

**ANNEXURE-I**

**SCHEDULE OF DELEGATION OF POWER IN RESPECT OF DISCIPLINARY MATTERS UNDER SJVNL CONDUCT, DISCIPLINE AND APPEAL RULES FOR EMPLOYEES IN THE EXECUTIVE CADRE BELOW BOARD LEVEL**

S. N.	LEVEL OF EXECUTIVES	DISCIPLINARY AUTHORITY			APPELLATE AUTHORITY	REVIEWING AUTHORITY
		MINOR PENALTY	MAJOR PENALTY	REMOVAL & DISMISSAL		
1.	Employees in the pay scale of E2 & below	General Manager*/Head of the Project*	General Manager*	Appointing Authority	Executive/Authority next higher to the one which imposed the penalty	Executive/Authority next higher to the Appellate Authority
2.	Employees in the pay scale of E6 & below	General Manager*	Functional Director*	-do-	MD/Chairman	MD/Chairman
3.	Employees in the pay scale of E7A & below	Functional Director*	-do-	-do-	-do-	-do-
4.	Employees in the pay scale of E8 (GMs) & below	-do-	CMD	Board of Directors	Board of Directors	Board of Directors
5.	Employees in the pay scale of E9 (ED) & below (excluding Functional Director)	Do	-do-	-do-	-do-	-do-
6.	Group Cases	Disciplinary authority shall be as for the highest ranking officers in the group of delinquent				

Note:-

Whereas Disciplinary Authority is the Chairman, the Appellate & Reviewing Authority will be the Board of Directors. Where Board of Directors is the Disciplinary Authority, Appellate & Reviewing Authority shall also be Board of Directors.

\* These disciplinary authorities will exercise powers in respect of employees working under them.

**ANNEXURE-II**

**SCHEDULE OF DELEGATION OF POWERS IN RESPECT OF DISCIPLINARY MATTERS UNDER SJVNL CONDUCT, DISCIPLINE AND APPEAL RULES FOR NON-EXECUTIVE EMPLOYEES IN SUPERVISORY CADRE**

S. N.	LEVEL OF SUPERVISORS	DISCIPLINARY AUTHORITY			APPELLATE AUTHORITY	REVIEWING AUTHORITY
		MINOR PENALTY	MAJOR PENALTY	REMOVAL & DISMISSAL		
1.	Employees in the pay scale of Supervisory level 1 and below.	Executive Level 1	Executive Level E5	Appointing Authority	Functional Director	Functional Director
2.	Employees in the pay scale of Supervisory level 2 and below	Executive Level 3	-do-	-do-	-do-	-do-
3.	Employees in the pay scale of Supervisory level 4 and below.	E4	E7	-do-	-do-	-do-
4.	Group Cases	Disciplinary Authority shall be as per the highest ranking officials in the group of delinquent.				

These disciplinary authorities will exercise powers in respect of employees working under them.

**ANNEXURE-III**

**SCHEDULE OF DELEGATION OF POWER IN RESPECT OF DISCIPLINARY MATTERS FOR NON-EXECUTIVE EMPLOYEES BELOW SUPERVISORY LEVEL I.E. WORKMEN COVERED UNDER INDUSTRIAL EMPLOYMENT (S.O) ACT.**

<b>S. N.</b>	<b>LEVEL OF WORKMAN</b>	<b>DISCIPLINARY AUTHORITY</b>			<b>APPELLATE AUTHORITY/ REVIEWING AUTHORITY</b>
		<b>MINOR PENALTY</b>	<b>MAJOR PENALTY</b>	<b>REMOVAL &amp; DISMISSAL</b>	
1.	Employees in the scale of W1	Supervisory	E4	Appointment Authority	Authority next above Appointing authority
2.	Employees in the pay scale of W6 and below	E4	E5	-do-	-do-
3.	Employees in the pay scale of W11 & below	E4	E6	-do-	-do-
4.	Group Cases	Disciplinary Authority shall be as per the highest ranking officials in the group of delinquent.			

These disciplinary authorities will exercise powers in respect of employees working under them.

**Note: (Common for Annexure I to III)**

1. Delegation of powers given at lower levels vide Annexure I to III can be utilized automatically at higher levels.
2. It is clarified that group case would cover situations where two or more employees are involved in a case and disciplinary action would be taken against them in a common proceeding except where the various employees involved are subject to different sets of disciplinary rules.
3. Disciplinary Authority will be competent to issue chargesheet, appoint enquiry authority, pass orders of suspension pending enquiry and then impose penalty as per above delegation.
4. Immediately after suspension, a report should be put up to the next higher disciplinary authority.
5. In respect of employees on deputation from HPSEB equivalency will apply. Appointing Authority in such case will be HPSEB Authority.