

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ

സംഗ്രഹം

ഉന്നത വിദ്യാഭ്യാസ വകുപ്പ് - കേരളാ സ്റ്റേറ്റ് സെന്റർ ഫോർ അഡ്വാൻസ്ഡ് പ്രിന്റിംഗ് ആന്റ് ട്രെയിനിംഗ് (സി-ആപ്റ്റ്) -ലെ ജീവനക്കാരുടെ സ്റ്റാഫ് പാറ്റേൺ, പ്രൊമോഷൻ പോളിസി, സർവ്വീസ് റൂൾസ്, ഡെലിഗേഷൻ ഓഫ് പവേഴ്സ് എന്നിവ അംഗീകരിച്ച് കൊണ്ടും ബഹു. കേരളാ ഹൈക്കോടതിയിൽ ഫയൽ ചെയ്തിരുന്ന W.P.(C) No. 30723/2013 റിട്ട് പെറ്റീഷനിലെ 13.03.2020 ലെ വിധിന്യായം നടപ്പിലാക്കിയും ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഉന്നത വിദ്യാഭ്യാസ (കെ) വകുപ്പ്

സ.ഉ.(കെ) നം.351/2024/HEDN

തീയതി,തിരുവനന്തപുരം, 06-06-2024

പരാമർശം:-

1. 20-02-2018 -ലെ G.O.(Rt)No.318/2018/HEDN .
2. ബഹു.ഹൈക്കോടതിയുടെ W.P.(C) No. 30723/2013 -ാം നമ്പർ കേസിലുള്ള 13-03-2020 -ലെ വിധിന്യായം.
3. സി-ആപ്റ്റ് മാനേജിംഗ് ഡയറക്ടറുടെ 27-04-2021, 20-06-2023, 05-01-2024 തീയതികളിലെ സി-ആപ്റ്റ്/3455/09/ ഇ.എസ്.റ്റി.റ്റി നമ്പർ കത്തുകൾ.

ഉത്തരവ്

പരാമർശം 1-ലെ സർക്കാർ ഉത്തരവ് പ്രകാരം സി-ആപ്റ്റിലെ ജീവനക്കാർക്കായി സ്റ്റാഫ് പാറ്റേൺ, പ്രൊമോഷൻ പോളിസി എന്നിവ രൂപീകരിക്കുന്നതിലേയ്ക്കായി സർക്കാർ ഒരു മൂന്നംഗ കമ്മിറ്റിയെ നിയോഗിച്ചിരുന്നു. സി-ആപ്റ്റിൽ സ്റ്റാഫ് പാറ്റേൺ, പ്രൊമോഷൻ പോളിസി എന്നിവ അടിയന്തരമായി നടപ്പിലാക്കണമെന്നാവശ്യപ്പെട്ടുകൊണ്ട് സെന്ററിലെ തൊഴിലാളി സംഘടനയായ കേരള സ്റ്റേറ്റ് സി-ആപ്റ്റ് എംപ്ലോയീസ് യൂണിയൻ ഫയൽ ചെയ്ത W.P. (C)No.30723/2013-ാം നമ്പർ കേസിലുള്ള ബഹു. ഹൈക്കോടതിയുടെ 13-3-2020 ലെ വിധിന്യായത്തിൽ ടി വിഷയം സർക്കാർ പരിഗണിച്ച് മൂന്ന് മാസത്തിനകം സി-ആപ്റ്റിൽ സ്റ്റാഫ് പാറ്റേൺ, പ്രൊമോഷൻ പോളിസി എന്നിവ നടപ്പിലാക്കുവാൻ ബഹു. കോടതി നിർദ്ദേശിച്ചിരുന്നു.

2. ബഹു. ഹൈക്കോടതി നിർദ്ദേശിച്ച കാലയളവിനുള്ളിൽ സ്റ്റാഫ് പാറ്റേൺ, പ്രൊമോഷൻ പോളിസി മുതലായവ സി-ആപ്റ്റിൽ നടപ്പിലാക്കുവാൻ സാധിക്കാതെ വന്ന സാഹചര്യത്തിൽ പരാതിക്കാർ വീണ്ടും ബഹു. കോടതിയെ സമീപിച്ച് CC (C)No:1252/2020 നമ്പർ പ്രകാരം Contempt of Court Case ഫയൽ ചെയ്യുകയുണ്ടായി.

3. സി-ആപ്റ്റിൽ സ്റ്റാഫ് പാറ്റേൺ, പ്രൊമോഷൻ പോളിസി എന്നിവ നടപ്പിലാക്കുന്നതിലേയ്ക്കായി പരാമർശം (1) പ്രകാരം നിയമിച്ച മൂന്നംഗ കമ്മിറ്റിയുടെ റിപ്പോർട്ട് സി-ആപ്റ്റ് മാനേജിംഗ് ഡയറക്ടർ സർക്കാരിൽ സമർപ്പിക്കുകയുണ്ടായി. എന്നാൽ, പ്രസ്തുത മൂന്നംഗ കമ്മിറ്റി സമർപ്പിച്ച റിപ്പോർട്ടിൽ അപാകതകൾ ഉള്ളതായി സെന്ററിലെ അംഗീകൃത ട്രേഡ്

യൂണിയനുകളും ജീവനക്കാരും വ്യാപകമായ ആക്ഷേപം ഉന്നയിച്ച സാഹചര്യത്തിൽ, പ്രസ്തുത റിപ്പോർട്ട് സി-ആപ്റ്റിന്റെ 56-ാമത് എക്സിക്യൂട്ടീവ് കമ്മിറ്റി യോഗം പരിഗണിക്കുകയും, പ്രസ്തുത റിപ്പോർട്ടിലെ അപാകതകൾ പഠിച്ച് പരിഹാര മാർഗ്ഗങ്ങൾ നിർദ്ദേശിക്കുന്നതിലേക്കായി ഒരു രണ്ടംഗ കമ്മിറ്റിയെ എക്സിക്യൂട്ടീവ് കമ്മിറ്റി നിയോഗിക്കുകയുണ്ടായി. ടി രണ്ടംഗ കമ്മിറ്റി സി-ആപ്റ്റിലെ വിവിധ സംഘടനകളും, ജീവനക്കാരുമായി വിശദമായി ചർച്ച നടത്തുകയും, ആയതിന്റെ അടിസ്ഥാനത്തിൽ മൂന്നംഗ കമ്മിറ്റി സമർപ്പിച്ച റിപ്പോർട്ടിലെ അപാകതകൾ പരിഹരിച്ച് ഒരു ഭേദഗതി റിപ്പോർട്ട് രണ്ടംഗകമ്മിറ്റി സി - ആപ്റ്റിൽ സമർപ്പിക്കുകയുണ്ടായി.

4. പരാമർശം-3 ലെ കത്തുകൾ പ്രകാരം, പ്രസ്തുത മൂന്നംഗ കമ്മിറ്റി സമർപ്പിച്ച കരട് റിപ്പോർട്ടും, രണ്ടംഗ കമ്മിറ്റി സമർപ്പിച്ച ഭേദഗതി റിപ്പോർട്ടും സി-ആപ്റ്റ് മാനേജിംഗ് ഡയറക്ടർ സർക്കാരിന്റെ അംഗീകാരത്തിനായി സമർപ്പിക്കുകയുണ്ടായി. സി-ആപ്റ്റിലെ കരട് സ്റ്റാഫ് പാറ്റേൺ, പ്രൊമോഷൻ പോളിസി, സർവീസ് റൂൾസ് മുതലായവ നിലവിലെ KSR, KS & SSR, KCS (CCA) Rules എന്നിവയുടെ അടിസ്ഥാനത്തിൽ വിശദമായി പരിശോധിക്കുകയുണ്ടായി. അതിൻപ്രകാരം, പുതിയ തസ്തിക സൃഷ്ടിക്കൽ, തസ്തിക ഉയർത്തൽ, ശമ്പള സ്കെയിലിൽ വർദ്ധനവ് തുടങ്ങിയ അധിക സമ്പത്തിക ബാധ്യത വരുന്ന ശിപാർശകൾ ഒഴിവാക്കത്തക്ക രീതിയിൽ ഭേദഗതി വരുത്തിയിട്ടുള്ളതും, അനുബന്ധമായി ചേർത്തിട്ടുള്ളതുമായ സി-ആപ്റ്റിലെ സ്റ്റാഫ് പാറ്റേൺ, പ്രൊമോഷൻ പോളിസി, സർവീസ് റൂൾസ്, ഡെലിഗേഷൻ ഓഫ് പവേഴ്സ് മുതലായവയ്ക്ക് ചുവടെപ്പറയുന്ന വ്യവസ്ഥകൾക്ക് വിധേയമായി സർക്കാർ അംഗീകാരം നൽകി ഉത്തരവാകുന്നു.

- സർക്കാർ അനുമതിയോടു കൂടിയല്ലാതെ സി-ആപ്റ്റിൽ പുതിയ തസ്തികകൾ ഒന്നും തന്നെ സൃഷ്ടിക്കുവാൻ പാടില്ല.
- സ്റ്റാഫ് പാറ്റേൺ, പ്രൊമോഷൻ പോളിസി മുതലായവ സി-ആപ്റ്റിൽ നടപ്പിലാക്കുന്ന സാഹചര്യത്തിൽ ഹെഡ് ഓഫീസിലെയും, സബ് സെന്ററുകളിലെയും തസ്തികകൾ ആവശ്യകതയുടെ അടിസ്ഥാനത്തിൽ മാനേജിംഗ് ഡയറക്ടർക്ക് പുനഃക്രമീകരിക്കാവുന്നതാണ്.

5. ഇപ്രകാരം W.P.(C) No. 30723/2013 -ാം നമ്പർ കേസിലുള്ള ബഹു. കോടതിയുടെ 13-03-2020- ലെ വിധിന്യായം നടപ്പിലാക്കി കൊണ്ടും ഉത്തരവാകുന്നു.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)
സിന്ധു പി.കെ
അഡീഷണൽ സെക്രട്ടറി

പകർപ്പ് :-

1. മാനേജിംഗ് ഡയറക്ടർ, കേരള സംസ്ഥാന സെന്റർ ഫോർ അഡ്വാൻസ്ഡ് പ്രിന്റിംഗ് ആന്റ് ട്രെയിനിംഗ് (സി- ആപ്റ്റ്), വട്ടിയൂർക്കാവ്, തിരുവനന്തപുരം
2. അഡ്വക്കറ്റ് ജനറൽ, എറണാകുളം
3. പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്/എ&ഇ), കേരള, തിരുവനന്തപുരം

4. ധനകാര്യ വകുപ്പ് (No:1773933/EDN-B2/93/2021-FIN കുറിപ്പ് പ്രകാരം)
5. ഉദ്യോഗസ്ഥ ഭരണപരിഷ്കാര വകുപ്പ് (No:ADV-B3/12/2024-PandARD കുറിപ്പ് പ്രകാരം)
6. പൊതു ഭരണ (എസ്.സി) വകുപ്പ്
7. നോഡൽ ഓഫീസർ, വെബ് സൈറ്റ്, ഉന്നത വിദ്യാഭ്യാസ വകുപ്പ്
8. ഇൻഫർമേഷൻ ഓഫീസർ, വെബ് & ന്യൂ മീഡിയ
9. കരുതൽ ഫയൽ/ഓഫീസ് കോപ്പി (K3/83/2021-HEDN)

ഉത്തരവിൻ പ്രകാരം

Signed by

Sobha D

Date: 06-06-2024 15:41:51

സെക്ഷൻ ഓഫീസർ

Annexure

STAFF PATTERN

Sl. No	Name of Post	Scale of Pay (10 th Pay Revision)	No. of sanctioned Posts after Retrenchment	Governing body in which post sanctioned.	Present Employees	Proposed Staff Strength	Vanishing Post	Remarks
1	Managing Director		1		1	1		Appointment by Govt.
2	Finance Officer		1		1	1		Deputation from Govt. Secretariat or from the Office of the Accountant General not below the rank/equivalent of Deputy Secretary <i>(Re-designated post of Assistant Director (Finance))</i>
3	Administrative Officer		1	7 th GB	0	1		Deputation from General Administration Department, Govt. Secretariat, not below the rank of Under Secretary

4	Administrative Assistant	35700-75600	1	12 th GB	0	1		(Re-designated post of Accounts officer)
5	Manager (Production)	39500-83000	1	2 nd GB	0	1		(Converted Post of Assistant Director (Technical))
6	Manager (Technical and Materials)	39500-83000	1	9 th GB	0	1		(Converted post of programme Officer)
7	Manager (Marketing)	39500-83000	1	6 th GB	0	1		(converted post of Manager (General) by demotion of scale)
8	Assistant Manager (Maintenance & System Administration),	30700- 65400	1	7 th GB	1	1		(Re -designated post of Hardware Engineer)
9	Assistant Manager (Marketing)	30700 -65400	1	9 th GB	1	1		(Re designated post of Marketing Executive)

10	Assistant Manager (Production Planning & Outsourcing)	30700 -65400	4	12 th GB	0	1	0	(Converted post of 4 Nos. of Assistant Managers)
11	Assistant Manager (Delivery Store)	30700 -65400			0	1		
12	Assistant Manager (Text Book),	30700 -65400			0	1		
13	Assistant Manager (General Administration Establishment)	30700 -65400			0	1		
14	Assistant Manager (Pre- Press),	30700 -65400	1	1 st GB	0	1		(Converted post of Technical Assistant)

15	Assistant Manager (Press),	30700 -65400	1	18 th GB	0	1		(Converted post of Production Engineer)
16	Assistant Manager (Post Press)	30700 -65400	1	1 st GB	0	1		(Converted post of Publication Officer)
17	Assistant Manager (Materials),	30700 -65400	1	12 th GB	1	1		(Re-designated post of Project Officer)
18	Assistant Training Officer (Printing),	26500 -56700	21	6 th , 7 th - 9 th and 12 th GB	13	12	9	Total No of sanctioned post of Instructor Printing, 14 Nos., Instructor Cum Operator 5 Nos., Instructor (AVE) 2 Nos (Totalling 21 Nos) are merged and re designated as Assistant Training Officer (Printing), *Proposed staff strength for Head Office is 3 Nos and sub centres for 9 Nos

19	Supervisor (Production Planning),	27800 -59400		18 th GB (3 Nos)	2	2		(Re-designated post of Production Planning Supervisor)
20	Supervisor (Pre-Press)	27800 -59400		18 th GB	0	1		converted post of Production Planning Supervisor) -1
21	Supervisor (Press),	22200-48000		15 th and 18 th GB (7 Nos)	3	4		(Re-designated post of Production Supervisor (Printing and Reprography)
22	Supervisor (Digital Printing) ,	26500-56700		1 st GB	1	1		(Re-designated post of Reprographic Supervisor)
23	Supervisor (Post Press)	26500-56700	30	15 th and 18 th GB	0	4	11	Converted post of Supervisor Press - 3 Nos, and converted post of Supervisor Electrical - 1 No.
24	Supervisor (Electrical),	26500-56700		9 th , 15 th and 12 th GB	3	1		(Re-designated post of Supervisor

25	Supervisor (Electronics)	22200-48000		(8 Nos)	2	1		(Electrical Maintenance) (Re-designated Post of Hardware Technician)
26	Supervisor (Mechanical)	22200-48000		12 th GB	0	1		Converted post of Hardware Technician
27	Supervisor (Civil)	22200-48000		12 th GB	2	2		Re-designated post of Draftsman (Civil)
28	Supervisor (Marketing)	26500-56700		18 th GB (2 Nos)	1	1		Re- designated post of Cost Accountant
29	Supervisor (Materials)	26500-56700		3 rd , 5 th , 6 th , 7 th , 12 th GB (7 Nos.)	1	1		<i>Re- designated post of Assistant Training Officer</i>
30	Public Relations Officer	30700-65400	1	12 th GB	1	1		
31	Senior Superintendent., a) Cash Section b) Accounts Section	30700-65400	2	7 th 12 th and 18 th GB	2	2		Existing Asst. Accounts Officer Re -designated as Senior Superintendent
32	Junior Superintendent	27800 - 59400	20		14	11	9	Total No of sanctioned post of Accountant 3 Nos and Junior Accountant 17 Nos (Totalling 20

								Nos) are merged and re designated as Junior Superintendent. *Proposed strength is 11 Nos out of which 9 posts for Head Office and 2 Posts are sub centre Kozhikode and Ernakulam (Re-designated post of Accountant/Junior Accountant)
	a. Cash Section					2		
	b. Accounts Section					2		
	c. Establishment 1. Human Resource 2. General Administration					2		
	d. Delivery Store					1		
	e. Marketing					1		
	f. Outsourcing					1		
33	Senior Assistant (Re-designated post of UD Clerk)	22200-48000	80	(3 rd to 7 th , 9 th , 12 th 15 th and 18 th GB-CES-1)	9	28	24	The total sanctioned post of UD Clerk 9 Nos (7 th GB) LD

34	Junior Assistant, (Re-designated post of LD Clerk, Accounts Assistant Clerk cum Cashier}	18000-41500			48	28		Clerk 60 Nos Accounts Assitat 8 Nos and Clerk Cum Cashier 3 nos. (Totalling 80 Nos) are clubbed and converted as Senior Assistant and Junior Assistant. The proposed post of Senior Assistant and Junior Assistant are 56. The ratio of promotion will be 1:1.
35	Operator (Pre- Press) Gr. I	22200-48000	3	12 th GB	1	3		Re-designated post of Compositor Gr.I- 3 Nos
36	Operator (Pre- Press)	18000-41500	4	1st , 2 nd GB	0	3	1	Re-designated post of Compositor- 4 Nos *Proposed staff strength is 6 Nos. Out of which 3 Nos for Head Office and remaining 3 Nos for sub centres. The ratio of Promotion from Operator (Pre- press) to Operator Pre-press Gr. I will be 1:1)

37	Operator (Press) Gr. I	22200-48000	2	12 th GB		10		The Total Sanctioned Post of Mechanic cum Offset Printer Gr.I-2 Nos, Web Offset Machine Operator-1 No. , Mechanic Cum Offset Printer-8 Nos, Offset Printer cum Plate maker 5 Nos &Treadle Printer 4 Nos (Totalling 20 Nos) and together re-designated as Operator Press Gr I and Operator Press. The proposed Staff strength is 20 and the ratio of promotion of Operator Press Gr I and Operator Press will be 1:1. *Proposed staff strength for Head Office is 14 Nos and sub centres for 6 Nos
38	Operator (Press), (Re-designated post of Web Offset Machine Operator, Mechanic cum Offset Printer, Offset Printer cum Plate maker &Treadle Printer)	18000-41500	18	1 st , 3 rd , 6 th , 7 th , 9 th , 3 rd , 12 th , 6 th , 1 st , 7 th , 9 th , 12 th GB	5	10	0	

39	Operator (Digital Printing)	22200-48000	8	6 th GB-5, 15 th GB-3	7	8	0	(Re-designated post of Risograph Operator) *Proposed staff strength is 8 Nos. Out of which 6 post for Head Office and remaining 2 number for sub centres.
40	Digital Printing Assistant,	18000-41500	28	1 st ,6 th ,7 th ,9 th 12 th and 18 th GB	16	5	23	(Re-designated post of Reprographic Assistant)*Proposed staff strength is 5 Nos. Out of which 1 post for Head Office and remaining 4 number for sub centres
41	Binder Gr. I	22200-48000	2	12 th GB,)	2	19	0	The Total Sanctioned Post of Binder (Gr.1) 2 Nos, Binder 77 Nos totalling 79 Nos are clubbed together. The

42	Binder	18000-41500	77	1 st , 2 nd , 6 th , 7 th , 12 th , 18 th GB	48	60		ratio of promotion of Binder Gr I and Binder will be 1:3. *Proposed staff strength is 79 Nos. Out of which 55 post for Head Office and remaining 24 number for sub centres
43	Electrician	18000-41500	6	4 th , 6 th , 12 th GB	3	3	2	Total Sanctioned post of Electrician is 6 Nos. Out of this 3 posts are retained as Electrician and one post is converted as Mechanic
44	Mechanic	18000-41500	0		0	1		
45	Production Planning Assistant	26500-56700	11	6 th 15 th GB	3	2	9	Total No of sanctioned post 11 Nos *Proposed staff strength is 2 Nos. Out of which 1 post for Head Office and remaining 1 number for Sub Centre, Kottayam
46	Welfare Supervisor		1		0	1		Deputation from Labour Department in

								the cadre of Assistant Labour Officer Grade II
47	Receptionist	18000-41500	4	1 st , 7 th , 12 th GB	0	1	3	
48	Proof Reader Gr. I	22200-48000	2	12 th GB	0	1	6	Total Sanctioned post of Proof Reader Gr. I is 2 Nos and Proof reader 7 Nos (Totalling 9 Nos) . The proposed strength is 3. The Ratio promotion between Proof Reader Gr. I and Proof Reader in the ratio of 1:2)
49	Proof Reader	18000-41500	7	1 st , 7 th , and 12 th GB	3	2		
50	DTP Operator Gr. I	22200-48000	100	1 st to 3 rd , 5 th to 7 th , 9 th , 12 th , 15 th , 18 th GB	0	16	67	The Total sanctioned posts DTP Operator 75 Nos, LD Typist 18

