

STAFF BYE – LAWS 1973

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PART – 1 GENERAL

1. Title

These Bye-laws may be called 'KERALA AGRO MACHINERY CORPORATION STAFF BYE-LAWS 1973'.

2. Applicability

- i) These Bye-laws shall apply to all the whole time employees of the Corporation other than those covered by the Standing Orders. These bye-laws shall not apply to an employee appointed under a contract of service, unless the contract specifically provides for the applicability of the whole or any part of these Bye-laws.
- ii) These Bye-laws shall also not apply to casual employees, trainees, apprentices, advisers, consultants, persons engaged for part time work etc.
- iii) In the case of employees who are deputed to the Corporation by the Government or other Bodies only parts V and VII shall apply; provided that the Bye-laws in these parts shall be applied only subject to the relevant rules governing them in their parent organisations. In other respects they will be governed by the terms of deputation fixed by the parent organisation.

3. Definitions

In these Bye-laws unless there is anything repugnant in the subject or context:

- a) The 'Corporation' means 'KERALA AGRO MACHINERY CORPORATION LIMITED'.
- b) The 'Board' means the Board of Directors of the Corporation and in relation to any powers exercisable by it includes a committee appointed by the Board.
- c) The 'Managing Director' in relation to any powers exercisable by him includes any Director or Officer, who is authorised to exercise the powers and functions of the Managing Director during the absence of the Managing Director.
- d) 'Officer' of the Corporation in relation to any powers exercisable by him includes an Officer authorised by the Managing Director to exercise the powers of the Officer during his absence.
- e) 'Government' or 'State Government' means the Government of Kerala.
- f) 'Employee' means any person engaged for remuneration by the Corporation and shall include an Officer of Government or other body on deputation to the Corporation.

- g) 'Casual employee' means a person who has not been appointed against any sanctioned post but who has been engaged for short assignments.
- h) 'Provisional employee' means an employee appointed for a definite period (not being appointed under a contract or on deputation) or on condition that he would have to vacate the post on the happening of a specified event like the appointment of a regular employee selected through Public Service Commission or other agencies or by the Corporation etc.
- i) 'Temporary employee' means an employee who has been confirmed in any post under the Corporation.
- j) 'Permanent employee' means an employee who has been confirmed in any post under the Corporation.
- k) 'Competent authority' in relation to any function means the Officer who is versed with the power to discharge the function as per the delegation of powers in force at that time.
- l) 'Basic pay' means the minimum of the scale plus the amount of the increments in that scale granted to him at the time of his appointment or subsequently from time to time.
- m) 'Leave salary' means the amount paid to an employee on leave.
- n) 'Promotion' means the transferring of an employee from one post in a scale of pay to another post in a higher scale of pay, but shall not include simple revision of the scale of pay of a post held by an incumbent.
- o) 'Service' includes the period during which an employee is on duty as well as on leave duly authorised but does not include any period during which an employee is absent from duty without permission or overstays his leave or joining time, unless specially permitted by the competent authority.
- p) 'Provisional service' is a service of a provisional employee.
- q) 'Temporary service' is service, other than provisional service, in a temporary post of an employee who has not been confirmed in any post under the Corporation.
- r) 'Probationary Service' means service, other than provisional service, in a permanent post, of an employee, who has not been confirmed in any post under the Corporation.
- s) 'Officiating service' means service in a senior post to which an employee who has been confirmed in a lower post, is promoted to officiate.
- t) 'Family' means and includes persons mentioned below who are wholly dependent on the employee
 - i) Wife/Husband
 - ii) Son (including Stepson) and unmarried and/or widowed daughters (including step daughters)
 - iii) Brothers (including step brothers) below 18 years of age and unmarried and/or widowed sisters (including step sisters).
 - iv) Father and Mother
- u) 'Day' means calendar day, beginning and ending at midnight, but an absence from headquarters which does not exceed 24 hours shall be

reckoned for all purposes as one day, at whatever time the absence begins or ends.

4. Sex

All expressions in the male gender in these Bye-laws shall also include its female derivation.

5. Other Expressions

Other expressions occurring in these bye-laws, but not defined herein, shall have the ordinary meanings assignable to them in the respective contexts.

6. Amendments

The Board may delete, add to or amend any of these Bye-laws from time to time; provided that no new Bye-law or deletion or amendment of an existing Bye-laws shall operate or reduce the scale of pay of an employee in which he has been confirmed on the day the new Bye-laws, deletion or amendment comes into force.

7. Interpretation

The power to interpret the Bye-laws vests in the Managing Director who is also hereby empowered to issue such administrative instructions or orders as may be necessary to give effect to and supplement these Bye-laws.

PART II – SERVICE

1. Classification of employees

Grade I	Posts in the scales of pay of Rs.800-1350 and above.
Grade II	Posts in the scale of pay of Rs.675-1315
Grade III	All other employees other than those covered by the Standing Orders.

2. Appointment

- i) All appointments to posts in Grade I & II shall be made by the Managing Director on the basis of the selection made by the Board.
- ii) Appointment to posts in Grade III shall be made by the Managing Director on the basis of the selection made by himself or by officers nominated by him.

3. Re-appointment

- i) No person who has been dismissed or discharged from the service of the Corporation due to misconduct, inefficiency or in-subordination may be re-employed without the specific approval of the Board.
- ii) Except as otherwise provided by the Board at the time of his re-employment, these Bye-laws shall apply to a person who is re-employed in the Corporation's service as if he had entered the service for the first time on the date of his re-employment.

4. Kinds of Service

The kinds of service may be:

- (a) Provisional (b) Temporary (c) Probationary (d) Officiating and
(e) Permanent

5. Provisional Service

- i) Provisional service shall expire on the date mentioned in the appointment order or on the happening of the event, which is mentioned in the appointment order as the occasion for the termination of service, such as the P.S.C. recruit reporting for duty etc. Provisional service may also be terminated by the Managing Director before the expiry of the above period at any time without notice and without giving any reason, whether or not such a clause is incorporated in the appointment order.
- ii) Provisional appointment will not be on probation. No employee can be confirmed while on provisional service. The provisional employee cannot also be permitted to officiate in any other post; but if such an event is desired, the provisional appointment in the earlier post should be terminated and fresh provisional appointment made in the higher post.
- iii) Provisional service in any post will not confer on the employee any claim for future appointment either of a provisional character or otherwise nor will this service be counted in the total service of the employee, in case the employee happens to be subsequently appointed in a temporary or permanent post.

6. Temporary Service

- i) Temporary service shall expire on the post ceasing to exist.
- ii) Appointment to a temporary post will not be on probation. No employee can be confirmed in a temporary post. An employee who is confirmed in one grade may be promoted to officiate in a temporary post, in which case, he shall revert to his confirmed grade on the post ceasing to exist unless he is reverted earlier as per Bye-laws 13 in this part.
- iii) Temporary service will not confer on the employee any right for continued service or for appointment in the same or any other post under the Corporation.

