

THE KERALA STATE
CIVIL SUPPLIES CORPORATION LIMITED
C O C H I N
Service Rules.

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THE KERALA STATE CIVIL SUPPLIES CORPORATION SERVICE RULES, 1974

CHAPTER I - PRELIMINARY

1. Short title and commencement

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

2. Definitions:

In these rules unless the context otherwise requires;

- (a) "Corporation" means the Kerala State Civil Supplies Corporation Limited, registered under the Indian Companies Act, 1956.
- (b) "Board" means the Board of Directors of the Corporation.
- (c) "Chairman" means the Chairman of the Board of Directors.
- (d) "Managing Director" means the Managing Director of the Corporation and in relation to any powers exercisable by him includes any Director or any officer who is authorised by the Government of Kerala to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director.
- (e) "Pay" means and includes grade pay of the post and deputation pay and special pay.
- (f) "Secretary" means the Secretary of the Corporation.
- (g) "Competent Authority" means the Board of Directors or the Managing Director as the case may be.
- (h) "Transferred Employee" means an officer or other employee transferred to the Corporation.

(i) "Probationer" means an employee appointed on probation to or against a substantive vacancy in the service of the Corporation.

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

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

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

CHAPTER II - APPOINTMENT AND PROMOTIONS

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

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

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

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

10. Where a post is to be filled by promotion, it shall be on the basis of seniority and suitability as may

be laid down in the rules to be prescribed in this regard.

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

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

CHAPTER III - POSTS AND PAY AND ALLOWANCES.

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

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

15. The appointment of an employee and his claim to pay thereof shall take effect from the date on which he assumes charge of the post and shall cease from the date on which he relinquishes charge or from the date he is discharged from service by the appointing authority. The pay and allowances shall become payable on the last working day of each month in respect of the services performed during the said month. The pay and allowances of an employee leaving the service of the Corporation during the course of a month may, however, be disbursed on the afternoon of the day on which he relinquished charge of his post or on any other day thereafter provided, however, that there are no liabilities against him.

Note:-

1. The pay and allowances of the employees shall become payable on the day previous to the last working day in the months of June and December every year.
2. Pay and allowances of those employees who belong to the particular communities concerned with the celebration of the festivals like Ramzan, Vishu, Deepavali and Christmas may be disbursed in advance on the last two

working days preceding the festival if the festival date falls after the 20th of the respective month to which pay and allowances relate and 15 days' pay and allowances in advance may be disbursed if the festival date falls due before 20th of the relevant month. For 'Onam' pay and allowances to all employees may be disbursed in the above manner.

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

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

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

19. The pay shall be either a fixed amount or a scale of pay beginning with the minimum and progressing by specified annual stages to a maximum. The stages of rise shall be called 'Increment'.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

30. Advance for Onam, Vishu, Deepavali, Ramzan and Christmas: notwithstanding anything contained in these rules, the Managing Director may grant in connection with Onam, Vishu, Deepavali, Ramzan, Christmas etc. festival advances to full-time employees who have put in a service not less than one year in the Corporation belonging to the particular communities concerned. Such advance shall be free of interest and be equal to one month's pay of the employee concerned or Rs.125/- whichever is less. The festival advance may be paid one week before the festival. Employees on leave shall also be eligible to receive this advance. The amount of the advance so granted shall be recovered in five equal monthly instalments from the salary of the employees concerned, recovery commencing from the month next after the one in which the advance was granted. Only one festival advance shall be granted during a financial year. In the case of Onam, advance may be given to all the employees of the Corporation. Any amount outstanding against the earlier advance shall be adjusted against a latter advance, if a later festival falls before the full repayment of the earlier advance.

Note: In the cases of deputationists, however, the condition of one year service in the Corporation will not be necessary.

ends item No. 7 -

FESTIVAL ADVANCE

Resolved to accept Government of India decision regarding the payment of Festival advance communicated in Government of India's Letter No. 33025/24/76/WB dated 4-9-1976. Resolved to modify para 30 Chapter III the Service Rules as follows:-

para 30

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

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

Decision taken at the meeting of the Board of Directors held on 9-11-1977).

31. Retirement: Every employee shall ordinarily retire from the Corporation's service on completion of 58 years of age and shall be eligible for the benefits of the retirement as the Board may prescribe from time to time. In exceptional cases the Board may extend the service for two years further. A service register for each employee shall be maintained in the prescribed form. It shall contain the name of the employee, date of birth, date of commencement of service, the post in which he is acting, the grade, the date of confirmation, pay, date of next increment, amount of leave availed by him and special commendation of work and punishment, if any.

