15 -ാം കേരള നിയമസഭ

13 -ാം സമ്മേളനം

നക്ഷത്ര ചിഹ്നം ഇല്ലാത്ത ചോദ്യം നം. 2225 **03-03-2025 - ൽ മറുപടിയ്ക്ക്**

സപ്ലൈകോയിൽ അനുവദിച്ചിട്ടുള്ള ഡെപ്യൂട്ടേഷൻ തസ്തികകൾ

ചോദ്യം		ഉത്തരം	
ശ്രീ ഡി കെ മുരളി		**ശ്രീ ജി ആർ അനിൽ (ഭക്ഷ്യ-പൊതുവിതരണ വകുപ്പ് മന്ത്രി)**	
(എ)	ഭക്ഷ്യ പൊതു വിതരണ വകുപ്പിൽ നിന്ന് സിവിൽ സപ്ലൈസ് കോർപ്പറേഷനിലേയ്ക്ക് (സപ്ലൈകോ) അനുവദിച്ചിട്ടുള്ള ഡെപ്യൂട്ടേഷൻ തസ്തികകൾ എത്രയാണെന്നത് തസ്തിക തിരിച്ച് വിശദമാക്കുമോ;	(എ)	24/12/1996-ലെ സ.ഉ.(സാധാ.)നം. 346/96/ F&CS പ്രകാരം ചുവടെപ്പറയുന്ന എണ്ണം ഡെപ്യൂട്ടേഷൻ തസ്തികകൾ അനുവദിച്ചിട്ടുള്ളതായി കാണുന്നു.

കൺട്രോളർ ഓഫ് റേഷനിംഗ് (Additional General Manager)	1
ജില്ലാ സപ്ലൈ ഓഫീസർ (Regional Manager)	6
താലൂക്ക് സപ്ലൈ ഓഫീസർ (Assistant Manager)	82
അസിസ്റ്റന്റ് താലൂക്ക് സപ്ലൈ ഓഫീസർ (Junior Manager)	92
റേഷനിംഗ് ഇൻസ്പെക്ടർ (Senior Assistant-I)	363
സീനിയർ ക്ലാർക്ക് (Senior Assistant-II)	353
ക്ലാർക്ക് (Junior Assistant)	299

03/02/2007-ലെ സ.ഉ.(കൈ.)നം.6/2007/ FCS&CAD പ്രകാരം, ഡെപ്യൂട്ടേഷൻ തസ്തികകൾ ചുവടെപ്പറയുന്ന പ്രകാരം freeze ചെയ്തിട്ടുണ്ട്.

ജില്ലാ സപ്ലൈ ഓഫീസർ	6 (5 Regional Manager and

			(Regional Manager and Manager) 1Manager) താലൂക്ക് സപ്ലൈ ഓഫീസർ (Assistant Manager) 73 അസിസ്റ്റന്റ് താലൂക്ക് സപ്ലൈ ഓഫീസർ (Junior Manager) 87 റേഷനിംഗ് ഇൻസ്പെക്ടർ (Senior Assistant-I) 403 സീനിയർ ക്ലാർക്ക് (Senior Assistant-II) 305 ക്ലാർക്ക് (Junior Assistant) 400 27/01/2018-ലെ സ.ഉ.(കൈ.)നം.05/2018/ ഭ.പൊ.വി.. പ്രകാരം സംസ്ഥാനത്ത് എൻ.എഫ്.എസ്.എ. നടപ്പിലാക്കുന്നതുമായി ബന്ധപ്പെട്ട് ചുവടെപ്പറയുന്ന തസ്തികകൾ കൂടി വകുപ്പിൽ നിന്ന് സപ്ലൈകോയിലേയ്ക്ക് ഡെപ്യൂട്ടേഷൻ വ്യവസ്ഥയിൽ നിയമിക്കുന്നതിന് അനുവദിച്ചുകൊണ്ട് സൃഷ്ടിച്ചിട്ടുണ്ട്. ജില്ലാ സപ്ലൈ ഓഫീസർ (Manager) 1 താലൂക്ക് സപ്ലൈ ഓഫീസർ (Assistant Manager) 1 റേഷനിംഗ് ഇൻസ്പെക്ടർ (Senior Assistant-I) 40 പകർപ്പുകൾ അനുബന്ധമായി ചേർക്കുന്നു.
(ബി)	പ്രസ്തുത തസ്തികകൾ അനുവദിച്ചതിന്റെ ഉത്തരവിന്റെ പകർപ്പ് ലഭ്യമാക്കുമോ;	(ബി)	24/12/1996-ലെ സ.ഉ.(സാധാ.)നം. 346/96/ F&CS പ്രകാരം ചുവടെപ്പറയുന്ന എണ്ണം ഡെപ്യൂട്ടേഷൻ തസ്തികകൾ അനുവദിച്ചിട്ടുള്ളതായി കാണുന്നു. കൺട്രോളർ ഓഫ് റേഷനിംഗ് (Additional General Manager) 1

ജില്ലാ സപ്ലൈ ഓഫീസർ (Regional Manager)	6
താലൂക്ക് സപ്ലൈ ഓഫീസർ (Assistant Manager)	82
അസിസ്റ്റന്റ് താലൂക്ക് സപ്ലൈ ഓഫീസർ (Junior Manager)	92
റേഷനിംഗ് ഇൻസ്പെക്ടർ (Senior Assistant-I)	363
സീനിയർ ക്ലാർക്ക് (Senior Assistant-II)	353
ക്ലാർക്ക് (Junior Assistant)	299

03/02/2007-ലെ സ.ഉ.(കൈ.)നം.6/2007/ FCS&CAD പ്രകാരം, ഡെപ്യൂട്ടേഷൻ തസ്തികകൾ ചുവടെപ്പറയുന്ന പ്രകാരം freeze ചെയ്തിട്ടുണ്ട്.

ജില്ലാ സപ്ലൈ ഓഫീസർ (Regional Manager and Manager)	6 (5 Regional Manager and 1Manager)
താലൂക്ക് സപ്ലൈ ഓഫീസർ (Assistant Manager)	73
അസിസ്റ്റന്റ് താലൂക്ക് സപ്ലൈ ഓഫീസർ (Junior Manager)	87
റേഷനിംഗ് ഇൻസ്പെക്ടർ (Senior Assistant-I)	403
സീനിയർ ക്ലാർക്ക് (Senior Assistant-II)	305
ക്ലാർക്ക് (Junior Assistant)	400

			27/01/2018-ലെ സ.ഉ.(കൈ.)നം.05/2018/ ഭ.പൊ.വി.. പ്രകാരം സംസ്ഥാനത്ത് എൻ.എഫ്.എസ്.എ. നടപ്പിലാക്കുന്നതുമായി ബന്ധപ്പെട്ട് ചുവടെപ്പറയുന്ന തസ്തികകൾ കൂടി വകുപ്പിൽ നിന്ന് സപ്ലൈകോയിലേയക്ക് ഡെപ്യൂട്ടേഷൻ വ്യവസ്ഥയിൽ നിയമിക്കുന്നതിന് അനുവദിച്ചുകൊണ്ട് സൃഷ്ടിച്ചിട്ടുണ്ട്. ജില്ലാ സപ്ലൈ ഓഫീസർ (Manager) — 1 താലൂക്ക് സപ്ലൈ ഓഫീസർ (Assistant Manager) — 1 റേഷനിംഗ് ഇൻസ്പെക്ടർ (Senior Assistant-I) — 40 പകർപ്പുകൾ അനുബന്ധമായി ചേർക്കുന്നു.
(സി)	പൊതു വിതരണ വകുപ്പിൽ നിന്നും സപ്ലൈകോയിലേക്കുള്ള ജീവനക്കാരുടെ ഡെപ്യൂട്ടേഷൻ വർഷം തോറും പത്ത് ശതമാനം കുറവ് വരുത്തിയതിനുശേഷം നാളിതുവരെ എത്ര ജീവനക്കാരുടെ കുറവ് ഓരോ വിഭാഗത്തിലും ഉണ്ടായിട്ടുണ്ടെന്നുള്ള വിവരം തസ്തിക തിരിച്ച് ലഭ്യമാക്കുമോ;	(സി)	ക്ലർക്ക് - 207 സീനിയർ ക്ലർക്ക് -1 80 റേഷനിംഗ് ഇൻസ്പെക്ടർ - 160
(ഡി)	2021-ലെ സപ്ലൈകോ കോമൺ സർവ്വീസ് റൂളിൽ പ്രതിപാദിക്കുന്ന നിശ്ചിത യോഗ്യതയുള്ളവരെ മാത്രമേ സപ്ലൈകോയിൽ ജൂനിയർ മാനേജർ/ജൂനിയർ സൂപ്രണ്ട് തസ്തികയിലേയ്ക്ക് നിയമിക്കാവൂ എന്നത് ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ടോ; വിശദമാക്കാമോ;	(ഡി)	ഉണ്ട്. WP(C)No.44199/2024 കേസുമായി ബന്ധപ്പെട്ട് ബഹു. ഹൈക്കോടതി പുറപ്പെടുവിച്ച 14/02/2025 ലെ ഒരു ഇടക്കാല ഉത്തരവിന്റെ അടിസ്ഥാനത്തിൽ വിശദമായ instructions തയ്യാറാക്കി വരുന്നു.
(ഇ)	പ്രസ്തുത റൂളിൽ പ്രതിപാദിക്കുന്ന നിശ്ചിത യോഗ്യതയുള്ളവരെ മാത്രമേ ജൂനിയർ മാനേജർ തസ്തികയിൽ നിയമിക്കാവൂ എന്നാവശ്യപ്പെട്ട് സപ്ലൈകോ ജീവനക്കാർ സമർപ്പിച്ച ഹർജി കോടതിയുടെ പരിഗണനയിലിരിക്കെ ഇക്കാര്യത്തിലുള്ള സർക്കാരിന്റെ നിലപാട് വ്യക്തമാക്കിയിട്ടുണ്ടോ; വിശദമാക്കാമോ?	(ഇ)	സർക്കാർ ഇക്കാര്യം പരിശോധിച്ചു വരുന്നു

സെക്ഷൻ ഓഫീസർ



കേരള സർക്കാർ

ഭക്ഷ്യപൊതുവിതരണ വകുപ്പ് - സംസ്ഥാനത്ത് എൻ.എഫ്.എസ്.എ നടപ്പിലാക്കുന്നതിനായി 318 തസ്തികകൾ സൃഷ്ടിക്കുന്നതിന് ഭരണാനുമതി നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഭക്ഷ്യപൊതുവിതരണ (എ) വകുപ്പ്

സ.ഉ.(കൈ)നം.05/2018/ഭ.പൊ.വി.വ. തീയതി, തിരുവനന്തപുരം,27.01.2018

പരാമർശം : 1) സ.ഉ(കൈ)നം.15/16/ഭ.പൊ.വി.വ തീയതി. 03.10.16

2) സപ്ലൈകോ ചെയർമാൻ & മാനേജിംഗ് ഡയറക്ടറുടെ 18.05.17-ലെ ഡി!129751/16 നമ്പർ കത്ത്

3) പൊതുവിതരണ വകുപ്പ് ഡയറക്ടറുടെ 20.06.17- ലെ(സി.എസ്.)ഡി1-25877/16 നമ്പർ കത്ത്.

ഉത്തരവ്

ദേശീയ ഭക്ഷ്യഭദ്രതാ നിയമം-2013 സംസ്ഥാനത്ത് നടപ്പാക്കുമ്പോൾ ഭക്ഷ്യധാന്യങ്ങൾ സർക്കാർ / സർക്കാരിന്റെ സ്വന്തം ഏജൻസി നേരിട്ട് എഫ്.സി.ഐ യിൽ നിന്നും സംഭരിച്ച് റേഷൻ കടകളുടെ വാതിൽപ്പടി വരെ നേരിട്ട് എത്തിച്ചു കൊടുക്കണമെന്ന ആക്ടിലെ വ്യവസ്ഥയുടെയും കേന്ദ്ര സർക്കാർ നിർദ്ദേശത്തിന്റെയും അടിസ്ഥാനത്തിൽ പരാമർശം(1) പ്രകാരം സപ്ലൈകോയെ സർക്കാരിന്റെ അംഗീകൃത ഏജൻസി ആയി നിയമിച്ചിരുന്നു. അതനുസരിച്ച് 2017 ഏപ്രിൽ മുതൽ ഫുഡ് കോർപ്പറേഷൻ ഓഫ് ഇന്ത്യ ഗോഡൗണിൽ നിന്നും ഇന്റർ മീഡിയറി ഗോഡൗണുകളിലേയ്ക്കുള്ള ചരക്കു നീക്കം, ഗോഡൗണുകളിലെ ഭക്ഷ്യധാന്യ സംഭരണം, അവിടെ നിന്നും റേഷൻകട വരെയുള്ള ധാന്യ നീക്കം, ഇ-പോസ് മെഷീൻ ഉപയോഗിച്ചുള്ള റേഷൻ ഡിപ്പോകളുടെ പ്രവർത്തനം, ഇവയുടെ മേൽനോട്ടവും കണക്ക് സൂക്ഷിക്കലും തുടങ്ങിയ കാര്യങ്ങൾ സപ്ലൈകോ ഘട്ടം ഘട്ടമായി ചെയ്തു വരികയാണ്. ഈ ഭീമമായ ജോലി ഭാരം പരിഗണിച്ച് സപ്ലൈകോയിൽ പുതുതായി 408 തസ്തികകൾ സൃഷ്ടിക്കണമെന്ന് പരാമർശ പ്രകാരം പൊതുവിതരണ ഡയറക്ടറും സപ്ലൈകോ മാനേജിംഗ് ഡയറക്ടറും സർക്കാരിനോട് ശുപാർശ ചെയ്തിരുന്നു.

2) സംസ്ഥാനത്ത് 330 സഹകാര്യ മൊത്ത വിതരണക്കാർ അവരുടെ ഗോഡൗണുകളെയും തൊഴിലാളികളെയും ഉപയോഗിച്ച് കൈകാര്യം ചെയ്തിരുന്ന റേഷൻ വിതരണം സപ്ലൈകോയിലെയും പൊതുവിതരണ വകുപ്പിലെയും ജീവനക്കാർക്ക് അധിക ചുമതല

നൽകിയും പുറമെ ദിവസവേതനക്കാരെ ഉപയോഗിച്ചുമാണ് ഇപ്പോൾ നിർവ്വഹിച്ചു വരുന്നത്. മതിയായ ജീവനക്കാരുടെ അഭാവത്തിൽ റേഷൻ വിതരണത്തിൽ ഗുരുതരമായ താളപ്പിഴകൾ സംഭവിക്കുന്നതായി പരാതികളിലൂടെയും നേരിട്ടുള്ള പരിശോധനകളിലൂടെയും സർക്കാരിന് ബോദ്ധ്യപ്പെട്ടുകയുണ്ടായി. മാത്രമല്ല സപ്ലൈകോയുടെ സ്ഥിര വിപണന കേന്ദ്രങ്ങളുടെ പ്രവർത്തനത്തെയും ഇത്തരത്തിൽ ഉദ്യോഗസ്ഥരെ പൊതുവിതരണ രംഗത്തെ ജോലികൾക്ക് മാറ്റി നിയമിക്കുന്നത് ദോഷകരമായി ബാധിക്കുന്നുണ്ട്.

3) സർക്കാർ പൊതുവിതരണ ഡയറക്ടറുടെയും സപ്ലൈകോ മാനേജിംഗ് ഡയറക്ടറുടെയും സംയുക്ത പരിശോധനകൾ ഈ പശ്ചാത്തലത്തിൽ വിശദമായി പരിശോധിച്ചു. ഭക്ഷ്യഭദ്രതാ നിയമം-2013 സംസ്ഥാനത്ത് നടപ്പിലാക്കുന്നതിന്റെ ഭാഗമായി 318 തസ്തികകൾ സപ്ലൈകോയിൽ സൃഷ്ടിക്കുവാനും ആയതിൽ 42 തസ്തികകൾ ഭക്ഷ്യ പൊതുവിതരണ വകുപ്പിൽ നിന്നുള്ള ഡെപ്യൂട്ടേഷൻ വഴി നിയമിക്കുവാനും ഭരണാനുമതി നൽകി ഉത്തരവാകുന്നു. തസ്തികകൾ സംബന്ധിച്ച വിവരം ചുവടെ ചേർക്കുന്നു.

ക്രമ നം.	തസ്തികയുടെ പേര്	തസ്തികകളുടെ എണ്ണം	ആകെ
1	മാനേജർ (ജില്ലാ സപ്ലൈ ഓഫീസർ-സിവിൽ സപ്ലൈസ് വകുപ്പിൽ നിന്നും ഡെപ്യൂട്ടേഷനിൽ)	1 (ഹെഡ് ഓഫീസ്, സപ്ലൈകോ)	1
2	അസിസ്റ്റന്റ് മാനേജർ (താലൂക്ക് സപ്ലൈ ഓഫീസർ-സിവിൽ സപ്ലൈസ് വകുപ്പിൽ നിന്നും ഡെപ്യൂട്ടേഷനിൽ)	1 (ഹെഡ് ഓഫീസ്, സപ്ലൈകോ)	1
3	സീനിയർ അസിസ്റ്റന്റ്-I (റേഷനിംഗ് ഇൻസ്പെക്ടർ സിവിൽ സപ്ലൈസ് വകുപ്പിൽ നിന്നും ഡെപ്യൂട്ടേഷനിൽ)	40	80
4	സീനിയർ അസിസ്റ്റന്റ്-I	20	
5	സീനിയർ അസിസ്റ്റന്റ്-II (താൽക്കാലികം)	20	
4	ജൂനിയർ അസിസ്റ്റന്റ്	85	85
5	അസിസ്റ്റന്റ് സെയിൽസ്മാൻ/ സെയിൽസ് വുമൺ	151	151
	ആകെ		318

4) 20 താൽക്കാലിക സീനിയർ അസിസ്റ്റന്റ്-II തസ്തികകൾ 2 വർഷത്തിനു ശേഷം സ്ഥിരം സീനിയർ അസിസ്റ്റന്റ്-I തസ്തികകളായി ഉയർത്തി നിശ്ചയിക്കുന്നതാണ്.എൻ.എഫ്.എസ്.എ ഗോഡൗണുകളിലും സപ്ലൈകോ ആസ്ഥാനത്തും നിയമിക്കുന്ന മേൽ ജീവനക്കാരുടെ ചുമതലയും ഉത്തരവാദിത്വവും നിർണ്ണയിച്ച് വിശദമായ ഉത്തരവ് പിന്നീട് പുറപ്പെടുവിക്കുന്നതാണ്.

(ഗവർണറുടെ ഉത്തരവിൻപ്രകാരം)
മിനി ആന്റണി
ഗവൺമെന്റ് സെക്രട്ടറി

പൊതുവിതരണ ഡയറക്ടർ, തിരുവനന്തപുരം,
സിവിൽ സപ്ലൈസ് കമ്മീഷണർ, തിരുവനന്തപുരം,
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്), കേരള, തിരുവനന്തപുരം,
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (എ&ഇ), കേരള, തിരുവനന്തപുരം,
ധനകാര്യവകുപ്പ് (Agri-A2-72/2017/Fin പ്രകാരം)
പൊതുഭരണ (എസ്.സി) വകുപ്പ്
ഇൻഫർമേഷൻ & പബ്ലിക് റിലേഷൻസ് (വെബ് & മീഡിയ) വകുപ്പ്
കരുതൽ ഫയൽ/ഓഫീസ് കോപ്പി.

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

GOVERNMENT OF KERALA
Abstract

Food, Civil Supplies and Consumer Affairs Department -Actual number of direct recruitees and deputation staff in position as on today frozen in the Kerala State Civil Supplies Corporation Limited - Orders issued -

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Food, Civil Supplies and Consumer Affairs (C) Department

GO (MS) No. 6 /2007/F,CS&CAD Dated, Thiruvananthapuram: 3-2-2007.

Read: 1) GO (Ms) No. 346/96/F,CS&CAD dated 24-12-1996.
2) Lrs.No. D1-16157/99 dated 28-9-2004 and D1-6122/05 dated 29-11-2006 from the CMD, KSCSC Ltd.
3) Government letter No. 8394/C3/04/F,CS&CAD dated 23-11-2006.

ORDER

The Staff Strength of the Kerala State Civil Supplies Corporation (KSCSC) was fixed as per the GO read above. It has come to the notice of Govt. that the Staff Strength of the KSCSC automatically increases whenever the Govt. sanctions new outlets. There is no specific Govt. order permitting Corporation to automatically increase staff whenever new outlets are sanctioned. As regards deputation staff there is a tendency in the Civil Supplies Department to post officers and staff on deputation to the Corporation, even without formal post creation, probably because there be increased ratio promotion in the Department. This needs to be stopped immediately. As per economy orders in force, no post can be created in any Govt. department or Public sector Undertaking without Government approval.

2. The Chairman and Managing Director has reported that the total strength of direct recruitees in KSCSC is 1955 and of deputation staff is 1295 as on today. Government hereby order a complete freeze on the number of staff of direct recruitees and deputation staff in the Kerala State Civil Supplies Corporation Limited as on today at 1955 and 1295 respectively.

3. Govt. also order that any order issued in the past, fixing staff pattern for Maveli Stores, Super Market, Mobile Maveli , Maveli Medical Stores, Petrol Bunks, LPG Outlets, depots,

Stay . reminder

Sub Depots for increasing the staff strength including deputation staff will not con Government sanction whenever such outlets are sanctioned, even if it is with the approval Govt., separate orders specifically sanctioning the additional posts will have to be issued Govt., before such posts are filled up.

The number of deputation staff in KSCSC will also be frozen as at present. An emplo Civil supplies Department will be sent to KSCSC only in exchange for a person returning Department after deputation to KSCSC. The rank of the officer so sent on deputation from th Supplies Department to KSCSC will be the rank of the returning deputationist, when he w deputation in the first place. In other words, any promotion to the deputationist when he v the KSCSC will be ignored. Any increase in the number of deputation post or upgradatio deputation post will be done only with specific Govt. order indicating the details of the post.

(By Order of the Governor)

RAJAN KHOBRAGADE

Special Secretary to Government.

To

The Chairman & Managing Director, Kerala State Civil Supplies Corporation Limited, Kochi.
The Director of Civil Supplies, Thiruvananthapuram.
The Commissioner of Civil Supplies, Thiruvananthapuram.
The Accountant General (Audit) /(A&E), Thiruvananthapuram (This issues with the concurrence of Finance Department.)
The Finance Dept - UO Note No. 96708/Pu-B2/06/Fin, dated 15-1-2007).
Stock file/Office copy.

Forwarded/By Order

Annexure -I

Sl.No.	Category	Sanctioned strength			Present Strength	
		Deputation	Direct	Total	Deputation	Direct
1	C.M.D	1		1	1	
2	G.M	1		1		
3	V.O	1		1	1	
4	AGMs	1	5	6		1
5	Com.Secretary		1	1		
6	R.Ms	5		5	5	
7	Manager	1	5	6	1	1
8	L.O	1		1		
9	PRO	1		1	1	
10	AMs	78	12	90	73	9
11	PO		1	1	1	
12	AMO		3	3		3
13	JMs	94	24	118	87	13
14	Programmer		2	2		2
15	Sub Inspector	1		1	1	
16	Receptionist		1	1		1
17	DEO		15	15		15
18	Com.Operator		4	4		3
19	SA.I	405	10	415	403	0
20	SAII	395	20	415	305	19
21	JA	430	286	716	400	229
22	CA	11	5	16	8	5
23	Typist	19	16	35	8	13
24	Driver		96	96		87
25	Salesman		42	42		41
26	Assistant Salesman		2100	2100		1488
27	Security		13	13		12
28	Fulltime Sweeper		4	4		4
29	Part time sweeper		9	9		9
Total		1445	2674	4119	1295	1955

16

K.S.C.S.C., COCHIN-20
TAPAL
Rec'd No. 346
14 JAN 1997
MG. DIRECTOR GL. MANAGER.

00259 GOVERNMENT OF KERALA
Abstract

Food and Civil Supplies Department-Kerala State Civil Supplies Corporation-Fixation of staff strength of the Kerala State Civil Supplies Corporation-Orders issued.

FOOD & CIVIL SUPPLIES (C) DEPARTMENT

G.O.(Rt.)No.346/96/F&CSD. Dated,Thiruvananthapuram, 24-12-96.

Read:-1. G.O.(Rt.No.244/96/F&CSD.dated.12-8-96.
2. Lr.No.D1.11640/96.dated.17-10-96 from the Managing Director, Kerala State Civil Supplies Corporation.

O R D E R.

The staff strength of the Kerala State Civil Supplies Corporation was fixed provisionally as per Government Order read as 1st paper above. Detailed discussions were held with the representatives of the recoganised Associations/Unions of the Civil Supplies Department/Kerala State Civil Supplies Corporation.

The Managing Director, Kerala State Civil Supplies Corporation vide letter read as 2nd paper above has forwarded a proposal on the basis of the decisions taken in the discussion with the representatives of recoganised Associations/Unions. Government have examined the proposal in detail and are pleased to fix the staff strength of the Kerala State Civil Supplies Corporation as follows:-

Post.	Direct.	Deputation.	Total sanctioned strength.
(1)	(2)	(3)	(4)
Managing Director.	..	1	1
General Manager.	..	1	1
Additional General Manager.	5	1	6
Vigilance Officer.	..	1	1
Regional Managers-Including Manager(Administration).	..	6	6
Managers.	6	..	6
Assistant Managers.	9	82	91
Assistant Marketing Officers.	3	..	3
Junior Managers.	16	92	108
Programmers.	2	..	2
Console Operators-Cum-Data Entry Operators.	6	..	6

(.....2.

(1)	(2)	(3)	(4)
Receptionist.	1	..	1
Senior Assistant I.	10	363	373
Senior Assistant II	20	353	373
Junior Assistant.	75	299	374
Drivers.	87	..	87
Salesman.	42	...	42
Helpers.	1475	..	1475
Security.	13	..	13
Full-Time Sweepers.	3	..	3
Part-Time-Sweepers.	9	..	9
Confidential Assistant.	5	10	15
Typist.	16	19	35

(BY ORDER OF THE GOVERNOR)

MATHEW C. KUNNUMKAL,
SECRETARY TO GOVERNMENT.

To

The Director of Civil Supplies, Board of Revenue(C.S), Thiruvananthapuram.
The Managing Director, Kerala State Civil Supplies Corporation, Mavelil Bhavan, Kochi.
The Food & Civil Supplies (A) Department.
The Food & Civil Supplies (C1),C2) Department.
Stock File/Office Copy.

Forwarded/By Order

Section Officer.

8466/21

01 MAR 2021

GOVERNMENT OF KERALA

Abstract

Food & Civil Supplies Department – Kerala State Civil Supplies Corporation Common Service Recruitment Rules -2021-Sanctioned -Orders issued.-

FOOD & CIVIL SUPPLIES (C) DEPARTMENT

G.O.(P)No 3/ 2021 /F&CSD Dated, Thiruvananthapuram, 11.02.2021

Read:- 1. Kerala State Civil Supplies Service Rules 1974.
2. Helpers Service Rules 1978.
3. Recruitment & Promotion Rules 1997.
4. Managerial Service Rules 2009 .
5. Proposal No D.19-6727/2014 dated 25/02/2017 from the Chairman &Managing Director, Supplyco.
6. Government Order (P)No.13/2017/F&CSD dated 19/06/2017.

ORDER

The Kerala State Civil Supplies Corporation Ltd., known as SUPPLYCO is a Government Company incorporated under the Indian Companies Act, 1956. The service conditions including method of appointment, qualification, probation, Promotion and Disciplinary procedures of the employees of the Corporation are governed by separate Service Rules like Kerala State Civil Supplies Corporation Service Rules 1974, Kerala State Civil Supplies Corporation Helpers Service Rules 1978, Kerala State Civil Supplies Corporation Recruitment/Promotion Rules 1997, Kerala State Civil Supplies Corporation Managerial Service Rules 2009. The Chairman &Managing Director, Kerala State Civil Supplies Corporation as per letter read as 5th paper above furnished a draft proposal and requested Government to formulate Common Service Rules in Kerala State Civil Supplies Corporation.

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Government have examined the matter in detail and are pleased to issue the Kerala State Civil Supplies Corporation Common Service Recruitment Rules 2021 by amalgamating the existing rules and orders of the Corporation, that govern the service conditions of the employees of the Corporation as a whole.

(By Order of Governor)
P.Venugopal
Secretary

To:

The Chairman & Managing Director, Supplyco, Kochi.
The Dirctor of Civil Supplies, Thiruvananthapuram.
The Accountant General [A&E/ Audit] Kerala, Thiruvananthapuram.
Information and Public Relations (Web & New Media)Department.
Finance (PU- B) Department (B2/78/2017/Fin)
Planning And Economic Affairs (BPE) Department.
The Food & Civil Supplies (OS) Department.

Forwarded /By order

Section Officer

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CHAPTER - 1

GENERAL

1. SHORT TITLE, COMMENCEMENT AND APPLICATION-

(1) These Rules shall be called the Kerala State Civil Supplies Corporation Common Service Recruitment Rules, 2021.

(2) These Rules shall come into force on 11th February2021 in supersession of all the rules existing in this regard.

2. DEFINITIONS –

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

(a) '**appointing authority**' means the authority competent to make appointment to various categories as specified in the General Conditions of Service.

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

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

(d)'Approved candidates' means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category;

(e)'Approved probationer' means a member of service, class or category who has satisfactorily completed his probation and awaits appointment as a full member of such service, class or category;

(f)'Article' means an article in the Articles of Association of the Corporation;

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(g)'Basic Pay' means the minimum of a scale if any of pay plus the amount of increments, in that scale granted, to an employee at the time of appointment subsequently from time to time;

(h)'Board' means the Board of Directors of the Kerala State Civil Supplies Corporation constituted by the Government;

(i) 'Cadre' means the strength of a service or part of a service sanctioned as a separate unit;

(j) 'Chairman' means the Chairman of the Board of Directors of the Corporation;

(k) 'Compensatory Holiday' means holiday given to an employee in lieu of a Sunday or other holiday on which he is authorised to perform his duty;

(l) 'Competent Authority' in respect of any Officer, in so far as any power delegated under these Rules is concerned, means the authority to which such power has been delegated;

(m)'Corporation' means the Kerala State Civil Supplies Corporation Limited registered under the Indian Companies Act, 1956 or as may be amended/replaced from time to time;

(n) 'day' means a calendar day beginning and ending at midnight unless otherwise specified;

(o) 'Direct Recruitment' means recruitment through Kerala Public Service Commission;

(p) 'Disciplinary Authority' means the authority competent to inflict punishment on an employee of the Corporation as per the direction of the State Government and in accordance with KCS & CCA Rules applicable to State Government servants.