7. Probation

An employee recruited to the Corporation's service on a permanent basis shall, unless specifically authorised by the Board, be on probation for a period, which shall not be less than one year initially, subject to extension for such further periods as may be found necessary; provided that, in the case of persons who serve the Corporation on deputation initially are later on opt for and get absorbed in the regular service of the Corporation without a break of service, the period spent on deputation may be treated as period of probation. Provided further that in the case of employees of the Corporation selected by direct recruitment to higher post, such employees may be allowed the benefits of casual leave, earned leave and sick leave earned during their past service as per these bye-laws during their service to the higher post.

8. Seniority

The seniority of any employee in a grade shall be reckoned in the following manner:

- a) Subject to clause (b) below in accordance with the date of commencement of his service in the grade i.e. one who commences his service earlier will have seniority over another who commences service later.
- b) If more than one employee are appointed through recruitment or by promotion according to the ranking given to them at the selection or promotion.

9. Promotion

- i) No employee has any right for promotion to any post solely on the ground of his seniority in service or in any grade or on the ground of his having held additional charge of that post or having acted in that post or on any other ground. Promotions will be governed by special rules issued by the Board.
- ii) An employee who is promoted shall be holding the post to which he is promoted in an officiating capacity for a period, which shall not be less than six months, subject to extension from time to time; provided that, in the case of a person who serves the Corporation on deputation, on getting promoted to a higher post during the period of deputation, whether or not he is allowed the benefit of the scale of pay of the higher post, and who, later opts for and gets absorbed in the regular service of the Corporation, without a break of service, the period spent on deputation in the higher post may be treated as officiating service in the higher post.

10. Confirmation

At the end of the probationary period or the period of officiating in a permanent post (which shall be counted after deleting periods spent on leave) an employee shall be confirmed if his performance was satisfactory. Otherwise, he shall be discharged if the service was probationary or reverted to the lower confirmed post if the service was officiating. The Managing Director, or any Officer to whom this power has been delegated by him may order confirmation of an employee. However, no employee who has been promoted during probation shall be confirmed in a higher post before confirmation is due as per these Bye-laws in the lower post and is given.

An employee of the Corporation directly recruited to a higher post and appointed on probation to such post may be discharged if his performance was not satisfactory and he may be allowed to be reverted to the lower confirmed post, if any, he had prior to his direct recruitment to such higher post.

11. Additional Charge

The Managing Director, or any Officer to whom this power has been delegated by him, may order an employee to hold additional charge of any other post, and on such an order he shall attend to the duties of that post in addition to the duties of his own post and shall also be responsible for the due discharge of those duties.

12. Acting in a higher post

The Managing Director may order an employee in a post in a lower scale of pay to act in a post with a higher scale of pay and, if he does so, the employee shall continue to be in the lower scale of pay, notwithstanding that he attends to the duties of the higher post. This arrangement may be terminated at any time by the Managing Director. An employee will not be entitled to any right for promotion to a post by reason of his having acted in that post previously.

13. Reversion other than as a disciplinary measure

An employee, who has been posted to officiate in a higher post, shall be liable to be reverted at any time without notice and, on such reversion, he has no right of whatever nature on any future occasion on the ground of his having officiated in the higher post.

14. Resignation

- i) An employee shall not leave or discontinue his service in the Corporation without giving prior notice in writing to the Managing Director of his intention to leave or discontinue his service, provided that the Managing Director, or any officer to whom this power has been delegated by him, may waive such notice. The period of such notice, shall not be less than
 - a) Provisional and temporary Service - 24 hours
 - b) During Probationary period - 15 days
 - c) After confirmation in any post - 3 months in the case of Officers in Grade I and one month in the case of the other employees
- ii) The Managing Director, or any Officer to whom this power has been delegated by him, may permit an employee to leave or discontinue his service by paying a sum equal to his pay for the period of notice required of him in lieu of notice.

15. Termination of service other than by may disciplinary measure

- i) The Managing Director, or any officer to whom this power has been delegated by him, may terminate the service of an employee in provisional or temporary service by giving 24 hours notice or one day pay in lieu of notice.
- ii) An employee, who is on probation, may be discharged from the Corporation's service by the Managing Director, or any officer to whom this power has been delegated by him, at any time during the period of probation or on the completion of the period of probation by giving him 15 days notice or paying him 15 days pay in lieu of notice; provided that in the case of officers in Grade I no such notice of discharge shall be issued without the prior approval of the Board.
- iii) An employee who has been confirmed in a permanent post may be discharged from the Corporation's service on abolition of the post: provided that any discharge order under this clause shall be issued only in accordance with the principles of seniority.

16. Superannuation

- i) Every employee shall retire at 60 years of age on the last day of the month in which the employee completes his/her retirement age provided that the Board may, at its discretion, sanction from time to time extension of his employment. An employee may at his discretion retire from service at any time after 15 years of service with the consent of the Managing Director in the case of Officers belonging to Grade III and the Board in the case of Officers of higher grades.
- ii) Notwithstanding anything contained in bye-law 16(I) or any other provisions of these bye-laws or any other law, or order or in any contract, agreement or other document the Board of Directors of the Corporation may, in the interest of the Corporation, order that an employee may be compulsorily retired at any time after he has attained the age of 48 years. In calculating gratuity or other retirement benefit sanctioned by the Board, all employees so retired compulsorily, the qualifying service shall be reckoned, if he/she had retired at the normal age of super annuation specified in bye-law 16(I) or in any other contract, agreement or documents, as the case may be.

17. Record of Service

- i) A record of service in such form as may be prescribed by the Managing Director from time to time shall be maintained in respect of each employee of the Corporation.
- ii) Separate files may be maintained in respect of each employee, in which all important papers pertaining to his service shall be filed, and this file shall be retained till three years after the termination of service of the employee.

