

## CRITERION 7

### INSTITUTION VALUES AND BEST PRACTICES

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

- 1) Statute of Mahatma Gandhi University
- 2) Collegiate Of Higher Education, Kerala -Handbook
- 3) Kerala State Service Rules
- 4) UGC recognition certificate -2(f) & 12(B)





## MAHATMA GANDHI UNIVERSITY

### NOTIFICATION

No. Ac.L/1/2017

P.D.Hills, Dated: 23.02.2017

#### AMENDMENT TO THE REGULATION ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2017

- Read:-
- 1 G.O. (P) No. 392/2010/H.Edn. dated 10.12.2010.
  2. G.O. (P) No. 398/2010/H.Edn. dated 17.12.2010.
  3. U.O.No.4233/L/Acad/2011 dated.01.08.2011
  4. Minutes item No. OA.1/Ac-15 of the Academic council held on 24.11.2016
  5. Minutes item No. 01/16.10/162540 of the Syndicate held on 30.12.2016

UGC regulations 2010 on minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for maintenance of standards in higher education has been adopted and implemented in the University vide read (3) above. The Meeting of the Academic Council held on 24.11.2016 resolved to make amendments to these Regulations, vide read (4) above and laid before the Syndicate, held on 31.12.2016.

The details of the amendments made are as follows;

#### Amendment No.01

<u>SL.NO</u>	<u>Existing Regulations</u>	<u>Amended Regulations</u>
1	<p><b>Regulation 1.3.</b></p> <p>Provided that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 31<sup>st</sup> December, 2008, the promotion of such a candidate shall be governed by the provisions of these Regulations.</p> <p>Provided further that notwithstanding anything contained in these Regulations in the event any candidate became eligible for promotion under Career Advancement Scheme prior to <b>31st December, 2008</b>, the promotion of such a candidate under Career Advancement Scheme shall be governed by the University</p>	<p><b>Regulation 1.3.</b></p> <p>Provided that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 18<sup>th</sup> September, 2010, the promotion of such a candidate shall be governed by the provisions of these Regulations.</p> <p>Provided further that notwithstanding anything contained in these Regulations in the event any candidate became eligible for promotion under Career Advancement Scheme prior to 18<sup>th</sup> September, 2010, the promotion of such a candidate under Career Advancement Scheme shall</p>

	<p>Grants Commission (Minimum Qualifications Required for the Appointment and Career Advancement of Teachers in Universities and institutions affiliated to it) Regulations, 2000, notified vide notification No.F.3-1/2000 (PS) dated 4 April 2000 as amended from time to time read with notifications and guidelines issued by the University Grants Commission (UGC) from time to time, in this regard.</p>	<p>be governed by the University Grants Commission (Minimum Qualifications Required for the Appointment and Career Advancement of Teachers in Universities and institutions affiliated to it) Regulations, 2000, notified vide notification No.F.3-1/2000(PS) dated 4 April 2000 as amended from time to time read with notifications and guidelines issued by the University Grants Commission (UGC) from time to time, in this regard.</p>
2	<p>Regulation 3.3.1- NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities/Colleges/Institutions.</p> <p>Provided however, that candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.</p>	<p>Regulation 3.3.1 NET/SLET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities/Colleges/Institutions.</p> <p>Provided however, that candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, and <b>those who have registered for Ph.D. prior to 2009 July 11 and subsequently awarded Ph.D</b> shall be exempted from the requirement of the minimum eligibility condition of <b>NET/SLET</b> for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.</p>
3	<p><b>Regulation 4.4.1. (iii)</b></p> <p>Notwithstanding anything contained in sub-clauses (i)and (ii)to this clause 4.4.1, candidates, who are, or have been awarded a PhD Degree in accordance with the University Grants Commission (Minimum standards and</p>	<p><b>Regulation 4.4.1. (iii)</b></p> <p>Notwithstanding anything contained in sub-clauses (i)and (ii)to this clause 4.4.1, candidates, who are, or have been awarded a PhD Degree in accordance with the University Grants Commission</p>

	<p>Procedure for award of PhD Degree) Regulation,2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions.</p>	<p>(Minimum standards and Procedure for award of PhD Degree) Regulation, 2009, <b>and those who have registered for Ph.D. prior to 2009 July 11 and subsequently awarded Ph.D</b> shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions.</p>
4	<p><b>Regulation 4.4.2.1.1. (ii)</b></p> <p>Besides fulfilling the above qualifications , candidates must have cleared the National Eligibility Test(NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the U.G.C. Notwithstanding anything contained in the sub-clauses (i)and (ii)to this clause 4.4.2.1.,candidates, who are, or have been awarded PhD Degree in accordance with the University Grants Commission (Minimum standards and Procedure for award of PhD Degree) Regulation, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions.</p>	<p><b>Regulation 4.4.2.1.1. (ii)</b></p> <p>Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the U.G.C. Notwithstanding anything contained in the sub-clauses (i)and (ii)to this clause 4.4.2.1,candidates, who are, or have been awarded PhD Degree in accordance with the University Grants Commission (Minimum standards and Procedure for award of PhD Degree)Regulation ,2009 <b>and those who have registered for Ph.D. prior to 2009 July 11 and subsequently awarded Ph.D</b> shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions.</p>
5	<p><b>Regulation 4.4.2.2.1. (ii)</b></p> <p>Besides fulfilling the above qualifications , candidates must have cleared the National Eligibility Test(NET) conducted by the UGC, CSIR or similar test accredited by the U.G.C. However candidates, who are, or have been awarded PhD Degree in accordance with the University Grants Commission (Minimum standards and Procedure for award of PhD Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for</p>	<p><b>Regulation 4.4.2.2.1. (ii)</b></p> <p>Besides fulfilling the above qualifications , candidates must have cleared the National Eligibility Test(NET) conducted by the UGC, CSIR or similar test accredited by the U.G.C. However candidates who are, or have been awarded PhD Degree in accordance with the University Grants Commission (Minimum standards and Procedure for award of PhD Degree) Regulations, 2009 <b>and those who have registered for Ph.D. prior to</b></p>

	recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions.	<b>2009 July 11 and subsequently awarded Ph.D</b> shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions.
6	<p><b>Regulation 4.4.2.3.1. (ii)</b></p> <p>Besides fulfilling the above qualifications , candidates must have cleared the National Eligibility Test(NET)for lecturers conducted by the UGC, CSIR or similar test accredited by the U.G.C. Notwithstanding anything contained in sub-clauses (i)and (ii)to this clause 4.4.2.3, candidates , who are, or have been awarded a PhD Degree in accordance with the University Grants Commission (Minimum standards and Procedure for award of PhD Degree)Regulations,2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions</p>	<p><b>Regulation 4.4.2.3.1. (ii)</b></p> <p>Besides fulfilling the above qualifications , candidates must have cleared the National Eligibility Test(NET)for lecturers conducted by the UGC, CSIR or similar test accredited by the U.G.C. Notwithstanding anything contained in sub-clauses (i)and (ii)to this clause 4.4.2.3, candidates , who are, or have been awarded a PhD Degree in accordance with the University Grants Commission (Minimum standards and Procedure for award of PhD Degree)Regulations ,2009 <b>and those who have registered for Ph.D. prior to 2009 July 11 and subsequently awarded Ph.D</b> shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions.</p>
7	<p><b>Regulation 4.5.3 (iii)</b></p> <p>However, candidates, who are, or have been awarded Ph D Degree in accordance with the University Grants Commission (Minimum standards and Procedure for award of PhD Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education &amp; Sports.</p>	<p><b>Regulation 4.5.3 (iii)</b></p> <p>However , candidates , who are , or have been awarded Ph D Degree in accordance with the University Grants Commission (Minimum standards and Procedure for award of PhD Degree) Regulations,2009, <b>and those who have registered for Ph.D. prior to 2009 July 11 and subsequently awarded Ph.D</b> shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education &amp; Sports.</p>

8	<p><b>Regulation 4.6.3 (v)</b></p> <p>However, candidates, who are , or have been awarded Ph D Degree in accordance with the University Grants Commission (Minimum standards and Procedure for award of PhD Degree)Regulations,2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education &amp; Sports.</p>	<p><b>Regulation 4.6.3 (v)</b></p> <p>However, candidates, who are , or have been awarded Ph D Degree in accordance with the University Grants Commission (Minimum standards and Procedure for award of PhD Degree)Regulations,2009 <b>and those who have registered for Ph.D. prior to 2009 July 11 and subsequently awarded Ph.D</b> shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education &amp; Sports.</p>
9	<p><b>Regulation 6.3.3</b></p> <p>The Selection Committee specifications as delineated in Clauses 5.1.0 to 5.1.7 are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of <b>Assistant Professor to Associate Professor and to that of Associate Professor to Professor.</b></p>	<p><b>Regulation 6.3.3.</b></p> <p>The Selection Committee specifications as delineated in Clauses 5.1.0 to 5.1.7 are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of <b>Associate Professor to Professor.</b></p> <p>The respective clauses regarding the Selection Committee for promotion by CAS from Assistant Professors to Associate Professors stands modified to this extent.</p>
10	<p><b>Regulation 6.3.4</b></p> <p>CAS promotions from a lower grade to a higher grade of <b>Assistant Professor</b> shall be conducted by a “Screening cum Evaluation Committee” adhering to the criteria laid out as API score in PBAS in the Tables of Appendix-III.</p>	<p><b>Regulation 6.3.4.</b></p> <p>CAS promotions from a lower grade to a higher grade of <b>Assistant Professor</b> and that of <b>Associate Professor</b> shall be conducted by a “Screening cum Evaluation Committee” adhering to the criteria laid out as API score in PBAS in the Tables of Appendix-III.</p> <p>The respective clauses regarding the Selection Committee for promotion by CAS from Assistant Professors to Associate Professors stands modified to this extent.</p>

11	<p><b>Regulation 6.3.5</b></p> <p>The "Screening cum Evaluation Committee" for CAS promotion of <b>Assistant Professors</b>/equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of.</p>	<p><b>Regulation 6.3.5</b></p> <p>The "Screening cum Evaluation Committee" for CAS promotion of <b>Assistant Professor</b> and that of <b>Associate Professor</b> /equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of.</p>
12	<p><b>Regulation 6.3.6</b></p> <p>The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the respective university based on these Regulations and as per the minimum requirement specified: (a) in Tables II and III for each of the cadre of Assistant Professor; (b) in Tables V and VI for each of the cadre of Physical Education and Sports; and (c) in Tables VIII and IX for each of the cadre of Librarians shall recommend to the Syndicate/ Executive Council/ Board of Management of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.</p>	<p><b>Regulation 6.3.6</b></p> <p>The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the respective university based on these Regulations and as per the minimum requirement specified: (a) in Tables II and III for each of the cadre of Assistant Professor <b>and Associate Professor</b> (b) in Tables V and VI for each of the cadre of Physical Education and Sports; and (c) in Tables VIII and IX for each of the cadre of Librarians shall recommend to the Syndicate/ Executive Council/ Board of Management of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.</p>
13	<p>8.4.1 – Casual leave ,8.4.2 – Special Casual Leave and 8.4.5-4 Commuted Leave.</p>	<p>Casual leave, Special Casual Leave and Commuted Leave are applicable as per K S R.</p>

14. That in clause 6.3.0 of the Regulation, the date mentioned as 31<sup>st</sup> December 2008 is substituted as 18.09.2010.
15. That in clause 6.3.1 of the Regulation, the date mentioned as 31<sup>st</sup> December 2008 is substituted as 18.9.2010.

**16. That the following clauses are incorporated in the regulation as clauses 18-20**

**18.1** Teachers deputed on FDP/PDF Programmes or any other fellowships sanctioned by Central or State Govt. agencies and permission provided by State Government, the period of such service shall be considered as the period of active service for calculation of API score for category I and II

The requirement of minimum API in PBAS for category I and II for such teachers will be proportionately adjusted during the assessment period.

18.2 Teachers on maternity leave need not submit Performa for PBAS-API score during their period of leave. The requirement of minimum API for category I, II and III will be proportionately adjusted for CAS for the assessment period.

18.3 Teachers deputed for service in Govt. departments, autonomous or public sector undertakings and if their deputation is sanctioned by Govt., the period of such service shall be treated as active service. They need not submit Performa for PBAS-API score during their period of deputation. The requirement of minimum API for category I, II and III will be proportionately adjusted for CAS for the assessment period.

18.4 The regulation 6.3.5.2 (The screening cum evaluation committee) for College Teachers/ Physical Education Teachers/College Librarians requires the presence of Head of the departments concerned of the college. In case where there is no HoD in the subject concerned, the University shall nominate one teacher from the college in place of the HoD.

18.5 The regulation 6.3.12 (b),(c) where the delay in submitting the application is due to the reasons beyond the control of the incumbent, the date of promotion shall be the due date of promotion.

18.6 Any promotion /placement already given under the existing regulations shall not be re-opened by this amendment.

18.7. Detailed criteria and verifiable systems for API related information required in CAS promotions in respect of teachers of affiliated colleges including Physical Education teachers and Librarians are appended with.

**19. THE CATEGORY III, UNDER EACH OF TABLE I, IV AND VII IN APPENDIX III ARE MODIFIED BY INCORPORATING ADDITIONAL TWO ROWS WITH RESPECT TO PG PROJECT AND UG PROJECT**

III (D)(iii)	PG Project	Degree awarded only	5/each candidate
III (D)(iv)	UG Project	Degree awarded only	3/each candidate

20. These amendments are applicable only to teachers/Physical Education teachers and librarians in Colleges affiliated to the University.

  
**JOINT REGISTRAR  
IN- CHARGE OF REGISTRAR**





**Directorate of Collegiate Education**

# **HAND BOOK**

**2014**



## MESSAGE

It is noted with great pleasure that the Directorate of Collegiate Education is bringing out an elegant and erudite handbook to mark the steep growth and developments attained in the field of Higher Education, Kerala under their aegis.

The state of Kerala is availing of better outcome from the exorbitant growth of higher education in the field of science and technology, arts, humanities, culture etc which are absolutely due to the tactful handling of the creative talents on hand in the present generation. Universities and different councils of education are also on precipitous progress and perfection.

It is also interesting to note that profound and far reaching changes are apparent in the field of Laws, Acts, etc pertaining to employment and Labour. The cautious execution of knowledge and careful utilisation of skills are the supreme requirements of this age.

I am of the firm conviction that the handbook will be a better reference on rules and its interpretations, a fine collection of Government Orders, Circulars and an authentic Guide to administer all concerned with maximum accuracy and precision.

I congratulate all those who are behind this venture and wish all success.

  
**P.K. ABDU RABB**

To  
The Director of Collegiate Education, Thiruvananthapuram



**DR. K. M. ABRAHAM CFA, IAS**  
ADDITIONAL CHIEF SECRETARY



15<sup>th</sup> March 2014

## MESSAGE

I have great pleasure to note that the Directorate of Collegiate Education is issuing the second edition of the HANDBOOK OF THE DIRECTORATE OF COLLEGIATE EDUCATION. The first edition was brought out in 1984.

It goes truly to the credit of Dr. P. K. Velayudhan and his team of officers that this Handbook has been brought out after a gap of 30 years. This Handbook, I am confident, will significantly contribute to the efficiency of the department and will benefit all stakeholders – students, teachers, employees and the public at large.

I congratulate Dr. P. K. Velayudhan and the officers of the Directorate who were involved in this work.

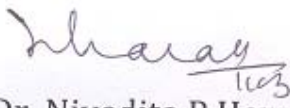
K. M. Abraham



**Dr. Nivedita P. Haran IAS**  
**Additional Chief Secretary &**  
**Director General of IMG Kerala**

## **FOREWORD**

I deeply appreciate the creative initiative of Collegiate Education Department in coming out with this wonderful work which is going to result in saving phenomenal amount of time that might have been spent hunting for Government and Departmental orders and locating the pertinent rules. The arrangement of the rules under specific heads makes navigation through the maze of rules and orders a very easy task. Consequently speedy disposal can be anticipated. The handbook will make the seemingly obscure provisions easily accessible to students, teaching community and all the relevant stakeholders and thus promote demystification and transparency which in turn will promote good governance. It is evident that substantial time and energy was invested in the preparation. But it will be surely paid many times over by saving of time and energy in future. I believe that this is a commendable work with multiplier effect and worthy of emulation by other departments.

  
10/3/14  
Dr. Nivedita P Haran IAS



**Dr.P.K.Velayudhan**  
**Director of Collegiate Education**

## **About this Hand Book**

Directorate of Collegiate Education is one of the wings of Higher Education Department with major stake both in terms of number of institutions, courses and students intake. 53 Government Arts & Science Colleges, 3 Government Music Colleges, 2 Government Sanskrit Colleges, 4 Government Training Colleges, 1 Government Physical Education College and 15 Government Hostels for boys and girls are the various types of institutions coming under the direct control of this Directorate.

Soon after the introduction of Direct Payment System in Kerala Education sector during 1979, the Deputy Directorates of Collegiate Education at Zonal/Regional level were started. These Dy. Directorates are looking after the service and payment matters etc of the 182 Private Aided College staff spread across the state.

The Directorate of Collegiate Education had earlier published a Hand Book during 1984 on administrative rules and regulations. This book has hitherto been used by the stake holders as a reference manual in dealing with matters related to the administration of the Directorate and all other institutions coming under the Directorate. Since it was prepared three decades before, it does not cater to the present needs.

Despite the Orders and circulars from Government, Directorate of Collegiate Education, UGC, NAAC and Universities etc, the administrative staff and various stake holders are facing difficulties in taking decisions and obtaining the required service in time for want of the relevant orders and direction. The transformation from academician to that of an administrator by most of the newly appointed Principals and higher officials comes across a host of hurdles in administrative matters as well. Absence of a uniform practice and norms, subject to the rules and regulations, in dealing with matters dealt with at college and Dy.Directorate level also envisaged the preparation of such a guide book.

We also hope that this hand book will help the Section Clerks, Head Accountants, Superintendents, Administrative Assistants, and all other stake holders. This will also be useful to the teaching and non teaching community as well.

Keeping this in view, a team of expert administrative staff from DCE, DD Offices and various Government colleges were identified including the Additional Director, Sr. Administrative Assistant, Accounts Officer's, Administrative Assistant's, Sr. Superintendents, Superintendents, .and Head Accountants. Dr. Neena Joseph, IMG Course Facilitator, Kochi extended the whole hearted cooperation by monitoring and hosted the arena for various workshops in connection with this. We are not claiming that it is an exhaustive work, but tried our level best to bridge the gap from the previous hand book by updating the same till date.

Since it is only a guideline, it cannot be taken to the Court of Law or any such body/bodies as a prima facie evidence against the interest of the Directorate of Collegiate Education and Government of

Kerala. It has been prepared by revising the existing hand book published during 1984 and incorporating the various Government Orders, Circulars, relevant rules, regulations and guidelines issued from Government of Kerala and from the Directorate of Collegiate Education etc.

I extend my sincere gratitude to the Sri.P.K.Abdurabb, Hon'ble Minister for Education, Dr.K.M.Abraham, CFA, IAS, Additional Chief Secretary, Higher Education, Dr Nivedita P Haran IAS Director IMG,Sri. K Ajayakumar IAS, former Director of Collegiate Education,Dr.Neena Joseph, Facilitator, IMG, Kochi, Dr Jayasree, the Convener of Programme Committee of IMG and all others who wholeheartedly helped in accomplishing this humble endeavour.

Let me take this opportunity to express sincere thanks to Sri.Najeeb, Sr.Superintendent, P.M.Govt. College, Chalakkudy, the Chief Coordinator for Hand Book preparation, for his meticulous work in completing the preparation of this Hand Book in a time bound manner.

Vikas Bhavan, Thiruvananthapuram  
01.03.2014

**Dr.P.K.Velayudhan**  
**Director of Collegiate Education**



**Dr Neena Joseph, Facilitator of Collegiate Education Department  
Professor, IMG Regional Centre, Kochi**

### **Facilitator's Note**

It is with extreme appreciation for the Department of Collegiate Education Department that I am writing this note for the Handbook. The Handbook is the practical solution for the rules and procedures related ambiguity that has been existing in the institutions of the Department in Kerala affiliated to -- different Universities which were in turn having their own rules and procedures. The idea was mooted by Mr.P.S.Najeeb, Senior Superintendent of P.M Government College, Chalakkudy who has been a Departmental co coordinator since the inception of STP programmes of Collegiate Education Department. Not only in the different offices of the Department ,but also in the course of different training programmes ,information regarding rules and procedures is a recurrent issue under discussion. When Mr. Najeeb mooted the idea of a handbook, I did not have second thoughts regarding that this has to be materialized. Floundering in uncertainties, would cause inordinate delay in discharging various ministerial functions which in turn would directly and indirectly put brakes on the onward march of the Department in attaining excellence in higher education. A team consisting of senior level ministerial staff was working to preparing the Handbook. The team and myself were fully aware of the magnitude of the work involved in this venture. There was no single place from where all these could be just picked up. The different rules and procedures and Government Orders dating back from the beginning lie scattered across different offices of the Department spread throughout Kerala. Some diligent officials (some of them already retired) who had the habit of keeping track of the documents of subjects of their interest were to be approached. Garnering all the materials and systematically classifying and arranging them required sustained effort by the dedicated team. Some of the workshops were conducted officially by the Department. Team members have also worked unofficially in their spare time in their homes, sometimes undertaking journeys for sitting together and collating materials and sometimes taking photocopies and printouts spending money from their own pockets. Many such instances have come to my notice where the team members had often subordinated their self interests to pursue the super ordinate goal of completing the Handbook.

Dr. P.K.Velayudhan, the Director of Collegiate Education Department was giving unstinted handholding support and guidance for this work right from the beginning while he was the Additional Director of Collegiate Education Department. He had set the tone and tenor for the endeavor right from the first workshop on 9<sup>th</sup>April, 2012 at IMG Trivandrum, with his insightful classes and administrative facilitation. If it were not for his able stewardship and purposeful interventions, Handbook would not have happened. Thus once more the need for top management support is being proved.

Our director Dr Nivedita P Haran IAS has always been there for any efforts to improve governance and she is particularly supportive to projects which have multiplier positive impact on the ultimate purpose of governance. This effort falls under the grey overlapping area between training and non training interventions. Whether it is conduct of additional programmes or substitution of existing programme, IMG Director was always there for us. Dr Jayasree, the Convener of Programme Committee of IMG, facilitated the administrative processes related to this onerous task and she always gave priority for the training and non training needs of the Department. More than 5 workshops were conducted at IMG starting from April 2012 and the final one was conducted from Feb 17 to 2014. The invisible hands of the administrative staff of IMG were working tirelessly to make this dream come true. I cannot be without mentioning about the selfless services of Smt. Yashoda of IMG Regional Centre, Kochi who had worked silently for the Handbook. The seamless co ordination between IMG and the Department had been a wonderful experience.

At this juncture, I would like to share a few thoughts nay dreams. This Handbook is not yet the destination. We have not quite reached; in fact we are still on a journey and would always be on this journey. An ideal handbook is an evolving process rather than a phenomenon which can be completed. e- Handbook could be put into the website for all the stakeholders to view and to give comments and suggestions. The rules, procedures and GOs need to be viewed from all the possible angles and all stakeholders including students, academic community, parents, administrators, Universities and other national level stakeholders need to have participation in this venture as it evolves. We could have workshops of the stakeholders severally or jointly. The Department could have a cell of experts who examine these suggestions and take these up to the higher level. The existing rules and procedures could be examined based on the emerging changes in higher education related to public private participation and the increasing thrust on research and employability. The rules, procedure and government orders could also be modified or transformed to be in tune with e-governance.

This Handbook needs to be a dynamic and ever growing and ever evolving living entity with systems in place to incorporate all the changes which happen subsequently. The sustainable maintenance of this Handbook in this dynamic manner is required to achieve its full potential and also to justify the spectacular investments in terms of effort and time put into its preparation.

To take off to heights of excellence, now the minimum launching pad is ready. The Department and the staff, I hope is poised for great leaps.

**Dr Neena Joseph**



## Hand Book Preparation Team

<b>Patron</b>	Dr. P.K.Velayudhan Director Collegiate Education Department
<b>Chief Coordinator</b>	Sri. P.S.Najeeb Senior Superintendent Panampilly Memorial Government College,Chalakudy
<b>Jt. Chief Coordinator</b>	Sri. T.S.Sreekumar Senior Administrative Assistant Directorate of Collegiate Education
<b>Members</b>	Sri. P.M.Ramanunni Accounts Officer Directorate of Collegiate Education
	Sri. K.P.John Accounts Officer (Rtd) Regional Deputy Directorate,Ernakulam
	Sri. Ashok Kumar Accounts Officer Regional Deputy Directorate,Kottayam
	Sri. K.S. Sreekumar Accounts Officer Directorate of Collegiate Education
	Sri. C.Manoharan Accounts Officer Directorate of Collegiate Education
	Sri. Reghunathapilla Administrative Assistant Government Law College,Ernakulam
	Sri. M.A.Shaji Senior Superintendent Government College, Kodanchery
	Sri. J.Barnad Junior Superintendent Directorate of Collegiate Education
	Sri. S.Anilkumar Junior Superintendent Directorate of Collegiate Education
<b>Facilitator</b>	Dr.(Mrs.) Neena Joseph Professor, IMG Kochi

(As per Order No: C6.57276/2012/Coll. Edn. Dated 16.04.2012)

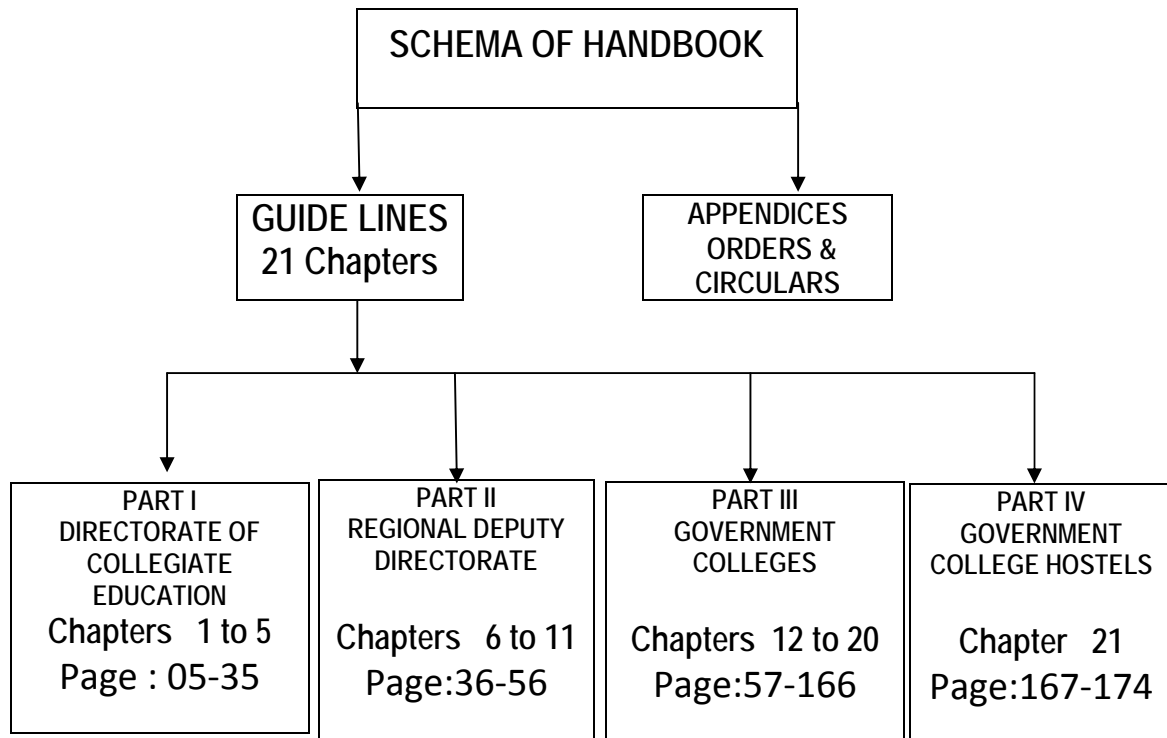
## Acknowledgment

We express our sincere thanks to all other officers who extended their whole hearted support and cooperation to the team, especially the following. -

1. Smt. A.V. Jayakumari, Senior Administrative Assistant (Rtd), Directorate.
2. Smt. N.S. Mini, Accounts Officer, Directorate.
3. Smt. Beena. K. Nair, Accounts Officer (Rtd), Deputy Directorate, Ernakulam.
4. Smt. Meenakshi, Administrative Assistant, Government Law College, Thiruvananthapuram.
5. Smt. E.K. Letha, Senior Superintendent, Deputy Directorate, Ernakulam.
6. Sri. M.D. Ajayakumar, Accounts Officer (Rtd), Directorate.
7. Sri. Radhakrishnan Nair, Senior Superintendent, Deputy Directorate, Kollom.
8. Sri. S. Ramdas, Accounts Officer, Deputy Directorate, Ernakulam.
9. Sri. M.K. Manoharan, Accounts Officer, Deputy Directorate, Ernakulam.
10. Sri. K.T. Jayaprakash, Accounts Officer, Deputy Directorate, Kozhikode.
11. Sri. U. Sivan, Accounts Officer, Deputy Directorate, Kozhikode.
12. Sri. J. Prasannakumar, Liaison Officer, Deputy Directorate, Ernakulam.
13. Sri. M. Padmakumar, Senior Superintendent, Directorate.
14. Sri. K.A. Mohammed Nissar (Rtd), Deputy Directorate, Ernakulam.
15. Sri. A. Shahul Hameed, Senior Superintendent (Rtd).
16. Sri. V.E. Eswaran Nambudiri, Senior Superintendent, Directorate.
17. Sri. S. Sundaresan (Rtd), Junior Superintendent, Directorate.
18. Sri. E. Naseer, Junior Superintendent, Directorate.
19. Sri. Joylal, Junior Superintendent, Directorate.
20. Sri. Vibhukumar, Junior Superintendent, Directorate.
21. Sri. A.O. Job, Senior Superintendent, Govt. College, Mananthavady.
22. Sri. Sajeeve S Menon, Senior Clerk, Deputy Directorate, Thrissur.
23. Sri. M.K. Surendran, Sr. Gr. Typist, P.M.Govt. College, Chalakudy.

P.S.Najeeb  
Chief Coordinator  
For Handbook Preparation Team

## Schema of this Book



The scheme of the Handbook is given above. The chart is self explanatory. Each part of Volume I is further divided into chapters. Volume I contains not only rules and procedures, but also the guidelines for implementing rules and procedures. Various formats are given in the Annexures attached at the end of Volume I. Various orders and circulars (circulars from government and Department) are furnished in Volume II.

Few blank pages are given at the end of Volume I to jot down the eventual modifications. However, the softcopy published at the Department's website will be updated at pre determined periodic intervals.