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

(r)'equivalent qualification' means any qualification having the same or equal value or acceptance approved by the Government or any of the Universities of Kerala;

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

(t) 'family' as per pension Rules.

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

(v) 'Good Service Entry' means a reward issued in favour of an employee in recognition of his commendable service rendered to the Corporation;

(w) 'Government' means the Government of Kerala;

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

(y) **'Head Quarters'** means any place within a radius of 8 (Eight) Km of the place of work of an employee;

(z) **'holiday'** means any day declared as holiday by the Corporation and or notified as such by the Managing Director;

(aa) **'honorarium'** – means a recurring or non-recurring payment granted to a person as remuneration for special work of an occasional or intermittent nature;

(ab) **'inter se seniority'** means seniority of persons in accordance with the ranks obtained by them in selection.

(ac) '**joining time** means the time allowed to an officer to join a new post or travel to or from a station to which he is posted;

(ad) **'Leave Salary'** means amount, if any, payable by the Corporation to an employee on leave for such period of leave;

(ae) '**Managing Director (M.D)**' means the Managing Director of the Corporation appointed by the Government under article 73 (1) of the Articles of Association of the Corporation and includes the Chairman and Managing Director appointed as such;

(af) **'Management Cadre'** means the various categories of Managers of the Corporation from the Junior Manager level to Additional General Manager as per the qualification stipulated in this Rules;

(ag)'**Medical Attendance**' means the professional advice and care during sickness or injury to an employee at an authorized medical institution and which

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includes such surgical treatment as is available at the authorized medical institutions as also bacteriological, pathological, X-ray and other clinical examinations;

(ah) '**medicine**' means all medical preparations but does not include primary foods, tonic, vitamins, dentures, toilet preparations or disinfectants;

(ai) '**month**' means a calendar month;

(aj) '**Notice Board**' means a board or boards exhibited at a prominent place within the precincts of the Head Office of the Corporation or Regional Offices, or Depots or Units under it with the object of exhibiting letters, circulars, notices like tender/quotation or other communications or papers for information of any employee of the Corporation or employees or the person/persons/firms concerned;

(ak) '**PAY**' means the amount drawn monthly by an Officer as substantive pay or officiating pay including personnel pay, special pay and any other emolument specially classified as pay.

(al) '**Performance Evaluation**' means the process of evaluation for promotion of the employees of the Corporation on the performance of an employee on the basis of the performance report of the employee by the Promotion Committee constituted by the Corporation or the Appointing Authority, as the case may be by means of interview or written test or whatever method as the Corporation may consider deem fit;

(am) '**Performance Report**' means the report on the performance, efficiency, dedication and integrity of the employee to the Corporation and on the basis of his work in terms of requirement of that job by the Assessing Officer annually or intermittently as and when the employee changes station, division, post, etc.;

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Note:

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

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

(ao) **'Permanent post'** means a post carrying a definite rate of pay sanctioned without limit of term/period;

(ap) **'Probationer'** means a person appointed against a vacancy otherwise than as a temporary incumbent and who undergoes probation during the specified period of his service and during such extended period, if any, of such probation, in the post to which he is appointed;

(aq) **'Promotion'** means appointment of an employee in any category or grade to a higher category or grade;

(ar) **'Promotion Committee'** means the committee constituted under rule 57 of this Rules for the assessment of officers in the Management cadre constituted for promotion;

(as) **'Public Service Commission (PSC)'** means the Kerala Public Service Commission;

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(at) **'Public conveyance'** means any mode of transport which plies regularly for transportation of passengers charging a fixed ticket charge and shall mean trains, buses, steamers and boats;

(au) **'qualification'** means the minimum qualification for each post as specified in the Annexure to this rules;

(av) **'relinquishment of right'** means the right of any employee to relinquish in writing any right or privilege which he may be entitled under these rules and subject to the condition that such rights, once relinquished shall not be restored without the specific sanction of the Appointing Authority;

(aw) **'Rules'** means "Kerala State Civil Supplies Corporation Common Service Rules, or as amended, modified, replaced from time to time;

(ax) **'Salary'** means the aggregate of basic pay, dearness allowance and other compensatory allowances and reliefs, if any, granted;

(ay) **'Scale of Pay'** means the pay scale which has been made applicable to the different categories of the employees or officers of the Corporation by the Government or the Corporation.

(az) **'Scheduled Caste/Scheduled Tribe and other Backward class'** in relation to appointment to the services of the Corporation means the communities specified as such under the Kerala State and Subordinate Service Rules, 1958 ;

(aaa) **'Selection Test'** means the test conducted by the Corporation or an authorized Government Agency as considered by the Board of Directors of the Corporation for the assessment of the eligibility of the candidate for appointment to a class, category or post in the Corporation;

(aab) **'Special conveyance'** means a motor car or motor cycle/scooter engaged or used by an employee during tour for which the entire cost of its use and propulsion is paid by the employee who performed the journey (i.e Taxi);

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(aac) 'Special Pay' means an amount granted as an addition to the pay of a post, in view of the arduous nature of work or special nature of the place of duty;

(aad) 'Subsistence allowance' means an allowance granted to an employee under suspension, pending disciplinary proceedings against him;

(aae) 'Superior/ Supervisory Officers' in relation to an employee means another Officer of the Corporation who by virtue of his official position exercises direct control/supervisory control over the employee;

(aaf) 'transfer' means change of station or Headquarters of an employee to take up duties of another station;

(aag) 'Traveling Allowance' means an allowance granted to an employee to cover expenses incurred by him for travelling in the interest of the Corporation;

(aah) 'Unit' means any Regional Offices, Depots, Sub Depots or other Establishments under the Corporation, other than the Head Office of the Corporation;

3. SEX & NUMBER.-

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

4. AUTHORITY TO INTERPRET AND IMPLEMENT THESE RULES.-

The Managing Director shall be the authority to interpret the Rules vests and who shall issue such administrative instructions as may be necessary to give effect to the provisions of these Rules and for the proper discharge of functions of the Head Office and Units under the Corporation.

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

Wherever these rules are insufficient to deal with any particular case or situation, the relevant rules in KS&SSR,1958 shall as amended from time to time apply.

6. APPEAL AGAINST INTERPRETATION OF THE RULES.-

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

7. DELEGATION OF POWERS.-

Without prejudice to the provisions of the Articles of Association-

(a) The Board of Directors may delegate to any Officer of the Corporation any of powers under these rules;

(b) The Managing Director may delegate to any Officer duly authorized by him in this behalf any of the powers conferred on him under these rules except Rules 4.

CHAPTER – II

8. POWER TO FIX CADRE STRENGTH OF EMPLOYEES.-

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

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9. CLASSIFICATION OF EMPLOYEES.-

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

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

(i) Senior Management level

(a)Additional General Manager

(b) Manager

(ii) Middle Management level

(c)Deputy Manager

(d)Assistant Manager

(iii) Junior Management level

(e) Junior Manager

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

(i) Administrative wing- All staff working in the Corporation in the administration side from the level of Junior Assistant and upwards.

(ii) IT wing - All staff working in the Corporation in the Management Information System from the level of Junior Manager/Programmer and upwards.

(iii) Accounts- All staff working in the accounts stream from the level of Junior Assistant and upwards.

(iv) General- All staff working in the Corporation in the trading stream from the level of Assistant Sales man and upwards.

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(v) **Medical wing**- All staff working in connection with the medical business of the Corporation

(c) **Supporting Staff** - All staff who come under the Category of

(i) Confidential Assistant

(ii) Typist

(iii) Driver

(iv) Canteen employees of the Corporation

(v) and those who do not come under clause (a) and (b) above.

Note

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

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

10. WORKING HOURS.-

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

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

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

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11. ATTENDANCE AND LATE COMING.-

(I) All employees shall be in the office or work place at the time fixed and notified under Rule 10 and shall register their attendance by punching their cards or in other manner as may be notified on Notice Board, web site or in any other mode.

(ii) Managing Director may frame specific rules with regard to attendance, grace time and late coming.

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

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

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

(vi) If an employee, after registering his attendance in the manner notified, is found unauthorized absent from his proper place or places of work during working hours in addition to the deduction from his pay and disciplinary action shall be taken as per rule.

(vii) For the duration of the absence, his absence will be treated as misconduct and action will be taken accordingly.

12. IDENTITY CARD/BADGE.-

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

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

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

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

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

13. SEARCH.-

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

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14. DRESS.-

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

15. SAFETY.-

All employees shall observe safety precautions and such instructions as may be issued from time to time by the Managing Director or competent authority in this regard. Any safety equipments, machineries, gadgets, provisions, stores, or consumables either for sale or for distribution, display or any material provided for other purposes of the Corporation shall be handled safely, cautiously giving utmost care for not being destroyed, damaged or affected the preservation badly, wholly, or partly of its quality, quantity or affect the sales or work adversely. The employee concerned or any other employee or employees who may witness shall at once report the accidents, destructions, damages of any scale to the Head of the Unit or in his absence to the next Higher Officer and any negligence or lapse in their regularity shall treated as misconduct and shall be liable for any loss sustain by the corporation and shall be recovered from the employee or employees concerned, with or without penalty.

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

16. STORES, STOCK AND STACK VERIFICATION.-

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

17. DUTIES AND OBLIGATION OF EMPLOYEES DURING WORKING HOURS.-

Every employee shall carry out the work or duty or responsibility for which he has been employed or any other task entrusted to him conscientiously and to the best of his ability and in accordance with any direction or general instruction given to him by the Managing Director directly or through a delegated authority. However, considering the best interest of the Corporation, the employee shall be bound to perform duty or activity or responsibility or task of another employee without waiting for the employee to attend the work.

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For the items specified below,

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

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

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

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

18. STRIKES.-

No employee shall participate in a strike unless notice has been issued to the Managing Director 15 days prior to the proposed date of strike. If ten or more employees acting in concert absent themselves without due Notice and without reasonable causes, deduction from their salary shall be made as provided in Sub sections (1) and (2) of Section 9 of the Payment of Wages Act, 1936. Even though an employee present in such place and if he refuses to work, he shall deemed to be absent.

The Managing Director however, shall also be competent to adopt the period of unauthorized absence of employees on account of participation of strike as "dies non", as laid down under Rule 14 A of Part I of the Kerala Service Rules. During the period of "dies non" the employee shall not be eligible for any pay and allowances and the same shall not be reckoned for Earned Leave. In the case of a

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probationer, the period of dies-non shall not counted for probation and may cause to extend the period of probation. In the case of a temporary employee in such cases his service may liable to be terminated forthwith.

19. APPOINTMENTS BY DEPUTATION.-

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

PART – I (b)

EXCLUSIVE SERVICE OBLIGATION, DUTIES AND RESPONSIBILITIES OF ASSISTANT SALES MAN

20. (i) Every employee recruited as Assistant Salesman shall undergo training for the period which may be decided and fixed by the Managing Director or the Competent Authority from time to time.

(ii) Managing Director shall formulate service obligation, duties and responsibilities of Assistant Salesman in accordance with the duties entrusted to them.

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PART- II

CONDUCT

21. EXCLUSIVE SERVICE OBLIGATION OF THE EMPLOYEE.-

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

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

22. SECRECY.-

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

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

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

2. Except with the prior permission of the Managing Director or immediate superior, no employee shall carry with him any paper, book, register, document, file or any other property belonging to the Corporation to any place outside the

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premises of the Corporation irrespective of whether such material is prepared by the employee or not.

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

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

(2) An employee shall not enter the premises of the Corporation under influence of any intoxicating drinks or drugs or consume such drinks or drugs during the course of his duty.

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

(4) An employee shall not smoke or chew betel within the premises of the Corporation.

24. EMPLOYEE TO PROMOTE INTERESTS OF THE CORPORATION.-

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

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

25. EMPLOYEE TO OBEY DIRECTIONS OF HIS SUPERIOR OFFICERS.-

(1) Every employee shall devote zealously to his duties and to obey the directions of his Superior Officer or Officers.

(2) For the maintenance of general system of good administration, service and for the furtherance of the Corporation, he shall show courtesy, integrity and diligence

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in the discharge of his duties and at the same time, he shall exercise firmness in dealing with those under his authority or subordinate level in any manner, checking any disposition to irregularity or idleness or non-observance of these rules.

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

26. PRIVATE TRADING OR BUSINESS.-

An employee shall not engage in any commercial business or pursued either on his own account, or as agent for others act as an agent for any Insurance Company or firm, be connected with the formation or management of a Joint Stock Company. Provided that nothing in this rule shall be deemed to prohibit an employee from making a bonafide investment of his own funds in such manner as he may wish.

27. OUTSIDE EMPLOYMENT AND PART-TIME WORK .-

(1) An employee shall not accept, solicit or seek any outside employment or office whether stipendiary or honorary without previous sanction of the Managing Director.

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

(3) An employee may undertake honorary work of a social or charitable nature of occasional work of literary, artistic or scientific character with prior sanction of CMD subject to the condition that his/her official duties should not thereby suffer, but he/she shall not undertake or shall discontinue such work if so directed by the Managing Director.

28. CONTRIBUTION TO PRESS AND ELECTRONIC MASS MEDIA.-

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An employee shall not publish in any print media or make public through any electronic Mass Media like Radio, Television, Social Network Media, etc to press nor broadcast any document, paper or information, which may come into his possession in his official capacity, without the prior permission of the Managing Director. However Managing Director shall be the authority to permit president/secretary of approved association to address media for a specific purpose.

29. ABSENCE FROM STATION.-

(1) An officer of the level of Senior Manager or above shall not leave his Headquarters without sanction from the Managing Director.

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

30. PROHIBITION OF PECUNIARY TRANSACTIONS.-

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

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

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the conviction, in the opinion of the appointing authority, is consequential to a serious offence or one which causes disrepute to the Corporation.

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

32. TAKING PART IN POLITICS AND ELECTIONS.-

(1) An employee shall not be a member of, or be otherwise associated with, any political party or any organization which takes part in politics or subscribe in aid of, or assist in any other manner, any political movement or activity without the permission of Managing Director

(2) An employee shall not take part or contest in an election to become a member of any legislative body or any local bodies like Panchayat, Municipal Council or Corporation, or recognized Trusts or Co-operative Societies without the permission of Government.

33. ACCEPTANCE OF GIFT, GRATUITY, TESTIMONIAL, ETC.- No employee under any circumstances shall accept any gift, gratuity, testimonials, rewards, donation or such other monetary benefits from any person connected in service or contract or trade with the Corporation.

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

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

36. POLYGAMOUS / POLYANDROUS MARRIAGES-

Provisions as per Kerala Government Servants Conduct Rules.

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PART - III

GENERAL CONDITIONS OF SERVICE

The Common Service Rules 2021 shall be applicable to the directly recruited employees of Supplyco in the sanctioned strength only. The salary and allowances shall be subject to the pay revision orders issued separately for the Corporation by the Government from time to time.

37. APPROVED CANDIDATES.-

(i) All appointments to the service of the Corporation in the entry cadre shall be made by the appointing authority on the advice of the Kerala Public Service Commission in respect of posts falling within the purview of the Commission and in all other cases by the appointing authority from a list of approved candidates prepared in the prescribed manner.

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

38. METHOD OF APPOINTMENT.-

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

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

(a) Direct recruitment through Kerala Public Service Commission or selection from among employees of the Corporation.

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

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

(d) Appointment under dying in harness scheme shall be decided by the Corporation with the prior sanction of Government.

39. ELIGIBILITY FOR APPOINTMENT.-

(i) No person shall be eligible for appointment by direct recruitment to any of the categories of the post (except the managerial posts) included in these Rules if he/she has not completed 18 years of age or **has not completed 36 years** of age as on the first January of the year in which application for appointments are invited. In the case of Managerial Posts the upper age limit shall be 45 years. Relaxation of age will be in accordance with the rules applicable to the recruitment through Kerala PSC and in no case the maximum age limit shall exceed 50 years for direct recruitment.

(ii) One must possess special and general qualification and performance result as prescribed in the Annexure to these rules and produce such satisfactory proof thereof as may be required by the appointing authority.

Provided that an employee who does not possess the qualification prescribed for the category to which he is appointed, and who is already in service as on the date of coming into force of these rules, shall be deemed to

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be on service of the Corporation in the category in which he serves and his services shall be continued as specified in the Annexure of these rules.

(iii) One must be of sound health, good habits and free from any bodily defect or infirmity rendering him unfit in the opinion of the appointing authority for proper discharge of the functions of the post to which appointment is proposed unless otherwise specified.

(iv) The appointing authority must be satisfied of character and antecedents of the candidates by such methods as shall be prescribed by the Board of Directors in this behalf in addition to the certificate prescribed under rule 43.

(v) Appointment by promotion/by transfer/on deputation will be further subject to the Rules and as prescribed in the Annexure of these rules.

(vi) For promotion/by transfer appointment by the Corporation against a vacancy to any category/post, the incumbent should posses all the required qualifications as specified in the Annexure of these rules, on the actual date of occurrence of vacancy and for by transfer recruitment by KPSC, the incumbent should posses all the required qualifications on or before last date of receipt of application for the post.

(vii) The whole time of a Corporation employee shall be at the disposal of the Corporation.

(viii) Creation new posts in each category, if any, should be done only with the prior permission from Government.

(ix) Ratio promotion should not exceed sanctioned strength in the pay revision order (G.O (MS)13/2017/F&CSD dated. 19.06.2017).

40. APPLICATION OF PRINCIPLES OF RESERVATION:

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The principles of reservation in appointments to the services of the Corporation will be the same as laid down in rules 14 to 17 of Part II of the Kerala State and Subordinate Services Rules 1958.

41. DATE OF BIRTH:

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

42. CERTIFICATE OF HEALTH:

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

(i) Special recruitment for differently abled persons through PSC, but PSC if otherwise instructed, the matter may be proceeded with accordingly.

(ii) Assistant Salesman appointed in a temporary vacancy of less than 12 months duration.

(iii) A retired employee re-employed immediately after retirement.

43. VERIFICATION OF CHARACTER AND ANTECEDENTS:

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

44. EVIDENCE OF QUALIFICATION:

Every candidate at the time of his appointment except in the case of promotion to the service of the Corporation, shall furnish certificate or evidence of educational and other qualifications prescribed in the Annexure of these Rules. The Managing Director shall verify the authentity of the certificates of employees appointed other than KPSC.

45. DISQUALIFICATION FOR APPOINTMENT:

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

46. SECURITY:

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

47. NATURE OF SERVICE:

Service under the Corporation shall be generally classified as

(i) Probationary (ii) Regular.

48. PROBATIONARY SERVICE:

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

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49. REGULAR SERVICE:

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

50. PROBATION:

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

If a person appointed on probation does not make satisfactory progress within the period of probation, his probation may be extended by an equal period or such shorter period as may be considered necessary to attain the expected standard. If he fails to attain the required standard even after the extended period, the corresponding Rules in KSRs shall be applicable in such cases. He is also liable to be discharged before expiry of the probation period ends if the appointing authority finds that he is not fit for duty. No probation is needed from the post of Senior Assistant II to Senior Assistant I since the nature of work is same.

51. TERMINATION OF PROBATION:

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

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However, before such discharge or reversion, the decision of the appointing authority is required.

52. DISCHARGE/REVERSION DURING THE PERIOD OF PROBATION:

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

53. DECLARATION OF PROBATION:

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

54. SALARY OF DISCHARGED/REVERTED EMPLOYEE:

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

55. COMMENCEMENT OF SERVICE:

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

56. CESSATION OF SERVICE:

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

57. PROMOTION:

Promotion shall be based on the service, seniority and suitability as given in **Annexure**. A member temporarily promoted under this rule shall not by reason

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only of such promotion, be regarded as a probationer in the category to which he has been promoted, or be entitled to any preferential claim to future promotion. An employee promoted to a category from a lower category, i.e. feeder category shall not lose right for promotion to another category for which such lower category is a feeder category and his services in higher category shall count for seniority/probation in the lower category.

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

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

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

PROMOTION BY SELECTION:

PROMOTION MONITORING COMMITTEE

There shall be a committee with General Manager as the Chairman with sufficient powers to monitor the eligibility for promotion and promotion which shall meet at

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least once in three months so as to ensure the timely promotion of the eligible staff and report the same to Government for placing in the Departmental Promotion Committee.

PROMOTION COMMITTEE:

Junior Manager to Deputy Manager:

Managing Director, General Manager, Additional General Manager(P&A), Additional General Manager (Finance).

(i) Marks for performance appraisal

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

Rating	Marks
Outstanding	26-30
Very good	21-25
Good	16-20
Fair	11-15
Poor	Not satisfactory

Performance of previous 4 years will be considered for the purpose and average worked out. In case of difference in assessment by Reporting Officer / Review Officer/ Accepting Officer, assessment of Accepting authority will be considered. The "Select List" shall be prepared from among the eligible officers on the basis of merit and ability, seniority being a consideration only when all the qualifications are equal. No candidates shall be promoted, if they possess performance appraisal rating as 'poor' and marks below 11.

(ii) Potential Appraisal Form

Name: Present Post

Promotion Post

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

(iii) Assessing Authority or Reviewing Authority

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

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

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

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

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

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

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

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

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

(xii) Rule 28 (7) of KS&SSR shall be applicable if more than one candidate secure the same marks in performance appraisal.

58. TEMPORARY PROMOTION:

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

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these Rules, the Appointing Authority may promote a person otherwise than in accordance with rules, temporarily.

Provided that before a person is promoted under this rule, persons who are admittedly senior to him in the category, in the class shall also be promoted, even if they are absent from duty, whether on leave, (other than leave without allowances for taking up other employment) or on foreign service or on deputation or for any valid reason (except due to suspension) and allowed to continue as such subject to the condition that persons so promoted shall be eligible for the higher time scale of pay with effect from the date on which the immediate junior assumes charge in the cadre.

59. SERVICE ON TEMPORARY PROMOTION COUNTING FOR PROBATION:

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

60. REGULARISATION:

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

61. RETENTION AND SUSPENSION OF LIEN :

(1) Two or more persons cannot be appointed substantively to the same permanent post at a time.

(2) One person cannot hold lien in more than one post at a time.

(a) An employee cannot be appointed on permanent basis to a post on which another person has lien.

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(b) An Officer ceases to hold lien previously acquired, when he acquires lien in a second post.

(3) Lien once acquired will remain:-

(a) While performing duty in that post.

(b) While on foreign service.

(c) While on leave.

(d) While holding a temporary or officiating post.

(e) During joining time unless the transfer is on an appointment.

(f) While under suspension.

(g) While undergoing training.

(4) The Corporation may suspend the lien-

(a) When a permanent employee is appointed on substantive basis to a post in another cadre,

(b) When an employee having lien is appointed on substantive basis to a higher post in the regular line of promotion,

(c) When an employee having lien is appointed permanently to a post where another person has suspended lien.

62. SENIORITY OF DIRECT RECRUITS:

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

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

(3) If two or more persons are included in the same appointment order, the relative seniority shall be fixed according to-

(i) The order of advice of the Public Service Commission in the case of PSC candidates.

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

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

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

Seniority of a person appointed to a post by promotion will be determined by the date of order of Promotion provided, he joins the higher post to which he is promoted within the admissible joining time. Otherwise his seniority will be reckoned with effect from the date of joining duty only.

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

64. INTER SE SENIORITY:

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

65. TERMINATION OF SERVICE OTHERWISE THAN AS A DISCIPLINARY MEASURE.-

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(1) The services of an employee who is on probation may be terminated after giving One month's Notice or payment of One month pay in lieu there of.

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

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

66. DISCHARGE FROM SERVICE ON MEDICAL GROUND:

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

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

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

67. TRAINING:

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

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

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

68. OBLIGATORY TEST:

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

69. RELAXATION OF TIME FOR PASSING TESTS:

When a test is newly prescribed or introduced, an employee will be allowed a maximum of two years time or three chances whichever is beneficial to pass the test and during the period of

such relaxation, he may be granted temporary promotions subject to reversion if he fails to acquire the test qualification within the period of relaxation.

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

70. RESIDENTIAL ADDRESS AND PRODUCTION OF PERSONAL PARTICULARS:

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

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

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

71. OFFICIATING APPOINTMENTS/CHARGE ARRANGEMENTS:

(1) The Managing Director may, by written order require an employee to officiate in a higher post and during such period of officiating, the employee will continue in the lower of the scales of pay of the post concerned. During the period of such officiation, charge allowance at the rate admissible to State Government Employees from time to time will be paid. Such arrangements will be terminated as early as practicable and an employee will not be entitled to any right or performance for promotion to a post by reason of his having officiated in the post previously.

(2) A unit head shall also be authorised to make such charge arrangements in writing to his subordinate level for the smooth functioning of his unit for a brief period with the prior approval of his immediate superior officer concerned.

72. MAINTENANCE OF SERVICE RECORD AND PERSONAL FILE:

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

73. TRANSFERS AND POSTING:

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Managing Director may at any time, for administrative reasons or such other reasons other than general transfer if any, transfer an employee holding a post under the Corporation and thereupon the employee shall join the post to which he is transferred. Provided further that internal rearrangements of work and transfer of personnel within a unit may be effected by the Officer in overall charge of the Unit.

PART - IV

JOINING TIME

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

(a) to join a new post at a new station to which he is appointed while on duty in another post at another station.

(b) to join a new post on transfer or promotion:-

(i) on return from earned leave; if a transfer has been effected from his old post during the period of leave.

(ii) when he has not had sufficient notice of his/her appointment to the new post, on return from leave other than that specified in sub-clause above.

75. TRANSFER NOT INVOLVING CHANGE OF STATION:

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

76. TRANSFER INVOLVING CHANGE OF STATION:

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

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

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

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

77. JOINING TIME TO EMPLOYEES ON LEAVE:

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

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

78. JOINING TIME TO EMPLOYEES ON REQUEST TRANSFER:

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

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79. REGULATION OF JOINING TIME:

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

80. OVERSTAYAL OF JOINING TIME

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

81. EXTENSION OF JOINING TIME:

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

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

82. MODE OF GRANTING *JOINING* TIME –

(1)	**During transfer the joining time is admissible**	
(i)	When there is no change of office or building -	No joining time
(ii)	If the distance from the old station is less than 20 KMs : - (Note If an employee is *relieved from the old station in the*	One

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	AN of Saturday, the next day ie Sunday will be counted as a day for this purpose)	
(iii)	If the distance exceeds 20 kms or more or transfer exceeds 20 kms or more transfer shall be held to involve a change of station, only when the distance between two places is 20 KMs or more as per Rule.	
(2)	In the case of transfer, Sundays are excluded for the calculation of joining time.	
(3)	When holidays follow the joining time, the normal joining time may be deemed to have been extended to cover such holidays.	
(4)	When transferred while on transit, a second preparation time will not be allowed.	
(5)	If transfer is subsequently cancelled, while the employee is in transit the period between the date of relief and rejoining duty shall be treated as joining time, provided the period does not exceed the normally admissible joining time.	
(6)	When transferred while on Earned Leave, the employee has to join duty at the new place, only after the expiry of leave and admissible joining time. If he joins duty at the new station, before the expiry of leave, the unavailed portion of Earned Leave will be reduced by the admissible amount of joining time.	

PART- V

RESIGNATION, SUPERANNUATION AND VOLUNTARY RETIREMENT

83. RESIGNATION:

(i) Subject to the terms and conditions in the order of appointment no employee shall leave or discontinue service under the Corporation without submitting 30 days prior notice of Resignation in writing.

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(ii) The Appointing Authority, may at its discretion allow an employee to be relieved or be discontinued from service after giving a shorter notice than prescribed, provided he pays a sum equivalent to his pay and allowances for the period of deficiency in the period of Notice.

(iii) Resignation from service shall be accepted only after settling all the liabilities outstanding against the employee.

(iv) Resignation will entitled forfeiture of any claim related to the service rendered by him under the Corporation subject to any consideration by the appointing authority.

(v) A resignation will become effective only after its acceptance by the Appointing Authority.

84. SUPERANNUATION:

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

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

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

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

85. VOLUNTARY RETIREMENT:

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

86. SERVICE CERTIFICATE:

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

CHAPTER – III

PAY, ALLOWANCES AND MEDICAL REIMBURSEMENT

87. PAY AND SCALE OF PAY:

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

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(i) At the time of his first joining duty.

(ii) When promoted or appointed to a higher post.

(iii) When scale of pay is revised.

(iv) When the post of an employee is upgraded.

(v) When transferred/reverted or down graded as a penalty, to a post carrying lower or equivalent scale of pay.

(vi) At the time of time-bound grade promotions.

88. REVISION OF SCALES OF PAY OR PAY:

The existing scale of pay or pay and allowances of the employees of the Corporation will be revised from time to time, in accordance with revision of pay scales of State Government Employees, with prior permission of Government. After issuance of pay revision orders of State Government Employees from time to time, the Corporation shall prepare and forward the pay revision proposal with the approval of Board of Directors to Government, and pay revision can be implemented only after issuance of pay revision orders in respect of Supplyco, by Government.

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

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

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

Fixation of pay on promotion, or appointment to higher post shall be done as per rules 28, 28A and 37(a) of Part -I of Kerala Service Rules, as amended and clarified from time to time by Government.

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91. GENERAL APPLICATION OF FIXATION:

If promoted to more than one post on the same date, or given promotion direct to the higher post without officiating in the intermediary post, pay in the higher post will be fixed after giving notional fixation under Rule 28 A of Part 1 of KSRs, in the intermediary post; but no refixation is allowed.

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

When the scale of the post is changed, the pay of the employee shall be fixed at the minimum of the revised scale of pay, if he was drawing basic pay lower than the minimum of the revised scale of pay. If the pay in the previous scale is higher than the minimum of the scale of pay, then the pay will be fixed as per Rule 30 of Part-I of Kerala Service Rules (no refixation of pay).