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

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

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

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

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

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

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

CHAPTER IV - LEAVE

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

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

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

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

40. The leave earned by an employee lapses on the date on which he ceases to be in service. In the case of an employee including deputationists who has applied for leave

preparatory to retirement and to whom leave has been refused on administrative grounds, he may be permitted to avail of such refused leave from the date of retirement from the Corporation service.

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

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

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

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

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

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

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

48. Extraordinary leave calculated at the rate of 15 days for every completed year of service may be

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

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

No pay and allowances are admissible during the period of extra-ordinary leave.

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

50. Maternity leave may be granted to a married female employee of the Corporation for a period which may extend upto 3 months from the date of its commencement or to the end of 8 weeks from the date of confinement whichever is earlier. An employee on maternity leave shall draw leave salary equal to the pay and allowances on the day before the leave commences. A woman employee may be granted leave of any other kind admissible to her in combination or in continuation of maternity leave if the request for it is supported by a medical certificate.

51. Leave Counting for increments: Periods spent on all kinds of leave other than extra-ordinary leave shall count for increments.

Provided that in cases where the Board is satisfied

that the leave was taken on account of illness or for any other cause beyond the employee's control, they may direct that the period of extra ordinary leave may count for increments upto a total period not exceeding two months.

Casual leave and special casual leave.

52. Casual leave:

(i) Casual leave may be granted to an employee upto a maximum of 15 days in each calender year and may be combined with Sundays and other authorised holidays provided that the resulting period of absence from duty at any time including holidays and Sundays does not exceed 10 days. Casual leave is neither cumulative nor may it be granted in combination with any other kind of leave.

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

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

53. Special Casual leave:

(i) Special casual leave not counting against ordinary casual leave may be granted to an employee upto a maximum of 21 days in any one calender year 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 provided that the application is duly supported by a certificate from the Medical Officer. A certificate of fitness from the Medical Officer should be furnished at the time of joining duty after such leave.

(b) When the absence is necessitated by reason of an employee who is a member of the N.C.C., Auxiliary Force, Home Guards, Lok Sahayak Sena or other Civil Defence Organisation or any other official organisation of a simi-

lar nature having to attend an annual camp or be on training.

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

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

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

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

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

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

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

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

Agenda item No.11

Amendment to service rules - 12 point programme on prohibition of consumption of intoxicating drinks and drugs.

Read letter No.110732/3D1/77/GAD dated 31-3-77 of the Government of Kerala and resolved to adopt the following resolutions to incorporate as a provision 57 A in the Service Rules of the Corporation in between the clauses 57 and 58 Chapter V - Conduct, Discipline and Appeals.

Consumption of intoxicating drinks and drugs
57 A.

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

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

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

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

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

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

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

(a) A corporation employee cannot take drinks in the clubs or in the halls/lounges. However where officers are required to attend official entertainments arranged by foreign missions in halls/lounges of hotels and clubs, in the discharge of their official duties, taking drinks at such official entertainments will not attract rule 57A of the Service Rules provided the places where the entertainments

are arranged are exclusively reserved for foreign missions to entertain a select number of guests.

(b) The participation of Corporation employees in functions is also subject to the provisions above subject to the condition that the party is by Government, Corporation or any organisation of Government, like autonomous bodies, public meetings etc.

(c) Service of drinks to foreigners in rooms earmarked for the purpose in hotels approved by the Ministry of Tourism and Civil Supplies be permitted. In such approved hotels, there should be no objection to the service of beer both to Indians and foreigners. The facility of service of wine should be restricted to foreigners only. Corporation employee cannot take drinks in such places.

(d) Clubs may be permitted to provide for drinks in their bar rooms only; beer, however, should be served anywhere within the premises. Corporation employee cannot take drinks in such places.

(e) Alcoholic beverages may be permitted for official parties hosted by the Government or Government/Corporation in closed lounges etc. where important foreign visitors are entertained. Corporation employees invited in their official capacity alone will be permitted to take drinks in such functions.

(Decision taken at the meeting of the Board of the Kerala State Civil Supplies Corporation)

CHAPTER V - CONDUCT, DISCIPLINE AND APPEALS

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

55. Liability to abide by the rules and orders

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

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

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

Provided that the Managing Director shall have power to alter the time if it is considered by him expedient at any time. All State Government holidays will be holidays for the Corporation including restricted holidays.

