ANNEXURE NO. XXVII

Chapter Of Demands

1. Confirmation of service
   Even after a period of 12 years, not a single employee of the Hafed has been confirmed. The employees who have completed more than six months of service should be immediately confirmed.

2. Probation period
   Probation period in respect of all employees (whether recruited or promoted) should not exceed six months.

3. Regularisation of services of employees employed on daily basis or on consolidated pay basis
   All the daily or ad hoc or consolidated employees who have completed 240 days service in the Hafed should be regularised.

4. Abolition of Bond
   The system of agreement bonds from accountants or any other category of employees should be completely abolished.

5. Transfer policy
   No Class III and IV employee should be transferred from one place to another without his consent.

6. Promotion Policy
   Recruitment for higher posts from the market should be totally banned and employees serving in Hafed should be given promotions. Moreover, time scale promotion be given to every employee who completes three years service on a post.

7. Absorption of construction cell staff under common cadre
   All the employees working in the construction cell should also be brought under the purview of common cadre rules.

8. Disciplinary procedure
   Proper disciplinary procedure should be formulated as per Government rules for Hafed employees.

9. Gratuity
   Gratuity to the employees should be given as per the revised Common Cadre Rules.

10. Employment to dependents of deceased employee
    A dependent of the deceased employee who dies during the course of his service should be absorbed in Hafed on a suitable post.

11. Uniform holidays in processing units/societies
    Common Cadre Staff posted in processing units and societies be allowed holidays as per Hafed Rules.

12. Recall of deputationists
    All the deputationists serving in Hafed from different departments of Haryana Government should be sent back to their parent departments and the resultant vacancies should be filled in by Hafed employees.
13. House Building loan

All employees should be given loan for building houses as per Haryana Government rules. Although the Board of Directors had approved the same in their meeting held in August 1976, the same has not been implemented so far.

14. Hafed Colony

The Hafed should build quarters at head-office and district headquarters and at all other places where there are plants of the Hafed so that at the time of transfer from one place to another, the class III and IV staff should not feel inconvenience.

15. Employees welfare fund

A committee of management representatives and Union representatives should be constituted to manage affairs of the Employees Welfare Fund.

16. Setting up of provident fund trust instead of contribution to the Regional Provident Fund Commissioner.

Hafed Employees Provident Fund Trust should be set up instead of contributing to the Regional Provident Fund Commissioner.

17. Leave reserve staff

Provision of leave reserve staff should be made.

18. Grievances Procedure

A committee consisting of the representatives of the management and the Union representatives should be formed which should meet periodically so that the grievances of the employees (collectively or individually) are settled by the committee.

19. Leave travel concession

Leave travel concession should be allowed to the employees.

20. Benefits to Ex-servicemen

Benefits to Ex-servicemen be given as per Government rules.

21. Recognition of the Union

The Hafed Employees union (Regd.) which is the only Union in Hafed be recognised by the Hafed management and rights and privileges under Section 33 of Industrial Disputes Act, 1947, be conferred on the Union office-bearers.

22. House Rent Allowance

Accommodation to Hafed employees be provided against deduction @ 10% of their pay as in the case of divisional heads.

23. Conveyance allowance

The conveyance and maintenance allowance which was in vogue before Emergency should be restored.

24. Officiating allowance

An employee who officiates against a higher post be paid officiating allowance as per Government rules.
<table>
<thead>
<tr>
<th>25. Overtime allowance</th>
<th>Overtime allowance be paid to the employees who are required to work before/after office hours or on holidays.</th>
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<tbody>
<tr>
<td>26. Medical allowance</td>
<td>Medical allowance be increased from Rs. 25 to Rs. 60 per month.</td>
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<tr>
<td>27. Washing allowance</td>
<td>Washing allowance should be given to all those persons who have been issued uniforms by the Hafed @ Rs. 15 per month</td>
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<td>28. Shift allowance</td>
<td>Every employee should be paid shift allowance of Rs. 1 for the first shift (morning), Rs. 1.50 for the second shift (after 1.00 p.m.) and Rs. 2 for the night shift.</td>
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<td>29. Children education allowance</td>
<td>Rs. 100 per annum per child in case of school-going children and Rs. 200 per annum per child in case of college-going child should be paid. Fifty per cent of the expenditure of the child studying in professional college should be borne by the Hafed.</td>
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<td>30. Disturbance allowance</td>
<td>Every employee who is transferred should be paid disturbance allowance of Rs. 300 besides other allowances.</td>
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<td>31. Canteen facilities</td>
<td>Subsidised canteen facilities should be allowed at head office and other district offices/processing units where there are more than 20 employees.</td>
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<tr>
<td>32. Security from accountants</td>
<td>Those accountants who are not handling cash should be excluded from depositing security.</td>
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<td>33. Training programme</td>
<td>A comprehensive training programme should be chalked out in such a way that every employee gets the benefit of training on the basis of his seniority in the institution. The deputationists should not be allowed this benefit.</td>
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<tr>
<td>34. Delegation of powers in the district office</td>
<td>A policy should be framed so that the ADs/DAs should have control over the finances at the district level and the DM should only be responsible for the administration.</td>
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