93. WHEN PAY ACCRUES AND CEASES:

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

94. PAY WHEN BECOMES PAYABLE:

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

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

95. PAYMENT ON DISCONTINUANCE AND DUAL PAYMENT:

Pay and allowances shall not be payable for a part of a month to an employee who leaves or discontinues his service in the Corporation without due notice as laid down in these rules during a month, unless such notice has been waived by the

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Managing Director. The pay and allowances of an employee leaving the Corporation during the course of a month may however, be disbursed on the day on which he relinquished charge of his post or any other succeeding day provided however, that there are no liabilities against him.

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

96. INCREMENTS:

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

(2) In computing the qualifying period for sanctioning increment, period of suspension not treated as duty, unauthorised absence, period of overstayal of joining time, leave without allowance other than taken in continuation of Maternity Leave not exceeding a period of 60 days, shall not be reckoned as due date of increment shall be correspondingly postponed.

(3) The monetary benefit of an increment falling due during a period of leave will accrue only on rejoining duty.

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

(5) An employee whose services are probationary or regular, if reverted from a post for want of vacancy, when re-appointed to the same cadre on

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probationary or regular basis will count his past service if in identical time scale, for purposes of increments.

(6) A probationer whose period of probation is two years shall be entitled for the first increment in the time scale of the probation post on completion of the eligible period for an increment. Second increment shall be drawn only with effect from the date on which he declared to have completed his probation.

(7) Employees whose probation period is one year, the first increment in the scale of pay shall be drawn with effect from the date on which he declared to have completed his probation.

(8) Increments other than one for which declaration of probation is a pre-condition, shall be drawn as a matter of course unless the employee's increment is withheld as a punishment.

(9) When an efficiency bar is prescribed in a time scale of pay, the increment next above the bar shall not be given without specific sanction of the competent authority.

(10) <u>QUALIFYING SERVICES SHALL BE RECKONED FOR THE INCREMENT IN THE FOLLOWING CASES :</u>

(i) All duty periods in a post at the same stage of pay of an increment.

(ii) Services in another post with the same pay on the same/identical time scale.

(iii) Period of deputation.

(iv) Period of leave including LWA on Medical Certificate and LWA upto 60 days without Medical Certificate in continuation of maternity leave.

(v) Period of in-service training

(vi) Period of joining time.

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(vii) Period of suspension treated as duty.

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

(11) THE FOLLOWING PERIODS SHALL NOT BE COUNTED FOR INCREMENT:

(i) Provisional service which does not satisfy the Government Decision No.2 below Rule 33 Part-I, KSRs.

(ii) Period of suspension not treated as duty, or that treated as LWA.

(iii) LWA without Medical Certificate; also beyond 60 days in continuation of maternity leave.

(iv) Previous service if re-employed after resignation, periods of removal or dismissal which is not subsequently treated as duty and period of permanent withholding of increment.

(v) Service in a lower post.

(vi) Officiating service in a higher post, if not certified 'would have continued in the lower post, but for promotion'/ 'would have continued in the post but for deputation'.

(vii) Period of training, if pay of the officiating post is not drawn during the training.

97. STAGNATION INCREMENT:

This is the increment granted to an Officer who reaches the maximum of his scale of pay. The number of such increments will be sanctioned in the pay revision orders from time to time and sanctioning of stagnation increments will be subject to the conditions in the pay revision orders of Supplyco, from time to time.

98. OTHER PROCEDURES RELATING TO INCREMENT:

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

(ii) Even if there is a part of the aforesaid leave (not counting for increment) in a month, the increment due will be granted from the first date of that month.

(iii) No formal sanction for the grant of regular increment is necessary.

(iv) In the case of the first appointment, the first increment will be drawn before completing 12 months, if the date of joining duty is other than the first day of the month.

(v) Increase in pay consequent on the accrual of increment during leave is to be paid during the leave period itself, except in the case of LWA.

(vi) The order of postponement of increment has only prospective effect, i.e, it will affect only the increment due after the order is issued.

(vii) The order of postponement of increment is applicable only in the scale of pay of the employee was holding at the time, and not in a lower or higher scale.

99. REDUCTION OF PAY OF AN EMPLOYEE:

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

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

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

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101. SPECIAL PAY :

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

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

102. CHARGE ALLOWANCE:

When an employee is required by order of the Managing Director or a competent authority to perform the duties of a higher post in addition to his own, the employee is eligible for charge allowance as per the norms.

Provided further that no charge allowance will be payable in cases where an employee is required to perform duties of another post on equivalent or lower scale of pay in relation to the post held by him.

103. CLASSIFICATION OF POSTS FOR CHARGE ARRANGEMENTS:

(a) Posts not in the same office, establishment or line of promotion or cadre, where duties and responsibilities are clearly independent are eligible for charge allowance.

(b) Post in the same office, establishment or line of promotion or cadre:-

(1) When the additional post is subordinate to the regular post. No charge allowance.

(2) When the additional post is of equivalent and the same rank as that of regular post. No charge allowance.

(3) Additional charge arrangements in respect of posts in the same office and of the same rank of the duties of the additional post are the same as those in original post - No charge allowance.

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(4) If the additional charge arrangements are in the same office and the responsibilities attached to the posts are indivisible – Charge allowance is admissible.

(5) When the additional post is superior to the regular post and carries a higher scale – Charge allowance is admissible.

104. GOOD SERVICE ENTRY AND INCENTIVE AWARDS:

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

105. PAY DURING JOINING TIME:

1. When an employee is transferred from one post to another, he shall during permissible period of joining time, be eligible for pay and allowances of the old or new post whichever is less.

2. An employee on earned leave transferred to a new post will be granted joining time pay at rates admissible for earned leave, during joining time.

3. An employee who did not have sufficient notice of a new appointment to another station while on leave other than earned leave will be eligible for pay and allowances under sub-clause 1

106. ALLOWANCES:

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

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107. REIMBURSEMENT OF MEDICAL EXPENSES:

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

(i) Reimbursement of medical expenditure under these rules can be claimed under any one approved system of medicine, but no one shall be entitled to reimbursement under more than one system simultaneously for the same period.

(ii) The medical expenditure incurred by an employee may be reimbursed by the Managing Director or an Officer to whom the powers are delegated by the Managing Director, based on a certificate from the head of the Office/Unit/Division in which the employee is working to the effect that the charges claimed are reasonable and genuine having regard to the circumstances of the case.

(iii) The claims for reimbursement of cost of medicines and medical expenditure shall be made in the approved prescribed format and shall be accompanied by bills and vouchers countersigned by the authorised medical officer concerned.

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

(iv) Claiming of reimbursement for the medical treatment other than Government Hospitals, the bills and vouchers of such claim should accompany a statement showing or stating the reason of non-availability of such treatment in Government Hospital by the authorised Medical Officer.

(v) The claim for reimbursement shall be preferred within one month from the last date of treatment. If the treatment is for continuous period exceeding

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one month, the claim for reimbursement for each month shall be preferred at the close of the month except in the case of hospitalisation.

(vi) All the reimbursement claim for the purchase of medicines are subject to the provisions contained in the existing Kerala Medical Services Reimbursement regulations issued by the Government from time to time.

(vii) The amount/claim for reimbursement up to Rs. 50,000/- (Rupees Fifty Thousand only) can be preferred with the recommendation of the District Medical Officer or the District Level Medical Officer of the particular system concerned, over and above Director of Health Services or the Director of the concerned system of treatment will be the authorised authority for recommendation.

(viii) The Board of Directors may sanction interest free recoverable loan amount not exceeding Rs.2,00,000/- (Rupees Two Lakh only) to an employee or the actual amount of such treatment to be incurred by the employee, in cases of medical treatment involving hospitalisation for diseases such as Cancer, Cardiac ailments, injuries in accidents or similar other fatal or serious treatments, but the treatment which is not available/timely available in Government Hospital but available in other Private Sector Medical Institutions can be provided; but such payment shall be subject to the production of estimation/actual bills and vouchers accompanied along with the referral recommendation of the authorised Medical Officer of Government Hospital concerned and the payment shall be direct payment to such medical institutions.

(ix) However the Board of Directors may introduce general/individual/special health insurance policy to the employees on participation basis or else deem suitable scheme or any other scheme for reimbursement of medical claims as deemed appropriate.

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(x) Notwithstanding anything contained in this rule the Board of Directors shall have the power to deal with the case of any person or persons of the Corporation deem fit and justifiable.

(xi) The existing practices regarding reimbursement of medical expenses for the employees of the Corporation other than or as the case may be, the provisions under Rule 3.17 of KGSMA rule will also follow until otherwise amended or incorporated additions or deletions ordered thereto the rule.

CHAPTER – IV

LEAVE

108. GENERAL CONDITION:

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

109. PREFIXING AND SUFFIXING OF HOLIDAYS:

(a) Holidays may be prefixed or suffixed to leave of any kind, but holidays coming in between days of leave other than casual leave shall be treated only as leave.

(b) When an employee is certified unfit to attend the office, holiday(s), if any preceding the day he is so certified shall be allowed automatically to be

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prefixed to leave and the holiday(s), if any immediately succeeding the day he is so certified (including that day) shall be treated as leave.

(c) When an employee is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave and holiday(s) if any, preceding he is so certified shall be treated as part of leave.

110. EMPLOYMENT DURING LEAVE PERIOD:

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

111. COMBINATION OF DIFFERENT KINDS OF LEAVE:

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

112. LEAVE BEYOND DATE OF RETIREMENT:

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

113. COMMENCEMENT AND TERMINATION OF LEAVE:

Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed.

114. RETURN BEFORE THE EXPIRY OF LEAVE:

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

115. STATION ON RETURN FROM LEAVE:

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

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116. APPLICATION FOR LEAVE:

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

117. KINDS OF LEAVE:

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

1. Casual Leave
2. Special Casual Leave.
3. Earned Leave.
4. Leave without allowances.
5. Maternity leave/Paternity leave/Adoption leave.
6. Half Pay leave.
7. Special disability leave.
8. Commuted Leave.

118. CASUAL LEAVE:

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

A Register of Casual leave shall be maintained in every unit/office of the Corporation. An appropriate form of register of Casual Leave may be prescribed.

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119.SPECIAL CASUAL LEAVE:

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

(i) for actual days of administration of vaccine when an employee has to undergo anti-rabies treatment on medical certificate.

(ii) Maximum 30 days leave in a calendar year to those employees who require kidney transplantation treatment on Medical Certificate.

(iii) Employees who undergo chemotherapy or radiation for treatment of Cancer are eligible for Special Casual Leave for a period of 60 days at the maximum subject to the following conditions:-

(a) The leave may be allowed to be combined with Earned Leave, Half Pay Leave, commuted leave, leave not due, leave without allowances and casual leave.

(b) The period of special casual leave shall be inclusive of intervening public/declared holidays.

(c) The leave may be availed of on more than one occasion in a calendar year, if needed, but altogether it must not exceed 60 days in a calendar year.

(iv) Maximum of 10 days leave in a calendar year for all physically handicapped employees eligible to claim conveyance allowance for the treatment of illness in connection with their physical handicap on production of Medical Certificate to the effect from the authorised Medical Officer attending on them.

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(a) The leave may be allowed to be combined with Earned Leave, Half Pay Leave, commuted leave, leave not due, leave without allowances and casual leave.

(b) The period of special casual leave shall be inclusive of intervening public/declared holidays.

(c) The leave may be availed of on more than one occasion in a calendar year, if needed, but altogether it must not exceed 60 days in a calendar year.

(iv) Maximum of 10 days leave in a calendar year for all physically handicapped employees eligible to claim conveyance allowance for the treatment of illness in connection with their physical handicap on production of Medical Certificate to the effect from the authorised Medical Officer attending on them.

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

Note:-

(i) Subject to the limits laid down above, only the minimum number of special casual leave actually required to cover the total period of absence necessary shall be granted and any period in excess than the limit shall be regularised by granting leave due and admissible to the employee.

(ii) Special casual leave taken in any circumstance may be allowed to be combined with Earned Leave, Half Pay Leave and Commuted Leave. Special Casual Leave shall not be entered in the leave account of the employee or considered discontinuance of duty and shall not be granted in combination with ordinary casual leave.

(iii) An employee will be eligible for wages/salary during a period of special casual leave.

120. EARNED LEAVE:

1. The Earned Leave admissible to an officer in permanent employee is one-eleventh of the period spent on duty.
2. An individual shall cease to earn leave when earned leave accumulated amounts to 300 days.
3. The employee may surrender earned leave up to a maximum of 30 days in a financial year.
4. An employee on earned leave is entitled to leave salary equal to the pay and allowances on the day before the leave commences.
5. No Compensatory Allowance like HRA & CCA will be admissible on expiry of 180 days of Earned Leave.

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121.HALF PAY LEAVE:

A permanent employee shall also be entitled, to avail half pay leave not exceeding 20 days in respect of each completed year of service. An employee on half pay leave is eligible for leave salary equal to half of the duty pay ie, half of the pay admissible had he been on duty during the period and the dearness allowance admissible to half of the pay.

a) An employee may commute the half pay leave subject to a maximum of 240 days during the entire service. Twice the amount of Half Pay Leave will be debited for each commuted leave. All permanent employees and those who have completed three years of continuous service are eligible for this leave.

b) The total amount of earned leave and commuted leave taken together shall not exceed 240 days at a time.

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

(ii) This leave can be extended to another one month subject to the approval of the Board of Directors.

122. MATERNITY LEAVE:

1. Maternity Leave is granted to a female member of the Corporation on full pay i.e. equal to the pay and allowance had she been on duty, for a period of 180 days from the date of its commencement. Maternity Leave may be combined with regular leave such as Earned Leave, Half Pay Leave, Leave without Allowance. However no Medical Certificate shall be necessary for grant of any leave for a period not exceeding 60 days in continuation of Maternity Leave. For further continuance, leave may be granted to a female officer on producing a medical certificate to the effect that new born baby

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requires personal attention of the mother and her presence by the side of the baby is absolutely necessary.

2. Paternity Leave for 10 days each up to first two children will be granted to a male member of the Corporation before or within three months after the delivery of his wife, the request for it is supported by a Medical Certificate issued by the Medical Officer attending on the wife in proof of the date of delivery.

3. Leave may be granted to an employee in cases of miscarriage including abortion subject to the condition that the leave does not exceed six weeks and the application for the leave is supported by a certificate from the Medical Officer.

4. Leave not exceeding for a period of 30 days may be granted on medical certificate to an employee for undergoing hysterectomy

5. Child adoption leave for a period of 180 days to a female employee who is an adoptive mother having two surviving children including the adopted child, from the date of legal adoption of child up to one year of age with full pay and allowances similar to that of maternity leave.

123.LEAVE WITHOUT ALLOWANCE/EXTRA ORDINARY LEAVE:

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

(i) for regularizing the period of suspension.

(ii) for treatment of TB, Cancer or mental disease.

(iii) for obtaining superior qualification which is deemed useful to the employee as a member of service or will improve his prospects in the service of which he is a member for taking up other employment or for joining with spouse.

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

124. DISABILITY LEAVE:

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

The maximum period is 119 days for each disability. This can be combined with other kinds of leave.

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

125 LEAVE APPLICABLE TO PART TIME CONTINGENT EMPLOYEES:

Earned Leave is earned 1/22 of duty subject to a maximum of 15 days in an year. Earned Leave to be granted in a year shall not exceed 15 days. Maximum Earned Leave at credit shall not be in excess of 120 days. Surrender of Earned Leave will be up to 15 days in a financial year. Terminal surrender of Earned Leave up to 120 days is allowed. Leave without allowances for a maximum period of 120 days in a calendar year may be granted on sufficient grounds. Maternity Leave for 3 months and leave for miscarriage or abortion for six weeks, are also admissible.

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

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CHAPTER – V

TRAVELLING ALLOWANCE RULES

126. TRAVELLING ALLOWANCE

Traveling Allowance is an allowance granted to an Officer to cover the expenses incurred by him in the interest of the Corporation. It includes allowances granted for the maintenance of conveyance. This does not mean that the employee is entitled to draw the full cost of journey. T.A. shall not become a source of profit to the recipient. It is classified as a compensatory allowance. The Chairman and Managing Director or the authority delegated by him is the competent authority to sanction tour and Travelling Allowances.

127. Categorization of officers for the purpose of TA/DA

Category	Officers	Class of Travel
A+	CMD /GM	I AC
A	Senior Management Officers	II AC
B	Middle and Junior Management Officers	II AC or III AC
C	SAI,SAII, JA etc	II Class
D	Driver, ASM etc	II Class

Officers who travel below 200kms in higher classes (ie.CC, I class, 3AC, 2AC, I AC) should produce original tickets along with the TA claim.

128. INCIDENTAL EXPENSE:

Officers who perform travel by Road / Rail are eligible for incidental expenses in addition to the actual fare. Incidental Expenses are sanctioned to meet petty expenses while the officer is on tour. The Incidental Expenses can be claimed as follows.

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Category	Rates – Rs./Km
A+ / A	0.60
B	0.50
C	0.45
D	0.40

Or half DA whichever is higher, subject to maximum one DA per day.

129. INCIDENTAL EXPENSE FOR AIR JOURNEY:

Category	Rates – Rs./Km
A+	Limited to 1 DA for each journey provided the travel is in economy class.
A	do

130. MILEAGE ALLOWANCE:

Mileage allowance rates inclusive of incidental expenses are applicable for Road journeys irrespective of the fact whether the places are connected by rail or not. Recently, with the hike in diesel price, road fare has enhanced considerably. To compensate this hike, the mileage allowance is set as follows:

Category	Rates – Rs./Km
A +/ A / B	2.00
C	1.50
D	1.50

Travelling by road includes travelling by back water,river or canal in a steam launch or in any vessel.

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131. DAILY ALLOWANCE ON TOUR AND TRANSFER:

It is a fixed allowance for each day which is intended to cover the ordinary daily charge incurred by an officer while on tour or transfer, subject to the condition that the tour is for official purpose. The DA will be permitted for the shortest period of stay outside Headquarters by choosing the shortest possible time and route for completing the specific work to ensure that the employee is available in the office. Maximum possible time employees is therefore expected to travel in night trains for journeys exceeding distance 250 kms and early morning conveyance for journey of distance involving below 250 Kms. Considering the present hike in the cost of food items and other things, the rates of DA is set as follows.

Grade	Inside State	Outside State
A+	400	550
A	320	450
B	300	450
C	250	350
D	200	300

Duration of tour halt will be calculated from the time of arrival at destination station and departure from there. DA for halt will be paid only if the place is at a distance of more than 8 Km. from headquarters.

132. ROOM RENT:

Since the concession rate room rent in Government Guest House, Rest House etc is not admissible to the employees of Supplyco, competent authority of the institution may if necessary allow a marginal increase of upto 15% over and above the admissible rate of daily allowance only.

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The rates of reimbursement of room rent admissible to officers for stay outside the State subject to the production of voucher are given below.

Grade	New Delhi, Mumbai, Kolkata, Chennai (Rs)	Other cities/ towns outside state (Rs)
A+	2000	1500
A	2000	1500
B	1600	1000
C	1250	1000
D	1000	750

Or the actual rent paid whichever lower.

133. TRANSFER TA – ELIGIBLE FOR CARRYING PERSONAL EFFECTS:

Officers transferred from other offices are eligible to carry personal effects by train or by other means of transportation. The eligible weights that can be carried to each category is fixed as follows.

Category	Rates – Rs
A+	As per rules for IAS/IPS officers
A/B/C/D	As per state Govt.Rules

Rate of transportation will be paid as fixed by the Government time to time.

134. OFFICERS USING OWN CONVEYANCE:

Officers of Category – A are allowed to use own cars for official tours within the State and allowed TA @Rs.2.00 per Km. Prior permission before proceeding for such tour should be obtained from the authority approving the tour program.

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135. AIR JOURNEY:

All officers eligible for air journey can travel by Air in exigencies but only with the permission of the MD. The rules and regulations issued by the Governments from time to time in respect of air journey should be scrupulously followed.

136. TAXI FARE FOR CATEGORY A & B OFFICERS :

Officers travelling outside the headquarters will be allowed to hire taxis at the visiting centre from residence to Airport/Railway station/Bus stand and back limiting the expense to a maximum of Rs.300/- per day. The reimbursement will be as per the bill or voucher produced.

137. AUTO RICKSHAW FARE ON JOURNEY ON TOUR:

Auto rickshaw fare is admissible to officers for official journeys from residence/office to Airport/Railway station/Bus stand and back subject to a maximum of Rs. 250/day.

138. PERMANENT TRAVELLING ALLOWANCE FOR JUNIOR MANAGER(M&I):

PTA of JM (M&I) will be Rs.500/- PM. The Junior Mangers (M&I) will furnish monthly tour diary to the depot Managers who will in turn forward the same to the Regional Manager concerned. The Regional Manager will review the tour diaries furnished by the Junior Managers and ensure that they have covered the target of inspection and forward a review report to head office.

139. TA/DA FOR RETIRED OFFICERS:

Officers retired from service of the Corporation are eligible for TA/DA for the journeys conducted in connection with Court cases and other matters of the corporation where they are required to give evidence in the matters they were dealing with while in service at the rate applicable for their position at the time of retirement.

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140. CEILING FOR DRAWING TA:

The ceiling limit prescribed by Governments from time to time will be applicable to the employees of Supplyco. A marginal enhancement not exceeding 15% of monthly ceiling limit will be granted for the employees of Supplyco in case of necessity subject to the condition that quarterly ceiling should not be exceeded.

The officers approving the TA claims should ensure the genuineness and necessity of the tour. Duration of halts shall also be verified and convinced and claiming DA for unnecessary halts will be viewed seriously.

Transfer TA will be paid as per Govt. rules.

Any relaxation in TA ceiling for individual cases will be done only by the approval of Government.

141. GENERAL:

1) Tour programme should be approved by Higher Authority in advance. Approved tour programme with the supporting documents should be produced along with claim.
2) For journeys undertaken by an employee for which no provision is made as per the above guidelines, they shall draw travelling and daily allowance on such scales as may be fixed by the Board having regard to the cost and modes of transport obtaining in the areas in which the journey is undertaken and the basis on which reimbursement of travelling expenses is allowed by the State Government to its employees in similar circumstances.
3) An employee who is required to travel on the Corporation's business may be paid an advance to meet his travelling and halting expenses which will be adjusted when bills are passed for payment. Such advance will however be restricted to the amount admissible to him as per existing guidelines.
4) Employee shall ensure that the claims are lodged immediately on return to Headquarters. Excess unutilized advance shall be refunded forthwith on return.

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The TA advances will be settled only in the TA bills for the months for which it was drawn.

5) The rules in KSR part II will be applicable for the payment of TA to any other official journey which is not specifically mentioned in this TA Rules

CHAPTER - VI

MISCONDUCT AND DISCIPLINARY PROCEEDINGS

142. MISCONDUCT:

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

(1) Refusal to perform duties and responsibilities assigned to him which a person in his position could reasonably be expected to perform.

(2) Negligence or neglect to work.

(3) Refusal, expressed or implied – (i) to do the allotted work (ii) or to act according to orders of his superior in regard to his duty.

(4) Refusal to perform in a different job or in a different place as may be required by a superior or refusal to additional work entrusted to him, which could be reasonably expected to be done by him.

(5) Refusal to work extra time or on Sundays and holidays when directed to do so by his superior.

(6) Insubordination or disobedience whether alone or in combination with another or others.

(7) Talking or behaving in a disrespectful manner to a superior, or challenging the authority of a superior, or shouting at a superior.

(8) Exhibiting bad temper, using abusive language, or talking in a discourteous manner to another employee or any person with whom the Corporation or its Units has official dealings.

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(9) Upsetting peace and decorum of Office or its Units or work place or its public distribution premises or the Society as a whole.

(10) Engaging in idle talk or conversation in work place and failing to respect the right of others to work in peace.

(11) Intimidating, assaulting or threatening any person with whom the Corporation or any of its Units or have any official dealing within the premises of the Corporation, Office or its Units.

(12) Riotous, defamatory actions, encouraging terrorism or working for terrorism, intolerance behaviour to disrupt communal harmony, improper behaviour, use of abusive language threatening or intimidating other employees or assault or threat of assault either provoked or otherwise or the commission of any act subversive of any good and proper behavior during duty hours or out of duty hours within the premises of the Corporation, its office or its units or outside such places.

(13) Disrespectful behavior towards any customer/supplier or failure to show proper courtesy to any customer/supplier or persons with whom the Corporation has official dealings within the premises of the Corporation/Office/Units.

(14) Slandering against any person within the premises of the Corporation/Office/ Units or such other work places.

(15) Any act or conduct detrimental to the interests of the Corporation or its fair name.

(16) Issuing public statements/giving interviews/publishing articles/speaking at public gathering, criticising the affairs of the Corporation.

(17) Failure to keep work place, equipments, items/goods and commodities for sales, records, registers, files and papers neat tidy and safe.

(18) Causing damage or loss to goods or property of the Corporation.

(19) Presence within the premises of the Corporation in a drunken state.

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(20) Gambling or any illicit activities within the premises of the Corporation or its Units.

(21) Initiating, conducting or taking part or inciting other employees to take part in any illegal strike, go slow, work to rule, shut down strike or other similar actions or any illogical actions, in contravention of the provisions of any rule in force.

(22) Holding or attempting to hold meetings, gatherings within the premises of the Corporation/Office or its Units or its temporary public distribution places without written sanction of the Managing Director.

(23) Distribution or exhibition within the premises of the Corporation or its Units or its any Offices any newspaper, bill or poster or pamphlet without sanction of the Managing Director.

(24) Collection or canvassing for collection of any money within the premises of the Corporation, its Offices or its Units without sanction of the Managing Director.

(25) Sleeping or dozing while on duty.

(26) Loitering or leaving the place of work without permission of immediate superior during prescribed hours of work.

(27) Habitual late attendance.

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

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(28) Absence without sanctioned leave or written permission.

(29) Over stayal of leave or joining time without prior permission of the Managing Director or such other Officer who is empowered by Managing Director to sanction leave of absence.

(30) Engaging in any trade or money lending or any other activity attending to any work other than allotted work, within the premises of the Corporation or its Offices or its Units.

(31) Engaging in commercial activity other than in connection with the duties under the Corporation or accepting sales commission as incentive or any sales promotion discounts offered by the suppliers in cash or in kind shall be treated as misconduct and leads disciplinary action as per rule or accepting employment under any person or body outside his hours of work during tenure of his service. x

(32) Theft, fraud, dishonesty or breach of trust or misappropriation of property of the Corporation or funds including misuse of vehicles, equipments, articles for selling, discount and sales promotion items including such items supplied by the suppliers, misuse of place of stock, store, depots, selling premises or goods of the Corporation.

(33) Theft, fraud or dishonesty connected with business of the Corporation or property of other employees.

(34) Seeking, soliciting or accepting bribe, gifts, reward or commission and taking commission as incentive other than sanctioned in cash or in kind from the Corporation's fund from person/persons or firms or suppliers.

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(35) Indulging in sexual harassment against women employees of the Corporation including physical contact, encouraging or demanding sexual favours, making sexually coloured remarks/showing any pornographic material, any other unwelcome verbal or non-verbal conduct.

(36) Insolvency/seeking moratorium or arrangements with his debtors/more than 50% of pay being attached/arrest or imprisonment for non-payment of debt.

(37) Conviction by a Court of Law for criminal offence involving moral turpitude or violence punishable by imprisonment or fine above Rs.2,500/-

(38) Submission of personal representations to H.E.Governor, Chief Minister or Ministers in official capacity or in official designation either directly or forwarding or furnishing advance copies without the permission of the Managing Director.

(39) Committing any offence punishable under the Indian Penal Code within the premises of the Corporation/its office or its Units or in any vehicle, store/stock house, shop or other building owned or held in lease or rent by the Corporation.

(40) Interference with safety devices installed, if any, interference to manipulate or damage any electronic devices installed or owned by the Corporation or acting in a manner to imperil safety, accuracy of such devices.

(41) Failure to report any defect or damage to property belonging to the Corporation or any other circumstances which may cause damage or loss to the Corporation, which comes to his notice.

(42) Bringing or attempting to bring unauthorized articles to any of the premises of the Corporation or its Units.

(43) Unauthorised use of the Corporation or its Office or its Unit premises

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(44) Disclosing confidential matter or official secrets of the Corporation to other employees or to any other person otherwise than in bonafide discharge of duties.

(45) Furnishing false information at the time of selection for appointment or at any time thereafter during service under the Corporation, in respect of himself or in respect of any other person.

(46) Furnishing false information at the time of selection or at any later date in respect of the quality or quantity of the items for purchase/purchased sale or similar means.

(47) Furnishing false or erroneous information in respect of the account, audit, profit, loss, etc., which affect the finance and accounts of the Corporation.

(48) Habitual breach of any rule or instruction of the Managing Director or other responsible superior officers or repetition of any act or omission against which the employee was warned.

(49) Committing will ful delay in affecting prompt payment to the suppliers or delay in taking the commodities or items selected by the Corporation into stock, which the employee was specifically directed to effect or take.

(50) Making false complaint or statements about the Corporation, Member of the Board of Directors or employees of the Corporation.

(51) Spreading false information with a view to bring disruption to normal work of the Corporation.

(52) Falsifying or refusing to give testimony when accidents, misconduct and other matters are being investigated.

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(53) Impersonation.

(54) Initiating, conducting or participating in any demonstration within the premises of the Corporation, its Office or its Units.

(55) Refusal to accept or adhere transfer orders from one place to another, one division to another, one seat to another or posting orders.

(56) Improper or non-payment of balance amount due to the customer willfully or habitualy.

(57) Slow down of work or inciting others to resort to go slow tactics which affect the smooth sales or invite uneasiness to the customers.

(58) Being within the premises of the Corporation in possession of properties or commodities stolen or believed to be stolen or possession of which is not satisfactorily explained.

(59) Inordinate shortage of stores and stocks which are not satisfactorily explained.

(60) Unauthorisedly bringing drugs, medicine or intoxicants to the units or premises of the Corporation/Office/Units.