PART - III. REMUNERATION AND PERQUISITES

CHAPTER. I - BASIC PAY

1. Basic Pay

- i) An employee holding any post under the Corporation shall draw as basic pay fixed for the post and, if there is a time scale, the stage in the time scale at which he is placed from time to time.
- ii) Subject the sub-clause (iii) and (iv) below, an employee recruited or promoted to a post carrying a time scale of whose scale of pay has been raised shall be placed as on the date of such event only at the minimum of the new scale, except where the authority ordering the appointment, promotion or revision of pay as the case may be specifically places him at a higher stage.
- iii) If an employee appointed to officiate in a post on a higher time scale of pay was already drawing in the lower scale of pay a basic pay that is equal to or higher than the minimum of the higher scale, unless the appointing authority places him at a higher stage, he will draw as initial basic pay in the higher scale the stage next above his basic pay in the lower scale, irrespective of whether the basic pay in the lower time scale is a stage in the higher time scale or not and the date of the first increment in the new scale shall be reckoned in such cases from the date of last increment in the previous scale. As long as he is officiating in the higher post a re-fixation will be allowed whenever his basic pay in the lower scale becomes equal to or greater than the basic pay which he draws in the higher time scale. If he is confirmed in the higher scale he will continue to draw as basic pay what he was drawing immediately before such confirmation and the date of the next increment shall be reckoned from the date when he commenced drawing this amount as basic pay.
- iv) If the scale of pay of a post is revised and the incumbent holding that post was already drawing as basic pay an amount equal to or higher than the minimum of the new scale unless the authority ordering the revision places him at a still higher stage, he will draw as initial basic pay in the new scale the stage next above his basic pay on the date of revision, irrespective of whether the previous basic pay was a stage in the new scale or not. A re-fixation on these lines will be allowed to an employee whose scale of pay has been revised, after the date of revision but before completing the period fixed in the new scale for one increment; if during that period he would have been eligible for an increment in the previous scale, on the basis of such notional increment in the previous scale on that day.
- v) An employee who holds an acting appointment may, in the discretion of the Managing Director be given one fifth of the minimum basic pay of such post in which he is acting over and above his basic pay in the post which he was holding previously.
- vi) An employee who holds additional charge of any post, may be paid as charge allowance in addition to his basic pay, a sum not exceeding one fifth of the minimum basic pay of the post which he holds additionally.

- vii) Where an employee, is transferred from one post to another, he shall during the interval of duty, between the date of his handing over charge of the old post and the date of his taking over charge of the new post, draw the basic pay of the old or the new post whichever is less.

2. **Increment**

- i) In an incremental stage, the increment in basic pay shall accrue on the completion of each specified period of service on each stage of that scale, whether such service is provisional, temporary, probationary, officiating or confirmed.
- ii) Officiating service in a higher scale, will count for increment in the employee's confirmed scale as well as in the higher grade in which he is officiating.
- iii) The period of service of an employee spent on extra-ordinary leave, except the period sanctioned on medical grounds, will not count for increments.
- iv) Increment shall be sanctioned by the Managing Director or any officer to whom this power has been delegated by him. Increments shall ordinarily be sanctioned as a matter of course, unless the employee is informed prior to the date on which it falls due that it will not be sanctioned.
- v) The Managing Director or any officer to whom this power has been delegated by him may sanction to an employee, holding a post in a time scale, premature increments within the scale as a recognition of outstanding ability at any time, and, when such a premature increment is given, the next increment would fall due only on the expiry of the prescribed period from the date on which the premature increment was granted; provided that such increment shall not affect the seniority of any other employee of the Corporation.

3. **When accrues and when payable**

Subject to the provisions of these Bye-laws, the pay of an employee shall accrue from the date of commencement of his service and shall become payable on the last working day of each month in respect of services performed during the said month. The pay of the employee, who proceeds on Earned Leave, Sick Leave, or maternity leave, or whose service under the corporation ceases, during the course of a month may however be disbursed on the day on which he proceeds on leave or relinquishes charge of his post or on any other day thereafter.

CHAPTER II – DEARNESS ALLOWANCE AND DEARNESS PAY

1. **Scale**

Dearness Allowance shall be paid to all the employees of the Corporation who are placed on time scales of pay in the same scale as is applicable to the employees of the State Government. If any portion of the Dearness Allowance is mentioned in the State Government rules to be treated as Dearness pay, the same portion will be treated in these Bye-laws also as Dearness pay. If at any time, due to pay revision or otherwise, the scales of dearness allowance undergone any change in the State Government, the revised scales of Dearness Allowance shall apply to the employees of the Corporation service also within effect from the date on which the

change has been made in the State Government; provided that if at the time of making such a change any portion of the Dearness Allowance previously being drawn by the employees of the State Government is allowed to be merged with pay, the same portion of the Dearness Allowance of the Corporation employees will also be allowed to be merged with their pay and the scale of pay shall automatically stand revised to that extent.

2. **When payable**

Dearness Allowance shall be drawn in the same bill and disbursed at the same time as the basic pay.

3. **Non-eligibility to posts carrying consolidated pay**

No Dearness Allowance shall be paid to an employee of the corporation, who is appointed against a post carrying a consolidated pay, unless the Board specifies a rate of Dearness Allowance for such post.

CHAPTER III – HOUSE RENT ALLOWANCE

1. **Scale**

House Rent Allowance will be paid to the employees of the Corporation in the same scale and under the same conditions as is applicable to the employees of the State Government. Any revision in this that may be made by the State Government would automatically be applied to the employees of the Corporation.

2. **When Payable**

House Rent Allowance shall be drawn in the same bill and disbursed at the same time as the basic pay.

3. **Non-eligibility to posts carrying consolidated pay**

No House Rent Allowance shall be paid to an employee of the Corporation, who is appointed against a post carrying a consolidated pay, unless the Board specifies a rate of House Rent Allowance for such post.

CHAPTER IV – MEDICAL EXPENSES REIMBURSEMENT

1. **Scope**

The Managing Director, or any officer to whom, this power is delegated by the Managing Director may pass bills of the following nature produced by the employees, connected with medical consultation, attention or treatment for him and or any member of his family viz:

- a) Bills for consultation/Medical attendance from an authorised Medical Practitioner.
- b) Bills for Medicines etc. supplied by or certified as bought under his prescription by an authorised Medical Practitioner
- c) Bills from approved Medical Institutions.

2. **Passing Bill**

The authority empowered to pass those bills shall exercise proper care to see that this privilege is not misused and shall refund all claims in which the bonafides are

not established to his satisfaction. He may also refer any claim to any authority for the purpose of convincing himself about its bonafides.

3. **Limits**

Medical expenses shall not be reimbursed to an employee in excess of Rs.500/- in each financial year, unless there are extenuating circumstances and the claim is specially authorised by the Managing Director; provided that, in the case of employees in provisional service, the reimbursement of medical expenses shall be further subjected to a limit of Rs.62.50 in each quarter, the unutilised portion of the limit in each quarter being allowed to be carried over and added to the limit for the next quarter in the same financial year.

4. **Power to frame rules**

The Managing Director is authorised to frame rules further limiting or regulating the reimbursement of medical expenses.

5. **Power to make alternate arrangements**

The Managing Director may enter into arrangement with medical institutions, hospitals etc. for the medical attendance/treatment of employees of this Corporation and pay to such institutions/hospitals direct. It will be optional for the employees to make use of such arrangements, but those who opt to come with in such arrangements, will not be entitled to claim reimbursement other than those covered by such arrangements, except when specifically authorised by the Managing Director in exceptional circumstances. Such arrangements shall, however, provide for the reimbursement of the cost of medicines certified by such institutions and of the expenses (including travelling) for taking specialised treatment not provided by such institution, but on the recommendation if such institutions, The limits specified in clause 3 above will not apply to cases covered by such arrangements.

PART IV - LEAVE AND JOINING TIME.

