

നക്ഷത്ര ചിഹ്നമിടാത്ത ചോദ്യം നം.356

28.05.2019 ൽ മറുപടിയ്ക്ക്

**സിവിൽ സപ്ലൈസ് കോർപ്പറേഷനിലെ സർവ്വീസ് ചട്ടങ്ങൾ**

ചോദ്യം

ഡോ. എൻ. ജയരാജ്

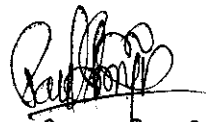
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ശ്രീ. പി. തിലോത്തമൻ

(ഭക്ഷ്യവും സിവിൽ സപ്ലൈസും വകുപ്പു മന്ത്രി)

(എ)	കേരളാ സ്റ്റേറ്റ് സിവിൽ സപ്ലൈസ് കോർപ്പറേഷൻ സർവ്വീസ് റൂൾസ് 1974 (മൂലരൂപം) പകർപ്പ് ലഭ്യമാക്കുമോ ;	(എ)	കേരളാ സ്റ്റേറ്റ് സിവിൽ സപ്ലൈസ് കോർപ്പറേഷൻ സർവ്വീസ് റൂൾസ് 1974 (മൂലരൂപം) പകർപ്പ് അനുബന്ധമായി ചേർത്തിരിക്കുന്നു. (അനുബന്ധം-I)												
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		Prevention of private trade or employment of regular employees	22.03.1995 ലെ ഡി-10-4360/94 നം.നടപടിക്രമം. (അനുബന്ധം-X)
		Surrender of earned leave after retirement	21.07.1995 ലെ ഡി-10-4632/1994 നം.നടപടിക്രമം. (അനുബന്ധം-XI)
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		<b>ഭേദഗതികൾ</b>	<b>ഉത്തരവ്</b>
		Length of service for promotion from Junior Assistant to SA.II and SAI.I to SA.I	1.G.O(MS)N.30/2009/FCSD dtd, 21.08.2009 (അനുബന്ധം-XIII)  2. G.O(Rt)No.490/2018/FCSD dtd, 25.09.2018. (അനുബന്ധം-XIV)

  
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(Continued)

THE KERALA STATE CIVIL SUPPLIES CORPORATION SERVICE RULES, 1974.

CHAPTER I - PRELIMINARY

1. Short title and commencement

- (i) These rules may be called "The Kerala State Civil Supplies Corporation Service Rules, 1974".
- (ii) These rules shall apply to all whole time employees of the Corporation. In so far as the staff on deputation are concerned, they shall apply to them to the extent indicated in their terms and conditions of deputation. But these rules shall not apply to:-
  - (a) persons employed purely on part-time basis
  - (b) persons employed on special contract to the extent that the terms and conditions of such contracts are inconsistent with the terms of these rules provided that nothing contained in these rules shall apply to any Director of the Corporation.
- (iii) These rules will be deemed to have come into force with effect from 25th June, 1974.

2. Definitions:

In these rules unless the context otherwise requires;

- (a) "Corporation" means the Kerala State Civil Supplies Corporation Limited, registered under the Indian Companies Act, 1956.
- (b) "Board" means the Board of Directors of the Corporation.
- (c) "Chairman" means the Chairman of the Board of Directors.
- (d) "Managing Director" means the Managing Director of the Corporation and in relation to any powers exercisable by him includes any Director or any officer who is authorised by the Government of Kerala to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director.
- (e) "Pay" means and includes grade pay of the post and deputation pay and special pay.

- (f) "Secretary" means the Secretary of the Corporation.
- (g) "Competent Authority" means the Board of Directors or the Managing Director as the case may be.
- (h) "Transferred Employee" means an officer or other employee transferred to the Corporation.
- (i) "Probationer" means an employee appointed on probation to or against a substantive vacancy in the service of the Corporation.

3. The Board of Directors may in their discretion amend, alter or abrogate any of these rules as and when deemed necessary or expedient.

4. The Managing Director may, subject to such restrictions as he may deem fit, delegate to any officer duly authorised by him in this behalf any of the powers conferred on him by these rules.

5. In case of doubt as to the interpretation of any of the provisions of these rules, the decision of the Managing Director shall be final.

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## CHAPTER II - APPOINTMENT AND PROMOTIONS.

6. Any person appointed to the service of the Corporation must be a citizen of India, should have completed 18 years of age at the time of appointment and should be in sound health.

7. Any person selected for direct appointment shall undergo training or apprenticeship for such period and on such terms and conditions as the Corporation may fix and shall also undergo a period of probation.

8. A person who is appointed to a regular post, on satisfactory completion of probation shall be eligible to count the period of probation as service for purposes of leave, increments etc..



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

10. Where a post is to be filled by promotion, it shall be on the basis of seniority and suitability as may be laid down in the rules to be prescribed in this regard.

11. When the method of appointment is by promotion or direct recruitment, the latter course is to be resorted to only if no suitable candidate is available for promotion.

12. Direct recruitment will include selection from another department of a person qualified for the post.

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#### CHAPTER III - POSTS AND PAY AND ALLOWANCES.

13. The number of posts in each class or grade shall be fixed by an order of the competent authority.

14. In the case of resignation by an employee as well as in the case of discharge of an employee by the appointing authority, three months' notice on either side is necessary.

15. The appointment of an employee and his claim to pay thereof shall take effect from the date on which he assumes charge of the post and shall cease from the date on which he relinquishes charge or from the date he is discharged from service by the appointing authority. The pay and allowances shall become payable on the last working day of each month in respect of the services performed during the said month. The pay and allowances of an employee leaving the service of the Corporation during the course of a month may, however, be disbursed on the afternoon

of the day on which he relinquished charge of his post or on any other day thereafter provided, however, that there are no liabilities against him.

Note:

1. The pay and allowances of the employees shall become payable on the day previous to the last working day in the months of June and December every year.
2. Pay and allowances of those employees who belong to the particular communities concerned with the celebration of the festivals like Ramzan, Vishu, Deepavali and Christmas may be disbursed in advance on the last two working days preceding the festival if the festival date falls after the 20th of the respective month to which pay and allowances relate and 15 days pay and allowances in advance may be disbursed if the festival date falls due before 20th of the relevant month. For 'Onam' pay and allowances to all employees may be disbursed in the above manner.

16. If the charge is assumed in the forenoon the appointment takes effect from that day and if in the afternoon from the next day. Similarly if charge is relinquished in the forenoon the appointment ceases from that day and if in the afternoon from the next day.

17. Pay and allowances shall cease to accrue as soon as an employee ceases to be in service. In the case of an employee dismissed from the Corporation's service they shall cease from the date of his dismissal. In the case of an employee who dies while in service they shall cease from the day following that on which the death occurs.

18. The pay of a post shall be fixed by the Managing Director or the Board of Directors as the case may be.

19. The pay shall be either a fixed amount or a scale of pay beginning with the minimum and progressively specified annual stages to a maximum. The stages of increase shall be called 'increment'.

20. More than one person cannot draw pay for an office and the same post unless one of them is absent.

21. A person who is initially appointed to a post shall be paid the minimum of the scale of pay sanctioned for the post. In the case of deputationists when absorbed in the Corporation, pay shall be fixed on the higher stage taking into account his pay in the parent department plus his deputation pay.

Provided that the Managing Director may in the case of candidates possessing special qualifications or experience which is likely to enhance his usefulness to the Corporation, sanction a higher initial pay. This will apply to the direct recruits also.

22. The Board may sanction premature increments to an employee provided that such increments shall be given only in special case as recognition of outstanding ability of an employee and provided further that such increment shall not affect the seniority of any other employee of the Corporation.

23. A person already holding an appointment in the Corporation when appointed to a higher post will have initial pay in the higher post fixed at the stage next to the pay he is drawing in the lower scale. If, however, the promotion is affected on the pay on which an increment has fallen due in the lower scale, the employee shall be granted the increment and his pay fixed at the higher stage in the higher scale. Deputationists are eligible for promotions and in their case the pay will be basic pay plus deputation allowance.

24. A post is said to be vacant when nobody has been appointed to the post or when the holder of the post is absent.

✓ 25. When a post falls vacant it may be filled in any one of the following manner:

(i) Either by direct recruitment or promotion in accordance with the procedure prescribed for such appointment or by deputation from State Service,

(ii) A seniority list of the employees including deputationists shall be maintained in each cadre, the date of joining the Corporation being the criterion for fixing such inter-se seniority and promotion shall be effected on temporary basis.

(iii) If the vacancy is not permanent, it may be filled by stepping up an employee in the next lower grade including deputationists in an acting capacity or by posting another employee to look after the duties of the vacant post in addition to his own, without detriment to both.

26. An increment falls due for payment on the expiry of the qualifying period unless it had been withheld by an order of the competent authority and it shall be sanctioned with effect from the first date of the month in which it falls due.

27. An order withholding an increment should be specific as to the period for which it is withheld and whether it will have the effect of postponing future increments.

28. In calculating the qualifying period for granting the increment, periods of suspension as punishment, unauthorised absence and leave on loss of pay shall be discarded as not qualifying and the corresponding number of days added to arrive at the due date.

29. An employee of the Corporation who is required to work on Sundays or holidays shall be given another holiday in lieu of such Sunday or holiday.

Agenda Item No.7. Festival advance. Resolved to accept Government of India decision regarding the payment of Festival advance communicated in Government of India's letter No.S.33025/24/76/WD dated 4-9-1976. Resolved to modify para 30 Chapter III of the Service Rules as follows:-  
(Decision taken at the meeting of the Board of Directors held on 9-11-1977).

30. Notwithstanding anything contained in this rule the Managing Director may grant interest free festival advance to such of the employees of the Corporation who are in receipt of salary/wages upto Rs.750/- per month and who express a desire to avail of the facility on the eve of any one festival in a year. Such advance shall be limited to 15 days basic pay plus Dearness Allowance, and shall be recovered in not more than 12 equal monthly instalments from the salary of the employees concerned, recovery commencing from the next month after the one in which advance is granted. The advance may be paid one week before the festival. The employees on leave shall also be eligible for this advance. Any amount outstanding against the earlier advance shall be adjusted against later advance if later advance falls before the full repayment of the earlier advance.

For purpose of this rule the term "FESTIVAL" includes Onam, Vishu, Deepavali, Ramzan, Bakrid and Christmas.

31. Retirement:- Every employee shall ordinarily retire from the Corporation's service on completion of 58 years of age and shall be eligible for the benefits of the retirement as the Board may prescribe from time to time. In exceptional cases the Board may extend the service for two years further. A service register for each employee shall be maintained in the prescribed form. It shall contain the name of the employee, date of birth, date of commencement of service, the post in which he is acting,

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grade, the date of confirmation, pay, date of next increment, amount of leave availed by him and special representation of work and punishment, if any.

32. The employees shall be entitled to medical insurance fee in accordance with the rules given in the Annex.

33. Dearness allowance: Unless the Board otherwise determines, dearness allowance shall be paid to the employees of the Corporation at the same rate at which dearness allowance is paid to the State Government Employees from time to time.

34. House rent allowance. Until the Board otherwise determines, House Rent Allowance will be paid to the employees at the rate of 15 per cent of the pay subject to a minimum of Rs.45/- and also subject to a maximum of Rs.150/- per mensem for the headquarters and other offices in Corporation areas. In non-urban areas graduated scales as may be decided by the Board will be paid. (In Municipal areas and taluk headquarters, House rent allowance will be paid to employees at 10% of the pay subject to a minimum of Rs.30/- and a maximum of Rs.75/- per month (Item No.9 of Board meeting dated 27-5-75).