(61) Squatting or remaining in premises of the Corporation/its Offices/its Units with a view to achieve any cause or to intimidate, coerce or threaten any other employees of the Corporation.

(62) Causing obstruction either alone or incombination with others to any person or persons connected with the work of the Corporation in premises of the

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Corporation/its Offices/its Units or outside the premises, or in vehicles engaged by the Corporation.

(63) Declaration by the police as a bad character and being carried in the register of such persons maintained by the police.

(64) Smoking within the premises of the Corporation/Offices/Units or such places where it is prohibited.

(65) Failure to wear uniform, identity card or badge, if supplied. If no uniform is supplied or expected to wear, failure to appear in decent or proper dress.

(66) Refusal to be searched by the Security Staff or other person or persons nominated by the Corporation for the purpose.

(67) Entering or attempting to enter or leaving or attempting to leave except through the normal entrances against which the employee is warned.

(68) Entering or remaining in Corporation premises/its Offices/its Units outside duty hours, without permission or without sufficient reasons.

(69) Refusal to leave the premises after duty hours unless presence is required by a superior, or with permission of a superior.

(70) Marking attendance for another person.

(71) Leaving duty place before the scheduled time, without prior sanction or permission.

(72) Commission of any act subversive to discipline whether within premises of the Corporation or outside, within duty hours, before or after duty hours.

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(73) Deliberate abuse of any leave, privilege or concession for the time in force.

(74) Instigation, incitement or obstruction in furtherance of any act of misconduct and committing inordinate delay in submission of files/records/papers than permissible and willful submission of false and fraudulent or erroneous note with selfish motivation to the superiors with intention to mislead him/them.

(75) Breach of any of the provisions of the service rules or a lawful direction of a superior authority.

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

DISCIPLINE

PENALTIES AND PROCEDURE

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

143. MINOR PENALTIES:

(a) Censure

(b) Fine

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

Note:

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

(ii) Withholding of promotion shall not entail loss of seniority in that grade.

(iii) An Officer whose promotion is withheld, shall, if and when promoted to a higher grade or higher time scale, subsequently, on promotion, take his place at the bottom of the higher grade or higher time scale.

144. MAJOR PENALTIES:

(a) Withholding of more than 03 increments with or without cumulative effect

(b) Reduction to a lower post

(c) Reduction to a lower rank

(d) Compulsory retirement

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(e) Removal from service

(f) Dismissal from service

145. AUTHORITIES COMPETENT TO IMPOSE PENALTIES – DISCIPLINARY AUTHORITY:

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

An employee of Level F to H included in the Annexure of these rules may impose minor penalties on employees under his supervisory control, for which separate delegation of powers are to be issued by the Chairman and Managing Director.

146. PROCEDURE FOR IMPOSITION OF MINOR PENALTIES:

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

147. PROCEDURE FOR IMPOSING MAJOR PENALTIES:

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

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time as may be fixed in advance at his request before filing of the written statement.

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

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

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

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

If the accused employee desires assistance in his defence and makes a request to that effect, the Disciplinary Authority or the Enquiry Officer shall grant permission for assistance by another employee of the Corporation. A pleader will be allowed only if there are special circumstances which make assistance by a

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pleader desirable in the opinion of the Disciplinary Authority/the Enquiry Officer. If the Enquiry Officer or the Assisting Officer is legally trained person, the employee will be granted at his expense assistance of a pleader, if so requested for by him.

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

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

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

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

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

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

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

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

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

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148. APPEALS:

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

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

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

149. REVIEW:

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

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

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

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

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

150. SUSPENSION PENDING DISCIPLINARY PROCEEDINGS:

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

(a) Disciplinary proceedings are contemplated and if his continuance in office will prejudice investigation.

(b) Criminal cases under investigation or trial.

(c) When an employee is detained in custody of police for a period exceeding twenty four hours.

(d) When the Driver of the Corporation involves in a fatal accident/accident due to his negligence/accident due to his rash driving while on duty.

(e) Action of corruption, embezzlement, misappropriation of Corporation fund, misuse of official powers and status.

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

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

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

151. SUBSISTENCE ALLOWANCE:

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

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

(ii) DA admissible to the above.

B. COMPULSOARY DEDUCTION FROM SUBSISTENCE ALLOWANCE:

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

(ii) House Rent and allied charges.

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

(iv) Recoveries due to Co-operative Societies.

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

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

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

C. <u>OPTIONAL DEDUCTIONS FROM SUBSISTENCE ALLOWANCE:</u>

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

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

D. <u>DEDUCTIONS NOT TO BE MADE:</u>

(i) Subscription to EPF.

(ii) Court attachment.

<u>Note:</u>

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

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

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

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152. REGULARISATION OF PERIOD OF SUSPENSION:

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

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

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

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

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

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

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CHAPTER – VII

OBSERVANCE AND MAINTENANCE OF RULES

153. GENERAL

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

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

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154. OBSERVANCE AND EFFECT OF RULES:

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

(i) Unit Head to Regional Manager.

(ii) Regional Manager to Division/Department Head.

(iii) Division/Department Head to General Manager.

(iv) General Manager to Managing Director.

Superseding of any kind will constitute misconduct.

155. REPEAL AND SAVINGS:

The Kerala State Civil Supplies Corporation Service Rules, 1974, the Kerala State Civil Supplies Corporation Helpers Service Rules, 1978, the Kerala State Civil Supplies Corporation Recruitment/Promotion Rules, 1997, Kerala State Civil Supplies Corporation Limited Managerial Service Rules,2009 and allied orders/amendments/additions/deletions/alterations issued thereto are hereby repealed.

156. FURTHER APPLICATION:

Kerala Service Rules, Kerala State and Subordinate Service Rules, Kerala Civil Services (C.C.&A) Rules and provisions of Indian Companies Act (as the case may

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be) will apply wherever necessary/deem appropriate in all matters which are not referred to in these rules.

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

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

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

1. **GENERAL:**

(i) Transfer of all the employees of the Corporation including postings of the deputation staff shall be ordered by the Managing Director.

(ii) General transfer may be made only once in a year preferably by the middle of May.

(iii) In considering application for general transfer, only that application submitted till the end of February of that year shall be considered.

(iv) Common causes such as stock verification, auditing, inspection and such other unavoidable reasons are to be considered while general transfer.

(v) No employee who has completed two years of service in a particular station/unit/Depot/Office/Division need necessarily be transferred unless there is a claimant who has worked for three years in an outside station/Unit/Depot/Office than his/her native district or district where permanently settling to be provided there, or unless a transfer of the existing employee has become necessary due to administrative reasons/administrative convenience.

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(vi) Deputation staff appointed to the Corporation shall be posted suitably by the Managing Director or any other Officer authorised by him on his behalf.

(vii) For transfer of employees back to their home district/opted district from which they were transferred out for want of vacancies, 3 years duty/service is not applicable. In such cases the employee shall be given transfer against the first vacancy in his home district/opted district (home district refers to the district where the employee resides permanently) but no application for transfer will be considered unless the employee concerned shall have completed at least minimum 6 months actual duty in the station in which he has been posted.

(viii) Provided for counting the actual service in the station, any leave what so ever shall not be counted.

(ix) Service in a district (Revenue District) within a radius of 15 Kilometers is to be considered as service in the same station (station does not refer to the station where the employee has last worked)

(x) Service in all the cadres in the same district shall be considered for transfer to home district or opted district.

(xi) Service in more than one district shall be considered as a whole for transfer to home district/opted district (service in different cadres also has to be considered as a whole)

(xii) The recipient of good service entry, cash award and such incentive for meritorious service will get due weightage.

(xiii) Employees worked in remote areas or high altitude areas or farthest places when compared to their home district/opted district shall normally be eligible for transfer after completion of a period of two years duty in that station to their home district/opted district/is a convenient station as far as possible. Such employee will get priority while general transfer.

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(xiv) Women employees, as far as possible, shall not be posted to hilly or remote areas, Employees returning from Maternity Leave and female employees who are eligible for child adoption leave shall be posted to the same station from where they entered on leave, for a period of one year. If they desire to get transferred to their station of choice, their application shall be given preference.

(xv) Widowed employees are to be transferred to their station (not unit) of choice. Their application shall be given top priority.

(xvi) Application for a particular unit/Depot other than stations shall be rejected summarily.

(xvii) Employees who have only two years to retire shall be posted to vacancies in stations of their choice, giving preference to those who are due to retire earlier.

(xviii) Applications presented by relatives of employees or dependants or others shall be rejected summarily.

(xix) When a new unit started, the criteria for transfer and posting will be efficiency and seniority rather than convenience.

(xx) Transfer to facilitate husband and wife to serve in the same station will be allowed to the extend possible.

(xxi) Vacancies to be filled up by promotion shall be filled up first by transferring employees to existing vacancies.

(xxii) Application for mutual transfer shall not be entertained.

(xxiii) When there are a large number of applications for a particular station, the order of preference shall be as follows:-

(a) Length of continuous service in the station at the time of his/her applying for transfer under considerations will be the criterion for transfer

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(b) Employees who have put in longest period of service outside the particular station will be given first priority. But employees who have had more than a year's service in tribal and remote areas be given preference.

(xxiv) The application for transfer of employees belonging Scheduled Caste/Scheduled Tribe, physically handicapped employees, employees who have completed defence service, relative of jawan, wife of freedom fighter or husband and son/daughter who look after the freedom fighter, parents of mentally retarded children, , if they desire to get transferred to their station of choice (not Unit) their application shall be given preference.

(xxv) Employees who have not completed three years of service in a station, normally shall not be transferred, but can be transferred on specific reason summarily noting this reason in the transfer order.

(xxvi) Those employees who are appointed under DRB will be an eligible claimant for inter district transfer only after the completion of five years of service in the district they opted for; but the request may be considered only on their seniority in that district. Such employees will be eligible for a transfer only as and when they become a state-wide or a common pool category as and when they promoted. Prior to eligibility if transferred, they shall be posted as junior most in the category in the district where they transferred.

(xxvii) Those DRB persons, appointed in the Head Quarters for want of vacancy shall be transferred and posted in the district they opted for the first appointment immediately as and when vacancy arises i.e., before reporting such vacancy to the PSC. Their seniority will be protected in the category even after such transfer and posting.

(xxviii) Employees other than DRB recruited shall be transferred and posted as far as possible in their native district/district of their choice.

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

(i) Permanent disability to an employee due to some serious disease or accident which makes the employee to have to rely on help from others.

(ii) The Head of Unit/Depot/Regional Office certifies that expert treatment is not available elsewhere.

(iii) When the Head of Unit/Depot/Regional Office certifies that the wife of the employee (Husband in the case of female employee) or son/daughter who is wholly dependent on the employee becomes affected by some serious disease which makes the employee's presence and care indispensable.

(iv) Transfers made on the above grounds have to be reviewed and re-considered after the completion of one year.

(B) HEAD OFFICE:

(i) Minimum tenure of employees in Head Office shall be three years, but it can be extended up to five years in deserving cases.

(ii) For transfer of employees from Junior Manager level, the divisions in the Head Office may be clubbed together except in the case of Finance, QA, T & BP and such other special divisions.';

(iii) With regard to special divisions, employees may be internally arranged within the divisions or within the Corporation as a whole

(iv) For transfer of other employees, they may be transferred along general transfer observing the spirit of general guidelines.

(C) TRANSFER SUBJECT TO ADMINISTRATIVE CONVENEINCE/ADMINISTRATIVE REASONS:

If the Corporation feels it necessary to transfer an employee for the smooth functioning of the Office/Unit/Depot, the M.D can transfer the employee at

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any time during a calendar year by summarily highlighting the reason in the transfer order.

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

Managing Director is empowered to issue transfer orders of all the employees of the Corporation.

(B) **RIGHT TO RELAXATION**:

Managing Director reserves the right to transfer any employee in relaxation of the general guidelines on administrative grounds. Relaxation to the general guidelines will be provided to Secretary/President of approved staff unions .

GENERAL CONDITIONS OF SERVICE

1) Senior Management Level

Sl. No.	Name of Post	No. of posts	Scale of pay	Appointing authority	Constitution of promotion committee
1.	General Manager	1	77400-115200	Government	
2.	Additional General Manager	6	68700-110400	Chairman & Managing Director	Chairman & Managing Director and 2 Board members nominated by Board

2) Middle & Junior Management Level

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2.1) Management & Information System (MIS) Department

1.	Manager (IM)	1	68700-110400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM (F)
2.	Deputy Manager (IM)		55350-101400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (IM)		42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager	4	39500-83000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.2) Finance/ Accounts Department

1.	Manager (Accounts)	1	68700-	Chairman &	Chairman &

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			110400	Managing Director	Managing Director, General Manager, AGM (P&A), AGM(F)
2.	Deputy Manager (Accounts)		55350-101400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (Accounts)		42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager (Accounts)		39500-83000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.3) Quality Control Department

1.	**Manager (QA)**	1	68700-110400	Chairman & Managing	Chairman & Managing

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				Director	Director, General Manager, AGM (P&A), AGM(F)
2.	Deputy Manager (QA)		55350-101400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (QA)		42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager (QA)		39500-83000	Chairman & Managing Directory	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.4. Tea Division

1.	Manager (QA)	1	68700-110400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM

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					(P&A), AGM(F)
2.	Deputy Manager (Tea)		55350-101400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (Tea)	1	42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager (Tea)		39500-83000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.5. Marketing Department

1.	Manager (Marketing)	1	68700-110400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

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2.	Deputy Manager (Marketing)		55350-101400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (Marketing)	1	42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager (Marketing)		39500-83000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.6. **General**

1.	Manager (General)	1	68700-110400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
2.	Deputy Manager (General)		55350-101400	Chairman & Managing	Chairman & Managing

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				Director	Director, General Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (General)	1	42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager (General)		39500-83000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.7. Human Resource Department

1.	Manager (HRD)	1	68700-110400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
2.	Deputy Manager (HRD)		55350-101400	Chairman & Managing Director	Chairman & Managing Director, General

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					Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (HRD)		42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager (HRD)		39500-83000	Chairman & Managing Directory	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.8. **Secretarial Section**

1.	Company Secretary	1	68700-110400	Chairman & Managing Director	Chairman & Managing Director

3. Non Managerial Staff

3.1 General

1.	Senior Assistant I	70	27800-59400	Chairman & Managing Director	Chairman & Managing Director

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2.	Senior Assistant II	69	25200-54000	Chairman & Managing Director	Chairman & Managing Director
3.	**Junior Assistant	486	19000-43600	Chairman & Managing Director	Chairman & Managing Director
4.	Assistant Salesman	1880	16500-35700	Chairman & Managing Director	Chairman & Managing Director

** Direct recruitment limited to 25% of vacancies created by reduction in deputation.

3.2 IT Wing

1.	Senior Computer Operator	3	29200-69400	Direct Chairman & Managing Director	Chairman & Managing Director

** Time bound Higher Grade as applicable to Government Employees.

3.3. Medical

1.	Assistant Pharmacist	54	19000-43600	Chairman & Managing Director	Chairman & Managing Director

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** Time bound Higher Grade as applicable to Government Employees

3.4. Supporting staff (A) - Confidential Assistant

1.	Confidential Assistant Selection Grade	5	36600-79200	Chairman & Managing Director	Chairman & Managing Director
2.	Senior Grade Confidential Assistant		30700-65400	Chairman & Managing Director	Chairman & Managing Director
3.	Confidential Assistant Grade-I		26500-56700	Chairman & Managing Director	Chairman & Managing Director
4.	Confidential Assistant Grade-II		20000-45800	Chairman & Managing Director	Chairman & Managing Director

** Ratio promotion as per Government norms

3.5. Supporting staff (B) – Typist

1.	Selection Grade Typist	13	27800-59400	Chairman & Managing Director	Chairman & Managing Director
2.	Senior Grade Typist		26500-56700	Chairman & Managing	Chairman & Managing

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				Director	Director
3.	U.D Typist		25200-54000	Chairman & Managing Director	Chairman & Managing Director
4.	L.D Typist		19000-43600	Chairman & Managing Director	Chairman & Managing Director

** Appointment by transfer from Assistant Salesman is limited to 20% of vacancies. The ratio between L.D Typist , U.D Typist, Senior Grade Typist and Selection Grade Typist shall be 5:4:2:2

3.6. Supporting staff (C) – Receptionist

1.	Receptionist	1	19000-43600	Chairman & Managing Director	Chairman & Managing Director

** Time bound Higher Grade as applicable to Government norms.

3.7. Supporting staff (D) – Driver

1.	Selection Grade Driver	87	27800-59400	Chairman & Managing Director	Chairman & Managing Director
2.	Senior Grade Driver		22200-48000	Chairman & Managing Director	Chairman & Managing Director
3.	Driver Grade I		20000-	Chairman &	Chairman &

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			45800	Managing Director	Managing Director
4.	Driver Grade II		18000-41500	Chairman & Managing Director	Chairman & Managing Director

** Ratio promotion as per Government norms

3.8. Supporting staff (E) – Canteen Employees

1.	Canteen Employee	9	16500-35700	Chairman & Managing Director	Chairman & Managing Director

** Supernumerary post

3.9. Supporting staff (F) – Part time Sweeper

1.	Part time Sweeper	9	16500-35700	Chairman & Managing Director	Chairman & Managing Director

** Time bound Higher Grade as applicable to Government norms.

3.10. Supporting staff (G) – Security Guard

1.	Security Guard	12	16500-35700	Chairman & Managing Director	Chairman & Managing Director

** Time bound Higher Grade as applicable to Government norms.

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ANNEXURE

Staff Structure, Qualification,Method of Appointment and Promotion of the Staff of Supplyco

Sl. No.	Name of Post	Method of Appointment	Qualifications
1	2	3	4
1.Senior Management Level			
1	General Manager	Direct appointment by Government	Government appoints suitable officers from All India Service
2	Additional Genaral Manager	Promotion by selection from the category of Manager.	I. **Promotion by selection** (i) Successful completion of probation and having three years service in the feeder category, ie Manager. (ii) Performance evaluation by the promotion committee.
3	Manager	(i) Direct Recruitment (ii) Promotion from the category of Deputy Manager.	I. **Direct Recruitment** (i) A certified Chattered Accountant with 10 years of experience from a Government/Quasi Government or a registered public/ private sector undertaking II. **Promotion by selection** (i) Successful completion of probation and having two years service in the feeder category. (ii) Two Years experience in Corporation as Deputy Manager . (iii) Qualifications : CA/CS/ICWA/MBA/Post Graduation in IT or Agricluture . (iv) Pass in Account Test (Lower) conducted by KPSC. (v) Performance evaluation by the promotion committee.

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2. Middle and Junior Management Level

2.1 Management Information System(MIS) Department

			I. Promotion by selection	(i)
1	Deputy Manager	Promotion by Selection from the category of Assistant Manager .	Two years service in the feedeer category, ie Assistant Manager. Performance evaluation by the promotion committee from the approved probationers	(ii)
			I. Promotion by selection	
2	Assistant Manager	Promotion by selection from the category of Junior Manager	(i) Performance evaluation by the promotion committee from the approved probationer having six years experience in the feeder category i.e. Junior Manager/Programmer. Pass in Account Test (Lower) conducted by KPSC.	(ii)

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3	Junior Manager (IM) Programmer	(i) Direct Recurtment through KPSC. (ii) By transfer recruitment through KPSC from the employees of the Corporation.	**I. Direct Recruitment/By transfer**: i) MCA / M.Sc.Computer Science /B.Tech Computer Science/B.Tech Information Technology OR (ii) B.Tech Electronics with one year Diploma in software development from Govt. Recognised institution/B.Tech Electronics with One year Diploma in computer programming from a Govt. Recognised Institution. OR (iii) B.Sc. Computer Science + MBA (two years full time regular course) in System Management OR (iv) B.Tech in any branch + MBA with one year diploma in software from an Instition recognised by Govt./ One year Diploma in Computer Programming from a Govt. recognised institution. (The qualifications in (i), (ii), (iii) & (iv) should be obtained from a UGC recognised university/ National institutes established by the Central Government of institution established by Government of Kerala or equivalent.) **II. Promotion by Selection** (i) Promotion from the post of Senior Computer Operator having any one of the above qualifications and with 10 years experience as Senior computer operator in IT wing of the corporation. (ii) Selection Test

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Note:- i). The Total number of post mentioned in Sl.No. 2.1(1 to 3) shall be considered as a Block vacancy and shall not exceed 10. This is for the provision of promotion for Junior Manager upto the level of Deputy Manager without creating any vacancy. ii). By Transfer appointment is limited to 30% of total vacancies. No upper age limit is prescribed for the employees of the corporation who posses qualification prescribed for entry level to apply through KPSC. iii). Total number of posts mentioned in 2.1(1-2) Deputy Manager and Assistant Manager shall be considered as subblock, Number of deputy Manager will not exceed two. When new posts are created or added due to reduction of deputation, ratio of Junior Manager : Assistant Manager: Deputy Manager shall be 2:1:1.

2.2.Finance/Accounts Department

1	Deputy Manager (Accounts)	Promotion by selection	**I. Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationers having 2 **years** regular service in the feeder category i.e. Assistant Manager
2	Assistant Manager (Accounts)	Promotion by selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationer having 6 **years** regular service in the feeder category i.e. Junior Manager. (ii) Pass in Account Test (Lower) conducted by the KPSC.
3	Junior Manager (Accounts)	(i) Direct Recurtment through KPSC. (ii) By transfer recruitment through KPSC from the employees of the Corporation.	I. **Direct recruitment/By transfer** (i) Graduation in any discipline. (ii) Pass in intermediate Examination of the institute of chartered Accountants/ Accountants from a UGC recognised University/ National institutes established by the Central Government or institution established by Government of Kerala.

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Note:- i) The Total number of post mentioned in Sl.No.2.2(1 to 3) shall be considered as a Block vacancy and shall not exceed 15. This is for the provision of promotion of Junior Manager to level of Deputy Manager without creating any vacancies. ii) By Transfer is limited 30% of total vacancies. iii). Total number of posts mentioned in 2.1(1-2) Deputy Manager and Assistant Manager shall be considered as subblock, Number of deputy Manager will not exceed two. When new posts are created or added due to reduction of deputation, ratio of Junior Manager : Assistant Manager: Deputy Manager shall be 2:1:1.

2.3 Quality Control Department

1	Deputy Manager (QA)	Promotion by selection.	**Promotion by selection** Performance evaluation by the promotion committee from the approved probationer having 2 **years** regular service in the feeder category i.e. Assistant Manager.
2	Assistant Manager (QA)	Promotion by Selection.	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationer having six years regular service in the feeder category i.e. Junior Manager(Q.A). (ii) Pass in Account Test (Lower) conducted by the KPSC.
3	Junior Manager (QA)	(i) Direct Recruitment through KPSC. (ii) By transfer recruitment through KPSC from the employees of the Corporation.	**Direct recruitment/By transfer recruitment** (1) Graduation in agriculture of Kerala Agriculture University OR Equivalent qualification (Four years Agricultural science degree course) OR Graduation with Post graduate Degree in Food Science & Technology/Quality Assurance from a UGC recognised university/National institutes established by the Central Government or institution established by Government of Kerala Or equivalent.

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Note:- i). The Total number of post mentioned in Sl.No.2.3(1 to 3) shall be considered as a Block vacancy and shall not exceed 13 . ii) By Transfer is limited 30% of total vacancies. No upper age limit is prescribed for the employees of the corporation who posses qualification prescribed for entry level to apply through KPSC. iii). Total number of posts mentioned in 2.3 (1-2) Deputy Manager and Assistant Manager shall be considered as subblock, Number of deputy Manager will not exceed two. When new posts are created or added due to reduction of deputation, ratio of Junior Manager : Assistant Manager: Deputy Manager shall be 2:1:1

2.4 Tea Division

1	Deputy Manager (Tea)	Promotion by selection.	**Promotion by selection.** (i) Performance evaluation of the promotion committee from the approved probationer having 2 **years** regular service in the feeder category i.e. Assistant Manager (Tea)
2	Assistant Manager (Tea)	Promotion by Selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationer having 6 years regular service in the feeder category i.e. Junior Manager (Tea). (ii) Pass in Account Test (Lower) conducted by the KPSC.
3	Junior Manager (Tea)	Direct Recruitment though KPSC	**Direct Recruitment.** Graduation in Science/Agriculture from a UGC Recognized University/ National institutes established by the Central Government of institution established by Government of Kerala or equivalent with 3 years post qualification experience in Tea blending, Tea tasting in a Government/ Quasi Government or a registered Tea Company.

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Note:-The Total number of post mentioned in Sl.No.2.4(1 to3) shall be considered as a Block vacancy and shall not exceed 2. ii) The total posts mentioned in Sl. No. 2.4(1-2) Deputy Manager and Assistant Manager shall be considered as a subblock. Number of Deputy Manager shall not exceed one. When new posts are created or added due to reduction of deputation, ratio of Junior Manager : Assistant Manager: Deputy Manager shall be 2:1:1

2.5 Marketing Department

1	Deputy Manager (Marketing)	Promotion by selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationers having 2 **years** regular service in the feeder category i.e. Assistant Manager
2	Assistant Manager (Marketing)	Promotion by selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationers having 6 **years** regular service in the feeder category, ie. Junior Manager(Marketing) (ii) Pass in Account Test (Lower) conducted by the KPSC.
3	Junior Manager (Marketing)	(i) Direct Recruitment through KPSC. (ii) By transfer recruitment through KPSC from the employees of the Corporation.	**Direct Recruitment/By Transfer Recruitment** Graduation and MBA in Marketing from a UGC Recognized University/ National institutes established by the Central Government or institution established by Government of Kerala or equivalent.

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Note:-The Total number of post mentioned in Sl.No.2.5(1 to 3) shall be considered as a Block vacancy and shall not exceed three. ii) By Transfer is limited 30% of total vacancies. No upper age limit is prescribed for the employees of the corporation who posses qualification prescribed for entry level to apply through KPSC. iii). Total number of posts mentioned in 2.5 (1-2) Deputy Manager and Assistant Manager shall be considered as subblock, Number of deputy Manager will not exceed two. When new posts are created or added due to reduction of deputation, ratio of Junior Manager : Assistant Manager: Deputy Manager shall be 2:1:1

2.6 General

1	Deputy Manager (General)	Promotion by selection	**I. Promotion by selection.** (i) Performance evaluation by the promotion committee from the approved probationer having 2 **years** regular service in the feeder category i.e. Assistant Manager(General).
2	Assistant Manager (General)	Promotion by Selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationer having 6 **years** regular service in the feeder category i.e. Junior Manager (General).

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3	Junior Manager (General)	(i) Direct Recruitment through KPSC. (ii) By transfer recruitment through KPSC from the employees of the Corporation. Promotion by Selection.	(i) **Direct Recruitment/By transfer Recruitment** Graduation and MBA from a UGC Recognized University/ National institutes established by the Central Government or institution established by Government of Kerala or equivalent. (ii) **Promotion by** **Selection:** Assistant I with 5 years of experience. (i) Senior and MBA/MCA/B.Tech/B.E/LLB/CA Inter/ M.com/CMA from a (ii) Graduation UGC Recognized University/ National institutes established by the Central Government or institution established by Government of Kerala or equivalent. (iii)Pass in Account Test (iii) (Lower) conducted by KPSC. (iv) Completion of probation in feeder catagory.

Note:-The Total number of post mentioned in Sl.No.2.6(1 to 3) shall be considered as a Block vacancy and shall not exceed 10. This is for the provision of promotion for Junior Manager upto the level of Deputy Manager without creating any vacancy. ii). By Transfer appointment is limited to 30% of total vacancies. No upper age limit is prescribed for the employees of the corporation who posses qualification prescribed for entry level to apply through KPSC. iii). Total number of posts mentioned in 2.6(1-2) Deputy Manager and Assistant Manager shall be considered as subblock, Number of deputy Manager will not exceed two. When new posts are created or added due to reduction of deputation, ratio of Junior Manager : Assistant Manager: Deputy Manager shall be 2:1:1.

2.7 HRD

1	Deputy Manager (HRD)	Promotion by selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationer having 2 **years** regular service in the feeder category i.e. Assistant Manager (HRD)

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2	Assistant Manager (HRD)	Promotion by selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationer having 6 **years** regular service in the feeder category i.e. Junior Manager(HRD)
3	Junior Manager (HRD	(i) Direct Recruitment through KPSC. (ii) By transfer recruitment through KPSC from the employees of the Corporation.	**Direct recruitment/By Transfer Recruitment** : (i) Any Degree from a UGC Recognized University. (ii) MBA with specialisation in HR from a UGC Recognized University/ National institutes established by the Central Government or institution established by Government of Kerala or equivalent.

Note:-The Total number of post mentioned in Sl.No.2.7(1 to 3) shall be considered as a Block vacancy and shall not exceed one.

2.8 Secretarial Section

1	Company Secretary	Direct Recruitment through KPSC	**Direct recruitment** ACS with 10 years post qualification experience as Company Secretary in a Government/Quasi Government or a registered Public/Private Sector Undertaking.

3.Non Managerial Staff

3.1 General

Sl No	Name of Post	Method of Appointment	Qualifications
1	2	3	4

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1	Senior Assistant I	By promotion from SA-II	(i) Completion of 1 year service as SA -II. (ii) Pass in Account Test (Lower) conducted by KPSC.
2	Senior Assistant II	By promotion from JA	(i) Completion of 2 years service as JA and pass in MOP. (ii) Pass in Account Test (Lower) conducted by KPSC.
3	Junior Assistant	(i) Direct Recruitment through KPSC. (ii) By transfer Appointment	**Direct:** Bachelor's Degree from a UGC Recognized University/ National institutes established by the Central Government/ institutions established by Government of Kerala or equivalent. **By transfer Appointment :** On declaration of probation and completion of 5 years service as ASM and pass in Eligibility Test.
4	Assistant Salesman (ASM)	Direct recruitment through PSC	Pass in SSLC or its equivalent.

Note: Direct recruitmen of Junior Assistant shall be limited to 25% of vacancies created by reduction in deputation.

3.2 IT Wing

1	Senior Computer Operator	Direct Recruitment through KPSC	Bachelor's Degree from a UGC Recognized University/ National institutes established by the Central Government/ institutions established by Government of Kerala or equivalent with PGDCA from an institution recognized by Central/ State Government.

