

INDEX

Page No.

CHAPTER I GENERAL

| | | |
|---------|--|---|
| 1.2 | Application and Scope | 3 |
| 1.3 | Date of effect of Rules | 3 |
| 1.4 | Sex & Number | 3 |
| 1.5 & 6 | Definitions | 3 |
| 1.7 | Office Order/Working Instructions | 7 |
| 1.8 | Authority to interpret and implement these rules | 8 |
| 1.9 | Matters in respect of which no provisions are made in the rules | 8 |
| 1.10 | Appeal against interpretation & application of the standing orders | 8 |
| 1.11 | Powers to add to or to amend the rules | 8 |
| 1.12 | Delegation of powers | 8 |

CHAPTER II SERVICE (PART I GENERAL)

| | | |
|------|---|----|
| 2.1 | Power to fix cadre strength of employees | 9 |
| 2.2 | Classification of Employees | 9 |
| 2.3 | Working hours | 9 |
| 2.4 | Working time for production units and stores | 9 |
| 2.5 | Shift working | 10 |
| 2.6 | Attendance and late coming | 10 |
| 2.7 | Identity Card/Badge | 11 |
| 2.8 | Entry/Exit | 11 |
| 2.9 | Search | 12 |
| 2.10 | Dress | 12 |
| 2.11 | Safety | 13 |
| 2.12 | Duties and obligation of employees during working hours | 13 |
| 2.13 | Stoppage of work | 14 |
| 2.14 | Strikes | 15 |
| 2.15 | Appointment by deputation | 15 |
| 2.16 | General regulation of work | 15 |

PART II CONDUCT

| | | |
|------|--|----|
| 2.17 | Exclusive service obligation of the employee | 15 |
| 2.18 | Secrecy | 16 |
| 2.19 | Consumption of intoxicating drinks or drugs | 17 |

| | | |
|------|---|----|
| 2.20 | Employee to promote interests of the Centre | 17 |
| 2.21 | Employee to obey directions of his Superior Officer | 17 |
| 2.22 | Private trading | 18 |
| 2.23 | Absence from duty or late attendance | 18 |
| 2.24 | Absence from station | 18 |
| 2.25 | Employees arrested for debt or criminal charges | 18 |

PART III - GENERAL CONDITIONS OF SERVICE

| | | |
|------|---|----|
| 2.26 | Date of birth | 19 |
| 2.27 | Appointing authority | 19 |
| 2.28 | Eligibility for appointment | 19 |
| 2.29 | Application of principles of reservation | 20 |
| 2.30 | Certificate of health | 20 |
| 2.31 | Disqualification for appointment | 21 |
| 2.32 | Verification of character and antecedents | 21 |
| 2.33 | Method of appointment | 21 |
| 2.34 | Security | 21 |
| 2.35 | Nature of service | 21 |
| 2.36 | Temporary service | 21 |
| 2.37 | Right of continuance in service of temporary employees | 22 |
| 2.38 | Officiation in higher posts by temporary employees | 22 |
| 2.39 | Probationary service | 22 |
| 2.40 | Regular service | 22 |
| 2.41 | Probation | 22 |
| 2.42 | Promotion | 22 |
| 2.43 | Termination of probation | 23 |
| 2.44 | Discharge/Reversion during period of probation | 23 |
| 2.45 | Declaration of probation | 23 |
| 2.46 | Salary of discharged/reverted employee | 24 |
| 2.47 | Commencement of service | 24 |
| 2.48 | Cessation of service | 24 |
| 2.49 | Regularisation | 24 |
| 2.50 | Lien of an employee on a post | 24 |
| 2.51 | Retention o lien while on deputation | 24 |
| 2.52 | Seniority of direct recruits | 24 |
| 2.53 | Seniority of persons appointed to a cadre by promotion | 25 |
| 2.54 | Termination of service otherwise than as a disciplinary measure | 25 |

| | | |
|------|--|----|
| 2.55 | Discharge from service on medical ground | 26 |
| 2.56 | Training | 26 |
| 2.57 | Passing of Tests/Examinations | 26 |
| 2.58 | Time for passing tests newly prescribed | 26 |
| 2.59 | Address and personal particulars | 26 |
| 2.60 | Officiating appointments | 27 |
| 2.61 | Service Record and Personal Files | 27 |
| 2.62 | Transfers and Posting | 27 |

PART IV - JOINING TIME

| | | |
|------|---|----|
| 2.63 | Joining time treated as duty | 27 |
| 2.64 | Transfer not involving change of station | 28 |
| 2.65 | Transfer involving change of station | 28 |
| 2.66 | Joining time of employees on leave | 28 |
| 2.67 | Joining time to employees on request transfer | 28 |
| 2.68 | Regulation of joining time by Management | 29 |
| 2.69 | Overstayal of joining time | 29 |

PART VI - RESIGNATION, SUPERANNUATION AND VOLUNTARY RETIREMENT

| | | |
|------|---------------------------------------|----|
| 2.70 | Resignation | 29 |
| 2.71 | Superannuation | 29 |
| 2.72 | Voluntary Retirement | 30 |
| | PART VII - SERVICE CERTIFICATE | 30 |
| 2.73 | Service Certificate | 30 |

CHAPTER III PAY, ALLOWANCE AND MEDICAL REIMBURSEMENT

| | | |
|------|---|----|
| 3.1 | Pay and Scale of Pay | 31 |
| 3.2 | Appointment to be made on the minimum pay in the time scale | 31 |
| 3.3 | Fixation of pay on appointment to higher cadre/grade | 31 |
| 3.4 | Fixation of pay on change of scale of pay | 31 |
| 3.5 | When pay accrues and ceases | 32 |
| 3.6 | Pay when becomes payable | 32 |
| 3.7 | Increments | 32 |
| 3.8 | Reduction of pay of an employee | 33 |
| 3.9 | Reduction to lower post or grade or lower stage in time scale | 33 |
| 3.10 | Special pay | 33 |

| | | |
|------|---|----|
| 3.12 | Charge allowance | 34 |
| 3.13 | Good service entry and incentive awards | 34 |
| 3.14 | Pay during joining time | 34 |
| 3.15 | Allowance | 34 |
| 3.16 | Reimbursement of Medical expenses | 35 |

CHAPTER IV HOLIDAYS AND LEAVE (PART I - HOLIDAYS)

| | | |
|-----|--|----|
| 4.1 | Weekly holidays and holidays under National and Festival Holidays Act | 37 |
| 4.2 | Power to declare holiday as working day and sanction of compensatory off declaration of special holidays | 37 |

PART II - LEAVE

| | | |
|------|---|----|
| 4.3 | General condition - Sanction and cancellation | 37 |
| 4.4 | Pre-fixing and Suffixing of holidays | 37 |
| 4.5 | Employment during leave period | 37 |
| 4.6 | Combination of different kinds of leave | 37 |
| 4.7 | Leave beyond date of retirement | 37 |
| 4.8 | Commencement and termination of leave | 38 |
| 4.9 | Earlier return from leave | 38 |
| 4.10 | Station on return from leave | 38 |
| 4.11 | Application for leave | 38 |
| 4.12 | Kinds of leave | 38 |
| 4.13 | Casual leave | 39 |
| 4.14 | Special casual leave | 39 |
| 4.15 | Earned leave with wages | 39 |
| 4.16 | Surrender of earned leave with wages | 39 |
| 4.17 | Half pay leave | 40 |
| 4.18 | Maternity leave | 40 |
| 4.20 | Extra-ordinary leave | 40 |

CHAPTER V LOANS AND ADVANCES TO EMPLOYEES

| | | |
|-----|--|----|
| 5.1 | Types of advances not bearing interest | 41 |
| 5.2 | Advance of pay and T.A on transfer | 41 |
| 5.3 | Advance of T.A on tour | 41 |
| 5.4 | Festival advance | 41 |
| 5.5 | Advance for purchase of cycles | 41 |

