



# **CONDUCT, DISCIPLINE & APPEAL RULES**



**ANDREW YULE & CO. LTD.**

(A Govt. of India Enterprise)

CIN : L63090WB1919GO1003229

8, Dr. Rajendra Prasad Sarani, Kolkata - 700 001



**SUNIL MUNSHI**

Director (Personnel) & CMD

January 01, 2017

Dear Colleague,

*The Conduct, Discipline and Appeal Rules for Executives and Non Unionised Supervisors of M/s. Andrew Yule & Co., Ltd. and M/s. Hooghly Printing Co., Ltd. was printed and circulated amongst Executives and Non Unionised Supervisors in the year 1985, amended in September 2006 and August 2012. A number of amendments in respective provisions and new clauses of the CDA Rules have been made thereafter. It is, therefore, felt that all the amendments till date should be incorporated and a fresh copy of "Conduct Discipline & Appeal Rules" be circulated for your information and compliance.*

*It is understandable that every employee working for the organization should abide by a sense of discipline to achieve the organizational goal. This necessitates a uniform code of conduct to be adhered to by every Executive/Non Unionised Supervisor in conformity with the rules/guidelines framed by the Government of India for the Public Sector Enterprises. It would be seen that these rules have precisely stated as to what all of us are expected to follow and I am sure, there would not be any difficulty in adhering to it.*

Yours sincerely,

Sd/-  
(SUNIL MUNSHI)



**CONDUCT, DISCIPLINE**  
**&**  
**APPEAL RULES**  
*(Reprinted with amendments upto December 2016)*

**RULE 1 : SHORT TITLE AND COMMENCEMENT**

- (i) These rules may be called Conduct, Discipline & Appeal Rules, 1985 and amended upto December 2016.

**RULE 2 : APPLICATION**

- (i) "These rules shall apply to all employees of the Company as defined in Rule 3(a) below including those appointed by the President/Central Government but shall not apply to those in casual employment or paid from contingencies."
- (ii) those governed by the Standing Orders or under the Industrial Disputes Act, 1947.

**RULE 3 : DEFINITIONS**

In these rules, unless the context otherwise requires -

- (a) 'Employee' means a person employed in M/s. Andrew Yule & Co., Ltd. and M/s. Hooghly Printing Co., Ltd. as Executive (E1 to E8) or as Non Unionised Supervisor (S1 to S8) and includes a person in whose case the President of India or the Central Government is the appropriate authority and persons on deputation to the Company, but does not include work charged, casual or contingent staff.
- (b) 'Company' means, the Andrew Yule & Co. Ltd., and Hooghly Printing Co., Ltd.
- (c) 'Board' means the Board of Directors of the respective Cos. and includes, in relation to the exercise of powers, any Committee of the Board of Management or any Officer of the company to whom the respective Board delegates any of its powers.
- (d) 'Chairman and Managing Director' means the Chairman and Managing Director of the Andrew Yule & Co. Ltd.
- (e) 'Disciplinary Authority' means the authority as listed in Schedule-I appended to these rules and competent to impose any of the penalties specified in Rule 23.
- (f) 'Competent Authority' means the Authority empowered by Board of Directors as listed in Schedule-I by any general or special rule or order to discharge the function or use the powers specified in the rule or order.
- (g) 'Government' means the Government of India.
- (h) 'Appellate Authority' means the authority specified in Schedule-I appended to these rules.
- (i) 'Reviewing Authority' means the authority specified in Schedule-I attached to these rules.
- (j) Family in relation to an employee includes-
  - (i) The wife or husband as the case may be of the employee, whether residing with him/her or

not but does not include a wife or husband as the case may be if separated from the employee by a decree or order of a Competent Court;

- (ii) Sons or daughters or step-sons or step-daughters of the employee and wholly dependant on him/ her, but does not include a child or step-child who is no longer in any way dependant on the employee or of whose custody the employee has been deprived of by or under any law;
- (iii) Any other person related, whether by blood or marriage to the employee or to such employee's wife/husband and wholly dependant on such employee.
- (k) 'Appointing Authority' in relation to an employee means the authority empowered to make appointments to the class or grade in which the employee is for the time being included or the post which the employee for the time being holds.
- (l) 'Schedule' means the Schedule I, II and III to these rules.

#### **RULE 4 : GENERAL**

- (a) Every employee of the Company shall, at all times, take all possible steps to ensure and protect the interest of the Company and discharge his/her duties with utmost integrity, honesty, devotion and diligence and do nothing which is unbecoming of an employee.
- (b) Every employee shall maintain good conduct and discipline and show courtesy and attention to all persons in transactions and negotiations.
- (c) No employee shall in the performance of his/her official duty or in the exercise of powers conferred on him/her, act otherwise than his/her best judgement except when he/she is acting under the direction of his/her superiors.
- (d) Every employee shall take all possible steps to ensure the integrity and devotion to duty of all persons for the time being under his/her control and authority.

#### **RULE 4A : COVERAGE UNDER THE LOKPAL AND LOKAYUKTAS ACT 2013 :**

All the Executives and Non Unionized Supervisors will be covered by the Lokpal and Lokayuktas Act 2013 and will be required to submit declaration of assets and liabilities in accordance with the provision of the said Act, after implementation through notification in the official gazette.

#### **RULE 4B : PROBITY AND EFFICACY**

All the Executives and Non Unionized Supervisors will be subject to periodical review as per the guideline on Probity & Efficacy with due cognizance to Principles of Natural Justice. Periodical review will be in accordance with the appraisal system in vogue.

#### **RULE 5 : MISCONDUCT**

Without prejudice to the generality of the term 'misconduct', the following acts of omission and commission shall be treated as misconduct :-

- 1) Theft, fraud or dishonesty in connection with business or property of the Company or of property of another person within the premises of the Company.