51	DTP Operator	**18000-41500			70	17		<p>Nos Multimedia Operator 7 Nos (Totalling 100 Nos.) The proposed strength of DTP Operator Gr.I and DTP Operator is 33 Nos. The Ratio promotion will be 1:1) *Proposed staff strength for Head Office is 19 Nos and sub centres for 14 Nos</p> <p>**The existing DTP Operator will continue in the scale of 22200-48000 as per G.O(MS)231/2022/HEDN dated 12.05.2022.</p>
52	Confidential Assistant	19000-43600	1	1 st GB	0	1		

53	Work Assistant	18000-41500	45	12 th GB	17	113	(Re-designated post of Helper, Screen Printer, Cleaner, Packer cum Cleaner) The Total sanctioned posts of work Assistant 45 Nos, Helper 300 Nos (CES-15), Screen Printer 14 Nos, Cleaner 11 Nos, Packer Cum Cleaner 1 No. (Totalling 371 Nos). The proposed strength is 226 (Work Assistant/Assistant (Production) (Ratio promotion will be 1:1 *Proposed staff strength for Head Office is 167 Nos and sub centres for 59 Nos
54	Assistant (Production)	16500-35700	326	1 st , 3 rd , 5 th to 7 th 9 th 12 th , 15 th , 18 th CES-1	183	113	

55	Driver	18000-41500	4	12 th GB	6	5	0	Only 4 Posts were sanctioned in 12 th GB. Since one post of Van Driver cum Operator (sanctioned in the 1 st GB) is proposed as vanishing category, the same may be converted as Driver.
56	Office Assistant Gr. I (Merger category post of Office Assistant Grade I & Sales Assistant Grade I)	18000-41500		12 th & 18 th GB	3	15		The Total sanctioned posts of Office Assistant (Gr.I) 2 Nos, Sales Assistant (Gr.I) 4 Nos, Office Assistant Gr.II 46 Nos (6 th to 8 th , 12 th , 15 th , 18 th GB) Sales Assistant Gr. II -12 Nos (2 nd , 6 th , 7 th , 18 th GB) (Totalling 64

57	Office Assistant Grade II (Merger category post of Office Assistant Grade II, Sales Assistant Grade II)	17000-37500	64	6 th to 8 th , 12 th , 15 th , 18 th GB	21	16	33	Nos). The proposed strength is 31 (Office Assistant Grade I and Office Assistant Grade II (Ratio promotion will be 1:1). *Proposed staff strength is 31 Nos.. Out of which 24 post for Head Office and remaining 7 number for sub centres
58	Office Attendant Gr.I	17000-37500			0			The Total sanctioned posts of Office Attendant Gr.II- 27 Nos., and CES - 2.
59	Office Attendant Gr.II	16500-35700	29	1 st , 3rd, 4th to 7th, 9th, 12th GB, CES-2		5	18	The proposed strength for Office Attendant Gr.I & Office Attendant Gr. II is 11 Nos (Ratio promotion will be 1:1). Out of which 7 post for Head Office and remaining 4 number for sub centres.

60	UD Storekeeper	22200-48000	2	(12 th GB)	2	2	11	The Total sanctioned posts of UD Store Keeper 2 Nos and LD Store keeper is 13 Nos. (Totalling 15 Nos). The proposed strength is 4 each for UD Store Keeper and LD Store Keeper. The Ratio of promotion will be 1:1.
61	LD Storekeeper	18000-41500		13	1 st , 6 th , 7 th , 12 th GB CES-1	1		
62	Store Assistant	16500-35700	7	9 th and 12 th GB	7	7	0	
63	Security Guard	16500-35700	22	5 th , 7 th , 9 th 12 th CES-1 29 th GB	11		22	All future requirements will be filled up by State Industrial Security Force/ Kexcon
64	Gardner	16500-35700	1		1	0	1	Vanishing category of post
65	Electronic Typewriter Operator	18000-41500	23		12	0	23	Vanishing category of post
66	Van Driver cum Operator	20000-45800	1	1 st GB	1	0	1	Converted as Driver.
67	Production Assistant	22200-48000	4		1	0	4	Vanishing category of post
68	Artist Cum Photographer	26500-56700	2		2	0	2	Vanishing category of post

69	Full Time Sweeper	16500-35700	1		1	14	1	*Proposed staff strength is 14 Nos. Out of which 5 post for Head Office and remaining 9 numbers for sub centres. Future requirements of Full Time/Part Time Sweepers to be filled up from Kudumbasree or similar Government Agencies. All the present Part Time sweepers will be promoted to Full Time Sweepers
70	Part Time Sweeper	9340-14800	40	(1 st , 2 nd , 3 rd , 5 th 6 th , 7 th 9 th , 12 th 18 th , GB CES-1)	13	0	40	Vanishing category of post

71	Assistant Training Officer	27800-59400	8	(1 st , 3 rd , 5 th , 7 th , 12 th , 15 th , 18 th GB)	8	8	0	(Redesignated post of Computer Operator - pay protection for existing employees)
72	Lab Attender	16500-35700	1	-	-	-	-	Vanishing Category
73	Trade Instructor (<i>Vanishing Category</i>)	26500 -56700	9	-	-	-	-	Vanishing Category

Staff Pattern for the Training Wing , City Centre and Sub Centres

Training Wing , City Centre, Thiruvananthapuram

SL. No	Name of Post	Scale of Pay (Existing)	Proposed Staff Strength	Remarks
1	Assistant Manager (Training)	30700 - 65400	2	1 each for Training Wing and Franchise
2	Assistant Training Officer (Printing),	26500 - 56700	1	
3	Assistant Training Officer (Computer)	26500 - 56700	2	(1 st , 3 rd , 5 th , 7 th , 12 th , 15 th , 18 th GB)
4	Binder / Binder Grade 1	18000 - 41500	1	
5	Office Assistant Grade II / Office Assistant Grade 1	17000 - 37500	1	
6	Office Attendant Grade 1 / Office Attendant Grade II	16500-35700	1	
7	Full time Sweeper	16500-35700	1	

The staff strength is provisional and management is fully entitled to shift the Staff strength as per actual requirement

Sub Centre, Kollam

SL. No	Name of Post	Scale of Pay (Existing)	Proposed Staff Strength	Remarks
1	Assistant Manager (Training)	30700 - 65400	1	Officer in charge of the centre
2	Assistant Training Officer (Printing)	26500 - 56700	1	
3	Assistant Training Officer (Computer)	26500 - 56700	1	
4	Operator Press / Operator Press Grade 1	18000-41500	1	
5	Binder / Binder Grade 1	18000-41500	2	
6	DTP Operator/ DTP operator Gr.I	22200-48000	1	
7	Work Assistant	18000-41500	1	
8	Office Assistant Grade 1 / Office Assistant Grade II	18000-41500	2	
9	Assistant(Production)	16500-35700	5	
10	Full time Sweeper	16500-35700	1	

The staff strength is provisional and management is fully entitled to shift the Staff strength as per actual requirement

Sub Centre, Alappuzha

SL. No	Name of Post	Scale of Pay (Existing)	Proposed Staff Strength	Remarks
1	Assistant Manager (Training)	30700 - 65400	1	Officer in charge of the centre
2	Assistant Training Officer (Printing)	26500 - 56700	1	
3	Assistant Training Officer (Computer)	26500 - 56700	1	
4	Operator (Press) / Operator Press Grade 1	18000-41500	1	
5	Binder / Binder Grade 1	18000-41500	2	
6	DTP Operator / DTP Operator Grade 1	22200-48000	1	
7	Work Assistant	18000-41500	1	
8	Digital Printing Assistant	18000-41500	1	
9	Office Attendant / Office Attendant Grade 1	16500-35700	1	
10	Assistant(Production)	16500-35700	8	
11	Full time Sweeper	16500-35700	1	

The staff strength is provisional and management is fully entitled to shift the Staff strength as per actual requirement

Sub Centre, Ernakulam

SL. No	Name of Post	Scale of Pay (Existing)	Proposed Staff Strength	Vanishing Post
1	Assistant Manager (Training)	30700 - 65400	1	Officer in charge of the centre
2	Assistant Training Officer (Printing)	26500 - 56700	1	
3	Assistant Training Officer (Computer)	26500 - 56700	1	
4	Operator (Pre-Press)/ Operator (Pre-Press Grade 1)	18000-41500	1	
5	Operator (Press) / Operator Press Grade 1	18000-41500	2	
6	Binder / Binder Grade 1	18000-41500	5	
7	DTP Operator / DTP Operator Grade 1	22200-48000	5	
8	Digital Printing Assistant.	18000-41500	1	
9	Junior Superintendent	27800 - 59400	1	
10	Assistant (Production)	16500-35700	14	
11	Full time Sweeper	16500-35700	1	

The staff strength is provisional and management is fully entitled to shift the Staff strength as per actual requirement

Sub Centre, Kottayam

SL. No	Name of Post	Scale of Pay (Existing)	Proposed Staff Strength	Remarks
1	Assistant Manager (Training)	30700 - 65400	1	Officer in charge of the centre
2	Assistant Training Officer (Printing)	26500 - 56700	1	
3	Assistant Training Officer (Computer)	26500 - 56700	1	
4	Operator (Pre-Press) / Operator (Pre-Press Grade1)	18000-41500	1	
5	Operator (Press) / Operator Press Grade 1	18000-41500	2	
6	Binder / Binder Grade 1	18000-41500	4	
7	Production Planning Asst.	26500-56700	1	
8	DTP Operator / DTP Operator Grade 1	22200-48000	3	
9	Digital Printing Assistant	18000-41500	1	
10	Office Assistant Grade II / Office Assistant Grade 1	17000 - 37500	4	
11	Assistant (Production)	16500-35700	12	
12	Full time Sweeper	16500-35700	1	

The staff strength is provisional and management is fully entitled to shift the Staff strength as per actual requirement

Extension Centre, Kaduthuruthy

SL. No	Name of Post	Scale of Pay (Existing)	Proposed Staff Strength	Remarks
1	Assistant Training Officer (Printing)	26500 - 56700	1	Officer in charge of the centre
2	Operator (Pre-Press) / Operator (Pre-Press Grade I)	18000-41500	1	
3	Operator (Press) / Operator Press Grade 1	18000-41500	1	
4	Binder / Binder Grade 1	18000-41500	1	
5	DTP Operator / DTP Operator Grade 1	22200-48000	1	
6	Office Assistant Grade II / Office Assistant Grade 1	17000 - 37500	1	
7	Assistant (Production)	16500-35700	5	
8	Full time Sweeper	16500-35700	1	

The staff strength is provisional and management is fully entitled to shift the Staff strength as per actual requirement

Sub Centre, Malappuram

SL. No	Name of Post	Scale of Pay (Existing)	Proposed Staff Strength	Remarks
1	Assistant Training Officer (Printing)	26500 - 56700	1	Officer in charge of the centre
2	Binder / Binder Grade 1	18000-41500	1	
3	DTP Operator / DTP Operator Grade 1	22200-48000	1	
4	Work Assistant	18000-41500	1	
5	Digital Printing Assistant	18000-41500	1	
6	Office Assistant Grade 1 / Office Assistant Grade II	18000-41500	1	
7	Assistant (Production)	16500-35700	2	
8	Full time Sweeper	16500-35700	1	

The staff strength is provisional and management is fully entitled to shift the Staff strength as per actual requirement

Sub Centre, Kozhikode

SL. No	Name of Post	Scale of Pay (Existing)	Proposed Staff Strength	Remarks
1	Assistant Manager (Training)	30700 - 65400	1	Officer in charge of the centre
2	Assistant Training Officer (Printing)	26500 - 56700	1	
3	Assistant Training Officer (Computer)	26500 - 56700	1	
4	Junior Superintendent	27800 - 59400	1	
5	Operator (Press) / Operator Press Grade 1	18000-41500	1	
6	Binder / Binder Grade 1	18000-41500	6	
7	Operator (Digital Printing)	26500-56700	1	
8	DTP Operator	22200-48000	1	
9	Work Assistant	18000-41500	1	
10	Digital Printing Assistant	18000-41500	1	
11	Office Assistant Grade 1 / Office Assistant Grade II	18000-41500	1	
12	Office Attendant Grade 1 / Office Attendant Grade II	16500-35700	2	
13	Assistant(Production)	16500-35700	7	
14	Full time Sweeper	16500-35700	1	

The staff strength is provisional and management is fully entitled to shift the Staff strength as per actual requirement

Sub Centre, Kannur

SL. No	Name of Post	Scale of Pay (Existing)	Proposed Staff Strength	Remarks
1	Assistant Training Officer (Printing)	26500 - 56700	1	Officer in charge of the centre
2	Assistant Training Officer (Computer)	26500 - 56700	1	
3	Binder / Binder Grade 1	18000-41500	2	
4	Operator (Digital Printing)	26500-56700	1	
5	DTP Operator / DTP Operator Grade 1	22200-48000	1	
6	Assistant(Production)	16500-35700	2	
7	Full time Sweeper	16500-35700	1	

The staff strength is provisional and management is fully entitled to shift the Staff strength as per actual requirement

SPECIAL RULES

QUALIFICATION AND METHOD OF APPOINTMENT FOR POSTS UNDER C-APT

1. Managing Director

Scale of Pay	Not below the Scale of Pay of Director of Printing, Government of Kerala
Method of Appointment	Appointment by Government
Appointing Authority	Appointment by Government
Category Strength	1

2. Finance Officer

(Re-designated post of Assistant Director (Finance))

Scale of Pay	Not below the Scale of Deputy Secretary in Kerala Government Service
Method of Appointment	Deputation from Finance Department, Govt. Secretariat or from the Office of the Accountant General not below the rank of Deputy Secretary. <i>Re-designated post of Assistant Director (Finance) (The present incumbent may be allowed to continue up to his retirement and will continue to hold his present scale of pay of Rs. 39500-83000)</i>
Appointing Authority	Managing Director, C-apt
Category Strength	1

3. Administrative Officer

Scale of Pay	Not below the Scale of Deputy Secretary in Kerala Government Service
Method of Appointment	Deputation from Govt. Secretariat not below the rank of Under Secretary
Appointing Authority	Managing Director C-apt
Category Strength	1

4. Administrative Assistant

(Re-designated Post of Accounts Officer)

Scale of Pay	Rs. 35700-75600
Qualification	
Method of Appointment	By Selection from among the qualified Senior Superintendent, Asst. Manager (Text Book), Asst. Manager (Delivery Store), Asst. Manager (General Administration and Establishment) and Asst. Manager (Materials). In their absence through Direct recruitment <i>(Re-designated Post of Accounts Officer)</i>
Appointing Authority	Managing Director C-apt
Category Strength	1

5. Manager (Production)

(Converted post of Asst. Director (Technical))

Scale of Pay	Rs. 39500-83000
Qualification	a. Degree in any branch of Engineering b. 5 years experience in Managerial cadre in a Government Department/Organization /Public Sector Unit OR a. Diploma in any branch of Engineering b. 8 years experience in production management in a Government Department/ Organization /Public Sector Unit Experience need not be insisted for internal selection <i>(Converted post of Asst. Director (Technical))</i>
Method of Appointment	By internal Selection from among the qualified Assistant Managers. In their absence through Direct recruitment
Appointing Authority	Managing Director, C-apt
Category Strength	1

6. Manager (Technical and Materials)

(Converted post of Programme Officer)

Scale of Pay	Rs. 39500-83000
Qualification	a. Degree in Engineering in Electronics/ Computer Science/ Electrical/ Mechanical/Production/ Printing Technology b. 5 years experience in Managerial Cadre in a Government Department /Organisation /Public sector Unit OR a. Diploma in Engineering Electronics/ Computer Science/ Electrical/ Mechanical/Production/ Printing Technology

	b. 8 years experience in Managerial cadre in a Government Department/ Organisation /Public Sector Unit Experience need not be insisted for internal selection.
Method of Appointment	By internal Selection from among the qualified Assistant Managers. In their absence through Direct recruitment <i>(Converted post of Programme Officer)</i>
Appointing Authority	Managing Director, C-apt
Category Strength	1

7. Manager (Marketing)

(Converted post of Manager (General) with Pay scale demotion)

Scale of Pay	Rs. 39500-83000
Qualification	a. M.com or MBA(Marketing) from a recognized university b. 5 years experience in marketing preferably in a Government Department/ Organisation /Public Sector Unit Experience need not be insisted for internal selection
Method of Appointment	By internal selection from among the qualified Assistant Manager (Marketing). In their absence through Direct recruitment <i>(Converted post of Manager (General) of Pay scale demotion)</i>
Appointing Authority	Managing Director C-apt
Category Strength	1

8. Assistant Manager (Maintenance & System Administration)

(Re-designated post of Hardware Engineer)

Scale of Pay	Rs 30700 - 65400
Qualification	a. Degree in Engineering in Electronics/ Computer Science/ Electrical/ Mechanical b. 2 years experience in Managerial Cadre in a Government Department / Organization /Public sector Unit OR a. Diploma in Engineering Electronics/ Computer Science/ Electrical/ Mechanical b. 8 years experience in Managerial cadre in a Government Department/ Organization /Public Sector Unit Experience need not be insisted for internal selection.
Method of Appointment	By internal selection from qualified Supervisors /Assistant. Training Officers (Printing). In their absence by Direct recruitment. (<i>re-designated post of Hardware Engineer</i>)
Appointing Authority	Managing Director C-apt
Category Strength	1

9. Assistant Manager (Marketing)

(Re-designated post of Marketing Executive)

Scale of Pay	Rs 30700 - 65400
Qualification	B.Com (with Marketing) having 8 years' experience in marketing preferably in a Government Department/ Organization /Public Sector Unit OR MBA (Marketing) (from a recognized university) with 5 years experience in marketing preferably in a Government Department/ Organization /Public Sector Unit. In their absence by Direct recruitment Experience need not be insisted for internal selection. (<i>re-designated post of Marketing Executive</i>)
Method of Appointment	By internal selection from qualified Supervisor (Marketing) having B Com (with marketing) / MBA (Marketing). In their absence by Direct Recruitment.
Appointing Authority	Managing Director C-apt
Category Strength	1

10. Assistant Manager (Production Planning & Outsourcing)
(*Converted post of Assistant Manager*)

Scale of Pay	Rs 30700 - 65400
Qualification	a. B.Tech in Printing Technology b. 2 years experience in a Government Department/ Organization /Public Sector Unit OR a. Diploma in Printing Technology b. Minimum 5 years experience in a Government Department/ Organisation /Public Sector Unit Experience need not be insisted for internal selection.
Method of Appointment	By internal selection from qualified Supervisors (Production Planning) / Pre-press / Press / Post press) In their absence by direct recruitment. (<i>Converted post of Assistant Manager</i>)
Appointing Authority	Managing Director, C-apt
Category Strength	1

11. Assistant Manager (Delivery Store)
(*Converted post of Assistant Manager – Cadre of Senior Superintendent*)

Scale of Pay	Rs 30700 - 65400
Qualification	
Method of Appointment	Internal selection from the cadre of Junior Superintendent. <i>Converted post of Assistant Manager</i>
Appointing Authority	Managing Director, C-apt
Category Strength	1

12 Assistant Manager (Text Book)
(Converted post of Assistant Manager- Cadre of Senior Superintendent)

Scale of Pay	Rs 30700 - 65400
Qualification	
Method of Appointment	Internal selection from the cadre of Junior Superintendent. <i>Converted post of Assistant Manager</i>
Appointing Authority	Managing Director, C-apt
Category Strength	1

13. Assistant Manager (General Administration Establishment)
(Converted post of Assistant Manager- Cadre of Senior Superintendent)

Scale of Pay	Rs 30700 - 65400
Qualification	
Method of Appointment	Internal selection from the cadre of Junior Superintendent. <i>Converted post of Assistant Manager</i>
Appointing Authority	Managing Director, C-apt
Category Strength	1

14. Assistant Manager (Pre-Press)

(Converted Post of Technical Assistant)

Scale of Pay	Rs 30700 - 65400
Qualification	a. B.Tech in Printing Technology b. Minimum 2 years experience in a Government Department/ Organisation /Public Sector Unit OR a. Diploma in Printing Technology b. Minimum 5 years experience in a Government Department/ Organisation /Public Sector Unit Experience need not be insisted for internal selection
Method of Appointment	By internal selection from qualified Supervisor (Pre-Press) / Supervisor (Production Planning) / Supervisor (Post Press)/ Supervisor (Press). In their absence by direct recruitment. (Converted Post of Technical Assistant)
Appointing Authority	Managing Director, C-apt
Category Strength	1

15. Assistant Manager (Press)

(Converted Post of Production Engineer)

Scale of Pay	Rs 30700 - 65400
Qualification	a. B.Tech in Printing Technology b. Minimum 2 years experience in a Government Department/ Organisation /Public Sector Unit OR a. Diploma in Printing Technology b. Minimum 5 years experience in a Government Department/ Organisation /Public Sector Unit Experience need not be insisted for internal selection.
Method of Appointment	By internal selection from qualified Supervisors (Pre-Press), Supervisor (Production Planning), Supervisor (Post Press). Supervisor (Press) In their absence by direct recruitment. (Converted Post of Production Engineer)
Appointing Authority	Managing Director, C-apt
Category Strength	1

16. Assistant Manager (Post Press)

(Converted Post of Publication Officer)

Scale of Pay	Rs 30700 - 65400
Qualification	a. B.Tech in Printing Technology b. Minimum 2 years experience in a Government Department/ Organisation /Public Sector Unit OR a. Diploma in Printing Technology b. Minimum 5 years experience in a Government Department/ Organisation /Public Sector Unit Experience need not be insisted for internal selection.
Method of Appointment	By internal selection from qualified Supervisors (Pre-Press), Supervisor (Production Planning), Supervisor (Post Press), Supervisor (Press) In their absence by direct recruitment. (Converted Post of Publication Officer)
Appointing Authority	Managing Director, C-apt
Category Strength	1

17. Assistant Manager (Materials)

(Re-designated post of Project Officer - Cadre of Senior Superintendent)

Scale of Pay	Rs 30700 - 65400
Qualification	
Method of Appointment	Internal selection from the cadre of Junior Superintendent (Re-designated post of Project Officer). (The present incumbent may be allowed to continue up to his retirement and will continue to hold his present scale of pay of Rs. 30700 - 65400)
Appointing Authority	Managing Director, C-apt
Category Strength	1

18. Asst. Training Officer (Printing)
(Merger category of Instructor Cum Operator & Instructor (Printing)
and Instructor (Audio Visual Equipments).