1. **Kinds of leave**

Subject to the provisions of these Bye-laws, the following kinds of leave may be granted to an employee:

- | | | |
|-----------------|----------------------|-------------------------|
| a) Casual leave | b) Special Leave | c) Earned Leave |
| d) Sick Leave | e) Maternity Leave & | f) Extra-ordinary leave |

2. **Prior sanction necessary**

Except in the case of leave on medical grounds, an employee shall not avail himself of leave of any nature or absent himself from duty without prior sanction. If any employee absents himself on medical grounds, the sanctioning authority may refuse to sanction the leave unless a certificate from an authorised medical practitioner is produced showing a reasonable justification for the absence on medical grounds.

3. **Granting leave and Recalling from leave**

The Managing Director, or any officer to whom this power has been delegated by him, may grant leave to an employee and may also cancel it subsequently before the employee has proceeded on leave. An employee, who has already proceeded on leave may be recalled by the authority competent to sanction the leave.

4. **Leave Address**

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

5. **When to apply**

- i) Applications for Earned leave, Maternity leave and Extra ordinary leave shall be submitted at-least 15 days before the date from which leave is required (in the case of Maternity leave, the probable date by which leave might be required), provided that the sanctioning authority may sanction the leave not withstanding the application being submitted late.
- ii) Applications which do not satisfy the requirement of clause (I) of this Bye-law may be refused without reason being given.

6. **Commencement and termination of leave**

- i) The first day of an employee's leave is the working day on which he makes over charge if he does so in the F.N., and, if he makes over charge in the AN, the succeeding working day:
- ii) The last day of an employee's leave is the working day on which he returns to duty if he does so in the A.N., and, if he returns to duty in the F.N., the proceeding, working day.
- iii) A substitute appointed in a leave vacancy shall be considered to be on duty in that post during the period of leave as defined in clause (i) and (ii) of this Bye-law.

7. **Earlier return from leave**

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

8. **Station of return from leave**

An employee on leave shall, unless instructed to the contrary, return for duty to the place at which he was last stationed.

9. **Certificate of illness**

The officer who sanctioned the leave may require an employee who has availed himself of leave for reason of health, to produce a medical certificate of illness before he resumes duty even if such leave was not actually granted on a medical certificate.

10. **No leave during suspension**

Leave may not be granted to an employee under suspension or against whom proceedings are pending under Part VII of these Bye-laws.

11. **When payable**

The leave salary due to an employee for the period of Earned leave, Sick leave or Maternity leave properly sanctioned to him may be disbursed on the day on which he proceeds on leave or on any subsequent day.

12. **Casual leave**

- i) Casual leave may be granted to an employee upto a maximum of 12 days in each calendar year and may be combined with Sundays and other authorised holidays provided that the resulting period of absence from duty does not exceed 5 days, except with the prior concurrence of the authority competent to sanction his leave, employees in provisional service and temporary employees during their 1st year of service shall avail of casual leave only after it is earned at the rate of one day for each completed month of service, a month being reckoned from the date of joining service of the corresponding date in the subsequent calendar month. Casual leave cannot be carried over from one calendar year to the next.
- ii) In computing casual leave, intervening Sundays and holidays shall not be reckoned as days of casual leave subject to the provisions of clause (i) of this bye-law.
- iii) Casual leave will be treated as duty and an employee may draw pay and allowances during days spent on casual leave in the same manner as duty.

13. **Special leave**

- i) Special leave not counting against any other leave may be granted to an employee by the Managing Director under the following circumstances:
 - a) When the absence from duty is necessitated by orders not to attend office on account of the presence of infectious disease in the house of the employee.
 - b) When the absence from duty is necessitated by reason of an employee who is a member of the NCC, Auxiliary Force, Home Guard, Lok Sahayak Sena or other Civil Defence Organisation or any other official organisation of a similar nature, having to attended an Annual Camp or be on training.
 - c) When the absence is necessitated by reasons of the employee having to participate, in a representative capacity, in sporting events, tournaments, and matches held either in India or abroad or to participate in the Republic Day Parade in New Delhi or similar events.
 - d) When the employee is bitten by a rabbit animal and has to be absent from duty for undergoing antirabic treatment.
 - e) When the employee is summoned to serve a jury or assessor or to give evidence before a Court as a witness in a Civil or Criminal case, in which his private interests are not at issue or when he is required to attend the meeting of a University or to undertake any other work connected with a University and
 - f) When there are other exceptional circumstances which necessitate the grant of special leave
- ii) Special leave is treated as duty and an employee on special leave may draw pay and allowances as on duty.

14. **Earned Leave**

- i) Earned leave shall accrue at the rate of one day for every 11 days of service spent on duty or on casual leave or on special leave. Earned leave shall cease to accrue when the leave in credit aggregates to 90 days.
- ii) An employee on Earned leave is entitled to leave salary equal to the basic pay, deputation allowance, special pay, charge/acting allowance, adhoc increase in pay, dearness allowance and house rent allowance (but not including overtime, batta etc.) of the post which he holds on the day before the day on which the leave commences.
- iii) An employee will be allowed to surrender earned leave to his credit in excess of 30 days and he will be paid cash emoluments for the leave so surrendered equal the leave salary admissible to him for the period; provided that the leave so surrendered shall not be less than 15 days at one time.
- iv) An employee leaving the service of the Corporation otherwise than as a disciplinary measure will be entitled to draw an amount equivalent to leave salary for the period of earned leave at his credit.

15. Sick leave

- i) During the full period of his service, a permanent employee may be granted sick leave on a medical certificate for a period calculated at the rate of twenty days for each completed year of service. Non-permanent employees are not entitled to any sick leave.
- ii) An employee on a sick leave is entitled to leave salary equal to half of the basic pay, deputation allowance, special pay, charge acting allowance, adhoc increase in pay, dearness allowance and house rent allowance (but not including overtime, batta etc.) of the post held by him on the day before the day on which the leave commences; provided that where an employee has served the Corporation for at-least a period of five years, he may if he so requests, be permitted to avail himself of sick leave at full pay for a period not exceeding half of the number of days of sick leave already earned by him, such leave being entered as twice the period of leave taken in his sick leave account.

16. Maternity Leave

- i) Maternity leave may be granted to a married female employee of the Corporation, not being one in provisional service, for a maximum period of 90 days at one time. Such leave maybe availed of for a period extending to 90 days from the date on which the leave commences or to the end of 60 days from the date of confinement which ever is earlier.
- ii) An employee on maternity leave shall draw leave salary equal to the basic pay, deputation allowance, special pay, charge/acting allowance, adhoc increase in pay, dearness allowance and house rent allowance (but not including over time batta etc.) of the post which she holds on the day before the day on which the leave commences.
- iii) A woman employee may be granted leave of any other kind admissible to her in combination with or in continuation of maternity leave, if the request for it is supported by a certificate from an authorised medical practitioner to the effect that such continued absence from duty is necessary.
- iv) A woman employee shall not be entitled to maternity leave under the By-law if she has three or more living children.