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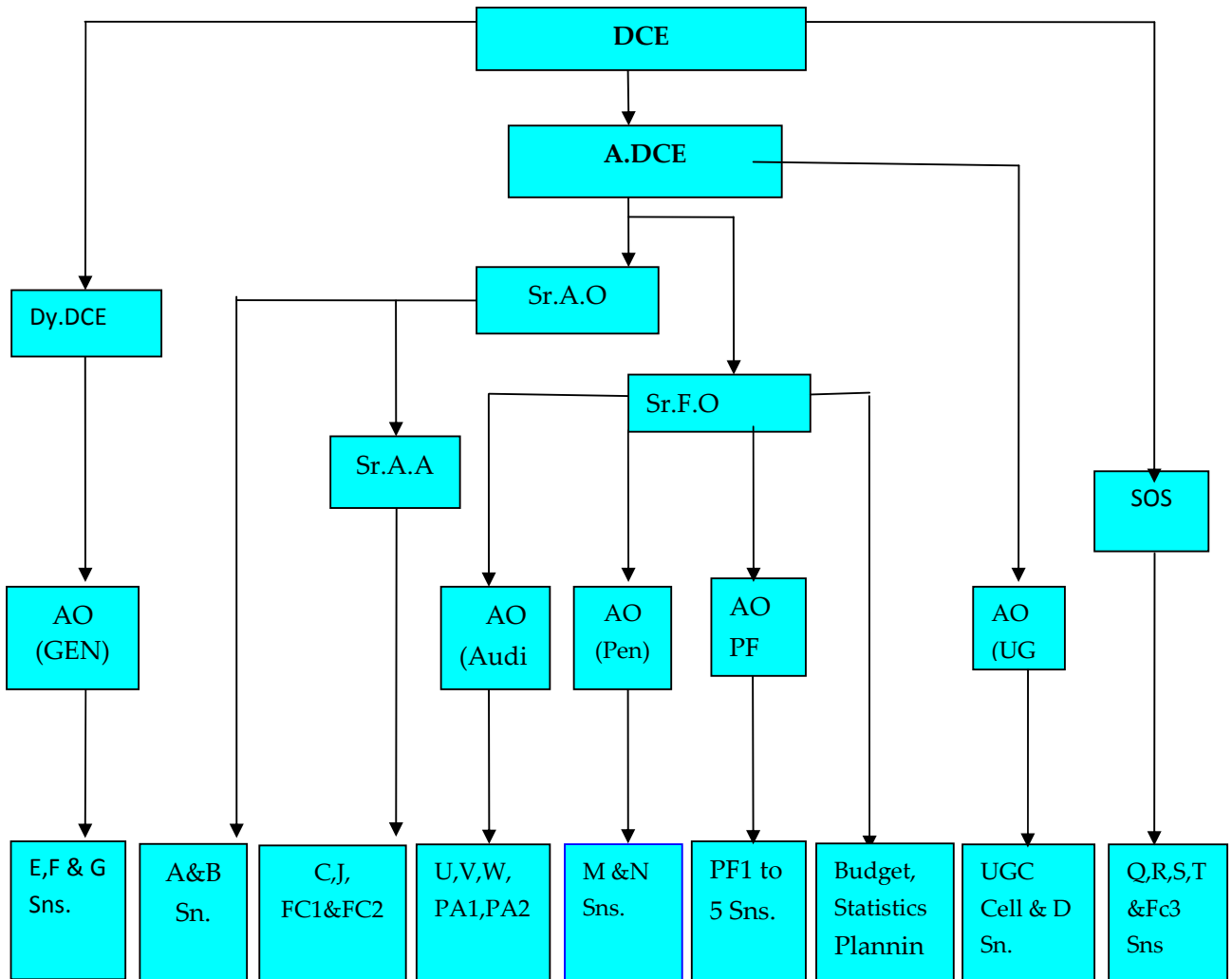
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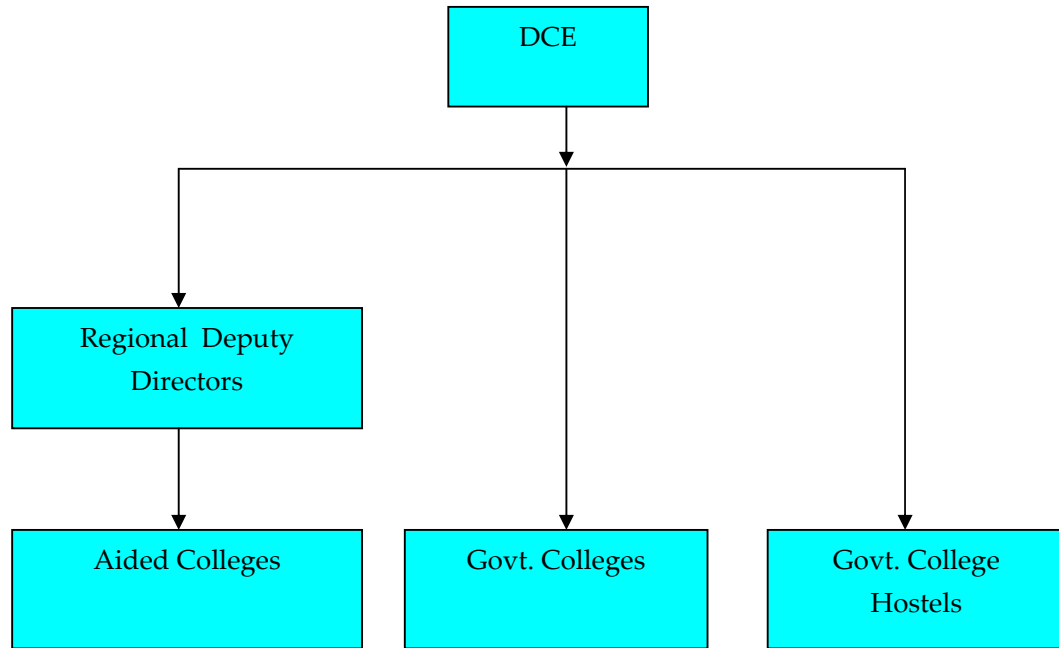


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# Organization Chart-1



## Organization Chart -2



**Part I**  
**Directorate of Collegiate Education**

## Vision and Mission

**Vision:** "It is the art of seeing what is invisible to others".

To provide education and training of consistently high standards through innovative and versatile programme that are responsible to the current and emerging needs of the community.

**Mission:**

The Mission of the Directorate is 'Hit the Ground Running' by assuring faculty improvement, national level standards in accreditation, facilitates the infrastructural development of the colleges with IT enabled ambience in learning processes and industry linkage with curriculum by synchronising the skill part through 'New Initiatives'.

## Contact Telephone numbers

Sl. Nos:	Designation	Tel. Nos:
1	Director of Collegiate Education	0471 2300106
2	Additional Director	0471 2304889
3	Deputy Director	0471 2304731
4	Senior Administrative Officer	0471 2305547
5	Senior Finance Officer	0471 2304731
6	Senior Administrative Assistant	0471 2303107 Ext.214
7	Special Officer for Scholarships	0471 2326580
8	Accounts Officer (General)	0471 2303107 Ext.221
9	Accounts Officer (P.F.)	0471 2303107 Ext.211
10	Accounts Officer (Pension)	0471 2303107 Ext.218
11	Directorate	0471 2303548 0471 2303107

E Mail	<a href="mailto:dcedirectorate@gmail.com">dcedirectorate@gmail.com</a>
Website	<a href="http://www.collegiateedu.kerala.gov.in/">http://www.collegiateedu.kerala.gov.in/</a>

## CHAPTER- 1

### 1.1 Organisation of the Directorate of Collegiate Education

The Directorate of Collegiate Education has been established in the year 1957 consequent on the formation of Kerala State. The Department is headed by the Director from IAS cadre and assisted by the following Officials in the Directorate. The first six Directors were from the senior most teaching faculty and afterwards it was headed by a Director from IAS cadre. At present, the Additional Director is holding the additional charge of the Director. The Director is assisted by the following Officials in the Directorate.

1. One Additional Director
2. One Deputy Director
3. One Senior Administrative Officer
4. One Senior Finance Officer
5. One Senior Administrative Assistant
6. One Special Officer for Scholarship
7. Five Accounts Officers
8. 30 Ministerial Sections and Supporting Staff.

### 1.2 Major Functions of the Directorate

1. To make arrangements for the education of the students admitted in the institutions under the control of the department and to provide necessary assistance through men and materials so that they may successfully complete their education.
2. To initiate action for starting of new Government Colleges in Places where the facilities for higher education are inadequate.
3. To arrange for starting of new courses in Government Colleges at the Degree and Post Graduate levels with a view to bring about greater diversification.
4. To assess the accommodation requirements of existing and new colleges and to secure administrative sanction for the construction from Government and keep a watch on the progress of construction work by the Public Works Department.
5. To provide residential facilities to the staff and students of Government Colleges.
6. To implement the direct payment scheme introduced in Private Colleges and there by exercise overall control over the administration of Private Colleges.
7. To admit the Teaching and Administrative staff of Private Colleges in the P.F. Scheme set up for them and to operate same for their benefit.
8. To take necessary steps to improve the academic standard of students belonging to SC/ST communities.
9. To establish and maintain professional institutions such as Training, Music and Physical Education Colleges.

10. To make necessary arrangements and formalities for the disbursement of Scholarships awarded by Government to deserving students on the basis of merit as well as on the basis of income.
11. To facilitate the extracurricular activities of the students by encouraging their sports activities as well as forums such as N.S.S., Arts Clubs, Planning Forums Etc..
12. To implement, maintain, facilitate and to provide necessary infrastructure facilities to "New Initiatives Schemes" in selected colleges. E.g.: ASAP, SSP, WWS Etc...
13. To promote participation by colleges in the programs assisted by the UGC.
14. To promote and implement the New Initiatives of Kerala Government in Higher Education Sector.
15. To submit new proposals for the development of the Higher Education Sector to the Government.
16. To promote and implement e-Governance in Higher Education Sector.

### 1.3 List of Government Institutions under DCE

#### Regional Deputy Directorates

1	Kozhikode	0495 2722215
2	Thrissur	0487 2331726
3	Ernakulam	0484 2362268
4	Kottayam	0481 2563317
5	Kollam	0474 2744378

Government Arts and Science Colleges		
THIRUVANANTHAPURAM DISTRICT		
	Name Of Colleges	Phone No:
1	Government Arts College, Thiruvananthapuram	0471 2323040
2	Government College for Women, Thiruvananthapuram	0471 2324986
3	University College , Thiruvananthapuram	0471 2475830
4	KNM Government Arts & Science College, Kanjiramkulam	0471 2265179
5	Government College, Attingal	0471 2622398
6	Government College, Kariavattom	0471 2417112
7	Government College, Nedumangad	0472 2812287
8	Government College, Kattakkada	-
9	Government College, Neyyattinkara	-
KOLLAM DISTRICT		
10	Baby John Memorial Government College, Chavara	0476 2680736
KOTTAYAM DISTRICT		
11	Government College, Kottayam	0481 2363116
IDUKKI DISTRICT		
12	Government College Kattappana	04868 250160
13	Government College, Munnar	04865 230398
ALAPPUZHA DISTRICT		
14	Government College, Ambalapuzha	0477 2272767
ERNAKULAM DISTRICT		

15	Government College, Thrippunithura	0484 2776187
16	Maharajas College, Ernakulam	0484 2352838
17	T.M.Jacob Memorial Government College, Manimalakunnu	04852 252280
<b>THRISSUR DISTRICT</b>		
18	Panampilly Memorial Government College, Chalakkudy	0480 2701636
19	Sri.C.Achutha Menon Memorial Government College, Thrissur.	0487 2353020
20	Government K.K.T.M.College, Kodungallur.	0480 2802213
21	Government College, Chelakkara	-
<b>PALAKKAD DISTRICT</b>		
22	Government College, Chittur.	0492 2322347
23	Government College, Kozhinjampara	0492 3272883
24	Government Victoria College, Palakkad	0491 2576773
25	Government Arts and Science College, Atappadi	0492 4254142
26	Government Arts and Science College, Thrithala.	0466 2270321
27	SreeNeelakanta Government Sanskrit College, Patambi.	0466 2212223
<b>MALAPPURAM DISTRICT</b>		
28	Government College, Malappuram	0483 2734918
29	P.T.M.Government College, Perinthalmanna	0493 3227370
30	Government College, Mankada	0493 3202135
31	Thunchan Memorial Government College, Tirur.	0494 2630027
32	Government College, Tanur.	0494 2582800
33	Government College, Kondotty.	0483 2728800
<b>KOZHIKODE DISTRICT</b>		
34	Government Arts and Science College, Kozhikode	0495 2320694
35	S.A.R.B.T.M.Government College, Koyilandy.	0496 2690257
36	C.K.G.M.Government College, Perambra	0496 2610243
37	Government College, Kodenchery.	0495 2236221
38	Government College, Koduvally	-
39	Government College, Balussery.	-
40	Government College, Madappally.	0496 2512587
41	Government College, Mokeri	0496 2587215
<b>WAYANAD DISTRICT</b>		
42	N.M.S.M.Government College, Kalpetta	04936 204569
43	Government College, Mananthavady	04935 240351
<b>KANNUR DISTRICT</b>		
44	Government Brennen College, Thalassery	0490 2346027
45	Government College, Thalassery	-
46	K.M.M.Government Womens College, Kannur.	0497 2746175
47	Government College, Payyannur.	0497 2805121
<b>KASARAGOD DISTRICT</b>		
48	Government College, Kasaragod	04994 256027
49	E.K.N.M.Government College, Elerithattu.	0467 2341345
50	G.P.M.Government College, Manjeshwaram.	04998 272670
<b>GOVERNMENT COLLEGES FOR TEACHER EDUCATION</b>		
51	Government College of Teacher Education, Thiruvananthapuram	0471 2323964
52	Institute of Advanced Studies in Education, Thrissur.	0487 2331185
53	Government College of Teacher Education, Kozhikode.	0495 2722792
54	Government College of Teacher Education, Thalassery.	0490 2320227



<b>GOVERNMENT MUSIC COLLEGES</b>		
55	Chembai Memorial Government Music College, Palakkad	0491 2527437
56	RLV Music College, Thrippunithura.	0484 2779757
57	SST Music College, Thiruvananthapuram	0471 2323027
<b>GOVERNMENT SANSKRIT COLLEGES</b>		
58	Government Sanskrit College, Thiruvananthapuram.	0471 2322930
59	Government Sanskrit College, Thrippunithura.	0484 2777444
<b>GOVERNMENT PHYSICAL EDUCATION COLLEGE</b>		
60	Government Physical Education College, Kozhikode	0495 2382710
<b>GOVERNMENT COLLEGE HOSTELS</b>		
1	Government College Hostel, Chittur	0492 2322430
2	Government Training College Hostel, Thrissur	0487 2331185
3	Government Training College Hostel, Kozhikode	0495 2722792
4	Government College Hostel, Kotayam	-
5	Government Brennen College Hostel, Thalassery	0490 2346478
6	Government Sanskrit College Hostel, Pattambi.	0466 2612226
7	MCRV Hostel, Ernakulam	0484 2366520
8	Government College Hostel for Men, Thiruvananthapuram.	0471 2329407
9	Government College Ladies Hostel, Kasaragod.	-
10	Government Victoria College Hostel, Palakkad	0491 2578093
11	Government Training College Hostel, Thalassery.	-
12	SST College Hostel for Women, Thiruvananthapuram.	0471 232302
13	Chembai Memorial Government Music College Hostel, Palakkad.	-
14	Government College Hostels, Kasaragod	-
15	K.M.M.Government Womens College Hostel, Kannur	-
<b>ADMINISTRATIVE STAFF APPOINTED BY THE DIRECTOR OF COLLEGIATE EDUCATION IN</b>		
<b>1. GOVERNMENT LAW COLLEGES</b>		
1	Government Law College, Thiruvananthapuram	0471 2304228
2	Government Law College, Ernakulam	0484 2352020
3	Government Law College, Thrissur	0487 2362664
4	Government Law College, Kozhikode	0495 2736080
<b>2. GOVERNMENT LAW COLLEGE HOSTELS</b>		
1	Government Law College Hostel, Thiruvananthapuram	-
2	Government Law College Hostel, Ernakulam	-
3	Government Law College Hostel, Thrissur	-
4	Government Law College Hostels, Kozhikode	-

## CHAPTER- 2

### DELEGATION OF POWERS TO THE OFFICERS OF THE DIRECTORATE

#### 2.1 Director of Collegiate Education

##### 2.1.1 Administrative:-

1. Appointments- Heads of Departments are empowered to sanction appointments up to and including the lowest gazetted Post in each vacancy of posts in the concerned departments other than that of the Administrative Officer subject to the Public Service Recruitment Rules.
2. Transfer and Postings- Heads of Departments are empowered to order transfers and postings of all officers whom they are competent to appoint. Necessary amendments to the Secretariat instructions will be issued from Public Services (D) Department.
3. Leave- in the case where no substitutes are required, Heads of Departments are empowered to sanction all kinds of leave except study leave and special disability leave to officers under them including LWA under Appendix XII A and XII C of Part I KSR and also to make arrangements for additional charge and sanction charge allowance under Rule 33 (f) (ii) and (iii) of KSR.
4. Tour outside the State- The existing rule will be amended to enable the Heads of departments also to go to the adjoining district of neighbouring States on Government business after intimating Government. The Heads of Departments are also empowered to sanction advance T.A to their subordinate officers 15 days before the actual journey which is to be performed on condition that the amount will be refunded immediately if the journey is subsequently disallowed by Government. In case where the Government so order after the officer made all arrangements, the cancellation charges, if any, paid by the officer will be borne by Government. This benefit is extended to Heads of Departments also on furnishing appropriate Certificates (vide G.O.(P 248 dated 24.4.1962).
5. To appoint Wardens and Resident Tutors to the Government hostels (vide G.O. (MS) 347/62.Edn. dated 29.5.1962)
6. To sanction deputation of staff outside the State even if it be places beyond the adjoining districts in the neighbouring States in connection with the study tours and excursions of students from the colleges.

7. To sanction the study tours arranged by the Principal of colleges outside the State (vide G.O.(MS) No. 122/63/Edn. dated 28.2.1963).
8. To allow the teachers of Government colleges to accept appointment as members of the Inspection Commission of Universities in Kerala subject to the condition that there would be no financial Commitment on the part of Government (vide G.O. (Rt.) 3682//66 Edn. dated 27.12.1966).

#### **2.1.2 Financial:-**

1. To incur non-recurring contingent expenditure upto Rs. 50,000/- in each cases provided, there is budget provision and provided that the general rules in appendix 4 of the Kerala Financial Code Volume II are followed (vide G.O (P) 243/PD/Misc. dated 24.04.1964 and Government letter No. 5148/(1) 77/H/Edn. dated 20.3.1977) (G.O.(P)No.110/13/Fin dated 01.03.2013)
2. To sanction the disposal of all unserviceable or surplus stores, tools and plant, office furniture, materials etc., as the case may be up to a book value of Rs.3,00,000/- in each case without any annual limit, (vide G.O. (P) 248/(PD)/Misc. dated 24.4.1964) (G.O.(P)No.110/13/Fin dated 01.03.2013)
3. To execute agreements in respect of advance sanctioned under the schemes for the grant of advances for house construction in the case of non-gazetted officers under the administrative control of the head of department (vide Government notification No. 69530 PD dated 22.2.1965)
4. To execute assignments and re-assignments of insurance policies offered as Collateral security by non-gazetted officers under the administrative control of the head of department (vide notification of No. 69530/PD dated 22.2.1965)
5. To execute release deeds in respect of properties mortgaged to Government by non-gazetted officers under the control of the head of department (Government notification No. 69530).
6. To sanction all cases of reimbursement of medical expenses subject to the conditions and limitations under the Government Servants Medical Benefit Rules (vide G, O. (P) 283/65/Fin. dated 8.1.1965 & GO (MS) 236/2012/H&FWD dated 25.07.2012).Max. limit Rs.25000/-
7. To sanction maintenance and petty construction and repair works for execution up to Rs. 5,00,000/- would be taken up by the PWD or other engineering department (G.O. (P) 400/58/Admn. dated 31.3.1958). (G.O.(P)No.110/13/Fin dated 01.03.2013)

8. To incur items of expenditure of a final nature not exceeding Rs. 5000/- at a time for bonafide purposes even if there are no specific rules to regulate such expenditure (G.O.(P) 283/Fin. Dated 8.7.1985). (G.O.(P)No.110/13/Fin dated 01.03.2013)
9. To sanction all cases of temporary withdrawals both in normal cases and in cases requiring special sanction and non-refundable withdrawals from P.F deposits subject to other conditions and limitations under the rules of the Fund (G.O. (P) 110/13/Fin. Dated 1.03.2013 and J4/42/2012-2013/Coll.Edn. Dated 21.02.2012.)
10. To sanction printing by private persons when the Superintendent of Government Presses cannot meet the requirements of the department within a month at a cost not exceeding Rs. 50,000/- at a time subject to the conditions that the rates should not be above those prescribed by the Superintendent of Government Presses. In emergent cases the work, may be entrusted to private presses without reference to the Superintendent of Government Presses at a cost not exceeding Rs. 50 at a time subject to an amount limit of Rs. 10,000/- (G.O.(P) 248/62/PD/Misc. dated 24.4.1962 and G.O (P) 400/PD dated 31.3.1958). (G.O.(P)No.110/13/Fin dated 01.03.2013)
11. To sanction purchase of furniture locally for the use in the department subject to Stores Purchase Rules up to Rupees 2 lakh. (G.O. (P)No.110/13/Fin dated 01.03.2013)
12. To sanction purchase of stationary articles locally in urgent and unforeseen circumstances up to an annual limit of Rs. 1,00,000/- subject to Stores Purchase Rules (G.O. (P) 248/PD dated 24.4.1965 and G.O (P) 315/58 dated 29.10.1958). (G.O. (P)No.110/13/Fin dated 01.03.2013)
13. To issue administrative sanction for the purchase of recurring supplies required for the normal running of the department for which funds are provided in the budget up to Rs.20 lakh (Director of Collegiate Education is grouped under Group I).
14. Condemnation of Govt. Vehicles
15. Demolition of old and dilapidated building.
16. Leasing out on auction.
17. Shifting of office (G.O.(P)No.110/13/Fin dated 01.03.2013)

### **2.1.3 Stores:-**

1. To issue administrative sanction for the purchase of recurring supplies required for the normal running of the department for which funds are provided in the budget up to Rs. 20 lakh.

2. To Issue administrative sanction for the purchase of other items up to Rs. 5000 at a time. But this does not cover the purchase of luxury articles (like refrigerators, radios, photographic equipments, microscopes, generators, audio visual equipments, motor cycle and scooters).
3. To sanction extension of the period stipulated for the supply of materials up to one month (the reasons for the extension should be recorded).

#### **2.1.4. Refund of Revenue:**

1. To accord sanction for the refund of all sums received by any officer under their control when it is clear that the Government are not entitled to such amounts. (G.O. (MS) 878/63/Fin. dated 22.06.1963).

#### **2.1.5. Renting of Private Buildings:**

1. To sanction the hiring of private buildings (i) when the accommodation is provided in a separate building up to Rs. 15,000/- in each case vide G.O.(P)No.110/13/Fin dated 01.03.2013. The powers are subject to the conditions laid down in item 45 of appendix 4 K.F.C Vol. II. The provision in note 2 under the powers of the Head of Department in item 45 regarding renewal sanction is subject to the condition that no periods of lease are specially mentioned in the original sanction. (G.O. (P) 400/pd DATED 31.3.1958, G.O. (P) 250/62/PD dated 24.4.1962 and G.O. (MS) 255/63/ PD/Misc. dated 31.3.1963.

#### **2.1.6. Repairs to Motor vehicles:**

To sanction expenditure on repairs to motor vehicles by approved workshops at the rates approved by the Transport Department upto Rs. 15,000 in each case with an annual limit of Rs. 50,000/- (G.O.(P) 311/dated 19.09.1967.and G.O.(P)No.110/13/Fin dated 01.03.2013)

#### **2.1.7. Works - Original works Administrative approval**

Heads of Major Departments have powers to give administrative approval to schemes costing not more than fifty lakh and heads of minor Departments to schemes costing not more than Rs. 20 Lakh. The chief Engineer will have powers to issue administrative approval to schemes costing not more than Rs. 2 lakhs (G.O. (P) 248/62/PD/Misc. dated 24.4.1962 and G.O.(P)No.110/13/Fin dated 01.03.2013)

#### **2.1.8. Write off**

To sanction write off of irrecoverable arrears of revenue and other irrecoverable amount up to Rs.25,000/- in each case, subject to a annual limit of Rs. 1,00,000/- provided that a copy of such order is sent to the Accountant General with a note of the circumstances which occasioned or led to the loss subject to the condition that the case does not disclose. A defect in the system or in the rules the amendment of which require the

orders of a higher authority or serious negligence on the part of some officers which might possibly call for some disciplinary action requiring the orders of higher authority (G.O (P) 283/65 dated 8.7.1965).

### **2.1.9. Excursion Charges**

To sanction excursion charges subject to the budget provision in respect of colleges (G.O. R. Dis. 7873/54/EHL dated 22.5.1956)

### **2.1.10. Petty Construction repairs and maintenance to Government building**

To sanction petty construction, repairs and maintenance works in respect of the buildings of the department the cost of which does not exceed Rs. 5000 in each case subject to budget provision and subject to ratification by Government (G.O. Dis. 7873/54/EHL dated 22.5.1956, G.O. Ed. 2/25752/57/EHD. dated 7.11.1957)

### **2.1.11 Purchase of Books, Maps etc.**

1. To sanction purchase of books, maps, laboratory accessories and educational appliances etc., subject to budget provision (Stores Purchase Rules should be observed) G. PR.Dis. 7873/54/EHL dated 22.5.1956.
2. To sanction House Construction Advance to non-gazetted officers (vide G.O (MS) 254 dated 18.7.1964).
3. To sanction to unveil portrait of the teaching staff of Government Colleges (vide G.O. (MS) 479/65/Edn. dated 31.8.1965)
4. To sanction Scholarship for the encouragement of Sanskrit Education. (Vide G.O (P) 624/63/Edn. dated 19.9.1963.
5. To sanction State Scholarships for the students (G.O. (MS) 329/62/Edn. dated 29.03.1962.)
6. To sanction to the students sports scholarships on the recommendation of the Sports Council (vide G.O (MS) 324/dated 13.4.1963)
7. To sanction Harness fee concession to students (vide G.O. (MS) No. 59 dated 7.10.1959)
8. To sanction National Scholarship to students of Arts & Science Colleges, (vide G.O (Rt) 522/62/Edn. dated 1.3.1963.
9. To sanction fee concession to service personnel (vide G.O. 3209/Edn. dated 10.12.1962.

10. To sanction concession to Political sufferers (vide G.O.(MS) 66/Edn. dated 24.2.1966)
11. To sanction deputation of staff for N.C.C. training (vide G.O.(MS) 43/Edn. dated 5.07.1962.)

**2.1.12. Powers Delegated To The Director Of Collegiate Education as per G.O. Rt. No. 2458/69/Edn. dated 9.7.1969.**

[Read : 1) U.O. Note No. 44714/Exp. 2/67/Fin. dated 28.8.1967 from the finance Department.  
2) Letter No. F2-50246/67 dated 31.3.1968 from the Director of Collegiate Education, Trivandrum.]

The Government of India have full powers to the various Ministries under them to re delegate on their own administrative and financial powers to the heads of department heads of offices under them with due regarding their respective level of responsibilities etc. As in the Government of India, Government also proposed to examine the necessity to re delegate the powers delegated to the heads of Department/ Heads of Offices under the Administrative control of each Department of the Secretariat, the Director of Collegiate Education and the Head of Department under the Administrative Control of this Department. Government has examined proposals for the re delegation of powers in respect of the following items:-

1. Grant of advance against travelling allowance.
  2. Sanctioning of expenditure for the purchase of store without consulting Government.
  3. Investigation of arrear claims.
  4. Printing and reprinting of priced publication.
  5. Repairs of vehicles.
  6. Land acquisition to The Director of Collegiate Education.
- II. After examining the proposals on the above 6 items Government are pleased to order as follows:-
1. In respect of items one, four and six referred to in the paras above, the powers vesting with Government will still vest with Government i.e., these powers will not be re delegated to the Director of Collegiate Education as proposed.
  2. Regarding the sanctioning of expenditure on account of advance payment up to 90% of the cost involved in the purchase of stores against Railway receipt subject to the conditions in Articles 159 (a) of Kerala Financial Code Vol. 1 the proposal is not accepted as this power has not been delegated to any head of department. This power will vest with Government.
  3. The proposal to delegate powers to issue administrative sanction upto Rs. 1,00,000 instead of Rs. 50,000 to the Director of Collegiate Education for the purchase of stores is accepted and ordered accordingly. The Director of Collegiate Education will be grouped under Officers of Group I in appendix II of the book of financial powers. The stores Purchase Department and Financial Department will make necessary amendments in the Stores Purchases Manual and the book of financial powers respectively.

4. In respect of investigation arrear claims and repairs in vehicle orders have already been issued in G.O. (P) 31/68/fin. DATED 22.1.1968 and G.O (P) 311/67/Fin. Dated 19.9.1967 respectively delegating those powers to the heads of Departments.

## **2.2 Delegation of powers to the Additional Director**

### **2.2.1 Administrative powers:-**

1. To sanction all kinds of leave except study leave, special disability leave and leave without allowances for periods exceeding 20 days to officers under him in cases where no substitutes are required.
2. To make arrangements for additional charge and sanction charge allowances under rule 53 (b), Part 1, Kerala Service Rules.
3. To allow the teachers of Government Colleges to make up appointment as members of Inspection commission of the Kerala and Calicut Universities subject to the condition that there would be no financial commitment on the part of Government.

### **2.2.2 Financial Powers;-**

1. To incur non recurring contingent expenditure upto Rs. 50,000/- in each case provided there is budget provision and provided the general rules in Appendix-IV of the K.F.C Vol. II are followed.(G.O.(P) No.110/13/Fin. dated 01.03.2013)
2. To sanction the disposal of all unserviceable or surplus stores, tools and plant, office furniture, dismantled materials at site of works etc., as the case may be to a book value of Rs. 3,00,000/- in each case without any annual limit.(G.O.(P) No.110/13/Fin. dated 01.03.2013)
3. To execute agreements in respect of advance sanctioned under the schemes for the grant of Advances for House construction and for purchase of vehicles in the cases of subordinate officers of the Department.
4. To execute assignments and reassignments of insurance policies offered as Collateral security by subordinate officers of the Department.
5. To execute release deeds in respect of properties mortgaged to government by the subordinates of the Department.
6. To sanction all cases of reimbursement of medical expenses subject to the conditions and Limitations under the Government servants Medical Attendants Rules.



7. To incur items of expenditure of a trivial nature not exceeding Rs. 5000/- at a time for bonafide purposes even if there are special rules to regulate the expenditure.
8. Sanction all cases of Temporary and Non-refundable withdrawals from G.P. F. subject to Rules, without relaxation of rules.
9. To sanction purchase of stationary articles locally in urgent and unforeseen circumstances up to a limit of Rs. 100 in each cases and an annual limit of Rs. 1000 subject to stores purchase rules.
10. To issue administrative sanction for the purchase of recurring supplies required for the normal running of the Department up to a limit of Rs. 50,000 subject to availability of budget provision following stores purchase rules.
11. To sanction extension of time for supply of materials for which orders have been placed, up to one month.
12. To sanction expenditure on repair of motor vehicles by approved workshop up to Rs. 500 in each case without any annual limit.
13. To sanction excursion charges in respect of colleges subject to the budget provision.
14. To sanction purchase of books, maps, laboratory accessories and educational appliances subject to stores purchase rules and budget provision.
15. To sanction unified fee concession in the case of private College students in accordance with the standing rules issued by Government from time to time.
16. To sanction scholarship for encouragement of Sanskrit Education, in accordance with the standing rules issued by Government from time to time.
17. To sanction sports scholarships to students on the recommendation of sports council and in accordance with the prescribed rules.
18. To sanction harness fee concession to students, in accordance with the prescribed rules.
19. To sanction fee concession to service personnel in accordance with the prescribed rules.
20. To sanction concession to children of political sufferers in accordance with the prescribed rules.
21. To sanction deputing of staff for N.C.C Training.

2.3. **Powers delegated to the Deputy Director of Collegiate Education (Directorate)**

*(As per Annexure to G.O.(MS) No. 133/84/H. Edn. dated 14.06.1984)*

1. To approve the appointments and promotions of non-teaching staff in Private Aided Colleges against sanctioned posts.

2.4. **Powers delegated to the Senior Administrative Officer**

**(G.O. Rt. No. 182/74/H. Edn. dated 06.02.1974)**

2.4.1. **Administrative:-**

1. To make appointment (including appointments by Promotion) to all Non-gazetted posts (Non-teaching) to the sanctioned posts in the Office of the Director of Collegiate Education and in the subordinate Offices under the department subject to Public Recruitment rules.
2. To sanction all kinds of leave other than leave without allowances exceeding four months, study leave and special disability leave to all those officers, whom he is competent to appoint and casual leave to all non-gazetted officers and gazetted Officers.
3. To organise section in the Office of the Director of Collegiate Education.
4. To sign "For Director of Collegiate Education" Fair Copies of letters and orders of the Director of Collegiate Education.

2.4.2. **Financial:-**

1. To sanction non-recurring contingent expenditure up to Rs. 250 in each case, provided there is budget provision.
2. To sanction pension to whom he is competent to appoint.
3. To draw establishment pay bills, and contingent bills and provident Fund bills relating to the Office of the Director of Collegiate Education and to countersign Travelling allowance Bills of all gazetted Officers (both teaching and non-teaching) whose maximum pay does not exceed Rs. 725.(This limit is subject to revision on time to time as per Govt Orders)
4. To draw bills for claims relating to purchase of stores.

5. To write off unserviceable articles, including damaged and worn out articles, books, etc. in the office of the Director of Collegiate Education, subject to the annual limit of Rs. 1,000 when the book value does not exceed Rs. 100 in each cases.
6. To countersign Travelling Allowance Bills of Gazetted Officers below the rank of Principals and Deputy Director of Collegiate Education.
7. To sanction sale by auction of fallen and dead trees of the compound of the Office of the Director of Collegiate Education.
8. To sanction auction sale of usufructs of trees, standing in the compound of the Director of Collegiate Education's Office.
9. To sanction investigation of arrears claims which are not more than 5 years old excluding time barred claims.
10. To exercise the same powers as the Director of collegiate Education regarding sanctioning of temporary withdrawals from the General Provident fund.
11. To sanction purchase of furniture from Public Works Department workshop or any Government agency subject to budget provision.
12. To sanction local purchase of stationary in urgent and unforeseen cases up to Rs.50/- in each case, subject to a maximum of Rs.250/- per year inviting quotations.
13. To sanction P.C.R works up to Rs. 2,500 of a proper estimate in each case after inviting competitive tenders in respect of Director of Collegiate Education's Office.
14. To forward applications for the admission to the General Provident fund from members of staff of the Director of Collegiate Education and to countersign their application for admission to the General Provident Fund.
15. To sanction tours to conduct audit inspection in the subordinate institutions and sanction T.A. for the same, to the staff deputed for the same.
16. To sanction annual increment including belated increments to the Non-gazetted Officers working under him.

