

P R E F A C E

The Kerala State Civil Supplies Corporation Ltd., popularly known as “SUPPLYCO” is a Government Company incorporated under the Indian Companies Act, 1956 within the meaning of Section 617 of the Act vide No. 2615 of 1974 under the certificate of incorporation with the stipulation to function in accordance with the Memorandum of Association and Articles of Association as approved by the Registrar of Companies, Kerala. The Corporation has since expanded its activities in furtherance of its aim and objectives by establishing Regional Offices, Depots, Sub-Depots, Maveli Stores, Super Markets, Hyper Markets, Peoples’ Bazars, Medical Stores, Petrol Bunks, LPG Outlets, Apna Bazar, Premium Store, etc. at various parts of the State. Corollary to it, number of employees under various categories coming under direct, deputation have also been increased. The service conditions including recruitment, promotion, etc. of the employees of the Corporation are governed by separate service Rules, viz., Kerala State Civil Supplies Corporation Service Rules, 1974, Kerala State Civil Supplies Corporation Helpers Service Rules, 1978, Kerala State Civil Supplies Corporation Recruitment/Promotion Rules, 1997, Kerala State Civil Supplies Corporation Managerial Service Rules, 2009, a set of norms for the personnel deputed to the Corporation from the Civil Supplies Department of the State Government and a number of orders of Government issued separately in relation to such Rules, procedures, norms, etc. It was therefore felt necessary that the Corporation should have a common service rules by amalgamating all the existing service rules and orders in relation thereto suitably for governing the service conditions of its employees

The Common Service Rules was placed in the meeting of the Board of Directors on 15.7.2015. The Board of Directors discussed in detail and resolved to recommend the draft common service Rules in exercise of the powers conferred by Article 71, 72 (5) and 72 (15) of the Articles of Association of the Kerala State Civil Supplies Corporation Limited for the approval of the Government of Kerala.

MANAGING DIRECTOR

THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED

Rules and Service Conditions of Employees and allied matters.

In exercise of the powers conferred by articles, 71, 72 (5) and 72 (15) of the Articles of Association of the Kerala State Civil Supplies Corporation Limited (hereinafter referred to as “the Corporation”) the Board of Directors of the Corporation frame the following common service rules by modifying suitably the existing various differently related service rules of various categories of its employees to govern and administer the service conditions of the employees of Corporation as a whole.

CHAPTER - I

GENERAL

1. **SHORT TITLE, EXTENT AND APPLICATION-** (1). These Rules may be called the Kerala State Civil Supplies Corporation Common Service Rules, 2015

(2). They shall come into force from the date of its approval by the Government.

(3). These Rules shall apply to all whole time employees of the Corporation other than employees whose services are on deputation from outside agencies or Departments and employees on contract, casual or on daily wages for a specified period and purpose.

These rules shall apply to all directly recruited employees who are in Regular service of the Corporation.

2. **DEFINITIONS** – (1) Unless the context otherwise requires, the expressions used in these Rules shall bear the same meaning as defined hereunder-

(a) ‘**appointing authority**’ means the authority competent to make appointment to various categories as specified in the Annexure;

(b) ‘**appointment by transfer**’ means appointment of an approved probationer in one post to another post which is not in the direct line of promotion;

(c) ‘**appointment by promotion**’ means appointment of an approved probationer to a higher post in the direct line of promotion and which include appointment by transfer of a member of the service from a category in a lower division to a category in a higher division or from a lower scale to a higher scale in the same division;

- (d) **‘approved candidates’** means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category;
- (e) **‘approved probationer’** means a member of service, class or category who has satisfactorily completed his probation and awaits appointment as a full member of such service, class or category;
- (f) **‘article’** means an article in the Articles of Association of the Corporation;
- (g) **‘Basic Pay’** means the minimum of a scale if any of pay plus the amount of increments, in that scale granted, to an employee at the time of appointment subsequently from time to time;
- (h) **‘Board’** means the Board of Directors of the Kerala State Civil Supplies Corporation constituted by the Government;
- (i) **‘Cadre’** means the strength of a service or part of a service sanctioned as a separate unit;
- (j) **‘Chairman’** means the Chairman of the Board of Directors of the Corporation;
- (k) **‘Compensatory Allowance’** means an allowance granted to meet personal expenditure necessitated by special circumstances in which duty is performed and is payable during the period in which such special circumstances exist and which include fixed traveling allowance, conveyance allowance including HRA, CCA, Hill tract allowance, etc;
- (l) **‘Compensatory Holiday’** means holiday given to an employee in lieu of a Sunday or other holiday on which he is required to perform his duty;
- (m) **‘Competent Authority’** in respect of any Officer, in so far as any power delegated under these Rules is concerned, means the authority to which such power has been delegated;
- (n) **‘Corporation’** means the Kerala State Civil Supplies Corporation Limited registered under the Indian Companies Act, 1956 or as may be amended/replaced from time to time;
- (o) **‘day’** means a calendar day beginning and ending at midnight unless otherwise specified;
- (p) **‘Direct Recruitment’** means recruitment through Kerala Public Service Commission unless otherwise mentioned in the recruitment method as specified in the

Annexure to these Rules and includes those who are directly selected appointed by the Corporation;

(q) **‘Disciplinary Authority’** means the authority competent to inflict punishment on an employee of the Corporation.

(r) **‘duty’** means time during which an employee is engaged in work connected with the affairs of the Corporation and shall include joining time and the period of instruction or training which an employee undergoes and which is ordered by the competent authority to be treated as duty, casual leave or special casual leave duly sanctioned, authorized holidays coming between spells of duty and also, in respect of an employee permitted to attend an obligatory test or examination or training conducted by the Kerala Public Service Commission or Government or the Corporation of an institution authorized by the Corporation, the day during which the employee attended the test or examination and reasonable time required for the to and fro journeys to the place of examination;

(s) **‘Entry Post’** means the post to which an employee is recruited for the first time in the Corporation through Kerala Public Service Commission or by the Corporation, as the case may be;

(t) **‘equivalent qualification’** means any qualification having the same or equal value or acceptance approved by the Government or any of the Universities of Kerala;

(u) **‘experience’** means the experience in one or more of the different departments/divisions/posts of the Corporation except in the case of Entry level posts where experience in other organizations of Central or State Government, Public Sector Undertakings, reputed Limited Companies /Organizations;

(v) **‘family’** means and includes relatives mentioned below who are wholly dependent on the employee:-

- (i) Wife/Husband;
- (ii) Sons including step-sons and unmarried or widowed daughters including step-daughters
- (iii) Parents wholly dependent on the employee;

(w) **‘Full Member’** means a member of service of the Corporation who has been appointed substantively to a permanent post borne on the cadre thereof;

(x) **‘Good Service Entry’** means a reward issued in favour of an employee in recognition of his commendable service rendered to the Corporation;

(y) **‘Government’** means the Government of Kerala;

(z) **‘Gratuity’** means payment made in lumpsum to the employees of the Corporation at the time of cessation of their service in the Corporation , based on Salary, length of qualifying service, conditions of service, etc. and on certain approved principles, terms and conditions fixed from time to time;

- (aa) **‘Head Quarters’** means any place within a radius of 8 (Eight) KMs of the place of work of an employee;
- (ab) **‘holiday’** means any day declared as holiday by the Corporation and or notified as such by the Managing Director;
- (ac) **‘honorarium’** – means a recurring or non-recurring payment granted to a person as remuneration for special work of an occasional or intermittent nature;
- (ad) **‘inter se seniority’** means seniority of persons in accordance with the ranks obtained by them in selection.
- (ae) **‘joining time** means the time allowed to an officer to join a new post or travel to or from a station to which he is posted;
- (af) **‘Leave Salary’** means amount, if any, payable by the Corporation to an employee on leave for such period of leave;
- (ag) **‘Managing Director (M.D)’** means the Managing Director of the Corporation appointed by the Government under article 73 (1) of the Articles of Association of the Corporation and includes the Chairman and Managing Director appointed as such;
- (ah) **‘Management Cadre’** means the various categories of Managers of the Corporation from the Junior Manager level to General Manager;
- (ai) **‘Medical Attendance’** means the professional advice and care during sickness or injury to an employee at an authorized medical institution and which includes such surgical treatment as is available at the authorized medical institutions as also bacteriological, pathological, X-ray and other clinical examinations;
- (aj) **‘medicine’** means all medical preparations but does not include primary foods, tonic, vitamins, dentures, toilet preparations or disinfectants;
- (ak) **‘month’** means a calendar month;
- (al) **‘Notice Board’** means a board or boards exhibited at a prominent place

within the precincts of the Head Office of the Corporation or Regional Offices, or Depots or Units under it with the object of exhibiting letters, circulars, notices like tender/quotation or other communications or papers for information of any employee of the Corporation or employees or the person/persons/firms concerned;

- (am) **'PAY'** means the amount drawn monthly by an Officer as substantive pay or officiating pay including personnel pay, special pay and any other emolument specially classified as pay.
- (an) **'Performance Evaluation'** means the process of evaluation for promotion of the employees of the Corporation on the performance of an employee on the basis of the performance report of the employee by the Promotion Committee constituted by the Corporation or the Appointing Authority, as the case may be by means of interview or written test or whatever method as the Corporation may consider deem fit;
- (ao) **'Performance Report'** means the report on the performance, efficiency, dedication and integrity of the employee to the Corporation and on the basis of his work in terms of requirement of that job by the Assessing Officer annually or intermittently as and when the employee change station, division, post, etc.;

Note:

Assessing Officer for all Officers shall be the Officer one level above, who is directly supervising the work of the Officer reported upon. Reviewing Authority for all Officers shall be the next level Officer above the Assessing Officer of the Corporation unless otherwise specifically directed by the Managing Director. Managing Director will be the Accepting Authority for all Officers, in the Corporation;

- (ap) **'Permanent Employee'** means an employee who has been regularized in any one of the posts in service of the Corporation or who has been continuously in service for a period of over two years and whose probation has been declared against sanctioned/regular post, unless the appointment is temporary in terms of the orders issued in this regard;

- (aq) **‘Permanent post’** means a post carrying a definite rate of pay sanctioned without limit of term/period;
- (ar) **‘Probationer’** means a person appointed against a vacancy otherwise than as a temporary incumbent and who undergoes probation during the specified period of his service and during such extended period, if any, of such probation, in the post to which he is appointed;
- (as) **‘Promotion’** means appointment of an employee in any category or grade to a higher category or grade;
- (at) **‘Promotion Committee’** means the committee constituted under rule 57 of this Rules for the assessment of officers in the Management cadre constituted for promotion;
- (au) **‘Public Service Commission (PSC)’** means the Kerala Public Service Commission;
- (av) **‘Public conveyance’** means any mode of transport which plies regularly for transportation of passengers charging a fixed ticket charge and shall mean trains, buses, steamers and boats;
- (aw) **‘qualification’** means the minimum qualification for each post as specified in the Annexure to these rules;
‘recruitment committee’ means the committee constituted for selecting Officers for direct recruitment from time to time;
- (ax) **‘relinquishment of right’** means the right of any employee to relinquish in writing any right or privilege which he may be entitled under these rules and subject to the condition that such rights, once relinquished shall not be restored without the specific sanction of the Appointing Authority;
- (ay) **‘Rules’** means “Kerala State Civil Supplies Corporation Common Service Rules, or as amended, modified, replaced from time to time;
- (az) **‘Salary’** means the aggregate of basic pay, dearness allowance and other compensatory allowances and relief, if any, granted;
- (aaa) **‘Scale of Pay’** means the pay scale which has been made applicable to the different categories of the employees or officers of the Corporation by the Government or the Corporation.

- (aab) **‘Scheduled Caste/Scheduled Tribe and other Backward class’** in relation to appointment to the services of the Corporation mean the communities specified as such under the Kerala State and Subordinate Service Rules, 1958 ;
- (aac) **‘Selection Test’** means the test conducted by the Corporation or an authorized Government Agency as considered by the Board of Directors of the Corporation for the assessment of the eligibility of the candidate for appointment to a class, category or post in the Corporation;
- (aad) **‘Special conveyance’** means a motor car or motor cycle/scooter engaged or used by an employee during tour for which the entire cost of its use and propulsion is paid by the employee who performed the journey (i.e Taxi);
- (aae) **‘Special Pay’** means an amount granted as an addition to the pay of a post, in view of the arduous nature of work or special nature of the place of duty;
- (aaf) **‘Subsistence allowance’** means an allowance granted to an employee under suspension, pending disciplinary proceedings against him;
- (aag) **‘Superior/ Supervisory Officers’** in relation to an employee means another Officer of the Corporation who by virtue of his official position exercises direct control/supervisory control over the employee;
- (aah) **‘transfer’** means change of station or Headquarters of an employee to take up duties of another station;
- (aai) **‘Traveling Allowance’** means an allowance granted to an employee to cover expenses incurred by him for travelling in the interest of the Corporation;
- (aaj) **‘Unit’** means any Regional Offices, Depots, Sub Depots or other Establishments under the Corporation, other than the Head Office of the Corporation;

3. SEX & NUMBER.-

All expressions in the male gender in the Common Service Rules shall include its feminine derivation where the context so admits, and all expressions in singular shall also include their plural and vice-versa.

4. AUTHORITY TO INTERPRET AND IMPLEMENT THESE RULES.-

The Managing Director shall be the authority to interpret the Rules vests and who shall issue such administrative instructions as may be necessary to give effect to the

provisions of these Rules and for the proper discharge of functions of the Head Office and Units under the Corporation.

5. **MATTERS IN RESPECT OF WHICH NO PROVISIONS ARE MADE IN THE RULES.-**

The Managing Director shall decide, wherever necessary on matters relating to service conditions in respect of which no provision is made in these Rules and in case of need he may seek the approval of the Board of Directors.

6. **APPEAL AGAINST INTERPRETATION OF THE RULES.-**

An employee aggrieved by the interpretations of the Rules by the Managing Director, may appeal to the Board of Directors and the decision of the Board of Directors shall be binding on all concerned.

7. **DELEGATION OF POWERS.-**

Without prejudice to the provision of the Article of Association-

- (a) The Board of Directors may delegate to any Officer of the Corporation any of powers under these rules;
- (b) The Managing Director may delegate to any Officer duly authorized by him in this behalf any of the powers conferred on him under these rules except under rules 4

CHAPTER – II

8. **POWER TO FIX CADRE STRENGTH OF EMPLOYEES.-**

The Board of Directors shall fix from time to time the number of posts in each category or grade of its employees, in consultation with the Government, as provided in Article 72 (5) and 72 (5) (a) of the Articles of Association of the Corporation or as amended, modified or altered from time to time.

9. **CLASSIFICATION OF EMPLOYEES.-**

The Officers and employees in Regular employment of the Corporation shall generally be classified as follows mainly :-

(a) **Managerial Staff** – The officers from the level of Junior Manager to General Manager including Company Secretary wherein the Junior Manager is its lowest entry post and they are classified as follows:-

(i)	Junior Management level	Officer Level
	(a) Junior Manager/Programmer	- A
	(b) Asst. Manager	- B
(ii)	Middle Management level	
	(c) Dy Manager	- C
	(d) Manager	- D
(iii)	Senior Management level	
	(e) Asst General Manager	- E
	(f) Dy. Gen Manager	- F
	(g) Addl. General Manager	- F
	(h) General Manager	- G

(b) **Non-Managerial Staff** – All employees of the Corporation not included in the managerial staff are treated as non managerial staff and they are classified as follows:-

- (i) **Administrative wing-** all staff working in the Corporation in the administration side from the level of Clerical Assistant and upwards.
- (ii) **IT wing-** all staff working in the Corporation in the Management Information System from the level of System Support Officer and upwards.
- (iii) **Accounts-** all staff working in the accounts stream from the level of Accounts Assistant and upwards.
- (iv) **Trade wing-** all staff working in the Corporation in the trading stream from the level of Assistant Sales man and upwards.
- (v) **Medical wing-** all staff working in connection with the medical business of the Corporation

(C) **Supporting Staff-** the staff who come under Category of Personal Assistant/Typist/

Driver /Canteen employee of the Corporation and who do not coming under clause (a) and (b) above.

Note

(i) For the purpose of traveling allowance and for the purpose of delegation, the above Officers shall be further classified into various grades by the Corporation from time to time, if necessary.

(ii) For the purpose of such grading, pay includes Personal Pay and Special Pay in lieu of higher time scale of pay will be the criteria.