1. The Managing Director will be provided with a building the rent of which does not exceed Rs.800/- per mensem for which 10% of his pay will be realised, the balance being met by the Corporation. (The rate of recovery of rent from the Managing Director may be 7½% from the date on which the present building was taken on rent. (Board resolution dated 25-11-75).

2. All Class I Officers will draw the House Rent allowance at Rs.150/- per mensem.

35. An employee of the Corporation shall be liable to serve anywhere in the service of the Corporation and proceed on tour in the course of his official duty any place within India or abroad.

36. An employee of the Corporation who receives orders of transfer while on duty or leave shall be granted by the Managing Director an advance T.A. not exceeding the T.A. to which the employee is entitled under the rules of the Corporation in consequence of the transfer. The advance granted should be noted in the Last Pay Certificate. The advance T.A. drawn should be recovered in full in the employee's T.A. bill for the journey which should be presented within six months.

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#### CHAPTER IV - L E A V E.

37. Kinds of leave: Subject to the provisions of rules, the following kinds of leave may be granted to an employee.

- (i) Casual leave
- (ii) Special casual leave
- (iii) Earned leave
- (iv) Extraordinary leave
- (v) Maternity leave, and
- (vi) Half pay leave.

38. The power to grant leave shall vest in the Managing Director.

39. Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved with authority empowered to grant it and an employee already on leave other than leave supported by medical certificate or maternity leave may be recalled by that authority when he considers it necessary in the interests of the Corporation.

40. The leave earned by an employee lapses on the date on which he ceases to be in service. In the case of an employee including deputationists who has applied for leave preparatory to retirement and to whom leave has been refused on administrative grounds, he may be permitted to avail of such refused leave from the date of retirement from the Corporation service.

41. An employee shall before proceeding on leave intimate the authority granting leave his address while on leave and shall keep the said authority informed of any change of the address previously furnished.

42. The Managing Director may grant extraordinary leave to an employee who has not completed one year of service or is on probation even in cases where the period of leave exceeds thirty days if the Managing Director is satisfied about the bonafides of the application provided that the proceedings of the Managing Director in this regard shall be placed before the Board of Directors at the next meeting.

43. The employees of the Corporation may surrender earned leave upto a maximum of 45 days in a financial year in one spell <sup>4 times</sup> and get the leave salary in lieu thereof for the leave so surrendered.

44. Leave may not be granted to an employee under suspension or against whom proceedings are pending under Chapter V of the rules.

45. Applications for earned leave required shall be submitted at least 15 days before the date from which the leave is required.

46. The amount of earned leave shall be 40 days for every completed year of service provided that an employee shall cease to earn further such leave when the leave due aggregates to 180 days and provided also that the maximum period of earned leave that can be granted to an employee at a time shall not exceed 120 days. For a fraction of the year the quantum of earned leave shall be calculated proportionately.

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47. An employee on earned leave is entitled to leave salary equal to the pay and allowances on the day before the leave commences.

48. Extraordinary leave calculated at the rate of 15 days for every completed year of service may be granted to an employee when no other kind of leave is admissible to him. Except in exceptional circumstances, the duration of extraordinary leave shall not exceed 4 months on any one occasion and 12 months during the entire period of employee's service. The Managing Director in his discretion may grant extraordinary leave upto a maximum of 30 days to a member of the staff who is on probation or who has not completed one year of service.

An employee may be granted extraordinary leave in combination with or in continuation of leave of any other kind except casual leave admissible to him and may commute retrospective leave, periods of absence without leave into extraordinary leave.

No pay and allowances are admissible during the period of extraordinary leave.

49. Half pay leave will accrue to an employee at the rate of 20 days for every completed year of service subject to a maximum of 20 months in the entire service of the employee. An employee may avail the half pay leave as such or commute the same into full pay leave in which case he will be eligible to avail only half the number of days of half pay leave so commuted. The employee on half pay leave is eligible for the leave allowances as prescribed by the Government of Kerala from time to time in respect of their employees.

50. Maternity leave may be granted to a married female employee of the Corporation for a period which may extend upto 3 months from the date of its commencement or to the end of 8 weeks from the date of confinement whichever is earlier. An employee on maternity leave shall draw leave salary equal to the pay and allowances

50(A) Maternity Leave not more than 42d.  
for miss Carriages including short  
Application for sick leave should  
be supported by Medical Certificate  
C.A. and must vide 09-14937/90 dt 29

any before the leave commences. A woman employee granted leave of any other kind admissible to her in connection or in continuation of maternity leave if the leave is supported by a medical certificate.

51. Leave counting for increments. Periods of all kinds of leave other than extraordinary leave shall count for increments.

Provided that in cases where the Board is satisfied that the leave was taken on account of illness or for any cause beyond the employee's control, they may direct that a period of extra ordinary leave may count for increments upto a total period not exceeding two months. Ordinary leave and special casual leave.

52. Casual leave:

(i) Casual leave may be granted to an employee upto a maximum of 15 days in each calendar year and may be combined with Sundays and other authorised holidays provided that the resulting period of absence from duty in any time including holidays and Sundays does not exceed 15 days. Casual leave is neither cumulative nor may it be granted in combination with any other kind of leave.

(ii) If the absence of an employee is extended beyond the limits laid down in clause 61(1) or if any of the other conditions laid down in that clause is not fulfilled the employee shall be treated as on earned leave for any other kind of leave admissible to him for the entire period of his absence.

(iii) In computing casual leave, intervening public holidays shall not be reckoned as days of casual leave subject to the provisions of rule 61(1)

53. Special casual leave.

(i) Special casual leave not counting against ordinary casual leave may be granted to an employee upto a maximum of 21 days in any one calendar year under the following circumstances.

(a) When the absence from duty is necessitated by the employee not to attend office on account of the presence of an infectious disease in the house of the employee provided the application is duly supported by a certificate from the Medical Officer. A certificate of fitness from the Medical Officer should be furnished at the time of joining after such leave.

(b) When the absence is necessitated by reason of an employee who is a member of the N.C.C., Auxiliary Police, Home Guards, Lok Sahayak Sena or other Civil Defence Organisation or any other official organisation of a similar nature having to attend an annual camp or be on training.

(c) When the absence is necessitated by reason of an employee having to participate in a representative capacity in sporting events, tournaments and matches of national and international importance held either in India or abroad or to participate the Republic Day Parade at New Delhi.

(d) When the employee is bitten by a rabid animal and has to be absent from duty for undergoing anti-rabic treatment.

(e) When the employee is summoned to serve as Juror or Assessor or to give evidence before a court as a witness in civil and criminal cases in which his private interests are not at issue or when he is required to attend the meetings of a University or to undertake any other work connected with a University, and

(f) When there are other exceptional circumstances which necessitate the grant of special casual leave

(ii) For purposes of sub clause (i) (a) of these rules, the following diseases shall be treated

Infectious diseases:-

- |                |                                |
|----------------|--------------------------------|
| (a) Smallpox   | (f) Typhoid                    |
| (b) Chickenpox | (g) Acute influenzal pneumonia |
| (c) Measles    | (h) Diphtheria and             |
| (d) Plague     | (i) Cerebral spinal meningitis |
| (e) Cholera    |                                |

(iii) Subject to the limits laid down in sub rule (ii) only the minimum amount of special casual leave actually required to cover the total period of absence necessary shall be granted and any period in excess of 21 days shall be treated as absence on earned leave or other leave permissible to the employee.

(iv) Special casual leave shall not be entered in the leave account of the employee or considered discontinuance of duty and shall not be granted in combination with ordinary casual leave.

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#### ✓ CHAPTER V - CONDUCT, DISCIPLINE AND APPEALS

54. Scope of service: Unless in any case it be otherwise distinctly provided the wholetime of an employee shall be at the disposal of the Corporation and he shall serve the Corporation in its business in such capacity and at such place as he may from time to time be directed.

#### 55. Liability to abide by the rules and orders.

Every employee shall conform to and abide by these rules and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed. While in office all employees must behave in a quiet and dignified manner. They must address other members of the staff courteously. They must attend to their work and not waste their time. They must try to maintain perfect silence, and if they have occasion to talk they must do so in a low voice so as not to disturb others.

56. Hours of work: The hours of work shall be as follows:-

Week days: 10.00 a.m. to 5.00 p.m. with an interval of half an hour between 1.00 p.m. to 2.00 p.m.

Provided that the Managing Director shall have

power to alter the time if it is considered by him expedient any time. All State Government holidays will be holidays for the Corporation including restricted holidays.

57. Prohibition against participation in politics and standing for elections.

No employee shall take part in politics or any political demonstration or stand for election as member for a Panchayat, Municipal Council or Corporation or any legislative body.

Agenda Item No.11. Amendment to Service Rules - 12 point programme on prohibition of consumption of intoxicating drinks and drugs.

Read letter No.110702/SD1/77/GAD dt. 31-8-77 of the Government of Kerala and resolved to adopt the following resolutions to incorporate as a provision 57 A in the Service Rules of the Corporation in between the clauses 57 and 58 Chapter V - Conduct, Discipline and Appeals.

Consumption of intoxicating drinks and drugs.

57 A. (1) An employee shall strictly abide by any law relating to intoxicating drinks and drugs in force in any area in which he may happen to be for the time being.

(2) An employee shall not be under the 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.

(3) An employee shall refrain from consuming any intoxicating drink or drug in a public place.

(4) An employee shall not appear in a public place in a state of intoxication.

(5) An employee shall not use any intoxicating drink or drug too excess.

Explanation: For the purpose of this rule, 'Public place' means any place or premises (including a conveyance) to which the public have or are permitted to have access, whether on payment or otherwise and includes a club meant exclusively for members where it is permissible for the members to invite non-members as guests, but does not include a lodging room in a hotel.

In the following cases the above restriction relaxed to the extent given below.

(a) A Corporation employee cannot take drinks in the clubs or in the halls/lounges. However where employees are required to attend official entertainments arranged by foreign missions in halls/lounges of hotels or clubs, in the discharge of their official duties, taking drinks at such official entertainments will not attract Section 57A of the Service Rules provided the places where the entertainments are arranged are exclusively reserved or on hire by the foreign missions to entertain a select number of invitees.

(b) The participation of Corporation employees in such functions is also subject to the provisions indicated above subject to the condition that the parties invited by Government, Corporation or any organisation controlled by Government, like autonomous bodies, public or undertakings etc.

(c) Service of drinks to foreigners in bars or special rooms earmarked for the purpose in hotels and restaurants approved by the Ministry of Tourism and Civil Aviation may be permitted. In such approved hotels, there may also be objection to the service of beer both to Europeans and Indians but the facility of service of wine in dining rooms should be restricted to foreigners only. A Corporation employee cannot take drinks in such places.

(d) Clubs may be permitted to provide for service of drinks in their bar rooms only; beer, however, is not permitted to be served any where within the precincts. A Corporation employee cannot take drinks in such places.

(e) Alcoholic beverages may be permitted to be served at official parties hosted by the Government of Kerala Governments/Corporation in closed lounges in clubs etc. where important foreign visitors are to be entertained. Corporation employees invited to parties in their official capacity alone will be permitted to drink in such functions.

Resolution taken at the meeting of the Board of Directors of Kerala State Civil Supplies Corporation held on

58. Contributions to Press. No employee shall write or publish any document, paper, or information which may come into his possession in his official capacity without the permission of the Managing Director.

59. Employees not to seek outside employment.

No employee shall accept, solicit or seek any outside employment or office, whether stipendiary or honorary without the previous sanction of the Managing Director.

