



# புதுச்சேரி மாநில அரசிதழ்

## La Gazette de L'État de Poudouchéry

### The Gazette of Puducherry

#### PART - I

சிறப்பு வெளியீடு

EXTRAORDINAIRE

EXTRAORDINARY

அதிகாரம் பெற்ற  
வெளியீடு

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| No. } 80 | Poudouchéry | Mardi           | 18      | Juillet | 2023 (27 Asadha 1945) |
| No. }    | Puducherry  | Tuesday         | 18th    | July    | 2023                  |

PUDUCHERRY ROAD TRANSPORT CORPORATION LIMITED  
(A GOVERNMENT OF PUDUCHERRY UNDERTAKING)  
PUDUCHERRY

No. 148-BM/PRTC/CS/2023-24.

Puducherry, dated 12th July 2023.

#### NOTIFICATION

[DRAFT GUIDELINES FOR PUNISHMENT TO BE AWARDED IN DISCIPLINARY CASES]

The aim of disciplinary procedure is to achieve a fair, effective and consistent method of dealing with disciplinary and performance matters. The main purpose of operating a disciplinary procedure is to encourage improvement in an employee whose conduct or performance is below acceptable standards. In employment law, disciplinary action is a process for dealing with job-related behaviour that does not meet expected and communicated performance standard. The goal of discipline is to improve industrial harmony and employee performance.

As far as Puducherry Road Transport Corporation (A Government of Puducherry Undertaking unit) is concerned it is a service oriented organization under Companies Act employing about 800 employees and having a fleet strength about 139 nos. of stage carriages. Since, man to man contact and man to machine contact is enormous, there arises behavioural as well as performance shortcomings. Here comes the role of disciplinary action. Disciplinary action is not synonymous with punishment. It indicates the shortcomings in the behaviour and performance of the employees to themselves. If carefully exercised, disciplinary action is a very good tool to improve the morality of the employees and keep it positive.

Warning or various punishments is the ultimate outcome of the disciplinary action. The punishment awarded should be open, transparent, reasonable, timely, fair and matching with the gravity of the offence committed.

In order to formulate common guidelines for the punishments to be awarded in disciplinary actions, the quantum of punishment for various offences/misconducts committed by the employees as furnished in the guidelines framed and appended herewith. These Draft Guidelines are approved by the Board of Directors of the Corporation in the 148th meeting held on 20-06-2023.

In the Standing Order No. 1 of 2005, read with Modification No. 1 of 2006 of Puducherry Road Transport Corporation Limited, Puducherry, published in the Extraordinary Gazette No. 3, dated 19-01-2010, it is prescribed the various types of misconduct practices being followed by the employees of the Corporation in all the regions of Puducherry in vogue were analyzed in depth and the guidelines for awarding punishments in disciplinary actions has been prepared. Further, as per the abovesaid Standing Order of the Corporation, the following are specified as misconducts: Misconduct shall mean any act or omission whether specified herein or otherwise whether amounting to substantive act, abetment or connivance, committed within or outside the premises of the establishment or any act or commission which in any manner or guise is detrimental to the interest of the business or discipline or reputation or prestige of the Corporation and the establishment whether committed within or outside the premises of the establishment.

Further, in the abovesaid Standing Order the punishment that may be awarded to the employees for their guilty of misconducts were prescribed. However, there is no mention about the specific punishment for a specific misconduct. Hence, it is necessary here to frame guidelines to prescribe the quantum of punishment for various offences/misconduct of the employees.

These Guidelines cover almost all the types of irregularities/offences for awarding punishments on the first occurrence as well as repetitions.

As per the decision taken in the 148th Board Meeting these Draft Guidelines are hereby published in the Official Gazette of the Union territory of Puducherry calling for suggestions/objections of stakeholders, if any. The suggestions/objections of the stakeholders should be addressed to "The Managing Director, Puducherry Road Transport Corporation Limited, No. 4, Ayyanar Koil Street, Raja Nagar, Puducherry-605 013" within 30 days from the date of its publication in the Official Gazette.

**Dr. A.S. SIVAKUMAR,**  
Managing Director.

**DRAFT GUIDELINES**  
**ON AWARDING OF PUNISHMENTS IN DISCIPLINARY CASES**  
**PART-A**

| <b>Misconduct / Misbehaviour as per standing order</b> |   |                           |  |   |  |
|--|---|---------------------------|--|---|--|
| Sl. No.  | Nature of Misconduct  | No. of times              | Punishment Regular   | Punishment Daily Rated / Contract   | Remarks  |
| 1  | Impertinence, insubordination or disobedience                 | 1 <sup>st</sup>           | Suspension for a period up to 90 days with stoppage of one Increment WOCE beyond suspension                            | Termination from service  | The period of suspension shall be decided by the DA as per the volume of offence                     |
|  |   | 2 <sup>nd</sup>           | Suspension for a period up to 120 days with stoppage of two Increments WCE beyond suspension                           | -   |  |
|  |   | 3 <sup>rd</sup> and above | Removal from service   | -   |  |
| 2  | Willful damage to or loss of Corporation's goods or property. | 1 <sup>st</sup>           | Fine equivalent to the damage or/and loss with warning beyond suspension period  | Fine equivalent to the damage or/and loss with warning beyond duty stoppage | The period of Suspension or stoppage of duty shall be decided by the DA as per the volume of offence |
|  |   | 2 <sup>nd</sup>           | Fine equivalent to the damage or/and loss with stoppage of one increment WOCE beyond suspension period                 | Termination from service  |  |
|  |   | 3 <sup>rd</sup> and above | Fine equivalent to the damage or/and loss with warning beyond suspension period  | -   |  |
| 3  | Theft, fraud, infidelity, misappropriation or dishonesty      | 1 <sup>st</sup>           | Suspension of duty up to 120 days according to gravity of offence with stoppage of one Increment WCE beyond suspension | Termination from service  | This Suspension period shall be decided by the DA  |
|  |   | 2 <sup>nd</sup>           | Suspension of duty up to 1 year according to gravity of offence with stoppage of two Increments WCE beyond suspension  | -   |  |
|  |   | 3 <sup>rd</sup> and above | Removal from service   | -   |  |

|    |   |                           |   |   |  |
|----|---|---------------------------|---|---|--|
| 4  | Drunkenness or fighting or riotous or disorderly or indecent behavior within or outside the Corporation premises during working hours   | 1 <sup>st</sup>           | Suspension up to 120 days with stoppage of two Increments WCE                 | Stoppage of duty up to 120 days   | The suspension/ stoppage of duty period shall be decided by the DA               |
|    |   | 2 <sup>nd</sup>           | Stoppage of three Increments WCE beyond suspension                            | Termination from service  |  |
|    |   | 3 <sup>rd</sup> and above | Removal from service  | -   |  |
| 5  | Engaging in fights soufflés or altercation with fellow employees  | 1 <sup>st</sup>           | Stoppage of one Increment WOCE beyond suspension                              | Termination from service  | The period of Suspension shall be decided by the DA as per the volume of offence |
|    |   | 2 <sup>nd</sup>           | Stoppage of two Increments WCE beyond suspension                              | -   |  |
|    |   | 3 <sup>rd</sup> and above | Removal from service  | -   |  |
| 6  | Habitual absence from duty without leave or absence for more than eight consecutive days at a time or overstaying the sanctioned leave without sufficient cause or proper satisfactory explanation. | 1 <sup>st</sup>           | Warning   | Warning   | The period of Suspension/ stoppage of duty shall be decided by the DA            |
|    |   | 2 <sup>nd</sup>           | Suspension for period up to 30 days   | Stoppage of duty up to 30 days  |  |
|    |   | 3 <sup>rd</sup> and above | Stoppage of two Increments WCE beyond suspension                              | Stoppage of duty up to 90 days/ termination for service                   |  |
| 7  | Absence from the place of duty without permission   | 1 <sup>st</sup>           | Warning   | Warning   | The period of Suspension shall be decided by the DA as per the volume of offence |
|    |   | 2 <sup>nd</sup>           | Stoppage of one Increment WOCE beyond suspension                              | Stoppage of duty up to 30 days  |  |
|    |   | 3 <sup>rd</sup> and above | Stoppage of one Increment WCE beyond suspension or removal from service       | Stoppage of duty up to 90 days/ Termination from service                  |  |
| 8  | Habitual late attendance or late attendance for more than three times in a month.   |                           | Warning + one day CL cut. If continues stoppage of increment as decided by DA | Warning + 15 days stoppage of duty. If continues termination from service | -  |
| 9  | Obtaining or attempting to obtain leave of absence by false pretence, or abuse of leave facilities.   | 1 <sup>st</sup>           | Warning   | Warning   | The period of Suspension/ stoppage of duty shall be decided by the DA            |
|    |   | 2 <sup>nd</sup>           | Suspension for period up to 30 days   | Stoppage of duty up to 30 days  |  |
|    |   | 3 <sup>rd</sup> and above | Stoppage of one Increment WCE beyond suspension                               | Stoppage of duty up to 90 days/ termination for service                   |  |
| 10 | Gross negligence of work or habitual negligence or neglect of work.   | 1 <sup>st</sup>           | Warning   | Warning   | The period of Suspension/ stoppage of duty shall be decided by the DA            |
|    |   | 2 <sup>nd</sup>           | Suspension for period up to 30 days   | Stoppage of duty up to 30 days  |  |
|    |   | 3 <sup>rd</sup> and above | Stoppage of one Increment WCE beyond suspension                               | Stoppage of duty up to 90 days/ termination from service                  |  |

