa or by other designation as Government may notify from time to time to be in overall charge of the undertaking;
- (p) "Pay" shall have the same meaning as assigned to it in the Orissa Service Code ;
- (q) "Physically handicapped" means and includes the following categories of handicapped persons:—
- (a) *Blind*—The blind are those who are suffering from any of the following conditions:—
- (i) Total absence of sight ;
  - (ii) Visual acuity not exceeding 6/60 or 20/200 (Anneva) in the better eye with correcting lenses ;
  - (iii) Limitation of the field of vision subtending at an angle of 20 degrees or worse.
- (b) *Deaf*—The deaf are those in whom the sense of hearing is non-functional for the ordinary purposes of life. Generally loss of hearing at 70 decibels or above at 500, 1,000 or 2,000 frequencies will make residual hearing non-functional and will include deaf mute persons;
- (c) *Orthopaedically handicapped*—The Orthopaedically handicapped are those who have a physical defect or deformity which causes an interference with normal functioning of bones, muscles and joints;
- (d) *Speech defective*—A person suffering from aphasia (Complete loss of speech but sense of hearing normal) or whose speech is not clear and/or normal;
- (r) "Probationer" means an Industrial Employee employed on probation in or against a substantive vacancy in the cadre of the undertaking;
- (s) "Scheduled Castes" means such castes as may be so specified by the President under Article 341 of the Constitution of India;
- (t) "Scheduled Tribes" means such Tribes as may be so specified by the President under Article 342 of the Constitution of India;
- (u) "Schedule" means a Schedule appended to these rules;
- (v) "Section" means the sections into which the undertaking or any branch may be divided for the purpose of day-to-day administration;
- (w) "Undertaking" means the Orissa Government Text Book Press;

(x) "Wages" means all remunerations capable of being expressed in terms of money which would, if the terms of employment, expressed or implied, are fulfilled, be payable to an Industrial Employee in respect of his employment or of work done in such employment and shall include such allowances like dearness allowances, house rent allowance, as the Industrial Employee is for the time being entitled to but shall not include travelling allowance, gratuity and pension;

(y) "Year" means a Calendar year.

(2) All words used but not defined in these rules shall have the same meaning as defined in the various statutory rules concerning the service conditions of Government Servants, namely, Orissa Service Code, Orissa Civil Service (Classification, Control and Appeal) Rules, Orissa General Provident Fund Rules, Orissa Pension Rules, Orissa Government Servants' Conduct Rules, and the like and also the various Labour Laws, Industrial Disputes Act, 1947, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Workmen's Compensation Act, 1923, Factories Act, 1948 and the rules framed thereunder.

### CHAPTER III

#### CLASSIFICATION, RECRUITMENT, PROMOTION AND CONFIRMATION

3. *Classification of Industrial Employees*:—(1) All industrial employees of the undertaking are categorised as :—

- (a) Workman
- (b) Supervisory (Sectional)
- (c) Supervisory and managerial (Non-gazetted)

(2) The industrial employees classified in sub-rule (1) may be Class IV or Class III and may be permanent, temporary or probationary.

NOTE—The above classification and categorisation apply only to the regular employees of the undertaking and not to contract or casual employees.

4. (1) The different nomenclature of posts is specified in Schedule 'A'.

(2) The classification of posts as specified in Schedule 'A' may be changed by Government by notification in the Official Gazette according to the changes which may take place in the pattern of working of the undertaking from time to time.

5. *Recruitment and Promotion* :—(A) Appointment and Promotion Committee.

The Director who is the appointing authority with respect to all non-gazetted industrial posts will make appointment to such posts by way of direct recruitment, internal promotion and deputation from outside. He will be aided by a Committee of Officers comprising the following, namely :—

Director	..	Chairman
Assistant Director I	..	Member
Assistant Director II	..	Member
Personnel Officer	..	Member-Secretary
Accounts Officer	..	Member

Notwithstanding anything contained in these rules, in deserving cases a member of the family of an industrial employee who dies or is permanently incapacitated while in service of the undertaking, would be appointed to any class III post of the undertaking provided he possesses the qualification prescribed for the post, without insisting on the prescribed mode of recruitment in his case.

(B) *Functions of the Committee* :—

- (i) The Committee shall meet occasionally to discuss all matters relating to recruitment, promotion and such matters relating thereto. The Secretary shall take initiative and issue formal notice to convene the meetings. He will issue agenda for the meeting and detailed notes on each item of the agenda. The members may also circulate their own notes as in the Press Industrial Employees Rules. No formal notice will be given for adjourned meetings. In case of urgency the meeting may be convened by oral intimation;

- (ii) The Committee may associate any other officer or supervisory staff while discussing on a particular problem. The draft proceedings of the Committee will be recorded by the Secretary circulated to members and got signed by all members and the Chairman and then copies of it be circulated to all members for their own record. A copy of the proceedings shall be pasted in a minute book to be continually numbered and the original copy signed by members shall be preserved under the care and custody of the Secretary of the Committee;
  - (iii) The appointing authority will normally act upon the recommendation of the Committee. In exigency of public service the appointing authority may fill up posts in anticipation of the approval of the Committee by recording proper reasons;
  - (iv) The majority opinion of the members of the committee in the meeting inclusive of the opinion of the Chairman shall form the recommendation of the Committee. Note of disagreement or dissent shall be recorded in the minutes;
  - (v) The Committee in special cases may interview individual employees if they feel that such interviews will clear certain confusing points and will help taking a proper decision.
6. The appointment and promotion committee as well as the appointing authority will be guided by the following principles in matters of recruitment, promotion and deputation, namely:—
- (i) *General principles of appointment and promotion*—No industrial employee can claim promotion to any post as a matter of right. All cases of promotion shall be decided strictly on merit which will be judged on the overall performance of an industrial employee in terms of his qualitative and quantitative work, his regularity and punctuality in attendance, his official conduct, his devotion and sincerity to duty, his allegiance to the undertaking and his ability to manage a particular post. Seniority in service will be given due weightage. All things being equal, a senior industrial employee will get preference over his juniors in matters of promotion in a particular cadre, but seniority shall not be the only criterion for promotion.
  - (ii) Confidential records shall be maintained in respect of each individual Industrial Employee excepting Class IV Industrial Employees irrespective of his designation, classification, category and grade, to make an objective assessment of his qualities as mentioned in the preceding clause. The deficiencies of the individual Industrial Employee, if any, will be communicated to him periodically and he shall be given due opportunity to correct and improve himself.
  - (iii) Recruitment and promotion shall be made tradewise, namely:—
    - (1) PRODUCTION WING
      - (a) Hand composing, type store and proof-reading
      - (b) Letterpress Printing, Imposing and Galley Proof Press
      - (c) Camera
      - (d) Offset Plate Making and Retouching
      - (e) Process Engraving
      - (f) Offset Printing
      - (g) Book Binding
    - (2) MAINTENANCE WING
      - (a) Mechanical
      - (b) Electrical
    - (3) MISCELLANEOUS WING
      - (a) Garden
      - (b) Carpentry
  - (iv) Each trade that exists on the date of commencement of these rules with its typical channel and hierarchy of posts carrying different nomenclature is specified in the chart given under Schedule 'B'.

New trades may be introduced by Government but changes that take place in the existing trades shall be duly notified in the Official Gazette with the hierarchy of posts and the channel of promotion.

(v) The first point of hierarchy in each trade is indicated below :—

### PRODUCTION WING

Name of the trade	First point of hierarchy
1. Hand composing, Type Store and Proof Reading	Type Supplier and Distributor for Hand Composing and Type Store and Copyholder for proof Reading.
2. Letterpress Printing and Imposing	Machine Fly Boy and Impositor
( Forma Washer and Galley Proof Press Man will come under this trade for the purpose of promotion to the first point of hierarchy).	
3. Offset Printing	Offset Machine Assistant
4. Book Binding	Binder, Grade III
5. Offset Platemaking and Retouching	Process Assistant and Graining Machine Operator
6. Camera Operating	Darkroom Assistant
7. Process Engraving	Metal Printer, Router, Moulder

N. B.—Promotion to the post of Moulder may be given in suitable cases from the post of Carpenter

### MAINTENANCE WING

8. Mechanical side	Mechanic (Mechanical), Turner, Fitter and such posts in the similar scale of pay.
9. Electrical side	Mechanic (Electrical) and such posts in the similar scale of pay.

### MISCELLANEOUS WING

10. Garden	Gardener
11. Carpentry	Carpenter

(vi) Unless otherwise provided in these rules, fifty per cent posts in the first point in all the trades except in the trades in Offset Printing, Camera, Offset Platemaking, Process Engraving and Maintenance wing shall be filled up by direct recruitment by persons having requisite qualification, training and skill in the particular trade and the remaining fifty per cent by internal promotion or selection as prescribed hereunder. Once a person is recruited in a trade at the first point, he will have his promotional channel in the trade as indicated in the chart in Schedule 'B' subject to the eligibility of the candidate and the conditions mentioned under clause (i).

(vii) Internal promotion or selection shall be made from among the Class IV staff, tradewise, who have put in at least 5 years of service in the concerned trade. Such appointment will be made on *ad hoc* basis for a period of 6 months at the first instance basing on the conditions under clause (i). At the end of 5 months a trade test will be conducted in order to assess the suitability of the incumbents. Those who are considered suitable shall only be allowed to continue in their new assignments. The successful incumbents will be given theoretical training as early as the Management could arrange for it in order to bring them at par with those of the direct recruits. The duration of such training shall be for a period of one year and the instructions shall be given in Oriya as far as practicable. The promotees shall be required to appear at a written examination immediately on completion of the training which they shall have to pass in two consecutive chances failing which they will not be allowed any further annual increments in their new posts and will not be considered for promotion to the next higher posts until they pass the examination. The question for such examination shall be set and answers are to be given in Oriya.

Remuneration at the rate as applicable from time to time for imparting related instruction to apprentices shall be paid to the part time lecturers who would impart theoretical training to such incumbents.

(viii) In the Offset Printing, Offset Platemaking and Process Engraving trades 66 $\frac{2}{3}$  of the posts in the first point of hierarchy shall be filled up by direct recruitment from among the candidates holding all India Trade Test Certificates in the respective trades or a similar certificate from a recognised Printing institute. The remaining 33 $\frac{1}{3}$ % posts may be filled up by internal promotion in the manner prescribed in clause (vii) from among the Class IV staff in the respective trades who have at least put in 7 years of service.

- (ix) In the Camera and Proof Reading trades all posts in the first point of hierarchy shall be filled up by direct recruitment by persons having requisitions qualification, training and skill in the particular trade :

Provided that if Attendants with minimum qualification of Matriculation or equivalent are available in the proof reading trade, they may be taken in the first point of hierarchy, i. e., Copy holder, if found suitable in trade test.

- (x) In the Maintenance Trade candidates trained in the respective sub-trades like Electrician, Turner, Fitter and Welder in Industrial Training Institutes or similar institutes shall be recruited as Attendants at the first instance. For recruitment to the first point of hierarchy in the Electrical side these trained persons shall only be considered in the manner as prescribed under clause (i). In the mechanical side 50% of the posts shall be filled up by the trained persons and the remaining fifty per cent by internal promotion as prescribed in clause (vii) from among the Class IV staff who have at least put in 5 years of service in the trade.
- (xi) When either prescribed number of qualified candidates are not available in the open market for direct recruitment or the internal Class IV incumbents do not satisfy the minimum conditions laid down in this rule for appointment to the first point of hierarchy the balance post in any of the modes may be filled up in either way possible.