CHAPTER VI TRAVELLING ALLOWANCE

| | | |
|---------|--|--------|
| 6.1 | Travelling allowance | 42 |
| 6.2 | Public conveyance | 42 |
| 6.3 | Special conveyance | 42 |
| 6.4 | Headquarters | 42 |
| 6.5 | Pay | 42 |
| 6.6 | Grades of officers for D.A | 42 |
| 6.7 | Member of Governing Body Committee etc. | 43 |
| 6.8 | Controlling Officer | 43 |
| 6.9 | Travelling allowance for air journey | 43 |
| 6.10 | Travelling allowance for journey by Rail | 43 |
| 6.11 | Travelling allowance for journey by Road/sea/River | 44 |
| 6.12 | Daily allowance | 44 |
| 6.13 | D.A. for intermediate halts | 45 |
| 6.14 | D.A. for prolonged halts | 45 |
| 6.15 | Expense on local travels | 46 |
| 6.16 | Taxi fare and auto charges | 46 |
| 6.17 | Reimbursement of actual rent | 46 |
| 6.18 | T.A. Advance | 47 |
| 6.19 | T.A. to those who are not in service of the Centre | 47 |
| 6.20 | D.A for halts on the same day | 47 |
| 6.21 | Journey on Transfer/Retirement | 47 |
| 6.22-25 | Procedure to prefer and pay claims | 47- 48 |

CHAPTER VII PROVIDENT FUND AND RETIREMENT BENEFITS

| | | |
|-----|--|----|
| 7.1 | Provident Fund | 49 |
| 7.2 | Gratuity | 49 |
| 7.3 | Gratuity in cases of death or disablement – while in service | 49 |
| 7.4 | Recovery of liabilities of an employee from Gratuity | 49 |

CHAPTER VIII MISCONDUCT AND DISCIPLINARY PROCEEDINGS

| | | |
|-----|--|----|
| 8.1 | Misconduct | 50 |
| 8.2 | Penalties and procedure | 55 |
| 8.3 | Authorities competent to impose penalties Disciplinary authority | 55 |
| 8.4 | Procedure for imposition of minor penalties | 55 |
| 8.5 | Procedure for imposing major penalties | 56 |
| 8.6 | Appeals | 58 |

| | | |
|------|---|----|
| 8.7 | Review | 58 |
| 8.8 | Suspension pending disciplinary proceedings | 59 |
| 8.9 | Subsistence allowance | 59 |
| 8.10 | Regularisation of period of suspension | 59 |
| 8.11 | Grievance Procedure | 60 |

ANNEXURES

| | | |
|----|--|---------|
| 1. | Qualification and Method of Appointment | 61 - 74 |
| 2. | Application form for Medical Reimbursement | 75 - 77 |

PREFACE

The Kerala State Audio-Visual and Reprographic Centre was constituted as an Autonomous Body vide GO (MS) No. 73/92/H.Edn dt.28.4.1992 with the stipulation to function in accordance with the Memorandum of Association Rules and Regulations as approved by the Government. The Centre has since expanded its activities in furtherance of its aims and objectives by establishing Sub Centres and Training Centres at various parts of the State. Colorary to it, number of employees under various categories has also been increased. It was, felt necessary that the Centre should have Service Rules for governing the service conditions of its employees.

The task of framing the Service Rules was entrusted with Sri. M.K. Krishnan formerly Additional Secretary to Government who is now serving as Service consultant with the approval of the Chairman Governing Body. Sri. Krishnan framed the draft Service Rules and presented to the Centre. Since the draft Service Rules required thorough scrutiny before placing it in the Governing Body for its approval, an Expert committee was constituted as agreed by the chairman and Hon'ble Minister for Education for the purpose with the following members.

- | | | | |
|----|---|---|----------|
| 1. | Dr. C. Harichandran, Chief, Social Services, State Planning Board | - | Chairman |
| 2. | Sri. N.Chandrasekhara Pillai Additional Secretary to Government, Higher Education Department, Government of Kerala | - | Member |
| 3. | Sri. Peter Hilari, Under Secretary to Government Finance Department, Government of Kerala | - | Member |
| 4. | Sri. M.K. Krishnan, Rtd. Additional Secretary to Govt. | - | Member |

The Service Rules was placed in the Governing Body held on 7.11.1995. The Governing Body discussed in detail and approved the Service Rules in excise of the powers conferred by Rule III (d) 9 of the Rules and Regulations of the Centre.

The following members were present in the said Governing Body

1. **E.T. MOHAMMEND BASHEER** - Chairman
Hon'ble Minister for Education
Kerala
2. **SRI. JOY V.P.** - Member
Director of Collegiate Education
Thiruvananthapuram
3. **SRI. JAYAKUMAR K** - Member
Director of Public Instruction
Thiruvananthapuram
4. **DR. K SIVARAMAN** - Member
Director of Technical Education
Thiruvananthapuram
5. **SRI. N. CHANDRASEKHARA PILLAI** - Member
Additional Secretary
Higher Education
Thiruvananthapuram
6. **SRI. M. NARAYANAN** - Member
Director
Vocational Higher Secondary Education
Thiruvananthapuram
7. **SRI. JACOB YESUDASAN DAVIDSEN** - Member
Deputy Secretary, Finance
(Representing Commissioner and
Secretary, Finance)
Thiruvananthapuram
8. **DR. C. HARICHANDRAN** - Member
Chief Social Service
State Planning Board
Thiruvananthapuram
9. **SRI. C.G. JAYARAJ**
Principal, Central Polytechnic
Thiruvananthapuram
10. **SRI. S. SALIM** - Member Secretary
Managing Director
Kerala State Audio-Visual and Reprographic Centre
Thiruvananthapuram

MANAGING DIRECTOR

**REPORT OF THE EXPERT COMMITTEE FOR SCRUTINY OF THE
DRAFT SERVICE RULES OF THE
KERALA STATE AUDIO-VISUAL AND REPROGRAPHIC CENTRE**

The Committee constituted by proceedings KSAVRC/154/95 dated 16.08.95 held its first meeting on 16.09.95. Meetings were also held on 07.10.1995, 21.10.1995 and 27.10.1995.

The Kerala State Audio-Visual and Reprographic Centre has close resemblance to the Kerala Books and Publications Society, Thrikkakkara, and patterns of the rules of the later has been considered for adoption as basic frame work for formulation of the draft rules.

The committee generally accepted the chapter arrangements and purport of the draft rules.

As separate classification is adopted for purposes of T.A. and for application of the rules, in general, the Committee felt that the subheading of rule 2.2 can be substituted by "Classification of employees" instead of "grades of employees" in the draft rules.

Underdefinition of "medicines" the Committee felt that 'spectacles' has to be deleted from the exempted categories.

Underdefinition of "Units" Training Centres, Sub-Centres and regional centres may also be specially included.

In rule 2.8 the words "who after consulting the Head of Department concerned" may be deleted and in Rule 2.9 the words "under the direction of the Managing Director or Head of the Unit" may be deleted. In rule 2.15 of the draft "Governing Body" may be substituted by "management".

The committee felt that in Rule .19 prohibition of smoking and betal chewing premises specifically prohibited by notice should also be provided.

In rule 2.25, absence after detention for 48 hours may be regarded as unauthorised and the rule altered, deleting the explanation under it.

In rule 2.6, a provision should be included for correction of data of birth by Governing Body on merits of the case.

In rule 2.27 reservation of posts of employees in Lower Scales should be limited to posts under Scale of Rs.1330-2555 (pre revision)

In rule 2.41 probation period may be prescribed as one year of duty instead of two, in a continuous periods two years instead of three

In rule 2.70 notice period of probationers and regular employees may be 15 and 30 days respectively instead of 30 days and 60 days.

In rule 3.6 the monthly salary payment can be fixed as the first working day of the next month instead of the last working day of the concerned month.

In rule 3.13 sanction of advance increment after their good service entries may be provided for and the second clauses empowering MD deleted.

Under reimbursement of Medical Expenses in rule 3.16 'consultation fee' may be omitted.

The committee discussed the question of bringing the employees under provident fund, with rules of the Centre as proposed. It was felt that it will be better to bring the employee under Contributory of Provident Fund under the Provident Fund Organisation of the Government of India. However the matter may be left to the Governing Body for final decision.

Regarding qualifications for posts and, methods of appointment, the committee noticed that the Governing Body had prescribed qualification and method of appointment from time to time except to some of the posts. Some additions and alterations has been suggested by the Committee mainly to provide for promotions.

The discussions were concluded on 27.10.1995

Sd/-
Chairman

KERALA STATE AUDIO-VISUAL AND REPROGRAPHIC CENTRE

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.

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** 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

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 Audio-Visual and Reprographic Centre 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 as a trainee to learn work with or without any remuneration or stipend.
- 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 unless otherwise specified.
- 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.