- (2) Taking or giving bribes or any illegal gratification.
- (3) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his/her behalf by another person, which the employee cannot satisfactorily account for.
- (4) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- (5) Acting in a manner prejudicial to the interest of the Company.
- (6) Wilful insubordination or disobedience whether or not in combination with others, of any lawful and reasonable order of his/her superior.
- (7) Absence without leave or overstaying the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.
- (8) Habitual late or irregular attendance.
- (9) Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
- (10) Damage to any property of the Company.
- (11) Interference or tampering with any safety devices installed in or about the premises of the Company.
- (12) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Company or outside such premises where such behaviour is related to or connected with the employment.
- (13) Gambling within the premises of the establishment.
- (14) Smoking anywhere within the premises of all offices, factory establishments, godowns and such other places of M/s. Andrew Yule & Co., Ltd. and M/s. Hooghly Printing Co., Ltd. across the country.
- (15) Collection without the permission of the competent authority of any money within the premises of the Company except as sanctioned by any law of the land for the time being in force or rules of the Company.
- (16) Sleeping while on duty.
- (17) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (18) Absence from the employee's appointed place of work without permission or sufficient cause.
- (19) Purchasing properties, machinery, stores, etc., from or selling properties, machinery, stores, etc. to the Company without express permission in writing from the competent authority.
- (20) Commission of any acts subversive of discipline or of good behaviour.
- (21) Abetment of or attempt at abetment of any act which amounts to misconduct.
- (22) "Obtaining donations/ advertisements/ sponsorship etc. by the associations/ NGO's formed by either employees or their spouse/ family members etc. from the contractors, vendors, customers or other persons having commercial relationship/ official dealings with the CPSE will be treated as misconduct".



## **RULE 5A : PROHIBITION OF SEXUAL HARASSMENT OF WORKING WOMEN**

- (1) No employee shall indulge in any act of sexual harassment of any woman at her work place.
- (2) Every employee 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 behaviour, whether directly or otherwise, as -

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

*Note : The above instances of misconduct are illustrative in nature, and not exhaustive.*

## **RULE 6 : EMPLOYMENT OF NEAR RELATIVES OF THE EMPLOYEE OF THE COMPANY IN ANY COMPANY OR FIRM ENJOYING PATRONAGE OF THE COMPANY**

- (1) No employee shall use his/her position or influence directly or indirectly to secure employment for any person related, whether by blood or marriage to the employee or to the employee's wife or husband, whether such person is dependant on the employee or not.
- (2) No employee shall, except with the previous sanction of the competent authority, permit his/her son, daughter or any member of the family to accept employment with any company or firm with which he/she has official dealings, or 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.

- (3) No employee shall in the discharge of his/her 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/her family is employed in that company or firm or under that person or if he/she or any member of his/her family is interested in such matter or contract in any other matter and the employee shall refer every such matter or contract to his/her 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.

## **RULE 7 : TAKING PART IN DEMONSTRATION**

No employee of the Company shall engage himself/herself or participate in any demonstration which involves incitement to an offence.

## **RULE 7(a) : RESTRICTIONS ON TAKING PART IN POLITICAL ACTIVITIES**

Executives/Non Unionised Supervisors of the Company are prohibited :

- (i) to be an office-bearer of a political party or an organisation group which takes part in politics.
- (ii) to take part in or assist in any manner in any movement/ agitation or demonstration of a political nature.
- (iii) to take part in an election to any legislature or local authority.
- (iv) to canvass in any election to any legislature or local authority.

## **RULE 8 : CONNECTION WITH PRESS OR RADIO**

- (1) No employee 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 newspaper or other periodical publication.
- (2) No employee of the Company shall, except with the previous sanction of the competent authority or the prescribed authority, or in the bonafide discharge of his/her duties, participate in a radio broadcast or contribute any article or write any letter either in his/her 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 or such contribution is of a purely literary, artistic or scientific character.

## **RULE 9 : CRITICISM OF GOVERNMENT AND THE COMPANY**

No employee shall, in any radio broadcast or in any document published under his/her name or in the name of any other person or 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 relations between the Company and the public :

Provided further that nothing in these rules shall apply to any statement made or views expressed by an employee, of purely factual nature which are not considered to be of a confidential nature, in his/her official capacity or in due performance of the duties assigned to him/her :

Provided further that nothing contained in this clause shall apply to bonafide expression of views by him/her as an office bearer of a recognised trade union for the purpose of safeguarding the conditions of service of such employees or for securing an improvement thereof.

## **RULE 10 : EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY**

- (1) Save as provided in sub-rule (3), no employee of the Company shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-rule (1), no employee giving such evidence

shall criticise the policy or any action of the Central Government or of State Governments or of the Company.

(3) Nothing in this apply to -

- (a) evidence given at any inquiry before an authority appointed by the Government, Parliament or a State Legislature or any Company of the group.
- (b) evidence given in any judicial inquiry or evidence given at any departmental inquiry ordered by authorities subordinate to the Government.

## **RULE 11 : UNAUTHORISED COMMUNICATION OF INFORMATION**

No employee 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/her, communicate, directly or indirectly, any official document or any part thereof to any officer or other employee, or any other person to whom he/she is not authorised to communicate such document or information.

## **RULE 12 : GIFTS**

(1) Save as otherwise provided in these rules, no employee of the Company shall accept or permit any member of his/her family or any other person acting on his/her behalf, to accept any gift.

Explanation : The expression “gift” shall include free transport, board, 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 employee.

Note : An employee of the Company shall avoid acceptance of lavish or frequent hospitality from any individual or firm having official dealings with him/her.

(2) On occasions such as weddings, anniversaries, funerals, birthdays or religious functions, when the making of gifts is in conformity with the prevailing religious or social practices, an employee of the Company may accept gifts from his/her near relatives but he/she shall make a report to the competent authority if the value of the gift exceeds :

- i) Rupees seven thousand in case incumbent holds Executive Post.
- ii) Rupees four thousand in case incumbent holds Non Unionised Supervisory Post.
- iii) Rupees two thousand in case incumbent holds Group ‘C’ Post.
- iv) Rupees one thousand in case incumbent holds Group ‘D’ Post.

(3) On such occasions as are specified in sub-rule (2) of Rule 12, an employee of the Company may accept gifts from his/her personal friends having no official dealings with him/her, but he/she shall make a report to the competent authority if the value of any such gift exceeds :

- i) Rupees seven thousand in case incumbent holds Executive Post.
- ii) Rupees four thousand in case incumbent holds Non Unionised Supervisory Post.
- iii) Rupees two thousand in case incumbent holds Group ‘C’ Post.
- iv) Rupees one thousand in case incumbent holds Group ‘D’ Post.