3.3 Medical

1	Assistant pharmacist	Direct Recruitment through KPSC	(i)Pre- Degree/ Plus Two/ VHSE (ii) Diploma in pharmacy (D – pharm) (iii) Registration with Kerala State Pharmacy Council.

3.4 Supporting Staff (A)

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1	Confidential Assistant Selection Grade	Promotion from Senior Grade Confidential Assistant.	By promotion from Senior Grade Confidential Assistant.
2	Senior Grade Confidential Assistant	Promotion from Confidential Assistant Grade -I	By promotion from Confidential Assistant Grade I. Successful completion of probation in the feeder category.
3	Confidential Assistant Gr. I	Promotion from Confidential Assistant Grade -II	By promotion from Confidential Assistant Grade II. Successful completion of probation in the feeder category.
4	Confidential Assistant Gr. II	Direct Recruitment through KPSC	(i) Graduation from UGC recognised University/National Institute established by the Central Goverment or Institutions established by Government of Kerala or its equivalent (ii) Lower Grade certificate in Typewriting English(KGTE) and Computer Word Processing or its equivalent. (iii) Lower Grade certificate in Malayalam Typewriting (KGTE) or its equivalent. (iv) Lower Grade Certificate in Short Hand Engligh (KGTE) or its equivalent. (v) Lower Grade Certificate in Short Hand Malayalam (KGTE) or its equivalent. Note: Those who have passed the KGTE typewriting before 2002 should posses separate certificate in Computer Word Processing or its equivalent at the time of application/on or before the last date of receipt of application.

3.4 Supporting Staff (B)

1	Selection Gr.Typist	Promotion from the post of Sr Gr Typist	8 Years experience as Senior grade Typist

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2	Senior Typist	Gr.	Promotion from the post of U D Typist	7 Years experience as U D Typist
3	U.D Typist		Promotion from the post of L.D Typist/Data Entry Operator	
4	L.D Typist		(a) Direct recruitment through KPSC (b) Appointment by Transfer from ASM	**1. Direct Recruitment:** i. SSLC or its equivalent. ii. Lower Grade Certificate in English typewriting (KGTE) and Computer Wordprocessing or its equivalent. iii. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent. **2. Appointment by Transfer:** ASM who have completed probation and having all the above qualifications.

Note: Recruitment through By Transfer is limited to 20% of the total vacancies for the existing staff in the corporation. Those who have passed the KGTE Typewriting before 2002 should possess separate Certificate in Computer Word Processing or its equivalent at the time of application/on or before the last date of receipt of application. The ratio between LD, UD, Senior Grade Typist and Selection Grade Typist with respect to the total cadre strength shall be 5:4:2:2

3.5 Supporting Staff (C)

1	Receptionist	Direct recruitment through KPSC	1. Bachelor's degree from a UGC recognised University/National Institute established by the Central Govenment or Institutions established by Government of Kerala or its equivalent. 2. One year experience as Receptionist in a government /Quasi Government or a registered Private/Public Sector undertaking. 3. Ability to speak in Malayalam, English and Hindi.

3.6 Supporting Staff (D)

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1	Driver Selection Grade	By Prmotion from Driver Senior Grade	By promotion: Performance evaluation by the appointing authority. Ratio promotion as per Governemnt norms
2	Driver Senior Grade	By Prmotion from Driver Grade I	By promotion: Performance evaluation by the appointing authority. Ratio promotion as per Governemnt norms
3	Driver Grade I	By Prmotion from DCOA	By promotion: Performance evaluation by the appointing authority. Ratio promotion as per Governemnt norms
4	Driver cum Office Assistant (DCOA)	By Direct recruitment throgh KPSC.	**Direct Recruitment**: (i) Pass in X standard (ii) Must possess current Motor Driving Licence to drive Light Motor vechicle and Heavy motor vechicles with Driver's Badge. Heavy Motor vehicle Driving Licence shall be of atleast 3 years standing and in the case of Driving Licence issued after 16.01.1979 seperate endorsement to drive Heavy duty good vechicles and Heavy Duty passenger vehicles. (iii) 2 years experience in driving Heavy duty. (iv) Normal vision and Medical fitness as per Motor vehicle Act. (v) Physically Handicapped persons are not eligible

3.7 Supporting Staff (E)

1	Canteen staff	Super Numerary Post	8th Pass.

3.8 Supporting Staff (F)

1	Part Time Sweeper	Direct Recruitment through Employment Exchange.	Pass in standardVII. Qualification should not be above SSLC Pass.

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3.9 Supporting Staff (G)

2	Security Guard	Direct recruitment through KPSC from among ex-Service personnel only	Pass in SSLC or Equivalent

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കേരള സർക്കാർ

ഭക്ഷ്യപൊതുവിതരണ വകുപ്പ് - സംസ്ഥാനത്ത് എൻ.എഫ്.എസ്.എ നടപ്പിലാക്കുന്നതിനായി 318 തസ്തികകൾ സൃഷ്ടിക്കുന്നതിന് ഭരണാനുമതി നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഭക്ഷ്യപൊതുവിതരണ (എ) വകുപ്പ്

സ.ഉ.(കൈ)നം.05/2018/ഭ.പൊ.വി.വ. തീയതി, തിരുവനന്തപുരം,27.01.2018

പരാമർശം : 1) സ.ഉ(കൈ)നം.15/16/ഭ.പൊ.വി.വ തീയതി. 03.10.16

2) സപ്ലൈകോ ചെയർമാൻ & മാനേജിംഗ് ഡയറക്ടറുടെ 18.05.17-ലെ ഡി!129751/16 നമ്പർ കത്ത്

3) പൊതുവിതരണ വകുപ്പ് ഡയറക്ടറുടെ 20.06.17- ലെ(സി.എസ്.)ഡി1-25877/16 നമ്പർ കത്ത്.

ഉത്തരവ്

ദേശീയ ഭക്ഷ്യഭദ്രതാ നിയമം-2013 സംസ്ഥാനത്ത് നടപ്പാക്കുമ്പോൾ ഭക്ഷ്യധാന്യങ്ങൾ സർക്കാർ / സർക്കാരിന്റെ സ്വന്തം ഏജൻസി നേരിട്ട് എഫ്.സി.ഐ യിൽ നിന്നും സംഭരിച്ച് റേഷൻ കടകളുടെ വാതിൽപ്പടി വരെ നേരിട്ട് എത്തിച്ചു കൊടുക്കണമെന്ന ആക്ടിലെ വ്യവസ്ഥയുടെയും കേന്ദ്ര സർക്കാർ നിർദ്ദേശത്തിന്റെയും അടിസ്ഥാനത്തിൽ പരാമർശം(1) പ്രകാരം സപ്ലൈകോയെ സർക്കാരിന്റെ അംഗീകൃത ഏജൻസി ആയി നിയമിച്ചിരുന്നു. അതനുസരിച്ച് 2017 ഏപ്രിൽ മുതൽ ഫുഡ് കോർപ്പറേഷൻ ഓഫ് ഇന്ത്യ ഗോഡൗണിൽ നിന്നും ഇന്റർ മീഡിയറി ഗോഡൗണുകളിലേയ്ക്കുള്ള ചരക്കു നീക്കം, ഗോഡൗണുകളിലെ ഭക്ഷ്യധാന്യ സംഭരണം, അവിടെ നിന്നും റേഷൻകട വരെയുള്ള ധാന്യ നീക്കം, ഇ-പോസ് മെഷീൻ ഉപയോഗിച്ചുള്ള റേഷൻ ഡിപ്പോകളുടെ പ്രവർത്തനം, ഇവയുടെ മേൽനോട്ടവും കണക്ക് സൂക്ഷിക്കലും തുടങ്ങിയ കാര്യങ്ങൾ സപ്ലൈകോ ഘട്ടം ഘട്ടമായി ചെയ്തു വരികയാണ്. ഈ ഭീമമായ ജോലി ഭാരം പരിഗണിച്ച് സപ്ലൈകോയിൽ പുതുതായി 408 തസ്തികകൾ സൃഷ്ടിക്കണമെന്ന് പരാമർശ പ്രകാരം പൊതുവിതരണ ഡയറക്ടറും സപ്ലൈകോ മാനേജിംഗ് ഡയറക്ടറും സർക്കാരിനോട് ശുപാർശ ചെയ്തിരുന്നു.

2) സംസ്ഥാനത്ത് 330 സഹകാര്യ മൊത്ത വിതരണക്കാർ അവരുടെ ഗോഡൗണുകളെയും തൊഴിലാളികളെയും ഉപയോഗിച്ച് കൈകാര്യം ചെയ്തിരുന്ന റേഷൻ വിതരണം സപ്ലൈകോയിലെയും പൊതുവിതരണ വകുപ്പിലെയും ജീവനക്കാർക്ക് അധിക ചുമതല

നൽകിയും പുറമെ ദിവസവേതനക്കാരെ ഉപയോഗിച്ചുമാണ് ഇപ്പോൾ നിർവ്വഹിച്ചു വരുന്നത്. മതിയായ ജീവനക്കാരുടെ അഭാവത്തിൽ റേഷൻ വിതരണത്തിൽ ഗുരുതരമായ താളപ്പിഴകൾ സംഭവിക്കുന്നതായി പരാതികളിലൂടെയും നേരിട്ടുള്ള പരിശോധനകളിലൂടെയും സർക്കാരിന് ബോദ്ധ്യപ്പെട്ടുകയുണ്ടായി. മാത്രമല്ല സപ്ലൈകോയുടെ സ്ഥിര വിപണന കേന്ദ്രങ്ങളുടെ പ്രവർത്തനത്തെയും ഇത്തരത്തിൽ ഉദ്യോഗസ്ഥരെ പൊതുവിതരണ രംഗത്തെ ജോലികൾക്ക് മാറ്റി നിയമിക്കുന്നത് ദോഷകരമായി ബാധിക്കുന്നുണ്ട്.

3) സർക്കാർ പൊതുവിതരണ ഡയറക്ടറുടെയും സപ്ലൈകോ മാനേജിംഗ് ഡയറക്ടറുടെയും സംയുക്ത പരിശോധനകൾ ഈ പശ്ചാത്തലത്തിൽ വിശദമായി പരിശോധിച്ചു. ഭക്ഷ്യഭദ്രതാ നിയമം-2013 സംസ്ഥാനത്ത് നടപ്പിലാക്കുന്നതിന്റെ ഭാഗമായി 318 തസ്തികകൾ സപ്ലൈകോയിൽ സൃഷ്ടിക്കുവാനും ആയതിൽ 42 തസ്തികകൾ ഭക്ഷ്യ പൊതുവിതരണ വകുപ്പിൽ നിന്നുള്ള ഡെപ്യൂട്ടേഷൻ വഴി നിയമിക്കുവാനും ഭരണാനുമതി നൽകി ഉത്തരവാകുന്നു. തസ്തികകൾ സംബന്ധിച്ച വിവരം ചുവടെ ചേർക്കുന്നു.

ക്രമ നം.	തസ്തികയുടെ പേര്	തസ്തികകളുടെ എണ്ണം	ആകെ
1	മാനേജർ (ജില്ലാ സപ്ലൈ ഓഫീസർ-സിവിൽ സപ്ലൈസ് വകുപ്പിൽ നിന്നും ഡെപ്യൂട്ടേഷനിൽ)	1 (ഹെഡ് ഓഫീസ്, സപ്ലൈകോ)	1
2	അസിസ്റ്റന്റ് മാനേജർ (താലൂക്ക് സപ്ലൈ ഓഫീസർ-സിവിൽ സപ്ലൈസ് വകുപ്പിൽ നിന്നും ഡെപ്യൂട്ടേഷനിൽ)	1 (ഹെഡ് ഓഫീസ്, സപ്ലൈകോ)	1
3	സീനിയർ അസിസ്റ്റന്റ്-I (റേഷനിംഗ് ഇൻസ്പെക്ടർ സിവിൽ സപ്ലൈസ് വകുപ്പിൽ നിന്നും ഡെപ്യൂട്ടേഷനിൽ)	40	80
4	സീനിയർ അസിസ്റ്റന്റ്-I	20	
5	സീനിയർ അസിസ്റ്റന്റ്-II (താൽക്കാലികം)	20	
4	ജൂനിയർ അസിസ്റ്റന്റ്	85	85
5	അസിസ്റ്റന്റ് സെയിൽസ്മാൻ/ സെയിൽസ് വുമൺ	151	151
	ആകെ		318

4) 20 താൽക്കാലിക സീനിയർ അസിസ്റ്റന്റ്-II തസ്തികകൾ 2 വർഷത്തിനു ശേഷം സ്ഥിരം സീനിയർ അസിസ്റ്റന്റ്-I തസ്തികകളായി ഉയർത്തി നിശ്ചയിക്കുന്നതാണ്.എൻ.എഫ്.എസ്.എ ഗോഡൗണുകളിലും സപ്ലൈകോ ആസ്ഥാനത്തും നിയമിക്കുന്ന മേൽ ജീവനക്കാരുടെ ചുമതലയും ഉത്തരവാദിത്വവും നിർണ്ണയിച്ച് വിശദമായ ഉത്തരവ് പിന്നീട് പുറപ്പെടുവിക്കുന്നതാണ്.

(ഗവർണറുടെ ഉത്തരവിൻപ്രകാരം)
മിനി ആന്റണി
ഗവൺമെന്റ് സെക്രട്ടറി

പൊതുവിതരണ ഡയറക്ടർ, തിരുവനന്തപുരം,
സിവിൽ സപ്ലൈസ് കമ്മീഷണർ, തിരുവനന്തപുരം,
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്), കേരള, തിരുവനന്തപുരം,
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (എ&ഇ), കേരള, തിരുവനന്തപുരം,
ധനകാര്യവകുപ്പ് (Agri-A2-72/2017/Fin പ്രകാരം)
പൊതുഭരണ (എസ്.സി) വകുപ്പ്
ഇൻഫർമേഷൻ & പബ്ലിക് റിലേഷൻസ് (വെബ് & മീഡിയ) വകുപ്പ്
കരുതൽ ഫയൽ/ഓഫീസ് കോപ്പി.

ഉത്തരവിൻ പ്രകാരം

സെക്ഷൻ ഓഫീസർ

GOVERNMENT OF KERALA
Abstract

Food, Civil Supplies and Consumer Affairs Department -Actual number of direct recruitees and deputation staff in position as on today frozen in the Kerala State Civil Supplies Corporation Limited - Orders issued -

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Food, Civil Supplies and Consumer Affairs (C) Department

GO (MS) No. 6 /2007/F,CS&CAD Dated, Thiruvananthapuram: 3-2-2007.

Read: 1) GO (Ms) No. 346/96/F,CS&CAD dated 24-12-1996.
2) Lrs.No. D1-16157/99 dated 28-9-2004 and D1-6122/05 dated 29-11-2006 from the CMD, KSCSC Ltd.
3) Government letter No. 8394/C3/04/F,CS&CAD dated 23-11-2006.

ORDER

The Staff Strength of the Kerala State Civil Supplies Corporation (KSCSC) was fixed as per the GO read above. It has come to the notice of Govt. that the Staff Strength of the KSCSC automatically increases whenever the Govt. sanctions new outlets. There is no specific Govt. order permitting Corporation to automatically increase staff whenever new outlets are sanctioned. As regards deputation staff there is a tendency in the Civil Supplies Department to post officers and staff on deputation to the Corporation, even without formal post creation, probably because there be increased ratio promotion in the Department. This needs to be stopped immediately. As per economy orders in force, no post can be created in any Govt. department or Public sector Undertaking without Government approval.

2. The Chairman and Managing Director has reported that the total strength of direct recruitees in KSCSC is 1955 and of deputation staff is 1295 as on today. Government hereby order a complete freeze on the number of staff of direct recruitees and deputation staff in the Kerala State Civil Supplies Corporation Limited as on today at 1955 and 1295 respectively.

3. Govt. also order that any order issued in the past, fixing staff pattern for Maveli Stores, Super Market, Mobile Maveli , Maveli Medical Stores, Petrol Bunks, LPG Outlets, depots,

Stay . reminder

Sub Depots for increasing the staff strength including deputation staff will not con Government sanction whenever such outlets are sanctioned, even if it is with the approval Govt., separate orders specifically sanctioning the additional posts will have to be issued Govt., before such posts are filled up.

The number of deputation staff in KSCSC will also be frozen as at present. An emplo Civil supplies Department will be sent to KSCSC only in exchange for a person returning Department after deputation to KSCSC. The rank of the officer so sent on deputation from th Supplies Department to KSCSC will be the rank of the returning deputationist, when he w deputation in the first place. In other words, any promotion to the deputationist when he v the KSCSC will be ignored. Any increase in the number of deputation post or upgradatio deputation post will be done only with specific Govt. order indicating the details of the post.

(By Order of the Governor)

RAJAN KHOBRAGADE

Special Secretary to Government.

To

The Chairman & Managing Director, Kerala State Civil Supplies Corporation Limited, Kochi.
The Director of Civil Supplies, Thiruvananthapuram.
The Commissioner of Civil Supplies, Thiruvananthapuram.
The Accountant General (Audit) /(A&E), Thiruvananthapuram (This issues with the concurrence of Finance Department.)
The Finance Dept - UO Note No. 96708/Pu-B2/06/Fin, dated 15-1-2007).
Stock file/Office copy.

Forwarded/By Order

Annexure -I

Sl.No.	Category	Sanctioned strength			Present Strength	
		Deputation	Direct	Total	Deputation	Direct
1	C.M.D	1		1	1	
2	G.M	1		1		
3	V.O	1		1	1	
4	AGMs	1	5	6		1
5	Com.Secretary		1	1		
6	R.Ms	5		5	5	
7	Manager	1	5	6	1	1
8	L.O	1		1		
9	PRO	1		1	1	
10	AMs	78	12	90	73	9
11	PO		1	1	1	
12	AMO		3	3		3
13	JMs	94	24	118	87	13
14	Programmer		2	2		2
15	Sub Inspector	1		1	1	
16	Receptionist		1	1		1
17	DEO		15	15		15
18	Com.Operator		4	4		3
19	SA.I	405	10	415	403	0
20	SAII	395	20	415	305	19
21	JA	430	286	716	400	229
22	CA	11	5	16	8	5
23	Typist	19	16	35	8	13
24	Driver		96	96		87
25	Salesman		42	42		41
26	Assistant Salesman		2100	2100		1488
27	Security		13	13		12
28	Fulltime Sweeper		4	4		4
29	Part time sweeper		9	9		9
Total		1445	2674	4119	1295	1955

16

K.S.C.S.C., COCHIN-20
TAPAL
Rec'd No. 346
14 JAN 1997
MG. DIRECTOR GL. MANAGER.

00259 GOVERNMENT OF KERALA
Abstract

Food and Civil Supplies Department-Kerala State Civil Supplies Corporation-Fixation of staff strength of the Kerala State Civil Supplies Corporation-Orders issued.

FOOD & CIVIL SUPPLIES (C) DEPARTMENT

G.O.(Rt.)No.346/96/F&CSD. Dated,Thiruvananthapuram, 24-12-96.

Read:-1. G.O.(Rt.No.244/96/F&CSD.dated.12-8-96.
2. Lr.No.D1.11640/96.dated.17-10-96 from the Managing Director, Kerala State Civil Supplies Corporation.

O R D E R.

The staff strength of the Kerala State Civil Supplies Corporation was fixed provisionally as per Government Order read as 1st paper above. Detailed discussions were held with the representatives of the recoganised Associations/Unions of the Civil Supplies Department/Kerala State Civil Supplies Corporation.

The Managing Director, Kerala State Civil Supplies Corporation vide letter read as 2nd paper above has forwarded a proposal on the basis of the decisions taken in the discussion with the representatives of recoganised Associations/Unions. Government have examined the proposal in detail and are pleased to fix the staff strength of the Kerala State Civil Supplies Corporation as follows:-

Post.	Direct.	Deputation.	Total sanctioned strength.
(1)	(2)	(3)	(4)
Managing Director.	..	1	1
General Manager.	..	1	1
Additional General Manager.	5	1	6
Vigilance Officer.	..	1	1
Regional Managers-Including Manager(Administration).	..	6	6
Managers.	6	..	6
Assistant Managers.	9	82	91
Assistant Marketing Officers.	3	..	3
Junior Managers.	16	92	108
Programmers.	2	..	2
Console Operators-Cum-Data Entry Operators.	6	..	6

(.....2.

(1)	(2)	(3)	(4)
Receptionist.	1	..	1
Senior Assistant I.	10	363	373
Senior Assistant II	20	353	373
Junior Assistant.	75	299	374
Drivers.	87	..	87
Salesman.	42	...	42
Helpers.	1475	..	1475
Security.	13	..	13
Full-Time Sweepers.	3	..	3
Part-Time-Sweepers.	9	..	9
Confidential Assistant.	5	10	15
Typist.	16	19	35

(BY ORDER OF THE GOVERNOR)

MATHEW C. KUNNUMKAL,
SECRETARY TO GOVERNMENT.

To

The Director of Civil Supplies, Board of Revenue(C.S), Thiruvananthapuram.
The Managing Director, Kerala State Civil Supplies Corporation, Mavelil Bhavan, Kochi.
The Food & Civil Supplies (A) Department.
The Food & Civil Supplies (C1),C2) Department.
Stock File/Office Copy.

Forwarded/By Order

Section Officer.

8466/21

01 MAR 2021

GOVERNMENT OF KERALA

Abstract

Food & Civil Supplies Department – Kerala State Civil Supplies Corporation Common Service Recruitment Rules -2021-Sanctioned -Orders issued.-

FOOD & CIVIL SUPPLIES (C) DEPARTMENT

G.O.(P)No 3/ 2021 /F&CSD Dated, Thiruvananthapuram, 11.02.2021

Read:- 1. Kerala State Civil Supplies Service Rules 1974.
2. Helpers Service Rules 1978.
3. Recruitment & Promotion Rules 1997.
4. Managerial Service Rules 2009 .
5. Proposal No D.19-6727/2014 dated 25/02/2017 from the Chairman &Managing Director, Supplyco.
6. Government Order (P)No.13/2017/F&CSD dated 19/06/2017.

ORDER

The Kerala State Civil Supplies Corporation Ltd., known as SUPPLYCO is a Government Company incorporated under the Indian Companies Act, 1956. The service conditions including method of appointment, qualification, probation, Promotion and Disciplinary procedures of the employees of the Corporation are governed by separate Service Rules like Kerala State Civil Supplies Corporation Service Rules 1974, Kerala State Civil Supplies Corporation Helpers Service Rules 1978, Kerala State Civil Supplies Corporation Recruitment/Promotion Rules 1997, Kerala State Civil Supplies Corporation Managerial Service Rules 2009. The Chairman &Managing Director, Kerala State Civil Supplies Corporation as per letter read as 5th paper above furnished a draft proposal and requested Government to formulate Common Service Rules in Kerala State Civil Supplies Corporation.

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Government have examined the matter in detail and are pleased to issue the Kerala State Civil Supplies Corporation Common Service Recruitment Rules 2021 by amalgamating the existing rules and orders of the Corporation, that govern the service conditions of the employees of the Corporation as a whole.

(By Order of Governor)
P.Venugopal
Secretary

To:

The Chairman & Managing Director, Supplyco, Kochi.
The Dirctor of Civil Supplies, Thiruvananthapuram.
The Accountant General [A&E/ Audit] Kerala, Thiruvananthapuram.
Information and Public Relations (Web & New Media)Department.
Finance (PU- B) Department (B2/78/2017/Fin)
Planning And Economic Affairs (BPE) Department.
The Food & Civil Supplies (OS) Department.

Forwarded /By order

Section Officer

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CHAPTER - 1

GENERAL

1. SHORT TITLE, COMMENCEMENT AND APPLICATION-

(1) These Rules shall be called the Kerala State Civil Supplies Corporation Common Service Recruitment Rules, 2021.

(2) These Rules shall come into force on 11th February2021 in supersession of all the rules existing in this regard.

2. DEFINITIONS –

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

(a) '**appointing authority**' means the authority competent to make appointment to various categories as specified in the General Conditions of Service.

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

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

(d)'Approved candidates' means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category;

(e)'Approved probationer' means a member of service, class or category who has satisfactorily completed his probation and awaits appointment as a full member of such service, class or category;

(f)'Article' means an article in the Articles of Association of the Corporation;

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(g)'Basic Pay' means the minimum of a scale if any of pay plus the amount of increments, in that scale granted, to an employee at the time of appointment subsequently from time to time;

(h)'Board' means the Board of Directors of the Kerala State Civil Supplies Corporation constituted by the Government;

(i) 'Cadre' means the strength of a service or part of a service sanctioned as a separate unit;

(j) 'Chairman' means the Chairman of the Board of Directors of the Corporation;

(k) 'Compensatory Holiday' means holiday given to an employee in lieu of a Sunday or other holiday on which he is authorised to perform his duty;

(l) 'Competent Authority' in respect of any Officer, in so far as any power delegated under these Rules is concerned, means the authority to which such power has been delegated;

(m)'Corporation' means the Kerala State Civil Supplies Corporation Limited registered under the Indian Companies Act, 1956 or as may be amended/replaced from time to time;

(n) 'day' means a calendar day beginning and ending at midnight unless otherwise specified;

(o) 'Direct Recruitment' means recruitment through Kerala Public Service Commission;

(p) 'Disciplinary Authority' means the authority competent to inflict punishment on an employee of the Corporation as per the direction of the State Government and in accordance with KCS & CCA Rules applicable to State Government servants.

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

(r)'equivalent qualification' means any qualification having the same or equal value or acceptance approved by the Government or any of the Universities of Kerala;

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

(t) 'family' as per pension Rules.

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

(v) 'Good Service Entry' means a reward issued in favour of an employee in recognition of his commendable service rendered to the Corporation;

(w) 'Government' means the Government of Kerala;

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

(y) **'Head Quarters'** means any place within a radius of 8 (Eight) Km of the place of work of an employee;

(z) **'holiday'** means any day declared as holiday by the Corporation and or notified as such by the Managing Director;

(aa) **'honorarium'** – means a recurring or non-recurring payment granted to a person as remuneration for special work of an occasional or intermittent nature;

(ab) **'inter se seniority'** means seniority of persons in accordance with the ranks obtained by them in selection.

(ac) '**joining time** means the time allowed to an officer to join a new post or travel to or from a station to which he is posted;

(ad) **'Leave Salary'** means amount, if any, payable by the Corporation to an employee on leave for such period of leave;

(ae) '**Managing Director (M.D)**' means the Managing Director of the Corporation appointed by the Government under article 73 (1) of the Articles of Association of the Corporation and includes the Chairman and Managing Director appointed as such;

(af) **'Management Cadre'** means the various categories of Managers of the Corporation from the Junior Manager level to Additional General Manager as per the qualification stipulated in this Rules;

(ag)'**Medical Attendance**' means the professional advice and care during sickness or injury to an employee at an authorized medical institution and which

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includes such surgical treatment as is available at the authorized medical institutions as also bacteriological, pathological, X-ray and other clinical examinations;

(ah) '**medicine**' means all medical preparations but does not include primary foods, tonic, vitamins, dentures, toilet preparations or disinfectants;

(ai) '**month**' means a calendar month;

(aj) '**Notice Board**' means a board or boards exhibited at a prominent place within the precincts of the Head Office of the Corporation or Regional Offices, or Depots or Units under it with the object of exhibiting letters, circulars, notices like tender/quotation or other communications or papers for information of any employee of the Corporation or employees or the person/persons/firms concerned;

(ak) '**PAY**' means the amount drawn monthly by an Officer as substantive pay or officiating pay including personnel pay, special pay and any other emolument specially classified as pay.

(al) '**Performance Evaluation**' means the process of evaluation for promotion of the employees of the Corporation on the performance of an employee on the basis of the performance report of the employee by the Promotion Committee constituted by the Corporation or the Appointing Authority, as the case may be by means of interview or written test or whatever method as the Corporation may consider deem fit;

(am) '**Performance Report**' means the report on the performance, efficiency, dedication and integrity of the employee to the Corporation and on the basis of his work in terms of requirement of that job by the Assessing Officer annually or intermittently as and when the employee changes station, division, post, etc.;

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Note:

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

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

(ao) **'Permanent post'** means a post carrying a definite rate of pay sanctioned without limit of term/period;

(ap) **'Probationer'** means a person appointed against a vacancy otherwise than as a temporary incumbent and who undergoes probation during the specified period of his service and during such extended period, if any, of such probation, in the post to which he is appointed;

(aq) **'Promotion'** means appointment of an employee in any category or grade to a higher category or grade;

(ar) **'Promotion Committee'** means the committee constituted under rule 57 of this Rules for the assessment of officers in the Management cadre constituted for promotion;

(as) **'Public Service Commission (PSC)'** means the Kerala Public Service Commission;

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(at) **'Public conveyance'** means any mode of transport which plies regularly for transportation of passengers charging a fixed ticket charge and shall mean trains, buses, steamers and boats;

(au) **'qualification'** means the minimum qualification for each post as specified in the Annexure to this rules;

(av) **'relinquishment of right'** means the right of any employee to relinquish in writing any right or privilege which he may be entitled under these rules and subject to the condition that such rights, once relinquished shall not be restored without the specific sanction of the Appointing Authority;

(aw) **'Rules'** means "Kerala State Civil Supplies Corporation Common Service Rules, or as amended, modified, replaced from time to time;

(ax) **'Salary'** means the aggregate of basic pay, dearness allowance and other compensatory allowances and reliefs, if any, granted;

(ay) **'Scale of Pay'** means the pay scale which has been made applicable to the different categories of the employees or officers of the Corporation by the Government or the Corporation.