60. Part-time work for outside bodies. No employee shall undertake part-time work for a private or public body or a private person or accept fee therefor.

61. Absence from duty and station.

(1) An employee shall not absent himself from duty without having first obtained the permission of the Managing Director or any other officer who is authorised by him in this behalf. Provided that in the case of temporary indisposition the production of a medical certificate may, at the discretion of the Managing Director or any other officer who is authorised by him in this behalf be dispensed with.

An employee if so required by the Managing Director, shall not absent himself from his station at night without obtaining the previous sanction of the Managing Director.

(ii) An employee who absents himself from duty without leave or overstay his leave, except under circumstance beyond his control for which he must tender a satisfactory explanation shall not be entitled to draw any salary during absence or over-stayal. Such unauthorised absence would be treated as misconduct and the employee shall further be liable to such penalties for misconduct as the Managing Director may deem fit. The period of such absence or over-stayal may be treated as period spent on such kind of leave except casual leave as the Managing Director may determine.

(iii) An employee who is habitually late in attendance shall be liable to such penalty as the Managing Director may deem fit to impose or shall, at the discretion of the Managing Director, have one day of his casual leave forfeited for every three days he is late in a month. If the employee has no casual leave or other leave to his credit, the third day in which he is late in the month will be treated as extraordinary leave without allowance.

#### 62. Acceptance of gifts.

(i) Save as otherwise provided in these rules, an employee shall not, except with the previous sanction of the Managing Director, accept directly or indirectly on his own behalf or on behalf of any person or permit any member of his family to accept any gift, gratuity or reward from a person who is not a member of his family.

(ii) Subject to any general or special order of the Managing Director, any employee may accept a complimentary present or fruit or flowers or similar articles of trifling value, but all employees shall use their best endeavours to discourage the tender of such gifts.



(iii) An employee may accept or permit any member of his family to accept a gift from a personal friend, provided he is not in a position to confer any benefit upon the donor in the discharge of his official duties and has no reason to suppose that the gift is offered with any ulterior motive.

(iv) If an employee cannot without giving undue offence refuse a gift of substantial value, he may accept it but shall report the fact of acceptance immediately to the Managing Director and shall thereafter act as he may direct.

63. Acceptance of testimonials etc.

(i) Save as otherwise provided in these rules, an employee shall not, except with the previous sanction of the Managing Director;

(a) receive any complimentary or valedictory address accept any testimonial presented to him, or attend any public meeting or entertainment held in his honour; or

(b) take part in the presentation of a complimentary or valedictory address or of a testimonial to any other employee of the Corporation or to any person who has recently quitted the service of the Corporation or attend a public meeting or entertainment held in honour of such employee or person.

(ii) Notwithstanding anything contained in sub rule (i) -

(a) an employee may at the request of any public body sit for a portrait, bust or statue not intended for presentation to him;

(b) an employee may take part in the raising of a fund to be expended in recognition of the services of any other employee of the Corporation or of a person who

has recently quitted the service of Corporation or the foundation of a scholarship or any other public or charitable object or on the execution of any portrait; bust, or statue not intended for presentation to such other employee of the Corporation or person.

Provided that the employee shall solicit any subscription in aid of such fund;

(c) Subject to the provisions of any general or special order of the Managing Director, an employee may attend a farewell entertainment or a substantially private and informal character held as a mark of regard to himself or to some other employee of the Corporation or to a person who has recently quitted the service of the Corporation on the occasion of the retirement service or departure from a district or station of himself or such other employee or person.

64. Private trading or business. No employee shall engage in any commercial business or pursuit either on his own account or as agent for others, nor act as an agent for the Life Insurance Corporation of India or any Insurance Company nor shall he be connected with the formation or management of a Joint Stock Company or firm.

65. Speculation in stocks, shares etc. An employee shall not speculate in stocks, shares, securities or commodities of any description, provided that nothing in these rules shall affect the right of any employee to make a bonafide investment of his own funds in such manner as he may consider necessary.

66. Restriction on borrowing and investments.

(i) An employee shall not borrow money from or in any way place himself under a pecuniary obligation to a broker or an employee of the Corporation subordinate to him or any firm or persons having dealings with the Corporation.

(ii) No employee shall make or permit any member of his family, as far as it is possible, to make any investment likely to embarrass or influence him in the discharge of his official duties.

Explanation: For the purpose of this sub rule the word 'family' includes any relative ordinarily residing with or dependent on an employee.

67. Employees in debt:

(i) When an employee of the Corporation is adjudged or declared an insolvent or when a moiety of the salary of such employee is constantly being attached or has been continuously under attachment for a period exceeding two years, or is attached for a sum which in ordinary circumstance having regard to his personal resources and unavoidable current expenses cannot be repaid within a period of two years, he shall be liable to dismissal.

(ii) Where a moiety of an employee's salary is attached the report shall show what is the proportion of his debts to the salary, how far they detract from the debtor's efficiency as an employee of the Corporation whether the debtor's position is irretrievable whether in the circumstances of the case it is desirable to retain him in the post occupied by him at the time when the matter is brought to notice or in any other post in the Corporation.

(iii) In every case under these rules, the burden of proving that the insolvency or indebtedness is the result of circumstances which with the exercise of ordinary diligence, the debtor could not have foreseen of over which he had no control, and has not proceeded from extravagant or dissipated habits, shall be upon the debtor.

(iv) Notwithstanding anything contained in the foregoing sub rules of these rules, the Managing Director at any time, call for a statement of his debts from an employee, and after considering the facts and explanations, he may, with the previous approval of the Board after giving sufficient notice in the behalf terminate the services of such employee. An employee whose unsecured liabilities exceed one year's salary shall submit a report of his liabilities to the Managing Director and shall continue to submit half-yearly reports till his liabilities are reduced to the above limit.

68. Employees arrested for debt or on criminal charges.

(i) An employee who is arrested for debt or on criminal charge shall be placed under suspension from the date of his arrest, and shall be allowed the payment possible to an employee under suspension under rule (iii) until the termination of the proceedings against him, when an adjustment of his salary shall be made according to the circumstances of the case and in the light of the decisions as to whether his absence is to be accounted for as a period of duty or leave, the full pay and allowances being given only in the event of the employee being acquitted of all blame and treated as on duty during the period of his absence less the period spent by the employee in actual detention. An employee who is committed to prison for debt or is convicted of any offence involving moral turpitude shall be liable to dismissal.

(ii) Where a conviction of an employee is set aside by a higher Court and the Employee is acquitted accordingly, he may be reinstated in service.

Explanation: In these rules the expression "termination of proceedings" shall mean the decision of the lowest court which first finally disposes of the case. Committal or conviction shall

mean committal or conviction by the lowest court or any of the appellate courts, and it shall be open to the Corporation to dismiss an employee, who is committed to prison or who is convicted of a criminal charge as from the date of the order of the court that convicts him.

69. Penalties.

(i) Without prejudice to the provisions of other regulations an employee who commits a breach of the rules of the Corporation or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interests of the Corporation or in conflict with its instructions or who commits a breach of discipline or is guilty of any other act of misconduct or misbehaviour shall be liable to the following penalties.

- (a) Censure
- (b) Withholding or postponement of increment or promotion, or permanent stoppage of increment
- (c) Reduction to a lower post or grade on a fixed pay or a time scale or a lower state in a time scale
- (d) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by the employee

(e) Suspension

(f) Dismissal

(ii) No employee shall be subject to the penalties in clause (b) to (f) of sub rule (i) of these rules except by an order in writing signed by the Managing Director and no such order shall be passed without the charges being formulated in writing and given to the said employee so that he shall have reasonable opportunity to answer them in writing or in person as he prefers, and in the latter case his defence may be taken down in writing and read to him.

Provided that the requirements of this sub rule may be waived if the facts on the basis of which action

is to be taken have been established in a court of law or where the employee has absconded or where it is for any other reason impracticable to communicate with him or where there is difficulty in observing them and the requirements can be waived without injustice to the employee. In every case where all or any of the requirements of this sub rule are waived, the reasons for so doing shall be recorded in writing.

Provided further that the final orders under item (f) of sub rule (i) shall be passed only by the appointing authority.

(iii) An employee may be placed under suspension by the Managing Director. During such suspension, the employee shall receive subsistence allowance at the rate of half pay during the first year of suspension and 3/8 of such pay thereafter, plus the dearness allowance at the rate admissible on the amount of subsistence allowance, provided that if the suspension is later found to have been unjustified and the employee is fully exonerated, the period of suspension shall be treated as on duty and the employee shall be entitled to the difference between his subsistence allowance and the emoluments which he would have received but for such suspension for the period he was under suspension. In other case, the employee shall be entitled only to such proportion of pay and allowances as the Managing Director may decide suo-motu or on the recommendations of the Enquiry Officer where such an officer is appointed and authorised to enquire into the allegations after deducting the amount of subsistence allowance and dearness allowance drawn during the period of suspension provided that the Managing Director shall not pass any order which shall have the effect of compelling the employee to refund the amount drawn by him by way of subsistence and dearness allowance during the period of suspension. The authority passing orders on the report of enquiry shall decide how the period of absence on suspension is to be treated.

70. Right to appeal: An employee shall have a right of appeal against any order passed by a superior authority which injuriously affects his interest, provided that the appeal shall be filed within 30 days of receipt of such order.

71. Appellate authorities: An appeal shall be against the orders of the Managing Director to a sub committee of the Board consisting of the Chairman and ex-officio Directors other than the Managing Director.

72. Conditions which an appeal should satisfy: Every appeal shall comply with the following requirements:

- (i) It shall be couched in polite and respectful language and shall be free from unnecessary padding or superfluous verbage.
- (ii) It shall contain all material statements and arguments relied on, and shall be complete in itself.
- (iii) It shall specify the relief desired
- (iv) It shall be submitted through the proper channel

73. When appeals may be withheld:

An appeal may be withheld by the Managing Director, if

- (i) it does not comply with the requirement of rules;
- (ii) it is illegible or is unintelligible;
- (iii) it deals with a matter which does not concern the employee personally;
- (iv) it repeats an appeal already rejected by the authority to whom the appeal is addressed and does not in the opinion of the Managing Director, disclose any new points or circumstances which afford grounds for reconsideration, provided that when an appeal is withheld under this clause, the Managing Director shall submit to the Appellate authority concerned a statement of the grounds on which the appeal is withheld.
- (v) it is addressed to an authority to which no appeal lies under these rules.

74. Grounds for withholding the appeal to be communicated to the applicant.

In every case in which an appeal is withheld,

the authority withholding the appeal shall inform the applicant the fact of withholding the appeal and the reasons for withholding it.

75. Appeal must be forwarded to the appellate authority with due despatch:

An appeal which is not withheld under rule 74 shall be forwarded to the appellate authority with the comments of the Managing Director as soon as possible.

76. No appeal lies against the order withholding appeal:

No appeal shall lie against the withholding of an appeal.

77. Appeals not to be addressed to Directors of the State Government:

Appeals shall not be addressed to the Ministers or officers of State Government or to the Directors of the Board personally, and any such action shall be deemed to be a breach of discipline.

78. Joint petitions: The provisions of rule 77 shall also apply to the extent they are relevant to petitions to the Board which concern more than one employee and are preferred jointly by a class or group of employees or by an association or union of employees recognised by the Corporation. A joint petition shall not be entertained, if,

(i) it relates to a subject on which the Managing Director is authorised to pass orders and no application for redress has been made to him.

(ii) It relates to a matter regarding the redress of which a specific procedure has been prescribed under any rule or instruction issued by the Corporation,

(iii) It relates to an individual and is not submitted by him.