- (4) In any other case, an employee of the Company shall not accept or permit any other member of his/her family or any other person acting on his/her behalf to accept any gift without the sanction of the competent authority if the value thereof exceeds :
- i) Rupees seven thousand in case incumbent holds Executive Post.
  - ii) Rupees four thousand in case incumbent holds Non Unionised Supervisory Post.
  - iii) Rupees two thousand in case incumbent holds Group 'C' Post.
  - iv) Rupees one thousand in case incumbent holds Group 'D' Post.

The above ceiling limit is in conformity with the Conduct Rule of Government of India.

#### **RULE 12 (A): NO EMPLOYEE OF THE COMPANY SHALL –**

- (1) give or take or abet the giving or taking of dowry; or
- (2) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation: For the purposes of this rule 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

#### **RULE 13 : PRIVATE TRADE OR EMPLOYMENT**

- (1) No employee 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 employee 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 conditions that his/ her official duties do not thereby suffer.

- (2) Every employee of the Company shall report to the competent authority if any member of his/ her family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (3) No employee of the Company shall, without the previous sanction of the competent authority except in the discharge of his/her official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or other law for the time being in force or any co-operative society for commercial purposes :

Provided that an employee of the Company may take part in the registration, promotion or management of a consumer/House Building Co-operative Society/Cooperative Credit Society substantially for the benefit of employees of the Company, registered under the Cooperative Societies Act, 1912 (2 of 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 (21 of 1860), or any corresponding law in force.

- (4) No employee of the Company may accept any fee or any pecuniary advantage for any work done by him/ her for any public body or any private person without the sanction of the competent authority.

### **RULE 13(a) : DEALING IN SHARES OF CPSEs**

- 1) A full-time Director or any executive/employee involved in the decision making process of fixation of price of an IPO/FPO of shares of a CPSE 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 such CPSEs, provided that Directors/employees of CPSEs may apply for allotment of shares out of the category of preferential quota reserved for employees/Directors of the CPSE.
- 2) All executives/employees including full time Directors of CPSEs 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 their own company.
- 3) Full-time Director or executives/employee of a CPSE 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.
- 4) All employees of the CPSEs would be required to disclose to the company all transactions of purchase/sale in shares worth Rs. 20,000/- or more in value or existing holding/interest in the shares worth Rs. 20,000/- or more in his/her own company either in his/her own name or in the name of any family member to report to the company indicating quantity, price, date of transaction and nature of interest within 4 working days.

### **RULE 13(b) : PRIVATE FOREIGN VISIT**

Every employee of the company shall take prior permission from Director (Personnel) / H.O.D. - Corporate Personnel before undertaking private foreign visits; when such permission to visit abroad are sought, the employee is required to furnish information relating to the proposed and previous private visit as per proforma in Schedule-III.

### **RULE 14 : INVESTMENT, LENDING AND BORROWING**

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

### **RULE 15 : INSOLVENCY AND HABITUAL INDEBTEDNESS**

- (1) An employee of the Company shall avoid habitual indebtedness unless he/she proves that such indebtedness or insolvency is the result of circumstances beyond his/her control and does not proceed from extravagance or dissipation.
- (2) An employee of the Company who applies to be, or is adjudged or declared insolvent shall forthwith report the fact to his/her competent authority.

### **RULE 16 : MOVABLE, IMMOVABLE AND VALUABLE PROPERTY**

- (1) No employee of the Company shall, except with the previous knowledge of the competent authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift

or otherwise, either in his/her own name or in the name of any member of his/her family.

- (2) No employee of the Company shall, except with the previous sanction of the competent authority enter into any transaction concerning any immovable or movable property with a person or a firm having official dealings with the employee or his/her subordinates.
- (3) Every employee of the company including Board level Executives shall report to the competent authority the particulars of each and every transaction concerning movable property owned or held by him / her in his/ her own name or in the name of a member of his / her family, within one month of such transaction if the value of such property exceeds two months basic pay.
- (4) Every employee shall, on first appointment in the Company and also on 1st January of each calender year, submit a return of assets and liabilities in the prescribed form giving the particulars regarding :
  - (a) the immovable property inherited by him/her, or owned or acquired by him/her, held by him/her on lease or mortgage, either in his/her own name or in the name of any member of his/her family or in the name of any other person as per Form No. 1 in Schedule II;
  - (b) Shares, debentures purchased under promoters/employees quota by him/her as per Form No 3 in Schedule II.
  - (c) Other movable property inherited by him/her or similarly owned, acquired or held by him/her if the value of such property exceeds Rs. 20,000/-.
  - (d) Debts and other liabilities incurred by him/her directly or indirectly.
- (5) The competent authority may, at any time, by general or special order require an employee 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/her or on his/her behalf or by any member of his/her 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.

The suggested stipulation is as per Guideline contained in the Notification issued by Ministry of Personnel, Public Grievances and Pensions (Department of personnel and Training)

#### **RULE 16A : RESTRICTION IN ACQUIRING PROPERTY OUTSIDE INDIA AND TRANSACTING WITH FOREIGNERS ETC.**

Notwithstanding anything contained in sub-rule (2) of Rule 18, no Government servant shall, except with the previous sanction of the prescribed authority –

- a) acquire, by purchase, mortgage, lease, gift or otherwise, either in his/her own name or in the name of any member of his/her family, any immovable property situated outside India;
- b) dispose of, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him/her either in his/her own name or in the name of any member of his/her family;
- c) enter into any transaction with any foreigner, foreign Government, foreign organization or concern, -

- i) for the acquisition, by purchase, mortgage, lease, gift or otherwise, either in his/her own name or in the name of any member of his/her family, any immovable property.
- ii) for the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of any immovable property which was acquired or is held by him/her either in his/her own name or in the name of any member of his/her family.

