HR MANUAL

Book 2

CONDUCT, DISCIPLINE & APPEAL RULES, 1984
and
RULES RELATING TO
TERMS & CONDITIONS OF SERVICE
(Updated upto 30th September 2014)

HINDUSTAN AERONAUTICS LIMITED
Corporate Office
15/1, Cubbon Road, Bengaluru - 560 001
www.hal-india.com
(for Private Circulation Only)
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MESSAGE

I am delighted to know that the Personnel Circulars, Instructions, Guidelines, Rules & Regulations issued over a period of time pertaining to Conduct, Discipline & Appeal Rules in respect of Officers; Conduct Rules pertaining to Workmen in Corporate Office, HAL Management Academy, Liaison Offices, etc; and Terms & Conditions of Service have been compiled, consolidated & revised HR Manual Book - 2 is being issued. I am sure that this Manual will help the employees in discharging their duties more efficiently.

I firmly believe that HAL of tomorrow has to be much more agile & highly technology driven, so that the Company will be able to achieve the mission in fulfilling the nation’s requirement. Comprehensive Manuals will help in this direction.

My best compliments to the Team which has worked in ensuring the compilation and publication of this Manual.

Bangalore
Dated: 1st January 2015

(Dr. RK TYAGI)
CHAIRMAN
FOREWORD

Over the last seven decades, the Company has grown tremendously with establishment of new Divisions / R & D Centers / Offices, with new lines of manufacturing set up; and introduction of new technologies. There has been significant changes in the profile of the employees in terms of qualification, skill level, capability, potential, attitudes, mind set, etc. This has lead to high expectations, hopes and aspirations of the personnel at all levels in the Organization. In this background, there is constant necessity to re-look and review the Company’s Policies in the field of management of Human Resources.

The revised Conduct, Discipline & Appeal Rules in respect of Officers were notified in 1984. The Manual containing these Rules; Conduct Rules in respect of Workmen in Corporate Office, HAL Management Academy, Liaison Offices, etc; and Rules relating to Terms & Conditions of Service was issued in April 1986 followed by another series issued in 1991. The Rules have been amended thereafter, based on requirements.

This Volume of the Manual incorporates all amendments to the Rules up to 30th September 2014.

This Manual will be of interest to all employees and is to be used for guidance. It should, however, be noted that Personnel Circulars and Circulars of Corporate Office will continue to be the authority for all the Rules & Regulations in the Company.

My best compliments to the team which has contributed their mite in preparation of Book – 2 – HR Manual on Conduct, Discipline & Appeal Rules and Conduct Rules including Terms & Conditions of Service.

Bangalore
Dated: 1st January 2015

(V M CHAMOLA)
DIRECTOR (HR)
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HAL CONDUCT, DISCIPLINE AND APPEAL RULES, 1984

Conduct Rules and Disciplinary Action Rules, applicable to the employees in the Company, not covered by the Industrial Employment (Standing Orders) Act, 1946 were introduced in the Company during the year 1967. These Rules, as amended from time to time, continued in operation till the year 1984.

2. Based on the Model Conduct, Discipline and Appeal Rules circulated by the Central Vigilance Commission for adoption in the Public Sector Undertakings, the ‘Conduct Rules’ and ‘Disciplinary Action Rules’ were amalgamated and the “HAL Conduct, Discipline and Appeal Rules, 1984” as given in Annexure - I, incorporating the provisions of the Model Conduct, Discipline and Appeal Rules, were introduced in the Company effective from 1st September, 1984.

3. These Rules apply to all Officers of the Company in Grade-I and above including Officers on Contract Service and Government employees on deputation, other than those appointed by the President of India and Armed Services Personnel.

4. The Conduct Rules, 1967 and Disciplinary Action Rules, 1967 contained in Annexures - II & III will continue to apply to Workmen of the Corporate Office, Offices of Managing Director, MiG Complex and Accessories Complex, Liaison Office, New Delhi, Mumbai, Chennai, Vishakapatnam and the HAL Management Academy (HMA) and those who are not covered by the Industrial Employment (Standing Orders) Act, 1946.
ANNEXURE - I

HAL CONDUCT, DISCIPLINE AND APPEAL RULES, 1984
(As amended from time to time)

RULE – 1

Short Title and Commencement:

a) These Rules may be called HAL Conduct, Discipline and Appeal Rules, 1984.

b) These Rules are effective from 1\textsuperscript{st} September 1984.

RULE – 2

Applicability:

These Rules shall apply to all Officers of the Company in Grade-I and above including Officers on Contract / Temporary Basis and Government Officers on deputation, other than those appointed by the President of India and Armed Services Personnel.

RULE – 3

Definitions:

In these Rules, unless the context otherwise requires:

a) "Company" means the Hindustan Aeronautics Limited wherever situated and includes all its Divisions/Factories, Outstation bases, Service Centres, Branches and Offices.

b) "Board" means the Board of Directors of Hindustan Aeronautics Limited.

c) "Officer" means any person employed in Grade-I and above in the Company and includes personnel employed on contract and Government Officers on deputation other than those Officers who are appointed by the President of India and Armed Forces personnel.

d) "Member of the Family" in relation to an Officer includes wife (husband in the case of a female Officer), sons or daughters, step sons or step daughters (whether they are residing with the Officer or not) provided they are wholly dependent upon the Officer. The spouse need not be dependent on the Officer for the purposes of these Rules.

e) "Competent Authority" means and includes Chairman / Managing Directors / Functional Directors / Executive Directors / General Managers / Chief Designers / Chief of Projects / Chief of Planning / Chief Test Pilot (Grade IX) or
any other Officer empowered by the Management to exercise powers under the provisions of these Rules;

Competent Authority for Officers for the purpose of Code of Conduct (Schedule-I) shall be as under:

| Grade-I to IV | Concerned Executive Director / General Manager / Divisional Head. |
| Grade-V to VIII | Concerned Managing Director / Director / Functional Director. |
| Grade-IX & above (below board level) | Chairman. |

f) “Appointing Authority” means the Board of Directors / Chairman / Managing Directors / Functional Directors / Executive Directors / General Managers or other Officers to whom the powers of appointment have been specially delegated;

g) “Disciplinary Authority” means an Officer of the Company empowered to take Disciplinary Action, under these Rules;

h) “Appellate Authority” means an Officer of the Company empowered to consider appeals and vested with power to confirm, set aside, reduce or enhance the punishment appealed against;

i) “Management” means Board of Directors, Chairman, Managing Directors, Functional Directors, Executive Directors, General Managers, Chief Designers / Chief of Projects / Chief of Planning / Chief Test Pilot (Grade IX) Additional General Managers, Deputy General Managers or those in equivalent posts and includes such other Officers who may be authorized to act on his/their behalf or on behalf of the Company from time to time;

RULE – 4

Code of Conduct:

(i) Every Officer of the Company shall at all times-

(a) maintain absolute integrity;

(b) maintain devotion to duty;

(c) do nothing which is unbecoming of an Officer of the Company or any act which may bring disrepute to the Company; and
(ii) Every Officer of the Company shall take all possible steps to ensure the integrity and devotion to duty of all employees, for the time being under his control and authority.

(iii) Rules that are to be followed by Officers in respect of specific matters/transactions such as sale/purchase of property, gifts, contacts with foreign nationals etc., are stipulated in Schedule-I. Breach of any of these Rules would be deemed as misconduct and the Officers who violate these provisions are liable for Disciplinary Action in accordance with the provisions contained in these Rules.

**RULE – 5**

Further, the following acts of commission and omission would be deemed to be misconduct and the Officer committing such acts would be liable to Disciplinary Action:

(i) Wilful insubordination or disobedience whether or not in combination with others of any lawful and reasonable order of his superior or any higher authority;

(ii) Participation in strikes, gheraos and other agitational activities such as slogan shouting, picketing or participating in demonstrations within the factory/Office premises, which involves incitement to an offence or abetting, inciting, instigating or acting in furtherance thereof;

(iii) Theft, fraud or dishonesty in connection with the business or property of the Company or of the property entrusted to the Company or of another employee within the premises of the Company;

(iv) Leaving duty station without previous permission;

(v) Absence without sanction of leave or over-staying the sanctioned leave without sufficient grounds or satisfactory explanation;

(vi) Habitual indebtedness and/or insolvency;

(vii) Wilful damage to property of the Company;

(viii) Interference with any safety devices installed in or around the periphery of the establishment;

(ix) Holding meetings on the premises of the establishment without previous permission of the Competent Authority or attending meetings other than those convened by the Management, within the factory premises;
(x) Distribution and/or exhibition of any newspapers, hand bills, pamphlets or posters without the previous sanction of the Competent Authority;

(xi) Furnishing at the time of employment or during the course of employment wrong or incomplete information or suppressing any information regarding age, caste, qualification, previous service or experience, family / marital details, conviction in a Court of law, dismissal, removal or compulsory retirement by a previous employer;

(xii) Making representations to persons or bodies outside the Company, whether official or otherwise on matters connected with the affairs of the Company or in respect of personal grievances against the Management;

(xiii) Making representations or sending grievance petitions to the Government, Members of the Board or the Senior Management except through proper channels; making representations to outsiders or other Organizations on matters pertaining to service of the Company;

(xiv) Accepting or offering any illegal gratification or indulging in any corrupt practices;

(xv) Possession of pecuniary resources or property disproportionate to the known sources of income by the Officer or on his behalf by another person which the Officer cannot satisfactorily account for;

(xvi) Acting in a manner prejudicial to the interests of the Company;

(xvii) Neglect of work, dereliction of duty or habitual negligence in the performance of duty including malingering or slowing down of work;

(xviii) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Company or outside such premises where such behaviour may bring disrepute to the Company;

(xix) Collection of any money within premises of the Company without permission of the Competent Authority;

(xx) Commission of any act which amounts to a criminal offence involving moral turpitude;

(xxi) Purchasing properties, machinery, stores etc., from or selling properties, machinery, stores etc., to the Company without express permission in writing from the Competent Authority;
(xxii) Commission of any act subversive of discipline or of good behaviour;

(xxiii) Participation in go-slow or work-to-rule agitations or inciting others to resort to go slow or stop work or proceed enmass on casual / any other type of leave;

(xxiv) Canvassing for a Union or an Association or party Membership within the factory premises;

(xxv) Abetment of or attempt to abetment of any act which amounts to misconduct;

(xxvi) Deliberately making false complaints against employees (including Officers) or superiors knowing them to be false and writing of anonymous or pseudonymous letters criticizing employees/superiors of the Company and making false reports against them;

(xxvii) Refusal to accept or to take notice of any order or charge sheet or any other communication served either in person or in due course by post, or by notification on the Company’s Notice boards;

(xxviii) Violation of the Terms and Conditions of allotment of Company’s quarters or use of Company’s transport;

(xxix) Indulging in political activities within the factory premises.

(๐๐) Falsification / forging of the records and / or defalcation.

(๐๑) Spreading false rumours or giving false information which may bring disrepute to the Company or its employees or spreading panic among the employees;

(๐๒) Falsifying or refusing to give testimony in investigations being conducted by Management in connection with any accident, misconduct or any other matter.

**RULE -6**

**Punishments:**

The following punishments may for good and sufficient reasons be imposed on Officers by the Competent Authorities (Disciplinary Authorities / Higher Authorities / Appellant Authorities) empowered to impose such punishments under these Rules:

(i) **Minor Punishment :**

(a) Censure;
(b) Recovery from an Officer’s pay of the whole or part of any loss caused to the Company on account of his negligence, default or breach of any regulations or orders of the Company;

(c) Postponement of increment(s) of pay, without cumulative effect, for period to be specified by the Disciplinary Authority;

(d) Reduction to a lower stage in the same scale of pay, without cumulative effect, for periods to be specified by the Disciplinary Authority, and not adversely affecting his terminal benefits;

(ii) **Major Punishment**:

(e) Postponement of increment(s) of pay, with cumulative effect, with number of increments to be postponed to be specified by the Disciplinary Authority;

(f) Reduction to a lower stage in the same scale of pay, with cumulative effect, with number of stages to be specified by the Disciplinary Authority;

(g) Reduction to a lower scale of pay, Grade or Post;

(h) Compulsory Retirement;

(i) Removal from service which shall not be a disqualification for future employment under the Government or a Corporation/Company owned or controlled by the Government;

(j) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government or a Corporation/Company owned or controlled by the Government;

**Note:** Forfeiture of Gratuity would continue to be resorted to in case of termination of services on account of Dismissal, as provided under Section 4(6) of the Payment of Gratuity Act, 1972.

Provided that, in every case in which the charge of possession of Assets disproportionate to known sources of Income or the charge of acceptance from any person of any gratification, other than legal remuneration, as a motive or reward for doing or forbearing to do any Official act is established, the Major Punishment mentioned in Clause (i) or (j) above shall be imposed.

Provided further that in any exceptional case and for special reasons recorded in writing any other punishment may be imposed.

**Note:** Whenever the Disciplinary Authority comes to the conclusion that the punishment of reduction to a lower stage in the same scale of pay or reduction / demotion to Lower scale of pay is
warranted for a proven misconduct and passes order accordingly, the pay which the concerned employee would draw on such reduction in the same scale of pay or in lower scale of pay should be invariably indicated in the order communicating the punishment to the concerned employee so that the orders are clear and unambiguous.

(iii) **Explanation:**

The following shall not amount to Punishment within the meaning of this rule:

(a) non-promotion of an Officer whether in a substantive or officiating capacity after consideration of his case to a Grade or Post for promotion to which he is eligible;

(b) reversion of an Officer officiating in a higher Grade or Post to a lower Grade or Post on the ground that he is considered to be unsuitable for such higher Grade or Post or on any administrative ground unconnected with his conduct;

(c) reversion of an Officer appointed on probation to any Grade or Post to his previous Grade or Post or during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation;

(d) Termination of the services -

i) of an Officer appointed on probation during or at the end of the period of his probation in accordance with the terms of his appointment or the rules and orders governing such probation; or

ii) of a temporary Officer in accordance with the provisions of his appointment; or

iii) of an Officer employed under a Contract in accordance with the terms of such Contract; or

iv) of an Officer as a result of retrenchment / premature retirement.

**RULE - 7**

**Penal Salary Deduction:**

If ten or more Officers acting in concert absent themselves from their place of work or stop work without reasonable cause, the management shall have the right to deduct from their salary up to eight times the proportionate salary for the period of their absence or willful idleness as the case may be, in addition to taking against them such Disciplinary Action as the Management may deem fit.
RULE – 8

Suspension Pending Enquiry:

i) The Authority competent to take Disciplinary Action against an Officer or the next higher authority or the concerned Appointing Authority, as the case may be, may by an order in writing, place an Officer charged with misconduct under suspension pending enquiry in the following circumstances:-

   a) Where a disciplinary proceeding against him is contemplated or is pending; or

   b) Where a case against him in respect of any criminal offence involving moral turpitude is under investigation or trial.

ii) An Officer, who is detained in custody on a criminal charge for a period exceeding 48 hours can be suspended with effect from the date of detention by an order of the Competent Authority or next Higher Authority or Appointing Authority and shall remain under suspension until further orders;

iii) Where an order of compulsory retirement or dismissal is set aside and/or the case is remitted for further proceedings on the basis of Appeals preferred by an Officer, the Officer shall be deemed to have been under suspension from the date of the order revoking compulsory retirement or dismissal until further orders;

iv) The order of suspension may be revoked by the Authority which passed that order; or its next Higher Authority or the concerned Appointing Authority as the case may be.

RULE – 9

Subsistence Allowance:

(i) An Officer under suspension shall be entitled to draw subsistence allowance equal to half of the total emoluments last drawn by him provided the Officer has not engaged in any other employment, business, profession or vocation. Subsistence allowance at this rate will be paid for the first six months of suspension. Thereafter if the enquiry gets prolonged and the Officer continues to be under suspension for reasons attributable to the Officer, the subsistence allowance will be reduced to one-fourth ($\frac{1}{4}$) of the emoluments (Basic Pay + Dearness Allowance + House Rent Allowance + other allowances), and if on the other hand the delay is for reasons beyond the control of the Officer, subsistence allowance will be increased to three-fourth ($\frac{3}{4}$) of the emoluments.
(ii) When an Officer who has been placed under suspension under Rule-8 is reinstated, the period of suspension will be treated in the following manner and the same will have to be specified in the punishment / disposal / exoneration order:-

(a) If he is fully exonerated (i.e., without imposition of any punishment), the period of suspension will be treated as on duty and he will be paid full pay and allowances to which he was entitled as if he was on duty less the subsistence allowance already paid;

(b) In other cases, he will receive such portion of the pay and allowances as the Competent / Disciplinary Authority decides and the period spent on suspension will be treated as on duty only to such an extent and for such purposes as the competent / Disciplinary Authority decides provided that if the Officer so desires, the competent / Disciplinary Authority may permit the period of absence from duty being converted into Leave without Pay (LWP) or sanction of leave out of leave due and admissible to the Officer;

(iii) Subsistence Allowance will be admissible to an Officer who has been taken into custody also, with effect from the date of suspension, irrespective of the fact whether bail has been granted to him or not.

RULE – 10

Powers to Award Punishments:

The Competent / Disciplinary Authorities empowered to impose Punishment and the Appellate Authorities to whom the Appeals can be made by Officers concerned are as indicated in Appendix-I.

RULE – 11

Procedure for awarding punishments:

(i) No punishment under Rule-6 expect censure (Minor Punishment) shall be awarded to an Officer unless he has been informed in writing of the alleged misconduct and has been given adequate opportunity to explain his case in accordance with the procedure laid down in this behalf in Schedule-II. However, while awarding punishment of censure (Minor Punishment), the Officer concerned should be given adequate opportunity to explain his case.

(ii) Notwithstanding anything contained in these Rules, it shall not be incumbent upon the authority competent to impose the punishments to follow the procedure herein prescribed before imposing any of the penalties enumerated in Rule-6 on an Officer when such an Officer has been convicted by
any Court or Tribunal on a criminal charge involving moral turpitude.

(iii) When an increment is withheld under Rule-6, the order shall indicate the period for which the increment has to be withheld and whether or not it shall have the effect of postponing subsequent increments.

RULE – 12 (a)

Continuance of disciplinary proceedings/enquiries after retirement from service and imposition of punishments:

The Officer against whom disciplinary proceedings / CBI enquiries have been initiated or contemplated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue as if he was in service until the proceedings are concluded and final order is passed in respect thereof, including imposition of any of the punishment prescribed in the Rules. For this limited and specific purpose, the concerned Officer shall be deemed to have continued in employment of the Company. He will not receive any Pay and / or Allowances after the date of superannuation. He will also not be entitled for the payment of retirement benefits (viz: Gratuity and Vacation Leave Encashment), till the proceedings are completed and final order is passed thereon”.

Interest will be paid on the amounts so withheld at the bank rate, which the Company pays on cash credit prevailing at the time of effecting the payment subject to the outcome of the Disciplinary Action / Proceedings. Such interest payments will be restricted to the final amount payable after recovery, if any, based on the outcome of the proceedings.

RULE – 12 (b)

Special procedure in certain cases:

Notwithstanding anything contained in Rules - 10 and 11, the competent/ Disciplinary Authority may impose any of the punishments specified in Rule - 6 without enquiry under any one of the following circumstances:

(i) The Officer has been convicted on a criminal charge involving moral turpitude or on the strength of facts or conclusions arrived at by judicial trial; or

(ii) Where the Disciplinary Authority has specified for reasons to be recorded by him / her in writing that it is not reasonably practical to hold an enquiry in the manner provided in these Rules; or

(iii) Where the Management has specified that in the interest of the security of the Company, it is not expedient to hold any enquiry in the manner provided in these Rules.
RULE – 13

Procedure for imposing punishment on Government employees on deputation:

Except in the case of Officers on deputation who are appointed by the President of India and Armed Forces Personnel, Chairman has powers to initiate Disciplinary Action and also place Officers under suspension. Whenever an Officer on deputation is placed under suspension, the parent department of the Officer should forthwith be informed explaining the circumstances leading to the order of suspension or commencement of disciplinary proceedings, as the case may be.

2. In the light of the findings of the disciplinary proceedings conducted against the Government employee:
   
   i) If the Chairman is of the opinion that any of the Punishments specified in (a) to (d) of Rule - 6(i) should be imposed on the Government employees, he may after consultation with the Parent Department make such orders on the case as he considers necessary; provided that in the event of a difference of opinion between the Parent Department and the Company, the Government employee shall be reverted to his Parent Department.

   ii) If the Chairman is of the opinion that any of the Punishments specified in (e) to (j) of Rule - 6(ii) should be imposed on the Government Employee he shall revert his / her service to his / her Parent Department and transmit it to the proceedings of the enquiry.

RULE – 14

Appeal:

An aggrieved Officer may Appeal against an order imposing upon him any of the punishments specified in the Rule - 6 to the Appellate Authority as indicated in the Appendix - I within 45 days of the imposition of punishment with copy to the Competent / Disciplinary Authority.

2. The Appeal shall contain all material statements / arguments on which the appellant relies and shall not contain any disrespectful or improper language.

3. The Competent / Disciplinary Authority on receipt of a copy of Appeal will forward the same with his comments thereon together with relevant record to Appellate Authority within 15 days.

RULE - 15

Consideration of Appeal:

In the case of an Appeal against an order imposing any of the punishments specified in Rule - 6, the Appellate Authority shall consider:-
a) Whether the procedure laid down in these Rules has been complied with and if not whether such non-compliance has resulted in the failure of justice;

b) Whether the findings of the Enquiry Committee are based on the evidence on record; and

c) Whether the Punishment or the enhanced Punishment imposed is adequate, inadequate and pass orders:

   i) confirming, enhancing, reducing, or setting aside the Punishment; or

   ii) in case where Punishment is to be enhanced, the procedure to be followed; remitting the case to the Competent / Disciplinary Authority which imposed or enhanced the Punishment or to any other Authority with such direction as it may deem fit in the circumstances of the case.

RULE – 16

Review of Punishments:

Notwithstanding anything contained in these Rules, the Appellate Authority as specified in the Appendix - I of the Rules, suo-moto or on the basis of any report / information received, may call for the records of the case within six months of the date of the final order and after reviewing the case pass such orders thereon as he / she may deem fit regarding retention / reduction / enhancement of punishment. Provided that, if then enhanced punishment, which the Appellate Authority proposes to impose, is a major punishment specified in clause (ii) of Rule - 6 and an enquiry as provided under Item - III of Schedule - II has not already been held in the case, the Appellate Authority shall direct that such an enquiry be held in accordance with the provisions of said item and thereafter consider the records of the enquiry and pass such order as it may deem proper. If the Appellate Authority decided to impose any punishment or enhance the punishment but an enquiry has already been held in accordance with the provisions of the said Item-III, the Appellate Authority shall give Show Cause Notice to the Officer as to why the punishment / enhanced punishment should not be imposed upon him. The Appellate Authority shall pass final order after taking into account the representation, if any, submitted by the Officer.

RULE – 17

Sufficiency of service of notice etc.

Any notice or charge sheet to be delivered to the Officer may be served personally or by registered post addressed to the Officer at his last, present and permanent address furnished by him. If the whereabouts of the Officer are not known or if he avoids or refuses the notice of charge sheet or such other orders issued under these Rules, such notice / order
may be pasted in the Company’s Notice Board and such pasting shall constitute adequate service of notice of charge sheet or order as the case may be.

RULE – 18

Removal of doubts:

Where a doubt arises as to the interpretation of any of these Rules, the matter shall be referred to the Board for final decision.

RULE – 19

Amendments:

The Board may amend, modify or add to these Rules from time to time and all such amendments, modifications or additions shall take effect from the date stated therein.

& & & & &
**SCHEDULE – I**
(Rule 4 of Annexure-I refers)

**CODE OF CONDUCT**

**I. Furnishing of Information and Annual Returns of Assets & Liabilities:**

The Government of India have notified the Public Servants (Furnishing of Information and Annual Returns of Assets & Liabilities and the limits for Exemption of Assets in Filing Returns) Rules, 2014, under the Lokpal and Lokayuktas Act, 2013, on 14.07.2014. In line with the provisions of the Act and the Rules referred above and based on the instructions issued from time to time by the Company, all Officers need to ensure the following:

a) File the Declaration, Information and Annual Return in the below mentioned Formats on first Appointment and every year as on 31st March, to the Competent Authority on or before 31st day of July of that year;

i) Declaration of Assets & Liabilities on first appointment or as on 31st March .......... in **Appendix – II**;

ii) Details of the Public Servant, his/her spouse and dependent children in **Appendix – III, Form No. I**;

iii) Statement of Movable Property on first appointment or as on the 31st March .......... in **Appendix – III, Form No. II**;

iv) Statement of Immoveable Property (eg. Land, House, Shops, Other Buildings, etc.) on first appointment or as on the 31st March .......... in **Appendix – III, Form No. III**;

v) Statement of Debts and other Liabilities on first Appointment or as on 31st March .......... in **Appendix – III, Form No. IV**.

b) Officers are required to file the information in respect of any asset, if the value of any such asset exceeds two months Basic Pay or Rupees One Lakh, whichever is higher;

c) The Competent Authority may, at any time, by general on special order require any Officer to submit within a period specified in the order a full and complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Competent Authority, include details of the means by which or the source from which such property was acquired;

d) The details of Counter Signing Officer, Competent Authority and the Authority for retention of the Annual Returns of Assets & Liabilities under the revised system is as appealed below:-
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<tr>
<th>Sl. No.</th>
<th>Scale / Grade</th>
<th>To be Counter Signed by (Through Proper Channel)</th>
<th>To whom it is to be submitted (Competent Authority)</th>
<th>To be retained by</th>
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<tbody>
<tr>
<td>(i)</td>
<td>Gr. I to IV</td>
<td>Departmental Head in the Division / Office</td>
<td>Concerned ED / GM / Divisional Head</td>
<td>Concerned ED / GM / Divisional Head or Officer specifically authorized by him</td>
</tr>
<tr>
<td>(ii)</td>
<td>Gr. V &amp; VI</td>
<td>Concerned ED / GM / Divisional Head</td>
<td>Concerned MD / Director / FD</td>
<td>Concerned ED / GM / Divisional Head or Officer specifically authorized by him</td>
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<tr>
<td>(iii)</td>
<td>Gr. VII &amp; VIII</td>
<td>Concerned ED / GM / Divisional Head</td>
<td>Concerned MD / Director / FD</td>
<td>GM (HR), CO</td>
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<td>Gr. IX &amp; X</td>
<td>Concerned MD / Director / FD</td>
<td>CH</td>
<td>D(HR), CO</td>
</tr>
<tr>
<td>(v)</td>
<td>Board level Officers</td>
<td>-</td>
<td>CH</td>
<td>Ministry</td>
</tr>
</tbody>
</table>

II. Promotion of Companies etc.

No Officer shall, except with the previous sanction of the Company, take part in the registration, promotion or management of any Bank or other Company registered under the Companies Act, 2013 or any other law for the time being in force.