7. *Direct Recruitment in the first point of hierarchy*—All direct appointments in the first point of hierarchy in all trades will be made in the following manner:—

- (i) The number of vacancies in this category may be notified to the local employment exchange and names of suitable candidates obtained. While sending such requisition to the employment exchange it should be made clear to get the names of candidates who have obtained national trade certificates or equivalent certificates from any recognised Printing School.
- (ii) The appointing authority, on receipt of the lists of such candidates sponsored by the employment exchange will conduct necessary interview and test and select suitable candidates as per the vacancy on a particular occasion.
- (iii) While making selection, their final ranking in the All India Trade Test of a particular year and marks secured therein will be taken into consideration. Amongst candidates of equal merit those passing earlier will be given preference.
- (iv) Preference will also be given to those who have acquired more practical experience by working in the trade after completion of their training course.
- (v) Selection list once drawn will remain valid for a period of one year

8. *Direct recruitment, deputation and promotion in posts above first point of hierarchy*—(1) Unless otherwise provided in these rules, all posts from the first point of hierarchy to the post of Junior Production Officer may ordinarily be filled up by promotion trade-wise subject to the conditions laid down in clause (i) of rule 6. However, in case where suitable and befitting candidates are not available from within the organisation to fill up certain posts by way of promotion, the said posts may be filled up by deputation or direct recruitment. In this regard decision of the Appointment and Promotion Committee should be unanimous.

(2) While promoting to the lowest sectional supervisory posts the incumbents should have along with other conditions prescribed in clause (i) of rule 6, the minimum educational qualification up to Middle School standard, so as to enable them to submit reports and maintain records and registers satisfactorily.

(3) But the process of promotion to the post of Production Officer shall be comparatively rigorous by taking into consideration *inter alia* their educational and technical qualification, *inter se* seniority in the Production, Officer individual ability and versatility to supervise more than one trade and particularly the qualities required to hold a managerial post.

(4) Direct recruitment to the lowest sectional supervisory posts in different trades, i. e., Assistant Machine Foreman, Assistant Section Holder, Assistant Binding Foreman, etc. shall be made to the extent 50 % by candidates having Diploma in Printing Technology from one of the Regional Institutes of India. In offset Printing trade direct recruitment to the posts of Junior Offset Machine Minder shall be made to the extent of 33½ % by Diploma holders in Printing Technology with specialisation in Offset Printing.

9. Whether it is direct recruitment or promotion or deputation, all posts should be manned by candidates fulfilling all the requirements of the posts. A chart showing such requirement of individual posts, the required qualification and experience and the like required for a post is furnished in Schedule 'C'.

The appointment and Promotion Committee may, in special cases, consider the question of relaxation of the prescribed qualification if they are otherwise found suitable and deserving. In such cases specific reasons are to be recorded in writing in favour of each selection.

10. *Recruitment to Class IV posts*—All regular vacancies in Class IV posts shall ordinarily be filled up from among the Casual Helpers working in the Organisation and duly sponsored by the Employment Exchange. While selecting persons from the Casual Helpers for the purpose, their regularity and punctuality in attendance, official conduct and sincerity to duty during the period of working as Casual Helper will be the main criteria with due regard to seniority. But technically trained people may also be directly recruited as Class IV employees in the production wing as may be required from time to time subject to their willingness to accept such post. They may, however, be promoted to the first point of hierarchy as and when vacancy arises against the percentage prescribed for direct recruitment irrespective of their seniority in the Class IV cadre of the concerned section.

11. (1) A candidate will be eligible for direct appointment if he has completed 18 years of age and has not exceeded 28 years of age on the date of appointment. The maximum age-limit of the person belonging to the Scheduled Castes or Scheduled Tribes community may be relaxed in accordance with the orders of Government issued from time to time and in case of the physically handicapped. However, the appointing authority may also relax the upper age-limit in other suitable cases for reasons to be recorded in each case. The maximum age-limit may also be relaxed in case of other category of candidates as decided by Government from time to time.

(2) The age mentioned in the matriculation certificate or the school leaving certificate will construe the proof of age of the matriculate and non-matriculate candidates respectively.

(3) Every candidate shall be given an order of appointment which will be the conclusive evidence of the nature and terms of such appointment.

(4) A candidate (in case of direct recruitment) selected for appointment to Class IV and Class III posts will furnish a certificate of health as provided under the Orissa Service Code and any other certificate or undertaking or information as would be specified by the appointing authority.

(5) Any false or untrue statement made in the application or otherwise for appointment to a post will render the service of the industrial employees concerned liable to be terminated without notice and without compensation.

(6) The character and antecedents of a candidate selected for appointment to a post for the first time shall be verified through appropriate channel. He may, however, be allowed to join provisionally by producing two character certificates from two Gazetted Officers. For the purpose of such verification the selected candidate shall deposit with the appointing authority three copies of his recent photograph in passport size and furnish all particulars in the form appended to Schedule 'D'. In the event of receipt of any adverse report the appointment is liable to be terminated without notice and without compensation.

(7) A candidate joining a post in pursuance of an order of appointment, will be deemed to have signified his consent to comply with these rules and such instructions as may be issued from time to time.

(8) Preference may be given to the wives/sons/daughters of the industrial employees who die or become permanently invalid while in service and of those retired, provided they are found otherwise qualified, eligible and suitable keeping in view the Resolution No. 17188-L.E.H., dated the 9th September 1976 of the Government in the Labour, Employment and Housing Department. But no person can claim this facility as a matter of right. This facility will be available only in case of direct recruitment and with respect to an industrial employee in consideration of his financial condition.

(9) In the event of failure on the part of any candidate (in case of direct recruitment) without genuine reason to join the post within the time as stipulated by the appointing authority in the appointment order, such appointment shall be deemed to be cancelled after expiry of the said time unless otherwise decided by the authority for the reason to be recorded in writing.

(10) In the event of refusal of promotion by any industrial employee when such offer is given, it shall be forfeited for all times to come unless it is otherwise decided by the appointing authority to allow such promotion in future for the reasons to be recorded in writing.

12. *Appointment on probation*—(1) A direct recruit appointed against a permanent post will have to work on probation for a minimum period of one year. The period of probation may be extended by the appointing authority depending on the performance and conduct of the industrial employee concerned. Such extension may not exceed a further period of two years sanctioned either in piecemeal or at a time. If the performance and conduct of the industrial employee do not come up to standard his services may be terminated by recording such reasons.

*Explanation*—In the absence of an order declaring its satisfactory completion, the period of probation shall be deemed to be extended till the date of the order or the date specified in the said order, as the case may be.

(2) All appointments against temporary posts shall be made temporarily and the terms and conditions of such appointments will be determined by the appointing authority.

(3) In case of promotion beyond first point of hierarchy the period of probation should be minimum one year and all other conditions as mentioned in the foregoing paras. will apply.

13. *Confirmation*—(1) An industrial employee holding a permanent post may be confirmed against the post on successful completion of the period of probation, and subject to verification of character and antecedents, provided that the post is available for confirmation.

(2) An incumbent in a temporary post may be confirmed if he has worked satisfactorily in all respect for three years continuously and such a post is declared permanent by Government subject to verification of character and antecedents.

14. *Officiating in short vacancies*—The appointing authority may ask an industrial employee holding a lower post to manage the work in a higher post in the respective trade in the exigencies of public service against a short vacancy not exceeding thirty days. No industrial employee shall have any option in this regard. Refusal to manage such work by an industrial employee on any occasion shall constitute misconduct and this shall be noted in the record of performance which will have an adverse effect on him in matters of future promotion. Such repeated refusals will make the industrial employee liable for disciplinary action also.

15. *Seniority* :—(1) The seniority *inter se* of incumbents directly recruited shall be determined in accordance with the position assigned in the merit list of a particular batch.

(2) The seniority *inter se* of candidates promoted shall be determined with reference to the date of promotion to a particular grade.

(3) In case of disputes relating to appointment, seniority and promotion arising before or after the commencement of these rules the Appointment and Promotion Committee shall decide such disputes on the basis of individual merit in each case.

#### CHAPTER IV

##### GENERAL CONDITIONS OF SERVICE

16. *Issue of Tickets to Industrial Employees* :—(1) Every permanent, temporary and probationary industrial employee except the supervisors, readers and copy holders shall be allotted with a departmental ticket or metal token bearing a number. The industrial employee, on attendance each day, shall have to pick up and deposit their respective tickets or tokens at a place specified by the management. The Supervisors, Readers and Copy Holders, on attendance and departure each day, shall sign in the attendance register against their names.

(2) Every casual industrial employee and apprentice shall be provided with a special ticket which will bear a number, indicate the category of work and department to which he is attached. On the day or days he works, he shall have to deposit the said ticket at the place specified by the Management while entering to the premises of the undertaking and collect the same at the time of his leaving the premises.

(3) The ticket or token shall be designed by the management and carry such information and photograph etc., as would be felt necessary by the management for proper identification of the employee concerned. The design and the details may be changed from time to time by management according to the necessity of the undertaking, but after only giving due notice to the industrial employees and making adequate arrangements for withdrawal of the old ticket or token and supplying the new ones.

(4) The ticket or token is the property of the undertaking. If the same is lost due to the fault of the industrial employee concerned the cost of the same may be charged to him.

(5) The undertaking shall have the right to introduce any other method of identification or attendance of the employee, such as introduction of Identity Card and Punch Card System in Time-recording Clock and the like at any time and lay down the conditions to regulate procedures in that behalf.

17. *Attendance and late coming* :—(1) Every industrial employee shall be regular and punctual in his attendance. He shall present himself at the gate in proper time, deposit his ticket or token and should proceed to his work place so as to start his duty at the beginning of his shift. Fifteen minutes grace time may be allowed to all Industrial employees to present themselves at the Time Office. No one should take more than five minutes time to reach his work-place and report for duty to the Sectional Head concerned. An Industrial employee presenting in the Time Office within the grace time and reporting in duty place, within next five minutes will not be marked late.



(2) An Industrial employee presenting himself in the Time Office beyond fifteen minutes grace time but within thirty minutes of the scheduled working hour shall be marked 'single late'. Ordinarily he will be allowed to enter into the premises of the undertaking and attend to work. This concession will be withdrawn in favour of individual Industrial employees who repeatedly attend duty late. For attending duty late within thirty minutes on more than five occasions in a month will amount to habitual late coming and the Industrial employees concerned will be liable for disciplinary action.

(3) Reporting in the Time Office beyond thirty minutes but within forty-five minutes of the scheduled working hour will be marked as 'double late'. An Industrial employee will be allowed to enter into the premises and attend to his work after reporting double late only on three occasions in a month at the maximum. This concession may not be granted in favour of habitual late comers either in the category of 'single late' or 'double late'.