|    |   |                           |   |   |   |
|----|---|---------------------------|---|---|---|
| 11 | Habitual breach of any law applicable to the establishment.   | 1 <sup>st</sup>           | Warning   | Stoppage of duty up to 30 days  | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension for period up to 30 days   | Stoppage of duty up to 90 days  |   |
|    |   | 3 <sup>rd</sup> and above | Stoppage of one Increment WCE beyond suspension   | Termination from service  |   |
| 12 | Organizing, holding or attending any meeting within the Corporation premises without prior permission in writing of the General Manager.    | 1 <sup>st</sup>           | Suspension for period up to 30 days   | Stoppage of duty up to 90 days  | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of one Increment WCE beyond suspension   | Termination from service  |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service  | -   |   |
| 13 | Sleeping while on duty.   | 1 <sup>st</sup>           | 10 days suspension with warning   | Stoppage of duty upto 15 days with warning  | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension for period up to 30 days   | Stoppage of duty up to 30 days  |   |
|    |   | 3 <sup>rd</sup> and above | Stoppage of one Increment WOCE beyond suspension up to 90 days. The same shall be repeated for subsequent occurrences | Stoppage of duty up to 90 days. The same shall be repeated for subsequent occurrences |   |
| 14 | Gambling or betting on the Corporation's premises.  | 1 <sup>st</sup>           | Suspension for period up to 30 days   | Stoppage of duty up to 90 days  | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of one Increment WCE beyond suspension   | Termination from service  |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service  | -   |   |
| 15 | Possession of any lethal weapon arms or ammunition or explosives in the Corporation premises without the permission of the General Manager. | 1 <sup>st</sup>           | Removal from service  | Termination from service  | -   |
|    |   | 2 <sup>nd</sup>           | -   | -   |   |
|    |   | 3 <sup>rd</sup> and above | -   | -   |   |
| 16 | Conviction by any Court of law for any criminal offence.  | 1 <sup>st</sup>           | Removal from service  | Termination from service  | -   |
|    |   | 2 <sup>nd</sup>           | -   | -   |   |
|    |   | 3 <sup>rd</sup> and above | -   | -   |   |

|    |   |                           |  |                                 |   |
|----|---|---------------------------|--|---------------------------------|---|
| 17 | Furnishing false and/or misleading information regarding qualification, date of birth, community, past service and experience, etc., or any other information which is false or misleading to the management in the application for employment or any other correspondence with the Corporation. Similarly suppression of any material fact in the application for employment or any other correspondence with the Corporation. | 1 <sup>st</sup>           | Removal from service   | Termination from service        | -   |
|    |   | 2 <sup>nd</sup>           | -  | -                               |   |
|    |   | 3 <sup>rd</sup> and above | -  | -                               |   |
| 18 | Committing any act within the premises of the Corporation or outside whether amounting to any offence or which would tend to have effect or result in impairing the reputation, the public confidence, the discipline or the prestige of the Corporation or is in any way prejudicial to the interest of the Corporation.   | 1 <sup>st</sup>           | Suspension for period up to 90 days with stoppage of one increment WCE   | Stoppage of duty up to 120 days | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension for period up to 120 days with stoppage of three Increments WCE beyond suspension or reduction of stage according to the gravity of offence | Termination from service        |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | -                               |   |
| 19 | Misbehaviour during the enquiry into the matter of misconduct   | 1 <sup>st</sup>           | Suspension for period up to 30 days  | Stoppage of duty up to 90 days  | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of one Increment WCE beyond suspension  | Termination from service        |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | -                               |   |
| 20 | Wearing any badge, ribbon or token not supplied by the Corporation or distribution or exhibiting within the establishment premises, any hand bills, pamphlets or posters, effigies, picketing or staging demonstration inside the premises of the Corporation or obtaining signature of the employees or post any notice inside the Corporation premises without the previous sanction of the employer.                         | 1 <sup>st</sup>           | Suspension for period up to 90 days with stoppage of one increments WOCE   | Stoppage of duty up to 120 days | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of two Increments WCE beyond suspension up to 60 days   | Termination from service        |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | -                               |   |

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|----|---|---------------------------|--|--|---|
| 21 | Unauthorized removal of notices displayed on the office notice-board(s) by the Management.  | 1 <sup>st</sup>           | Suspension for period up to 30 days  | Stoppage of duty up to 60 days                             | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of one Increment WCE beyond suspension upto 60 days               | Stoppage of duty up to 90 days                             |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | Termination from service                                   |   |
| 22 | Refusal to carry out the order of transfer.   | 1 <sup>st</sup>           | Suspension for period up to 30 days  | Stoppage of duty up to 60 days                             | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of one Increment WCE beyond suspension upto 60 days               | Stoppage of duty up to 90 days                             |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | Termination from service                                   |   |
| 23 | Deliberately making false statement or misrepresenting facts.   | 1 <sup>st</sup>           | Suspension for period up to 30 days  | Stoppage of duty up to 30 days                             | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of one Increment WOCE beyond suspension up to 60 days             | Stoppage of duty up to 90 days                             |   |
|    |   | 3 <sup>rd</sup> and above | Stoppage of one Increment WCE beyond suspension / Removal from service     | Termination from service                                   |   |
| 24 | Unauthorized use or misuse of property of the Corporation or forcible occupation of any part or any portion or premises of the Corporation. | 1 <sup>st</sup>           | Stoppage of one Increment WCE beyond suspension and legal proceedings      | Termination from service                                   | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of two Increment WCE beyond suspension and legal proceedings      | -  |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | -  |   |
| 25 | Refusal to work overtime, as permissible by law.  | 1 <sup>st</sup>           | Warning beyond suspension for a period up to 30 days                       | Warning beyond stoppage of duty for a period up to 30 days | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of two Increment WCE beyond suspension for a period up to 60 days | Termination from service                                   |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | -  |   |
| 26 | Not being properly dressed or properly groomed while on duty  | 1 <sup>st</sup>           | Warning  | Warning  | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension for a period up to 30 days                                      | Duty stopped for a period up to 30 days                    |   |
|    |   | 3 <sup>rd</sup> and above | Suspension for a period up to 90 days                                      | Duty stopped for a period up to 90 days                    |   |

|    |  |                           |   |  |   |
|----|--|---------------------------|---|--|---|
| 27 | Impolite, rude or arrogant behaviour towards the visitors, customers, passengers and guests or superiors of the Corporation.   | 1 <sup>st</sup>           | Suspension of duty up to 90 days according to gravity of offence with stoppage of one increment WCE     | Termination from service                 | The period of Suspension shall be decided by the DA                   |
|    |  | 2 <sup>nd</sup>           | Suspension of duty up to 120 days according to gravity of offence with stoppage of three increments WCE | -  |   |
|    |  | 3 <sup>rd</sup> and above | Dismissal from Service  | -  |   |
| 28 | Willful breach of an expressly prohibited act, failure to observe safety instruction notified for the purpose of interference with any safety devices or equipment installed | 1 <sup>st</sup>           | Warning with suspension for a period up to 60 days  | Warning with duty stoppage up to 90 days | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Stoppage of two increments WOCE beyond suspension for a period up to 90 days                            | Termination from service                 |   |
|    |  | 3 <sup>rd</sup> and above | Stoppage of three increments WCE beyond suspension for a period up to 90 days/Removal from service      | -  |   |
| 29 | Delivering speeches tending to incite employees to violence against the Management of the Corporation or its officers.   | 1 <sup>st</sup>           | Warning with suspension for a period up to 60 days  | Termination from service                 | The period of Suspension shall be decided by the DA                   |
|    |  | 2 <sup>nd</sup>           | Stoppage of two increments WOCE beyond suspension for a period up to 90 days                            | -  |   |
|    |  | 3 <sup>rd</sup> and above | Stoppage of three increments WCE beyond suspension for a period up to 90 days/Removal from service      | -  |   |
| 30 | Neglect of work or slowing down of work or sabotage or abetment or instigation thereof.  | 1 <sup>st</sup>           | Warning with suspension for a period up to 60 days  | Warning with duty stoppage up to 90 days | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Stoppage of two increments WOCE beyond suspension for a period up to 90 days                            | Termination from service                 |   |
|    |  | 3 <sup>rd</sup> and above | Stoppage of three increments WCE beyond suspension for a period up to 90 days/Removal from service      | -  |   |



|    |   |                           |  |                          |   |
|----|---|---------------------------|--|--------------------------|---|
| 31 | Surrounding or confining an employee or officer of the establishment in order to make him yield to demands. | 1 <sup>st</sup>           | Warning with suspension for a period up to 60 days   | Termination from service | The period of Suspension shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of two increments WOCE beyond suspension for a period up to 90 days   | -                        |   |
|    |   | 3 <sup>rd</sup> and above | Stoppage of three increments WCE beyond suspension for a period up to 90 days/Removal from service                                     | -                        |   |
| 32 | Engaging in any civic, political or trade union activities on the premises of the establishment             | 1 <sup>st</sup>           | Warning with suspension for a period up to 60 days   | Termination from service | The period of Suspension shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of two increments WOCE beyond suspension for a period up to 90 days   | -                        |   |
|    |   | 3 <sup>rd</sup> and above | Stoppage of three increments WCE beyond suspension for a period up to 90 days / Removal from service                                   | -                        |   |
| 33 | Contempt of rule and disrespect of Authority and general affront to the Management.                         | 1 <sup>st</sup>           | Warning with suspension for a period up to 60 days   | Termination from service | The period of Suspension shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of two increments WOCE beyond suspension for a period up to 90 days   | -                        |   |
|    |   | 3 <sup>rd</sup> and above | Stoppage of three increments WCE beyond suspension for a period up to 90 days/Removal from service                                     | -                        |   |
| 34 | Interfering or tampering with the official records, attendance register, bio-metric equipment, documents.   | 1 <sup>st</sup>           | Stoppage of two increments WOCE beyond suspension for a period up to 60 days   | Termination from service | The period of Suspension shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of three increments WCE beyond suspension for a period up to 90 days/Removal from service according to the gravity of offence | -                        |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | -                        |   |