### **Explanation No. I**

The term “every transaction concerning movable property owned or held by him/her” includes all transactions of sale or purchase. For purposes of this sub-rule, the definition of movable property would include -

- (a) Jewellery, insurance policies the annual premium of which exceeds Rs. 2,500 or one-sixth of the total annual emoluments received from the Company whichever is less, shares, securities and debentures;
- (b) loans advanced by such employee whether secured or not;
- (c) motor cars, motor cycles, horses or any other means of conveyance, and;
- (d) refrigerators, radios, radiograms and television sets.

### **Explanation No. II**

Transaction entered into by the spouses or any other member of the family of an employee of the Company out of his or her own funds (including ‘streedhan’, gifts, inheritance, etc.) as distinct from the funds of the employee of the company himself/herself, in his or her own name and in his or her own right, would not attract the provision of the above sub-rules.

## **RULE 17 : CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE**

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

## **RULE 18 : BIGAMOUS MARRIAGES**

- (1) No employee shall enter into, or contract, a marriage with a person having a spouse living: and
- (2) No employee, 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 is referred to in clause (1) or clause (2) if it is satisfied that -

- (a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage: and
  - (b) there are other ground for so doing.
- (3) A public sector employee who has married or marries a person other than that of Indian nationality, shall forthwith intimate the fact to his/her employer.

## **RULE 19 : CONSUMPTION OF INTOXICATING DRINKS AND DRUGS**

An employee of the Company shall take due care that the performance of his/her duties is not affected in any way by the influence of any intoxicating drink or drug.

### **RULE 19(A) : ACCEPTANCE OF RESIGNATION**

Management reserves the right not to accept the resignation of the employees against whom disciplinary proceedings are pending or a decision has been taken by the competent authority to issue a charge sheet, etc.

### **Rule 19(B) : CONTINUATION OF DISCIPLINARY PROCEEDING AFTER SUPERANNUATION**

“The employee against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue as if he/she was in service until the proceedings are concluded and final order is passed in respect thereof. The concerned employee will not receive any pay and/or allowance after the date of superannuation. He/She will also not be entitled for the payment of retirement benefits till the proceedings are completed and final order is passed thereon except his/her own contribution to CPF”.

## **RULE 20 : SUSPENSION**

- (1) The Appointing Authority or any authority to which it is subordinate or the disciplinary authority or authority empowered in that behalf by the management by general or special order may place an employee under suspension –
  - (a) where disciplinary proceeding against him/her is contemplated or pending; or
  - (b) where a case against him/her in respect of any criminal offence is under investigation or trial.
- (2) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention, by an order of the Appointing Authority, and shall remain under suspension until further orders.
- (3) Where a penalty of dismissal or removal from service imposed upon an employee under suspension is set aside on appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his/her suspension shall be deemed to have continued in force on and from the date of the original order of dismissal or removal and shall remain in force until further orders.
- (4) Where a penalty of dismissal or removal from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on consideration of the circumstances of the case, decides to hold a further inquiry against him/her on the allegations on which the penalty of dismissal or removal was originally imposed, the employee shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal or removal and shall continue to remain under suspension until further orders.



- (5) An order of suspension made or deemed to have been made under this Rule may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

#### **RULE 21 : SUBSISTENCE ALLOWANCE**

- (1) An employee under suspension shall be entitled to draw subsistence allowance equal to 50 percent of his/ her basic pay provided the disciplinary authority is satisfied that the employee is not engaged in any other employment or business or profession or vocation. Moreover, since the employer-employee relationship continues even during suspension, the effect of pay revision will have to be given on the subsistence allowance as well. In addition he/she shall be entitled to Dearness Allowance admissible on such subsistence allowance and any other allowance of which he/she was in receipt on the date of suspension provided the suspending authority is satisfied that the employee continues to meet the expenditure for which the allowance was granted.
- (2) Where the period of suspension exceeds three months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first three months as follows –
- (i) The amount of subsistence allowance may be increased to 75% of basic pay and allowance thereon if, in the opinion of the said authority the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee under suspension;
- (ii) the amount of subsistence allowance may be reduced to 25% of basic pay and allowance thereon if in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing, directly attributable to the employee under suspension.
- (3) If an employee is arrested by the Police on a criminal charge and bail is not granted, no subsistence allowance is payable. On grant of bail, if the competent authority decides to continue the suspension, the employee shall be entitled to subsistence allowance from the date he/she is granted bail.

#### **RULE 22 : TREATMENT OF THE PERIOD OF SUSPENSION**

- (1) When the employee under suspension is reinstated, the competent authority may grant to him/her the following pay and allowances for the period of suspension :
- (a) If the employee is exonerated and not awarded any of the penalties mentioned in Rule 23 the full pay and allowances which he/she would have been entitled to if he/she had not been suspended, less the subsistence allowance already paid to him/her; and
- (b) If otherwise, such proportion of pay and allowances as the competent authority may prescribe.
- (2) In a case falling under sub-clause (a) the period of absence from duty will be treated as a period spent on duty. In a case falling under sub-clause (b) it will not be treated as a period spent on duty unless the competent authority so directs.

## **RULE 23 : PENALTIES**

The following penalties may be imposed, on an employee, as hereinafter provided, for misconduct committed by him/her or for any other good and sufficient reasons.

### **Minor Penalties –**

- (a) Censure;
- (b) Withholding of increments of pay with or without cumulative effect;
- (c) Withholding of promotion;
- (d) recovery from pay or such other amount as may be due to him/her of the whole or part of any pecuniary loss caused to the Company by negligence or breach of orders.
- (e) Reduction to a lower stage in the time-scale of pay for a period not exceeding 3 years without cumulative effect and not adversely affecting his/her terminal benefits.

### **Major Penalties –**

- (f) save as provided in Clause (e), reduction to a lower stage in the time 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 expiry of such period, the reduction will or will not have the effect of postponing the future increment of pay;
- g) reduction to a lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post from which he/she was reduced, with or without further directions regarding conditions of restoration to the grade or post from which the employee was reduced and his/her seniority and pay on such restoration to that grade or post;
- (h) compulsory retirement;
- (i) removal from service which shall not be a disqualification for future employment under the Govt. or the Corporation/Company owned or controlled by the Govt.;
- (j) Dismissal from service which shall ordinarily be a disqualification for future employment under the Govt. or the Corporation/Company owned or controlled by the Govt.;

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 penalty mentioned in clause (i) or (j) shall be imposed;

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

### **Explanation**

The following shall not amount to a penalty within the meaning of this rule –

- (i) withholding of increment of an employee on account of his/her work being found unsatisfactory or not being of the required standard, or for failure to pass a prescribed test or examination.