Scale of Pay	Rs. 26500 -56700
Qualification	a. B.Tech in Printing Technology OR b. Diploma in Printing technology
Method of Appointment	By Direct recruitment. Qualification protection for existing employees. (<i>Merger category of Instructor Cum Operator & Instructor (Printing) and Instructor (Audio Visual Equipments).</i>)
Appointing Authority	Managing Director, C-apt
Category Strength	12

19. Supervisor (Production Planning)

(Re-designated post of Production Planning Supervisor).

Scale of Pay	Rs 27800 - 59400
Qualification	a. Diploma in Printing Technology b. 3 years experience in a Government Department/ Organisation /Public Sector Unit OR a. KGTE in Printing Technology (Pre-Press, Press, Post Press) b. Minimum 5 years experience in a Government Department/ Organisation /Public Sector Unit Experience need not be insisted for internal selection. Qualification protection for Existing employees
Method of Appointment	By promotion from Production Planning Asst. or internal selection from Operator (Pre-Press) Gr. I, Operator (Press) Gr. I, Binder Gr. I, having prescribed qualifications. In their absence by direct recruitment. <i>(Re-designated post of Production Planning Supervisor).</i>
Appointing Authority	Managing Director, C-apt
Category Strength	2

20. Supervisor (Pre-Press)

(Converted post of Production Planning Supervisor)

Scale of Pay	Rs 27800 - 59400
Qualification	a. Diploma in Printing Technology b. 3 years experience in Pre-Press in a Government Department/ Organisation /Public Sector Unit OR a. KGTE in Printing Technology (Pre-Press) b. Minimum 5 years experience in Pre-Press a Government Department/ Organisation /Public Sector Unit. Experience need not be insisted for internal selection. Qualification protection for Existing employees.
Method of Appointment	By promotion from qualified DTP Operators Gr. I, Proof Readers Gr. I, or qualified Pre-Press Operators from Process Section. In their absence by direct recruitment. Converted post of Production Planning Supervisor
Appointing Authority	Managing Director, C-apt
Category Strength	1

21. Supervisor (Press)

(Re-designated Post of Production Supervisor (Printing & Reprography))

Scale of Pay	Rs 22200 - 48000
Qualification	a. Diploma in Printing Technology b. 3 years experience in Press operations a Government Department/ Organisation /Public Sector Unit OR a. KGTE in Printing Technology (Press) b. Minimum 5 years experience in a Government Department/ Organisation /Public Sector Unit Experience need not be insisted for internal selection. Qualification protection for Existing employees
Method of Appointment	By promotion from among qualified Operator (Press) Gr.I. In their absence by direct recruitment. (Re-designated Post of Production Supervisor (Printing & Reprography))
Appointing Authority	Managing Director, C-apt
Category Strength	4

22. Supervisor (Digital Printing)
(Re-designated Post of Reprographic Supervisor)

Scale of Pay	Rs 26500-56700
Qualification	a. Diploma in Printing Technology b. 3 years experience in a Government Department/ Organisation /Public Sector Unit OR a. KGTE in Printing Technology (Press) b. Minimum 5 years experience in a Government Department/ Organisation /Public Sector Unit Experience need not be insisted for Promotion. Qualification protection for Existing employees
Method of Appointment	By promotion from among qualified Operator (Digital Printing),DTP Operator Grade I, Proof Reader Grade I in the ratio 2:1:1. In their absence by direct recruitment. <i>(Re-designated Post of Reprographic Supervisor)</i>
Appointing Authority	Managing Director, C-apt
Category Strength	1

23. Supervisor (Post Press)
(Converted post of Supervisor Press 3 Nos and Supervisor Electrical 1 No)

Scale of Pay	Rs 26500-56700
Qualification	a. Diploma in Printing Technology b. Minimum 3 years experience in a Government Department/ Organisation /Public Sector Unit OR a. KGTE in Printing Technology (Post Press) b. Minimum 5 years experience in a Government Department/ Organisation /Public Sector Unit. Experience need not be insisted for Promotion. Qualification protection for Existing employees
Method of Appointment	Promotion from among Binder Grade I. In their absence by direct recruitment. (Converted post of Supervisor Press 3 Nos. and Post of Supervisor Electrical 1 No)
Appointing Authority	Managing Director, C-apt
Category Strength	4

24. Supervisor (Electrical)

(Re-designated post of Supervisor (Electrical Maintenance))

Scale of Pay	Rs 26500-56700
Qualification	a. Diploma in Electrical Engineering b. 3 years experience in a Government Department/ Organisation /Public Sector Unit OR a. National Trade Certificate (NTC) (ITI) in Electrician b. 5 years experience in a Government Department/ Organisation /Public Sector Unit. (Experience need not be insisted for by promotion). Qualification protection for Existing employees
Method of Appointment	Promotion from among the qualified Electricians. In their absence by Direct recruitment. <i>(Re-designated post of Supervisor (Electrical Maintenance))</i>
Appointing Authority	Managing Director, C-apt
Category Strength	1

25. Supervisor (Electronics)

(Re-designated post of Hardware Technician).

Scale of Pay	Rs 22200-48000
Qualification	a. Diploma in Electronics Engineering b. 3 years experience in a Government Department/ Organisation /Public Sector Unit OR a. National Trade Certificate (NTC) (ITI) in Electronics b. 5 years experience in a Government Department/ Organisation /Public Sector Unit. (Experience need not be insisted for internal Selection). Qualification protection for Existing employees
Method of Appointment	Direct recruitment. <i>(Re-designated post of Hardware Technician).</i>
Appointing Authority	Managing Director, C-apt
Category Strength	1

26. Supervisor (Mechanical)

(Converted post of Hardware Technician)

Scale of Pay	Rs 22200-48000
Qualification	a. Diploma in Mechanical Engineering b. 3 years experience in a Government Department/ Organisation /Public Sector Unit OR a. National Trade Certificate (NTC) (ITI) in Mechanic b. 5 years experience in a Government Department/ Organisation /Public Sector Unit. (Experience need not be insisted for by promotion). Qualification protection for Existing employees
Method of Appointment	Direct recruitment. (Converted post of Hardware Technician)
Appointing Authority	Managing Director, C-apt
Category Strength	1

27. Supervisor (Civil)

(Re-designated post of Draftsman (Civil))

Scale of Pay	Rs 22200-48000
Qualification	a. Diploma in Civil Engineering b. 3 years experience in a Government Department/ Organisation /Public Sector Unit OR a. National Trade Certificate (NTC) (ITI) in Draftsman (Civil) b. 5 years experience in a Government Department/ Organisation /Public Sector Unit. (Experience need not be insisted for by promotion). Qualification protection for Existing employees
Method of Appointment	Direct recruitment. The existing Draftsman civil having 3 years Diploma in Civil Engineering may be re-designated as Supervisor (Civil). <i>(Re-designated post of Draftsman (Civil)</i>
Appointing Authority	Managing Director, C-apt
Category Strength	2

28. Supervisor (Marketing)

(Re-designated post of Cost Accountant)

Scale of Pay	Rs 26500- 56700
Qualification	B Com
Method of Appointment	Direct recruitment. (Re-designated post of Cost Accountant) Qualification protection for Existing employees.
Appointing Authority	Managing Director, C-apt
Category Strength	1

29. Supervisor (Materials)

(Re- designated post of Assistant Training Officer)

Scale of Pay	Rs 26500- 56700
Qualification	
Method of Appointment	Promotion from the category of UD Storekeeper. The existing Assistant Training Officer will continue as Supervisor (Materials) till he vacates the post. (Re- designated post of Asst. Training Officer)
Appointing Authority	Managing Director, C-apt
Category Strength	1

30. Public Relations Officer

Scale of Pay	Rs 30700 - 65400
Qualification	
Method of Appointment	Internal selection from the category of Receptionist with minimum of 5 years experience in C-apt
Appointing Authority	Managing Director, C-apt
Category Strength	1

31. Senior Superintendent

(Re-designated post of Asst. Accounts Officer).

Scale of Pay	Rs 30700 - 65400
Qualification	
Method of Appointment	By internal selection from the category of Junior Superintendent.
Appointing Authority	Managing Director, C-apt
Category Strength	2

32. Junior Superintendent

(The posts of Accountant and Junior Accountant are clubbed together and re-designated as Junior Superintendent).

Scale of Pay	Rs 27800 - 59400
Qualification	
Method of Appointment	By promotion from Senior Assistant (Pay protection for existing post of Accountant). (The posts of Accountant and Junior Accountant are clubbed together and re-designated as Jr. Superintendent).
Appointing Authority	Managing Director, C-apt
Category Strength	11

33. Senior Assistant

(Re-designated category of UD Clerk)

Scale of Pay	Rs. 22200-48000
Qualification	
Method of Appointment	By promotion from Jr. Assistant. Ratio between Junior Assistant And Senior Assistant be 1:1. The ratio of Promotion from Junior Assistant to Senior Assistant will be in the ratio 1:1. While promoting Junior Assistant to Senior Assistant, the merger Categories of Accounts Assistant / Clerk Cum Cashier and LD Clerk should be taken in the ratio 1:1:3 Pay protected for existing Accounts Assistant /Clerk Cum Cashier. (Re-designated category of UD Clerk).
Appointing Authority	Managing Director, C-apt
Category Strength	28

34. Junior Assistant

(The merger and re-designated category of LD Clerk,
Accounts Assistant, Clerk Cum Cashier)

Scale of Pay	Rs. 18000-41500
Qualification	1. A Degree in any subject with Diploma in Computer Application from a Government Organisation. 2. MOP Pass 3. Account Test (Lower) Pass (Pay protection for Accounts Assistant, Clerk cum cashier). (The merger and re-designated category of LD Clerk, Accounts Assistant, Clerk Cum Cashier)
Method of Appointment	By direct recruitment 85 % Vacancies.(15% of vacancies earmarked for promotion from qualified low paid employees below the scale of pay of Rs. 18000-41500) Qualification Protection for existing Employees
Appointing Authority	Managing Director, C-apt
Category Strength	28

35. Operator (Pre-Press) Grade I

(Re- designated post of Compositor Grade- I)

Scale of Pay	Rs. 22200-48000
Qualification	
Method of Appointment	By promotion from Operator (Pre-Press) The ratio for promotion between Operator (Pre-Press) and Operator (Pre-Press) Grade I is 1:1 (Re- designated post of Compositor Grade- I).
Appointing Authority	Managing Director, C-apt
Category Strength	3

36. Operator (Pre-Press)

(Redesignated post of Compositor)

Scale of Pay	Rs. 18000-41500
Qualification	Diploma in Printing Technology OR KGTE Printing Technology in Pre-Press Operation with 3 years' experience in a Government Department/ Organisation /Public Sector Unit
Method of Appointment	Direct recruitment 90% vacancies (10% of vacancies earmarked for promotion from qualified Work Assistant and Assistant Production). <i>(Redesignated post of Compositor)</i> Qualification Protection For Existing employees
Appointing Authority	Managing Director, C-apt
Category Strength	3

37. Operator (Press) Grade 1

(Re- designated post of Mechanic Cum Offset Printer Grade I).

Scale of Pay	Rs. 22200-48000
Qualification	
Method of Appointment	By promotion from Operator (Press). The ratio for promotion between Operator (Press) and Operator (Press) Grade I is 1:1. <i>(Re- designated post of Mechanic Cum Offset Printer Grade I).</i>
Appointing Authority	Managing Director, C-apt
Category Strength	10

38. Operator (Press)

(Merger and re-designated category of Web Offset Machine Operator,
Mechanic Cum Offset Printer, Treadle Printer, Offset Printer Cum Plate Maker)

Scale of Pay	Rs. 18000-41500
Qualification	a. Diploma in Printing Technology b. KGTE Printing Technology in Press work.
Method of Appointment	Direct recruitment. 10% of vacancies earmarked for promotion from Work Asst. and Assistant (Production.) (Merger and re-designated category of Web Offset Machine Operator, Mechanic cum Offset Printer, Treadle Printer, Offset Printer cum Plate Maker) Qualification Protection For Existing employees. The ratio of Promotion from Operator (Press) to Operator Press Grade I will be in the ratio 1:1. While promoting Operator (Press) to Operator Press Grade I, the merger Categories of Web Offset Machine Operator, Mechanic cum Offset Printer, Treadle Printer, Offset Printer cum Plate Maker should be taken in the ratio 1:1:1:1
Appointing Authority	Managing Director, C-apt
Category Strength	10

39. Operator (Digital Printing)

(Re-designated post of Risograph Operator)

Scale of Pay	Rs. 22200-48000
Qualification	a. Diploma in Printing Technology b. KGTE Printing Technology in Press work .
Method of Appointment	By Promotion from Digital Printing Assistant. (Re-designated post of Risograph Operator) Qualification Protection For Existing employees
Appointing Authority	Managing Director, C-apt
Category Strength	8

40. Digital Printing Assistant

(Re-designated post of Reprographic Assistant)

Scale of Pay	Rs. 18000-41500
Qualification	a. Diploma in Printing Technology b. KGTE Printing Technology in Printing Technology.
Method of Appointment	Direct Recruitment (Re-designated post of Reprographic Assistant) Qualification Protection For Existing employees
Appointing Authority	Managing Director, C-apt
Category Strength	5

41. Binder Grade 1

Scale of Pay	Rs. 22200-48000
Qualification	
Method of Appointment	By Promotion from Binder. The ratio for Promotion between Binder and Binder Grade I is 3:1.
Appointing Authority	Managing Director, C-apt
Category Strength	19

42. Binder

Scale of Pay	Rs. 18000-41500
Qualification	a. Diploma in Printing Technology b. Minimum 3 year's experience in a Government Department/ Organisation /Public Sector Unit OR a. KGTE in Printing Technology (Post Press) b. Minimum 5 years experience in a Government Department/Organisation /Public Sector Unit. Experience need not be insisted for Promotion. Qualification protection for Existing employees
Method of Appointment	Direct recruitment (80%).(20% of vacancies earmarked for promotion from qualified Work Asst. and Asst. (Production)
Appointing Authority	Managing Director, C-apt
Category Strength	60

43. Electrician

(Re designated post of Lab Asst. cum Electrician)

Scale of Pay	Rs. 18000-41500
Qualification	National Trade Certificate (NTC) (ITI) in Electrician
Method of Appointment	By promotion from among qualified Assistant (Production) /Work Assistant. In their absence by direct recruitment. (Re designated post of Lab Asst. cum Electrician)
Appointing Authority	Managing Director, C-apt
Category Strength	3

44. Mechanic

(Converted post of Electrician)

Scale of Pay	Rs. 18000-41500
Qualification	National Trade Certificate (NTC) (ITI) Mechanic
Method of Appointment	By promotion from qualified Assistant (Production)/ Work Assistant. In their absence by Direct recruitment (Converted post of Electrician)
Appointing Authority	Managing Director, C-apt
Category Strength	1

45. Production Planning Assistant

Scale of Pay	Rs. 26500 – 56700
Qualification	a. Diploma in Printing Technology OR b. KGTE Printing Technology in Pre-Press, Press, Post Press Operation with 3 years experience in a Government Department/ Organisation /Public Sector Unit
Method of Appointment	Direct recruitment Qualification Protection For Existing employees
Appointing Authority	Managing Director, C-apt
Category Strength	2

46. Welfare Supervisor

Scale of Pay	Equivalent to the scale of (Asst. Labour Officer Grade II) in Kerala Government service.
Qualification	
Method of Appointment	Deputation from Labour Dept. (Asst. Labour Officer Grade II)
Appointing Authority	Managing Director, C-apt
Category Strength	1

47. Receptionist

Scale of Pay	Rs. 18000-41500
Qualification	Degree in any subject with Diploma in Public Relations/Journalism.
Method of Appointment	By Direct Recruitment
Appointing Authority	Managing Director, C-apt
Category Strength	1

48. Proof Reader Gr I

Scale of Pay	Rs. 22200-48000
Qualification	
Method of Appointment	By Promotion from Proof Reader. The ratio for promotion between Proof Reader and Proof Reader Grade I is 2:1
Appointing Authority	Managing Director, C-apt
Category Strength	1

49. Proof Reader

Scale of Pay	Rs. 18000-41500
Qualification	Diploma in Printing Technology. OR KGTE Printing Technology in Pre-press Operation. OR SSLC or equivalent qualification & KGTE in Proof Reading Lower. Experience: Minimum 2 years in Proof Reading in a Government Organisation or in Government Department/Organisation /Public Sector Unit. Qualification Protection For Existing employees
Method of Appointment	By Direct recruitment
Appointing Authority	Managing Director, C-apt
Category Strength	2

50. DTP Operator Grade I

Scale of Pay	Rs. 22200-48000
Qualification	
Method of Appointment	By Promotion from the category of DTP Operator. The ratio for promotion between DTP Operator and DTP Operator Grade I is 1:1
Appointing Authority	Managing Director, C-apt
Category Strength	16

51. DTP Operator

Scale of Pay	Rs. **18000-41500
Qualification	a) Diploma in Printing Technology OR b) KGTE Printing Technology in Pre-Press Operation with 5 years experience. OR c) Pre degree/ Plus Two with one year Diploma in Computer Application (Qualification Protection for existing employees.)
Method of Appointment	a. By direct recruitment and by Promotion a. L D typist to be converted to DTP operator with their existing Scale of pay of Rs. 18000-41500. c. Multimedia Operators to be converted to DTP operator with their existing Scale of pay of Rs. 18000-41500. A. (20 % of vacancies should be filled by promotion from qualified low-level employees below the scale of pay of Rs. 9190-15780. B. 80 % of the post to be filled up through Direct recruitment) (*only for existing Hands. In future Rs. 18000-41500 will be allowed as per G.O. (Ms)266/2014/H.edn dated 12.06.2014.)
Appointing Authority	Managing Director, C-apt
Category Strength	17

52. Confidential Assistant

Scale of Pay	Rs 19000-43600
Qualification	1. Degree in any subject from a recognized university studied under regular course with Diploma in computer application from a government organisation. 2. Lower Grade Certificate in Typewriting (English (KGTE) and Computer Word Processing 3. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent. 4. Lower Grade Certificate in Short hand English (KGTE) or its equivalent 5. Lower Grade Certificate in Short hand Malayalam (KGTE) or its equivalent
Method of Appointment	By direct recruitment
Appointing Authority	Managing Director, C-apt
Category Strength	1

53. Work Assistant

Scale of Pay	Rs. 18000-41500
Qualification	Pass in 7th Standard but not acquired Graduation. Good physique.
Method of Appointment	By promotion of Assistant (Production) . The ratio for Promotion between Work Assistant & Assistant (Production) is 1:1
Appointing Authority	Managing Director, C-apt
Category Strength	113

54. Assistant (Production)

(Re-designated post of Helper, Screen Printer, Cleaner, Packer Cum Cleaner)

Scale of Pay	Rs. 16500-35700
Qualification	Pass in 7th Standard but not acquired Graduation. Good physique
Method of Appointment	By Direct recruitment <i>(Re-designated post of Helper, Screen Printer, Cleaner, Packer Cum Cleaner)</i>
Appointing Authority	Managing Director, C-apt
Category Strength	113

55. Driver

Scale of Pay	Rs. 18000-41500
Qualification	<ol style="list-style-type: none">1. A Pass in VII standard.2. Must possess valid Driving License of three years standing to drive Light Motor Vehicles /Heavy Motor Vehicles with Driver's badge.3. Proficiency in driving Light Motor Vehicle / Heavy Motor Vehicles (to be proved by a practical test conducted by the centre) Ear: Hearing should be perfect. Eye: Distant vision : 6/6 snellen Near vision : 0.5. snellen Colour Vision: Normal Night Blindness: Nil Muscular joints : No paralysis and all joints with free movements. Nervous System: Perfectly normal. Free from any infectious diseases.
Method of Appointment	By Direct recruitment. Persons with Disabilities are not entitled to apply for this post.
Appointing Authority	Managing Director, C-apt
Category Strength	5

56. Office Assistant Grade I

(Merger Post of Office Assistant Gr. I and Sales Asst. Grade- I)

Scale of Pay	Rs. 18000-41500
Qualification	
Method of Appointment	By promotion from Office Asst. Grade II. <i>(merger Post of Office Assistant Gr.I and Sales Asst. Grade- I)</i>
Appointing Authority	Managing Director, C-apt
Category Strength	15

57. Office Assistant Grade II

(Merger category post of Office Asst./ Sales Asst.)