(az) **'Scheduled Caste/Scheduled Tribe and other Backward class'** in relation to appointment to the services of the Corporation means the communities specified as such under the Kerala State and Subordinate Service Rules, 1958 ;

(aaa) **'Selection Test'** means the test conducted by the Corporation or an authorized Government Agency as considered by the Board of Directors of the Corporation for the assessment of the eligibility of the candidate for appointment to a class, category or post in the Corporation;

(aab) **'Special conveyance'** means a motor car or motor cycle/scooter engaged or used by an employee during tour for which the entire cost of its use and propulsion is paid by the employee who performed the journey (i.e Taxi);

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(aac) 'Special Pay' means an amount granted as an addition to the pay of a post, in view of the arduous nature of work or special nature of the place of duty;

(aad) 'Subsistence allowance' means an allowance granted to an employee under suspension, pending disciplinary proceedings against him;

(aae) 'Superior/ Supervisory Officers' in relation to an employee means another Officer of the Corporation who by virtue of his official position exercises direct control/supervisory control over the employee;

(aaf) 'transfer' means change of station or Headquarters of an employee to take up duties of another station;

(aag) 'Traveling Allowance' means an allowance granted to an employee to cover expenses incurred by him for travelling in the interest of the Corporation;

(aah) 'Unit' means any Regional Offices, Depots, Sub Depots or other Establishments under the Corporation, other than the Head Office of the Corporation;

3. SEX & NUMBER.-

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

4. AUTHORITY TO INTERPRET AND IMPLEMENT THESE RULES.-

The Managing Director shall be the authority to interpret the Rules vests and who shall issue such administrative instructions as may be necessary to give effect to the provisions of these Rules and for the proper discharge of functions of the Head Office and Units under the Corporation.

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

Wherever these rules are insufficient to deal with any particular case or situation, the relevant rules in KS&SSR,1958 shall as amended from time to time apply.

6. APPEAL AGAINST INTERPRETATION OF THE RULES.-

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

7. DELEGATION OF POWERS.-

Without prejudice to the provisions of the Articles of Association-

(a) The Board of Directors may delegate to any Officer of the Corporation any of powers under these rules;

(b) The Managing Director may delegate to any Officer duly authorized by him in this behalf any of the powers conferred on him under these rules except Rules 4.

CHAPTER – II

8. POWER TO FIX CADRE STRENGTH OF EMPLOYEES.-

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

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9. CLASSIFICATION OF EMPLOYEES.-

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

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

(i) Senior Management level

(a)Additional General Manager

(b) Manager

(ii) Middle Management level

(c)Deputy Manager

(d)Assistant Manager

(iii) Junior Management level

(e) Junior Manager

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

(i) Administrative wing- All staff working in the Corporation in the administration side from the level of Junior Assistant and upwards.

(ii) IT wing - All staff working in the Corporation in the Management Information System from the level of Junior Manager/Programmer and upwards.

(iii) Accounts- All staff working in the accounts stream from the level of Junior Assistant and upwards.

(iv) General- All staff working in the Corporation in the trading stream from the level of Assistant Sales man and upwards.

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(v) **Medical wing**- All staff working in connection with the medical business of the Corporation

(c) **Supporting Staff** - All staff who come under the Category of

(i) Confidential Assistant

(ii) Typist

(iii) Driver

(iv) Canteen employees of the Corporation

(v) and those who do not come under clause (a) and (b) above.

Note

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

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

10. WORKING HOURS.-

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

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

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

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11. ATTENDANCE AND LATE COMING.-

(I) All employees shall be in the office or work place at the time fixed and notified under Rule 10 and shall register their attendance by punching their cards or in other manner as may be notified on Notice Board, web site or in any other mode.

(ii) Managing Director may frame specific rules with regard to attendance, grace time and late coming.

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

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

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

(vi) If an employee, after registering his attendance in the manner notified, is found unauthorized absent from his proper place or places of work during working hours in addition to the deduction from his pay and disciplinary action shall be taken as per rule.

(vii) For the duration of the absence, his absence will be treated as misconduct and action will be taken accordingly.

12. IDENTITY CARD/BADGE.-

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

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

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

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

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

13. SEARCH.-

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

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14. DRESS.-

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

15. SAFETY.-

All employees shall observe safety precautions and such instructions as may be issued from time to time by the Managing Director or competent authority in this regard. Any safety equipments, machineries, gadgets, provisions, stores, or consumables either for sale or for distribution, display or any material provided for other purposes of the Corporation shall be handled safely, cautiously giving utmost care for not being destroyed, damaged or affected the preservation badly, wholly, or partly of its quality, quantity or affect the sales or work adversely. The employee concerned or any other employee or employees who may witness shall at once report the accidents, destructions, damages of any scale to the Head of the Unit or in his absence to the next Higher Officer and any negligence or lapse in their regularity shall treated as misconduct and shall be liable for any loss sustain by the corporation and shall be recovered from the employee or employees concerned, with or without penalty.

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

16. STORES, STOCK AND STACK VERIFICATION.-

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

17. DUTIES AND OBLIGATION OF EMPLOYEES DURING WORKING HOURS.-

Every employee shall carry out the work or duty or responsibility for which he has been employed or any other task entrusted to him conscientiously and to the best of his ability and in accordance with any direction or general instruction given to him by the Managing Director directly or through a delegated authority. However, considering the best interest of the Corporation, the employee shall be bound to perform duty or activity or responsibility or task of another employee without waiting for the employee to attend the work.

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For the items specified below,

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

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

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

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

18. STRIKES.-

No employee shall participate in a strike unless notice has been issued to the Managing Director 15 days prior to the proposed date of strike. If ten or more employees acting in concert absent themselves without due Notice and without reasonable causes, deduction from their salary shall be made as provided in Sub sections (1) and (2) of Section 9 of the Payment of Wages Act, 1936. Even though an employee present in such place and if he refuses to work, he shall deemed to be absent.

The Managing Director however, shall also be competent to adopt the period of unauthorized absence of employees on account of participation of strike as "dies non", as laid down under Rule 14 A of Part I of the Kerala Service Rules. During the period of "dies non" the employee shall not be eligible for any pay and allowances and the same shall not be reckoned for Earned Leave. In the case of a

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probationer, the period of dies-non shall not counted for probation and may cause to extend the period of probation. In the case of a temporary employee in such cases his service may liable to be terminated forthwith.

19. APPOINTMENTS BY DEPUTATION.-

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

PART – I (b)

EXCLUSIVE SERVICE OBLIGATION, DUTIES AND RESPONSIBILITIES OF ASSISTANT SALES MAN

20. (i) Every employee recruited as Assistant Salesman shall undergo training for the period which may be decided and fixed by the Managing Director or the Competent Authority from time to time.

(ii) Managing Director shall formulate service obligation, duties and responsibilities of Assistant Salesman in accordance with the duties entrusted to them.

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PART- II

CONDUCT

21. EXCLUSIVE SERVICE OBLIGATION OF THE EMPLOYEE.-

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

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

22. SECRECY.-

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

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

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

2. Except with the prior permission of the Managing Director or immediate superior, no employee shall carry with him any paper, book, register, document, file or any other property belonging to the Corporation to any place outside the

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premises of the Corporation irrespective of whether such material is prepared by the employee or not.

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

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

(2) An employee shall not enter the premises of the Corporation under influence of any intoxicating drinks or drugs or consume such drinks or drugs during the course of his duty.

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

(4) An employee shall not smoke or chew betel within the premises of the Corporation.

24. EMPLOYEE TO PROMOTE INTERESTS OF THE CORPORATION.-

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

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

25. EMPLOYEE TO OBEY DIRECTIONS OF HIS SUPERIOR OFFICERS.-

(1) Every employee shall devote zealously to his duties and to obey the directions of his Superior Officer or Officers.

(2) For the maintenance of general system of good administration, service and for the furtherance of the Corporation, he shall show courtesy, integrity and diligence

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in the discharge of his duties and at the same time, he shall exercise firmness in dealing with those under his authority or subordinate level in any manner, checking any disposition to irregularity or idleness or non-observance of these rules.

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

26. PRIVATE TRADING OR BUSINESS.-

An employee shall not engage in any commercial business or pursued either on his own account, or as agent for others act as an agent for any Insurance Company or firm, be connected with the formation or management of a Joint Stock Company. Provided that nothing in this rule shall be deemed to prohibit an employee from making a bonafide investment of his own funds in such manner as he may wish.

27. OUTSIDE EMPLOYMENT AND PART-TIME WORK .-

(1) An employee shall not accept, solicit or seek any outside employment or office whether stipendiary or honorary without previous sanction of the Managing Director.

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

(3) An employee may undertake honorary work of a social or charitable nature of occasional work of literary, artistic or scientific character with prior sanction of CMD subject to the condition that his/her official duties should not thereby suffer, but he/she shall not undertake or shall discontinue such work if so directed by the Managing Director.

28. CONTRIBUTION TO PRESS AND ELECTRONIC MASS MEDIA.-

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An employee shall not publish in any print media or make public through any electronic Mass Media like Radio, Television, Social Network Media, etc to press nor broadcast any document, paper or information, which may come into his possession in his official capacity, without the prior permission of the Managing Director. However Managing Director shall be the authority to permit president/secretary of approved association to address media for a specific purpose.

29. ABSENCE FROM STATION.-

(1) An officer of the level of Senior Manager or above shall not leave his Headquarters without sanction from the Managing Director.

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

30. PROHIBITION OF PECUNIARY TRANSACTIONS.-

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

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

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the conviction, in the opinion of the appointing authority, is consequential to a serious offence or one which causes disrepute to the Corporation.

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

32. TAKING PART IN POLITICS AND ELECTIONS.-

(1) An employee shall not be a member of, or be otherwise associated with, any political party or any organization which takes part in politics or subscribe in aid of, or assist in any other manner, any political movement or activity without the permission of Managing Director

(2) An employee shall not take part or contest in an election to become a member of any legislative body or any local bodies like Panchayat, Municipal Council or Corporation, or recognized Trusts or Co-operative Societies without the permission of Government.

33. ACCEPTANCE OF GIFT, GRATUITY, TESTIMONIAL, ETC.- No employee under any circumstances shall accept any gift, gratuity, testimonials, rewards, donation or such other monetary benefits from any person connected in service or contract or trade with the Corporation.

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

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

36. POLYGAMOUS / POLYANDROUS MARRIAGES-

Provisions as per Kerala Government Servants Conduct Rules.

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PART - III

GENERAL CONDITIONS OF SERVICE

The Common Service Rules 2021 shall be applicable to the directly recruited employees of Supplyco in the sanctioned strength only. The salary and allowances shall be subject to the pay revision orders issued separately for the Corporation by the Government from time to time.

37. APPROVED CANDIDATES.-

(i) All appointments to the service of the Corporation in the entry cadre shall be made by the appointing authority on the advice of the Kerala Public Service Commission in respect of posts falling within the purview of the Commission and in all other cases by the appointing authority from a list of approved candidates prepared in the prescribed manner.

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

38. METHOD OF APPOINTMENT.-

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

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

(a) Direct recruitment through Kerala Public Service Commission or selection from among employees of the Corporation.

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

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

(d) Appointment under dying in harness scheme shall be decided by the Corporation with the prior sanction of Government.

39. ELIGIBILITY FOR APPOINTMENT.-

(i) No person shall be eligible for appointment by direct recruitment to any of the categories of the post (except the managerial posts) included in these Rules if he/she has not completed 18 years of age or **has not completed 36 years** of age as on the first January of the year in which application for appointments are invited. In the case of Managerial Posts the upper age limit shall be 45 years. Relaxation of age will be in accordance with the rules applicable to the recruitment through Kerala PSC and in no case the maximum age limit shall exceed 50 years for direct recruitment.

(ii) One must possess special and general qualification and performance result as prescribed in the Annexure to these rules and produce such satisfactory proof thereof as may be required by the appointing authority.

Provided that an employee who does not possess the qualification prescribed for the category to which he is appointed, and who is already in service as on the date of coming into force of these rules, shall be deemed to

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be on service of the Corporation in the category in which he serves and his services shall be continued as specified in the Annexure of these rules.

(iii) One must be of sound health, good habits and free from any bodily defect or infirmity rendering him unfit in the opinion of the appointing authority for proper discharge of the functions of the post to which appointment is proposed unless otherwise specified.

(iv) The appointing authority must be satisfied of character and antecedents of the candidates by such methods as shall be prescribed by the Board of Directors in this behalf in addition to the certificate prescribed under rule 43.

(v) Appointment by promotion/by transfer/on deputation will be further subject to the Rules and as prescribed in the Annexure of these rules.

(vi) For promotion/by transfer appointment by the Corporation against a vacancy to any category/post, the incumbent should posses all the required qualifications as specified in the Annexure of these rules, on the actual date of occurrence of vacancy and for by transfer recruitment by KPSC, the incumbent should posses all the required qualifications on or before last date of receipt of application for the post.

(vii) The whole time of a Corporation employee shall be at the disposal of the Corporation.

(viii) Creation new posts in each category, if any, should be done only with the prior permission from Government.

(ix) Ratio promotion should not exceed sanctioned strength in the pay revision order (G.O (MS)13/2017/F&CSD dated. 19.06.2017).

40. APPLICATION OF PRINCIPLES OF RESERVATION:

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The principles of reservation in appointments to the services of the Corporation will be the same as laid down in rules 14 to 17 of Part II of the Kerala State and Subordinate Services Rules 1958.

41. DATE OF BIRTH:

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

42. CERTIFICATE OF HEALTH:

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

(i) Special recruitment for differently abled persons through PSC, but PSC if otherwise instructed, the matter may be proceeded with accordingly.

(ii) Assistant Salesman appointed in a temporary vacancy of less than 12 months duration.

(iii) A retired employee re-employed immediately after retirement.

43. VERIFICATION OF CHARACTER AND ANTECEDENTS:

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

44. EVIDENCE OF QUALIFICATION:

Every candidate at the time of his appointment except in the case of promotion to the service of the Corporation, shall furnish certificate or evidence of educational and other qualifications prescribed in the Annexure of these Rules. The Managing Director shall verify the authentity of the certificates of employees appointed other than KPSC.

45. DISQUALIFICATION FOR APPOINTMENT:

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

46. SECURITY:

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

47. NATURE OF SERVICE:

Service under the Corporation shall be generally classified as

(i) Probationary (ii) Regular.

48. PROBATIONARY SERVICE:

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

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49. REGULAR SERVICE:

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

50. PROBATION:

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

If a person appointed on probation does not make satisfactory progress within the period of probation, his probation may be extended by an equal period or such shorter period as may be considered necessary to attain the expected standard. If he fails to attain the required standard even after the extended period, the corresponding Rules in KSRs shall be applicable in such cases. He is also liable to be discharged before expiry of the probation period ends if the appointing authority finds that he is not fit for duty. No probation is needed from the post of Senior Assistant II to Senior Assistant I since the nature of work is same.

51. TERMINATION OF PROBATION:

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

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However, before such discharge or reversion, the decision of the appointing authority is required.

52. DISCHARGE/REVERSION DURING THE PERIOD OF PROBATION:

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

53. DECLARATION OF PROBATION:

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

54. SALARY OF DISCHARGED/REVERTED EMPLOYEE:

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

55. COMMENCEMENT OF SERVICE:

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

56. CESSATION OF SERVICE:

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

57. PROMOTION:

Promotion shall be based on the service, seniority and suitability as given in **Annexure**. A member temporarily promoted under this rule shall not by reason

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only of such promotion, be regarded as a probationer in the category to which he has been promoted, or be entitled to any preferential claim to future promotion. An employee promoted to a category from a lower category, i.e. feeder category shall not lose right for promotion to another category for which such lower category is a feeder category and his services in higher category shall count for seniority/probation in the lower category.

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

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

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

PROMOTION BY SELECTION:

PROMOTION MONITORING COMMITTEE

There shall be a committee with General Manager as the Chairman with sufficient powers to monitor the eligibility for promotion and promotion which shall meet at

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least once in three months so as to ensure the timely promotion of the eligible staff and report the same to Government for placing in the Departmental Promotion Committee.

PROMOTION COMMITTEE:

Junior Manager to Deputy Manager:

Managing Director, General Manager, Additional General Manager(P&A), Additional General Manager (Finance).

(i) Marks for performance appraisal

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

Rating	Marks
Outstanding	26-30
Very good	21-25
Good	16-20
Fair	11-15
Poor	Not satisfactory

Performance of previous 4 years will be considered for the purpose and average worked out. In case of difference in assessment by Reporting Officer / Review Officer/ Accepting Officer, assessment of Accepting authority will be considered. The "Select List" shall be prepared from among the eligible officers on the basis of merit and ability, seniority being a consideration only when all the qualifications are equal. No candidates shall be promoted, if they possess performance appraisal rating as 'poor' and marks below 11.

(ii) Potential Appraisal Form

Name: Present Post

Promotion Post

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

(iii) Assessing Authority or Reviewing Authority

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

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

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

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

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

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

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

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

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

(xii) Rule 28 (7) of KS&SSR shall be applicable if more than one candidate secure the same marks in performance appraisal.

58. TEMPORARY PROMOTION:

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

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these Rules, the Appointing Authority may promote a person otherwise than in accordance with rules, temporarily.

Provided that before a person is promoted under this rule, persons who are admittedly senior to him in the category, in the class shall also be promoted, even if they are absent from duty, whether on leave, (other than leave without allowances for taking up other employment) or on foreign service or on deputation or for any valid reason (except due to suspension) and allowed to continue as such subject to the condition that persons so promoted shall be eligible for the higher time scale of pay with effect from the date on which the immediate junior assumes charge in the cadre.

59. SERVICE ON TEMPORARY PROMOTION COUNTING FOR PROBATION:

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

60. REGULARISATION:

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

61. RETENTION AND SUSPENSION OF LIEN :

(1) Two or more persons cannot be appointed substantively to the same permanent post at a time.

(2) One person cannot hold lien in more than one post at a time.

(a) An employee cannot be appointed on permanent basis to a post on which another person has lien.

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(b) An Officer ceases to hold lien previously acquired, when he acquires lien in a second post.

(3) Lien once acquired will remain:-

(a) While performing duty in that post.

(b) While on foreign service.

(c) While on leave.

(d) While holding a temporary or officiating post.

(e) During joining time unless the transfer is on an appointment.

(f) While under suspension.

(g) While undergoing training.

(4) The Corporation may suspend the lien-

(a) When a permanent employee is appointed on substantive basis to a post in another cadre,

(b) When an employee having lien is appointed on substantive basis to a higher post in the regular line of promotion,

(c) When an employee having lien is appointed permanently to a post where another person has suspended lien.

62. SENIORITY OF DIRECT RECRUITS:

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

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

(3) If two or more persons are included in the same appointment order, the relative seniority shall be fixed according to-

(i) The order of advice of the Public Service Commission in the case of PSC candidates.

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

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

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

Seniority of a person appointed to a post by promotion will be determined by the date of order of Promotion provided, he joins the higher post to which he is promoted within the admissible joining time. Otherwise his seniority will be reckoned with effect from the date of joining duty only.

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

64. INTER SE SENIORITY:

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

65. TERMINATION OF SERVICE OTHERWISE THAN AS A DISCIPLINARY MEASURE.-

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(1) The services of an employee who is on probation may be terminated after giving One month's Notice or payment of One month pay in lieu there of.

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

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

66. DISCHARGE FROM SERVICE ON MEDICAL GROUND:

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

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

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

67. TRAINING:

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

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

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

68. OBLIGATORY TEST:

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

69. RELAXATION OF TIME FOR PASSING TESTS:

When a test is newly prescribed or introduced, an employee will be allowed a maximum of two years time or three chances whichever is beneficial to pass the test and during the period of

such relaxation, he may be granted temporary promotions subject to reversion if he fails to acquire the test qualification within the period of relaxation.

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

70. RESIDENTIAL ADDRESS AND PRODUCTION OF PERSONAL PARTICULARS:

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

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

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

71. OFFICIATING APPOINTMENTS/CHARGE ARRANGEMENTS:

(1) The Managing Director may, by written order require an employee to officiate in a higher post and during such period of officiating, the employee will continue in the lower of the scales of pay of the post concerned. During the period of such officiation, charge allowance at the rate admissible to State Government Employees from time to time will be paid. Such arrangements will be terminated as early as practicable and an employee will not be entitled to any right or performance for promotion to a post by reason of his having officiated in the post previously.

(2) A unit head shall also be authorised to make such charge arrangements in writing to his subordinate level for the smooth functioning of his unit for a brief period with the prior approval of his immediate superior officer concerned.

72. MAINTENANCE OF SERVICE RECORD AND PERSONAL FILE:

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

73. TRANSFERS AND POSTING:

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Managing Director may at any time, for administrative reasons or such other reasons other than general transfer if any, transfer an employee holding a post under the Corporation and thereupon the employee shall join the post to which he is transferred. Provided further that internal rearrangements of work and transfer of personnel within a unit may be effected by the Officer in overall charge of the Unit.

PART - IV

JOINING TIME

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

(a) to join a new post at a new station to which he is appointed while on duty in another post at another station.

(b) to join a new post on transfer or promotion:-

(i) on return from earned leave; if a transfer has been effected from his old post during the period of leave.

(ii) when he has not had sufficient notice of his/her appointment to the new post, on return from leave other than that specified in sub-clause above.

75. TRANSFER NOT INVOLVING CHANGE OF STATION:

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

76. TRANSFER INVOLVING CHANGE OF STATION:

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

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

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

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

77. JOINING TIME TO EMPLOYEES ON LEAVE:

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

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

78. JOINING TIME TO EMPLOYEES ON REQUEST TRANSFER:

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

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79. REGULATION OF JOINING TIME:

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

80. OVERSTAYAL OF JOINING TIME

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

81. EXTENSION OF JOINING TIME:

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

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

82. MODE OF GRANTING *JOINING* TIME –

(1)	**During transfer the joining time is admissible**	
(i)	When there is no change of office or building -	No joining time
(ii)	If the distance from the old station is less than 20 KMs : - (Note If an employee is *relieved from the old station in the*	One

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	AN of Saturday, the next day ie Sunday will be counted as a day for this purpose)	
(iii)	If the distance exceeds 20 kms or more or transfer exceeds 20 kms or more transfer shall be held to involve a change of station, only when the distance between two places is 20 KMs or more as per Rule.	
(2)	In the case of transfer, Sundays are excluded for the calculation of joining time.	
(3)	When holidays follow the joining time, the normal joining time may be deemed to have been extended to cover such holidays.	
(4)	When transferred while on transit, a second preparation time will not be allowed.	
(5)	If transfer is subsequently cancelled, while the employee is in transit the period between the date of relief and rejoining duty shall be treated as joining time, provided the period does not exceed the normally admissible joining time.	
(6)	When transferred while on Earned Leave, the employee has to join duty at the new place, only after the expiry of leave and admissible joining time. If he joins duty at the new station, before the expiry of leave, the unavailed portion of Earned Leave will be reduced by the admissible amount of joining time.	

PART- V

RESIGNATION, SUPERANNUATION AND VOLUNTARY RETIREMENT

83. RESIGNATION:

(i) Subject to the terms and conditions in the order of appointment no employee shall leave or discontinue service under the Corporation without submitting 30 days prior notice of Resignation in writing.

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(ii) The Appointing Authority, may at its discretion allow an employee to be relieved or be discontinued from service after giving a shorter notice than prescribed, provided he pays a sum equivalent to his pay and allowances for the period of deficiency in the period of Notice.

(iii) Resignation from service shall be accepted only after settling all the liabilities outstanding against the employee.

(iv) Resignation will entitled forfeiture of any claim related to the service rendered by him under the Corporation subject to any consideration by the appointing authority.

(v) A resignation will become effective only after its acceptance by the Appointing Authority.

84. SUPERANNUATION:

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

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

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

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

85. VOLUNTARY RETIREMENT:

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

86. SERVICE CERTIFICATE:

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

CHAPTER – III

PAY, ALLOWANCES AND MEDICAL REIMBURSEMENT

87. PAY AND SCALE OF PAY:

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

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(i) At the time of his first joining duty.

(ii) When promoted or appointed to a higher post.

(iii) When scale of pay is revised.

(iv) When the post of an employee is upgraded.

(v) When transferred/reverted or down graded as a penalty, to a post carrying lower or equivalent scale of pay.

(vi) At the time of time-bound grade promotions.

88. REVISION OF SCALES OF PAY OR PAY:

The existing scale of pay or pay and allowances of the employees of the Corporation will be revised from time to time, in accordance with revision of pay scales of State Government Employees, with prior permission of Government. After issuance of pay revision orders of State Government Employees from time to time, the Corporation shall prepare and forward the pay revision proposal with the approval of Board of Directors to Government, and pay revision can be implemented only after issuance of pay revision orders in respect of Supplyco, by Government.

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

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

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

Fixation of pay on promotion, or appointment to higher post shall be done as per rules 28, 28A and 37(a) of Part -I of Kerala Service Rules, as amended and clarified from time to time by Government.

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91. GENERAL APPLICATION OF FIXATION:

If promoted to more than one post on the same date, or given promotion direct to the higher post without officiating in the intermediary post, pay in the higher post will be fixed after giving notional fixation under Rule 28 A of Part 1 of KSRs, in the intermediary post; but no refixation is allowed.

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

When the scale of the post is changed, the pay of the employee shall be fixed at the minimum of the revised scale of pay, if he was drawing basic pay lower than the minimum of the revised scale of pay. If the pay in the previous scale is higher than the minimum of the scale of pay, then the pay will be fixed as per Rule 30 of Part-I of Kerala Service Rules (no refixation of pay).

93. WHEN PAY ACCRUES AND CEASES:

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

94. PAY WHEN BECOMES PAYABLE:

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

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

95. PAYMENT ON DISCONTINUANCE AND DUAL PAYMENT:

Pay and allowances shall not be payable for a part of a month to an employee who leaves or discontinues his service in the Corporation without due notice as laid down in these rules during a month, unless such notice has been waived by the

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Managing Director. The pay and allowances of an employee leaving the Corporation during the course of a month may however, be disbursed on the day on which he relinquished charge of his post or any other succeeding day provided however, that there are no liabilities against him.

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

96. INCREMENTS:

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

(2) In computing the qualifying period for sanctioning increment, period of suspension not treated as duty, unauthorised absence, period of overstayal of joining time, leave without allowance other than taken in continuation of Maternity Leave not exceeding a period of 60 days, shall not be reckoned as due date of increment shall be correspondingly postponed.

(3) The monetary benefit of an increment falling due during a period of leave will accrue only on rejoining duty.

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

(5) An employee whose services are probationary or regular, if reverted from a post for want of vacancy, when re-appointed to the same cadre on

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probationary or regular basis will count his past service if in identical time scale, for purposes of increments.

(6) A probationer whose period of probation is two years shall be entitled for the first increment in the time scale of the probation post on completion of the eligible period for an increment. Second increment shall be drawn only with effect from the date on which he declared to have completed his probation.

(7) Employees whose probation period is one year, the first increment in the scale of pay shall be drawn with effect from the date on which he declared to have completed his probation.

(8) Increments other than one for which declaration of probation is a pre-condition, shall be drawn as a matter of course unless the employee's increment is withheld as a punishment.

(9) When an efficiency bar is prescribed in a time scale of pay, the increment next above the bar shall not be given without specific sanction of the competent authority.

(10) <u>QUALIFYING SERVICES SHALL BE RECKONED FOR THE INCREMENT IN THE FOLLOWING CASES :</u>

(i) All duty periods in a post at the same stage of pay of an increment.

(ii) Services in another post with the same pay on the same/identical time scale.

(iii) Period of deputation.

(iv) Period of leave including LWA on Medical Certificate and LWA upto 60 days without Medical Certificate in continuation of maternity leave.

(v) Period of in-service training

(vi) Period of joining time.

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(vii) Period of suspension treated as duty.

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

(11) THE FOLLOWING PERIODS SHALL NOT BE COUNTED FOR INCREMENT:

(i) Provisional service which does not satisfy the Government Decision No.2 below Rule 33 Part-I, KSRs.

(ii) Period of suspension not treated as duty, or that treated as LWA.

(iii) LWA without Medical Certificate; also beyond 60 days in continuation of maternity leave.

(iv) Previous service if re-employed after resignation, periods of removal or dismissal which is not subsequently treated as duty and period of permanent withholding of increment.

(v) Service in a lower post.

(vi) Officiating service in a higher post, if not certified 'would have continued in the lower post, but for promotion'/ 'would have continued in the post but for deputation'.

(vii) Period of training, if pay of the officiating post is not drawn during the training.

97. STAGNATION INCREMENT:

This is the increment granted to an Officer who reaches the maximum of his scale of pay. The number of such increments will be sanctioned in the pay revision orders from time to time and sanctioning of stagnation increments will be subject to the conditions in the pay revision orders of Supplyco, from time to time.

98. OTHER PROCEDURES RELATING TO INCREMENT:

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

(ii) Even if there is a part of the aforesaid leave (not counting for increment) in a month, the increment due will be granted from the first date of that month.

(iii) No formal sanction for the grant of regular increment is necessary.

(iv) In the case of the first appointment, the first increment will be drawn before completing 12 months, if the date of joining duty is other than the first day of the month.

(v) Increase in pay consequent on the accrual of increment during leave is to be paid during the leave period itself, except in the case of LWA.

(vi) The order of postponement of increment has only prospective effect, i.e, it will affect only the increment due after the order is issued.

(vii) The order of postponement of increment is applicable only in the scale of pay of the employee was holding at the time, and not in a lower or higher scale.

99. REDUCTION OF PAY OF AN EMPLOYEE:

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

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

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

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101. SPECIAL PAY :

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

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

102. CHARGE ALLOWANCE:

When an employee is required by order of the Managing Director or a competent authority to perform the duties of a higher post in addition to his own, the employee is eligible for charge allowance as per the norms.

Provided further that no charge allowance will be payable in cases where an employee is required to perform duties of another post on equivalent or lower scale of pay in relation to the post held by him.

103. CLASSIFICATION OF POSTS FOR CHARGE ARRANGEMENTS:

(a) Posts not in the same office, establishment or line of promotion or cadre, where duties and responsibilities are clearly independent are eligible for charge allowance.

(b) Post in the same office, establishment or line of promotion or cadre:-

(1) When the additional post is subordinate to the regular post. No charge allowance.

(2) When the additional post is of equivalent and the same rank as that of regular post. No charge allowance.

(3) Additional charge arrangements in respect of posts in the same office and of the same rank of the duties of the additional post are the same as those in original post - No charge allowance.

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(4) If the additional charge arrangements are in the same office and the responsibilities attached to the posts are indivisible – Charge allowance is admissible.

(5) When the additional post is superior to the regular post and carries a higher scale – Charge allowance is admissible.