CHAPTER VI - TRAVELLING ALLOWANCE RULES.

1. These rules may be called "The Kerala State Civil Supplies Corporation Limited Travelling Allowances Rules" and shall govern the allowance/expenses of staff for travelling on the Corporation's business.

2. The term 'salary' means the aggregate of basic pay and deputation pay.

3. (i) All staff should take prior permission of the Managing Director for journeys to be performed,

(ii) All T.A. bills should be submitted to the Managing Director through the Manager (Accounts).

(iii) No travelling allowance claims shall be admissible for journeys performed within 8 kilometres from the headquarters.

(iv) For journeys performed within a distance of 8 kilometres from headquarters actual expenses as approved by the Managing Director shall be paid.

4. For the purposes of the T.A. the staff of the Corporation shall be classified as follows:-

Class I - Directors of the Board, Managing Director, Managers and Secretary.

" II - All officers drawing a pay of Rs.550/- and above

" III - All officers except Class I employees

" IV - All Last Grade Employees.

Note: Officers appointed on contract basis on a consolidated allowance will be classified according to the maximum of the scale of pay attached to the posts to which such officer is appointed.

Agenda Item No. 4 - Amendment to T.A. and D.A. Rules.

(Decision taken at the meeting of the Board of Directors held on 10-7-1976).

Read the Government Circular No.55/76/Fin.

dt. 12-6-1976 and resolved that:

- (a) Grading of officers be done according to Government rules.
- (b) Rates for journeys by air, by rail and by road i.e. by special conveyance and by public conveyance be at the same rate in K.S.R.
- (c) That the transfer T.A. rates be the same as in the K.S.R.
- (d) Daily allowance.
  - i) within the State
  - ii) Outside the State and
  - iii) Actual expenses towards boarding and lodging for Managing Director and Chairman.

Taking into consideration the high room rent and incidental charges to be paid by the employees of the Corporation for their stay outside the headquarters (inside and outside the State) it was felt that limiting the above allowances as indicated in the Government Circular would lead to practical difficulties in cases where rooms are not available within the ceilings prescribed and where the actual expenses even on a very modest scale would exceed the permitted limits. The Board therefore resolved to bring these aspects to the notice of Government for further orders.

5. Staff shall be eligible for the following mode of travel.

- (a) By air
- (b) By rail
- (c) By road
- (a) The Managing Director and officers of the Class I shall be eligible for air travel
- (b) (i) officers of class II shall be eligible for travel in train by first class
- (ii) all the officers of class III and class IV shall be entitled to travel in train by second class.

Provided the Managing Director can authorise any officer to travel by air in special circumstances.

6. Travel by car: Use of own or hired car for journeys by road shall be made when a Corporation's vehicle is not available. Class I and II officers are entitled to use special conveyance for which mileage at the rate of 55 paise per kilo metro shall be paid. If the journey is performed by public conveyance mileage at the rate of 25 paise per kilometre shall be paid. Class III officers are not entitled to travel by special conveyance unless specifically directed by the Managing Director in cases of emergency. In such cases mileage shall be paid at the rate of 50 paise per kilometre. If they travel by public conveyance, mileage at the rate of 20 paise per kilometre shall be paid. Class IV officers shall be entitled for actual bus fare and one daily allowance.

7. Travel by train. Class I and Class II officers are entitled to travel by train in I class and all others by II class. Managing Director can travel by air conditioned train. The officer shall be eligible for a single fare for the class of accommodation entitled to and also actually travelled by the officer plus incidental charges at the following rates:

Class I and II - 30 paise per 10 km. or part thereof if it exceeds 5 kms. subject to a minimum of 1/2 daily allowance.

Class III 25 paise per 10 km. or part thereof if it exceeds 5 km. subject to a minimum of 1/2 D.A.

Class IV 20 paise per 10 km. or part thereof if it exceeds 5 km. subject to a minimum of 1/2 D.A.

8. If the place is not connected by rail/road and journey cannot be performed by ordinary mode of conveyance mileage can be allowed at the rate as admissible for travel by own or hired car or special conveyance. In such cases Class III and IV officers will also be paid mileage allowance at the rate of 50 paise per km.

9. In the case of officers drawing a fixed conveyance allowance, payment of travelling allowance shall be subject to the restriction that proportionate deduction is made from the conveyance allowance for days on which T.A./D.A. is drawn for tour outside headquarters.

10. For travel by air. - Reimbursement of charges made as follows:-

Actual plane fare plus insurance premia for Rs.1 lakh on production of receipts plus incidental charges at 1/5 of the standard air fare subject to a minimum of one daily allowance and maximum of five times the daily allowance at the ordinary rate for each single journey.

Coiling is also fixed for the incidental charges as follows:-

Class I Officers	-	Rs.62.50
II officers	-	Rs.42.50
III officers	-	Rs.25.00
IV officers	-	Rs.20.00

11. (a) Daily allowance.

Pay of D.A. at a place of halt shall be regulated as follows:-

- (i) If the duration of halt is 6 hours and less - No D.A.
- (ii) If the duration of halt exceeds 6 hours - 1/2 D.A.
- (iii) If the duration of halt exceeds 12 hours but does not exceed 24 hours - 1 D.A.
- (iv) If the duration of halt exceeds 24 hours one D.A. for every 24 hours. For fraction of 24 hours at the end of halt D.A. will be calculated as indicated above.

Agenda Item No.10 of Board meeting dated 18-8-1975.

Amendment to D.A. rules - D.A. for continuous halt in places for more than 10 days.

Resolved to incorporate the following ruling below Rule 11 (a) in the T.A. rule of the Corporation.

Note: D.A. for prolonged halts in the same place outside headquarters in the interest of the Corporation will be regulated as follows:

First 30 days - Full rate

Remaining days at 3/4 rate with the discretion of the Managing Director to allow full rates also for over 30 days depending upon the circumstances of individual cases. The exemption must be granted only in deserving cases where there is actual necessity subject to report to the Board.

(b) If the journey is performed in the Corporation vehicle or in any other vehicle whereby employees does not incur any expenditure towards private charges, D.A. shall be regulated as per State Government Rules.

Provided that the Managing Director shall be entitled to the actual expenses of Boarding and Lodging and all incidentals incurred in the course of his duties subject to the production of vouchers. Where production of vouchers is not possible the Managing Director may personally certify that the expenditure incurred. He may exchange D.A. for boarding and lodging at his option.

[Resolved that the proviso to clause 11(1) Chapter IV - T.A. Rules of the Kerala State Civil Service Corporation Service Rules may be made applicable in the case of journeys performed for the work of the Corporation by the Chairman of the Corporation in the capacity as Chairman (Agenda item No.19 of Board meeting dt. 27-1-83)

12. The T.A. rules of the Corporation are hereby revised with effect from 1-6-83 by revising the Daily allowance rates as follows. (Vide Proceedings No.D1-16-6-83)

<u>Grade of officer</u>	<u>Present D.A.</u>	<u>Enhanced rate applicable with effect from</u>
	Rs.	Rs.
1st Grade	25.00	Rs.30.00
2nd Grade (a)	18.00	25.00
2nd Grade (b)	18.00	20.00
3rd Grade	15.00	15.00
4th Grade	10.00	12.00

T.A. claims will be settled accordingly in the case of any T.A. claims for 6/83 already submitted arrears are payable.

For halts outside the State daily allowance shall be payable at the following rates.

Class I - In Delhi Rs.50/- per diem plus actual rent paid limited to rate prescribed by Govt. from time to time and subject to production of vouchers.

In other places Rs.40/- per diem plus the actual rent paid limited to one D.A. and subject to production of vouchers.

For all other classes double the ordinary rates and the rent payable in Delhi and other places will be limited to one single D.A.

Except that the Managing Director will be entitled to the actual expenses, boarding and lodging and incidentals while camping on tours.

13. Advances for meeting travelling expenses for tours may be drawn as and when journeys have to be performed. But advances so drawn should be adjusted in full in the T.A. bill for the month which should be drawn before the close of the month following the month in which the journey was performed failing which further advances for travelling expenses will not be admissible. Request for tour advances should be submitted to the Managing Director through the Manager of Accounts.

14. Tour report. A report on the work done or business transacted must be submitted along with the respective travelling allowance bills.

15. T.A. on transfer. As per State Government rules.

The Managing Director shall be the controlling officer for himself as well as for all other employees in respect of T.A. claims. The Directors are themselves the controlling authorities for their claims.

16. Ordinary prudence shall be observed in preferring T.A. claims.

17. Conveyance allowance.

(Agenda item No.13 - Any other item. Vide Board's resolution dt. 25-11-78).

"2. Conveyance allowance. 24. Considered the Govt. order G.O. MS.No.553/78/Fin dt. 28-6-78 and resolved to amend the existing rules 17 of the T.A. rules of the Corporation

as follows:-

The Managing Director may sanction conveyance allowance at the following rates to any employee of the Corporation who own a Car/Motor cycle/Scooter and move about frequently at Headquarters within a radius of 8 Kms thereof for official work and for which office vehicle is not used for such journeys.

1. All officers of Class I and II other than the Chief Executives.
  - Rs.200 p.m. in respect of a car
  - Rs.75/- in respect of a motor cycle/scooter.
2. All other employees
  - Rs.75/- p.m. in respect of a motor cycle/scooter.

Note: The Chief Executive having the facility of a Car of the Corporation shall not be entitled to any conveyance allowance. He can use the Corporation car for personal purpose subject to payment of Rs.100/- or Rs.150/- depending on the size of the vehicle and subject to the limitation of 500 kms. in a month as envisaged in Government letter No.17764/G2/66/D dt. 1-11-1966. This amendment will take effect from 1-11-1978 onwards.

(Revised the rates vide Board's decision dt. 10-11-81).

The Managing Director shall be entitled to a consolidated conveyance allowance of Rs.150/- if he owns and maintains a private car.

MEDICAL ATTENDANCE RULES

1. These rules may be called "The Kerala State Civil Supplies Corporation Medical Attendance Rules".
2. They shall apply to all employees of the Corporation.
3. They shall be deemed to have come into force from 25th June 1974.
4. Definitions:
  - (a) "Corporation" means the Kerala State Civil Supplies Corporation Limited.
  - (b) "Employees" means an employee of the Corporation including a Government servant on deputation.
  - (c) "Authorised Medical Attendant" means an Class Registered Medical Practitioner.
  - (d) "Family" means an employee's wife or husband as the case may be and parents and children, step-children, adopted children and includes minor brothers and unmarried sisters who are wholly dependent on and residing with the employee.
  - (e) "Medical Attendance" means attendance in hospital or at the residence of the employee including such pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis and are considered necessary by the authorised medical attendant and use of all medical and surgical facilities available with the medical attendant or at the hospital or nursing home approved by him.
  - (f) "Patient" means employee or a member of his family who has fallen ill.
  - (g) "Medicines" do not include proprietary preparations for which equally effective alternative preparations are available, primary foods, tonics, dentures, spectacles toilet preparations or disinfectants.
5. A patient shall be entitled to reimbursement of consultation fee and injection fees paid to the



authorised medical attendant at the rates given below:-

	First consultation	Subsequent consultation.
For a Medical Officer of the Status not below that of a Civil Surgeon	Rs.16/-	Rs.10/-
For an Assistant Surgeon	Rs.10/-	Rs. 5/-
For Reg. Medical Practitioner (Private)	Rs.10/-	Rs. 5/-

Injection fees

	For Civil Surgeons per injection	For Asst. Surgeons & Regd. Medical Practitioner per injection
Intravenous	Rs.5/-	Rs.3/-
Intramuscular	3/-	3/-
Subcutaneous	2/-	1/-

6. The cost of medicines purchased on the prescriptions of the authorised medical attendant and Medical Officer in charge of hospitalisation shall be reimbursed on production of an essentiality certificate in writing from the authorised medical attendant. Forms of application and certificates are appended to the rules. Provided that the reimbursement of cost of viz., insulin, nadisan, tabutamido etc. shall be made in the case of treatment within a period of 3 months after detection. Claims for reimbursement of anti-diabetic drugs should be accompanied by certificate in the following form.