10 **WORKING HOURS.-**

(i) Managing Director or an Officer authorised by him in Offices, Depots, Sub Depots, Units or other place of work related to the Corporation and under the Corporation will be competent to regulate the working hours of the employees of the Corporation subject to any statutory rules for the time being in force.

(ii) Every employee shall at all times during the period of his service whether or not during the normal stipulated working hours, if required, be prepared and ready to carry out any lawful orders of his superior to the best of his ability and devotion to duty, even if it involves working beyond his normal working hours or place respectively.

(iii) Subject to necessity the authorities mentioned in sub rule(i) shall have the right to require an employee or class or group of employees to work extra time during any day beyond the prescribed hours of work.

11 **ATTENDANCE AND LATE COMING.-**

(i) All employees shall be in the office or work place at the time fixed and notified under Rule 10 and shall register their attendance by punching their cards or in other manner as may be notified on Notice Board, web site or in any other mode. An employee who arrives for work after the scheduled time shall not be admitted to work except, with permission of the authority concerned.

(ii) An employee will be allowed a grace period of 5 minutes at the start of the duty only once in 5 days.

(iii) If an employee is habitually late, he will be treated as habitual late comer and action will be taken as per rules.

(iv) Except in the case of sub rule (ii) salary for the period of absence due to late coming shall be deducted from the employee, who comes late for work.

(v) No employee shall be allowed to leave the work spot during working hours without prior permission of his superior officer.

(vi) Whenever an employee is allowed to leave the work spot, if the duration exceeds 10 minutes absence proportionate deduction will be made from his pay for the entire duration of the absence.

(vii) If an employee, after registering his attendance in the manner notified, is found unauthorisedly absent from his proper place or places of work during working hours in addition to the deduction from his pay as per sub rule vi for the duration of the absence, his absence will be treated as misconduct and action will be taken accordingly.

12 IDENTITY CARD/BADGE.-

(i) The Managing Director may, at any time, prescribe through Circulars or Office orders Identity Card/Badge for all employees or any section of employees, which may contain the Photograph of the employee, his name, number if any, category of job and such other details as he may specified and the same shall be signed by the Managing Director or an Officer authorised in this behalf.

(ii) Entry or exit to Head Office or units by the employees shall be with ID card or Badge and only through the gate or entrance notified for that purpose. Employees shall punch their cards or record the fact of entry/departure in such manner as may be prescribed by the Managing Director/other competent authority.

(iii) While in Office the Identity Card/Badge shall be carried or worn by the employee as per the instructions and shall be produced as and when required by the Security Staff or by his Superior Officers

(iv) If the Identity Card/Badge is lost the employee shall immediately explain the circumstances to the Officer who issued and who may on satisfaction and payment of Rs.100/- or the actual cost whichever is more as may be prescribed as the cost thereof, issue a fresh Identity Card/Badge to him. .

(v) The Card/Badge so issued shall remain the property of the Corporation and shall be surrendered on leaving service of the Corporation.

13 SEARCH.-

An employee may be detained searched on entering or leaving or at any time by Security Staff of the Corporation and/or such other person or persons appointed for this purpose. A female employee shall be so searched only by a female searcher. On entry and departure when demanded an employee carrying tiffin boxes, document cases, bags or other receptacles shall keep them open for inspection. From those who are searched the persons authorised to such duty shall have the right to seize, any article belonging to the Corporation/Units including articles for sale or distribution or display and also articles of the employee as they may consider dangerous to the personnel and or property of the Corporation. The persons authorized to search shall also have the right to detain at the gate, office or entrance or exit or any other premises, any article belonging to the employee which is not required by him for work/sales/distribution/display during his work, while the employee is within the premises of the Corporation or its Units.

14 DRESS.- The Corporation shall have the right to stipulate a dress code for employees or a class of employees within the premises of the Head Office or its Units and may issue Uniforms to any class of employees. The dress so stipulated or uniform issued may include footwear, head caps, gloves, apron, name badge, etc. The employee shall adhere to the stipulation and wear accordingly while entering the Head Office or Units and shall be worn them through out till they leave the duty place or unit premises. An employee shall report for duty only in proper dress in case no specific dress is stipulated. An employee, who is not in proper dress or uniform as the case may be may not be allowed admission for duty and in case he is some how enters, he may be required to leave and will result in the forfeiture of wages/pay for such absence.

15 SAFETY.-

All employees shall observe safety precautions and such instructions as may be issued from time to time by the MD or competent authority in this regard. Any safety equipment, machinery, gadget, provisions, stores, or consumables either for sale or for distribution,

display or any material provided for other purposes of the Corporation shall be handled safely, cautiously giving utmost care for not being destroyed, damaged or affected the preservation badly, wholly, or partly of its quality, quantity or affect the sales or work adversely. The employee concerned or any other employee or employees who may witness shall at once report the accidents, destructions, damage of any scale to the Head of the Unit or in his absence to the next Higher Officer and any negligence or lapse in their regularity shall be treated as misconduct and shall be liable for any loss sustained by the corporation and shall be recovered from the employee or employees concerned, with or without penalty.

Employees shall engage themselves only in the work for duty for which they have been posted and shall not enter any premises which they are not required to enter for the purpose of their normal or permissible or allotted duties nor shall they touch or tamper with any consumables, equipments, gadgets or such materials or items provided in the units for sales, distribution or display or other function of the Corporation.. Removal of guards, safety or security signs, seal, stamp or such devices or any consumables or items as aforesaid which are expressly forbidden shall also constitute misconduct.

16 STORES, STOCK AND STACK VERIFICATION.-

All the stores, stock and stack in the Units or Offices as the case may be shall be periodically verified physically and recorded or intermittently by those concerned or surprisingly, at the instance of the Managing Director/Competent Authority. Loss or damage or destruction or deterioration or like matters, if any, shall be treated as misconduct on the part of the employee/employees. The Officer in charge of supervision of the Unit or Division of the Corporation shall be held liable for supervisory lapse and he proceeded against such lapse. For any discrepancy in the value of stock, criminal prosecution may be initiated at the discretion of the Managing Director.

17 DUTIES AND OBLIGATION OF EMPLOYEES DURING WORKING HOURS.-

Every employee shall carry out the work or duty or responsibility for which he has been employed or any other task entrusted to him conscientiously and to the best of his ability and in accordance with any direction or general instruction given to him by the Managing

Director directly or through a delegated authority. However, considering the best interest of the Corporation the employee shall be bound to perform duty or activity or responsibility or task of another employee without waiting for the employee to attend the work.

For the items specified below,

Every employee shall be responsible for and shall be bound to take proper care of such items shall not be taken out of the premises nor conceal or attempt to conceal the Corporation or its Units without prior permission from the superior authority concerned.

(i) All consumables and other items for sale, distribution or display.

(ii) Files, documents, records and other property of the Corporation generally or specifically entrusted to him.

Every employee shall strive for the aflishment of corporation and do his work diligently complying various Rules, Orders, directions, as may be issued by the authority or authorities concerned. They shall behave and address courteously to the members of staff in general and to the customers in particular bearing in mind that the Corporation is a commercial institutions.

18 STRIKES.-

No employee shall participate in a strike unless notice has been issued to the Managing Director six weeks prior to the Notice. If ten or more employees acting in concert absent themselves without due Notice and without reasonable causes, deduction from their salary shall be made as provided in Sub sections (1) and (2) of Section 9 of the Payment of Wages Act, 1936. Even though an employee present in such place and if he refuses to work he shall deemed to be absent

The Managing Director however, shall also be competent to adopt the period of unauthorized absence of employees on account of participation of strike as “dies non”, as laid down under Rule 14 A of Part I of the Kerala Service Rules. During the period of 'dies non' the employee shall not be eligible for any pay and allowances and the same shall not be reckoned of Earned Leave. In the case of a probationer, the period of dies-non shall not counted for probation and may cause to extend the period of probation. In the case of a temporary employee in such cases his service may liable to be terminated forthwith.

19 APPOINTMENTS BY DEPUTATION.-

Where in the opinion of the Board of Directors it is necessary to fill up a post and a suitable employee is not available for such post under the prescribed 'Method of Appointment' specified in the Annexure of this Rule, the Managing Director may fill up such post temporarily by obtaining services of a person of other Public Sector Undertakings incorporated under the Indian Companies Act, 2013 in the services of the State Government/Central Government on deputation for limited periods subject to the rulings laid down under Rule 144 of Part I Kerala Service Rules.

PART – I (b)

EXCLUSIVE SERVICE OBLIGATION, DUTIES AND RESPONSIBILITIES OF ASSISTANTS SALES MAN

- 20** (1) An Assistant salesman will be posted as the OIC of an outlet of the Corporation and he shall be responsible for-(i) an outlet in charge in all respects
(ii)for stocks and cash and all matters connected with the management and administration of the outlet concerned.
- (2)He shall be not eligible for any charge allowances.
- (3)Every Assistant Salesman shall assist the Shop Managers of Retail outlets or such units in his day-to-day routine works, stock the commodities received from various source in the Retail Outlets or Units properly and to distribute/dispense the commodities to the consumers according to their requirement on payment of cost and behave politely and courteously to the customers as and when his service is required if they are posted in retail outlets/units.
- (4)The Assistant Salesman shall have joint responsibility and shall be responsible for the shortage of stock, if any, and other irregularities in stock in the outlets/units he is working.
- (5)Before starting business he shall clean/sweep the retail outlets/units daily and arrange the stock, as required in a business establishment or in accordance with the direction/instructions issued directly through a memo by of the competent authority concerned and he shall not engaged to appoint proxies for discharging his duties and the violation of which shall be treated as misconduct.

- (6) He shall remit Sales collection promptly and correctly in accordance with the directives as and when he holds the charge of OIC.
- (7) He shall do everything possible for the sales promotion and shall not issue substandard stock or bad quality stock.
- (8) He shall work in close liaison with the Shop Managers, if any and the Depot Managers and discharge his duties very carefully and faithfully as per the directions of the superior.
- (9) When an Assistant Salesman is posted in the Units or Super Market or Hyper Market, as the case may be, he shall wear uniform, if any, with name plates displayed on the left side just above the pocket.
- (10) The Assistant Salesman in the Petrol Bunk shall behave politely to the customers and issue the petroleum products to the customers in correct measurement and shall adhere to the restrictions if any as is needed for petroleum products.
- (11) He shall assist the Unit Managers/Assistant Managers or such persons of Unit or Depots in routine work and help Unit Managers/Assistant Managers or such persons of Units or Depots in handling the stock.
- (12) If necessary the Assistant Salesman shall attend the wagon clearance work as per the directions of the Superiors..
- (13) In Head Office/Regional Offices and similar offices, the Assistant Salesman shall be required to attend the work of Peons/Attendants
- (14) He shall have no right to insist that he will do only a particular type of work and or in a particular office/place.
- (15) He shall try to build a better public relations with the customers and while on duty he shall not indulge in political talk and engage in criticism against the Management/Government..
- (16) The technically trained Assistant Salesman shall also attend to other special duties of technical nature assigned to them in the Regional Office/Depots/Units in accordance to the direction of the superior officers, concerned.
- (17) Assistant Salesman shall serve or attend to any other job assigned to him by his superiors from time to time, other than the job in which he has been employed.
- (18) Every employee recruited as Assistant Salesman shall undergo training for the period which may be decided and fixed by the Managing Director or the Competent Authority from time to time.

PART - II
CONDUCT

21 **EXCLUSIVE SERVICE OBLIGATION OF THE EMPLOYEE.-**

(i) Except with the permission of the Managing Director in writing an employee in service including employees on leave shall not engage himself directly or indirectly on whole time or part time basis in any other profession or business or enter services of or be employed in any capacity by any other person, firm or Company, Government Department or any other organization, or make financial dealings with any person, firm or other organization having dealing with the Corporation; Provided that permission is not for receiving Prize or Award given for meritorious performance in cultural activities.

(ii) Any reward for literary or scientific work of any kind.

22 **SECURITY.-**

1. (i) Except with the prior approval of Managing Director in writing no employee shall disclose or cause to be disclosed any information or document in the normal course of discharge of his duties.

(ii) Disclose or cause to be disclosed any information regarding products, consumables, processes, contracts, quotations or tenders or on personnel appointments or recruitment, or any information on orders placed by or secured by the Corporation.

(iii) Engage in giving information or advice on the matters having a bearing on or relation to the activities of the Corporation.

2. Except with the prior permission of the Managing Director or immediate superior an employee shall carry with him to any place outside the premises of the Corporation, any paper, book, register, document, file or any other property belonging to the Corporation irrespective of whether such material is prepared by the employee or not.

23 **AGAINST CONSUMPTION OF INTOXICATING DRINKS OR DRUGS AND SMOKING OR CHEWING INTOXICATING DRUGS OR BETEL OR TOBACCO WITHIN PREMISES.-**

- (1) An employee shall strictly abide by any law relating to intoxicating drinks or drugs, in force in any area in which he may for the time being happens to be.
- (2) An employee shall not enter the premises of the Corporation under influence of any intoxicating drinks or drugs or consume such drinks or drugs during the course of his duty
- (3) An employee shall refrain from appearing in a public place including in any conveyance to which public have access, in a state of intoxication.
- (4). An employee shall smoke or chew betel within the premises of the Corporation

24. **EMPLOYEE TO PROMOTE INTERESTS OF THE CORPORATION.**-(1)Every

employee shall serve the Corporation honestly and faithfully and shall use his utmost endeavor to promote the interests of the Corporation.

(2)Every employee knowing or having reason to suspect any fraud or concealed act against the interest of the Corporation on the part of any person, whether a member of the staff or not, shall do his utmost to prevent or detect it and shall immediately report the matter to his Superior /Managing Director.

25. **EMPLOYEE TO OBEY DIRECTIONS OF HIS SUPERIOR OFFICERS.-** (1)Every employee shall devote zealously to his duties and to obey the directions of his Superior Officer or Officers.

(2) For the maintenance of general system of good administration, service and for the furtherance of the Corporation, he shall show courtesy, integrity and diligence in the discharge of his duties and at the same time, he shall exercise firmness in dealing with those under his authority or subordinate level in any manner, checking any disposition to irregularity or idleness or non-observance of these rules.

(3) In case of willful misconduct, insubordination or neglect of duty by those under his authority or subordinate level, he shall exercise his power to take such action as he is empowered and report the matter to the Managing Director, other Competent Authority designated by the Chairman and Managing Director.

26 **PRIVATE TRADING OR BUSINESS.-**

An employee shall not engage in any commercial business or pursued either on his own account, or as agent for others act as an agent for any Insurance Company or firm, be connected with the formation or management of a Joint Stock Company. Provided that

nothing in this rule shall be deemed to prohibit an employee from making a bona fide investment of his own funds in such manner as he may wish.

27 **OUTSIDE EMPLOYMENT AND PART-TIME WORK** .- (1)An employee shall not accept, solicit or seek any outside employment or office whether stipendiary or honorary without previous sanction of the Managing Director.

(2) An employee shall not undertake part-time work for a private body or person or accept reward thereof.

28 **CONTRIBUTION TO PRESS AND ELECTRONIC MASS MEDIA**.-

An employee shall not publish in any print media or make public through any electronic Mass Media like Radio, Television, Social Network Media, etc to press nor broadcast any document, paper or information, which may come into his possession in his official capacity, without the prior permission of the Managing Director.

29 **ABSENCE FROM STATION**.- (1) An officer of the level of Manager or above shall not leave his Headquarters without sanction from the Managing Director.

(2)Any employee in any other class/category other than the above shall not leave his Headquarters without obtaining previous permission of his immediate superior.

30 **PROHIBITION OF PECUNIARY TRANSACTIONS**.-

No employee shall have pecuniary transactions with individuals coming on contact with him in the course of his official duties or accept directly or indirectly, either on his own behalf or on behalf of any other persons, any gift, gratuity or reward from any person with whom he may have to deal with in his official capacity. Provided that this provision shall not be applicable for the borrowings by an employee on the security of his deposits, savings, insurance policies or documents from other institutions and individuals.

31 **EMPLOYEES ARRESTED FOR DEBT OR CRIMINAL CHARGES**.- (1)An employee who is arrested for debt or criminal charge and detained in custody for more than 48 hours shall be treated as unauthorized absent from the date of his arrest and shall be suspended forth with. An employee who is committed to prison for debt or convicted for a criminal offence shall be liable to be dismissed, if the conviction, in the opinion of the appointing authority, is consequential to a serious offence or one which causes disrepute to the Corporation.