- 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 unmarried or widowed daughters including step-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 Managing Director.
- xiv) **Honorarium** : means non-recurring payment granted to an employee as remuneration for special work of an occational nature.
- xv) **Joining Time** : Means the time allowed to an employee 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 Audio-Visual and Reprographic Centre.
- 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** : in the case of a re-employed officer means salary on re-employment as well as pension including dearness allowance/relief.
- 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 a Centre or Sub 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 Governing Body as pay.
- xxv) **Permanent Employee** : means an employee who has been regularised in any one of the posts in service of the Centre or who has been continuously in service for a period of over one year and whose probation is declared, unless the appointment is temporary in terms of the orders issued in that regard.
- 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 lower post on disciplinary action.
- xxvii) **Probationer** : means a person appointed against a vacancy otherwise than as a temporary incumbent and who undergoes probation during the specified period of his service and during such extended period, if any, of such probation, in the post to which he is appointed.
- 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 on loss of pay exceeding ninety days at a time, otherwise than on medical ground.

- 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 Service 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.
- 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 Centres or Sub Centre/ Training Centre or Offices/Establishment under the Centre, other than the Head Office of the Centre, for due performance of the objects 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.

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 will apply to the employees of such offices/units in relation to their functions under 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

The Governing Body in consultation with the Government wherever necessary under the Rules and regulations of the Centre, shall decide on matters relating to service conditions in respect of which no provision is made in these rules. The Governing Body may also cause to be issued such administrative instructions to give effect to such decisions.

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 Governing Body and the decision of the Governing Body 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 and the amendments shall have effect from the date of amendment or such retrospective date as may be considered necessary by the Governing Body.

Provided, that such addition/amendment shall not affect an employee adversely in regard to pay in the post held by him on a permanent basis, unless he is reverted for want of vacancy or as a punishment.

1.12 DELEGATION OF POWERS

- (a) The 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 Governing Body delegate to any Officer duly authorised by him in this behalf any of the powers conferred on him under these rules other than powers under rules 1.8.

CHAPTER II
SERVICE
PART I - GENERAL

2.1 POWER TO FIX CADRE STRENGTH OF EMPLOYEES

The 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:

Class – I : All employees on a scale of pay of the minimum of which is Rs.1590/- p.m and above or in fixed pay of Rs.1590/- or above.

Class - II : All employees on a scale of pay the minimum of which is Rs.1220/- and above, but below Rs.1590/- p.m. or on fixed pay of Rs. 1220/- and above but below Rs.1590/-

Class - III : All other employees except those in last grade.

Last Grade: All employees specifically classified as Last Grade.

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 on 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 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 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 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. 15/- 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 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 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 entitled 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 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 cognisance 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 a 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 be 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 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 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 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 chewing betel within 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 endeavour 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 employees 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 not 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 Class I, shall not leave his headquarters without sanction by the Managing Director. Any employee in any other Grade 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 unauthorised 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 honourably 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 in exceptional cases, on merits.

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.1330-2555 (pre revision) 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) One must be within age limit prescribed. Unless otherwise specified the age limit for initial appointment to the services of the Centre will be 35 years as on 1st July of the year in which recruitment is notified, with relaxation for a period of 3 years for O.B.Cs and for 5 years in the case of Scheduled Castes and Scheduled Tribes.

- (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.
- Provided that an employee who does not possess the qualification prescribed for the category to which he is appointed, and who is already in service as on the date of coming into force of these rules, shall be deemed to be on probation in the category in which he serves from the date on which these rules come into force and his services may be regularised on completion of probation prescribed under these rules.
- (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 Governing Body 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 appointments to the services of the Centre will be the same as laid down in Rules 14 to 17 of the Kerala State and Subordinate Service Rules, and shall be followed as far as possible.

2.30 CERTIFICATE OF HEALTH

- (i) 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.

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 from two responsible persons or a Gazetted Officer of the Government not related to the candidate.

2.33 METHOD OF APPOINTMENT

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.

- (i) direct recruitment or selection from among employees of the Centre,
- (ii) promotion of persons already in service of the Centre ; and
- (iii) borrowing from Government Departments, Statutory Bodies or other Corporate Bodies.

2.34 SECURITY

Where the Governing Body has resolved that the holder of 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 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 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 shall be holding the post on a regular basis and will be considered confirmed/permanent in the 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 duty for a period of one year within 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 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 time scale 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/REVERTION 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.

2.45 DECLARATION OF PROBATION

Unless the probation of an employee is declared in writing by the appointing authority the employee will be deemed to continue on probation.

2.46 SALARY OP 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 afternoon and from the same day if the cessation is in the forenoon.

2.49 REGULARISATION

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

2.50 LIEN OF AN EMPLOYEE ON A POST

A person who has been regularised on nest will hold a lien thereon, and such lien will not be terminated unless he is regularised 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 regularised for such period as may be determined by the appointing authority. Such period of retention of lien shall not ordinarily exceed five years.

2.52 SENIORITY OF DIRECT RECRUITS

Interse seniority of persons selected for direct recruitment shall be in accordance with the ranks obtained by them in selection irrespective of the dates of joining duty.

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

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 he could not join duty within the permissible joining time, by order assignment 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 by his being given fourteen days notice or in default of such notice payment of fourteen days pay.

Employees who are regularised 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 regularised 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.

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 regularised 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, and 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 Governing Body 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 of post pass the prescribed test/examinations 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 higher 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 during service 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 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 Governing Body 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. 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 when 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/her appointments to the new post, on return from leave other than that specified in such 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 shall join duty in the new post on the day next to the date of relief from his former post, if the new premises in which he is to work is situated within a radius of 8 kms or within the limits of the Municipal Corporation/Town/ Panchayat of the old station

2.65 TRANSFER INVOLVING CHANGE OF STATION

For transfers involving change of station beyond 8 kms or beyond the limits of the Municipal Corporation/Town/ 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. 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 be extended to cover such holidays.

2.66 JOINING TIME TO EMPLOYEES ON LEAVE

If an employee is appointed to another station while on earned leave he is entitled to joining time calculated from his old station in addition to the earned leave. Should the employee join the new appointment before the expiry of leave plus joining time admissible, the period falling short of such leave and joining time 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 up to three days if so requested for by the employee.

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 appointing authority.

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. Wilful absence from duty after expiry of joining time will be treated as breach of responsibility entailing disciplinary action and punishment.

PART - VI

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 period of probation.

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

(2) The appointing authority may at its 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 of deficiency in the notice period.

A resignation will become effective only after its acceptance.

2.71 SUPERANNUATION

All employees including the Managing Director shall retire from service on the last day of the month in which they complete 58 years of age.

Provided, that the Governing Body may for reasons to be recorded in writing allow extension of service for a period of one year at a time subject to a maximum of two years. Such extension will not normally be allowed and will be taken recourse to only if the Governing Body considers it necessary to continue the employee's services for special reasons.

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

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 58 years of age, with the prior approval of the appointing authority.

PART - VII SERVICE CERTIFICATE

2.73 An employee leaving the services of the Centre by retrenchment, termination, discharge, 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 Governing Body 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 HIGHER CADRE/GRADE

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

When an employee drawing maximum of a scale of pay is appointed to a higher grade or post, the notional increase will be increment preceding the maximum of the lower scale, and then fixation at next stage in scale of the higher post will be permitted.

3.4 FIXATION OF PAY ON CHANGE OF SCALE OF PAY

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

revised scale of pay, at the next higher stage in the new scale.

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 PAY WHEN BECOMES PAYABLE

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

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

3.7 INCREMENTS

An increment will fall due on the expiry of the qualifying period unless withheld by an order of competent authority, and will be payable with effect from the 1st day of the month in which it falls due unless declaration of probation is a precondition for its accrual.

In computing qualifying period for sanctioning increment, periods of suspension not treated as duty, unauthorised absence, period of overstay of joining time and leave on loss of pay exceeding 90 days otherwise than on Medical Certificate shall not be reckoned as duty and due date of increment will be correspondingly postponed.

The monetary benefit of an increment falling due during a period of leave will accrue only on rejoining duty,

If an employee holding a post on probationary, or regular basis is appointed to a higher post, the period of service in the higher post shall count for increments in the time scale applicable to the lower post. An employee discharged from service for of vacancy and re-appointed after a break in service to a post on the same time scale, can count his service in that scale before discharge, for purposes of increment.

An employee whose services are probationary or regular if reverted from a post for want of vacancy when re-appointed to the same cadre on probationary or regular basis will count his past service if in identical time scale, for purposes of increments.

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 its falls due.

Increments other than one for which declaration of probation is a pre-condition, shall be drawn as a matter of course unless the employee has reached the maximum of the scale or his increment is withheld as a punishment.