17. **Extra ordinary leave**

- i) Extra ordinary leave may be granted to an employee when no other kind of leave is admissible to him.
- ii) An employee may be granted extra-ordinary leave in combination with or in continuation of leave of any other kind admissible to him.
- iii) No pay and allowances are admissible during the period of extra-ordinary leave.

18. **Joining time**

The Managing Director, or any officer to whom this power has been delegated by him may while ordering the transfer of an employee, which would necessitate a change of residence or a long journey, sanction such number of days as he considers reasonable as the joining time. The employee need join the new post only after the lapse of such number of days after being relieved from his earlier post.

19. **Overstayal of leave and joining time**

Over stayal of leave and joining time, unless subsequently regularised by a sanction of the authority competent to sanction his leave or joining time, as the case may be, is a breach of discipline for which he is liable to action under part VII of these Bye-laws.

PART V – TRAVELLING ALLOWANCE

1. General

- i) Travelling allowance is an allowance granted to an employee to cover the expenses incurred by him in performing journeys in the interests of the Corporation. T.A. is not intended to be a source of profit and an employee is expected to travel by the class of accommodation for which T.A. is admissible to him.
- ii) An employee, who has been promoted with retrospective effect or whose scale of pay has been raised with retrospective effect, shall not be entitled to any extra T.A. in respect of journeys already performed by him before the date of the order sanctioning such promotion or revision.
- iii) An employee on transit from one post to another, ranks in the grade to which the lower of the two posts would entitle him.
- iv) An employee may be paid travelling allowance on the basis of a journey in a higher class than the one to which he is entitled under these bye-laws if he is authorised to do so by the Managing Director in the interests of the Corporation. The Managing Director may also sanction to any employee travelling allowance, including daily allowance for halts or incidentals, at the scale higher than what is admissible as per these Bye-laws, if he considers it necessary to do so in the interests of the Corporation.
- v) T.A. is admissible for journey by the shortest route, that is to say, the route by which an employee can reach his destination in the shortest possible time by the mode of conveyance entitled to and used; provided, however, that the Managing Director may authorise any employee to travel and draw T.A. by a longer route. If, however an employee travels by a route which is not the shortest but is cheaper than the shortest, his travelling expenses shall be calculated on the route actually used.
- vi) If the terms of appointment or the normal duties of a post involves travel and/or half within certain areas, unless the Board by specific resolution authorises the payment of TA for such travels and/or halt also, no TA is payable for such travel/or halts if an employee, subject to this limitation, has to perform a travel, which is outside such normal duties or the usual area, he is entitled to T.A. for such travel and halt at the rate specified in these rules:
- vii) An employee holding the charge of a higher post or acting in a higher post shall be entitled to travelling allowance as per these bye-laws applicable to the higher post.

2. Kinds of T.A.

The following are the different kinds of T.A. admissible to the employees of the Corporation:

- (a) Permanent T.A.
- (b) Mileage Allowance
- (c) Daily allowance or actual expenses

3. Permanent T.A.

- i) A permanent monthly travelling allowance may be granted by the Board to an employee whose duties require him to travel frequently. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the employee's sphere of duty. The drawal of this allowance will be governed by the resolution of the Board fixing the rate of P.T.A. and the terms and conditions for its drawal. No employee can draw the full rate of the allowance unless he travels on the minimum number of days performed. If the minimum number of day's travel is not performed, reduction has to be made in the same proportion that the actual number of days of travel bears to the minimum.
- ii) P.T.A. may not be drawn during leave. When an employee enjoying P.T.A. is required to hold additional charge of another post, which also carries P.T.A., the Managing Director may sanction an additional P.T.A. not exceeding 50% of the P.T.A. of the post so held additionally.
- iii) An employee drawing a PTA is not entitled to the other forms of T.A. contemplated in these rules for journeys performed by him, which comes under the category of journeys covered by the P.T.A. If he performs a journey, which is not covered by the PTA, he may draw the other forms of T.A. to which he is entitled under these bye-laws of that journey.

4. **Mileage Allowance – Railway**

An employee travelling on duty shall be reimbursed his travelling expenses on the basis of a single fare of the class of accommodation admissible and an extra amount to cover incidental expenses on the following scales:

Class of employee	Class of accommodation admissible	Extra fare for incidental expenses
Grade I	Highest class of accommodation available in the train	35 Paise for every 10 Kilometers or part thereof, subject to a minimum of ½ DA
Grade II & III	First Class	25 Paise for every 10 Kilometers or part thereof, subject to a minimum of ½ DA

5. **Mileage Allowance – Road**

- i) Employees other than those of Grade I are not except with the prior permission of the Managing Director entitled to engage hired cars or use their own cars for journeys on special duty. If an employee in Grade other than Grade I performs a journey by his own car or a specially hired car without the permission of the Managing Director, he shall limit his T.A. claims to the mileage admissible to him for journey using public conveyance.
- ii) The mileage allowance for journey by Road shall be as follows for journey exceeding 10 Kilometers.

Grade of employee	Rate for using own car or specially hired car	Rate for using own scooter or Motor cycle	Rate for using public conveyance which plies regularly for conveyance of passengers
Grade I	50 paise/Km.	25 Paise/Km.	13 Paise/Km.
Grade II & III	40 Paise/Km.	20 Paise/Km.	13 Paise/ Km.

- iii) For short-trips of less than 10 kilometers, bus fare may be reimbursed to the employees if no conveyance was provided by the Corporation.
- iv) An employee, who travels in a conveyance supplied by the Corporation will not be entitled to any mileage allowance, but he may, if the duration of such journey exceeds 3 hours but does not exceed 6 hours, draw for incidental expenses an amount equal to half his DA and, if exceeds 6 hours, draw for incidental expenses an amount equal to one DA, provided that, if there is halt also for that day, the total of incidental expenses and Daily allowance for halt shall be limited to one and half DA for the day.

6. **Mileage Allowance – Air**

- i) Employees of the Corporation, other than those of Grade I, shall not be entitled to travel by plane and claim T.A. accordingly unless they are specially authorised by the Managing Director to do so in the interest of the Corporation.
- ii) An employee authorised to travel by Air is entitled to travelling allowance equal to one standard Air fare plus an allowance for incidental expenses at one fifth of the standard air fare subject to a maximum of Rs.50/- for each single journey, each single journey being defined as the portion of the journey, which is not interrupted by a halt exceeding two hours.
- iii) If available, return tickets at reduced rates should always be purchased when an employee expects to perform the return journey by air within the period during which a return ticket is available. The incidental expenses would be the same as what it would be if only single journey tickets were taken to and fro.
- iv) An employee authorised to travel by air will be entitled to coverage by air risk insurance upto Rupees one lakh for each journey, the charges for which may be reimbursed to him.