|    |   |                           |  |   |   |
|----|---|---------------------------|--|---|---|
| 35 | Acts of immorality whether within or outside the precincts of the Corporation affecting the reputation of the establishment.      | 1 <sup>st</sup>           | Stoppage of two increments WOCE beyond suspension for a period up to 60 days                         | Termination from service                            | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>           | Stoppage of three increments WCE beyond suspension for a period up to 90 days / Removal from service | -   |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | -   |   |
| 36 | Committing any nuisance in the Corporation or near the outskirts of the Corporation premises.                                     | 1 <sup>st</sup>           | Suspension for a period up to 60 days and warning  | Duty stopped for a period up to 60 days and warning | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension for a period up to 90 days and warning  | Duty stopped for a period up to 90 days and warning |   |
|    |   | 3 <sup>rd</sup> and above | Stoppage of two increments WOCE beyond suspension for a period up to 60 days                         | Termination from service                            |   |
| 37 | Receiving visitors while on duty, without the consent of the General Manager or any other person Authorized by him in his behalf. | 1 <sup>st</sup>           | Warning  | Warning   | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension for a period up to 60 days and warning  | Duty stopped for a period up to 60 days and warning |   |
|    |   | 3 <sup>rd</sup> and above | Stoppage of one increment WOCE beyond suspension for a period up to 60 days                          | Termination from service                            |   |
| 38 | Willful non-cooperation with fellow employees for proper discharge of duties.   | 1 <sup>st</sup>           | Suspension for a period up to 60 days and warning  | Duty stopped for a period up to 60 days and warning | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Stoppage of one increment WOCE beyond suspension for a period up to 90 days                          | Duty stopped for a period up to 90 days and warning |   |
|    |   | 3 <sup>rd</sup> and above | Stoppage of two increments WCE beyond suspension for a period up to 90 days                          | Termination from service                            |   |
| 39 | Picketing or holding demonstration at the place of residence of the Corporation officials or the Corporation precincts.           | 1 <sup>st</sup>           | Stoppage of two increments WCE beyond suspension for a period up to 90 days and warning              | Termination from service                            | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>           | Stoppage of three increments WCE beyond suspension for a period up to 90 days and warning            | -   |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | -   |   |

|    |  |                           |  |   |   |
|----|--|---------------------------|--|---|---|
| 40 | Abetment of or attempts to abetment of any of the act which is a misconduct under these Service Rules.   | 1 <sup>st</sup>           | Stoppage of one increment WOCE beyond suspension for a period up to 60 days and warning  | Duty stopped for a period up to 90 days and warning | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Stoppage of two increments WCE beyond suspension for a period up to 90 days and warning  | Termination from service                            |   |
|    |  | 3 <sup>rd</sup> and above | Removal from service   | -   |   |
| 41 | Taking of food not entitled to or eating in any place or dining area other than to which an employee is entitled to.   | 1 <sup>st</sup>           | Warning  | Warning   | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Suspension for a period of 60 days and warning   | Duty stopped for a period up to 60 days and warning |   |
|    |  | 3 <sup>rd</sup> and above | Suspension for a period of 90 days and warning   | Duty stopped for a period up to 90 days and warning |   |
| 42 | Cooking of food in any part of the establishment premises  | 1 <sup>st</sup>           | Warning and/or suspension for a period up to 30 days                                     | Duty stopped for a period up to 60 days and warning | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Suspensions for a period of 60 days and warning  | Duty stopped for a period up to 90 days and warning |   |
|    |  | 3 <sup>rd</sup> and above | Suspensions for a period of 90 days and warning/ removal from service                    | Termination from service                            |   |
| 43 | Soliciting gratitude from employees or from guests/clients of the Corporation or soliciting any tips/bonus/gifts/favours from the customers and clients.   | 1 <sup>st</sup>           | Warning and/or suspension for a period up to 30 days                                     | Duty stopped for a period up to 60 days and warning | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Suspensions for a period of 60 days and warning  | Duty stopped for a period up to 90 days and warning |   |
|    |  | 3 <sup>rd</sup> and above | Suspensions for a period of 90 days and warning/ removal from service                    | Termination from service                            |   |
| 44 | Disobeying any legal or reasonable order of the Management or superior officers generally and in particular refusing directly or indirectly to accept a charge sheet or receive any communication, letter notice or order in writing from the Management or from any Superior Officer or from the person deputed to deliver the same and refusal to endorse the fact of having received the same on any peon book or on the duplicate copy of the document itself. | 1 <sup>st</sup>           | Stoppage of two increments WOCE beyond suspension for a period up to 60 days and warning | Termination from service                            | The period of Suspension shall be decided by the DA                   |
|    |  | 2 <sup>nd</sup>           | Stoppage of three increments WCE beyond suspension for a period up to 60 days            | -   |   |
|    |  | 3 <sup>rd</sup> and above | Removal from service   | -   |   |

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| 45 | Refusal to sign any documents, form or register, any digital equipment kept or maintained for the purpose of maintaining daily records.  | 1 <sup>st</sup>           | Stoppage of two increments WOCE beyond suspension for a period up to 60 days and warning    | Termination from service                                 | The period of Suspension shall be decided by the DA                   |
|    |  | 2 <sup>nd</sup>           | Stoppage of three increments WCE beyond suspension for a period up to 60 days and warning   | -  |   |
|    |  | 3 <sup>rd</sup> and above | Removal from service  | -  |   |
| 46 | Failure to deposit any lost article found in the establishment premises with the House keeping Department (Lost and Found) and obtain a receipt for the same.  | 1 <sup>st</sup>           | Stoppage of one increment WOCE beyond suspension for a period up to 60 days and warning     | Stoppage of duty for a period up to 90 days with warning | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Stoppage of two increments WCE beyond suspension for a period up to 90 days and warning     | Termination from service                                 |   |
|    |  | 3 <sup>rd</sup> and above | Removal from service  | -  |   |
| 47 | Failure to notify the change of address.   | 1 <sup>st</sup>           | Warning   | Stoppage of duty for a period up to 60 days with warning | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Suspension for a period up to 60 days   | Stoppage of duty for a period up to 90 days with warning |   |
|    |  | 3 <sup>rd</sup> and above | Suspension for a period up to 90 days with stoppage of one increment WOCE beyond suspension | Termination from service                                 |   |
| 48 | Failure to inform the Corporation Medical Officer of the occurrence in his house, a notifiable disease viz., cholera, small pox, leprosy, diphtheria, cerebrospinal, meningitis, plague, bacillary dysentery, yellow fever, typhoid or enteric fever, mumps, epidemics, dropsy, measles and other diseases notified by Health Authorities. | 1 <sup>st</sup>           | Warning   | Stoppage of duty for a period up to 60 days with warning | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Suspension for a period up to 60 days   | Stoppage of duty for a period up to 90 days with warning |   |
|    |  | 3 <sup>rd</sup> and above | Suspension for a period up to 90 days with stoppage of one increment WOCE beyond suspension | Termination from service                                 |   |

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| 49 | Engaging in any private trade during the course of employment in the Corporation or undertaking employment under any other employer or Corporation in any capacity without the permission of the Management.  | 1 <sup>st</sup>           | Stoppage of two increments WCE beyond suspension for a period up to 90 days and warning     | Termination from service                                 | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>           | Removal from service  | -  |   |
|    |   | 3 <sup>rd</sup> and above | -   | -  |   |
| 50 | Speculation in any investment or commodity within the premises.   | 1 <sup>st</sup>           | Stoppage of two increments WOCE beyond suspension for a period up to 90 days and warning    | Termination from service                                 | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>           | Stoppage of three increments WCE beyond suspension for a period up to 90 days and warning   | -  |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service  | -  |   |
| 51 | Habitual indebtedness or insolvency.  | 1 <sup>st</sup>           | Warning   | Warning  | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension for a period up to 60 days with stoppage of one increment WOCE beyond suspension | Stoppage of duty for a period up to 90 days with warning |   |
|    |   | 3 <sup>rd</sup> and above | Suspension for a period up to 90 days with stoppage of two increments WCE beyond suspension | Termination from service                                 |   |
| 52 | Spreading false rumours or giving false information which tends to disrepute the Corporation or its employees or spreading panic among the employees.   | 1 <sup>st</sup>           | Removal from service  | Termination from service                                 | -   |
|    |   | 2 <sup>nd</sup>           | -   | -  |   |
|    |   | 3 <sup>rd</sup> and above | -   | -  |   |
| 53 | Writing anonymous or pseudonymous letters criticizing, the Officers or the employees of the Corporation or deliberately making false, vicious or malicious statements, public or otherwise against the establishment or any other officers or employees of the Corporation. | 1 <sup>st</sup>           | Removal from service  | Termination from service                                 | -   |
|    |   | 2 <sup>nd</sup>           | -   | -  |   |
|    |   | 3 <sup>rd</sup> and above | -   | -  |   |