(2)Where conviction of an employee is set aside by a Higher Court and the employee is acquitted honourably he shall be readmitted to service.

32. **TAKING PART IN POLITICS AND ELECTIONS.**-(1)An employee shall not be a member of, or be otherwise associated with, any political party or any organization which takes part in politics or subscribe in aid of, or assist in any other manner, any political movement or activity.

(2)An employee shall not take part or contest in an election to become a member of any legislative body or any local bodies like Panchayat, Municipal Council or Corporation., or recognized Trusts or C o-operative Societies.

33. **ACCEPTANCE OF GIFTS, GRATUITY, TESTIMONIALS, ETC.**-No employee shall except with the previous sanction of the Managing Director accept any gift, gratuity, testimonials, rewards, donation or such other monetary benefits from any person connected in service or contract or trade with the Corporation.

34. **SUBMISSION OF LANDED PROPERTY STATEMENT.**-All employees of the Corporation above the cadre of Assistant Sales Man shall submit a statement not later than 15th of January every year showing all the immovable properties which he stood possessed or in which he had an interest at the close of the preceding calendar year.

35. **TAKING OR GIVING OF DOWRY.**- An employee of the Corporation shall not accept or give dowry for his marriage or for the marriage of any member or dependent, of his family.

36. **POLYGAMOUS / POLYANDROUS MARRIAGES.**-An employee who has a spouse living shall not contract another marriage without first obtaining the permission of the Corporation, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable.

PART – III
GENERAL CONDITIONS OF SERVICE

37. **APPROVED CANDIDATES.**-(i) All appointments to the service of the Corporation at the first instance shall be made by the appointing authority on the advice of the Public Service Commission in respect of posts falling within the purview of the Commission and in all other cases by the appointing authority from a list of approved candidate prepared in the prescribed manner.

(ii) The inclusion of a candidate's name in any list of approved candidates for any service, class or category of the Corporation shall not confer on him any claim for appointment to the service, class or category.

38. **METHOD OF APPOINTMENT.**-

(i) Appointments to the posts in the service of the Corporation shall be made by methods as specified in Annexure to these Rules from candidates possessing qualifications prescribed in the Annexure on the advice of the Public Service Commission in respect of the posts falling within the purview of the Commission and in all other cases by the Appointing Authority from a list of approved candidates prepared in the prescribed manner.

(ii) Subject to the above, the following are the methods of appointment in service, class or category of the Corporation:-

(a) direct recruitment or selection from among employees, of the Corporation.

(b) promotion of person already in service of the Corporation, and;

(c) borrowing from State Government Departments or statutory bodies of State/Central Government Public Sector Undertakings as specified in Rule 19 and Annexure to these Rules.

(d) Appointment under dying in harness scheme may be decided by the Corporation.

39. **ELIGIBILITY FOR APPOINTMENT.**-

An employee eligible for appointment under the Corporation, if he satisfy the following

- (i) Unless otherwise specified for initial appointment to the services of the Corporation a person shall have completed eighteen years and shall not have completed thirty six years as on 1st day of January of the year in which recruitment is notified. Relaxation for a period of three years shall be given for O.B.C. and for five years to Scheduled Castes and Scheduled Tribes. Provided that the maximum age limit prescribed to the post of Dy.manager and Asst General Manager it shall be forty years & forty five years respectively .
- (ii) One must possess special and general qualification and performance result as prescribed in the Annexure-I to these rules and produce such satisfactory proof thereof as may be required by the appointing authority.
Provided that an employee who does not possess the qualification prescribed for the category to which he is appointed, and who is already in service as on the date of coming into force of these rules, shall be deemed to be on service of the Corporation in the category in which he serves and his services may be continued as specified in the Annexure-I of these rules.
- (iii) One must be of sound health, good habits and free from any bodily defect or infirmity rendering him unfit in the opinion of the appointing authority for proper discharge of the functions of the post to which appointment is proposed unless otherwise specified.
- (iv) The appointing authority must be satisfied of character and antecedents of the candidates by such methods as may be prescribed by the Board of Directors in this behalf in addition to the certificate prescribed under rule 43.
- (v) Appointment by promotion/by transfer/on deputation will be further subject to the Rules and as prescribed in the Annexure of these rules.
- (vi) The whole time of a Corporation employee shall be at the disposal of the Corporation.

40. **APPLICATION OF PRINCIPLES OF RESERVATION:**

The principles of reservation in appointments to the services of the Corporation will be the same as laid down in rules 14 to 17 of Part II of the Kerala State and Subordinate Services Rules.

41. **DATE OF BIRTH:**

Every candidate shall be required to produce proof of date of birth in original as prescribed by the Public Service Commission or the Corporation to the satisfaction of the appointing authority at the time of appointment. Date of birth once entered in the Service Register or in any record of the Corporation shall not normally be altered except in the case of clerical errors. However in exceptional cases, on merits correction of date of birth may be considered by the Board of Directors.

42. **CERTIFICATE OF HEALTH:**

No person shall be permitted to join the service of the Corporation, unless he has been certified by a Government Medical Officer, not below the rank of an Assistant Surgeon to the effect that he is of sound health and physically fit to discharge his duties. However the appointing authority may dispense with production of Medical Certificate in individual cases/in the following cases and exempt any specified class of employees from the operation of this rule. The four categories of persons exempted are:-

- (i) Special recruitment for physically handicapped/differently enabled persons through PSC but PSC if otherwise instructed the matter may be proceeded with accordingly.
- (ii) An employee in service other than Assistant Salesman or Last Grade appointed in a temporary vacancy of less than six months' duration.
- (iii) Assistant Salesman/Last Grade appointed in a temporary vacancy of less than 12 months' duration.
- (iv) A retired employee re-employed immediately after retirement.

43. **VERIFICATION OF CHARACTER AND ANTECEDENTS:**

The candidate shall furnish at the time of initial appointment a Certificate of Character from two responsible persons or Gazetted Officers of the Government not related to the candidate.

44. **EVIDENCE OF QUALIFICATION:**

Every candidate at the time of his appointment except in the case of promotion to the service of the Corporation, shall furnish certificate or evidence of educational and other qualification prescribed in the Annexure of these Rules.

45. **DISQUALIFICATION FOR APPOINTMENT:**

A person who has been compulsorily retired, dismissed or removed from the service of any Government Department, Public Sector Undertaking or Co-operative Society or convicted by a Court of Law for any criminal offence involving moral turpitude, shall not be eligible for appointment or continuance in the service of the Corporation.

46. **SECURITY:**

Where the Board of Directors has resolved that the holder of a post shall deposit security and/or execute a security bond or furnish a fidelity insurance for due performance of duties, no person shall be eligible for appointment to such post unless security deposit is made and/or bond executed or a fidelity insurance furnished.

47. **NATURE OF SERVICE:**

Service under the Corporation shall be generally classified as

(i) Probationary (ii) Regular.

48. **PROBATIONARY SERVICE:**

A person appointed to a post on probation shall be deemed to be holding the post temporarily till such time as his probation is declared or terminated.

49. **REGULAR SERVICE:**

An employee whose probation is declared shall be holding the post on a regular basis.

50. **PROBATION:**

An employee initially appointed to the service of the Corporation as a probationer shall be on probation for a period of two years within a continuous period of three years from the

date on which he joins duty. In the case of an employee promoted from a lower post to a higher post on seniority basis or by transfer method based on the eligibility criteria prescribed in the Annexure to these Rules, such employees shall be on probation for a period of one year within a continuous period of two years.

If a person appointed on probation does not make satisfactory progress within the period of probation, his probation may be extended by an equal period or such shorter period as may be considered necessary to attain the expected standard. If he fails to attain the required standard even after the extended period, he will be discharged. He is also liable to be discharged before expiry of the probation period ends if the appointing authority finds that he is not fit for duty.

51. **TERMINATION OF PROBATION:**

At any time during the period of probation or extended period of probation or anytime before satisfactory completion of probation is declared by a written order to that effect, the appointing authority considers that the employee is not suitable for regular appointment to the post, the employee may either be discharged/reverted to a post regularly held by him prior to promotion, after giving an opportunity to the employee to show cause against such action. However, before such discharge or reversion the decision of the appointing authority is required.

52. **DISCHARGE/REVERSION DURING THE PERIOD OF PROBATION:**

During the period of probation or extended period of probation, an employee may be discharged from service in the post to which he was appointed on probation, or reverted to a regular post held by him prior to promotion for want of vacancies. Such discharge/reversion shall be in the order of Juniority in case more than one employee is holding the post on probation.

53. **DECLARATION OF PROBATION:**

If the probation of an employee has not been declared in writing by the appointing authority he shall be deemed to continue on probation.

54. **SALARY OF DISCHARGED/REVERTED EMPLOYEE:**

An employee discharged/reverted during the period of probation shall not be eligible for salary for the remaining period of probation in the post from which he was discharged/ reverted.

55. **COMMENCEMENT OF SERVICE:**

Service of an employee shall be counted from the first working day on which he reports for duty before noon in a post at the place intimated to him by the appointing authority and failing which from the next working day if he so reports for duty in the afternoon.

56. **CESSATION OF SERVICE:**

Service in a post shall be deemed to have ceased with effect from the same day where cessation of service in a post is in the forenoon and from the next day, if the cessation is in the afternoon.

57. **PROMOTION:**

Promotion shall be based on service, seniority and suitability. A member temporarily promoted under this rule shall not by reason only of such promotion, be regarded as a probationer in the category to which he has been promoted, or be entitled to any preferential claim to future promotion. An employee promoted to a category from a lower category, i.e. feeder category shall not lose right for promotion to another category for which such lower category is a feeder category and his services in higher category shall count for seniority/probation in the lower category.

Provided that where a pass in suitability or departmental test has been prescribed for any category, grade or post therein or in any class thereof and if an employee belonging to scheduled castes or Scheduled Tribes who has not passed the test but is otherwise qualified and suitable for appointment to such class, category, grade or post he may be appointed temporarily.

Provided a pass in suitability or departmental test if any is newly prescribed by the Corporation, after through the introduction of these Rules for any category, grade or post therein or in any class thereof a member of the Corporation service who has not passed the said test but is otherwise qualified and suitable for appointment to such class, category, grade or post may, within two years of the introduction of the test, be appointed temporarily.

Such temporarily appointed person, if reverted for not passing the test within the period of exemption, shall not, by reason only of the appointment within the period of exemption be entitled to any preferential claim to future appointment to the class, category, grade or post as the case may , to which he has been appointed.

PROMOTION BY SELECTION:

The Board shall constitute a promotion committee consisting of minimum of three members one of which shall be a person nominated from the Board of the Corporation. There will be different levels of promotion committee for different levels of promotion as given below.

Asst. Manager to Deputy Manager MD, 2 other persons to be nominated by MD having expertise in the field and having sufficient seniority & experience. The persons nominated could be from senior officials of the corporation or external experts.

Manager to General Manager MD & 2or more Directors nominated by the Board.

The promotion committee shall make a select list based on the marks obtained in the performance evaluation criteria given below.

(i) Marks for performance appraisal

Marks for performance appraisal will be based on the following criteria. Maximum marks available for performance appraisal is 30 as detailed below.

Rating	Marks
Outstanding	30
Very good	24
Good	18
Fair	12
Poor	0

Performance of previous 4 years will be considered for the purpose and average worked out. In case of difference in assessment by Reporting Officer / Review Officer/ Accepting Officer, assessment of Accepting authority will be considered.

(ii) Potential Appraisal Form

Name:
Promotion Post

Present Post

Sl. No	List of critical Attributes	Marks Obtained (Maximum 2 for each point)
1	Decision Making Ability	
2	Risk Taking Ability	
3	Communication and Presentation Skills	
4	Creativity, Innovativeness, Long term vision &perspective	
5	Team Building, Empathy & Discipline	
6	Quickness in responding to situation	
7	Inter-Disciplinary Orientation	
8	Knowledge in the field of specialization	
9	Understanding of External Environment	
10	Visibility /Reputation / Professional /Regional & National Levels	
	Total Mark(Out of 20)	

(iii)Assessing Authority or Reviewing Authority

Maximum marks available for potential appraisal is 20 at the rate of 2 marks per each of the 10 attributes shown above(10X2)

(iv)Selection shall be made on the basis of marks obtained in the above criteria. A minimum of 30 marks is required to be eligible for promotion.

(v) Persons included in the select List shall be ranked in the order of merit

The validity of the select list shall be for one year from the date of publication of the select list.

(vi) Appeals, if any against the decisions of the promotion Committee may be filed to the Board within one month of the publication of the select List, and the Board shall consider and dispose off such appeals.

(vii) Claims of persons superseded previously shall be considered whenever a new select list is prepared.

(viii) The promotion committee will assess the short listed officers on the critical attribute given above. The rating sheets will be independently prepared by the committee members. The assessment sheet will be given in a sealed envelope to MD and all the sealed envelopes will be opened in the presence of attending promotion committee members. The rating will be consolidated and averaged to arrive at the final marks.

(ix) The promotion Committee shall make a Select List based on marks obtained in the performance evaluation criteria and personal interview, A minimum of 30 marks required for probation by selection.

(x) Officers found unfit for promotion by Selection shall acquire eligibility after two years for reconsideration for promotion by selection thereupon. All the procedures outlined above shall be repeated.

58. TEMPORARY PROMOTION:

Where it is necessary in the interest of the Corporation owing to an exigency which has arisen to fill immediately a vacancy in a post borne on the cadre of a higher category in the same class prescribed in these Rules, from a lower category and there would be undue delay in making such promotion in accordance with these Rules, the Appointing Authority may promote a person otherwise than in accordance with rules, temporarily.

Provided that before a person is promoted under this rule, persons who are admittedly senior to him in the category, in the class shall also be promoted, even if they are absent from duty, whether on leave, (other than leave without allowances for taking up other employment) or on foreign service or on deputation or for any valid reason (except due to suspension) and allowed to continue as such subject to the condition that persons so promoted shall not be eligible for the higher time scale of

pay by virtue of such promotion unless otherwise specifically resolved by the Board of Directors on valid reasons.

59. **SERVICE ON TEMPORARY PROMOTION COUNTING FOR PROBATION:**

A probationer in any category of the service of the Corporation who is promoted temporarily under Rule to a higher category in the same class shall be entitled to count towards his probation, if any, in the former category, the period of duty performed by him in the latter category during which he would have held a post in former category but for such temporary promotion.

60. **REGULARISATION:**

No person appointed to a post on probation or promoted to a higher post shall be regularised unless he had satisfactorily completed the period of probation and he will be considered only as a probationer till such time as the Appointing Authority orders regularisation of service in the category.

61. **RETENTION AND SUSPENSION OF LIEN :**

- (1) Two or more persons cannot be appointed substantively to the same permanent post at a time.
- (2) One person cannot hold lien in more than one post at a time.
 - (a) An employee cannot be appointed on permanent basis to a post on which another person has lien
 - (b) An Officer ceases to hold lien previously acquired, when he acquires lien in a second post
- (3) Lien once acquired will remain:-
 - (a) While performing duty in that post
 - (b) While on foreign service
 - (c) While on leave
 - (d) While holding a temporary or officiating post
 - (e) During joining time unless the transfer is on an appointment
 - (f) While under suspension
 - (g) While undergoing training
- (4) The Corporation may suspend the lien-

- (a) When a permanent employee is appointed on substantive basis to a post in another cadre,
- (b) When an employee having lien is appointed on substantive basis to a higher post in the regular line of promotion,
- (c) When an employee having lien is appointed permanently to a post where another person has suspended lien.

62. **SENIORITY OF DIRECT RECRUITS:**

(1) There shall be separate seniority list for each category of posts.

(2) Seniority of a person in a cadre shall be determined by the date of first effective advice of the Public Service Commission for Public Service Commission recruits and the date of the order of appointment with regard to the existing or non Public Service Commission recruits.

(3) If two or more persons are included in the same appointment order, the relative seniority shall be fixed according to- 1. the order of advice of the Public Service Commission in the case of PSC candidates. 2. In the case of non PSC appointees the order in which their names are arranged in the select list.

