

No.DYCL/NSK/S.O.-5 2015/2016 / ११२५
Office of the Dy.Commissioner of
Labour,Nashik Division,Nashik,Udyog
Bhavan,Near ITI Signal,Nashik-422 007.
Date- २५ /02/2016.

From:

R.S.Jadhav,
Dy.Commissioner of Labour,
Nashik Division,Nashik.

1. The Chief Executive Officer,
Pravara Rural Education Society,
Pravaranagar,,At Post Loni, Tal.Rahata,
Dist-Ahmednagar.
2. Shri Sonwane D.A.,&
Four Other Committee Members,
C/o. Pravara Rural Education Society,
Pravaranagar,,At Post Loni, Tal.Rahata,
Dist-Ahmednagar.

Subject- Pravara Rural Education Society, Pravaranagar,,At Post Loni,
Tal.Rahata, Dist-Ahmednagar.

Certification of Standing Orders for the workmen /employees
employed therein.

Sir,

As required by sub-section (3) of Section 5 of the Industrial
Employment (Standing Orders) Act,1946, a copy of Certified Standing
Orders for the employees/workmen employed in Pravara Rural Education
Society, Pravaranagar,,At Post Loni, Tal.Rahata, Dist-Ahmednagar.
in english & Marathi is enclosed herewith after the due certification by the
undersigned on 25 /02/2016.

Kindly acknowledge the receipt of the same.

Yours faithfully,

(R.S.Jadhav)

Dy.Commissioner of Labour &
Certifying Officer under

Industrial Employment (Standing Orders) Act,1946,
Nashik Division,Nashik.



Encl. As stated.

PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR
TAL. RAHATA, DIST. AHMEDNAGAR.
PIN 413 713 (PH. 02422-273527/273700/273703)
Fax. No. 02422 – 273704.

SERVICE RULES

I N D E X

Sr.No.	Clause/ Sub-Clause	Title	Page No.
01	1.00	Title Application & Commencement	04
02	2.00	Definition	04
03	3.01	Classification of Employee	05
04	3.02	Categorization of Employee	08
05	4.01	Appointment Order	09
06	4.02	Promotion Policy	09
07	5.00	Card/Identity Card & Ticket Numbers	10
08	6.00	Working Hours	11
09	7.00	Shift Working	11
10	8.00	Attendnace & Late Attendance	12
11	9.00	Increment Policy	12
12	10.00	Unclaimed Wages	13
13	11.00	Entry & Exit	13
14	12.00	Search	13
15	13.00	Transfer	14
16	14.00	Weekly Off/Paid Holiday	14

INDEX

Sr.No.	Clause/ Sub-Clause	Title	Page No.
17	15.01	Discharge	15
18	15.02	Gratuity	16
19	15.03	Appeal	17
20	16.01	Leave	17
21	16.02	Casual Leave	20
22	16.03	Sick Leave	21
23	16.04	Maternity Leave	22
24	16.05	Earned Leave	22
25	17.00	Contractual Employment	23
26	18.00	Age of Employee	23
27	19.00	Superannuation	24
28	20.00	Character Certificate	24
29	21.00	Caste Certificate	24
30	22.00	Fitness Certificate	24
31	23.00	Security	25
32	24.00	Mis-Conduct	25
33	25.00	Punishment	30
34	26.00	Minor Punishment	36
35	27.00	Code of Conduct of Orders	37

INDEX

Sr.No.	Clause/ Sub-Clause	Title	Page No.
36	28.00	Redress of Grievances	39
37	29.00	Service Record	40
38	30.00	Service Certificate	40
39	31.00	Sexual Harassment	40
40	32.00	Notices	41
41	33.00	Language of Communication	41
42	34.00	Staff Development	42
43	35.00	Other	42
44	36.00		43