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

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

58. Contributions to Press. No employee shall make public or publish any document, paper, or information which may come into his possession in his official capacity

except with the permission of the Managing Director.

59. Employees not to seek outside employment: No employee shall accept, solicit or seek any outside employment or office, whether stipendiary or honorary without the previous sanction of the Managing Director.

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

61. Absence from duty and station:

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

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

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

iii) An employee who is habitually late in attendance shall be liable to such penalty as the Managing Director may deem fit to impose or shall, at the discretion of the Managing Director, have one day of his casual leave forfeited for every three days he is late in a month. If the employee has no casual leave or other leave to his credit, the third day in which he is late in the month will

be treated as extraordinary leave without allowance.

62. Acceptance of gifts:

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

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

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

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

63. Acceptance of testimonials etc.

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

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

(b) take part in the presentation of a complimentary or valedictory address or of a testimonial to any other employee of the Corporation or to any person who has recently quitted the service of the Corporation

or attend a public meeting or entertainment held in honour of such employee or person.

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

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

(b) an employee may take part in the raising of a fund to be expended in recognition of the services of any other employee of the Corporation or of a person who has recently quitted the service of Corporation or the foundation of a scholarship or any other public or charitable object or on the execution of any portrait, bust, or statue not intended for presentation to such other employee of the Corporation or person.

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

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

64. Private trading or business. No employee shall engage in any commercial business or pursuit either on his own account or as agent for others, not act as an agent for the Life Insurance Corporation of India or any Insurance Company nor shall he be connected with the formation or management of a Joint Stock Company or firm.

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

66. Restriction on borrowing and investments

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

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

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

67. Employees in debt:

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

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

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

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

68. Employees arrested for debt or on criminal charges.

(i) An employee who is arrested for debt or on criminal charge shall be placed under suspension from the date of his arrest, and shall be allowed the payment admissible to an employee under suspension under rule 77(iii) until the termination of the proceedings against him, when an adjustment of his salary shall be made according to the circumstances of the case and in the light of the decisions as to whether his absence is to be accounted for as a period of duty or leave, the full pay and allowances being given only in the event of the employee being acquitted of all crime and treated as on duty during the period of his absence less the period spent by the employee in actual detention. An employee who is committed to prison for debt or is convicted of any offence involving moral turpitude shall be liable to dismissal.

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

Explanation:

In these rules the expression "termination of proceedings" shall mean the decision of the lowest court which first finally disposes of the case. Committal or conviction shall mean committal or conviction by the lowest court or any of the appellate courts, and it shall be open to the Corporation to dismiss an employee, who is committed to prison or who is convicted of a criminal charge as from the date of the order of the court that convicts him.

69. Penalties:

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

(a) Censure

(b) Withholding or postponement of increment or promotion, or permanent stoppage of increment

(c) Reduction to a lower post or grade on a fixed pay or a time scale or a lower state in a time scale

(d) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by the employee

(e) Suspension

(f) Dismissal

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

Provided that the requirements of this sub rule may be waived if the facts on the basis of which action is to be taken have been established in a Court of Law or where the employee has abs^onded or where it is for any other reason impracticable to communicate with him or where there is difficulty in observing them and the requirements can be waived without injustice to the employee. In every case where all or any of the requirements of this

sub rule are waived, the reasons for so doing shall be recorded in writing.

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

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

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

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

72. Conditions which an appeal should satisfy:

Every appeal shall comply with the following requirements:

(i) It shall be couched in polite and respectful language and shall be free from unnecessary peddling or superfluous verbage.

(ii) It shall contain all material statements and arguments relied on, and shall be complete in itself.

(iii) It shall specify the relief desired

(iv) It shall be submitted through the proper channel

73. When appeals may be withheld:

An appeal may be withheld by the Managing Director, if

(i) it does not comply with the requirement of rules;

(ii) it is illegible or is unintelligible;

(iii) it deals with a matter which does not concern the employee personally;

(iv) it repeats an appeal already rejected by the authority to whom the appeal is addressed and does not in the opinion of the Managing Director, disclose any new points or circumstances which afford grounds for reconsideration, provided that when an appeal is withheld under this clause, the Managing Director shall submit to the Appellate authority concerned a statement of the grounds on which the appeal is withheld.

