



PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR
A/P : Loni Kd., Tal. Rahata, Dist. Ahmednagar (Pin : 413 713)
Ph.No. : (02422) – 273700 / 273527.

SERVICE RULES

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

From:

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

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

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

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

Sir,

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

Kindly acknowledge the receipt of the same.

Yours faithfully,

(R.S.Jadhav)

Dy.Commissioner of Labour &
Certifying Officer under

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



Encl. As stated.

- vi) Entering or leaving or attempting to enter or leave the premises of the PRES except by an entrance appointed.
- vii) Committing nuisance on the premises of the PRES.
- viii) Breach of any rule or instruction for maintenance or running of any department of the PRES.

27.00 CODE OF CONDUCTS OR ORDERS:

- i) No employee shall take any papers, drawings, photographs, instruments, apparatus, documents or any other property of the PRES out of the work premises except with the written permission of his immediate superior.
- ii) No employee shall except when generally or specially empowered or permitted in this behalf by the management, communicate directly or indirectly any document or information which has come into his possession in the course of official duties, or has been prepared, or collect by him in the course of such duties, whether from official source or otherwise to any other person, institution or to the press.
- iii) The employee shall be personally responsible for or liable to make good any financial loss which the PRES may sustain on account of his negligence etc.
- iv) For any such loss sustained by PRES the employee by himself his heirs, legal representatives executors and administrators in so far as his properties with them are concerned and his assets with the PRES by way of Security Deposit etc. shall be liable.



- v) The employee shall be required to carry out all work and duties related to the PRES and shall be ordered and / or assigned to the employee by the Management of the PRES from time to time.
- vi) No employee shall have pecuniary transactions with student or his relatives, individual or institutions coming in contact with him in the course of his official duties or accept directly or indirectly on his own behalf or on behalf of any other person or permit any member of his family to accept any gift, gratuitous payment or reward from any person with whom he is concerned in the performance of his work.
- vii) No employee shall engage himself in any similar trade or business outside the scope of his duties either in his name or in the name of his family members or relatives.
- viii) Any employee who contravenes the provisions of this service rules shall be liable for such a punishment as an authority competent to award it may decide.
- ix) No employee shall do such acts outside the premises of the PRES if such acts are likely to affect the discipline and working of the PRES.
- x) Copy of these service rules shall be given to each employee and undertaking shall be taken from him that he would abide by these service rules as existing and amended from time to time.
- xi) In the interest of the working of the PRES and also on the Administrative grounds the employees can be transferred from one place to another.

- xii) As a staff development measure any employee of the PRES may be deputed for training on conditions as specified by the Management Committee.
- xiii) An employees of the PRES shall be deemed to be working under and directly responsible to the Joint Secretary /CEO, who in turn shall work under the control of Management.
- xiv) An employee shall serve the PRES faithfully and honestly diligently and pledge themselves to maintain the secrecy regarding the PRES's affairs.
- xv) Joint Secretary/CEO may impose such other conditions as are deemed necessary for maintaining discipline and ensure proper conduct of the employees.
- xvi) The employee shall submit the passport size photograph alongwith other certificate, testimonials at the time of joining duties.

28.00 REDRESS OF GRIEVANCES:

- i) Any employee desirous of the redress of grievance arising out of his employment or relating to unfair treatment or wrongful exaction on the part of a superior shall submit a complaint to the Joint Secretary/ CEO
- ii) The Joint Secretary or any such officer shall personally investigate the complaint at such times and places as he may fix. The employee and his representative of the union shall have the right to present at such investigation and such representative shall be entitled to represent him therein.