CERTIFICATE

Name of Patient  
Agent  
Relationship with the employee  
Name of employee  
Date of detection  
Medicines purchased.

Place:  
Date:

Authorised Medical Attendant.

7. The maximum amount which an employee shall be entitled to claim by way of cost of medicines, cost of treatment and hospital stoppages for a financial year shall be normally restricted to 2 months' pay of the employee concerned. However, in exceptional cases where prolonged hospitalisation or special treatment becomes necessary, the Managing Director may after making such enquiries as he considers necessary sanction the actual expenditure incurred by the employee.

8. No free medical attendance and medical treatment shall be allowed in cases of diseases caused by the misconduct of a patient.

9. The vouchers in respect of the amounts paid towards the cost of medicines purchased should be countersigned by the authorised medical attendant in token of having administered the medicine.

10. Charges paid towards ambulance charges to convey the patient to the hospital shall be reimbursed on production of receipt granted by hospital authorities.

11. Claims for all reimbursements shall be submitted within three months after the treatment is over. The Managing Director may condone the delay, if any, in deserving cases.

12. The Corporation reserves the right to allow or reject the whole or part of any claim without assigning any reason therefor.

APPLICATION FOR REIMBURSEMENT OF MEDICAL EXPENSES.

1. (a) Name of the employee  
(in BLOCK LETTERS)  
(b) Designation  
(c) Pay
2. Name and age of the patient  
and relationship of the patient  
to the employee.
3. Cost of medicines.
4. Charges for tests and X Ray
5. Hospital stoppages
6. Consultation fees.

Total amount

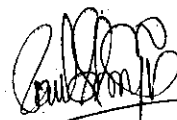
Declaration: I, hereby declare that the statements in this application are true to the best of my knowledge and belief and that the person for whom medical expenses were incurred is wholly dependant upon me.

Place:

Date:

Signature of the employee

Note: All receipts and bills on which payment is claimed should be enclosed to the application.

  
on behalf of the employee

Al  
Ex

P.  
A.

THE KERALA STATE CIVIL SUPPLIES CORPORATION LTD. COCHIN-16.

Dated: 5.1.85

No. 09.4/84

PROCEEDINGS

Sub:- Conveyance allowances to the employees of the K.S.C.S. Corporation -- revised orders issued -- amendment to service rules

Read:- Board's Decision dt. 15.10.84

The Board of Directors of the Corporation in its meeting dt. 15.10.84 resolved as follows:-

"Agenda Item No. 4. Amendment to Service Rules.

The Board directed the Managing Director to ascertain the vehicle allowance paid by K.S.I.D.C., SIDECO and other Government Companies and fix on par with them".

Accordingly the conveyance allowance prevalent in various Government organisations including K.S.I.D.C. and SIDECO were collected. It is found that in Government organisations where vehicle allowance is paid to officers, it is paid at the rate of Rs. 50/- to Rs. 75/- for two wheelers and Rs. 100 to Rs. 200 for motor cars depending upon the grade of officers.

Based on the above norms the following amendment is issued to Service Rules - Clause 17 of the Corporation rules:-

Conveyance allowance

The Managing Director may sanction consolidated monthly conveyance allowance to employees of the Corporation as follows:-

Car Allowance

(i) Class I employees who are holding position of Managers or above may be paid a conveyance allowance of Rs. 200/- P.M.

(ii) Class II officers of and above the rank of Assistant Managers may be paid a conveyance allowance of Rs. 150/- per mensem.

Scooter Allowance

All officers in the categories of Class I, II and III viz., those of and above the level of Unit Managers/Junior Managers holding executive posts may be paid a conveyance allowance of Rs. 75/- per month.

The conveyance allowance may be paid on satisfaction of Managing Director that owning of the vehicle by the officer is beneficial for the discharge of his duties. Further, the officer for getting the benefit of the conveyance allowance must own a vehicle in his name of the category for which the allowance is eligible. He must also possess a valid driving licence.

(Contd.....)

-2-

These orders will come into force with immediate effect.

In respect of any officer who is not entitled to conveyance allowance as per these rules, but enjoying such benefit now will continue to enjoy the benefit during the present period of deputation of such employees.

All pending requests for conveyance allowance will be disposed of as per these rules with retrospective effect from the date on which they have applied for conveyance allowance, subject to eligibility.

Sd/-  
Managing Director.

To

All Managers }  
All Asst. Managers } in Head Office

All R.Ms., A.Ms. U.Ms.

All J.Ms. and other staff in Head Office

D.S.D. Banking

Copy to P.A. to M.D. and G.M.

Copy to G.M.(I) & Controller of Rationing, Board of Revenue (CS)


Copy to Service Boles

6 spare copies 25

Forwarded/by order

for Managing Director

Ap, /7,1

  
Sd/- Managing Director

No.D9/4993/91.

Dated 29..4..91.

PROCEEDINGS

Sub:- K.S.C.S.C. - Estt.- Surrender of Earned Leave - amendment to the various service rules - orders issued.

Read:- Minutes of the Board Meeting dated 25.3.91.

.....

The Board of Directors of the Kerala State Civil Supplies Corporation in their meeting held on 25..3..91., has resolved the following:

1. To incorporate Cl.(xiv) to Rule 10 in the Helpers Service Rules 1978 as shown below:

"The Helpers shall be permitted to surrender Earned Leave at their credit at any time upto 4 times subject to a maximum of 45 days in a financial year. There would be no restriction as to the minimum number of Earned Leave that can be surrendered and also to the time lag between two surrenders".

II. To amend clause 43 of Chapter iv of the Kerala State Civil Supplies Corporation Service Rule 1974 as below:-

"The employees of the Corporation may be permitted to surrender Earned Leave at their credit at any time upto 4 times subject to a maximum 45 days in a financial year. There would be no restriction as to the minimum number of Earned Leave that can be surrendered and the time lag between two surrenders".

Sd/-

Managing Director.

All Addl.Gen.Managers/Managers in Head Office,  
Executive Engineer, Manager (EDP), Manager (Tea),

c: P.A. to M.D./G.M./A.G.M. (P&A)  
c: Asst.Manager (F)/Asst.Manager (EDP)  
c: All Regional Managers,  
c: A4, A14, stock file of D9.

Forwarded/By Order,

Asst. Manager.

SUPPLYCO

THE KERALA STATE CIVIL SUPPLIES CORPORATION LTD

Kerala State Civil Supplies Corporation Helpers  
Service Rules, 1978



HELPERS SERVICE RULES, 1978

1. Short title and commencement:

i) These rules may be called the Kerala State Civil Supplies Corporation Helpers Service Rules, 1978.

ii) These rules shall be deemed to have come into force with effect from 1.4.1978.

iii) These rules shall apply to all Helpers employed by the Corporation.

2. When the operation of these rules causes undue hardship in any particular case, the Board may dispense with or relax the requirement of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

The Board may delegate to any of its officers subject to any conditions which it may think fit to impose, any power conferred upon it by these rules with the following exceptions:-

- i) Power to make or amend the rules
- ii) Power to regulate the terms and conditions of service of Helpers

3. No powers may be sub delegated under these rules except obtaining the prior approval of the Board of Directors.

The Board reserves to itself the power to modify these rules from time to time and to interpret them in case of doubt.

Definitions:-

- (a) "Corporation" - means the Kerala State Civil Supplies Corporation Limited registered under the Indian Companies Act, 1956.
- (b) "Board" means the Board of Directors of the Corporation.
- (c) "Chairman" - means the Chairman of the Board of Directors.
- (d) "Managing Director" - means the Managing Director of the Corporation and in relation to any powers exercisable by him includes any Director or any officer who is authorized by Government of Kerala to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director.

(Contd.....)

The Managing Director may subject to such restrictions as he deems fit delegate to any officer duly authorized by him in the behalf any of the powers conferred on him by these Rules.



- (e) "Secretary" - means the Secretary of the Corporation
- (f) "Competent authority" - means the Board of Directors, Managing Director or any other Officer authorised in this behalf by the Board.
- (g) "Helper" - means any person recruited and appointed as such under these, rules.
- (h) "Probationer" - means an employee appointed on probation to or against a vacancy for determining his fitness for eventual appointment to that post.
- (i) Scheduled castes/Scheduled Tribes and other Backward communities shall be as defined in the Kerala State and subordinate Service Rules, 1958

Recruitment:

- (i) Recruitment shall be made by a Sub Committee of the Board of Directors.
- (ii) A candidate for recruitment must have completed 18 years and must not have completed 35 years of age on the first day of January of the year in which the applications for recruitment are invited.
- (iii) The maximum age limit referred to in sub rule (ii) above may be extended by 5 years in the case of Scheduled Castes/Scheduled Tribes and by three years in the case of members of Other Backward Communities.

Extract of the minutes of the meeting of the Board of Directors of the Corporation held at 4.00 P.M. on 28.7.1973 at the Registered Office of the Corporation at Cochin-16.

Agenda Item No.3

Recruitment to the Corporation - Special recruitment of scheduled castes/Tribes and adequate representation of Muslims in the recruitment of workers.

Read Government letters 11776/SD1/78/GAO dated 2.2.1978 and letters No.1843/A4/78/food dated 4.3.1978 forwarding Government letter No.101681/SD4/75/PP dated 29.10.1975 and 129266/SD1/77/GAO dated 28.1.1978 and resolved as follows:

- 1. While making recruitment to workers category, reservation be given to the members of Scheduled Castes/Scheduled Tribes as far as possible but on no account it be less than 8% to the Scheduled Castes and 2% to Scheduled Tribes. Adequate representation be given to Muslims in the recruitment of workers.

(Contd.....)



Also resolved that the date for determination of age for eligibility to posts, be 1st January of the year in which the applications to the posts are invited)

(Extract of the minutes of the meeting of the Board of Directors held at 4.00 P.M. on 25.11.1978 at the registered office of the Corporation at Ernakulam.

Agenda Item No.11

Consideration of the question of enhancement of the maximum age in the case of appointments.

20) Considered the Government letter No.123438/SDI/78/QAD dated 5.10.1978 and resolved that the maximum age limits prescribed for direct recruitment to various categories of posts be raised by 5 years with the usual relaxation allowed to Scheduled Castes/Scheduled Tribes and other Backward Classes etc. subject to the further condition that in no case shall the maximum age limit exceed 50 years)

(iv) The candidates for recruitment be literate and be able to read and write Malayalam or Tamil or Kannada.

Appointment and Probation

(i) The appointing authority shall be the Managing Director of the Corporation

(ii) Every person appointed shall produce a Medical Certificate of health in the form prescribed in Rule 13 of the Kerala Service Rules.

(iii) Every person appointed shall from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years. However, the appointing authority may extend the period of probation upto two years to enable him to decide whether the probationer is suitable for confirmation.

(iv) After satisfactory completion of probation within the prescribed or extended period of probation, the appointing authority shall issue orders to that effect. If the appointing authority decides that the probationer is not suitable for confirmation, it shall unless the period of probation is extended by order, discharge him from service provided that no such order shall be passed without giving the person concerned a reasonable opportunity of showing cause against the action proposed to be taken against him. Any person aggrieved against such an order, can appeal against it to the Board of Directors within 30 days of the receipt of the Orders.