- (ii) non-promotion, whether in an officiating capacity or otherwise, of an employee, to a higher post for which he/she may be eligible for consideration but for which he/she is found unsuitable after consideration of his/her case;
- (iii) reversion to a lower grade or post, of an employee officiating in a higher grade or post, on the ground that he/she is considered, after trial, to be unsuitable for such higher grade or post, or on administrative grounds unconnected with his/her conduct:
- (iv) reversion to his/her previous grade or post, of an employee appointed on probation to another grade or post, during or at the end of the period of probation, in accordance with the terms of his/her appointment.
- (v) Termination of service –
  - (a) of an employee appointed on probation, during or at the end of the period of probation, in accordance with the terms of his/her appointment;
  - (b) of an employee appointed in a temporary capacity otherwise than under a contract or agreement, on the expiration of the period for which he/she was appointed, or earlier in accordance with the terms of his/her appointment;
  - (c) of an employee appointed under a contract or agreement, in accordance with the the terms of such contract or agreement;
  - (d) of any employee on reduction of establishment.

#### **RULE 24 : DISCIPLINARY AUTHORITY**

The Disciplinary Authority, as specified in the Schedule I, or any authority higher than it, may impose any of the penalties specified in Rule 23 on any employee.

#### **RULE 25 : PROCEDURE FOR IMPOSING MAJOR PENALTIES**

- (1) No order imposing any of the major penalties specified in clauses (f) to (j) of Rule 23 shall be made except after an inquiry is held in accordance with this rule.
- (2) Wherever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against an employee, it may itself enquire into, or appoint any public servant or an existing or retired Executive of the Company or existing or retired Director of the Company, or existing or retired Executive of a Public Sector Company, or a retired Government Officer, or a retired Judge, or a Consultant, or a legal practitioner (hereinafter called the 'Inquiring Authority') to enquire into the truth thereof.
- (3) Where it is proposed to hold an inquiry, the disciplinary authority shall frame definite charges on the basis of the allegations against the employee. The charges, together with a statement of allegations, on which they are based, a list of documents by which and a list of witnesses by whom, the articles of charge are proposed to be sustained, shall be communicated in writing to the employee, who shall be required to submit within such time as may be specified by the Disciplinary Authority (not exceeding 15 days) a written statement whether he/she admits or denies any of or all the Articles of Charge.

## **Explanation**

It will not be necessary to show the documents listed with the charge-sheet or any other document to the employee at this stage.

- (4) On receipt of the written statement of the employee, or if no such statement is received within the time specified, an inquiry may be held by the Disciplinary Authority itself, or by any Inquiring Authority appointed by it under sub-clause (2).

Provided that it may not be necessary to hold an inquiry in respect of the charge admitted by the employee in his/her written statement. The Disciplinary Authority shall, however, record its findings on each such charge.

- (5) Where the Disciplinary Authority itself inquires or appoints an Inquiring Authority for holding any inquiry, it may, by an order appoint a public servant, or existing or retired Executive of M/s. Andrew Yule & Co., Ltd. and M/s. Hooghly Printing Co., Ltd., or existing or retired Officer of a Public Sector Company, or a retired Government Officer, or a Consultant, or a Legal Practitioner to be known as the Presenting Officer to present on its behalf the case in support of the Articles of Charges.
- (6) The employee may take the assistance of any other employee to present the case on his/her behalf but may not engage a legal practitioner for the purpose unless the presenting officer appointed by the Disciplinary Authority is a legal practitioner or the Disciplinary Authority, having regard to the circumstances of the case so permits.

*Note : The employee shall not take the assistance of any other employee who has two pending disciplinary cases on hand in which he/she has to give assistance.*

- (7) On the date fixed by the Inquiring Authority, the employee shall appear before the Inquiring Authority at the time, place and date specified in the notice. The Inquiring Authority shall ask the employee whether he/she pleads guilty or has any defence to make and if he/she pleads guilty to any of the Articles of Charge, the Inquiring Authority shall record the plea, sign the record and obtain the signature of the employee concerned thereon. The Inquiring Authority shall return a finding of guilt in respect of those articles of charge to which the employee concerned pleads guilty.
- (8) If the employee does not plead guilty, the Inquiring 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/her defence :
  - (i) inspect the documents listed with the charge-sheet;
  - (ii) submit a list of additional documents and witnesses that he/she wants to examine; and
  - (iii) be supplied with the copies of the statements of witnesses, if any, listed in the charge-sheet.
  - (iv) The IO (Inquiry Officer or Inquiring Authority) would maintain a daily order sheet to record in brief the business transacted on each day of the hearing. Requests and representations by either party should also be dealt with and disposed of in this sheet. Copies of the recorded order-sheets will be given to the PO (Presenting Officer) and CO (Charged Officer) with their signatures thereon, if they are present. If they are not present, these will be sent by post. The Defence Assistant will also sign the sheet, but a copy will not be given to him/her.

Note : Relevancy of the additional documents and the witnesses referred to in sub-clause 8(ii) above will have to be given by the employee concerned and the documents and the witnesses shall be summoned if the Inquiring Authority is satisfied about their relevance to the charges under inquiry.