Provided that: seniority of an employee who does not join a post within a period of two weeks from the date of receipt of the order of his appointment shall be determined by the date of his joining duty, unless the appointing authority is satisfied that he could not join duty due to reasons beyond the control and also specifically order that his seniority shall be reckoned in accordance with the advice of the Public Service Commission or as per the rank obtained in selection list, if any.

(4) There shall be no entry level posts other than those mentioned in the Annexure to these Rules with effect from the date of introduction of this Rule or the effective date as may be specifically denoted.

63. **SENIORITY OF PERSONS APPOINTED TO A CADRE BY PROMOTION:**

Seniority of a person appointed to a post by promotion will be determined by the date of order of Promotion provided, he joins the higher post to which he is promoted within the

admissible joining time. Otherwise his seniority will be reckoned with effect from the date of joining duty only.

Provided that : In cases where the promote was not able to join duty within the permissible joining time due to reasons beyond his control, the Appointing Authority may assign seniority by order as though he joined duty within the permissible joining time.

64. **INTERSE SENIORITY:**

Inter se seniority of persons selected for appointment by promotion shall be in accordance with the ranks obtained by them in the selection.

65. **TERMINATION OF SERVICE OTHERWISE THAN AS A DISCIPLINARY MEASURE.-** (1)The services of an employee who is on probation may be terminated after giving One month's Notice or payment of One month pay in lieu there of.

(2) Employees who are regularised may be retrenched from service on abolition of posts or on discontinuance of units/set-backs affected the furtherance of the Corporation due to the reasons beyond the control of the Management or the authority concerned after giving notice of one month or wages in lieu there of and such retrenchment from service shall be in the order of juniority of employee holding the post in a particular category.

Provided also that, if there is a lower post on which the employee holds a lien he shall be reverted to such lower post instead of being retrenched in the order of juniority and no compensation shall be payable in respect of the post from which an employee was reverted for want of vacancy.

66 **DISCHARGE FROM SERVICE ON MEDICAL GROUND:**

(1) An employee whether regularized or not may be discharged at any time by the appointing authority, if he is found by a Medical Board to be physically or mentally unfit for work.

(2)The appointing authority may if possible, at his discretion, provide such employee with an alternative post for which he is considered fit.

(3) Discharge from service on medical grounds will not be deemed to be a disciplinary

measure.

67. **TRAINING:**

Every fresh entrant selected for appointment to and promotees may required to undergo such training or orientation or reorientation course for a specified period as may be prescribed by the Training Division/H.R.Division/Board of Directors of the Corporation.

(2) All the Assistant SalesMan, Junior Assistant, Junior Manager and all other entry level posts at the time of first appointment shall have to undergo a comprehensive training programme for a period as specified by the Corporation including class room study, market study, market survey, field exposure, creation of consumer friendly, idealistic attitude etc. and successful completion of training shall be obligatory.

(3) The Corporation shall arrange such training at various levels to all members of service of Corporation also Deputation staff irrespective of category/class/posts/grade.

68. **OBLIGATORY TEST:**

Every person shall after initial appointment to any class/category/grade of post pass the prescribed test/examination/selection test/suitability test as may be prescribed by the Corporation within the probation period or specified period, failing which the appointing authority may terminate his service or extend the period of probation or revert him to a lower category or grade from which he was promoted.

69. **RELAXATION OF TIME FOR PASSING TESTS:**

When a test is newly prescribed or introduced, an employee will be allowed a maximum of two years time or three chances whichever is beneficial to pass the test and during the period of such relaxation he may be granted temporary promotions subject to reversion if he fails to acquire the test qualification within the period of relaxation.

Note. For the purpose of this rule, three chances would mean three occasions in which the tests are conducted.

70. **RESIDENTIAL ADDRESS AND PRODUCTION OF PERSONAL PARTICULARS:**

(1) An employee while joining service shall furnish his permanent as well as temporary address of communication at which he is resident during service and shall also furnish change if any there after.

(2) Any employee proceeding on leave shall furnish his address of communication while on leave in his application for leave.

(3) If a communication is sent to such address and is returned for want of addressee such communication will be exhibited on the Notice Board of the Office/Unit in which he last served and it will be deemed to have been duly served upon and received by the employee.

71. **OFFICIATING APPOINTMENTS/CHARGE ARRANGEMENTS:**

(1) The Managing Director may, by written order require an employee to officiate in a higher post and during such period of officiating, the employee will continue in the lower of the scales of pay of the post concerned. For the period of officiating charge allowance may be paid, if eligible for under Rule This arrangements shall not exceed three months, which may be further extended by the Board of Directors in exceptional circumstances. Such arrangements will be terminated as early as practicable and an employee will not entitled to any right or performance for promotion to a post by reason of his having officiated in the post previously.

(2) A unit head shall also be authorised to make such charge arrangements in writing to his subordinate level for the smooth functioning of his unit for a brief period, not exceeding a week with the prior approval of his immediate superior officer concerned. The period exceeding such limit will not come under his competency.

(3) In peculiar circumstances Compensatory allowance, may be granted as per orders or circulars issued from time to time.

72. **MAINTENANCE OF SERVICE RECORD AND PERSONAL FILE:**

A service record register of every employee shall be maintained in such form as may be prescribed. A personal file or incumbent register shall also be maintained in respect of each employee in the prescribed manner containing record of all important events during his service under the Corporation.

73. **TRANSFERS AND POSTING:**

Managing Director may at any time, for administrative reasons or such other reasons other than general transfer, if any transfer an employee holding a post under the Corporation and thereupon the employee shall join the post to which he is transferred.

Provided further that internal rearrangements of work and transfer of personnel within a unit may be effected by the Officer in overall charge of the Unit.

ART – IV

JOINING TIME

74. Joining time treated as duty for all purposes may be granted to an employee to enable him
- (a) to join a new post at a new station to which he is appointed while on duty in another post at another station.
 - (b) to join a new post on transfer or promotion:-
 - (i) on return from earned leave; if a transfer has been effected from his old post during the period of leave
 - (ii) when he has not had sufficient notice of his/her appointment to the new post, on return from leave other than that specified in sub-clause above.

75. **TRANSFER NOT INVOLVING CHANGE OF STATION:**

An Employee transferred from one post to another involving a change of premises of work shall join duty in the new post on the day next to the date of relief from his former post, if the new premises in which he has to work is situated within a radius of 20 KMs or within the limits of the Municipal Corporation/Town/Panchayat of the old station.

76. **TRANSFER INVOLVING CHANGE OF STATION:**

For transfers involving change of station beyond 20 KMs or beyond the limits of the Municipal Corporation/Town/Panchayat, six days will be allowed for preparation and in addition the time required for journey by the shortest/easiest route. Admissible time for actual journey will be as follows:-

- (a) For journey by rail – One day for each 500 KMs

(b) For journey by road - One day for each 150 KMs

Note. A day is allowed for any fractional portion of any distance prescribed in these clauses. Holidays and Sundays will not be excluded for the purposes of calculation of admissible joining time. Where holidays follow the joining time, the normal joining time will be deemed to be extended to cover such holidays.

77. **JOINING TIME TO EMPLOYEES ON LEAVE:**

(a) If an employee is appointed to another station while on earned leave, he is entitled to joining time calculated from his old station in addition to the earned leave. Should the employee join the new station before the expiry of leave plus joining time admissible, the period falling short of such leave not availed and a corresponding portion of the leave sanctioned should be canceled/credited to the employees leave account.

(b) If an employee takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post will be included in his leave. On expiry of the leave, the employee is allowed only normal joining time.

78. **JOINING TIME TO EMPLOYEES ON REQUEST TRANSFER:**

The time allowed for preparation shall not be allowed for transfer made on request of an employee. However, regular leave under leave rules may be granted by the Appointing Authority at his discretion to cover the time for preparation up to three days if so requested for by the employee.

79. **REGULATION OF JOINING TIME:**

Joining time cannot be claimed as a matter of right. Owing to administrative exigencies the Joining time as admissible under these rules may be curtailed at the discretion of the appointing authority/authority issuing transfer order.

80. **OVERSTAYAL OF JOINING TIME**

An employee who does not join the new post to which he is transferred or appointed within the joining time admissible shall not be entitled to any pay or leave salary for the period of absence beyond the joining time. Wilful absence from duty after expiry of joining time will be treated as breach of responsibility entailing disciplinary action.

81. **EXTENSION OF JOINING TIME:**

(1) The Appointing Authority may grant extension of joining time in deserving cases on request by the candidate advised by the PSC to a new entrant up to a period of 45 days from the date of appointment order.

(2) If the period exceeds 45 days, it shall be referred to Government
Provided that; In any case, extension of joining time beyond 45 days will not be reckoned for seniority.

82. MODE OF GRANTING JOINING TIME –

(1) **During transfer the joining time is admissible** No joining
When there is no change of office or building time

(ii) If the distance from the old station is less than 20 KMs : One day

(Note If an employee is *relieved from the old station in the AN of Saturday, the next day ie Sunday will be counted as a day for this purpose*)

(iii) If the distance exceeds 20 kms or more transfer exceeds 20 kms or more transfer shall be held to involve a change of station, only when the distance between two places is 20 KMs or more as specified in Rule

(2) In the case of transfer Sundays are excluded for the calculation of joining time.

(3) When holidays follow the joining time, the normal joining time may be deemed to have been extended to cover such holidays

(4) When transferred while on transit, a second preparation time will not be allowed

(5) If transfer is subsequently canceled, while the employee is in transit the period between the date of relief and rejoining duty shall be treated as joining time.

- 8 When transferred while on Earned Leave, the employee has to join duty at the new place, only after the expiry of leave and admissible joining time. If he joins duty at the new station, before the expiry of leave, the un availed portion of Earned Leave will be reduced by the admissible amount of joining time.

PART – V

RESIGNATION, SUPERANNUATION AND VOLUNTARY RETIREMENT

83. RESIGNATION:

- (i) Subject to the terms and conditions in the order of appointment no employee shall leave or discontinue service under the Corporation without submitting 30 days prior notice of Resignation in writing.
- (ii) The Appointing Authority, may at its discretion allow an employee to be relieved or be discontinued from service after giving a shorter notice than prescribed, Provided he pays a sum equivalent to his pay and allowances for the period of deficiency in the period of Notice.
- (iii) Resignation from service shall be accepted only after settling all the liabilities outstanding against the employee
- (iv) Resignation will entitled forfeiture of any claim related to the service rendered by him under the Corporation.
- (v) A resignation will become effective only after its acceptance by the Appointing Authority

84. SUPERANNUATION:

An employee shall retire from the services of the Corporation on the last day of the month in which he completes 58 years of age or as per the orders issued by the Government from time to time.

Provided that the Board of Directors may, under special circumstances for reasons to be recorded in writing, allow extension of service for a period of one year at a time subject to a maximum of two years, with the concurrence of Government.

Provided that where an employee has earned leave at his credit as on the date of retirement and had applied for such leave on a date which would have enabled the leave to be availed of before superannuation, but has been refused such leave in writing, and it has been specifically recorded that this was done in the exigencies of service, he may be permitted to avail himself of the leave and in that case he will be deemed to have retired from the service of the Corporation on the expiry of the leave.

Every employee shall ordinarily be eligible for the benefits of retirement as the Board may prescribe/resolve from time to time.

85. **VOLUNTARY RETIREMENT:**

An employee may at any time after the completion of 20 years of qualifying service under the Corporation voluntarily retire from service before completion of 58 years of age, with the prior approval of the Appointing Authority provided such employee shall submit his request in writing to the Appointing Authority at least three months prior to the date of effect with which he desires voluntary retirement. Relaxation to the above can be allowed in deserving cases by the Managing Director. Such employees will also be eligible to get retirement benefits for the qualifying service upto such date of voluntary retirement as the Board or the competent authority may prescribe/resolve from time to time. No rounding of qualifying service is permissible. No notional fixation of pay on the basis of service added as weightage in such cases.

86. **SERVICE CERTIFICATE:**

An employee leaving the services of the Corporation by retrenchment, termination, discharge, resignation or retirement including voluntary retirement shall be eligible for a Service Certificate showing the posts held under the Corporation and the duration of his service in each of such posts.

CHAPTER – III

PAY, ALLOWANCES AND MEDICAL REIMBURSEMENT

87. **PAY AND SCALE OF PAY:**

The pay or scale of pay of posts under the Corporation shall be fixed by the Board of Directors in consultation or as per orders of the Government. During the entire service of an employee, there may occur six occasions to fix his pay, as shown below:-

- (i) At the time of his first joining duty
- (ii) When promoted or appointed to a higher post
- (iii) When scale of pay is revised
- (iv) When the post of an employee is upgraded
- (v) When transferred/down graded to a post carrying lower or equivalent scale of pay.
- (vi) At the time of time-bound grade promotions.

88. **REVISION OF SCALES OF PAY OR PAY:**

Normally the existing scale of pay or pay and allowances of the employees of the Corporation are revised by the Government at the appropriate time as recommended by the Managing Director as resolved by the Board of Directors. In such case, no modification or alteration to the revision once ordered by the Government is permissible under any circumstances by the Corporation unless the Government orders otherwise.

89. **APPOINTMENT TO BE MADE ON THE MINIMUM PAY IN THE TIME SCALE:**

Any person appointed in a post under the Corporation shall draw as his initial pay, unless provided otherwise in his appointment order, the minimum pay of the time scale of the post or the fixed pay of the post, according as the post to which he has been appointed carries a time scale of pay or a fixed pay, which will be intimated through the order of appointment.

90. **FIXATION OF PAY ON APPOINTMENT TO HIGHER CADRE/GRADE:**

A. Where an Officer holding a post in a probationary or regular capacity is promoted to another post carrying higher time scale of pay, his initial pay in the higher time scale of pay shall be fixed at a stage in that scale above the pay notionally arrived at in the lower time scale of pay by notionally increasing the actual pay drawn by him in the lower time scale by one increment in that scale. A similar re fixation will be allowed when there is change in pay in the lower post on accrual of increment, if the employee would have continued in the lower post, but for the promotion.

- B. When an employee drawing maximum of scale of pay is appointed to a higher grade or post, the notional increase will be increment preceding the maximum of the lower scale, and then fixation at next stage in scale of the higher post will be permitted.
- C. The fixation of pay on promotion or appointment to higher post shall be done as per rules 28,37(a) and 28A of the Kerala Service Rules

91. **GENERAL APPLICATION OF FIXATION:**

- (i) Pay fixed in the higher post should not be lower than or equivalent to the pay in the lower post.
- (ii) Notional increment is allowed only under Rule 28A.
- (iii) Pay once drawn in a post shall not be reduced on a subsequent occasion after a reversion
- (iv) Broken period will be reckoned for granting increment
- (v) Special pay granted instead of higher time scale of pay will be counted for fixation of pay provided the employee has been drawing it for a minimum period of three years on the date of promotion.
- (vi) Initial fixation alone is allowed in the case of appointment to higher post while working in a lower post.
- (vii) The anomaly that the Junior would get re-fixation by virtue of officiating promotion, is removed temporarily, by extending the monetary benefit equivalent to the re-fixation to senior on substantive promotion also, till the senior is reaching equal pay by getting normal increment.
- (viii) The rate of biennial increment is to be treated as the rate of annual increment for reckoning notional increment.
- (ix) The rate of increment last drawn will be the rate of notional increment when promoted/appointed while drawing maximum of a time scale of pay.
- (x) Rule 28A is applied in all cases where Rule 28 or 37(a) is not applicable.
- (xi) Re-fixation is not allowed when promoted while drawing maximum of Lower Time Scale of pay.

- (xii) Refixation is admissible in a case where the employee promoted reaches the maximum of Lower Time Scale before getting increment in the post to which he is promoted.
- (xiii) When the pay fixed comes to the above the maximum of scale of pay of higher post, it should be limited to the maximum of that scale.
- (xiv) If promoted to more than one post on the same date, or given promotion direct to the higher post without officiating in the intermediary post, pay in the higher post will be fixed after giving notional fixation in the intermediary post; but no refixation is allowed.
- (xv) If there is personal pay in the lower post, pay in the higher post will be fixed ignoring the personal pay. The Personal Pay will be decreased by the increased amount of pay.
- (xvi) If there are series of increment bar the first order will be given effect to first and then given effect to the next increment.
- (xvii) Stagnation increments are to be reckoned for fixing pay in regular as well as time bound promotions (No refixation)

92. **FIXATION OF PAY ON CHANGE OF SCALE OF PAY:**

When the scale of a post is revised the pay of an employee shall be fixed at the minimum of the revised scale of pay or if his pay in the old scale is higher than the minimum of the revised scale of pay, at the next higher stage in the new scale.