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 SPECIAL PAY

The Governing Body shall be the competent authority to grant special pay to any employee of the Centre for specified period considering the arduous nature of work or additional work or responsibility entrusted over and above his normal duties.

3.12 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 20% of the minimum of the scale of pay of the higher post.

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.

Where the period of additional charge exceeds 6 months such charge allowance will be payable only with the approval of the Governing Body.

3.13 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. An employee in receipt of three good service entries will be considered for grant of an advance increment.

3.14 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).

3.15 ALLOWANCES

Dearness allowances, 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 Governing Body from time to time.

3.16 REIMBURSEMENT OF MEDICAL EXPENSES

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-II 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:*
- (i) Hospital charges do not include value of food supplied to the patient but includes rent for the stay of the patient.
 - (ii) Employees coming under Class I & II alone shall ordinarily be eligible for reimbursement of rent of special rooms actually occupied. In other cases, such claim shall be admitted only if certified as essential by the authorised medical attendant.
- (4) The claim for reimbursement shall be preferred within one month 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 Governing Body may sanction interest free recoverable loan of an amount not exceeding Rs.10,000/- (Rupees ten thousand 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 Managing Director 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 the National and Festival Holidays Act. 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 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 unempired 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 causal 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 and 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 his 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

Any leave other than leave on medical grounds/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 grounds 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 with wages
- 3) Half pay leave
- 4) Maternity leave
- 5) Extra-ordinary leave

4.13 CASUAL LEAVE

An employee will be eligible to avail himself of casual leave with wages during any calendar year up to a maximum of 12 days in all.

A provisional/temporary employee may avail himself of such casual leave only in proportion to services rendered by him during the year.

4.14 SPECIAL CASUAL LEAVE

Special casual leave may be granted to an employee for which may extend up to 21 days when the employee is ordered to absent himself from duty due to prevalence of infectious diseases like plague/cholera/typhoid/acute influenzal pneumonia/ cerebrospinal meningitis.

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 sterilisation operation in a recognised family Planning Clinic/Hospital. An employee will be eligible for wages during a period of special causal leave.

4.15 EARNED LEAVE WITH WAGES

- (a) The earned leave admissible to an employee shall be $\frac{1}{22}$ 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.
- (b) An individual shall cease to earn leave when earned leave accumulated totals 240 days.
- (c) The maximum earned leave that can be granted to an individual at a time shall be 120 days.
- (d) Earned leave may be granted to an individual exceeding a period of 120 days if the entire leave so granted or any portion thereof is spent outside India provided that where earned leave exceeding a period of 120 days is granted under this sub rules, the period of such leave spent in India shall not in the aggregate exceed 120 days.

4.16 SURRENDER OF EARNED LEAVE WITH WAGES

An employee will be eligible to surrender and encash earned leave with wages upto 15 days in a calendar year not more than once during that year, provided that after such surrender he should have a minimum of 15 days of earned leave at his credit.

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 120 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 may commute the half pay leave, subject to a maximum of 480 days commuted to 240 days during his entire service. 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 though he continued in the post in which he would have been entitled to continue but for his leave.

4.18 MATERNITY LEAVE

A women employee will be eligible for maternity leave as provided for in the Maternity Benefit Act 1961.

4.20 EXTRA-ORDINARY LEAVE

Extra-ordinary leave may be sanctioned by the Managing Director to an employee who is regularised under services of the Centre for a maximum period of two years in entire service of the employee. The period of such extra-ordinary leave will not be reckoned as service for purposes of increment, accrual of leave, or for gratuity and other retirement benefits, if any.

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 advances to the employees who are under orders of transfer from one station to another. Such advances shall not exceed one month's pay of the employee concerned. The advance of pay shall be recoverable in not more than three monthly instalments 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 upto an amount equal to the travelling allowance on tour as admissible under the rules. 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.

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 instalments from salary, commencing from salary for the month next to the month in which advance is drawn.

5.5 ADVANCE FOR PURCHASE OF CYCLES

An advance for purchase of cycle may be sanctioned 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 5 years after utilisation of the advance already sanctioned.

CHAPTER VI

TRAVELLING ALLOWANCE

- 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 Officer or the entire cost of its use and propulsion is paid by the Officer who performed the journey (i.e., Taxi).
- 6.4 HEADQUARTERS** is the region within a radius of 10 km. around the place or office in which an officer 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** For the purpose of calculating travelling 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.
- | | | |
|--------------|---|--|
| Grade I | - | Employees in receipt of basic pay of Rs.2500 and above Rs.1800 but below Rs.2500/- |
| Grade II (a) | - | Employees in receipt of basic pay above Rs.1250/- but below Rs.1800 |
| Grade II (b) | - | Employees in receipt of basic pay above Rs.1250/- but below Rs.1800 |
| Grade III | - | All other employees except last grade |
| Grade IV | - | Last Grade employees |

6.7 The member 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., for first Grade when they are on travel and stay for the purpose of the Centre

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 TRAVELLING ALLOWANCE FOR AIR JOURNEY

Air journey shall be restricted to only Grade I Officer 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 a Grade II employee 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 equal to 1/5th of the standard air fare subject to a maximum of Rs. 62.50 and to minimum of ½ D.A. admissible to the Officer who travelled.

6.10 TRAVELLING ALLOWANCE FOR JOURNEY BY RAIL

Grade I employee - A.C. First Class/A.C. Sleeper/First class fare PLUS incidental charges at the rate of 10 Ps. per kilometer subject to a minimum of ½ D.A.

Grade II (a) - First class train or A.C. chair car fare PLUS incidental of the rate of 8 Ps.per km. subject to a minimum of ½ D.A

Grade II (b) - A.C. chair car/second class sleeper train fare PLUS incidental at 8 Ps. per km. subject to a minimum of ½ D.A.

Grade III & IV - Second class fare plus incidental at 6 Ps. per km. subject to a minimum of ½ D.A.

Note: The train fare shall include the reservation charges if any Grade I, II and III Officers travelling 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 TRAVELLING ALLOWANCE FOR JOURNEY BY ROAD/SEA/ RIVER

For journeys by road, travelling allowance will be limited to the following:

- (a) Actual bus fare eligibility – Grade I & II
Express bus, Grade III & IV – Fast Passanger
- (b) Incidental expenses at the rate of 10 Ps. per km. for Grade I limited to a minimum of ½ D.A.; 8 Ps. per km. for Grade II(a) & II (b); 6 Ps. per km for Grade III and 5 Ps. per km for Grade IV.

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.2500/-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 entitled to performing long journey in the Centre's car will be entitled to claim incidentals at 10 Ps. per km of travel subject to a minimum of ½ D.A. (T.A. for travel by sea or river in any vessal other than a steamer will be the same as for road journey).

6.12 DAILY ALLOWANCE

Daily allowance is a uniform allowance 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 off station. Daily allowance may be drawn for halt by an employee on tour at the following rate:

| | <u>Inside the State</u> | <u>Outside the State</u> |
|-------------|-------------------------|--------------------------|
| Grade 1 | Rs.40.00 | Rs.65.00 |
| Grade II(a) | Rs.32.00 | Rs.50.00 |
| Grade II(b) | Rs.24.00 | Rs.40.00 |

| | | |
|-----------|----------|----------|
| Grade III | Rs.21.00 | Rs.40.00 |
| Grade IV | Rs.16.00 | Rs.30.00 |

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 D.A. - ½ D.A

Halt for less than 6 hours - Shall be ignored

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

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 exception 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 of full D.A.
- (c) For the remaining period at the rate 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.**

- 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 II (a) and (b) Officer and autorikahaw fare for Grades III & IV employees, at the discretion of the authority.
- 6.17** Actual rent paid by the Officer for accommodation at halting stations, shall also be reimbursed on production of the rent receipt duly certified. This shall be limited to the sums given in the following table:

| <i>Grade of Officers</i> | <i>Limit of rent at Delhi & other State Capitals</i> | <i>Other places outside Kerala</i> | <i>within Kerala</i> |
|--------------------------|--|------------------------------------|----------------------|
| Grade I | Rs. 350/day | 150/day | 100/day |
| Grad II (a) & (b) | Rs. 200/day | 75/day | 50/day |
| Grade III | Rs. 100/day | 50/day | 40/day |
| Grade IV | Rs. 65/day | 40/day | 25/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.

- 6.18** T.A. advance will be granted by the Managing Director on request. The advance shall be limited to 80% of the anticipated total expenditure.