(4) An Industrial employee who reports to Time Office beyond forty-five minutes of the scheduled working hour will ordinarily not be allowed to enter into the premises of the undertaking and work. He will be treated as 'Shut out' for the day and treated as absent without authority. However, he may voluntarily apply leave for this day with specific reasons for coming more than forty-five minutes late and this may be allowed.

(5) Considering the urgency of the Government work and on humanitarian grounds an Industrial employee, in very exceptional case, may be allowed entry into the premises and work even after attending beyond forty-five minutes late. To grant such concession to individual Industrial employee is purely the discretion of the management and this will be exercised by specific managerial staff in specific departments and shifts as would be ordered by the Director from time to time.

(6) If an Industrial employee forms a habit of attending duty late even within the limits of concession available under this rule, he can be branded as a habitual late comer and irregular worker and the concession can be withdrawn in his favour.

(7) A habitual late comer is liable for the following types of punishment through a regular departmental proceedings:—

- (a) Withdrawal of usual concession;
- (b) Stoppage of increment;
- (c) Reduction in rank or removal;
- (d) Dismissal;

(8) An Industrial employee is not allowed to leave his work place, section or premises of the undertaking during working hour, except during authorised recess hour or on duty. He may be allowed a reasonable time to go to urinal or lavatory, and the like but with the permission of his Sectional Supervisor. In case it is detected that the Industrial employee concerned is missing such concession or a Sectional Supervisor is allowing such concession liberally, the Industrial employee concerned as well as the Sectional Supervisor will be taken to task.

(9) An Industrial employee can temporarily absent from his work place during working hours for the purpose of attending to an urgent personal work. This he will do by applying for 'hour leave' in a prescribed form specified in Schedule 'E' and after getting formal permission from the competent authority.

(10) The concession of hour leave is to be availed of by the Industrial employees under exceptional circumstances and on genuine grounds. Discretion is left with the management to allow or disallow hour leave in appropriate cases. For example, a habitual irregular and unpunctual Industrial employee shall not be allowed the facility of hour leave. An Industrial employee who applies for hour leave frequently can also be refused this concession.

(11) Cases of hour leave applied on ground of medical necessity of self or such other urgency may, however, be considered on a different footing. In any case every hour leave availed of during working hour shall be debited to the leave account of the Industrial employees concerned. It will be debited to the casual leave account. When the said category of leave is exhausted, it will be debited to Earned leave and other leave account as would be available at the credit of the Industrial employee concerned. Hour leave applied up to one hour by an employee who is otherwise regular and punctual and who does not avail of leave frequently may not be debited to leave account of the Industrial employee concerned.

(12) An Industrial employee who leaves the work place without the permission of the Sectional Supervisor or Managerial Staff as is necessary in appropriate cases, shall be deemed to be absent in his duty for the day and be liable for disciplinary action.

NOTE:—With the usual arrangements made for checking at the gate, no Industrial employee can ordinarily go out of the premises of the undertaking without being detected by the Time Office and the Security Staff posted at the gate unless there is a connivance of such staff with the Industrial employee to do so. But it is possible that an Industrial employee can remain in the premises of the undertaking but not at his work place with some plea or the other. It is the duty of the Industrial employee, the Sectional Supervisor and the Time-Keeper to detect such Industrial employee and bring him to the notice of the management.

**18. Entry and exit by Gate or Gates fixed for the purpose—**(1) The entry and exit gates will be kept open and closed during specific hour as would be notified by the management from time to time. Entry and exit by any Industrial employee through any unauthorised gate will be considered as misconduct.

(2) Any Industrial employee who has been laid off, suspended or otherwise removed from service should not only leave the premises of the undertaking immediately on receipt of such orders, but also shall not make any effort to enter into the premises without specific permission of the Director or any other officer authorised by him. Such Industrial employees having any personal work in the undertaking, may come with a written application praying entry into the premises and after getting the due permission only may be allowed to get inside. In all such cases details about persons and sections which the employee visits and the duration of time spent for such visit shall be recorded by the Time Office and also signed by the employee concerned.

**19. Search at the Gate—**(1) Every Industrial employee, irrespective of his status in the undertaking, is liable for check and search at the gates of entry and exit. This will be done by the Security staff posted at the gates in order to prevent pilferage of the properties of the undertaking and for other security reasons. Industrial employees inside the premises of the undertaking are also liable for search. All Industrial employees shall co-operate with this process.

(2) When an employee is suspected to be in wrongful possession of some properties of the undertaking or is suspected to be secretly carrying such materials or properties which would put the undertaking to financial and other losses, the concerned security staff or the supervisory and managerial staff who detects or suspects the case shall inform the employees concerned about his suspicion and shall order him to be detained to make physical search of him at an appropriate place and in presence of two persons.

(3) No one while coming to attend his duty shall bring with him any containers and materials which are not necessary for due performance of his duty.

(4) No Industrial employee shall avoid the search and shall cause obstruction to the search and the observance of the gate formalities. He has of course the liberty of representing to the proper authority for any lapses in the procedure and any undue harassment caused to him in the name of search.

(5) An Industrial employee may have to carry materials in due performance of his duties and for the purposes of the undertaking. In such cases he has to carry a 'Pass out' from an appropriate authority as would be prescribed by the management for different purposes from time to time. But even then the Industrial employee concerned shall stop at the exit point, present the materials and the passout to the security Staff for proper check and then after due clearance given by them perform the exit.

(6) The Government, who are the owner of this undertaking, may decide to manage the security work by engaging their own staff as are available in the undertaking or they may engage special staff as those belonging to the Central Industrial Security Force or the State Industrial Security Force and the State Police Personnel as they would deem proper for the undertaking.

**20. Period and Hour of Work—**(1) The period and hour of work of various categories of Industrial employees employed in the undertaking in its different units or branches or sections shall be fixed and notified by the management from time to time. The normal working hours shall be eight hours a day and forty-eight hours in a week. This shall ordinarily be regulated in accordance with the provisions of the Factories Act, 1948 and rules framed thereunder. If required under exigencies of public service, changes in the working hours may be ordered as would be permissible under the factory laws or with the special permission of the appropriate authorities under the said laws.

(2) Period and hours of work for all Industrial employees shall be exhibited in a conspicuous place or the place of work or the Time Office as the case may be.

(3) More than one shift can be introduced or discontinued in any unit or branch or section of the undertaking as may be determined by the management from time to time as provided under the relevant industrial laws.

(4) The Industrial employees are liable to be transferred from one shift to another as would be decided by the Management for efficient functioning of the undertaking. Management will of course give due notice as provided under the relevant industrial law when the change of shift affects Industrial employees in larger numbers.

**21. Overtime—**The Industrial employees may be required to work overtime according to the exigencies of work in the undertaking. Regulation of such work, payment of extra wages for this purpose shall be made in accordance with the Factories Act, 1948 and rules framed thereunder.

Refusal to work overtime without valid reasons and to the satisfaction of the competent authority shall constitute grave misconduct.

22. *Closure and shutdown of work*—(1) The undertaking may, at any time or times in the event of fire, catastrophe, breakdown of machinery, stoppage of power supply, shortage of raw materials, civil commotion, lockout and strikes affecting one or more unit or branch or section of the undertaking, reduction of shift, periodical repairs, reconstruction or extension of any building partly or wholly of the undertaking or any other cause beyond its control, stop or shutdown any work in any unit or branch or section wholly or partially in accordance with the provisions of the Industrial Disputes Act, 1947.

(2) In the event of stoppage or shutdown being ordered during working hours for any of the reasons mentioned in sub-rule (1) other than a lockout or a strike, the employees affected shall be notified at the appropriate place and time as soon as practicable about the time when work will be resumed and whether they are to remain at or leave their place of work. The Industrial employees shall not ordinarily be required to remain for more than two hours after the commencement of the stoppage. If the period of detention does not exceed one hour, the Industrial employees so detained shall not be paid for the period of detention. If the period of detention exceeds one hour the Industrial employees so detained shall be entitled to receive wages for the whole of the time during which they are detained as a result of stoppage. No compensation shall be admissible in case of such stoppage. Wherever practicable reasonable notice shall be given for resumption of normal work.

(3) If the undertaking is unable to provide work for any of the Industrial employees affected by stoppage or shutdown, the undertaking shall be entitled to lay off or retrench from work or duty all or any such Industrial employee or employees as the undertaking may select for any period or periods in accordance with the provisions of Industrial Disputes Act, 1947.

(4) Retrenchment and layoff shall be effected after completion of all formalities as contemplated under the Industrial Disputes Act, 1947 and the Industrial employees shall be given the benefit under the said Act.

23. *Holidays, leave, National and Festival Holidays*—(1) All Industrial employees in the undertaking to whom these rules are applicable, shall be allowed in each calendar year three National Holidays, i. e. 26th January, 15th August and the 2nd October, all holidays as are declared by the Government every year under the Negotiable Instruments Act and the 1st May.

(2) Out of the holidays as are declared by the Government every year under the Negotiable Instruments Act, four days shall be specified as festival holidays, as the Inspector appointed under Section 6 of the Orissa Industrial Establishment (National and Festival) Holidays Act, 1969 in consultation with the Director and the Industrial employees, may determine in that behalf.

(3) All the above holidays are paid holidays. The Industrial employees may, however, be required to work on any or all of the above holidays in exigencies of public service and they shall be compensated in the manner specified below :—

(i) For work on any of the three National Holidays or four festival holidays as specified under para. (2) above, an Industrial employees shall, at his option, be entitled to—

(a) twice the wages, or

(b) wages for such day and to avail himself of a substituted holiday with wages on any other day within six months from the holiday, on which he so works.

(ii) For work on any of the holidays including Sundays other than the three National holidays and four festival holidays as specified in para. (2) above, the Industrial employees will get full wages and twenty-five per cent extra and also will have a substituted holiday for a whole day on one of the three days immediately before or after the said holiday or a compensatory holiday within the month in which the holiday was due to him or within two months immediately following that month in a case where exemption is granted from the provisions of section 52 of the Factories Act, 1948.

(iii) Apart from public exigencies it is necessary that in the interest of security, the Industrial employees working in the security cell, viz. Time-Keeper, Darwans, Choukidars and Helpers and the like should work on all holidays in a routine manner. For this, specific arrangements are to be made and published by the management from time to time as per the peculiar necessities of various units or branches or sections. The arrangement should provide opportunity to the Industrial employees to have reasonable rest and manage their personal work. They will also be compensated in the manner noted in foregoing paras.

24. *Leave*—The Industrial employees of the undertaking shall be governed by the Orissa Leave Rules and Orissa Service Code so far as leave is concerned.

25. *Payment of Wages or Salaries*—(a) The basic wages for different categories of Industrial employees may be fixed at time rates.

(b) The time rate of pay applicable to different posts held by the Industrial employees in the undertaking shall be fixed by the Government from time to time which shall not be less than the rates as fixed or revised by the Government under the Minimum Wages Act, 1948.

(c) Pay due to the Industrial employees shall be paid in accordance with the provisions of the Payment of Wages Act, 1936.

(d) Any pay due to the Industrial employees but not paid on the usual pay day on account of the same being unclaimed shall be paid to the Industrial employees by the undertaking on such a day as may be notified in this behalf, on their being present to receive the same within one year from the date on which it becomes payable.