93. **WHEN PAY ACCRUES AND CEASES:**

The date of accrual and cessation of pay in a post will be determined with reference to commencement or cessation of service under Chapter II of these rules.

94. **PAY WHEN BECOMES PAYABLE:**

Pay and allowances due to an employee in respect of service rendered by him during any month shall become payable on the last working day of each month or as decided by the Managing Director from time to time. Pay remaining undisbursed will be disbursed on a

day notified by the Managing Director or the Officer concerned during the succeeding month.

Provided, however, that the Managing Director may authorise the disbursement of salary on any earlier day for any special reasons/event therefore, which shall be recorded.

95 **PAYMENT ON DISCONTINUANCE AND DUAL PAYMENT:**

Pay and allowances shall not be payable for a part of a month to an employee who leaves or discontinues his service in the Corporation without due notice as laid down in these rules during a month, unless such notice has been waived by the Managing Director. The pay and allowances of an employee leaving the Corporation during the course of a month may however, be disbursed on the day on which he relinquished charge of his post or any other succeeding day provided however, that there are no liabilities against him.

More than one person cannot draw pay for one and the same post unless one of them is absent from duty.

96. **INCREMENTS:**

- (1) An increment will fall due on the expiry of the qualifying period unless withheld by an order of competent authority, and will be payable with effect from the 1st day of the month in which it falls due unless declaration of probation is a precondition for its accrual.
- (2) In computing qualifying period for sanctioning increment, periods of suspension not treated as duty, unauthorised absence, period of overstayal of joining time and leave on loss of pay exceeding 60 days otherwise than on Medical Certificate shall not be reckoned as duty and due date of increment will be correspondingly postponed.
- (3) The monetary benefit of an increment falling due during a period of leave will accrue only on rejoining duty.
- (4) If an employee holding a post on probationary, or regular basis is appointed to a higher post, the period of service in the higher post shall count for increments in the

- time scale applicable to the lower post. An employee discharged from service or want of vacancy and re-appointed after a break in service to a post on the same time scale, can count his service in that scale before discharge, for purposes of increment.
- (5) An employee whose services are probationary or regular, if reverted from a post for want of vacancy, when re-appointed to the same cadre on probationary or regular basis will count his past service if in identical time scale, for purposes of increments.
- (6) A probationer whose period of probation is two years shall be entitled for the first increment in the time scale of the probation post on completion of the eligible period for an increment. The subsequent increment shall be drawn only with effect from the date on which he declared to have completed his probation.
- (7) Employees whose probation period is one year, the first increment in the scale of pay shall be drawn with effect from the date on which he declared to have completed his probation.
- (8) Increments other than one for which declaration of probation is a pre-condition, shall be drawn as a matter of course unless the employee has reached the maximum of the scale or his increment is withheld as a punishment.
- (9) When an efficiency bar is prescribed in a time scale of pay, the increment next above the bar shall not be given without specific sanction of the competent authority.
- (10) **QUALIFYING SERVICES SHALL BE RECKONED FOR THE INCREMENT IN THE FOLLOWING CASES :**
- (i) All duty periods in a post at the same stage of pay of an increment
 - (ii) Services in another post with the same pay on the same/identical time scale.
 - (iii) Period of deputation
 - (iv) Period of leave including LWA on Medical Certificate and LWA upto 60 days without Medical Certificate in continuation of maternity leave
 - (v) Period of in-service training
 - (vi) Period of joining time
 - (vii) Period of suspension treated as duty

- (viii) Previous service when reappointed after thrown out for want of vacancy in the same post or another post carrying the same/identical time scale of pay

11 . **THE FOLLOWING PERIODS SHALL NOT BE COUNTED FOR INCREMENT:**

- (i) Provisional service regularized on or after 01.10.2004
- (ii) Period of suspension not treated as duty, or that treated as LWA
- (iii) LWA without Medical Certificate; also beyond 60 days incontinuation of maternity leave
- (iv) Previous service if re-employed after resignation, removal or dismissal and period of permanent withholding of increment.
- (v) Service in a lower post
- (vi) Officiating service in a higher post, if not certified 'would have continued in the lower post, but for promotion'/ 'would have continued in the post but for deputation'.
- (vii) Period of training, if pay of the officiating post is not drawn during the training

97. **STAGNATION INCREMENT:**

This is the increment granted to an Officer who reaches the maximum of his scale of pay. The maximum number of such increments will be five – the first four increments being annual and the fifth biennial, subject to the condition that the maximum basic pay after such increments shall not exceed Rs.59,840/- This amount is subject to review and revision from time to time. This will be treated as personal pay and counted for DA, HRA and for retirement benefits. This will also be counted for fixation of pay on promotion to higher posts and to time bound higher grade; but no re-fixation.

98 **OTHER PROCEDURES RELATING TO INCREMENT:**

- (i) Increment date is permanently changed when any leave not counting for increment availed, is ending in another month

- (ii) Even if there is a part of the aforesaid leave (not counting for increment) in a month, the increment due will be granted from the first date of that month
- (iii) No formal sanction for the grant of regular increment is necessary
- (iv) In the case of the first appointment or promotion, the first increment will be drawn before completing 12 months, if the date of joining duty is other than the first day of the month.
- (v) Increase in pay consequent on the accrual of increment during leave is to be paid during the leave period itself, except in the case of LWA
- (vi) The order of postponement of increment has only prospective effect, i.e., it will affect only the increment due after the order is issued.
- (vii) The order of postponement of increment is applicable only in the scale of pay of the employee was holding at the time, and not in a lower or higher scale.

99 **REDUCTION OF PAY OF AN EMPLOYEE:**

The pay of an employee in respect of a post on which he holds a lien will not be reduced otherwise than as a punishment awarded after disciplinary action under these rules or as a consequence to reversion to a lower post for want of vacancy.

100. **REDUCTION TO LOWER POST OR GRADE OR LOWER STAGE IN TIME SCALE:**

The Managing Director or the competent authority ordering demotion of an employee to a lower grade post or to a lower stage in his time scale on account of misconduct or inefficiency will normally state date from which and the duration thereon and specify whether the reduction will postpone future increments on restoration and if so to what extent.

101 **SPECIAL PAY :**

The Board of Directors shall be the competent authority to grant special pay to an employee of the Corporation for a specified period considering the arduous nature of work or additional work or responsibility entrusted over and above his normal duties.

Provided that, the Board may review intermittently the special pay so granted or on certain intervals and resolve to continue or discontinue the special pay so as to make a check on prolonged granting of such special pay.

102. **CHARGE ALLOWANCE:**

When an employee is required by order of the Managing Director or a competent authority to perform the duties of a higher post in addition to his own, the employee is eligible for charge allowance of 6% of the minimum scale of pay of additional post for holding full additional charge and 3% of the minimum of the scale of pay of additional post for discharge of current duties.

Provided no charge allowance will be payable if the period of additional charge does not exceed 14 working days at a time in the case of full additional charge and one month in the case of discharge of current duties.

Provided further that no charge allowance will be payable in cases where an employee is required to perform duties of another post on equivalent or lower scale of pay in relation to the post held by him. In any case charge allowance will not be allowed for a period exceeding three months.

103. **CLASSIFICATION OF POSTS FOR CHARGE ARRANGEMENTS:**

- (a) Posts not in the same office, establishment or line of promotion or cadre, where duties and responsibilities are clearly independent are eligible for charge allowance.
- (b) Post in the same office, establishment or line of promotion or cadre:-
 - (1) When the additional post is subordinate to the regular post. No charge allowance
 - (2) When the additional post is of equivalent and the same rank as that of regular post. No charge allowance.

- (3) Additional charge arrangements in respect of posts in the same office and of the same rank of the duties of the additional post are the same as those in original post - No charge allowance.
- (4) If the additional charge arrangements are in the same office and the responsibilities attached to the posts are indivisible – Charge allowance is admissible.
- (5) When the additional post is superior to the regular post and carries a higher scale – Charge allowance is admissible.

104. **GOOD SERVICE ENTRY AND INCENTIVE AWARDS:**

Cases of extra-ordinary brilliance or rare devotion to duty on the part of the employees shall be considered for awarding good service entries or certificate of commendation by the Managing Director. On appropriate occasion on the recommendation of the Managing director, Board of Directors may sanction cash awards to such employee in consideration or in acceptance of his meritorious performance.

105. **PAY DURING JOINING TIME:**

1. When an employee is transferred from one post to another, he shall during permissible period of joining time, be eligible for pay and allowances of the old or new post whichever is less.
2. An employee on earned leave transferred to a new post will be granted joining time pay at rates admissible for earned leave, during joining time.
3. An employee who did not have sufficient notice of a new appointment to another station while on leave other than earned leave will be eligible for pay and allowances under sub-clause 1

106. **ALLOWANCES:**

Dearness Allowances, House Rent Allowances, Compensatory Allowance and other allowances shall be paid to the employees of the Corporation based on the orders issued by Government from time to time and with the concurrence of Board of Directors.

107. **REIMBURSEMENT OF MEDICAL EXPENSES:**

An employee may seek medical attendance and claim reimbursement of cost of medicines, and hospital charges incurred by for himself and/or members of his family subject to the following conditions:-

- (i) Reimbursement of medical expenditure under these rules can be claimed under any one approved system of medicine, but no one shall be entitled to reimbursement under more than one system simultaneously for the same period.
- (ii) The medical expenditure incurred by an employee may be reimbursed by the Managing Director or an Officer to whom the powers are delegated by the Managing Director, based on a certificate from the head of the Office/Unit/Division in which the employee is working to the effect that the charges claimed are reasonable and genuine having regard to the circumstances of the case.
- (iii) The claims for reimbursement of cost of medicines and medical expenditure shall be made in the approved prescribed format and shall be accompanied by bills and vouchers countersigned by the authorised medical officer concerned.

Note:- Hospital charges do not include value of food supplied to the patient but includes rent at the government approved rate for the stay of the patient.

- (iv) Claiming of reimbursement for the medical treatment other than Government Hospitals, the bills and vouchers of such claim should accompany a statement showing or stating the reason of non-availability of such treatment in Government Hospital by the authorised Medical Officer.
- (v) The claim for reimbursement shall be preferred within one month from the last date of treatment. If the treatment is for continuous period exceeding one month, the claim for reimbursement for each month shall be preferred at the close of the month except in the case of hospitalisation.

- (vi) All the reimbursement claim for the purchase of medicines are subject to the provisions contained in the existing Kerala Medical Services Reimbursement regulations issued by the Government from time to time.
- (vii) The amount/claim for reimbursement up to Rs.50,000/- (Rupees Fifty Thousand only) can be preferred with the recommendation of the District Medical Officer or the District Level Medical Officer of the particular system concerned, over and above Director of Health Services or the Director of the concerned system of treatment will be the authorised authority for recommendation.
- (viii) The Board of Directors may sanction interest free recoverable loan amount not exceeding Rs.2,00,000/- (Rupees Two Lakh only) to an employee or the actual amount of such treatment to be incurred by the employee, in cases of medical treatment involving hospitalisation for diseases such as Cancer, Cardiac ailments, injuries in accidents or similar other fatal or serious treatments, but the treatment which is not available/timely available in Government Hospital but available in other Private Sector Medical Institutions can be provided; but such payment shall be subject to the production of estimation/actual bills and vouchers accompanied along with the referral recommendation of the authorised Medical Officer of Government Hospital concerned and the payment shall be direct payment to such medical institutions.
- (ix) However the Board of Directors may introduce general/individual/special health insurance policy to the employees on participation basis or else deem suitable scheme.or any other scheme for reimbursement of medical claims as deemed appropriate.
- (x) Notwithstanding anything contained in this rule of 3.17 the Board of Directors shall have the power to deal with the case of any person or persons of the Corporation deem fit and justifiable.
- (xi) The existing practices regarding reimbursement of medical expenses for the employees of the Corporation other than or as the case may be, the provisions under Rule 3.17 of this rule will also follow until otherwise amended or incorporated additions or deletions ordered thereto the rule.

CHAPTER – IV
LEAVE

108. **GENERAL CONDITION:**

Leave cannot be claimed as a matter of right. In the exigencies of service, the authority empowered to grant leave may refuse sanction, or revoke any unempirical portion of leave when considers necessary in the interests of the Corporation other than leave supported by medical certificate or maternity leave or child adoption leave for female employees or leave granted to female employees in cases of miscarriage supported by medical certificate. Any absence without sanction or during the period of revoked leave will be considered as unauthorized. An Officer on leave on medical certificate may be allowed to join duty after producing Medical Certificate of fitness.

109. **PREFIXING AND SUFFIXING OF HOLIDAYS:**

- (a) Holidays may be prefixed or suffixed to leave of any kind, but holidays coming in between days of leave other than casual leave or special casual leave shall be treated only as leave.
- (b) When an employee is certified unfit to attend the office, holiday(s), if any preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s), if any immediately succeeding the day he is so certified (including that day) shall be treated as leave.
- (c) When an employee is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave and holiday(s) if any, preceding he is so certified shall be treated as part of leave.

110. **EMPLOYMENT DURING LEAVE PERIOD:**

An employee on leave shall not take up any service or accept any employment during his leave of absence.

111. **COMBINATION OF DIFFERENT KINDS OF LEAVE:**

Any kind of leave other than casual leave may be combined with any other kind of leave.

112. **LEAVE BEYOND DATE OF RETIREMENT:**

No leave shall be granted beyond the date on which the employee is to retire from service.

113. **COMMENCEMENT AND TERMINATION OF LEAVE:**

An employee's leave shall commence on the same working day if he makes over charge in the forenoon and otherwise on the next day.

The last day of an employee's leave shall be the same working day if he resumes duty on the forenoon otherwise on the preceding working day.

114. **RETURN BEFORE THE EXPIRY OF LEAVE:**

An employee on leave other than on casual leave shall not return to duty before the expiry of the period of leave sanctioned to him unless permitted to do so by the competent authority.

115. **STATION ON RETURN FROM LEAVE:**

An employee on leave shall return for duty to the post and place at which he was last stationed, and he shall be bound to join duty at any other station if instructed so.

116. **APPLICATION FOR LEAVE:**

Any application for leave or its extension other than leave on medical grounds/unforeseen contingencies shall be sent at least 7 days in advance showing clearly the address during leave and shall be availed of only after sanction. Application for leave on medical grounds shall also be submitted without avoidable delay at least on the date of commencement of leave.

117. **KINDS OF LEAVE:**

The following kinds of leave may be granted to an employee of the Corporation subject to the conditions as prescribed by these rules :-

1. Casual Leave
2. Special Casual Leave
3. Earned Leave
4. Leave without allowances
5. Maternity leave/Paternity leave/Adoption leave
6. Half Pay leave
7. Special disability leave
8. Leave not due

118. **CASUAL LEAVE:**

An employee will be eligible to avail himself of casual leave with wages/pay during a calendar year up to a maximum of 20 days. It may be combined with Sundays and other authorized holidays provided, the resulting period of absence from duty including holidays and Sundays shall not exceed 10 days at a stretch. Casual leave shall neither be granted in combination with any other kind of leave nor be counted cumulatively. If the absence of an employee is extended beyond such limit, total period of such absence shall be treated as earned leave or any other kind of leave admissible to him.

A Register of Casual leave shall be maintained in every unit/office of the Corporation.

119. **SPECIAL CASUAL LEAVE:**

Special casual leave may be granted to an employee for a period which may be extended up to 14 days when the employee is ordered to absent himself from duty due to prevalence of infectious diseases like plague/cholera/typhoid/acute influenza pneumonia/ cerebrospinal meningitis on the certificate of a Medical Officer. Special casual leave may be granted in the following circumstances also:-

- (i) Maximum 7 days leave at the maximum may be granted when an employee has to undergo anti-rabbis treatment on medical certificate.
- (ii) Maximum 30 days leave in a calendar year to those employees who require kidney transplantation treatment on Medical Certificate.