7. **Mileage Allowance – Other modes**

For any journey undertaken by an employee, for which no provision is made in the preceding Bye-laws, he shall draw travelling and daily allowance on such scales as may be fixed by the Managing Director in each case, having regard to the cost and modes of transport obtaining in the areas in which the journeys are undertaken.

8. **Mileage Allowance – Transfer**

- i) An employee transferred from a post in one place to another in another place necessitating a shifting of his residence shall be paid T.A. at the following rates, provided that if, in the order of transfer, it is indicated that

the transfer is temporary for a period not exceeding 90 days or that no transfer T.A. would be paid, he shall be eligible only to the mileage applicable to tour and at the same time he will be entitled to D.A. for his stay at the new head quarters only at the following rates:

- a) Half the rate admissible for the first 30 days, and
 - b) $\frac{1}{4}$ the rate thereafter
- ii) For journey by rail, he may draw one fare and four times the incidental expenses at the rate admissible to him plus one extra rate for each adult member of his family, who accompanies him, and one half fare for each child. Besides he may also draw the actual cost of transporting of his personal effects by goods or passenger train subject to the following maximums:
- a) Employees in Grade I – Freight charges for a maximum of 2240 Kilograms plus actual charges for packing, loading and unloading, subject to a maximum of Rs.60/- at each end.
 - b) Employees in Grade II and III – Freight charges for a maximum of 1120 Kilograms plus actual charges for packing, loading and unloading, subject to a maximum of Rs.30/- in each end.
- iii) For journey by Road, he may draw mileage allowance at twice the rate applicable to him, plus an additional mileage at the rate applicable to him if two members of his family accompany him and at twice that rate if more than 2 members accompany him. Besides; this, he may also draw the actual cost of transporting his personal effects by any mode limited to what it would have been had it been transported by rail for the same distance.

9. **Daily Allowance**

- i) An employee required to travel in connection with the work of the Corporation may draw Daily allowance for halts beyond 10 kilometers from the headquarters at the following rates:

Grade of the employee	Halts upto 3 hrs. in the aggregate in any day	Halts exceeding 3 hrs. but not exceeding 6 hrs. in the aggregate in any day	Halts exceeding 6 hrs. in the aggregate in any day
I	Nil	Rs.8.75	Rs.17.50
II & III	Nil	Rs.6.00	Rs.12.00

- ii) For places outside the State of Kerala, the rate of daily allowance admissible for halt shall be twice the ordinary rates.
- iii) The payment of daily allowances for prolonged halts at a place within the state or outside, which does not amount to a transfer of the employee or a temporary transfer of head quarters, may be restricted as indicated below:
- a) Full rate admissible for the station for the first 10 days.
 - b) $\frac{3}{4}$ rate for the next 20 days.

- c) $\frac{1}{2}$ rate thereafter. No allowance will be given for halts exceeding three months.
- iv) No DA is payable to an employee who is transferred to a new station, except as per clause (1) of Bye-law 8 of this part.
- v) The period of halt begins at the time the employee reaches the place of halt and ends at the time he leaves that place for another place of halt or back to headquarters. Halt includes the intervening Sundays and holidays, but excludes days spent on leave. The authority competent to sanction his T.A. claims, if he is convinced that casual leave was necessitated due to illness or other indisposition, may permit the drawl of DA on days spent on casual leave also.
- vi) Certain types of expenses like taxi charges, etc. incurred for the purpose of the Corporation's business may be specially sanctioned by the authority competent to countersign T.A. claims in addition to D.A. subject to such limits as may be prescribed by M.D.
- vii) Grade I employee and, with the prior approval of the Managing Director, the other employees may draw actual expenses for any day of halt. For this purpose, Hotel bills shall be produced and the other expenses shall be certified.
- viii) For halts away from the normal place of work, for which D.A. is not admissible as per the above provisions, if the M.D. is satisfied that an employee would be called upon to incur out of pocket expenses, he may sanction an amount by way of D.A., not exceeding the normal rate of DA prescribed above for the category of employees.

10. **Court Attendance**

An employee, who is summoned to give evidence in a court of law in respect of any fact which has come to his knowledge in the discharge of his duties under the Corporation shall be entitled to Travelling and Daily Allowance under these bye-laws but, in every such case in which an employee draws an allowance from the Corporation, any payments made by the Court to meet his travelling or other expenses shall be remitted to the Corporation. For claiming Travelling Allowance under this bye-law a certificate of attendance given by the Court or other Authority which summoned the employee should be attached to the bill.

PART VI – FOREIGN SERVICE AND DEPUTATION.

1. **Liability for foreign service**

If the Managing Director finds it expedient to do so at any time, he may place the service of any employee of the Corporation, other than one in provisional service, at the disposal of the State or Central Government or other companies or other bodies, provided that without the prior consent of the employee concerned, he shall not lend the service of any employee for service outside the State of Kerala.

2. **Period of foreign service**

- i) The period of Foreign Service shall commence from the date on which the employee makes over charge of his post under the Corporation to the date on which he takes over charge of his post in the Corporation; after completing the Foreign Service.
- ii) The period of Foreign Service should not normally exceed 3 years at a stretch for any employee; provided that the Managing Director may, with the approval of the Board, extend the period of Foreign Service beyond 3 (three) years for any length of time.

3. **Pay during Foreign Service**

- i) An employee placed on Foreign Service shall be paid his pay and allowances for the entire period of Foreign Service by the foreign employer.
- ii) The pay and allowances so payable by the foreign employer shall be fixed and communicated to the foreign employer by the Managing Director. The Managing Director may, at his discretion, include a deputation allowance in the pay of the employee, while fixing his pay and allowances for the foreign service period and, if he does so, the deputation allowance shall not ordinarily exceed 30% of the basic pay of the employee in the Corporation, provided that, in exceptional cases, if the Managing Director is satisfied that the duties under the foreign service are much more onerous or difficult than the duties of the employee under the Corporation, he may sanction an enhanced rate of deputation allowance, which shall not in any case exceed 50% except with the prior approval of the Board.
- iii) If the foreign employer makes default in paying the employee his pay and allowances as per the terms of his bye-law, the Managing Director may authorise the payment of the amount to which the employee is entitled to from the funds of the Corporation and recover this from the foreign employer.

4. **Contribution to be paid to the Corporation by the Foreign Employer**

The foreign employer shall be required to pay to the Corporation:

- a) A contribution for the leave salary earned by the employee during the foreign service, calculated by the Managing Director and intimated to the foreign employer.
- b) Contribution towards the Contributory Provident Fund of the employee, if any, calculated on the pay that the employee would have drawn from time to time in the Corporation, and
- c) Contribution towards any other liability that the Corporation may incur on account of the employee.

