

# **The Tamilnadu Industrial Employment (Standing Orders) Rules, 1947**

## **SCHEDULE I**

### **Model Standing orders Applicable to Workmen**

**1. Classification of workmen** – Workmen shall be classified as follows, namely: –

(1) Permanent; (2) Probationers ;( 3) Temporary ;( 4) Badli ;( 5) Casual ;( 6) Seasonal; and (7) Apprentices

**2. Definitions** — (a) A ‘permanent workman’ is one who is employed on a Permanent basis and includes any person who has satisfactorily completed the prescribed period of probation in the same or higher or equivalent category in the industrial establishment

(b) A ‘probationer’ is one who is provisionally employed to fill a permanent vacancy in a post and has not completed the period of probation which shall be three months in the case of unskilled workmen and six months in respect of those other than unskilled:

Provided in any particular case, the management may extend the period of probation of any workman up to a further period equivalent to the period of probation prescribed, if they are not satisfied with the work and/or conduct of any workman during the period of probation. In any case where the period of probation is extended, the concerned workman shall be informed in writing at least one week before the normal date of the completion of probation and in the absence of any such intimation the workman shall be deemed to have satisfactorily is employed in a different post, he may, at any time during the probationary period be reverted to his old permanent post.

(c) A ‘temporary workman’ is one who has been employed for work which is of an essentially temporary nature likely to be finished within a specified period.

(d) ‘Badli’ is a workman who is employed in the place of another workman whose name is borne on the muster rolls of the establishment.

(e) ‘Casual workman’ is one who is employed for some unexpected or unforeseen work, which is not likely to last continuously.

(f) ‘Seasonal workman’ is one who is employed seasonal basis during the working seasons only but whose name will be on the muster roll of the factory and who will be eligible for re- employment during every working season

(g) ‘Apprentice’ is one who is engaged essentially in learning any skilled work provided that the Period of such learning shall not exceed one year for those with prescribed technical qualification And three years for others.]

**3. Issue of departmental tickets to workman** — (1) Every workman shall be provided with a ticket showing his number, classification of work and on attendance each day, shall deliver the ticket at the place provided when entering the industrial establishment and take it back when leaving the industrial establishment at the close of the day.

(2) Every badly temporary, seasonal and casual workmen and apprentice shall be provided with a special ticket showing his number, classification of work and his attendance on the day he works which he shall deliver at the place provided when entering the industrial establishment and take it back when leaving the industrial establishment at the close of the day :

Provided that the ticket system shall not apply to industrial establishment where the system of issue of metal tokens to workman is in force or where the workman are required to sign the attendance register maintained for the purpose or any other customary practice is in force.

**4. Date and manner of payment of unclaimed wages** — Any wages due to a workman but not paid on the usual pay day on account of their being unclaimed shall if a claim is presented by the workman, or by his legal representative within three years from the date on which the wages become due to the workman, be paid by the employer to the workman or to his legal representative as the case may be on such unclaimed wage pay day in each week, as may be notified in this behalf.

**5. Shifting working** — (1) At the discretion of the employer more than one shift may be worked in a department or departments or any section of a department of the establishment. If more than one shift is worked, the workman shall be liable to be transferred from one shift to another, No shift working shall be discontinued without one month’s notice being given in writing to the workman prior to such discontinuance.

Provided that no such notice shall be necessary

- (a) If the establishment is a seasonal one where work is carried on intermittently ; or
- (b) If the closing of the shift is Under an agreement; or