Scale of Pay	Rs. 17000-37500
Qualification	SSLC/ Attender Test conducted by Kerala Public Service Commission
Method of Appointment	By promotion of the Office Attendant Grade II/ Full Time Sweeper. (Merger category post of Office Asst./ Sales Asst.) Qualification Protection For Existing employees
Appointing Authority	Managing Director C-apt
Category Strength	16

58. Office Attendant Gr. I

Scale of Pay	Rs. 17000-37500
Qualification	SSLC/ Attender Test conducted by Kerala Public Service Commission
Method of Appointment	By Promotion from Office Attendant Gr. II The ratio between Office Attendant Gr.II and Office Attendant Gr.I is 1:1
Appointing Authority	Managing Director C-apt
Category Strength	5

59. Office Attendant Grade II

Scale of Pay	Rs. 16500-35700
Qualification	Pass in 7th Standard but not acquired Graduation. Good physique
Method of Appointment	By Direct recruitment Qualification Protection For Existing employees
Appointing Authority	Managing Director C-apt
Category Strength	6

60. UD Storekeeper

Scale of Pay	Rs. 22200-48000
Qualification	
Method of Appointment	By promotion from the category of LD Store Keeper in the ratio of 1:1
Appointing Authority	Managing Director C-apt
Category Strength	2

61. LD Store Keeper

Scale of Pay	Rs. 18000-41500
Qualification	Degree in any subject from a recognized university
Method of Appointment	By promotion from the category of Store assistants,
Appointing Authority	Managing Director C-apt
Category Strength	2

62. Store Assistant

Scale of Pay	Rs. 16500-35700
Qualification	SSLC/ Attender Test conducted by Kerala Public Service Commission
Method of Appointment	By Direct recruitment
Appointing Authority	Managing Director C-apt
Category Strength	7

63. Security Guard

(Vanishing Category)

Scale of Pay	Rs. 16500-35700
Qualification	
Method of Appointment	Vanishing Category In future to be filled up by State Industrial Security Force/ Kexcon
Appointing Authority	Managing Director C-apt
Category Strength	11

64. Gardener

(Vanishing Category)

Scale of Pay	Rs. 16500-35700
Qualification	
Method of Appointment	Vanishing Category
Appointing Authority	Managing Director C-apt
Category Strength	1

65. Electronic Typewriter Operator

(Vanishing Category)

Scale of Pay	Rs. 18000-41500
Qualification	
Method of Appointment	Vanishing Category
Appointing Authority	Managing Director C-apt
Category Strength	12

66. Van Driver Cum Operator

(Vanishing Category)

Scale of Pay	Rs. 20000-45800
Qualification	
Method of Appointment	Vanishing Category
Appointing Authority	Managing Director C-apt
Category Strength	1

67. Production Assistant

(Vanishing Category)

Scale of Pay	Rs. 22200-48000
Qualification	
Method of Appointment	Vanishing Category
Appointing Authority	Managing Director C-apt
Category Strength	1

68. Artist Cum Photographer

(Vanishing Category)

Scale of Pay	Rs. 26500-56700
Qualification	
Method of Appointment	Vanishing Category
Appointing Authority	Managing Director, C-apt
Category Strength	2

69. Full Time Sweeper

(Vanishing Category)

Scale of Pay	Rs. 16500-35700
Qualification	
Method of Appointment	By promotion from Part Time Sweepers. (Vanishing Category)
Appointing Authority	Managing Director, C-apt
Category Strength	14. Future requirements of Full Time/Part Time Sweepers to be full filled from Kudumbasree or similar Government Agencies

70. Part Time Sweeper

(Vanishing Category)

Scale of Pay	Rs. 9340-14800
Qualification	
Method of Appointment	Vanishing Category. All the present Part Sweepers will be promoted to Full time
Appointing Authority	Managing Director, C-apt
Category Strength	0

71. Asst. Training Officer (Computer)

(Re-designated post of Computer Operator.

Pay protection for existing employees.)

Scale of Pay	Rs. 27800 -59400
Qualification	3 Year Diploma in Computer Engineering/ Computer Science
Method of Appointment	Promotion from the category of DTP operator Grade I.
Appointing Authority	Managing Director, C-apt
Category Strength	8

72. Lab Attender

(Vanishing Category)

Scale of Pay	Rs. 16500-35700
Qualification	
Method of Appointment	Vanishing Category
Appointing Authority	Managing Director, C-apt
Category Strength	1

73. Trade Instructor

(Vanishing Category)

Scale of Pay	Rs. 26500 -56700
Qualification	
Method of Appointment	Vanishing Category
Appointing Authority	Managing Director, C-apt
Category Strength	9

DELEGATION OF POWERS OF THE MANAGING DIRECTOR

The modified administrative as well as financial powers of Managing Director is as follows:-

1 ADMINISTRATIVE POWERS

1. To make appointments from the select list approved by the Executive Committee against all the sanctioned posts. (subject to revision from time to time) and also to make promotions subject to relevant rules.
2. To declare probation/extend probation to the staff whom he is competent to appoint.
3. To grant all kinds of leave other than LWA not exceeding 5 years to all officers of the Centre and casual leave to himself.
4. To sanction or withhold increments, arrear claims and charge allowance to the staff of the Centre.
5. To dismiss from service, remove from service, reduce in rank and accept the resignation of any officer whom he is competent to appoint subject to the service rules applicable to the Centre. To suspend pending enquiry, any officer working in the centre.
6. To impose punishment to all officers whom he is competent to appoint.
7. To regularize period of absence not exceeding 30 days.
8. To order transfers and posting of all officers whom he is competent to appoint.
9. To nominate technical personnel to represent the Centre or to present papers in meetings and conferences within the state and to sanction expenditure on their TA & DA.

10. To accord permission to all officers under him and to himself to accept examinership offered by the universities other institutions/Government Departments and to receive the remuneration therefore subject to the rules prescribed in this behalf without affecting the normal duties of the Centre.
11. To accord sanction for installation of new telephone for official purpose and the shifting of an existing telephone.
12. To prescribe the application forms, prospectus, syllabus, fees etc. for the courses of which the examinations are conducted by the Centre.
13. To correspond for and on behalf of the Centre with scholars, institutions and organizations and to co-operate with them in matters relating to the work of the Centre.
14. To sign and issue course certifications to students who have undergone courses conducted by the Centre.
15. To prepare a panel of advocates and to engage them in connection with court cases in High Court/Subordinate Courts and to fix and pay their remuneration with the approval of Executive Committee.
16. To enter into contract with agencies to carry out services like security, cleaning, maintenance of equipments, printing papers etc. to fix charges for such service and to pay the charges after observing all rules and regulations in force.
17. To sanction destruction of old records as per rules.
18. To assign and reassign duties and responsibilities of all of the subordinates from time to time even if it is not specifically mentioned in the delegation of powers.
19. Any other powers delegated as per Rules and Regulations and from time to time by the Government/Governing Body/Executive Committee/.

2 FINANCIAL POWERS

The financial powers of Managing Director is as follows :

1. To Pass and disburse monthly salary of all employees under him and to himself.
2. To sanction reimbursement of medical expenses subject to the conditions and limitations under the Medical Reimbursement Rules of the Centre.
3. To sanction Festival allowance/Bonus/Festival advances in accordance with the orders of Government issued from time to time.
4. To sanction advances for the purchase of fuel for vehicles and generator sets etc.
5. To sanction expenditure for the conduct of the programmes and activities of the Centre subject to budget provision.
6. To sanction journeys on duty within the state and travelling allowance to the officials of the Centre and to countersign the TA bills including his own.
7. To disburse TA at prescribed rates to the members of the Executive Committee/Governing Body.
8. To make charge arrangements and sanction charge allowance upto 3 months.
9. To sanction shifting of office/institution from one building to another and hire of private building on rent, the rent of which does not exceed Rs. 25,000 PM. (Subject to ratification of Executive Committee)
10. To incur expenditure towards hospitality charges in connection with the meetings, seminars, conferences convened by him and for official guests.

11. To sanction advertisement charges for publication of tenders etc. subject to budget provision.
12. To sanction publicity charges upto Rs. 5,000 at a time subject to an annual limit of Rs. 20,000.
13. To sanction refunds after observing all rules and formalities.
14. To incur nonrecurring items of contingent expenditure such as purchase of stores, stationery, printing of forms, brochures etc. upto Rs. 2 lakhs per annum.
15. To sanction estimates on maintenance works petty works and repairs and arrangement work, the cost of which does not exceed Rs. 5 lakhs subject to budget provision.
16. To accord administrative sanction for all purchases of equipments, machinery, furniture etc. required for the working of the Centre and other associated institutions, invite tenders, issue purchase sanctions and execute agreement on behalf of the Centre in all cases of purchase of value of which does not exceed Rs. 30 lakhs after observing the provisions of the Store Purchase Rules and other regulations and also subject to budget provision.
17. To invite tenders on all purchases of equipment, machinery, furniture etc. in excess of Rs. 30 lakhs for which administrative sanction has already been obtained from Executive Committee/Governing Body/Government and to issue purchase orders, execute agreement etc. after the tenders are accepted by the competent authority.
18. To sanction of purchase of books and journals for the Centre and associated institutions subject to budget provision and observing Rules and Regulations.

19. To sanction payment of bills of contractors and suppliers where the work/purchase are sanctioned by the competent authority.
 20. To meet expenditure on repair of vehicles upto Rs. 50,000 at a time.
 21. To dispose of unserviceable articles and stores in each case upto a book value of Rs. 1,00,000.
 22. To sanction the auction sale of usufructs.
 23. To sponsor seminars/conferences of academic/technical importance, the sponsorship amount not exceeding Rs. 20,000 at a time subject to an annual limit of Rs. 50,000 subject to budget provision.
 24. To issue sanction for the proposals of the recurring expenditure upto Rs. 5 lakhs received from the Sub Centres.
 25. To incur expenditure of trivial nature of not exceeding Rs. 1,000 at a time for bonafide purpose.
 26. To sanction distribution of budget provision under several items of expenditure and appropriation of funds from one sub head to another according to rules subject to ratification by the Executive Committee.
 27. Other powers as delegated by the Governing Body/Executive Committee as per the Rules and Regulations of the Centre.
 28. To purchase of printing paper directly from Government Enterprises / Limited Companies like KPPL, TNPL as per requirement.
- 4.3** Delegation of powers of Administrative Officer, Finance Officer and Other Statutory Offices may be approved by Executive Committee / Governing Body of the organization.

**KERALA STATE
CENTRE FOR ADVANCED PRINTING AND TRAINING
RULES ON SERVICE CONDITIONS OF EMPLOYEES AND ALLIED
MATTERS**

CHAPTER I

GENERAL

1.1 In exercise of the powers conferred by Rule III(d) of the Rules and Regulations of the Kerala State Audio-Visual and Reprographic Centre (hereinafter referred to as the Centre), the Governing Body of the Centre frame the following rules to govern Service conditions of employees of the Centre. (As per G.O (MS) No. 69/2011/H.Edn. dated 28.5.2011 the name of the Centre is changed as Kerala State Centre for Advanced Printing and Training (C-APT).

Provided that nothing contained in these rules shall operate in derogation of any law for the time being in force, or any right under an agreement, settlement, award or terms of contract of service.

1.2 APPLICATION AND SCOPE

These rules shall apply to all whole time employees of the Centre including units established by it, other than employees whose services are on deputation from outside agencies or departments and employees on contract for specified periods. The rules shall apply to employees on deputation or contract to the extent not specifically provided for under terms of such deputation/contract.

1.3 DATE OF EFFECT

These Rules shall come into force from the date of their approval by the Governing Body. The rules received approval of the Governing Body of the Kerala State Audio-Visual and Reprographic Centre, on 07.11.1995. The rules as amended will come into force on and from the date of approval by Governing Body/Government.

1.4 SEX & NUMBER

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

1.5 DEFINITIONS

The expressions used in these Rules which are defined in the Rules and Regulations of the Kerala State Centre for Advanced Printing and Training (C-APT) shall bear the same meaning as in those definitions.

1.6 In these Rules, unless there is anything repugnant to the subject or context.

- i) **Appointing authority** in relation to a post in the service of the Centre means the authority competent under delegations in force to make appointment to the post.
- ii) **Apprentice:** means a person engaged in service of the Centre under the Apprentices Act, 1961 as a trainee to learn work with or without any remuneration or stipend. He is not regarded as an 'Employee' of the Centre.
- iii) **Basic Pay:** means the minimum of a scale of pay plus the amount of increments in that scale granted, if any, to an employee at the time of his appointment, or subsequently from time to time.
- iv) **Casual Employee:** means a person who is not appointed against any sanctioned post, is engaged for work of a casual nature, and is liable to termination at any time without notice.
- v) **Compensatory Allowance:** means an allowance (fixed travelling allowance, conveyance allowance including HRA, CCA, Hill tract allowance etc.) 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.
- vi) **Competent Authority:** means the Chairman, any duly constituted committee of the Governing Body, Managing Director or other functionary of the Centre by whom powers are exercisable under the provisions of these rules or under powers duly delegated by the Governing Body.
- vii) **Day:** means a calendar day beginning and ending at midnight but an absence from head quarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- viii) **Duty:** means time during which an employee is engaged in work connected with the affairs of the Centre and will include joining time and a period of instruction or training which an employee undergoes and which is ordered by the Management to be treated as duty. It will include casual leave or special casual leave duly sanctioned, authorised holidays coming between spells of duty, and also, in respect of an employee permitted to attend an obligatory test or examination conducted by the Kerala Public Service

Commission/Government/the Centre 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. Period of notional promotion, Maternity leave and Paternity leave and deputation to foreign service will also be treated as duty. The Executive Committee is competent to treat any other period as duty.

- ix) **Employee**: means full time employee whose pay and allowances are chargeable to the funds of the Centre, but excludes employees on daily wages.
- x) **Family** : means and includes relatives mentioned below who are wholly dependent on the employee:
 - 1. Wife/Husband
 - 2. Sons including step sons and adopted sons, and unmarried or widowed daughters including step-daughters and adopted daughters.
 - 3. Parents wholly dependent on the employee.
- xi) **Government** : means the Government of Kerala.
- xii) **Headquarters** : means any place within 8 (Eight) kms. of the place of work of an employee or any place within the local limits of the Corporation/Municipal Town/Panchayat limits in which the place of work is situated.
- xiii) **Holiday** : means any day declared as holiday by the Centre and or notified as such by the State Government.
- xiv) **Honorarium** : means recurring or non-recurring payment granted to a person including an employee as remuneration for special work or a consultant as may be determined by the Executive Committee from time to time.
- xv) **Joining Time** : Means the time allowed to an employee to join a new post or to join a post to which he is transferred, including the time required for journey to the new station to which he is posted.
- xvi) **Leave Salary** : means amount, if any, payable by Centre to an employee on leave, for such period of leave.
- xvii) **Managing Director or M.D** : means the Managing Director of the Centre appointed by the Government under Rule V.C.3. of the Rules and Regulations of the Kerala State Centre for Advanced Printing and Training (C-apt).

- xviii) **Management** : shall mean the authority competent to exercise functions under these rules and the rules and regulations of the Centre and shall include the Chairman and Managing Director of the Centre.
- xix) **Medical Attendance** : means the professional advice and care during sickness or injury whether at a medical institution or in the consulting room of the authorised medical attendant or at the residence of the employee. It includes such surgical treatment as is available at medical institutions or can suitably be given at an employee's residence or at the consulting room of the authorised medical attendant as also bacteriological, pathological, x-ray and other clinical examination available at medical institutions.
- xx) **Medicine** : means all medicinal preparations but does not include primary foods, tonics, vitamins, dentures, toilet preparations or disinfectants.
- xxi) **Salary** : Salary means all emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and includes DA/HRA/CCA etc but does not include any bonus, commission and overtime allowance.
- xxii) **Month** : means a calendar month.
- xxiii) **Notice Board** : means a board or boards exhibited at a prominent place within the precincts of the Office of the Centre or Sub Centre or Extension Centre under it, with the object of exhibiting letters, circulars or other communications or papers for information of any employee of the Centre or for general information of employees.
- xxiv) **Pay** : means the monthly remuneration payable to an employee either as fixed or a stage in a scale of pay, but does not include dearness allowance, other compensatory allowances, house rent allowance, if any and also special pay not specially classified or declared by the Executive Committee as pay.
- xxv) **Permanent Employee** : Permanent Employee means an employee who is employed on a permanent basis in a

permanent post and who has been confirmed in any grade or scale of pay after satisfactory completion of probation period as provided in these rules.

- xxvi) **Personal Pay** : means an addition to pay granted to protect an employee from reduction of pay due to revision of pay or due to reasons other than reversion to a lower post on disciplinary action.
- xxvii) **Probationer** : means a person appointed on a regular basis and who has not completed the prescribed period of probation.
- xxviii) **Promotion** : means appointment of an employee in any category or grade, to a higher category or grade.
- xxix) **Service** : means period of duty and authorised leave. It will not include days of unauthorised absence and leave without allowances otherwise than on medical certificate.
- xxx) **Scheduled Caste/Scheduled Tribe and Other Backward Classes** : in relation to appointment to the services of the Centre mean the communities specified as such under the Kerala State and Subordinate Services Rules, 1958, as amended from time to time.
- xxxi) **Special Pay** : is an addition to pay of a post granted in view of the specially arduous nature of work or special nature of the place of duty or for attending to work in addition to his normal duties.
- xxxii) **Subsistence allowance** : means allowance granted to an employee under suspension pending disciplinary proceedings against him.
- xxxiii) **Superior/Superior Officers** : in relation to an employee means another employee or officer of the Centre who by virtue of his position exercises control/supervisory control over the employee.
- xxxiv) **Temporary Employee** : means an employee whose order of appointment is for a specific period and specific that the appointment is temporary; no temporary employee shall have any right of continuance unless his services are, regularised.
- xxxv) **Travelling Allowance** : means an allowance granted to an employee to cover expenses incurred by him for travelling in the interest of the Centre.

xxxvi) **Transfer** : means change of station or headquarters of an employee to take up duties of another post or in consequence of change of headquarters.

xxxvii) **Unit** : means any Regional Centre or Sub Centre/Extension Centre or Training Centre or Offices/Establishment under the Centre, other than the Head Office of the Centre, for due performance of the objectives of the Centre, and the employees of which are directly remunerated from funds of the Centre.

xxxviii) "**Wages**" has the same meaning as assigned to it under section 2(vi) of the Payment of Wages Act, 1936.

Note : The term wages has been defined as all remuneration (whether by way of salary, allowances or otherwise) Payable to an employee but does not include bonus, employers contribution to Pension or PF, and T.A.

