

Standing Orders / Work Rules

Manufacturing & Industrial

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Draft model standing orders and work rules — classification of workers, working hours, attendance and leave, conduct and discipline, misconduct, disciplinary procedure and termination, with a certification note. Fill in the details below.

Purpose of this tool & output

Certified standing orders and conduct rules

How the output is used

Use the guide to prepare certified standing orders and conduct rules under the Industrial Employment (Standing Orders) Act.

Who receives it

The Certifying Officer (Deputy/Regional Labour Commissioner) under the Standing Orders Act.

How to submit / file it

Submit the draft standing orders to the Certifying Officer for certification (required above the worker threshold); display once certified.

Fees & charges

A nominal certification fee.

Who should vet it

A labour-law consultant, to align the draft with the model standing orders.

Important cautions

AI-generated draft; certification requirements vary, have it reviewed and certified as required.

Companion documents

- Factory Hiring Kit
- Shift Roster Planner
- Contract Labour Compliance Guide
- Wage & Payroll Compliance Guide
- Skill Matrix Builder
- Worker Training & Induction

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.