## 2.5. **Powers delegated to the Senior Finance Officer**

*(G.O.(MS) 170/73/H.Edn. dated 23.12.1973)*

### 2.5.1. Financial:-

1. To conduct and supervise the audit of accounts of the institutions under the control of the Director of Collegiate Education for such periods and at such intervals as found necessary.
2. To review the audit reports by the Regional Deputy Directors as and when required under the orders of the Director of Collegiate Education.
3. To issue necessary directions to the Accounts Officers in the Offices of the Regional Deputy Director from time to time in matters relating to audit and accounts
4. To conduct surprise inspection of the accounts, registers and the cash balance in the offices and institutions under the Director of Collegiate Education.
5. To be in charge of the preparation and submission of the annual budget estimates of all the institutions under the Director of Collegiate Education.
6. To sanction and communicate the distribution of budget allotments to the subordinate controlling officers according to the requirements.
7. To obtain and scrutinise the D.C.B. of the different institutions under the control of the Director of Collegiate Education and to take prompt action against irregularities if any detected
8. To scrutinise periodically and watch the progress of expenditure of the department and take further action necessary.
9. To enforce and supervise the work of reconciliation of the departmental figures of expenditure with those of the Accountant General's Office.
10. To sanction the redistribution of the allotments amounts detailed heads of accounts under a unit of appropriation.
11. To issue purchase sanctions, Loans and advances other than Provident Fund advances, approved by the Director of Collegiate Education.
12. To sign 'For Director' sanction accorded by the Director of Collegiate Education to be communicated to the Accountant General. There should be clear indication of the approval of the Director in the sanction communicated by the Finance Officer.
13. To sign 'for Director' Fair copies of letters to Government and to Accountant General in matters relating to Finance and Accounts.
14. To supervise the work relating to Plan Schemes
15. To supervise the work relating to clearance of audit objection and inspection reports of the Accountant General

16. To advise the Director of Collegiate Education generally in financial and accounts matters.

**2.6. Delegation of powers to the Senior Administrative Assistant**

1. Sanction all kinds of leave other than leave without allowances exceeding 4 months, study leave and special disability leave to all Non-Gazetted Officers under him.
2. To draw all establishment bills, contingent bills, T.A bills of sanctioned tours of the Non-gazetted officers of the Directorate and bills for claims relating to purchase of stores, where there is the sanction of competent authority.
3. To forward applications for admission to the General Provident Fund from members of the staff of the Directorate and to countersign the applications for admission to the General Provident Fund.
4. To attest entries of service particulars, leave, increment etc. in the service books of the Non-gazetted officers.
5. To sanction temporary withdrawals from General Provident Fund in the case of Non-Gazetted Officers as per rules.
6. To issue non-liability certificates and salary Certificates to the Non-Gazetted Officers at the Directorate.

**2.7. Delegation of Powers to Special Officer for Scholarships**

*(G.O.(MS) No. 202/79/H.Edn. dated 12.10.1979)*

With a view to avoiding delay in sanctioning Scholarships under the various schemes and to simplifying the procedure, Government are pleased to delegate the following powers to the Special Officer for Scholarships in the Department of Collegiate Education.

1. To approve the list of awardees of Scholarships and sanction the Scholarships under the following schemes subject to the terms and conditions regulating the award of Scholarships in each category.
  - a) National Scholarship
  - b) National Loan Scholarship
  - c) Merit Scholarship to the Children of School Teachers
  - d) State Scholarships to the students of Arts and Science Colleges
  - e) Scholarships for encouragement of the Sanskrit Education

- f) Scholarships for the students of the Music Colleges.
  - g) Sports Scholarships
  - h) Cultural Scholarships
2. To be in charge of the work relating to the Scholarships in the Office of the Director of Collegiate Education
  3. To sign letters of awards in respect of all Scholarship Schemes.
  4. To carry on correspondence with Principals of College and heads of other institutions and individual on all matters relating to Scholarships on behalf of the Director of Collegiate Education and to sign fair copies on letters on such matters "for Director of Collegiate Education".
  5. To correspond with treasuries and the Accountant General regarding the accounts relating to Scholarships in P.D. Account of the institutions
  6. To draw Scholarships bills
  7. To operate the P.D. Account of Scholarships opened the name of Special Officer for Scholarships for the transactions relating to the National Scholarship Scheme mentioned in a, b and c under item 1 above.
  8. To maintain suitable records and registers for payment and recovery of Scholarship amounts.
  9. To sanction casual leave to all N.G.O.s working in the sections under him. (Vide G.O. (MS) No. 28/66/Edn. Dated 15<sup>th</sup> January 1966.)
  10. To approve drafts of orders passed by the Director of Collegiate Education.
  11. To inspect the Colleges and other institutions connected with Scholarship schemes check up the accounts relating to Scholarships maintained by them and depute staff working in Scholarship sections for inspecting the Scholarship accounts in the institutions (Government and Private Institution), with the prior approval of the Director of Collegiate Education.
  12. To execute agreements with Scholars/ guardians under the National Loan Scholarship Scheme.

## CHAPTER - 3

**List of various services and documents to be submitted in the Directorate of Collegiate Education.**

Sl. No.	Name of the service	Documents to be attached with the application
3.1	<u>Establishment of Govt.College teachers:-</u>	
	a) Regularisation	i) Duly filled up Performa for police verification ii) Duly filled up Performa for PSC verification report iii) Attested copies of NET/Ph.D certificate
	b) Probation Declaration	i) Duly filled up Performa from the applicant. ii) Documents related to admission of GIS,GPF, SLI etc. iii) Work and conduct certificate during the period of probation. iv) Copy of regularization of appointment.
	c) Transfer & Posting	i) Application for transfer duly recommended by the head of institution. ii) Home station declaration/change if any. iii) Proof for protection if any.
	d) Advance Increment	i) Application in Prescribed Form ii) Attested copy of Ph.D/M.Phil Certificate. iii) A Certificate from concerned University to the effect that the Ph.D/M.Phil is in the same discipline. (See G.O.(MS) 597/2013/H.Edn. Dated 03.09.2013)

	e) Casual Leave of Principal/Dy. DCE.	Application of Casual Leave should be forwarded to the DCE.
	f) Deputation	i) 2 copies of application, Bio data & Proforma (KSR 144) duly recommended and signed by the head of institution.
	g) NOC for passport	i) Application in the prescribed form duly recommended by Principal/Head of office. ii) 3 passport size photograph (one attested by the Principal) iii) Attested copy of ID card with number photo and address (Eg. Electoral ID card, Adhaar Card, Driving license etc.)
	h) UGC Scheme placement	i) Application in prescribed form ii) Self appraisal report for 3 years iii) Attested copies of certificates such as M.phil, Ph.D, Orientation Programme / Refresher course iv) Undertaking regarding refund of excess amount  OR App. I, II & III as per UGC regulation 2009 ( as the case may be)
3.2.	<u>Establishment – (Govt.)</u> <u>Administrative staff:-</u> a) Regularization	i) Proposal from the head of office. ii) Filled up Performa for Police verification report. iii) 2 conduct certificates (only for LGS) iv) Proposal for PSC verification
	b) Declaration of Probation	i) Application of the employee in prescribed Performa. ii) Proposal through the head of office. iii) Service Book of the incumbent. iv) Work and conduct certificate for period of probation. v) Copy of regularization order. vi) Details of membership SLI./GIS/GPF etc.



	d) Deputation	<ul style="list-style-type: none"> <li>i) Application in the prescribed Performa and Bio data</li> <li>ii) Statement as per Rule 144(KSR part I)</li> </ul>
	e) NOC for passport	<ul style="list-style-type: none"> <li>i) Application in the prescribed form duly recommended by Principal/Head of office.</li> <li>ii) 3 passport size photograph (one attested by the Principal)</li> <li>iii) Attested copy of ID card with number photo and address (Eg. Electoral ID card, Adhaar Card, Driving license etc.)</li> </ul>
3.3	<u>Private Aided college Teachers Establishment:-</u>  Deputation (foreign service)	<ul style="list-style-type: none"> <li>i) Application for deputation</li> <li>ii) Statement as per Rule 144 (KSR Part I)</li> <li>iii) NOC of the Manager.</li> </ul>
3.4	FIP Deputation (concurrence for relieving)	<ul style="list-style-type: none"> <li>i) Request of teacher fellow countersigned by Principal</li> <li>ii) Specific approval from UGC.</li> </ul>
3.5	FIP Deputation (For Govt. sanction)	<ul style="list-style-type: none"> <li>1) Request from the teacher fellow countersigned by the Principal.</li> <li>2) Specific approval from UGC.</li> <li>3) Prior concurrence from DCE (Copy).</li> <li>4) Relieving order.</li> <li>5) Joining report in Annexure iv</li> <li>6) Bio-data of the teacher fellow in Appendix B.</li> <li>7) Undertaking in Appendix IX (in stamp paper worth Rs 100/-) with duplicate copy</li> <li>8) Additional undertaking in Appendix II</li> <li>10) Undertaking of the manager in Appendix XI.</li> <li>11) Undertaking of teacher fellow as per condition No.3 in the concurrence letter.</li> </ul> <p>(All these documents in duplicate)</p>
3.6.	Extension of concurrence of FIP Deputation for TS (Extension)	<ul style="list-style-type: none"> <li>1. Request from the teacher.</li> <li>2. Supplementary bond in duplicate</li> <li>3. Copy of the 1st bond</li> <li>4. Govt. order sanctioning deputation.</li> </ul>
3.7	FIP Salary Authorization	<ul style="list-style-type: none"> <li>1. Request from the teacher</li> </ul>

		2. Bond 3. Govt. order sanctioning deputation
3.8	<u>Private Aided college</u> <u>Administrative Staff</u> <u>Establishment:-</u> a) Approval of Appointment	<ul style="list-style-type: none"> <li>i) Appointment order</li> <li>ii) Joining report</li> <li>iii) Staff pattern</li> <li>iv) Category wise seniority list countersigned by the Dy.DCE.</li> <li>v) Certificate from Manager stating that there is no supernumerary staff in the concerned group.</li> <li>vi) Copy of the notification published in 4 leading newspapers (2 English &amp; 2 Malayalam).</li> <li>vii) Copy of the minutes of the selection committee and selection list.</li> <li>viii) Copy of govt. letter for nomination of Govt. representative in the staff selection committee.</li> <li>ix) All concerned original certificate for the proof of qualification and date of birth and its copy.</li> <li>x) Copy of the relevant post and the University statutes related to the methods of appointment and qualification of the concerned post.</li> <li>xi) Proof for the vacancy.</li> <li>xii) Service book &amp; Performa for the approval of appointment.</li> <li>xiii) Declaration as per Para 2 of G.O.(MS) No.88/09/H.Edn. Dated 21/09/2009.</li> <li>xiv) Mandatory approval as per Govt. circular No.170/02/12/H.Edn. dated 18/1/2012 to get age relaxation.(if applicable)</li> </ul>
	b) Approval of Promotion	<ul style="list-style-type: none"> <li>i) Promotion order</li> <li>ii) Joining report</li> <li>iii) Option form</li> <li>iv) Staff Pattern</li> <li>v) Pay fixation statement</li> <li>vi) Original certificates and copies to prove the eligibility for promotion</li> <li>vii) Category wise seniority list</li> </ul>

		<p>countersigned by concerned Deputy DCE.</p> <p>viii) Declaration from the incumbent stating that he will refund the excess amount if any received if found later.</p> <p>ix) Certificate to the effect that there is no supernumerary staff in the same group.</p> <p>x) Service book and Proforma for the approval of promotion.</p> <p>xi) Copy of relevant portion of University statute relating to the appointment and qualification proving promotion post.</p> <p>xii) Statement of relinquishment from the senior hand, if applicable (Counter signed by the Manager) together with his SB.</p>
	c) Dispute on seniority list	<p>i) Application 'in writing'.</p> <p>ii) Up to date category wise list with the date of first entry in service and qualification countersigned by the Deputy DCE.</p> <p>iii) SB of the incumbents concerned</p> <p>iv) Documental evidence if any</p>
	d) Ratio Promotion Approval	<p>i) Integrated seniority list of the concerned category</p> <p>ii) Promotion Order of the Manager</p> <p>ii) Joining report</p> <p>iii) Option and declaration</p> <p>iv) Staff Pattern</p> <p>v) Pay fixation statement</p> <p>vi) Service book</p>
	e) UGC Placement/ Promotion for Librarians	<p>i) Application in prescribed form</p> <p>ii) Self appraisal report for 3 years</p> <p>iii) Attested copies of certificates of qualifying examinations, Orientation Programme / Refresher course etc...</p> <p>iv) Undertaking regarding refund of excess amount</p> <p>v) Orders of the Manager with SB</p> <p>vi) Copy of the approval order of appointment as Librarian</p> <p style="text-align: center;">OR</p> <p>App. I, II &amp; III as per UGC regulation</p>

		2009 ( as the case may be)
	f) Medical reimbursement	Documents mentioned in sl. No: 14 in this list.
3.9	House Building Advance (For Govt. Employees)	<ul style="list-style-type: none"> <li>i) Appendix-J (KFC Form No.29) &amp; Appendix-iii</li> <li>ii) Location, possession and encumbrance Certificates in original</li> <li>iii) Title Certificate from the district court pleader/Additional Govt. pleader.</li> <li>iv) Original deed.</li> <li>v) Land tax receipt in original</li> <li>vi) Approved Plan and estimate from Executive Engineer, PWD Buildings Div.</li> <li>vi) DCRG/Service Certificate (to be prepared by DCE's office)</li> </ul>
	a) Marriage Loan (only for Last Grade Govt. employees )	<ul style="list-style-type: none"> <li>i) Application in the prescribed form with invitation letter.</li> <li>ii) Certificate to prove the age of the daughter.</li> <li>iii) Agreement in stamp paper worth Rs.100/- (while getting sanction from the Govt.)</li> </ul>
3.10	a) Govt. College Teaching staff NLC/LC	<ul style="list-style-type: none"> <li>i) LC/NLC for the last three years from respective Principals</li> <li>ii) Clearance certificate from A.G. regarding loans and advances if availed</li> </ul>
	b) Last Salary bill	<ul style="list-style-type: none"> <li>i) 2 copies of the last salary bill</li> <li>ii) Declaration in the prescribed format (KTC-212a) regarding the refund of liability if any from the DCRG/Pension.</li> </ul>
3.11	a) Pension (for Govt. Employees)	<ul style="list-style-type: none"> <li>i) Service book</li> <li>ii) Duly filled up pension book ( 2 copies)</li> <li>iii) Application for pension and additional 2 copies of page No.27,29 and 31 of pension book.</li> <li>iv) Private College Service verification certificate issued by the DD.</li> <li>v) Certificate in Annex. IV / SB in the case of school service.</li> </ul>
	b) Pension (for Aided College Employees)	<ul style="list-style-type: none"> <li>i) Service book</li> <li>ii) Duly filled up pension book ( 2 copies)</li> <li>iii) Application for pension and additional 2</li> </ul>

		<p>copies of page No.27,29 and 31 of pension book.</p> <p>iv) Service verification certificate for entire service period issued by the Dy. DCE. concerned.</p>
	c) Issue of NLC (Aided College Teaching Staff)	<p>i) NLC from the concerned Principal should be countersigned by concerned Deputy DCE.</p> <p>ii) In the case of Principals / DDOs, NLC to be issued by the Manager and countersigned by the Dy. DCE.</p>
3.12	<p>Provident Fund</p> <p>a) Closure of PF</p>	<p>i) Form No.C (Application for closure)</p> <p>ii) Declaration of the applicant</p> <p>iii) Appendix – I</p> <p>iv) Declaration of the applicant regarding refund of excess amount. (Countersigned by Principal).</p> <p>v) Statement of Deposit for the period after the last credit card issued – Statement A</p> <p>vi) Details of DA credited to PF account – statement B.</p> <p>vii) Details of withdrawals made after the last credit card – Statement C.</p> <p>viii) D- Abstract signed by the Principal &amp; countersigned Dy. DCE concerned.</p> <p>ix) Declaration of the applicant regarding the TA/NRA availed.</p> <p>x) Copies of TA/NRA sanctioned after the last credit card.</p> <p>xi) Copies of the PF schedules which related to the DA credited to PF Account exceeding Rs.10, 000/- to be countersigned by Dy.DCE.</p> <p>xii) Attested copies of credit/debit statements received from other institutions.</p>
	b) Issue of Credit card	<p>i) The provisional credit statement with correction if any, certified by the Principal.</p> <p>ii) DA arrear schedule countersigned by</p>

		<p>Deputy DCE.</p> <p>iii) Certificate from Principal regarding the correctness of PF Account No.</p> <p>iv) Certificate from the Principal stating that all the loans of employees have been included.</p> <p>v) The documents in support of corrections made in provisional credit statement.</p> <p>vi) Copy of the last credit card received by the subscriber attested by the Principal.</p> <p>vii) Attested copies of credit/debit statements received from other institutions.</p>
	c) Admission to PF	<p>i) Form No. 1 (Application in triplicate)</p> <p>ii) Approval order of appointment (in the case teaching staff approval order from concerned University and from the DCE for NTS)</p> <p>iii) Concurrence of the Dy.DCE regarding approval of the appointment by the concerned University for TS.</p> <p>iv) Appointment Order from the Manager.</p> <p>v) Certificate from the Principal stating that the appointment is permanent.</p> <p>vi) Proof for Date of birth.</p> <p>vii) Form-A(in triplicate)(Statement of particulars for allotment of PF account NO.)</p> <p>viii) Form of nomination countersigned by the Dy.DCE concerned in triplicate.</p>
	d) NRA sanction	<p>i) Application for NRA (Form B)</p> <p>ii) Details of Deposit and Refund of loan in ABCD Statements.</p> <p>iii) Appendix I (Certificate regarding the correctness of Account No.)</p> <p>iv) Copy of the last credit card.</p> <p>v) Declaration of the applicant.</p> <p>vi) Enquiry Certificate of the Principal</p> <p>vii) Attested Copies of previous temporary advance and NRA sanctioned since the last credit card.</p> <p>viii) Attested Copy of PF Schedule in support</p>

		<p>of DA arrear credited exceeding Rs.10,000/-</p> <p>ix) Copy of PF Schedule in support of DA arrear credited exceeding Rs.1, 00,000/- countersigned by the concerned Dy.DCE.</p>
3.13	a) Change of name in records	<p>i) Request from the applicant.</p> <p>ii) Copy of Gazette Notification.</p> <p>iii) Copy of SSLC Certificate.</p>
3.14	Medical reimbursement (Exceeding Rs.10,000/-.)	<p>i) Application in the prescribed form.</p> <p>ii) Essentiality Certificate</p> <p>iii) Bills in original with one set copy extra</p> <p>iv) Medical prescription (OP/IP)</p> <p>v) Discharge summary for IP</p> <p>vi) Referral letter in the case of treatment in notified hospitals</p> <p>vii) Declarations and Certificates.</p>

## CHAPTER – 4

### KERALA PRIVATE COLLEGE STAFF PROVIDENT FUND (KPCSPF)

- 4.1. The works related to the Kerala Private College Staff Provident Fund in respect of the staff of aided Colleges of Kerala are dealt with in the Directorate and in the Deputy Directorate of Collegiate Education, Kerala.
- (i) The Teaching and Non teaching staff appointed on regular basis to the Aided Colleges of Kerala shall be enrolled as subscribers to the KPCSPF with effect from the month on which they complete 1 year of service.
  - (ii) In order to get admitted with Account Number to the KPCSPF, the duly filled in application form in the prescribed format, duly filled in Nomination, Appointment order of the Management, the order of approval of the appointment by the concerned University/Directorate of Collegiate Education as the case may be and a certificate from the Principal stating that the appointment is in permanent nature etc., are to be furnished in quadruplicate to the concerned Deputy Director of Collegiate Education by the principal of the college.
  - (iii) The Deputy Director in turn will transmit the application and enclosures in triplicate to the Accounts Officer (PF) in the Directorate after countersigning the application, nomination etc.
  - (iv) In the Directorate, the application will be subjected to scrutiny, and account number allotted to each subscriber will be registered in a register kept in the Directorate.
  - (v) The details of nomination of each subscriber are also kept recorded in a register in the Directorate.
  - (vi) The minimum monthly subscription is fixed at 6% of the basic pay (In case of Teaching Staff Basic Pay +AGP), and the maximum should not exceed the basic pay.
  - (vii) Interest at the rates fixed by the Government from time to time will be allowed to the amount deposited in the Provident Fund.
- 4.2. **Temporary Advance From The Provident Fund**
- (i) Interest free temporary advance will be sanctioned from the amount deposited in the Provident fund for some specified purposes. The purposes for which advance will be sanctioned are specified in the University Statutes.



- (ii) Time span between two advances should be minimum six months. Though the amount of temporary advance is limited to three months basic pay, the same can be allowed up to 75% of the balance amount in the credit of the subscriber in deserving cases.
- (iii) If the amount of previous advance has not been fully repaid while taking another advance, the balance pending amount will be added to the fresh advance amount, and the consolidated amount of advance will have to be refunded in a minimum of 12 installments and in no case, shall exceed 36 installments. In such cases, the eligible amount of advance will be calculated by the formula  $(3a-b)/4$ , in which 'a' denotes the balance amount at credit, and 'b' denotes the amount of previous advance pending refund on the date of sanction of fresh advance.
- (iv) As far as sanctioning of temporary advance is concerned, the regional Deputy Directors are the sanctioning authority up to the limit prescribed by Govt. from time to time. (Now it is Rs.3,00,000).
- (v) If the amount exceeds the limit, the advance will be sanctioned in the Directorate.

#### **4.3. Non Refundable Withdrawal (NRA) From P.F**

- (i) As per existing provisions, those who have completed 10 years of regular service or who are due to retire from service within 10 years can apply for Non refundable withdrawal from their PF account.
- (ii) NRA is also limited to certain prescribed purposes only. This cannot be taken for the same purpose more than once. But, NRA can be allowed more than once for medical treatment of the subscriber, or his/her dependents for illness on different occasions. NRA can be sanctioned for the marriage of each child, if required.
- (iii) Likely, NRA for higher studies of children in different years will be considered different purposes. The provisions regarding these are included in the University Statutes.
- (iv) Though the limit of amount sanctionable as NRA is limited to 6 times of basic pay, in deserving cases it can be allowed up to 75% of the balance amount at the credit of the subscriber.
- (v) The NRA is sanctioned at the Directorate of Collegiate Education.
- (vi) The Application for NRA in the prescribed form is to be submitted to the Principal of the college by the applicant.

- (vii) The Principal will forward the same to the Directorate along with necessary enclosures such as 'ABCD' statement, copies of previous advances taken after the date of latest credit statement, etc.
- (viii) On receipt of authorization of NRA from the Directorate, the principal will draw the amount from the treasury and disburse the amount to the applicant.
- (ix) After the withdrawal of NRA, the Utilisation Certificate for the same is to be submitted by the subscriber within three months to the Principal, who in turn will forward a copy of the same to the Directorate.

#### **4.4. Issue of Credit Cards**

The Accounts Officer (PF) issues the Annual Credit statements in respect of the subscribers in each financial year.

#### **4.5. Closure of Provident Fund Account**

- (i) Subscribers can opt not to subscribe to the Provident Fund during the last 12 months of service.
- (ii) In no case, subscription can be made to the fund during the last 3 months prior to the date of retirement.
- (iii) When the subscription to the fund has been stopped, application in the prescribed format in triplicate along with required documents has to be submitted to the Principal for the closure of account.
- (iv) The Principal will forward the application in duplicate along with required enclosures (such as copy of latest credit statement, credit/debit details after the date of latest credit statement, 'ABCD' statement, required certificates etc.) to the concerned Deputy Director.
- (v) The Deputy Director will scrutinize and countersign the same and forward the application to the Directorate.
- (vi) In the Directorate, the application will be verified and the authorization for the closure amount (amount at credit along with eligible interest) will be forwarded to the Principal and to the concerned Treasury Officer.
- (vii) The Principal will draw the amount from the Treasury and disburse the same to the subscriber.
- (viii) Finally, the Principal will forward a copy of the acknowledgement for the receipt of closure amount furnished by the subscriber, to the Directorate.

## CHAPTER-5

### Pension (Kerala Private Aided & Govt. Colleges)

- 5.1. The details of documents required for the sanction of pensionary benefits to aided college teachers have been incorporated under chapter 3.11. (b) of this hand book.
- 5.2. The application for pension along with required documents are to be forwarded to the Accountant General with sanction order of DCE. The AG in term approves the pension sanction and issues verification report to the DCE. The AG also issues authorisation to the party concerned.
- 5.3. The verification report received from the AG is to be endorsed and forwarded to the regional Deputy Directors along with service book, by the DCE.
- 5.4. The LPC, countersigned by the Regional Deputy Director is to be forwarded to the Treasury officer concerned. The NLC countersigned by Dy. DCE is to be forwarded to the office of the DCE.
- 5.5. The LC or NLC issued from the FIP section of the directorate and the LC or NLC from the college duly counter signed by the Regional Dy. DCE are required for the issue of LC or NLC from the DCE to the Treasury. On receipt of the said documents, the LC or NLC in the prescribed format is to be forwarded by the DCE to the concerned treasury for releasing the DCRG of the pensioner.
- 5.6. Accordingly, copy of the intimation letter will be sent to the Principal, Regional Deputy DCE and the Pensioner, the action on the file will be completed.
- 5.7. The applications for pension in respect of teachers and Gazatted officers of the department are to be forwarded to the AG with sanction order and the AG in term authorize the pensioner benefit after verifying the qualifying service.
- 5.8. On the basis of LC or NLC received from the concerned Principals of the institutions where the employee had worked for the past 3 years, the DCE will send LC or NLC to the treasury officers concerned.
- 5.9. The applications and required documents for pension sanction in respect of NGOs of the department are to be verified and sanctioned by the Sr. AO and forwarded to the AG along with pension sanction order. In turn the AG issues verification report. The pension and DCRG are to be released from the Treasury on receipt of LPC from the Head of Institution and the NLC from the Sr AO to the DCE.
- 5.10. As far as the application for family pension from the legal hires of the deceased Govt. servants and teachers are concerned, the death certificate and legal heirship certificate are also to be submitted in addition to the documents prescribed under serial no 11 (b) chapter 3 of this handbook.
- 5.11. The family pension is sanctioned in the order of preference such as Husband/ Wife/Son/Daughter.
- 5.12. If the family pensioner got remarried or expired, the next eligible legal hire as per rules is eligible for family pension on certain conditions stipulated. For that, the application in the prescribed format to be forwarded to the DCE and on completion of all formalities DCE will sent it to the AG along with sanction order for authorization of family pension.

- 5.13. The DCE issues orders for the disbursement of the DCRG amount of the deceased employee to the legal heirs concerned @ admissible in accordance with the rules and on the basis of the same the AG authorizes the amount.
- 5.14. The authorization of pensionary benefits will be delayed, if the application for pension is not received in time or the applications are incomplete. Hence the pension application is to be submitted well in advance preferably prior to one year from the date of retirement. This will help in sanctioning the pensionary benefits in time and the benefits can be released by the time of retirement. The future increment if any fall due during the period can also be taken in to account for the calculation of pensionary benefits. In such cases, a Non Event Certificate (Stating that after sending pension papers no event effecting the pension calculation has been occurred till the date of retirement) shall be forwarded by the Head of office to the pension sanctioning authority.

**Part II**  
**Regional Deputy Directorate**

## CHAPTER - 6

### POWERS AND FUNCTIONS OF THE REGIONAL DEPUTY DIRECTORATES

#### 6.1. POWERS AND FUNCTIONS OF ZONAL OFFICES

For administrative convenience, the State at present is divided into 5 regions or zones and each regional office is headed by a Deputy Director. He is solely vested with the administration of the direct payment system and other activities to regulate the functions of private colleges in the respective regions.

Zonal Head Quarters	Districts comprising	No. of Arts and Science Colleges	Training Colleges	Arabic Colleges	Total
Quilon	Trivandrum, Quilon, and 4 Colleges of Alleppey Districts & 1 college from Pathanamthitta Dt.	28	5	...	33
Kottayam	Kottayam, Part of Alleppey, Idukki, Pathanamthitta	34	6	...	40
Ernakulam	Part of Alleppey and Ernakulam	31	2	...	33
Trichur	Trichur, Palghat and Malappuram	24	1	...	25
Calicut	Calicut, Wynad, Cannanore, Kasaragod,, Malappuram	34	3	11	48
	Total	151	17	11	179

### **6.1.1 Regional Deputy Directors**

(G.O. (MS) 271/72/H.Edn. dated 11.12.1972)

(G.O. (MS) 133/84/H.Edn. dated 14.06.1984)

#### **6.1.1.1 Administrative Powers:**

- (i) To make provisional appointments under contingencies as per rules laid down.
- (ii) Leave : - To sanction all kinds of leave except study leave, special disability leave, LWA not exceeding 4 months to the members of staff under his control (Gazetted and non-gazetted).
- (iii) Increment - (a) To sanction increments to the N.G.O's subject to the provisions in the service regulations.  
(b) To sanction payment of belated increments in respect to all N.G.O's under his control.

#### **6.1.1.2 Financial Powers:**

- (i) To countersign the establishment salary bills of teaching and non-teaching staff of the Private aided colleges coming under the scheme of direct payment within the territorial limits of his Regional office. [Vide KFC Vol. I Article 53(b)(1)]
- (ii) To draw the establishment pay bills, provident Fund bills and T.A bills of the Non-Gazetted Staff of the Regional Dy. Directorates and the contingent bills in respect of the contingent charges relating to the Regional Office.
- (iii) To approve the tour programme of the Accounts officers and other staff working under him and to countersign the T.A bills of the Gazetted Officers in his office.
- (iv) Temporary withdrawals from G.P.F Deposits. To sanction temporary withdrawal from G.P.F deposits by subordinates working under him up to a maximum of Rs.3,00,000 in normal cases subject to other conditions and limitation under the Rules of the fund.
- (v) To sanction temporary advances from P.F. to Aided College Staff up to the limit fixed by the Govt. time to time.
- (vi) To sanction the purchase of furniture subject to budget provision and local purchase of furniture and other stores required for the proper running of the office up to Rs.1500000/- subject to budget provision and store purchase rules.

- (vii) Local purchase of stationery. - To sanction local purchase of stationery articles in unforeseen circumstances to the ceiling limit prescribed from time to time.
- (viii) To publish notice in the Gazette and to correspond direct with the superintendent of Government Presses regarding all printing works including authorised and other forms and registers required for the office subject to the condition that while sanctioning printing care should be taken to see that sufficient copies are got in the first print itself.
- (ix) Write off and disposal of unserviceable articles and stores. To sanction the write off of the value of unserviceable articles subject to the annual limit of Rs. 5000 when the book value does not exceed Rs. 200 in each case. This will be subject to the condition that a copy of the order sanctioning the write off should be communicated to the Accountant General. (G.O. (MS) 133/84/H. Edn. dated 14.6.1984)
- (x) To sanction the disposal by auction of unserviceable articles of surplus stores, tools and plants, office furniture and other dismantled materials as the case may be up to a book value of Rs. 250 in each case subject to an annual limit of Rs. 2000. This should be subject to the following conditions that the case does not disclose:-
  - a) Any defect in the system of rules, the amendment of which requires the orders of a higher authority, and
  - b) Serious negligence on the part of some officer or officers which might possibly call for some disciplinary action requiring the orders of a higher authority.
- (xi) **Lease:-**
  - (a) To sanction the annual lease of usufructs in the premises of the institution under his control.
  - (b) To order the cutting and removal of any fruit bearing trees or any portion thereof for safety reasons and to sanction if necessary in such cases reasonable revision to the lease in the lease amount.
- (xi) Non-recurring contingent charges - the monetary limit of non-recurring contingent charges is fixed at Rs. 200 in each case provided there is budget provision. The power shall be exercised subject to the general conditions prescribed in Appendix (A) K.F.C. Volume II, (G.O. (MS) 133/84/H.Edn. dated 14.06.1984.)
- (xii) Claim relating to the reimbursement of the cost of medicine purchased:- To sanction claims for the reimbursement of the medical expenses of both gazetted and non-gazetted staff working under his control subject to the rules for reimbursement of medical expenses.
- (xiii) Petty construction repairs and maintenance. To sanction petty repairs to the Government building upto Rs. 750 on proper estimate approved by the P.W.D.



- (xiv) General: To accord permission to the staff to be away from station during holidays as and when necessary and to refuse such permission to them if necessary under exigencies of service.
- (xv) G.O. (P) 221/72/Edn. Dated 6<sup>th</sup> October 1972 sanctioning the direct payment of salary to the staff of the Aided Colleges makes it obligatory that the following power have also to be delegated to the Regional Deputy Directorate.
- (xvi) To examine on behalf of the Director of Collegiate Education the work load of each department of study in each of the College under him and to satisfy that no excess staff is employed (vide Para II Rules 5) Work load sanctioned as per G.O.(MS) 260/2010/HEdn. Dated 20.08.2010.
- (xvii) To sanction Higher Grade to Non Teaching staff of Aided Colleges and approval of consequent fixation of pay.
- (xviii) To sanction Pension to Administrative staff of Aided Colleges.
- (xix) To sanction concurrence of approval orders of University regarding the appointment of teaching staff in aided colleges.
- (xx) To sanction grants-in-aid to Aided Colleges.
- (xxi) To conduct audit of accounts of Aided Colleges.
- (xxii) To sanction closures of FBS accounts of Aided Colleges.
- (xxiii) To issue service verification certificate to both Teaching and Non-Teaching staff.
- (xxiv) All Communications to Higher Authorities from Aided Colleges are to be routed through the Deputy Director of Collegiate Education.
- (xxv) To authenticate the entries regarding the date of birth and qualification etc. of Aided College staff.