****** The claims shall be supported by duly certified vouchers

- 6.19** T.A., D.A. etc., to those who are not in the service of the Centre:

- (a) The members of the Governing Body, a Sub Committee and other high level committee/boards appointed from time to time shall be eligible for T.A as on tour applicable to Grade 1 Officers plus their all actual expenses instead of D.A. or the DA applicable whichever is higher.
- (b) Other persons 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 he shall be considered to be long 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 may be calculated after computing the total hours spent on halt at all the out stations taken together.

6.21 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. to his family members etc., as per the provision under KSR in case of travels on transfer or retirement. No T.A. and other related allowances shall be paid in case of transfers on request and termination of service on disciplinary action.

6.22 PROCEDURE TO PREFER AND PAY CLAIMS

Unless otherwise provided elsewhere, the claim for travelling allowance should be preferred soon after the completion of the journey.

6.23 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.

6.24 The Governing Body of the Centre 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.

6.25 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. He shall likewise be competent to settle special cases on their merit, at his 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 $8 \frac{1}{3}$ percent of basic pay and Dearness Allowance paid to the employee.

7.2 GRATUITY

Subject to the payment of Gratuity Act 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 - Two months salary during first year of service

In the case of death or disablement - Four months after one year or more of service

In the case of death or disablement - Six months salary after completion of 3 years of service but less than 3 years

In the case of death or disablement - As in the case of after completion of 5 years service termination 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 with in the premises of the Centre.

- 14) Slendering 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 fair name.
- 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 of 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 connecting 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
- 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, Member 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 of its units.
- 63) Leaving work place before the scheduled time, without prior sanction or permission.
- 64) Commission of any act subversive to discipline whether within premises of the Centre or outside, within duty hours or outside duty hours.
- 65) Deliberate abuse of any leave, privilege or concession for the time being in force.
- 66) 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.
- 67) 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.
- 68) Declaration by the Police as a bad character and being carried in the register of such persons maintained by the Police.
- 69) Instigation, incitement, or obstruction in furtherance of any act of misconduct.
- 70) Breach of any of the provisions of the service rules 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 of the following minor or major penalties

Minor Penalties

- (a) Censure
- (b) Fine
- (c) Withholding of increments with or without cumulative effect.

Major Penalties

- (d) Withholding of promotion
- (e) Recovery from pay of the whole or any part of any monetary loss caused to the Centre by negligence or branch of orders.
- (f) Reduction to a lower post.
- (g) Reduction to a lower rank.
- (h) Suspension as a substantive penalty
- (i) Removal from service.
- (j) Dismissal from service.

8.3 AUTHORITIES COMPETENT TO IMPOSE PENALTIES - DISCIPLINARY AUTHORITY

The Managing Director may impose penalties on all employees. An employee of Class I or II may impose minor penalties on employees under his supervisory control.

8.4 PROCEDURE FOR IMPOSITION OF MINOR PENALTIES

No minor penalty shall be imposed on an employee unless he has been informed in writing of the grounds on which it is proposed to take action against him, and he has been afforded an opportunity to 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 oral testimony is relied on in coming to a conclusion against him.

8.5 PROCEDURE FOR IMPOSING MAJOR PENALTIES

An employee charged with misconduct shall be served with a written charge sheet briefly showing the charges against him and a statement of allegations setting out the circumstances alleged and nature of the misconduct. It shall also specify the time within which the employee may file his written statement of defence. An opportunity will be given to the employee to take extracts or copies of the records relied on in framing of the charges at any time as may be fixed in advance at his request before filing of the written statement. He will also be given an opportunity for personal hearing by the disciplinary authority.

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

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

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

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

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

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

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

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

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

proceedings, or in the alternative give copies thereof to the accused employee.

No oral evidence of any person will be relied on unless an opportunity was given to the delinquent to cross examine/examine such person, if the accused employee absents himself during the enquiry, the statements will be recorded in his absence and relied on the extent considered justifiable by the Enquiry Officer.

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

The Enquiry Officer may then send his report of enquiry clearly showing his findings on the charges with reasons therefore. The disciplinary authority will pass final orders after consideration of the enquiry report and communicate it to the employee.

8.6 APPEALS

An appeal from an order of the Managing Director imposing a penalty will lie to the Governing Body. An appeal against other orders will lie to the Managing Director. 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 service personally or by Registered Post.

The Appellate Authority will consider whether prescribed procedure has been followed, whether the 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 one month of the date of communication of the final orders. The Governing Body may at its discretion condone delay up to three months

in filing of a request for review and consider such request on merits.

8.8 SUSPENSION PENDING DISCIPLINARY PROCEEDINGS

- (1) The Managing Director may place an employee under suspension when disciplinary action is contemplated or pending against him.
- (ii) An Officer of the Centre in Class I or II having supervisory control over an employee in Class III or IV may place such employee under suspension when disciplinary action is contemplated or pending against him. Such action taken against an employee shall be reported immediately to the Managing Director.
- (iii) An appeal from an order under sub clause (ii) will lie to the Managing Director within one month from the date of such order.

8.9 SUBSISTENCE ALLOWANCE

An employee under suspension will be eligible for subsistence allowance at the following rates:

- (i) For the first six months - Salary as for half pay leave under suspension
- (ii) For the rest of the period of suspension - At 3/4th of the rate under item (i) above.
in excess of six months

Provided that employees if any in a unit coming within the purview of the Kerala Payment of Subsistence Allowance Act, 1972 shall be paid subsistence allowance at rates as provided for in the Act.

8.10 REGULARISATION OF PERIOD OF SUSPENSION

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

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

- (i) Treat the period of suspension as eligible leave in which case, the difference, if any, between leave salary and subsistence allowance already paid, will be recovered in

suitable instalments, as determined by the disciplinary authority.

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

8.11 GRIEVANCE PROCEDURE

An employees having a grievance regarding his condition of service or work will first take up such grievance with immediate Superior Officer. An employee under 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 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 cut 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.