1.7 OFFICE ORDER/WORKING INSTRUCTIONS

The Management may issue Office Orders/Working Instructions from time to time for proper working of the Offices/Units under the Centre and these shall apply to the employees of such offices/units in relation to their functions and responsibilities towards the Centre.

1.8 AUTHORITY TO INTERPRET AND IMPLEMENT THESE RULES

The authority to interpret the rules vests with the Managing Director who is empowered hereby to 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 offices and units under the Centre.

1.9 MATTERS IN RESPECT OF WHICH NO PROVISIONS ARE MADE IN THE RULES

Wherever there is no specific provision incorporated in these rules, similar provisions, if any applicable to similar categories in State Government Service with such modifications as may be decided by the Executive Committee from time to time is applicable.

1.10 APPEAL AGAINST INTERPRETATION & APPLICATION OF THE RULES

An employee aggrieved by interpretation of the rules by the Managing Director and its application as so interpreted, may appeal to the Executive Committee and the decision of the Executive Committee in appeal shall be binding on all concerned.

1.11 POWERS TO ADD TO OR TO AMEND THE RULES

These rules may be amended by the Governing Body/Govt. and the amendments shall have effect from the date of amendment or such retrospective date as may be considered necessary by the Governing Body/Government.

1.12 DELEGATION OF POWERS

(a) The Government/Governing Body may delegate to any Officer of the Centre any of its powers under these rules.

(b) The Managing Director may subject to approval of the Government/ Governing Body delegate to any Officer any of the powers conferred on him under these rules other than powers under rule 1.8.

CHAPTER II
SERVICE
PART I - GENERAL

2.1 POWER TO FIX CADRE STRENGTH OF EMPLOYEES

The Government or Governing Body shall fix from time to time the number of posts in each category or grade of its employees, as provided in Rules III(d) 4 of the Rules and Regulations of the Centre

2.2 CLASSIFICATION OF EMPLOYEES

The officers and employees of the Centre shall be classified as follows: (based on scale of pay as per Tenth Pay Revision Commission)

Class - I : All employees on a scale of pay of the minimum (Group A) of which is Rs.55350/- p.m and above and maximum up to Rs. 1,20,000.

Class - II :All employees on a scale of pay the minimum of (Group B) which is Rs.35700/- and above, and maximum upto Rs. 89000.

Class -III : All employees on a scale of pay the minimum of (Group C) which is 17000 or above and maximum upto Rs. 68700.

Class - IV : All employees holding the scale of pay of Rs. 16500-35700. (Group D)

Classification of tenure of employees under the Centre shall be as in Rule 2-35 of this chapter.

2.3 WORKING HOURS

Managing Director or an Officer authorized by him in units under the Centre will be competent to regulate the working hours of the employees of the Centre subject to any statutory rules for the time being in force. 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 reasonable and lawful orders of his superior to the best of his ability and devotion to duty, even if it involves working beyond or outside his normal working hours.

2.4 WORKING TIME FOR PRODUCTION UNITS AND STORES

The working hours will be as per the notice exhibited in the respective notice boards. The period and hours of work for all

employees of each shift shall be exhibited on Notice Boards. The Management has the right to require an employee or class or group of employee to work extra time during any day beyond the prescribed hours of work during any week beyond 48 hours, subject to the provisions of law for the time being in force.

2.5 SHIFT WORKING

More than one shift may be worked in a unit or in a section of a unit of the Centre at the discretion of the Management. If more than one shift is worked, employees shall be liable under discretion of the management to be transferred from one shift to another. The Management reserves the right to vary such shift workings at any time, subject to the provisions of any law for the time being in force. At certain times it may become necessary to transfer an employee from one shift to another either as a temporary arrangement or on a permanent basis. In such situations the management shall communicate the change to the affected employee at least 24 hours prior to such change, except in cases of emergencies when the management may arrange such change on short notice.

2.6 ATTENDANCE AND LATE COMING

All employees shall be at the work spot at the time fixed and notified under Rule 2.3 and shall register their attendance by punching their cards or in any other manner as may be notified in the notice put on the Notice Board. An employee who arrives for work half an hour after the scheduled time shall not be admitted to work except, with permission of the Head of the Unit.

An employee will be allowed 5 minutes grace at the start of the shift only once in 5 days, but no grace shall be allowed after mid shift break. If an employee is habitually late, he will be treated as a habitual late comer and dealt with as per disciplinary rules. Salary for the period of late coming (except 5 minutes' grace once in 5 days) shall be deducted from an employee who comes late for work. No employee shall be allowed to leave the work spot during working hours without prior permission in writing of his Superior Officer. Whenever an employee is allowed to leave the work spot, if the absence exceeds 10 minutes, deduction will be made from his pay for the entire duration of the absence. If an employee after registering his attendance in the manner notified is found absent from his proper place or places of work during working hours without permission, apart from deduction being made from his pay for the

duration of the absence aforementioned, his absence will be treated as misconduct.

2.7 IDENTITY CARD/BADGE

The Management may at any time prescribe identity card/badge for all employees or any section of employees. Such identity cards/badges may show the name of the employee, his number, his classification and such other details of the employee concerned as may be prescribed by the Management. An employee may also be required to have his photograph affixed to the identity card/badge. An identity card/badge may be required to be signed by an Officer authorized in this behalf. If any such identity card/badge has been prescribed in respect of an employee, he shall carry such card/badge as per instructions given to him by the management at such time and in such manner as is required of him and shall produce such card/badge as and when required by the Security staff or by his Superior Officers. The card/badge so issued shall remain the property of the Centre and shall be surrendered on leaving service under the Centre. If an identity card/badge is lost by an employee, he should immediately report the matter to the Officer who issued it to him, who may, on payment of Rs. 100/- or the actual cost whichever is more as may be prescribed as the cost thereof, issue fresh identity card/badge to him.

2.8 ENTRY/EXIT

Employees shall enter or leave the premises of the Centre only by the gate notified for that purpose. Every employee shall always have on his person when he is within the premises of the Centre and its units the Identity Card/Badge, if any issued to him. An employee is liable to be refused admission inside the Centre's premises for work or for any other purpose, if he does not have on his person the said identity card/badge. However, an employee who has forgotten to bring his identity card/badge may report to his superior officer who may issue a permission slip and allow him to enter the premises, and in such case the permission slip issued to him shall be treated as his identity card/badge for the day. On entering the premises or on departing at the scheduled hours of work, employees shall punch their cards or drop their badges or record the fact of entry or departure in such a manner as may be prescribed by the management. Any employee, who is found within the premises without any prescribed identity card/badge or permission slip issued

to him, is liable to be sent out and will not be titled for salary for the day.

2.9 SEARCH

An employee is liable to be detained and searched on entering or leaving or at any time by security staff of the Centre and/or such other person or persons appointed by the Management for this purpose. If he is required to go to any security post or building or other premises, for the purpose of search, he shall be liable to comply with the request. A female employee shall be so searched only by a female searcher. An employee carrying Tiffin boxes, document cases, bags or other receptacles shall keep them open for inspection when demanded on entry and departure. The persons authorised to search shall have the right to recover from those who are searched any article belonging to the Centre and such other articles of the employee as the Management may consider dangerous to the personnel and or property of the Centre. The persons authorised to search have also the right to detain at the gate office or any other premises any article belonging to the employee which is not required by him for work or during his work, while the employee is within the premises of the Centre.

2.10 DRESS

The Management has the right to prescribe the dress/uniform to be worn by an employee or a class of employees within the premises of the Centre. The Management may also issue uniforms to any class of employees. If any such dress has been prescribed or any uniform has been issued, the employees shall wear them whenever they enter the Centre premises and shall be wearing them till they get out of their work spots. The dress to be thus prescribed or the uniform may include shoes, chappals etc. Even when no dress is prescribed, an employee shall report for duty only in proper dress. Any employee, who is not properly dressed or who is not wearing the uniform if any, that has been prescribed or is issued, may be refused admission for work or, at any time after admission, may be required to leave and such absence will be with forfeiture of wages. No employee shall be allowed to work at or near any running machinery with loose clothing.

2.11 SAFETY

All employees are bound to observe safety precautions and such instructions or directions as may be issued from time to time by the

Management in this regard. Any safety equipment or clothing provided by the Management for work on particular machinery or equipments or in particular places shall be worn or used during work on such machinery equipments or places. All accidents, however minor, should be reported at once by the employee concerned or any other employee or employees who may witness the same to the Head of the Unit or in his absence to the next junior officer. Failure to do this will be considered as a misconduct. Further, management may refuse to take cognizance of any accident, that is not immediately reported to the Management, and treat it as having occurred outside the premises of the Centre and not in the course of employment and the Centre shall not have any liability or responsibility in connection with such accidents. Employees shall engage themselves only in the operation of the machinery or on duties to which they have been posted. They shall not enter any premises which they are not required to enter for the purpose of their normal duties nor shall they touch or tamper with any machinery or equipment with which they are not concerned. Removal of guards or other safety devices on machines while in operation is expressly forbidden and shall constitute misconduct.

2.12 DUTIES AND OBLIGATIONS OF EMPLOYEES DURING WORKING HOURS

Every employee shall carry out the work for which he has been employed conscientiously and to the best of his ability and in accordance with any direction of general instruction given to him by the Management directly or through a delegated authority. Each employee is responsible for and shall take proper care of all machines, plant, tools, gauges, jigs, fixture, drawings, papers, files, documents, records and other property of the Centre generally or specifically entrusted to him. He shall not take out of the premises any such property of the Centre without a pass in the prescribed form issued to him by the Management. Neither shall he conceal or attempt to conceal any such article or material. Every employee shall take precautions to safeguard the property of the Centre and to prevent accident or damage to it and shall at once report to his superior officer of any defect which he may notice in any machinery/equipment or other property. He shall also immediately report to his superior officer any defect which he may notice and which might endanger himself or any other person or might result in damage to the property of the Centre or property of any employee.

It is the duty of every employee to see that his machine/utensils and/ or work place is kept clean and tidy. Strict observance of all the safety instructions including those relating to fire prevention and precautions is necessary on the part of every employee.

2.13 STOPPAGE OF WORK

The Management may by a notice put on the Notice Board at any time, in the event of fire, catastrophe, break down of machinery, shortage of power supply, civil commotion, shortage or want of raw materials, lack of orders, lack of finance or such other causes, stop any sections or premises of the Centre or its units wholly or partially for any period/periods without prior notice. In the event of such stoppage during working hours the employees affected shall be notified as soon as practicable by notices to be put on the Notice Board as to when the work will be resumed and whether they are to remain or leave their places of work. If the period of detention of the employee in premises does not exceed one hour, the employees so detained shall not be paid for the period of detention. If the period of detention exceeds an hour the employees so detained shall be entitled to receive pay for the period they are thus detained as a result of the stoppage. No other compensation will be admissible in such cases of stoppage. The Management may, by notice put on the Notice Board in the event of a strike affecting either wholly or partially, such section or department and any such other sections or departments affected by such closing down. The employees concerned shall also be notified by a general notice prior to resumption of work as to when work will be resumed.

2.14 STRIKES

No employee shall go on strike without giving the Management a notice of strike within six weeks before striking or within fourteen days of given such notice or before the expiry of the date of strike specified in the notice of the strike. If ten or more employees acting in concert absent themselves without due notice and without reasonable causes, deductions from salary will be made as provided in sub-section (1) and (2) of section 9 of the Payment of Wages Act, 1936 and such deductions from the salary of any such persons will include such amount, not exceeding his salary for 8 days. An employee shall be deemed to be absent from the place of work, if, although present in such place, he refuses to carry out his normal

work either in pursuance of a stay-in strike, go slow, work to rule or any other cause.

2.15 APPOINTMENTS BY DEPUTATION

Where in the opinion of the management it is necessary to fill up a post and a suitable employee is not available under prescribed method of appointment, the Managing Director, with the prior permission of the Government, may fill up the post temporarily by obtaining services of a person in the services of the State Government/Central Government/Other Public Sector Undertakings, on deputation for limited periods.

2.16 GENERAL REGULATION OF WORK

Every employee shall serve the Centre in its functions in such capacity and in such manner and in such place as may be directed by the Managing Director or any officer authorised by him and shall devote his whole time attention in promotion of the interests of the Centre.

PART - II CONDUCT

2.17 EXCLUSIVE SERVICE OBLIGATION OF THE EMPLOYEE

An employee in service including employee on leave shall not except with the permission of the Managing Director in writing directly or in-directly either on a whole time or part time basis engage himself 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 Organisation, and shall not have financial dealings with any person, firm or other organisation having dealings with the centre.

Provided that an employee, may, however receive without special permission.

- I. prize or award given for meritorious performance in cultural activities;
- II. any reward for literary or scientific work of any kind.

2.18 SECRECY

(i) No employee shall, except in his ordinary course of duty, disclose or cause to be disclosed any information or document relating to the Centre except with the prior approval of the

Managing Director in writing, and no employee shall otherwise than in the normal course of discharge of his duties engage in giving information or advice on matters having a bearing on or relation to the activities of the Centre.

(ii) Except in the ordinary course of normal duties as may be necessary, no employee shall disclose or cause to be disclosed any information regarding products, processes, purchases, contracts, quotations or tenders or on personnel, appointments or recruitment, or any information on orders placed by or secured by the Centre.

(iii) No employee shall except with the prior permission of the Managing Director or immediate superior carry with him to any place outside the premises of the Centre, any paper, book, document, file or any other property belonging to the Centre irrespective of whether such material is prepared by the employee or not.

2.19 CONSUMPTION OF INTOXICATING DRINKS OR DRUGS AND SMOKING OR CHEWING BETEL WITHIN PREMISES

(i) 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 happen to be.

(ii) An employee shall not be under influence of any intoxicating drinks or drugs during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drinks or drugs.

(iii) An employee shall refrain from appearing in a public place including any conveyance to which public have access, in a state of intoxication.

(iv) No employee shall smoke or chew betel within the premises of the Centre where it is specifically prohibited by notice.

2.20 EMPLOYEE TO PROMOTE INTERESTS OF THE CENTRE

(a) Every employee shall serve the Centre honestly and faithfully and shall use his utmost endeavor to promote the interests of the Centre.

(b) Every employee knowing or having reason to suspect any fraud or concealed act against the interest of the Centre 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.

2.21 EMPLOYEE TO OBEY DIRECTIONS OF HIS SUPERIOR OFFICERS

Every employee is required to apply himself zealously to his duties and to obey the directions of his superior officers. For the maintenance of a general system of good administration, it is absolutely essential that every employee shows courtesy, integrity and diligence in the discharge of his duties. He will, at the same time, be expected to exercise firmness in dealing with those under his authority, checking any disposition to irregularity or idleness or non-observance of these rules. In respect of willful misconduct, insubordination or neglect of duty by those under his authority, it is his duty to pursue such action as he is empowered and report the matter to the Managing Director, or other competent authority designated by the Managing Director.

2.22 PRIVATE TRADING

No employee shall engage in any commercial business or pursuit either on his own account, or as agent for others. He shall not be connected with the formation or management of a Joint Stock Company without the special sanction of the Governing Body.

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

2.23 ABSENCE FROM DUTY OR LATE ATTENDANCE

(1) An employee shall not absent himself from his duties without having first obtained the permission of his superior officer.

(2) An employee who is late in attendance shall in addition to such other penalty as the competent authority may deem fit to impose, have one day of casual leave forfeited for every three days he is late in any calendar year. Where such an employee has no casual leave in his credit, the period of leave to be so forfeited may be treated as earned leave or any other leave as the competent authority may determine. Habitual late attendance will entail disciplinary action in addition to the forfeiture of leave.

2.24 ABSENCE FROM STATION

An employee in Group A, shall not leave his headquarters without sanction by the Managing Director. Any employee in any other Group shall

not leave his headquarters without obtaining previous permission of his immediate superior.

2.25 EMPLOYEES ARRESTED FOR DEBT OR CRIMINAL CHARGES

(i) An employee who is arrested for debt or criminal charge and detained in custody for more than 48 hours shall be considered to be unauthorisedly absent from the date of his arrest. An employee who is committed to prison for debt or convicted for a criminal offence shall be liable to dismissal, if the conviction in the opinion of the appointing authority is consequential to a serious offence or one which causes disrepute to the Centre.

(ii) Where conviction of an employee is set aside by a High Court and the employee is acquitted honorably he will be readmitted to service.

PART III GENERAL CONDITIONS OF SERVICE

2.26 DATE OF BIRTH

Every employee shall be required to produce proof of date of birth to the satisfaction of the appointing authority at the time of appointment. Date of birth once entered shall not normally be altered except in the case of clerical errors. Correction of date of birth will be considered by the Governing Body based on orders issued by Govt. in GO (P) No 45/91/P&ARD dt 30-12-1991 of P&AR (Advice-C) Dept.

2.27 APPOINTING AUTHORITY

(i) The Managing Director of the Centre is appointed as provided for in the Memorandum of Association of the Centre and Rules and Regulations.

(ii) Members of the establishment shall be appointed by the Managing Director in accordance with the General principles for selection as may be prescribed from time to time.

Provided that the Governing Body may reserve a suitable percentage of posts in any of the categories for being filled up by employees of the Centre holding posts on lower scales of pay and below scale of Rs.17000-37500 (2014 scale) who secure the minimum percentage of marks for pass in competitive examination conducted by the Centre if any for recruitment to the posts.

2.28 ELIGIBILITY FOR APPOINTMENT

To be eligible for appointment under the Centre

(i) The minimum age for direct recruitment to the service of the Centre shall be 18 years and the upper age limit shall be 36 years as on the 1st day of the January of the Year in which applications are invited.

Usual relaxation of age limit as provided in Rule 10 (c) in Part II of the Kerala State & Subordinate Service Rules, 1958 (General Rules) to Scheduled Castes/Scheduled Tribes and other Backward Classes shall be allowed for direct recruitment.

(ii) One must possess special and general qualifications and experience or training as prescribed by the Centre and produce such satisfactory proof thereof as may be required by the Appointing authority. The qualifications and method of appointment prescribed for the different categories of posts are specified in the Annexure-I.

(iii) One must be of sound health, active 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.

(iv) The Appointing authority must be satisfied of character and antecedents of the candidates by such methods as may be prescribed by the Executive Committee in this behalf in addition to certificate prescribed under Rule 2.32.

(v) Appointment by promotion will be further subject to Rule 2.42

2.29 APPLICATION OF PRINCIPLES OF RESERVATION

The principles of reservation in direct recruitment/appointments to the services of the Centre shall be the same as laid down in Rules 14 to 17 of the Kerala State and Subordinate Services Rules 1958 Part II, and shall be followed as far as possible.

2.30 CERTIFICATE OF HEALTH

No person shall be permitted to join the service of the Centre unless he has been certified by a Government Medical Officer not below the rank of an Assistant Surgeon to be of sound health and physically fit to discharge his duties. The Certificate shall be in the form prescribed as per GO(P)No.20/2011/P&ARD dated 30-06-2011 read with Rule 13 Part I KSR.

2.31 DISQUALIFICATION FOR APPOINTMENT

No candidate shall be eligible for appointment and no employee shall be entitled to continue in the service of the Centre if he was

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.

2.32 VERIFICATION OF CHARACTER AND ANTECEDENTS

The candidate shall furnish at the time of initial appointment certificate of character & conduct from two responsible persons or two Gazetted Officers of the Government (State/Central) not related to the candidate.

Note: The Responsible Persons for the purpose of this rule shall mean Panchayat Presidents (Grama/Block/District) / Chairperson of a Municipality/Mayor of Municipal Corporation/MLA/MP.

2.33 METHOD OF APPOINTMENT

(i) Appointments to the posts in service of the Centre may be made by methods as specified in Annexure - I to these rules from persons possessing qualifications prescribed in the Annexure, in accordance with principles and procedure laid down by the Governing Body/Government.

(ii) In the case of a deserving dependent of an employee of the Centre dying in harness, the Governing Body may extend the benefit of compassionate employment subject to the general conditions laid down by the Government under scheme for such compassionate appointments. In the case of such compassionate employment also instead of verification of character and antecedents Conduct Certificates prescribed for direct recruits will be insisted before appointment. The employee appointed under this compassionate employment scheme will be entitled for reckoning their service from the date of joining duty for seniority and service benefits.

2.34 SECURITY

Where the Executive Committee has resolved that the holder of a post shall deposit security and/or execute a security bond/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/ a fidelity insurance furnished.

2.35 NATURE OF SERVICE

Service under the Centre shall be classified as (i) Temporary (ii) Probationary (iii) Regular.

2.36 TEMPORARY SERVICE

A temporary appointment will terminate on the date mentioned in the appointment order or the happening of an event which is mentioned in the order of appointment as occasion for termination. Also temporary service shall be liable to termination at any time before the expiry of the above period and no notice or payment of compensation/notice pay will be required for termination of such appointment.