- (iii) Employees who undergo chemotherapy or radiation for treatment of Cancer are eligible for special Casual Leave for a period of 60 days at the maximum subject to the following conditions:-
 - (a) The leave may be allowed to be combined with Earned Leave, Half Pay Leave, commuted leave, leave not due, leave without allowances and casual leave.
 - (b) The period of special casual leave shall be inclusive of intervening public/declared holidays.
 - (c) The leave may be availed of on more than one occasion in a calendar year, if needed, but altogether it must not exceed 60 days in a calendar year.
 - (d) This leave can be further extended up to 90 days with advance permission from the Managing Director.
- (iv) Maximum of 10 days leave in a calendar year for physically handicapped employees for the treatment in connection with their physical handicap on production of Medical Certificate.
- (v) For attending selective test of the Corporation

When the employee is summoned to give evidence before a Court of Law as a witness in civil or criminal cases in which private interests are not an issue.

Note:-

- (i) Subject to the limits laid down above, only the minimum number of special casual leave actually required to cover the total period of absence necessary shall be granted and any period in excess than the limit shall be treated as absence on earned leave or other leave admissible to the employee.
- (ii) Special casual leave shall not be entered in the leave account of the employee or considered discontinuance of duty and shall not be granted in combination with ordinary casual leave.
- (iii) An employee will be eligible for wages/salary during a period of special casual leave.

120. **EARNED LEAVE:**

- 1. Earned Leave admissible to an employee shall be 1/22 of the period of duty for the first year of service and 1/11 of the period of duty for the subsequent year of service.

On completion of continuous service of three years, earned leave for the first year of service will be recomputed as 1/11 of the period spent on duty.

2. An individual shall cease to earn leave when earned leave accumulated 300 days
3. The employee may surrender earned leave up to a maximum of 30 days in a financial year or such other limit as permitted by the Board from time to time.
4. An employee on earned leave is entitled to leave salary equal to the pay and allowances on the day before the leave commences.

121. **HALF PAY LEAVE:**

A permanent employee shall also be entitled, to avail half pay leave not exceeding 20 days in respect of each completed year of service. An employee on half pay leave is eligible to such leave salary as decided by the managing Director

- a) An employee may commute the half pay leave subject to a maximum of 240 days during the entire service. Twice the amount of Half Pay Leave will be debited for each commuted leave. All permanent employees and those who have completed three years of continuous service are eligible for this leave.
- b) The total amount of earned leave and commuted leave taken together shall not exceed 240 days at a time.

Note:- (i) Employees are eligible for leave for the purpose of visiting abroad for personal/private purpose, other than nominated or formally entrusted to a period not exceeding 3 (three) months , subject to prior approval/sanction of the Managing Director or the Officer delegated upon for the purpose.

(ii) This leave can be extended for another 03 (three) months subject to the approval of the Managing Director.

122. **MATERNITY LEAVE:**

1. Maternity Leave is granted to a female member of the Corporation on full pay i.e. equal to the pay and allowance on the day before the leave commences drawn by the employee for a period of 180 days from the date of its commencement. Maternity

- Leave may be combined with leave of any other kind admissible not exceeding 60 days without medical certificate but support of medical certificate shall be necessary for grant of any leave admissible for a period exceeding 60 days in continuation of maternity leave. Leave of any kind such as Earned Leave, Half Pay Leave, leave not due and leave without allowances also may be granted in addition of the above and in continuation of maternity leave, subject to the production of a medical certificate to the effect that absolute personal attention of the mother is required for the new born .
2. Paternity Leave for 10 days each up to first two children will be granted to a male member of the Corporation at the time of the delivery of his wife, if the request for it is supported by a Medical Certificate.
 3. Leave may be granted to an employee in cases of miscarriage including abortion subject to the condition that the leave does not exceed six weeks and the application for the leave is supported by a certificate from the Medical Officer.
 4. Leave not exceeding for a period of 30 days may be granted on medical certificate to an employee for undergoing hysterectomy
 5. Child adoption leave for a period of 180 days to a female employee who is an adoptive mother having two surviving children including the adopted child, from the date of legal adoption of child up to one year of age with full pay and allowances similar to that of maternity leave.

123. **LEAVE WITHOUT ALLOWANCE/EXTRA ORDINARY LEAVE:**

This leave is granted to an employee in regular employment, when there is no other leave at credit or there is leave at credit, but applies for leave without allowances. This is also granted-

- (i) for regularizing the period of suspension
- (ii) for treatment of TB, Cancer or mental disease
- (iii) for obtaining superior qualification which is deemed useful to the employee as a member of service or will improve his prospects in the service of which he is a member for taking up other employment or for joining with spouse

Period of leave without allowances exceeding three months requires the sanction of Managing Director. Managing Director may satisfy himself before granting of such leave in relation to the application and the business requirement of the Corporation. The employee shall proceed on such leave only after the leave is duly sanctioned.

124. **DISABILITY LEAVE:**

This leave is granted to an employee who is disabled by injury caused in or in consequence of due performance of his official duties or in consequence of his official position. It shall not be granted unless the disability manifests itself within three months of the occurrence to which it is attributed and the person disabled acts with due promptitude in bringing it to notice of the sanctioning authority with the support of Medical Certificate.

The maximum period is 12 months for each disability. This can be combined with other kind of leave.

Leave Salary will be paid at the rate of Earned leave for the first three months and at the rate of salary for Half Pay Leave for the remaining period

125. **LEAVE NOT DUE:**

Leave not due is granted as Half Pay Leave in advance. Only permanent employees are eligible to avail this leave. This is granted only when no other leave is at credit and the leave sanctioning authority is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of the leave and earning an equal amount of Half Pay Leave thereafter for adjusting the leave granted. During the entire service the maximum amount of leave not due shall not exceed 360 days, out of which 180 days may be granted without Medical Certificate and it shall not exceed 90 days at a time. The remaining 180 days shall be on Medical Certificate.

126 **LEAVE APPLICABLE TO PART TIME CONTINGENT EMPLOYEES:**

Earned Leave is earned 1/22 of duty. Earned Leave to be granted in a year shall not exceed 15 days. Maximum Earned Leave at credit shall not be in excess of 120 days. Surrender of Earned Leave will be up to 15 days in a calendar year. Terminal surrender of Earned Leave up to 120 days is allowed. Leave without allowances for a maximum period

of 120 days in a calendar year may be granted on sufficient grounds. Maternity Leave for 3 months and leave for miscarriage or abortion for six weeks, are also admissible.

Note:- Female part-time contingent employees shall be granted leave for undergoing Hysterectomy not exceeding 45 days supported by Medical Certificate from an authorised Medical Attendant.

CHAPTER – V

TRAVELLING ALLOWANCE

127. TRAVELLING ALLOWANCE

Traveling Allowance is an allowance granted to an Officer to cover the expenses incurred by him in the interest of the Corporation. It includes allowances granted for the maintenance of conveyance. This does not mean that the employee is entitled to draw the full cost of journey. T.A. shall not become a source of profit to the recipient. It is classified as a compensatory allowance.

The Chairman and Managing Director or the authority delegated by him is the competent authority to sanction tour and Travelling Allowances.

128. GENERAL:

1. The following are the allowances which may be granted on Tour according to the circumstances:-

1. Permanent Travelling Allowance
2. Permanent conveyance allowance
3. Mileage Allowance
4. Daily Allowance
5. Actual Expenses

2. The TA on tour is also granted –

- (i) For attending examinations;
- (ii) In the case of employee under suspension;
- (iii) For journeys during the course of Training

(iv) To the legal heir for the journey performed by a deceased employee before his death

129. **PERMANENT TRAVELLING ALLOWANCE:**

It is a fixed monthly allowance granted to an employee for frequent travel within his jurisdiction. For the drawal of full amount of PTA an employee should be on tour outside 8 KM from his Headquarters for 15 days in a month and should spend at least 6 hours outside Headquarters on each day. If this minimum tour is not performed, PTA will be reduced proportionately. Ordinarily PTA cannot drawn during leave, temporary transfer or joining time and along with any other TA.

130. **PERMANENT CONVEYANCE ALLOWANCE:**

This is also a fixed monthly allowance granted to an employee for travelling extensively within Headquarters. PCA can be drawn in addition to other forms of TA. But it cannot be drawn during leave or temporary transfer or on holidays prefixed or suffixed to leave or joining time.

131. **MILEAGE ALLOWANCE:**

This is an allowance calculated on the distance travelled, which is granted to meet the cost of a particular journey.

132. **DAILY ALLOWANCE:**

This is a uniform allowance for each day of absence from Head Quarter, which is intended to cover the ordinary charges incurred by an employee in consequence of such absence.

133. **ACTUAL EXPENSE:**

This is the actual cost or part of the actual cost of Travel.

134. **TRAVELLING ALLOWANCE FOR ATTENDING EXAMINATION:**

Travelling Allowance as on tour is allowed for onward and return journey to attend an obligatory departmental examination or selective test conduct by the Corporation. No daily allowance is allowed. Travelling Allowance for this purpose shall not be allowed for more than two times with regard to the obligatory departmental examination.

135. **TRAVELLING ALLOWANCE IN THE CASE OF AN EMPLOYEE UNDER SUSPENSION:**

An employee under suspension is eligible for Travelling Allowance to attend departmental enquiry and back. But no Travelling Allowance will be admissible, if the enquiry is held at an outstation at his own request. A retired employee when called for giving evidence on departmental disciplinary case initiated against him on a charge while in service, is entitled for Travelling Allowance as on tour.

136 **FOR JOURNEYS DURING THE COURSE OF TRAINING:**

The amount shall not exceed what would be admissible for a journey from the officer's Head Quarters to his home.

137. **TRAVELLING ALLOWANCE TO THE LEGAL HEIR FOR THE JOURNEY PERFORMED BY A DECEASED EMPLOYEE BEFORE HIS DEATH :**

Travelling Allowance due to a deceased employee should be claimed by the legal heir or settle and disbursed to the legal heir within three months of death of the Officer at the rate as on transfer.

138. **CONDITIONS ON GRANTING TOUR AND TA:**

The following are the main conditions to be observed while granting Tour and calculating Travelling Allowance:-

- (i) The Head Quarter of an employee shall be in such a place as the Corporation may prescribe
- (ii) The Corporation may define the limits of the sphere of duty of any employee
- (iii) An employee is on tour when absent on duty from his Head Quarter either within or beyond his sphere of duty as permitted.

- (iv) The TA drawn by an employee on tour ordinarily takes the shape of either PTA or Daily Allowance, if either of these is admissible to him.
- (v) Minimum TA admissible is one DA when an employee goes outside his Head Quarter on tour except in cases where means of locomotion is supplied. It cannot be drawn for any day in which an employee of the Corporation does not go outside a radius of 8 KMs from the duty point or his Head Quarter or return to it from a similar point.
- (vi) For journeys within a radius of 8 KM from Headquarter, an employee not in receipt of conveyance allowance can be given the actual hiring charge of conveyance.
- (vii) In respect of journeys involving an overnight halt at an intermediate station either due to non-availability of connecting service or due to the cancellation of connecting air service, half daily allowance will be allowed at the rate applicable to the intermediate station for each night halt when no facility is provided by the Airlines Company concerned.
- (viii) When two journeys are performed within a period of 24 hours, the period of absence from Head Quarter will be treated as one day irrespective of the fact that the journey was performed on two calendar days, and Daily Allowance is granted accordingly
- (ix) DA for journey and DA for halt will not be allowed on the same day (within 24 hours). An officer performing journey upto 32 KMs on a day can draw only DA and he cannot exchange this DA for mileage.
- (x) When journey is performed for more than 32 KMs and the mileage calculated comes to less than the amount of one DA, the DA of the employee can be exchanged for mileage.
- (xi) The DA admissible for halt at an out-station and DA or mileage allowances admissible for the journey should be calculated separately, irrespective of whether the halt is preceded or followed by a journey which qualifies for daily/mileage allowance.
- (xii) If the employee on tour returns to the first outstation on the same day, DA can be exchanged for mileage allowance. In such cases no DA in addition is admissible.

- (xiii) When Corporation vehicle is provided, no mileage allowance will be allowed; only incidental expenses subject to a minimum of half DA
- (xiv) Fraction of one rupee, i.e. 50 paise or more shall be rounded to one rupee
- (xv) In the case of long journey, an intermediate halt can be allowed after completing 200 KMs of distance. If such journey is late in the night such intermediate halt can be availed before completing 200 KMs. No DA is allowed for such halt.
- (xvi) Half DA is allowed for intermediate halt after completing 200 KMs in Corporation's vehicle.
- (xvii) If journey is performed partly by Air, rail and partly by road, the mileage for road portion of not more than 32 KM of distance, shall not be in excess of one DA.
- (xviii) Journey for a distance within 50 KMs shall be commenced on the date of official duty, and the return journey shall also be on the day on which the duty is over.
- (xix) Time limit for claiming TA is 1 years
- (xx) Arrear claim shall not be allowed on revision of scale of pay, retrospective promotion, confirmation, etc. But it will be admissible on belated increment on the normal course or on pay slip, in the case of deputationist.
- (xxi) Officers who are eligible for I Class accommodation will be entitled to travel in second AC coaches. Category C Officers will be entitled to Third AC only, and if there is no such facility, second AC will be allowed.
- (xxii) Category A/B Officers travelling in metropolitan cities and other large cities will be allowed to hire taxi cars for the day.
- (xxiii) Reservation charges paid for railway journeys in respect of the appropriate classes of accommodation will be reimbursed forming part of the fare in cases where reservation is actually required in exigencies of public service.
- (xxiv) Autorickshaw/taxi charges at the rate admissible will be reimbursed for the journey from residence or office to Airport/Railway Station/Bus Station and back, subject to a maximum distance of 8 KMs each way will be allowed. The maximum allowable amount will be as fixed by the Corporation. The level of Officers who are eligible for taxi charge will be as decided by the Corporation.

139. **CLASSIFICATION FOR CALCULATING TA ON TOUR**

For the purpose of calculating travelling allowance, the employees of the Corporation will be classified suitably by the Corporation.

140. **HALT – HOW TO RECKON FOR DAILY ALLOWANCE:**

- | | | | |
|--------|--|---|------------------------------------|
| (i) | upto 6 hours | : | No DA |
| (ii) | Above 6 hours upto 12 hours | : | Half DA |
| (iii) | Above 12 hours upto 24 hours | : | Full DA |
| (iv) | Halt exceeding 24 hours | : | apply principle (i) to (iii) above |
| (v) | Halt constructively in camp on holidays | : | DA admissible |
| (vi) | Halt in camp on holidays; but no work | : | No DA |
| (vii) | When free boarding and lodging are provided: | | ¼ DA |
| (viii) | When free lodging alone is provided : | | 2/3 DA |
| (ix) | When free boarding alone is provided | : | ½ DA |

141. **FOR HILLY TRACTS:**

- | | | | |
|------|----------------------|---|-------------------------------|
| (i) | Class I Hilly Tract | : | 25% of TA & DA in addition |
| (ii) | Class II Hilly Tract | : | 12 ½ % of TA & DA in addition |

142. **RATE OF DAILY ALLOWANCE:**

The rate of Daily Allowance will be allowed as decided by the Corporation to various level of employees.

143. **RAIL MILEAGE:**

Rail mileage rate will be decided appropriately by the Corporation from time-to-time.

144. **ROAD MILEAGE:**

Road mileage is as fixed by the Corporation for all categories of employees which include incidental expenses.

145. **FOR AIR JOURNEY:**

Chairman & Managing Director, is eligible for air journey as per rules. For the Air journey, fare + incidental expenses (amount of one Daily Allowance) is admissible for each journey but it should not exceed the economy class full fare through domestic airlines. Thus, if a

person travels on economy class full fare, he will not be entitled to the incidental expenses. All Officers are eligible for air journey in exigencies but only with the permission of the Managing Director.

146. **TRANSFER TRAVELLING ALLOWANCE:**

1. Transfer T A is granted in the following conditions,-

- (i) A transfer should involve a change of Station (The distance between the two places should be 8 KM or more)
- (ii) The transfer should be in the interest of the Corporation
- (iii) No TA for transfer 'on request'. But if the transfer 'on request' is after completion of three years (2 years in the case of employees working in the hilly station), excluding the period of leave, at a station, TA is allowed
- (iv) The distance for the calculation of transfer TA should be the distance from old residence to the new residence. It is to be noted that a Corporation employee should reside within 15 KMs of radius from his Head Quarters.
- (v) For temporary transfer (for a period not more than two months), no transfer T.A. is admissible. TA and DA as on tour is admissible. But, when the period is further prolonged, transfer TA shall be granted, but no refund necessary if the amount of tour TA already received is larger.
- (vi) 'Family' for the purpose of transfer TA includes only wife, husband (if residing with and wholly dependent on wife), children and step children residing with and wholly dependent on the Officer. Father, Mother, Brother, Sister, Servants, etc. are not considered as family members for this purpose.
- (vii) A family member who follows the employee within six months from the date of taking over charge of the employee in the new station, and who precedes the employee not more than one month of the transfer (handing over charge at the old station) will be eligible for transfer TA
- (viii) TA to family member who travels from another place will also be admissible up to the distance travelled by the employee.