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| 54 | Leaving work without permission or before being properly relieved at the end of his shift duty. Submission or representation except through proper channels. | 1 <sup>st</sup>           | Suspension for a period up to 60 days with warning  | Stoppage of duty for a period up to 90 days with warning | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Suspension for a period up to 90 days with stoppage of one increment WOCE beyond suspension                       | Termination from service                                 |   |
|    |  | 3 <sup>rd</sup> and above | Suspension for a period up to 90 days with stoppage of one increment WCE beyond suspension/ Removal from service  | -  |   |
| 55 | Misuse of loan facilities or borrowing from loan schemes under false pretexts. Brining pressure to bear upon superiors on personal matters.                  | 1 <sup>st</sup>           | Suspension for a period up to 60 days with warning  | Termination from service                                 | The period of Suspension shall be decided by the DA                   |
|    |  | 2 <sup>nd</sup>           | Suspension for a period up to 90 days with stoppage of one increment WOCE beyond suspension                       | -  |   |
|    |  | 3 <sup>rd</sup> and above | Suspension for a period up to 90 days with stoppage of one increment WCE beyond suspension / Removal from service | -  |   |
| 56 | Any act or omission which amounts in loss of Management's confidence.  | 1 <sup>st</sup>           | Suspension for a period up to 90 days with stoppage of one increment WOCE beyond suspension                       | Termination from service                                 | The period of Suspension shall be decided by the DA                   |
|    |  | 2 <sup>nd</sup>           | Suspension for a period up to 90 days with stoppage of two increments WCE beyond suspension                       | -  |   |
|    |  | 3 <sup>rd</sup> and above | Removal from service  | -  |   |

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| 57 | Failure on the part of any employee to present himself before the Medical Officer and notified by the Management for a medical checkup and failure to carry out his instructions.  | 1 <sup>st</sup>           | Suspension for a period up to 60 days with warning   | Termination from service | The period of Suspension shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Suspension for a period up to 90 days with stoppage of one increment WOCE beyond suspension                          | -                        |   |
|    |  | 3 <sup>rd</sup> and above | Suspension for a period up to 90 days with stoppage of one increment WCE beyond suspension / Removal from service    | -                        |   |
| 58 | Willful breach of an expressly prohibited act as regards the safety and health of guests, employees and safety of property of the Corporation or an act exposing the Management to any penalty under any applicable law. | 1 <sup>st</sup>           | Suspension for a period up to 60 days with warning   | Termination from service | The period of Suspension shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Suspension for a period up to 90 days with stoppage of one increment WOCE beyond suspension                          | -                        |   |
|    |  | 3 <sup>rd</sup> and above | Suspension for a period up to 90 days with stoppage of three increments WCE beyond suspension / Removal from service | -                        |   |
| 59 | Leaving of abstaining from work without permission after reporting on duty.  | 1 <sup>st</sup>           | Suspension for a period up to 90 days with stoppage of two increments WOCE beyond suspension                         | Termination from service | The period of Suspension shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Suspension for a period up to 90 days with stoppage of three increments WCE beyond suspension.                       | -                        |   |
|    |  | 3 <sup>rd</sup> and above | Removal from service   | -                        |   |

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| 60 | Entering or leaving attempting to enter or leave premises of the Corporation except by a gate or gates specified for the purpose.   | 1 <sup>st</sup>           | Suspension of duty up to 10 days with Warning  | Stoppage of duty up to 10 days with Warning  | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension of duty up to 30 days with Warning  | Stoppage of duty up to 30 days with Warning  |   |
|    |   | 3 <sup>rd</sup> and above | Suspension of duty up to 90 days with Warning  | Stoppage of duty up to 90 days with Warning  |   |
| 61 | Smoking and or chewing pans/tobacco or spitting on the Corporation premises at the place other than prescribed for the purpose or in any way defacing the Corporation premises.                 | 1 <sup>st</sup>           | Warning and penalty of ₹ 300   | Stoppage of duty up to 10 days with Warning and penalty of ₹ 300                                     | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension of duty up to 30 days with Warning and penalty of ₹ 500                                     | Stoppage of duty up to 60 days with penalty of ₹ 500   |   |
|    |   | 3 <sup>rd</sup> and above | Suspension of duty up to 90 days with penalty of ₹ 1,000 and multiple of ₹ 500 for subsequent offences | Stoppage of duty up to 90 days with penalty of ₹ 1,000 and multiple of ₹ 500 for subsequent offences |   |
| 62 | Embezzlement, Misappropriation or mischief in connection with the Corporation business or property misuse of any leave, privilege or other concessions benefits for the time being in force.    | 1 <sup>st</sup>           | Suspension of duty up to 60 days with Warning  | Stoppage of duty up to 90 days with Warning  | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension of duty up to 90 days and with holding of two increments WOCE                               | Termination from service   |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | -  |   |
| 63 | Threatening or pressuring or intimidating the employees to engage in strikes, slow down, ghearaing or any other act of misconduct.  | 1 <sup>st</sup>           | Suspension of duty up to 90 days and with holding of two increments WOCE                               | Termination from service   | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension of duty up to 90 days and with holding of three increments WCE                              | -  |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | -  |   |
| 64 | Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law for the time being or abetment or working in furtherance thereto. | 1 <sup>st</sup>           | Suspension of duty up to 90 days and with holding of two increments WCE                                | Termination from service   | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>           | Suspension of duty up to 90 days and with holding of three increments WCE                              | -  |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | -  |   |



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| 65 | Deliberately indulging in any tactics or strategy resulting in stay-in-strike or by doing such things as to cause stoppage of the work of other sections or department.   | 1 <sup>st</sup>         | Suspension of duty up to 90 days and with holding of two increments WCE      | Termination from service                    | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>         | Suspension of duty up to 90 days and with holding of three increments WCE    | -   |   |
|    |   | 3 <sup>rd</sup> & above | Removal from service   | -   |   |
| 66 | Possession or use of any intoxicating liquors, drugs or narcotics, while on the premises of the establishment.  | 1 <sup>st</sup>         | Suspension of duty up to 90 days and with holding of two increments WCE      | Termination from service                    | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>         | Suspension of duty up to 90 days and with holding of three increments WCE    | -   |   |
|    |   | 3 <sup>rd</sup> & above | Removal from service   | -   |   |
| 67 | Advocating or being a member of or affiliated with any organization which advocates the breaking of the Constitution of India or becoming a member of or having association with any organization prohibited by the Government.   | 1 <sup>st</sup>         | Removal from service   | Termination from service                    | -   |
|    |   | 2 <sup>nd</sup>         | -  | -   |   |
|    |   | 3 <sup>rd</sup> & above | -  | -   |   |
| 68 | Causing or threatening to cause mental or physical pails or injury to any employee of the establishment, anywhere within the premises of the establishment alone or in cooperation with others, if such act(s) is/are in connection with the employment in the establishment. | 1 <sup>st</sup>         | Suspension of duty up to 90 days and with holding of two increments WCE      | Termination from service                    | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>         | Removal from service   | -   |   |
|    |   | 3 <sup>rd</sup> & above | -  | -   |   |
| 69 | Handling any machine, apparatus, vehicle etc., not entrusted to his charge.   | 1 <sup>st</sup>         | Suspension of duty up to 90 days and with holding of two increments WCE      | Stoppage of duty up to 90 days with Warning | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>         | Suspension of duty up to 90 days and with holding of three increments WCE    | Termination from service                    |   |
|    |   | 3 <sup>rd</sup> & above | Removal from service   | -   |   |
| 70 | Damage to any work in progress or to any other property of the establishment.   | 1 <sup>st</sup>         | Suspension of duty up to 90 days with fine amount equal to the damage caused | Termination from service                    | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>         | Removal from service   | -   |   |
|    |   | 3 <sup>rd</sup> & above | -  | -   |   |

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| 71 | Sale of any commodity, ticket or any lottery or raffle or canvassing for any travel agency within the premises of the establishment.  | 1 <sup>st</sup>           | Suspension of duty up to 30 days and with holding of one increment WCE    | Stoppage of duty up to 90 days with Warning | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension of duty up to 90 days and with holding of three increments WCE | Termination from service                    |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service  | -   |   |
| 72 | Use of offensive vile or obscene language or gestures or postures with hidden imputation against the visitors and the guests or the employees or Management of the Corporation.   | 1 <sup>st</sup>           | Warning   | Warning                                     | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension of duty up to 30 days and with holding of one increment WCE    | Termination from service                    |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service  | -   |   |
| 73 | Disfiguring or damage to the Corporation's premises including entrances, walls, equipments, fittings, fixtures, furniture and furnishings.  | 1 <sup>st</sup>           | Suspension of duty up to 30 days and with holding of one increment WCE    | Stoppage of duty up to 90 days with Warning | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension of duty up to 90 days and with holding of three increments WCE | Termination from service                    |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service  | -   |   |
| 74 | Engaging in any trade within the premises of the Corporation or acts of immorality within the precincts of the Corporation or outside or any act bringing the Corporation or the Corporation into disrepute e.g., pimping, prostitution, foreign exchange control violation, impoliteness, assault or carrying on any side business related to Corporation's guests or tourism. | 1 <sup>st</sup>           | Suspension of duty up to 90 days and with holding of three increments WCE | Termination from service                    | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>           | Removal from service  | -   |   |
|    |   | 3 <sup>rd</sup> and above | -   | -   |   |
| 75 | Soliciting or accepting any gift from any person or firm having business transaction with the Corporation or from any subordinate employee.   | 1 <sup>st</sup>           | Suspension of duty up to 90 days and with holding of three increments WCE | Termination from service                    | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>           | Removal from service  | -   |   |
|    |   | 3 <sup>rd</sup> and above | -   | -   |   |
| 76 | Committing any unfair labor practice as defined in section 2(r-a) of the Industrial Disputes Act, 1947 and enumerated under part TI of the fifth Schedule contained in the said Act.  | 1 <sup>st</sup>           | Suspension of duty up to 90 days and with holding of three increments WCE | Termination from service                    | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>           | Removal from service  | -   |   |
|    |   | 3 <sup>rd</sup> and above | -   | -   |   |