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

ANNEXURE - I
QUALIFICATION AND METHOD OF APPOINTMENT FOR
POSTS UNDER THE CENTRE

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|--------------------|--------------|---|--|
| 1. | Managing Director | 3900-5076 | <p>1. A degree in any branch of Engineering Technology or First Class MBA from a recognised University</p> <p>2. He should have experience of not less than ten years in the field of planning and execution of Audio-Visual, Reprographic and printing works and also conversant with the operation of modern sophisticated Audio-Visual, Reprographic and Printing Equipment. He should have thorough experience in curriculum development and developing resource materials. He should have sound knowledge and Experience, in overall management of an organisation dealing with Audio Visual, Reprographic and Printing.</p> | Appointment by Government |
| 2. | Manager (General) | 1830-3425 | <p>Essential</p> <p>1. First Class M.B.A with specialisation in Marketing and Quantative Techniques from Government recognised Institutes/ Universities or First Class Degree in Electronics/ Electrical/ Mechanical Engineering or equivalent qualification with minimum 5 years experience in Reprography & Printing.</p> | <p>Promotion from the cadre of Assistant Director.</p> <p>Age Limit for direct recruitment 35 years with usual relaxation</p> |
| 3. | Assistant Director | 1590-3050 | <p>Essential</p> <p>1. First Class Degree in Computer/ Electronics/Electrical/ Mechanical Engineering or equivalent qualification from a Recognised University</p> <p>Desirable</p> <p>1 First Class M.B.A from a Recognised University/ Institute.</p> <p>2. Experience in developing curriculum materials or conducting and supervising examinations.</p> | <p>Selection from Category of Technical Assistant and Training Officers. (P.A to Managing Director)</p> <p>In the absence of above by direct recruitment. Age limit 35 years with usual relaxations.</p> |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|------------------------|--------------|---|---|
| 4. | Administrative Officer | 1590-3050 | <p>Essential</p> <ol style="list-style-type: none"> Bachelors Degree from a recognised University or its equivalent. Pass in Manual of Office Procedure. Account Test applicable to Ministerial Staff of a Government Department/Autonomous Body under the State Government. <p>Experience</p> <ol style="list-style-type: none"> Minimum 10 years experience in dealing Accounts, Establishment and Service matters in a Government Department or Autonomous Body. Minimum 3 years Administrative experience in Government or Autonomous Body <p>Desirable</p> <p>1st or 2nd Class Masters Degree from a recognised University</p> | <p>Promotion from the category of Accounts Officer.</p> <p>In the absence of the above by direct recruitment.</p> <p>Age limit for direct recruitment 50 years.</p> |
| 5. | Accounts Officer | 1370-2640 | <p>Essential</p> <ol style="list-style-type: none"> Bachelors Degree from a recognised University or its equivalent. Pass in Manual of Office Procedure. Account Test applicable to Ministerial Staff of a Government Department/ Autonomous Body under the State Government. <p>Experience</p> <ol style="list-style-type: none"> 10 years experience in dealing cash, accounting, and purchase procedures in which two years experience as Accountant from Government or Autonomous Body or such similar institutions. | <p>Promotion from the category of Assistant Accounts Officer.</p> <p>In the absence of the above by direct recruitment. Age limit for 35 years.</p> |
| 6. | P.A. to M.D | 1330-2555 | <p>Essential</p> <ol style="list-style-type: none"> Bachelors Degree from a recognised University or its equivalent Certificate Course in Word Processing, Data Entry Operation and Electronic Typing or 3 months Certificate Course in Modern Repro-graphic Equipment or Six months Certificate Course in Computer and DTP Operation. | <p>Selection from the Categories of Office Manager, Cashier-Cum-Clerk, Computer Operator.</p> <p>In the absence of the above by direct recruitment. Age limit 40 years.</p> |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|---------------------|--------------|--|---|
| 7. | Technical Assistant | 1330-2555 | <p>Essential</p> <p>1. Degree in Printing Technology or 1. Diploma in Printing Technology/ Mechanical Engineering with minimum 7 years experience in a Government or Autonomous Body</p> <p>Desirable</p> <p>1. Diploma in Technical Teachers Training or 2. Experience in preparing Audio-Visual Aids and Curriculum Materials</p> | <p>1. Selection from the categories of Reprographic Supervisor, Production Planning Asst., Computer Operator, Instructor Printing. or 2. Deputation from any other institution. In the absence of 1 & 2 by direct recruitment. 40 Years</p> |
| 8. | Publication Officer | 1330-2555 | <p>Essential</p> <p>1. 2nd Class Bachelor Degree from a University 2. Minimum two years administrative experience in supervisory capacity. 3. Minimum two years experience in Publication Work in Government or in Recognised institution.</p> <p>Desirable</p> <p>Degree or Diploma in Publishing from a Recognised institution. or Masters Degree from a Recognised University</p> | By direct recruitment 40 years |
| 9. | Training Officer | 1330-2555 | <p>Essential</p> <p>First Class Degree in Computer Engineering or Computer Science or First Class Bachelor Degree from a University with Post Graduate Diploma in Computer Applications Recognised institution.</p> <p>Desirable</p> <p>6 months Certificate Course in DTP & Computer/ Electronic Typing, Word Processing & Data Entry Operation/Office Automation & Salemanship in a Government Department or Autonomous Institution.</p> | <p>Promotion from the category of Asst. Training Officer.</p> <p>In the absence by direct recruitment. Age limit for direct recruitment 35 years,</p> |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|----------------------------|--------------|---|---|
| 10. | Accountant | 1220-2150 | <ol style="list-style-type: none"> 1. Bachelor Degree from a recognised University 2. Pass in manual of office procedure 3. Account Test applicable to ministerial staff of a Government Department/Autonomous Bodies under the State Government. 4. Minimum 2 years experience as Cashier-cum-Clerk/Office Manager in Government Department/ Autonomous Bodies. | <ol style="list-style-type: none"> 1. Promotion from the category of Cashier-cum-Clerk/ Office Manager. 2. In the absence of the above by direct recruitment. Age limit for direct recruitment 35 years with usual relaxation |
| 11. | Hardware Engineer | 1220-2150 | <p>Essential Degree in Electronics Engineering from recognised University or Degree in Electronics and Communication Engineering from a recognised University or Degree in Electrical and Electronics Engineering or Degree in Electronic and Tele-communication Engineering</p> | <p>By direct recruitment.</p> <p>Age limit 35 years with usual relaxation</p> |
| 12. | Assistant Training Officer | 1100-2070 | <p>Essential First Class Degree in Computer Engineering or First Class Bachelors Degree from a University with Post Graduate Diploma in Computer Applications from a Recognised Institutions</p> <p>Experience Minimum 2 years experience in imparting training in Computer, DTP, Fax, Telex, Photocopier etc., in a Government Department or Autonomous Bodies or in a Reputed Organisation.</p> <p>Desirable 6 months Certificate Course in DTP & Computer/Electronic Typing, Word Processing & Data Entry Operation/ Office Automation & Salesmanship in a Government or Autonomous Institution. or Three months training courses on Modern Reprographic Equipment.</p> | <p>Promotion from the category of computer Operator. In the absence by director recruitment. Age limit 35 years with usual relaxation</p> |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|-------------------------------|--------------|--|---|
| 13. | Reprographic Supervisor | 1100-2070 | <p>Essential</p> <ol style="list-style-type: none"> 3 year Diploma in Printing Technology or equivalent qualification. A pass in Six months Certificate Course in Offset Printing or Six months Certificate Course in Office Automation and Salesmanship or Three months Training in Modern Reprographic Equipment. Minimum 2 years experience as Reprographic /Printing Supervisor in Government Institution, Autonomous Body or in a Reputed Organisation. <p>Desirable Experience in Camera Operation Plate making and Offset Printing</p> | <p>By direct recruitment.</p> <p>35 Years with usual relaxation.</p> |
| 14. | Production Planning Assistant | 1050-1830 | <ol style="list-style-type: none"> 3 year Diploma in Printing Technology or equivalent qualification. <p>Experience 2 year s experience as Production Planning Assistant in a Government Institution/ Autonomous Body or in a Reputed Printing Press.</p> <p>Desirable Six months Certificate Course in Offset Printing</p> | <p>By direct recruitment</p> <p>Age limit 35 years with usual relaxation</p> |
| 15. | Office Manager | 1050-1830 | <p>Essential</p> <ol style="list-style-type: none"> Degree from Recognised University. Minimum 2 years experience in the area of accountancy in a Scheduled Bank, Govt. Department, Autonomous bodies or similar organisations. | <p>Promotion from is category of U.D. Clerk. In the absence, by Direct Recruitment. Age limit 35 years with usual relaxation.</p> |
| 16. | Cashier-cum-Clerk | 1050-1830 | <p>Essential</p> <ol style="list-style-type: none"> Bachelor Degree from a University.with Minimum 2 years experience in the area of accountancy in a Scheduled Bank, Government Department, Autonomous Bodies or Similar Institutions. | <p>Promotion from the is category of U.D. Clerk. In the absence, by Direct Recruitment.</p> |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|-------------------------|--------------|--|--|
| 17. | Computer Operator | 1050-1830 | <p>Essential</p> <ol style="list-style-type: none"> 1. Diploma in Computer Engineering/ Computer Science, Recognised by the Government of Kerala 2. Minimum one year experience in Computer Operation in Government or in Autonomous Bodies or Similar Institutions. or Post Diploma in Computer Application Recognised by Government of Kerala | Promotion from D.T.P Operator. In the absence by Direct Recruitment |
| 18. | Instructor (Printing) | 1050-1830 | <p>Essential</p> <ol style="list-style-type: none"> 1. 3 year Diploma in Printing Technology or equivalent qualification. 2. Minimum one year teaching/ training experience in Government Institution, Autonomous Body or in a Reputed Organisation <p>Desirable Six months Certificate Course in Offset Printing.</p> | By direct recruitment . 35 years with usual relaxation |
| 19. | Artist-cum-Photographer | 1050-1830 | <p>Essential</p> <ol style="list-style-type: none"> 1. National Diploma in Fine Arts 2. Minimum 2 years experience in Photographic Work in a Reputed Firm. or B.F.A in Applied Arts <p>Desirable Experience in Dark Room Processing work.</p> | By direct recruitment. 35 years with usual relaxation |
| 20. | D.T.P Operator | 950-1590 | <p>Essential</p> <ol style="list-style-type: none"> 1. PDC or equivalent qualification 2. KGTE Certificate in Typewriting lower in English or any other equivalent qualification. 3. Minimum one year experience in DTP Typing work in Govt. or Autonomous bodies or similar Institutions. or <ol style="list-style-type: none"> 1. SSLC or equivalent qualification. 2. KGTE certificate Higher in English or any other equivalent qualification 3. Minimum 2 years experience in Electronic Typing work in Govt. or Autonomous bodies or similar Institutions or <ol style="list-style-type: none"> 1. PDC or equivalent qualification 2. Six months certificate course in computer and DTP Operation | Selection by conducting Practical Test from the category of electronic typewriter operators whose have put in minimum 2 years of service of which one year shall be in DTP work. In the absence of the above by direct recruitment. Age limit 35 years with usual relaxations |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|--------------------------------|--------------|--|--|