Provided that an Officer may take part in the registration, promotion or management of a Co-operative Society registered under the Co-operative Societies Act, 1912 or any other law for the time being in force or a literary or scientific or charitable society registered under the Societies Registration Act, 1860 or any corresponding law in force.

III. Communication of Official Information:

No Officer shall except in accordance with any general or special order of the Company or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or any part thereof to any Officer or any other employee or any other person to whom he is not authorized to communicate such document or information.

IV. Restriction on other employment etc.

1. No Officer of the Company shall, except with the previous sanction of the Competent Authority, engage directly or indirectly in any trade or business or undertake any other employment;

Provided that an Officer may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character subject to the condition that his Official duties do not thereby suffer;
2. Every Officer of the Company shall report to the Competent Authority, if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency;

3. No Officer of the Company shall, without the previous sanction of the Competent Authority except in the discharge of his Official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under Companies Act, 2013 or other law for the time being in force or any Co-operative Society for commercial purposes;

Provided that an Officer on the Company may take part in the registration, promotion of a society substantially for the benefit of the employees of the Company, registered under the Co-operative Societies Act, 1912 or any other law for the time being in force or of a literary, scientific or charitable society registered under the Societies Registration Act 1860 or any corresponding law in force.

4. No Officer of the Company may accept any fee or any pecuniary advantages for any work done by him for any public body or any private person without the sanction of the Competent Authority;

5. **Employment of near relative of the Officer of the Company in any firm enjoying patronage of the Company:**

   (i) No Officer shall use his position or influence directly or indirectly to secure employment in the Company or any firm enjoying patronage of the company for any person related whether by blood or marriage to the Officer or to the Officer's wife or husband, whether such a person is dependent on the Officer or not.

   (ii) No Officer shall, except with the previous sanction of the Competent Authority, permit his son, daughter or any member of the family to accept employment with any company or firm, with which he has official dealings or with any company or firm, having official dealings with the company provided that where the acceptance of the employment cannot await the prior permission of the Competent Authority, the employment may be accepted provisionally subject to the permission of the Competent Authority, to whom the matter shall be reported forthwith.

   (iii) No Officer shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that Company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Officer shall inform every such matter or contract to his Official Superior and the matter or the contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.
Note: Employees should inform their respective Divisional/Office Management through their Section/Departmental Head about employment of their near relatives (viz. father, mother, spouse, children including step children, brother, sister) in the firms with which the Division/Office of HAL have business dealing. This is with a view to protect the interest of the employee and ensure that the concerned Division/Office enters into a fair and proper business/transaction with such firms.

V. Connection with Press or Media:

No Officer of the company shall, except with the previous sanction of the Competent Authority, own wholly or in part or conduct or participate in the editing or Management of any news paper or other periodical publication;

2. No Officer of the Company shall, except with the previous sanction of the Competent Authority; or the prescribed Authority of in the bonafide discharge of his duties participate in a Radio broadcast, TV telecast or any other form of Electronic Media or contribute any article or write any letter either in his own name or anonymously, pseudonymously or in the name of any other person to any newspaper or periodical;

Provided that no such sanction shall be required if such broadcast, telecast or such contribution is of a purely literary, artistic or scientific character.

VI. Prohibition of Political Activities:

Officers are prohibited from:-

(a) becoming a member or an office-bearer of a political party or an organization which takes part in politics;

(b) taking part in assisting in any manner in any movement/agitation or demonstration of a political nature;

(c) taking part in an election to any legislature or local authority; &

(d) canvassing in any election to any legislature or local authority.

VII. Inventions and Patents:

No Officer shall, without the previous consent in writing of the Company, apply for a patent or exclusive privilege in respect of any invention under any enactment, if such invention is made by him when in the service of the Company, and he shall in the event of a patent or exclusive privilege under any such enactment to make, sell and use such invention or allow others to do so, being granted to him, grant to the Company the unqualified right to adopt and use the said invention without being obliged to pay any royalty or any other consideration in this regard. He shall not assign, charge or transfer in any manner whatsoever his original or any extended patent or exclusive privilege in respect of the
said invention, without the previous consent in writing of the Company of the said invention and further, he shall, on demand execute in favour of the Company such letters of licence or other deed or document for the purpose as it may advise; provided that the Company at any time within six months of the receipt of any intimation from the employee that he has acquired such patent of exclusive privilege in India or abroad shall have the right to require the employee to transfer and assign such patent or exclusive privilege to the Company for such consideration as the Management shall at its discretion fix and if such right is exercised, the employee shall execute all such deeds of assignment, grants and assurances and do all such acts, deeds and thing for vesting in the Company and/or its nominees the ownership of the patent or exclusive privilege and the full benefit thereof as the Company shall require.

VIII. Vindication of Official Acts:

No Officer shall, except with the previous sanction of the Chairman / Managing Director / Executive Director / General Manager or any other Officer authorized in this behalf, have recourse to any Court or to the Press / Media for vindication of any Official Act which has been the subject of adverse criticism or an attack of defamatory character;

Provided that nothing in this regulation shall be deemed to preclude an Officer from vindicating his private character or any act done by him in his private/personal capacity.

IX. Influence:

No Officer or his relatives shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the Company.

Note:  

a) Officers violating the provisions of Rule 5 (xii) and 5 (xiii) under CDA Rules should be advised by a Superior Authority or the appropriate Disciplinary Authority to desist from approaching outsiders/ outside bodies including MPs / MLAs Representatives of other organizations etc. to further his / her interest in respect of matters pertaining to service conditions.

b) If an Officer is found guilty of violating the above provisions of the Rules for the second time, despite the issue of advice on the earlier occasion, a written warning should be issued to him/her by a superior authority or the appropriate Disciplinary Authority and a copy thereof should be placed in his/her CR dossier / Performance Appraisal Report.

c) If an Officer is found guilty of violating the above provisions of the Rules, despite the issue of warning to him / her, Disciplinary Action should be initiated against him/her by the appropriate Disciplinary Authority, under the provisions of Conduct, Discipline and Appeal Rules / Disciplinary Action Rules, as the case may be.
X. Criticism of Government and the Company:

No Officer shall, in any radio broadcast, TV telecast or in any other form of electronics media or in any document published under his name or in the name of any other person or under the name of any Association in any communication to the press or in any public utterances make any statement:

a) which has the effect of adverse criticism of any policy or action of the Central or State Governments or of the Company;

OR

b) which is capable of embarrassing the Company.

Provided that nothing in these Rules shall apply to any statement made or views expressed by an Officer of purely factual nature which are not considered to be of a confidential nature or classified information in his official capacity or in due performance of the duties assigned to him.

XI. Evidence before Committee or any other Authority:

Save as provided in sub-para (c) below, no Officer of the Company shall, except with the previous sanction of the Competent Authority, give evidence in connection with any enquiry conducted by any person, committee or authority;

2. Where any Sanction has been accorded under sub para 1 above no Officer giving such evidence shall criticize the policy of any action of the Central Government or of a State Government or of the Company;

3. Nothing in this Rule shall apply to:

(a) evidence given at any enquiry before an authority appointed by the Government, Parliament or a State Legislature or Company;

(b) evidence given in any judicial enquiry; or

(c) evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

XII. Investment, Lending and Borrowing:

No Officer shall, save in the ordinary course of business with a bank, the Life Insurance Corporation or a firm of standing, borrow money from or lend money to or otherwise place himself under pecuniary obligation to any person with whom he has or is likely to have official dealings or permit any such borrowing, lending or pecuniary obligation in his name or for his benefit of any member of his family.

XIII. Insolvency and Habitual Indebtedness:

1) An Officer of the Company shall avoid habitual indebtedness unless he proves that such indebtedness or insolvency is the
result of circumstances beyond his control and does not proceed from extravagance or dissipation;

2) An Officer of the Company who applies to be or is adjudged or declared insolvent shall forthwith report the fact to his Competent Authority.

XIV. Bigamous Marriage:

1) No Officer shall enter into or contract a marriage with a person having a spouse living; and

2) No Officer having a spouse living shall enter into or contract a marriage with any person;

Provided that the Board may permit an employee to enter into or contract any such marriage as referred to in clause (a) or clause (b) if it is satisfied that:

(a) Such marriage is permissible under the personal law applicable to such Officer and the other party to the marriage; and

(b) There are other grounds for so doing;

(c) An Officer who has married or marries to a person other than that of Indian Nationality, shall forthwith intimate the fact to the Competent Authority.

XV. Consumption of intoxicating drinks and drugs:

An Officer of the Company shall take due care that the performance of his duties is not affected in anyway by the influence of any intoxicating drink or drug;

XVI. Gifts:

Save as otherwise provided in these Rules, no Officer of the Company shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation:

The expression “Gift” shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or a personal friend having no official dealings with the Officer.

Note: 1) An Officer of the Company shall avoid acceptance of lavish or frequent hospitality from any individual or firm having official dealings with him;

2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gifts is in conformity
with the prevailing religious or social practices, an Officer of
the Company may accept gifts from his near relatives but he
shall make a report to the Competent Authority if the value of
the gift exceeds Rs.4,000/- in respect of Officers in Grade-I;
and Rs.7,000/- in respect of Officers in Grade-II & above;

3) On such occasions as are specified in Sub-rule (2), an Officer
of the Company may accept gifts from his personal friends
having no official dealings with him, but he shall make a
report to the Competent Authority if the value of the gift
exceeds Rs. 4,000/- in respect of Officer in Grade-I; and Rs.
7,000/- in respect of Officer in Grade-II & above;

4) In any other case, an Officer of the Company shall not accept
or permit any other member of his family or any other person
acting on his behalf to accept any gifts without the sanction of
the Competent Authority if the value thereof exceeds
Rs.1,500/-

Provided that when more than one gift is received from the
same person / firm within a period of 12 months, the matter
shall be reported to the Competent Authority if the aggregate
value of the gifts exceed Rs.1,500/-.

XVII. No Officer of the Company shall :

i) Give or take or abet the giving or taking of dowry ; or

ii) Demand directly or indirectly, from the parents or guardian of
a bride or bride-groom, as the case may be, any dowry;

Explanation: For the purpose of this rule “Dowry” has the
same meaning as in the Dowry Prohibition Act, 1961.

XVIII. Official and Social Calls:

Officers should particularly ensure that the contacts with
representatives of other countries are limited to their appropriate official
levels.

XIX. Return of hospitality accepted from Foreign Missions:

Diplomats are specially paid to enable them to entertain local
officials and that the local Officer's capacity to return their hospitality is
limited. There need not, therefore, be anything like a quid pro quo
basis maintained in the matter of entertainment between diplomats and
Company Officers.

XX. Supply of information to members of Missions and Nationals
of other countries :

The supply of or imparting of information to other members of
Missions or to nationals of other countries should not be done directly or
by implication by any Officer as it is the responsibility of either the Ministry
of Defence or the Ministry of External Affairs. It is also imperative that no
information of a secret or confidential nature relating to HAL service matters or pertaining to Defence matter should be disclosed to a Foreign national directly or indirectly or through any other channel. If Officers are approached for any information by Service Advisers/Attaches, Advisers of a foreign country, they should be advised to contact the HAL Corporate Office or the concerned Managing Director or the General Manager. If other members of a Foreign Mission or if nationals of a Foreign Country approach for information, they should be advised to contact the HAL Corporate Office or the concerned Managing Director or General Manager as the circumstance demand.

XXI. Putting up or staying with Foreign Nationals as Guests:

(a) Officers should not stay as guests with foreign diplomats in India or abroad, except with the permission of the Competent Authority.

(b) Officers should not invite foreign diplomats to stay with them as their guests in India. Residential accommodation whether owned by the Officer or allotted to him by the Company, where he actually resides should not be let out or shared with foreign nationals / members of Diplomatic Mission and their employees, except with the approval of the Competent Authority.

Note: All request for letting out / sharing accommodation with full details of property, rate of rent, advance, if any, containing interalia, the following particulars in respect of the concerned Officer as well as the Foreign National / Employee of diplomatic Mission etc., should be forwarded to Corporate Office for clearance, in consultation with the Department of Defence Production & Supplies and Ministry of Home Affairs (IB):

a) Parentage
b) Date of birth
c) Place of birth
d) Present & Permanent address
e) Nationality

XXII. Employment of wife/members of family of Officers:

If an Officer’s wife / members of the family (in the case of female employees whose husband whether dependent on her or not or whose other dependents) intend to take up employment with foreign missions in India / Abroad, he / she should apply through proper channel and obtain a ‘NO OBJECTION’ Certificate from the Corporate Office before accepting such employment. No such appointment should be accepted without prior permission.
XXIII. Acceptance of lifts in Aircraft belonging to foreign embassies in India to Foreign Government abroad:

No Officer should accept or permit his wife or dependent to accept passage money or free air transport from a Foreign Mission/Government Organization. Exceptional cases where humanitarian or Compassionate grounds are involved should be referred to the Corporate Office for grant of permission.

There would, however, be no objection to the acceptance of the cost of passage when invited by foreign Governments and organizations to participate in conferences, seminars etc., if the invitation is extended to a particular official by name with a view of benefit from the expertise of the Officer invited. Cases of such an invitation may be referred to Corporate Office for obtaining approval of the Ministry of Defence before acceptance. In other cases in which participation in conferences etc., is considered desirable in the interest of the Officer concerned or the Division sponsoring his deputation, the cost of passage should continue to be met by the sponsoring Division.

Within a foreign country, an Officer could accept a free flight in connection with his official duties only. When an Officer and his family are in a foreign country as State Guests it would be permissible for them to accept free flights from Foreign Governments.

Note: Deputation of employees to Foreign Countries:

Employees deputed to Foreign Country on business visit, training etc. should submit a report on their return as detailed below:

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<th>Employees at the level of</th>
<th>Report to be submitted to</th>
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<td>Director</td>
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<td>Chief Manager to Executive Director</td>
<td>Concerned Director</td>
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<td>Senior Manager &amp; below</td>
<td>Concerned General Manager/Executive Director</td>
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In cases where the employees noticed any aspects related to security and Vigilance angle in the behavior of the personal whom they meet abroad or in the interactions with them the same should be intimated by the employees to Vigilance Department.

Accordingly, copies of the Reports wherein employees furnish details under Paras IV & V (Vigilance & Security aspects respectively) (as per Paras-11 & 12 of the prescribed Format notified vide the Circular dated 22nd September 1999) will be forwarded to the CVO, Corporate Office also.

XXIV. Disposal of immovable property by lease from Foreign Nationals and to Foreign Nationals.

Officers are forbidden to dispose of or acquire any immovable / movable property by lease or otherwise except with the prior knowledge of the Competent Authority. When such transaction is conducted otherwise
than through a regular or a reputed dealer prior permission of the Competent Authority is necessary. Thus in either case that is, whether the transaction is by direct negotiations or through a regular dealer, the Competent Authority must know the terms and conditions of the proposed transaction and also the party to whom the property is to be leased or acquired. In dealing with all cases relating to disposal / acquisition by HAL personnel of immovable / movable property whether by lease or otherwise, the Competent Authority concerned should exercise great care where foreign missions or their employees are concerned; such authority should keep in mind the security angle and also ensure that the Officer does not derive any undue advantage from the transaction and thus place himself under an obligation direct or indirect on the foreign missions or its employees.

While Officers can give reasonable publicity to the effect that their houses are available for hiring, it shall be undignified and undesirable for them to solicit offers from Diplomatic Missions or Members of such Missions.

**XXV. Joining of Foreign language classes:**

Officers or their wives who desire to join a School or language classes conducted by an organization controlled or subsidized by foreign Govt / Missions and Indo-Foreign Cultural Organization, may join such classes with the prior permission of the management. Normally they are expected to utilize the facilities available in the School of Foreign Languages.

**XXVI. Association of Officers with Indo-Foreign Cultural Organization.**

Officers should not be allowed to actively participate to become members in the activities of Indo-Foreign Cultural Organization such as the German-Indian association, the Indo-Soviet Cultural Society etc.

**XXVII. Supply and Procurement of Films / Literature from Foreign Missions for display among the Officers:**

On no account whatsoever should Officers approach foreign missions or the Information Services of foreign commercial concerns or foreign non-Government organizations directly for the supply of any film or literature. Where foreign embassies etc. send any film / literature to Divisions on their own initiative, the Division should return the film / literature to the embassy etc., concerned tactfully.

**XXVIII. Prohibition or Sexual Harassment of Working Women.**

(i) No Officer shall indulge in any act of sexual harassment of any woman at her work place;

(ii) Every Officer who is in-charge of a work place shall take appropriate steps to prevent Sexual Harassment to any woman at such work place.
**Explanation:** For the purpose of this rule, “Sexual Harassment” includes such unwelcome sexually determined behavior (where directly or by implication) as-

(a) Physical contact and advances:
(b) A demand of request for sexual favours;
(c) Sexually coloured remarks;
(d) Showing pornography;
(e) Any other unwelcome physical, verbal or non verbal conduct of sexual nature.

**Note:**
1. The Code of Conduct for work place issued by the National Commission for Women is to be followed.

**XXIX. Restrictions on Board Level Officers joining Private Commercial Undertakings after their retirement.**

No Functional Director of the Company including Chairman, who has retired / resigned from the service of the Company, after such retirement / resignation, shall accept any appointment or post, whether advisory or administrative, in any firm or company, whether Indian or Foreign, with which the Company has or had business relations, within one year from the date of retirement, without prior approval of the Government. The term ‘retirement’ includes ‘resignation’, but not cases of those whose term of appointment was not extended by the Government for reasons other than proven misconduct. The term ‘business relation’ includes ‘official dealings’ as well;

2. Functional Directors, including the Chairman, who after superannuation or resignation accept appointment in private commercial firms without prior sanction of the Government, will henceforth be debarred from being appointed as Full Time / Part Time Directors of CPSEs;

3. In order to ensure compliance of the above restrictions, the Company shall secure a Bond, in the specified proforma, at the time of his appointment / retirement / resignation as Director / Chairman in the Company;

4. For any violation of the above specified procedure, the Director/Chairman will pay Rs. 10 Lakhs or the Basic Pay drawn by them during the last six months of their tenure in the Company, whichever is more as ‘damages’ to the Company.

**XXX: Imposing restrictions on dealing with shares of CPSEs.**

A Full - Time Director / Chairman or any Officer / Employee involved in the decision making process of fixation of price of an IPO / FPO of Shares of the Company shall not apply either himself / herself or through any member of his / her family or through any other person acting on his / her behalf for allotment of Shares (which includes all types of equity related instruments) in an IPO/FPO of the Company, even out of the category of preferential quota reserved for Employees / Directors of HAL;
2. All Officers / Employees including Full Time Directors / Chairman of HAL who are in possession of unpublished price sensitive information would be prohibited from dealing / transacting either in their own name or through any member of their family in the shares of HAL;

3. Full-Time Directors / Chairman or Officers / Employees of HAL or any member of his / her family or any person acting on his / her behalf shall not apply for shares out of any preferential quota reserved for Employees / Directors of other Companies;

XXXI: Restrictions on below Board Level Officers (Grades–X & IX) joining Private Commercial Establishments after their Retirement.

No Officer at the level of Grade X & IX (Executive Directors / General Managers, etc.) of the Company who has retired / resigned from the services of the Company, after such retirement / resignation, shall accept any appointment or post, whether advisory or administrative, in any Private Firm or Company, whether Indian or Foreign, with which HAL has or had business relations, especially those having dealings with the DPSUs / OFB, within one year from the date of retirement / resignation, without prior approval of the Management Committee of HAL. The term ‘business relations’ includes ‘official dealings’ as well;

2. Officers in Grades X & IX (Executive Directors / General Managers, etc.) who after superannuation or resignation accept appointment in Private Commercial Firms without prior sanction as stated above will be debarred from being associated with HAL in any capacity, including as Advisors / Consultants;

3. In order to ensure compliance of the above restrictions, the Company shall secure a Bond, in the specified Proforma, at the time of his appointment / promotion to the post in Grade IX;

4. For any violation of the above specified procedure, the ED / GM, etc. will pay ‘damages’ to the Company amounting to the Basic Pay drawn during the last 6 months or Rs. 5 lakhs, whichever is more.

& & & & &
PROCEDURE FOR DISCIPLINARY ACTION

1. Where Disciplinary Action is to be taken against an Officer under Rule – 11, the following procedure as a general Guideline which is detailed below is to be followed:-

I. Investigation:

2. On receipt of information or report that an Officer has committed misconduct the Competent Authority or its next Higher Authority or Appointing Authority may at his discretion, cause an investigation to be carried out to ascertain whether or not there is a prima – facie case to take Disciplinary Action against the Officer. Where he is satisfied that no such investigation is necessary, he may directly proceed to issue Charge Sheet to the delinquent Officer. If the Officer admits guilt during the course of investigation, such admission should be recorded in the presence of and signed by the Officer concerned.

II. Charge Sheet:

3. If the Competent Authority or Disciplinary Authority as the case may be, satisfies itself on receiving information or report on preliminary investigation that there is a prima-facie case for taking Disciplinary Action against the Officer, the latter should be served with the written Charge Sheet clearly setting out the alleged misconduct and such other details as may be necessary to enable the Officer to prepare his defence. The Officer charged should be given a reasonable time of not less than seven days from the date of Charge Sheet to submit his written explanation. The date of submitting explanation can be extended at the discretion of the Disciplinary Authority.

Note: Charge Sheet in case of Composite Cases: In the Composite cases reported, the Disciplinary Authority in respect of the Senior most Officer of the Division / Office will also be the Disciplinary Authority for other Junior Officers involved in the Composite case.

III. Enquiry:

4. If the Officer accepts his guilt, no further enquiry would be necessary, if the case is to be disposed of with the issuance of a written advice, warning or with a Minor Punishment. Similarly, where the Competent Authority comes to the conclusion after consideration of the explanation of the Officer that only Minor Punishment is warranted in the case, he may award the appropriate Minor Punishment without conducting enquiry.

5. If no explanation is received from the Officer charged within the time specified or where the Competent Authority on receipt of the explanation of the Officer comes to the conclusion that further proceedings are called for, such authority may appoint in writing an Enquiry Officer or Enquiry Committee consisting of one or more members, which may include
either HAL Officers or External Experts (including suitable Ex-Officers of HAL) to hold enquiry into the charges against the Officer.

6. Where the disciplinary proceedings are initiated in consultation with or at the instance of Central Vigilance Commission, the Competent Authority may appoint a Commission nominated by the Central Vigilance Commission to conduct the enquiry.

7. The concerned authority itself may enquire into the charges or may appoint in writing an Officer of the Company or other person who is not HAL employee, as he may deem fit, as ‘Presenting Officer’ to present the case on behalf of such authority.

8. The Officer charged should be informed in writing of the date and time when the enquiry will be held and it shall be obligatory on the part of the Officer to present himself before the Enquiry Officer / Enquiry Committee at the appointed time. The Officer should also be informed that in the event of his failure to present himself before the Enquiry Officer / Enquiry Committee, the proceedings will be conducted ex-parte and that he is eligible to be assisted during the proceedings by a co-Officer working in the same Office / Division situated at the same place where the Officer is working. He shall not however take the assistance of an Officer who has two pending disciplinary cases on hand in which he is functioning as Co-Officer. He shall not also be entitled to engage a legal practitioner for this purpose.

9. The Officer charged along with his Co-Officer will be entitled to be present during the hearing of witnesses. Evidence shall be taken in their presence except in ex-parte proceedings. Should the Officer so charged fail to attend the enquiry or after attending it refuses to take part in the enquiry, the Enquiry Officer / Enquiry Committee will conduct ex-parte proceedings after recording the reasons for the same.

10. On the date fixed by the Enquiry Officer / Enquiry Committee, the Officer shall appear before that enquiry authority at the time, place and the date specified in the notice. The enquiry Officer / Enquiry Committee shall ask the Officer whether he pleads guilty or not. If he pleads guilty to any of the charges, the Enquiry Officer / Enquiry Committee shall record the same, sign the proceedings and obtain the signature of the employee concerned thereon. The Enquiry Authority shall record a finding of guilt in respect of those articles of charge to which the Officer concerned has pleaded guilty.

11. If the Officer charged does not plead guilty, the Enquiry Authority shall continue with the enquiry.

12. On the date fixed for the enquiry the oral and/or documentary evidence by which articles of charges are proposed to be proved shall be produced by/or on behalf of the Disciplinary Authority. The witnesses shall be examined by/or on behalf of the Presenting Officer and may be cross examined by or on behalf of the Officer. The Presenting Officer shall be entitled to re-examine the witnesses on any point on which they have been cross examined (but not on a new matter, without the permission of the Enquiry Officer / Enquiry Committee) and may be re-cross-examined...
by or on behalf of the Officer. The Enquiry Officer / Enquiry Committee may also put such questions to witnesses as it thinks fit.

13. Before close of the prosecution case, the Enquiry Authority may, at his discretion allows the Presenting Officer to produce evidence not included in the Charge Sheet or call for new evidence or recall or re-examine any witness. In such cases the Officer shall be given opportunity to inspect the documentary evidence if any before it is taken on record or to cross-examine a witness who has been so summoned.

14. When the prosecution case is completed, the Officer may be required to state his defence orally or in writing as he may prefer. If the defence is made orally it shall be recorded and the Officer shall be required to sign the record.

15. The evidence on behalf of the Officer shall thereafter be produced. The Officer may examine himself in his own behalf if he so prefers. The witnesses produced by him will be examined by the Officer himself or by the Co-Officer on behalf of him and the witness is also liable for cross-examination, re-examination and examination by the Presenting Officer, Officer charged and the Enquiry Authority respectively.

16. The statement made by each witness shall be succinctly recorded by the Enquiry Officer / Enquiry Committee and will be signed by the witness and countersigned by the Officer charged. It is not necessary to write down questions and answers except where absolutely necessary on a crucial point where the admission or denial must be recorded verbatim.

17. When a witness comes before the Enquiry Officer / Enquiry Committee he should be asked to make a statement of facts within his knowledge relating to the charge. The Officer charged shall be entitled to cross-examine such witness but the witness will not be permitted to cross-examine the Officer charged. The Officer charged can be examined only by the Enquiry Officer / Enquiry Committee if on the evidence given by the witness the Enquiry Officer / Enquiry Committee wishes to examine the Officer charged, this may be done in the absence of the witness who made the statement. The witness could be recalled later, if necessary.

18. Wherever the Enquiry Officer / Enquiry Committee after having heard and recorded the whole or any part of the evidence in an enquiry ceases to exercise jurisdiction and is succeeded by another Enquiry Officer / Enquiry Committee, the authority so succeeding him may act on the evidence already recorded by his predecessor or partly recorded by his predecessor and partly recorded by itself. If the succeeding Officer / committee is of the opinion that further examination of any of the witnesses whose evidence is already recorded is necessary in the interest of justice, it may recall, cross-examine and re-examine such witnesses.