(Contd.....)



(v) Deleted.

(vi) Helpers appointed under these rules shall retire from Service on the afternoon of the last day of the month in which he/she completed fifty-eight years of age.

9. Remuneration:

(i) The time scale of the post shall be Rs. 150-3-180-4-220, D.A. and H.R.A. at the rates sanctioned by Government to their employees from time to time shall also be paid.

(ii) Employees are eligible for reimbursement of medical expenses, T.A. and festival advance in accordance with the service rules of the Corporation.

10. Leave Rules:

(i) No leave of any kind can be claimed as a matter of right. It is left to the discretion of the authority empowered to grant, to refuse or to revoke leave of any description according to the exigencies of service.

(ii) An employee recalled to duty before the expiry of leave of any kind is entitled to avail the balance of leave together with any leave subsequently earned as soon as he can be spared from duty.

(iii) Leave shall ordinarily be availed of only after it is sanctioned by competent authority. Absence without leave whether in continuation of sanctioned leave or otherwise shall be treated as absence without sanction and the employee shall be subject to disciplinary action.

(iv) Any employee who is incharge of cash shall not absent himself from stations or leave his headquarters even during holidays without obtaining previous sanction in writing from the competent authority.

(v) An employee before proceeding on leave shall intimate to the sanctioning authority his address while on leave and shall keep the said authority informed of the change in address if any, previously furnished by him.

(vi) No employee who is on leave shall take service or accept any employment elsewhere involving the receipt of fee or remuneration without obtaining the previous sanction of his appointing authority.

(vii) Every employee of the Corporation shall be entitled to casual leave not exceeding 12 days in a year.

(viii) Earned leave shall be one day for every 12 days of duty provided such leave shall be accumulated upto a maximum period of 120 days only.

(Contd.....)



(ix) Half Pay Leave on medical grounds at the rate of 15 days for every completed year of service. (w)

(x) Every female employee shall be entitled for maternity leave upto three months from the date of commencement of the leave or to the end of 60th day from the date of confinement whichever be earlier.

(xi) The Officer-in-charge of the District Depot or sub depot incharge shall be competent to sanction casual leave to the employees. The Managing Director or any other Officer authorized by him in this behalf shall be authority competent to sanction earned leave, half pay leave, maternity leave and leave without allowances.

(xii) Remuneration during leave shall be in accordance with the Service Rules of the Corporation.

#### Hours of work

Deleted.

#### Holidays

Holidays will be published at the end of every year for the ensuing year.

#### Duties, responsibilities and conduct

(i) No helper shall, except when generally or specially empowered or permitted in this behalf by the Managing Director, communicate directly or indirectly any information which has come into his possession in the course of his official duties or has been prepared or collected by him in the course of such duties, whether from official sources or otherwise, to any other person, or institution or to the press.

(ii) Their behaviour to the customers should be polite, decent and courteous. They shall be jointly responsible with the Assistant Incharge of the depot for custody, maintenance and proper display of stocks/goods in the almirahs/racks and counters etc., sale of goods and for deficit in stocks if any. They will attend to their duties as per the instructions of the superiors. They should attend to their work at the appointed time, neatly dressed.

#### Prohibition of pecuniary transactions

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

(Contd.....)



15. Prohibition on personal contact

No employee shall have any interest directly or indirectly other than as an employee in:

- a) Any contract with the Corporation or
- b) Any properties sold or purchased by the Corporation or any other transaction of the Corporation.

16. Disciplinary Action:

- i) Any member of the establishment for good and sufficient reasons may be punished by imposing any of the following penalties, by the appointing authority.

Minor Penalties

- a) Censure
- b) Fine
- c) Withholding of increments with or without cumulative effect.
- d) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders or otherwise

(Amended in the Board meeting on 29-8-86 Agenda No.7)

Major Penalties:

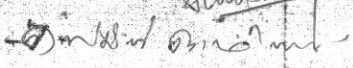
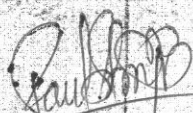
- e) Withholding of Promotion
- f) Dismissal from Service.

ii) No kind of punishment shall be awarded to an employee unless he has been informed in writing of the grounds on which it is proposed to take action against and he has been afforded an opportunity including a personal hearing if so demanded, to defend himself. No major penalty shall be imposed without holding a domestic enquiry. Every order awarding punishment shall be communicated to the employee concerned in writing stating the grounds on which the punishment has been awarded.

iii) The disciplinary Authority for Helpers will be the Regional Manager concerned or the Managers in the Head Office and the Appellate Authority will be General Manager, Additional General Manager or Secretary. The Managing Director may review any disciplinary action at any stage and pass orders which will be final. The Disciplinary Authority will have powers to award all penalties except that of dismissal which will be awarded in consultation with the Managing Director. They will also have powers to keep the Helpers under suspension. (Amended in the Board Meeting on 29-3-1986 Agenda No.7)

17. Suspension pending enquiry

A helper may be placed under suspension pending enquiry by any officer of the Corporation of and above the rank of an Assistant Manager. During such suspension, the Helper shall receive subsistence allowance as per the Service Rules of the Corporation.



Amplified 2

THE KERALA STATE CIVIL SUPPLIES CORPORATION LTD., COCHIN-20

No.D9-9618/88(1).

Dated, 28.7.1989.

PROCEEDINGS

Sub:- KSCSC - Estt - Amendment of Service Rules -  
Orders issued -

Read:- Board's resolution dt.15.7.89.  
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As per the resolution of the Board of Directors, KSCS Corporation, in their meeting held on 15.7.1989 has resolved to amend Sub Rule VIII of Rule 10 of the Helpers Service Rules 1978 as follows:-

"Earned leave shall be one day for every 22 day's of duty for the first year of service and one day for every 11 days of duty for the remaining years of service, provided such leave shall be accumulated only upto a maximum period for 120 days".

Hence the leave account of the Helpers will be revised accordingly.

Sd/-

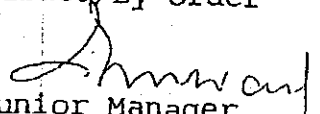
For Managing Director

To

All Regional Managers.

- Copy to:-
1. All Helpers for information.
  2. Helpers Service Rules 1978.
  3. All Managers in Head Office.
  4. Company Secretary/Finance Manager.
  5. P.A. to M.D, G.M, A.G.M.

Forwarded/By Order

  
Junior Manager

28.7.

  
P.A. to M.D, G.M, A.G.M.

No.D9-968/88(2).

Dated, 28.7.89.

PROCEEDINGS

Sub:- KSCSC - Estt - Enhancement of C.L. to Helpers -  
Amendment in the Helpers Service Rules 1978 -  
Orders issued -.

Ref:- Minutes of the Board Meeting dt.15.7.89.

The Board of Directors of the KSCS Corporation in their meeting held on 15.7.89 has resolved to amend Sub Rule vii of Rule 10 of the KSCS Corporation Helpers Service Rule 1978 as follows:-

"Every employee (Helper) of the Corporation shall be entitled to casual leave not exceeding 15 days in an year with effect from 1.1.1989".

It is therefore informed to all concerned that the casual leave of the Helpers, in the Corporation will be 15 days in a year with effect from 1.1.1989.

Regional Managers will inform this to all concerned in their region.

Sd/-

For Managing Director

To

All Regional Managers.

Copy to:-1. All Helpers.

2. All Managers in Head Office/Company Secretary/Finance Manager.

3. P.A. to M.D,G.M.,A.G.M.

4. KSCS Corporation Helpers Service Rules 1978.

5. Spare copies.

Forwarded/By Order

Junior Manager

kns/28.7.

THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED

MAVELI BHAVAN, GANDHI NAGAR, KOCHI-20

D.D. 11393/90

Dated: 13.8.1990

20

PROCEEDINGS

Sub:- K.S.C.S. Corporation - Helpers Service Rule 1978 - amendment to service rule - orders issued

Re:- Board's decision dt. 1.8.90

The Board of Directors of the Kerala State Civil Supplies Corporation in its meeting held on 1.8.90 has decided to amend clause 8(iii) of the Kerala State Civil Supplies Corporation, Helpers Service Rules 1978, as follows, to make it in par with the rules regarding the declaration of probation of the Govt. Employees.

"Every person appointed shall from the date on which he/she joins duty, be on probation for a total period of two years on duty within a continuous period of three years"

Henceafter declaration of probation of the employees coming under the purview of the said rule will be as amended above. The order will come into force with immediate effect.

All Regional Managers should acknowledge the receipt of the order.

Sd/-  
Managing Director.

To

All Regional Managers.

Copy to: All Addl. Genl. Managers  
" All Managers/Executive Engineer  
" P.A. to M.D./G.M.  
" D1, D9 and D10 Seats  
" S.F.

Spare copies.

Forwarded by order

Assistant Manager (Admn.)

Mp./14.8

27

14/8/90



VIII

✓

THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED  
MAVELI BHAVAN, GANDHI NAGAR, KOCHI-20.

No.D6-13352/91(2)

Dated: 29--5--1992

P R O C E E D I N G S.

Sub:- K.S.C.S. Corporation - Establishment - Appointment of Helpers through Employment Exchange - Amendment of Clause 8 (iii) Helpers Service Rule 1978 - Orders issued -

Read:- Minutes of the Board Meeting dated 31.3.1992.  
.....

The Board of Directors of the Kerala State Civil Supplies Corporation in its meeting held on 31.3.92, has decided to amend Clause 8 (iii) of the Kerala State Civil Supplies Corporation Helpers Service Rule 1978, as follows

- (a) Every person recruited as Helper shall be posted as Helper (Trainee) for a period of six months on a consolidated stipend of Rs.750/- per month (all inclusive)
- (b) He shall be on probation for a further period of 1½ years after the training period in the scale of pay of Helpers and he/she will be regularised Helper on satisfactory completion of probation.

Sd/-  
Managing Director

To

All Regional Managers

Copy to:- All Additional General Manager  
All Managers/Executive Engineer  
P.A. to M.D./G.M.  
D1, D9 and D10 seats  
S.F.

Forwarded/by order

Sd/-  
Junior Manager (Estt)

-:True copy:-

Manager (Admin.)

*[Signature]*  
*[Signature]*

THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED

COCHIN-16

No.D9-3/84.

Dated, 7-2-1985

PROCEEDINGS

Sub:- K.S.C.S. Corporation - Helpers Service Rule 1978 -  
Amendment to Service Rule - Orders issued

Read:- Board's decision dt.25.1.1985.

The Board of Directors of the Kerala State Civil Supplies Corporation in its meeting held on 25.1.1985 resolved as follows:-

Agenda item No.3.

The Board resolved to amend the Helpers Service Rule, 1978, enabling to commute half pay leave by Helpers and authorised Managing Director to make the following amendments to Helpers Service Rules 1978.

Amendment to the Rule.

Rule No.10(ix) of the Kerala State Civil Supplies Corporation Helpers Service Rule, 1978 the provision of half pay leave on medical grounds at the rate of 15 days for every completed year of service is amended as follows:-

Under Rule 10(ix) of the Kerala State Civil Supplies Corporation Helpers Service Rule, 1978 half pay leave may be granted on private affairs or on medical grounds at the rate of 15 days for every completed year of service. Commuted leave not exceeding half the amount of half pay leave due may be granted on medical grounds or on private affairs to an officer in permanent employ but have completed two years of continuous service subject to the following conditions.