(v) it is addressed to an authority to which no appeal lies under these rules.

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

In every case in which an appeal is withheld, the authority withholding the appeal shall inform the applicant the fact of withholding the appeal and the reasons for withholding it.

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

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

76. No appeal lies against the order withholding appeal: No appeal shall lie against the withholding of an appeal.

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

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

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

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

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

CHAPTER VI - TRAVELLING ALLOWANCE RULES.

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

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

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

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

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

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

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

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

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

" III - All officers except Class IV employees

" IV - All Last Grade Employees.

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

te
with

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

(a) By air

(b) By rail

(c) By road

(a) The Managing Director and officers of the Class I shall be eligible for air travel

(b) (i) officers of Class II shall be eligible for travel in train by first class

(ii) all the officers of class III and Class IV shall be entitled to travel in train by second class.

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

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

Agenda item No. 4 - AMENDMENT TO T.A. AND D.A. RULES

Read the Government Circular No. 55/76/Fin. dated 12-5-1976 and resolved that;

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

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

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

shall be paid at the rate of 50 paise per kilometre. If they travel by public conveyance, mileage at the rate of 20 paise per kilometre shall be paid. Class IV officers shall be entitled for actual bus fare and one daily allowance.

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

Class I and II	-	30 paise per 10 Km. or part thereof if it exceeds 5 Kms. subject to a minimum of 1/2 daily allowance.
Class III		25 paise per 10 Km. or part thereof if it exceeds 5 Km. subject to a minimum of 1/2 D.A.
Class IV		20 paise per 10 Km. or part thereof if it exceeds 5 Km. subject to a minimum of 1/2 D.A.

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

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

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

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

allowance at the ordinary rate for each single journey. Ceiling is also fixed for the incident charges as follows:-

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

11 (a) Daily allowance.

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

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

(AGENDA ITEM No.10 of Board Meeting dated 18-8-1975.

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

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

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

First 30 days - Full rate

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

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

THE KERALA STATE CIVIL SUPPLIES CORPORATION LTD. COCHIN-16

Dated: 16.6.83

D1-15266/81


PROCEEDINGS

Sub:- K.S.C.S. Corporation - T.A. - Revision of
Daily Allowance rates - orders passed

The T.A. rules of the Corporation is revised
with effect from 1.6.83 by revising the Daily Allowance
rates as follows.

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

T.A. claims will be settled accordingly in future.
In case of any T.A. claims for 6/83 already submitted, ar-
rears are payable.


Managing Director

To

All Members of Staff in Head Office
Asst. Manager (Finance) A4, A5, A7 seats
All Regional Managers, Unit Managers, R.D.Os.
Manager (Tea) Manager, Bonded Ware House, Thripunithura
Service rules, P.A. to M.D. and G.M.

Mp./16.6.

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

Resolved that the proviso to clause 11 (b) of Chapter IV - T.A. Rules of the Kerala State Civil Supplies Corporation Service Rules may be made applicable in the case of journeys performed for the work of the Corporation by the Chairman of the Corporation in the capacity as Chairman (Agenda Item No. 19 of Board meeting dt. 27-5-75)

12. D.A. shall be payable at the following rates for halts outside the headquarters.

Class I	...	Rs. 25/- per diem.
II	...	18/- "
III	...	15/- "
IV	...	10/- "

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

Class I - In Delhi Rs. 50/- per diem plus the actual rent paid limited to rates prescribed by Government from time to time and subject to production of vouchers.
In other places Rs. 40/- per diem plus the actual rent paid limited to one D.A. and subject to production of vouchers.

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

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

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

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

Dated: 5.1.85

No. D9.4/84

PROCEEDINGS

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

Read:- Board's Decision dt. 15.10.84

.....

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

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

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

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

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

Conveyance allowance

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

Car Allowance

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

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

Scooter Allowance

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

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

(Contd.....)

Dated: 5.1.85

No.D9.4/84

PROCEEDINGS

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

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.....

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

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

(Contd.....)

These orders will come into force with immediate effect.