104. GOOD SERVICE ENTRY AND INCENTIVE AWARDS:

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

105. PAY DURING JOINING TIME:

1. When an employee is transferred from one post to another, he shall during permissible period of joining time, be eligible for pay and allowances of the old or new post whichever is less.

2. An employee on earned leave transferred to a new post will be granted joining time pay at rates admissible for earned leave, during joining time.

3. An employee who did not have sufficient notice of a new appointment to another station while on leave other than earned leave will be eligible for pay and allowances under sub-clause 1

106. ALLOWANCES:

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

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107. REIMBURSEMENT OF MEDICAL EXPENSES:

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

(i) Reimbursement of medical expenditure under these rules can be claimed under any one approved system of medicine, but no one shall be entitled to reimbursement under more than one system simultaneously for the same period.

(ii) The medical expenditure incurred by an employee may be reimbursed by the Managing Director or an Officer to whom the powers are delegated by the Managing Director, based on a certificate from the head of the Office/Unit/Division in which the employee is working to the effect that the charges claimed are reasonable and genuine having regard to the circumstances of the case.

(iii) The claims for reimbursement of cost of medicines and medical expenditure shall be made in the approved prescribed format and shall be accompanied by bills and vouchers countersigned by the authorised medical officer concerned.

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

(iv) Claiming of reimbursement for the medical treatment other than Government Hospitals, the bills and vouchers of such claim should accompany a statement showing or stating the reason of non-availability of such treatment in Government Hospital by the authorised Medical Officer.

(v) The claim for reimbursement shall be preferred within one month from the last date of treatment. If the treatment is for continuous period exceeding

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one month, the claim for reimbursement for each month shall be preferred at the close of the month except in the case of hospitalisation.

(vi) All the reimbursement claim for the purchase of medicines are subject to the provisions contained in the existing Kerala Medical Services Reimbursement regulations issued by the Government from time to time.

(vii) The amount/claim for reimbursement up to Rs. 50,000/- (Rupees Fifty Thousand only) can be preferred with the recommendation of the District Medical Officer or the District Level Medical Officer of the particular system concerned, over and above Director of Health Services or the Director of the concerned system of treatment will be the authorised authority for recommendation.

(viii) The Board of Directors may sanction interest free recoverable loan amount not exceeding Rs.2,00,000/- (Rupees Two Lakh only) to an employee or the actual amount of such treatment to be incurred by the employee, in cases of medical treatment involving hospitalisation for diseases such as Cancer, Cardiac ailments, injuries in accidents or similar other fatal or serious treatments, but the treatment which is not available/timely available in Government Hospital but available in other Private Sector Medical Institutions can be provided; but such payment shall be subject to the production of estimation/actual bills and vouchers accompanied along with the referral recommendation of the authorised Medical Officer of Government Hospital concerned and the payment shall be direct payment to such medical institutions.

(ix) However the Board of Directors may introduce general/individual/special health insurance policy to the employees on participation basis or else deem suitable scheme or any other scheme for reimbursement of medical claims as deemed appropriate.

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(x) Notwithstanding anything contained in this rule the Board of Directors shall have the power to deal with the case of any person or persons of the Corporation deem fit and justifiable.

(xi) The existing practices regarding reimbursement of medical expenses for the employees of the Corporation other than or as the case may be, the provisions under Rule 3.17 of KGSMA rule will also follow until otherwise amended or incorporated additions or deletions ordered thereto the rule.

CHAPTER – IV

LEAVE

108. GENERAL CONDITION:

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

109. PREFIXING AND SUFFIXING OF HOLIDAYS:

(a) Holidays may be prefixed or suffixed to leave of any kind, but holidays coming in between days of leave other than casual leave shall be treated only as leave.

(b) When an employee is certified unfit to attend the office, holiday(s), if any preceding the day he is so certified shall be allowed automatically to be

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prefixed to leave and the holiday(s), if any immediately succeeding the day he is so certified (including that day) shall be treated as leave.

(c) When an employee is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave and holiday(s) if any, preceding he is so certified shall be treated as part of leave.

110. EMPLOYMENT DURING LEAVE PERIOD:

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

111. COMBINATION OF DIFFERENT KINDS OF LEAVE:

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

112. LEAVE BEYOND DATE OF RETIREMENT:

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

113. COMMENCEMENT AND TERMINATION OF LEAVE:

Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed.

114. RETURN BEFORE THE EXPIRY OF LEAVE:

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

115. STATION ON RETURN FROM LEAVE:

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

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116. APPLICATION FOR LEAVE:

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

117. KINDS OF LEAVE:

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

1. Casual Leave
2. Special Casual Leave.
3. Earned Leave.
4. Leave without allowances.
5. Maternity leave/Paternity leave/Adoption leave.
6. Half Pay leave.
7. Special disability leave.
8. Commuted Leave.

118. CASUAL LEAVE:

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

A Register of Casual leave shall be maintained in every unit/office of the Corporation. An appropriate form of register of Casual Leave may be prescribed.

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119.SPECIAL CASUAL LEAVE:

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

(i) for actual days of administration of vaccine when an employee has to undergo anti-rabies treatment on medical certificate.

(ii) Maximum 30 days leave in a calendar year to those employees who require kidney transplantation treatment on Medical Certificate.

(iii) Employees who undergo chemotherapy or radiation for treatment of Cancer are eligible for Special Casual Leave for a period of 60 days at the maximum subject to the following conditions:-

(a) The leave may be allowed to be combined with Earned Leave, Half Pay Leave, commuted leave, leave not due, leave without allowances and casual leave.

(b) The period of special casual leave shall be inclusive of intervening public/declared holidays.

(c) The leave may be availed of on more than one occasion in a calendar year, if needed, but altogether it must not exceed 60 days in a calendar year.

(iv) Maximum of 10 days leave in a calendar year for all physically handicapped employees eligible to claim conveyance allowance for the treatment of illness in connection with their physical handicap on production of Medical Certificate to the effect from the authorised Medical Officer attending on them.

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119.SPECIAL CASUAL LEAVE:

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

(i) for actual days of administration of vaccine when an employee has to undergo anti-rabies treatment on medical certificate.

(ii) Maximum 30 days leave in a calendar year to those employees who require kidney transplantation treatment on Medical Certificate.

(iii) Employees who undergo chemotherapy or radiation for treatment of Cancer are eligible for Special Casual Leave for a period of 60 days at the maximum subject to the following conditions:-

(a) The leave may be allowed to be combined with Earned Leave, Half Pay Leave, commuted leave, leave not due, leave without allowances and casual leave.

(b) The period of special casual leave shall be inclusive of intervening public/declared holidays.

(c) The leave may be availed of on more than one occasion in a calendar year, if needed, but altogether it must not exceed 60 days in a calendar year.

(iv) Maximum of 10 days leave in a calendar year for all physically handicapped employees eligible to claim conveyance allowance for the treatment of illness in connection with their physical handicap on production of Medical Certificate to the effect from the authorised Medical Officer attending on them.

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

Note:-

(i) Subject to the limits laid down above, only the minimum number of special casual leave actually required to cover the total period of absence necessary shall be granted and any period in excess than the limit shall be regularised by granting leave due and admissible to the employee.

(ii) Special casual leave taken in any circumstance may be allowed to be combined with Earned Leave, Half Pay Leave and Commuted Leave. Special Casual Leave shall not be entered in the leave account of the employee or considered discontinuance of duty and shall not be granted in combination with ordinary casual leave.

(iii) An employee will be eligible for wages/salary during a period of special casual leave.

120. EARNED LEAVE:

1. The Earned Leave admissible to an officer in permanent employee is one-eleventh of the period spent on duty.
2. An individual shall cease to earn leave when earned leave accumulated amounts to 300 days.
3. The employee may surrender earned leave up to a maximum of 30 days in a financial year.
4. An employee on earned leave is entitled to leave salary equal to the pay and allowances on the day before the leave commences.
5. No Compensatory Allowance like HRA & CCA will be admissible on expiry of 180 days of Earned Leave.

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121.HALF PAY LEAVE:

A permanent employee shall also be entitled, to avail half pay leave not exceeding 20 days in respect of each completed year of service. An employee on half pay leave is eligible for leave salary equal to half of the duty pay ie, half of the pay admissible had he been on duty during the period and the dearness allowance admissible to half of the pay.

a) An employee may commute the half pay leave subject to a maximum of 240 days during the entire service. Twice the amount of Half Pay Leave will be debited for each commuted leave. All permanent employees and those who have completed three years of continuous service are eligible for this leave.

b) The total amount of earned leave and commuted leave taken together shall not exceed 240 days at a time.

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

(ii) This leave can be extended to another one month subject to the approval of the Board of Directors.

122. MATERNITY LEAVE:

1. Maternity Leave is granted to a female member of the Corporation on full pay i.e. equal to the pay and allowance had she been on duty, for a period of 180 days from the date of its commencement. Maternity Leave may be combined with regular leave such as Earned Leave, Half Pay Leave, Leave without Allowance. However no Medical Certificate shall be necessary for grant of any leave for a period not exceeding 60 days in continuation of Maternity Leave. For further continuance, leave may be granted to a female officer on producing a medical certificate to the effect that new born baby

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requires personal attention of the mother and her presence by the side of the baby is absolutely necessary.

2. Paternity Leave for 10 days each up to first two children will be granted to a male member of the Corporation before or within three months after the delivery of his wife, the request for it is supported by a Medical Certificate issued by the Medical Officer attending on the wife in proof of the date of delivery.

3. Leave may be granted to an employee in cases of miscarriage including abortion subject to the condition that the leave does not exceed six weeks and the application for the leave is supported by a certificate from the Medical Officer.

4. Leave not exceeding for a period of 30 days may be granted on medical certificate to an employee for undergoing hysterectomy

5. Child adoption leave for a period of 180 days to a female employee who is an adoptive mother having two surviving children including the adopted child, from the date of legal adoption of child up to one year of age with full pay and allowances similar to that of maternity leave.

123.LEAVE WITHOUT ALLOWANCE/EXTRA ORDINARY LEAVE:

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

(i) for regularizing the period of suspension.

(ii) for treatment of TB, Cancer or mental disease.

(iii) for obtaining superior qualification which is deemed useful to the employee as a member of service or will improve his prospects in the service of which he is a member for taking up other employment or for joining with spouse.

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

124. DISABILITY LEAVE:

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

The maximum period is 119 days for each disability. This can be combined with other kinds of leave.

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

125 LEAVE APPLICABLE TO PART TIME CONTINGENT EMPLOYEES:

Earned Leave is earned 1/22 of duty subject to a maximum of 15 days in an year. Earned Leave to be granted in a year shall not exceed 15 days. Maximum Earned Leave at credit shall not be in excess of 120 days. Surrender of Earned Leave will be up to 15 days in a financial year. Terminal surrender of Earned Leave up to 120 days is allowed. Leave without allowances for a maximum period of 120 days in a calendar year may be granted on sufficient grounds. Maternity Leave for 3 months and leave for miscarriage or abortion for six weeks, are also admissible.

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

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CHAPTER – V

TRAVELLING ALLOWANCE RULES

126. TRAVELLING ALLOWANCE

Traveling Allowance is an allowance granted to an Officer to cover the expenses incurred by him in the interest of the Corporation. It includes allowances granted for the maintenance of conveyance. This does not mean that the employee is entitled to draw the full cost of journey. T.A. shall not become a source of profit to the recipient. It is classified as a compensatory allowance. The Chairman and Managing Director or the authority delegated by him is the competent authority to sanction tour and Travelling Allowances.

127. Categorization of officers for the purpose of TA/DA

Category	Officers	Class of Travel
A+	CMD /GM	I AC
A	Senior Management Officers	II AC
B	Middle and Junior Management Officers	II AC or III AC
C	SAI,SAII, JA etc	II Class
D	Driver, ASM etc	II Class

Officers who travel below 200kms in higher classes (ie.CC, I class, 3AC, 2AC, I AC) should produce original tickets along with the TA claim.

128. INCIDENTAL EXPENSE:

Officers who perform travel by Road / Rail are eligible for incidental expenses in addition to the actual fare. Incidental Expenses are sanctioned to meet petty expenses while the officer is on tour. The Incidental Expenses can be claimed as follows.

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Category	Rates – Rs./Km
A+ / A	0.60
B	0.50
C	0.45
D	0.40

Or half DA whichever is higher, subject to maximum one DA per day.

129. INCIDENTAL EXPENSE FOR AIR JOURNEY:

Category	Rates – Rs./Km
A+	Limited to 1 DA for each journey provided the travel is in economy class.
A	do

130. MILEAGE ALLOWANCE:

Mileage allowance rates inclusive of incidental expenses are applicable for Road journeys irrespective of the fact whether the places are connected by rail or not. Recently, with the hike in diesel price, road fare has enhanced considerably. To compensate this hike, the mileage allowance is set as follows:

Category	Rates – Rs./Km
A +/ A / B	2.00
C	1.50
D	1.50

Travelling by road includes travelling by back water,river or canal in a steam launch or in any vessel.

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131. DAILY ALLOWANCE ON TOUR AND TRANSFER:

It is a fixed allowance for each day which is intended to cover the ordinary daily charge incurred by an officer while on tour or transfer, subject to the condition that the tour is for official purpose. The DA will be permitted for the shortest period of stay outside Headquarters by choosing the shortest possible time and route for completing the specific work to ensure that the employee is available in the office. Maximum possible time employees is therefore expected to travel in night trains for journeys exceeding distance 250 kms and early morning conveyance for journey of distance involving below 250 Kms. Considering the present hike in the cost of food items and other things, the rates of DA is set as follows.

Grade	Inside State	Outside State
A+	400	550
A	320	450
B	300	450
C	250	350
D	200	300

Duration of tour halt will be calculated from the time of arrival at destination station and departure from there. DA for halt will be paid only if the place is at a distance of more than 8 Km. from headquarters.

132. ROOM RENT:

Since the concession rate room rent in Government Guest House, Rest House etc is not admissible to the employees of Supplyco, competent authority of the institution may if necessary allow a marginal increase of upto 15% over and above the admissible rate of daily allowance only.

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The rates of reimbursement of room rent admissible to officers for stay outside the State subject to the production of voucher are given below.

Grade	New Delhi, Mumbai, Kolkata, Chennai (Rs)	Other cities/ towns outside state (Rs)
A+	2000	1500
A	2000	1500
B	1600	1000
C	1250	1000
D	1000	750

Or the actual rent paid whichever lower.

133. TRANSFER TA – ELIGIBLE FOR CARRYING PERSONAL EFFECTS:

Officers transferred from other offices are eligible to carry personal effects by train or by other means of transportation. The eligible weights that can be carried to each category is fixed as follows.

Category	Rates – Rs
A+	As per rules for IAS/IPS officers
A/B/C/D	As per state Govt.Rules

Rate of transportation will be paid as fixed by the Government time to time.

134. OFFICERS USING OWN CONVEYANCE:

Officers of Category – A are allowed to use own cars for official tours within the State and allowed TA @Rs.2.00 per Km. Prior permission before proceeding for such tour should be obtained from the authority approving the tour program.

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135. AIR JOURNEY:

All officers eligible for air journey can travel by Air in exigencies but only with the permission of the MD. The rules and regulations issued by the Governments from time to time in respect of air journey should be scrupulously followed.

136. TAXI FARE FOR CATEGORY A & B OFFICERS :

Officers travelling outside the headquarters will be allowed to hire taxis at the visiting centre from residence to Airport/Railway station/Bus stand and back limiting the expense to a maximum of Rs.300/- per day. The reimbursement will be as per the bill or voucher produced.

137. AUTO RICKSHAW FARE ON JOURNEY ON TOUR:

Auto rickshaw fare is admissible to officers for official journeys from residence/office to Airport/Railway station/Bus stand and back subject to a maximum of Rs. 250/day.

138. PERMANENT TRAVELLING ALLOWANCE FOR JUNIOR MANAGER(M&I):

PTA of JM (M&I) will be Rs.500/- PM. The Junior Mangers (M&I) will furnish monthly tour diary to the depot Managers who will in turn forward the same to the Regional Manager concerned. The Regional Manager will review the tour diaries furnished by the Junior Managers and ensure that they have covered the target of inspection and forward a review report to head office.

139. TA/DA FOR RETIRED OFFICERS:

Officers retired from service of the Corporation are eligible for TA/DA for the journeys conducted in connection with Court cases and other matters of the corporation where they are required to give evidence in the matters they were dealing with while in service at the rate applicable for their position at the time of retirement.

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140. CEILING FOR DRAWING TA:

The ceiling limit prescribed by Governments from time to time will be applicable to the employees of Supplyco. A marginal enhancement not exceeding 15% of monthly ceiling limit will be granted for the employees of Supplyco in case of necessity subject to the condition that quarterly ceiling should not be exceeded.

The officers approving the TA claims should ensure the genuineness and necessity of the tour. Duration of halts shall also be verified and convinced and claiming DA for unnecessary halts will be viewed seriously.

Transfer TA will be paid as per Govt. rules.

Any relaxation in TA ceiling for individual cases will be done only by the approval of Government.

141. GENERAL:

1) Tour programme should be approved by Higher Authority in advance. Approved tour programme with the supporting documents should be produced along with claim.
2) For journeys undertaken by an employee for which no provision is made as per the above guidelines, they shall draw travelling and daily allowance on such scales as may be fixed by the Board having regard to the cost and modes of transport obtaining in the areas in which the journey is undertaken and the basis on which reimbursement of travelling expenses is allowed by the State Government to its employees in similar circumstances.
3) An employee who is required to travel on the Corporation's business may be paid an advance to meet his travelling and halting expenses which will be adjusted when bills are passed for payment. Such advance will however be restricted to the amount admissible to him as per existing guidelines.
4) Employee shall ensure that the claims are lodged immediately on return to Headquarters. Excess unutilized advance shall be refunded forthwith on return.

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The TA advances will be settled only in the TA bills for the months for which it was drawn.

5) The rules in KSR part II will be applicable for the payment of TA to any other official journey which is not specifically mentioned in this TA Rules

CHAPTER - VI

MISCONDUCT AND DISCIPLINARY PROCEEDINGS

142. MISCONDUCT:

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

(1) Refusal to perform duties and responsibilities assigned to him which a person in his position could reasonably be expected to perform.

(2) Negligence or neglect to work.

(3) Refusal, expressed or implied – (i) to do the allotted work (ii) or to act according to orders of his superior in regard to his duty.

(4) Refusal to perform in a different job or in a different place as may be required by a superior or refusal to additional work entrusted to him, which could be reasonably expected to be done by him.

(5) Refusal to work extra time or on Sundays and holidays when directed to do so by his superior.

(6) Insubordination or disobedience whether alone or in combination with another or others.

(7) Talking or behaving in a disrespectful manner to a superior, or challenging the authority of a superior, or shouting at a superior.

(8) Exhibiting bad temper, using abusive language, or talking in a discourteous manner to another employee or any person with whom the Corporation or its Units has official dealings.

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(9) Upsetting peace and decorum of Office or its Units or work place or its public distribution premises or the Society as a whole.

(10) Engaging in idle talk or conversation in work place and failing to respect the right of others to work in peace.

(11) Intimidating, assaulting or threatening any person with whom the Corporation or any of its Units or have any official dealing within the premises of the Corporation, Office or its Units.

(12) Riotous, defamatory actions, encouraging terrorism or working for terrorism, intolerance behaviour to disrupt communal harmony, improper behaviour, use of abusive language threatening or intimidating other employees or assault or threat of assault either provoked or otherwise or the commission of any act subversive of any good and proper behavior during duty hours or out of duty hours within the premises of the Corporation, its office or its units or outside such places.

(13) Disrespectful behavior towards any customer/supplier or failure to show proper courtesy to any customer/supplier or persons with whom the Corporation has official dealings within the premises of the Corporation/Office/Units.

(14) Slandering against any person within the premises of the Corporation/Office/ Units or such other work places.

(15) Any act or conduct detrimental to the interests of the Corporation or its fair name.

(16) Issuing public statements/giving interviews/publishing articles/speaking at public gathering, criticising the affairs of the Corporation.

(17) Failure to keep work place, equipments, items/goods and commodities for sales, records, registers, files and papers neat tidy and safe.

(18) Causing damage or loss to goods or property of the Corporation.

(19) Presence within the premises of the Corporation in a drunken state.

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(20) Gambling or any illicit activities within the premises of the Corporation or its Units.

(21) Initiating, conducting or taking part or inciting other employees to take part in any illegal strike, go slow, work to rule, shut down strike or other similar actions or any illogical actions, in contravention of the provisions of any rule in force.

(22) Holding or attempting to hold meetings, gatherings within the premises of the Corporation/Office or its Units or its temporary public distribution places without written sanction of the Managing Director.

(23) Distribution or exhibition within the premises of the Corporation or its Units or its any Offices any newspaper, bill or poster or pamphlet without sanction of the Managing Director.

(24) Collection or canvassing for collection of any money within the premises of the Corporation, its Offices or its Units without sanction of the Managing Director.

(25) Sleeping or dozing while on duty.

(26) Loitering or leaving the place of work without permission of immediate superior during prescribed hours of work.

(27) Habitual late attendance.

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

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(28) Absence without sanctioned leave or written permission.

(29) Over stayal of leave or joining time without prior permission of the Managing Director or such other Officer who is empowered by Managing Director to sanction leave of absence.

(30) Engaging in any trade or money lending or any other activity attending to any work other than allotted work, within the premises of the Corporation or its Offices or its Units.

(31) Engaging in commercial activity other than in connection with the duties under the Corporation or accepting sales commission as incentive or any sales promotion discounts offered by the suppliers in cash or in kind shall be treated as misconduct and leads disciplinary action as per rule or accepting employment under any person or body outside his hours of work during tenure of his service. x

(32) Theft, fraud, dishonesty or breach of trust or misappropriation of property of the Corporation or funds including misuse of vehicles, equipments, articles for selling, discount and sales promotion items including such items supplied by the suppliers, misuse of place of stock, store, depots, selling premises or goods of the Corporation.

(33) Theft, fraud or dishonesty connected with business of the Corporation or property of other employees.

(34) Seeking, soliciting or accepting bribe, gifts, reward or commission and taking commission as incentive other than sanctioned in cash or in kind from the Corporation's fund from person/persons or firms or suppliers.

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(35) Indulging in sexual harassment against women employees of the Corporation including physical contact, encouraging or demanding sexual favours, making sexually coloured remarks/showing any pornographic material, any other unwelcome verbal or non-verbal conduct.

(36) Insolvency/seeking moratorium or arrangements with his debtors/more than 50% of pay being attached/arrest or imprisonment for non-payment of debt.

(37) Conviction by a Court of Law for criminal offence involving moral turpitude or violence punishable by imprisonment or fine above Rs.2,500/-

(38) Submission of personal representations to H.E.Governor, Chief Minister or Ministers in official capacity or in official designation either directly or forwarding or furnishing advance copies without the permission of the Managing Director.

(39) Committing any offence punishable under the Indian Penal Code within the premises of the Corporation/its office or its Units or in any vehicle, store/stock house, shop or other building owned or held in lease or rent by the Corporation.

(40) Interference with safety devices installed, if any, interference to manipulate or damage any electronic devices installed or owned by the Corporation or acting in a manner to imperil safety, accuracy of such devices.

(41) Failure to report any defect or damage to property belonging to the Corporation or any other circumstances which may cause damage or loss to the Corporation, which comes to his notice.

(42) Bringing or attempting to bring unauthorized articles to any of the premises of the Corporation or its Units.

(43) Unauthorised use of the Corporation or its Office or its Unit premises

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(44) Disclosing confidential matter or official secrets of the Corporation to other employees or to any other person otherwise than in bonafide discharge of duties.

(45) Furnishing false information at the time of selection for appointment or at any time thereafter during service under the Corporation, in respect of himself or in respect of any other person.

(46) Furnishing false information at the time of selection or at any later date in respect of the quality or quantity of the items for purchase/purchased sale or similar means.

(47) Furnishing false or erroneous information in respect of the account, audit, profit, loss, etc., which affect the finance and accounts of the Corporation.

(48) Habitual breach of any rule or instruction of the Managing Director or other responsible superior officers or repetition of any act or omission against which the employee was warned.

(49) Committing will ful delay in affecting prompt payment to the suppliers or delay in taking the commodities or items selected by the Corporation into stock, which the employee was specifically directed to effect or take.

(50) Making false complaint or statements about the Corporation, Member of the Board of Directors or employees of the Corporation.

(51) Spreading false information with a view to bring disruption to normal work of the Corporation.

(52) Falsifying or refusing to give testimony when accidents, misconduct and other matters are being investigated.

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(53) Impersonation.

(54) Initiating, conducting or participating in any demonstration within the premises of the Corporation, its Office or its Units.

(55) Refusal to accept or adhere transfer orders from one place to another, one division to another, one seat to another or posting orders.

(56) Improper or non-payment of balance amount due to the customer willfully or habitualy.

(57) Slow down of work or inciting others to resort to go slow tactics which affect the smooth sales or invite uneasiness to the customers.

(58) Being within the premises of the Corporation in possession of properties or commodities stolen or believed to be stolen or possession of which is not satisfactorily explained.

(59) Inordinate shortage of stores and stocks which are not satisfactorily explained.

(60) Unauthorisedly bringing drugs, medicine or intoxicants to the units or premises of the Corporation/Office/Units.

(61) Squatting or remaining in premises of the Corporation/its Offices/its Units with a view to achieve any cause or to intimidate, coerce or threaten any other employees of the Corporation.

(62) Causing obstruction either alone or incombination with others to any person or persons connected with the work of the Corporation in premises of the

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Corporation/its Offices/its Units or outside the premises, or in vehicles engaged by the Corporation.

(63) Declaration by the police as a bad character and being carried in the register of such persons maintained by the police.

(64) Smoking within the premises of the Corporation/Offices/Units or such places where it is prohibited.

(65) Failure to wear uniform, identity card or badge, if supplied. If no uniform is supplied or expected to wear, failure to appear in decent or proper dress.

(66) Refusal to be searched by the Security Staff or other person or persons nominated by the Corporation for the purpose.

(67) Entering or attempting to enter or leaving or attempting to leave except through the normal entrances against which the employee is warned.

(68) Entering or remaining in Corporation premises/its Offices/its Units outside duty hours, without permission or without sufficient reasons.

(69) Refusal to leave the premises after duty hours unless presence is required by a superior, or with permission of a superior.

(70) Marking attendance for another person.

(71) Leaving duty place before the scheduled time, without prior sanction or permission.

(72) Commission of any act subversive to discipline whether within premises of the Corporation or outside, within duty hours, before or after duty hours.

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(73) Deliberate abuse of any leave, privilege or concession for the time in force.

(74) Instigation, incitement or obstruction in furtherance of any act of misconduct and committing inordinate delay in submission of files/records/papers than permissible and willful submission of false and fraudulent or erroneous note with selfish motivation to the superiors with intention to mislead him/them.

(75) Breach of any of the provisions of the service rules or a lawful direction of a superior authority.

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

DISCIPLINE

PENALTIES AND PROCEDURE

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

143. MINOR PENALTIES:

(a) Censure

(b) Fine

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

Note:

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

(ii) Withholding of promotion shall not entail loss of seniority in that grade.

(iii) An Officer whose promotion is withheld, shall, if and when promoted to a higher grade or higher time scale, subsequently, on promotion, take his place at the bottom of the higher grade or higher time scale.

144. MAJOR PENALTIES:

(a) Withholding of more than 03 increments with or without cumulative effect

(b) Reduction to a lower post

(c) Reduction to a lower rank

(d) Compulsory retirement

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(e) Removal from service

(f) Dismissal from service

145. AUTHORITIES COMPETENT TO IMPOSE PENALTIES – DISCIPLINARY AUTHORITY:

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

An employee of Level F to H included in the Annexure of these rules may impose minor penalties on employees under his supervisory control, for which separate delegation of powers are to be issued by the Chairman and Managing Director.

146. PROCEDURE FOR IMPOSITION OF MINOR PENALTIES:

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

147. PROCEDURE FOR IMPOSING MAJOR PENALTIES:

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

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time as may be fixed in advance at his request before filing of the written statement.

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

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

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

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

If the accused employee desires assistance in his defence and makes a request to that effect, the Disciplinary Authority or the Enquiry Officer shall grant permission for assistance by another employee of the Corporation. A pleader will be allowed only if there are special circumstances which make assistance by a

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pleader desirable in the opinion of the Disciplinary Authority/the Enquiry Officer. If the Enquiry Officer or the Assisting Officer is legally trained person, the employee will be granted at his expense assistance of a pleader, if so requested for by him.

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

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

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

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

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

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

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

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

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

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148. APPEALS:

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

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

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

149. REVIEW:

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

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

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

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

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

150. SUSPENSION PENDING DISCIPLINARY PROCEEDINGS:

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

(a) Disciplinary proceedings are contemplated and if his continuance in office will prejudice investigation.

(b) Criminal cases under investigation or trial.

(c) When an employee is detained in custody of police for a period exceeding twenty four hours.

(d) When the Driver of the Corporation involves in a fatal accident/accident due to his negligence/accident due to his rash driving while on duty.

(e) Action of corruption, embezzlement, misappropriation of Corporation fund, misuse of official powers and status.

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

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

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

151. SUBSISTENCE ALLOWANCE:

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

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

(ii) DA admissible to the above.

B. COMPULSOARY DEDUCTION FROM SUBSISTENCE ALLOWANCE:

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

(ii) House Rent and allied charges.

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

(iv) Recoveries due to Co-operative Societies.

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

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

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

C. <u>OPTIONAL DEDUCTIONS FROM SUBSISTENCE ALLOWANCE:</u>

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

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

D. <u>DEDUCTIONS NOT TO BE MADE:</u>

(i) Subscription to EPF.

(ii) Court attachment.

<u>Note:</u>

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

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

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

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152. REGULARISATION OF PERIOD OF SUSPENSION:

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

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

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

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

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

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

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CHAPTER – VII

OBSERVANCE AND MAINTENANCE OF RULES

153. GENERAL

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

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

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154. OBSERVANCE AND EFFECT OF RULES:

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

(i) Unit Head to Regional Manager.

(ii) Regional Manager to Division/Department Head.