2.37 RIGHT OF CONTINUANCE IN SERVICE OF TEMPORARY EMPLOYEES

No employee will have any right of continuance in or for future appointment to the service solely on the basis of temporary appointment, even if under special circumstances the appointment happens to be continued beyond the normal date of termination

2.38 OFFICIATION IN HIGHER POSTS BY TEMPORARY EMPLOYEES

A temporary employee shall not be permitted to officiate in any higher post ordinarily, but if the appointing authority so desires, the temporary appointment will be terminated and a fresh temporary appointment made to the higher post.

2.39 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.

2.40 REGULAR SERVICE

An employee whose probation is declared as satisfactorily completed shall be holding the post on a regular basis and will be considered confirmed when appointed in a permanent post in which his probation is declared.

2.41 PROBATION

An employee appointed to the service of the Centre as probationer shall be on probation for a period of one year on duty within a continuous period of two years. The probation of an employee may be extended by the appointing authority for a period not exceeding one year with a view to pass a test or to assess the suitability of the probationer for regularisation.

2.42 PROMOTION

Promotion will be effected in accordance with merit and ability and seniority will be considered only when merit and ability are

approximately equal. The Centre will have a system of evaluation of merit and selection for which detailed instructions will be laid down by the Managing Director with the approval of the Governing Body. Where promotion to a category is from more than one feeder category of posts, and where the scales of pay of such feeder categories differ, unless otherwise specifically prescribed, an employee on a lower time scale may be promoted only if any suitable employee in higher timescale is not available for such promotion. An employee promoted to a category from a lower 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.

2.43 TERMINATION OF PROBATION

If at any time during the period of probation or extended period of probation or any time 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.

2.44 DISCHARGE/REVERSION AND RE APPOINTMENT DURING 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. In case they are reappointed it will be done in the order of seniority.

2.45 DECLARATION OF PROBATION

Until the probation of an employee is declared to have been satisfactorily completed, in writing by the appointing authority, the employee will be deemed to continue on probation.

2.46 SALARY OF DISCHARGED/REVERTED EMPLOYEE

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

2.47 COMMENCEMENT OF SERVICE

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

2.48 CESSATION OF SERVICE

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

2.49 CONFIRMATION

No person appointed to a post on probation or promoted to a higher post shall be confirmed unless he had satisfactorily completed probation and he will be considered only as an approved probationer till such time as the appointing authority orders confirmation of his service in the category.

2.50 LIEN OF AN EMPLOYEE ON A POST

A person who has been confirmed on a post will hold a lien thereon, and such lien will not be terminated unless he is confirmed in another post, reduced to a lower post/retired/removed/dismissed from service or allowed to join a post not on the cadre of service of the Centre.

2.51 RETENTION OF LIEN WHILE ON DEPUTATION

An employee whose lien on the post in which he is confirmed shall be retained while on deputation to some other service for such period as may be determined by the appointing authority. Such period of retention of lien shall not ordinarily exceed five years from the date of relief from the Centre.

2.52 SENIORITY OF DIRECT RECRUITS

Intense seniority of persons selected for direct recruitment to a category or post shall be in accordance with the ranks obtained by them in selection irrespective of the dates of joining duty. The Managing Director can order extension of joining time upto 45 days from the date of receipt of appointing order on genuine reasons on application by the candidate.

Provided that seniority of a candidate who does not join a post within a period of two weeks from the date of receipt of the order of his appointment will be determined by the date of his joining duty.

2.53 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 the appointing authority may, in cases where due to reasons beyond control of an employee could not join duty within the permissible joining time, by order assign seniority as though he joined duty within permissible joining time.

2.54 TERMINATION OF SERVICE OTHERWISE THAN AS A DISCIPLINARY MEASURE

The services of an employee who is on probation may be terminated after giving him fourteen days notice or in lieu of such notice payment of fourteen days wages.

Employees who are confirmed may be retrenched from service on abolition of posts or on discontinuance of shift work but such retrenchment from service will be in the order of juniority of employee holding the post in a particular category. Such discharge of a confirmed employee shall be after giving notice of one month or wages in lieu thereof. If a shift is restarted, the retrenched employee will have a claim for notice and reappointment on seniority basis.

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

2.55 DISCHARGE FROM SERVICE ON MEDICAL GROUND

An employee whether confirmed or not may be discharged at any time by the Appointing authority if he is found by a medical officer to be physically or mentally unfit for work. The Appointing authority may if possible, at his discretion, provide such employee with an alternative post for which he is considered fit. Discharge from service on medical grounds will not be deemed to be a disciplinary measure.

2.56 TRAINING

An employee selected for appointment to a post may be required to undergo such training or instruction as may be prescribed by the Executive Committee from time to time and when the employee does not successfully complete the instruction or training he may be discharged or reverted to a lower post from which he was promoted.

2.57 PASSING OF TEST/EXAMINATIONS

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

2.58 TIME FOR PASSING TESTS NEWLY PRESCRIBED

When a test is newly prescribed an employee will be allowed two years or four chances whichever is later to pass the test and during the period of such exemption he may be granted temporary promotions subject to reversion if he does not pass the test within the period of exemption. For the purpose of this rule, four chances would mean four occasions in which the tests are conducted.

2.59 ADDRESS AND PERSONAL PARTICULARS

An employee while joining service shall furnish his address at which he is resident and also any change in residential address which may happen from time to time. Any employee proceeding on leave shall furnish his address while on leave in his application for leave. If a communication is sent to the address as notified to the Centre and is returned for want of addressee, the 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.

2.60 OFFICIATING APPOINTMENTS

The Managing Director subject to rule 2.38 may by written order require an employee to officiate in a higher post and during such period of officiation the employee will continue in the lower of the scales of pay of the posts concerned. This arrangement shall be subject to payment of charge allowance, if eligible for, and for period not exceeding three months, which may be further extended by the Executive Committee in exceptional circumstances. Such

arrangement will be terminated as early as practicable and an employee will not be entitled to any right or preference for promotion to a post by reason of his having officiated in the post previously.

2.61 SERVICE RECORD AND PERSONAL FILES

A service record of every employee shall be maintained in such form as may be prescribed for State Govt. employees in chapter X, Part III K.S.R. A personal file will also be maintained in respect of each employee containing record of all important events during his service under the Centre.

2.62 TRANSFERS AND POSTINGS

Managing Director may at any time transfer an employee holding a post under the Centre 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.

PART IV - JOINING TIME

2.63 Joining time, treated as duty for all purposes, may be granted to an employee to enable him

(a) to join a post to which he is appointed while on duty in his old post; or

(b) to join a 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 appointment to the new post, on return from leave other than that specified in sub clause (i) above.

2.64 TRANSFER NOT INVOLVING CHANGE OF STATION

An employee transferred from one post to another involving a change of premises of work will be allowed one day to join duty in the new post, if the new premises in which he is to work is situated within a radius of 8 kms or within the limits of the Municipal Corporation/ Municipality/ Panchayat of the old station. A holiday or Sunday will be counted as a day for the purpose of this rule. No

joining time is admissible in cases where the change of post does not involve change of office.

2.65 TRANSFER INVOLVING CHANGE OF STATION

For transfers involving change of station beyond 8 kms or beyond the limits of the Municipal Corporation/Municipality/Panchayat, three 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 250 kms.

A day is also allowed for any fractional portion of any distance prescribed in these clauses. Travel by road not exceeding 8 KM to or from a railway station at the beginning or end of journey does not count for joining time. Holidays and Sundays will not be excluded for purposes of calculation of admissible joining time. Where holidays follow the joining time, the normal joining time will be deemed to have extended to cover such holidays.

2.66 JOINING TIME TO EMPLOYEES ON LEAVE

If an employee is appointed to a new post at 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 appointment before the expiry of leave plus joining time admissible, the period short taken should be considered as leave not availed and a corresponding portion of the leave sanctioned should be cancelled/ credited to the employees leave account.

2.67 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 upto three days if so requested for by the employee. TA will be paid in cases of 'on request transfer' provided the employee concerned has spent atleast one full year (excluding leave period) at the station from which he sought transfer.

2.68 REGULATION OF JOINING TIME BY MANAGEMENT

Joining time cannot be claimed as a matter of right. It may be curtailed at the discretion of the Managing Director.

2.69 OVERSTAYAL OF JOINING TIME

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

PART - V RESIGNATION, SUPERANNUATION AND VOLUNTARY RETIREMENT

2.70 RESIGNATION

(1) Subject to the terms and conditions in the order of appointment or contract of employment no employee shall leave or discontinue service under the Centre without giving prior notice in writing. The period of such notice shall not be less than:

(a) 15 days during the period of probation.

(b) 30 days in the case of a regular/confirmed employee.

(2) The Managing Director may at his discretion permit an employee to leave or discontinue his service after giving shorter notice than prescribed, on his paying or agreeing to pay a sum equivalent to his pay and allowances for the period short of the notice period. A resignation will become effective only after its acceptance.

2.71 SUPERANNUATION

Govt. is the Competent Authority to decide the age of Superannuation of all employees from time to time. For the time being all employees including the Managing Director shall retire from service on the last day of the month in which they complete 60 years of age.

2.72 VOLUNTARY RETIREMENT

An employee may at any time after completion of 20 years of service under the Centre voluntarily retire from service before completion of 60 years of age, with the prior approval of the Appointing authority.

PART- VI SERVICE CERTIFICATE

2.73 An employee leaving the services of the Centre by retrenchment, termination, discharge, removal, dismissal, resignation or retirement shall be eligible for a service certificate showing the posts held

under the Centre and the duration of his service in each of such posts.

CHAPTER III

PAY, ALLOWANCES AND MEDICAL REIMBURSEMENT

3.1 PAY AND SCALE OF PAY

The pay or scale of pay of posts under the Centre shall be as fixed by the Government from time to time.

3.2 APPOINTMENT TO BE MADE ON THE MINIMUM PAY IN THE TIME SCALE

Any person appointed in a post under the Centre 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.

3.3 FIXATION OF PAY ON APPOINTMENT TO ANOTHER POST OR CATEGORY

When an employee is appointed or promoted to another post or category the fixation of pay will be done as per rules in KSR Part I amended by orders issued by Government from time to time.

3.4 FIXATION OF PAY ON REVISION OF SCALE OF PAY

When the scale of a post is revised the pay of an employee shall be fixed as per pay revision orders issued by Government from time to time.

3.5 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.

3.6 SALARY/WAGES WHEN BECOMES PAYABLE

Salary/Wages due to an employee in respect of service rendered by him during any month shall become payable on the first working day of the succeeding month. Salary/Wages remaining undisbursed will be disbursed on a day notified by Management on the Notice Board.

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

3.7 INCREMENTS

- (i) An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment shall be granted from the first day of the month in which it falls due. An employee shall not be eligible for an increment unless he has acquired the obligatory departmental test qualifications, if any, prescribed by Government from time to time to earn the increment.
- (ii) A probationer will not be eligible for his increment in the time scale of the post in which he is on probation, which falls due on or after the normal date for completion of his probation, until and unless he is declared to have satisfactorily completed his probation. Such increment for which declaration of probation is a condition will accrue only after completion of probation and not on the first day of the month in which it falls due. The delay in completing probation will not however affect future increments and these will accrue on the normal increment dates.

3.8 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.

3.9 REDUCTION TO LOWER POST OR GRADE OR LOWER STAGE IN TIME SCALE

The competent authority ordering demotion of an employee to lower grade/post or to a lower stage in his time scale on account of misconduct or inefficiency will normally state the period for which it shall be effective and whether on restoration, it shall operate to postpone future increments and if so to what extent.

3.10 CHARGE ALLOWANCE

When an employee is required by order of a competent authority to perform the duties of a higher post in addition to his own, the Managing Director may authorise him the pay that the employee is eligible for in the lower post together with charge allowance as per orders issued by Government from time to time.

Provided that no charge allowance will be payable if the period of additional charge does not exceed 14 working days at a time.

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.

The drawal of charge allowance should not be allowed for a period exceeding three months on any account. No DA or allied benefits shall be admissible along with charge allowance.

3.11 GOOD SERVICE ENTRY AND INCENTIVE AWARDS

Cases of extra-ordinary originality, brilliance or rare devotion to duty on the part of employees shall be considered for awarding good service entries or certificate of commendation.

3.12 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).

3.13 ALLOWANCES

Dearness allowance, House rent allowance and other allowances will be payable to the employees of the Centre in accordance with the rates and conditions laid down by the Government from time to time.

3.14 REIMBURSEMENT OF MEDICAL EXPENSES

As per G.O (P) No. 60/2007/Fin. dt. 15.2.2007 of Finance (PU-C) Department, Kerala Government Servants Medical Attendance Rules, 1960 is applicable to the Employees of the Centre. Copy above G.O. is included as Annexure II. This Medical Reimbursement Rule is not applicable to those Employees who are covered under E.S.I Scheme. The Claim will be subject to further rules as follows :-

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

(1) 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.

(2) 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 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.

(3) The claims for reimbursement of cost of medicines and medical expenditure shall be made in the form in Annexure-III to these rules and shall be accompanied by vouchers countersigned by the Authorised Medical Attendant. In cases where the vouchers are not countersigned the vouchers shall be accompanied by the prescription of the Medical Attendant.

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

(4) The claim for reimbursement shall be preferred within two months from the last date of treatment. If the treatment is for a 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.

(5) The amount which can be reimbursed to an employee during a calendar year towards expenses for the treatment and cost of medicines shall not exceed one month's basic pay and special pay if any, drawn by the employee as on the 1st day of January of that year.

Provided that the Executive Committee may sanction interest free recoverable loan of an amount not exceeding Rs.100,000/- (Rupees one lakh only) to an employee, in cases of prolonged medical treatment involving hospitalisation for diseases such as cancer, cardiac ailments, injuries in accidents, T.B. or similar other diseases.

(6) An employee shall obtain the prior permission of the Government for treatment outside the State.

CHAPTER IV

HOLIDAYS AND LEAVE

PART I HOLIDAYS

- 4.1 The Governing Body shall prescribe from time to time holidays for the employees of the Centre with due regard to the Kerala Industrial Establishments (National and Festival Holidays) Act 1958 (47 of 1958) as amended from time to time. The employees will be eligible for a weekly off on Sunday or any other day of the week as may be notified by the Management.
- 4.2 The Managing Director shall have power to declare a holiday or part thereof as working day in the interest of work and grant another day or part thereof as compensation holiday.

The Managing Director shall have the power to declare special holidays on certain important occasions. In every such case the Managing Director shall report the circumstance to the Executive Committee and the Governing Body.

PART - II LEAVE

4.3 GENERAL CONDITION-SANCTION AND CANCELLATION

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 portion of it. Any absence without sanction or during the period of revoked leave will be considered as unauthorised.

4.4 PREFIXING AND SUFFIXING OF HOLIDAYS

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

4.5 EMPLOYMENT DURING LEAVE PERIOD

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

4.6 COMBINATION OF DIFFERENT KINDS OF LEAVE

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

4.7 LEAVE BEYOND DATE OF RETIREMENT

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

4.8 COMMENCEMENT AND TERMINATION OF LEAVE

The first day of an employee's leave is the working day on which he makes over charge and if he makes over charge in the afternoon, the next day.

The last day of an employee's leave is the working day on which he resumes duty if he does so in the afternoon, and the preceding working day if he resumes duty in the forenoon.

Note: A substitute appointed in a leave vacancy will be considered to be on duty during the leave period, only for the period of his actual duty.

4.9 EARLIER RETURN FROM LEAVE

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

4.10 STATION ON RETURN FROM LEAVE

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

4.11 APPLICATION FOR LEAVE

Application for leave should be submitted in prescribed form. Any leave other than leave on medical certificate/unforeseen contingencies should be sent sufficiently in advance and availed of only after sanction. This condition will apply also to extension of leave. An application for leave should clearly show the address while on leave. Application for leave on medical certificate shall also be submitted without avoidable delay at least on the date of commencement of the leave.

4.12 KINDS OF LEAVE

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

- 1) Casual leave/Special casual leave
- 2) Earned leave

- 3) Half pay leave
- 4) Maternity leave
- 5) Leave without Allowances
- 6) Paternity Leave
- 7) Compensation leave.

4.13 CASUAL LEAVE

- (i) An employee will be eligible to avail himself of casual leave with wages during any calendar year up to a maximum of 20 days in all. It can be availed for 'Half day' also.
- (ii) A provisional/temporary employee may avail himself of such casual leave only in proportion to services rendered by him during the year.
- (iii) Provisional/Temporary employees appointed through Employment Exchange for less than 180 days shall be eligible for Casual leave at the rate of one day for a month subject to a maximum of 6 days on condition that the number of days of absence from duty including holidays shall not exceed 4 days at a time.

4.14 SPECIAL CASUAL LEAVE

(I) Special casual leave may be granted to an employee for a period which may extend up to 21 days when the employee is ordered to absent himself from duty due to prevalence of infectious diseases like small pox/ plague / cholera/typhoid/acute influenzal pneumonia / cerebrospinal meningitis/ Diphtheria in his residence. When the employee himself catches the infection, he has to avail regular leave for the period of absence.

Special causal leave for a maximum period of 14 days will be granted to women employees and up to 6 days for male employees for undergoing sterilization operation in a recognized family Planning Clinic/Hospital.

Special Casual Leave may be granted to an employee for a maximum period of 21 days for the injury caused while on duty on the basis of the recommendation of a Government Medical Officer or a Registered Medical Practitioner of a Super specialty Hospital, if he/she is not eligible to receive leave salary from ESI.

An employee will be eligible for wages during a period of special causal leave.

Special casual leave for any other purpose is to be granted only if permitted by the Executive Committee.

4.15 EARNED LEAVE

- (a) The earned leave admissible to an employee shall be 1/22 of the period of duty for the 1st year of service and one eleventh of the period of duty for the subsequent year of service. On confirmation of service or on completion of three years service,

earned leave will be recalculated @ 1/11 for the first year of service also.

(b) An individual shall cease to earn leave when earned leave accumulated totals 300 days.

(c) The maximum earned leave that can be granted to an individual at a time shall be 180 days.

(d) Earned leave may be granted to an individual as leave preparatory to retirement upto a period of 300 days.

(e) No earned Leave will be earned during Maternity leave and during special casual leave

4.16 SURRENDER OF EARNED LEAVE

- (i) An employee will be eligible to surrender and encash earned leave with wages upto 30 days once in a calendar year subject to the orders issued by Govt. from time to time.
- (ii) An employee leaving the services of the Centre otherwise than as a disciplinary measure will be entitled to draw an amount equivalent to leave salary for the period of earned leave at his credit, subject to maximum of 300 days.

4.17 HALF PAY LEAVE

An employee shall also be entitled, in respect of each completed year of service, to leave with half wages for a period not exceeding 20 days on grounds of either sickness or disability to work caused by accident sustained by him or on private affairs. An employee who have completed three years of service may commute the half pay leave, at his credit. Twice the number of days actually availed on such leave will be deducted from his half pay leave account. For the period of commuted leave, the employee will be eligible for full salary and allowances other than compensatory allowances, as it he continued in the post in which he would have been entitled to continue but for his leave. Compensatory Allowances will be admissible for first 180 days. No ceiling for accumulation and availing.

4.18 MATERNITY LEAVE

- (i) A women employee will be eligible for maternity leave for a period of 180 days.
- (ii) **Maternity leave for employees appointed on contract basis.**

Without considering the length of contract period, female employees appointed on contract basis and put in not less than 80 days service

will be granted Maternity leave for 180 days or till date of termination of contract whichever is earlier on the basis of a Medical Certificate. The leave can commence from a date 3 weeks before the probable date of confinement certified by the Medical Officer.

(iii) **Leave for miscarriage including abortion.**

Leave under sub clause (i) above may be granted to a female employee in cases of miscarriage including abortion for a period not exceeding six weeks and if application is supported by a Medical Certificate.

(iv) **Leave for miscarriage including abortion for employees appointed on contract basis.**

Without considering the length of contract period, the female employees appointed on contract basis and put in not less than 80 days service will be granted Leave under sub clause (i) above for a period of six weeks or till date of termination of contract whichever is earlier, on the basis of a Medical Certificate.

(v) **Leave for Hysterectomy.**

Leave under sub clause (i) above may be granted to female employees in cases of Hysterectomy on condition that the leave does not exceed 45 days and the application is supported by a Medical Certificate.

(vi) **Combination of Maternity leave with other kinds of leave**

Maternity leave may be combined with leave of any other kind (except casual leave and Special Casual Leave). Leave granted in continuation of Maternity leave may be supported by a Medical Certificate.

Provided that for granting leave not exceeding 60 days in continuation of Maternity Leave, no Medical Certificate is required.