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

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

Sd/-
Managing Director

To

All Managers
All Asst. Managers in Head Office
All R.Ms., A.Ms. U.Ms.
All J.Ms. and other staff in Head Office
C.S.D. Banking

Copy to P.A. to M.D. and G.M.
Copy to G.M.(I) & Controller of Ration Revenue

Copy to Service Bales
Spare copies 25

Forwarded by order

for

Mp./7.1

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

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

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

17. Conveyance allowance: The Managing Director may sanction a consolidated monthly conveyance allowance to any employee of the Corporation at the following rates:

- (i) Class I Officers - Rs.50/- p.m. if he owns and maintains a scooter or a Motor cycle and Rs.100/- p.m. if he owns and maintains a car.
- (ii) Class II and Class III Officers. Rs.50/- p.m. if he owns and maintains a scooter or a motor cycle.

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

MEDICAL ATTENDANCE RULES

1. These rules may be called "The Kerala State Civil Supplies Corporation Medical Attendance Rules".
2. They shall apply to all employees of the Corporation.
3. They shall be deemed to have come into force on 25th June 1974.
4. Definitions:
 - (a) "Corporation" means the Kerala State Civil Supplies Corporation Limited.
 - (b) "Employees" means an employee of the Corporation including a Government servant on deputation.
 - (c) "Authorised Medical Attendant" means an A Registered Medical Practitioner.

Item No. 13 - Any other item

Conveyance allowance.

24. Considered the Government order GO MC No. 553/78/Fin. dated 23-6-73 resolved to amend the existing rules 17 of the T.A. Rules of the Corporation as follows:-

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

Officers of Class I and II other than the Chief Executives.

Rs. 100/- p.m. in respect of a Car

Rs. 50/- p.m. in respect of a Motor Cycle/Scooter.

200/-
75/-

Other employees

Rs. 50/- p.m. in respect of a Motor Cycle/Scooter.

75/-

The Chief Executive having the facility of a Car of the Corporation shall not be entitled to any conveyance allowance. He can use the Corporation car for personal purpose subject to payment of Rs. 100/- or Rs. 150/- depending on the size of the vehicle and subject to the limitation of 500 KMs in a month as envisaged in Government letter No. 17754/22/56/7 dated 1-11-1966. This amendment will take effect from 1-11-1978 onwards.

Decision taken by the Board of Directors at the meeting held on 25-11-78).

Revised Rates (Vide Board's decision
dt. 10/11/78)

Dated 13th April, 1988.

MR.19/88-89

CIRCULAR NO. 26/88

Sub:- Medical Reimbursement - Enhancement of Consultation fees - Additional list of approved hospitals.

Ref:- Circular No. 1/88 dt. 1.1.1988.
....

With effect from 1.4.1988 the consultation fees has been enhanced from Rs. 10/- to Rs. 25/- for first consultation and Rs. 5/- to Rs. 10/- for subsequent consultations.

In addition to the list of 307 hospitals already approved 19 more new hospitals have also been approved with effect from 1.4.1988 on the basis of the recommendations of the Regional Managers. The new list of 19 hospitals are given below.

Ojus Clinic, Ernakulam,
Kusumagiri Hospital, Kakkanad,
Doctors Diagnoses Centre, Ernakulam,
Nairs Hospital, Maradu, Ernakulam,
Carmel Hospital, Alwaye,
M.A.J. Hospital, Alwaye,
St. Thomas Hospital, Pallipuram, Sherthalai,
Anari Hospital, Vaikom,
Star Hospital, Oachira,
Ebenezar Hospital, Kayamkulam,
Susrusha Hospital, Kottayam,
Vaidyarathnam Aushadhalaya, Ollur and its Branches,
Metropolitan Hospital, Trichur,
Saroja Nursing Home, Trichur,

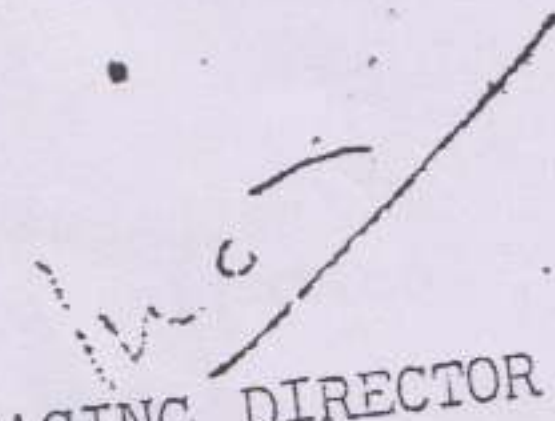
....2....

:2:

15. Amala Cancer Centre, Trichur,
16. Balya Children's Clinic, Trichur,
17. MIT Hospital, Kodungalloor,
18. Medical Centre, Trichur,
19. Reliance Ayurvedic Hospital, Chennai.