- (a) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- (c) Commuted leave may be granted only after the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.
- (d) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days.

Sd/-

MANAGING DIRECTOR

To

The General Manager/Secretary.

All Managers.

All Regional Managers(10 copies each)

Copy to:-All Asst.Managers/Unit Managers(Two copies each).

D9/D1/D6.

kns/7.2.

For Managing Director

B10.4360/94

Dt. 22.3.95

P R O C E E D I N G S

Sub. - KSCSC - Conduct Rules of Public Sector Employees - Provisions to prevent private trade or employment of regular employees - amendment to the service rules of the Corporation - Orders issued.

Read:- 1. Govt. Circular No. 1906/BPE.2/94. Plg. dt. 16.3.94.

2. Board's decision dt. 17.1.95.

.....

The provisions analogous to Rules 48 of the Kerala Govt. servants conduct Rules 1960 have not been included in the Kerala State Civil Supplies Corporation Helpers Service Rules 1978 and these rules are not complete in the Kerala State Civil Supplies Corporation Service Rules, 1974.

In the Govt. circular read above as 1st paper above, Govt. of Kerala directed to include the above provisions in the service rules of public sector undertakings.

The fact has been placed before the Board for decision and the Board in its meeting held on 17.1.95 resolved to include the provision analogous to Rules 48 of the Kerala Govt. servants conduct Rules 1960 in the Kerala State Civil Supplies Corporation Service Rules 1974 and Helpers service Rules 1978 detailed below.

PRIVATE TRADE OR EMPLOYMENT

No employee shall except with the previous sanction of the Govt. engage directly or indirectly in any trade or business or under take any employment.

Provided that an Employee may without such sanction undertake honorary work of a social or charitable nature or occasional work of literary, artistic, or scientific character subject to the condition that his/her official duties not thereby suffer, but he/she shall not undertake or shall continue such work if so directed by the Government.

ELANATION:-1 Canvassing by an Employee in support of the business of insurance agency, commission agency etc. Owned or managed by his wife or any other member of his/her family shall be deemed to be a breach of this sub rule.

(.....2.....)

....2.....

EXPLANATION: II.

The issue of certificates and commendations by employees with regard to a product of cultural, artistic, industrial enterprise likely to be published for the business advancement of any person shall also be deemed to be a breach of this sub rule.

Provided further that an Employee may, without such sanction, undertake work connected with examinations (including examinarships) conducted by Universities, Public Service Commissions and other examining bodies under the state Govt. or the central Govt. or by the London Chamber of Commerce and accept the remuneration therefore on condition that such work does not interfere with his normal duties but he shall not undertake more than three examinarships in a year.

Note:- 1 The limitation with regard to the number of Universities in the proviso will not be applicable in respect of examinarships for post-graduate examinations in which case the teachers can take up examinarships in any number of Universities subject to condition that this will not effect their teaching work.


Note.2. Every Employee shall report to the Govt. if any member of his/her family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

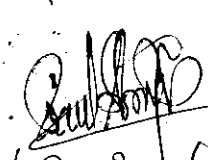
This order will come in to force from the date of this order.

Sd/-  
MANAGING DIRECTOR

The General Manager  
All A.G.Ms/Secretary  
All R.Ms (10 copies each)  
copy to:- All AMs/Unit Managers (Two copies each)  
D9/D1/D6/D10

//Forwarded/By, Order//

  
Junior Manager (Estt.)

  
Junior Manager (Estt.)

Kerala State Civil Supplies Corporation Limited.

**SUPPLYCO**

REGD. OFFICE, P. B. No. 2030  
MAVELI BHAVAN  
GANDHINAGAR  
KOCHI - 682020  
PHONE : OFFICE (PABX)  
317019, 316923, 317176, 317011  
TELEX 0885 6513 KCSC  
GRAM : SUPPLYCO.  
FAX : 91 - 484 - 312270

D10.4632/94

Dt. 21.7.95

Proceedings

Sub:- KSCSC - Earned Leave - Surrender of  
Earned Leave of the Corporation staff  
after retirement/resignation - allowed-  
Orders issued.

....

Some of the Kerala State Civil Supplies Corporation personnel have applied for the surrender of Earned Leave at their credit after their retirement/resignation.

There is no provision in the Kerala State Civil Supplies Corporation Service Rules 1974 or in the Kerala State Civil Supplies Corporation Helpers Service Rules 1978 for the surrender of Earned Leave at credit of KSCSC personnel after retirement/resignation.

In the amendment to the Kerala Service Rules as per GO(P) No. 617/79, Fin. dt. 17.7.1979, there is provision for the surrender of Earned Leave at credit of a Govt. servant who retired from service.

The case has been placed before the Board of Directors for decision and Board in their meeting held on 30.6.95 resolved to surrender Earned Leave of Kerala State Civil Supplies Corporation staff at their credit after retirement as stipulated in G.O(P) No. 617/79/Fin. dt. 17.7.79.

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s corporation ltd.

continuation

(2)

THE KERALA STATE CIVIL SUPPLIES CORPORATION LTD.

No. ST-1154/79

Page: 2 of 2

In the circumstances, stated above, the Kerala State Civil Supplies Corporation is pleased to order to extend the benefit of surrender of Earned Leave at the credit of the KSCSC staff after retirement/resignation stipulated in GO(P) No. 617/79/Pin. dt. 17.7.79.

Regularisation of period of suspension - to be followed as per instructions issued.

Left - Government of India - 64/-  
Finance (M) Managing Director

To


KSCSC Service Rules 1974/ KSCSC. Helpers Service Rules, 1978.

Copy to:-

1. All Addl. General Managers.
2. PA to MD/GM
3. All Regional Managers.
4. D6/D10/A14.

//Forwarded / By Order//

  
Junior Manager (Estt.)

  
Dated 29.9.79

Food and Civil Supplies Department - Kerala State Civil Supplies Corporation - Recruitment/Promotion Rules 1977 - sanctioned -  
Orders issued

FOOD AND CIVIL SUPPLIES (C) DEPARTMENT

G.O.(MS) No. 29/97/PSCS., Thiruvananthapuram, Dated: 26.7.97

- Read: - 1. G.O.(MS) No. 176/77/CSD, dated 17.6.1977  
2. Govt. Letter No. 12454/C3/93/PSCS dated, 19.12.95.  
3. Letter No. D10 - 17313/95 dated, 12.9.96 from the Managing Director, K.S.C.S.C.  
4. Letter No. A.111 (1), 4113/77/C., dated, 4.7.97 from Secretary, Kerala Public Service Commission.

P R E L I M

The Recruitment of employees upto Junior Manager in Kerala State Civil Supplies Corporation were brought under the purview of Kerala Public Service Commission as per Government order read as first paper above. Accordingly draft Recruitment/Promotion Rules were framed by Managing Director, Kerala State Civil Supplies Corporation in consultation with Kerala Public Service Commission and sent to Government. However, Government vide reference read as second paper above made certain changes in the draft rules and directed the Managing Director, to send revised draft rules. The revised draft Recruitment/Promotion Rules were forwarded to Government by the Managing Director, Kerala State Civil Supplies Corporation vide reference read as third paper above. The Government after detailed scrutiny of the rules, forwarded the rules to Kerala Public Service Commission for concurrence.

2. The Kerala Public Service Commission have suggested certain changes in the draft Recruitment Rules

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especially with regard to method of recruitment by deputation. Government have examined the advice of Kerala Public Service Commission in detail, and having regard to the need for continuing the present system of deputation of staff from the Department to the Kerala State Civil Supplies Corporation, are pleased to over rule the advice of Kerala Public Service Commission and approved the Recruitment/Promotion Rules of Kerala State Civil Supplies Corporation as given in the annexure to this order.

BY ORDER OF THE GOVERNOR,

ad/-

MATHEW C. KUNDUMKAL  
(Secretary)

F & C S. Department.

To,

The Managing Director, K.S.C.S.C.

Director of Civil Supplies, Thiruvananthapuram.  
3.Planning and Economic Affairs (SPE) Department.  
4.The Secretary, Kerala Public Service Commission  
( with CL)

Copy to: G.A (SC) Department (vide item No.1179  
dated 24.7.97.

stock file/Office Copy.

Forwarded by order



Section Officer.



On behalf of the Managing Director



ANNEXURE 1

No.	Name of Post and Scale of Pay	Method of Recruitment	Qualification
(a)	Junior Manager- Rs. 2200-3500/-	(a) Direct Recruitment (b) Deputation of ATSO's from Civil Supplies Department. In the absence of qualified candidates for appointment by method (a) those vacancies will also be filled up by method (b) 10% of the posts will be reserved for Direct Recruitment	1. Graduation from a recognised University 2. M.B.A.
(b)	Junior Manager (Quality Control) = Rs.2200-3500/-	(a) Direct Recruitment	Post Graduation in Zoology Botany/Chemistry/Entomology/ of a recognised University OR Graduation in Agriculture of the Kerala University or equivalent qualification

3/5 3 2

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2. Senior Assistant Grade I  
Rs. 1400 - 2300/-

a) Promotion from the post of  
Senior Asst. Grade II (No.  
of posts for promotion is  
limited to 10)

Ten years experience  
as Senior Asst. Grade II

b) Deputation of Rationing  
Inspectors from Civil Su-  
plies Department.

In the absence of qualified  
candidates for appointment by  
method (a) those vacancies shall  
be also be filled up by method(b)

3. Senior Assistant Grade II  
Rs.1200 - 2040/-

a) Promotion from the post of  
Junior Assistant  
(No.of posts for promotion is  
limited to 20)

Seven years experience as  
Junior Assistant and should  
possess the requisite test  
qualification prescribed by  
the Corporation

b) Deputation of U.D.Clerks from the  
Civil Supplies Department

In the absence of qualified  
candidates for appointment by  
method (a) those vacancies shall  
also be filled up by method(b)

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4. Junior Assistant - Rs.950 - 1500/-

a) Appointment by transfer  
from Salesman

A Pass in VIETED standard  
with one year experience  
as Salesman

b) Appointment by transfer  
from Higher Grade Helpers

A pass in SALT or equivalent  
Three years experience as  
Higher Grade Helper

Those eligible under (a)  
and (b) will have to pass  
the selective test conducted  
by the KSCSC

c) By deputation of LD Clerks from  
Civil Supplies Department

In the absence of qualified  
candidates under (a) and (b)  
these ~~vacancies~~ vacancies will  
also be filled up by method (c)

Note: 1. The ratio between Gr. Asst.  
Grade I, Sr. Asst. Grade II  
and Junior Asst. will be  
1:1:1

Note: II. 20% of the posts of  
Junior Asst. will be re-  
served for appointment  
by transfer

315/2 32 4 3  
Confidential Asst.- Rs.1125 -1720/-

a) Deputation from Civil Supplies Department

b) Direct Recruitment

In case of absence of sufficient number of persons under method (a) these vacancies will be filled up by method (b)

1. A Pass in SSC or equivalent
  2. Typewriting English (Higher) (HTE/HTE)
  3. Short-hand English (Higher)
  4. Typewriting Malayalam (Lower) -
- Desirable : Word Processing

Receptionist - Rs.1400 - 2500/-

Direct Recruitment

1. Degree of any recognised University
2. Typewriting and Short-hand (Lower) - HTE/HTE
3. Six months experience in the operation of EXX or EXX and six months experience as Receptionist in a Public sector under taking/other State

Programmer - Rs.2200 - 3500/-

Direct Recruitment

MCA from a recognised University with two years experience

Console Operator cum Data Entry Operator - Rs.1050 - 1660/-

a) Appointment by transfer from Salesman

Graduation with Post Graduate Diploma in Computer Application from a recognised University with Three years experience

1. A pass in Post-Degree
2. One year experience in Console Operation/Data Entry Operation
3. Data entry speed of 10,000 characters per hour

321 / 322  
 --- (5) ---

1 2 3 4

~~(b)~~ (b) Appointment by transfer from higher Grade Helpers.