(e) Any pay or other legal dues to the deceased Industrial employees shall be paid to his legal heirs if the claim is submitted within one year from the date on which such pay or legal dues becomes due and the claim (i) is supported by a succession certificate granted by competent court or a legal heir certificate obtained from Revenue Authority not below the rank of Tahsildar, or (ii) where the amount does not exceed rupees two thousand only is supported by an affidavit, provided that the heirship to the property is not disputed and the claimant executes an indemnity bond.

(f) On the written request of an Industrial employee who is unable to present himself to receive payment the undertaking may send his pay by money order at the cost of the Industrial employee or pay to a person duly authorised by him and identified by an Industrial employee of the undertaking.

26. *Deduction*—Deduction from wages or salaries shall be made in accordance with the provisions of the Payment of Wages Act, 1936 and rules made thereunder in so far as it relates to Industrial employees.

27. (i) *Increments*—Increments in a time scale of pay shall ordinarily be drawn and paid as a matter of course in favour of an Industrial employee unless it is withheld by the authority empowered to make his appointment.

(ii) Increment shall not be stopped except as Punishment.

28. *Efficiency Bar*—Where an efficiency bar is prescribed in a time scale of pay, increment next above the bar shall not be allowed to an Industrial employee without specific sanction of the authority empowered to withhold increment. Crossing of efficiency bar is not to take place as a matter of routine like annual increments. An Industrial employee's work in terms of quality and quantity, conduct and attendance are to be reviewed thoroughly and if found suitable, he will be allowed to cross the efficiency bar.

29. *Travelling Allowance*—Sanction and payment of travelling allowance shall be regulated as per the Orissa Travelling Allowance Rules.

30. *Absence from Headquarters*—(1) No Industrial employee shall leave headquarters without prior permission of the competent authority.

(2) The joining time and transfer travelling allowance admissible to the Industrial employees shall be determined as per the provisions in the Orissa Service Code and Orissa Travelling Allowance Rules.

31. *Service Book*—(i) Records of particulars of service of the Industrial employees of the undertaking shall be maintained in form of a Service Book prescribed by the Government from time to time under the provisions of Orissa Service Code.

(ii) Service Books shall be maintained for all temporary and permanent Industrial employees who have been or likely to be in service for a period exceeding one year. In all cases in which Service Book is necessary under the above rules, it should be opened on the first appointment of the Industrial employee.

(iii) Each Service Book shall be maintained in duplicate. The duplicate copy will be duly attested and shall be handed over to the Industrial employee concerned who shall produce the same to the concerned officer for up-to-date entries at such intervals as would be required by the Officer-in-charge.

(iv) It will be the responsibility of the Officer-in-charge of establishment to ensure proper maintenance of original and duplicate Service Book or Service Roll and he shall furnish a certificate to the Director every year in the month of July that the Service Book including duplicate ones have been made up-to-date in all respects.

32. *Provident Fund*—All Industrial employees to whom these rules apply shall, unless otherwise decided by the Government, continue to subscribe to General Provident Fund and shall be subject to the General Provident Fund (Orissa) Rules.

33. *Pension and Gratuity*—All Industrial employees to whom these rules apply shall, unless otherwise decided by Government, be governed by the Pension Rules as applicable to Government employees.

34. *Resignation*—(i) A probationer desirous of leaving the service of the undertaking shall give fifteen days' notice in writing to the undertaking.

(ii) Temporary or a permanent Industrial employee desirous of leaving the service of the undertaking shall give thirty days' notice in writing to the undertaking.

(iii) Any Industrial employee leaving the service shall make over the property belonging to the undertaking which has been issued to him in connection with his employment in the undertaking.

(iv) Such resignation may not be accepted for any one of the following reasons:—

(a) If any dues are outstanding and has not been paid before acceptance of resignation;

(b) If any departmental enquiry is pending against the Industrial employee tendering resignation and if in the opinion of the competent authority such enquiry is in the interest of the undertaking;

(c) If an Industrial employee has not completed required period of service as per terms and conditions in the contract or agreement between the management and himself.

35. *Retrenchment*—(1) No Industrial employee who has been in continuous service for not less than one year shall be retrenched until,—

(i) the Industrial employee has been given one month's notice in writing indicating the reason for retrenchment and the period of notice has expired or he has been paid in lieu of such notice wages for the period of notice, unless the retrenchment is made under an agreement which specified the date of such termination of service;

(ii) the Industrial employee has been paid compensation at the time of retrenchment, which shall be equivalent to 15 days' average pay for every completed year of continuous service or any part thereof in excess of six months;

*Explanation*—An Industrial employee shall be deemed to be in continuous service for a period of one year if he has actually worked in the undertaking not less than 240 days during the period of 12 calendar months preceding the date with reference to which the calculation is to be made;

(iii) in effecting retrenchment, the principles of 'last come first go' in the particular category or designation of post concerned shall ordinarily be followed unless for reasons to be recorded in writing it is decided otherwise;

(iv) a retrenched Industrial employee of the undertaking who subsequently offers himself for employment against any vacancy in the same or similar post in future may get preference over other persons in the matter of appointment to the appropriate post in accordance with section 25-H of the Industrial Disputes Act, 1947 subject to the prescribed age-limit.

(2) Retrenchment shall be made in accordance with the relevant provisions of the Industrial Disputes Act, 1947.

36. *Termination of Employment except by way of punishment*—The appointing authority may terminate the services of any of the Industrial employees otherwise than by way of punishment in the following cases or on grounds of similar nature:—

(a) On attaining the age of superannuation as provided under the Orissa Service Code;

(b) On being declared medically unfit to do the duties assigned to him;

(c) On grounds of adverse report revealed in course of verification of antecedent after being given due opportunity to the Industrial employee to defend his case when an Industrial employee is appointed subject to such verification;

(d) On any other ground stipulated in the contract of employment;

(e) If any of the information given by him in his application or any other form for the post to which he is appointed is subsequently found to be false;

(f) For joining a strike which is not legal or acting in furtherance of such strike;

(g) The services of an Industrial employee appointed as substitute against suspension or a leave vacancy may be terminated at any time during such period in terms of the order of the appointment or the expiry of that period, unless otherwise the term of appointment is extended by the competent authority for the reasons to be recorded in writing;

(h) By way of dismissal on grounds of conviction in a competent court of law.

37. *Retirement on Superannuation*—An Industrial employee belonging to the category of Industrial workman may ordinarily be retained up to the age of 60 years. He may, however, be required to retire at any time after attaining the age of 55 years after being given a month's notice or a month's pay in lieu thereof, on the ground of impaired health, or of being negligent or inefficient in the due discharge of duties. He may also retire at any time after attaining the age of 55 years by giving one month's notice in writing. The Industrial employee not falling in the category of Industrial workman will retire on attaining the age of 58 years subject to review on the completion of 30 years of qualifying service or 50 years of age or 55 years as the case may be.

38. *Housing*—Residential quarters may be provided for housing of such staff of the undertaking whose services are considered most essential for the running and security of the undertaking. Allotment will be made at the discretion of the management. Relevant provisions in the Orissa Service Code or such other rules in vogue and as may be prescribed by Government from time to time on this subject shall apply to the Industrial employee of this undertaking in matters of allotment and vacation of quarters by the Industrial employees and charging of rent, etc. No Industrial employee can demand or claim to be provided with such facility. However such facilities as payment of house-rent allowance to Industrial employees who have not been provided with Government residential accommodation in the specified areas of the State as sanctioned by Government from time to time may be availed by all Industrial employees within the purview of the relevant Government orders.

39. *Medical facilities*—Medical and first-aid facilities provided under the Factories Act and rules framed thereunder will be available to the Industrial employee of the undertaking. Besides medical facilities as are available to Government servants from time to time shall also be available to the said employees of the undertaking.

The above facilities shall automatically be withdrawn from the moment the Employees' State Insurance or such other specific schemes meant for Industrial employees come into force in the undertaking under the provisions of law or with the specific consent of the Industrial employees.

40. *Clothing and Uniform*—The scale and pattern of clothing or uniform that may be supplied to any Industrial Employee or class of Industrial Employee in the undertaking and the terms and conditions of supply shall be fixed by the Government in consultation with the Director. Registered Trade Unions may also be consulted in the matter. In case of difference of opinion, the decision of the Government shall be final in the matter.

#### GENERAL DISCIPLINE, PENALTY AND APPEAL

41. *Discipline*—The acts and omissions by an Industrial employee mentioned below shall be considered as misconduct and any other act or omission not mentioned in the list but which are subversive of rules of decency, discipline and morality according to normal human conduct and behaviour or are against established practice or discipline in the undertaking shall also constitute misconduct and will be punishable under these rules.

42. *Acts and Omissions constituting misconduct*—The following acts or omissions and commissions shall be treated as misconduct and be liable for disciplinary action:—

- (1) wilful insubordination or disobedience whether alone or in combination with another or others of any lawful and reasonable orders of the superior authority;
- (2) striking work or to resort to 'go slow tactics' or inciting others to strike work with another or other in contravention of any lawful and reasonable orders of the authority;
- (3) striking work or inciting others to strike work in contravention of the provisions of the Industrial Disputes Act, 1947 or any other enactment or rules in force for the time being;
- (4) theft, fraud or dishonesty in connection with the employer's business or property;
- (5) taking or giving bribes or any illegal gratification whatsoever;
- (6) absence from duty without prior sanction of leave and without application;
- (7) habitual late attendance;
- (8) collection of any money within the premises of the undertaking for the purpose not sanctioned by the Director or any Officer duly authorised on his behalf;
- (9) engaging in unauthorised trade, money lending business within the premises of the undertaking;
- (10) drunkenness or riotous, disorderly or indecent behaviour or any act subversive of discipline during working hours in the premises of the undertaking or at the place of employment or in course of performance of duty;