| 21. | Draughtsman (Civil) | 950-1590 | Essential 1. Diploma in Civil Engineering | By direct recruitment. Age 35 years with usual relaxation. |
| 22. | Upper Division Clerk | 950-1590 | Essential 1 Bachelors Degree from a recognised University Desirable K.G.T.E Typewriting English Lower or Three months certificate course in Modern Reprographic Equipments or Three months Certificate Course in Electronic Typing, Photocopier and Fax | Promotion by selection from the category of LDC |
| 23. | Confidential Assistant | 865-1450 | Essential 1 Diploma in Commercial Practice conducted by the State Board of Technical Education or Pre-degree or Equivalent Qualification 2. Typewriting Higher in English and Lower in Malayalam. 3. Shorthand English (Higher), Malayalam (Lower) | By direct recruitment. 35 years with usual relaxation |
| 24. | Instructor (Electronic Typing) | 845-1370 | A. Essential 1 Bachelors Degree from a University 2. K.G.T.E Typewriting English Higher and Malayalam Lower 3. Two years experience in the operation of Computer, DTP Electronic Typewriter, Photocopier, Fax etc., from Government or Autonomous Bodies or in a Reputed Organisation. Desirable Short-term Training in Modern Reprographic Equipments or Short term Training in the operation of Fax, Photocopier and Electronic Typewriter. or B. Essential 1 Diploma in Commercial Practice awarded by the State Board of Technical Education. 2. Three years experience in the operation of Computer, DTP, Fax, Electronic Typewriter, Photocopier etc. from Government Department, | By direct recruitment. 35 years with usual relaxation. |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|----------------------|--------------|--|---|
| | | | <p>Autonomous Bodies or in a Reputed Organisation.</p> <p>Desirable Short-term Training in Modern Reprographic Equipments or Short-term Training in operation of Electronic Typewriter, Photocopier and Fax etc.</p> | |
| 25. | Receptionist | 825-1290 | <p>Essential</p> <ol style="list-style-type: none"> 1. Degree from a recognised University with minimum two years experience in handling Telephone, Telex, Fax etc., in recognised or in a reputed organisation or 1. Pre-degree or equivalent qualification. 2. A pass in 3 months Training Course in Modern Reprographic Equipment or 3 months Training Course in Operation of Fax, Telex and Photocopier or 6 months Certificate Course in Office Automation and Salesmanship or 6 months Certificate Course in Computer and DTP or 6 months Certificate Course in Electronic Typing, Word Processing and Data Entry Operation. <p>Experience Minimum three years experience in handling Telephone, Telex and Fax in a Government Institution or Autonomous Body or in a Reputed Organisation.</p> <p>Desirable Fluency in speaking English and Malayalam</p> | <p>Selection from the category of Office Assistant, Sales Assistant, Attender or Peon.</p> <p>In the absence of the above direct recruitment. 35 years with usual relaxation.</p> |
| 26. | Lower Division Clerk | 825-1290 | <p>Essential</p> <ol style="list-style-type: none"> 1. Bachelor Degree from a recognised University <p>Desirable K.G.T.E. Typewriting English Lower or selection or Three months certificate course in Modern Reprographic Equipments' or Three months Certificate Course in Electronic Typing, Photocopier and Fax</p> | <p>Promotion by selection from the cadre of Office Assistant and Sales Assistant.</p> <p>By direct recruitment</p> <p>35 years with usual relaxation.</p> |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|---------------------------------|--------------|--|--|
| 27. | Lower Division Typist | 3050-5230 | <p>Essential</p> <p>1. S.S.L.C or equivalent qualification with K.G.T.E. Typewriting English Higher and Malayalam Lower</p> <p>Experience</p> <p>1. Minimum 2 year Typist in Government Department for Autonomous Bodies or in Reputed Organisation.</p> | By direct recruitment. 35 years with usual relaxation. |
| 28. | Lower Division Store-Keeper | 825-1290 | <p>Essential</p> <p>1. S.S.L.C. or equivalent qualification with minimum one year experience as Store-keeper in a Government Department or Autonomous Bodies or in Reputed Firm.</p> <p>Desirable</p> <p>K.G.T.E. Typewriting English Lower</p> | By direct recruitment. 35 years with usual relaxation. |
| 29. | Electronic Type writer Operator | 825-1290 | <p>Essential</p> <p>1. PDC or equivalent qualification.</p> <p>2. K.G.T.E. Certificate in Typewriting English Higher.</p> <p>3. Minimum one year experience in Electronic Typing work in Government or Autonomous Bodies or Similar Institutions or</p> <p>1. SSLC or equivalent qualification</p> <p>2. KGTE certificate Higher in English or any other equivalent qualification.</p> <p>3. Minimum 2 years experience in Electronic Typing work in Government or Autonomous Bodies or similar Institutions or</p> <p>1. PDC or equivalent</p> <p>2. Six months certificate course in Electronic Typewriting, word processing and data entry operation</p> | By direct recruitment. 35 years with usual relaxation. |
| 30. | Designer | 825-1290 | <p>Essential</p> <p>1. S.S.L.C. or equivalent qualification</p> <p>2. ITC or ITI Civil with training certificate in AutoCAD</p> | By direct recruitment. 35 years with usual relaxation. |
| 31. | Proof Reader | 825-1290 | <p>Essential</p> <p>1. S.S.L.C. or equivalent qualification</p> <p>2. K.G.T.E in Proof Reading Lower or Equivalent qualification.</p> | By direct recruitment. 35 years with usual relaxation. |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|--------------------------------|--------------|--|--|
| | | | <p>3. Minimum 2 years experience in Proof Reading in a Government Organisation or in a Reputed Press or News paper.</p> <p>Desirable Bachelors Degree from a University</p> | |
| 32. | Compositor | 825-1290 | <p>Essential</p> <ol style="list-style-type: none"> 1. S.S.L.C. or equivalent. 2. K.G.T.E. Lower in Composing work or equivalent qualification. 3. Minimum three years experience in Composing work in Government Department or Autonomous Bodies or Similar Institutions | By direct recruitment. 35 years with usual relaxation. |
| 33. | Binder | 825-1290 | <p>Essential</p> <ol style="list-style-type: none"> 1. K.G.T.E.Binding (Lower) or equivalent qualification with two years experience in Government or Quasi years with Government Department. or 7 years experience in Binding work in a Reputed Institutions. | By direct recruitment. 35 years with usual relaxation. |
| 34. | Reprographic Assistant | 825-1290 | <p>Essential</p> <ol style="list-style-type: none"> 1 S.S..L.C. or equivalent 2. Minimum 2 years Experience in Photocopying/Ammonia Printing/Duplicating work in a Government or Reputed Firm or 1. SSLC or equivalent 2. Six months certificate course in Office Automation and Salesmanship or 3 months training course in Modern Reprographic Equipment. | By direct recruitment. 35 years with usual relaxation. |
| 35. | Offset Printer cum-Plate Maker | 825-1290 | <p>Essential</p> <ol style="list-style-type: none"> 1. Diploma in Printing Technology (Offset/Lithography) or equivalent. 2. Two years experience in Plate Making work in a reputed firm. <p>Desirable Experience in Reproduction Camera Operation. or Six months Certificate Course in Offset Printing</p> | By direct recruitment. 35 years with usual relaxation. |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|-----------------------------|--------------|---|--|
| 36. | Mechanic-cum Offset Printer | 825-1290 | <p>1. NCVT Certificate or equivalent qualification in Printing Technologies/Lithography</p> <p>2. One year experience in Offset Printing</p> <p>Desirable</p> <p>Experience in Camera Operation and Plate making or</p> <p>Essential</p> <p>1. A pass in KG.T.E. Certificate Course in Machine Work</p> <p>2. Minimum 5 years experience in Offset Printing Work from Government Organisation, Autonomous Bodies or Reputed Press.</p> <p>Desirable</p> <p>Experience in Camera Operation and Plate making or</p> <p>Essential</p> <p>1. Pass in I.T.I. Fitter Trade with minimum 5 years experience in Offset Printing Work from Government Organisation, Autonomous Bodies or Reputed Press.</p> <p>Desirable</p> <p>Experience in Plate-making and Camera Operation</p> <p>Essential</p> <p>Diploma in Printing Technology (Offset) with minimum 2 years experience in Offset Printing from Government Organisation, Autonomous Bodies or Reputed Press</p> <p>Desirable</p> <p>Experience in Plate-making and Camera operation</p> | By direct recruitment. 35 years with usual relaxation. |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|-------------------------------------|--------------|---|---|
| 37. | Lab Assistant – cum - Electrician | 825-1290 | <p>Essential</p> <p>Diploma in Electrical Engineering or equivalent qualification</p> <p>or</p> <p>Diploma in Electrical and Electronics Engineering or equivalent qualification</p> <p>or</p> <p>I.T.I. electrician with minimum two years experience as Electrician in Government or Autonomous or in a Reputed Firm</p> | By direct recruitment. 35 years with usual relaxation. |
| 38. | Treadle Printer | 825-1290 | <p>Essential</p> <p>1. K.G.T.E in Machine Work Lower or equivalent qualification with minimum three years experience in Treadle Printing work in Government Department or Autonomous Bodies or similar Institutions</p> | By direct recruitment. 35 years with usual relaxation |
| 39. | Technician (Reprographic equipment) | 825-1290 | <p>Essential</p> <p>1. SSLC or equivalent qualification</p> <p>2 I.T.I. Electronics</p> <p>Desirable</p> <p>Minimum 3 years experience in servicing of printing and reprographic equipments</p> | By direct recruitment. 35 years with usual relaxation |
| 40. | Security Officer | 825-1290 | <p>1. SSLC or equivalent qualification</p> <p>2 Minimum 15 years experience in Indian Army</p> <p>3. Good Physique</p> | <p>1. Appointment by by selection from the qualified existing Security Guard in the Centre.</p> <p>2. In the absence of the above, by direct recruitment.</p> <p>Age limit : 45 years</p> |
| 41. | Driver cum Operator | 805-1190 | <p>Essential</p> <p>1. Pass in Standard VIII</p> <p>2. Driving Licence for light vehicles</p> <p>3. Minimum one year experience in Driving Light Motor Vehicles</p> <p>Desirable</p> <p>One year experience in the operation of 16mm Projector, Duplicating Machine, Photo-copier, Ammonia Printing Machine, etc.</p> | By direct recruitment. 35 years with usual relaxation |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|---------------------|--------------|---|---|
| 42. | Office Assistant | 750-1025 | Essential 1. S.S.L.C or equivalent qualification with minimum one year experience in Government or Autonomous Bodies as Office Assistant | By direct recruitment. 35 years with usual relaxation |
| 43. | Sales Assistant | 750-1025 | Essential 1. Pass in S.S.L.C. or equivalent qualification with minimum 2 years experience as Sales Assistant in a Government Department/ Co-operative Societies or Similar Institutions. or 1. Pass in SSLC or equivalent 2. Six months certificate course in Office Automation Salesmanship | By direct recruitment. 35 years with usual relaxation |
| 44. | Screen Printer | 750-1025 | Essential 7 years experience in Screen Printing work in Screen Printing Unit | By direct recruitment. 35 years with usual relaxation |
| 45. | Offset Helper | 750-1025 | Essential Pass in 8 th standard or equivalent qualification with minimum 2 years experience in Offset Printing Press or Six months certificate course in Offset printing. | By direct recruitment. 40 years with usual relaxation |
| 46. | Attender (Printing) | 750-1025 | Essential 1. Passed in VIII Standard or equivalent qualification with minimum 3 years experience in Reprographic/ Printing Unit/ of Government or Autonomous Bodies or Reputed Firms | By direct recruitment. 35 years with usual relaxation |
| 47. | Helper (Printing) | 750-1025 | Essential 1. Passed in VIII Standard or equivalent qualification with 3 years experience in reputed Printing Unit/reprographic centre. or 1. Six months certificate course in Offset Printing | By direct recruitment. 35 years with usual relaxation |
| 48. | Peon | 750-1025 | Essential 1. Passed in VIII Standard with experience in Cycling. | By direct recruitment. 35 years with usual relaxation |