IV. Witnesses:

19. The following witnesses as applicable may be examined before the Enquiry Officer / Enquiry Committee:-

   (a) Those upon whose testimony the charge was based;
(b) Those whom the Officer charged may bring forward as witness in his defence. The persons charged will be required to indicate the points on which such witnesses give evidence and it is open to the Enquiry Officer / Enquiry Committee on scrutinizing the list where it appears to be vexatious or frivolous to restrict this number of witnesses only to the points of enquiry;

(c) Any other person whose evidence being relevant, the Committee considers it necessary to record.

V. Common Proceedings:

20. In case of Composite cases involving two or more Officers, the Disciplinary Authority in respect of the Senior most Officer make an order in writing that disciplinary proceedings against all of them may be taken in common proceedings and such authority may function as the Competent Disciplinary Authority for the purpose of common proceedings. The Officers, who are themselves implicated in composite cases, will not act as Disciplinary Authority (including issuance of Advisory / Counseling) in respect of their subordinate Officers who are involved in the same case. In such cases the next Higher Authority or an independent Authority at the same level, will act as the Disciplinary Authority in respect of such subordinate Officers.

VI. Final Statement:

21. After all the evidence which is necessary and relevant for the purpose of enquiry has been recorded the Enquiry Authority may, after completion of production of evidence, hear the presenting Officer, if any appointed and the Officer or permit them to file written briefs of their respective cases, if they so desire. This statement should be recorded in writing and signed by the person charged. In case the person charged or any witness refuses to sign his statement or deposition that fact should be recorded in the enquiry proceedings.

VII. Report of the Enquiry Officer / Enquiry Committee:

22. The Enquiry Officer / Enquiry Committee should formulate its report in the following order:-

(a) Charges contained in the Charge Sheet;
(b) Summary of the evidence recorded;
(c) Analysis of evidence and Enquiry Committee’s observations thereon;
(d) Findings in respect of each of the charges and reasons for arriving at these findings.

VIII. Order by Competent Authority / Disciplinary Authority:

23. The Competent / Disciplinary Authority on receiving the report of the Enquiry Committee shall satisfy itself as to the correctness of the findings by giving its independent attention to the weightage of evidence both for and against the charges. Where the authority agrees with the
findings of the Enquiry Committee, it is not necessary for it to give reasons
for the acceptance of the report but where it disagrees, it shall record the
reasons for such disagreement.

If a Departmental Enquiry was constituted by the Disciplinary Authority as
per Rules, a copy of the Enquiry Report be given invariably to the
delinquent Officer by the Disciplinary Authority and representation, if any,
from the Delinquent may be called for. Thereafter, the Enquiry Report may
be considered by the Disciplinary Authority taking into account the
representation, if any, of the Delinquent and appropriate punishment may
be imposed having regard to the gravity of the charges and his past
records etc. A proforma of the letter to be issued while forwarding copy of
the Enquiry Report is at Appendix-IV. The Competent / Disciplinary
Authority shall thereafter issue an order of punishment. In awarding
punishment the authority shall take into consideration the extent and
gravity of the misconduct, previous service record of the person charged
and any extenuating or aggravating circumstances of the case.

IX. General:

24. In a case where an Appeal lies and the person charged request for a
copy of the Enquiry Committee’s Report and/or enquiry proceedings to
enable him to prefer an Appeal, the Competent Authority shall supply him
with a copy of the Enquiry Committee’s Report and/or with a copy of the
enquiry proceedings. Similarly, at a request of the person charged, the
Enquiry Committee shall during the course of the Enquiry also supply him
with a copy of the Enquiry Proceedings / Statement recorded before the
Enquiry Committee.

Note i). It is important that an investigation and/or enquiry into any
irregularities or misconduct be completed within the shortest
possible time. Delay in disposal of disciplinary cases is neither
in the interest of the concerned employees nor the
management. The Departmental Enquiry Committee should
conduct regular hearings on a day-to-day basis and desist from
granting adjournments on frivolous grounds as a matter of
routine. It is also essential that the procedure laid down in the
Conduct, Discipline & Appeal Rules / other relevant Rules are
meticulously followed. This may be brought to the notice as
and when Disciplinary Authority appoints an Officer as Enquiry
Officer.

ii). Divisions should monitor the pending disciplinary cases
pertaining to Vigilance aspects and ensure that these cases are
disposed of at the earliest except where compelling
circumstances such as stay by Courts etc. are prevailing.
These cases should be disposed of within a period of six
months from the date of issuance of charge sheet. General
Managers are personally responsible for such delays.
X. Consultation with Vigilance Department:

25. The system of consultation with Vigilance Department on vetting of charge sheets and informal consultations at various stages of disciplinary proceedings are as appended below:

   a) Draft Charge Sheets pertaining to Vigilance cases, where General Managers are the Disciplinary Authority will be forwarded to Divisional Vigilance Heads for vetting before issue and in other cases where Managing Directors / Functional Directors and Chairman are Disciplinary Authority, the same will be forwarded CVO, Corporate Office for vetting before issue;

   b) The Vigilance Department is to be consulted in the event the Disciplinary Authority proposes to conclude the case without instituting a Departmental Enquiry. In such cases, the Disciplinary Authority shall forward his tentative findings, along with a copy of the explanation submitted by the delinquent Officer against the Charge Sheet, to the Vigilance Department (i.e., Vigilance Heads of the Divisions where General Managers and below are the Disciplinary Authorities and CVO, Corporate Office where Managing Directors / Functional Directors and Chairman are the Disciplinary Authorities) for scrutiny and comments regarding acceptance, non-acceptance or partial acceptance of the tentative findings of the Disciplinary Authority and about imposition of minor punishment, exoneration, issuance of advisory letter etc;

   c) On receipt of the Enquiry Report in Vigilance cases, the Disciplinary Authority will forward a copy of the same to the respective Vigilance Heads i.e., Vigilance Heads of Divisions where General Managers and below are Disciplinary Authority; CVO, where Managing Directors / Functional Directors and Chairman are the Disciplinary Authority for scrutinizing the Enquiry Report for comments regarding acceptance, non-acceptance or partial acceptance of the Report and in advising the Disciplinary Authority about the imposition of a punishment or otherwise;

   d) In the event of the delinquent Officer exercising his right of Appeal against an order issued by the Disciplinary Authority to the Appellate Authority, the Appellate Authority is required to forward his tentative findings along with a copy of the Appeal of the delinquent Officer made to the Appellate Authority for Scrutiny and comments regarding acceptance, non-acceptance or partial acceptance of the tentative findings of the Appellate Authority and about the imposition of punishment, exoneration, issuance of advisory etc. to the CVO for comments before issuance of his order. The Appellate Authority will in all cases refer the matter to the CVO irrespective of the Grade of the Officer.
26. In respect of Vigilance matters, if there is a difference of opinion between the Disciplinary Authority & the Vigilance, then the matter is to be dealt as follows:

a) In cases where divergent views or differences of opinion exist between the Vigilance and the Administration, in respect of Officers in Grade-VI & above, a Committee of at least three Directors would examine the matter and put up its recommendations to the Chairman, for deciding the matter;

b) In case of Officers in Grades I to V, a Committee of at least three GMs would examine such matters and put up its recommendations to the concerned Director, for deciding the matter;

c) GM (HR), Corporate Office would be the Secretary of the Committee of Directors as at (a) above. The Complex HR Head would be the Secretary of the Committee of GMs as at (b) above;

d) If there is a difference of opinion between the Disciplinary Authority and the Chief Vigilance Officer (with regard to cases which are not to be referred to the Central Vigilance Commission), the CVO may report the matter to the next higher authority / Chief Executive, for resolution of the differences of opinion between the two;

e) In case of difference of opinion between the CVO and the Chief Executive (in respect of case falling within the jurisdiction of the CVC) should be referred to the CVC.

& & & & & &
## APPENDIX – I TO CDA RULES
(Rule -10 of Annexure – I refers)

### DISCIPLINARY AND APPELLATE AUTHORITIES UNDER THE HAL CDA RULES, 1984
(For all Divisions / Offices, as applicable)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Grade of the Officer</th>
<th>Disciplinary Authority</th>
<th>Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I to V</td>
<td>Concerned Divisional Head in respect of Divisions and concerned HOD in respect of Complex Offices and Corporate Office.</td>
<td>Concerned Director</td>
</tr>
<tr>
<td>2</td>
<td>VI</td>
<td>Concerned Director</td>
<td>Chairman</td>
</tr>
<tr>
<td>3</td>
<td>VII / VIII</td>
<td>Chairman</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>4</td>
<td>IX &amp; above</td>
<td>Board of Directors</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>5</td>
<td>Officers appointed by the President of India</td>
<td>As per the terms of Appointment</td>
<td>As per the Terms of Appointment</td>
</tr>
</tbody>
</table>

**FOR SYSTEMS AUDIT DEPARTMENT:-**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Grade of the Officer</th>
<th>Disciplinary Authority</th>
<th>Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I to V</td>
<td>GM(Sys.Audit),Corporate Office</td>
<td>Director(Finance)</td>
</tr>
<tr>
<td>2</td>
<td>Grade-VI</td>
<td>Director(Finance)</td>
<td>Chairman</td>
</tr>
<tr>
<td>3</td>
<td>VII / VIII</td>
<td>Chairman</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>4</td>
<td>IX &amp; above</td>
<td>Board of Directors</td>
<td>Board of Directors</td>
</tr>
</tbody>
</table>

**FOR VIGILANCE DEPARTMENT:-**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Grade of the Officer</th>
<th>Disciplinary Authority</th>
<th>Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upto &amp; including Grade-VI</td>
<td>CVO, Corporate Office</td>
<td>Chairman</td>
</tr>
<tr>
<td>2</td>
<td>VII / VIII</td>
<td>Chairman</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>3</td>
<td>IX &amp; above</td>
<td>Board of Directors</td>
<td>Board of Directors</td>
</tr>
</tbody>
</table>

Explanation 1): If the Disciplinary Authority / Appellate Authority mentioned above is not available in respect of any Officer, the next Higher Authority will exercise the powers of such Authority.

Explanation 2): With respect to cases which call for Dismissal, as the punishment, in terms of Rule 6(ii) (h), (i) & (j) of CDA Rules and Disciplinary Authorities are not the Appointing Authorities for respective Grades, the concerned Appointing Authority (as per DoP), on consideration of the entire case, shall pass orders as “Disciplinary Authority”.

Explanation 3): In case of employees transferred / job rotated from one Division / Complex to another wherein the alleged irregularities have taken place in the transferor Division / Complex i.e., prior to the transfer, the designated Disciplinary Authority of the Transferor Division / Complex will be empowered to take Disciplinary Action against such transferred employees by signing and issuing the Charge Sheet etc. All communications from the Disciplinary Authority to such employees are to be issued through the Head of transferee Complex / Division, as the case may be.
APPENDIX – II TO CDA RULES
Refer Schedule I para I (a)(i) of Annexure – I
& para 4a(i) of Annexure - II

HINDUSTAN AERONAUTICS LIMITED
(.................. DIVISION/OFFICE)

RETURN OF ASSETS & LIABILITIES ON FIRST APPOINTMENT OR AS ON
31ST MARCH, 20.....

1. Name of the Employee in Full : ...........................................
   (in block letters)

2. (a) EID No. : .............................................................
   Designation : ..........................................................
   Grade (Officer) : .....................................................
   Scale (Workman) : ..................................................
   (b) Department : .....................................................

Declaration:
I hereby declare that the Return enclosed, namely Forms I to IV are complete,
true & correct to the best of my knowledge & belief, in respect of information
due to be furnished by me under the Provisions of Section 44 of the Lokpal and
Lokayuktas Act, 2013.

Counter Signature:.............................................. Signature : ..............................................

Date : Date :

➢ In case of First Appointment, please: ..............................................
   indicate the date of Appointment

Note 1: This Return shall contain particulars of all Assets & Liabilities of
the employee either in his/her own name or in the name of any
other person. The Return should also include details in respect of
Assets/Liabilities of Spouse and Dependent Children as provided
in Section 44(2) of the Lokpal and Lokayuktas Act, 2013.

[Section 44(2): A Public Servant shall within a period of thirty
days from the date on which he makes and subscribes an oath or
affirmation to enter upon his Office, furnish to the Competent
Authority, the information relating to –

a) The assets of which he, his spouse and his dependent
   children are, jointly or severally, owners or beneficiaries;

b) His liabilities and that of his spouse and his dependent
   children].

Note 2: If the employee is a member of Hindu Undivided Family with co-
parcenary rights in the properties of the family either as a “Karta’
of as a member, he should indicate in the Return in Form No. III
the value of his share in such property and where it is not
possible to indicate the exact value of such share, its
approximate value. Suitable explanatory Notes may be added,
wherever necessary.

Note 3: “Dependent Children” means sons and daughters who have no
separate means of earnings and are wholly dependent on the Public
Servant for their livelihood (Explanation below Section 44(3) of
Lokpal and Lokayuktas Act, 2013).
HINDUSTAN AERO NaUTICS LIMITED
(........................ DIVISION/OFFICE)

**FORM No. I**

**DETAILS OF THE EMPLOYEE, HIS/HER SPOUSE AND DEPENDENT CHILDREN**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details</th>
<th>Name</th>
<th>Public Position held, if any</th>
<th>Whether return being filed by him/her, separately</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Self</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Spouse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Dependent-1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Dependent-2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Dependent-3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Counter Signature : .................................. Signature : ..................................
Date : .................................. Date : ..................................
**APPENDIX – III TO CDA RULES**
Refer Schedule I para I a (iii) of Annexure - I & para 4a(iii) of Annexure - II

[Format as per Gazette Notification G.S.R. 918(E) dated 26.12.2014]

**HINDUSTAN AERONAUTICS LIMITED**
(.......................... DIVISION/OFFICE)

**FORM No. II**

**STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT OR AS ON THE 31ST MARCH, 20.... (Use Separate Sheets for Self, Spouse and each Dependent Child)**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Value in Rs. / Weight in Gms. / Details</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Cash and Bank Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Insurance (Premia paid)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fixed / Recurring Deposit(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shares / Bonds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mutual Fund(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pension Scheme / Provident Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Investments, if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Personal Loans / Advances given to any Person or Entity including Firm, Company, Trust, etc., and other Receivables from Debtors and the Amount. (Exceeding Two Months Basic Pay or Rs. 1.00 Lakh, as the case may be)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv)</td>
<td>Motor Vehicles (Details of Make, Registration Number, Year of Purchase and Amount Paid)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(v)</td>
<td>Jewellery [Give details of approximate weight (plus or minus 10 Gms. in respect of Gold &amp; Precious Stones; and plus or minus 100 Gms. in respect of Silver]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gold</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Silver</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Precious Metals and Precious Stones</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Composite Items (Indicate Approximate Value)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table: Movable Assets

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>(vi)</td>
<td>Any other Assets [Give details of Movable Assets not covered in (i) to (v) above]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Furniture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Fixtures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Antiques</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(d) Paintings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(e) Electronic Equipments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(f) Others</td>
<td></td>
</tr>
</tbody>
</table>

[Indicate the details of an Asset, only if the total Current Value of any particular Asset in any particular category (eg. Furniture, Fixtures, Electronic Equipments, etc.) exceeds two months Basic Pay or Rs. 1 Lakh, as the case may be]

---

**Note 1:** Details of Deposits in Foreign Bank(s) to be given separately

**Note 2:** Investments above Rs. 2 Lakhs to be reported individually. Investments below Rs. 2 Lakhs may be reported together.

**Note 3:** Value indicated in the First Return need not be revised in subsequent Returns as long as no new composite Item had been acquired or no existing items had been disposed of during the relevant year.
APPENDIX – III TO CDA RULES
Refer Schedule I para 1 a (iv) of Annexure - I
& para 4a(iv) of Annexure - II

HINDUSTAN AERONAUTICS LIMITED
(…………………… DIVISION/OFFICE)

FORM No. III

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT OR AS ON THE 31ST MARCH, 20……
(e.g. Land, House, Shops, Other Buildings, etc.)

[Held by the employee, his/her spouse and dependent children]

Name  : ……………………………………     EID No.   : ……………………..
Department : …………………………………...     Designation  : …………… ………..
Grade (Officer)  : ……………………       Date of Joining HAL: ………………………
Scale (Workman) : ……………………

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Property (Land/House/ Flat/Shop/ Industrial etc.)</th>
<th>Precise location (Name of District, Division, Taluk and Village in which the Property is situated and also its distinctive number, etc.)</th>
<th>Area of Land (in case of Land and Buildings)</th>
<th>Nature of Land in case of Landed Property</th>
<th>Extent of interest</th>
<th>If not in the name of the employee, state name in whose name held and his/her relationship, if any to the employee</th>
<th>Date of acquisition</th>
<th>How acquired (whether by purchase, Mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government Servant, if any, with the person/persons concerned) (Please see Note below) and cost of acquisition.</th>
<th>Present value of the Property (If exact value not known, approx. value may be indicated)</th>
<th>Total Annual Income from the Property</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX – III TO CDA RULES
Refer Schedule I para I a (v) of Annexure - I
& para 4a(v) of Annexure - II

[Format as per Gazette Notification G.S.R. 918(E) dated 26.12.2014]

HINDUSTAN AERONAUTICS LIMITED
(………………. DIVISION/ OFFICE)

FORM No. IV

STATEMENT OF DEBTS AND OTHER LIABILITIES ON FIRST APPOINTMENT OR AS ON 31ST
MARCH, 20……..

Name : ……………………………   EID No. : ……………………………
Department : …………………………... Designation : ……………………………
Grade (Officer) : …………………………….. Date of Joining HAL : ……………………………

Scale (Workman): ……………………………..

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Debtor (Self/Spouse or dependent children)</th>
<th>Name and Address of Creditor</th>
<th>Date of Debt / Liability and Amount</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Counter Signature:………………………           Signature : ……………………………

Date:                                             Date :

Note 1: Individual Items of Loans not exceeding two months Basic Pay (where applicable) and Rs. 1.00 Lakh in other cases need not be included.

Note 2: The Statement should include various Loans & Advances (exceeding the value in Note 1) taken from Banks, Companies, Financial Institutions, Central/State Government and from Individuals.
APPENDIX – IV TO CDA RULES
(Rule – VIII of Schedule-II of Annexure – I refers)

No. Date:

This has reference to the Change Sheet No. ................................................. issued to you and the departmental enquiry held into the charges leveled against you. The Departmental Enquiry Committee has, after holding the enquiry into the charges in which you have participated, submitted its report. A copy of the report of the enquiry is sent herewith.

2. If you have any representation to make against the findings of the enquiry, you are required to do so in writing so as to reach the undersigned by ............................................. before a decision is taken on the said enquiry report.

DISCIPLINARY AUTHORITY

To:
HAL CONDUCT RULES

These Rules are called the HAL Conduct Rules. They apply to Workmen of the Corporate Office, Liaison Office, New Delhi, Mumbai, Chennai, Vishakapatnam, HAL Management Academy (HMA) and Offices of Managing Director, MiG Complex & Accessories Complex, who are not covered by the Industrial Employment (Standing Orders) Act, 1946.

Workmen in various Divisions and in the Offices of Bangalore / Design / Helicopter Complexes are governed by the Certified Standing Orders as per the Industrial Employment (Standing Orders) Act, 1946.

2. DEFINITIONS

In these Rules, unless the context otherwise requires –

a) “Company” means Hindustan Aeronautics Limited wherever situated and includes its Factories, Divisional Offices, Corporate Office and other Administrative Offices and Branches;

b) “Employee” for the purpose of these Rules means any person employed in the Company in the non-Executive category, other than Government employees on deputation and those who are covered by the Standing Orders promulgated under the Industrial Employment (Standing Orders) Act, 1946;

c) “Member of the family” in relation to employee includes – the wife (husband in the case of a female employee), son, daughter (whether they are residing with the employee or not) provided they are wholly dependent upon the employee;

d) “Competent Authority” means General Manager (HR) in the Corporate Office in the case of employees in Scale SS and below.

3. GENERAL CONDUCT

a) Every employee shall at all times maintain absolute integrity and devotion to duty.

b) The Competent Authority may, at any time, require an employee to submit within a period specified in the order a complete statement of movable or immovable property held or acquired by him or by an member of his family after his appointment in the company as may be specified in the order.
Such statement shall, if so required by the Company or by the authority so empowered, include details of the means by which or the source from which such property was acquired.

4. FURNISHING OF INFORMATION AND ANNUAL RETURNS OF ASSETS & LIABILITIES:


In line with the provisions of the Act and the Rules referred above and based on the instructions issued from time to time by the Company, all Workmen (Scale 3 to SS) in various Divisions & in the Offices of Bangalore / Design / Helicopter Complexes who are governed by Certified Standing Orders under the Industrial Employment (Standing Orders) Act, 1946 and in Corporate Office, Liaison Office, New Delhi, Mumbai, Chennai, Vishakapatnam, HAL Management Academy (HMA), Offices of Managing Director, MiG Complex & Accessories Complex, who are governed by HAL Conduct Rules need to ensure the following:

a) File the Declaration, Information and Annual Return in the below mentioned Formats on first Appointment and every year as on 31st March, to the Competent Authority on or before 31st day of July of that year;

i) Declaration of Assets & Liabilities on first appointment or as on 31st March ............ in Appendix – II (Refer Appendix – II of HAL CDA Rules, 1984);

ii) Details of the Public Servant, his/her spouse and dependent children in Appendix – III, Form No. I (Refer Appendix – III, Form No. I of HAL CDA Rules, 1984);

iii) Statement of Movable Property on first appointment or as on the 31st March ............ in Appendix – III, Form No. II (Refer Appendix – III, Form No. II of HAL CDA Rules, 1984);

iv) Statement of Immovable Property (eg. Land, House, Shops, Other Buildings, etc.) on first appointment or as on the 31st March ............ in Appendix – III, Form No. III (Refer Appendix – III, Form No. III of HAL CDA Rules, 1984);

v) Statement of Debts and other Liabilities on first Appointment or as on 31st March ........ in Appendix – III, Form No. IV (Refer Appendix – III, Form No. IV of HAL CDA Rules, 1984);

b) Employees are required to file the information in respect of any asset, if the value of any such asset exceeds two months Basic Pay or Rupees One Lakh, whichever is higher;
c) The Competent Authority may, at any time, by general or special order require any employee to submit within a period specified in the order a full and complete statement of such moveable or immovable property held or acquired by him on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Competent Authority, include details of the means by which or the source from which such property was acquired;

d) The details of Counter Signing Officer, Competent Authority and the Authority for retention of the Annual Returns of Assets & Liabilities under the revised system is as appealed below:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Scale / Grade</th>
<th>To be Counter Signed by (Through Proper Channel)</th>
<th>To whom it is to be submitted (Competent Authority)</th>
<th>To be retained by</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Scale 3 to SS</td>
<td>Sectional / Departmental Head in the Division / Office</td>
<td>HR Head in the Division / Office</td>
<td>HR Head in the Division / Office</td>
</tr>
</tbody>
</table>

5. PROMOTION OF THE COMPANIES ETC.

No employee shall, except with the previous sanction of the Company, take part in the registration, promotion or management of any bank or other Company registered under the Companies Act, 2013, or any other law for the time being in force.

Provided that an employee may take part in the registration, promotion or management of a Co-operative Society registered under the Co-operative Societies Act, 1912, or any other law for the time being in force, or a literary or scientific or charitable society registered under the Societies Registration Act, 1960, or any corresponding law in force.

6. COMMUNICATION OF OFFICIAL INFORMATION

No employee shall, except in accordance with any general or special order of the Company, or in performance in good faith, of the duties assigned to him communicate directly or indirectly any official document or information of the Company of a secret or confidential nature to any employee or any other person, to whom he is not authorized to communicate such documents or information.

7. RESTRICTION ON OTHER EMPLOYMENT ETC.

No employee shall, except with the previous sanction of the Competent Authority, engage directly or indirectly in any trade or business or undertake any employment, whether for remuneration or not.
Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or an occasional work of literary, artistic or scientific in character subject to the condition that his official duties do not thereby suffer; but he shall discontinue such work if so directed by the Company.

8. RESTRICTION ON PUBLICATIONS, ETC.

No employee shall, except with the previous sanction of the Competent Authority, own wholly or partly or conduct or participate in the editing or managing of any newspaper or other periodical publications, either in his own name or in the name of any other person.

Provided that no such approval shall be required if such contribution is purely literary, artistic, or scientific in character or is made in the bonafide discharge of the employee’s duties.

9. INVENTION AND PATENTS

No employee shall without the previous consent in writing of the Company, apply for a patent or exclusive privilege in respect of any invention under any enactment, if such invention is made by him when in the service of the Company and he shall, in the event of a patent or exclusive privilege under any such enactment to make, sell and use such invention or allow others to do so, being granted to him, grant to the Company the unqualified right to adopt and use the said invention without its being obliged to pay any royalty or other consideration therefor. He shall not assign, charge or transfer in any manner whatsoever his original or any extended patent or exclusive privilege in respect of the said invention without the previous consent in writing of the Company and without providing for the unqualified use, free of charge of the Company, of the said invention and further he shall, on demand, execute in favour of the Company such letter of licence, or other deed or document for the purpose as it may advise; provided always that the Company at any time within 6 months of the receipt of any intimation from the employee that he has acquired such patent or exclusive privilege in India or abroad shall have the right to require the employee to transfer and assign such patent or exclusive privilege to the Company for such consideration as the Management shall at its discretion fix and if such right be exercised the employee shall execute all such deeds of assignment, grants and assurances and do all such acts, deeds and things for vesting in the Company and/or its nominees the ownership of the patent or exclusive privilege and the full benefit thereof as the Company shall require.

10. VINDICATION OF OFFICIAL ACTS

No employee shall except with the previous sanction of the Managing Director / General Manager / Chief Designer/ Chief Projects / Chief of Planning / Divisional Head have recourse to any Court or to the press or any other form of Media for vindication of any official act which has been the subject of adverse criticism or an attack of defamatory character.
Provided that nothing in this regulation shall be deemed to preclude an employee from vindicating his private character or any act done by him in his private/personal capacity.

11. INFLUENCE

No employee or his/ her relatives shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the Company.