5. **Travelling Allowance**

- i) The entire sum payable to the employee for his travel to join the foreign post travels during the foreign service and the travel to join the post in the Corporation after the foreign service shall be borne by the foreign employer.
- ii) The employee will be entitled to travelling allowance at the rates applicable to the Corporation for the journey to join the foreign service and for the journey to join the post in the Corporation after the foreign service, while in respect of the journeys during the foreign service, the employee is entitled

to travelling allowance either as per the Corporation rules or as per the rules of the foreign employer, whichever he may opt to follow.

- iii) If the foreign employer fails to pay any part of the travelling allowance to the employee, the Managing Director may authorise the payment of the same from the Corporation funds and claim this from the foreign employer.

6. **Leave**

- i) The employee will be entitled to leave only as per these bye-laws.
- ii) Leave during foreign service will be sanctioned by the foreign employer and communicated to the Managing Director.
- iii) The leave salary payable for the leave, other than casual leave, taken by the employee during the foreign service shall be claimed by the employee from the Corporation. No amount is payable by the foreign employer to the employee in respect of leave other than casual leave.

PART VII - DISCIPLINE

1. **Attendance**

- i) Every employee shall be at their usual places of work during the working times prescribed and shall not leave such place except with the prior sanction of his superior officer, given in each case or generally.
- ii) An employee who arrives late for work either in the morning or after the lunch break shall mark the time of his arrival in the Register kept for marking his attendance, and if he arrives late than half an hour after the time prescribed for the commencement of work he shall not mark his attendance nor attend to his work during the day without the permission of the immediate superior, who is present in the office at that time.
- iii) An employee who arrives late for work either in the morning or after the lunch break more than two times in a calendar month will forfeit a day's pay for every third occasion when he happens to be late.

2. **Misconduct**

The following acts and omissions on the part of an employee and the following circumstances shall be regarded as misconducts punishable under these Bye-laws.

- 1) Inability to perform the duties entrusted to him, which a man in his position could be reasonably expected to perform in the circumstances.
- 2) Negligence of duties
- 3) Refusal, express or implied, to act as per the orders of his superiors.
- 4) Refusal to attend to work on Sundays or holidays or out of regular office hours (women employees may refuse to work between 8 p.m. and 6 a.m.).
- 5) Refusal to work in a different capacity or in a different place from the capacity or place in which he was working till then.

- 6) Talking or behaving in a disrespectful manner to a superior, challenging the authority of a superior or arguing loudly with a superior even after being told not to do so.
- 7) Insubordination.
- 8) Upsetting the peace and decorum of the office or work place.
- 9) Exhibiting bad temper, using foul language or talking in a discourteous manner to another employee.
- 10) Slander against any person within the office premises or work place.
- 11) Failure to show proper courtesy to the constituents of the Corporation.
- 12) Any act or conduct detrimental to the interests of the Corporation, or its good name.
- 13) Issuing public statements, giving interviews, publishing articles, speaking at public gathering etc. Criticising the affairs of the Corporation without the prior permission of the Managing Director.
- 14) Habitual late attendance.
- 15) Overstayal of leave or joining time, without permission of the competent authority.
- 16) Disclosing any matter connected with the affairs of the Corporation or its constituents coming to his knowledge to any person outside the service of the Corporation otherwise than in the Course of the bonafied discharge of his duties in the Corporation.
- 17) Disclosing confidential matter and official secrets of the Corporation to other employees of the Corporation, otherwise than in the bonafied discharge of his duties.
- 18) Seeking soliciting or accepting outside employment or work without the previous sanction of the Managing Director.
- 19) Accepting or permitting any member of his family to accept gifts (other than gifts of no or negligible value) gratuity, reward or loan, in kind or in cash, from any of the constituents of the Corporation or subordinate employees without the prior permission of the Managing Director.
- 20) If any member of his family commits the act mentioned in sub-clause (19) above, without his knowledge, failure or report to the Managing Director within 24 hours of his becoming aware of it and to act as per his direction.
- 21) Institution of insolvency proceedings against him or his seeking a moratorium or arrangement with his debtors.
- 22) More than 50% of his pay being attached.
- 23) Arrest or imprisonment for non-payment of debt
- 24) Dishonesty
- 25) Misappropriation of cash or kind.
- 26) Fraud on the Corporation or on other employees
- 27) Committing any offence punishable under the Penal Code within the premises of the office or place of work against any person or outside the

premises of the office or place of work against any other employee of the Corporation or any of its constituents, whether or not police action follows.

- 28) Conviction by a Court of Law for any offence committed outside the office or place of work involving moral turpitude.

3. **Punishments**

- i) If an employee is found guilty of any of the misconduct mentioned under Bye-law 2 of this part, any of the following punishments may be awarded to him:

- a) Censure
- b) Withholding of increments or withholding of promotion
- c) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or the employee's conduct.
- d) Imposition of fine
- e) Reduction to a lower rank in the seniority list or to a lower grade or post of time scale, or to a lower stage in a time scale, either permanently or temporarily.
- f) Suspension
- g) Removal from service
- h) Dismissal

- ii) It is hereby classified that the following would not constitute a punishment

- a) Withholding of increments consequent to the extension of probation in accordance with the rules or orders governing the post or terms of an employee's appointment.
- b) Non-sanction of an increment at the stage on an efficiency bar
- c) Reversion to the previous category, class, grade or post of an employee officiating in a higher category, class, grade or post, on the ground that he is considered after trial, to be unsuitable for such higher category, class grade or post or on administrative grounds unconnected with his conduct.
- d) Termination of the service of an employee during probation or immediately on completion of the period of probation.
- e) Termination of the service of a provisional or temporary employee
- f) Suspension of an employee in accordance with Bye-law 6 of this part.

- iii) The following penalties are classified as minor, all other penalties being classified as major:

- a) Censure
- b) Withholding of increments or promotion
- c) Recovery from pay of the whole or part of any pecuniary loss caused to the Company by negligence or the employee's conduct.

4. **Disciplinary authorities**

- i) The authority which may impose on an employee a minor penalty shall be the immediate superior authority or any higher authority; provided he is not below the rank of a Grade II Officer.
- iii) The authority which may impose on an employee a major penalty shall be the Managing Director; provided that in the case of an Officer belonging to Grade I and II he shall not exercise the powers of dismissal or removal from service except with the approval of the Board.