- (9) The Inquiring Authority shall ask the authority in whose custody or possession the documents are kept, of the production of the documents on such date as may be specified.
- (10) The authority in whose custody or possession the requisitioned documents are, shall arrange to produce the same before the Inquiring Authority on the date, place and time specified in the requisition notice :  
  
Provided that the authority having the custody or possession of the requisitioned documents may claim privilege if the production of such documents will be against the public interest or the interest of the Company. In that event, it shall inform the inquiring authority accordingly.
- (11) On the date fixed for the inquiry, 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 on a new matter, without the leave of the Inquiring Authority. The Inquiring Authority may also put such questions to the witnesses as it thinks fit.
- (12) Before the close of the prosecution case, the Inquiring Authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the charge-sheet or may itself call for new evidence or re-call or re-examine any witness. In such case the employee shall be given opportunity to inspect the documentary evidence before it is taken on record or to cross-examine a witness who has been so summoned.
- (13) When the case for the disciplinary authority is closed, the employee may be required to state his/her defence, orally or in writing, as he/she 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.
- (14) The evidence on behalf of the employee shall then be produced. The employee may examine himself/herself in his/her own behalf if he/she so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination, and examination by the Inquiring Authority according to the provision applicable to the witnesses for the disciplinary authority.
- (15) The Inquiring Authority may, after the employee closes his/her case, and shall, if the employee has not examined himself/herself, generally question him/her on the circumstances appearing against him/her in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him/her.
- (16) The Inquiring Authority may, after completion of the production of evidences hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective cases, if they so desire.
- (17) If the employee does not submit the written statement of the defence referred to in sub-rule (3) on or before the date specified for the purpose or does not appear in person, or through the

employee, as the case may be, or otherwise fails or refuses to comply with any of the provisions of these rules, the Inquiring Authority may hold the inquiry ex-parte.

- (18) Whenever any Inquiring Authority, after having heard and recorded the whole or any part of the evidence in any inquiry case to exercise jurisdiction therein, and is succeeded by another inquiring authority which has, and which exercises, such jurisdiction the inquiring 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 Inquiring 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 witnesses as hereinbefore provided.

- (19) (i) After the conclusion of the inquiry, report shall be prepared and it shall contain-
- (a) a gist of the articles of charge and the statement of the imputations of misconduct or misbehaviour;
  - (b) a gist of 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 on each article of charge and the reasons thereof.
  - (e) Daily order sheets.

### **Explanation**

If in the opinion of the Inquiring Authority the proceedings of the inquiry establish any article of charge different from the original articles of the charge, it may record its findings on such article of charge. Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts of which such article of charge is based or has had a reasonable opportunity of defending himself/herself against such article of charge.

- (ii) The Inquiring Authority, where it is not itself the Disciplinary Authority, shall forward to the Disciplinary Authority the records of inquiry which shall include-
- (a) the report of the inquiry prepared by it under sub-clause (i) above;
  - (b) the written statement of defence, if any, submitted by the employee referred to in sub-rule (13);
  - (c) the oral and documentary evidences produced in the course of the inquiry;
  - (d) written briefs referred to in sub-rule (16) if any; and
  - (e) the orders, if any, made by the Disciplinary Authority and the Inquiring Authority in regard to the inquiry.

## **RULE 26 : ACTION ON THE INQUIRY REPORT**

- (1) The disciplinary authority, if it is not itself the inquiring authority, may for reasons to be recorded by it in writing remit the case to the inquiring authority for fresh or further inquiry and report and the inquiring authority shall thereupon proceed to hold further inquiry according to the provisions of Rule 25 as far as may be.
- (2) The disciplinary authority shall, if it disagrees with the findings of the Inquiring 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 major penalties specified in Rule 23(f) to (j) should be imposed on the employee, it shall, notwithstanding anything contained in Rule 27 furnish to the employee, a copy of the report of the Inquiring Authority together with its own tentative reasons for disagreement, if any, as per Para 26 (2) above calling upon him/her to submit within 7 days of receipt of the report, such representation as he may wish to make on the report of the Inquiry Officer or disagreement by the disciplinary authority, if any. The disciplinary authority after considering representation, if any, made by the employee or in the event of employee's failure to make any representation within the stipulated time shall make an order imposing such penalty.
- (4) If the disciplinary authority having regard to its findings on all or any of the articles of charge, is of the opinion that no penalty is called for, it may pass an order exonerating the employee concerned.

## **RULE 27 : PROCEDURE FOR IMPOSING MINOR PENALTIES**

- (1) Where it is proposed to impose any of the minor penalties specified in clauses (a) to (e) of Rule 23 the employee concerned shall be informed in writing of the imputations of misconduct or misbehaviour against him/her and given an opportunity to submit his/her written statement of defence within a specified period not exceeding 15 days. The defence statement, if any, submitted by the employee shall be taken into consideration by the disciplinary authority before passing orders.
- (2) The Disciplinary Authority may hold an inquiry in the manner laid down in sub-rules (3) to (19) of Rule 25, in every case in which he/she is of the opinion that such inquiry is necessary.
- (3) The record of the proceedings shall include –
  - (i) A copy of the statement of imputations of misconduct or misbehaviour delivered to the employee;
  - (ii) His/her defence statement, if any, and
  - (iii) The record of the inquiry, if any, held under sub-rule (2).
  - (iv) The orders of the disciplinary authority together with the reasons thereof.

## **RULE 28 : COMMUNICATION OF ORDER**

Orders made by the Disciplinary Authority under Rule 26 or Rule 27 shall be communicated to the employee concerned, who shall also be supplied with a copy of the report of inquiry, if any.

## **RULE 29 : COMMON PROCEEDINGS**

Where two or more employees are concerned in a case, the authority competent to impose a major penalty on all such employees may make an order directing that disciplinary proceedings against all of them may be taken in a common proceedings and the specified authority may function as the disciplinary authority for the purpose of such common proceedings.

## **RULE 30 : SPECIAL PROCEDURE IN CERTAIN CASES**

Notwithstanding anything contained in Rule 25 or 26 or 27, the disciplinary authority may impose any of the penalties specified in Rule 23 in any of the following circumstances :-

- (1) the employee has been convicted on a criminal charge, or on the strength of facts or conclusions arrived at by a judicial trial; or
- (2) where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these Rules; or
- (3) where the Board is satisfied that in the interest of the security of the Company, it is not expedient to hold any inquiry in the manner provided in these rules.