12. OTHER ACTS OF MISCONDUCT

a) Apart from those mentioned above, the following would also be treated as misconduct under these Rules :-

   i) Wilful insubordination or disobedience, (whether or not in combination with others), of any lawful and reasonable order of his superior or commission of any act subversive of discipline or of good behavior;

   Note: The above rule also covers breach of Rules and regulations of the Company.

   ii) Participation in strikes, gheraos and other agitational activities, or abetting, inciting, instigating or acting in furtherance thereof;

   iii) Theft, fraud or dishonesty in connection with the business or property of the Company, or of the property entrusted to the Company or of another employee within the premises of the Company;

   iv) Leaving duty station without previous permission;

   v) Absence without sanction of leave or over-staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation;

   vi) Habitual indebtedness and or Insolvency;

   vii) Wilful damage to property of the Company;

   viii) Interference with any safety devices installed in or about the establishment;

   ix) Holding meetings inside the premises of the establishment without previous permission of the Competent Authority;

   x) Distribution or exhibition of any newspapers, handbills, pamphlets or posters without the previous sanction of the Competent Authority.
xi) Furnishing, at the time of employment or thereafter, wrong or incomplete information or suppressing any information regarding age, family details, marital status, qualification, previous service or experience, conviction in a Court of Law, dismissal, removal or compulsory retirement by a previous employer;

xii) Making representations to persons or bodies outside the Company, whether official or otherwise, or matters connected with the affairs of the Company or in respect of personal grievances against the Management;

xiii) Making representations or sending grievance petitions to members of the Board or the Senior Management except through proper channels (This does not prevent submission of Appeals directly to the prescribed Appellate Authorities according to Para 15 of HAL Disciplinary Action Rules);

xiv) **Contact with nationals of foreign countries**

Employees are forbidden to disclose any matters of security and are required to practice restraint in their contact with foreign nationals. They should also avoid over-patronisation and indiscriminate and frequent acceptance of hospitality particularly of an informal nature from Foreign Nationals or Indian Nationals employed by Foreign Missions;

xv) **Private Correspondence**

Private correspondence with Foreign Embassies / Missions / High Commissions should be avoided. Similarly, no private or personal correspondence on matters of an official nature should be entered into directly with Members of Foreign Missions in India;

xvi) **Gifts**

No employee shall directly or indirectly accept any gifts, gratuity or reward in respect of any act performed in his official capacity without the consent of the Competent Authority nor shall he accept any gift, gratuity or reward from any person to whom he can directly or indirectly show favour or disfavour in the exercise of his official functions or in the circumstances where such acceptance might place him in an embarrassing position or affect the correct discharge of his duties.

Employee are responsible for ensuring that their families do not accept gifts either which are likely or may be
construed to have as their object the influencing of the employee in the discharge of his official duties.

Employees are required to obtain prior permission of the authorities before accepting gifts from foreign dignitaries/nationals.

xvii) **Official and Social calls**

Employees should particularly ensure that the contacts with representatives of other countries are limited to their appropriate official levels.

xviii) **Return of hospitality accepted from Foreign Missions**

Diplomats are specially paid to enable them to entertain local officials and that the local employee’s capacity to return their hospitality is limited. There need not, therefore, be anything like a quid-pro-quo basis maintained in the matter of entertainment between diplomats and local employees.

xix) **Supply of information to members of Mission and nationals of other Countries.**

The supply of or imparting of information to other members of Missions or to nationals of other countries should not be done directly or by implication by any employee as it is the responsibility of either the Ministry of Defence or the Ministry of External Affairs. It is also imperative that no information of a secret or confidential nature relating to HAL service matters or pertaining to Defence matters should be disclosed to a foreign national directly or indirectly or through any other channel. If employees are approached for any information by Service Advisers/Attaches/Advisers of a foreign country, they should be advised to contact the HAL, Corporate Office or the concerned Managing Director or General Manager. If other members of a Foreign Mission or if national of a foreign country approach for information, they should be advised to contact the HAL Corporate Office or the concerned Managing Director or General Manager as the circumstances demand.

xx) **Putting up or staying with Foreign Nationals as Guests**

(a) Employees should not stay as guests of foreign diplomats in India or abroad, except with the permission of the Competent Authority. They could
however, stay with foreign nationals abroad with the permission of the Competent Authority.

(b) Employees should not invite foreign diplomats to stay with them as their guests in India, Residential accommodation whether owned by the employee or allotted to him by the Company, where he actually resides, should not be let out or shared with foreign nationals / members of the Diplomatic Missions and their employees, except with the approval of the Competent Authority.

xxi) **Employment of wives/dependents of employees**

If an employee’s wife / dependent (in the case of female employee, whose husband whether dependent on her or not, or whose other dependent) intends to take-up employment with foreign missions in India/abroad, he/she should apply through proper channel and obtain a ‘NO OBJECTION CERTIFICATE’ from the Corporate Office, before accepting such employment. No such appointment should be accepted without prior permission.

xxii) **Acceptance of lifts in Aircraft belonging to Foreign Embassies in India or Foreign Government Abroad.**

No employee should accept, or permit his wife or dependent to accept passage money or free air transport from a foreign Mission/Government organization. Exceptional cases where humanitarian or compassionate grounds are involved should be referred to the Corporate Office for grant of permission.

There would, however, be no objection to the acceptance of the cost of passage when invited by foreign Governments and organizations to participate in conferences, seminars, etc., if the invitation is extended to a particular official/employee by name with a view to benefit from the expertise of the Officer invited. Cases of such an invitation may be referred to the Corporate Office for obtaining approval of Ministry of Defence before acceptance. In other cases, in which participation in conferences, etc., is considered desirable in the interest of the employee concerned or the Division sponsoring his deputation, the cost of passage should continue to be met by the sponsoring Division.

Within a foreign country, an employee could accept a free flight in connection with his official duties only. When employees and their family are in a foreign country as
State Guests, it would be permissible for them to accept free flights from Foreign Governments.

**xxiii) Disposal of immovable property by lease from Foreign Nationals and to Foreign Nationals.**

Employees are forbidden to dispose of or acquire any immovable/movable property, by lease or otherwise, except with the prior knowledge of the Competent Authority. When such transaction is conducted otherwise than through a regular or a reputed dealer or agency, prior permission of the Competent Authority is necessary. Thus, in either case, that is whether the transaction is by direct negotiations or through a regular dealer or agency, the Competent Authority must know the terms and conditions of the proposed transaction and also the party to whom the property is to be leased or acquired. In dealing with all cases relating to disposal/acquisition by HAL personnel of immovable/movable property, whether by lease or otherwise, the Competent Authority concerned should exercise great care where foreign missions or their employees are concerned; such authority should keep in mind the security angle and also ensure that the employee does not derive any undue advantage from the transaction, and thus place himself under an obligation, direct or indirect on the foreign mission or its employees.

While employees can give reasonable publicity to the effect that their houses are available for hiring, it shall be undignified and undesirable for them to solicit offers from Diplomatic Missions or Members of such Missions.

**xxiv) Joining of Foreign language classes**

Employees or their wives who desire to join a school or language classes conducted by an organization controlled or subsidized by foreign Government/Missions and Indo-Foreign Cultural Organizations may join such classes, with the prior permission of the Management. Normally they are expected to utilize the facilities available in the school of Foreign Languages.

**xxv) Association of employees with Indo-Foreign Cultural Organization.**

Employees should not be allowed to actively participate or become members in the activities of Indian-Foreign Cultural Organisations such as the German-Indian Association, the Indo-Soviet Cultural Society, etc.
xxvi) **Supply and procurement of films/literature from Foreign Missions for display among employees.**

On no account whatsoever, should employees approach foreign missions or the Information Services of foreign commercial concerns or foreign non-Government Organisations directly for supply of any film or literature. Where foreign embassies etc. send any films/literature to Divisions on their own initiative, the Divisions should return the films/literature to the Embassy, etc., concerned tactfully.

13. Where an employee remains absent for more than ten consecutive days and / or absents himself beyond period of leave originally granted or subsequently extended he may be deemed to have lost his lien on appointment. However, if the employee explains to the satisfaction of Management the reasons for his un-authored absence within eight days from the expiry of the ten days, the Management at its discretion may revoke the order and restore his appointment.

14. Breach of any provision of these Conduct Rules will make the concerned employee liable to disciplinary action.

& & & & & &
ANNEXURE-III
(Para 4 of HAL Conduct, Discipline & Appeal Rules, 1984 refers)

HAL DISCIPLINARY ACTION RULES

These Rules may be called HAL Disciplinary Action Rules. They apply to the employees / workmen of the Corporate Office, Offices of Managing Director, MiG Complex and Accessories Complex, Liaison Office, New Delhi, Mumbai, Chennai, Vishakapatnam and the HAL Management Academy (HMA) including those on Contract Service, but excluding those who are covered by the Industrial Employment (Standing Orders) Act and Government employees on deputation with HAL except to the extend mentioned in Rules 17 and 18 below.

2. DEFINITIONS

In these Rules

a) “Company” means Hindustan Aeronautics Limited wherever situated and includes the factory or factories, Corporate Office and other Administrative Offices and Branches;

b) “Employee” for the purpose of these Rules means any workmen employed in the Company to whom these Rules are applicable, including those on Contract Service but excludes those who are governed by Standing Orders and Government employees on deputation with HAL except to the extent mentioned in Rules 17 and 18 below;

c) “Disciplinary Authority” means an Officer of the Company empowered under these Rules to impose various types of punishment on employees;

d) “Enquiry Officer or Enquiry Authority” means the Officer of the Company empowered by a Disciplinary Authority to enquire into allegations of misconduct levelled against employees;

e) “Appellate Authority” means an Officer of the Company empowered to consider appeals submitted by employees against orders of punishment passed by a Disciplinary Authority and vested with the power of setting aside, confirming, reducing or enhancing the punishment appealed against

3. PUNISHMENTS

The following punishments may, for good and sufficient reasons, be imposed on an employee by the authorities empowered to impose such punishments under these Rules.
**Minor Punishment**

a) Written warning;

b) Censure;

c) Withholding of promotion;

d) Recovery from an employee’s pay of the whole or part of any loss caused to the Company on account of his negligence, default or breach of any regulations or orders of the Company;

e) Withholding of increments of pay;

**Major Punishment**

f) Reduction to a lower stage in the same scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction, and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

g) Reduction to a lower scale of pay or post which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay or post from which he was reduced, with or without further directions regarding conditions of restoration to the post from which the employee was reduced and his seniority and pay on such restorations to that post;

**Note:** The order communicating the punishment should clearly indicate the pay which the concerned employee would draw on reduction in the same scale of pay or in the lower scale of pay.

h) Compulsory retirement;

i) Suspension on loss of pay and allowances;

j) Dismissal.

**EXPLANATION**

The following shall not amount to a punishment within the meaning of these Rules, namely:-

(i) Non-promotion of an employee, whether in a substantive or officiating capacity, after consideration of his case, to a post for promotion to which he is eligible;
(ii) reversion of an employee officiating in a higher post to a lower post, on the ground that he is considered to be unsuitable for such higher post or on any administrative ground unconnected with his conduct;

(iii) reversion of an employee appointed on probation to any post, to his permanent post or during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation;

(iv) termination of the services -

(a) of an employee appointed on probation, during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation; or

(b) of a temporary employee in accordance with the provisions of his appointment; or

(c) of an employee, employed under a contract, in accordance with the terms of such contract.

4. SUSPENSION PENDING ENQUIRY

a) The Authority competent to impose a major punishment is also competent to place an employee under suspension in the following circumstances:-

i) Where a disciplinary proceeding against him is contemplated or is pending; or

ii) Where a case against him in respect of any criminal offence involving moral turpitude is under investigation or trial;

iii) Where an employee is detained in custody on a criminal charge for a period of exceeding 48 hours.

b) During the period of suspension, the suspended employee may be paid subsistence allowance as below:

i) the amount of subsistence allowance will be equal to half of the total emoluments last drawn by the employee. Subsistence Allowance at this rate will be paid for the first 6 months of suspension;

ii) if the enquiry gets prolonged and the employee continues to be under suspension for reasons attributable to the employee, the subsistence allowance will be reduced to one-fourth (1/4th) of the emoluments and if the delay is...
for reasons beyond the control of the employee, the subsistence allowance will be increased to third-fourth (3/4th) of the emoluments.

c) However, in cases arising out of (ii) and (iii) of para 4(a) where reasons for continued suspension cannot be attributed to the employee, the rate of subsistence allowance beyond 6 months will be decided by the Competent Authority on merits of each case.

d) Payment of subsistence allowance at the rates mentioned in Rules 4(b) and 4(c) above is subject to production of a certificate by the suspended employee that he was not engaged in any other employment, or business, or profession or vocation during the period for which subsistence allowance is payable; if the certificate is found to be false or incorrect, the subsistence allowance paid will be recovered in such manner as the Management may decide and the employee may be proceeded against for misconduct. The Management also reserves the right to deny payment of subsistence allowance in future in such cases.

e) When an employee who has been placed under suspension as in Rule 4(a) above is reinstated, the period of his suspension will be treated as below:

i) if he is fully exonerated, the period of suspension will be treated as duty and he will be paid pay and allowances to which he should be entitled if he were on duty less the subsistence allowance already drawn;

ii) In other cases, he will receive such portion of the pay and allowances as the Disciplinary Authority decides and the period spent on suspension shall be treated as on duty only to such extent and for such purposes as that Authority decides; provided that if the employee so desires, the Disciplinary Authority may permit the period of absence from duty being converted into leave due and admissible to the employee or as LWP.

5. POWER TO AWARD PUNISHMENTS AND COMPETENT AUTHORITIES

The Disciplinary Authorities in respect of various categories of employees, the punishments that they can impose and the authorities to whom aggrieved employees can Appeal are indicated in Appendix-I & II.

6. PROCEDURE FOR AWARDSING MAJOR PUNISHMENTS

Where the Disciplinary Authority is of the opinion that there are grounds for an Enquiry into the truth of an allegation of misconduct or
misbehavior against an employee, it may itself enquire into or appoint under these Rules, one or more Officers to constitute an Enquiry Authority to enquire into the truth thereof, or appoint a Commissioner for Departmental Enquiries nominated by the Central Vigilance Commission in cases in which the Commission has been consulted or in cases in which the disciplinary proceedings have been initiated on the advice of the Commission.

7. APPOINTMENT OF “PRESENTING OFFICER”

Where the Disciplinary Authority itself enquires into any article of charge or appoints an Enquiry Officer/Authority for holding any Enquiry into such charge, it may, by an order appoint an Officer to be known as the “Presenting Officer” to present on its behalf the case in support of the articles of charge.

8. ENQUIRY PROCEDURE

Where it is proposed to hold an enquiry against an employee the Competent / Disciplinary Authority shall draw or cause to be drawn up :-

(1) The substance of the imputations of misconduct or misbehavior into definite and distinct articles of charge;

(2) A statement of the imputations of misconducts or misbehaviour in support of each article of charge shall contain:-

   a) A statement of all relevant facts including admission or confession, if any, made by the employee;

   b) A list of documents by which and a list of witnesses by whom, the articles of charge are proposed to be sustained.

(3) The Disciplinary Authority shall deliver or cause to be delivered to the employee a copy of the articles of charge, the statement of the imputation of misconducts or misbehavior and a list of documents and witnesses by which each article of charge is proposed to be sustained, and shall require the employee to submit within such time as may be specified, a written statement of his defence.

(4) (a) On receipt of the written statement of defence, the Disciplinary Authority may itself enquire into such of the articles of charge as are not admitted, or if it considers it necessary so to do, appoint under para 6 an Enquiry Officer/Authority for the purpose and where all the articles of charge have been admitted by the employee, in his written statement of defence, the Disciplinary
Authority shall record its findings on each charge taking such evidence as it may think fit;

(b) If no written statement of defence is submitted by the employee, the Disciplinary Authority may itself enquire into the articles of charge or may, if it considers it necessary to do so, appoint, under Rule 6 an Enquiry Officer/ Authority for the purpose;

(5) The Disciplinary Authority shall, where it is not the Enquiry Officer/ Authority, forward to the Enquiry Officer / Authority;

a) a copy of the articles of charge and the statement of the imputation of misconduct or misbehaviour;

b) a copy of the written statement of defence, if any, submitted by the employee;

c) a copy of the statements of witnesses, if any;

d) Evidence proving the delivery of the documents referred to in Sub-Rule (3) to the employee; and

e) A copy of the order appointing the “Presenting Officer”.

(6) The employee shall appear in person before the Enquiry Officer / Authority on such day and at such time within ten working days from the date of receipt by him of the articles of charge and the statement of the imputation of misconduct or misbehavior, as the Enquiry Officer/ Authority may, by a notice in writing, specify in this behalf, or within such further time, nor exceeding ten days, as the Enquiry Officer / Authority may allow;

(7) The employee may take the assistance of another employee, i.e. a co-employee / co-worker to assist him in the case but is not to engage a legal practitioner for the purpose;

(8) If the employee who has not admitted any of the articles of charge in his written statement of defence or has not submitted any written statement of defence, appears before the Enquiry Officer/ Authority, such Authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the Enquiry Officer/ Authority shall record the plea, sign the record and obtain the signature of the employee thereon;

(9) The Enquiry Officer/ Authority shall return a finding of guilt in respect of these articles of charge to which the employee pleads guilty;

(10) If the employee fails to appear within the specified time or refuses or omits to plead, or fails to produce the evidence by
which he proposes to rebut the articles of charge, the Enquiry Officer/ Authority shall adjourn the case to a later date, not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his defence –

a) inspect within five days of the order or within such further time not exceeding five days as the Enquiry Officer/ Authority may allow, the documents specified in the list referred to in Sub-Rule 8(2)(b) above.

b) submit a list of witnesses to be examined on his behalf.

**Note:** If the employee applied orally or in writing for supply of copies of statements of witnesses mentioned in the list referred to in Rule 8(2)(b), the Enquiry Officer / Authority shall furnish him with such copies as early as possible, and in any case not later than three days, before the commencement of the examination of the witnesses on behalf of the Disciplinary Authority.

c) give a notice within ten days of the order or within such further time not exceeding ten days, as the Enquiry Officer/ Authority may allow for the production of any documents which are in the possession of the Company, but not mentioned in the list referred to in Rule 8(2)(b);

**Note:** The employee shall indicate the relevance of the documents required by him to be discovered or produced by the Company.

(11) The Enquiry Officer / Authority shall, on receipt of the notice for the production of documents forward the notice or copies of it to the authority in whose custody or possession the documents are kept, with a requisition for the production of the document by such date as may be specified in such requisition. Provided that the Enquiry Officer/ Authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, nor relevant to the case, or will compromise security of the State;

(12) On receipt of the requisition referred to in Sub-Rule (11), every Authority having the custody or possession of the requisitioned documents shall produce the same before the Enquiry Officer / Authority;

Provided that if the authority having the custody or possession of the requisitioned documents, is satisfied for reasons to be recorded by it in writing, that the production of all or any of such documents would be against the public interest or security of the State, it shall inform the Enquiry Officer/ Authority accordingly, and the Enquiry Officer/
Authority shall, on being so informed, communicate the information to the employee, and withdraw the requisition made by it, for the production or discovery of such documents.

(13) On the date fixed for the Enquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by, or on behalf of, the Disciplinary Authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not to any new matter without the leave of the Enquiry Officer/Authority. The Enquiry Officer/Authority may also put such questions to the witnesses as it thinks fit;

(14) If it shall appear necessary before the close of the case on behalf of the Disciplinary Authority, the Enquiry Officer/Authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee or may itself call for new evidence or recall and re-examine any witness and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the Enquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the Enquiry is adjourned. The Enquiry Officer/Authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The Enquiry Officer/Authority may also allow the employee to produce new evidence, if it is of the opinion that the production of such evidence is necessary in the interest of justice.

Note: New evidence shall not be permitted or called for or no witness will be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(15) When the case for the Disciplinary Authority is closed, the employee shall be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

(16) The evidence on behalf of the employee shall then be produced. The witnesses produced by the employee shall then be examined and shall be liable to cross examination and re-
examination by the Enquiry Officer/Authority according to
the provisions applicable to the witnesses for the Disciplinary
Authority.

(17) The Enquiry Officer / Authority may, after the employee
closes his case, and shall, if the employee has not examined
himself, generally question him on the circumstances
appearing against him in the evidence for the purpose of
enabling the employee to explain and circumstances
appearing in the evidence against him.

(18) The Enquiry Officer / Authority, may, after the completion of
the production of evidence, hear the Presenting Officer, if
any, appointed, and the employee or permit them to file
written briefs of their respective case, if they so desire.

(19) If the employee to whom a copy of the articles of charge has
been delivered does not submit the written statement of
defence on or before the date specified for the purpose or
does not appear in person before the Enquiry Officer/Authority or otherwise fails or refuses to comply with the
provisions of this rule, the Enquiry Officer/Authority may hold
the Enquiry ex-parte.

(20) (a) Where a Disciplinary Authority competent to impose
any of the punishments specified in clauses (a) to (e)
of Rule-3 (but not competent to impose any of the
punishments specified in clauses (f) to (j) of Rule-3)
has itself enquired into or caused to be enquired into
the articles of any charge and that authority having
regard to its own findings or having regard to its
decision or any of the findings of any Enquiry Officer/Authority appointed by it, is of the opinion that the
punishments specified in clauses (f) to (j) of Rule-3
should be imposed on the employee, that Authority
shall forward the records of the Enquiry to such
Disciplinary Authority as is competent to impose the
last mentioned penalties;

(b) The Disciplinary Authority to which the records are to
forwarded may act on the evidence on the record or
may, if it is of the opinion that further examination of
any of the witnesses is necessary in the interest of
justice, recall the witnesses and examine, cross-
examination and re-examine the witnesses and may
impose on the employee such penalty as it may deem
fit in accordance with these Rules;

(21) Whenever any Enquiry Officer / Authority, after having heard
and recorded the whole or any part of the evidence in an
Enquiry ceases to exercise jurisdiction therein, and is
succeeded by another Enquiry Officer/ Authority which has, and which exercises, such jurisdiction the Enquiry Officer/ Authority so succeeding may act on the evidence so recorded by its predecessor or partly recorded by its predecessor and partly recorded by itself;

Provided that if the succeeding Enquiry Officer / Authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, it may recall, examine, cross-examine and re-examine any such witness as hereinbefore provided.

(22) (i) After the conclusion of the Enquiry a report shall be prepared and it shall contain:

(a) The articles of charge and the statement of the imputation of misconduct or misbehaviour;

(b) The defence of the employee in respect of each article of charge;

(c) An assessment of the evidence in respect of each article of charge;

(d) The findings of each article of charge and the reasons therefor.

Explanation: If in the opinion of the Enquiry Officer / Authority the proceedings of the Enquiry establish any article of charge different from the original articles of charge it may record its findings on such articles of charge.

Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(ii) The Enquiry Officer / Authority, where it is not itself the Disciplinary Authority, shall forward to the Disciplinary Authority the records of Enquiry which shall include:-

(a) The report prepared by it under clause (i) above;

(b) The written statement of defence if any, submitted by the employee;

(c) The oral and documentary evidence produced in the course of the enquiry;
(d) Written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the Enquiry; and

(e) The orders, if any, made by the Disciplinary Authority and the Enquiry Officer / Authority in regard to the Enquiry.

Note: i) Disciplinary Authorities / Enquiry Officers must complete Domestic Enquiries most expeditiously, and ensure that the total process does not lead to inordinate delays. The Enquiry Officers should ensure that the procedure laid down in the relevant Rules for conducting Departmental Enquiries is followed meticulously and principles of natural justice are complied with. Non-observance of the laid down procedure is likely to vitiate the enquiry and in case the affected employee takes up the matter before a Court of Law, the Courts may set aside the punishment imposed by the Disciplinary Authority based on the findings of such vitiated enquiry on grounds of non-observance of the rules / procedure.

ii) Disciplinary cases should be disposed off within a period of six months from the date of issuance of charge sheet. To ensure this, a suitable mechanism for review of pending disciplinary cases should be evolved. Delay in disposal of disciplinary cases renders the very purpose for which enquiry is conducted, ineffective.

09. Action on the Enquiry Report:

(1) The Disciplinary Authority, if it is not itself the Enquiry Officer / Authority, may for reasons to be recorded by it in writing, remit the case to the Enquiry Officer/ Authority for further Enquiry and report, and the Enquiry Officer/ Authority shall thereupon proceed to hold the further Enquiry as may be necessary or as ordered;

(2) The Disciplinary Authority shall, if it disagrees with the findings of the Enquiry Officer / Authority on any article of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose;

(3) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the punishments specified in clauses (a) to (e) of Rule-3 should be imposed on the employee, it shall not withstanding anything contained in Rule-10 below, make an order imposing such penalty.
Note: The cases of proven charge are not given a deterrent punishment they encourage others to indulge in the same. Punishment therefore shall not therefore be held in such cases but should commensurate with gravity of misconduct committed.

(4) (a) If the Disciplinary Authority having regard to its findings on all or any of the articles of charge, is of the opinion that any of the punishments specified in clauses (f) to (j) of Rule-3 should be imposed on the employee, it shall :-

i) furnish to the employee a copy of the report of the Enquiry held by it and its findings on each article of charge, or where the Enquiry has been held by an Enquiry Officer/ Authority, appointed by it, a copy of the report of such authority and a statement of its findings on each article of charge together with brief reasons for its disagreement, if any, with the findings of the Enquiry Officer/ Authority.

ii) Give the employee a notice stating tentative punishment proposed to be imposed on him and calling upon him to submit within 15 days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed punishment on the basis of the evidence adduced during the Enquiry held under Rule-8:

(b) The Disciplinary Authority shall after considering the representation, if any, made by the employee, determine what punishment, if any, should be imposed on him and make such order as it may deem fit;

(c) The Disciplinary Authority shall consider the representation, if any made by the employee in pursuance of the notice given to him under the Clause 3(i) and determine what punishment, if any should be imposed on him and make such order as it may deem fit;

Note: Whenever a major punishment is proposed to be imposed, representation, if any, from the delinquent may be called for, giving a copy of the report of Enquiry. The Enquiry Report may be considered by the Competent / Disciplinary Authority taking into account the representation, if any, of the delinquent and appropriate punishment imposed having regard to the gravity of the charges, his past records etc. Wherever the Rules provide for issuance of second show cause notice, copy of the Enquiry Report is to be sent to the delinquent along with the second show
cause notice. Non-furnishing of the report of the Enquiry will amount to violation of rules of natural justice and would make the final order illegal and liable to be challenged.

10. Procedure for Imposing Minor Punishments

1) Subject to the provisions of sub-Rule (3) of Rule-9 no order imposing on an employee any of the punishment specified in clauses (a) to (e) of Rule-3 shall be made except after:-

(a) Informing the employee in writing of the proposal to take action against him and of the imputation of misconduct or misbehaviour on which it is proposed to be taken and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;

(b) Holding an Enquiry in the manner laid down in the Sub-Rule (2) to (22) of Rule 8 in every case, in which the Disciplinary Authority is of the opinion that such Enquiry is necessary;

(c) Taking the representation, if any, submitted by the employee under clause (a) and the record of Enquiry, if any, held under clause (b) into consideration; and

(d) Recording a finding on each imputation of misconduct or misbehaviour.

2) The record of the proceedings in such cases shall include:

(a) A copy of the intimation to the employee of the proposal to take action against him;

(b) A copy of the statement of imputations of misconducts or misbehaviour delivered to him;

(c) His representation, if any;

(d) The evidence produced during the Enquiry;

(e) The findings on each imputation of misconduct or misbehaviour; and

(f) The orders on the case together with the reasons therefor.
11.  **Communication of Orders**

Orders made by the Disciplinary Authority shall be communicated to the employee who shall also be supplied with a copy of its findings on each article of charge. Where the Disciplinary Authority is not the Enquiry Officer / Authority, brief reasons for its disagreement, if any, with the findings of the Enquiry Officer / Authority on each article of charge shall also be communicated to the employee.