While preferring bills for medical reimbursement the following informations may also be furnished to the Head Office with effect from 1.4.1988.

- a) Date of joining in the Corporation,
- b) Date from which working in the present office,
- c) Designation with full office address.


for MANAGING DIRECTOR

To

Notice Board,

- C.C.to:
- 1) Staffs of Head Office,
 - 2) All Regional Managers (They should acknowledge the receipt of this Circular)
 - 3) P.A. to M.D, G.M(D), G.M(E), A.G.M.
 - 4) All Managers in Head Office,
 - 5) Control Room (20 copies)
 - 6) All Unit Managers and
 - 7) Stock File.

TN/15/4

(d) "Family" means an employee's wife or husband as and children, step-children, adopted children and includes minor brothers and unmarried sisters who are wholly dependant on and residing with the employee.

(e) "Medical Attendance" means attendance in hospital or at the residence of the employee including such pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis and are considered necessary by the authorised medical attendant and use of all medical and surgical facilities available with the medical attendant or at the hospital or nursing home approved by him.

(f) "Patient" means employee or a member of his family who has fallen ill.

(g) "Medicines" do not include proprietary preparations for which equally effective alternative preparations are available, primary foods, tonics, dentures, spectacles toilet preparations or disinfectants.

5. A patient shall be entitled to reimbursement of consultation fee and injection fees paid to the authorised medical attendant at the rates given below:-

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

Injection fees

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

6. The cost of medicines purchased on the prescriptions of the authorised medical attendant and Medical Officer in charge of hospitalisation shall be reimbursed on production of an essentiality certificate in writing from the authorised medical attendant. Forms of application and certificates are appended to the rules. Provided that the

reimbursement of cost of viz., insulin, nadisan, tabutamide etc. shall be made in the case of treatment within a period of 3 months after detection. Claims for reimbursement of anti-diabetic drugs should be accompanied by certificate in the following form.

CERTIFICATE

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

Place:

Date: Authorised Medical Attendant

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

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

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

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

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

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

EXTRACT OF MINUTES OF THE MEETING OF THE BOARD OF
DIRECTORS HELD ON 18.1.1979.

AGENDA ITEM NO. 5

CONSIDERATION OF THE QUESTION OF REVISION OF PAY SCALE.

Resolved to revise the existing pay scales as follows from 1.7.78 subject to Government approval. These revised rates are applicable only to the existing incumbents and future deputationists and helpers. As and when direct recruitment to the several grades is resorted to by the Corporation, specific orders of the Board will be obtained for the fixation of pay scales for each posts.

Sl. No.	Name of post	Revised scale of pay
1.	General Manager	will be fixed later.
2.	Managers	910 - 40 - 950 - 50 - 1550
3.	Asst. Managers	700-25-800-30-890-35-1030-40-1270.
4.	Asst. Marketing Officer	535-18-625-20-825-25-950
5.	P.A. to M.D.*** Sr. Assistants Sr. Grade Typists	470-16-550-18-730-20-830 470-16-550-18-730-20-830
6.	U.D. Typist Stenographer	420-13-485-15-635-17-720
7.	Jr. Assistant L.D. Typist Driver	350-10-460-12-580
8.	Class IV Grade (I) " " " (II) Watchers	300-6-360-7-402-8-450
9.	Helpers	245-5-380
10.	Sergeant	420-13-485-15-635-17-720

These are posts temporarily upgraded to accumulate the existing incumbents.

Note:- The existing special pay of Rs.50/- for the post of P.A. to M.D. will continue.

Sd/-
MANAGING DIRECTOR

Sd/-
CHAIRMAN

//True Copy//

for Managing Director.

(i)

SCHEDULE I

(Please see rule Chapter II)