1. A pass in Pro Dept.
2. Three years <sup>continuous</sup> in Grade 2 or Data Entry Operation.
3. Data Entry speed of 15,000 depressions per hour.

(c) Direct Recruitment

In the absence of qualified hands for appointment by method.

1. A Pass in Pro Dept.
2. Three Years in Grade 2 or Data Entry Operation.
3. Data Entry speed of 15,000 depressions per hour.

(a) and (b) those vacancies will also be filled up by method (c)

9. Senior Grade Typist  
 Rs.1400-2300 /-

- (a) Deputation from C.S.Dept.
- (b) Promotion from Upper Division Typist.

Ten years experience in the grade.

10. Upper Division Typist  
 Rs.1200-2040 /-

- (a) Deputation from C.S.Dept.
- (b) Promotion from L.D.Typist. Seven years experience in the grade.

\* Note: 75% of the posts will be reserved for appointment by transfer.

Lower Division Typist  
Rs.950-1500/-

- (a) Deputation from C.S.Department
- (b) Appointment by transfer from  
Salesman/Helper Higher Grade.  
The qualified Salesman/Higher  
Grade Helper have to pass the  
selective test conducted by  
KSCSC.

- (C) Direct Recruitment  
In the absence of suitable  
hands for appointment by  
method (a) &(b).

Note:-20% of the post of  
LD Typist will be re-  
served for appointment  
by transfer.

Driver Rs.975-1660/-

- (a) Appointment by transfer.  
(1) Salesman-having one year  
experience.  
(2) Higher Grade Helpers-  
having three years  
experience.

1. Salesman having one year experience.
2. Typist having one year experience.
3. Typist having one year experience.
4. Driver having one year experience.
5. Driver having one year experience.

1. Salesman having one year experience.
2. Typist having one year experience.
3. Typist having one year experience.
4. Driver having one year experience.

4. Driver having one year experience.

1. Salesman having one year experience.

2. Typist having one year experience.

3. Typist having one year experience.

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## (b) Direct Recruitment

In the absence suitable  
hands for the appointment  
by method (a) (1) & (2)

Salesman Rs.825-1250/-

Promotion from Higher Grade  
Helpers

Helper Rs.775-1065/-

Direct Recruitment  
(through K.P.S.C.)

Note: Physically handicapped persons are not eligible for appointment.

1. Pass in standard written examinations given under the regulations in the case of direct recruitment.
2. Physically handicapped persons are not eligible for appointment.

1. Pass in VII standard.
2. Two years experience in Higher Grade.

Pass in VII standard.

GOVERNMENT OF KERALA

Annex 1

A.G. 1. Kerala State Civil Supplies Corporation Ltd. - Amendment in the Promotion Rules of Assistant Category  
Rule 1097. Amendment in the Promotion Rules of Assistant Category  
Sanctioned - Orders Issued.

Food and Civil Supplies (C) Department

G.O. (MS) No. 30/2009/F&CSD

Dated: 21/08/2009

Read: 1) G.O. (MS) No. 29/97/F&CSD, dated: 26/7/1997.

2) Letter No: D-10/5833/04 dated: 25.8.2005 from the Chairman & Managing Director, Kerala State Civil Supplies Corporation addressed to the Secretary, Kerala Public Service Commission.

3) Letter no: D10-13181/05 dated: 23/7/2006 from the Chairman & Managing Director, Kerala State Civil Supplies Corporation Ltd., Kochi - 20

4) Letter no: AIII (1)1645/00/CW dated: 17/4/2009 from the Secretary, KPSC Thiruvananthapuram.

5) Minutes of the meeting held on 28/7/2009 in the chamber of the Hon'ble Minister (Food, Civil Supplies & Animal Husbandary Dept.).

**ORDER**

As per the Government Order read as first paper above Government approved the Recruitment/Promotion Rules, 1997 of Kerala State Civil Supplies Corporation Ltd. The qualification for promotion of Junior Assistant to Senior Assistant II & Senior Assistant II to Senior Assistant I prescribed in the above G.O. are as below.

<u>Promotion Cadre</u>	<u>Qualification</u>
Senior Assistant II	Seven years experience as Junior Assistant and should possess the requisite qualification prescribed by the Corporation.
Senior Assistant I	10 years experience as Senior Assistant II



As per the letter read as second paper above the Chairman & Managing Director, KSCSC Ltd. has forwarded a proposal for reducing the length of service for promotion from Junior Assistant of KSCSC Ltd. to Senior Assistant Grade II and Senior Assistant Grade I from 7 years and 10 years to 2 and 5 years respectively of the existing rules of KSCSC Ltd. according to the govt. decision dated 10/11/2005 and recommend the PSC to give concurrence/approval for amending the KSCSC Ltd. Promotion Rules 1987 accordingly. As per the letter read as third paper above the Chairman & Managing Director, Kerala State Civil Supplies Corporation Ltd. has forwarded the draft Promotion Rules 1987 (amended up to 10/11/2005) of Kerala State Civil Supplies Corporation Ltd. to Government for approval and sanction.

As per the letter read as fourth paper above the Kerala Public Service Commission has agreed to the proposal for reducing the length of service for promotion from Junior Assistant of KSCSC Ltd. to Senior Assistant Grade II and Senior Assistant Grade I.

Government have examined the matter in detail. Considering the miserable plight of directly recruited Assistant Salesman in the KSCSC who have to retire in the very same post in which they enter into service Government are pleased to amend the Promotion rules of the Assistant Salesman in Kerala State Civil Supplies Corporation Ltd. by reducing the length of service for promotion from Junior Assistant to Senior Assistant II and from Senior Assistant II to Senior Assistant I from 7 years and 10 years to 2 and 5 years respectively without any additional financial commitment.

The Government Order read as first paper above stands modified to this extent.

By Order of the Governor  
K.R. JYOTHILAL  
SECRETARY

To.

The Chairman & Managing Director, KSCSC Ltd., Kochi-20  
The Secretary, Kerala Public Service Commission, Pattom,  
Thiruvananthapuram (with CL).  
The Planning & Economic Affairs (BPE) Department,  
(vide U.O. no: 6414/BPE2/05/P/g. dated 27/7/2005)  
The Finance (P.U.-B) Department  
Stock File, Office copy.

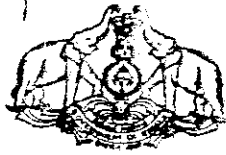
Forwarded/By Order

*Ram Lalit*

Section Officer

*[Signature]*  
Om Lalit B. S. S. S.

29269/18 D10



കേരള സർക്കാർ

സംഗ്രഹം

27/9/18

ഭക്ഷ്യ പൊതുവിതരണ വകുപ്പ് - സപ്ലൈകോ - സീനിയർ അസിസ്റ്റന്റ്-II തസ്തികയിൽ നിന്നും സീനിയർ അസിസ്റ്റന്റ്-I തസ്തികയിലേക്ക് സ്ഥാനക്കയറ്റത്തിന് പ്രവൃത്തി പരിചയ കാലയളവ് - ഇളവ് അനുവദിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഭക്ഷ്യ പൊതുവിതരണ (സി) വകുപ്പ്

സ. ഉ (സാധാ.) നം.490/2018/ഭ.പൊ.വി.വ.

തീയതി, തിരുവനന്തപുരം, 25/09/2018

- പരാമർശം: 1. 04.09.2010 ലെ ജി . ഒ (എം.എസ്) നം.30/2010/ഭ.പൊ.വി.വ. ഉത്തരവ്.
2. 27.01.2018 ലെ ജി . ഒ (എം.എസ് ) നം.05/2018/ഭ.പൊ.വി.വ. ഉത്തരവ്.
3. സപ്ലൈകോ സി.എം.ഡിയുടെ 13.06.2018 ലെ ഡി10-5760/18 നമ്പർ കത്ത്.
4. 19.09.2018 ലെ സപ്ലൈകോ എംപ്ലോയീസ് അസോസിയേഷന്റെ നിവേദനം.

ഉത്തരവ്

NFSA നടപ്പാക്കുന്നതുമായി ബന്ധപ്പെട്ട് സൃഷ്ടിച്ചിട്ടുള്ള സീനിയർ അസിസ്റ്റന്റ്-I തസ്തികയിലേക്ക് പ്രൊമോഷൻ അനുവദിക്കുമ്പോൾ ഫീഡർ കാറ്റഗറിയിൽ 1 വർഷം പ്രോബേഷൻ പൂർത്തിയായിരിക്കുകയും സീനിയർ അസിസ്റ്റന്റ്-II തസ്തികയിൽ 5 വർഷം പ്രവൃത്തി പരിചയം പൂർത്തിയാക്കേണ്ടതുണ്ട് എന്നും വ്യവസ്ഥ ഉണ്ടെന്നും എന്നാൽ ഇതേ തസ്തികയിൽ അന്യത്ര സേവനം വഴിയുള്ള നിയമനത്തിൽ പ്രോബേഷൻ കാലയളവ് 6 മാസമെന്നും പ്രവൃത്തി പരിചയം നിഷ്കർഷിച്ചിട്ടില്ലാത്തതാണെന്നും നിലവിൽ രണ്ട് വിഭാഗം ആളുകൾക്കും കേരള സ്റ്റേറ്റ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾ ആണ് ബാധകമായിരിക്കുന്നത് എന്നതിനാൽ കോർപ്പറേഷൻ ജീവനക്കാരോടുള്ള വിവേചനപരമായ വ്യവസ്ഥ നിർത്തലാക്കണമെന്ന് പരാമർശം 4 ലെ നിവേദന പ്രകാരം സപ്ലൈകോ എംപ്ലോയീസ് അസോസിയേഷൻ സർക്കാരിനോട് അഭ്യർത്ഥിച്ചു.

2. സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിക്കുകയും സീനിയർ അസിസ്റ്റന്റ്-II തസ്തികയിൽ നിന്നും സീനിയർ അസിസ്റ്റന്റ്-I തസ്തികയിലേക്ക് സ്ഥാനക്കയറ്റത്തിന് ഒരു വർഷക്കാലത്തെ പ്രോബേഷൻ വ്യവസ്ഥ നിലനിർത്തി പ്രവൃത്തി പരിചയ കാലയളവായ 5 വർഷമെന്നത് 4 വർഷം കുറവ് ചെയ്ത് ഒരു വർഷമായി നിജപ്പെടുത്തി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം

അനുരായ. കെ.സി.

അണ്ടർ സെക്രട്ടറി

ചെയർമാൻ & മാനേജിംഗ് ഡയറക്ടർ, സപ്ലൈകോ, കൊച്ചി.  
അക്കൗണ്ടന്റ് ജനറൽ (എ & ഇ / ആഡിറ്റ്) കേരള, തിരുവനന്തപുരം.  
വിവര പൊതുജന സമ്പർക്ക (വെബ് & ന്യൂ മീഡിയ) വകുപ്പ്  
കരുതൽ ഫയൽ/ ഓഫീസ് കോപ്പി (File No.84/C3/2018/F&CSD)  
ഭക്ഷ്യ പൊതുവിതരണ (OS) വകുപ്പ്

ഉത്തരവിൻ പ്രകാരം

Handwritten signature and date 21/9/18