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| 77 | No employee shall make or permit any member of his family or any other person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.  | 1 <sup>st</sup>           | Suspension of duty up to 90 days and with holding of three increments WCE | Termination from service | The period of Suspension shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Removal from service  | -                        |   |
|    |   | 3 <sup>rd</sup> and above | -   | -                        |   |
| 78 | No employee shall directly or indirectly engage in the business of money lending inside the premises.   | 1 <sup>st</sup>           | Suspension of duty up to 90 days and with holding of three increments WCE | Termination from service | The period of Suspension shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Removal from service  | -                        |   |
|    |   | 3 <sup>rd</sup> and above | -   | -                        |   |
| 79 | Except with the previous sanction of the Competent Authority, no employee shall purchase directly or indirectly in a sale by action conducted by or under the orders of the Corporation or an authority subordinate to it, any movable or immovable property owned by the Corporation. Any violation of the above provision will be construed as misconduct.  | 1 <sup>st</sup>           | Removal from service  | Termination from service | -   |
|    |   | 2 <sup>nd</sup>           | -   | -                        |   |
|    |   | 3 <sup>rd</sup> and above | -   | -                        |   |
| 80 | Every employee shall, within three months of his first appointment to the service, and thereafter, at the end of each calendar year, submit to the Competent Authority, through the usual official channels, a declaration giving the full particulars of all movable and immovable property held or in which he had an interest or acquired by him or by any member of his family from time to time. Provided that an employee in service on the date these rules come into force, shall submit the first declaration under this sub-rule within three month form the said date. Any violation of the above provision will be construed as misconduct. | 1 <sup>st</sup>           | Suspension of duty up to 90 days and with holding of three increments WCE | Termination from service | The period of Suspension shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Removal from service  | -                        |   |
|    |   | 3 <sup>rd</sup> and above | -   | -                        |   |

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|----|---|---------------------------|--|---|---|
| 81 | No workman shall take any papers, books, drawings, photographs, instruments, apparatus, documents or any other property of the Corporation out of the work premises except with the written permission of his immediate superior, nor shall in any way pass or cause to be passed or disclose or cause to be disclosed any information or matter concerning the manufacturing process, trade secrets and confidential documents of the establishment to any unauthorized person, company or Corporation without the written permission of the employer. | 1 <sup>st</sup>           | Suspension of duty up to 90 days and with holding of three increments WCE                          | Termination from service  | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>           | Removal from service   | -   |   |
|    |   | 3 <sup>rd</sup> and above | -  | -   |   |
| 82 | Loitering in premises owned or rented by the Corporation after duty hours without any sufficient reason.  | 1 <sup>st</sup>           | Warning  | Warning   | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Suspension of duty up to 30 days and with holding of one increment WCE                             | Stoppage of duty up to 60 days  |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | Termination from service  |   |
| 83 | Pilferage of material from business premises.   | 1 <sup>st</sup>           | Suspension of duty up to 90 days and with holding of three increments WCE                          | Termination from service  | The period of Suspension shall be decided by the DA                   |
|    |   | 2 <sup>nd</sup>           | Removal from service   | -   |   |
|    |   | 3 <sup>rd</sup> and above | -  | -   |   |
| 84 | Wrongful or wasteful use of materials/equipments.   | 1 <sup>st</sup>           | Fine of an amount equal to the loss made to Corporation with suspension for a period up to 90 days | Fine of an amount equal to the loss to Corporation with stoppage of duty for a period up to 90 days | The period of Suspension/ stoppage of duty shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Fine of an amount equal to the loss made to Corporation and with holding of three increments WCE   | Termination from service  |   |
|    |   | 3 <sup>rd</sup> and above | Removal from service   | -   |   |

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| 85 | Rolling of ticket/re-use of tickets/improper punching of tickets.   | 1 <sup>st</sup>           | Fine of ₹ 500 with suspension for a period up to 90 days and stoppage of one increment WOCE         | Fine of ₹ 500 with stoppage of duty for a period up to 120 days with warning      | The period of Suspension/ stoppage of duty shall be decided by the DA  |
|    |   | 2 <sup>nd</sup>           | Fine of ₹ 1,000 with suspension for a period up to 120 days and stoppage of two increments WCE      | Termination from service  |  |
|    |   | 3 <sup>rd</sup> and above | Fine of ₹ 1,500 with suspension for a period up to 120 days and stoppage of five increments WCE     | -   |  |
|    |   | 4 <sup>th</sup> and above | Removal from service  | -   |  |
| 86 | Improper of fraudulent writing of log-sheets or preparing log-sheets with over-writing or other corrections with an intention to cause loss to the Corporation. | 1 <sup>st</sup>           | Fine of ₹ 500 with suspension for a period up to 90 days and with holding of one increment WCE      | Fine of ₹ 500 with stoppage of duty for a period up to 90 days with warning       | The period of Suspension/ stoppage of duty shall be decided by the DA  |
|    |   | 2 <sup>nd</sup>           | Fine of ₹ 1,000 with suspension for a period up to 90 days and with holding of three increments WCE | Termination from service  |  |
|    |   | 3 <sup>rd</sup> and above | Removal from service  | -   |  |
| 87 |   |                           |   |   |  |
| A  | Non-issue of tickets to passengers/for luggage after collecting money (FC) from the passenger.  | 1 <sup>st</sup>           | Fine up to ₹ 500 with suspension for a period up to 90 days and stoppage of one increment WOCE      | Fine up to ₹ 500 with stoppage of duty for a period up to 90 days with warning    | The period of Suspension/ stoppage of duty/Fine amount/ major punishment shall be decided by the DA according to the gravity of the offence/ No. of passengers in the bus at the time of checking etc. |
|    |   | 2 <sup>nd</sup>           | Fine up to ₹ 1,000 with suspension for a period up to 120 days and stoppage of three increments WCE | Fine up to ₹ 1,000 with stoppage of duty for a period up to 120 days with warning |  |
|    |   | 3 <sup>rd</sup> and above | Fine up to ₹ 1,500 with suspension for a period up to 180 days and stoppage of five increments WCE  | Termination from service  |  |
|    |   | 4 <sup>th</sup> and above | Stage reduction to the initial stage to Dismissal from service                                      | -   |  |

|    |   |                           |   |   |  |
|----|---|---------------------------|---|---|--|
| B  | Non-issue of tickets to passengers/for luggage without collecting money (FNC) from the passenger.   | 1 <sup>st</sup>           | Fine up to ₹ 500 with suspension for a period up to 60 days with warning                                    | Fine up to ₹ 500 with stoppage of duty for a period up to 60 days with warning    |  |
|    |   | 2 <sup>nd</sup>           | Fine up to ₹ 1,000 with suspension for a period up to 90 days and stoppage of one increment WCE             | Fine up to ₹ 1,000 with stoppage of duty for a period up to 90 days with warning  |  |
|    |   | 3 <sup>rd</sup> and above | Fine up to ₹ 1,500 with suspension for a period up to 120 days and stoppage of three increments WCE         | Fine up to ₹ 1,500 with stoppage of duty for a period up to 120 days with warning |  |
|    |   | 4 <sup>th</sup> and above | Stage reduction to the initial stage to Dismissal from service  | Termination from service  |  |
| 88 | Issuing tickets to passengers/for luggage for lesser amount than actual fare.   | 1 <sup>st</sup>           | Fine up to ₹ 500 with suspension for a period up to 60 days and with holding of one increment WOCE          | Fine up to ₹ 500 with stoppage of duty for a period up to 60 days with warning    | The period of Suspension / stoppage of duty/Fine amount shall be decided by the DA |
|    |   | 2 <sup>nd</sup>           | Fine up to ₹ 1,000 with suspension for a period up to 120 days and with holding of three increments WCE     | Fine up to ₹ 500 with stoppage of duty for a period up to 120 days with warning   |  |
|    |   | 3 <sup>rd</sup> and above | Removal from service  | Termination from service  |  |
| 89 | Overloading of buses and permitting excess luggage causing disruption to the movement of passengers inside the bus in violation of written instructions issued from time to time. | 1 <sup>st</sup>           | Fine of ₹ 500 with Warning  | Fine of ₹ 500 with Warning  | The period of Suspension / stoppage of duty shall be decided by the DA             |
|    |   | 2 <sup>nd</sup>           | Fine of ₹ 1,000 with suspension of duty up to 30 days   | Fine of ₹ 1,000 with stoppage of duty up to 90 days                               |  |
|    |   | 3 <sup>rd</sup> and above | Fine of ₹ 1,500 with suspension up to 90 days and with holding of one increment WCE to Removal from service | Fine of ₹ 1,500 with stoppage of duty up to 120 days to termination from service  |  |