- (11) instigating and participating or engaging in demonstrations or gherao within the premises of the undertaking or conducting public meetings in the premises of the undertaking and without previous written permission ;
- (12) resorting to such unfair practices as (a) careless operation; (b) interference with or disturbance to normal work and (c) insubordination, (d) loitering during duty hours or gossiping with friends in place of work during working hours ;
- (13) habitual negligence or neglect of work ;
- (14) repeated unauthorised absence from proper place of work ;
- (15) habitual breach of any rules or instruction for the maintenance and running of any department or the maintenance or the cleanliness of any portion of the premises of the undertaking ;
- (16) frequent repetition of any act of molestation for which a fine may be imposed under the Payment of Wages Act, 1936 ;
- (17) accepting employment or any kind of assignment under any other employer in any capacity without the permission of the management ;
- (18) malingering or sleeping or reading books or newspapers during duty hours ;
- (19) sabotage or wilful damage to or causing loss of the undertaking's goods or property or any irresponsible action resulting in damage to any goods or property of the undertaking ;
- (20) any other act or omission expressly declared as a misconduct in these rules ;
- (21) distribution and exhibition of handbills, posters or pamphlets within the premises of the undertaking without the permission of the management ;
- (22) conviction by a court of law for a criminal offence ;
- (23) acceptance of gifts or presentation from subordinate workmen of the value of Rs. 20/- and above or borrowing money from subordinate workmen without permission of the competent authority ;
- (24) intimidating or threatening other workman or workmen, interference with the work of other workman or workmen, assault or threat of assault either provoked or otherwise within the undertaking's premises or outside having subversive effect on the undertaking's discipline;
- (25) gambling within the undertaking's premises ;
- (26) quarrelling and fighting in the undertaking's premises ;
- (27) failure to observe safety measures or instructions on safety duly notified or interference with safety device or fire fighting equipments ;
- (28) smoking in non-smoking areas of the undertaking's premises ;
- (29) furnishing false information regarding one's name, father's name, age, qualification, previous service, address and other particulars, etc., at the time of employment and in course of normal work ;
- (30) transfer of identity card or metallic token or free pass or attendance card or frequent loss of the same ;
- (31) deliberately spreading false information with a view to bringing about disruption in normal work of the administration ;
- (32) disclosing to any unauthorised person any information concerning the undertaking and its activities and with regard to the process of the undertaking or any other information, which may become known to him in course of his duties ;
- (33) adjudged insolvency not warranting the continuance of the undertaking's trust and confidence which the duties of the Industrial employees call for or failure by the workman to manage his private affairs so as to avoid habitual indebtedness or insolvency and failure to report to the undertaking of legal proceeding for insolvency against him ;
- (34) manufacturing or attempting to manufacture unauthorised articles within the undertaking's premises ;
- (35) failure to carry out work in accordance with the general instruction given by the officers and supervisors of the undertaking or through delegated authority ;

- (36) failure to give the minimum daily outturn of work ;
- (37) failure to give proper quality of work ;
- (38) hiding away or attempt to hide away any article or materials of the undertaking or any of the colleagues ;
- (39) conduct within the office or place of work which is likely to endanger the life or safety of any person ;
- (40) destroying the facilities and amenities provided for the health and safety of industrial employees ;
- (41) failure to report at once to his superior any defect which an Industrial workman may notice any equipment or machineries connected with his work ;
- (42) failure to report any defect or occurrence which an Industrial workman may notice and which might endanger his or any other person's life and property ;
- (43) refusal to accept charge-sheet, order or any other official communication issued by the Management ;
- (44) making or giving false statement before superior officers or supervisors or forging or imitating signature of a superior officer or supervisor or other Industrial employees of the undertaking and failure to discontinue such action when so ordered ;
- (45) possession of lathi or any weapon in the undertaking's premises without the written permission of the Management ;
- (46) wilful and serious defect in workmanship of each category of Industrial employees ;
- (47) refusal to accept job assignment ;
- (48) entering or attempting to enter, leaving or attempting to leave the undertaking's premises except through gates specified for the purpose ;
- (49) interfering with the record of attendance or means of recording attendance of himself or any other Industrial employee or wilful falsification or defacement or destruction or manipulation of any records of the undertaking ;
- (50) habitual breach of any rule of the undertaking ;
- (51) failure to report to the management of occurrence of the contagious or infectious diseases either to himself or in his household, namely leprosy, cholera, small-pox, diphtheria, yellow fever, mumps, enteric fever, typhoid, epidemic dropsy, plague, tuberculosis and venereal diseases or such other objectionable diseases;
- (52) participating in Gherao or illegal strike ;
- (53) refusal to do overtime work either alone or in combination with others and refusal to work on holidays of any description and Sundays ;
- (54) approaching higher authority without the permission of the immediate competent authority in connection with the terms of his employment, transfer, promotion or any other matter in respect of the industrial workman concerned and the undertaking ;
- (55) submission of representation or petition to the higher authorities by passing the Director ;
- (56) instigation, incitement, abetment or furtherance of any of the above acts of misconduct ;
- (57) keeping works in arrear through negligence or absence on any trivial grounds ;
- (58) violation of any of the provisions in the Orissa Government Servant's Conduct Rules or any other Acts and Rules that apply to this undertaking ;
- (59) absence from headquarters without prior permission of the competent authority;
- (60) failure to turn up to work on holidays after due notice as ordered by the Management in the exigencies of public service ;
- (61) knowingly expending or applying any money in direct furtherance or support of any illegal strike ;



43. *Penalty for Misconduct*—Save as otherwise provided in these rules, penalties as prescribed in the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962, may be imposed on an Industrial employee for proved misconduct or for any other good and sufficient cause in the manner provided under the said rules.

44. *Suspension pending enquiry*—(1) The question of placing an Industrial employee under suspension when disciplinary proceedings against him is either contemplated or pending or where a case against him in respect of any serious offence is under investigation or trial requiring prevention of his official duties, may be taken up as provided under the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962.

(2) During the period of suspension an Industrial employee shall be entitled to subsistence allowance as provided under the Orissa Service Code.

45. *Special procedure in certain cases*—The detailed procedure as provided under these rules is not necessary to be followed in the event of imposition of penalty on an Industrial employee arising out of his conviction in a criminal charge and in cases where it is deemed not expedient to follow the said procedure in the interest of security of the State.

46. *Appeal*—An Industrial employee on whom a penalty has been imposed may appeal against such order to the authority higher in rank than the authority who passed the order subject to the provisions under the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962.

## CHAPTER V

### MISCELLANEOUS PROVISIONS

47. *Reservation*—Notwithstanding anything contained in these rules, the vacancies in posts shall be reserved for direct recruitment and promotion in favour of candidates belonging to Scheduled Castes and Scheduled Tribes and shall be filled up in accordance with the provisions of the Orissa Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and rules made thereunder. The vacancies shall also be reserved for direct recruitment in favour of other categories of candidates as decided by Government from time to time.

Reservation of vacancies for physically handicapped persons shall also be made as per the instructions issued by Government in this regard from time to time.

48. *Liability of the undertaking*—The Director is responsible for proper implementation of these rules

49. *Delegation*—The Director may delegate such of his powers as vested in him under these rules to any other officer sub-ordinate to him for better administration and efficient implementation of these rules.

50. (1) From the date of commencement of these rules, the provisions contained in the Orissa Government Press Manual, 1959 shall cease to apply to the Industrial employees mentioned in Schedule A.

(2) All the statutory rules regulating the service conditions of the Government servants shall apply to the Industrial employees in so far as they are not inconsistent with the provisions contained in these rules and the provisions contained in various labour laws which are applicable to the Industrial employees.

51. In case of any dispute regarding interpretation and application of these rules, the matter shall be referred to Government for decision.

[ No. 4656—XIVE-(codes)-34/86-EYSS ]

By order of the Governor

P. M. MOHAPATRA

Secretary to Government

## SCHEDULE-A

(List showing the different nomenclature of posts, their classification according to skill and grade, etc.)

## WORKMAN

## Class IV

- |              |                          |
|--------------|--------------------------|
| 1. Attendant | 6. Paniwala              |
| 2. Cleaner   | 7. Mali                  |
| 3. Mali      | 8. Galley Proof Pressman |
| 4. Sweeper   | 9. Form Washer Carrier   |
| 5. Choukidar |                          |

## Class III

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| 1. Type Supplier                    | 21. Junior Offset Machine Minder |
| 2. Distributor                      | 22. Etcher                       |
| 3. Impositor                        | 23. Welder                       |
| 4. Machine Fly Boy                  | 24. Turner                       |
| 5. Binder, Grade III                | 25. Head Mechanic (Workshop)     |
| 6. Offset Machine Assistant         | 26. Grinder                      |
| 7. Mounter                          | 27. Assistant Retoucher          |
| 8. Router                           | 28. Mechanic (Mechanical)        |
| 9. Process Assistant (Plata making) | 29. Machanic (Electrical)        |
| 10. Carpenter                       | 30. Junior Reader                |
| 11. Metal Printer                   | 31. Senior Reader                |
| 12. Copy Holder                     | 32. Plate Maker                  |
| 13. Process Assistant (Dark Room)   | 33. Driver                       |
| 14. Graining Machine Operator       | 34. Assistant Camera Operator    |
| 15. Compositor (Junior Grade)       | 35. Camera Operator              |
| 16. Compositor (Senior Grade)       | 36. Layout Man-cum-Retoucher     |
| 17. Machineman (Junior Grade)       | 37. Litho Artist-cum-Retoucher   |
| 18. Machineman (Senior Grade)       | 38. Senior Offset Machine Minder |
| 19. Binder, Grade II                | 39. Senior Mechanic (Electrical) |
| 20. Binder, Grade I                 |                                  |

## SUPERVISORY

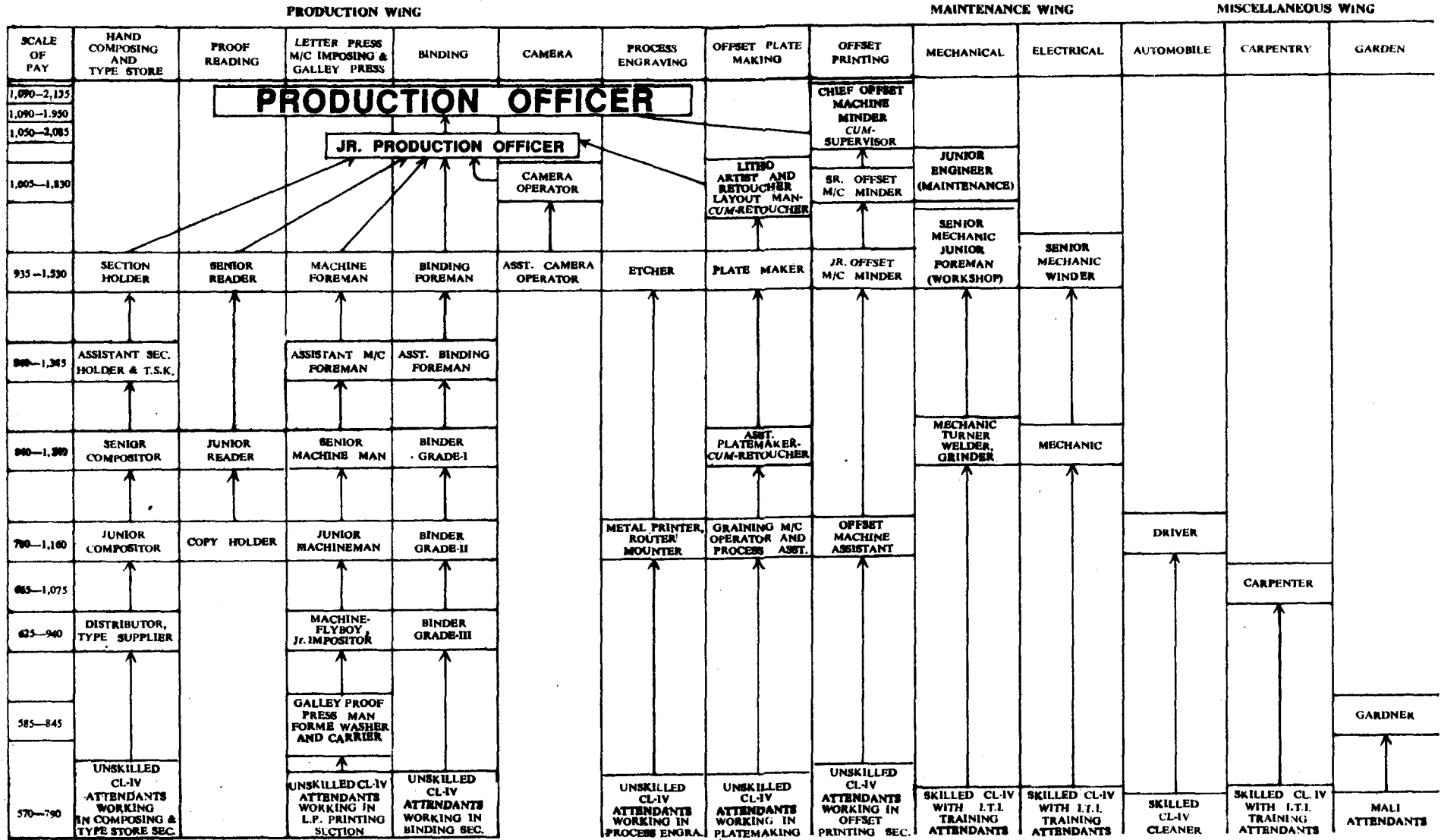
## (Sectional)