## **6.2 Accounts Officers in the Office of Regional Deputy Directorates**

- (i) Grant of Casual Leave - To sanction casual leave to N.G.O s under him.
- (ii) Attesting entries in Service Books - To attest entries of the Service particulars, leave, increment etc. in the Service Books of the N.G.O s.
- (iii) Non-liability and Salary Certificate:- To issue N.L.C and salary certificate to the N.G.O s in the Deputy Directorates.

- (iv) Review of Audit:- To conduct review of Audit in the Aided Colleges under the Deputy Directorate. (Tour programme should be approved by the Deputy Director of Collegiate Education) (G.O.(MS) 133/84/H. Edn. dated 14.06.1984)

## CHAPTER - 7

### 7.1 General Points to be noted while submitting monthly salary bills, Surrender bill and Arrear bills form private aided colleges:

- (i) The Direct payment scheme has come in to force in the year 1972. Accordingly salary and allowances in respect of the teaching and non teaching staff of the Private Aided Colleges are to be passed for payment by the Regional Dy. Directors.
- (ii) The staff of the Private Aided Colleges is appointed by the Managers concerned
- (iii) Approval of the appointment of teachers is to be done by the University concerned and that of non-teaching staff by the Director of Collegiate Education.
- (iv) The salary bills in respect of Teachers/ Non teaching staff whose appointment has been approved shall be prepared by the Principal/ Drawing and Disbursing officer and submitted to the Dy. Director concerned.

### 7.2 Main points to be followed while submitting the bills

#### 7.2.1 Monthly main salary bill

- The bill to be submitted with all necessary documents by the 20<sup>th</sup> of each month.
- Separate bills to be prepared and submitted for Teaching staff and Non-teaching staff.
- Four sets of bills prepared in the prescribed colour code are to be submitted.

#### (1) Following documents must be enclosed with the bills.

- (i) Statement showing the sanctioned number of posts of each teaching Department. If claim of any person is not preferred in the bill, the name should be included in the bill showing the reason for non drawal of salary.
- (ii) Copy of acquaintance of previous month with encashment statement (with dated signature of all persons in the acquaintance roll)

Note: If the salary drawn for a particular person could not be disbursed, the claim for the subsequent month should not be preferred.

- (iii) If any excess claim has been preferred due to strike/ leave/ other reasons etc; the original chalang receipts for the refund of the same shall be submitted.
- (iv) Attendance Sheet.
  - (a) The copy of the attendance from the 16<sup>th</sup> day of previous month to the 15<sup>th</sup> day of the current month.
  - (b) Total days of absence from office including casual does not exceed 15 days.
  - (c) Casual/ Special casual leave can be sanctioned by the Principal and other eligible leave by the manager. LWA exceeding 4 months can be granted only after getting concurrence of the Government.
  - (d) The leave such as maternity leave, paternity leave, Child adoption leaves and for Hysterectomy are having special conditions and hence necessary noting have to be made in the service book with proper attestation.
  - (e) If there is a claim in respect of person under FIP deputation, the attendance certificate from the concerned head of institutions to be attached with the bill.
  - (f) Attendance certificate in original for all other duties to be attached with the bills.
- (v) Absentee statement in form T.R.52.
  - (a) The details regarding all eligible leave except casual leave/ deputation/ suspension/ strike should be included.
  - (b) Leave sanctioning orders and joining reports to be attached.
  - (c) While sanctioning eligible leave, nature of leave, period of leave, purpose, prefix and suffix any etc. should be specified in the leave sanction orders. SB should also be produced.
- (vi) Other Duty Certificate -Duty leave can be sanctioned in accordance with Government orders. Duty certificate/ invitation call letter etc should be produced.
- (vii) Increment certificate.
  - (a) Orders of manager sanctioning increment and the Service Book after recording the same and by the Principal shall be produced.
  - (b) Increment in the post where there is probation can be sanctioned with effect from the date of declaration of probation.
  - (c) The 3<sup>rd</sup> increment to the LD Clerk can be sanctioned on declaration of probation.
  - (d) If there is LWA affecting the increment, increment can be sanctioned excluding such period.

- (e) Increment shall be sanctioned with effect from the first day of the month even though the date of increment falls another day in the month. (This is not applicable for sanction of increment after declaration of probation)
- (viii) Copies of Orders - The attested copies of orders of appointment/ approval / promotion/ FIP deputation etc. shall be attached with the first bill.
- (ix) Service Books- In order to verify the entries regarding leave / new appointment/ promotion/ declaration of Probation / revision of Pay/ Increment/ FIP deputation / Service Termination/Suspension, the SB with proper recordings and attestation should be submitted.
- (x) Demand Collection Balance Statement - The DCB Statement for the previous month with connected documents and the treasury remittance statement countersigned by the Treasury Officer shall be enclosed. Reason for the pending collection if any; should also be specified. The accuracy in the fees collection and remittance is to be verified by the Principal and to be assured that there is no delay in collection and remittance.

**(2) General Instructions;**

- (i) Bill should be submitted with a covering letter. The following details should be incorporated in the covering letter:
  - (a) Nature of bill that is Main Salary/ DA Arrear / EL Surrender / Promotion Arrear / Grade Arrear / Terminal EL Surrender / FIP Deputation Salary /Last Salary Etc..
  - (b) Teaching /Non Teaching / Guest Remuneration.
  - (c) Period of claim.
  - (d) Goss / Net amount of the bill.
  - (e) List of SBs enclosed.
- (ii) Ensure that all schedules of deductions in the bill and required certificates are attached / recorded in the bill and all enclosures are to be fastened properly. Principal has to sign where ever necessary after affixing stamp.
- (iii) On each occasion the documents required by the Govt. / Dy. DCE for verifying the claim in the bill to be produced.
- (iv) Enclose a certificate stating that the bill for remuneration in respect of Guest Lectures up to the previous month has already been submitted.

### 7.2.2 First Salary Bill

- (i) The first salary after getting approval is to be preferred in supplementary bill. The SB with necessary recording and attestations shall be submitted with the bill.
- (ii) The statement showing work load and sanctioned strength of Teachers of the department concerned shall be submitted along with first bill for verifying the admissibility of post.
- (iii) Copies of relevant orders to be pasted in the SBs and submitted along with the bill.
- (iv) The attendance details of the month of claim and orders of leave sanction have to be submitted with the bill.
- (v) The original certificates in proof of date of birth, qualifications etc.. shall be attached with the bill.
- (vi) The Regional Dy. DCE will countersign the SB after comparing the recording in the SB with original certificates.
- (vii) The copies of order of declaration of probation and increment certificates are to be attached with bill if necessary.
- (viii) The insurance coverage as per rule, ie, 30% of the premium shall be deducted from the first month salary itself and to continue till August. From September onwards full premium to be deducted.
- (ix) Deduction towards SLI Premium shall be made only after getting account number. Enrolments to SLI Scheme are compulsory before completing one year of service.
- (x) PF Subscription is compulsory on completion of one year of service.
- (xi) PF Subscription amount is minimum 6% of the basic pay as on 31<sup>st</sup> March of the year. Subscription should not be exceeding the amount of Basic Pay.
- (xii) Proportionate Income Tax should be deducted in respect of each incumbent from the bill.

### 7.2.3 Arrear Bills

- (1)** The grounds leading to arrear claims shall be recorded in the bill.
- (2)** SB should be submitted along with the arrear bills.
- (3)** The claim in respect of more than one person for the same period and similar in nature shall be preferred in a single bill.
- (4)** Main bill particulars to be recorded in the bill. An abstract to be enclosed with bill if the bill claims for more than one person.
- (5)** Other documents related to the claim such as copies of orders/increment certificates / leave sanction orders etc.. to be attached with bill.
- (6)** The schedule for the amount to be credited to PF as per Govt. orders if necessary.
- (7)** Proportionate amount of Income Tax should be deducted in the bill.

#### 7.2.4 FIP Deputation Salary:

- (1) Orders sanctioning the deputation, SBs, Attendance certificate and other documents if any found necessary to be attached with the bill.
- (2) The documents required to be enclosed with other arrear bills are also to be produced with the bill.
- (3) Proportionate amount of Income Tax should be deducted in the bill.

#### 7.2.5 Last Month Salary:

Non liability certificate and the following documents with dated signature of the Principal to be attached with the last month salary bill.

- (i) An undertaking as per rule 212 a of KTC agreeing to realize from the DCRG the amount of liabilities to Govt. if any found later to be attached with the bill. In the case of Principals the undertaking to be countersigned by the Manager.
- (ii) Deduction towards Income Tax need only be made in the last month salary.

##### (1) Last Month Salary Non Teaching Staff;

- (i) NLC
- (ii) An undertaking as per rule 212 a of KTC agreeing to realize from the DCRG the amount of liabilities to Govt. if any found later to be attached with the bill.

Note: In the colleges where DDO is in charge, the Manager has to countersign the above documents.

#### 7.2.6 Earned Leave Surrender Bill:

- (i) General Instructions:
  - (a) Earned Leave account to be updated in the SB submitted along with the bill.
  - (b) The Orders of the Manager sanctioning EL Surrender to be enclosed with the bill.
  - (c) Principal has to attest the entries in the SB regarding EL Surrender.
  - (d) The claim should include the rates of Pay, DA and other admissible allowances.
  - (e) Necessary certificates to be recorded in the bill.
- (ii) Vacation Staff:
  - (a) EL is not admissible for vacation duty during the first year of service.

- (b) The duty certificate is to be pasted in the SB along with the EL account.
  - (c) Entry regarding the orders of the Principal preventing the vacation for examination duty to be recorded in the SB.
  - (d) The Manager has to attest the entries regarding the EL in respect of the Principal.
  - (e) Special allowances are not admissible for EL Surrender.
- All the above mentioned entries should be countersigned by the Dy. DCE concerned within six months.

(iii) Non Teaching Staff:

When a transfer occurs during the academic year from a vacation department to non vacation department and vice-versa the leave account is to be regulated as per Rule 81 Part I KSR.

- (iv) Terminal Earned Leave Surrender:
  - (a) The maximum days of EL that can be surrendered at the time of retirement is 300 days.
  - (b) Rounding is not allowed and the bill should be prepared in form TR 42.

**7.2.7 Government Sanction for Time Bared Bills:**

(Directions as per Govt. letter No:36707/D3/12/H.Edn. Dated 08.01.2013 addressed to the Director of Collegiate Edn.)

- (i) In the case of bills required counter signature (vide KFC Vol.I Article 53(b) (1)) the "Date of Claim due" is the "Date of Counter Signature".
- (ii) Such bills mentioned in (i) above will become Time Bared only after 5 (five) years from the date of Counter Signature.
- (iii) Special permission from Government vide KFC Vol. I Article 56 (a) is required for enacting Time Bared Bills.



## CHAPTER - 8

### Submission of Pension Papers (Aided College Staff)

The pensionary benefit to the aided college staff are given by the Govt. on the basis of the Direct Payment Scheme implemented as per G.O.(Ms) No:185/72/H.Edn. Dated 31.08.0972.

The Part III of the KSR is applicable for the payment of pensionary benefits to the Aided College Staff. There are different types of pensionary benefits such as Service Pension, DCRG, Commutation of Pension, Family Pension etc.. The Pension Rules are subject to change as per Govt. Orders.

The application for Pensionary benefits is to be submitted to the Regional Dy. DCE. The following points are to be born in mind while submitting Pension application.

1. The Principal has to direct the employee one year prior to the date of retirement to submit application for Pension.
2. One year prior to the date of retirement, the SB, Pension Books and connected documents are to be submitted to the Regional Dy. DCE. In the case of teaching staff, three copies of Pension Books are to be submitted and in respect of Non Teaching Staff two copies. For other details see the check list given in the page no: 1 in the Pension Book.
3. The authority to sanction pension to Private Aided College Teachers is the Director of Collegiate Education and to Non Teaching Staff, the Regional Dy. DCE. For the payment of pension, the verification report and the Pension Payment Order to be received from the Accountant General. In order to get the pensionary benefits in time, the Pension papers are to be reached in the AG before six months prior to the date of retirement.
4. The Service Verification Certificate will be issued after verifying the service records of the employee since the date of entry in service till the date of verification. The Regional Dy. DCE will issue this certificate. The verification of service is to be done before the date of retirement and certificate of verification recorded in the SB. The Qualifying Service / Non Qualifying Service will be determined on the basis of the certificate.
5. The service verification certificate is also to be submitted to DCE along with Pension Book. Office seal is to be affixed in the SVC/LC/NLC. The Manager has to attest the entries in the pension book of the Principal, and the Principal in the case of other Employees. The Deputy Director has to countersign the pages 8, 10, 11, 12,23,27,29,31,33,37,39 and 41 of the pension book if applicable. The LC/NLC is to be issued in respect of the Principal/DDO on the basis of the local/departmental audit conducted from the Office of the Dy. Director. The DDOs acting in lieu of the Principals are not authorized to issue LC/NLC. In such circumstances, the Manager has to issue the same. For getting the pensionary benefits in respect of a retired employee, the LPC

countersigned by the Regional Deputy Director is to be submitted to the treasury Officer. As far as the DCRG is concerned, the NLC/LC issued by the pension sanctioning authority is required at the treasury. The No Event Certificate, if applicable, is also to be submitted.

6. In the case of dismissal/removal /compulsory retirement/resignation cases, pensionery benefits including terminal surrender are not applicable.

## CHAPTER - 9

### Auditing in private aided colleges

The Regional Deputy Directors are authorized to audit the amount collected and received in private aided colleges related to general revenue of Govt ., Utilization/Non-Utilization details of such amount, its registers/accounts etc. In order to fix the priority in auditing, relevant details such as the month/year of retirement of Principals may be got collected from the Principals. For conducting audit, prior notice is to be given to colleges requesting to keep ready the registers and files, documents etc. required for auditing and also to ensure the presence of staff in the college at the time of conduct of Audit.

On the first day of audit, the cash balance in the college will be verified with reference to the cash book and denomination register. If cash book is not written, or Cash balance does not tally, the same will be recorded in the audit report as serious irregularity.

It is to be checked as to whether any prior audit files (departmental/AG's) are pending disposal. The register to be maintained for this purpose can be subjected to verification.

Then the registers shown in Annexure 1/connected documents/files/vouchers/bills/service books etc. are to be verified and report to be prepared.

On the last day of the audit, a review to be conducted in the presence of the Principal under the leadership of Accounts Officer regarding the audit so far conducted. At that time, the serious matters if any and the other matters revealed in the audit is to be informed to the Principal.

On completion of Audit the audit report is to be sent by Regd. Post to the Principal within two weeks. The Principal is to be instructed to send the first reply within two weeks from the date of receipt of the report with supporting documents. On receipt of the same, after verifying the reply and supporting documents, the objections pointed out in the audit report can be dropped. Provisional liability is to be fixed in case the reply is not satisfactory for dropping the objection. This is to be informed to the Director of Collegiate Education with copy to the pension section in the Office of the Dy.DCE also.

In order to avoid the delay in the issue of LC/NLC to retired officers, the points to be noted are given in the DCE's circular dated 04/02/1999 which is appended for reference.

## CHAPTER - 10

### PD RULES (For Private Aided Colleges)

During each year, the special fee collected from the students is to be remitted in the PD account in the name of the Principal.

The expenditure from the PD Account for a particular academic year is to be incurred before 31<sup>st</sup> of May that year. But the expenditure under Athletics and Magazine fund are permitted to incur before the 31<sup>st</sup> May of the next academic year.

The advertisement charges towards magazine fund collected as per tariff are to be submitted along with the list by the Staff Advisor to the Principal and obtain official receipt for the same.

The advertisement charges are also to be remitted in the PD account under Magazine Fund. No cash transaction be made with the Office bearers of College Union. The cash dealings are to be made only with the Staff Advisor as per his request. All responsibilities towards such dealing will be with the Staff Advisor.

Separate stock register is to be maintained for the articles purchased from the PD Account. The amount under each item in the PD Account should not be diverted from one item to another.

Prior permission is to be obtained from the Director/Regional Deputy Director as the case may be for utilizing the accumulated amount in the PD Account. Details are given in G.O (RT) 1585/08/H.Edn. Dated 25/10/2008 (copy appended). The following GOs/letter in this regard are also appended for reference.

- 1) GO (MS)No.312/83/H.Edn. Dated 30/12/1983
- 2) GO (MS)No.224/90/HEdn. Dated 13/9/1990.
- 3) Govt.letter No.10310/D1/2009/H.Edn. Dated 19/3/2009

(For more details see Part III of this Hand Book)

## CHAPTER – 11

### VARIOUS SERVICES OF REGIONAL DIRECTORATE

#### 11.1 Grant-in – Aid

The Regional Dy. Director is the authority to sanction Grant in Aid to private Aided Colleges. According to the availability of funds under maintenance and contingency grant, the same will be sanctioned as advance up to 50% on receipt of application from the Manager. This should be settled within that financial year before 31<sup>st</sup> of March. For sanctioning the grant as per capita, the actual strength of students in the roll (without taking in to account the marginal increase sanctioned) is to be taken in to account.

Course	Contingency Grant ( Rs.) per head	Maintenance grant( Rs.) per head
Degree		
Arts	11.50	6.50
Science	12.50	7.50
P.G.		
Arts	15.00	10.00
Science	19.00	12.50
	Rs. 25,000/- or actual expense whichever is less can be sanctioned.	Rs. 15,000/- or actual expense whichever is less can be sanctioned.

#### 11.1.1 Method of submitting applications.

1. Applications for grant in aid for the previous year should be submitted before 30<sup>th</sup> of September. Late applications need not be submitted.
2. Separate applications to be submitted for maintenance and contingency grant.

The fund can be utilized for the following items:

## 11.2 Contingency Grant

1. Stationary items for the use of College office and Management Office.
2. To meet the printing charges of office forms and registers.
3. Postal charges.
4. Telephone charges
5. Electricity Charges
6. Water Charges.
7. First Aid Charges.
8. Cost of Chalk and Duster.
9. Travelling Expenses.
10. Coolie Charges and transportation charges.
11. Petty contingent charges for purchasing kerosene, brush, brooms, bucket, washing powder etc.
12. Land tax, building tax etc. , except for staff quarters and hostels.
13. University Inspection fee.
14. Insurance of college building and equipments.

## 11.3 List of various services and documents to be submitted in the Deputy Directorate:

Sl.No.	List of Services	Required documents attached with application
11.3.1	Submission of proposal for Higher Grade in respect of Teaching and Non Teaching staff of aided colleges	i)Service Book ii)Orders of the Manager iii) Three copies of option from duly filled by the applicant, countersigned by the Principal iv) Declaration regarding refund of excess claim (3 copies) v) Fixation statement vi) Declaration of non-relinquishment of future

		regular promotion.
11.3.2	Placement/promotion of teachers of aided colleges (Concurrence)	<ul style="list-style-type: none"> <li>i) Service Book.</li> <li>ii) Order of the University.</li> <li>iii) Seniority list of teaching staff of concerned department.</li> <li>iv) Work load of concerned department.</li> </ul>
11.3.3	Pension sanctioning of Administrative staff of aided colleges	<ul style="list-style-type: none"> <li>i) Pension books ( 2 Nos.)</li> <li>ii) 2 additional copies of pages 27,29 and 31 of pension book.</li> <li>iii) Service Book.</li> <li>iv) The service verification certificate issued from the Dy.DCE's concerned in the case of incumbents who served under the other regional Dy. DCE's.</li> <li>v) 2 additional copies of Annexure IV (for self enquiry report)</li> <li>vi) Death Certificates ( 2 copies)</li> <li>vii) Legal heirship certificate</li> <li>viii) Non remarriage certificate.</li> </ul> <p>(items v to viii are applicable to death case only)</p>
11.3.4	Pension revision of Administrative staff (Aided)	<ul style="list-style-type: none"> <li>i) Form No.2</li> <li>ii) Copies of sanction order of pensionery benefits</li> <li>iii) LPC</li> <li>iv) Service Book</li> </ul>
11.3.5	PF Closure applications (forwarding to Director of Collegiate Education)	<ul style="list-style-type: none"> <li>i) Form No. E (Application form)</li> <li>ii) Verification of account certificate from the Principal of the college.</li> <li>iii) Declaration regarding the refund of excess payment received any.</li> </ul>

		<p>iv) Certificate regarding correctness of Account No.</p> <p>v) Certificate regarding the account prior to 31/03/1976.</p> <p>vi) Certificate regarding the details of loan taken (Temporary/NRA) for the last one year.</p> <p>vii) Declaration regarding loan details.</p> <p>viii) Declaration /undertaking regarding the refund of excess payment if any received with signature of 2 witnesses.</p> <p>ix) Declaration from the Principal regarding the total amount.</p> <p>x) ABCD statement.</p> <p>xi) In the case of employees worked under various colleges credit/debit statements from the Principals concerned colleges countersigned by the Dy.DCE.</p>
11.3.6	NLC to the principal of aided colleges (forwarding to DCE)	i)NLC to be issued after clearance of audit objection if any.(indemnity bond in stamp paper worth Rs.100/- in case of pending audit.)
11.3.7	Medical reimbursement upto Rs.5000/-	<p>i)Application for claiming reimbursement.</p> <p>ii) Copy of OP tickets ( 2 copies)</p> <p>iii) Essentiality Certificate ( 2 copies)</p> <p>iv) Declaration regarding one system of treatment.</p> <p>v) Cash bills in duplicate.</p>
11.3.8	PF Temporary Advance	<p>i)Form B – Application</p> <p>ii) ABCD statements</p> <p>iii) Last credit slip.</p> <p>iv) Proceedings of the previous loans.</p> <p>v) Account Number correctness certificate.</p> <p>vi)PF schedule copy of DA arrears credited above</p>



		Rs.10,000/-
11.3.9	SLI Closure (to be forwarded to District Insurance Office)	<ul style="list-style-type: none"> <li>i) Application form 3</li> <li>ii) Original Policy Certificate</li> <li>iii) Pass book (details of deductions till the maturity of the claim duly authenticated by institution/head of office.</li> <li>iv) An undertaking in stamp paper worth Rs.100/- in case of the pass book is lost)</li> </ul> <p>(in the case of death, death certificate, legal heirness certificate, copy of bank book (for minors)</p>
11.3.10	FBS Closure	<ul style="list-style-type: none"> <li>i) Application for closure</li> <li>ii) Reconciliation from the treasury.</li> <li>iii) Original option and nomination.</li> <li>iv) Service Certificate</li> <li>v) Annexure 3 &amp; 4 for the incumbents worked in more than one institution.</li> <li>vi) Deduction statement.</li> </ul>
11.3.11	Closure of GIS (to be forwarded to District Insurance Office)	<ul style="list-style-type: none"> <li>i) Application Form</li> <li>ii) Pass book with up to dated entries</li> </ul> <p>(in death case legal heirship certificate, death certificate, bank account pass book (for minor) should also produce)</p>

**Part III**  
**Government Colleges**

## CHAPTER- 12

### Functions, Duties & Responsibilities of Officers

#### 12.1. Functions & Powers of Principal

(G.O.(P) No.357/PD dated 28/10/1967)

In every college, the Principal shall be the head of the College and shall be responsible for the internal management and administration of the college. In the absence of the Principal, the Vice-Principal or in his absence the senior most Associate Professor or in his absence the senior most Assistant Professor of the College shall be in charge of the duties of the Principal. No person shall be appointed as Principal who does not possess the qualifications and experience prescribed by the UGC Regulations.

The Heads of all Government Institutions under the control of the Directorate of Collegiate Education will seek prior permission from the competent authority before entering on leave and make alternate charge arrangements. The requests should reach the Directorate of Collegiate Education sufficiently in advance along with suggestion for giving full additional charges to the senior most willing officer in the institution (letter No.Estt.B/34287/97/Coll.Edn. dated 26-07-1997 of the Director of Collegiate Education).

The Principals of all Government Colleges are instructed to follow the above instructions strictly and furnish a certificate to that effect along with the proposals for giving charges. If the senior most Associate Professor is not willing, written statement to that effect should be obtained and forwarded.

#### 12.1.1 **Administrative Functions (Powers):-**

Supervision over Teaching staff and Non teaching staff and maintenance of discipline in the institution.

#### 12.1.1.1 **Appointments:-**

- (1) Provisional appointments through Employment exchange/Guest/FIP and Daily wages appointment in contingencies.
- (2) Internal transfer of Attenders from one department of study to another.

#### 12.1.1.2 **Leave:-**

- (1) Sanction all kinds of leave except study leave, LWA- up-to 4 months and Special disability leaves to Teaching staff and Non Teaching staff with permission to leave station.

- (2) Sanction Maternity and Paternity leave to Gazetted Officers and Non Gazetted Officers.
- (3) Sanction Casual Leave to Teaching Staff and Non Teaching Staff.
- (4) Sanction of Special Casual Leave to Teaching Staff and Non teaching staff

**12.1.1.3 Increment:-**

- (1) Sanction increments to the Non Gazetted Officers.
- (2) Sanction payment of belated increments to Non Gazetted Officers

**12.1.1.4 Permission to Leave Nation and State:-**

To sanction permission to Teaching Staff and Non Teaching staff to leave state or Nation up to a maximum period of 4 months.( Cir.No:10553/Adv.C2/2001/P&ARD Dated 29.04.2002, G.O.(P)No:233/08/Fin. Dated 03.06.2008, G.O.(P)No:418/08/Fin. Dated 16.09.2008)

**12.1.1.5 Entries in Service Book:-**

Making necessary entries in the Service Book of Non- Gazetted Officers.

**12.1.1.6 Preparation of Annual Reports:-**

- (1) To Director of Collegiate Education and
- (2) University.

**12.1.1.7 Reconstitution of Committees:-**

CDC, Purchase Committee, Anti-ragging etc.

**12.1.1.8 Internal Transfer of Furniture and Equipments:-**

From one Department to another.

**12.1.1.9 Internal Transfer of and Non Vacation staff:-**

Internal transfer of Attenders from Library to Lab. and vice-versa.

**12.1.2 Financial Functions (Powers):-**

**12.1.2.1. Investigation of Arrear claims:-**

Up to 5 years (Pay & Allowances) of old except the time barred claims.

**12.1.2.2. Temporary Advance from GPF :-**

Sanction T.A. from GPF to Teaching Staff and Non Teaching Staff, up to a financial limit of Rs.2,25,000/- (Rs.300000/- for Spl. Gr. Principals)

**12.1.2.3. Purchase:-**

To effect all purchases, construction and maintenance up to a financial limit of Rs.15,00,000/-. Issue Administrative and Purchase sanction up to same financial limit and execute the purchase and minor works by observing conditions stipulated in Store Purchase Rules (Music Colleges Principals exempted from this powers)

**12.1.2.4. Local Purchase :-**

To purchase stationery through local purchase up to a maximum limit of Rs.14999/- at a time.

**12.1.2.5. Renting Building , Auditorium and Premises:**

To sanction on merit in individual cases, renting of College Building and Auditorium subject to the conditions laid down in GO(Rt)No:721/90/H.Edn. Dated 17.04.1990, GO (MS)No:168/90/H.Edn. Dated 28.06.1990, GO (MS)No:185/89/H.Edn. Dated 27.09.1989 & GO (MS)No:262/86/H.Edn. Dated 09.10.1986.

**12.1.2.6. Printing:-**

To sanction printing of following items and correspondence direct with the Superintendent of Govt. Press in this connection.

- Notices
- Authorized Forms
- College Calendar
- Other forms and Registers
- Printing College Magazine and Question papers locally.

**12.1.2.7. Write off and disposal of unserviceable articles and stores:-**

- (1) To sanction the write off of the value of unserviceable articles/ books subject to the annual limit of Rs.20,000/- when the book value of the item does not exceeds Rs.200/- in each case (G.O.(MS) 133/84/H.Edn. dated 14/06/1984)
- (2) To sanction the disposal by auction of unserviceable items up to a maximum limit book value of Rs.500/- in each case, subject to an annual limit of Rs.5000/- (G.O.(MS) 133/84/H.Edn. dated 14/6/1984)

**12.1.2.8. Lease : -**

To sanction the annual lease of usufructs in the premises of the institution under his control.

**12.1.2.9. Refund:-**

To sanction the refund of fees or fines realized from students contrary to rules.

- 12.1.2.10. Non-recurring Contingent charges:-**  
To sanction Non-recurring contingent charges provided there is budget provisions.
- 12.1.2.11. Periodic Review of stocks:-**  
To conduct Annual review of stocks and other assets of the institution as on 31<sup>st</sup> March every year.
- 12.1.2.12. Medical Reimbursement:-**  
To sanction medical reimbursement to Gazetted Officers and Non Gazetted Officers subject to the rules and a maximum limits of Rs.10000/-.
- 12.1.2.13. Distribution of Budget allotments:-**  
To distributes Budget allotments to various departments of the college.
- 12.1.2.14. Utilisation of Special PD Funds:-**  
To sanction expenditure and purchase from PD account of the Principal, observing conditions stipulated in P.D. Rules and Store Purchase Rules.
- 12.1.2.15. Extension of time to Suppliers:-**  
To sanction extension of time up to 1 month for the supply of material for which order has been placed.
- 12.1.2.16. Recovery of Costs:-**  
To order the recovery of cost of lost or damaged books and equipments from students and staff.  
(1) Penal cost of Library Books as per Govt. Letter no: 1028/A3/93/HEdn. Dated 28.05.1993.
- |                        |   |
|------------------------|---|
| 10 Times of Face Value | For Books Published Before 01.01.1946             |
| 6 Times of Face Value  | For Books Published Between 01.01.1946-01.01.1970 |
| 3 Times of Face Value  | For Books Published After 01.01.1970              |
- (2) Penal Cost of Laboratory Equipments as Common Fine.
- 12.1.2.17. DDO**  
Drawing and Disbursement of Salary to Non Gazetted Officers.
- 12.1.2.18. Custodian of one set of cash chest keys.**

Principal of the college is the custodian of one set Keys of one lock of the Cash chest and keys of other lock should be under the custody of the Head Accountant so as to enable them to open the cash chest jointly only. In other words either the Principal or the H.A. should not be able to open the Cash chest alone. .

**12.1.2.19. Preparation of DCB:**

Month-wise preparation of DCB (Demand, Collection, Balance) statement of fees from students and sending to the Director of Collegiate Education.

**12.1.2.20. Reconciliation of Expenditure:-**

Monthly reconciliation of all Plan and Non Plan expenditure with Treasury figures.

**12.1.2.21. Preparation of Budget Proposal:-**

Annual Budget proposal preparation for the next financial year and sending to Director of Collegiate Education.

**12.1.2.22. Preparation of Plan Proposal:-**

Annual Plan Proposal preparation for the coming year is to be submitted to DCE by September every year.

**12.1.2.23. Preparation of UGC Plan Proposal:-**

Preparation of UGC Plan Proposal for a plan period.

**12.1.3. Academic Functions (Powers):-**

**12.1.3.1. Supervision over students and maintenance of discipline in the college.**

**12.1.3.2. Endowed Scholarships, prizes and medal:-**

To sanction endowed scholarships, prizes and medals to students.

**12.1.3.3. Stoppage of Scholarship:-**

To stop the further payments of any scholarship to a student if his/her conduct, progress or attendance is unsatisfactory and order continued payment of the same when he/she attain the satisfactory level.

**12.1.3.4. Temporary closing of the College:-**

To permit the temporary closing of the college on specific reasons. When it exceeds 5 days at a time the matter should be reported to the Director of Collegiate Education for approval.

**12.1.3.5. Make up the deficiency of total number of academic working days:-**

Declaring Saturdays as working days to make up the deficiency of number of academic working days.

**12.1.3.6. Promotion and detention of students:-**

To make final decisions on class promotions and detentions of students keeping in view of the rules stipulated by the Govt. and University time to time.

**12.1.3.7. To declare holiday-**

To declare holiday for the institution due to contingencies and compensate the same afterwards.

**12.1.3.8. Issue of TC and Conduct Certificate:-**

To the outgoing students.

**12.2. Vice Principal**

(G.O.(MS) No.190/2005/H.Edn. dated 29/12/2005., Circular No.B1/6110/2009/Coll.Edn. Dated 25/02/2006 & B1/14139/2996/Coll.Edn. Dated 5/4/2006 order of DCE)

- (1) Provide help and support to the Principal in the academic matters entrusted by the Principal.
- (2) The Vice-Principal has no right to take decisions against the policies of the Principal in his absence.
- (3) Vice Principal is eligible to get 2 hours reduction in existing workload.
- (4) He has to perform his duties as Vice-Principal without detrimental to the regular teaching duties.

**12.3. Delegation of Administrative and financial powers to the Administrative Assistants of Government Arts and Science Colleges.**

(As per G.O.(MS) No.248/89/H.Edn. dated, Trivandrum, 6<sup>th</sup> December 1989)

- (1) To open Service Book of the Non-gazetted Employees in the college and to attest entries therein.
- (2) To sanction all kinds of leave including surrender of Earned Leave except study leave, special disability leave and leave without allowances exceeding 4 months to all Non-Teaching staff in the college.
- (3) To sanction local purchase of stationery in urgent and unforeseen cases up to a limit of Rs.300/- in each case subject to an annual limit of Rs.3,000/- observing Stores Purchase Rules, subject to budget provision.
- (4) To sanction auction sale of usufructs of trees and lease the premises of the college for cultivations. To sanction auction sale of living trees when they endanger life or property and of all dead or fallen trees in the premises of the colleges.



