



THE SINGARENI COLLIERIES COMPANY LIMITED

(A Government Company)

IR Wing, Corp. Personnel Department

Ref. No. CRP/PER/IR/ D/95/1209

Date: ~~27~~.07.2011

28

CIRCULAR

All Mines & Departments,  
All Collieries.

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Sub: Prohibition of part time jobs by the NCWA employees of  
SCCL. - Reg.

- Ref: 1) Circular No.P.10/601/2656, dated 18<sup>th</sup> October, 1972  
2) Circular No.P.4/3254/3457, dated 16<sup>th</sup> October, 1974  
3) Circular No.P.10/4622/IR/576, dated 20<sup>th</sup> March 1989  
4) Circular No.P.10/2611/IR/808, dated 3<sup>rd</sup> May 1995  
5) Circular No.VIG/KGM/97/190, dated 10<sup>th</sup> March 1997  
6) Circular No.P.10/2611/IR/592, dated 27<sup>th</sup> March 1997  
7) Circular No.P.29/3973/IR/2167, dated 10<sup>th</sup> November 1999  
8) Circular No.VIG/DPW/2000/1133, dated 05.10.2000  
9) Circular No.CRP/VIG/C/250/60, dated 29.02.2008  
10) Circular No.CRP/PER/PM/2229/1029, 10.05.2010

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Instructions were issued to All Mines & Departments, through above cited circulars that no employee of the company should undertake any part time job with or without remuneration and without obtaining the permission of the Management as such activity is prohibited and amounts to misconduct under Company's Standing Order Nos. 25.18, 25.23 and 25.37.

In spite of the above, it is observed that some of the employees are still continuing to involve in taking up part time jobs such as Insurance Agency, Chit Fund Agency, Money Lending on Interest, Running Chits and other jobs either in their name or in the name of their spouse or children/family member.

As their above activities amount to misconduct under Company's Standing Order Nos. 25.18, 25.23 and 25.37 they are liable for disciplinary action for violating the instructions of their superiors. Hence, it is requested to counsel the employees periodically not to indulge in such activities violating the instructions of the management and caution them that if any adverse reports of their indulging in activities as mentioned above are received, disciplinary action as deemed fit will be taken against the concerned.



Copy to all  
Sec. - ed.  
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It is also requested to advise the Welfare Officers of the Mines/Departments to conduct "Awareness Programmes" to the employees on the above subject.

All Heads of Mines & Departments are hereby advised to arrange to give wide publicity in this regard by displaying copies of the circular on the notice board together with the enclosed Telugu notice.

  
G.M(Personnel)

Encl: As above.

Cc: All Directors  
All CGMs/GMs  
GM(CDN)  
AGM(Vigilance)



Draft

నోట్సు

ఇందుమూలముగా సింగరేణి కాలరీస్ ఉద్యోగులందరికి తెలియజేయునది విమనగా, మన సింగరేణి సంస్థలో పనిచేయు ఉద్యోగులు వివరైనను ఇతర వ్యాపారాలు తినగా "చీటిలు నడుపుట" "వడ్డీ వ్యాపారము", "ఇన్సూరెన్స్ కంపెనీలకు ఏజెంట్ గా పనిచేయుట" మరియు వి ఇతర వ్యాపారాలలో ప్రత్యేకంగా కాని పరోక్షంగా కాని పాల్గొనరాదు.

వివరినా ఉద్యోగులు ఇతర వ్యాపారాలలో ప్రత్యేకంగా కాని పరోక్షంగా కాని పాల్గొనరాదు అనే విషయం కంపెనీ స్టాండింగ్ ఆర్డర్స్ ప్రకారం క్రమశిక్షణా యర్జు తీసుకొనబడును. కచ్చిన కంపెనీ ఉద్యోగులందరూ ఏలాంటి వ్యాపారాలలో పాల్గొనరాదని తెలియజేయడ మైనది.

చిట్టు

యూజి మాన్యు  
సింగరేణి కాలరీస్ కంపెనీ లిమిటెడ్