- |                              |                                  |
|------------------------------|----------------------------------|
| 1. Section Holder            | 5. Binding Foreman               |
| 2. Type Store Keeper         | 6. Assistant Binding Foreman     |
| 3. Assistant Machine Foreman | 7. Chief Operator-cum-Supervisor |
| 4. Machine Foreman           |                                  |

## SUPERVISORY AND MANAGERIAL (Non-Gazetted)

- |                       |                              |
|-----------------------|------------------------------|
| 1. Production Officer | 3. Junior Production Officer |
| 2. Junior Engineer    |                              |

## CHART SHOWING TRADES—HIERARCHY OF POSTS AND PROMOTIONAL CHANNEL





**SCHEDULE C**

( See Rule 9 )

*Chart showing the nomenclature of posts, channel of promotion, job description, qualification, training, skill and experience*

Name of the Trade	Nomenclature of post and channel of promotion	Brief description of job	Normal way of filling	Qualification and experience for promotees	Qualification and experience for direct recruits	Present scale of pay
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Hand Composing and Type Store.	1. Type Supplier/Distributor. Channel of promotion to the post of Junior Compositor.	Type Supplier is to supply types and type materials to the Hand Compositors for composing and correction. Distributor is to distribute types and type materials into the respective compartments of the cases.	By direct recruitment and by way of promotion from amongst the Class IV employees.	Education up to Middle School Standard. Minimum five years service in Class IV posts in Composing Section.	A candidate should be a Matriculate and should have obtained National Trade Certificate in Type setting group (Hand Composing trade) or a similar certificate from any other recognised Printing Institute.	Rs. 625.-940
	2. Compositor in Junior Grade. Channel of promotion to Compositor in Senior Grade.	To compose from manuscripts and printed copies, make corrections and make up pages according to certain style. One should be able to compose at least in Oriya and English and deliver correct composed matter in some minimum prescribed quantity.	By promotion		Distributors and Type Suppliers who have served minimum for a period of 5 years in such posts will be eligible for promotion. Selection is to be made on the basis of performance, regularity, official conduct and seniority, etc.	Rs. 780—1,160
	3. Compositor in Senior Grade. Channel of promotion to Assistant Section Holder/Type Store-keeper.	The Compositor in Senior Grade is to turn out more work than a Compositor in Junior Grade both qualitatively and quantitatively.	By promotion	Selection will be made from amongst the Compositors in Junior Grade.		Rs. 840- 1,240

(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. Hand Composing and Type Store. Concltd.	4. Assistant Section Holder. Channel of promotion to Section Holder.	To assist the Section Holder in proper supervision and management of the work of composing section or to manage the section independently when there are less number of compositors.	By promotion and direct recruitment.	Senior Compositors are eligible for promotion. All criteria for promotion will apply.	The candidates should have a diploma in printing Technology from one of the regional Institutes of Printing Technology recognised by Government of India or similar diploma from a foreign country.	Rs. 840—1,345
	5. Type Store-keeper Channel of promotion to Section Holder.	The Type Store-keeper is to remain in charge of types and type materials, to see to their proper upkeep, and their smooth and timely supply to composing section. He is also to look after their proper accounting. Besides he is to remain in charge of blocks and rotafolio plates and to see their smooth and timely supply to Letterpress Printing Section.	By promotion and direct recruitment.	Senior Compositors are eligible for promotion to this post. Preference will be given to educated and technically qualified persons.	The candidates should have a diploma in Printing Technology from one of the Regional Institutes of Printing Technology recognised by Government of India or similar diploma from a foreign country.	Rs. 840—1,345
	7. Section Holder. Channel of promotion to Junior Production Officer.	The Section Holder is to supervise and manage the work of Composing Section.	By promotion	The Assistant Section Holder and Type Store-keeper are eligible for promotion to the post. All criteria for promotion will apply. Preference will be given to educated and technically qualified persons.		Rs. 935—1,530

2 Proof Reading.	1. Copy Holder. Channel of promotion to Reviser.	The Copy Holder is to hold the copy and read it distinctly and correctly so as to enable the Reader to carry out necessary corrections in the proofs.	By direct Recruitment.	Matriculate with proficiency in literary subjects and flare for grammar and composition. Preference will be given to those passing National Trade Certificates in Hand Composing trade.	Rs. 780—1,160/-	
	2. Junior Reader. Channel of promotion to Senior reader.	The Junior Reader is to do the proof reading work with the help of a Copy Holder. He is to mark corrections legibly so that the compositor can correct them and the final print will come out attractively and faultlessly. He may also be required to attend the revision work in the Machine Department as and when necessary.	By promotion and by direct recruitment.	The post will be manned by way of promotion from amongst Copy Holders who have at least put in 7 years of service as such. However, if the post of Revisor is created in future the channel of promotion will be from Copy Holder to Revisor and then to Junior reader.	If suitable persons are not available in the organisation to fill up posts of Reader, recruitment will be made from outside. A Candidate should be Honours Graduate with special ability and flare for proof reading work. Preference will be given to persons having trade experience.	Rs. 840—1,240
	3. Senior Reader. Channel of promotion to Jr. Pr. Officer. However, when the Sr. Reader is promoted to the post of Jr. Pr. O., such promotion will be given on probation for one year. During this period he will be required to receive training in different branches of the press and shall have to pass a test before he is allowed to continue as Jr. Pr. Officer in regular basis.	The Senior Reader is to attend to work of similar nature as those of a Jr. Reader, but sometimes of a more complicated and qualitative nature. The Sr. Reader may be asked to edit manuscripts and prepare copy for production processes. He will also manage the work of the section.	By promotion and by direct recruitment.	This post will be filled up by way of promotion from amongst the Junior Readers on the basis of suitability in all respects with due regard to seniority.	If suitable persons are not available in the organisation to fill up posts of Sr. Reader, recruitment will be made from outside. Candidate should be an Honours Graduate with special ability and flare for proof reading work. Preference will be given to persons having experience for 5 years.	Rs. 935—1,530

(1)	(2)	(3)	(4)	(5)	(6)	(7)
3. Letterpress Printing.	1. Forme Washer. Channel of promotion to Galley Proof Pressman.	The Forme Washer is to wash the printed formes. He is also to carry the printed formes and composed matters, plates, etc., after washing and unlocking.	By promotion	Promotion will be given from amongst the unskilled Class-IV employees working in Letterpress section.		Rs. 585—845
	2. Galley Proof Pressman. Channel of promotion to Machine FlyBoy.	The Galley Proof Pressman is to draw proofs in the Galley Press in a clean and legible manner after attending to the required adjustments and make ready. He is also responsible to take care of his machine through routine maintenance and minor adjustments.	By promotion	The Post will be filled up by way of promotion from amongst the Forme Washers.		Rs. 585—845
	3. Machine Fly Boy. Channel of Promotion to the post of Machineman in Jr. Grade.	The Machine FlyBoy is the assistant to the Machineman. He helps the Machineman in doing various adjustments in the machine, in cleaning it properly and bringing out good print both in quality and quantity. In absence of the Machineman he is required to run the machine independently so as to be eligible for promotion to the post of Machineman in Junior Grade.	By promotion and direct recruitment.	50% of these posts will be manned by way of promotion from Galley Proof Pressman. When more posts are to be filled up, the cases of Forme Washers and Attendants working in Letterpress section who have at least put in five years of service and have read up to Middle school standard will be considered subject to their suitability for the post and the prescribed Trade Test.	The Candidate for direct recruitment should have read up to Matriculation and have possessed the National Trade Certificate in Letterpress Trade from any recognised Printing Institute.	



4. Impositor. Channel of promotion to the post of Machine Man in Junior Grade.	To lay down the composed pages in position according to certain scheme & lock them up in a chase properly so that when printed and folded, the pages will come in proper sequence and the locked up forme will print well on the Machine.	By direct recruitment and by promotion from Class.IV employees	Education up to middle school standard. Minimum five years of experience in Letterpress Machine Department in imposing.	Matriculate and National Trade Certificate holder in Letterpress printing or a similar certificate from any other recognised printing institute.	Rs. 625—940
5. Machine man in Junior Grade, Channel of promotion to Machine man in Senior Grade.	The Machineman in Junior Grade is to operate printing machines of various makes, models and sizes driven by power. He is to produce printed copies both qualitatively and quantitatively. He is to take care of the machine, by cleaning and oiling and removing minor defects.	By promotion	These posts will be manned by way of promotion from amongst the incumbents in the posts of Machine Fly Boys and Impositors. All criteria for promotion will apply.	..	Rs 780—1,160
6. Machineman in Senior Grade Channel of promotion to Asstt. Machine Foreman.	The Machineman in Senior grade does the same work as that of a Machineman in Junior grade. But he is supposed to do more qualitative and quantitative work and operate Machines which are comparatively more sophisticated and need more skill and care.	By promotion	The post will be manned by way of promotion from amongst the incumbents in the posts of Machineman in Junior Grade. All criteria for promotion will apply.	..	Rs. 840—1,240

(1)	(2)	(3)	(4)	(5)	(6)	(7)
3. Letterpress Printing <i>Conold.</i>	7. Asstt. Machine Foreman. Channel of promotion to Machine Foreman.	The Asstt. Machine Foreman is to render all sorts of assistance to the Machine Foreman in the work of supervision and management of the Letterpress Printing Section. In absence of Machine Foreman his required to manage his work of supervision independently.	By promotion and direct recruitment.	Fifty per cent 50 % of these posts will be filled up by Diploma Holders from Regional Schools of Printing or any other recognised printing institute. of the posts shall be manned by way of promotion from amongst the incumbents in the posts of Machine Foreman in Senior Grade. The incumbents should have, along with other conditions prescribed in clause (i) of rule 6, the minimum educational qualification up to middle school standard so as to enable them to submit reports and maintain records and registers satisfactorily,		Rs. 840—1,345
8. Machine Foreman. Channel of promotion to Junior Production Officer.	The Machine Foreman remains in overall charge of management and supervision of the Letterpress Printing section.	By promotion and direct recruitment.	This post will be manned by way of promotion from amongst the incumbents in the posts of A. M. F. All criteria for promotion will apply. Preference will be given to educated and technically trained persons.	In case suitable candidates are not available within the organisation, Diploma holders from Regional Schools of Printing with 3 years trade experience may be recruited directly.	Rs. 935—1,530	