- (5) To authorize increment of all NGOs in his college, except teaching staff.
- (6) To sanction higher and senior grades to NGOs of the college, except teaching staff, subject to rules or orders issued by Government from time to time.
- (7) To initiate disciplinary action and impose minor penalties specified in Rule 11(1) of CC & A Rules on UD Clerk, Head Clerk/Head Accountant and Junior Superintendent working under him.
- (8) To draw and disburse Establishment Pay bills, TA bills, PF bills, contingent bill etc. relating to the Non-teaching NGOs of the college.
- (9) To sanction reimbursement of medical expenses to the Non-Gazetted Staff in his College subject to Medical Attendants Rules.
- (10) To sanction Cycle Advance to eligible employees in the college subject to rules and budget allotment.
- (11) To sanction temporary withdrawal from GPF in respect of members of his college staff upto Rs.225000/- subject to GPF Rules. (As per Order No: J4/42/2012-2013/Coll.Edn. Dated 21.02.2012.)
- (12) To sanction Non-Refundable Advance from GPF up to Rs.5000/- subject to the conditions and limitations in the GPF Rules (No relaxation of any provision in the GPF Rules will be empowered under any circumstances)( As per Order No: J4/42/2012-2013/Coll.Edn. Dated 21.02.2012 this delegation deleted)
- (13) To incur non-recurring contingent expenditure up to Rs.300/- in each case subject to budget provision, observance of rules.
- (14) To sanction repairs of furniture according to rules up to Rs.15, 000/- at a time subject to budget provision, observing rules and procedure in the matter.
- (15) To sanction printing of forms, circular, pamphlets etc., locally up to Rs.500/- at a time in urgent and unforeseen cases subject to schedule of rates prescribed by the Superintendent of Government Presses, Trivandrum if he is unable to meet the printing requirement within one month (Printing of new forms and Registers should have the approval of the Government)
- (16) To execute agreement with the lessee in connection with the auction sale of usufructs of trees and lease of his office premises for cultivation etc.
- (17) To sanction destruction and preservation of records in the office subject to rules.
- (18) To organize and control the working of various sections in the college.
- (19) To approve the draft communications to the public on behalf of the Principal
- (20) Collection of tuition fees and other special fees from the students and remittance in the treasury.
- (21) Drawal and disbursement of scholarships to the students.

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(Since, financial Powers are being revised periodically, please see such Orders)

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#### 12.4. Duties and Responsibilities of Senior Superintendents.

(G.O.(MS) No.569/68/H.Edn. dated 17.1.21972)

- (1) Granting of Casual Leave to Non Gazetted Officers.
- (2) Signing of fair copies of communications on behalf of the Principal of his approval, if these are to be sent to the subordinates.
- (3) Overall supervision of the subordinate staff both ministerial and Last Grade Servants.

**12.5. Duties of Junior Superintendents.**

Overall supervision of the subordinate staff both ministerial and Last Grade Servants.

**12.6. Duties and Responsibilities of Head Accountant**

- (1) Responsible for all type of disbursement of cash, cheque and DD.
- (2) Custodian of one set of Cash Chest Key.
- (3) Maintenance and custody of all registers, Advance Register, Audit Register, Chalang, Bill Book and Cash Book etc.. in connection with all financial transactions.
- (4). Maintenance and custody of General P.D. Account Registers.
- (5) Supervision and control of all section clerks under accounts section.(If there is no Superintendent in Account Section)
- (6) Supervise the day to day affairs of the office in the absence of the Superintendent.
- (7) Timely disposal of audit objection of the A.G. and the DCE.
- (8) Cash book preparation and monthly certificate.
- (9) Cash Chest key with the Treasury should be exchanged during December of every year.

**12.7. GENERAL DUTIES AND REPOSNSIBILITIES OF HEAD MINISTEIRIEL SUPERVISOSRY OFFICER OF THE COLLEGE OFFICE (H.A./J.S./S.S./A.A.)**

- (1) General Administration and Supervision of the office.
- (2) Member in Purchase Committee and preparation of minutes.
- (3) Member of College Council.
- (4) Member UGC Planning Board of the College.
- (5) Member of IQAC of the College.
- (6) Member of UGC Building Construction Committee.
- (7) Act as a Leader, Guide and Trainer of the NTSs of the Institution.
- (8) Act as an Advisor to the Principal in the matters of Administration and Finance.

- (9) Take personal attention to utilize the complete amount allotted to the college under State Plan/Non-Plan Fund and UGC Fund on monthly target basis.
- (10) Verification and timely disposal of Audit objection raised by the A.G. and the DCE.
- (11) Propagate good practices in official procedures in the office.

12.8. **Monetary limit for Sanctioning GPF Temporary Advance**

Order No: J4/42/2012-13/Coll. Edn. Dated: 21. 02.2012

SI.No:	Category	Revised
1	Dy. D.C.E.	3,00,000
2	Sr. A.A.	3,00,000
3	Spl.Gr. Principal	3,00,000
4	Principal Arts & Science/Sanskrit/Training/Phy.Edn./ & Music College	2,25,000
5	A.A. in Govt. Arts & Science Colleges	2,25,000
6	Sr. Superintendent of Govt. Arts & Science Colleges	75,000
7	Warden of Govt. College Hostel	75,000

## CHAPTER- 13

### Establishment Matters

#### 13.1. Appointments & Joining duty

##### 13.1.1. Principal:-

At present no direct appointment in our department.

In case of promotion and posting the new Principal can join for duty by producing the following documents:

- (1) Relieving Order
- (2) R.T.C.
- (3) Promotion Order

At the time of taking over charge, necessary entries to this effect have to be noted in the following registers and authenticated by full signature with date of both persons, ie, the new Principal and the faculty member who hand over the charge.

**Step 1 :-** List of Registers to be signed:-

Cash Book	Treasury Bill Book	Pay Acquittance	Register of Valuables
PD Cheque Book	SB A/c Pass Book	SB Cheque Book	PD Sanction Register
PD A/c Registers	CD Consolidated Reg	Misc. Payment Acquittance	TR-5 Collection Register
TR-5 Rt. Book	PA Register	Stock Register of Petty Purchases	Stock Register of Stationery on Payment Basis
NCC Acquittance	Stock Register of Tender Forms	Stock Register of Furniture	Register of Quotations / Tenders
Stock Register of TR5 Rt. Books	Stock Register of Fee Receipt Books	Stock Register of Student ID Cards	Stock Register of Application Forms
Stock Register of Stationary Articles	Stock Register of Printed Forms	Register of Regd. Letters	Register of Money Orders

(For Specimen of charge report See appendix)

**Step 2:**

Take custody of the following items:-

One Set of Cash Chest Keys	Log in Names & Passwords
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**Step 3-**

- (1) Send a copy of Joining Order, RTC and a request for Specimen signature Card to concerned Treasury.
- (2) Send a copy of Joining Order and RTC to Accountant General.
- (3) Send a copy of joining order and specimen signature to concerned Banks & Railway Station etc...
- (4) Send a copy of Joining Order and the following details in the prescribed format to the Directorate of Collegiate Education by E Mail ( [dcedirectorate@gmail.com](mailto:dcedirectorate@gmail.com))

1.Name of Person & PEN	2.Designation (Principal / In Charge	3.E Mail ID of the College & Principal
4. Mobile number	5.Postal Pin Code	6.Land line Number with STD Code

**13.1.2. Teaching Staff:-**

- (1) The Candidate has to submit a request in writing to permit him to join duty (*Joining Report*) to the Principal along with 5 copies of duly filled up R.T.C. form and transfer order.
- (2) **In case of fresh (PSC) appointments**, the candidate has to produce the original documents insisted in the posting order along with a full set of duly attested photocopy. After proper verification of the appointment order and documents, prepare and submit a note in this regard to the Principal and get the approval and permission.
- (3) If the candidate who got fresh appointment has been working in state Govt. Service Medical Fitness Certificate need not be insisted. In such cases insist Relieving Order from that department.
- (4) Before let the candidate joining duty the Principal has to make sure the identity of the candidate by proper examination of the appointment order received directly from the appointment authority, the copy of the order and the ID proof produced.
- (5) After joining duty the following documents are to be sent to the Accountant General:

Entitlement Register	Countersigned ID Certificate (received from PSC)
S.S.L.C. in Original	R.T.C.

- (6) The following documents are to be sent to the Director of Coll. Edn.

Warning Proforma, RTC & Copy of Countersigned ID certificate	Copy of the NET Certificate
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(7) The following documents are to be sent to the Treasury:

Copy of Appointment Order.	R.T.C.
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**13.1.3. Vice Principal:-**

- (1) Vice Principal is appointed in the college with no additional remuneration and administrative & financial powers of delegation.
- (2) The Purpose of this post is to extend help to the Principal in the matters of Academic nature and handle day to day affairs in the absence of Principal.
- (3) The appointment authority is the Principal of concerned college with the recommendation of the College Council and ratification of the DCE.
- (4) The faculty to be considered for the post should have the following qualifications and service:

Associate Professor	Qualifications and service required for the post of Principal.
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G.Os:-(i)G.O.(MS)No.190/2005/H.Edn. Dated 29/12/2005

(ii) G.O.(MS) No.125/07/H.Edn. Dated 17/09/2007

(iii) Coll.Edn. Circular and Orders (See annexure)

**(5) Selection Procedure :-**

- (a) Prepare a panel of five senior most faculties (including Phy. Edn.) of college with reference to item no:3 above.
  - (b) Get Willingness/Non-willingness in writing from those five faculties.
  - (c) Select and appoint the senior most willing faculty from this panel with a formal recommendation of the College Council.
  - (d) And get this appointment ratified by the DCE.
- (6) The Documents to be forwarded along with ratification request:-**

Consent from the faculty	Copy of College Council minutes
Proceedings of the Principal	Written non willingness of seniors if any in the panel
Request of the Principal for ratification	

(7) The faculty who decline to be a Principal is also eligible for this post.

**13.1.4. Administrative Assistant/Senior Superintendent:-**

- (1) No direct appointment to this post.
- (2) In cases of promotion and posting the new Admn. Asst./ Sr.Suptd. can join duty by producing the following documents:

Joining Report	Relieving Order
R.T.C.	

- (3) After joining for duty the following documents are to be sent to the Accountant General:

Entitlement Register (in case of SS only)	Service Book & Format as per Circular no:8 (in case of SS only)
R.T.C.	Copy of Promotion Order

- (4) Send Joining Report to the following Offices:

Director of Collegiate Edn.	The Head of the previous institution
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- (5) The following documents are to be sent to the Treasury:

Joining Report	R.T.C.
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### 13.1.5. N.G.Os other than Last Grade Servants (L.G.S.):-

- (1) In case of fresh appointments the original documents insisted in the appointment order should be collected from the candidate for verification and return, at the time of joining duty. One set of attested copy of qualifying certificate should be collected and filed.
- (2) The ID certificate issued from the PSC has to be countersigned by the competent authority and pasted in the S.B. of the incumbent.
- (3) Before let the candidate joining duty the Principal has to make sure the identity of the candidate by proper examination of the appointment order received directly from the appointment authority, the copy of the order and the ID proof produced by the candidate. A written permission from the Principal should be obtained on the Note file.
- (4) If the candidate who got fresh appointment has been working in state Govt. Service, Medical Fitness Certificate need not be insisted. In such cases insist Relieving Order from that department.
- (5) A copy of the Joining order has to be forwarded to Director of Coll. Edn.
- (6) Open a new Service Book for the employee and make necessary entries in it and paste the photograph of the candidate, duly attested by competent authority, in the column provided.
- (7) The details related to the Date of Birth should be authenticated by the competent authority of the institution.
- (8) If the appointment is based on any kind of Special Quota, this fact has to be entered on the first page of the S.B. and properly attested.

### 13.1.6. Last Grade Servants:-

- (1) Open a new Service Book for the employee and make necessary entries in it and pasted the photograph of the candidate, duly attested by competent authority, in the column provided.
- (2) The details related to the Date of Birth should be authenticated by the competent authority of the institution.
- (3) If the appointment is based on any kind of Special Quota, this fact has to be entered on the first page of the S.B. and properly attested.
- (4) Before permitting the candidate for joining duty, the Principal has to make sure the identity of the candidate by proper examination of the appointment order received directly from the appointment authority, the copy of the order and the ID proof produced by the candidate.
- (5) If the candidate who got fresh appointment has been working in state Govt. Service Medical Fitness Certificate need not be insisted. In such cases insist Relieving Order from that department.
- (6) A copy of the Joining order has to be forwarded to Director of Coll. Edn.

**13.1.7. Appointment of L.G.S. –From Part-Time to Full-Time:-**

- (1) The following documents should be insisted from the candidate at the time of joining duty:-

Joining Report	Spark Form No:1
Promotion Order	Relieving Order

- (2) Before let the candidate joining duty the Principal has to make sure the identity of the candidate by proper examination of the appointment order received directly from the appointment authority, the copy of the order and the ID proof produced by the candidate.
- (3) A copy of the Joining order has to be forwarded to Director of Coll. Edn.
- (4) Make necessary entries in the SB.
- (5) An affidavit should be obtained from the incumbent to the effect that he is willing to retire on attainment of 56 years of age. Also this has to be counter signed and pasted in the S.B.

**13.1.8. General Instructions:-**



- (1) Necessary entries have to be made / modified in "Spark" in connection with transfer and postings of all staff.
- (2) Date of Joining, Date of Relief, Transfer details etc.. have to be entered in the Establishment Register.
- (3) Necessary entries have to be made in the Service Book Register.
- (4) Make sure all employees have joined in Compulsory schemes like GPF, SLI, GIS, etc within the stipulated time limit and the facts have to be entered in SB of concerned employees.

## 13.2. Transfer and Posting

### 13.2.1. Principal:-

#### Joining:-

*Same as in the case of Appointment & Joining.*

#### Relieving:-

- (1) In case of transfer to a Principal, he or she may be relieved from duty by handing over all charges to the new Principal/Vice Principal/Senior most faculty and put his signature in all registers (see the list of registers in the Appointments & Transfers).
- (2) Liability/loss to the Govt. has to be verified and assessed to be made good from the employee at that time.
- (3) Relieving Order, R.T.C. are to be send to the Accountant General & to the concerned Treasury.
- (4) Relieving Order is to be forwarded to the Director of Coll. Edn. and to the Principal Secretary Higher Edn. (Through the DCE.)
- (5) Handed over charge in Cash Book and Treasury Bill book.
- (6) Clearance from College Library.

### 13.2.2. Teaching Staff/Administrative Asst./Sr. Superintendent:-

#### Joining:-

*Same as in the case of Appointment & Joining.*

#### Relieving:-

- (1) In case of transfer, he or she may be relieved from duty by handing over all charges to the new person/next senior most NTS (as instructed by the Principal)and put his signature in all registers (see the list of registers in the Appointments & Transfers).

- (2) The Liability/loss if any, have to be verified and assessed and recovered if possible. The liabilities if found later can be reported later. However this fact has to be noted in the relieving order.
- (3) Relieving Order, R.T.C. are to be send to the Accountant General & to the concerned Treasury.
- (4) Relieving Order is to be forwarded to the Director of Coll. Edn.
- (5) Clearance from College Library.

**13.2.3. Non Gazetted Officers:-**

**Joining:-**

- (1) He or she has to produce the following documents at the time of joining duty.

Joining Report	Relieving Order
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- (2) The information regarding the joining of the incumbent has to be intimated to the following Offices:-

The former Head of Office of the incumbent	The DCE, Tvm.
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**Relieving:-**

- (1) He / She has to be relieved after necessary verification and assessment of Liability/loss if any, have and recovered if possible. The liabilities if found later can be reported later. However this fact has to be noted in the relieving order.
- (2) Instructions in connection with the handing over of charge of files and other Govt. properties including the name of person to whom the charges have to be handover should be clearly specified in the relieving order.
- (3) The person who got transfer and to be relieved, should prepare a list of files and Govt. properties mentioned in item no: (2) above in triplicate. The handover of charge should be on the basis of this list and the three copies are to be distributed as follows:

One copy to the person who take charge	One copy to the section Superintendent
One copy by himself	

- (4) Copy of relieving order has to be forwarded to the following offices:-

Concerned Head of Office	The DCE, Thiruvananthapuram
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- (5) After receiving the intimation about the joining of the employee in his new office, the following documents of the employee have to be forwarded to that office:

Service Book	LPC
Pay Particulars	Pass Books (if any)

- (6) Necessary changes in connection with the transfer have to be made in SPARK.

**13.3. Instruction in connection with the Retirement of the employees:-**

- (1) Pension Book and connected papers (in triplicate) have to be prepared and forwarded (2 copies) to the DCE well in advance (1 year prior to the retirement date.)
- (2) The Principal has to issue *Discharge Certificate* to all retiring employees from the institution.
- (3) Insist RTC from the retiring G.Os.
- (4) Last month salary should be claimed in separate bill as per the instruction in KFC.
- (5) In case of Gazetted Officers the last salary bill can be cashed only after getting certified from the DCE, Thiruvanthapuram..
- (6) The date of retirement of the employee should be entered in the Service Book of the employee, as and when it returned from the DCE for safe custody.
- (7) NLC from all Head of the Departments including library.

**13.4. Sanctioning of Leave**

**13.4.1. Casual Leave:-**

**(1) Principal:-**

- (i) The Sanctioning authority of CL to the Principal is the DCE.
- (ii) Therefore the application in the prescribed form has to be submitted to the DCE well in advance and the name of person, to whom the temporary charge to be handed over in the absence of the Principal, should be mentioned in the application.

**(2) Teaching Staff/ Gazetted Administrative Staff:-**

- (i) The Sanctioning authority of CL to the Teaching and Gazetted NTS is the Principal.
- (ii) In case of Teaching Staff the Application should be routed through the Head of the concerned department to the principal, duly recommended.
- (iii) The Principal himself/herself or the person to whom the duty is delegated should maintain a Register (CL Register) for making entries of casual leave availed by each employee.

**(3) Non Gazetted Employees:-**

- (i) Casual leave to the non gazetted employees of a college can be sanctioned by the Head of Administrative staff (Gazetted) ie, Senior Superintendent/ Administrative Assistant or the Principal.
- (ii) Necessary entries have to be made in the CL Register by the sanctioning authority or by the person who is authorised to do so.

13.4.2. **Half Pay Leave/Commutated Leave /Earned Leave/L.W.A./Leave Not Due:-**

(1) **Principal**

- (i) DCE is the sanctioning authority in this case.
- (ii) Application in triplicate and 5 nos of RTC required.
- (iii) The following documents have to be forwarded to the DCE with a C/L.:

Application in prescribed format (2 copies to DCE)	R.T.C. (2 copy)
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- (iv) One copy of RTC has to be forwarded to concerned treasury along with C/L.
- (v) Also forward the Joining RTC in the above manner.

(2) **Gazetted Officers:-**

- (i) Principal is the sanctioning authority in this case. (LWA 120 days maximum)
- (ii) Leave application in duplicate and 5 numbers of RTC required.
- (iii) Principal has to issue proceedings in order to sanction leave.
- (iv) The following documents have to be forwarded to the A.G.'s office with a C/L

Application (2 copies)	RTC (1 copy)
Proceedings of the Principal (1 copy)	

- (v) Copies of RTC and Proceedings of the Principal (1 copy each) has to be forwarded to concerned Treasury.
- (vi) Insist Medical Fitness Certificate at the time of rejoining after all kinds of leave mentioned above on Medical Ground, except in the case of Maternity Leave and LWA in continuation to maternity leave up to 60 days.

(3) **Non-Gazetted Officers:-**

- (1) Principal is the sanctioning authority in this case. (LWA 120 days maximum)
- (2) Principal has to issue proceedings in support of sanction of leave after accepting Leave application and on proper examination of its eligibility.
- (3) Necessary entries in connection with the sanction of leave have to be made in the leave account and SB of the incumbent and properly attested.
- (4) Insist Medical Fitness Certificate at the time of rejoining after all kinds of leave mentioned above on Medical Ground, except in the case of Maternity Leave and LWA in continuation to maternity leave up to 60 days.

13.4.3. **Special Casual Leave/ Disability Leave:-**

- (1) Principal is the sanctioning authority in this case, as per the conditions in KSR Appendix .VII.
- (2) Permissible number of days 15 days in a year. This can be sanctioned in two spells only.

- 13.4.4. **Paternity Leave:-**  
(As per G.O. (P) No.342/2011/Fin dated 11/08/2011)
- (i) Principal is the sanctioning authority Govt. Order vide read above have introduced Paternity leave to a male Govt. servant for 10 days each for two children at the time of delivery of the wife.
  - (ii) Eligible to avail before 10 days or up to 3 months from the date of delivery of the child.
  - (iii) He has to produce a Certificate from the Medical Practitioner stating the exact date of delivery.
  - (iv) He is eligible to get leave salary during the period admissible under rule 92 of Part I KSR.
  - (v) It is permissible to combine with other kinds of leave except LWA under Appendix XII.A/B/C
  - (vi) The details of leave so availed should be entered in the SB of the incumbent and the register of Special leave referred to the Govt. decision below Rule 106 of Part I KSR.
  - (vii) If this leave is not availed within the specified period it will be treated as lapsed.
  - (viii) The Principal has to issue necessary proceedings to sanction such leave as in the case of other leave.

13.4.5. **Compensatory Off:-**

**1. Night Watchman:-**

- (i) The Officers authorised to sanction Casual Leave is the sanctioning authority of Compensatory Off.
- (ii) Compensatory off can be sanctioned only against the holiday duty of the Night Watchman on public holidays except Sundays. (Over and above Weekly Off.).
- (iii) The maximum number of compensatory off that can be sanctioned in a calendar year is 15 days.

**2. Other Officers:-**

- (i) The Officers authorised to sanction Casual Leave is the sanctioning authority of Compensatory Off against the holiday duty performed by the incumbent with prior written permission from the competent authority.
- (ii) The maximum limit of Compensatory off permissible is 15 days in a year.
- (iii) A separate register should be maintained for this purpose.
- (iv) The Heads of office (Institution Head) are not eligible for compensatory off.

13.5. **Regularisation**

- (1) The DCE is the authority who is authorised to sanction Regularisation to all categories of employees in this department.
- (2) The following documents have to be forwarded to the DCE with a covering letter of the Principal):-

**1. Teachers:**

The Proforma for Police verification	Copy of NET (Or/and) Ph D. Certificate
Proforma for PSC verification Report	

**2. Class III Employees:**

The Proforma for Police verification. PSC verification proforma.

**3. Class IV Employees:**

Proposal from the head of office, Conduct Certificates (2 nos.) from Two Gazetted Officers. PSC verification Proforma.

As per part time contingent services Special Rules – 8, 11(a)&(b) Regularisation is applicable to part time contingent employees (See Annexure – 4)

**13.6. Declaration of Probation**

**13.6.1. 1<sup>st</sup> Appointments**

**1. Non Gazetted Employees:**

- (i) The DCE is the authority who is authorised to sanction Declaration of Probation to all categories of employees in this department.
- (ii) It is the duty of the head of institution to demand the application in the Prescribed form and forward the same along with the following documents:

Work & Conduct Certificate of the Employee (Issued by the head of the institution)	Service Book
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- (iii) Entries are to be updated in the Service Book.
- (iv) In the case of entry cadre, the date of joining in S.L.I., G.I.S. & G.P.F. should be entered in the S.B. and authenticated by the competent authority. And this fact should be noted in the covering letter to the DCE.
- (v) In the case of Clerical staff, the passing of obligatory examination (MOP) should be noted in the S.B. and authenticated by the competent authority. And this fact should be noted in the covering letter to the DCE.
- (vi) As and when the Probation declaration order and S.B. returned from the DCE Office, necessary entries have to be made in the S.B.
- (vii) Eligible increments if any, can be granted from the next day of the Probation declaration date.
- (viii) The period of Probation for:

Class III employees	2 yrs actual duty within 3 yrs of continuous service
Class IV employees	1 year actual duty within 2 yrs of continuous service

(ix) sanction of Increments with Probation:

Class III employees	2 <sup>nd</sup> only after the declaration of Probation
Class IV employees	1 <sup>st</sup> only after the declaration of Probation

## 2. Teaching Staff:

- (1) The DCE is the authority who is authorised to sanction Declaration of Probation to all teaching staff in this department.
- (2) It is the duty of the Principal to demand the Application in the Prescribed form (Two sets) and forward the same to the DCE along with the following documents and a Covering letter:

Application in prescribed form	Self Appraisal Proforma
Copy of Appointment Order	Copy of Regularisation Order
Work & Conduct Certificate	

- (3) The details of joining in S.L.I., G.I.S. & G.P.F. should be noted in the covering letter to the DCE.
- (4) The period of Probation: 2 yrs actual duty within 3 yrs of continuous service.

## 13.6.2. In Promotion Posts

### 1. Non Gazetted Employees:

- (1) The DCE is the authority who is authorised to sanction Declaration of Probation in this case also.
- (2) Declaration of Probation is not required in the post of Senior Clerk/UD Typist
- (3) The period of Probation for:

Senior Clerk/ UD Typist	Not required
Head Accountant	1 year actual duty within 2 yrs continuous service
Junior Superintendent	1 year actual duty within 2 yrs continuous service
Other non gazetted employees	As per KSR

- (4) It is the duty of the Head of the Institution to demand the application in the prescribed form (Two sets) and forward the same to the DCE along with Work & Conduct Certificate and a covering letter.
- (5) As and when the Probation declaration order and S.B. returned from the DCE's Office, necessary entries have to be made in the S.B.
- (6) Eligible increments, if any, can be granted from the date on which o the Probation is declared.

### 2. Gazetted Employees:

It is the duty of the Head of the Institution to demand the Application in the prescribed form (two sets) and forward one to the DCE along with the following documents and a covering letter:

Application in prescribed form	Work & Conduct Certificate
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**13.7. Promotions**

**1. Gazetted Employees:**

Government / DCE is the authority to sanction of promotions in the case of Gazetted employees.

**2. Non Gazetted Employees:**

- (i) The Senior A.O. is the authority who is authorised to sanction Promotions to NG Posts.
- (ii) As and when the order of promotion is received in respect of any NGOs, it is the duty of the head of the institution to demand option form and declaration/undertaking from employee concerned and to fix his pay as per KSR, according to the conditions if any mentioned in the promotion order.
- (iii) Copies of Promotion Order, Option Form and declaration (Counter signed by competent authority) are to be pasted in the SB of the employee concerned.
- (iv) Necessary entries have to be made in the SB of employee concerned.
- (v) Copy of the Pay fixation Order is also to be pasted in the SB.
- (vi) One Copy of Pay fixation statement is to be given to the STO and one copy to the employee concerned.

**13.8. NOC for Applying Passport**

- (i) The DCE is the authority who is authorised to sanction NOC.
- (ii) Properly filled up application in the prescribed format (See Annexure 13) should be forwarded to the DCE.
- (iii) NOC is required for the renewal of Passport also.
- (iv) If the employee is on L.W.A. as per App. XII A, B & C, NOC is not required for renewal of Passport.
- (v) The validity period of NOC is for 3 months.
- (vi) 2 Nos of Passport size photographs (signed overleaf)

**13.9. Application for Transfer**

- (i) The DCE is the authority who is authorised for transfer and posting of all categories of employees in the department.



- (ii) Prescribed format for application of transfer is not required for Class IV employees. In their case, one copy of application duly recommended is to be forwarded to the DCE.
- (iii) In the cases of all other NTS one set of application in the prescribed format with due recommendation and application for changing home station, if any, should be forwarded to the DCE.
- (iv) In case of Teaching Staff, applications should be grouped subject wise and forwarded along with separate covering letters.
- (v) Applications of Teaching and NTS should be forwarded separately.
- (vi) Specimen of application format is available on the Web site of the Department.

**13.10. FIP Application & Substitute Posting**

- (i) The application for FIP deputation of the TS is to be forwarded to the UGC through the Director of College Development Council of concerned University.
- (ii) As and when the approval received from the UGC, concurrence from the DCE is required for relieving the incumbent.
- (iii) Application for concurrence should be in the prescribed format and forwarded to the DCE along with sufficient supporting documents.

Documents Required for Concurrence:-

Request from T.F.	Approval Letter from UGC	Bio-data
Copy of University Registration	Minutes of the Selection Committee	NOC from Principal
Certificate to the Effect that no excess staff		

Documents Required for Salary Authorisation:-

Request from T.F.	Bond	Copy of Govt. Order
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Documents Required for Salary for Extension Period:-

Request from T.F.	Bond	Copy of Govt. Order
Copy of Principal Deed		

- (iv) After getting concurrence from the DCE, principal can relieve the teacher.
- (v) The relieving order along with the RTC is to be forwarded to the AG and the Treasury Officer.
- (vi) The date of joining in the research centre should be intimated to the UGC in due course.

- (vii) Then, the application for deputation in the prescribed form along with Bond and other required supporting documents should be forwarded to Govt. through DCE.
- (viii) Whenever the deputation is got sanctioned by the Government, the teacher fellow should submit an agreement (Bond in prescribed format) to the DCE for sanctioning their salary for the period of deputation. On the basis of this agreement, sanction will be issued to the AG for the disbursement of salary (in the case of Govt. T.S.) and to the Dy. DCE (in the case of aided college T.S.)
- (ix) After relieving the teacher for FIP, the Principal can appoint substitute faculty in his place.
- (x) The Principal has to observe the following procedures in connection with the selection and posting of guest faculty:
  - (a) Faculty list should be obtained from the DD concerned.
  - (b) Set up an interview board Principal (as Chairman) and with the following members, i.e., Head of the department and an External Subject Expert.
  - (c) Salary to the substitute faculty can be disbursed from the college concerned.
  - (d) Reimburse the substitute salary from the UGC and refund the same to the state government.
  - (e) An audited utilisation statement (from a Chartered Accountant) should be forwarded to the UGC.
- (xi) It is the duty of the Principal to examine and make sure the following facts and to take action if necessary:
  - (a) The regular attendance of the FIP faculty at the Research Centre.
  - (b) The FIP faculty acquired the Degree (PhD./MPhil) within the stipulated time span.
  - (c) He served the institution continuously for the stipulated period specified in the bond.
  - (d) Admissible grace period will be granted to the teacher fellow for submitting the thesis as per rules if required.
  - (e) If the Principal found any default in the above mentioned points, it is the duty of the Principal to initiate action as per the conditions specified in the Bond.

### 13.11. **Appointment & Remuneration of Guest Faculties**

The Principal of the College is the authority to Appoint Guest Faculties and drawing & Disbursement of Remuneration to them subject to the directions of the Government and the Director of Collegiate Education from time to time. The Principal and HOD of concerned department are equally responsible for the laps against the instructions and guide lines.

#### 13.11.1. **Active Orders & Circulars for time being:-**

##### Appointment

(1) Govt. Circular No:26094/F2/08/H.Edn. Dtd.21.05.2009. (Annexure)

##### Appointment & Remuneration

(2) G.O.(P) No:225/11/H.Edn. Dtd.14.09.2011. (Annexure)

(3) G.O.(P)No:28/2012/H.Edn. Dtd.25.01.2012. (Annexure)

(4) G.O.(Ms.)No:166/2012/H.Edn. Dtd.1.06.12. (Annexure)

(5) G.O.(P) No:602/2012/H.Edn. Dtd:28.11.12. (Annexure)

(6)Circular No:V1/102013/13/Coll.Edn. Dt.09/10/2013. (Annexure)

13.11.2. **General Conditions of Appointment**

- i) . Can be appointed against all vacancies on the basis of the work load assessed regardless of whether the post itself is a sanctioned one.
- (ii). No Addl. Guest shall be appointed for hrs. exceeding 50 hrs. and having less than 5 hrs. workload.
- (iii). The qualifications should be same as those prescribed for regular teachers.(In their absence P.G. with 55% marks can be considered.)
- (iv). Per lecture means a period of one hour.
- (v) . Appointment should be from the list prepared by the concerned Regional Dy. DCE. (In case of Govt. Colleges, the candidate not registered with Dy.DCE, are to be directed to get registered immediately after the interview.)
- (vi). Guest teachers may not have the rights of regular faculties.
- (vii). In the absence of qualified youths, Rtd. Teachers can be considered for appointments.
- (viii). G. Lectures have no right to get the benefit of Dearness Allowances, Pension, and Gratuity etc....
- (ix). They should attend all the works assigned to the sanctioned posts subject to the existing UGC Regulations, whereas they will be remunerated against the teaching hours engaged by them.
- (x). Separate file should be maintained for each department study.

13.11.3. ***Procedure of Appointment***

- (i). Request from the HOD, along with the following documents:-
  - (a) Work Load Statement as on June 1<sup>st</sup>.
  - (b) Master Time Table as on June 1<sup>st</sup>.

(c) Department Time Table as on June 1<sup>st</sup>.