12.  **Period of limitation for Appeals**

Appeals, if any, against orders under these Rules have to be preferred within a period of forty five days from the date on which a copy of the order appealed against is delivered to the appellant.

Provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that the applicant had sufficient cause for not preferring the appeal in time.

13.  **Form and contents of Appeal**

   a)  Every person preferring an Appeal shall do so separately and in his own name;

   b)  The Appeal shall be presented to the Authority to whom the Appeal lies, a copy being forwarded by the appellant to the Authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies, but shall not contain any disrespectful or improper language, and shall be complete in itself;

   c)  The Disciplinary Authority which had issued the punishment order against which an Appeal has been preferred shall on receipt of a copy of the Appeal, forward the same with its comments thereon together with the relevant records to the Appellate Authority without any avoidable delay, and without waiting for any direction from the Appellate Authority.

14.  **Consideration of Appeal**

   1)  In the case of an Appeal against an order of suspension, the Appellate Authority shall consider whether in the light of the provisions of Rule-4 and having regard to the circumstance of the case, the order of suspension is justified or not and confirm or revoke the order accordingly;

   2)  In the case of an Appeal against an order imposing any of the punishments specified in Rule-3 or enhancing any punishment imposed under the said Rule, the Appellate Authority shall consider:
a) Whether the procedure laid down in these Rules has been complied with, and if not, whether such non-compliance has resulted in the violation of any provisions of the Constitution of India or in the failure of justice;

b) Whether the findings of the Disciplinary Authority are warranted by the evidence on the record; and

c) Whether the punishment or the enhanced punishment imposed is adequate, inadequate or severe;

_and pass orders:_

i) Confirming, enhancing, reducing or setting aside the punishment; or

ii) Remitting the case to the Authority which imposed the punishment or enhanced the punishment or to any other Authority with such direction as it may deem fit in the circumstances of the case;

_Provided that:_

(i) If the enhanced punishment which the Appellate Authority proposes to impose is one of the punishments specified in clauses (f) to (j) of Rule-3 and an Enquiry under Rule-8 has not already been held in the case, the Appellate Authority shall itself hold such Enquiry or direct that such Enquiry be held in accordance with the provisions of Rule-8 and thereafter, on a consideration of the proceedings of such Enquiry and after giving the appellant a reasonable opportunity, as far as may be, in accordance with the provisions of Sub-Rule (4) of Rule-9, of making a representation against the punishment proposed on the basis of the evidence adduced during such Enquiry, make such orders as it may deem fit;

(ii) If the enhanced punishment which the Appellate Authority proposes to impose is one of the punishments specified in clauses (f) to (j) of Rule-3 and an Enquiry under Rule-8 has already been held in the case, the Appellate Authority shall after giving the appellant a reasonable opportunity as far as may be in accordance with the provisions of Sub-Rule (4) of Rule-9, of making a representation against the Enquiry, make such orders as it may deem fit; and

(iii) No order imposing an enhanced punishment shall be made in any other case unless the appellant has been given a reasonable opportunity as far as may be in accordance with the provisions of Rule-10 of making a representation against such enhanced punishment.
15. **Service of Orders, Notices, Etc.**

Every order, notice and other process made or issued under these Rules shall be served in person on the employee concerned or communicated to him by registered post.

16. **Power to relax time limit and to condone delay**

Save as otherwise expressly provided in these Rules, the Authority competent under these Rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these Rules for anything required to be done under these Rules or condone any delay.

17. **Procedure for imposing punishments on Government employees on deputation**

Except in the case of employees on deputation who are appointed by the President of India and Armed Forces personnel, Chairman has power to initiate Disciplinary Action and also place employees under suspension. Whenever an employee on deputation is placed under suspension, the parent department of the Officer should forthwith be informed explaining the circumstances leading to the order of suspension or commencement of disciplinary proceedings, as the case may be.

18. **In the light of the findings of the disciplinary proceedings conducted against the Government employees –**

   (1) If the Chairman is of the opinion that any of the punishments specified in clause (a) to (e) of Rule-3 should be imposed on the Government employees, he may, after consultation with the Parent Department make such orders on the case as he considers necessary;

   Provided that in the event of difference of opinion between the Parent Department and the Company, the Government employee shall be reverted to his Parent Department;

   (2) If the Chairman is of the opinion that any of the punishments specified in clauses (f) to (j) of Rule-3 should be imposed on the Government employee, he shall revert his service at the disposal of the Parent Department and transmit to it, the proceedings of the Enquiry.

**Note:** The authorities concerned in Disciplinary Action Proceedings, will strictly adhere to the Disciplinary Action Rules as explained above and will pay particular attention to ensure:
a) that the Disciplinary Proceedings are conducted strictly in accordance with the provisions of Disciplinary Action Rules or Standing Orders, as the case may be;

b) that the Charge Sheets and orders imposing punishments and decisions of Appellate Authorities are specific and are worded in such a manner that there is no room for doubt. Where necessary, these are to be drafted after obtaining legal advice;

c) that when an order of dismissal is modified by an Appellate Authority and the modification has the consequence of retaining him in service, the order of the Appellate Authority should specify as to how the period during which the employee remained absent from work consequent upon the order of dismissal should be treated, and the fact that the employee has been reinstated in service specifying the date should also be mentioned. Mention should also be made of the post in which reinstated. These provisions shall apply equally to cases where orders of suspension are revoked.
APPENDIX-I TO DISCIPLINARY ACTION RULES
(Para-5 of Annexure-III refers)

DISCIPLINARY AND APPELLATE AUTHORITIES IN CORPORATE OFFICE, LIAISON OFFICE, NEW DELHI, MUMBAI, CHENNAI, VISHAKAPATNAM AND HAL MANAGEMENT ACADEMY (HMA)

<table>
<thead>
<tr>
<th>Category of Personnel</th>
<th>Nature of punishment</th>
<th>Disciplinary Authority</th>
<th>Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees below Grade-I</td>
<td>All punishments except dismissal</td>
<td>Officers in Grade-IV and above</td>
<td>The concerned Head of Department</td>
</tr>
<tr>
<td>Employees below Grade-I</td>
<td>Dismissal</td>
<td>Head of the Department</td>
<td>The concerned Director</td>
</tr>
</tbody>
</table>
APPENDIX-II TO DISCIPLINARY ACTION RULES
(Para-5 of Annexure-III refers)

DISCIPLINARY AND APPELLATE AUTHORITIES IN OFFICE OF THE MANAGING DIRECTOR (MiG COMPLEX & ACCESSORIES COMPLEX)

<table>
<thead>
<tr>
<th>Category of Personnel</th>
<th>Nature of punishment</th>
<th>Disciplinary Authority</th>
<th>Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees below Grade-I</td>
<td>Minor punishments mentioned in Rule-3 (a) to 3(e)</td>
<td>Manager (HR) / Head of HR Department.</td>
<td>Managing Director</td>
</tr>
<tr>
<td>Employees below Grade-I</td>
<td>All major punishments mentioned in Rule 3(f) to 3 (j)</td>
<td>GM/AGM/DGM (Finance/HR/Tech.) (Head of the Department)</td>
<td>Managing Director</td>
</tr>
</tbody>
</table>
TERMS AND CONDITIONS OF SERVICE

Rules relating to recruitment of personnel and HAL Conduct, Discipline and Appeal Rules govern and specify service conditions of most of the employees. Certain categories of employees are governed by special conditions of service. These are given below:

I. RETENTION OF LIEN:

Lien of Government Employees appointed through open selection

In the event of quasi-permanent or permanent Government employees getting selected for appointment through open selection against Direct Recruitment vacancies and their release by the Parent Departments for such appointment is with permission to retain a lien on the post held by them in Government service, such appointments should be regulated under the following terms:

a) Information to Parent Department:

Permanent and quasi-permanent Government employees selected for appointment based on applications forwarded through proper channel against open selection are permitted by Government to retain their lien on their permanent post in the Government for a period of two years. At the end of two years, the Government servant should either revert to his Parent Department or resign from the Government service for being absorbed in HAL service. On selection of such candidates, the Company should inform the Government Department the conditions under which the lien of the employee can be maintained.

b) Conditions for retention of lien:

The Conditions under which the Company can permit retention of lien are:

(i) Period of lien:

The period of lien under no circumstances should be beyond two years. It is open to the Company to confirm or revert the employee to his Parent Department during the period of lien.

However, in exceptional cases due to administrative reasons where the Company requires some more time to absorb the Government servant in question, he may be allowed to retain his lien for a further period of one year.

However, employees below Board level appointments when appointed to posts at the Board level within HAL or in other Central
Public Sector Undertakings are to be permitted to retain lien on their appointment upto a period not exceeding 5 years.

(ii) **Confirmation or reversion:**

On satisfactory completion of the prescribed probation period, the Parent Department should be consulted and confirmation orders should be issued only on the acceptance of the employee’s resignation by the Government and from the date of acceptance of the resignation. If during probation period, it is decided not to confirm the employee, he may be reverted to Parent Department during the lien period. Similarly the Company shall have no objection, if during the lien period, the employee decides to revert to his Parent Department.

2. **Fixation of pay on appointment in the Company during the period of lien:**

The pay of an employee who has retained his lien on his Parent Department Post, is to be fixed in such a manner that the pay allowed to him by the Company should not exceed the limits specified in the Ministry of Finance O.M.No.10(24)/E.III-60 of 9th of March 1964 and such other orders restricting the pay during foreign service as may be decided by the Government from time to time. Advance increments recommended by the Staff Selection Committee, if any, but not entitled during the period of retention of lien, need not be allowed on re-fixation after absorption.

3. **Payment of leave salary and pension contribution:**

The Company may pay leave salary and pension contribution in respect of an employee whose lien is retained on his Parent Department till he is confirmed in the Company subject to the terms and conditions prescribed by his Parent Department. The period for which the Company has made pension and leave salary contribution, will not count for purposes of Gratuity, PF and for earning leave, if and when he is confirmed in the Company’s service.

4. **Joining time / Travelling Allowance:**

While reporting for duty a Government / Quasi Government servant, retaining lien, and his dependent family members are entitled for entitled class of train fare by the shortest route. In addition to the above, he is also entitled to excess baggage fare paid to the railways after deducting free baggage allowances. In case he is reverting back to his Parent Department on his own before the expiry of one year, he has to refund the TA drawn by him.
5. **Fixation of pay on absorption in the Company:**

(i) (a) Civil Service Officers on deputation when absorbed in the Company, will be appointed in the scale of pay of the post which they are holding at the time of absorption. The pay on absorption will be fixed at the lower appropriate stage of the Company scale, so that the pay plus allowances under the Company Rules, are not less than the total emoluments of the deputationists.

(b) The Officer is entitled to draw proportionate pension and proportionate gratuity sanctioned by the Government in addition to the salary drawn from the Company, provided he gives an undertaking that in the event of his services in the Company getting terminated within a period of two years of the date of absorption, the approval of the Government would be obtained by him before he takes up any private appointment.

(ii) **On absorption of Defence Service Officers:**

Defence Service Officers on absorption in the Company will be taken in the pay scale of the post they have been holding in the Company on deputation. The pay on absorption will be fixed at the lowest appropriate stage in the Company scales of pay, so that pay plus allowances admissible according to the Company rules, is not less than the total emoluments of the deputationist prior to his absorption. The concessions and allowances such as Special Disturbance Allowance, Kit Maintenance Allowance, the monetary value of rent, furniture, electricity and water will be disregarded but the amount of Deputation Allowance will be notionally taken at the same level as applicable to Civilian Officers deputed to posts carrying corresponding scales of pay. While qualification pay will be included in the emoluments for the purpose of the above computation, flying bounty paid to the Test Pilots, will not be included as they are allowed a Special Test Pilot’s Allowance per month.

An Officer absorbed in the Company will be entitled to draw pension and gratuity as may be sanctioned by the Government in addition to the salary from the Company provided he gives an undertaking that in the event of his service getting terminated within a period of two years from the date of his retirement from the Government and absorption in the Company, approval of the Government would be obtained by him before he takes up another employment. Service Officers who were in occupation of houses hired by the Company, on
the date of their absorption, would be permitted to continue to enjoy this facility on payment of 10% of their pay as rent until they are promoted to the next higher Grade, when they will cease to be eligible for this concession.

6. **Seniority:**

The seniority of a Government servant who is absorbed in the Company under these orders, will be reckoned from the date of his original appointment to the specific Grade in the Company, on deputation.

7. **Carrying forward of leave from Parent Department:**

Government servants who are appointed in the Company by retaining lien on the posts held by them in their Parent Department and are confirmed in the Company after terminating the lien so held are permitted by the Government to carry forward the leave (Earned leave only) upto a maximum of 120 days. Similarly, the leave salary can also be transferred on termination of the lien.

Government servants who retain lien and avail of leave during that period are entitled for Compensatory Allowances such as DA and HRA in addition to the leave salary admissible from their Parent Department.

Government servants, who have been confirmed in the Company after terminating their lien in their Parent Department and are availing of their carried forward leave, are entitled to the leave salary to be calculated with reference to the lumpsum salary paid by the Government to the Company. These Government servants are not entitled for DA and HRA from the Company during the said leave period.

7.1 Carry forward / encashment of half pay leave/sick leave in respect of absorbed deputationists / employees joining the Company on fresh appointment from Central / State Government and other Public Sector Undertakings will be done as per the procedure given below:

i) Application for appointment in HAL should have been forwarded through the Government / Public Sector Undertaking.

ii) Transfer of leave accumulation in such cases shall be effected with the consent of both the previous organization and HAL and subject to the previous organization agreeing to pay to the Company the leave salary of the employee to the extent of leave transferred to HAL.

iii) In case the employee does not request for payment of cash equivalent of the amount paid by the previous organization to
HAL immediately after it is transferred to HAL, the leave standing to his credit will be credited to the Leave Account No.2 (separately) opened in the case of transfer of vacation / earned leave.

iv) If the leave transferred is on full pay basis, then full credit will be given to the leave so transferred to Leave Account No.2 and if it is on half pay basis, then the credit to Leave Account No.2 will be at one half of the leave so transferred.

v) The employees would be allowed to encash / avail the leave so transferred after joining HAL. The amount payable on encashment/availment of such leave would be at the rate at which the transferor organization paid the leave salary to HAL. Period of such leave availed of would be treated as duty for all purposes, except for earning leave and ex-gratia bonus in HAL, as in the case of VL carried forward.

vi) If the leave so transferred is not availed of or encashed within a period of 3 years, the leave remaining unutilized at the end of three years would be converted as Vacation Leave subject to Clause (iv) above, and added to the Vacation Leave account of the employee on condition that the total VL at credit after such addition will not exceed the accumulation limit permissible under the HAL Rules. The leave salary payable thereafter will be at the rates payable under HAL Rules.

8. Applicability to State Government Employees:

The above conditions may also be made applicable to the State Government servants appointed in the Company by retaining their lien on their Parent Department posts, provided the State Government concerned has a procedure for retention of lien of its employees or it agrees to the Company following these Rules in the case of its employees. Even in such cases, the duration for retention of lien should be the same as in the case of permanent Central Government employees. The method of fixation of pay should also be the same unless the State Government has laid down any other ceiling limits.

8.2 The system of engaging people on deputation has been discontinued. However, when in certain posts such as posts of Test Pilots and Chief of Vigilance which are specifically exempted from the policy of immediate absorption, the tenure of deputation of Central Government Employees will be for two years which could be extended by one year for good work. As regards, pensionary benefit and other service conditions they will be governed by the offer of Appointment issued to them and the provisions contained below:
8.2.1 Appointment of Officers belonging to a regular service for appointment in Public Sector on immediate absorption basis.

No person belonging to a regular service selected for appointment in the Public Sector on immediate absorption basis should be allowed to join duties until his resignation from the Government Service is complete in every respect inclusive of the request for resignation, its acceptance and service of the order on the Officer concerned. Both the relieving Ministry and PSU will be under obligation to verify this aspect.

8.2.2 TA/DA in respect of Officers joining HAL on immediate absorption basis.

The TA/DA and other benefits in respect of the Government servants including those belonging to Defence Services joining the Company on immediate absorption basis is to be regulated as in the cases of transfers of Company employees of equal status in terms of TA/DA Rules of the Company.

II. DEPUTATION:

GENERAL

1. The proposals for deputation of Central Government employees are routed through the concerned Administrative Ministry. It should also be indicated therein that no Officers are available within the organization to man the post with the requisite qualification / experience and deputation to such posts is permissible under the Rules of the Organisation.

2. The initial period of deputation will ordinarily be for a period of two years and extendable by one year. Extension of deputation beyond 3 years requires the approval of the Appointment Committee of the cabinet.

PAY / ALLOWANCES:

3. The Government employees who are on deputation will continue to draw the Salary as per their entitlement in the Parent Department. Only those who come on permanent absorption basis, will get HAL Scales, perks and benefits. However, Chief Vigilance Officer on deputation to the Vigilance Departments of CPSEs may be allowed the option of electing to draw either the pay of the post in the scale of pay of HAL or Pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any.

4. Deputation Allowance is admissible at the rate of 5% of pay subject to a maximum of Rs.2000/- per month when the transfer is within the same station and if the transfer is outside the station 10% of pay subject
to a maximum of Rs.4000/- p.m. No deputation allowance is admissible for the period of deputation beyond 4 years.

RULES GOVERNING DEPUTATION

5. In the case of Civilians, their terms of deputation are covered in the Ministry of Finance O.M. No. F.1(11). E-III(B) dated 7\textsuperscript{th} November 1975 and in the case of service Officers, their terms are governed as per the Ministry of Defence letter No. 4(15)/58/99/S(DMS) dated 25\textsuperscript{th} February 1970. In the case of All India Service Officers such as IAS, IPS, etc., their terms of deputation are to be determined with reference to the specific statutory Rules / orders applicable to them.

6. DEPUTATION OF GOVERNMENT OFFICERS TO CENTRAL PUBLIC ENTERPRISES - IMMEDIATE ABSORPTION BASIS.

6.1 Deputation of Government Officers including those belonging to Defence services to all posts (Board level as well as below Board level) in Central Public Enterprises except for posts of Chief Executives, Regional / Zonal Chiefs, Test Pilots / Flight Test Engineers and Chief Vigilance Officers of PSUs who require continuous liaison and co-ordination with State Governments and where expertise acquired in the State Government is needed for organizational efficiency has been stopped. Suitable Serving Officers interested in appointment in Central Public Enterprises could join only on immediate absorption basis.

6.2 Immediate absorption means acceptance of resignation of an Officers from Government service to enable him to take up an appointment in a Central Public Enterprise for which he had applied with proper permission, i.e. through proper channel.

6.3 No person belonging to regular service selected for appointment in the Public Sector Undertaking on immediate absorption basis should be allowed to join duties until his resignation from Government Service is complete in every respect (inclusive of the request for resignation, its acceptance and service of the Order on the Officer concerned). The relieving Ministry and Public Sector Undertaking must be under obligation to verify this aspect.

6.4 Retention of lien / quasi-permanent status: No lien / quasi permanent status of the Government Servant concerned will be retained in his parent cadre. All his connections with the Government will be severed on the release for appointment in an enterprise and he will not be allowed to revert to his parent cadre.

6.5 The following are the terms and conditions of appointment of Government servants in Central Public Enterprises on Immediate Absorption basis:

a) **PAY:** The pay of the Officer in the scale of pay of the post for which he has been selected is fixed by protecting Pay, Grade
Pay & DA (DA on Basic Pay + Grade Pay only), last drawn while in service. Besides, the Officer will be entitled for Pension for their service in Defence.

**Note:**
1) In the case of Test Pilots and Flight Test Engineers the Officers Basic Pay, Grade Pay, Qualification Pay and DA (DA on Basic Pay + Grade Pay only) will be protected on appointment in HAL on immediate absorption basis. If the above pay and allowances drawn by an Officer cannot be fitted in the prescribed scale of pay in HAL, the difference will be treated as Personal Pay to be absorbed against future increases in pay on account of Salary Revision / Annual Increments / Promotion.

2) Officers appointed as Company Test Pilots / Flight Test Engineers / Flight Test Instrumentation Engineers / Communication Pilots are eligible for various Special Allowances, Insurance Coverage, Retention Incentive, Survival Benefit, etc as prescribed in the Rules.

3) Test Pilots, Flight Test Engineers and Communication Pilots coming on deputation are also eligible for various Special Allowances, Insurance Coverage, etc as prescribed in the Rules.

b) **PENSION**: The Officer will be eligible to draw his full pension from the Government as per Rules.

c) **PROBATION**: The Officer will be on probation for a period of 12 months from the date of his appointment and this period may be extended, if considered necessary by the Company. He will be deemed as confirmed in the post only if he is intimated to that effect in writing. During the probation period his services are terminable by the Management without notice, without assigning any reason and without any compensation in lieu of notice.

d) With effect from 1.12.08, Deputationists are eligible for Perks and Allowances as part of Cafeteria System, as prescribed in the Rules.

e) **PERFORMANCE RELATED PAY (PRP)**: Deputationists would be eligible for PRP as per the scheme, as applicable for regular Officers.

f) **GROUP INSURANCE**: The Officer is covered under the Group Insurance of the Company in lieu of the Employee Deposit Linked Insurance Scheme. Under the Scheme, in the case of death while in service, the nominees are given by LIC, at present an amount of Rs. 1,32,000/-. Besides, they will also be paid the following amounts depending upon the Grades by the Company.
### Grade of the Officer vs. Amount of Insurance

<table>
<thead>
<tr>
<th>Grade of the Officer</th>
<th>Amount of Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>I / II</td>
<td>Rs. 9,500/-</td>
</tr>
<tr>
<td>III / IV</td>
<td>Rs.19,500/-</td>
</tr>
<tr>
<td>V / VI</td>
<td>Rs.29,500/-</td>
</tr>
<tr>
<td>VII &amp; above</td>
<td>Rs.39,500/-</td>
</tr>
</tbody>
</table>

**g) PROVIDENT FUND:** The Officer will be eligible to join the Company’s Provident Fund Scheme. Besides contribution by the Officer, the Company will also contribute 12% of his basic pay and DA to his Provident Fund account.

**h) GRATUITY:** The Officer will be covered by the provisions of the Payment of Gratuity Act, 1972.

**i) LEAVE:**

1. An Officer taking up an appointment in a Central Public Enterprise will be entitled to encashment of leave to his credit at the time of acceptance of his resignation from Government Service subject to a limit of 300 days. Half pay leave, if any, to his credit will stand forfeited.

2. The Officer will be entitled to 30 days of Vacation Leave and 12 days of Casual Leave per year. Upto 50% of VL at credit can be encashed in a calendar year. Vacation Leave at the time superannuation / resignation to the extent of 300 days is fully encashable.

**j) Consequent upon implementation of cafeteria system of payment of Allowances to the Officers, the LTC/ LTA gets covered in the same.**

**k) MEDICAL FACILITIES:** The Officer will be entitled for free medical facilities for self, wife and dependent family members including parents.

**l) SUPERANNUATION:** The age of superannuation in HAL is 60 years.

**m) TA/DA:** The TA/DA and other benefits in respect of Officers joining the Company on immediate absorption basis will be regulated as in the case of transfers of Company employees of equal status in terms of TA/DA Rules of the Company.
n) **OTHER MATTERS:** In all other matters relating to conditions of service not specifically mentioned above, the Officer will be governed by the Rules of the Company as applicable to the Officers of his Grade / status.

6.6 **DEPUTATION OF TEST PILOTS:**

The terms and conditions of deputation of Test Pilots are governed by AFO/ 266/73 as amended. Besides this, Special Allowances such as Hazardous Flying Allowances, Civil License Pay, Flying Kit Maintenance Allowance, Pre-flight Meal Allowance at mutually agreed terms & conditions.

7. **PROCEDURE FOR DEPUTATION OF PERSONNEL TO HAL:**

7.1 Proposals for deputation are to be referred to the Corporate Office, which will in turn, take up the matter with the authorities concerned. The Divisions are not to enter into any correspondence on the subject with outside Organizations. Proposals regarding reversion, replacement or absorption of Central Government deputationists are to be sent to the Corporate Office atleast 7 to 8 months in advance.

7.2 Permanent absorption is to be offered only to those deputationists whose permanent retention would be in the interest of the Company and whose absorption would not affect the seniority of the Company employees. Further, a deputationist is to be absorbed in the services of the Company, only where suitable Company employees are not available for promotion and suitable personnel are not likely to be available in the open market for recruitment to the post. Officers whose normal dates of superannuation in their parent service fall within 2 years in the case of those on deputation to the posts in Grade - IX and above and 3 years in the case of others from the date of commencement of their deputation to HAL are not to be considered for permanent absorption. If such personnel are to be retained in the Company beyond the date of their normal superannuation, as stated above, they are to be treated as retired and re-employed in HAL. Before permanent absorption is offered to any deputationist, prior approval of the concerned Appointing Authority is to be obtained. All cases of absorption require prior approval of the Chairman.

7.3 Pay of the deputationist, on absorption, is to be fixed at the lowest appropriate stage in the Company’s scale of pay, so that the pay plus allowances according to the Company Rules are not less than the total emoluments of the deputationist prior to absorption. In the case of Defence Service Officers, the total emoluments prior to absorption will be computed in the same manner as is done for the Civilian deputationists absorbed in the Company and in order to equate them on the same footing, the concessions and allowances such as Kit Maintenance Allowance, monetary value of rent, furniture, electricity and water concessions, will be disregarded, but the amount of Deputation Allowance, in cases where such allowance is actually drawn will be notionally taken at the same level as applicable to the Civilian Officers deputed to posts.
carrying corresponding scales of pay. While Qualification Pay / Technical Pay will be included in the emoluments for the purpose of the above computation, the flying pay or any allowance for test flying paid to the Test Pilots while on deputation, will not be included, as they are allowed Special Test Pilot’s Allowance, on absorption, as per the Company Rules. In addition to salary from the Company, a deputationist on absorption will be entitled to draw all the terminal benefits as sanctioned by the Government for the period of his service with the Government, provided he gives an undertaking that in the event of his service with the Company terminating at the instance either of the Company or of the employee within a period of two years from the date of his premature retirement from the Government service and permanent absorption in the Company, the approval of the Government would be obtained by him before he takes up any private employment.

7.4 From the date of absorption, they will be governed by the Leave Rules of the Company. The un-availed leave at the credit of the deputationist on the date of absorption and carried forward to the HAL by the Government, if any, may be availed of or encashed as per the Rules of the Company. They will be eligible to join the Company’s Provident Fund from the date of their absorption. They will also be permitted to transfer the amount of Provident Fund at their credit in the parent service to the Company’s Provident Fund. The deputationist, on absorption, will be covered by the provisions of the Payment of Gratuity Act, 1972. Seniority of the absorbed deputationist is to be reckoned with effect from the date on which he was appointed to that Grade on deputation. In case he is absorbed in a Grade higher than that in which he was on deputation, his seniority in the higher Grade is to be reckoned only from the date of absorption in the Company. The Defence Service Officers, who were in occupation of houses hired by the Company on the date of their absorption, would be permitted to continue to enjoy this facility on payment of 10% of their pay, as rent. In all other matters, on absorption, they will be governed by the Rules applicable to the employees of the Company, on corresponding Grade / status.