4.19 LEAVE WITHOUT ALLOWANCES

- (1) Leave Without Allowances may be sanctioned to a regular employee for a maximum period of five years in his entire service
- (2) Leave Without Allowances upto 180 days can be sanctioned by the Managing Director.
- (3) Leave Without Allowances exceeding 180 days may be sanctioned by the Executive Committee.
- (4) Regular employees will be allowed leave for 180 days on one occasion, others will be allowed 3 months leave on one occasion.

- (5) It can be availed on Medical Certificate or on private affairs. Leave Without Allowances granted on Medical Certificate will count for increment.
- (6) When a period of suspension is regularized as Leave Without Allowances, it can be sanctioned exceeding 180 days without sanction of Executive Committee.
- (7) In case the period of absence of an employee is without proper application for leave, the period can be converted as Leave Without Allowances, even when other kinds of leave are admissible.
- (ii) **Leave for Study Purpose**
The employees will be granted leave of study purpose under Rule 91, 91A and Appendix XII B Part I KSR on the terms and conditions stated therein.
- (iii) **Leave for treatment of TB/Leprosy/Cancer/Mental Diseases.**
Leave for treatment of Tuberculosis, Leprosy, Cancer and Mental Diseases and Exgratia Allowances as per Rules 90 and 90A Part I KSR will be allowed to the employees on the terms and conditions stated therein.
- (iv) **Leave Without Allowances for better employment or for living with other spouse.**
Subject to the conditions in Appendix XII A/ XII C Part I KSR, the employees will be allowed Leave Without Allowances for a maximum period of five years to seek better employment/living with other spouse.

4.20 PATERNITY LEAVE

- (1) Male employees will be granted Paternity Leave for 10 days during the confinement of their wives for 2 deliveries.
- (2) The leave can be availed up to 10 days before or within 3 months from the date of delivery, on the basis of Medical Certificate.
- (3) It can be combined with leave of any other kind except Leave Without Allowances under Appendix XII A, XII B and XII C part I KSR.
- (4) If the Paternity leave is not taken during the period mentioned above it will be treated as lapsed.

4.21 COMPENSATION LEAVE

- (1) Compensation leave at the rate of one day for each public holiday shall be granted to an employee who attends office on public holidays under the orders of Competent Authority to attend an urgent work.
- (2) Maximum period of such leave shall be 15 in a Calendar Year.

- (3) This leave can be availed with prior permission of the authority granting Casual leave to him.
- (4) This leave should be availed before the expiry of 3 months from the date of duty.
- (5) This leave will not be accumulated for more than 10 days.
- (6) Total period of absence due to this leave combined with Casual leave and Holidays should not exceed 15 days.
- (7) This leave cannot be combined with regular leave.
- (8) An employee touring on holidays is not eligible for this leave.
- (9) Head of office is not entitled for compensation leave.

4.22 EMPLOYEES APPOINTED FOR LIMITED PERIODS

Employees appointed for limited periods will be granted leave benefits as per rules in Appendix VIII, Part I KSR.

4.23 LEAVE SALARY

(1) Earned Leave

Full Duty pay and DA had he been on duty. Other Compensatory Allowances up to 180 days.

(2) Half Pay Leave

Half of duty pay had he been on duty. DA applicable to half of duty pay. Other Compensatory Allowances up to 180 days only.

Special Leave Allowance

Employees drawing pay up to certain limits (as per 10th Pay Revision orders it is Rs. 35700) DA up to full rates may be sanctioned subject to the condition that half pay and full DA so sanctioned shall be subject to a minimum of 65% of full pay and full DA.

- | | |
|--|----------------------------------|
| (3) <u>Commuted Leave</u> | - As in the case of Earned Leave |
| (4) <u>Maternity Leave</u> | - -do- |
| (5) <u>Paternity Leave</u> | - -do- |
| (6) <u>Leave Without Allowances</u> | - No leave salary. |

CHAPTER V

LOANS AND ADVANCES TO EMPLOYEES

5.1 TYPES OF ADVANCES NOT BEARING INTEREST

The following types of advances not bearing interest granted to the employees of the Centre

- (i) Advance of pay and T.A on transfer.
- (ii) Advance of T.A. on tour

(iii) Festival Advance

5.2 ADVANCE OF PAY AND T.A. ON TRANSFER

The Managing Director or any Officer authorised by him may grant advance to the employees who are under orders of transfer from one station to another. Such advance shall not exceed one month's basic pay of the employee concerned. The advance of pay shall be recoverable in not more than three monthly installments commencing from the month in which the employee draws pay, in respect of a whole month after taking over charge of the new post.

5.3 ADVANCE OF T.A. ON TOUR

Managing Director or any Officer authorised by him may grant advance limited to 80% of the anticipated expenditure. The advance shall be adjusted immediately after the completion of the tour by presentation of the T.A. bill and any amount drawn in excess shall be refunded by the employee. TA Advance not settled within 3 months will be recovered from salary with 18% interest.

5.4 FESTIVAL ADVANCE

Not more than a month's salary may be advanced to an employee once in a year for festivals. The advance will be recoverable in ten monthly installments from salary, commencing from salary for the month next to the month in which advance is drawn.

5.5 ADVANCE FOR PURCHASE OF TWO WHEELERS

An advance for purchase of Two Wheelers may be sanctioned to an employee subject to such conditions as may be laid down by the Management. An advance for the same purpose will not be sanctioned before expiry of a period of 15 years after utilization of the advance already sanctioned.

CHAPTER VI

TRAVELLING ALLOWANCE

6.0 These rules are based on Kerala Service Rules Part II as amended by orders issued in GO (P) No.7/2016/Fin. Dated 20.01.2016. These rules will stand amended on extending of subsequent Pay Revision orders issued by Govt. of Kerala to the employees of the Centre.

6.1 TRAVELLING ALLOWANCE is classified as a compensatory allowance given to an employee towards the expenditure incurred on journeys and halts etc., performed purely on official duties. 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.

- 6.2 PUBLIC CONVEYANCE** is any mode of transport which plies regularly for transportation of passengers charging a fixed ticket charge and shall mean trains, buses, steamers and boats.
- 6.3 SPECIAL CONVEYANCE** is a motor car or motor bike or scooter either owned by the employee or the entire cost of its use and propulsion is paid by the employee who performed the journey (i.e., Taxi).
- 6.4 HEADQUARTERS** is the region within a radius of 8 km. around the place or office in which an employee is employed. No travelling allowance in any form is admissible for journey within headquarters.
- 6.5 PAY** of an officer considered for the T.A. and D.A. Rules is the sum of basic pay and special pay and personal pay if any. (This means Dearness allowance, H.R.A, and all such allowances shall not be taken into account for grading the employee).
- 6.6 GRADES FOR OFFICERS FOR TA** For the purpose of calculating traveling allowance the employees of the Centre are classified into the following grades; irrespective of whether they are part-time, full-time, temporary or permanent, on deputation or on contract appointments.

With effect from 01.04.2016

- Grade I - Employees in receipt of basic pay of Rs.50,400 and above.
- Grade II (a) - Employees in receipt of basic pay above Rs.42,500/- but below Rs.50,400
- Grade II (b) - Employees in receipt of basic pay above Rs.27,800/- but below Rs.42,500
- Grade III - All other employees except last grade ie. Basic pay above Rs. 18,000, but below Rs. 27,800.
- Grade IV - Last Grade employees (Below Rs. 18,000)

- 6.7** The members of the Governing Body, a sub committee and other similar committees appointed from time to time shall be classified as persons belonging to the First Grade and they shall be eligible for such T.A. and D.A. etc., as on tour for first Grade when they are on travel and stay for the purpose of the Centre. In their case their actual expenses instead of DA or the DA applicable whichever is higher is allowed.

6.8 The Managing Director shall be the Controlling Officer for all employees including himself for all matters relating to sanction and settling of T.A. and D.A.

6.9 TRAVELING ALLOWANCE FOR AIR JOURNEY

Air journey shall be restricted to Officers in the revised scale of Rs. 55,350-1,01,400 and above and that shall be with prior sanction of the Managing Director (except in the case of Members of Governing Body). In exceptional cases, the Managing Director can permit other employees to go by air solely in the interest of the Centre. The air fare shall be that of the cheapest class of accommodation available in a Public Air Transport PLUS incidental charges limited to 1 Daily Allowance per Air journey.

6.10 TRAVELING ALLOWANCE FOR JOURNEY BY RAIL

Grade I employee - II AC + Incidental Charges.

Grade II (a) - First class. If the train doesn't have 1st Class, II AC + Incidental charges.

Grade II (b) - IIIAC. If the train doesn't have III AC, 1st Class + Incidental charges

Grade III & IV - Second class fare plus incidental charges.

Note: The train fare shall include the reservation charges if any. Grade I, II and III Officers traveling in the lower classes than their eligibility shall be paid only as per the actual ticket cost plus reservation and sleeper charges if any.

6.11 TRAVELING ALLOWANCE FOR JOURNEY BY ROAD/SEA/RIVER (MILEAGE ALLOWANCE)

a. Mileage Allowances will be Rs. 2 per km for all categories of employees + Incidental charges.

b. Incidental charges for Road/Rail journey is as follows :
(with effect from 1.4.2016)

Grade I Rs. 0.80 per KM

Grade II (a) Rs. 0.60 per KM

Grade II (b) Rs. 0.50 per KM

Grade III Rs. 0.50 per KM

Grade IV Rs. 0.50 per KM

Note: If the road journey is performed between places connected by rail, by Taxi/Private car, the payment of travel expenses shall be limited to the amount admissible, had the journey been performed by Rail. However Officers of only Grade I with basic pay above Rs.50400/-on travelling by own car or taxi are eligible to claim the actual taxi fare paid for the trip(s) and such officers shall furnish the following certificate.

"I certify that the road journey for which actual taxi fare has been claimed at the higher rate was performed by me, in private car/taxi (having the Reg. No.....")

Officers performing long journey in the Centre's car will be entitled to claim incidentals at 80 Ps. per km of travel subject to a minimum of ½ D.A. (T.A. for travel by sea or river in any vessel other than a steamer will be the same as for road journey).

6.12 DAILY ALLOWANCE

Daily allowance is an allowance calculated at a uniform rate for each day of halt/duty at a station away from the headquarters, which is intended to cover the charges incurred by an employee during his halt or duty at an out station. Daily allowance may be drawn for halt by an employee on tour at the following rate:

(With effect from 1-4-2016)

	<i>Inside the State</i>	<i>Outside the State</i>
Grade 1	Rs.400.00	Rs.550.00
Grade II (a)	Rs.320.00	Rs.450.00
Grade II (b)	Rs.320.00	Rs.450.00
Grade III	Rs.250.00	Rs.350.00
Grade IV	Rs.250.00	Rs.250.00

The D.A. for halt will be calculated as follows:-

- Halt of above 12 hours & up to 24 hours - Full D.A.
- Halt of 6 hours and up to 12 hours - ½ D.A
- Halt for less than 6 hours - Shall be ignored

Note: (1) For purposes of the rule, day will mean a period of 24 hours after commencement of the Journey

(2) For Halt exceeding 24 Hours, One DA for every 24 Hours and for fractions DA may be calculated at the above rates.

6.13 No daily allowances, either full or half will be admissible for intermediate halts, during the course of a journey, unless such halts are after covering a distance of 150 km and are for official purposes at the intermediate station or are due to reasons beyond the control of the employee, like delay/ postponement of air flights, breakdown of vehicle conveyances and conditions of forced halts.

6.14 Daily allowances may not be drawn for more than 10 days of halt at one place: but the Managing Director may grant exemption in specific cases where:

- (i) Prolonged halt is essential in the interest of the Centre.
- (ii) Such halts were necessary, for the maintenance and upkeep of Centre's equipment, exhibits and other properties.

Note: In cases where the halt is necessary for a period of more than 10 days, D.A. admissibility shall be as follows:

- (a) For the first 10 days at the rate of full D.A.
- (b) For the next 20 days at the rate $\frac{3}{4}$ th of full D.A.
- (c) For the remaining period at the rate $\frac{1}{2}$ of full D.A.

No D.A. at any rate shall be paid for halts beyond 90 days, in which case the new station is automatically considered as the headquarters of the employee.

(iii) Daily allowance is not admissible on days of casual leave availed while on tour, but the employee shall be eligible for D.A. on the holidays falling during the period of tour provided he is on camp.

6.15 EXPENSE ON LOCAL TRAVELS

In addition to the provisions under the above rules, employees of the Centre on tour for official purposes shall be eligible for reimbursement of the actual expenses for their local official trip they make at the different stations, as per the rules stipulated under T.A. for journey by train/road as the case may be. The claims shall be supported by duly certified vouchers

6.16 For journeys performed by foot between places not connected by any public conveyance, prevailing rate of Taxi fare may be allowed

for Grade I and 35 paise/km for all other employees, at the discretion of the authority.

- 6.17** Actual rent paid by the Officer for accommodation at halting stations outside Kerala shall also be reimbursed on production of the rent receipt duly certified. This shall be limited to the sums given in the following table:

Grade of Officers	Limit of rent at Delhi	Other Cities/Towns Mumbai, Kolkata, Chennai outside Kerala
Grade I	Rs. 2000/-day	1500/- day
Grade II (a) (b)	Rs. 2000/-day	1500/- day
	Rs. 1600/-day	1000/-day
Grade III	Rs. 1600/-day	1000/-day
Grade IV	Rs. 1100/-day	1000/day

All employees shall avail the facilities of Kerala Houses/Government Guest Houses/Rest Houses and T.B.s wherever available and only when such facilities are not available shall go for other accommodations at halting stations. Rent for accommodation at a halting station shall not be paid for a period exceeding 10 days. No room rent will be reimbursed in addition to admissible DA for accommodation at Kerala House/Guest House/Rest House.

- 6.18** When an employee of the lower grade is required by the Competent Authority to travel by a special means of conveyance on higher class of accommodation, the actual fare may be granted to him.

- 6.19** T.A, D.A ETC. TO THOSE WHO ARE NOT IN THE SERVICE OF THE CENTRE:

Persons other than those mentioned in rule 6.7 who are not employees of the Centre, when called to undertake a journey in connection with the affairs of the Centre shall be eligible for travelling allowance, D.A etc. as on tour, with due regard to such purpose, status. The Managing Director shall in such cases decide the grade to which they shall be considered to belong and they shall also be eligible for all actual expenses of halt or D.A. whichever is higher.

6.20 If an employee on tour halts at more than one place on the same day i.e., within 24 hours daily allowance for halt maybe calculated after computing the total hours spent on halt at all the out stations taken together.

6.21 AUTO RIKSHAW/TAXI FARE FOR JOURNEYS ON TOUR

Auto Rikshaw/Taxi fare at the rate fixed by the Government from time to time will be allowed. Maximum number of such journeys allowed a day will be two (plus one journey per tour from residence to airport/railway Station/bus stand and one journey per tour from airport/railway station/bus stand to residence) limiting the maximum distance of single journey as 15 kilometre as per rate fixed by Government from time to time.

6.22 T.A CEILING

The existing rates of monthly/quarterly T.A ceiling will be applicable for tour journeys.

6.23 JOURNEY ON TRANSFER/RETIREMENT

The employees of the Centre shall be eligible for T.A., and other allowances for conveyance of Personal effects and T.A. for his family members etc., as per the provisions under KSR in cases of travels on transfer or retirement. No T.A. and other related allowances shall be paid in case of termination of service on disciplinary action. (For TA and joining time on request transfer vide Rule 2.67 of these rules)

6.24 PROCEDURE TO PREFER AND PAY CLAIMS

- (i) Unless otherwise provided elsewhere, the claim for travelling allowance should be preferred soon after the completion of the journey.
- (ii) Claims of travelling Allowance shall be become due on the first day of the month succeeding the month during which the employee performed the journey.
- (iii) Claims for Travelling Allowance not preferred within one year from the due date shall stand forfeited.

6.25 The Managing Director shall be the competent authority to decide on all matters relating to tour and travelling allowances of all employees of the Centre, including himself. For performing tour outside state permission of Government is necessary.

- 6.26** The Governing Body of the Centre/Government reserve to themselves the power to modify these rules as may be from time to time if necessary and to interpret them in case of doubt.
- 6.27** The Managing Director of the Centre shall be competent, before permitting a claim, to disallow the whole or any part of the travelling allowance claim for any journey or halt, if he considers that the journey/halt was unnecessary or unduly protracted or that the halt was of excessive duration. The Executive Committee shall be competent to settle special cases on their merit, at its discretion.

CHAPTER VII

PROVIDENT FUND AND RETIREMENT BENEFITS

7.1 PROVIDENT FUND

The Management may by order in due time bring the employees of the Centre irrespective of their pay within the purview contributory Provident Fund in which case the employees will contribute to the fund in accordance with the rules laid down in that behalf. The Managements contribution will not exceed 8 1/3 percent of basic pay and Dearness Allowance paid to the employee.

7.2 GRATUITY

Subject to the Payment of Gratuity Act 1972 and the limits prescribed therein at the time of termination of the services of an employee otherwise than as a disciplinary measure, gratuity will be payable at the rate of half month's salary as defined in the Act for every completed year of service.

7.3 GRATUITY IN CASES OF DEATH OR DISABLEMENT WHILE IN SERVICE

In case of death or disablement while in service gratuity will be payable to the family of the employee/employees at the following rates:

- | | |
|---|---------------------|
| In the case of death or disablement during first year of service | - Two months salary |
| In the case of death or disablement after one year or more of service but less than 3 years | - Four months |

In the case of death or disablement after completion of 3 years of service but less than 5 years

- Six months salary

In the case of death or disablement

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As in the case of termination after completion of 5 years service otherwise but subject to a minimum of eight months salary

7.4 RECOVERY OF LIABILITIES OF AN EMPLOYEE FROM GRATUITY

Such part of the liabilities of an employee as determined by the Centre which could not be recovered from his pay or otherwise, shall be recovered from gratuity payable under these rules.

CHAPTER VIII

MISCONDUCT AND DISCIPLINARY PROCEEDINGS

8.1 MISCONDUCT

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

- 1) Refusal to perform duties assigned to him which a person in his position could reasonably be expected to perform.
- 2) Negligence or neglect of work.
- 3) Refusal expressed or implied to do the allotted work or to act according to orders of his superior in regard to his work.
- 4) Refusal to work in a different job or in a different place as may be required by a superior or refusal to do 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 Centre or its Units has official dealings.
- 9) Upsetting peace and decorum of office or work place.
- 10) Engaging in idle talk or conversation and failing to respect the right of others to work in peace.
- 11) Riotous, disorderly or improper behaviour, use of abusive language threatening or intimidating other employees, wrongfully interfering with work of other employees assault or threat of assault either provoked or otherwise or the commission of any act subversive of any good proper behaviour during duty hours within the premises of the Centre or outside.
- 12) Intimidating, assaulting or threatening any person with whom the Centre or any of its units has any official dealing within the premises of the Centre or its units.
- 13) Disrespectful behaviour towards any customer or failure to show proper courtesy to any customer or person or persons with whom the Centre has official dealings within the premises of the Centre.
- 14) Slandering against any person within the premises of the Centre/its units or work places.
- 15) Any act or conduct detrimental to the interests of the Centre or its goodwill
- 16) Issuing public statements/giving interviews/publishing articles/speaking at public gathering, criticising the affairs of the Centre.
- 17) Presence within the premises of the Centre in a drunken state.
- 18) Causing damage or loss to goods or property of the Centre.
- 19) Initiating, conducting or taking part or inciting other employees to take part in any illegal strike, go slow, work to rule, or other similar actions, in contravention of the provisions of any law or rule in force.
- 20) Holding or attempting to hold meetings within premises of the Centre or its units without written sanction of the Managing Director.

- 21) Distribution or exhibition within the premises of the Centre or its units any news paper, bill or poster or pamphlet without sanction of the Managing Director.
- 22) Collection or canvassing for collection of any money within the premises of the Centre or its units without sanction of the Managing Director
- 23) Loitering or leaving the place of work without permission of immediate superior during prescribed hours of work.
- 24) Habitual late attendance.
- 25) Absence without sanctioned leave or written permission.
- 26) Overstayal of leave or joining time without prior permission of the Managing Director or such other officer who is empowered by the Managing Director to sanction leave of absence.
- 27) Engaging in any trade or money lending or any other activity or attending to any work other than allotted work, within the premises of the Centre or its Units.
- 28) Engaging in commercial activity other than in connection with duties under the Centre or accepting employment under any other person or body outside his hours of work during tenure of his service without the permission of the Managing Director.
- 29) Smoking within the premises of the Centre or such places where it is prohibited or spitting in any place other than those provided for that purpose or using any part of the premises as urinals, bath rooms, latrines or for recreation other than places if any provided for the purposes.
- 30) Taking food except in places provided for the purpose or permitted specifically for the purpose.
- 31) Failure to keep work place, equipments records and papers neat and tidy.
- 32) Gambling within premises of the Centre or its units.
- 33) Sleeping while on duty.
- 34) Theft, fraud, dishonesty or breach of trust or misappropriation of property of the Centre or funds, including misuse of vehicles, equipments, place of storage premises or goods of the Centre.
- 35) Theft fraud or dishonesty connected with business of the Centre or property of other employees.