4. Book Binding.	1. Binder, Grade-III. Channel of promotion to Binder, Gr. II.	The Binder, Gr. III is to attend to various binding operations of the printed matters and white papers, such as folding, gathering, sewing, stitching, pasting, cutting, numbering etc. skillfully. He is to turn out work both by manual and mechanical methods and he is to give production both qualitatively and quantitatively.	By direct recruitment and by promotion.	Promotion will be made from amongst the Class-IV employees who have at least read up to middle school standard and are capable of reading and writing Oriya satisfactorily, subject to the conditions laid down in Clauses (vi) and (vii) of rule 16.	A candidate for direct recruitment should have obtained the National Trade Certificate on completion of Apprenticeship Training in the Binding Trade.	Rs. 625—940
	2. Binder, Gr. II. Channel of promotion to Binder Gr. I.	The duties of Binder, Grade II are almost the same as of Binders Grade III. But a Binder Grade II is to attend to more complicated and skillful operations and turn out more work both qualitatively and quantitatively.	By promotion	Binder, Gr. III are eligible for promotion to these posts. All criteria for promotion will apply.		Rs. 780—1,160
	3. Binder, Grade I. Channel of promotion to Assistant Binding Foreman.	The duties of Binder, Grade-I are the same as of Binder, Grade II. But a Binder, Grade-I is expected to attend to more complicated and skillful operations and turn out more work both qualitatively and quantitatively.	By promotion	The post is to be manned by way of promotion from amongst the incumbents in the posts of Binders in Gr. II, All criteria for promotion will apply.		Rs. 840—1,240

(1)	(2)	(3)	(4)	(5)	(6)	(7)
4. Book Binding — <i>Contd.</i>	4. Assistant Binding Foreman. Channel of promotion to Binding Foreman.	The Assistant Binding Foreman remains in charge of overall supervision and management of one Binding Section.	By promotion and by direct recruitment.	50 per cent of the posts will be manned by way of promotion from amongst the incumbents in the post of Binder Gr. I. All criteria for promotion will apply. Preference will be given to educated and technically trained candidates.	For direct recruitment a candidate should be a Diploma Holder in Printing Technology from one of the recognised institutes of printing in India or abroad. Preference will be given to persons having trade experience.	Rs. 840—1,345
	5. Binding Foreman. Channel of promotion to Assistant Overseer.	The Binding Foreman remains in overall charge of more than one Binding Section for exercising supervision and management of the work of such sections and also co-ordination of work in different sections.	By promotion	The post is to be manned by way of promotion from amongst the posts of Assistant Binding Foreman. All criteria for promotion will apply. Preference will be given to educated and technically qualified candidates.	..	Rs. 935—1,530
5. Offset Printing. — <i>Contd.</i>	1. Offset Machine Assistant. Channel of promotion to Junior Offset Machine Minder.	The Offset Machine Assistant assists the Machine Minder in fixing the plate and blanket, making ready, clearing and lubrication and day-to-day adjustments required for successful printing and maintenance of the Offset Machines.	By direct recruitment and by promotion.	Education up to Middle School Standard. Seven years' experience in Class IV post in Offset Printing Department.	The candidate should possess the National Trade Certificate in Offset Printing.	Rs. 780—1,160

In absence of the Machine Minder he is required to run the Machine independently so as to be considered eligible for promotion to the post of Junior Offset Machine Minder as and when vacancy occurs.

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|--|--|--|--|--|----------------------|
| <p>2. Junior Offset Machine Minder. Channel of promotion to Senior Offset Machine Minder.</p>                | <p>The Junior Offset Machine Minder fixes the plates and the blanket, does the makeready and sets the Machine attending to different adjustments required for successful printing. He lubricates various points and attends to the minor repairs and adjustments required for routine maintenance of the Offset Machine.</p> | <p>By direct recruitment and by promotion.</p> | <p>Promotion will be given from amongst the Offset Machine Assistants and those Senior Machinemen who have been brought from Letterpress Printing Section and undergoing training in Offset Section.</p> | <p>The candidate should have Diploma in Printing Technology with specialisation in Lithography from a recognised Institute of printing in India or abroad. Preference will be given to those having experience in Offset Printing Trade.</p> | <p>Rs. 935—1,530</p> |
| <p>3. Senior Offset Machine Minder. Channel of promotion to Chief Offset. Machine Minder-cum-Supervisor.</p> | <p>The duties of the Senior Offset Machine Minder are the same as those of the Jr. Offset Machine Minder except that he is required to handle more complicated works requiring hair line Register and finer details. He is also required to guide his juniors and Machine Assistants to achieve satisfactory results.</p>    | <p>By promotion</p>                            | <p>Promotion will be given from amongst the Junior Offset Machine Minders. All criteria for promotion will apply. Preference will be given to educated and technically qualified incumbents.</p>         | <p>Rs. 1,090—1,950</p>   |                      |

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5. Offset Printing— <i>Concl.</i>	4. Chief Offset Machine Minder-Supervisor; Channel of promotion to the post of Production Officer	He will remain in charge of the Offset Printing Section in one shift and will allot work to different machines and operators. He will guide the operatives in regard to the quality of printing and all adjustment required for the purpose so as to ensure optimum production commensurate with higher quality. In this process he has to see that maximum number of machines are put into operation and any repair, replacement and procurement of material are properly attended to.	By promotion	Promotion will be given from amongst the Senior Offset Machine Minders. All criteria for promotion will apply. Preference will be given to educated and technically qualified incumbents.	..	Rs. 1,090—1,950
6. General Non-Gazetted Managerial Supervisors.	1. Production Officer.	.. A managerial post. The P. O. remains in charge of a number of trades and sections and also remains in charge of a shift of the particular factory. He does the planning of works, supervision of execution and delivery at different stages. He also looks after the employees and other difficulties, keeps liaison with stores, office and top management etc.	By promotion	.. Minimum Matriculation, Technically trained in printing, 10 years, experience in the trade.	Graduate, and Diploma in Printing, 10 years' experience in the trade.	Rs. 1,090—2,135

2. Junior Production Officer. Channel of promotion to Production Officer	He is a managerial staff and a general supervisor who remains in charge of more than one section and sometimes in charge of a shift. He co-ordinates and supervises works of several sectional supervisors either in one trade or more and assists the overseer in the overall supervision in the concerned field.	By way of Promotion.	Matriculation Technically trained in Printing with 10 years experience,	Graduate, Diploma in Printing technology with 10 years experience.	Rs. 1,005—1,830
6 (a) Maintenance (Mechanical). Channel of promotion to Senior Mechanic.	He is to do the mechanical repairing of printing and non-printing machines.	By promotion and direct recruitment.	Class-IV employees having I. T. I. qualification and sufficiently experienced in repairing work may be promoted when all criteria for promotion will apply.	Matriculate with I. T. I. training preferably in Fitter or Machinist trade with experience in repairing of printing and allied machines.	Rs. 840 —1,240
2. Turner, Channel of Promotion to Senior Mechanic.	He is to do the turning work as necessary in the process of manufacturing and repairing of spare parts with the help of various workshop machines. Also he will do the mechanical repairs of printing and non-printing machines.	By direct recruitment and promotion.	Attendant possessing I. T. I. qualification in Turner Trade may however be promoted.	He must be a qualified and experienced Turner. He must be a passed candidate from I. T. I. and must possess sufficient trade experience in Turning work.	Rs. 840—12,40
3. Welder. Channel of promotion to Senior Mechanic.	Does all sorts of welding work. Also he will do the mechanical repairs of printing and non-printing machines.	By direct recruitment and promotion.	Attendants possessing I. T. I. qualification in Welder Trade may, however be promoted.	He must be a qualified and experienced Welder. He must be a passed candidate from I. T. I. and must possess sufficient trade experience in welding work.	Rs. 840—1,240

(1)	(2)	(3)	(4)	(5)	(6)	(7)
6. (a) Maintenance (Mechanical)— <i>Concld.</i>	4. Grinder. Channel of promotion to Senior Mechanic.	He is to operate the knife grinding Machine and also the grinding machine of the workshop. He will also do the mechanical repairing to the printing and non-printing machines.	By promotion and direct recruitment.	Class-IV employees having educational and technical qualification from I. T. I. and experience in the workshop of the undertaking.	Persons with I. T. I. certificate in Machinist trade with sufficient practical experience.	Rs. 840—1240
5. Senior Mechanic (Mechanical.)	He attends to major repairing work of machines (printing and non-printing) and also supervises the work of Mechanics and Helpers etc. working under him.	By promotion and direct recruitment.	Promotion will be made from amongst the staff like Mechanics, Turners, etc. According to suitability. All criteria for promotion will apply.	If suitable persons are not available within the undertaking outsiders having diploma in Mechanical Engineering and sufficient trade experience may be recruited.	Rs. 935—1,530	
6. Junior Engineers (Maintenance).	He is in overall charge of the Mechanical and Electrical workshops including the automobile repairings and also he supervises the operational sides of mechanical and electrical works. He will also look to the minor repairs relating to P. W. D., P. H. D. and Electricity Departments. For this purpose he will keep close liaison with the staff of the concerned departments.	By direct recruitment.	..	Matriculate with Diploma in Mechanical Engineering, Preference will be given to those having experience.	Rs. 1,050—2,085	



6.(b) Main- tenance (Electrical).	1. Mechanic (Electri- cal). Channel of promotion to Senior Mechanic.	He is to do all types of electrical repairing works both minor or major and installation work etc. in printing and non-printing machines.	By promotion and by direct recruit- ment.	Class-IV employees having educa- tional quali- fication and technical qualification from I. T. I. and ex- perience in the workshop of the undertaking. He must be possess- ing Supervisory Licence.	Matric with I. T. I. Rs. 840—1,240 Training in Electrician Trade. He must be possessing Supervisory Licence and have at least 2 years' experience.	
	2. Senior Mechanic (Electrical).	He attends to a major Electrical repairing work and Electrical installation etc. of the printing and non- printing machines and also supervises the works of Mechanics and Attendants working under him.	By promotion and by direct recruit- ment.	Selection will be made from amongst the Electrical Mechanics by way of promotion. All criteria for pro- motion will apply.	If suitable persons are not available within the undertaking. Outsiders having diploma in Electrical Engineering and sufficient trade ex- perience may be recruited.	Rs. 935—1530
6. (c) Main- tenance (Auto- mobile Sec- tion).	1. Cleaner	.. He is to clean the vehicles and attend to other works according to the instruction of the Driver.	By direct recruitment	..	Must be literate, prefer- ably read up to Class- VI Should have some knowledge and experi- ence in automobiles. Preference will be given to those having driving licence and capable of driving.	570—790
	2. Driver	.. He is to drive motor vehicle with care and caution. He is to maintain the vehicle properly. He is respon- sible for maintaining the vehicle log book regularly.	By direct recruitment and by promotion.	Cleaner and other Class-IV employ- ees having driv- ing licence and sufficient accident free record of dri- ving. Preference will be given to those possess- ing licence for both heavy and light vehicles.	Persons having driving licence and read up to Class-IX. Preference will be given to the person having experi- ence and accident free record.	780—1160