7.5. The following would be the Grades of Absorption in HAL with reference to the Rank of the Officer in IAF:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Rank in IAF</th>
<th>Grade/Scale of Pay in HAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wg Cdr (with three years experience in the Rank) (entry level for induction)</td>
<td>VI / 32900-58000</td>
</tr>
<tr>
<td>2</td>
<td>Gp Capt</td>
<td>VII / 36600-62000</td>
</tr>
<tr>
<td>3</td>
<td>Air Cmde</td>
<td>VIII / 43200-66000</td>
</tr>
<tr>
<td>4</td>
<td>AVM</td>
<td>IX / 51300-73000</td>
</tr>
</tbody>
</table>
7.6 a) A Bond needs to be executed at the time of joining the Service of HAL by the Officer. The tenure of Bond for Test Pilots/Flight Test Engineers/Communication Pilots & AE Officers on permanent absorption will vary from 5 to 10 years as given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Officers Rank</th>
<th>Age</th>
<th>No of Years of Bond</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wg Cdr</td>
<td>38 years</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>Wg Cdr</td>
<td>39 years</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>Wg Cdr</td>
<td>40 years</td>
<td>6</td>
</tr>
<tr>
<td>4</td>
<td>Wg Cdr</td>
<td>Above 40 years</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Gp Capt &amp; Above</td>
<td>Above 40 years</td>
<td>5</td>
</tr>
</tbody>
</table>

b) The Officer will serve HAL for a minimum period as indicated above from the date of his permanent absorption in HAL or till he attains the age of superannuation in HAL, namely 60 years, whichever is earlier.

c) The compensation amount for leaving HAL before completion of the bond period will be Rs. 2.00 Lakhs (Rupees Two Lakhs Only) per year for the remaining period of the Bond.

III. FIXATION OF PAY OF GOVERNMENT PENSIONERS:

The following procedure is followed in regard to the Fixation of pay of pensioners in the Company:

INITIAL APPOINTMENT:

1. Pay of the pensioners on initial appointment may be fixed either (i) under the Rules of the Government of India applicable to re-employed pensioner, by allowing all applicable benefits, or (ii) by grant of advance increments not exceeding five in a manner and subject to the same conditions as for open market candidates, with a further provisions that full pension or residual pension, (pension includes pension equivalent of gratuity and other forms of retirement benefits) as the case may be, is to be deduced, whichever is more favourable to the employee.

Note: In the case of Ex-servicemen and Government civilian personnel retiring before attaining the age of the pension as indicated below is to be ignored while fixing their pay on re-employment:

   i) In the case of service Officers and Officers holding Group-A posts (equivalent to Grade-II and above) in the Civil side the first Rs.4,000/- of the pension plus pension equivalent of gratuity.
ii) In the case of service personnel below Commissioned Officer rank and Officers holding Group B or lower posts (equivalent to Grade-I and below) in the Civil side at the time of their retirement, the entire pension plus pension equivalent of gratuity.

2. As a matter of normal practice, Government Rules for fixation of pay will be applied. However, if in exceptional cases, strict application of these Rules stands in the way of attracting retired Government servants possessing useful experience alternative (ii) referred to in the above para may be adopted.

3. The following guidelines should be kept in view in the matter of fixation of pay according to the Government Rules:-

   i) The pay of the re-employed pensioner should normally be fixed at the minimum of the scale;

   ii) Where such a fixation results in hardship to the Officer, the initial pay can be fixed by giving advance increments at the rate of one increment for each year of service rendered in equivalent or higher post. The pay will be raised in such a manner to such a stage in the time scale of pay of the re-employed post where the pay plus full residual pension does not exceed the pre-retirement pay. Comparison of pay for the purpose of granting advance increments should normally be made on the basis of the scales of pay. However, comparison with reference to the duties / responsibilities attached to the post may also be resorted to in the cases where comparison exclusively on the basis of pay scale results in hardship.

   iii) **Pre-retirement pay means and includes the following:**

   Grade / Basic Pay or any other emoluments classified by the Government as pay (According to the Government clarifications, the following emoluments have been classified as "Pay"):  

   a) Officiating or acting rank pay if drawn continuously for not less than one year immediately before retirement;

   b) Personal pay granted for loss of substantive pay;

   c) Technical Pay / post-graduate allowance;

   d) Non-practicing allowance minus the non-practicing allowance admissible in HAL.

   e) Special pay like Deputation (duty) Allowance granted under Fundamental Rules 9 (25) or personal pay
granted for other than loss of substantive pay if drawn continuously for more than one year immediately before retirement;

f) Good service pay, good conduct pay, deferred pay badge pay, qualification and classification pay drawn by non-commissioner personnel, i.e., Junior Commissioned Officers or other ranks;

g) DA under the Government (as on the date of his retirement) minus HAL DA;

h) Interim Relief, if any.

Notes: 1) Other Allowances like HRA, Kit Maintenance Allowance etc., will not form part of the pre-retirement pay.

2) No personal pay can be given to protect the difference in the pre-retirement pay and the stage in the time scale of the re-employed personnel;

3) The re-employment pensioner including family pensioners will not be entitled to draw any relief sanctioned to the pensioners/family pensioners by the Government from time to time during their re-employment with HAL.

iv) In the case of Service Officers and Civilian Officers holding Group-A posts retired before attaining the age of 55 years, the first Rs.4,000/- of the Pension is to be ignored while fixing their pay on initial appointment.

v) The entire Pension is to be ignored in the case of other categories, i.e. non-commissioned Ex-service personnel & civilian employees holding below Group-A posts and retiring before attaining the age of 55 years;

vi) In cases where the minimum pay of the post in which the pensioner is re-employed is more than the last pay drawn, he may be allowed the minimum of the prescribed scale of the post less full pension or residual pension, as the case may be;

vii) The pay of persons who have retired from Government service (except in the case of resignation, removal or dismissal) without earning any pension, gratuity or other retirement benefits, on initial re-employment, is to be fixed in accordance with these Rules by treating the element of pension in such cases as NIL.
4. In the case of re-employment of Government servants, the individual is to be paid, during the period of his terminal leave at the minimum of the scale of pay in which he has been re-employed. From the date on which he actually retires from service and becomes entitled to pension / gratuity, his pay is to be re-fixed with reference to the Rules for fixation of pay of re-employed pensioners. The emoluments during such period of terminal leave when the employee is permitted to take up the employment pending retirement will be the full pay and allowances of the post in which he is re-employed. The pay/allowances so admitted by HAL is to be intimated to the concerned Accounts / Audit Officer, who is to regulate the pay/allowances in accordance with Departmental Rules for the terminal leave. Once the initial pay is fixed in the above manner, increments in the normal time scale can be allowed as if the pay has been fixed at the minimum or higher stage as the case may be. When the pay is fixed at the minimum of the scale, he should be given the benefit of the entire period of service rendered during the terminal leave granted by the Government for the purpose of future increments. In other words, his service from the date on which he is re-employed would count for grant of further increments. However, where the pay has been fixed at a stage higher than the minimum after retirement and as a result of which he gets advance increments, he will earn the next increment only after completing the requisite service from the date from which his pay has been re-fixed.

5. In addition to the pay so fixed in the Company, the employee will be allowed to draw his pension, provided pay allowed by the Company plus pension/pension equivalent of gratuity or other forms of retirement benefits does not exceed the pre-retirement pay. Where the pre-retirement pay is exceeded in this manner, he will be allowed to draw the pension in full and the amount by which the pay plus full pension/residual pension etc. exceeds the pre-retirement pay, will be shown as a constant deduction in the pay bill on the debit side. The pension element that has been deducted at the time of initial appointment would continue to be deducted during the entire service.

Treatment of Military Service Pay (MSP): MSP is granted to Defence Forces Officers / Personnel while they are serving in the Defence Forces. Accordingly, on their re-employment in civilian organizations, the question of grant of MSP to such Officers / Personnel does not arise.

6. All the instructions issued from time to time by the Government of India regarding the fixation of pay of re-employed pensioners shall be followed in the Company.

**IV. FORWARDING OF APPLICATIONS FOR EMPLOYMENT TO OUTSIDE ORGANIZATIONS:**

1. Every employee at the time of joining the Company is required to give an undertaking not to apply for any appointment elsewhere without first obtaining the written permission from the Competent Authority.
2. Only employees who have completed three years of service in the Company may be permitted to forward application for employment to outside organizations in a calendar year as detailed below, except for Design Engineers from Design R&D Centres.

- Maximum of two applications in respect of employees up to and including Grade-IV.
- Maximum of one application in respect of Officers in Grade-V and above.

**Note:** Officers are required to obtain prior approval of the Competent Authority before forwarding the application, in any form i.e., hard copy or online application outside HAL for employment.

In the case of surplus employees and SC/ST employees, applications may be forwarded without any restriction. Applications of Officers in the Design disciplines are to be forwarded to Corporate Office with the recommendation of the concerned MD / Director. Corporate Office will take decision on such cases based on the merit of each case.

3. Applications of Executives for outside employment are to be recommended for being forwarded only if the Officer can be spared to the Organization on his selection without replacement. Applications of Officers who cannot be spared on their selection need not be recommended / forwarded.

**Note:** In case where there are compelling grounds for withholding of application of the SC/ST employees for employment in outside organizations in the interest of the Company’s work, a report to that effect is required to be sent to the Corporate Office giving the reasons and details in the month following that in which the application is withheld.

4. In the offers of appointment issued to applicants selected for employment in the Company, a specific clause to the effect that after their joining the Company, their applications for employment outside HAL will not be forwarded for a period of three years from the date of their joining is to be included.

5. Application of individual Officers of Design Complex can be forwarded to outside organizations limited to one application per year.

6. In respect of forwarding of applications of employees to ADA / DRDO Authorities, one application per year can be forwarded with the specific approval of concerned Director / MD(B) / Corporate Office as per Rules.
7. Applications of Officers of functional areas other than Design, working in the R&D Centres for outside employment may be decided on a case-to-case basis.

8. Applications of Officers in Grade - VII and above of other functional areas of the R&D Centres for outside employment may be forwarded to Corporate Office with the recommendations of the Managing Director / concerned Director for further action.

9. The Management reserves the right not to forward or withhold application of any employee in the interest of Company’s work.

10. Applications of all temporary employees, employees belonging to the Scheduled Castes / Scheduled Tribes Communities and that of permanent employees in Grade / Trades in which the Division has surplus employees may be forwarded for employment in outside organizations without restrictions.

**Note:** There is no restriction on the number of applications to be forwarded for employment within the Company, i.e., against posts notified / advertised by other Divisions / Offices of the Company. However, if a Division / Office cannot spare an employee on selection, it should make a mention about the same while forwarding the application.

11. In the matter of forwarding of applications the following guidelines are to be kept in view:

   a) The applications of SC/ST employees including those who are under bond / contractual obligations are to be forwarded to other Government / Public Sector Undertakings without any restriction. In the event of selection of SC/ST employees under bond / contractual obligations whose applications are forwarded through proper channel, enforcement of bond need not be insisted upon subject to the condition that the employee concerned executes a fresh bond to serve the new employer for the balance of the original bond period with HAL. In case, Divisions / Complexes wish to withhold any application of SC/ST employee, who is working on a special assignment / project, prior approval of the Corporate Office should be obtained.

   b) Applications of the employees other than the SC/ST employees who are under bond are not to be forwarded till the expiry of the bond period. If any exception is made, the Corporate Office is to be informed of the situation under which the application was forwarded.

12. Where it is decided to withhold permission to appear for competitive examinations conducted by the Union Public Service Commission or forwarding of application for recruitment to posts which are made by selection through the UPSC, the UPSC should be informed about the
withholding of permission immediately. All precautions are to be taken in order to ensure that timely intimation about the rejection of permission is given to the UPSC, so that the candidature of such employees is not considered by the UPSC.

13. Applications of Officers in Grade - VIII and above are to be forwarded only with the prior approval of the Chairman. Applications of Officers in Grade - VII are to be forwarded with the prior approval of the concerned Director / MD / Director (Corporate Planning & Marketing) / Director (HR) / Director (Finance). When applications of Officers in Grade - V and above for employment in outside Organizations are forwarded, a copy of the Division's letter forwarding the application should be endorsed to the Corporate Office. When applications of General Manager / Addl. General Manager / Dy. General Manager / Chief Manager /Senior Manager /Manager (Finance) i.e., Officers in Grade - IV and above in the Finance / Accounts / Audit Departments for employment in outside Organizations are forwarded, a copy of the forwarding letter should be endorsed to the Director (Finance) also.

14. While forwarding applications against notifications of the Company for employment in Organizations in foreign countries / under foreign Governments, the Divisions / Offices should clearly indicate whether it would retain the lien of the employee on the post held by him and does not require any replacement during the period of his employment abroad.

**Note:** The maximum period for which the lien on the post in the Company on his selection for foreign assignment will be three years from the date of release on assignment in the foreign country.

15. Applications of the Company employees for employment in organisations in foreign country or under foreign Government are not are forwarded if such employment has not been notified by the Company. No employee is permitted to apply directly for such employment while he is in the service of the Company. He will be free to apply for employment in organizations in foreign countries or under foreign government agencies only after he resigns or retires from the services of the Company.

**V. NO OBJECTION CERTIFICATE TO THE EMPLOYEES FOR REGISTERING NAMES IN THE EMPLOYMENT EXCHANGES:**

The General Managers of the Divisions may, at their discretion, issue ‘No Objection Certificate’ to the following categories of employees for registration of their names with the local Employment Exchange:

a) All Temporary employees in Scale SS and below;

b) Permanent employees during the period of notice of resignation / termination;

c) Employees who are likely to be retrenched in the near future.
VI. PERMISSION TO JOIN HOME GUARDS ETC:

The Territorial Army is the second line of Defence of the Country which plays an important and useful role for the defence of the country in an emergency as also during natural calamities and the main source of recruitment to the Territorial Army is civil Government servants, employees of Public Sector Undertakings / Corporations and also employees of Public Utility Institutions. As such, it is necessary that Government, Semi Government / PSU employees be encouraged to join Territorial Army.

2. The Territorial Army invites applications from time to time from Citizens of India and Ex-service Officers who are:-

   a) Gainfully employed and medically fit;
   
   b) a graduate from a recognized University;
   
   c) between the age group of 18 to 42 years (as on last date prescribed for receipt of applications).

3. The selected candidates have to undergo one month basic training in the first year of Commission and 75 days post commissioned training within first two years. The Officers commissioned in TA infantry may be called out for Military Service for longer durations depending upon the requirement.

4. During the period of training as well as Military Service the pay and allowances admissible to his rank will be borne by the Territorial Army. They would be promoted upto the rank of Lt. Col. subject to their passing requisite promotion examination and to the rank of Brigadier on selection.

5. The Government issued instructions that Government servants should be encouraged to join Territorial Army as the same has to play an important and useful role for the Defence of the Country in an emergency as also during natural calamities etc.

6. There is no objection for the Company employees joining Auxiliary Police Organizations, such as Home Guards, National Volunteer Corps, Prantiya Rakshadal etc., provided that this can be done without detriment to their official duties. Where such permission is granted, it is subject to the following conditions:-

   a) That the period of training and duty as Home Guard etc., will be treated as Special Casual Leave and the person concerned is permitted to receive in addition to his pay such emoluments as the State Governments may offer;
   
   b) The Company will not be responsible for any risks, injuries, damages or other consequences arising out of or during the course of employment in such Auxiliary Forces.
7. The Managing Directors / Executive Directors / General Managers may impose additional conditions, considered necessary to suit local conditions.

VII. ATTENDANCE OF THE EMPLOYEES IN COURTS OF LAW:

a) The employees summoned by Courts to give evidence regarding facts that have come to their knowledge in their capacity as employees of the Company and are permitted by the Company to tender such evidence, will be treated to be away on duty and will be paid TA and DA at duty rates, subject to production of proof in support of their attendance at the Courts and provided they have not received such payment from the Courts.

b) The employees summoned by Courts to give evidence not connected with or arising out of their employment with the Company be granted Casual or Vacation leave, as the case may be. They will not be eligible for any TA or DA from the Company for attending Courts.

VIII. LEGAL ASSISTANCE TO THE EMPLOYEES FOR DEFENCE IN COURTS OF LAW:

Under Article 156 of Articles of Association of the Company, it is obligatory on the part of the Company to indemnity its employees against liability arising through acts they perform in discharge of their official duties. There will, however, be no such obligation, if the liability arises out of the employee’s negligence, default etc. The question of rendering legal assistance to the employees for defence in the Courts of Law, in such cases should, therefore, be decided on the merit of each case.

IX. LEGAL ASSISTANCE TO DRIVERS:

With a view to provide legal assistance to the Company Drivers who are involved in Police cases for accidents arising in the performance of their official duties and for the prosecutions launched the following arrangements are in vogue in the Company:

i) As soon as prosecution is launched by the Police against a driver, he may, if he applies, be paid an amount not exceeding Rs.200/- by Company, as its discretion, as advance towards expenses that he might incur in defending himself in the Court. The advance may be paid in lumpsum or in installments as may be considered appropriate by the Competent Authority;

ii) If the driver is not found guilty of the charges, both in the Criminal Court and in the departmental action, if any, instituted against him in connection with the accident, the advance paid is to be treated as an ex-gratia grant made to
him, to the extent of expenditure actually incurred by him and the balance, if any, of the advance is to be recovered from his wages. For this purpose, the driver shall produce a statement of expenditure supported by documentary evidence such as receipt for fees paid to the lawyer, a certificate from the lawyer in respect of the court fees / stamps and fine levied by the Court, if any. However, if the fine levied on the driver is attributable to his neglect, he will not be entitled to the adjustment of the advance against the expenditure incurred by him in defending the case and for payment of the fine;

iii) If the driver is acquitted by the Court, the driver’s absence from duty on account of attendance in Court will be treated as duty, provided he produces attendance certificate(s) from the court. No other expenses such as TA etc. will be reimbursable to the driver;

iv) If, on the other hand, the driver is convicted, the entire advance will be recovered from the wages of the driver in five monthly installments without charging any interest thereon and the period of absence for the purpose will be treated as leave that may be due to him;

v) The driver will be required to submit to the management a certified copy of the judgment within 15 days of the pronouncement of judgment whether it is in his favour or not.

The Competent Authority for this purpose will be the Executive Director / General Manager / Chief of Design / Chief of Projects / Chief of Planning / Chief Test Pilot (Grade IX) in so far as the Divisions are concerned or any other Officer of the Division duly authorized in this behalf by the Executive Director / General Manager. In so far as the Offices of the Managing Directors and the Corporate Office are concerned, the Competent Authority will be stipulated by the concerned Managing Director and the Chairman, as the case may be.

X. CONCESSION TO MILITARY RESERVISTS:

Military reservists employed in the Company are given certain concessions when they are called up for military training / duty. The terms and conditions of service of the reservists in the Company called up for training / duty will be regulated in the following manner:

Protection of pay and allowances and other conditions of Service for reservists recalled for Military training / Military duty.

2. Pay and allowances and other conditions of service in respect of Military Reservists employed in the Company when called up for Military training / Military duty will be regulated in the following manner:
A. During Training:

1. The entire period of Military training including the period of transit will be treated as duty for purposes of leave, increments.

2. During the transit period, they will be entitled to the Company rates of pay and allowances.

3. For the period of training (excluding period of transit) if the pay and allowances (including concessions in kind e.g. free ration etc.) admissible as a reservist, are less than the pay and allowances admissible in the Company post, the difference will be paid by the Company.

4. Where the employee chooses to avail himself of leave at his credit in order to undergo training, the Company’s leave salary and allowances will be paid in addition to service pay and allowances.

5. Where the employee does not avail himself of leave at his credit for undergoing training, Company or service pay and allowances, whichever is favourable, will be paid to him. Where the Company’s pay and allowances are higher, the difference between the Company pay and allowances and the service pay and allowances will be borne by the Company.

6. No travelling allowance will, however, be admissible to them because they would travel on Railway warrants and would draw money in lieu of ration and mineral water and ice allowance during the summer months.

B. On active service:

(a) Pay and Allowance:

(i) The Company or Military pay and allowances whichever is favourable will be paid:

Where the Company pay and allowances are higher than the Military and allowances, the reservists will be paid the higher emoluments and the difference will be borne by the Company.

Note: In the case of reservists who are JCOs and other ranks, the Company rates of pay and allowances which would have been admissible to them from time to time shall be reduced by Rs.25/- p.m. on account of free rations;

(ii) The period of active service will count as duty if the reservist avails himself leave during the period and he will be allowed to draw only the Company leave salary for this period. If however, he does not avail any leave during this period, he will be entitled to the Company rates of pay and allowances.
(b) **T.A. for the employees and their families:**

(i) No traveling allowance / advance of pay on being called up for active service will be admissible, as the individuals would travel on railway warrant and would draw money in lieu of ration and mineral water and ice allowance during summer months;

(ii) During active service or on voluntary resignation due to circumstances beyond control or on dismissal / removal from service or on being permitted to resign, the reservists will be entitled to conveyance to the intended place of residence in India at the same rate as admissible to corresponding ranks in the army etc.

(iii) Where the employee, on being called up for active service, wishes to leave his family in his native place or elsewhere where the family intends to reside, train fare to the nearest Railway Station will be paid via the shortest route to the employee and to each member of his family.

### C. (a) **Lien:**

(i) A permanent employee will have a lien on his post in the Company and will be employed by the Company, on termination of the period during which he has been called up, in an occupation and under conditions not less favourable to him than those which have been applicable to him had he not been called upon duty;

(ii) A temporary employee will, however, have no lien on his post or in any other post, on termination of the period during which he was called up;

(iii) On release from the Military duty, all such persons should be absorbed in the posts in which they would have continued but for their embodiment subject to those posts being available. If the post held by them is abolished while they are on active service, they will be treated to have ceased to be in Company’s employment.

(b) **Filling up of vacancies:**

The vacancies caused by the calling up of reservists may be filled up on a purely temporary basis. Temporary posts which were held by reservists even if they are made permanent, should not be filled on permanent basis by persons holding the posts temporarily in their place.
D. Accommodation, Medical & Educational Facilities:

(i) An employee who is forced to keep his family in the quarter belonging to the Company will be allowed to keep the accommodation subject to recovery of rent at the rate last paid. An undertaking, however, is to be given by the employee to the Company to enable recovery of rent from his pay through the Military Authorities;

(ii) The family will continue to be entitled to medical and educational facilities etc., as may be admissible to the Company employees’ families from time to time so long as the family continues to live at the headquarters of the employee concerned, and provided that they are not given medical, educational facilities etc., granted to families of Military men under the regulations applicable to them;

(iii) The period of absence from duty from the Company necessitated due to the interview / medical examination etc., in connection with his joining the Defence Services training centre or active service will be treated as special casual leave. This concession would, however, be admissible only in those cases where it may not be possible for the employees concerned to attend to their duties the same day after the interview / medical examination etc. If an employee withdraws his candidature at the interview, he would not be entitled to any special casual leave.

E. Provident Fund:

The employee will be allowed to subscribe to Provident Fund, and Company’s contribution as may be admissible from time to time will be credited to his account if the active service does not count from military pension / gratuity under the Army, Navy, Airforce Rules. Both the subscription and contribution will be based on the Company salary. The recovery of the employee’s subscription will be effected from the salary every month by the Army authorities and remitted to the Company.

F. Appointment to Permanent Commission:

In case an employee who is permitted to take an employment commission is subsequently granted permanent commission, he will be considered as having resigned from the Company service with effect from the date of his appointment to permanent commission.

G. Indentured Employees:

Where an employee has executed an agreement to serve the Company for any stipulated period, the period of his military service in the present employment will be counted as qualifying service for the purpose of discharging his obligations under the agreement.
H. Gratuity

The entitlement of gratuity to a reservist is the same as any other employee of the Company, if the period of active service does not count for military pension / gratuity under the Army, Navy, Air force Rules.

XI. SCHEME FOR PREMATURE RETIREMENT:

1. The normal age of superannuation in the Company is 60 years. The Management has the right to terminate the services of an employee at any time during his service, if his services are not longer required. With a view to improve the effectiveness of the administrative machinery by weeding out employees who have ceased to be useful to the Company or whose integrity is questionable, a scheme for annual review of employees in Grade - I and above who have completed 50 years of age is in operation since 22nd of January, 1976.

2. The criteria for screening of Officers for premature retirement is given below:

   a) Gradation of Low Average in two Performance Appraisal Reports during the last 3 years.

   b) Integrity of the Officers questionable.

While considering an Officer for premature retirement on the basis of his questionable integrity, Chief Vigilance Officer, Corporate Office should be consulted. The criteria mentioned above is to be followed for screening cases of Officers in Grade - I to Grade - IV. The cases of Officers in Grade - V and above will continue to be processed by the Corporate Office.

PROCEDURE:

Each case for premature retirement is to be reviewed by the Screening Committee constituted for the purpose which will submit its recommendations to the Competent Authority for approval / decision as indicated below:

COMPOSITION OF SCREENING COMMITTEES:

(a) For Officers in Grade-I, II and III:

   i) GM / an Officer of equivalent rank - Chairman

   ii) DGM / an Officer of equivalent rank - Member

   iii) Head of the Department other than Member the one in which the Concerned employee is working

   iv) An Officer from the office of the MD / Director / Corporate Office - Member
nominated by the MD / Director / Functional Director

The recommendations of the Committee will be considered and approved by the concerned General Manager.

(b) For Officers in Grade-IV:

i) MD / Functional Director - Chairman

ii) GM from a Division other than the one in which the Officer is working - Member

iii) GM of the concerned Division - Member

iv) Representative of Corporate Office Nominated by the Chairman / Director (HR) - Member

The recommendations of the Committee will be considered by the concerned MD / Functional Director.

(c) For Officers in Grades - V and VI:

The Committee will comprise the MDs / Directors / Functional Directors. The recommendations of the Committee will be submitted to the Chairman for consideration.

(d) For Officers in Grade - VII and VIII:

The Committee will comprise the MDs / Directors / Functional Directors and two part-time Directors. The recommendations of the Committee will be submitted to the Chairman for consideration.

(e) For Officers in Grade - IX and above:

The Committee will comprise the Chairman, MDs, Functional Directors and two part-time Directors. The recommendations of the Committee will be submitted to the Board of Directors for consideration.

3. The screening is normally to be effected twice in the career of every Officer, first after his passing the age of 50 years and the second after passing the age of 55 years. In addition, the Management may at its discretion, screen the case of any Officer who has passed the age of 50 years at any time during his career thereafter.