(ii).The above documents should be revised in the following occasions:-

(a) Starting I DC classes

(b) Starting I PG classes

(iii). It is the responsibility of the Principal/ Dy.DCE (Through their office, i.e., Section Clerk, Superintendent and / or AA) to ensure the eligibility, necessity and justification of the requirement and appointment.

(iv). On scrutiny pay special attention on the following points :-

(a) Calculate total teaching hrs. and total number of permanent faculties.

(b) Distribute 16 teaching hrs. to each and every Permanent faculty.

(c) If the appointment is on the subject of Principal 3-5 hours should be reduced from the workload.

(d) Assign PG classes to Permanent faculties. In their absence assign PG classes to Guest faculty. In such cases the workload of PG classes should not be counted as 1.5 hrs/lecture hr.

(e) Teaching hrs. should not be distributed equally among Guest faculties. Instead of that distribute 16 hrs. from the 1<sup>st</sup> Guest onwards and balance if any, to the rest (this should not be less than 5 hrs.).

(f) Advertisement will be given for appointment of guest lecturers only after satisfying the above steps.

13.11.4. **List of Documents should be kept in the Appointment File of College Office**

(i). Semester/Term Calendar Published by the University.

(ii). Workload Statement in 4 Stages.

(iii). Master (General) Time-Table in 4 Stages. ( 1) On June 1<sup>st</sup>, (2) On 1<sup>st</sup> day of starting of I DC classes, (3) On 1<sup>st</sup> day of starting I PG classes & (4) If any of the courses are ending after 31<sup>st</sup> March as per the Semester Calendar published by the University)

(iv). Department Time-Table in 4 Stages.

(v). Individual Time-Table.

(vi). Copies of Paper Advertisements.

- (vii). Score sheet of Interview.
- (viii). Attested copies of qualification certificates of candidates.
- (ix). Appointment Orders.
- (x). Agreement signed by the guest faculty in the Stamp paper for Rs.100/-

13.11.5. **Attendance & Related documentation Procedures**

- (i). HOD should examine the Hour wise attendance register of Guest faculties of the department and put his/her initials in token of that. It is the duty of the HOD to calculate the total hours engaged by each Guest faculty at the end of each month and put his signature and submit to the Principal for approval.
- (ii). Attested copies (by the Principal) of Master Time-Table, Department Time-Table, and Individual Time-Table should be pasted at the beginning of Hour wise attendance register every academic year.
- (iii). In department Time-Table, the short name of each and every Guest faculty should be shown and the expansion of their names at the bottom of it.
- (iv). The Guest faculties are not supposed to sign in the Logbook, for instance the classes actually engaged by the Guest Faculty should only be entered in the hour wise attendance register.
- (v). Guest faculties have to follow Individual Time-Table strictly and they are eligible to get paid accordingly.
- (vi). Hour-wise attendance registers should be maintained for each department for guest lectures and they may not be allowed to sign in the regular attendance register.

13.11.6. ***Remuneration***

- (i) G.F. who possesses UGC prescribed qualifications. Rs.500/- per teaching hr. (Maxi. Rs.25000/- p.m.) w.e.f. 28.11.2012
- (ii) G.F. who do not possess UGC prescribed qualifications Rs. 300/- per teaching hr. (Maxi. Rs. 15000/- p.m.) w.e.f. 01.01.2010.

13.11.7. **General Conditions of Drawing & Disbursing Remuneration**

It is the duty and responsibility of the Principal and his / her office to satisfy the following factors before drawing and disbursing remuneration to each and every Guest faculty.

- (i) . Remuneration should be worked out on the basis of Individual Time-Table only. They are not eligible to get any remuneration against any other duties done by them.

(ii). At the end of every month, remuneration can be worked out only after the receipt of a statement from the HOD of the concerned department regarding the hours engaged by each Guest faculty of the department along with a certificate to the effect that the Guest faculty had engaged the classes as per the scheduled Time-Table and a recommendation for the payment of remuneration.

(iii). The Remuneration should be made to each Guest faculty against total hours engaged by him/her in that month, only after proper cross examination with the Individual Time-Table and Individual Time-Table with Department Time-Table.

(iv). The Principal and the HOD concerned are equally responsible for all liabilities against improper drawing and disbursing of remuneration to a Guest faculty.

**13.12. Participation of Faculties in Seminar, Workshop, Conferences Etc. (as per G.O. (MS) No:200/2009/H.Edn. Dated 12.11.2009):**

(i) The teachers of both Government and private aided colleges are permitted to participate in Seminars, Conferences, refresher courses etc conducted by Universities, Research Institutions and professional organizations of teachers like Indian Association of teachers etc. anywhere in India with prior permission from the competent authority subject to the condition that such participation will be treated as duty (as duty under Rule 12(1)(iii) of Part I KSR) for a maximum of 7 days in an academic year.

(ii) The Principal should ensure that the portion of the syllabi to the teachers is finished within the prescribed time limit so that there will be no complaint from the students.

(ii) Examination work relating to the conduct of examination by Universities to which the college is affiliated for regular students will be considered as part of normal duty and teachers engaged to it will be treated as on duty.

## CHAPTER -14

### PURCHASES

#### 14.1. Office Procedures in connection with Purchases

##### including UGC Funds

- 14.1.1. Step 1. Circular from Director of Collegiate Education inviting detailed proposals from Colleges. (In April/May in case of plan funds)
- 14.1.2. Step 2. Budget allotment and subsequent sanctioning of amount on different heads of plan funds. (In July)
- 14.1.3. Step 3. On receipt of sanction order, Principal convening College Council Meeting for Distribution of such allotments among various departments of the college and advise the Head of Departments to submit their revised proposals in order to make it fit for the amount distributed to each department.
- 14.1.4. Step 4. On receipt of revised proposals from the departments, Purchase Committee approves the proposal with or without necessary modifications and advise the Principal to proceed with Tender/Quotation/cash purchase formalities.
- 14.1.5. Step 5. At this stage, the Principal issues Administrative Sanction (AS) to the purchase formalities based on Purchase Committee minutes up to Rs 15, 00,000
- 14.1.6. Step 6. Issuing Quotation/ Tender Notices. Quotations for the Purchase below – Rs.1, 00,000 and Tender for Rs.1, 00,000/- and above. For purchase of books, quotations are sufficient irrespective of the amount of purchase. (Cash purchase)
- 14.1.7. Step 7. After opening and tabulation of quotations/tenders, the same is to be scrutinised from the college office/ Department concerned, the Principal will issue the purchase sanction.
- 14.1.8. Step 8. The selected suppliers are being informed the fact and they are asked to furnish Indemnity Bond and Security Deposit.
- 14.1.9. Step 9. After obtaining the items mentioned in Step 8 above, supply orders are being issued to concerned suppliers.
- 14.1.10. Step 10. To purchase the items from Govt organisations/Govt undertaking M/s.SIDCO, Keltron or firms having DGS&D etc. (ie step 4) Administrative Sanction and Purchase Sanction can be issued jointly, at Step (5).
- 14.1.11. Step 11. After the delivery of items in good conditions received by the Principal/ HOD/ Nodal Officer of the particular project, a certificate to that effect and a recommendation for the payment are to be furnished on the overleaf of the invoice (on 3 copies). This should be countersigned by the Principal.

- 14.1.12. Step 12. Obtaining Quality Certificate issued by a competent authority from the Supplier, noting of Passing Order (with stock entry certificate) can be made on the Invoice.
- 14.1.13. Step 13. Certificate as insisted in the store purchase manual, by the principal, in respect of cash purchase Rs 14999/- and individual certificate from at least three members of purchase committee in respect of purchase through quotation should be obtained.
- 14.1.14. Step 14. Payment and stamping of Paid & Cancelled seal on the Invoice
- 14.1.15. Store Purchase Rules:- All purchases should be done in accordance with store purchase rules in force.

## **14.2. General Instructions as per Store Purchase Manual**

For fulfilling the duties and functions of the various Departments of the Government, "Stores" have often to be purchased. The Article from 120 to 162 of the Chapter VI ("Stores") of the Kerala Financial Code Volume-I (available in [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)) contains the general Rules applicable to all Departments regarding purchase of stores required for using public service. Also in the case of departments like Public Works, Forest and Wildlife, Stationery, Police and other special departments they have to follow Code and Manuals of the respective departments (example: PWD Code, Forest Code, Stationery Manual, Police Manual etc.). The above Manuals and Codes will be co-linearly applied with the "Stores Purchase Manual" wherever specific provisions are not made in these Rules. Government have revised the **STROES PURCHASE MANUAL** as per G.O.(P) No.3/2013/SPD dated 21/06.2013, which is available in [www.kerala.gov.in\(link:Reports&Manuals\)](http://www.kerala.gov.in(link:Reports&Manuals)) and also in [www.spd.kerala.gov.in](http://www.spd.kerala.gov.in). All purchases effected till 20/06/2013 shall be processed and disposed as per the Stores Purchase Manual (6<sup>th</sup> Editions reprinted in 2012 incorporating the amendments upto 18/12/2006) then existed.

All Government Departments/Offices/Public Sector Undertaking/Autonomous Bodies/Local Self Government Institutions etc. shall take utmost care in following the instructions deliberated in the revised Stores Purchase Manual 2013 while purchase of store from 21/06/2013.

### **14.2.1. Forecast of Requirement**

A government servant who has to purchase stores for the public service should estimate the requirements before proceeding with the purchase. **Para.6.1 to 6.3 of the revised edition of the Stores Purchase Manual** deals with necessity of forecasting of requirements. The Purchasing Officer should estimate his requirements before proceeding with purchase and based on this estimation he will be able to assess whether Quotation or Tender formalities have to be followed for the particular purchase. At the end of each financial year, he should prepare a list of articles required during the next financial year. The list may be prepared on the basis of the consumption during the previous 3 or 5 years and with reference to factors if any, which justify an increase or decrease compared with the average. Further requirements should be estimated correctly and purchase effected in order to secure the advantage of competitive prices for bulk supply. The purchase of any article in advance of requirements



involve the locking up of Government money and is therefore not desirable unless it is reasonable likely to prove advantageous in regard to price

#### **14.2.2. Administrative Sanction**

It is the duty of each Purchasing Officer to satisfy himself/herself that funds are available for meeting the expenditure in connection with purchase of stores and that there is a valid Administrative Sanction for effecting the purchase . The Purchasing Officer will ensure that all purchases arranged by him are supported by valid prior Administrative Sanction as laid down in **Paras 6.5 to 6.9 of the revised edition** of the Stores Purchase Manual.

#### **14.2.3. Purchasing of Stores without quotation**

Purchasing of stores up to `15000/- on each occasion may be made without inviting quotations/bids with effect from 21/06/2013 subject to the conditions specified in Para 7.30 of the revised Stores Purchase Manual.

#### **14.2.4. Local Purchase Committee**

Purchasing of stores costing above `15,000/- and below `1,00,000/- on each occasion may be made with the recommendation of a Local Purchase Committee consisting of three members as decided by the Head of the Department after inviting quotation. (para 7.4 of the revised manual).

#### **14.2.5. Quotation System**

Para 7.4 to 7.6 of the revised edition of the Stores Purchase Manual lays down that 'Quotation' shall be invited where the estimated value of the stores to be purchased is above `15,000/- and below `1,00,000/-. A specimen form of the quotation notice is given in **Annexure 10** of the revised Stores Purchase Manual, since the prescribed form incorporates all relevant terms and conditions it renders uniformity to the quotation notice issued from different departments.

#### **14.2.6. Tender System**

Para 7.7. of the revised Stores Purchase Manual stipulates that Tender Systems should be followed for the purchase of stores when the estimated cost is `1,00,000/- and above. A Specimen form of tender is given in Annexure 2 of the revised Stores Manual. One of the main advantages of Tender System is that it helps to elicit a number of competitive offers. Moreover, the non-observance of Tender System causes revenue loss to Government by way of cost of Tender forms and Stamp papers for preliminary/final agreements.

#### **14.2.7. Two Bid System**

IN the case of purchasing capital equipments high value plant, machinery, etc., of complex and technical nature, Two Bid System has to be followed. The first part contain the relevant technical specification and allied commercial details (Technical Bid) and the second part contain the price quotation (Financial Bid) should be sealed by the tenderer in separate covers duly superscripted and both these sealed covers are to be put in a bigger cover which should

also be sealed and duly superscripted. Financial bids of technically qualified bids alone be considered for selection (Para 7.50) of the revised Stores Purchase Manual.

#### 14.2.8. E-Tendering

As per G.O.(Ms) No.18.2012.ITD dated 08/10/2012, all Government Departments/Boards/Public Sector Undertakings should follow e-Government procurement with effect from 31.03.2013, for all tender above ₹.25 lakhs. All queries/grievances pertaining to e-procurement should be addressed to the e-mail ID: [etenderhelp@kerala.gov.in](mailto:etenderhelp@kerala.gov.in) and also in the help line with Phone Numbers 0471-2577088, 0471-2577188 and 0471-2577388 (Para 1.10 and 1.12)

#### 14.2.9. The cost of Tender forms with effect from 21/06.2013

(Para 7.24 to 7.32 of the revised edition)

Ordinary tenders involving supply of stores: (Para 7.25(i) of the revised Store Purchase Manual)

Estimated cost of materials for which tenders invited	Cost of Tender forms	
	Original Copy each(₹)	Duplicate copy (₹)
Above ₹.1,00,000 upto Rs.10 lakhs	0.2% of the cost of tender rounded to the nearest multiple of Rs.100/-, subject to a minimum of ₹.400/- and maximum ₹.1500/- + VAT as applicable	50% of the cost of the original, upper rounded to the nearest multiple of 100+VAT as applicable
Above ₹.10 lakhs	0.15% of the cost of tender rounded to the nearest multiple of Rs.100/-, subject to maximum ₹.25000/- + VAT as applicable	50% of the cost of the original, upper rounded to the nearest multiple of 100+VAT as applicable

Special tenders with drawing, etc, involving erection of plant and machinery

Estimated cost of materials for which tenders invited	Cost of Tender forms	
	Original Copy each(₹)	Duplicate copy (₹)
Upto ₹.10 lakhs	0.25% of the cost of tender rounded to the nearest multiple of Rs.100/-+ VAT as applicable	50% of the cost of the original, upper rounded to the nearest multiple of 100+VAT as applicable
Above ₹.10 lakhs	0.20% of the cost of tender rounded to the nearest multiple of Rs.100/-+ VAT as applicable	50% of the cost of the original, upper rounded to the nearest multiple of 100+VAT as applicable

#### **14.2.10. Adequate Time for Quotation/Tenders**

Attention of the Purchasing Officer is invited to Para 7.33(ix) of the revised Stores Purchase Manual, which stipulates that, for ordinary stores that can be purchased from Indian Markets, the minimum time to be given for submission of Tenders/Quotation is limited to 15 days.

#### **14.2.11. Quotation/Tenders in sealed envelopes**

Para 7.33(xi) and 7.38 of the revised Stores Purchase Manual stipulates that in all cases, Tenders/Quotations should be obtained in sealed envelopes with necessary superscription in the envelopes. Quotations/Tenders received in unsealed covers should be rejected.

#### **14.2.12. Rate Contracts of Directorate General of Supplies and Disposals (DGS&D)**

The Directorate General of Supplies & Disposals (DGS&D), New Delhi is concluding rate/running contracts for a number of items in every year. The Purchasing Offices can avail these contracts if it is easier and economical to the department. If the items are intended to purchase on DGS&D rate/running contract, it should be clearly mentioned in the administrative sanction issued for the purchase. A specimen of agreement to be used in the case of rate/running contact on DGS&D is given in the Annexure 32 of the revised Stores Purchase Manual (Para 13.7 to 13.9 of the revised Stores Purchase Manual)

#### **14.2.13. Earnest Money Deposit**

In order to safeguard against a bidder(s) withdrawing/altering its bid during the bid validity period Earnest Money Deposit should be collected along with tenders (Para 8.1 of the revised Stores Purchase Manual). The amount with Earnest Money Deposit is 1% of the total cost of the articles tendered for, subject to a minimum of 1500/-. The Earnest Money Deposit by the unsuccessful bidders will be refunded within 30 days of the conclusion of the contract (Para 8.16 of the revised Stores Purchase Manual)

In the e-tendering System the Earnest Money Deposit by the unsuccessful bidders will be refunded automatically without delay (Para 1.14 of the revised Stores Purchase Manual)

#### **14.2.14. Settlement of Disputes**

Normally disputes should be avoided after settling the contract. However if any such situation arises, Provisions in Chapter 15 of the revised Stores Purchase Manual should be scrupulously followed.

#### **14.2.15. Departmental Purchase Committee**

Each purchasing Department should constitute a Departmental Purchase Committee. The constitution of the Committee is detailed in Para 16.7 of the revised Stores Purchase Manual.

#### **14.2.16. List of Registered Firms**

A certified list of firms/dealers on whom copies of quotations/Tenders were served has to be kept in the office. Maintenance of such register will help individual enquires to the local firms in the line and will also help to initiate action against registered firms/dealers who fail to quote consecutively on four occasions. The performance of each supplier can be watched only by keeping such a register.

#### **14.2.17. Tabulation Statement**

Tabulation Statement has to be prepared in conformity with the instructions in Para 9.16 and 9.17 of the revised Stores Purchase Manual. It is meant to render ready information regarding the quotations/tenders received, rates recommended and accepted, the terms and conditions of supply, details of payments etc. The Tabulation Statement should be correct, complete informative and authenticated by the competent purchasing or recommending officer. The statements should be neat and clear. When the number of items is large, it is preferable to tabulate the rate for each item in a separate sheet.

#### **14.2.18. Supply order**

Para 9.51 of the revised Stores Purchase Manual stipulates that a formal Supply Order should be placed with the successful tenderer/quotationer. A specimen of the supply order is given in Annexure 22 of the revised Manual. It should contain the description, quantity and price of the articles to be supplied. It should also prescribe the terms and conditions of delivery and payment. Copies of such supply order should be forwarded to the Accountant General (A&E), Sales Tax and Income Tax Authorities as envisaged in Para 9.53 of the revised Stores Purchase Manual.

As per Para 9.61 of the revised Stores Purchase Manual, the purchasing officer shall forward a draft agreement to the successful tenderer along with the supply order as given in Annexure 23 directing them that the consignment need be sent only after executing the agreement.

#### **14.2.19. Performance Security and Agreement**

As per Para 8.17 to 8.29 of the revised Stores Purchase Manual, the Purchasing Officer should arrange to take performance Security Deposit equivalent to 5% of the total value of the contract irrespective of its registration status, etc, of the bidder for a contract value above Rs.1,00,000/- A standard form of performance security and a specimen of final agreement (Para 9.60) is given in Annexure 15 and Annexure 23 respectively of the revised Stores Purchase Manual. The agreement should be in Kerala Stamp paper worth Rs.100/- embodying the conditions of the order and providing necessary penal clauses for any breach of the conditions of contract. Payment in such cases will be made only after supplies are received, verified and taken to stock. All purchases costing below Rs.15000/- is exempted from the requirement of performance security deposit.

#### 14.2.20. Maintenance of Purchase Files

The maintenance of purchase files should be in accordance with the procedure laid down in the Manual of Office Procedure (Para 14.10 of the revised Stores Purchase Manual). For every purchase there should be a separate file containing details regarding the order sanctioning the purchase, tender/quotation notice, list of dealers/firms individually contacted to obtain offers, supply order, final agreement, copies of bills/invoices with stock entry certificate and details regarding payments. The current file and the note file should be serially page numbered. A note file should be invariably prepared and kept in the file indicating the day to day actions taken in the purchase procedure. These files may be closed on completion of purchase and final payment is made. For the purchase of the same item in the next financial year, a new file may be opened rather than continuing action in a single file for several years.

#### 14.2.21. Guidelines for accepting Single Bid

(Vide Govt. Circular No: 2508/B2/2013/SPD Dated: 28.10.2013)

- (i) In general, single bid or tenders are not acceptable in the first instance.
- (ii) If there is only one bid even after re-tendering, there is need for detailed justification to accept the single tender or single bid with the approval from the competent authority.
- (iii) There should be no negotiation with the bidder at all. However, in cases where a decision is taken to go for re-tendering due to the unreasonableness of the quoted rates, but the requirements are urgent and a re-tender for the entire requirement would delay the availability of the items, thus jeopardizing the essential operations, maintenance and safety, negotiations would be permitted the LI bidder(s) / single bidder for the supply of a bare minimum quantity. The balance quantity should however be procured expeditiously through a re-tender, following the normal tendering process.

In view of the guidelines of the Central Vigilance Commission and various rulings of the Hon'ble Supreme Court and all State High Courts, all purchasing officers are directed that single bid /single tender shall be accepted only after re-tendering and subject to a detailed justification in support of acceptance.

## CHAPTER-15

### ADMISSION AND RELATED MATTERS

#### 15.1. ADMISSION RULES:

Refer concerned University Rules

#### 15.2. TRANSFER CERTIFICATE

No Transfer Certificate will be issued to those from whom there are any dues to the college. No. fee will be levied from those who apply for TC within one year after leaving the college. Late fee of Rs. 50/- will be levied from those who apply for TC after the lapse of one year from the date of leaving the college. Rs.100/- will be levied from those who apply for duplicate copy of the TC with the recommendation of the First Class Magistrate (in stamp paper worth Rs 100/-)

No student who has previously studied in any recognized school or college shall be admitted to the college unless he presents the Transfer Certificate.

#### 15.3. COURSE AND CONDUCT CERTIFICATE

Conduct Certificate is a document which the student has to earn. It will not be issued as a matter of right. Course and Conduct Certificate from the last Institution is compulsory for admission to any course.

#### 15.4. ATTENDANCE AND LEAVE OF ABSENCE

Attendance shall be marked at the beginning of each class, whether lecture, practical, composition or tutorial by the member of the staff in charge of the class.

For the purpose of attendance, all working days shall be counted as whole day irrespective of the number of working hours. The days that will be taken into account are those marked as working days in the College Calendar or notified by the Principal (special class will not count for extra attendance)

A working day is divided into five periods each of one hour duration in general. The attendance for physical training shall be totalled separately.

In the degree classes, the attendance in any part shall be totalled separately.

#### 15.5. ATTENDANCE SHORTAGE AND CONDONATION

*NB:-* Students are informed that they should get 75% of attendance in each semester, and should they fall short, the deficiency will be condoned only where the Syndicate is satisfied that the absence was for reasons beyond the control of the student. For other conditions, refer concerned university rules.

No student shall absent himself/herself from a class without leave. Absence without leave of part of a session shall be considered as absence for half a day.

Students absenting themselves without leave for more than 10 working days will have their names removed from the rolls. They may be readmitted at the discretion of the Principal, in which case they will have to pay the re-admission fee of Rs. 50 and all college fees due before they are re-admitted.

A student coming to the class late without leave shall lose half a day's attendance, unless otherwise recommended by the member of the staff in charge of that class.

Application for leave should be made in the form to the Principal through the recommending authority (Tutor) by the student himself before hand, except in unavoidable and unforeseen circumstances when the application should be made on the very day of his return to the college.

The Attendance and Progress Certificate for each semester shall not be granted unless the student has got three-fourth of the attendance prescribed by the college in the course for instruction and for physical training; to the satisfaction of the authorities and his/her progress and conduct have been satisfactory.

#### **15.6. RE-ADMISSION TO COURSES FOR STUDENTS DISCONTINUED STUDIES**

Students who discontinue their studies can rejoin the same course after prior sanction from the concerned University. After re-admission the examination can be written in continuation to the previous ones provided the scheme and the syllabus remain the same. Otherwise, all the papers will have to be attempted again. Readmission fee of Rs.50/- and all other fees except caution deposit to be remitted.

#### **15.7. RULES FOR COLLEGE TRANSFER:**

Refer respective University Orders.

#### **15.8. NORMS PROPOSED FOR ADMISSION TO SENIOR CLASSES OF VARIOUS COURSES:**

Refer University orders

#### **15.9. MIGRATION CERTIFICATE**

The students of other Universities and Boards of Secondary/ Higher Secondary Education (Except State Boards like VHSC, Plus Two) who join any University should produce Migration Certificate issued by the concerned Universities and Boards.

University has exempted the students of Higher Secondary course (+2), Vocation Higher Secondary Education Course and Technical Higher Secondary Education Course of Govt. of Kerala from producing Migration Certificate and getting individual recognition order.

### 15.10. REGISTRATION AS MATRICULATE OF THE UNVIERSITY

The students of other Universities and Boards who join any University should submit the application in the prescribed form with Migration Certificate, General form, Matriculation fee receipt and chalan receipt for prescribed fee before the University through the Principal.

Application for Matriculation should reach the University Office as instructed by concerned University.

### 15.11. ELIGIBILITY CERTIFICATE

Applicants from outside the state have to get Eligibility Certificate from the University to join any course.

### 15.12. UNIVERSITY EXAMINATION – EXTENTION OF TIME FOR PHYSICALLY HANDICAPPED.

Physically Handicapped candidates can avail themselves of time extension for various University Examinations. Apply to the Controller of Examinations in a plain paper along with medical certificates and a photo showing disability duly attested by the Medical Officer well in time before the commencement of examination. In the case of PH students' amanusy (scribe) /interpreter can be appointed by the Principal (See University Rules).

### 15.13. GRANT OF BONUS MARKS TO NCC CADETS

(Letter NO.PV Pub./7266/97/NCC dated 19<sup>th</sup> February 1997 of the Deputy Director General, NCC)

Verify concerned Universities for details and including.

In view of the above, bonus marks to NCC cadets are now to be given under:-

Sl. No:	Name of Courses UG / P G	To Students having Normal NCC Certificate with 75% of attendance.	Extra bonus eligible to students having A/B/C Certificate.
1.	For admission to Degree	15	3 (with A Certificate) 5 (with B Certificate) 10 (with C Certificate)
2.	For Admission to PG	5	Same as above

### 15.13.1. IMPLEMENTATION OF MODEL INCENTIVES TO NCC CADETS – GRANTING OF ADDITIONAL MARKS

(G.O.(Ms) No.31/97/H.Edn. dated 17<sup>th</sup> February 1997)

Read:- 1. GO (Ms) 114/95/H.Edn. dated 26<sup>th</sup> July,1995

2. G.O.(Ms) 128/96/H.Edn. dated 14<sup>th</sup> June, 1996

3. G.O.(Ms) 169/H.Edn. dated 12<sup>th</sup> September, 1996



4. Minutes of the meeting held by the Commissioner and Secretary (Higher Education) on 4<sup>th</sup> May 1996.

5. Lr.No.7266/P1.Pub/96/NCC, dated 16<sup>th</sup> August 1996 from the Deputy Director General, NCC Thiruvananthapuram.

### ORDER

In the G.O. read as 1<sup>st</sup> paper above, sanction was accorded for implementing model incentives to NCC Cadets in the State as Part of an All India Pattern recommended by Government of India.

Items 1 and 4 in the list appended to the G.O. read as 1<sup>st</sup> paper above were cancelled as per the G.O. second read above. It was also mentioned therein that revised orders will be issued separately.

In the letter read as 5<sup>th</sup> paper above, the Deputy Director General, NCC has forwarded a revised proposal for granting incentives to NCC cadets. Government examined the matter in all its aspects in the meeting held on 4<sup>th</sup> May, 1996 and Government is pleased to issue the following orders for the purpose of admission in Universities as detailed below.

3 marks for holders of 'A' Certificate

5 marks for holders of 'B' Certificate

10 marks for holders of 'C' Certificate

The additional marks will be treated as Bonus marks and that will be limited for purpose of admission only.

#### **15.14. THE COLLEGE CO-OPERATIVE SOCIETY.**

All students are advised to get themselves enrolled as members of the society, and held in the realization of the objects explained hereunder to their own obvious advantages as well as to the advantage of fellow students of the college.

The object of the society is:-

- a) The encouragement of thrift and self help
- b) The purchase of the College requisites and other necessary for retail to the members, the caring on in common for the benefit of the members of the society, of the trade of general dealers and the establishment and the conduct of co-operative principles and such other lines of work of departments of business as may from time to time be resolved upon by the general body of members;
- c) The dissemination of the knowledge of co-operative principles and their realization as far as practicable; and
- d) The conducting of such other activities as is incidental or conducive to the attainment of the above objects.

(See Appendix for specimen)

### 15.15. COLLEGE MAGAZINE

The college Magazine will be published once in a year during the course of an academic year.

The Editor:- The Editor of the College Magazine will be elected directly by and from among the students of the College. No student of the final year class of a particular course will be eligible for election as the Editor of the College Magazine. There will be an Editorial Board and the Editorial board shall consist of:

- 1) Principal
- 2) The Student Editor (Convener)
- 3) The Chairman of the College Union
- 4) The General Secretary of the College Union
- 5) Three student members will be nominated by the Executive Committee
- 6) Staff Editor (One staff member nominated by the Principal)

Copies of the Magazine will be distributed to all students (except first year) and members of the staff. Copies will also ordinarily be sent to all other Colleges in the State. The Staff Editor will be the sole responsible for all cash transactions connected with the College Magazine.

### 15.16. GENERAL INSTRUCTIONS FOR CONDUCTING THE TUTORIAL

1. A meeting of the students of the concerned tutorial group may be convened by the group tutor, preferably in the lunch interval.
2. Students may be given information about the objectives, need, importance etc. of the tutorial system.
3. A Proforma of the tutorial may be distributed to the students. They may be asked to submit the filled up Proforma to the concerned tutor.
4. Students under a tutor may be divided into difference groups, when the number of students is more. Such groups may have five or six members only. Each group may be directed to meet the group tutor on a particular day of every week (preferably at the lunch break)
5. Attendance of the students in the tutorial group may be marked in the books provided for tutorial. A weekly report about the progress of tutorial work should be submitted to the Principal.
6. Each group under a tutor will meet the tutor at least once in a week.
7. The tutor is expected to communicate with the students under him/her in a very cordial and friendly way and discuss the problems faced by his/her wards in their personal life, studies, etc.

A very successful interaction in the tutorial system will instil confidence in the students and help the development of their personality. Many problems faced by the students can be sorted out with the help of the tutor. A successful tutor will both be a guide and mentor to their wards. Students will have not hesitation in discussing the problems faced by them with their tutors and thereby a very cordial and friendly relationship between the teachers and students will be established in the campus.

### 15.17. COLLEGE CANTEEN

The Canteen functioning in the college campus serves food items in all working days to the students and staff in good quality at moderate rates. The Canteen Committee constituted by the Principal includes representatives of students and members of Teaching and Non-teaching staff who will supervise the working of the Canteen in all aspects. From the invited quotations a contractor who has quoted the lowest rate for the supply of food items will be selected and he will be authorized to conduct the Canteen after making an agreement in the stamp paper worth Rs.100/- with the Principal. The rate and quantity of food items approved by the Canteen Committee according to the accepted quotation will be displayed legibly in the Canteen for the information of the students and staff. The contractor has no right to raise the price at his own interest without the prior sanction of the Principal. The Contractor has to maintain cleanliness in the Canteen premises strictly. A special 'pass' may be got signed from the Principal and kept under the custody of the workers in the Canteen for their identity in the College Campus.

### 15.18. SANCTIONING OF STUDY TOURS AND EXCURSIONS

(GO (Ms) No.122/63/Edn. Dated 28/02/1963)

- I. The question of framing uniform procedure for the conduct of study tours and excursions were engaging the attention of Government for some time i.e. ever since the transfer of Colleges under the administrative control of Government. In Colleges "field studies" forms an integral part of the syllabus in regard to the three subject's viz. Botany, Zoology and Geology. So also even though excursions may not find a place in the syllabus for B.Ed. colleges and courses of studies offered in Physical Education Colleges it is necessary to give the teachers and instructors a knowledge regarding the organisation and conduct of study tours of students. Considering all the aspects of the question Government is pleased to delegate the following powers to the Director of Collegiate Education and Principals of Colleges under his administrative control for the purpose of sanctioning study tours and excursions.

(See Appendix for Format of Study Tour Application)

#### 1. The Director of Collegiate Education:

To sanction study tour of students and deputation of staff members along with students outside the state.

#### 2. The Principals of Arts and Science Colleges under the control of Director of Collegiate Education.

To sanction study tours of students, within the state relating to the Botany, Zoology and Geology Departments of the Colleges.

- a. To sanction charges of study tours within the State, subject to budget provision, to the various departments of the respective colleges.

*Note:-* For study tour outside the state approval of the Director of Collegiate Education should be obtained.

- b. To draw and disburse 2/3 of the TA of the students in advance before the commencement of the tour subject to the conditions that the amount will be adjusted in a final bill presented after within one month of the tour is over. Vouchers should be forwarded with the final bill as per rules. In cases when vouchers could not be obtained a certificate of payment should be furnished.
- c. To sanction TA and DA to staff members at KSR rates if the place of tour is not less than five miles (8 KM) away from College.
- d. To sanction contingent expenditure such as transportation charges of specimen, equipment etc. at a maximum of Rs.50/- in each case.

### **3. Principals of Training Colleges & Physical Education Colleges:**

- a. To sanction excursion of students of Training College within the state subject to budget provision.
- b. To draw and disburse 2/3 of the TA of the students and contingent expenditure in advance before the commencement of the excursion subject to the conditions that the amount will be adjusted in a final bill presented within one month after the tour is over. Vouchers should be forwarded with the final bill as per rules. In case when vouchers could not be obtained a certificate of payment may be furnished.
- c. To sanction food charges of students at a maximum of Rs.3/- per head per Diem.
- d. To sanction contingent expenditure such as transportation charges; luggage, room rent, etc, upto a maximum of Rs.100/- at time.