(iii) Division/Department Head to General Manager.

(iv) General Manager to Managing Director.

Superseding of any kind will constitute misconduct.

155. REPEAL AND SAVINGS:

The Kerala State Civil Supplies Corporation Service Rules, 1974, the Kerala State Civil Supplies Corporation Helpers Service Rules, 1978, the Kerala State Civil Supplies Corporation Recruitment/Promotion Rules, 1997, Kerala State Civil Supplies Corporation Limited Managerial Service Rules,2009 and allied orders/amendments/additions/deletions/alterations issued thereto are hereby repealed.

156. FURTHER APPLICATION:

Kerala Service Rules, Kerala State and Subordinate Service Rules, Kerala Civil Services (C.C.&A) Rules and provisions of Indian Companies Act (as the case may

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be) will apply wherever necessary/deem appropriate in all matters which are not referred to in these rules.

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

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

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

1. **GENERAL:**

(i) Transfer of all the employees of the Corporation including postings of the deputation staff shall be ordered by the Managing Director.

(ii) General transfer may be made only once in a year preferably by the middle of May.

(iii) In considering application for general transfer, only that application submitted till the end of February of that year shall be considered.

(iv) Common causes such as stock verification, auditing, inspection and such other unavoidable reasons are to be considered while general transfer.

(v) No employee who has completed two years of service in a particular station/unit/Depot/Office/Division need necessarily be transferred unless there is a claimant who has worked for three years in an outside station/Unit/Depot/Office than his/her native district or district where permanently settling to be provided there, or unless a transfer of the existing employee has become necessary due to administrative reasons/administrative convenience.

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(vi) Deputation staff appointed to the Corporation shall be posted suitably by the Managing Director or any other Officer authorised by him on his behalf.

(vii) For transfer of employees back to their home district/opted district from which they were transferred out for want of vacancies, 3 years duty/service is not applicable. In such cases the employee shall be given transfer against the first vacancy in his home district/opted district (home district refers to the district where the employee resides permanently) but no application for transfer will be considered unless the employee concerned shall have completed at least minimum 6 months actual duty in the station in which he has been posted.

(viii) Provided for counting the actual service in the station, any leave what so ever shall not be counted.

(ix) Service in a district (Revenue District) within a radius of 15 Kilometers is to be considered as service in the same station (station does not refer to the station where the employee has last worked)

(x) Service in all the cadres in the same district shall be considered for transfer to home district or opted district.

(xi) Service in more than one district shall be considered as a whole for transfer to home district/opted district (service in different cadres also has to be considered as a whole)

(xii) The recipient of good service entry, cash award and such incentive for meritorious service will get due weightage.

(xiii) Employees worked in remote areas or high altitude areas or farthest places when compared to their home district/opted district shall normally be eligible for transfer after completion of a period of two years duty in that station to their home district/opted district/is a convenient station as far as possible. Such employee will get priority while general transfer.

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(xiv) Women employees, as far as possible, shall not be posted to hilly or remote areas, Employees returning from Maternity Leave and female employees who are eligible for child adoption leave shall be posted to the same station from where they entered on leave, for a period of one year. If they desire to get transferred to their station of choice, their application shall be given preference.

(xv) Widowed employees are to be transferred to their station (not unit) of choice. Their application shall be given top priority.

(xvi) Application for a particular unit/Depot other than stations shall be rejected summarily.

(xvii) Employees who have only two years to retire shall be posted to vacancies in stations of their choice, giving preference to those who are due to retire earlier.

(xviii) Applications presented by relatives of employees or dependants or others shall be rejected summarily.

(xix) When a new unit started, the criteria for transfer and posting will be efficiency and seniority rather than convenience.

(xx) Transfer to facilitate husband and wife to serve in the same station will be allowed to the extend possible.

(xxi) Vacancies to be filled up by promotion shall be filled up first by transferring employees to existing vacancies.

(xxii) Application for mutual transfer shall not be entertained.

(xxiii) When there are a large number of applications for a particular station, the order of preference shall be as follows:-

(a) Length of continuous service in the station at the time of his/her applying for transfer under considerations will be the criterion for transfer

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(b) Employees who have put in longest period of service outside the particular station will be given first priority. But employees who have had more than a year's service in tribal and remote areas be given preference.

(xxiv) The application for transfer of employees belonging Scheduled Caste/Scheduled Tribe, physically handicapped employees, employees who have completed defence service, relative of jawan, wife of freedom fighter or husband and son/daughter who look after the freedom fighter, parents of mentally retarded children, , if they desire to get transferred to their station of choice (not Unit) their application shall be given preference.

(xxv) Employees who have not completed three years of service in a station, normally shall not be transferred, but can be transferred on specific reason summarily noting this reason in the transfer order.

(xxvi) Those employees who are appointed under DRB will be an eligible claimant for inter district transfer only after the completion of five years of service in the district they opted for; but the request may be considered only on their seniority in that district. Such employees will be eligible for a transfer only as and when they become a state-wide or a common pool category as and when they promoted. Prior to eligibility if transferred, they shall be posted as junior most in the category in the district where they transferred.

(xxvii) Those DRB persons, appointed in the Head Quarters for want of vacancy shall be transferred and posted in the district they opted for the first appointment immediately as and when vacancy arises i.e., before reporting such vacancy to the PSC. Their seniority will be protected in the category even after such transfer and posting.

(xxviii) Employees other than DRB recruited shall be transferred and posted as far as possible in their native district/district of their choice.

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

(i) Permanent disability to an employee due to some serious disease or accident which makes the employee to have to rely on help from others.

(ii) The Head of Unit/Depot/Regional Office certifies that expert treatment is not available elsewhere.

(iii) When the Head of Unit/Depot/Regional Office certifies that the wife of the employee (Husband in the case of female employee) or son/daughter who is wholly dependent on the employee becomes affected by some serious disease which makes the employee's presence and care indispensable.

(iv) Transfers made on the above grounds have to be reviewed and re-considered after the completion of one year.

(B) HEAD OFFICE:

(i) Minimum tenure of employees in Head Office shall be three years, but it can be extended up to five years in deserving cases.

(ii) For transfer of employees from Junior Manager level, the divisions in the Head Office may be clubbed together except in the case of Finance, QA, T & BP and such other special divisions.';

(iii) With regard to special divisions, employees may be internally arranged within the divisions or within the Corporation as a whole

(iv) For transfer of other employees, they may be transferred along general transfer observing the spirit of general guidelines.

(C) TRANSFER SUBJECT TO ADMINISTRATIVE CONVENEINCE/ADMINISTRATIVE REASONS:

If the Corporation feels it necessary to transfer an employee for the smooth functioning of the Office/Unit/Depot, the M.D can transfer the employee at

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any time during a calendar year by summarily highlighting the reason in the transfer order.

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

Managing Director is empowered to issue transfer orders of all the employees of the Corporation.

(B) **RIGHT TO RELAXATION**:

Managing Director reserves the right to transfer any employee in relaxation of the general guidelines on administrative grounds. Relaxation to the general guidelines will be provided to Secretary/President of approved staff unions .

GENERAL CONDITIONS OF SERVICE

1) Senior Management Level

Sl. No.	Name of Post	No. of posts	Scale of pay	Appointing authority	Constitution of promotion committee
1.	General Manager	1	77400-115200	Government	
2.	Additional General Manager	6	68700-110400	Chairman & Managing Director	Chairman & Managing Director and 2 Board members nominated by Board

2) Middle & Junior Management Level

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2.1) Management & Information System (MIS) Department

1.	Manager (IM)	1	68700-110400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM (F)
2.	Deputy Manager (IM)		55350-101400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (IM)		42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager	4	39500-83000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.2) Finance/ Accounts Department

1.	Manager (Accounts)	1	68700-	Chairman &	Chairman &

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			110400	Managing Director	Managing Director, General Manager, AGM (P&A), AGM(F)
2.	Deputy Manager (Accounts)		55350-101400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (Accounts)		42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager (Accounts)		39500-83000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.3) Quality Control Department

1.	**Manager (QA)**	1	68700-110400	Chairman & Managing	Chairman & Managing

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				Director	Director, General Manager, AGM (P&A), AGM(F)
2.	Deputy Manager (QA)		55350-101400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (QA)		42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager (QA)		39500-83000	Chairman & Managing Directory	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.4. Tea Division

1.	Manager (QA)	1	68700-110400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM

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					(P&A), AGM(F)
2.	Deputy Manager (Tea)		55350-101400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (Tea)	1	42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager (Tea)		39500-83000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.5. Marketing Department

1.	Manager (Marketing)	1	68700-110400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

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2.	Deputy Manager (Marketing)		55350-101400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (Marketing)	1	42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager (Marketing)		39500-83000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.6. **General**

1.	Manager (General)	1	68700-110400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
2.	Deputy Manager (General)		55350-101400	Chairman & Managing	Chairman & Managing

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				Director	Director, General Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (General)	1	42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager (General)		39500-83000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.7. Human Resource Department

1.	Manager (HRD)	1	68700-110400	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
2.	Deputy Manager (HRD)		55350-101400	Chairman & Managing Director	Chairman & Managing Director, General

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					Manager, AGM (P&A), AGM(F)
3.	Assistant Manager (HRD)		42500-87000	Chairman & Managing Director	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)
4.	Junior Manager (HRD)		39500-83000	Chairman & Managing Directory	Chairman & Managing Director, General Manager, AGM (P&A), AGM(F)

2.8. **Secretarial Section**

1.	Company Secretary	1	68700-110400	Chairman & Managing Director	Chairman & Managing Director

3. Non Managerial Staff

3.1 General

1.	Senior Assistant I	70	27800-59400	Chairman & Managing Director	Chairman & Managing Director

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2.	Senior Assistant II	69	25200-54000	Chairman & Managing Director	Chairman & Managing Director
3.	**Junior Assistant	486	19000-43600	Chairman & Managing Director	Chairman & Managing Director
4.	Assistant Salesman	1880	16500-35700	Chairman & Managing Director	Chairman & Managing Director

** Direct recruitment limited to 25% of vacancies created by reduction in deputation.

3.2 IT Wing

1.	Senior Computer Operator	3	29200-69400	Direct Chairman & Managing Director	Chairman & Managing Director

** Time bound Higher Grade as applicable to Government Employees.

3.3. Medical

1.	Assistant Pharmacist	54	19000-43600	Chairman & Managing Director	Chairman & Managing Director

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** Time bound Higher Grade as applicable to Government Employees

3.4. Supporting staff (A) - Confidential Assistant

1.	Confidential Assistant Selection Grade	5	36600-79200	Chairman & Managing Director	Chairman & Managing Director
2.	Senior Grade Confidential Assistant		30700-65400	Chairman & Managing Director	Chairman & Managing Director
3.	Confidential Assistant Grade-I		26500-56700	Chairman & Managing Director	Chairman & Managing Director
4.	Confidential Assistant Grade-II		20000-45800	Chairman & Managing Director	Chairman & Managing Director

** Ratio promotion as per Government norms

3.5. Supporting staff (B) – Typist

1.	Selection Grade Typist	13	27800-59400	Chairman & Managing Director	Chairman & Managing Director
2.	Senior Grade Typist		26500-56700	Chairman & Managing	Chairman & Managing

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				Director	Director
3.	U.D Typist		25200-54000	Chairman & Managing Director	Chairman & Managing Director
4.	L.D Typist		19000-43600	Chairman & Managing Director	Chairman & Managing Director

** Appointment by transfer from Assistant Salesman is limited to 20% of vacancies. The ratio between L.D Typist , U.D Typist, Senior Grade Typist and Selection Grade Typist shall be 5:4:2:2

3.6. Supporting staff (C) – Receptionist

1.	Receptionist	1	19000-43600	Chairman & Managing Director	Chairman & Managing Director

** Time bound Higher Grade as applicable to Government norms.

3.7. Supporting staff (D) – Driver

1.	Selection Grade Driver	87	27800-59400	Chairman & Managing Director	Chairman & Managing Director
2.	Senior Grade Driver		22200-48000	Chairman & Managing Director	Chairman & Managing Director
3.	Driver Grade I		20000-	Chairman &	Chairman &

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			45800	Managing Director	Managing Director
4.	Driver Grade II		18000-41500	Chairman & Managing Director	Chairman & Managing Director

** Ratio promotion as per Government norms

3.8. Supporting staff (E) – Canteen Employees

1.	Canteen Employee	9	16500-35700	Chairman & Managing Director	Chairman & Managing Director

** Supernumerary post

3.9. Supporting staff (F) – Part time Sweeper

1.	Part time Sweeper	9	16500-35700	Chairman & Managing Director	Chairman & Managing Director

** Time bound Higher Grade as applicable to Government norms.

3.10. Supporting staff (G) – Security Guard

1.	Security Guard	12	16500-35700	Chairman & Managing Director	Chairman & Managing Director

** Time bound Higher Grade as applicable to Government norms.

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ANNEXURE

Staff Structure, Qualification,Method of Appointment and Promotion of the Staff of Supplyco

Sl. No.	Name of Post	Method of Appointment	Qualifications
1	2	3	4
1.Senior Management Level			
1	General Manager	Direct appointment by Government	Government appoints suitable officers from All India Service
2	Additional Genaral Manager	Promotion by selection from the category of Manager.	I. **Promotion by selection** (i) Successful completion of probation and having three years service in the feeder category, ie Manager. (ii) Performance evaluation by the promotion committee.
3	Manager	(i) Direct Recruitment (ii) Promotion from the category of Deputy Manager.	I. **Direct Recruitment** (i) A certified Chattered Accountant with 10 years of experience from a Government/Quasi Government or a registered public/ private sector undertaking II. **Promotion by selection** (i) Successful completion of probation and having two years service in the feeder category. (ii) Two Years experience in Corporation as Deputy Manager . (iii) Qualifications : CA/CS/ICWA/MBA/Post Graduation in IT or Agricluture . (iv) Pass in Account Test (Lower) conducted by KPSC. (v) Performance evaluation by the promotion committee.

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2. Middle and Junior Management Level

2.1 Management Information System(MIS) Department

			I. Promotion by selection	(i)
1	Deputy Manager	Promotion by Selection from the category of Assistant Manager .	Two years service in the feedeer category, ie Assistant Manager. Performance evaluation by the promotion committee from the approved probationers	(ii)
			I. Promotion by selection	
2	Assistant Manager	Promotion by selection from the category of Junior Manager	(i) Performance evaluation by the promotion committee from the approved probationer having six years experience in the feeder category i.e. Junior Manager/Programmer. Pass in Account Test (Lower) conducted by KPSC.	(ii)

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3	Junior Manager (IM) Programmer	(i) Direct Recurtment through KPSC. (ii) By transfer recruitment through KPSC from the employees of the Corporation.	**I. Direct Recruitment/By transfer**: i) MCA / M.Sc.Computer Science /B.Tech Computer Science/B.Tech Information Technology OR (ii) B.Tech Electronics with one year Diploma in software development from Govt. Recognised institution/B.Tech Electronics with One year Diploma in computer programming from a Govt. Recognised Institution. OR (iii) B.Sc. Computer Science + MBA (two years full time regular course) in System Management OR (iv) B.Tech in any branch + MBA with one year diploma in software from an Instition recognised by Govt./ One year Diploma in Computer Programming from a Govt. recognised institution. (The qualifications in (i), (ii), (iii) & (iv) should be obtained from a UGC recognised university/ National institutes established by the Central Government of institution established by Government of Kerala or equivalent.) **II. Promotion by Selection** (i) Promotion from the post of Senior Computer Operator having any one of the above qualifications and with 10 years experience as Senior computer operator in IT wing of the corporation. (ii) Selection Test

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Note:- i). The Total number of post mentioned in Sl.No. 2.1(1 to 3) shall be considered as a Block vacancy and shall not exceed 10. This is for the provision of promotion for Junior Manager upto the level of Deputy Manager without creating any vacancy. ii). By Transfer appointment is limited to 30% of total vacancies. No upper age limit is prescribed for the employees of the corporation who posses qualification prescribed for entry level to apply through KPSC. iii). Total number of posts mentioned in 2.1(1-2) Deputy Manager and Assistant Manager shall be considered as subblock, Number of deputy Manager will not exceed two. When new posts are created or added due to reduction of deputation, ratio of Junior Manager : Assistant Manager: Deputy Manager shall be 2:1:1.

2.2.Finance/Accounts Department

1	Deputy Manager (Accounts)	Promotion by selection	**I. Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationers having 2 **years** regular service in the feeder category i.e. Assistant Manager
2	Assistant Manager (Accounts)	Promotion by selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationer having 6 **years** regular service in the feeder category i.e. Junior Manager. (ii) Pass in Account Test (Lower) conducted by the KPSC.
3	Junior Manager (Accounts)	(i) Direct Recurtment through KPSC. (ii) By transfer recruitment through KPSC from the employees of the Corporation.	I. **Direct recruitment/By transfer** (i) Graduation in any discipline. (ii) Pass in intermediate Examination of the institute of chartered Accountants/ Accountants from a UGC recognised University/ National institutes established by the Central Government or institution established by Government of Kerala.

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Note:- i) The Total number of post mentioned in Sl.No.2.2(1 to 3) shall be considered as a Block vacancy and shall not exceed 15. This is for the provision of promotion of Junior Manager to level of Deputy Manager without creating any vacancies. ii) By Transfer is limited 30% of total vacancies. iii). Total number of posts mentioned in 2.1(1-2) Deputy Manager and Assistant Manager shall be considered as subblock, Number of deputy Manager will not exceed two. When new posts are created or added due to reduction of deputation, ratio of Junior Manager : Assistant Manager: Deputy Manager shall be 2:1:1.

2.3 Quality Control Department

1	Deputy Manager (QA)	Promotion by selection.	**Promotion by selection** Performance evaluation by the promotion committee from the approved probationer having 2 **years** regular service in the feeder category i.e. Assistant Manager.
2	Assistant Manager (QA)	Promotion by Selection.	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationer having six years regular service in the feeder category i.e. Junior Manager(Q.A). (ii) Pass in Account Test (Lower) conducted by the KPSC.
3	Junior Manager (QA)	(i) Direct Recruitment through KPSC. (ii) By transfer recruitment through KPSC from the employees of the Corporation.	**Direct recruitment/By transfer recruitment** (1) Graduation in agriculture of Kerala Agriculture University OR Equivalent qualification (Four years Agricultural science degree course) OR Graduation with Post graduate Degree in Food Science & Technology/Quality Assurance from a UGC recognised university/National institutes established by the Central Government or institution established by Government of Kerala Or equivalent.

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Note:- i). The Total number of post mentioned in Sl.No.2.3(1 to 3) shall be considered as a Block vacancy and shall not exceed 13 . ii) By Transfer is limited 30% of total vacancies. No upper age limit is prescribed for the employees of the corporation who posses qualification prescribed for entry level to apply through KPSC. iii). Total number of posts mentioned in 2.3 (1-2) Deputy Manager and Assistant Manager shall be considered as subblock, Number of deputy Manager will not exceed two. When new posts are created or added due to reduction of deputation, ratio of Junior Manager : Assistant Manager: Deputy Manager shall be 2:1:1

2.4 Tea Division

1	Deputy Manager (Tea)	Promotion by selection.	**Promotion by selection.** (i) Performance evaluation of the promotion committee from the approved probationer having 2 **years** regular service in the feeder category i.e. Assistant Manager (Tea)
2	Assistant Manager (Tea)	Promotion by Selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationer having 6 years regular service in the feeder category i.e. Junior Manager (Tea). (ii) Pass in Account Test (Lower) conducted by the KPSC.
3	Junior Manager (Tea)	Direct Recruitment though KPSC	**Direct Recruitment.** Graduation in Science/Agriculture from a UGC Recognized University/ National institutes established by the Central Government of institution established by Government of Kerala or equivalent with 3 years post qualification experience in Tea blending, Tea tasting in a Government/ Quasi Government or a registered Tea Company.

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Note:-The Total number of post mentioned in Sl.No.2.4(1 to3) shall be considered as a Block vacancy and shall not exceed 2. ii) The total posts mentioned in Sl. No. 2.4(1-2) Deputy Manager and Assistant Manager shall be considered as a subblock. Number of Deputy Manager shall not exceed one. When new posts are created or added due to reduction of deputation, ratio of Junior Manager : Assistant Manager: Deputy Manager shall be 2:1:1

2.5 Marketing Department

1	Deputy Manager (Marketing)	Promotion by selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationers having 2 **years** regular service in the feeder category i.e. Assistant Manager
2	Assistant Manager (Marketing)	Promotion by selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationers having 6 **years** regular service in the feeder category, ie. Junior Manager(Marketing) (ii) Pass in Account Test (Lower) conducted by the KPSC.
3	Junior Manager (Marketing)	(i) Direct Recruitment through KPSC. (ii) By transfer recruitment through KPSC from the employees of the Corporation.	**Direct Recruitment/By Transfer Recruitment** Graduation and MBA in Marketing from a UGC Recognized University/ National institutes established by the Central Government or institution established by Government of Kerala or equivalent.

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Note:-The Total number of post mentioned in Sl.No.2.5(1 to 3) shall be considered as a Block vacancy and shall not exceed three. ii) By Transfer is limited 30% of total vacancies. No upper age limit is prescribed for the employees of the corporation who posses qualification prescribed for entry level to apply through KPSC. iii). Total number of posts mentioned in 2.5 (1-2) Deputy Manager and Assistant Manager shall be considered as subblock, Number of deputy Manager will not exceed two. When new posts are created or added due to reduction of deputation, ratio of Junior Manager : Assistant Manager: Deputy Manager shall be 2:1:1

2.6 General

1	Deputy Manager (General)	Promotion by selection	**I. Promotion by selection.** (i) Performance evaluation by the promotion committee from the approved probationer having 2 **years** regular service in the feeder category i.e. Assistant Manager(General).
2	Assistant Manager (General)	Promotion by Selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationer having 6 **years** regular service in the feeder category i.e. Junior Manager (General).

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3	Junior Manager (General)	(i) Direct Recruitment through KPSC. (ii) By transfer recruitment through KPSC from the employees of the Corporation. Promotion by Selection.	(i) **Direct Recruitment/By transfer Recruitment** Graduation and MBA from a UGC Recognized University/ National institutes established by the Central Government or institution established by Government of Kerala or equivalent. (ii) **Promotion by** **Selection:** Assistant I with 5 years of experience. (i) Senior and MBA/MCA/B.Tech/B.E/LLB/CA Inter/ M.com/CMA from a (ii) Graduation UGC Recognized University/ National institutes established by the Central Government or institution established by Government of Kerala or equivalent. (iii)Pass in Account Test (iii) (Lower) conducted by KPSC. (iv) Completion of probation in feeder catagory.

Note:-The Total number of post mentioned in Sl.No.2.6(1 to 3) shall be considered as a Block vacancy and shall not exceed 10. This is for the provision of promotion for Junior Manager upto the level of Deputy Manager without creating any vacancy. ii). By Transfer appointment is limited to 30% of total vacancies. No upper age limit is prescribed for the employees of the corporation who posses qualification prescribed for entry level to apply through KPSC. iii). Total number of posts mentioned in 2.6(1-2) Deputy Manager and Assistant Manager shall be considered as subblock, Number of deputy Manager will not exceed two. When new posts are created or added due to reduction of deputation, ratio of Junior Manager : Assistant Manager: Deputy Manager shall be 2:1:1.

2.7 HRD

1	Deputy Manager (HRD)	Promotion by selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationer having 2 **years** regular service in the feeder category i.e. Assistant Manager (HRD)

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2	Assistant Manager (HRD)	Promotion by selection	**Promotion by selection** (i) Performance evaluation by the promotion committee from the approved probationer having 6 **years** regular service in the feeder category i.e. Junior Manager(HRD)
3	Junior Manager (HRD	(i) Direct Recruitment through KPSC. (ii) By transfer recruitment through KPSC from the employees of the Corporation.	**Direct recruitment/By Transfer Recruitment** : (i) Any Degree from a UGC Recognized University. (ii) MBA with specialisation in HR from a UGC Recognized University/ National institutes established by the Central Government or institution established by Government of Kerala or equivalent.

Note:-The Total number of post mentioned in Sl.No.2.7(1 to 3) shall be considered as a Block vacancy and shall not exceed one.

2.8 Secretarial Section

1	Company Secretary	Direct Recruitment through KPSC	**Direct recruitment** ACS with 10 years post qualification experience as Company Secretary in a Government/Quasi Government or a registered Public/Private Sector Undertaking.

3.Non Managerial Staff

3.1 General

Sl No	Name of Post	Method of Appointment	Qualifications
1	2	3	4

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1	Senior Assistant I	By promotion from SA-II	(i) Completion of 1 year service as SA -II. (ii) Pass in Account Test (Lower) conducted by KPSC.
2	Senior Assistant II	By promotion from JA	(i) Completion of 2 years service as JA and pass in MOP. (ii) Pass in Account Test (Lower) conducted by KPSC.
3	Junior Assistant	(i) Direct Recruitment through KPSC. (ii) By transfer Appointment	**Direct:** Bachelor's Degree from a UGC Recognized University/ National institutes established by the Central Government/ institutions established by Government of Kerala or equivalent. **By transfer Appointment :** On declaration of probation and completion of 5 years service as ASM and pass in Eligibility Test.
4	Assistant Salesman (ASM)	Direct recruitment through PSC	Pass in SSLC or its equivalent.

Note: Direct recruitmen of Junior Assistant shall be limited to 25% of vacancies created by reduction in deputation.

3.2 IT Wing

1	Senior Computer Operator	Direct Recruitment through KPSC	Bachelor's Degree from a UGC Recognized University/ National institutes established by the Central Government/ institutions established by Government of Kerala or equivalent with PGDCA from an institution recognized by Central/ State Government.

3.3 Medical

1	Assistant pharmacist	Direct Recruitment through KPSC	(i)Pre- Degree/ Plus Two/ VHSE (ii) Diploma in pharmacy (D – pharm) (iii) Registration with Kerala State Pharmacy Council.

3.4 Supporting Staff (A)

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1	Confidential Assistant Selection Grade	Promotion from Senior Grade Confidential Assistant.	By promotion from Senior Grade Confidential Assistant.
2	Senior Grade Confidential Assistant	Promotion from Confidential Assistant Grade -I	By promotion from Confidential Assistant Grade I. Successful completion of probation in the feeder category.
3	Confidential Assistant Gr. I	Promotion from Confidential Assistant Grade -II	By promotion from Confidential Assistant Grade II. Successful completion of probation in the feeder category.
4	Confidential Assistant Gr. II	Direct Recruitment through KPSC	(i) Graduation from UGC recognised University/National Institute established by the Central Goverment or Institutions established by Government of Kerala or its equivalent (ii) Lower Grade certificate in Typewriting English(KGTE) and Computer Word Processing or its equivalent. (iii) Lower Grade certificate in Malayalam Typewriting (KGTE) or its equivalent. (iv) Lower Grade Certificate in Short Hand Engligh (KGTE) or its equivalent. (v) Lower Grade Certificate in Short Hand Malayalam (KGTE) or its equivalent. Note: Those who have passed the KGTE typewriting before 2002 should posses separate certificate in Computer Word Processing or its equivalent at the time of application/on or before the last date of receipt of application.

3.4 Supporting Staff (B)

1	Selection Gr.Typist	Promotion from the post of Sr Gr Typist	8 Years experience as Senior grade Typist

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2	Senior Typist	Gr.	Promotion from the post of U D Typist	7 Years experience as U D Typist
3	U.D Typist		Promotion from the post of L.D Typist/Data Entry Operator	
4	L.D Typist		(a) Direct recruitment through KPSC (b) Appointment by Transfer from ASM	**1. Direct Recruitment:** i. SSLC or its equivalent. ii. Lower Grade Certificate in English typewriting (KGTE) and Computer Wordprocessing or its equivalent. iii. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent. **2. Appointment by Transfer:** ASM who have completed probation and having all the above qualifications.

Note: Recruitment through By Transfer is limited to 20% of the total vacancies for the existing staff in the corporation. Those who have passed the KGTE Typewriting before 2002 should possess separate Certificate in Computer Word Processing or its equivalent at the time of application/on or before the last date of receipt of application. The ratio between LD, UD, Senior Grade Typist and Selection Grade Typist with respect to the total cadre strength shall be 5:4:2:2

3.5 Supporting Staff (C)

1	Receptionist	Direct recruitment through KPSC	1. Bachelor's degree from a UGC recognised University/National Institute established by the Central Govenment or Institutions established by Government of Kerala or its equivalent. 2. One year experience as Receptionist in a government /Quasi Government or a registered Private/Public Sector undertaking. 3. Ability to speak in Malayalam, English and Hindi.

3.6 Supporting Staff (D)

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1	Driver Selection Grade	By Prmotion from Driver Senior Grade	By promotion: Performance evaluation by the appointing authority. Ratio promotion as per Governemnt norms
2	Driver Senior Grade	By Prmotion from Driver Grade I	By promotion: Performance evaluation by the appointing authority. Ratio promotion as per Governemnt norms
3	Driver Grade I	By Prmotion from DCOA	By promotion: Performance evaluation by the appointing authority. Ratio promotion as per Governemnt norms
4	Driver cum Office Assistant (DCOA)	By Direct recruitment throgh KPSC.	**Direct Recruitment**: (i) Pass in X standard (ii) Must possess current Motor Driving Licence to drive Light Motor vechicle and Heavy motor vechicles with Driver's Badge. Heavy Motor vehicle Driving Licence shall be of atleast 3 years standing and in the case of Driving Licence issued after 16.01.1979 seperate endorsement to drive Heavy duty good vechicles and Heavy Duty passenger vehicles. (iii) 2 years experience in driving Heavy duty. (iv) Normal vision and Medical fitness as per Motor vehicle Act. (v) Physically Handicapped persons are not eligible

3.7 Supporting Staff (E)

1	Canteen staff	Super Numerary Post	8th Pass.

3.8 Supporting Staff (F)

1	Part Time Sweeper	Direct Recruitment through Employment Exchange.	Pass in standardVII. Qualification should not be above SSLC Pass.

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3.9 Supporting Staff (G)

2	Security Guard	Direct recruitment through KPSC from among ex-Service personnel only	Pass in SSLC or Equivalent

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