4. The Officers who are so prematurely retired are to be given three months notice or three months basic pay plus Dearness Allowance in lieu of the notice as required under the terms of their appointment.
5. All cases of premature retirement of Officers in Grade - I and above are to be reviewed / processed in accordance with the above instructions once a year and will have to be reported to the Corporate Office as and when orders are issued.

6. The Officers who are prematurely retired under this scheme will be entitled to the following terminal benefits:

- The entire amount standing to the credit of their Provident Fund, including contribution by the Company as admissible under the Provident Fund Rules;

- Travelling Allowance for themselves and their families and charges for moving their personal effects to their Home Town or place at which they intend to settle down, limited to what would have been spent by the Company had they gone to their Home Town as admissible in the case of employees who superannuate;

- Gratuity for the period of service put in by them in the Company as admissible under the Payment of Gratuity Act, 1972;

- Encashment of Vacation Leave at their credit as admissible under the Rules;

- The scheme for premature retirement is not applicable to the workmen since they are governed by the Standing Orders framed under the Industrial Employment Standing Orders Act.

XII. SCHEME OF ADDITIONAL COMPENSATION / EX GRATIA PAYMENT TO THE EMPLOYEES WHO ARE MEDICALLY UNFIT AND ARE TERMINATED FROM SERVICE ON ACCOUNT OF CONTINUED ILL-HEALTH.

Under the existing Rules/standing orders, services of an employee who is found medically unfit to perform the job for which he is employed, can be terminated on account of continued ill-health after due intimation to him. With a view to provide more generous means to the terminated employees for rehabilitation, the following scheme for termination of medically unfit personnel has been introduced in the Company.

PROCEDURE

i) If an employee is so sick that he is unable to do the work for which he is employed or has been absenting himself excessively on medical grounds, such an employee is to be referred to a Medical Board for assessing his suitability for continuance in service.

ii) A Medical Board comprising of the Chief / Senior Medical Superintendent of the concerned Division, one Senior Doctor
and a Specialist Doctor, where necessary, and the Chief / Senior Manager (HR) of the Division / Office will examine the employee and indicate whether the employee is medically fit.

a) to do the job for which he is engaged, or
b) can do only sedentary or light jobs, or
c) no job whatsoever in the Division/Office.

iii) Respective Appointing Authorities are competent to accept or reject the recommendations of the Medical Board but orders for termination of employees on ground of continued ill-health would require prior approval of the concerned ED /GM (MD in certain cases as mentioned in para (ii) (b). If the Competent Authority comes to the conclusion based on the recommendations of the Medical Board that the employee is medically fit to do a light job or sedentary job, he may be recategorised and moved to such a job. If there is no such job available or if the employee is not willing or capable of doing such job or if he is declared unfit for any job whatsoever, the Competent Authority may recommend to the concerned General Manager / Executive Director for termination of the services of the employee on grounds of continued ill-health. If the concerned employee is not useful to the Organisation and his / her productivity has reduced substantially on medical grounds, the services of such employees should be dispensed with. As such the need for movement for performing light or sedentary job should be examined very carefully and discretion used judiciously keeping in view the best interest of the organization.

The Divisions have to periodically review all cases of employees who have been advised / assigned light job, on medical grounds, and those who are found suffering from chronic sickness which cannot be cured, may be considered for termination on account of continued ill-health as per the prevailing rules.

**Amount of Compensation**

2.1 Under the existing Rules, employees who are terminated on grounds of continued ill-health are eligible for the following terminal benefits:

a) Gratuity;
b) Provident Fund;
c) Encashment of Vacation Leave, if any, at credit, as per Rules;
d) Encashment of unavailed LTC as per Rules, wherever applicable;
e) Notice pay as per Rules.
2.2 Taking a compassionate view of the circumstances in which the employment is terminated, an employee who has rendered atleast 10 years of continuous service in the Company and whose services are terminated due to continued ill-health will be given ex-gratia payment in addition to his normal terminal benefits as indicated below:-

i) 1-1/2 months’ emoluments for each completed year of service OR the monthly emoluments multiplied by the balance of months of service left before normal date of superannuation, whichever is less. The ex-gratia payment will, however, be subject to an overall ceiling of Rs.3.5 Lakhs.

**Note:** “emoluments” means pay + DA drawn by the employee as on the date of termination due to continued ill health.

**EXAMPLE:**

A Scale- 6 Workman has put in 20 years of service and is left with 15 months to go for superannuation. His emoluments on the date of termination are Rs. 17,510/- (i.e. basic pay of Rs.17,000/- + DA of Rs.510/-). The ex-gratia payment payable on termination will be calculated as follows:

**Ex-gratia payment:**

- Payable for 28 completed years of service
  
  
  $17,510 \times 20 \times 1.5$
  
  = Rs.5,25,300/-
  
  OR

- Payable for the balance months of service left for superannuation
  
  Rs.17,510 \times 15\text{ months} = Rs.2,62,650/-

- Amount of Ex-gratia payment payable in the above case
  
  Rs.3,50,000/-

ii) a) Payment of TA/DA to the employee and his / her family members to move to the employees Home Town / selected place of residence anywhere in India where he and his / her family wish to settle down permanently, as admissible under the TA/DA Rules.

b) Post retirement medical assistance to the employee and their spouse.

c) Since liberal benefits are extended under this Scheme, Competent Authority should review all cases of medical termination judiciously before according approval.
Medical termination of employees who have less than two years for superannuation would require prior approval of the concerned Managing Director.

GENERAL:

3. The payments made under para 2.2. above, would be treated as salary earned for the purposes of taxation.

4. In case the employee does not give consent letter for Medical termination, such cases may be processed based on the recommendations of the Medical Board without necessarily obtaining a consent letter from the employees concerned.

5. All outstanding loans/recoveries, if any, due from the employees will be deducted from the amount of compensation before they are paid to him/her. The ex-gratia payment payable on termination of his service due to grounds of continued ill-health is to be calculated with reference to completed years of service in the Company without linking to attendance.

6. Employees whose services are terminated on grounds of continued ill-health may be presented with a utility Article, the cost of which should not exceed Rs. 5,000/-, provided the employee has completed a minimum of 15 years of service in the Company.

7. Company is required to deduct taxes at source in respect of ex-gratia payment/compensation paid to the employees terminated on Medical Grounds, treating the same as income received during the year. On submission of tax return, an employee can seek refund of the tax deducted by the Employer if the medical termination is based on the decision of the Medical Board, and the same has been approved by the General Manager/Head of the Division. Refunds legally due to such employees are refunded by the Income Tax Department after obtaining the authorization from the Commissioner of Income Tax after verifying the claim.

XIII. NOMINATION OF OFFICERS TO OTHER ORGANISATIONS – ACCEPTANCE OF HONORARIUM VIS-A-VIS TREATING THEIR ABSENCE AS ON DUTY.

The Company Officers are required from time to time to serve as Members on Selection Committee of other Organisations in or outside their headquarters. Some of the outside Organisations pay honorarium to these Officers in addition to payment of traveling allowance. Their absence is to be regulated as given below:

i) Absence of Officers for attending Selection Committee meetings in other Organisations as members/experts is
treated as on duty provided such assignment had the prior approval of the competent authority;

ii) The Officers may be allowed to retain the honoraria received from other Organisations subject to the limit of Rs. 5,000/- per annum;

iii) In case the Officers is required to attend as Member / Expert of Selection Committee in other Organisations outside his headquarters, Travelling Allowance/Daily Allowance will be borne by the organisation seeking his services. However, the difference in the Travelling Allowance / Dearness allowance drawn by him from the organisation borrowing his services as compared to his entitlement under the Company Rules, if any, will not be admissible to him.

XIV. PROVISION OF RESIDENTIAL & MOBILE PHONES:

Officers in Gr. IX & above are provided with Residential Phones and Mobile Phones. They are also provided with Internet connection on the Residential Phone. Payment of Bills in respect of them is made at actuals.

2. All Officers in Grades VII & VIII are provided with a Residential Landline Phone, Internet connection on the Residential Phone and a Mobile Phone. Further, Officers in Grade-VI who are heading the Customer Services, Finance & Accounts, System Audit, IMM/Outsourcing, Human Resources, Security, Marketing, Plant Maintenance, Works Engineering, Test Flying / Flight Operations, Training, Medical and Vigilance Departments in the Divisions/Offices are also extended these facilities. The facility can also be extended to other Officers in Grade-VI as well as Officers in Grade-V & below, on functional need basis, with due approval (as indicated at para 4 below). The Terms and Conditions are as follows:

a) Residential Landline Phone and/or Internet connection:

i) The Phone can either be provided by the Company or the personal Phone of the Officer can be adopted by the Company for re-imbursement of Bills;

ii) Officers who are eligible for Landline Phone and/or Internet connection are free to choose the plan offered by any Service Provider.

iii) The combined Monetary Ceilings in respect of Officers for availing Landline Phone and/or Internet connection, would be as follows:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Ceilings (Rs. p.m)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Residential Telephone* + Internet Connection**</td>
</tr>
<tr>
<td>I to V (including Officers in Grade VI in Depts. Other than those specified at para – 2 above)</td>
<td>Rentals (general tariff) + charges for 500 chargeable calls + applicable Taxes + 300</td>
</tr>
<tr>
<td>VI (in specified Depts. as indicated at para – 2 above) / VII.</td>
<td>Rentals (general tariff) + charges for 500 chargeable calls + applicable Taxes + 400</td>
</tr>
<tr>
<td>VIII</td>
<td>Rentals (general tariff) + charges for 500 chargeable calls + applicable Taxes + 600</td>
</tr>
<tr>
<td>IX &amp; Higher</td>
<td>Actuals</td>
</tr>
</tbody>
</table>

* Rates as applicable to BSNL Phones. In respect of other Service Providers, liability will be limited as in the case of BSNL Telephones.

** Reimbursement towards internet charges can also be allowed to eligible Officers on devices like I-pad, Tablet, etc., for usage of usage of Data Card / Internet Dongle on Desktops / Laptops.

**b**) Mobile Phones

i) Instrument

The Company will buy the Instrument and give them to the Officers. The ceilings for purchase of Instruments will be as follows:

<table>
<thead>
<tr>
<th>Grade of the Officer</th>
<th>Ceiling (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman &amp; Directors</td>
<td>Actuals</td>
</tr>
<tr>
<td>X</td>
<td>20000</td>
</tr>
<tr>
<td>IX</td>
<td>15000</td>
</tr>
<tr>
<td>VIII</td>
<td>5000</td>
</tr>
<tr>
<td>VI (in specified Depts. as indicated at para – 2 above) / VII</td>
<td>4000</td>
</tr>
</tbody>
</table>

In order to get attractive pricing, the Divisions/Offices may decide to buy Instruments of the same make and model.
ii) Ceiling on Call charges plus other Charges

<table>
<thead>
<tr>
<th>Grade of the Officer</th>
<th>Ceiling Amount (Rs.)</th>
<th>For a Financial Year</th>
<th>Pro-rata Average p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI</td>
<td>10000</td>
<td></td>
<td>833</td>
</tr>
<tr>
<td>VII</td>
<td>12000</td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td>VIII</td>
<td>15000</td>
<td></td>
<td>1250</td>
</tr>
<tr>
<td>Resident Managers</td>
<td></td>
<td>-</td>
<td>2500</td>
</tr>
<tr>
<td>Delhi &amp; Mumbai</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IX &amp; Higher</td>
<td>Actuals</td>
<td>Actuals</td>
<td></td>
</tr>
</tbody>
</table>

The Charges would include Monthly Charges, Usage Charges [Call Charges (Local & STD/ISD), SMSs, Value Added Services, Roaming etc.] and applicable Taxes.

iii) In respect of Service Engineers posted on Outstation duty at different Bases, the Senior most Officer at every location is provided Mobile Phone, irrespective of his Grade, with the following ceiling:

a) Instrument – Rs.4000/-

b) Call Charges + Other Charges

<table>
<thead>
<tr>
<th>Grade</th>
<th>Ceiling Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For a Financial Year</td>
</tr>
<tr>
<td>VI</td>
<td>10000</td>
</tr>
<tr>
<td>IV / V</td>
<td>8400</td>
</tr>
<tr>
<td>I / II / III</td>
<td>6000</td>
</tr>
</tbody>
</table>

iv) Each Division/Office will maintain necessary records to limit payment/re-imbursement of Bills on the Mobile Phone, within the prescribed annual ceilings. The annual ceiling will be before effecting the recovery as at para – 3 below.

v) The connections could be Post Paid, or pre-paid whichever is economical. This can be decided by the Division/Office. Connections can be taken from any Service Provider. In order to get available discounts, if any, connections of one Service Provider will only be taken by the same Division/Office.

vi) In case eligible Officers have already taken Personal connections and would like to retain them, they can claim re-imbursement of Bills, within the above ceilings.

vii) On separation from the services of the Company (other than resignations), the Instrument & No. can be retained by the Officer.
viii) The life of the Instrument will be taken as 3 years and the same will not be replaced before completion of 3 years. After completion of 3 years, the instrument will be replaced in case of mechanical failure etc.

c) **Bills / Charges in excess of the Ceilings:**

Charges in excess of the ceilings indicated above will be recovered from the Officer concerned.

3. 5% of the amount of the Bill which the Company pays/reimburses on the Residential Phone (including Internet Charges) and the Mobile Phone will be recovered from all the Officers (including Board Level incumbents), towards the cost of making personal calls from the Phones.

4. The concerned EDs / GMs (Head of the Divisions / R&D Centres and HoDs in Corporate Office and Complex Offices are authorized to approve the following in respect of Officers in Grade-VI of the Departments other than those specified at para - 2 above and Officers in Grade - V & below, within the prescribed ceiling:

   a) Allocation of direct Office telephones to employees on need basis;

   b) Allocation of residential land line phones to employees on need basis;

   c) Allocation of mobile phones to employees on need basis;

   d) Allocation of internet connection on the residential land line on need basis;

   e) Allocation of STD and/or ISD facilities on (a), (b) and (c) above on functional needs.

5. a) Test Pilots / Flight Test Engineers / Flight Test Instrumentation Engineers / Communication Pilots, who are extended with the benefit of Mobile Phones, are eligible for 3G facility on the Mobile Phones with a monthly rental ceiling of Rs.200/- over and above the normal Mobile usage entitlement in respect of such Officers.

   b) Extension of 3G/4G facility on the Mobile Phones in respect of Officers in Gr. VI & above, who are extended the facility of Mobile Phones, are done as follows:

      i) Extension of facility to Officers in Grade – IX & higher with payment of actual bills;

      ii) Extension of facility to Officers in Grades – VI to VIII who are eligible for the facility of Mobile Phone, based on functional
requirements, with the approval of the concerned Director, within the existing ceiling for call charges + other charges;

iii) If the Instrument is less than 3 years old and not 3G/4G compatible, 3G/4G will be extended only after 3 years of purchase of the Instrument, irrespective of the Grade, except for Officers in Grade – IX & above. An Officer on promotion would be entitled to purchase Mobile Phones as per the entitlement for the Grade.

XV. HOLIDAYS

The number of holidays shall be regulated according to the provisions in the respective Standing Orders of the Division. In addition to the three National Holidays, viz Republic Day, Independence Day and Gandhi Jayanti, the total number of festival holidays in a year shall not be more than nine. The list of holidays each year for the Division will be notified in advance in consultation with the recognized Trade Union.

XVI. GENERAL ELECTIONS – DEPUTATION OF STAFF:

According to Section 134 of the Representation of Peoples Act, 1951, the employees of the Public Sector Undertakings may be called upon to carry out duties in connection with the General Elections to the Legislative Assemblies / Parliament. Where such requests are received from the authorities concerned for deputing Company Officers and staff for polling duties, the minimum number of non-Technical staff may be deputed for such duties.

XVII. DECLARATION OF PAID HOLIDAY ON THE DAY OF GENERAL ELECTIONS:

The date of polling may be declared by the Divisions concerned as an additional paid holiday, if the State Government has declared it as a local holiday for industrial workers in the particular area or constituency, provided that it does not fall on a Sunday or a paid holiday. If the State Government has not declared the polling day as a paid holiday for any particular area or constituency, such arrangements may be made for providing facilities to the employees to exercise franchise as the State Government proposes for the employees working in other industrial undertakings in the area. Necessary action in this respect should be taken in consultation with the Chief Electoral Officer of the State concerned.

XVIII. CLOSING OF OFFICES / DIVISIONS ON THE DEATH OF HIGH DIGNITARIES:

According to the directions of the Ministry of Defence and the Ministry of Home Affairs, closed holiday may be declared in the event of death of the President, for the Company Offices / Divisions located at the place where the funeral takes place on the date of the funeral. The Company is not
required to declare a holiday in the event of the death of any other dignitary.

**XIX. ISSUE OF BADGES:**

Every employee on joining duty is issued a badge with a serial number. This number is known as Permanent Badge Number (P. B. No.) or Employee ID No. (EID No.). Similarly, each employee will be assigned a Departmental Serial Number. The Departmental Badge Number always go with the accounting numbers issued to the various Departments for costs/accounts purposes. These numbers will be assigned by the HR Department at the time of employment. Departmental Badge Number, however, change on transfer of the employee from one Department to another and such changes should be effected in all personal records of the employee.

**XX. EMPLOYMENT OF CONTRACT LABOUR:**

For engagement of Contract Labour, the following guidelines may be followed:

- **A.**  
  i) As far as possible Contract Labour should not be employed for works of perennial nature for which regular staff of the Company are also engaged;  
  
  ii) The Contract Labour should not be employed in areas where regular employees are working. They should be paid fair remuneration. At any rate, it should not be less than the minimum wages, if any, prescribed by the Central Government under the Minimum Wages Act;  
  
  iii) As far as possible, all major Contracts should be awarded to the reputed Contractors who deploy the regular employees by transferring them from their existing establishments and after the Contract is over, these workers shift back to some other establishments of the Contractors.  
  
  iv) Only those Contractors should be engaged who are having separate PF/ESI Code Numbers and they should comply with the provisions of various statutory provisions.  
  
  v) All Sham Contracts i.e., contract which attract the provisions of Section 10(2) of the Contract Labour (Regulation & Abolition) Act may not be renewed.  
  
  vi) Labour who have attained the age of 60 years should not be engaged by the Contractors. No replacement is to be made against any such wastages.
vii) Divisions may consider introduction of mechanization in suitable measures, awarding contract for the total work by way of Service Contract by indicating comprehensively scope of work to be carried out rather than number of labour required.

viii) Distancing of HAL employees (Executives & Workmen) from the Contract Labour be done by:

a) Supervision of Contract Labour by the Supervisors of the Contractors only.

b) Deployment of the Contract Labour by the Contractors and not by HAL etc.

ix) Facilities under the ESI Scheme should be extended where such scheme exists. Where the ESI Scheme is not applicable, medical assistance is to be provided to the Contract Labour, but not to their family members.

X) The Contract Labour should be covered under the Provident Fund Act / Scheme.

GENERAL:

In so far as the Contract Labour employed through Contractors are concerned, the primary responsibility for providing these conditions of service will be that of the Contractor.

All the contracts for the supply of labour or service should include a clause making it incumbent on the Contractors to provide these conditions of service to the labour that they may employ in the Company’s premises. If the Contractor fails to comply with these contractual obligations, HAL as the Principle Employer will extend the facilities to the Contract Labour and recover the cost from the Contractor.

XXI. MAINTENANCE OF SERVICE RECORDS:

Service records of all the employees are to be maintained up-to-date as in the Employee Master Record Form by computerizing the data wherever possible. One set of Employee Master Record for employees in Grade-VII and above will be kept in the Corporate Office. The Service records of employees need not, as a rule, be shown to the employees, but extracts may be supplied on request.

XXII. BAN ON POSTING OF BACHELORS TO EAST EUROPEAN COUNTRIES:
For administrative convenience, no bachelors will be posted against non-representational posts in Indian Missions located in East European Countries.

**XXIII. RATIONALISATION OF DESIGNATIONS:**

Every employee of the Company is given an appropriate designation commensurate with the Trade and Post in which he is working. The list of standard designations will be as notified by the Corporate Office from time to time.

**XXIV. MEETING WITH RECOGNISED UNIONS AND OFFICERS’ ASSOCIATIONS.**

Divisions are to hold periodical meetings regularly with the recognized Unions and Officers’ Associations and discuss production / productivity related issues, so that the desired objectives could be achieved. Copies of the minutes of these meeting / record of discussions are to be forwarded to Corporate Office periodically for apprising the position to the Competent Authority.

**Note:**

Procedure for dealing with communications from public representatives / authorities on matters relating to service matters of employees:

i) Communication received from public representatives/ outside authorities regarding problems of groups/ categories of employees must be entertained and dealt with on time-bound basis. In all such cases, after due examination, appropriate replies would continue to be issued at the level of concerned GM or above.

ii) All communications from public representatives / public authorities relating to grievances of the retired personnel should receive the same consideration and be dealt with the same way, as outlined in (i) above.

iii) In cases in which a public representative sponsors the case of an individual employee on matters like recruitment, appointment, promotions, transfer, complaint against supersession, expunction of adverse remarks etc., a formal reply should continue to be sent from the Directors / General Managers concerned, acknowledging the receipt of communication stating that the contents of the letter have been noted and where necessary, suggesting that the person whose case has been recommended, may be advised to represent his case through proper official channels. All such communications addressed to Director or General Manager shall be replied to at his/her level.
XXV. DEALING WITH ANONYMOUS AND PSEUDONYMOUS COMPLAINTS

The Complaint Handling Policy is notified in the Company. In accordance with the Policy, Vigilance Department would act as the Nodal Agency for handling complaints and all complaints are to be forwarded to the CVO by the Divisions / Offices.

No action is warranted required to be taken on anonymous / pseudonymous complaints against employees of the Company. These complaints are to be filed.

Complaint containing vague allegation could also be filed without verification of identity of the Complainant.

If a Complaint contains verifiable allegations, the administrative Ministry / Department may take cognizance of such Complaint with the approval of the Competent Authority. In such cases, the Complaint will be sent to the Complainant for owning / disowning, as the case may be. If no response is received from the Complainant within 15 days, a reminder will be sent if still nothing is heard in the next 15 days, the said complaint may be filed as pseudonymous complaint.

HAL CDA Rules, Conduct Rules and Standing Orders stipulates making of false complaints as misconduct and Disciplinary Action can be initiated thereto in such cases.

Note: Replies / comments on Ministry / VIP references are to be sent within a fortnight. Divisions/Offices should, therefore accord top priority to such references and details / reply / comments should be furnished within a period of seven days from the date of receipt of such communications.

XXVI. PROGRESSIVE USE OF HINDI IN THE COMPANY FOR OFFICIAL PURPOSE.

1. The Constitution of India lays down that Official language of the Union shall be Hindi in Devanagari script and the form of numerals to be used for official purposes of the Union shall be the International form of Indian numerals. The Official Languages Act, 1963, provides for the languages which may be used for official purposes of the Union, for transaction of business in the Parliament, for use in the Central and State enactments and for certain purposes in the High Courts. While the Official Languages Act is applicable to whole of India, the Official Languages Rules are applicable to entire Country except to the State of Tamil Nadu. The Undertakings owned or controlled by the Central Government and Government Enterprises are treated on par with the Central Government Offices as far as applicability of the Official Languages Act, 1963, and Rules made there under are concerned. Section 3 of the above Act came
into force on 26th January 1965, the salient features of which are as follows:

i) According to Section 3(1) of the Act., English Language shall be used in addition to Hindi even after 26th of January 1965 (a) for all the official purposes of the Union for which it was being used immediately before that day and (b) for the transaction of business in parliament;

ii) English shall be used for correspondence between the Central Government and States which have not adopted Hindi as their official language. Similarly, where Hindi is used for purposes of communication between one State which has adopted Hindi for the purposes as its Official Language and another State which has not adopted Hindi as its Official Language, such communications in Hindi shall be accompanied by a translation of the same in English Language. However, with mutual consent, any two States could correspond in Hindi.

iii) Where Hindi or English Language is used for purposes of communication between one Ministry or Department or Office of the Central Government and another, or between one Ministry or Department or office of the Central Government and any Corporation or Company owned or controlled by the Central Government or any office thereof, or, between any Corporation or Company owned or controlled by the Central Government or any Office thereof and another; a translation of such communication in English language or, as the case may be in Hindi shall also be provided till such date as the staff of the concerned Ministry, Department, Office or Corporation or Company aforesaid have acquired a working knowledge of Hindi.

Note: ‘Union’ means ‘Union of India’.

2. Use of Hindi and English for specific purposes:

According to Section 3(3) of the Act, both Hindi and English shall be used for the following documents:

i) Resolutions, General Orders, Rules, Notifications, Administrative or other reports or press communiqués issued or made by the Central Government or by a Ministry, Department or Office thereof or by a Corporation or Company owned or controlled by the Central Government or by any office of such ‘Corporation or Company;

ii) Administrative and other reports and Official Papers laid before a House or the Houses of Parliament;
iii) Contracts and agreements executed and licences / permits, notices and forms of tender issued by or on behalf of the Central Government or any Ministry, Department or Office thereof or by a Corporation or Company owned or controlled by the Central Government or by any office of such Corporation or Company.

2.1 It is binding on the Government Companies to adopt the instructions issued by the Government from time to time. The Department of Official Languages prepares an annual programme for the progressive use of Hindi for official purposes of the Union. The Department of Official Languages has grouped the Country into three regions, viz., ‘A’, ‘B’ and ‘C’ respectively and certain targets have been prescribed for each region on annual basis. Detailed targets issued by the Government are contained in the Annual Programme.

3. **Use of Hindi for prescribed purposes:**

   a) Hindi alone should be used for correspondence with a State, Union Territory or Office located in Region ‘A’, i.e. Uttar Pradesh, Bihar, Madhya Pradesh, Uttarakhand, Jharkhand, Chattisgarh, Rajasthan, Haryana, Himachal Pradesh, NCT of Delhi and Union Territories of Andaman and Nicobar Islands and persons residing therein. If in exceptional cases a letter is required to be issued in English, it should be accompanied by a Hindi translation thereof;

   b) All mutual correspondence between Central Government Offices located in Region ‘A’ (except Ministries & Departments) should be in Hindi;

   c) All letters received in Hindi must be replied to in Hindi;

   d) All applications, appeals and representations made or signed in Hindi should be essentially be replied to in Hindi.

3.1 Similarly, communications meant for States situated in Region ‘B’ i.e. Gujarat, Maharashtra, Punjab & Chandigarh and Union Territories, may ordinarily be in Hindi, and if any letter is sent in English, Hindi translation of the same may also be sent therewith. However, communications to any individual in a State or Union Territory of Region ‘B’ may either be in Hindi or English.

3.2 It is the overall responsibility of the Officer signing a letter, Circular or document to see that letters, Circulars etc., required to be in Hindi alone or in Hindi and English bilingually according to the Official Languages Act and the Rules made there under are so prepared and issued accordingly.