As regards the rules to be observed for the same, Government are pleased to issue the following rules that will govern the study tour and excursion when conducted.

#### **Rules for the study tours and excursion of students and staff in Arts and Science Colleges under the Administrative control of the Director of Collegiate Education:-**

##### **Deputation of Staff members.**

- (i) If the number of students is 20 or less one staff member of rank not above that of a senior lecturer and a peon or Attender may accompany. For batches of students have a strength of more than 20, two staff members and one subordinate staff (Peon or Attenders)
- (ii) For study tours for the benefit of Post Graduate students' one staff member one peon or Attender may be deputed irrespective of strength of the party.
- (iii) The staff members (including Attender and peon) may be paid TA/DA as per rules in KSR.
- (iv) If the staff members (including Attender and Peon) travel in a special conveyance arranged for the purpose, no TA will be paid.
- (v) A lady escort (teaching faculty/lady staff of the college) is compulsory in case if there are any girl students in the tour team.
- (vi) The study tour proposal duly recommended by the Principal is to be submitted to the Director one month in advance with all details including the list of students, teachers and lady escort etc.

*Note:-* (1). DA at KSR rate will be sanctioned to the staff member for their days of halt.

- (2). The maximum number of days of halt is fixed as seven days.
- (vii) Students will be paid third class train fare or actual bus fare at concessional rate if available, whichever is less.
- (viii) All miscellaneous charges such as food, rent of buildings etc. if any, should be borne by students themselves.

**Rules for the excursion of students and staff in Training College and Physical Education Colleges under the administrative control of the Director of Collegiate Education.**

- (i) Two staff members may accompany the party if the strength of students is above 20. If necessary, two peons or Attenders may accompany the party if the number of students is not less than 20. Only one staff member and one peon or Attender need accompany of the strength the party is less than 20.
- (ii) Members of staff (including peon or Attender) who accompany the party on excursion will be paid TA and DA as per rules of KSR.

**15.19. DAMAGES OF FURNITURE BY STUDENTS DURING STRIKE PERIOD – REALISATION OF COST FROM STUDENTS.**

(GO (Rt) No.42/83/H.Edn. dated 05/01/1982)

In the G.O. cited Government have requested to give necessary instructions to the Principal of the Government and Private College for realization of the loss caused to furniture, tools and apparatus of colleges during strike period due to violent action of students.

As per the G.O. the Principals of all Government and Private Colleges are requested to give wide publicity to the orders among the students and impress on them that the loss in such cases will be made good by imposing collective fines on all the students of the college.

**15.20. RULES TO BE FOLLOWED IN THE DEALING WITH MALPRACTICE CASE AT UNIVERSITY EXAMINATIONS:**

As per concerned University Rules.

**15.21. UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009**

(UGC circular No.G1-16/2009(CPP-II) Dated September 2009)

**1. What constitutes Ragging?**

Ragging constitutes one or more of any of the following acts:

(a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

(b) Indulging in rowdy or indiscipline activities by any student/students course do and which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

© Asking any student to do any act which such student will not in the ordinary course do and which has the effect or causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

(d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

(e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

(f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

(g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

(h) Any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

(i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by student over any fresher or any other student.

## **2. Measures for prohibition of ragging at the institution level:**

(a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.

(b) All institutions shall take action in accordance with these regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

## **3. Measures for prevention of ragging at the institution level:**

3.1 An institution shall take the following steps in regard to admission or registration of students; namely,

(a) Every public declaration of intent by any institution, in any electronic, audiovisual or print or any media, for admission of students to any course of study shall expressly provide that ragging

is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

(b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full, provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus. Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the Institution, faculty members, members of the Anti-Ragging Committee and Anti-Ragging Squads, District and Sub Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admissions/instructions booklet or the prospectus.

(c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulations 3.1 of these Regulations.

(d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/ or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition or ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

(e) The application form for admission, enrolment or registration shall contain a affidavit, mandatory in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English Language in Annexure I to these Regulations, to be filled up and signed by the parent/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition or ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time

being in force and such action would include but not limited to debarment or expulsion of his/her ward.

(f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/ Transfer Certificate /Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.

(g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.

(h) Before the commencement of the academic session in any institution, the Head of the institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parent/guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

(i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed in Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.

(j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.

(k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.

(l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations, if any, and shall be resorted to at such points at odd hours during the first few months of the academic session.

(m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.

(n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific



section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.

(o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution for the purpose of offering counselling to freshers and to other students after the commencement of the academic year.

(p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

3.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely:

(a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to, for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to these Regulations, Wardens, Head of the Institution, all members of the anti-ragging squads and committees, relevant district and police authorities.

(b) The institution, through the leaflet specified in clause (a) of Regulation 3.2 of these Regulations shall explain to the freshers, the arrangement made for their induction and orientation which promote efficient and effective means of integrating them full as students with those already admitted to the institution in earlier years.

© The leaflet specified in clause (a) of Regulation 3.2 of these Regulations shall inform the freshers about their rights as bonafide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-Ragging Squad or to the Warden or to the Head of the Institution, as the case may be.

(d) The leaflet specified in clause (a) of Regulation 3.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.

(e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address all students; and may request two junior

colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.

(f) The institution shall set up appropriate committees, including the course in charge, student advisor, wardens and some senior students as its members, to actively monitor, promote and regulate healthy interactions.

(g) Freshers or any other students(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject any adverse consequence only for the reason for having reported such incidents.

(h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.

(i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to co-ordinate with the wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

(j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available; the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens security guards and other staff of the institution.

(k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.

(l) It shall be the responsibility of the parents/guardian of freshers to promptly bring any instance or ragging to the notice of the Head of the Institution.

(m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 3.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.

(n) Every institution shall obtain the affidavit from every student as referred to above to clause (m) of Regulation 3.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining copies of the affidavit in a electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the Institution or by the affiliating University or by any other person or organization authorized to do so.

(o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided

his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.

(p) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution. Such data base shall also function as a record of ragging complaints received, and the status of the action taken thereon.

(q) The data base shall be made available by Commission to the non-governmental agency to be nominated by Central Government, to build confidence in the public and also to provide information of non compliance to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

(r) The Head of the Institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

3.3. Every Institution shall constitute the following bodies; namely;

(a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Governmental Organisations involved in youth activities, representatives of faculty members, representatives of parents, representative of students belonging to the freshers' category as well as senior students, non teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.

(b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

(c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining, vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times, provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

(d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids in hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.

(e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employees of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of regulation 9.1

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.

(f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year, and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of higher level for six Mentors of the lower level.

(g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall co-ordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of Institutions in regard to the activities of the Anti-Ragging Committee, Anti-Ragging Squads and the Monitoring Cells at the Institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.

(h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-raging measures at the level of the institution.

3.4 Every institution shall take the following other measures, namely;

(a) Each hostel or a place where groups of students reside, forming part of the institution shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents or ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

(b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicized among all students residing in the hostel.

© The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.

(d) The professional counsellors referred to under clause © of Regulation 3.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.

(e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.

(f) The faculty of the institution and its non-teaching staff, which includes, but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

(g) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case or ragging which comes to his/her notice.

(h) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.

(i) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the Institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.

(j) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to antiragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to hand at least the rudiments of the counselling approach.

(k) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.

(l) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

(m) Notwithstanding anything contained in those regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

(n) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by

(o) The Vice Chancellor of each University shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating University, to the State Level Monitoring Cell.

#### **4. Action to be taken by the Head of the Institution:-**

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

- i. Abetment to ragging;
- ii. Criminal Conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging.
- iv. Public nuisance created during ragging.
- v. Violation of decency and morals through ragging
- vi. Injury to body, causing hurt or grievous hart;
- vii. Wrongful restraint;
- viii. Wrongful confinement

- ix. Use of criminal force.
- x. Assault as well as sexual offences or unnatural offences;
- xi. Exertion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal Intimidation
- xv. Attempts to commit any or all of the above mentioned offences against  
the victims.
- xvi. Threat to commit any or all of the above mentioned offences against  
the victims.
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging" Provided that the Head of the Institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal Officer of the affiliating University, if the institution is an affiliated Institution. Provided further that the institution shall continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

**5. Administrative action in the event of ragging.**

(1) The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under.

(a) The Anti-Ragging Committee shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

(b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/withdrawing scholarship/fellowship and other benefits.
- iii. Debarring from appearing in any test/examination or other evaluation  
process.

- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or International meets tournament, youth festival, etc.
- vi. Suspension /expulsion from the hostel.
- vii. Cancellation of admission
- viii. Rustication from the institution for period ranging from 1 to 4 semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- x. Fine which may extend upto Rs. 2.5 lakh?

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

© As appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- (i) In case an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
- (ii) In case of an order of a University, to its Chancellor,
- (iii) In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

(2). Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely:

- (i) Withdrawal of affiliation/recognition or other privileges conferred.
- (ii) Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any Degree/diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

- (iii) Withholding grants allocated to it by the University, if any.
- (iv) Withholding any grants channelled through the University to the institution.
- (v) Any other appropriate penalty within the powers of the University.



(3) Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental enquiry, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

Provided that where such laps are attributable to the Head of the institution, the authority designated to appoint such Head shall take such action.

(4) The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with their Regulations or fails to punish perpetrators or incidents of ragging suitably take one or more of the following measures, namely;

(i) Withdrawal of declaration of fitness to receive grants under section 12B of the Act.

(ii) Withholding any grant allocated.

(iii) Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.

(iv) Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.

(v) Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations, provided that the action taken under this clause by the Commission against any Institution shall be shared with all Councils.

## 15.22. COLLEGE UNION ELECTION RULES

(Approved by the Syndicate as per resolution 84-75 dated 31/01/1984 and 94-486 dated 31-07-1998)

1. The College Union Council comprises the following offices:

(i) The President of the Union (Principal of the College Ex-officio)

(ii) The Chairman.

(iii) The Vice-Chairman

(iv) The Secretary.

(v) The Joint Secretary.

(vi) Councillor/Councillors to the concerned University Union of the College Union.

(vii) The Secretary, Fine Arts

- (viii) The Chief Student Editor of the College Magazine (Final year students are not eligible)
- (ix) General Captain (Sports & Games)
- (x) The Staff Advisor Treasurer nominated by the President (with no vote)
- (xi) The Secretary of each of the various (main subject-wise), College Association (Restricted to degree and PG College only)
- (xii) One representative each of I DC, II DC and III DC (For professional colleges, one representative for each year) elected by the students of the respective classes and representative elected by all the PG students.

2. The Vice-chairmanship and the Joint Secretaryship in mixed colleges shall be reserved for ladies provided the number of lady students in the colleges is not less than five percent of the total number of students in the colleges. If girl students are not willing to contest in the election these reserved offices shall kept vacant. The number of councillors shall be only one in colleges having strength of less than 800 and shall be two where the strength is 800 and above. Offices 2 to 9 shall be filled by election by all the students of the college and office (11) & (12) by the students of the respective associations/class. The election procedure for all the seats shall be the same.

3. The Union Executive Committee comprises the following offices.

- (i) The President of the Union
- (ii) The Chairman
- (iii) The Vice-Chairman
- (iv) The Secretary
- (v) The Joint Secretary
- (vi) Councillor/Councillors to the concerned University Union
- (vii) The Secretary, Fine Arts Club.
- (viii) The Chief Student Editor of the College Magazine
- (ix) General Captain
- (x) Three members selected by the Union Council from among themselves (except in Training Colleges)
- (xi) The Staff Advisor/Treasurer

4. The Union Secretary shall act as the Secretary of Executive Committee.

In Training Colleges the Union Council shall be the Executive Committee.

5. Except as otherwise exempted by the University, the conduct all elections in the Colleges affiliated to the University shall be held as provided hereunder.

(i) *The Returning Officer:-* The Principal of the College or a senior member of the Staff appointed by the Principal and intimated to the University in time, shall be the Returning Officer for all Union elections held in the College. He may appoint the required number of staff to assist him in the conduct of election. (It shall be the responsibility of the Principal to take all precautionary measures to ensure a peaceful atmosphere in the college campus during the election days)

(ii) *Notification:-* The election shall be notified not less than 10 working days before the fixed date for the polling. The notification shall contain: date of notifications; last date of receipt of nominations; date of scrutiny of nomination and publication of list of candidates validity

nominated; last date and hour for withdrawal of candidature and that of publication of the final list of candidates; date and hour fixed for the poll; date and hour of scrutiny and counting of votes.

(iii) *Electoral Rolls*:- The Returning Officer shall maintain electoral rolls to elect candidates at any election showing the names of students qualified to vote thereat, serially numbered with details of their class, group, subject etc. Copies of the electoral rolls shall be made available to the students in the office of the Returning Officer.

(iv) *Eligibility to take part in Election*:- The names of all the students who are on the effective rolls of the College on the date of publication of the election notification shall be included in the electoral rolls. Only persons whose names are on the electoral rolls shall be entitled to participate in the elections, provided however that any student whose name is subsequently removed from the college roll and thereby ceases to be student before the date of election shall be removed from the electoral roll.

The Returning Officer shall make any correction alteration or deletion in the rolls provided the requisition for the same is received by him within twenty four hours of the publication of the rolls and further he is satisfied that the correction, alteration or deletion is justified. The Returning Officer may also include the name of the any student inadvertently omitted from original electoral rolls. The corrected final electoral roll shall be published in the College Notice Board.

(v) *Notification of Election*:- The Returning Officer shall under the general direction from the University, notify the election to the students simultaneously causing it to be displayed in the college notice boards. The notification shall contain the schedule of election as detailed in V (2) above. The Returning Officer shall also display the relevant portion of the election rules on the college notice board.

(vi) *Nomination of Candidates*:- Every elector shall be at liberty to nominate a qualified student to fill up a vacancy. Every nomination shall be in the prescribed form (specimen form Appendix 'A') and shall be made by an elector in writing and shall be seconded by another elector. Every such nomination shall be accompanied by the consent of the nominee agreeing to serve on the body, if elected, the consent being signed in the presence of the Returning Officer after proper identification. Each nomination for the posts (2) to (9) of clause-I shall be accompanied by a security deposit of Rs.25/- (Rupees Twenty five only). The nomination paper should be handed over to the Returning Officer or the person authorized by him to his office, within the date and hour fixed for the purpose. The Returning Officer shall give a receipt for every nomination received by him. If any candidate gives several nominations for the same post, only Rs.25/- be received from him/her as security deposit. The security deposit will be returned to the candidates if (1) the nominations is withdrawn as per Rules in V(9) and/or (2) if the candidate gets at least 20% of the total number of votes polled for the post for which he/she is contesting "Security deposits forfeited by the candidates shall be credited to the College Union Fund".

No persons shall propose or second more than one person for the same post. A person who has proposed another person for a post shall not second a third person for the same post. A candidate nominated for a post shall not propose or second another person for the same post.

(vii) *Scrutiny of Nominations*:- All nomination papers shall be scrutinized by the Returning Officer at the hour on the prescribed. The candidate or his authorized agent from among the electors alone will be permitted to be present at the time of scrutiny of nominations.

(viii) The Returning Officer shall examine the nomination papers and shall decide all objections made to any nominations paper on the ground that it is not valid and may reject either on his own motion or on such objection on any nomination paper. The decision of the Returning Officer shall in each case be endorsed by him on the nomination paper in respect of which such decision is given.

(ix) *List of candidates validly nominated*:- A list of candidates (with their names, class, subject, group) whose nominations have been declared valid shall be published by affixing the same on the notice boards in the College.

(x) *Withdrawal of Candidature*:- Any candidate may withdraw his candidature by notice in writing signed by him and delivered in person to the Returning Officer so as to be received by him within the date and hour fixed for the same. Withdrawal once made shall be final.

(xi) *Final List of Candidates*:- The Returning Officer shall publish after the lapse of time fixed for withdrawal of candidature, a final list of candidates validly nominated showing the names arranged in alphabetical order together with their class, group and/ or subject.

(xii) *Declaration of election of validity nominated Candidates*:- (a) If the number of candidates validly nominated and not withdrawn does not exceed the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected.

(b) If the number of candidates validly nominated and not withdrawn is less than the number of vacancies to be filled by election, such candidates shall be declared to have been duly elected, and the electorate shall be called upon to elect a person(s) as the case may be, to fill the remaining a vacancy(ies) on a subsequent date.

(c) If the number of candidates validly nominated and not withdrawn exceeds the number of vacancies to be filled by election, then the Returning Officer shall proceed with the election in the manner prescribed.

(xiii) *Voting*:- (a) Voting shall be by secret ballot. No vote shall be given by proxy. For the convenience of students and for the smooth conduct of the election, a number of polling booths may be arranged. There will be Presiding and Polling Officers attached to each booth.

(b) The ballot box sealed or locked (in the presence of the candidates or their agents if so requested by them) shall be placed in a convenient place with arrangements for exercising the franchise by the electors by depositing the ballot papers through a slit provided in the box.

(c) The Presiding Officer shall ascertain (a) the identity of the elector before issue of the ballot paper and (b) that the person desiring to vote has not already voted.

(d) The name of the person shall be entered upon the serially numbered counterfoil of the ballot paper (for specimen see Appendix 'C') in a ballot paper book which shall be got printed for the

purpose. The ballot paper corresponding to that counterfoil shall then be torn off after affixing the signature of the Presiding Officer thereon and handover to the voter.

(e) At the time of issuing the ballot paper, the Polling or Presiding Officer shall tick mark against the name of the elector in a copy of the electoral roll kept for the purpose and get the signature of the elector on the electoral roll.

(f) The elector who has received the ballot paper shall then proceed to the place screened from observation by others, for marking the vote, record his vote in the ballot paper in the manner prescribed, ie, by affixing the number seal bearing 'X' mark against the name of the candidate, in the column provided for that and then proceed to the place where the ballot box is placed and deposit the same in the ballot box.

(g) No elector shall be allowed to enter the place arranged for marking the vote when another elector is there and no elector shall remain there longer than is necessary for recording his vote.

(h) If any elector is incapacitated from blindness or other physical causes, it shall be competent for him to record his vote by the hand of a helper, who shall be a voter of the same booth. The Presiding Officer shall seal the slit of the ballot box immediately after the period of voting in the presence of the candidates or their agents. The ballot paper account shall be made available to the candidates/agents for reference. The Presiding Officer shall handover the ballot box to the Returning Officer to keep in safe custody.

(i) The candidates may appoint a polling agent in each polling booth from among the voters of that polling booth with the prior permission of the Returning Officer.

(xiv) *Procedure on Counting*:- (a) The procedure shall be started only in the presence of Returning Officer, candidates or their agents and other counting officials. The scrutiny and counting of votes shall be held by the Returning Officer from the hour appointed on the date fixed. The ballot box shall be opened at the hour fixed for the purpose and the scrutiny and counting shall begin in the presence of the Returning Officer.

(b) No person shall be present at the scrutiny and counting of votes except the Returning Officer and his staff and candidates concerned. The candidates (in case they are unable to be present at the counting) may nominate (in writing) a representative (agent) from among the voters in their place to be present at the time of counting.

(xv) *Ballot paper when rejected*:- (a) Ballot paper shall be invalid and rejected.

(a1) If it does not bear signature of the Presiding Officer: or

(a2) If a voter signs his name or writes any word or makes any mark on it by which it becomes recognizable; or

(a3) If the vote is recorded thereon by any mark other than 'X' against the name or names of the candidates(s); or

(a4) If no vote is recorded thereon; or

(a5) If the number of vote recorded thereon exceeds the number of vacancies to be filled ; or

(a6) If it is void for uncertainty; or

(a7) If it violates any other law:

(a8) If the vote is recorded outside the column provided for that purpose.

(b) Every ballot paper rejected shall be so endorsed by the Returning Officer and such papers shall be kept separately.

(xvi) *Recounting* :- (a) Any candidate (or his agent) may immediately after completion of the counting request (in writing) the Returning Officer to re-examine or recount the papers of all or any candidate contesting for that particular office and the Returning Officer shall re-examine and recount the same accordingly.

(b) The Returning Officer may at his own discretion recount the votes either once or more than once when he is not satisfied as to the accuracy of any previous count, provided however that nothing in these rules shall make it obligatory on the Returning Officer to recount the same votes more than once.

(xvii) *Declaration of results*:- (a) The candidate(s) equal in number to the number of vacancies receiving the large number of votes shall be declared duly elected.

(b) If two or more candidates receive an equal number of votes and they cannot all be declared, the final election shall be made by drawing lots by Returning Officer.

(c) The number of votes received by each candidate and the number of invalid votes shall be recorded at the time of counting in the presence of candidates or their agents. The candidates/agents shall be allowed to check the result sheet and to affix their signature if they so wish.

(xviii) *Objection*. - Complaints and objections regarding the election before the publication of the results shall be made to the Returning Officer, who shall be the authority to dispose of such complaints and objections. Objection to the election if any, after the publication of the results shall be made in writing to the Vice-Chancellor of the University so as to reach him within seven days after the declaration of the results of the election and his decision shall be final.

Every petition containing the objection shall be forwarded to the Vice-Chancellor along with a chalan receipt for Rs. 50/- towards petition fee remitted in Treasury to the credit of the concerned University. Every such petition shall be accompanied by as many copies thereof as there are respondents mentioned in the petition and every such copy shall be attested by the petitioner under his signature as a true copy of the petition. A petitioner shall join as respondents to his petition(s) where the petitioner in addition to claiming declaration that the election of all or any of the returned candidates is void claims a further declaration that he himself or any other candidate has been duly elected all the contesting candidates other than the petitioner where no such further declaration is claimed, all the returned candidates.

(xix) *Preservation of election papers*:- All papers connected with the conduct of Union elections (electoral rolls, nomination papers, used and unused ballot papers etc) shall be preserved by Returning Officer for a period of one month after the declaration of the results, or if any dispute arises regarding the election, until it is disposed of.

(xx) *Note (a)* Students should desist from disfiguring the class rooms, compound walls and buildings in the college campus by pasting of posters or writing on the walls as the part of their election campaign. They should also desist from disfiguring the compound walls of neighbouring buildings as well.

(b) Election campaign/propaganda in the college campus should be limited to the issue of pamphlets and bit-notice, display of banners and posters and conducting group meeting to present the candidates.

(c) Persons who are not on the rolls of the College Register should not be allowed to take part in the propaganda work in the college campus.

(d) Students should not arrange for election propaganda/campaign/meeting in the college campus during working hours except with the specific sanction of the Principal

(e) There should not be any sort of canvassing/propaganda in the college campus on the day fixed for the poll till the election results are announced.

#### 15.22.1. COLLEGE UNION ELECTION RULES AS PER LYNGDHO COMMITTEE REPORT. ELIGIBILITY CRITERIA FOR CANDIDATES.

(Lyngdoh Committee report: pages 47, 48 & 49 as accepted by the Hon'ble Supreme Court of India)

1. Under Graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed in the case of professional colleges, where course often range between 4 to 5 years..
2. For Post Graduate Students the maximum age limit to legitimately contest an election would be 24-25 years
3. For research students the maximum age limit to legitimately contest an election would be 28 years.
4. Although, the Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears in the year of contesting the election.
5. The candidates should have attained the minimum percentage of attendance as prescribed by the university or 75% attendance, of whichever is higher.
6. The candidates shall have one opportunity to contest for the post of officer bearer, and two opportunities to contest for the post of an executive member.
7. The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanour. The candidate shall also not have been subject to any disciplinary action by the University authorities.
8. The candidate must be a regular, full time student of the College/University and should not be a distance/proximate education student. That is to say that all eligible candidates must be enrolled in a full time course, the course duration being at least one year.

## 15.22.2 Code of conduct for candidate and Election Administrators.

(Lyngdoh Committee report pages 50,51, & 52 as accepted by the Hon'ble Supreme Court of India)

1. No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or creates mutual hatred or cause tension between difference castes and communities, religious or linguistic or between any groups (s) of students.
2. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters of such other candidates based on unverified allegations or distortion shall be avoided.
3. There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without (outside) the campus shall not be used for election propaganda.
4. All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of votes, canvassing or the use of propaganda within 100 meters of polling stations, holding public meeting during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station.
5. No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such handmade posters are procured within the expenditure limit set out herein above.
6. Candidates may only utilize hand-made posters and certain places in the campus, which shall be notified in advance by the election commission/University authority.
7. No candidate shall be permitted to carry out processions, public meetings, or in any way canvas or distribute propaganda outside the University/College Campus.
8. No candidate shall, nor shall his/her supporters, deface or cause any destruction to any property of the University/College campus, for any purpose whatsoever, without the prior written permission of the College/University authorities. All candidates shall be held jointly and severally liable for any destruction/defacing of any University/College Property.
9. During the election period the candidates may hold procession and/or public meetings, provided that such processions and/ or public meeting do not, in any matter, disturb the classes and other academic and co-curricular activities of the College/University. Further, such procession/public meeting may not be held without the prior written permission of the College/University authority.
10. The use of loud speakers, vehicles and animals for the purpose of canvassing shall be prohibited.
11. On the day of the Polling, student organizations and candidate shall:
  - (i) Co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or observation.
  - (ii) Not serve or distribute any eatable, or other solid and liquid consumables, except water on polling day;
  - (iii) Not hand out any propaganda
12. Excepting the voters, no one without a valid pass/letter of authority from the election commission or from the College/University authorities shall enter the polling booths.



13. The election commission/College/University authorities shall appoint impartial observers. In the case of deemed Universities and self-financed institutions, government servants may be appointed as observers. If the candidates have any specific complaint or problem regarding the conduct of the elections they may bring the same to the notice of the observer. Observers shall also be appointed to oversee the process of nomination of students in institution that are following the nomination model of student representation.
14. All candidates shall be jointly responsible for ensuring the cleaning up of the polling area within 48 hours of the conclusion of polling.
15. Any contravention of any of the above recommendations may make the candidate liable to be stripped of his candidature, or his elected post, as the case may be. The election commission/College/ University authorities may also take appropriate disciplinary action against such a violator.
16. In addition to the above mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, 1860 (section 153A and Chapter IXA "Offences Relating to Election"), may also be made applicable to student election.

#### 15.22.3.LYGNDOH COMMITTEE REPORT AMENDMENT.

As per SW(5)LCR/2008/Amend, dated 16/07/2008, Calicut University

Read:- (1) Extract of the Confirmed minutes of the meeting of the Syndicate  
held on 13/05/2008

(2) Orders of the Registrar on file no. SW (5)/LCR/2008/Amend

#### ORDER

The Syndicate has resolved vide Read (I) to make the following amendments in the Lyngdoh Committee Report clause 6-5-5, 6-5-6 and 6-5-7.

Clause 6-5-6: Although the Committee would refrain from prescribing any particular minimum marks to be attained by the candidate, the candidate should in no event have any academic arrears in University Examination in the year of contesting the Election.

Clause 6-5-6: The Candidate shall have one opportunity to contest for the post of office bearer and/or Executive Member each year during his period as a regular student.

Clause 6-5-7: The candidate shall not have a previous criminal record, that is to say he/she should not have been convicted of any criminal offence or misdemeanour and punished with a fine of Rs.2000/-(Rupees Two Thousand only) or more. The candidate shall also not have been subject to any disciplinary action by the University Authorities.

Sanction, has therefore been accorded by the Registrar on 30/06/2008 to implement the above Syndicate decision.

Order are issued accordingly  
Sd/-

Dean of Student Welfare

For Registrar.

APPENDIX A

Nomination Paper  
Post for which nomination is made :  
Name of the Candidate :  
Class of the Candidate :  
Group/Subject :  
Number of the Candidate in the electoral roll:  
Name of the Proposer :  
Class of the Proposer :  
Group/Subject of the Proposer :  
Number of the Proposer in the electoral roll :

Signature of Proposer  
Date:

Name of the Secunder :  
Class of the Secunder :  
Group/Subject :  
Number of the Secunder in the electoral roll :

Signature of the Secunder  
Date:

Consent of the Candidate : I agree, if elected, to serve on the body to  
Which I am proposed as a candidate.

Signature:  
Date :

(To be signed in front of the Returning Officer)

APPENDIX B

.....College Union Election 20..

Form for withdrawal of Candidate

I,.....hereby withdraw my candidature for the office  
of .....

of the College Union.

Place:

Signature of Candidate

Date:

(To be signed in front of the Returning Officer)

APPENDIX C

<p style="text-align: center;">(Counterfoil)</p> <p>Sl.No.</p> <p>.....</p> <p>College Union Election 20...</p> <p>Election to the post of</p> <p>.....</p> <p>Name of the voter.....</p> <p>.....</p> <p>No. of the voter in the Electoral Roll</p>	<p>Sl.No.</p> <p style="text-align: center;">BALLOT PAPER</p> <p>(Signature of Presiding Officer</p> <p>.....College</p> <p>Union Election 20....</p> <p>Election to the post of .....</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sl. No.</th> <th style="width: 60%;">Name, Class, Group and Electoral No. of candidate</th> <th style="width: 30%;">Column for marking the vote</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td><td></td></tr> <tr><td style="text-align: center;">5</td><td></td><td></td></tr> <tr><td style="text-align: center;">6</td><td></td><td></td></tr> </tbody> </table> <p>(The facsimile of signature of the Returning Officer should be affixed on the reverse side)</p>	Sl. No.	Name, Class, Group and Electoral No. of candidate	Column for marking the vote	1			2			3			4			5			6		
Sl. No.	Name, Class, Group and Electoral No. of candidate	Column for marking the vote																				
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Any amendments to these bye-laws shall be made by the Syndicate of the University.

Any dispute or question arising with regard to the provisions contained in these bye-laws be decided by the Vice-Chancellor in consultation with the Syndicate and such decisions made by the Vice-Chancellor shall be final.

## 15.23. COLLEGE LIBRARY

### 15.23.1. General Library

1. The books will be issued to students from the Central Library as per the schedule arranged by the Librarian.

2. Number of books a student can borrow at a time from the library:

Degree	2	This number can be revised as per the advice of the Library Advisory Committee after considering total number of books available in the library and the total number of students in the College.
Post Graduate	4	Same as above

3. Books borrowed from the Central Library must be returned within a fortnight and they can be renewed for a further period of seven days if no one else has applied for the same books.

4. (a) Absence from college will not be accepted as an excuse for not returning the books in time.

(b) If the due date for return of books falls on weekends or holidays the book must be returned on the next working day.

© Books borrowed for use during Onam, Christmas and summer vacations should be returned not later than third day after the reopening of the college.

(d) Annual Stock Verification- All the books borrowed from the Central Library by students and members of teaching and non-teaching staff must be returned by the first of March every year for the annual physical stock verification of the Library.

5. (a) Failure to return a book on or before the due date entails the student to pay a fine of one rupee per day of delay for each book.

(b) Failure to pay fine in time will result in the forfeiture of the right to borrow books till fines are paid.

© Transfer Certificates will be issued and caution deposit refunded only after the clearing all the dues to the library.

6. (a) A member of the teaching staff is allowed to borrow Ten books at a time from the Central Library.

(b) Members of the non-teaching staff are allowed to borrow three books at a time from the Central Library.

7. (a) All books should be returned in time for the annual physical stock verification in March every year.

(b) A member of staff who takes leave must return all the books borrowed from the Library before proceeding on leave.

8. Disfiguring the pages, scribbling on pages, tearing pages, spoiling and injuring of binding will be held as serious damage to books and in such cases they are either to be replaced by new copies or get bound by the borrowers as the case may be.

9. For loss of books the following procedure will be followed:- as per **G.O.1028/A3/93.H.Edn. dated 28/05/1993.**

(i) If new edition or copies of the lost books are available with the book suppliers, the book has to be replaced by a new one.

(ii) If the lost book is not available for replacement the value of the lost book will be realized at the following rates:-

(a) Ten times the face value of the books which are published prior to 1946.

(b) Six times face value of the books which are published, prior to 1970.

© Three times the face value of the books in all other cases.

(d) If the book value cannot be ascertained from the Library Stock Registers compensation will be fixed on the basis of the market price of similar publication at the time of fixation.

10. Sub-lending and transferring of books to other person's name are not allowed.

11. Books from the reference section shall not be taken outside the library.

12. Strict silence should be observed in the Library. Personal belonging such as umbrellas, bags, Tiffin carriers, etc., are not allowed to be kept in the Library. Smoking, sleeping and indecorous behaviour are prohibited inside the Library. The use of mobile phones is strictly prohibited inside the library.

13. In all matters regarding the Library the decision of the Principal shall be final

#### **15.23.1. Guidelines in fixing Liability for Missing Books.**

**(As per Govt. Circular No: 27855/A3/2000/H.Edn. dated 8/12/2000)**

1. The responsibilities for the missing books from the Library should be fixed on each individual strictly with reference to the duties and responsibilities of each individual working in the Library.
2. The entire staffs working in the library is responsible for the proper accounting of the books and other articles in the library.
3. The maximum number of books that can be written off in a year is 0.5% of the books in circulation.
4. The Library staff will be responsible for the loss of books in excess of the admissible number and the cost of such books will be recovered from the library staff in equal shares.
5. The person who are transferred out of the institution on transfer or promotion will be relieved of their duties on executing an undertaking to the effect that liabilities if any fixed on them in respect of the missing books during the period they have worked in the institution would be remitted by them and this position will be shown in the relieving order.