(1)	(2)	(3)	(4)	(5)	(6)	(7)
(d) Maintenance (Carpentry).	1. Carpenter	.. He does the wood work of all kinds as necessary in the undertaking. His work is to be more qualitative and quantitative.	By direct recruitment	..	Read up to Class-IX with I. T. I. Training. Preference will be given to persons having experience.	Rs. 665—1,075
7. Process engraving.	En- 1. Metal Printer Channel of promotion to Etcher.	The Metal Printer prepares the letterpress plates from process negatives, burns in and hardens the image. He also helps in other works of plate preparation as and when required.	By direct recruitment and promotion.	Promotion will be given from Class-IV staff having 7 years, experience in the trade and read up to Class-VII standard.	The candidate should be a Matriculate and have National Trade certificate in Process Engraving.	Rs. 780—1,160
	2. Router. Channel of promotion to Etcher.	The Router removes the metal from the non-image areas of letterpress plates either with a routing cutter or a routing machine and bevels the plates and helps in other works as and when necessary.	By direct recruitment and promotion.	Promotion will be given from Class-IV staff having 7 years' experience in the trade and read up to Class-VII standard.	The candidate should be a Matriculate with National Trade certificate in Process Engraving.	Rs. 780—1,160
	3. Mounter. Channel of promotion to Etcher.	The Mounter affixes the letterpress plates on wooden or metal mounts and finishes preparation of block and helps in other works as and when necessary.	By direct recruitment and promotion.	Promotion will be given from the post of Carpenter having 3 years' experience and reading up to Class-VII standard.	Ditto ..	Rs. 780—1,160
	4. Etcher	.. The Etcher etches the plates after they are image hardened, either in etching machines or in etching baths.	By promotion	Promotion will be given from amongst Metal Printers, Routers and Mounters. All criteria for promotion will apply.	Ditto ..	Rs. 935—1,530

8. Camera Operating.	1. Dark Room Assistant. Channel of promotion to Assistant Camera Operator.	The Dark Room Assistant helps the Camera Operator and Assistant Camera Operators in preparing negatives and in keeping different chemicals ready at hand.	By direct recruitment only.	The candidate should be a matriculate having National Trade certificate in Camera Operating.	Rs. 780—1,160	
	2. Assistant Camera Operator, Channel of promotion to Camera Operator.	The Assistant Camera Operator operates the process camera independently and prepares the negatives and positives of day to day work.	By promotion and direct recruitment.	The post will be filled up by promotion from Dark Room Assistant having minimum 3 years, experience and having National Trade Certificate in Camera Operator Trade.	If suitable candidates are not available for promotion the post will be filled up by direct recruitment, qualification required is matric and National Trade Certificate in Camera operating having 3 years experience in the trade.	Rs. 935—1,530
	3. Camera Operator. Channel of promotion to Assistant Overseer.	The Camera Operator prepares process negatives and positives of all works including complicated designs requiring tintlaying, colour separation involving masking and densitometer techniques.	By promotion and direct recruitment.	By promotion where the Assistant Camera Operator is found suitable.	The candidate should have National Trade Certificate or Diploma in Camera Operating from a recognised institute or printing technology alongwith 7 years' experience in a reputed firm in Camera Operating and allied matters should be capable of handling all types of Cameras and be able to reproduce complicated colour work involving use of densitometer and masking techniques.	Rs. 1,005—1,830

(1)	(2)	(3)	(4)	(5)	(6)	(7)
9. Offset Plate-making and Retouching.	1. Graining Machine Operator. Channel of promotion to Assistant Retoucher-cum-Platemaker.	The Graining Machine Operator operates all kinds of graining machines and grains the plate suitable for holding the image.	By promotion and by direct recruitment.	Promotion will be made from amongst Class IV employees having 7 years' trade experience and reading up to Class-VII standard. All criteria of promotion will apply. Promotion will be made from amongst Class-IV employees having 7 years' trade experience and reading up to Class-VII standard. All criteria of promotion will apply.	For direct recruitment, the candidate should be a matriculate and National Trade Certificate holder in Plate-making Trade.	Rs. 780—1160
	2. Process Assistant Plate Making. Channel of promotion to Assistant Retoucher-cum-Platemaker.	The Process Assistant helps the Assistant Platemaker and plate maker in preparing the chemicals and offset plates.	By promotion and by direct recruitment.		For direct recruitment, the candidate should be a matriculate and National Trade Certificate holder in Plate-making Trade.	Rs. 780—1160
	3. Assistant Retoucher-cum-Platemaker. Channel of promotion to Platemaker.	The Assistant Platemaker will prepare offset plates of day-to-day work independently.	By promotion	Promotion will be made from amongst Graining Machine Operators and Process Assistants having at least 3 years experience. All criteria of promotion will apply.	For direct recruitment the candidate should be a matriculate and should possess National Trade Certificate along with 5 years experience in the trade.	Rs. 840— 1240

4. Pl a t e m a k e r. Channel of promotion to Layout Man-cum-R e t o u c h e r.	The Platemaker prepares all kinds of offset plates beginning from day-to-day monochrome bookwork to complicated multi-colour halftone and line plates involving close register with register marks, etc.	By promotion	Promotion will be made from the post of Assistant Retoucher-cum-Platemaker. All criteria of promotion will apply.	Rs. 935—1,530
5. Layout Man-cum-Retoucher. Channel of promotion to Junior Production Officer	The Layout Man-cum-Retoucher will guide the Platemaker and Assistant Platemaker in preparing quality offset plates, makes layouts in case of complicated plates involving multicolour close register work, should be able to undertake all kinds of platemaking works both qualitatively and quantitatively using patches and dot percentage in plates.	By promotion and direct recruitment.	Promotion will be made from the post of Platemaker according to suitability. As this is a highly technical post, in case the Platemakers are not found up to the mark, the post will be filled up by direct recruitment.	Diploma in Offset Lithography in specialisation in Retouching with 7 years experience. Rs. 1,005—1,830
6. Litho Artist-and-Retoucher;. Channel of promotion to Junior Production Officer.	He retouches film positives and negatives to remove pinholes and specks effect, line colour separation and laying down of various kind of tints. He is also required to undertake reduction and intensification of coloured halftone negatives and positives including colour correction of 3 and 4 colour process work.	By direct recruitment.	Diploma in Commercial Art from a recognised Art School or College with 5 years experience in Graphic Designs, colour separation and retouching or Diploma in Printing Technology with Specialisation in Retouching having 3 years Trade experience.	Rs. 1,005—1,830

(1)	(2)	(3)	(4)	(5)	(6)	(7)
10. General	1. Mali	.. He is responsible for setting up and proper maintenance of the garden.	By promotion and direct recruitment.	Class IV employees having experience in gardening work is eligible for promotion. Preference will be given if one has requisite formal training.	In case no suitable hand is available in the undertaking, a person with requisite training and experience will be recruited from outside or borrowed from other sources.	Rs. 585—845
	2. Sweeper	.. He is to clean the premises, rooms, lavatories, drains and every spot of the undertaking as he is allotted.	By direct recruitment.	..	Persons having good physique and experience and aptitude to do the work.	Rs. 570—790
	3. Chaukidar	.. is to guard the properties of the undertaking and perform such duties at such points as would be allotted to him by the concerned security staff and supervisors. He should always remain alert and be obedient to his supervisor.	By direct recruitment.	..	Persons having good physique and experience and aptitude to do the work.	Rs. 570—790
	4. Watchman	.. He is to guard the properties of the undertaking and perform such duties at such points as would be allotted to him by the concerned security staff and supervisors. He should always remain alert and be obedient to his supervisors.	By direct recruitment or by appointment from among Casual Helper.	Should have read up to at least Class-V standard and have 3 years' experience.	Persons having good physique and experience and aptitude to do the work.	Rs. 570—790

5. Attendant

.. He is to perform all sorts of work such as carrying of various store materials, finished products, spare parts and wastes, etc., needed for smooth running of the production process as well as the undertaking as a whole. He is to perform such duties either himself or with mechanical aids as would be available for the purpose on a particular occasion. He should be absolutely obedient and willingly perform all kinds of work allotted to him by the supervisor concerned.

Ditto

Ditto

One must be literate, preferably read up to Class-X, should have sound health, strong and sound physique and aptitude to do manual work of all sorts.

Rs. 570—190

## SCHEDULE-D

[ See Rule 11 (6) ]

## ATTESTATION FORM

1. Name in full (in Block Capitals) with aliases, if any. (Please indicate if you have added or dropped at any stage, any part of your name or surname).	Surname	Name
2. Present address in full (i.e. Village, Thana and district or House Number, Lane/Street & Road).	..	..
3. (a) Home address in full (i.e. Village, Thana and district, or House Number, Lane/Street and Road).	..	..
(b) If originally a resident of Pakistan, the address in that Dominion and the date of migration to Indian Union.	..	..
4. Particulars of places where you have resided for more than one year during the preceding five years.	..	..
From	To	Residential address in full (i.e. Village, Thana and district or House Number, Lane/Street and Road).
5. (a) Father's name in full with aliases, if any, .. (b) Present Postal address (If dead, give last address). (c) Permanent Home Address: .. (d) Profession: .. (e) If in service, give designation and official address.		
6. (i) Nationality of: (a) Father .. (b) Mother .. (c) Husband .. (d) Wife .. (ii) Place of birth of : .. (a) Husband .. (b) Wife ..		
7. (a) Exact date of birth .. (b) Present Age .. (c) Age of Matriculation ..		
8. (a) Place of birth, District and State in which it is situated. (b) District and State to which you belong ..		



9. (a) State your religion:  
 (b) Are you a member of a Scheduled Castes, Scheduled Tribes, Answer 'Yes' or 'No', and if the answer is 'Yes' state the name thereof.

10. Educational qualification showing place of education with years in schools and colleges since 15th year of age.

Name of School/ College with full address	Date of entering	Date of leaving	Examination passed.
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11. If you have, at any time, been employed give details:

Designation of post held or description of work.	From	To	Full address of the office firm or institution.
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12. Have you ever been convicted by a court of any offence ?

If the answer is 'Yes' the full particulars of the convictions and the sentences should be given.

13. Names of two responsible persons of your locality or two referees to whom you are known.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate ..  
 Date ..  
 Place ..

(Certificate to be given by a gazetted officer or member of legislature or other authority prescribed by the Appointing Authority).

Certified that I have known Shri/Smt.....son/daughter of Shri..... for the last..... years..... months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Signature ..  
 Designation or status and Address ..

Place ..

SCHEDULE-E

[ See Rule 17 (9) ]

TEXT BOOK PRESS, BHUBANESWAR

APPLICATION FOR LEAVE DURING OFFICE HOURS

Section or Branch.....Date.....

Ticket No.....Name.....

Designation.....

Solicits leave for.....hour (s) from.....to.....

Purpose of leave.....

Signature of applicant.....

REMARKS OF HEAD OF BRANCH

Date.....

Signature of Head of Branch

ORDER

DIRECTOR

Passed out at.....

No. of hours absent.....

Date.....



Signature of T. K.