## **RULE 31 : EMPLOYEES ON DEPUTATION FROM THE CENTRAL GOVERNMENT OR THE STATE GOVERNMENT, etc.**

- (1) Where an order of suspension is made or disciplinary proceeding is taken against an employee, who is on deputation to the Company from the Central or State Government, or another public undertaking or a local authority, the authority lending his/her services (hereinafter referred to as the "Lending Authority") shall forthwith be informed of the circumstances leading to the order of his/her suspension, or the commencement of the disciplinary proceeding, as the case may be.
- (2) In the light of the findings in the disciplinary proceeding taken against the employee –
  - (a) If the Disciplinary Authority is of the opinion that any of the minor penalties should be imposed on him/her, it may pass such orders on the case as it deems necessary after consultation with the Lending Authority; Provided that in the event of a difference of opinion between the Disciplinary and the Lending Authorities, the Services of the employee shall be placed at the disposal of the Lending Authority.
  - (b) If the Disciplinary Authority is of the opinion that any of the major penalties should be imposed on him/her, it should replace his/her services at the disposal of the Lending Authority and transmit to it the proceedings of the inquiry for such action as it deems necessary.
- (3) If the employee submits an appeal against an order imposing a minor penalty on him/her under sub-rule (2) (a), it will be disposed of after consultation with the Lending Authority; Provided that if there is a difference of opinion between the Appellate Authority and the Lending Authority, the services of the employee shall be placed at the disposal of the Lending Authority, and the proceedings of the case shall be transmitted to that authority for such action as it deems necessary.

## **RULE 32 : APPEALS**

- (1) An employee may appeal against an order imposing upon him/her any of the penalties specified



in Rule 23 or against the order of suspension referred to in Rule 20. The appeal shall lie to the authority specified in the schedule.

- (2) An appeal shall be preferred within one month from the date of communication of the order appealed against. The appeal shall be addressed to the Appellate Authority specified in the schedule and submitted to the authority whose order is appealed against. The authority whose order is appealed against shall forward the appeal together with its comments and the records of the case to the Appellate Authority within 15 days. The Appellate Authority shall consider whether the findings, are justified or whether the penalty is excessive or inadequate and pass appropriate order within three months of the date of appeal. The Appellate Authority may pass order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case.

Provided that if the enhanced penalty which the Appellate Authority proposes to impose is a major penalty specified in clauses (f) to (j) of Rule 23 and an inquiry as provided in Rule 25 has not already been held in the case, the Appellate Authority shall direct that such an inquiry be held in accordance with the provisions of Rule 25 and thereafter consider the record of the inquiry and pass such orders as it may deem proper. If the Appellate Authority decides to enhance the punishment but an inquiry has already been held as provided in Rule 25, the Appellate Authority shall give a show cause notice to the employee as to why the enhanced penalty should not be imposed upon him/her. The Appellate Authority shall pass final order after taking into account the representation, if any submitted by the employee.

### **RULE 33 : REVIEW**

Notwithstanding anything contained in these rules, the reviewing authority as specified in the schedule may call for the record of the case within six months of the date of the final order and after reviewing the case pass such orders thereon as it may deem fit.

Provided that if the enhanced penalty, which the reviewing authority proposes to impose, is a major penalty specified in clause (f) to (j) of Rule 23 and an inquiry as provided under Rule 25 has not been already held in the case, the reviewing authority shall direct that such an inquiry be held in accordance with the provisions of Rule 25 and thereafter consider the record of the inquiry and pass such orders as it may deem proper. If the appellate authority decides to enhance the punishment but an inquiry has already been held in accordance with the provisions of Rule 25, the reviewing authority shall give show cause notice to the employee as to why the enhanced penalty should not be imposed upon him/her. The reviewing authority shall pass final order after taking into account the representation, if any, submitted by the employee.

### **RULE 34 : 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/her by registered post at his/her last known address.

### **RULE 35 : 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 case is shown, extend the time specified in these rules for anything required to be done under these rules to condone any delay.

### **RULE 36 : SAVINGS**

- (1) Nothing in these rules shall be construed as depriving any person to whom these rules apply, of any right of appeal which had accrued to him/her under the rules, which have been superseded by these rules.
- (2) An appeal pending at the commencement of these rules against an order made before the commencement of these rules shall be considered and orders thereon shall be made, in accordance with these rules.
- (3) The proceedings pending at the commencement of the rules shall be continued and disposed of as far as may be, in accordance with the provisions of these rules, as if such proceedings were proceedings under these rules.
- (4) Any misconduct, etc. committed prior to the issue of these rules which was a misconduct under the superseded rules shall be deemed to be a misconduct under these rules.

### **RULE 37 : 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 38 : 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.

**RULE 24 OF THE CONDUCT, DISCIPLINE & APPEAL RULE FOR  
EXECUTIVE & NON UNIONISED SUPERVISOR OF M/S. ANDREW YULE & CO. LTD.,  
AND M/S. HOOGHLY PRINTING CO., LTD. : SCHEDULE - I**

<b>Grade</b>	<b>Category/ Post</b>	<b>Disciplinary/Competent Authority</b>	<b>Appellate Authority</b>	<b>Reviewing Authority</b>
S1 to S8	Non Unionised Supervisors	i) Director (Personnel)/ Functional Director  Or ii) Executive Director / Chief General Manager of the respective Division  Or iii) Chief General Manager (HRM & Legal)	i) Chairman and Managing Director when Director (Personnel) / Functional Director is the Disciplinary / Competent Authority  Or ii) Director (Personnel) / Functional Director when Executive Director / Chief General Manager is the Disciplinary / Competent Authority	i) Committee of Directors  Or ii) Chairman and Managing Director when Director (Personnel)/ Functional Director is the Appellate Authority
E1 E2 E3	Officer Asstt. Manager Dy. Manager	i) Director (Personnel)/ Functional Director  Or ii) Executive Director / Chief General Manager of the respective Division	i) Chairman and Managing Director  Or ii) Director (Personnel) / Functional Director when Executive Director / Chief General Manager is the Disciplinary / Competent Authority	i) Committee of Directors  Or ii) Chairman and Managing Director when Director (Personnel) / Functional Director is the Appellate Authority
E4 E5 E6	Manager Asst. G.M./ Senior Manager Dy. General Manager	i) Director (Personnel)/ Functional Director  Or ii) Executive Director / Chief General Manager of the respective Division	i) Chairman-cum-Managing Director  Or ii) Director (Personnel) / Functional Director when ED / CGM is the Disciplinary / Competent Authority	i) Committee of Directors  Or ii) Chairman and Managing Director when Director (Personnel) / Functional Director is the Appellate Authority
E7 E8	General Manager  Executive Director / Chief General Manager	i) Chairman and Managing Director  Or ii) Director (Personnel) / Functional Director	i) Committee of Directors  Or ii) Chairman and Managing Director when Director (Personnel) / Functional Director is the Disciplinary / Competent Authority	i) Board of Directors  Or ii) Committee of Directors when Chairman and Managing Director is the Appellate Authority
	Chairman and Managing Director and other Functional Directors	President of India	.....	President of India