|    |  |                           |  |  |   |
|----|--|---------------------------|--|--|---|
| 90 | Rash and negligent driving resulting in damage to the property of the Corporation or person of the official of the Corporation or any third party. | 1 <sup>st</sup>           | Fine of an amount equal to 15% of the loss/damage made to Corporation with suspension for a period up to 90 days | Fine of an amount equal to 20% of the loss/damage to Corporation with stoppage of duty for a period up to 120 days | The period of Suspension/ stoppage of duty shall be decided by the DA             |
|    |  | 2 <sup>nd</sup>           | Fine of an amount equal to 20% of the loss made to Corporation and with holding of three increments WCE          | Termination from service   |   |
|    |  | 3 <sup>rd</sup> and above | Removal from service   | -  |   |
| 91 | Absence of punctuality in attending his duties and not entering the bus-stand without any proper reason.   | 1 <sup>st</sup>           | Fine up to ₹ 500 with Warning  | Fine up to ₹ 500 with Warning  | The period of Suspension/ stoppage of duty/Fine amount shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Fine up to ₹ 1,000 with suspension of duty up to 30 days and with holding of one increment WCE                   | Fine up to ₹ 1,000 stoppage of duty up to 60 days  |   |
|    |  | 3 <sup>rd</sup> and above | Fine up to ₹ 1,500 with suspension of duty up to 90 days and with holding of two increment WCE and so on.        | Fine up to ₹ 1,500 stoppage of duty up to 90 days to termination from service                                      |   |
| 92 | Using of personal cell phones during the working hours/in the office premises.   | 1 <sup>st</sup>           | Warning  | Warning  | The period of Suspension/ stoppage of duty shall be decided by the DA             |
|    |  | 2 <sup>nd</sup>           | Suspension of duty up to 30 days   | Stoppage of duty up to 60 days   |   |
|    |  | 3 <sup>rd</sup> and above | Suspension of duty up to 90 days and with holding of one increment WCE   | Termination from service   |   |
| 93 | Misusing of free travel pass by transferring it to unauthorized persons.   | 1 <sup>st</sup>           | Fine up to ₹ 500 with suspension of duty up to 90 days   | Fine of ₹ 500 with stoppage of duty up to 90 days  | The period of Suspension/ stoppage of duty/Fine amount shall be decided by the DA |
|    |  | 2 <sup>nd</sup>           | Fine up to ₹ 1,000 with suspension of duty up to 120 days and with holding of one increment WCE                  | Termination from service   |   |
|    |  | 3 <sup>rd</sup> and above | Fine up to ₹ 1,500 with stoppage of duty up to 180 days to Removal from service                                  | -  |   |

The abovesaid punishment structure is framed based on the misconducts specified and the punishment prescribed in the Standing Order of the Corporation. In addition, the following punishments for the guilty of misconducts are also included in the punishment structure:

**PART-B**

| Sl. No. | Type of Offence  | PUNISHMENT TO BE AWARDED  |  | Remarks   |
|---------|--|---|--|---|
|         |  | DAILY RATED / CONTRACT  | REGULAR  |   |
| 1.      | <b>Criminal cases</b>  |   |  |   |
| A.      | Criminal Case – FIR case   | Punishment based on the outcome of the Criminal Case                | Punishment based on the outcome of the Criminal Case | Punishment for this cases shall be decided by the DA in accordance with the gravity of offence and the outcome of the criminal case |
| B.      | Criminal Case arrested and remanded  | Suspension and Punishment based on the outcome of the Criminal Case | Termination from Service                             |   |
| 2.      | <b>Taking/Giving Bribe – Caught Red Handed</b>   |   |  |   |
|         | 1 <sup>st</sup> time   | 90 days suspension – withhold of increment for 5 years WCE          | Termination from service                             |   |
|         | 2 <sup>nd</sup> time   | 90 days Suspension – Stage reduction to base level                  | –  |   |
|         | 3 <sup>rd</sup> time   | Dismissal from Service  | –  |   |
| 3.      | <b>Women Harassement</b>   |   |  |   |
|         | 1 <sup>st</sup> time   | 120 days suspension with withhold of two years increment WCE        | Termination from Service                             |   |
|         | 2 <sup>nd</sup> time   | Dismissal from Service  | –  |   |
| 4.      | Unauthorized Foreign Trip  | Dismissal from service after getting record from immigration        | Termination from service                             |   |
| 5.      | <b>Willfully making false or malicious statements against Corporation or any employee there of</b> |   |  |   |
|         | 1 <sup>st</sup> time   | 120 days suspension with withhold of two years increments WCE       | Termination from Service                             |   |
|         | 2 <sup>nd</sup> time   | Dismissal from Service  | –  |   |
| 6.      | <b>Possession of any Lethal Weapons within the premises</b>  |   |  |   |
|         | 1 <sup>st</sup> time   | 120 days suspension with withhold of two years increments WCE       | Termination from Service                             |   |
|         | 2 <sup>nd</sup> time   | Dismissal from Service  | –  |   |
| 7.      | <b>Refusal of receiving Charge Memo / Irregularity reports or any other order</b>                  |   |  |   |
|         | 1 <sup>st</sup> time   | 30 days suspension with warning                                     | 60 days duty stopped with warning                    |   |
|         | 2 <sup>nd</sup> time   | 90 days suspension with withhold of two increments WCE              | Termination from Service                             |   |



**ACCIDENT CASES****FATAL ACCIDENT**

|   |  |   |
|---|--|---|
| I – FATAL   | <b>FULLY RESPONSIBLE</b>   | <b>PARTIALLY RESPONSIBLE</b>  |
|   | Withholding of three increments<br>WCE with 15 days IRT Training | Withholding of increments for 18<br>months WCE with 15 days IRT<br>Training |
| II – FATAL  | Withholding of five increments<br>WCE with 30 days IRT Training  | Withholding of three increments<br>WCE with 30 days IRT Training            |
| III – FATAL   | Stage reduction to base level                                    |   |
| IV-FATAL  | Dismissal from service   |   |
| For daily rated/Contract employees decision will be taken by the DA as per the<br>Police Report/Court Order |  |   |

**MAJOR ACCIDENT**

| Sl. No.              | Type of Offence  | <b>PUNISHMENT TO BE AWARDED</b>   |  | Remarks |
|----------------------|--|---|--|---------|
|                      |  | REGULAR   | DAILY RATED /<br>CONTRACT  |         |
| 8.                   | <b>Major Accident Head Injury/Fracture</b>                       |   |  |         |
|                      | <b>Below three persons injured</b>                               |   |  |         |
|                      | 1 <sup>st</sup> time   | Fine of ₹ 500 with<br>30 days Suspension -<br>6 months WCE                                | Fine of ₹ 500 with<br>60 days Put Off<br>Duty – 3 months<br>Extension      |         |
|                      | 2 <sup>nd</sup> time   | Fine of ₹ 500 with<br>60 days<br>Suspension -1 year<br>WCE                                | Fine of ₹ 1,000<br>with 90 days Put<br>Off Duty –<br>6 months<br>Extension |         |
|                      | 3 <sup>rd</sup> time   | Fine of ₹ 1,000<br>with 120 days<br>Suspension –<br>18 months WCE                         | Termination from<br>service  |         |
|                      | 4 <sup>th</sup> time   | Fine of ₹ 1,500<br>with 120 days<br>Suspension-2 years<br>WCE and so on<br>DP - Dismissal | -  |         |
|                      | <b>Three to Ten Persons</b>                                      |   |  |         |
|                      | 1 <sup>st</sup> time   | Fine of ₹ 500<br>with 30 days<br>Suspension - 1 year<br>WCE                               | 90 days Put Off<br>Duty – 6 months<br>Extension                            |         |
| 2 <sup>nd</sup> time | Fine of ₹ 1,000<br>with 90 days<br>Suspension –<br>18 months WCE | 120 days Put Off<br>Duty – 9 months<br>Extension  |  |         |
| 3 <sup>rd</sup> time | 120 days<br>Suspension –<br>2 years WCE<br>DP – Dismissal        | Termination from<br>service   |  |         |

| <b>Above Ten Persons</b>   |   |  |  |
|----------------------------|---|--|--|
| 1 <sup>st</sup> time       | Fine of ₹ 500 with 90 days Suspension – 1 year WCE                              | 120 days Put Off Duty – 1 year Extension                         |  |
| 2 <sup>nd</sup> time       | Fine of ₹ 1,000 with 120 days Suspension – 2 years WCE DP – Dismissal           | Termination from service   |  |
| 3 <sup>rd</sup> time       | Fine of ₹ 1,500 with 180 days Suspension – 2 ½ years WCE                        | –  |  |
| 4 <sup>th</sup> time       | 180 days Suspension – 3 years WCE and so on DP - Dismissal                      | –  |  |
| 9.                         | <b>Major Accidents – Damage to Vehicles</b>                                     |  |  |
| COD below ₹ 10,000         | Recovery of 10% of COD from his salary with 3 Months WOCE and so on             | 30 days Put Off duty with recovery of 10% of COD from his wages. |  |
| COD ₹ 10,000 to ₹ 50,000   | Recovery of 10% of COD from his salary with 6 Months WOCE and so on             | 60 days Put Off duty with recovery of 10% of COD from his wages. |  |
| COD ₹ 50,000 to ₹ 1,00,000 | Recovery of 5% of COD from his salary with 1 year WOCE and so on                | 90 days Put Off duty with recovery of 5% of COD from his wages.  |  |
| COD above ₹ 1,00,000       | Recovery of 5% of COD from his salary with 1 year WOCE and so on – DP Dismissal | Termination from service   |  |