| Sl. No. | Name of Post | Scale of Pay | Qualification | Method of Appointment |
|---------|---------------------|--------------|--|---|
| 49. | Packer cum cleaner | 750-1025 | Essential 1. Pass in VIIIth Standard or equivalent qualification with minimum One year experience in packing printed materials and cleaning work of printing and reprographic equipments from a Government Institution or in Autonomous Bodies or in a Reputed Printing Press. | By direct recruitment. 35 years with usual relaxation |
| 50. | Security Guard | 750-1025 | Essential 1. Pass in VIII Standard with Three Years experience in Security Guard Preference will be given to Ex-Servicemen | By direct recruitment. 35 years with usual relaxation |
| 51. | Trade Instructor | 750-1025 | Essential 1. Pass in S.S.L.C or equivalent qualification with three months Advanced Training in Modern Reprographic Equipments. | By direct recruitment. 35 years with usual relaxation |
| 52. | Assistant Cameraman | 750-1025 | Essential 1. SSLC (Pass) or equivalent qualification with minimum 5 years experience in paste-up work and camera operation. Desirable 1. Minimum one year experience in platemaking for Offset Printing | By direct recruitment. 35 years with usual relaxation |
| 53. | Lab Attender | 750-1025 | Essential 1. Pass in VIII Standard with Wire-man Licence. | |
| 54. | Gardner | 750-1025 | Essential 1. Pass in VII Standard 2. Minimum 2 years experience as Gardner in Government Department/ Autonomous Bodies or in a reputed organisation. | By direct recruitment. 35 years with usual relaxation |
| 55. | Cleaner | 750-1025 | Essential 1. Experience in Cleaning Work. 2. Good Physique | By direct recruitment. 40 years with usual relaxation |
| 56. | Part-time Sweeper | 500+D.A | | |

ANNEXURE - II**FORM OF APPLICATION FOR CLAIMING REIMBURSEMENT OF
MEDICAL EXPENSES OF EMPLOYEES AND THEIR FAMILIES**
(Separate form should be used for each patient)

1. Name & Designation of employee:
(In Block Letters)
2. Pay and Scale of Pay :
3. Place of duty :
4. Residential address :
5. (i) Name of patient and relationship with patient.
(ii) If the patient is spouse of the employee,
State whether he/she is employed, with details.
(iii) If employed, whether the Declaration of non-
receipt of the claim in any form is attached.
6. Place at which the patient fell ill

HOSPITAL TREATMENT

7. Whether hospitalised or not
8. If hospitalised whether in Government Hospital or
Private (Notified) Hospital and the name of Hospital.
9. If hospitalised outside the State
 - (1) Whether the patient was on duty.
 - (ii) Name of Institution
10. If on Special Treatment outside the State
 - (i) Name of Institution
11. Last Date of treatment.

CHARGES

12. Details of amount claimed
(list of medicines, Cash Memos and essentiality Certificate should be attached)
 - (i) Treatment in Government Hospital Medicines
 - (ii) Treatment in Private Institutions
(bills to be certified indicating emergency of the case)
 1. Charges for Medicines,
 2. Charges for Treatment
 3. Charges for Accommodation
 4. Charges for Laboratory Services etc.
 5. Charges for Diet.
13. Total amount Claimed
(In figures and Words)
14. List of enclosures:
 1. Essentiality Certificate
 2. List of Cash Bill
 3. Certificate of Medical Officers.

DECLARATION TO BE SIGNED BY THE EMPLOYEE

I hereby declare that the statements given above are true to the best of my knowledge and belief and that the person from whom medical expenditure has been incurred is wholly dependant me.

Place:
Date:

Signature of Employee
OP/IP No.....

FORM OF ESSENTIALITY CERTIFICATE

I certify that Shri/Smt
 employed in the

 .been under treatment at hospital/dispensary or at his/her residence
 for the period from to
 and that the under mentioned medicines prescribed by me in this
 connection were essential for the recovery/prevention of serious
 deterioration in the condition of the patient. They do not include
 proprietary preparations for which cheaper substance of equal
 therapeutic value are available, nor preparations which are primary
 foods, tonics, toilet preparations or disinfectants.

It is certified that the case did not require hospitalisation but
 it is one of prolonged nature requiring medical attendance at the out-
 patient department spreading over a period of more than 10 days.

This patient was/has been suffering from

 (name of disease)

| Trade/Brand Name of Medicines name of medicine | Chemical | Description | Price |
|---|----------|-------------|-------|
| | | | |

Date:

Name & Designation of the authorised
 Medical Attendant
 Name of Institution

(OFFICE SEAL)

i