**RULE 24 OF THE CONDUCT, DISCIPLINE & APPEAL RULE FOR  
EXECUTIVE & NON UNIONISED SUPERVISOR OF M/S. ANDREW YULE & CO. LTD.,  
AND M/S. HOOGHLY PRINTING CO., LTD. : SCHEDULE - I**

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<b>Grade</b>	<b>Category/ Post</b>	<b>Disciplinary/Competent Authority</b>	<b>Appellate Authority</b>	<b>Reviewing Authority</b>
	Executive on Deputation from Government Departments and other Public Sector Undertakings	They will continue to be governed by the 'Conduct Discipline & Appeal Rules' of their parent organization	.....	.....

*Note : Disciplinary action may also be taken by an officer of equal or higher rank than indicated above.*

**SCHEDULE - II**

**ANDREW YULE & CO., LTD. AND HOOGLY PRINTING CO., LTD.  
STATEMENT OF ASSETS & LIABILITIES FORM NO. 1**

STATEMENT SHOWING DETAILS OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT AND ALSO ON 1ST JANUARY OF EACH CALENDER YEAR. i.e. AS ON 01.01.\_\_\_\_ (e.g. LANDS, HOUSE, SHOPS & OTHER BUILDINGS, etc.)

Name :

Designation & Employee Sl. No.

Organisation \_\_\_\_\_ Division \_\_\_\_\_ Region \_\_\_\_\_

Date of Joining \_\_\_\_\_ Basic Pay \_\_\_\_\_

Sl. No.	Details/Description of property and its location (See notes 1 & 5 overleaf) House/ Building/Land No.	If not in own name, state in whose name held and his/her relationship, if any to the employee	How and when acquired (See Notes 2 & 6 overleaf)	Value of the Property (See Note 3 overleaf)	Total annual income from the property	Remarks
1	2	3	4	5	6	7

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature \_\_\_\_\_

Note : 1 If the property is not wholly owned the extent of share may also be indicated.

Note : 2 For the purpose of Col. 4 the term 'lease would mean a lease of immovable property from year to year or for any term exceeding one year of reserve yearly rent. When, however, the lease of immovable property is obtained from a person having official dealings with the employee, such a lease should be in this column irrespective of the term of the lease whether it is short term or long term, and the periodicity of the payment of rent.

Note : 3 In Col. 5 should be shown.

(a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.

(b) Where it has been acquired by lease the total annual rent thereof also and

(c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

Note : 4 The annual return in respect of immovable property may also be submitted in this form as on 1st January.

Note : 5 Name of District, Division, Taluka & Village in which the property is situated and also its distinctive number etc. will be given in Col. 2

Note : 6 Whether by purchase, mortgage, lease, inheritance, gift or otherwise and name with details of person/persons from whom acquired. Address & connection, if any with the person/persons concerned are also to be given in Column.

Date : \_\_\_\_\_

Signature \_\_\_\_\_

**SCHEDULE - II**

**ANDREW YULE & CO., LTD. AND HOOGLY PRINTING CO., LTD.**

DETAILED STATEMENT IN RESPECT OF SHARES/DEBENTURES

PURCHASED UNDER PROMOTERS'/EMPLOYEES QUOTA AS ON 1ST JANUARY OF EACH CALENDAR  
YEAR IN OFFICER'S OWN NAME AND ALSO THOSE HELD IN THE NAMES OF SPOUSE AND  
DEPENDENT CHILDREN

**FORM NO. 3**

Name :

Designation & Employee Sl. No.

Organisation \_\_\_\_\_ Division \_\_\_\_\_ Region \_\_\_\_\_

Date of Joining the PSU \_\_\_\_\_ Basic Salary \_\_\_\_\_

P.F. Index No. \_\_\_\_\_

Sl. No.	Name of the Company	No. of Shares	Face Value	Cost of acquisition	Whether promoters'/ Employees' quota	How acquired	Position held at the time of acquisition and if the company had any borrowing or other facilities at that time
1	2	3	4	5	6	7	8

A. Self.

B. Spouse and Dependent Children

C. Any additions/deletions to this statement as on 1st January \_\_\_\_\_ and the profit/loss incurred by me are given below.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature \_\_\_\_\_

N.B. Additional sheets may be attached where necessary.

(To be submitted along with the Assets & Liabilities Statement as on 1st January of every year.)

Form for giving information where total transactions in shares, securities, debentures and investment in mutual fund schemes etc. exceed Rs. 25,000/- during the calendar year as on 1st January.

1. Name and designation
2.
  - i) Scale of pay and present pay
  - ii) P.F. Index No.
3. Details of each transaction made in shares, securities, debentures, mutual fund schemes etc. during the calendar year.
4. Particulars of the party/firm with whom transaction is made.
  - (a) Is party related to you ?
  - (b) Did you have dealings with the party in your official capacity at any time or is the applicant likely to have any dealings with you in the next future ?
5. Source or sources from which financed ?
  - (a) Personal savings
  - (b) Other sources giving details.
6. Any other relevant fact which you may like to mention.

**Declaration :**

I hereby declare that the particulars given above are true.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

N.B. Form No. 2 has been done away with by DPE.



**SCHEDULE - III**

1. Name
2. Designation
3. Monthly Pay
4. Department / Division / Company
5. Passport No.
6. Details of private foreign travel to be undertaken

Period abroad		Names of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel; board/lodging, visa, misc. etc.)	Source of Funds	Remarks
From	To					

7. Details of previous private foreign travel, if any undertaken during the last one year (as under item No. 6)

Name :

Designation :

Date :

N.B. However on return, the employee shall have to submit revision if any, of details of private foreign travel submitted earlier