| 10. MINOR ACCIDENT                                |   |  |   |                            |
|---|---|--|---|----------------------------|
| <b>Below three persons injured (Minor Injury)</b> |   |  |   |                            |
| 1 <sup>st</sup> time                              | 15 days<br>Suspension –<br>6 months WOCE                                | Duty stoppage for<br>30 days with warning                            |   |                            |
| 2 <sup>nd</sup> time                              | 30 days<br>Suspension –<br>1 year WOCE                                  | Duty stoppage for<br>90 days with warning                            |   |                            |
| 3 <sup>rd</sup> time                              | 90 days<br>Suspension –<br>18 months WOCE                               | Duty stoppage for<br>120 days with warning                           |   |                            |
| 4 <sup>th</sup> time                              | 120 days Suspension–<br>2 years WCE and so<br>on                        | Termination from<br>service  |   |                            |
| <b>Three to Ten persons (Minor Injury)</b>        |   |  |   |                            |
| 1 <sup>st</sup> time                              | 30 days<br>Suspension –<br>1 year WOCE                                  | Duty stoppage for<br>120 days with warning                           |   |                            |
| 2 <sup>nd</sup> time                              | 90 days<br>Suspension –<br>2 years WOCE                                 | Duty stoppage for<br>180 days with warning                           |   |                            |
| 3 <sup>rd</sup> time                              | 120 days<br>Suspension –<br>3 years WOCE                                | Termination from<br>service  |   |                            |
| 4 <sup>th</sup> time                              | 180 days<br>Suspension –<br>5 years WOCE and<br>so on                   | –  |   |                            |
| <b>Above Ten persons (Minor Injury)</b>           |   |  |   |                            |
| 1 <sup>st</sup> time                              | 90 days<br>Suspension –<br>1 year WOCE                                  | Duty stoppage for<br>180 days with warning                           |   |                            |
| 2 <sup>nd</sup> time                              | 120 days<br>Suspension –<br>2 years WOCE                                | Termination from<br>service  |   |                            |
| 3 <sup>rd</sup> time                              | 180 days<br>Suspension –<br>3 years WOCE                                | –  |   |                            |
| 4 <sup>th</sup> time                              | 180 days<br>Suspension –<br>5 years WOCE and<br>so on – DP<br>Dismissal | –  |   |                            |
| 11. <b>Minor Accident – Damage to Vehicles</b>    |   |  |   |                            |
|   | Less than ₹<br>10,000 COD   | Up to 5% CoD<br>with Penalty up to<br>₹ 1,000                        | Actual CoD to be<br>recovered   | To be decided by<br>the DA |
| 12.   | Rash and<br>Negligent<br>Driving  | Stoppage of<br>increments for<br>6 months WOCE<br>for every occasion | Up to 90 days duty<br>stoppage with warning –<br>more than three times<br>Termination from duty | To be decided by<br>the DA |

## CHECKING CASES

| Sl. No. | Type of Offence  | PUNISHMENT TO BE AWARDED                           |  | Remarks |
|---------|--|--|--|---------|
|         |  | REGULAR  | DAILY RATED / CONTRACT                                     |         |
| 13.     | <b>Type of Offence: Wrong Entry in Invoice/Not Closed</b>    |  |  |         |
|         | 1 <sup>st</sup> time   | ₹ 500 Fine   | Fine of ₹ 500 with stoppage of duty for 10 days            |         |
|         | 2 <sup>nd</sup> time   | 6 months WOCE                                      | Fine of ₹ 1,000 with stoppage of duty for 20 days          |         |
|         | 3 <sup>rd</sup> time   | 1 year WOCE and so on                              | Fine of ₹ 1,500 with stoppage of duty for 30 days          |         |
| 14.     | <b>Pending Entry</b>   |  |  |         |
|         | 1 <sup>st</sup> time   | ₹ 500 Fine   | Fine of ₹ 500 with stoppage of duty for 10 days            |         |
|         | 2 <sup>nd</sup> time   | 6 months WOCE                                      | Fine of ₹ 1,000 with stoppage of duty for 20 days          |         |
|         | 3 <sup>rd</sup> time   | 1 year WOCE and so on                              | Fine of ₹ 1500 with stoppage of duty for 30 days and so on |         |
| 15.     | <b>Wrong Punching in Stage</b>                               |  |  |         |
|         | 1 <sup>st</sup> time   | ₹ 500 Penalty                                      | Fine of ₹ 500 with stoppage of duty for 10 days            |         |
|         | 2 <sup>nd</sup> time   | 6 months WOCE                                      | Fine of ₹ 1,000 with stoppage of duty for 20 days          |         |
|         | 3 <sup>rd</sup> time   | 1 year WOCE and so on                              | Fine of ₹ 1,500 with stoppage of duty for 30 days          |         |
| 16.     | <b>Sudden issue of Tickets on Seeing Checking Inspectors</b> |  |  |         |
|         | 1 <sup>st</sup> time   | 30 days suspension – 1 year WCE                    | Stoppage of duty up to 90 days with warning                |         |
|         | 2 <sup>nd</sup> time   | 60 days suspension – 2 years WCE                   | Stoppage of duty up to 120 days with warning               |         |
|         | 3 <sup>rd</sup> time   | 90 days suspension – 3 years WCE - Stage reduction | Termination from service                                   |         |
|         | 4 <sup>th</sup> time   | 120 Days suspension – DP – Dismissal               | -  |         |

|     |  |   |   |  |
|-----|--|---|---|--|
| 17. | <b>Dead Ticket on Hand/Cash Bag</b>  |   |   |  |
|     | 1 <sup>st</sup> time   | 30 days suspension –<br>2 years WCE   | Stoppage of duty<br>up to 90 days with<br>warning                                     |  |
|     | 2 <sup>nd</sup> time   | 60 days suspension –<br>3 years WCE   | Termination from<br>service   |  |
|     | 3 <sup>rd</sup> time   | 90 days suspension –<br>5 years WCE -<br>Stage reduction  | –   |  |
|     | 4 <sup>th</sup> time   | 120 Days suspension –<br>DP – Dismissal   | –   |  |
| 18. | <b>Cash Bag Excess/Shortage</b>  |   |   |  |
|     | <b>UP TO ₹ 100</b>   |   |   |  |
|     | 1 <sup>st</sup> time   | Warning   | Warning   |  |
|     | 2 <sup>nd</sup> time   | ₹ 200 Penalty   | ₹ 200 Penalty   |  |
|     | 3 <sup>rd</sup> time   | ₹ 400 Penalty   | ₹ 400 Penalty   |  |
|     | Above 3 <sup>rd</sup> time   | 6 months WOCE   | Termination from<br>service   |  |
|     | <b>₹ 100 to ₹ 200</b>  |   |   |  |
|     | 1 <sup>st</sup> time   | ₹ 400 Penalty   | ₹ 400 Penalty   |  |
|     | 2 <sup>nd</sup> time<br>onwards  | 6 months WOCE   | ₹ 500 Penalty   |  |
|     | <b>ABOVE ₹ 200</b>   |   |   |  |
|     | 1 <sup>st</sup> time   | 30 days suspension –<br>6 Months WOCE   | 30 days stoppage<br>of Duty – up to<br>3 Months Extension                             | WCE and period of<br>stoppage of duty<br>decided by DA                     |
|     | 2 <sup>nd</sup> time<br>onwards  | WCE Punishment<br>(6 Months, 1 year ....)   | 6 Months Extension  |  |
| 19. | <b>Late<br/>Remittance<br/>of Cash</b>                                       | 10 days suspension with<br>Specific punishment. If<br>repeated suspension<br>period to be increased<br>with severe punishment | 15 days stoppage<br>of Duty – 3 Months,<br>6 Months, 1 year<br>Extension and so<br>on |  |
| 20. | <b>Short Remittance</b>  |   |   |  |
|     | Up to ₹ 100  | ₹ 100 Penalty   | ₹ 100 Penalty   |  |
|     | ₹ 100 ₹ 200  | ₹ 200 Penalty   | ₹ 200 Penalty   |  |
|     | ₹ 200 ₹ 500  | ₹ 500 Penalty   | ₹ 500 Penalty   |  |
|     | Above ₹ 500  | 3 months WOCE   | 15 days stoppage of<br>Duty – 3 Months,<br>6 Months, 1 year<br>Extension and so on    | If, quantum is very<br>high suspension<br>followed by higher<br>punishment |
| 21. | <b>Poor<br/>Collection<br/>without<br/>involvement</b>                       | Warning / ₹ 200 ₹ 400<br>penalty and so on  | Warning / ₹ 200<br>₹ 400 penalty and<br>so on   |  |
| 22. | <b>Not signed /<br/>Not made<br/>entry in bus<br/>stand timing<br/>chart</b> | Warning / ₹ 200 penalty<br>and so on  | Warning / ₹ 200<br>penalty and so on  |  |

|     |   |  |  |
|-----|---|--|--|
| 23. | <b>Parking the Vehicle in unauthorised place – before closing the Scheduled Trip</b>                    |  |  |
|     | 1 <sup>st</sup> time  | 6 months WOCE  | 30 days suspension                               |
|     | If repeated   | Punishment Increased as 9 months WOCE, 1 year WOCE and so on | 2 Months, 3 Months, 6 Months Extension and so on |
| 24. | <b>Not Possessing Conductor/Driver Licence, Not Wearing Uniform and Badge While on Duty</b>             |  |  |
|     | 1 <sup>st</sup> time  | Warning  | Warning  |
|     | 2 <sup>nd</sup> time  | ₹ 300 Penalty  | ₹ 300 Penalty                                    |
|     | 3 <sup>rd</sup> time  | ₹ 600 Penalty  | ₹ 600 Penalty                                    |
|     | Above 3 <sup>rd</sup> time  | ₹ 900 Penalty and so on                                      | ₹ 900 Penalty and so on                          |
| 25. | Duty with invalid Licence Conductor / Driver / Follow up Clerk for not following Licence Renewal Record | 1 year WCE   | Termination from service                         |
| 26. | <b>Operation in Favour of Private Operator</b>  |  |  |
|     | 1 <sup>st</sup> time  | 6 months WOCE  | Stoppage of duty for 6 months                    |
|     | If repeated   | 1 year WOCE/2 years WOCE/3 years WOCE and so on              | Termination from service                         |
| 27. | <b>Not Changing Route Board</b>   |  |  |
|     | 1 <sup>st</sup> time  | Warning  | Warning  |
|     | 2 <sup>nd</sup> time  | ₹ 200 Penalty  | ₹ 200 Penalty                                    |
|     | 3 <sup>rd</sup> time  | ₹ 400 Penalty and so on                                      | ₹ 400 Penalty and so on                          |
| 28. | <b>Misbehaviour With Passenger/Public</b>   |  |  |
|     | Simple case   | Warning / Penalty  | Warning / Penalty                                |
|     | If repeated and serious case  | 6 months WOCE and so on                                      | Termination from service                         |
| 29. | <b>PNP, Not Entering Bus Stand (Minor Bus Stand) – Unauthorised Bypass Operation</b>                    |  |  |
|     | 1 <sup>st</sup> time  | ₹ 500 Penalty  | ₹ 500 Penalty                                    |
|     | 2 <sup>nd</sup> time  | ₹ 1,000 Penalty  | ₹ 1,000 Penalty                                  |
|     | 3 <sup>rd</sup> time  | 6 months WOCE onwards  | Termination from service                         |
| 30. | <b>Not Entering Major Bus Stands</b>  |  |  |
|     | 1 <sup>st</sup> time  | 6 months WOCE  | Stoppage of duty for 90 days                     |
|     | 2 <sup>nd</sup> time  | 1 year WOCE  | Stoppage of duty for 180 days                    |
|     | 3 <sup>rd</sup> time  | 2 years WOCE and so on                                       | Termination from service                         |