- 36) Seeking soliciting or accepting bribe, gift, or reward in kind or cash from persons with whom the Centre has official dealings or giving or attempting to give bribe
- 37) Insolvency/seeking a moratorium or arrangements with his debtors/more than 50% of pay being attached/arrest or imprisonment for non-payment of debt.
- 38) Conviction by a court of law for criminal offence involving moral turpitude or violence punishable by imprisonment or fine of Rs.250/- or above.
- 39) Committing any offence punishable under the Indian Penal Code within the premises of Centre its units or in any vehicle, store house, shop or other building owned or held in lease by the Centre.
- 40) Failure to wear uniform if supplied or any other dress that is prescribed or if no dress is prescribed failure to appear in decent or proper dress and failure to wear any identity card or badge if supplied for the purpose by the Centre or failure to show any such card or badge to any superior/or other authorised person on being required to do so.
- 41) Refusal to be searched by security staff or other person or persons nominated by the Management for the purpose.
- 42) Interference with safety devices installed if any, acting in a manner to imperil safety or property of the Centre or its units.
- 43) Failure to report any defect or damage to property belonging to the Centre or any other circumstances which may cause damage or loss to the Centre which comes to his notice.
- 44) Bringing or attempting to bring unauthorised articles to any of the premises of the Centre or its units.
- 45) Unauthorised use of the Centre premises.
- 46) Disclosing confidential matter or official secrets of the Centre to other employees or to any other person otherwise than in bonafide discharge of duties.
- 47) Furnishing false information at the time of selection for appointment, or at any time thereafter during service under the Centre, in respect of himself or in respect of any other person.
- 48) Habitual breach of any rule or instruction of the Management or repetition of any act or omission against which the employee was warned.

- 49) Entering or attempting to enter or leaving or attempting to leave except through the normal entrances or exit regularly used as such.
- 50) Entering or remaining in Centre's premises outside duty hours, without permission.
- 51) Refusal to leave the premises after duty hours unless presence is required by a superior, or with permission of a superior.
- 52) Making false complaint or statements about the Centre, Members of the Governing Body or employees of the Centre.
- 53) Spreading false information with a view to bring disruption to normal work of the Centre.
- 54) Falsifying or refusing to give testimony when accidents, misconduct and other matters are being investigated.
- 55) Impersonation.
- 56) Initiating, conducting or participating in any demonstration within the premises of the Centre.
- 57) Refusal to accept shift work or transfer from one place to another.
- 58) Slowdown of work or inciting others to resort to go slow tactics.
- 59) Marking attendance for another person.
- 60) Being within the premises of the Centre in possession of properties stolen or believed to be stolen or possession which is not satisfactorily explained.
- 61) Failure or refusal to accept charge sheet, order or other communications.
- 62) Unauthorisedly bringing alcoholic drinks or drugs to the premises of the Centre or its units.
- 63) Commission of any act subversive to discipline whether within premises of the Centre or outside, within duty hours or outside duty hours.
- 64) Deliberate abuse of any leave, privilege or concession for the time being in force.
- 65) Squatting or remaining in premises of the Centre with a view to achieve any cause or to intimidate, coerce or threaten any other employees of the Centre.
- 66) Causing obstruction either alone or in combination with others to any person or persons connected with the work of the

Centre in premises of the Centres or its centres/units or outside the premises, or in vehicles engaged by the Centre.

67) Declaration by the Police as a bad character and being carried in the register of such persons maintained by the Police.

68) Instigation, incitement, or obstruction in furtherance of any act of misconduct.

69) 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 which would amount to a misconduct in the ordinary sense of the term shall be considered as misconduct even if it is not specifically enumerated above.

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

DISCIPLINE

8.2 PENALTIES AND PROCEDURE

Employees may be punished for any breach of rules of the Centre or for any misconduct or for any other good and sufficient reason by imposing any one or more of the following minor or major penalties.

MINOR PENALTIES

Censure

This penalty will not affect promotion

Fine

The penalty of fine shall be imposed only on members of Last Grade Service (Class IV/Group D) and Part Time Contingent Employees. Infliction of very heavy fines and frequent infliction of small fines shall be avoided.

Withholding of increment or promotion temporarily for a specified period.

Temporary withholding of increments shall mean withholding of increments without cumulative effect i.e. it shall not have the effect of postponing future increments. Temporary period of withholding of increments shall not be less than three months. Temporary period of withholding of promotion shall not be less than six months and both shall not be more than three years. If the period is not specified in the orders it will be deemed to be

three months in the case of temporary withholding of increments and six months in the case of temporary withholding of promotion. In case the order of withholding of increments cannot be given effect to, the monetary value equivalent to the amount of increment ordered to be withheld will be recovered from the pay of the employee.

Recovery from pay of the whole or part of any monetary loss caused to the centre by negligence or breach of orders.

Major Penalties

- i. Reduction to a lower post/grade/time scale***
- ii. Reduction to a lower rank in the seniority list***
- iii. Reduction to a lower stage in the time scale.***

Reduction of rank in the seniority list is permanent. The period of reduction in other cases shall not be less than six months and not more than five years. If the period is not specified in the order, it will be deemed to be six months. Reduction to a lower grade or post shall be the grade or post immediately lower to the grade or post held by him, but not to a grade or post lower than the grade or post to which he was initially appointed. Reduction to a lower stage in the time scale can be with or without the effect of postponing future increments i.e. with or without cumulative effect. If no mention is made in this regard in the order of reduction, it shall be deemed without cumulative effect. An order of reduction to a lower post or lower time scale shall entail loss of seniority. An employee so reduced shall take his place in the lower grade or in the lower time scale at the top of the list of officers in that grade or time scale. He shall be considered for re-promotion on the completion of the specified period of reduction. On re-promotion he shall take his place at the bottom of the higher grade or higher time scale. On re-promotion the pay may be regulated as per Rule 36 of Part I KSRs. Where the penalty of reduction to a lower stage in the time scale cannot be given effect to or becomes inoperative the monetary value equivalent to the amount of reduction ordered shall be recovered from the pay of the employee.

Withholding of increments with cumulative effect or permanent barring of increments

The minimum period of permanent barring of increment shall not be less than one year and the maximum period shall not be for

more than three years. Permanent barring of increment shall mean withholding of increment with cumulative effect i.e. it shall have the effect of postponing future increments. In case stoppage of increment with cumulative effect cannot be given effect to, the monetary value equivalent to three times the amount of increments ordered to be withheld will be recovered from the pay of the employee.

Compulsory retirement

It can be ordered w.e.f. any date before date of superannuation. The employee so retired will be entitled for pensionary benefits based on his actual service till date of compulsory retirement.

Removal from service which shall not be a disqualification for future employment in public service.

Dismissal from service which shall ordinarily be a disqualification for future employment in public service.

8.3 DISCIPLINARY AUTHORITY

The Managing Director shall be competent to impose penalties on all employees.

Provided that Removal from service and Dismissal from service on employees in the level of Assistant Manager and above shall be imposed by the Executive Committee.

Regarding the deputationists, only minor penalties shall be imposed by the Managing Director. If major penalties are to be imposed on them they may be reverted to their parent department with a request to take disciplinary action as per rules applicable to them.

8.4 PROCEDURE FOR IMPOSING PENALTIES

As far as possible the rules and the procedures prescribed for Kerala Government Servants in 'the Kerala Civil Services (Classification, Control & Appeal) Rules 1960' and 'the Manual for Disciplinary Proceedings' may be followed for framing of charges, conduct of domestic/formal enquiry and for situations for which no specific provision is included in the rules of the Centre.

8.4.1 PROCEDURE FOR IMPOSING 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 explain and given a personal hearing if a hearing is requested

for by him. A formal enquiry will be conducted if the employee denies the charge and the oral testimony is relied on in coming to a conclusion against him.

The following are the steps involved

- 1 The employee should be given copy of Memo of charges (in the form for imposing minor penalties) and Statement of Allegations signed by the Disciplinary Authority. (The Managing Director shall be competent to sign all Memo of Charges and Statement of Allegations).

The accused employee shall be given reasonable time to submit his Written Statement of Defence, if any.

Personal Hearing, if requested for, may be allowed.

On receipt of Written Statement of Defence or after time allowed for the same is over, the Disciplinary Authority may take appropriate decisions ie, acquittal, imposing minor penalty or to hold inquiry as in the case of procedure for imposing major penalties and to follow further steps as in the case of major penalties.

8.4.2 THE RECORD OF PROCEEDINGS IN SUCH CASES SHALL INCLUDE

- (i) Copy of Memo of charges and Statement of Allegations framed against the employee
- (ii) His Written Statement of Defence, if any
- (iii) Copy of oral and documentary evidences collected during enquiry, if any conducted.
- (iv) Findings of the Enquiry Officer, if any enquiry is conducted
- (v) Orders of the Disciplinary Authority on the case with reasons thereof

8.5 Procedure for imposing Major Penalties

- 8.5.1 An employee charged with misconduct or on receipt of a complaint against him, or on consideration of the report of an investigation or for other reasons, shall be served with a written Memo of Charges by the Disciplinary Authority briefly showing the charges against him together with a Statement of Allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. 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 any time as may be fixed in advance at his request before the date of filing of the Written Statement of Defence. He will also be given an opportunity for Personal Hearing by the Disciplinary Authority if he so desires.

- 8.5.2. Where an employee refuses to receive the Memo of Charges, or where he is not readily available for its service on him, the Memo of Charges and Statement of Allegations shall be sent by Registered Post (with Acknowledgement due) to his last known address and also affixed on notice board of the premises in which he served last. It may also be published in the website of the Centre. This will be considered proper service of the Memo of charges even if the postal authorities return copy sent by registered post for want of addressee.
- 8.5.3. If the employee seeks extension of time to submit his Written Statement of Defence, on genuine reasons the Disciplinary Authority may allow the same at its discretion. If the written statement is received and it is considered unsatisfactory or if no written statement is received within the time allowed, the Disciplinary Authority will cause a domestic/formal enquiry to be conducted into the charges and allegations. There will not be any enquiry into the charges admitted by the employee.
- 8.5.4 For the purpose of domestic enquiry the Disciplinary Authority shall appoint an Enquiry Officer. If considered necessary an employee of the centre may be appointed as Presenting Officer to assist the Enquiry Officer and to present the case against the accused employee.
- 8.5.5 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 Centre or another employee of Public Sector Undertaking or quasi government institutions under Government of Kerala. An Advocate will be allowed only if there are special circumstances which make assistance by an Advocate desirable in the opinion of the Disciplinary Authority or the Enquiry Officer. If the Presenting officer is a legally trained person or the Enquiry Officer having regard to the circumstances of the case so permits the employee will be granted at his expense assistance of an Advocate, if so requested for by him.

- 8.5.6. The Enquiry Officer shall give notice to the Witnesses cited by the Centre and the accused employee intimating time, date and venue of the enquiry. As far as possible the Enquiry Officer will secure presence of witnesses cited by the Centre. 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 witness examined on behalf of the Centre by the Presenting officer or Enquiry Officer.
- 8.5.7 When the examination of the available witnesses cited by the Centre 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 considers relevant by the Enquiry Officer. Such witnesses may be cross examined by the Enquiry Officer/Presenting Officer after 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 witnesses 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.
- 8.5.8 All evidence gathered during the enquiry shall be recorded in writing by the Enquiry Officer and signed. Signature of the witnesses and the accused employees, 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.
- 8.5.9 No oral evidence of any person will be relied on unless an opportunity was given to the delinquent to examine/cross examine such person. If the accused employee absents himself during the

enquiry, the statements will be recorded in his absence and relied on to the extent considered justifiable by the Enquiry Officer.

8.5.10 On conclusion of examinations of all available witnesses the accused 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.

8.5.11 The Enquiry Officer may then prepare and send his Report of Enquiry clearly showing his findings on each charge (whether Proved/Not proved) with reasons therefore. He shall not suggest the quantum of punishment, if any, to be imposed on the accused employee.

8.5.12 The record of the enquiry shall include,

- i. the charges framed against the employee and the Statement of Allegations furnished to him.
- ii. his Written Statement of Defence, if any.
- iii. the oral evidence taken in the course of enquiry
- iv. the documentary evidence considered in the course of enquiry
- v. the orders, if any made by the Disciplinary Authority and the Enquiry Officer in regard to the enquiry, and
- vi. a report setting out the findings on each charge and the reasons therefor.

8.5.13. The Disciplinary Authority shall consider carefully the record of enquiry and record its findings on each charge.

8.5.14. If the Disciplinary Authority having regard to the findings on the charges, is of the opinion that any of the major penalties should be imposed, it shall,

- a. furnish the accused employee a copy of the enquiry report.
- b. give him a notice stating the action proposed to be taken in regard to him and calling upon him to submit within a specified time, which may not generally exceed 15 days, such representation as he may wish to make against the proposed action.

Provided that such representation shall be based only on the evidence adduced during the enquiry.

- c. The Disciplinary Authority shall consider the representation, if any, made by the accused employee in response to above notice and determine what penalty, if any is to be imposed on the accused employee and pass appropriate orders on the case.
- d. If the Disciplinary Authority having regard to its findings is of the opinion that any of the minor penalties should be imposed, it shall pass appropriate orders on the case. He need not be supplied with a copy of enquiry report in this case.
- e. If the charges are not proved the accused employee may be exonerated of the charges framed.
- f. If some or all of the charges are proved the Disciplinary Authority may decide the quantum of punishment to be imposed and pass appropriate orders on the case as stated above.
- g. Orders passed by the Disciplinary Authority shall be communicated to the employee at the earliest.
- h. The procedure referred to above shall be conducted as expeditiously as the circumstances of the case may permit, particularly one against an employee under suspension.

8.6 APPEALS.

- 8.6.1 An appeal from an order of the Managing Director imposing a penalty will lie to the Executive Committee.
- 8.6.2 An Appeal from an order of the Managing Director based on penalty imposed by the Executive Committee will lie to the Governing Body.
- 8.6.3. An appeal against other orders like variation or denial of pay, allowances or other conditions of service or interpretation of service rules to the disadvantage of the employee shall lie to the Executive Committee.
- 8.6.4 An appeal against an order of the Managing Director on (i) reversion to a lower post otherwise as penalty (ii) determining pay and allowances for the period of suspension to be paid to an employee on his reinstatement or determining such period shall be treated as period spent on duty for any purpose or as leave, shall lie to the Executive Committee
- 8.6.5 The time limit within which an Appeal may be filed will be two months from the date of receipt of orders appealed against/or its

affixture on the notice board in the case of non availability of the employee for its service personally or by Registered post.

Provided that the Appellate Authority may entertain an Appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the Appeal in time.

8.6.6. The Appellate Authority will consider whether prescribed procedure has been followed, whether the charges/allegations have been proved, whether the punishment 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.

8.7 REVIEW

The Governing Body may review an order imposing a penalty on application by the party, if filed within two months from the date of communication of the final orders. The Governing Body may at its discretion condone delay upto three months in filing of the request for review on merits.

8.8 SUSPENSION

8.8.1 The Managing Director may place an employee under suspension at any time when :-

- a. disciplinary action is contemplated or pending against him.
- b. a case against him in respect of any criminal offence is under investigation or trial.

8.8.2 An officer of the Centre in Class I (Group A) or Class II (Group B) having supervisory control over an employee in Class III (Group C) or Class IV (Group D) may place such employee under suspension when disciplinary action is contemplated or pending against him or any criminal case is under investigation or trial. Such action shall be reported immediately to the Managing Director. An Appeal shall lie to the Managing Director in this case within one month from the date of order.

8.8.3. In case the Managing Director places under suspension an employee whose Appointing Authority is the Executive Committee the matter may be got ratified in the next meeting of the Executive Committee.

8.8.4. An appeal against the order of suspension issued by the Managing Director shall lie to the Executive Committee, within one month from the date of order of the Managing Director.

8.8.5 An order of suspension may at any time be revoked by the authority who have issued the order or by any higher authority.

8.9 SUBSISTENCE ALLOWANCE

8.9.1 The employees, other than the 'Employee' as defined in the Kerala Payment of Subsistence Allowance Act 1972, shall be entitled to subsistence allowance, Dearness Allowance, Dearness pay and any other compensatory allowances, subject to the conditions specified in Rule 55 and 56 of Part I KSRs, where ever applicable.

8.9.2 Regarding the provisions of Subsistence Allowance to be paid to the 'Employee' as defined in Section 2 (a) of the Kerala Payment of Subsistence Allowance Act, 1972 (Act 27 of 1973) the provisions of the Act as amended from time to time and the rules made there under will apply. As per Section 3 of the above Act, the following are the current rates of Subsistence Allowance (As on 01-06-2019).

(i) For the first 90 days-50% of the wages

(ii) For the period from 91 to 180 days - 75% of the wages

(iii) For the period exceeding 180 days-Full wages.

8.9.3 For payment of subsistence allowance the employee has to produce a 'Non Employment Certificate' duly countersigned by a Gazetted Officer

Note : For the purpose of these rules

i Wages means pay with all usual allowances except bonus.

Statutory remittances of employer share towards EPF, ESI etc. shall be proceeded as per existing law.

8.10. REGULARISATION OF THE PERIOD OF SUSPENSION/ DISMISSAL/REMOVAL/COMPULSORY RETIREMENT

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

8.10.2 In all cases of minor penalties, the period of suspension shall be duty for all purposes, limiting the pay and allowances during the period to subsistence allowance already drawn .

- 8.10.3 In all cases of major penalties, the period of suspension shall be duty for pension only, limiting the pay and allowances during the period to subsistence allowance already drawn .
- 8.10.4 In the case of those whose acquittal or exoneration is on technical ground, the question whether the suspension period should be treated as duty or not has to be decided with reference to the gravity of the offence allegedly committed by the accused employee.
- 8.10.5 In case the suspension period cannot be treated as duty for all purposes, the Managing Director has to give a notice to the employee of the quantum of pay and allowance proposed to be given and whether or not the period of suspension will count for any specified purpose like increment, leave pension (gratuity) or grade. The final orders should be issued only after considering the representation if any submitted by the employee within the stipulated time.
- 8.10.6 If no orders are passed directing that the suspension period will be reckoned for any specified purpose, the period of suspension should be treated as 'non-duty without forfeiture of past service'.
- 8.10.7 The competent Authorities are not empowered to treat periods of suspension as leave, suo-motu. The Suspension period cannot be treated as leave without the consent of the employee. It is for the employee to apply for leave, if he so desires. Such a request to convert a period of suspension into leave may be considered in accordance with rules and ordinary leave due and admissible may be sanctioned for the period. In case leave without allowances are sanctioned, no recovery of subsistence allowance paid is necessary. The conversion of suspension period into leave will have the effect of vacating the order of suspension.

8.11 REVIEW OF SUSPENSION

The cases of Employees who are continuing under suspension pending completion of Disciplinary Proceedings initiated against them for a period exceeding 90 days have to be reviewed. It will be desirable to limit the maximum period of suspension of the employee in such cases to six months in the normal circumstances and to reinstate them in service without prejudice to the disciplinary proceedings pending against them. In exceptional cases where it is not possible to adhere to the time

limit the Managing Director should report the fact to the Executive Committee and they may review the case with special reference to the reason for delay and take appropriate decision for continuing or cancelling the suspension. This review will not apply to the cases of suspension in pursuance of criminal proceedings or detention as a civil prisoner for debt.

8.12 SETTLEMENT OF GRIEVANCE - PROCEDURE

An employee having a grievance regarding his conditions of service or work will first take up such grievance with his immediate Superior. An employee under the direct control of Managing Director may file his representation addressed to the Managing Director.

If the employee is not satisfied with the decision of his immediate Superior, or fails to receive any reply from him within a week, he will present his grievance in writing to the next Superior Officer, if any.

If the decision is not satisfactory or in cases where reply is not received in time, he will take up the matter with the Managing Director setting out in detail the circumstances leading to the representation. A copy of the representation will be sent direct to the Managing Director and another through the official Superior/Superiors concerned who shall forward the representation with remarks to the Managing Director to reach him within two weeks from the date of receipt, for final decision.

The steps under grievance procedure shall be taken up only during scheduled period of rest or at a time previously fixed.

If the grievance is from more than one employee or is of a general nature affecting almost all employees, the same can be taken up to the Managing Director jointly.

Any representation submitted otherwise than in accordance with the above procedure will be liable to summary rejection.