Sl.No.	Category of post	Scale of pay	Mode of appointment	
1	2	3	4	
1.	Managing Director	1150-50-1550- 50/2-1650	As decided by Government from time to time.	
2.	Secretary	750-50-1150- 50/2-1250	Direct recruitment or by deputation.	2
3.	Manager (Purchase)	-do-	-do-	
4.	Manager (Distribution & Movement)	-do-	-do-	8
5.	Manager (Accounts)	-do-	-do-	50
6.	Asst. Manager (Admn.)	510-25-635-30- 695-35-335-40/2- 875-40/2-955	-do-	
7.	Asst. Manager (Accts.)	-do-	-do-	(
8.	Marketing Officers	-do-	-do-	ti
9.	Central Depot Officer	-do-	-do-	
10.	Asst. Marketing Officer.	410-15-515-20-655- 20/2-715	-do-	
11.	Supervisor-cum-Senior Assts.	345-13-358-14-400- 15-505-15/2-580	-do-	--
12.	Sergeant	-do-	-do-	ay
13.	Sr. Godown Asst.	-do-	-do-	all
		(Security of Rs.1,000/- essential)		ve
14.	Accountant-cum-cashier	-do-	Direct recruitment or by deputation.	io
15.	Junior Assistants	240-9-285-10-395- 10/2-445	-do-	ati
16.	P.A. to the Mg. Director.	325-15-400-16-480- 18-570-18/2-660 with special pay of Rs.50/- p.m.	-do-	
17.	Junior Godown Assts.	240-9-285-10-395 10/2-445	-do- (Security of Rs.1,000/- essential)	
18.	Steno Typist	325-15-400-16-480- 18-570-18/2-660	Direct recruitment or by deputation	
18.	U.D. Typist.	345-13-358-14- 400-15-505-15/2- 580	-do-	

(ii)

Schedule I Contd...

1	2	3	4
20. L.D. Typist	240-9-285-10-395- 10/2-445	Direct recruit- ment or by deputa- tion	
21. Driver	225-6-237-7-258- 8-330-10-380- 10/2-400 (Board meeting dt. 27-5-75)	-do- and also by promotion from Class IV	
22. Class IV	200-3-206-4-250- 5-260-5/2-285	Direct recruit- ment or by de- putation	
23. Watcher	-do-	(Security of Rs.100/- essen- tial).	

Note: No appointment, the maximum basic pay of which is Rs.1,000/- or more per mensem shall be made without the prior approval of the Governor as laid down in the proviso to sub section 5 of Article 72 of the Articles of Association.

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SCALE OF PAY OF OFFICERS

1. Managing Director	:	Deputation from I.A.S. Officer
2. General Manager	:	1500-75-1800-100-2000
3. Addl. General Manager	:	The present incumbent is appointed on re-employment basis (Formerly he was Controller of Rationing)
4. Finance Manager	:	1300-60-1600-75-1900
5. Company Secretary	:	1300-60-1600-75-1900
6. Managers	:	1300-60-1600-75-1700
(Sri. Kerala Varma Raja - Manager (Admn.) is on deputation from Civil Supplies Department. He is of the rank of Dist. Supply Officer) All other Managers are directly recruited personnel.		
7. (a) Assistant Manager	:	910-40-950-80-1500
(b) Assistant Manager	:	Deputation from among the grade of Taluk Supply Officers Scale of Pay - 650-1150
8. Statistical Officer	:	750-1450
9. Junior Managers	:	Deputation from among the grade of Asst. Taluk Supply Officers (520-900)
10. Senior Assistants	:	Deputation from U.D.Cs. 390-685
11. Junior Assistants	:	Deputation from L.D.Cs. 330-515
12. Stenographers	:	Deputation - 350-730
13. Typists	:	Deputation - 330-515
14. Drivers	:	Deputation - 310-480
15. Peons/Helpers	:	- 280-400
16. Receptionist	:	470-830
17. Overseer	:	450-785
18. Watchmen	:	280-400

37 : * : TABLE OF PAY OF OFFICERS OF THE CIVIL SUPPLIES CORPORATION

1. General Manager	Rs. 1500-75-1300-100-2000
2. Managers	Rs. 1300-60-1600-75-1900
3. Asst. Managers	Rs. 910-40-950-50-1500
4. Jr. Managers/ Unit Managers	Rs. 535-18-625-20-625-25-950
5. P.A. to M.D/Sr.Asst./ Sr. Grade Typist.	Rs. 470-16-550-18-730-20-830
6. U.D. Typist/Steno	Rs. 420-13-485-15-535-17-720
7. Jr.Asst./L.D. Typist/ Drivers	Rs. 350-10-460-12-580
8. Class IV -Grade I/ Class IV Grade II/ *Watchmen	Rs. 300-6-360-7-402-8-450
9. Helpers	Rs. 280-5-340-6-400
10. Statistical Officer	On a consolidated pay of Rs. 1250/-
11. Receptionist	On a consolidated pay of Rs. 750/-

(* Watchers are now being paid at the rate applicable to helper)