



**United India Insurance Company Ltd.**

Regd. & Head Office : 24, Whites Road, Chennai - 600 014 www.uiic.co.in

HUMAN RESOURCE MANAGEMENT DEPARTMENT

HO:HRM:CIR: 017 ,01.03.2018

NOTICE

Re: AMENDMENTS TO UNITED INDIA INSURANCE COMPANY (CONDUCT, DISCIPLINE AND APPEAL) RULES, 2014

We wish to inform that the Board of the Company has approved the amendment in the United India Insurance Company (Conduct, Discipline and Appeal) Rules, 2014 for incorporating the amendments as per "Annexure A" modifying the **Rule 25(3)** and **25(10)** and inserting new provision as **Rule 25(20)** with immediate effect in the existing United India Insurance Company (Conduct, Discipline and Appeal) Rules, 2014.

This is for the information of all concerned.

*V. Manoj*  
Chief Manager  
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## Annexure A

### Re: AMENDMENTS TO UNITED INDIA INSURANCE COMPANY (CONDUCT, DISCIPLINE AND APPEAL) RULES, 2014

Activity	Rule No	Existing Provision	Amended Provision
<p><b>Submission of Statement of Defence by the Charged Employee.</b></p>	<p>25 (3)</p>	<p>Where it is proposed to hold an inquiry, the Disciplinary Authority shall frame definite charges on the basis of the allegations against the employee. The charges together with a statement of the allegations, on which they are based, a list of documents by which and a list of witness by whom, the articles of charge are proposed to be substantiated, shall be communicated in writing to the employee, who shall be required to submit within such time as may be specified by the Disciplinary Authority (not exceeding 15 days), a written statement whether he admits or denies any of or all the Articles of Charge.</p> <p>Provided where departmental action has been initiated by framing of charge sheet and the same is pending &amp; continuing on the date of retirement or superannuation of an employee, the departmental inquiry shall not deemed to be concluded on exit from the Company due to retirement or superannuation of an employee and shall be continuing as if the employee continues in service. However, continuation of departmental inquiry under this rule shall not give per se right for extension of services beyond retirement age or age of superannuation prescribed under service rules. Provided further where departmental inquiry is continuing/pending after Retirement, the same shall be concluded within three months of retirement or superannuation of the employee. However, any departmental inquiry cannot ipso-facto deemed to be concluded on expiry of three months of time from retirement/superannuation.</p>	<p>Where it is proposed to hold an inquiry, the Disciplinary Authority shall frame definite charges on the basis of the allegations against the employee. The charges together with a statement of the allegations, on which they are based, a list of documents by which and a list of witness by whom, the articles of charge are proposed to be substantiated, shall be communicated in writing to the employee, who shall be required to submit a written statement whether he admits or denies any of or all the Articles of Charge within a period of fifteen days which may be further extended for a period not exceeding fifteen days at a time for the reasons to be recorded in writing by the Disciplinary Authority or any other Authority authorised by the Disciplinary Authority on his behalf but under no circumstances, the extension of time for filing written statement shall exceed forty-five days from the date of receipt of articles of Charge.</p> <p>Provided where departmental action has been initiated by framing of charge sheet and the same is pending &amp; continuing on the date of retirement or superannuation of an employee, the departmental inquiry shall not be deemed to be concluded on exit from the Company due to retirement or superannuation of an employee and shall be continuing as if the employee continues in service. However, continuation of departmental inquiry under this rule shall not give per se right for extension of services beyond retirement age or age of superannuation prescribed under service rules. Provided further where departmental inquiry is continuing/pending after retirement, the same shall be concluded within three months of retirement or superannuation of the employee. However, any departmental inquiry cannot ipso-facto deemed to be concluded on expiry of three months of time from retirement/superannuation.</p>

<p><b>Providing requisitioned Documents to the IO by the custodian(s).</b></p>	<p>25 (10)</p>	<p>The authority in whose custody or possession the requisitioned documents are available, shall arrange to produce the same before the inquiring authority on the date, place and time specified in the requisition notice. Provided that the authority having the custody or possession of the requisitioned documents may claim privilege, if the production of such documents will be against the public interest or the interest of the Company. In that event, it shall inform the inquiring authority accordingly.</p>	<p>The authority in whose custody or possession the requisitioned documents are available, shall arrange to produce the same before the inquiring authority <b>within a month of the receipt of such requisition.</b></p> <p>Provided that the authority having the custody or possession of the requisitioned documents may claim privilege, if the production of such documents will be against the public interest or the interest of the Company. In that event, it shall inform the inquiring authority accordingly.</p>
<p><b>Concluding Inquiry by the IO</b></p>	<p>No Existing Rule</p>	<p>No Existing Rule</p>	<p><b>Rule 25 (20) :-</b></p> <p>(a) The Inquiring Authority should conclude the inquiry and submit his report within a period of six months from the date of receipt of order of his appointment as Inquiring Authority.</p> <p>(b) Where it is not possible to adhere to the time limit specified in clause (a), the Inquiring Authority may record the reasons and seek extension of time from the disciplinary authority in writing, who may allow an additional time not exceeding six months for completion of the Inquiry, at a time.</p> <p>(c) The extension for a period not exceeding six months at a time may be allowed for any good and sufficient reasons to be recorded in writing by the Disciplinary Authority or any other Authority authorised by the Disciplinary Authority on his behalf.</p>