|     |   |  |   |  |
|-----|---|--|---|--|
| 31. | <b>Late Shed Out/Earlier Arrival</b>  |  |   |  |
|     | 1 <sup>st</sup> time  | ₹ 500 Penalty and warning  | ₹ 500 Penalty and warning   |  |
|     | 2 <sup>nd</sup> time  | ₹ 1,000 Penalty and warning  | ₹ 1,000 Penalty and warning   |  |
|     | 3 <sup>rd</sup> time  | 1 year WOCE onwards  | Termination from service  |  |
| 32. | <b>Trip Cut and claiming full batta</b>   | 10 days Suspension – 6 months WOCE   | 30 days stoppage of duty – 3 Months Extension up to Termination                                       |  |
| 33. | <b>Refused to Operate Another Vehicle/ In Diverted Route Whenever Necessary</b> |  |   |  |
|     | 1 <sup>st</sup> time  | 6 months WOCE  | Stoppage of duty for 3 months   |  |
|     | If repeated   | 1 year WOCE and so on  | Termination from service  |  |
| 34. | <b>Using Cell Phone/Head Phone While Driving</b>                                |  |   |  |
|     | 1 <sup>st</sup> time  | Fine up to ₹ 500 and 30 days Suspension – 6 months WOCE  | Fine up to ₹ 500 and Stoppage of duty for 60 days – 6 Months Extension                                | Fine amount/ suspension period/ Stoppage of duty period shall be decided by DA |
|     | 2 <sup>nd</sup> time and above  | Fine up to ₹ 1,000 and 90 days Suspension – 1 year WOCE and so on  | Fine up to ₹ 1,000 and Stoppage of duty up to 120 days to termination from service                    |  |
| 35. | <b>Proxy – Allowing another person to perform duty in one's place</b>           | Both should be suspended for 60 days – 1 year WCE  | Stoppage of duty for 60 days – DP – Termination from service  |  |
| 36. | <b>Allowing Prohibited Goods in Bus</b>   |  |   |  |
|     | With FIR (Police Case)  | Fine up to ₹ 500 with 90 days suspension - Major punishment based on the outcome of the Criminal Case – DP – Dismissal | Termination from service  | Fine amount shall be decided by the DA   |
|     | Without FIR 1 <sup>st</sup> time  | Fine up to ₹ 500 with 60 days suspension – 1 year WCE  | Fine up to ₹ 500 with stoppage of duty for 90 days – 1 year Extension – DP – Termination from service |  |
|     | If repeated   | Fine with Higher Punishment DP – Dismissal   | –   |  |

**PROCEDURE TO BE FOLLOWED IN ABSENT CASES TO  
EXPEDITE PUNISHMENT FOR REGULAR STAFF**

- (i) Basic report to be obtained from concerned Supervisor/Branch Manager/Section Head and it should be specific.
- (ii) Issue Charge Memo.
- (iii) Acknowledgment to be received with date and be recorded.
- (iv) If not served, to be displayed in the Notice-Board and be sent to his residential address in the Service Register with RPAD.
- (v) Absent to be marked in attendance register/duty card and to be marked as evidence.
- (vi) Based on the reply of the individual Domestic Enquiry may be ordered.
- (vii) Enquiry Notice to be served with date (or) to be sent to residential address with RPAD [as in Sl.No. iv) above].
- (viii) Minimum 3 chances to be given if, *ex parte*/or else.
- (ix) If, required management representative may cross examine the delinquent after adducing his evidence without fail.
- (x) Enquiry findings to be given to the delinquent to submit his 1st explanation.
- (xi) Second show cause notice clearly mentioning his previous history and the punishment proposed.
- (xii) If, reply not received, reminder to be sent.
- (xiii) If, no reply is received or the reply submitted is not satisfactory then the DA shall take a decision on the affiance.
- (xiv) To issue Final Order-Speaking Order clearly mentioning all his previous offences and the punishments.

**FOR DAILY RATED/CONTRACT EMPLOYEES**

- (i) Basic report to be obtained from concerned Supervisor/Branch Manager/Section Head and it should be specific.
- (ii) Issue Show Cause Notice.
- (iii) Acknowledgment to be received with date and be recorded.
- (iv) If, not served, to be displayed in the Notice-Board and be sent to his residential address in the service records with RPAD.
- (v) If, explanation received the same to be examined. If not satisfactory he/ she to be terminated from service. Orders to be issued accordingly.
- (vi) If, no explanation received within the stipulated time, he/she to be terminated from service. Orders to be issued accordingly.

**LONG ABSENT MORE THAN ONE YEAR RETURNING FOR DUTY (REGULAR EMPLOYEES)**

**Before admitting such long absent cases for duty, the following points should be ensured**

- (i) Police verification report for not having involved in any Criminal Case.
- (ii) Passport to be verified for ensuring foreign visit.
- (iii) Undertaking Affidavit to be received from individual regarding not involved in Police case/Foreign visit/Not engaged in any private job during his/her absence.
- (iv) If necessary, to be written to the Immigration/Airport Authorities to confirm the foreign journey.



**FATAL CASES**

- (i) Basic report.
- (ii) Charge Memo to be issued.
- (iii) Acknowledgment.
- (iv) As in Absent Cases
- (v) Based on the reply domestic enquiry with acknowledgment.
- (vi) In Domestic enquiry
  - Checking Inspectors to be cross examined.
  - Accident Investigation AE/AM to be examined.
  - Management Witness to cross-examine.
  - Driver/Conductor to be examined.
- (vii) Enquiry findings to be communicated to the individual, calling for explanation.
- (viii) After getting explanation show cause notice clearly mentioning his previous history and the punishment proposed.
- (ix) If not replied, to be reminded.
- (x) Final Order - Speaking order clearly mentioning all his previous offences and the punishments.

**FARE COLLECTED (FC) CHECKING PROCEDURE**

1. If, the Conductor has Collected fare from the Passenger but failed to issue ticket then it will be Considered as FC case (Fare Collected - ticket not issued) and action to be taken accordingly.
2. To obtain a written statement with signature of the passenger concerned. Also to obtain the address and phone number of the passenger concerned.
3. A written statement should be made on the incident and the signature of the Driver/Conductor should be obtained.
4. An unpunched ticket equivalent to the ticket amount should be removed from the ticket book/ticket machine and to get the signature of the Conductor on the backside of the ticket.
5. Seize the log sheet from the Conductor and verify the same with the ticket book / ticket machine counting and record the discrepancy, if any, with the signature of the C.I.s in the log sheet.
6. Simultaneously to check the cash bag of the Conductor and tally the cash with the ticket collection amount.
7. Excess/Short of cash, if any found should be recorded in the way bill/log sheet.
8. The details of FC/FNC should be mentioned in the charge sheet and the signature of the Conductor should be obtained.
9. If the passenger has to travel further distance/stages then the number of the unpunched ticket taken from way bill should be written and issued.
10. The details of the checking should be informed immediately to the General Manager (Operation) through the Branch Manager concerned and the Superintendent (Traffic), through phone.

**The following conditions/further guidelines shall also be followed while taking decisions during and after disciplinary proceedings**

- (i) The period of suspension/stoppage of duty shall be treated as non-duty and no pay shall be paid.
- (ii) If, a Conductor is, in his service, involved in FC cases and the same has been proved for more than 3 times, then he shall not be considered for promotion to the post of Checking Inspector/ Time-Keeper, at any stage in future.
- (iii) If, a Driver involved in fatal accident/major accident for 3 times in his services then he shall not be considered for promotion to the post of Driving Instructors at any stage in future.
- (iv) If, any employee is awarded the punishment of stage reduction to base level then he will be considered for next Promotion/MACP only after completion of 10 years from the date of last offence/misconduct proved.

**Power to relax :** Where, the Board is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions/ condition in the above guidelines at any time.

**Abbreviations :**

- FC – Fare collected, but, ticket not issued
- FNC – Fare not collected and ticket not issued
- WCE – With Cumulative Effect
- WOCE – Without Cumulative Effect
- DA – Disciplinary Authority
- DP – Disciplinary Proceedings
- CoD – Cost of Damage

**CHAIRPERSON,**  
Puducherry Road Transport Corporation.

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