2. Transfer T A is also granted –

(i) On Retirement to the place of Residence

(ii) To the legal heir if the employee dies while performing journey on transfer

3. The transfer TA is allowed as per the following manner,-

A. **For Rail Journey:**

1	Category –A+	Ist AC
2	Category –A	II nd AC + 3 times incidental expences subject to maximum of 1 ½ DA
3	Category –B	II nd AC or III rd AC according to eligibility as per State Governement + 3 times incidental expences subject to maximum of 1 ½ DA
4	Category –C	III rd AC. If the train does not have IIIrd AC then he/she is eligible for 1 st Class + 3 times incidental expences subject to maximum of 1 ½ DA (only for eligible hands as per KSR, others are eligible for II Class only)
5	Category –D	II nd Class + 3 times incidental expences subject to a maximum of 1 ½ DA

B. **For Personal Effects:**

As per the rules decided by the Corporation

C. **Loading and Unloading Charges:**

The rate will be as decided by the Corporation

D. **By Road:**

The rate will be as decided by the Corporation.

E. **Member - Classification:**

‘Adult member’ means one who is 12 years of age and above. ‘Child’ means one who is five years of age and above, but below 12 years of age
‘Family’ includes wife/husband, children and step children residing with and wholly dependent on the employee.

147. **ON RETIREMENT TO THE PLACE OF RESIDENCE:**

Travelling Allowance as on transfer is allowed to an employee on his retirement, for journey to the place of residence, inside or outside the State, where he proposes to settle down after retirement. The T.A. should be claimed within one year of retirement.

148. **TRANSFER TA TO THE LEGAL HEIR OF EMPLOYEE WHO DIED ON TRANSFER:**

If an employee who is eligible for Transfer TA as per rule 146 dies before claiming Transfer TA the same shall be claimed by the legal heir or be settled or disbursed to the legal heir within three months of death of the Officer at the rate as on transfer

CHAPTER - VI

MISCONDUCT AND DISCIPLINARY PROCEEDINGS

149. **MISCONDUCT:**

The following acts and omissions on the part of an employee will amount to misconduct:-

- (1) Refusal to perform duties and responsibilities assigned to him which a person in his position could reasonably be expected to perform.
- (2) Negligence or neglect to work
- (3) Refusal, expressed or implied – (i) to do the allotted work (ii) or to act according to orders of his superior in regard to his duty.
- (4) Refusal to perform in a different job or in a different place as may be required by a superior or refusal to additional work entrusted to him, which could be reasonably expected to be done by him.
- (5) Refusal to work extra time or on Sundays and holidays when directed to do so by his superior.
- (6) Insubordination or disobedience whether alone or in combination with another or others.

- (7) Talking or behaving in a disrespectful manner to a superior, or challenging the authority of a superior, or shouting at a superior.
- (8) Exhibiting bad temper, using abusive language, or talking in a discourteous manner to another employee or any person with whom the Corporation or its Units has official dealings.
- (9) Upsetting peace and decorum of Office or its Units or work place or its public distribution premises or the Society as a whole.
- (10) Engaging in idle talk or conversation in work place and failing to respect the right of others to work in peace.
- (11) Intimidating, assaulting or threatening any person with whom the Corporation or any of its Units or have any official dealing within the premises of the Corporation, Office or its Units.
- (12) Riotous, defamatory actions, encouraging terrorism or working for terrorism, intolerance behaviour to disrupt communal harmony, improper behaviour, use of abusive language threatening or intimidating other employees or assault or threat of assault either provoked or otherwise or the commission of any act subversive of any good and proper behavior during duty hours or out of duty hours within the premises of the Corporation, its office or its units or outside such places.
- (13) Disrespectful behavior towards any customer/supplier or failure to show proper courtesy to any customer/supplier or persons with whom the Corporation has official dealings within the premises of the Corporation/Office/Units.
- (14) Slandering against any person within the premises of the Corporation/Office/Units or such other work places.
- (15) Any act or conduct detrimental to the interests of the Corporation or its fair name.
- (16) Issuing public statements/giving interviews/publishing articles/speaking at public gathering, criticising the affairs of the Corporation.

- (17) Failure to keep work place, equipments, items/goods and commodities for sales, records, registers, files and papers neat tidy and safe.
- (18) Causing damage or loss to goods or property of the Corporation.
- (19) Presence within the premises of the Corporation in a drunken state.
- (20) Gambling or any illicit activities within the premises of the Corporation or its Units.
- (21) Initiating, conducting or taking part or inciting other employees to take part in any illegal strike, go slow, work to rule, shut down strike or other similar actions or any illogical actions, in contravention of the provisions of any rule in force.
- (22) Holding or attempting to hold meetings, gatherings within the premises of the Corporation/Office or its Units or its temporary public distribution places without written sanction of the Managing Director.
- (23) Distribution or exhibition within the premises of the Corporation or its Units or its any Offices any newspaper, bill or poster or pamphlet without sanction of the Managing Director.
- (24) Collection or canvassing for collection of any money within the premises of the Corporation, its Offices or its Units without sanction of the Managing Director.
- (25) Sleeping or dozing while on duty
- (26) Loitering or leaving the place of work without permission of immediate superior during prescribed hours of work.
- (27) Habitual late attendance.

Note: Arrival at work place, Office/Units later than scheduled time, more than three times in calendar month will ordinarily be treated as habitual late attendance.

- (28) Absence without sanctioned leave or written permission.
- (29) Over stayal of leave or joining time without prior permission of the Managing Director or such other Officer who is empowered by Managing Director to sanction leave of absence.
- (30) Engaging in any trade or money lending or any other activity attending to any work other than allotted work, within the premises of the Corporation or its Offices or its Units.
- (31) Engaging in commercial activity other than in connection with the duties under the Corporation or accepting sales commission as incentive or any sales promotion discounts offered by the suppliers in cash or in kind without the permission of the Managing Director or accepting employment under any person or body outside his hours of work during tenure of his service without the formal sanction of the Managing Director.
- (32) Theft, fraud, dishonesty or breach of trust or misappropriation of property of the Corporation or funds including misuse of vehicles, equipments, articles for selling, discount and sales promotion items including such items supplied by the suppliers, misuse of place of stock, store, depots, selling premises or goods of the Corporation.
- (33) Theft, fraud or dishonesty connected with business of the Corporation or property of other employees.
- (34) Seeking, soliciting or accepting bribe, gifts, reward or commission and taking commission as incentive other than sanctioned in cash or in kind from the Corporation's fund from person/persons or firms or suppliers.
- (35) Indulging in sexual harassment against women employees of the Corporation including physical contact, encouraging or demanding sexual favours, making

- sexually coloured remarks/showing any pornographic material, any other unwelcome verbal or non-verbal conduct.
- (36) Insolvency/seeking moratorium or arrangements with his debtors/more than 50% of pay being attached/arrest or imprisonment for non-payment of debt.
 - (37) Conviction by a Court of Law for criminal offence involving moral turpitude or violence punishable by imprisonment or fine above Rs.2,500/-
 - (38) Submission of personal representations to H.E.Governor, Chief Minister or Ministers in official capacity or in official designation either directly or forwarding or furnishing advance copies without the permission of the Managing Director.
 - (39) Committing any offence punishable under the Indian Penal Code within the premises of the Corporation/its office or its Units or in any vehicle, store/stock house, shop or other building owned or held in lease or rent by the Corporation.
 - (40) Interference with safety devices installed, if any, interference to manipulate or damage any electronic devices installed or owned by the Corporation or acting in a manner to imperil safety, accuracy of such devices.
 - (41) Failure to report any defect or damage to property belonging to the Corporation or any other circumstances which may cause damage or loss to the Corporation, which comes to his notice.
 - (42) Bringing or attempting to bring unauthorized articles to any of the premises of the Corporation or its Units.
 - (43) Unauthorised use of the Corporation or its Office or its Unit premises
 - (44) Disclosing confidential matter or official secrets of the Corporation to other employees or to any other person otherwise than in bonafide discharge of duties.

- (45) Furnishing false information at the time of selection for appointment or at any time thereafter during service under the Corporation, in respect of himself or in respect of any other person.
- (46) Furnishing false information at the time of selection or at any later date in respect of the quality or quantity of the items for purchase/purchased sale or similar means.
- (47) Furnishing false or erroneous information in respect of the account, audit, profit, loss, etc., which affect the Corporation's finance and accounts.
- (48) Habitual breach of any rule or instruction of the Managing Director or other responsible superior officers or repetition of any act or omission against which the employee was warned.
- (49) Committing willful delay in affecting prompt payment to the suppliers or delay in taking the commodities or items selected by the Corporation into stock, which the employee was specifically directed to effect or take.
- (50) Making false complaint or statements about the Corporation, Member of the Board of Directors or employees of the Corporation.
- (51) Spreading false information with a view to bring disruption to normal work of the Corporation.
- (52) Falsifying or refusing to give testimony when accidents, misconduct and other matters are being investigated.
- (53) Impersonation
- (54) Initiating, conducting or participating in any demonstration within the premises of the Corporation, its Office or its Units.
- (55) Refusal to accept or adhere transfer orders from one place to another, one division

- to another, one seat to another or posting orders.
- (56) Improper or non-payment of balance amount due to the customer willfully or habitually.
 - (57) Slow down of work or inciting others to resort to go slow tactics which affect the smooth sales or invite uneasiness to the customers.
 - (58) Being within the premises of the Corporation in possession of properties or commodities stolen or believed to be stolen or possession of which is not satisfactorily explained.
 - (59) Inordinate shortage of stores and stocks which are not satisfactorily explained.
 - (60) Unauthorisedly bringing drugs, medicine or intoxicants to the units or premises of the Corporation/Office/Units.
 - (61) Squatting or remaining in premises of the Corporation/its Offices/its Units with a view to achieve any cause or to intimidate, coerce or threaten any other employees of the Corporation.
 - (62) Causing obstruction either alone or in combination with others to any person or persons connected with the work of the Corporation in premises of the Corporation/its Offices/its Units or outside the premises, or in vehicles engaged by the Corporation.
 - (63) Declaration by the police as a bad character and being carried in the register of such persons maintained by the police.
 - (64) Smoking within the premises of the Corporation/Offices/Units or such places where it is prohibited.

- (65) Failure to wear uniform, identity card or badge, if supplied. If no uniform is supplied or expected to wear, failure to appear in decent or proper dress.
- (66) Refusal to be searched by the Security Staff or other person or persons nominated by the Corporation for the purpose.
- (67) Entering or attempting to enter or leaving or attempting to leave except through the normal entrances against which the employee is warned.
- (68) Entering or remaining in Corporation premises/its Offices/its Units outside duty hours, without permission or without sufficient reasons.
- (69) Refusal to leave the premises after duty hours unless presence is required by a superior, or with permission of a superior.
- (70) Marking attendance for another person
- (71) Leaving duty place before the scheduled time, without prior sanction or permission.
- (72) Commission of any act subversive to discipline whether within premises of the Corporation or outside, within duty hours, before or after duty hours.
- (73) Deliberate abuse of any leave, privilege or concession for the time in force.
- (74) Instigation, incitement or obstruction in furtherance of any act of misconduct and committing inordinate delay in submission of files/records/papers than permissible and willful submission of false and fraudulent or erroneous note with selfish motivation to the superiors with intention to mislead him/them.
- (75) Breach of any of the provisions of the service rules or a lawful direction of a superior authority.

Provided also that an act of omission or commission from any employee of the Corporation irrespective of senior or junior, which would amount to misconduct in the ordinary sense of the term shall be considered as misconduct even if it is not specifically enumerated above.

DISCIPLINE

PENALTIES AND PROCEDURE

Employees may be punished for any breach of rules of the Corporation or for any misconduct or for any other good and sufficient reason by imposing any of the following minor or major penalties:-

150. **MINOR PENALTIES:**

- (a) Censure
- (b) Fine
- (c) Withholding of increments at the maximum of three increments or promotion temporarily for a specified period.

Note:

- (i) Temporary period of withholding of increments shall not be less than 3 months and the temporary period of withholding of promotion shall not be less than six months. If the period is not mentioned in the order, it will be deemed to be 3 months in the case of temporary withholding of increments and 6 months in the case of temporary withholding of promotion. Temporary withholding of increments shall mean withholding of increments without cumulative effect, i.e. it shall not have the effect of postponing future increments.

- (ii) Withholding of promotion shall not entail loss of seniority in that grade.
- (iii) An Officer whose promotion is withheld, shall, if and when promoted to a higher grade or higher time scale, subsequently, on promotion, take his place at the bottom of the higher grade or higher time scale.

151. **MAJOR PENALTIES:**

- (a) Withholding of more than 03 increments with or without cumulative effect
- (b) Reduction to a lower post
- (c) Reduction to a lower rank
- (d) Compulsory retirement
- (e) Removal from service
- (f) Dismissal from service

152. **AUTHORITIES COMPETENT TO IMPOSE PENALTIES – DISCIPLINARY AUTHORITY:**

The Managing Director may impose both minor and major penalties on all employees.

An employee of Level F to H come under Rule 2.2 of these rules may impose minor penalties on employees under his supervisory control, for which separate delegation of powers are to be issued by the Chairman and Managing Director/Managing Director as specified under Rule 1.11 of these rules.

153. **PROCEDURE FOR IMPOSITION OF MINOR PENALTIES:**

No minor penalty shall be imposed on an employee unless he has been informed in writing of the grounds on which it is proposed to take action against him, and he has been afforded an opportunity to make any representation or explanation he may wish to make. Such representation/explanation if any is taken into consideration by the disciplinary authority. He may also be afforded an opportunity of a personal hearing if a hearing is requested for by him.

154. **PROCEDURE FOR IMPOSING MAJOR PENALTIES:**

An employee charged with misconduct warranting major penalty shall be served with a written memo of charges briefly showing the charges against him a statement of allegations setting out the circumstances alleged and nature of the misconduct. It shall also specify the time within which the employee may file his written statement of defence. An opportunity will be given to the employee to take extracts or copies of the records relied on in framing of the charges at the time as may be fixed in advance at his request before filing of the written statement.

Where an employee refuses to receive the charge sheet, or where he is not readily available for its service on him, the charge sheet shall be sent by Registered Post to his last known address and also affixed on notice board of the premises in which he served last. This will be considered proper service of the charge sheet even if the postal authorities return copy sent by registered post for want of addressee. Publication in newspapers having sufficient circulation may also be resorted to, if necessary.

If a written statement is received, the delinquent employee may be given an opportunity for personal hearing by the disciplinary authority/the authority delegated upon for the purpose.

If a written statement is received and it is considered unsatisfactory or if no written statement is received within the time allowed to the employee to file it, the disciplinary authority will cause a domestic enquiry to be conducted into the charges and allegations.

For purposes of conducting the domestic enquiry the appointing authority may appoint an Enquiry Officer next above the rank of delinquent officer, and if considered necessary also an employee of the Corporation to assist the Enquiry Officer, and to present the case against the accused employee.

If the accused employee desires assistance in his defence and makes a request to that effect, the Disciplinary Authority or the Enquiry Officer may grant permission for assistance by another employee of the Corporation. A pleader will be allowed only if there are special circumstances which make assistance by a pleader desirable in the opinion of the Disciplinary Authority/the Enquiry Officer. If the Enquiry Officer or the Assisting Officer is legally trained person, the employee will be granted at his expense assistance of a pleader, if so requested for by him.

The Enquiry Officer shall give notice to witnesses cited by the Management/Competent Authority, and the employee, intimating the time, date and venue of the enquiry. As far as possible the Enquiry Officer will secure presence of witnesses cited by the Management/Competent Authority.

If the employee is absent in spite of the notice the Enquiry Officer may conduct the enquiry in his absence. The accused employee, if present, will be allowed to cross examine the witnesses examined on behalf of the Management/Competent Authority.