4. A. **Extent of use of Hindi in Correspondence in the various Divisions of the Company:**
(To be in accordance with the Annual Programme notified by the Govt. of India for each Financial Year)

B. Hindi may be used for:
   i) Noting on files;
   ii) Preparation of drafts;
   iii) For writing addresses on envelopes to be sent to Offices and individuals in Hindi speaking areas;

C. Hindi and English both are to be used for:
   i) Invitation cards for functions, Forms, Seals, Rubber Stamps and letter heads;
   ii) Employment Advertisements, Tender Notifications and other Advertisements meant for All India coverage or for Hindi speaking areas;
   iii) Agenda/Minutes and other connected material for holding meetings, conferences and seminars by every office of the Government of India should be issued invariably in both the languages i.e. Hindi and English.

Agenda/Minutes etc. and the connected material to be circulated in Region ‘A’ may be issued only in Hindi.

5. Arrangements and Measures to be adopted:

A. Translation Arrangements:

   The translation of departmental procedural literature such as Manuals, Forms, Codes etc., is an important preparatory measures for the Progressive use of Hindi for official purposes. The procedural literature which is to be translated into Hindi is not only enormous in quantity but is of varied nature covering Administrative, Legal, Technical and Scientific subjects. The translation work has been assigned to three agencies. The Hindi translation of Statutory documents like Central Acts, Rules Regulations, etc. is provided by the Official Language (Legislative) Commission of the Ministry of Law. The Hindi translation of all Manuals, Forms and other procedural literature of non-statutory nature is done by the Central Translation Bureau of the Ministry of Home Affairs. The Departmental Staff should translate other materials, i.e., Non-Statutory Notifications and Resolutions, General Orders, Administrative and other reports, Parliament questions and papers to be laid before either House of Parliament.

   The translation arrangements indicated above are also applicable to the Public Sector Undertakings.

B. Provision of Hindi Staff:
For the purpose of implementing the instructions regarding progressive use of Hindi for official purposes, minimum number of post in Hindi Section in each of the Division and Corporate Office and Office of the Managing Directors has been set up.

The Hindi Section in each Division/Office functions under the administrative control of the Administrative Unit Head of the respective Division/Office. This Section is to assist the various Departments of the Division/Office concerned in dealing with correspondence in Hindi, translation of documents from Hindi to English and vice-versa.

C. Provision of help literature:

To facilitate use of Hindi in noting and drafting, all the Ministries / Departments are to make available to their section and offices necessary help literature according to their requirements. About 50% of the library grant may be spent for purchase of Hindi books.

D. Provision of Hindi Electronic equipments / Computers system:

Purchase of all electronic equipment, including Computers should be in Hindi-English bilingual form only. As per Government of India, Ministry of Home Affairs instructions, UNICODE system should be activated in all the Computers.

E. Check points in Divisions/Offices:

List of check-points for the implementation of orders relating to the Official Language:

According to Rule 12 of the Official Languages Rules, 1976, it is the responsibility of the Administrative Head of each office of the Central Government to devise effective check-points for ensuring compliance of the provisions of the Official Languages Act. 1963, and Rules framed there under. Accordingly, the following check points are to be operated in Offices in all Regions:-

1) **Printing of Forms, Codes, Manuals and Gazette Notification in bilingual forms:**

Check-points should be devised by printing presses to ensure that (1) Notifications, Rules, Resolutions to be published in the Gazette of India and (2) Codes, Manuals, Forms and headings of Registers etc., are both in Hindi and English.

2) **Purchase of Computers Hardware/Software:**

The Officer concerned responsible for indenting the Computer should see that Computers Hardware/Software are purchased to the prescribed percentages. As per Government of India, Ministry of Home Affairs instructions, all the Computers
Hardware / Software are purchased to the prescribed percentage.

3) **Obligatory Issue of general orders and other documents etc. in bilingual form**:

Documents etc., as mentioned in Section 3(3) of the Official Languages Act 1963 should be both in Hindi and English. For this purpose, the Section where documents etc., are prepared / originated should be made a check-point. These documents should be prepared only when they are accompanied by their Hindi translations. In addition, sections responsible for dispatch of these documents should issue them simultaneously, in Hindi and English. If in view of the time-limit a particular document has to be issued in Hindi or English alone, permission of higher Officers, nominated for the purpose, may be obtained for such action. Nevertheless, English or Hindi version of such communication should also follow within three days.

4) **Letters required to be sent to State Governments in ‘A’ & ‘B’ Regions**:

The Despatch Section should be made a check point and it should be asked to ensure that letters meant for State Governments in regions ‘A’ & ‘B’ are accepted for despatch only when written in Hindi or when accompanied by a Hindi version. For granting permission for such letters to be sent in English alone, some higher officer should be nominated. He should ensure that such permission is given only in exceptional circumstances and not as a general rule.

5) **Writing of addresses in Hindi on envelopes**:

The despatch Section may be made a check-point and it should be ensured that addresses on envelopes meant for despatch to regions ‘A’ & ‘B’ are written in Hindi.

6) **Rubber-stamps, name plates, sign-boards, etc. to be in bilingual form**:

All the Offices of the Government of India, located in India or abroad, and the institutions receiving grants from the Central Government located in ‘A’ and ‘B’ regions should also ensure that their respective Name plates, rubber-stamps, Letter-Heads, logos etc., be prepared in bilingual form and such institutions located in ‘C’ region should get these items prepared in trilingual from. While getting these letterheads, nameplates etc. prepared, it should be kept in mind that size of letters in all the languages is equal.
7) **Sending Replies in Hindi to letters received in Hindi:**

It should be the responsibility of the signing officer to ensure that reply to a letter received in Hindi is invariably sent in Hindi.

**Note:** Divisions are to ensure that efforts are made to make correspondence in Hindi and issue fax in Hindi utilizing the services of trained employees of the Department and maintain statistics so that the monitoring agencies could be apprised of the progress during their visits.

8) **Overall responsibility:**

It is the responsibility of the Officer signing a letter, circular or document to see that letters, circulars etc. required to be issued in Hindi alone or in Hindi and English bilingual form according to the Official Languages Act and Rules made there under are so prepared and issued. The Officers should, therefore, ensure before signing that such letters, circulars or documents are issued in the prescribed manner.

9) **In addition to the above, the following check-points can also be operated in the offices located in Regions 'A' & 'B'.**

**Entries in Service Books:** The officer in-charge of the section responsible for maintenance of Service Books of employees should ensure that entries in service books of employees are made in Hindi.

**F.** The following Reports are required to be submitted to the Ministry regularly based upon the inputs need for the Division:-

i) Progress report on implementation of the targets laid down in the Annual Programme for the year;

ii) Quarterly report on the Progressive use of Hindi for official purposes.

iii) Half yearly report on the training of employees, in Hindi to the Ministry.

iv) Furnishing of information and replying to the questionnaire as and when required.

v) Compliance report to the Ministries on the deficiencies pointed out by them on the reports submitted to them.
G. Official Language Implementation Committee:

Official Language Implementation Committee should be set up at Division/Complex levels to monitor implementation of various directives issued by the Government in connection with the progressive use of Hindi for official purposes. Meetings of these Committees should be held once in 3 months. The Official Language Implementation Committee in the Divisions should be headed by the General Manager / Executive Director of the Division.

H. Conducting of Hindi Workshops:

With a view to remove hesitation to work in Hindi of the employees having working knowledge of Hindi, Workshops should be conducted in every quarter i.e. 04 workshops in a financial year by each Division.

I. Hindi Day / Fortnight / Utsav:

With a view to create awareness on the Official Language Policy of the Government, Hindi Day is observed on 14th September every year, and a fortnight either commencing or concluding on 14th September is observed as Hindi Fortnight throughout the Company. This is aimed at bringing linguistic harmony amongst the employees. In this connection, various Competitions in Hindi as well as songs competitions in other Indian languages, Seminars, Debates, Meetings, Workshops, Cultural programmes etc., are organized as a part of the fortnight long celebrations.

With a view to create greater awareness amongst the Divisions to spread the need for use of Hindi in the day-to-day official work in all the Divisions, and providing an opportunity to have inter-actions between employees working in the Divisions located in Hindi Speaking Areas and non-Hindi Speaking Areas, Hindi Utsav is celebrated at Corporate level biennial basis. As a part of the celebrations, inter-Divisional competitions are organized in Essay-writing, Noting & Drafting, Hindi Typewriting on computers, Hindi Stenography, and Drama/Cultural Programmes in different groups, i.e. Divisions located in Regions ‘A’ and other Divisions. Selections are made from amongst the prize winners at the Divisional level competitions, to participate in Hindi Utsav competitions, duly ensuring equal opportunity for one and all. All HAL O.L. Conference and Official Language Exhibitions are also organized during the Hindi Utsav. Prizes are distributed at the Hindi Utsav on the Valedictory Day to the winners in various competitions for encouraging the employees to use more and more Hindi in their day-to-day working at the Office. Wide publicity of the Hindi Utsav activity is to be given in various magazines and other publications. Hindi Utsav, which is aimed at creating an atmosphere for understanding among employees working in various regions, is organized centrally by
Corporate Office in one of the units of the Company by inviting delegates from various Divisions of the Company.

J. Training in Hindi:

The Official Language Sections are also responsible for arranging training of the employees of the Company for various Hindi Examinations like Prabodh, Praveen, Pragya, Hindi Typing and Hindi Stenography conducted by the Hindi Teaching Scheme of the Ministry of Home Affairs, Govt. of India. The various standards of courses upto which the employees are to be trained as per guidelines issued by DPE are as follows (Appendix - II, II & IV refers):

i) The employees for whom the educational qualification prescribed is Matriculation or below and who are not required to do ministerial work in office, write notes or deal with correspondence (e.g. Engine Drivers, record sorters, electricians, fitters, gestetner operators and telephone operators etc.) training upto Prabodh should be prescribed;

ii) The employees who are not generally required to do any ministerial work themselves but have to be conversant with Hindi to be able to attend to correspondence and reports etc. in that language (e.g. Doctor, Scientists, Supervisory staff in workshops and laboratories etc.) course upto Praveen only should be prescribed;

iii) The employees, who are to do Ministerial work, record notes or deal with correspondence, training upto Pragya should be prescribed.

Based on the above guidelines the following standards of Hindi training have been prescribed in the Company:-

- Various categories of employees to be trained upto various standards of Hindi i.e. Prabodh, Praveen and Pragya examinations have been notified.

- It is obligatory for all officers (Technical and Non-Technical) to pass Hindi Pragya examination or equivalent recognized Hindi Examination for being declared as having working knowledge of Hindi.

- Workmen in Scales 1 & 2 (unskilled category), direct labour and indirect technical personnel are exempted from the provisions of obligatory in service training in Hindi.

K. Grant of Incentives:
I) As per Government orders, an incentive scheme for employees on passing Hindi/Hindi typing/Hindi Stenography examinations conducted by the Hindi Teaching Scheme has been introduced in the Company. Details of the courses conducted by the Hindi Teaching Scheme of the incentives granted for passing the various Hindi Examinations have been notified in the company through various circulars from time to time.

II) **Incentive Scheme for doing work in Hindi.**

A monthly incentive scheme exists in the company for working in Hindi and the same has been notified throughout the Company.

III) **Incentive for Dictation:**

Officers, who give maximum dictation in Hindi, are given incentive as notified (Appendix - V refers).

L. **Lump sum awards:**

1. An employee, who has already passed matriculation or an equivalent or a higher examination conducted by a Board or a University or a Government Agency or a Private Body with Hindi as a subject (in any form) or through Hindi medium or whose mother tongue is Hindi or who has been exempted from the in service training in Hindi will not be eligible for the grant of lump sum award on passing any of the Hindi Examinations.

2. An employee, who has already passed the Middle School (Class VIII) or an equivalent or higher examination conducted by a Board or University or a Government Agency or a Private Body with Hindi as a subject (in any form) or through Hindi medium will not be eligible for the grant of lump sum award on passing the Hindi Prabodh and Praveen examinations.

3. An employee, who has already passed the Primary School (Class V) or an equivalent or a higher examination conducted by a Board or University or a Government Agency or Private Body with Hindi as a subject (in any form) or through Hindi medium will not be eligible for the grant of lump sum award on passing the Prabodh Examination.

4. An employee –

   i) Who, before joining the Company had declared that he had a speed of 25 w.p.m. or more in the Hindi Typing.

       OR

   ii) Who has already received training in Hindi Typing from an institution recognized by the Government and has passed a test in Hindi Typing therefore;

       OR
iii) For whom training in Hindi Typing is not obligatory, will not be eligible for grant of lumpsum award on passing the Hindi Typing Examination.

5. An employee –

i) Who, before joining the Company had declared that he had a speed of 80 W.P.M. or more in the Hindi Stenography.

OR

ii) Who has already received training in Hindi Stenography from an institution recognized by the Government and has passed a test in Hindi Stenography there from.

OR

iii) For whom training in Hindi stenography is not obligatory, will not be eligible for the grant of lump sum award on passing the Hindi Stenography Examination.

6. The above mentioned lump sum award will be granted, in addition, to the operational staff (operational staff has been generally defined to cover such staff as have no fixed place of duty or uniform hours of work or who remain mostly on tour and for that reason cannot be spared or are unable to attend Hindi classes regularly) to only those employees who are posted at places, where there are no arrangements for imparting training in the concerned courses. As per the guidelines/rules issued by Government of India, Ministry of Home Affairs, from time to time for payment of lumpsum Award will be followed.

7. The employees, who pass an examination higher than the one prescribed for them as the final examination, will not be granted lumpsum award therefore,

8. The lump sum award will be granted in addition to the Hindi allowance and the cash award to which an employee may be eligible in accordance with the instructions issued from time to time in this regard.

9. For the grant of lump sum award, the employee concerned will have to pass the prescribed examination within a period of 15 months from the date of his first appearance at the said examination.

10. The employees, who had at any time received training at any centre of the Hindi Teaching Scheme, for howsoever small a period will not be eligible for the grant of lump sum award or passing the examination pertaining to the said training.

However, no deduction will be made from the lumpsum award of the operational staff, if they are otherwise eligible for it, merely because they had occasionally attended the classes of the Hindi Teaching Scheme.
11. The employees, who prepare privately for the examination conducted by the Hindi Teaching Scheme will be provided with text books free of cost, as in the case of other trainees, who attend Hindi Classes during office hours. However, the employees preparing for the recognized examination of the voluntary Hindi Organizations will not be given the facility of free text books.

12. The employees preparing privately for the examinations will be entitled only for the lump sum award. The coverage charges incurred by them or the fees paid by them to the institution will not be reimbursed.

**CASH AWARDS:**

13. a) An employee who has already passed the Matriculation, equivalent or higher examination, conducted by a Board/University/ Government Agency/Private Body with Hindi as a subject (in any form) or part of higher secondary examination or medium of examination or whose mother tongue is Hindi will not be eligible for the grant of cash award.

b) An employee who has already passed the Middle Standard, equivalent or higher examination conducted by school authorities/ Government Agency/Private Board with Hindi as subject or who belongs to Category ‘B’ under the Hindi Teaching Scheme, viz., whose mother-tongue is Punjabi, Urdu, Kashmiri, Sindhi or other allied languages, will not be eligible for grant of cash award on passing the Praveen Examination.

c) An employee who has already passed the Primary, equivalent or a higher examination conducted by a school authority/Government agency or a Private Body with Hindi as a subject or as a medium of Examination or whose mother-tongue is Hindi or who belongs to Category ‘B’ or ‘C’ under Hindi Teaching Scheme, viz., whose mother-tongue is Punjabi, Urdu, Kashmiri, Sindhi (Category ‘B’) Marathi, Gujarati, Bengali, Oriya, Assamese (Category ‘C’) or other allied languages, will not be eligible for grant of Cash Awards.

d) The Cash awards are granted in addition to grant of Lump sum awards and/or grant of Hindi Allowance.

14. a) An employee who has already stated before joining the HAL employment that he knows Hindi typewriting or Hindi Stenography, and an employee, who has received training from an institution recognized by the Government or passed the Hindi typewriting or Hindi Stenography test there from shall not be eligible for the grant of Cash award.
b) The Cash awards will be granted in addition to the grant of Lump sum awards and/or grant of Hindi Allowance.

**HINDI ALLOWANCE:**

15. An employee, who has already passed the Matriculation, equivalent or higher examination conducted by a Board or University or a Private Body with Hindi as an Elective. Regular, Additional or Optional subject and an employee whose mother-tongue is Hindi and who can express himself well in Hindi or who has been exempted from in service training in Hindi will not be eligible for the Hindi Allowance on passing Prabodh, Praveen and Pragya examinations and the examinations of the voluntary Hindi Organizations.

16. An employee on passing Hindi Typewriting or Hindi Stenography examination or for whom training in Hindi Typewriting and Stenography is not obligatory will not be eligible for the Hindi allowance, if he has already passed an examination in Hindi typewriting and Hindi Stenography.

17. The Hindi Allowance is granted in addition to the Cash awards and Lump sum awards.

18. i) The Hindi Allowance will be granted with effect from the date on which the results of the examination are declared by the Ministry of Home Affairs, Government of India, New Delhi.

   

   **OR**

   ii) The date on which the normal annual increment falls due after the declaration of such results (which would mean advance increment(s) over and above the normal increment) whichever date is opted by the person concerned within a period of 3 months from the date of declaration of the results;

   iii) The concerned employee will have to exercise his/her option in this regard within a period of three months from the date of the declaration of results. The option once exercised is final. If an employee is on leave on the date of declaration of the results, the period of three months will count from the date on which he resumes duty after return from leave.

   iv) If an employee does not exercise the option within a period of three months from the date of declaration of the result of the examination, it will be deemed that the concerned employee is not interested in the Hindi Allowance. No Hindi Allowance will be granted to such an employee. In special circumstances, the MDs/GMs may consider extension of date of exercising the option on merits of each case.
19. The Hindi Allowance will be granted only to those employees who pass the prescribed final examination within a period of 15 months of the completion of the course. In respect of the employees who pass the examinations as private candidates without undergoing regular training, the period of 15 months would count from the date of their first appearance in the said examination.

20. In case an employee passes Hindi, typewriting and Hindi stenography examination simultaneously or in quick succession, Hindi Allowance shall be granted separately for each examination. Hindi Allowance for the second examination should be admissible only after completion of a full year after the grant of the first Hindi Allowance and it will also be for a period of 12 months.

21. The post, which an employee was holding on the date of announcement of the result or on the date given in the first option, shall be the post in which the Hindi Allowance will be allowed as per para 18(ii) above. However, the typists, who are promoted to other posts (for which training in Hindi Typewriting is not obligatory) during the course of their training in Hindi typewriting or after appearing at the Hindi Typewriting Examination but before the results are declared or after the declaration of the results of the examination but before the date from which Hindi Allowance could have been drawn as per their options, shall subject to fulfillment of other prescribed conditions, be entitled to the Hindi Allowance at the same rate and for the same period as it would have been admissible to them.

**An employee in receipt of Hindi Allowance in a lower post:**

22.1 On being promoted from a non-Officers post to a higher non-Officers posts will continue to draw the Hindi Allowances at the rate and for the period he/she would have drawn it, had he/she not been promoted to the higher grade.

22.2 The employee in receipt of Hindi Allowance in a lower group on being promoted from a non-Officers post to an Officers post, will continue to draw the Hindi Allowance for the remaining period only if she/he would have drawn it in the Officers post; however, the rate and the period would be the same as he/she would have drawn it, had he/she not been promoted to the Officers post.

22.3 A Typist in receipt of Hindi Allowance on passing the Hindi Typewriting Examination on being promoted to other posts (for which training in Hindi typewriting is not obligatory) will also continue to draw the Hindi Allowance at the rate and for the period he/she would have drawn it, had he/she not been promoted to other posts.

23. In the cases of employees mentioned at paras 22.1 to 22.3 above, if they are reverted to a lower posts, they will continue to draw the Hindi
Allowance as he/she would have drawn according to the option, had they not been promoted to the higher post.

24. An employee who has been granted Hindi Allowance while holding a higher post, will on reversion to the lower post draw the Hindi Allowance at the rate equal to the increment in lower post for the period he/she would have drawn it in the higher post but for reversion, subject to the condition that the total of pay plus Hindi Allowance shall not exceed the maximum of the scale of the lower post.

25. In case an employee has already reached the maximum of the scale of pay, Hindi Allowance equal in amount to one increment, should be granted for a period of 12 months or till the employee is promoted to a higher scale whichever is earlier. Similarly, the non-Hindi speaking English stenographers who have reached the maximum of their scale of pay, on their passing Hindi stenography examination, will be granted Hindi Allowance equal in amount to two increments in the last year and one increment in the second year. But on their promotion to next higher grade, they will cease to get the Hindi Allowance.

26. Hindi Allowance will not be reckoned as pay for any purposes.

27. A specimen of the Declaration Form required to be filled by every employee for grant of Hindi Allowance is at Appendix - I. On the basis of the particulars furnished in the Declaration Form, the eligibility for the grant of Hindi Allowance shall be decide
APPENDIX – I OF TERMS & CONDITIONS OF SERVICE

(Para 27 refers)

SPECIMEN OF THE DECLARATION FORM REQUIRED TO BE FILLED BY THE EMPLOYEES FOR GRANT OF HINDI ALLOWANCE FOR PASSING PROBODH / PRAVEEN / PRAGYA / HINDI TYPEWRITING/HINDI STENOGRAPHY EXAM’s AND EXAMINATION CONDUCTED AFTER THE INTENSIVE TRAINING COURSE.

1. Name of the Employee in full (in Block letters) :

2. Designation :

3. (a) Officer/Non Officer :
(b) Group/Grade :
(c) Whether declared “operational” :

4. (a) Full address of the Office :
(b) Name of the administrative Ministry/Department :

5. Date of Birth :

6. Mother tongue :

7. (a) Name of the course prescribed upto which you are required to be trained :
(b) Is training in Hindi Typewriting or Hindi Stenography obligatory for you :

8. (a) Name of the Examination passed for which the claim has been made :
(b) Year and month of the Examination :
(c) Date of declaration of the result :
(d) Marks obtained with percentage :

9. (a) How did you pass the above examination :
   i) by private study :
   ii) by attending classes under the :
Hindi Teaching Scheme.

(b) When did you received training for the said course in the classes run by Hindi Teaching Scheme (If you had received Training earlier also, Please give details)

10. Have you appeared in the same Examination earlier also, if yes, when and with what result

11. If you have passed any other examination of the Hindi Teaching Scheme, please give details

12. i) Whether passed Matriculation or an equivalent or higher examination conducted by a Board/University etc., with Hindi as subject in any form or part of Higher Secondary examination viz., Class IX or X ? If yes, please give details and indicate percentage of marks obtained in Hindi subject.

   ii) Was Hindi a medium of any of the above examinations ?

   iii) Whether passed the Middle or Primary standard Examination with Hindi as a subject ?

   iv) If you have passed any other Hindi Examination conducted by a Govt. Agency or by a Private Body, Please Give details ?

13. (a) Whether you had stated before joining the employment of the Company that

   i) You know Hindi typing i.e. you had a speed of 25 w.p.m. or more in Hindi typing ?

   ii) You have Hindi Stenography i.e. you had a speed of 80 w.p.m. or more in Hindi Stenography ?

   (b) Whether you had previously received training in Hindi typewriting or Hindi stenography from an institution recognized by the Government or had passed any test therefrom ? If so, please give details.
DECLARATION

The particulars given by me are true to the best of my knowledge and belief. I undertake to refund the Hindi Allowance if, I am eligible for the same, in case any of the above information is found to be false or inaccurate. I also undertake that disciplinary action may be taken against me for attempting to receive Hindi Allowance by making inaccurate statement of facts.

Signature
Standard of Hindi Training
Category of Employees to be trained upto PRABODH

1. Driver
2. Watch and Ward Guard
3. Compositor
4. Watch and Ward Subedar
5. Watch and Ward Jamedar
6. Senior Driver – A
7. Sister
8. Senior Steward
9. Senior Warden
10. Steward
11. Warden
12. Senior Driver – B
13. Staff Nurse*
Standard of Hindi Training – Category of Employees to be trained upto PRAVEEN

1. Vehicle Inspector
2. X-Ray Assistant (Medical)
3. Safety Inspector
4. Instructor
5. Senior Dietician
6. Senior Laboratory Assistant (Medical)
7. Senior Instructor
8. Telephone Operator – B
9. Senior Matron-in-charge
10. Telephone Operator- A
11. Assistant Traffic Inspector
12. Compounder – A
13. Pharmacist – A
14. Laboratory Assistant (Medical)
15. Compounder – B / Pharmacist – B
16. Data Entry Assistant
17. Computer Assistant
18. Matron-in-charge
19. Security Inspector
20. Vigilance Inspector
21. Fire Inspector
APPENDIX – IV OF TERMS & CONDITIONS OF SERVICE
(Para J of item –XXVII refers)

Standard of Hindi Training – Category of Employees to be trained upto PRAGYA

1. Clerk B
2. Clerk-A
3. Clerk-cum-Typist – A
4. Stenographer – B
5. Receptionist
6. Senior Clerk
7. Store Keeper
8. Clerk-cum-Typist B
9. Stenographer-A
10. Accountant
11. Statistician
12. Librarian
13. Personal Secretary
14. Head Store Keeper/Asst. Supervisor (Indirect)
15. Senior Accountant
16. Senior Statistician
17. Senior Librarian
18. Senior Personal Secretary
19. Senior Head Store Keeper/ Sr. Assistant Supervisor
20. Assistant Safety Inspector
21. Senior Security Inspector
22. Senior Vigilance Inspector
23. Senior Fire Inspector
24. Traffic Inspector
25. Assistant Store Keeper
26. Clinical Assistant - B
INCENTIVE TO OFFICERS FOR GIVING DICTATION IN HINDI

This scheme is applicable to all Officers who give dictation in Hindi.

2. **Eligibility:**

All Officers who have been provided Stenographic assistant in Hindi or who generally give dictation of not less than 10,000 words in a year will be eligible to participate in the scheme (Official Language Officers are not eligible to participate).

3. **Period:**

The scheme is operative yearly commencing from the Financial year 1989-90.

4. **Documentation:**

The Officer giving dictation may maintain a record of work with the help of his/her Steno. A copy of each of the dictated version in Hindi may be kept for record. Record of work to be kept in the following proforma:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Date</th>
<th>No. of words</th>
<th>File/Letter</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Dictated in Hindi</td>
<td>No.</td>
<td></td>
</tr>
</tbody>
</table>

The above record may be submitted to an Assessment Committee at the end of the year.

5. **Amount of award & number of awards:**

Each Division/Office may have three prizes, one each for Officers hailing from regions ‘A’, ‘B’ & ‘C’ (Based on the Mother tongue of the individual). The prize amount shall be lumpsum amount of Rs.1000/-* each.

6. **Budget:**

Each office should make provision in their Annual Budget for this purpose.

7. **Assessment Committee:**

A Committee may be constituted with AGM/DGM or Senior most Officer in the Liaison Offices as the Chairman, Official Language Officer and another Officer who is not actually competing in the scheme as members.