5. Disciplinary Procedure

- i) No order imposing a penalty on an employee shall be passed except after,
 - a) The employee is served with a charge sheet stating briefly the counts of charge and of the allegations on which they are based and is given an opportunity to file a written statement of defence.
 - b) The written statement of defence, if any is furnished by the employee within the time limit specified and if no time limit is specified within a reasonable period, is scrutinised by the authority who served the charge sheet.
 - c) An oral enquiry is conducted by an Officer other than the authority who served the charge sheet, unless the employee charged agrees to the charge, and a reasonable opportunity is given at such enquiry for the defendant to produce witnesses and documents and explain his case, and,
 - d) The report of the Enquiry Officer is studied by the authority who is competent to impose the penalty and he is satisfied that the charge has been sufficiently proved to warrant the penalty.
- ii) The record of proceedings in such cases shall include:
 - a) A copy of the charge sheet.
 - b) The written statement of defence, if any
 - c) The oral evidence taken during the enquiry, if any
 - d) The documentary evidence, if any, considered in the course of the enquiry, or copies thereof
 - e) The report of enquiry officer settling out the findings on each charge and the reasons thereof and
 - f) The final orders with reasons, disposing of the case
- iii) The disciplinary authority may nominate as Enquiry Officer any employee including one subordinate to him. In case where an enquiry officer has been nominated, as stated above, the disciplinary authority will have the right, for reasons to be stated, to differ with the findings of the enquiry officer
- iv) Where two or more employees are concerned in any case, the disciplinary authority may proceed against them in a common proceedings.

6. Suspension pending enquiry

- i) When an enquiry into misconduct of an employee is contemplated or is progressing, the Managing Director may at any time place him under suspension.

- ii) He shall be paid a subsistence allowance during the period of suspension equal to half of the total of his basic pay and dearness allowance. If subsequently on enquiry, the employee is found not guilty of the misconduct, the difference between his pay and the subsistence allowance paid to him shall be immediately disbursed to him.

7. **Appeal**

- i) An employee may appeal against any order passed by a superior authority which injuriously affects his interests, provided that the appeal shall be filed within 30 days of receipt of such order, to the following authorities:
 - a) Against any order passed by an authority subordinate to a 1st Grade Officer to the 1 Grade Officer.
 - b) Against any orders passed by a 1st Grade Officer to the Managing Director
- ii) Every appeal shall comply with the following requirements:
 - a) It shall be couched in polite and respectful language;
 - b) It shall contain all material statements and arguments relied on, and shall be complete in itself.
 - c) It shall specify the relief desired
 - d) It shall be submitted through the proper channel
- iii) An appeal to the Managing Director may be withheld by a Grade I Officer if
 - a) It does not comply with the requirements in clause (ii) of this bye laws
 - b) It is illegible or is unintelligible
 - c) It deals with a matter which does not concern the employee personally.
 - d) It repeats an appeal already rejected by the authority to whom the appeal is addressed and does not, in the opinion of that Officer, disclose any new points or circumstances which afford grounds for reconsideration.
 - e) It is addressed to an authority to which no appeal lies under these bye-laws.
- iv) In every case in which an appeal is withheld the authority withholding the appeal shall inform the applicant the fact of withholding the appeal and the reasons for withholding it.
- v) Appeals shall not be addressed to the Ministers or Officers of State Government, or to the Directors of the Board personally, and any such action shall be deemed to be a breach of discipline.
- vi) The provisions of this bye-law shall also apply to the extent they are relevant to petitions which concern more than one employee and are preferred jointly by a class or group of employees or by an association or union of employees recognised by the Corporation. A joint petition shall not be entertained if;
 - a) It relates to a subject on which a lower officer is authorised to pass orders and no application for redress has been made to him;

- b) It relates to a matter regarding the redress of which a specific procedure has been prescribed under any rule or instruction issued by the Corporation and such procedure has not been observed or
- c) It relates to an individual and is not submitted by him.

PART VIII – AMENDMENTS

The existing causes/Sub causes are deleted and substituted as follows:

Part II - Clause (i)

- | | |
|-----------|--|
| Grade I | All posts in the category of Dy. Manager in G-10 and above |
| Grade II | Assistant Manager in G-9 and G-10 |
| Grade III | Asst.Managers/Asst.Engineers/Supdts/CA PA in G-8 and G-9. |

Part II – Clause 9(ii)

- 9.ii) An employee who is promoted shall be holding the post to which he is promoted in an officiating capacity for a period, which shall not be less than one year subject to extension from time to time, provided that in the case of a person who serves the Corporation on deputation, on getting promoted to a higher post during the period of deputation on whether or not he is allowed the benefit of the scale of pay of the higher post and who late opts for and gets absorbed in the regular service of the Corporation without a break of service, the period spent on deputation in the higher post may be treated as officiating service in the higher post.

Part III – Clause 1 (iii)

1. iii) On promotion of an employee from a lower post to officiate in a post on a higher time scale of pay his pay in the higher time scale shall be fixed as per the provisions in Rule 28A of K.S.R. Refixation of pay will also be allowed in the higher time scale whenever there is a change of pay in the lower time scale as per this rule.

Part III – Clause 2 (i)

2. i) In an incremental scale, the increment in basic pay shall accrue on the completion of each specified period of service on each stage of that scale, whether such service is provisional, temporary, probationary, officiating or confirmed. The increment so accrued from 01.04.1974 shall be granted to the employees from the first of the month in which it falls due.

Part III – Chapter IV - Clause (3)

3. Medical expenses shall not be reimbursed to an employee in excess of Rs.1,050/- in each financial year, unless there are extenuating circumstances and the claim is specially authorised by the Managing Director, provided that in the case of employees in provisional service, the reimbursement of medical expenses shall be further subjected to a limit of Rs.262.50 in each quarter, the unutilised portion of the limit in each quarter being allowed to be carried over and added to the limit for the next quarter in the same financial year.

Part IV – Clause 1 (d) 1(d) Half pay leave

Part IV – Clause 15 (i) & (ii)

4. Half pay leave
- i) During the full period of service a permanent employee may be granted half pay leave in lieu of sick leave for a period calculated at the rate of 20 days for each completed year of service.

- ii) An employee on half pay leave in lieu of sick leave is entitled to leave salary equal to half of the basic pay and full allowance entitled to him on the day before the day on which the leave commences; provided that where an employee has served the Corporation for at-least a period of five years he may, if so requests be permitted to avail himself of Half pay leave at full pay for a period not exceeding half of the number of days of half pay leave already earned by him, such leave being entered as twice the period of leave taken in his half pay leave in lieu of sick leave account.

Part V – Clause 5 (ii)

5. ii) The mileage allowance for journey by Road shall be as follows for journey exceeding 10 Kilometers:

Grade of employee	Rate for using own car or specially hired car	Rate for using own scooter or Motor cycle	Rate for using public conveyance which plies regularly for conveyance of passengers
All Officers	Nil	35 ps./Km.	

Part V - Clause 9(i)

- 9 (i)

Grade of the employee	Halts upto 3 hrs. in the aggregate in any day	Halts exceeding 3 hrs. but not exceeding 6 hrs. in the aggregate in any day	Halts exceeding 6 hrs. in the aggregate in any day
I	Nil	Rs.23.00	Rs.46.00
II & III	Nil	Rs.18.50	Rs.87.00

Part VI – Clause 2 (ii)

- 2 (ii) The period of Foreign service should not normally exceed 5 years at a stretch for any employee provided that the Managing Director may, with the approval of the Board, extend the period of foreign service beyond five years for any length of time.