When examination of the available witnesses cited by the Management/Competent Authority is concluded, the Enquiry Officer will ascertain under record, from the employee whether he desires any witnesses to be examined in his behalf, and wishes to adduce any other evidence in his support. The Enquiry Officer may ascertain, if he considers expedient, the purpose for which such examination of any witness is considered necessary and if expedient limit the number of witnesses omitting such of the witnesses whose evidence he considers not relevant for recorded reasons. The Enquiry Officer will issue notices to such witnesses as may be cited by the accused employee and considered relevant by the Enquiry Officer. Such witnesses may be cross examined by the Enquiry Officer/Assisting Officer after their

examination by the employee. If a witness is not present for examination, in spite of notice/notices the Enquiry Officer may at his discretion exclude such witness from examination.

If the employee is absent on medical grounds, the Enquiry Officer may at his discretion require him to present himself before a Medical Board/Medical Officer of choice of the Enquiry Officer to satisfy that the absence is bonafide.

All evidence gathered during the enquiry shall be recorded in writing by the Enquiry Officer, and signature of the witness and the accused Officer if present obtained on each page of the recorded depositions to signify that the depositions are read over and accepted as correct. If there is any refusal to sign, the fact will be recorded and signed by the Enquiry Officer. The Enquiry Officer shall afford opportunity to the employee to take down the recorded evidence of a day's proceedings, or in the alternative give copies thereof to the accused employee. If the accused employee absents himself during the enquiry, the statements will be recorded in his absence.

No oral evidence of any person will be relied on unless an opportunity was given to the delinquent to cross examine/examine such person,

On conclusion of examination of all witnesses, the employee will be given an opportunity to state his case orally or, if so required by him, through a written representation to the Enquiry Officer, within a reasonable time to be fixed by the Enquiry Officer.

The Enquiry Officer may then send his report of enquiry clearly showing his findings on the charges leveled with reasons therefore.

The Disciplinary Authority will pass final orders after consideration of the enquiry report and communicate it to the employee.

155. **APPEALS:**

An appeal from an order of Managing Director imposing a penalty will lie to the Board of Directors. An appeal against other orders will lie to the Managing Director. In such cases, the Managing Director may act as Appellate Authority or he may delegate his powers as specified under Rule 1.11 of these rules to some other senior level Officers of Level F to H come under Rule 2.2 of these rules temporarily at his discretion based on each case or through a permanent delegated powers, subject to modification from time to time.

The time limit within which an appeal may be filed will be 30 days from the date of receipt of orders appealed against/or its affix on the notice board in the case of non-availability of employee for his service personally or by Registered Post.

The Appellate Authority will consider whether prescribed procedure has been followed, whether the allegations have been proved beyond doubt, whether the punishment/penalty awarded is excessive and whether there are any mitigating circumstances warranting interference with the orders appealed against. The orders in appeal may confirm, modify or drop the penalty imposed.

156. **REVIEW:**

An order of imposing penalty by a delegated Officer and an another delegated Officer acted upon as Appellate Authority, the Managing Director may review such cases/orders.

In all other cases, the Board of Directors may review an order imposing a penalty.

The time limit within which an application for review may be field is one month of the date of communication of the final orders.

The Managing Director or the Board of Directors, as the case may be at his/its discretion condone delay upto two months in filing the review.

The Board of Directors may at its discretion entrust a subcommittee of the members of the Director Board or Managing Director for review .

157. **SUSPENSION PENDING DISCIPLINARY PROCEEDINGS:**

(i) An employee may be placed under suspension by the Appointing Authority or the authority empowered on the following reasons in addition to the reasons lead to prima facie investigation and report on misconduct/misconducts if warrants so elaborated under Rule 6.1 of these rules:-

- (a) Disciplinary proceedings are contemplated and if his continuance in office will prejudice investigation.
- (b) Criminal cases under investigation or trial
- (c) When an employee is detained in custody of police for a period exceeding twenty four hours.
- (d) When the Driver of the Corporation involves in a fatal accident/ accident due to his negligence/accident due to his rash driving while on duty.
- (e) Action of corruption, embezzlement, misappropriation of Corporation fund, misuse of official powers and status.

(ii) Managing Director may place an employee under suspension when disciplinary action is contemplated or pending against him.

(iii) An Officer of the Corporation in Level F to H having supervisory control over an employee in Class III or IV may place such employee under suspension when disciplinary action is contemplated or pending against him. Such action taken against an employee shall be reported during the course of the day of the order issued to the Managing Director.

(iv) An appeal from an order under sub-clause (ii) will lie to the Managing Director within one month from the date of such order.

158. **SUBSISTENCE ALLOWANCE:**

A. An employee under suspension is eligible to subsistence allowance as detailed below:-

(i) An amount equal to Half Pay Leave as if the person is on Half Pay Leave instead of suspension

(ii) DA admissible to the above

B. COMPULSOARY DEDUCTION FROM SUBSISTENCE ALLOWANCE:

(i) Income Tax, Super Tax, Educational Cess and all other statutory levies as applicable from time to time

(ii) House Rent and allied charges

(iii) Repayment of loans and advances taken from the Corporation, if any.

(iv) Recoveries due to Co-operative Societies

(v) Subscriptions to FBS and GIS, if the employee is a subscriber to the scheme

(vi) Recoveries due to the Corporation on account of excess payment, etc. subject to the limit that the total recoveries should not exceed 1/3 of the subsistence allowance

(vii) Recovery or loss sustained, if any to the Corporation

C. OPTIONAL DEDUCTIONS FROM SUBSISTENCE ALLOWANCE:

(i) Premia due to State Life Insurance and Postal Life Insurance (as the case may be)

(ii) Refund of advances, if any taken from EPF (written consent is compulsory)

D. DEDUCTIONS NOT TO BE MADE:

(i) Subscription to EPF

(ii) Court attachment

Note:

(i) Benefit of increment falling due during the period of suspension will not be admissible during the period.

(ii) No subsistence allowance is admissible if the employee is placed under suspension for participating in strike.

(iii) No subsistence allowance is admissible to such employee unless a certificate is produced to the effect that he has not entered into any other employment or profession or job during the period. Such a certificate should be countersigned by an Officer of a higher rank/class

159. **REGULARISATION OF PERIOD OF SUSPENSION:**

If the employee placed under suspension is fully exonerated he will be eligible for the period of suspension being treated as duty and for full salary and allowance for such period, reduced by subsistence allowance already paid.

If the employee is not fully exonerated but either left off with warning or awarded a penalty other than removal or dismissal, the disciplinary authority will have the powers to:

(i) Treat the period of suspension as eligible leave in which case, the difference, if any, between leave salary and subsistence allowance already paid, will be recovered in suitable instalments, as determined by the disciplinary authority.

(ii) Direct that the period will be treated as duty with eligibility for such percentage not exceeding 80% of pay and allowances as the disciplinary authority may determine. In such cases the subsistence allowance already paid will be adjusted towards pay and allowances due, but no recovery will be effected from subsistence allowance for periods during which subsistence allowance was drawn in excess of eligible pay and allowances.

(iii) Treat the period of suspension as such in which case the period will not count for increments, leave or retirement benefits.

(iv) In case of minor penalties the pay and allowance admissible under the rules. Normally in such cases the period will be treated as duty only for retirement benefits.

CHAPTER – VII

OBSERVANCE AND MAINTENANCE OF RULES

160. **GENERAL**

The Business of the Corporation shall be transacted in the Department/Division specified separately, and shall be classified and distributed between those departments/divisions in the Head Office and Regional Offices, based on requirement. The Managing Director or the officer delegated by him, allot the business of the Corporation among the departments/divisions and to the employees. An employee may assign with one or more departments/divisions/subjects according to the necessity.

Each department/division shall consist of an Additional General Manager or Deputy General Manager, who shall be the official head of that department/division. More than one Department/Division may be placed in charge of the same Additional General Manager or Deputy General Manager or the work of a Department/Division may be divided between two or more Additional General Managers or Deputy General Managers. In the case of Regional Office, Regional Manager shall be the official head. There shall be an official head for each units of the Corporation. The General Manager concerned shall be collectively responsible for all the Departments/Divisions/Regional Offices and all Units of the Corporation, according to the list of subjects allotted by the Managing Director. Overall supervision, responsibility and the executive power rest with the Managing Director in addition to the powers, classes of cases specifically vested with him.

161. **OBSERVANCE AND EFFECT OF RULES:**

Managing Director, General Manager, Department/Division Heads, Regional Managers, Unit Heads are severally responsible for the careful observance of these rules and when any of the Officers other than Managing Director finds that there has been any wilful deviation or negligence from rules from anybody, shall formally bring the matter as expeditiously as follows:-

- (i) Unit Head to Regional Manager
- (ii) Regional Manager to Division/Department Head
- (iii) Division/Department Head to General Manager
- (iv) General Manager to Managing Director

Superseding of any kind will constitute misconduct.

162. **REPEAL AND SAVINGS:**

The Kerala State Civil Supplies Corporation Service Rules, 1974, the Kerala State Civil Supplies Corporation Helpers Service Rules, 1978, the Kerala State Civil Supplies Corporation Recruitment/Promotion Rules, 1997, Kerala State Civil Supplies Corporation

Limited Managerial Service Rules, 2009 and allied orders/amendments/additions/deletions/alterations issued thereto are hereby repealed.

163. **FURTHER APPLICATION:**

Kerala Service Rules, Kerala State and Subordinate Service Rules, Kerala Civil Services (C.C.&A) Rules and provisions of Indian Companies Act (as the case may be) will apply wherever necessary/deem appropriate in all matters which are not referred to in these rules.

Notwithstanding anything contained in these rules or in special Rules, the Board of Directors shall have the power to deal with the case of any person or persons serving in the Corporation or to adopt or to apply separate rules for the purpose.

TRANSFER GUIDELINES FOR EMPLOYEES OF KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED:

The following guidelines are issued with regard to 'Transfer and Posting Policy' for the employees and deputation staff of the Kerala State Civil Supplies Corporation Limited.

1. GENERAL:

- (i) Transfer of all the employees of the Corporation including postings of the deputation staff shall be ordered by the Managing Director.
- (ii) General transfer may be made only once in an year preferably by the middle of May.
- (iii) In considering application for general transfer, only that application submitted till the end of February of that year shall be considered.
- (iv) Common causes such as stock verification, auditing, inspection and such other unavoidable reasons are to be considered while general transfer.
- (v) No employee who has completed two years of service in a particular station/unit/Depot/Office/Division need necessarily be transferred unless there is a claimant who has worked for three years in an outside station/Unit/Depot/Office than his/her native district or district where permanently settling to be provided

there, or unless a transfer of the existing employee has become necessary due to administrative reasons/administrative convenience.

- (vi) Deputation staff appointed to the Corporation shall be posted suitably by the Managing Director or any other Officer authorised by him on his behalf.
- (vii) For transfer of employees back to their home district/opted district from which they were transferred out for want of vacancies, 3 years duty/service is not applicable. In such cases the employee shall be given transfer against the first vacancy in his home district/opted district (home district refers to the district where the employee resides permanently) but no application for transfer will be considered unless the employee concerned shall have completed at least minimum 6 months actual duty in the station in which he has been posted.
- (viii) Provided for counting the actual service in the station, any leave what so ever shall not be counted.
- (ix) Service in a district (Revenue District) within a radius of 15 Kilometers is to be considered as service in the same station (station does not refer to the station where the employee has last worked)
- (x) Service in all the cadres in the same district shall be considered for transfer to home district or opted district.
- (xi) Service in more than one district shall be considered as a whole for transfer to home district/opted district (service in different cadres also has to be considered as a whole)
- (xii) The recipient of good service entry, cash award and such incentive for meritorious service will get due weightage.
- (xiii) Employees worked in remote areas or high altitude areas or farthest places when compared to their home district/opted district shall normally be eligible for transfer after completion of a period of two years duty in that station to their home district/opted district/is a convenient station as far as possible. Such employee will get priority while general transfer.
- (xiv) Women employees, as far as possible, may not be posted to hilly or remote areas, Employees returning from Maternity Leave and female employees who are eligible for child adoption leave shall be posted to the same station from where they entered

- on leave, for a period of one year. If they desire to get transferred to their station of choice, their application shall be given preference.
- (xv) Widowed employees are to be transferred to their station (not unit) of choice. Their application shall be given top priority.
 - (xvi) Application for a particular unit/Depot other than stations shall be rejected summarily.
 - (xvii) Employees who have only two years to retire may be posted to vacancies in stations of their choice, giving preference to those who are due to retire earlier.
 - (xviii) Applications presented by relatives of employees or dependants or others shall be rejected summarily.
 - (xix) When a new unit started, the criteria for transfer and posting will be efficiency and seniority rather than convenience.
 - (xx) Transfer to facilitate husband and wife to serve in the same station will be allowed to the extend possible.
 - (xxi) Vacancies to be filled up by promotion shall be filled up first by transferring employees to existing vacancies.
 - (xxii) Application for mutual transfer shall not be entertained.
 - (xxiii) When there are a large number of applications for a particular station, the order of preference shall be as follows:-
 - (a) Length of continuous service in the station at the time of his/her applying for transfer under considerations will be the criterion for transfer
 - (b) Employees who have put in longest period of service outside the particular station will be given first priority. But employees who have had more than a year's service in tribal and remote areas be given preference.
 - (xxiv) The application for transfer of employees belonging Scheduled Caste/Scheduled Tribe, physically handicapped employees, employees who have completed defence service, relative of jawan, wife of freedom fighter or husband and son/daughter who look after the freedom fighter, parents of mentally retarded children, , if they desire to get transferred to their station of choice (not Unit) their application shall be given preference.

- (xxv) Employees who have not completed three years of service in a station, normally shall not be transferred, but can be transferred on specific reason summarily noting this reason in the transfer order.
- (xxvi) Those employees who are appointed under DRB will be an eligible claimant for inter district transfer only after the completion of five years of service in the district they opted for; but the request may be considered only on their seniority in that district. Such employees will be eligible for a transfer only as and when they become a state-wide or a common pool category as and when they promoted. Prior to eligibility if transferred, they shall be posted as junior most in the category in the district where they transferred.
- (xxvii) Those DRB persons, appointed in the Head Quarters for want of vacancy shall be transferred and posted in the district they opted for the first appointment immediately as and when vacancy arises i.e., before reporting such vacancy to the PSC. Their seniority will be protected in the category even after such transfer and posting.
- (xxviii) Last Grade employees other than DRB recruited shall be transferred and posted as far as possible in their native district/district of their choice.

2. (A) **COMPASSIONATE GROUNDS:**

- (i) Permanent disability to an employee due to some serious disease or accident which makes the employee to have to rely on help from others.
- (ii) The Head of Unit/Depot/Regional Office certifies that expert treatment is not available elsewhere.
- (iii) When the Head of Unit/Depot/Regional Office certifies that the wife of the employee (Husband in the case of female employee) or son/daughter who is wholly dependent on the employee becomes affected by some serious disease which makes the employee's presence and care indispensable.
- (iv) Transfers made on the above grounds have to be reviewed and re-considered after the completion of one year.

(B) **HEAD OFFICE:**

- (i) Minimum tenure of employees in Head Office may be three years, but it can be extended up to five years in deserving cases.
- (ii) For transfer of employees from Junior Manager level, the divisions in the Head Office may be clubbed together except in the case of Finance, QA, T & BP and such other special divisions.
- (iii) With regard to special divisions, employees may be internally arranged within the divisions or within the Corporation as a whole
- (iv) For transfer of other employees, they may be transferred along general transfer observing the spirit of general guidelines.

(C) **TRANSFER SUBJECT TO ADMINISTRATIVE CONVENIENCE/
ADMINISTRATIVE REASONS:**

If the Corporation feels it necessary to transfer an employee for the smooth functioning of the Office/Unit/Depot, the M.D. can transfer the employee at any time during a calendar year by summarily highlighting the reason in the transfer order.

3. (A) **COMPETENT AUTHORITY TO ISSUE TRANSFER OF EMPLOYEES:**

Managing Director is empowered to issue transfer orders of all the employees of the Corporation. However, he can delegate such power to any officer as laid down under Rule 1.11 of the Kerala State Civil Supplies Corporation Common Service Rules, 2015.

(B) **RIGHT TO RELAXATION:**

Managing Director reserves the right to transfer any employee in relaxation of the general guidelines on administrative grounds