### 15.23.2. Guidelines for Issuing Library Books.

(As per Circular No: G3/32994/04/Coll.Edn. dated 13/10/2004 of DCE)

While fixing conditions in connections with the issue of books from the College Library the following conditions should also be followed in addition to other conditions.

1. The maximum number days permissible to hold a library book by a Teaching Staff is 1 (One) day in case of rare books having only one copy in the Library and 14 days in case of other books.
2. Permission should not be given to anybody to take away the reference books, outside the library.
3. The maximum number of books that can be issued to Teaching Staff is 10 nos. only.
4. The teaching staff who fails to return the library books on or before the due date entails to pay the fine.
5. It is the responsibility of the Librarian to make sure no complaints from the part of the students in connection with the availability of books in time. If possible reservation system can be considered.
6. The Principal has to inspect the Issue Register and the Library periodically, so as to review the general performance of the Library and report to the higher authorities.

## CHAPTER 16

### STATUTORY COMMITTEES

#### 16.1. COLLEGE COUNCIL

1. The College council shall consist of the Principal and Heads of the Department of each subject of study, two persons elected from the staff members, Librarian of the General Library and the Ministerial Head of Administrative Staff of the College Office.
2. The Principal shall be the ex-officio President of the Council. The council shall appoint one of the members as the Secretary and the member so appointed shall hold office for one year, but shall be eligible for re-election.
3. The general administration of the college shall vest in the Principal subject to the control of the Director of Collegiate Education. Some of the general administrative work of the College may be distributed by the Principal among the members of Council to be done under the general supervision of the Principal e.g. Library, Athletics, Maintenance of Building and the ground etc.
4. The Council is empowered to consider and report of any question concerning accommodation, course of instruction, or rules of discipline referred to it by the Principal but is shall not interface in any manner with the general administration of the college which is vested in the Principal acting under the orders of the Director of Collegiate Education.
5. All questions of promotion, term certificates and scholarships shall ordinarily be decided by the Council.
6. All cases of serious misconduct on the part of students involving loss of their term certificates or their removal or expulsion from the College shall be dealt with by the Principal, ordinarily in consultation with the College Council.
7. Meeting of the Council shall be convened at such time as the Principal may consider necessary. He shall also convene a meeting when required to do so by the Director of Collegiate Education or on the written requisition of not less than two third of the members.
8. Not less than three day's notice of a meeting shall ordinarily be given to each member. The notice ordinarily be accompanied by the agenda.
9. It shall be the duty of the Secretary to give notice of the meeting of the Council, to keep a record of the proceedings of such meeting and to forward to the Director of Collegiate Education through the Principal a copy of the proceedings of each meeting.
10. The Principal or in his absence, the Vice Principal shall take the Chair at all meeting of the Council.
11. Not less than majority of the members shall form the quorum and all questions shall be decided by a majority of the votes of members present. If the votes including the vote of the

chairman are equally divided, the Chairman shall have a casting vote. The Principal may over rule the decision of the College Council, but in such case he shall make a report to the Director of Collegiate Education setting forth the reason for doing so.

12. The chairman shall be the sole judge of any point of order. He may call any member to order and shall have power to take any action as may be necessary to enforce his decision.

13. The Budget shall be framed by the Principal in consultation with the members of the Council and forward to the Director of Collegiate Education.

14. Notwithstanding anything contained in the foregoing rules it shall be competent to the Principal to dispose of any matter which should ordinarily be disposed by the Council.

#### 16.2. IQAC

The National Assessment and Accreditation Council (NAAC) advocates the establishment of Internal Quality Assurance cell (IQAC) by all the accredited institutions as a post accreditation quality sustenance activity. The Internal Quality Assurance Cell (IQAC) was set up in the college in 2006. The IQAC works in accordance with the guidelines issued by the UGC and acts as change agent in the college. The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. Dissemination of information of various quality parameters of higher education, documentation of the various programmes and activities leading to quality improvement of the college are some of the important functions of the IQAC. IQAC meets at least once in a month.

#### 16.3. PARENT-TEACHER ASSOCIATION

The aims and objects of the association are:

1. To foster and promote good relationship among the members of the teaching staff, students and parents/guardians of the students.
2. To create in members a keen interest for the smooth working of the college and for maintaining good discipline and high academic standards.
3. To collect subscriptions, donations, gifts etc., from members, non-members and the other institutions for furthering the aims and objects of the association.
4. To institute scholarships, prizes, medals etc., to benefit students showing a high proficiency in their studies.



### 16.3.1 CONSTITUTION OF THE PARENT TEACHER ASSOCIATION, GOVERNMENT COLLEGE,

1. *Aims and objects*:- The aims and objects of the Association shall be:

(a) To foster and promote good relationship among the members of the teaching staff, students and guardians of the students.

(b) To create in its members a keen interest for the smooth working and the progress of the college and for maintaining good discipline and high academic standards.

© To institute scholarships, prizes medals etc., to benefit students showing a high proficiency in their studies.

(d) To provide sure amenities to the students of the college.

2. *Memberships*:- (a) The parents/guardians of all the students on the rolls of the college during a year shall be eligible to be members of the Association.

(b) When a student is removed from the rolls of the College the parent/guardian of the student shall *ipso facto* cease to be member of the Association.

© The Principal and the other members of the teaching staff shall *ipso facto* be members of the Association.

3. *Administration*:- (a) The administration of the Association shall vest in an executive committee, hereinafter referred to as the Committee, elected for the purpose.

(b) The Committee shall consist of :

(i) A President

(ii) A Vice President

(iii) A Secretary elected from among the members of the teaching staff; and

(iv) Not more than 8 other members of which at least 4 shall represent the parents/guardians and 4 the teaching staff.

© The term of office of the Committee shall be for a period of one year (the year for the purpose shall be the calendar year)

(d) A Committee once elected shall continue to hold office till a new committee assumes charge.

4. *Powers and responsibilities of the Executive Committee*:- Subject to the approval of the General Body of the Association the Committee shall have the following powers:

(a) To manage all affairs of the Association, to incur and meet all necessary expenses and do all such acts as are not inconsistent with these rules;

(b) To enlist members.

© To hold meetings of the Committee at least once in a term or oftener if deemed necessary.

(d) To periodically check the registers and the other records of the Association and to scrutinize the statement of accounts.

(e) To scrutinise the annual report, the audited statement of accounts for the year and budget proposed for the ensuing year to be placed before the General Body.

(f) To implement all decisions taken by the General Body.

(g) To suggest amendments to any of the existing rules and to frame new rules for consideration of the General Body.

(h) To fill up any casual vacancy in the Committee by co-option, to form sub-committee for specific purposes.

5. *Duties of the office-bearers- President:-* (a) The Principal shall be Ex-officio President and the Treasurer of the Association.

(b) He/ She shall have control over the affairs of the Association and shall preside over all committee meetings and the meeting of the General Body.

© He shall have powers to convene meetings of the Committee and of the General Body either in his own initiative or on the written requisition of at least 5 members in the case of the Committee, and 25 members in the case of General Body meeting.

(d) He shall be the sole custodian of all the funds of the Association and all the connected accounts books, receipt books, vouchers, pass books etc

(e) He shall have the powers to operate the accounts of the Association and to incur such expenditure as may be approved by the Committee.

(f) He shall maintain proper records of all receipts and payments and such records shall be presented before the Committee at its meetings.

(g) He shall get the annual statement of accounts prepared and audited and such audited statements shall be placed before the Committee and the General Body.

*Vice President:-* (a) He shall be elected from among the parents/guardians.

(b) In the absence of the President, the Vice-President, shall perform all the duties of the President.

*Secretary:-* He shall be elected from among the members of the Teaching staff and have the following powers:

(a) To enrol members.

(b) To maintain proper register and records, to keep in safe custody all official papers of the Association and to attend to the day to day correspondence of the Association.

© To convene meeting of the Committee or of the General Body when authorized to do so by the President.

(d) To keep a current record of the proceedings of all committee and General Body meeting.

(e) To perform all other functions as may be assigned to him from time to time by the President or by the Committee.

(f) To incur such expenditure as may become necessary.

6. *Committee meetings*:- (a) The Quorum for a meeting of the Committee shall be six.

(b) The President shall preside over all Committee meetings and in his absence the Vice-President. In case the Vice-President is also absent, the members of the committee present shall nominate one from among them to be the President of the meeting.

(c) Three days notice shall ordinarily be given for all Committee meetings.

(d) Special meetings of the Committee may be convened by the President at the written request of at least 4 members of the Committee.

(e) All decisions shall be by a majority of votes. In case of equality of votes, the President of the meetings shall have a casting vote.

7. (a) The General Body shall be the supreme authority concerning all matters of the Association.

(b) The General Body shall meet at least once in a year or oftener if necessary.

© The business to be transacted at the Annual Meeting shall include the following:

(1) To receive the annual report regarding the activities of the Association for the year.

(2) To examine the audited statement of accounts of the Association for the year.

(3) To approve the budget proposals for the ensuing year.

(4) To consider any amendments to bye-laws.

(5) To elect office-bearers of the ensuing years.

(d) The quorum for a General Body meeting shall be 15 or 1/5 of the total number of members on the rolls whichever is less.

(e) Seven days notice shall ordinarily be given for all meeting of the General Body either by direct intimation or by publishing, such information in dailies. Non-receipt of such information by any member shall not however invalidate any of the proceedings of the General Body meeting.

(f) A special meeting of the General Body shall be convened at the written request of at least 25 members or when authorized to do so by the President. Such meeting shall dispense only

the specific matter for which the meeting has been convened. The rule regarding notice and quorum shall apply to such meeting also.

(g) The President and in his absence the Vice-President shall preside over all meetings of the General Body. In the absence of both any member elected from among the members present shall preside.

(h) All decisions of the General Body shall be on the basis of a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.

10. *General:-* (a) The Association shall have a common seal which shall be in the safe custody of the President/Secretary.

(b) Any document executed by the Association shall be signed by the President and the Secretary.

© In case of any legal proceedings before a court by or against the Association, the Association shall be represented by one of its Secretaries.

(d) In case of dissolution of the Association at any time all its records and funds shall be taken over by the President and disposed of in a manner to be decided by the General Body.

(e) None of the above rules shall be altered, amended or rescinded except at a meeting of the General Body at which 2/3 of the members present record their vote in favour of the suggested changes.

#### 16.4. COLLEGE DEVELOPMENT COMMITTEE.

(Constituted as per G.O.(Ms) No. 177/87/H.Edn. dated 15/5/1987)

Extract of the Order:-

Read: 1. G.O.(Ms) No.48/86/H. Edn. dated 22/02/1986.

2. D.O. Letter NO.2721/86/Plg.Q dated 20-03-1987 from the Director of Collegiate Education.

In the Government order read as first paper above, Government have accepted in principle the proposal or renovation of well-established old Government Colleges by raising funds through Alumni Association, Parent Teacher Associations and others. As per the letter read as second paper above, the Director of Collegiate Education has forwarded the draft scheme for the implementation of the proposal.

Government have examined the draft scheme and they are pleased to approve the scheme appended to this Government order subject to the condition that the accounts maintained by the Principals of the colleges should be open for audit by the Government as and when required.

#### 16.4.1. Scheme for the Development of well established Government Colleges.

There is need to initiate special efforts to improve the facilities in some of the old reputed colleges in Kerala. There has to be well planned approach for this and it is proposed to have the planning and the implementation, with the active involvement of the public, on the following guidelines.

1. **Identification of Colleges:-** The identification of the institutions to be brought under the purview of this scheme will be made by Government from time to time.

2. **Constitution of Development Committee:-** (1) The Constitution of the Committee shall be as follows:-

(i) District Collector - Chairman

(ii) Principal of the College- Secretary and Treasurer

(iii) One teacher nominated by the College Council

(iv) The Vice-President of the P.T.A.

(v) The President of the Alumni Association

(vi) The Chairman of the College Union

(vii) The Executive Engineer (Buildings)

(viii) Four persons to be nominated by the Director of Collegiate Education from among eminent public men of arts/letters (preferably former teachers, old students or parents of students of the colleges)

(a) The Committee shall meet as frequently as may be necessary. In the absence of the Chairman, a member of the Committee may be nominated to preside over any meeting.

(b) The Committee shall prepare a plan for the development of the college with a view to improving the facilities available including construction/maintenance to be carried out during a period of five years. The five year plan shall be broken up into annual plans.

(c) The Committee shall also be responsible for the implementation of the schemes. To the extent possible, the Committee should follow the rules in Government regarding construction works, purchases etc. Construction works undertaken by the Committee should be certified as fit by the PWD. Furniture and other items purchased by the Committee should be brought in to the stock account as in the case of articles purchased with Government Funds.

(d) A copy of the minutes of every meeting of the committee shall be forwarded to the Director of Collegiate Education immediately after the meeting.

3. **Funds:-** (a) The Committee shall have powers to accept donations from the public. The staffs of the college are also permitted to make collections towards the fund in the name of the "College Development Fund".

(b) An amount equal to the funds raised by the Committee towards the college development fund will be given by the Government as grant. The grant will be paid taking into account the collections made up to the 31<sup>st</sup> of December every year.

(c) The request for grant shall be made by the Principal, through the Director, Collegiate Education, after the 31<sup>st</sup> December every year.

(d) The Principal should furnish a utilization certificate in respect of the grant disbursed, at the earliest, and in any case within one year of the withdrawal of the amount. If the money is not utilized within one year, the unutilized amount should be refunded.

(e) The Principal who is the Secretary of the Committee shall arrange to maintain proper accounts. All bank accounts should be operated by him. Receipts for contributions should also be given by the Principal or any person authorized by the Committee in this behalf.

## CHAPTER-17

### EDUCATIONAL CONCESSIONS

#### 17.1 SCHOLARSHIPS

For Details Visit: [www.dcescholarships.kerala.gov.in](http://www.dcescholarships.kerala.gov.in)

#### 17.2 Fee & Educational Concession

Fees: Fees will be decided according to the Kerala Govt and concerned Universities

See New GO/539/2012/H.Edn. dated Tvm. 15/03/2012 ( See Appendix)

##### 17.2.1 EXEMPTION FROM PAYMENT OF FEES.

- (i) SC/ST/OEC students are exempted from payment of all fees.
- (ii) KPCR/OBC concession holders have to remit only the caution deposit amount as detailed below:  
BA./B.Com/BBA - 360/-  
MA/M.Com - 600/-

The fee concession will be subject to the condition that the annual income of the

Parent/guardian of the student is as follows:-

BA/B.Com/B.Sc/BBA etc. : 25,000 and below

M.A/M.Com/MSc etc. : 42,000 and below

##### 17.2.2. EXEMPTION FROM PAYMENT OF UNIVERSITY EXAMINATION FEE

Exemption from payment of Examination fee will be allowed to various categories of fee concession holders for their first appearance in the University Examinations. The students belong to SC/ST/OEC category will be allowed a second chance of exemption from payment of fees again for their second consecutive appearance in the University Examination. Such students will forward their application for Examination to University through the Principal.

Blind students also will be allowed a second chance of exemption from payment of fees for their second consecutive chance in University Examinations.

#### 17.3 CAUTION DEPOSIT

(Revised Rules G.O.(Ms) No.58/75/H.Edn. dated 4<sup>th</sup> April 1975)

(a) Every student for a course of study in the Government or Private Institution shall, on admission to the college at the commencement of the course or during the period of a course, be liable to pay the caution deposit prescribed for that particular course at the rates prescribed along with the first instalment of tuition fees and other special fees payable on the date of admission at the commencement of a course or along with such items of fees as are to be paid

under the rules in cases where the admission are taking place during the period of course, as the case may be.

(b) Students belonging to Scheduled Castes/Scheduled Tribes/Other Eligible Communities are exempted from payment of caution deposit. As 'Other eligible Communities' and 'Other Backward Communities' are considered as difference categories for the grant of educational concession from Harijan Welfare Department. Students belonging to "Other Backward Communities" should pay the caution deposit prescribed.

#### 17.3.1. REFUND OF CAUTION DEPOSIT AFTER ADJUSTING THE DUES.

(a) The caution deposit paid by a student for a particular course shall be retained in the institution till completion of the course of study, concerned in that institution. At the end of a particular course of study the caution deposit realized from the student will be refunded to him/her on receipt of application from student in the form prescribed and after clearing all the dues if any on account of:

- (i) Loss of Library Books
- (ii) Recovery of the fine for breakages of laboratory equipments and any other loss caused to properties of the colleges.
- (iii) Arrears of fees if any.

#### 17.3.2. FORFEITURE OF CAUTION DEPOSIT

(a) Immediately after the expiry of the time limit prescribed for claiming the refund of the caution deposit amount, steps will be taken by the Principals of colleges to publish the date of disbursement of caution deposits of students who have not claimed the same within the stipulated time (Twelve months from the date of completion of the course) through leading dailies. The unclaimed caution deposit after a period of two months from the notice will be forfeited and remitted to Government Revenues.

(b) If, after admission to a course of study in a particular group/subject, a student changes his group/subject and if that change calls for only a lesser amount of caution deposit then the excess amount paid by refunded to him/her after adjusting dues, if any. Similarly, if the change in group/subject would call for payment of higher amount of caution deposit, then only the balance amount that is to be paid need be collected.

© The students should keep in safe custody the receipts issued for remittance of the caution deposit amount during the tenure of the course. The caution deposit amount will be refunded only if the connected receipt issued from the college is produced along with the application for refund of the caution deposit. Failure to produce the original receipt will result in forfeiture of claim for refund. Exemption from the operation of this rule may be granted by the Principal in genuine cases where the original receipt is not in a position to be produced and provided further the Principal is personally satisfied about the identity of the applicant claiming the refund.



### 17.3.3. Application for refund of caution deposit

(a) The application for refund of caution deposit shall be submitted in the prescribed form. The caution deposit shall be disbursed to the claimant in person and his/her Acquittance obtained in the caution deposit register.

### 17.4. REVISED RULES FOR COLLECTION AND REFUND OF FEES IN GOVERNMENT COLLEGES IN KERALA STATE.

(Vide G.O.(Ms) No.95/75/H.Edn. dated 12<sup>th</sup> June 1974)

(i). Tuition fees will be collected in three instalments (Term Fee) in the months of June/July (First Term), August/September (Second Term), and in January (Third Term) respectively. The first instalment of fees including the special fees prescribed and caution deposit will be collected from the students of senior classes within a period of seven consecutive working days beginning from the date of reopening of the college. In the case of junior classes, the instalments of tuition fees due till the date of admission with special fees and caution deposit will be collected on the date of admission

(ii). Subsequent instalments will be collected on or before the 7<sup>th</sup> consecutive working day of the month concerned. The Principal of the college may fix the due date for collection of fees for each instalment or various classes within the seven consecutive working days.

(iii). The Principal is competent to change the fee dates for particular class/classes so fixed to an earlier or to a subsequent date if it so happens that the college is ordered to remain closed by competent authority or that particular date originally proposed for collection of fees. In such cases a copy of the notice of the Principal notifying the change in fee date should be preserved and produced for audit purposes.

(iv). If any student fails to pay the fees or special fees on the due date he/she shall be liable to pay a fine of Rs. 5/- along with the fees or special fees on or before the 10<sup>th</sup> day after the due date. If the 10<sup>th</sup> day happens to be a holiday, the next working day will be counted as the 10<sup>th</sup> day.

### 17.5. REMOVAL OF NAME FROM THE ROLLS OF THE COLLEGE

(i). If the fees or special fees with a fine of Rs.5/- is not paid on or before the last date fixed for the fine of Rs.5/- an additional fine of Rs.10/- will have to be paid. If the fees and fines of an instalment are not paid before the last opportunity given for payment of that instalment, *the name of the student will be removed from the rolls of the college with effect from the date following the expiry of this period and the student will not get the benefit of attendance also from the date of removal from the rolls of the college.* If the student is to be re-admitted, he/she has to apply for the special permission of the principal and also has to remit all the arrears of fees with fine. No re-admission fee will be realised in such cases of re-admission. The re-admitted students will get the benefit of attendance only from the date of re-admission.

(ii). The last opportunity for payment of an instalment of fee mentioned in para (i) above is defined as last working day previous to the due date of the succeeding instalment. But in the

case of the last instalment, i.e., the fee due for February, the last opportunity is fixed as 5<sup>th</sup> March. If the 5<sup>th</sup> March happens to be a holiday, then the last working day previous to such date will be considered as the last opportunity.

(iii). The names of defaulters of an instalment should be published in the notice board immediately after expiry of the last opportunity fixed for payment of that instalment.

(iv). The terms are defined clearly as follows:-

1<sup>st</sup> . Term – June, July, August/September till the date of closing for Onam holidays

2<sup>nd</sup> . Term-August, September/October, November and December till the date of closing of X'mas holidays.

3<sup>rd</sup> . Term – December, January and March

#### **17.6. REFUND/ADJUSTMENT OF THE FEES**

(Government letter No.2037/G3/2000/H/Edn. Dated 28/02/2000)

It has come to the notice of Government that certain college authorities are not making refund of fees when a candidate is shifted from one course to another or from a college to another as per the options exercised by them. It is only just and fair to refund or adjust the fees whenever necessary, when a candidate is shifted from one course /College to another as per his/her option.

All the Principal under the control of this Department will make refund/adjustment of the fees whenever necessary as there is clear provision in the prospectus allowing refund/adjustment consequent on any change of course/Institution.

#### **17.7. ADMISSION FOR A TERM FOR MAKING UP SHORTAGE OF ATTENDANCE**

1. Students who admitted for a term for making up shortage of attendance for the course which the student was undergoing should pay one-third of the tuition fees for the year together with full special fees and caution deposit at the time of admission. Only such of those former students of the respective colleges should be admitted as term students.

2. Every student is liable to pay the prescribed fee for the whole term during any part of which his/her name is under the rolls of the college:

Provided that if a student studying in the Arts and science and Sanskrit Colleges, for the Degree or Post Graduate course after obtaining transfer certificate from the institution, is admitted to the same course of study in any other similar college, he/she shall not be called upon to pay over again the fees already paid for the term in the college which issued the TC. But special fees and caution deposit will have to be paid again in the new College.

*Explanatory Note:-* The rules are uniformly applicable to private and Government Colleges and as such, the transfers from institution to institution can very well include cases of transfers from private College to a Government College and vice versa, and from a college affiliated to one

University in the State to a College affiliated to another University in the State. This rule is not applicable for transfer between the day colleges and vice versa.

3. A student who leaves a particular college affiliated to any of the Universities in Kerala and joins another college so affiliated during the course of a term consequent on the transfer of any of his/her parents who are the employees of Government or otherwise is liable to pay the fee prescribed for the term concerned only to the college from where he gets transfer certificate. He should produce the receipt at the college where he joins afresh.

4. In the case of students admitted late after the commencement of the academic year, the fees for the preceding months, if any, must be collected at the time of admission.

5. If in a particular term, a student who stands admitted in a college, but did not attend any of the class, request permission in writing to discontinue his/her studies in that college and takes TC on that accord the refund of CD may be ordered in his/her case. The claim for refund in such cases should be preferred by the student with the principal by submitting an application.

*Explanatory Note:-* A student who stands promoted to the next higher class at the end of each academic year may or may not attend the higher class in the succeeding academic year. As such, the liability to pay fees in the succeeding year will arise only in case the student concerned registered for the university examination and pursues his/her studies in the succeeding year

6. Refund of fees including special fees once remitted will not be granted to those students who had already paid the tuition and other special fees for one particular course in an Arts and Science College or Sanskrit College and who joins another Professional or Technical College or Institutions offering a different course of instruction and not coming under the Director of Collegiate Education or under the Scheme of Direct payment.

(a) The Principals of the Government institution under the Director of Collegiate Education empowered to sanction refund of fees in all cases mentioned above.

(b) In respect of the Private Arts and Science Colleges coming under the Director Payment System, the respective Zonal Deputy Directors of Collegiate Education are empowered to sanction refund of fees.

Wherever the term 'fees' is mentioned, it means "Tuition fees" alone.

*Explanatory Note:-* Rule 7 has to be read in the background of Rule 6, Rule 6 stipulates that a student admitted to a College will have the benefit of refund in case he/she had not attend any class prior to taking the Transfer Certificate. So long as this condition is satisfied, the student has the eligibility for refund under Rule 7 as well; irrespective of the fact whether he/she is discontinuing the studies in the colleges with or without the intention of proceeding further studies in a difference institution, whether it be for a professional or non-professional course.

7. If any Eligible Backward Community students had paid their fees at the time of joining the college and such fees had been remitted into the treasury, the amount of fees so paid will be

got reimbursed by the Harijan Welfare Department. The time limit prescribed in Para 6.4.3. above shall not apply in cases of refund of this nature. The Principals of Government Colleges will claim refunds in such cases and disburse the same to the students in so far as Government Colleges are concerned.

8. All claims for refund arising from the retrospective application of these rules (ie. Claims pertaining to the period from 1<sup>st</sup> June 1972 to the date of publication of these rules in the Government Gazette) should be preferred by the students concerned with the Principals of the colleges by submitting an application to the Principal. In the case of Private Arts and Science Colleges, copy of this application will be given to the Deputy Director of Collegiate Education also. The claim should be prepared within 2(two) months from the date of application in the Gazette. If any student fails to prefer the claim within the stipulated period, the claim for refund be forfeited.

*Explanatory Note:-* As Rule 6 has been introduced with retrospective effect, the time-lag specified in Para 6.4.3.above will be applicable to retrospective claims also.

9. The Principals will be responsible for collection of fees as provided in these rules.

## CHAPTER 18

### PD ACCOUNTS

#### PD Accounts (Personal Deposit Accounts)

(KFC. Vol.I –Chapter X – Article – 272)

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**18.1. Definition:-** PD Accounts means the Personal Account opened in a treasury in the name of a Govt. servant in his official capacity, in order to operate public money on behalf of the Government.

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17 items are listed in KFC ie, Devaswom Funds, Palace Fund etc.....

17<sup>th</sup> item is Caution money collected by the Govt. Institutions such as Colleges, Hostels, Agri & Commercial Schools, Public Library etc.

Note to Article 272, instructs that "Other PD made by Govt. servants in their official capacity may not be accepted without the special sanction of the Government for opening a banking account with the treasury".

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#### Attention

According to the note to Article 272, for opening any PD account in the name of the Principal, special sanction of the Government is required except in the case of PD account of Caution Money Deposit. To open PD account for Caution Money deposit no sanction is required from the Government, since this item is already listed in the Article 272 of KFC Vol.I.

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#### **18.2. RULES & G.OS GOVERNING PRINCIPAL'S P.D. A/C.**

1. G.O.(MS) No: 312/83/H.Edn Dated 30/12/1983 -For Govt. & Aided Colleges
2. G.O. No. 309/85/H.Edn. dated 18-12-1985 - For Pvt. Aided Colleges.
3. G.O. Rt. No. 913/85/H. Edn. dated 27.05.1986 - For Govt. & Aided Colleges
4. G.O.(MS) No: 224/90/H.Edn Dated 13/03/1990 - For Pvt. Aided Colleges.
5. G.O.(MS) No: 119/97/H.Edn Dated 22/08/1997 - For Pvt. Aided Colleges.
6. G.O.(Rt) No: 1585/08/H.Edn Dated 25/10/2008 - For Pvt. Aided Colleges.  
(As per Hon'ble H.C. Judgement WP<sup>©</sup> No: 20124/05)
7. Govt.Lr. No: 10310/D1/2009/H.Edn. Dated 19/03/2012-For Pvt. Aided Colleges.

**18.3. List of Special Fees to be collected in College and deposited in PD Accounts (General)**

Sl.No.	Items	UG 1 <sup>st</sup> Year (Rs.)	PG 1 <sup>st</sup> year (Rs.)
1	Stationary	50	50
2	Magazine	50	50
3	Associations	50	50
4	Athletic	100	100
5	Women Study	5	5
6	SAF (Students Aid Fund)	5	5
7	Scout	5	5
8	Visual Education	25	25
9	Group Personal Accident Insurance Scheme	5	5
	Total (maximum)	295	295

*(Revised rate as per GO (Rt) No.539/2012/H.Edn. dated 15/03/2012)*

The collection of Special Fees will be repeated in the subsequent years in both cases.

**18.4. Caution Money**

UG	PG
360/-	600/-

Separate PD account can be opened in Treasury without any Special sanction of the Government. Caution Money will be collected once for each course of study.

**18.5. Important PD Rules**

**(G.O.(MS) 312/83/H.Edn. Dated 30.12.1983.)**

- 1) All special fees collected from students are to be deposited into the PD account opened for the purpose.

- 2) A register in the prescribed form should be maintained for each item. All remittance into and withdrawals from are to be entered in the register concerned for each items.
- 3) There should be a consolidated register for the P.D. Account as a whole in same format of the individual (Subsidiary) register.
- 4) The collections under any one of the items shall not be diverted and utilized for any other purpose. Other words, the amount collected under any item should be utilized only for the same purpose.
- 5) Principals are authorized to incur expenditure from the current year's collection of each item only. Current year means the collection and expenditure during the period from 1<sup>st</sup> June to 31<sup>st</sup> May of concerned year.
- 6) P.D. Accounts (General P.D. Consolidated register and Subsidiary registers) are to be maintained for the financial year of the Govt. It is because treasury accounts and ACBS (Annual Closing Balance Statement) are maintained and prepared for the financial year, ie. from 1<sup>st</sup> April to 31<sup>st</sup> March. (Rule 6 of P.D. Rules).
- 7) In every two months P.D. Accounts are to be reconciled with that of Treasury figures.
- 8) The unutilized balance of collection of each item pertaining an year will be added to the accumulated savings under that particular item.
- 9) The accumulated savings under each item can be the source for meeting any unexpected item of expenditure on item of lasting purpose intended to be of service to the students' community as whole. However, this expenditure can be incurred only after obtaining sanction from the competent authority.
- 10) Competent authority in case of Govt. Colleges is the Director of Coll. Edn. And in case of Private Colleges is the concerned Dy. Director of Coll. Edn.
- 11) Proposals for utilization of accumulated savings under each item or various items shall be submitted by the head of the institution to the competent authority.
- 12) Vouchers should be obtained and filed separately for each item and also assigned voucher numbers separately for each year. In this case the period of each year will be 1<sup>st</sup> June to 31<sup>st</sup> May of concerned year. Ege: Vr.No:62(1) Association/2011-12, Vr.No:62(2) Association/2011-12 and so on.

- 13) There shall be no financial dealings with student office bearers of college union or association. All payments shall be made only to the staff member concerned who is in charge of the College Union/Association concerned and he/she will be responsible for rendering accounts.
- 14) The Vrs. And P.D. Account as a whole is subject to audit by competent authorities, ie, A.G. and D.C.E.
- 15) The Maximum amount that can be kept in hand will be restricted to the anticipated requirements for a week for the various items. The head of institution should ensure that P.D. cash is not held in hand unnecessarily.
- 16) Store Purchase Rules shall be strictly adhered for making purchases of stores. However this is not necessary in the following cases:
  - (i) Purchases from the Govt. Stores / Departments.
  - (ii) Purchases from Govt. owned companies.
  - (iii) Printing works entrusted with Govt. Press or any Govt. Institutions.
  - (iv) Private Printing Press in whom the Principal has confidence who agrees in writing before executing the work to the effect that they are ready to agree the rate recommended by the Govt. Press Dept. after verification of work done.
- 17) All items of recurring expenditure such as salary of allowances etc. should be incurred only with prior sanction of the D.C.E.
- 18) Separate Stock Registers should be maintained for Perishable and Non perishable articles purchased from funds. Necessary entries must be made in those registers for purchase and issues of each and every item.
- 19) The Principal is empowered to auction of unserviceable articles after personal satisfaction and making a record thereof. The sales proceeds of such articles should be remitted into P.D. Account to the credit of the same item.

#### 18.6. P.D. RULES (Abstract)

Copy of G.O. MS. 312/83/H. Edn. dated 39.12.1983 from Sri.U. Peer Mohammed Rowther, Under Secretary, Higher Education (J) Department, government of Kerala, Trivandrum addressed to the Director of Collegiate Education, Trivandrum.

**EDUCATION -GOVERNMENT AND PRIVATE COLLEGES –  
P. D. ACCOUNTS-SPECIAL FEES-  
RULES FOR REGULATING THE COLLECTION, CUSTODY AND DISPOSAL OF- REVISED  
ORDERS ISSUED**

Read: 1) G.O. MS, 288/68/Edn. dated 20.06.1968  
2) From Director of Collegiate Education Correspondence resting with his letter No. P & G2-42861/81 dated 13.7.1981.

ORDER



Government approve the revised rules appended to this order for regulating the collection, custody and disposal of Special Fees which are to be remitted into the P.D. Account of the Principals of Government and Private Colleges.

By order of the Governor,  
U. PEER MOHAMMED ROWTHER  
Under Secretary

**Rules:-**

1. All fees collected from students of Government and Private Art/Science/Sanskrit colleges under the following items shall be deposited in the P.D. Account of the Principal opened for the purpose in the nearest treasury.

2. A register in the prescribed form should be maintained for each item by every college forwarding the remittance in to and withdrawal from the P.D. Account. The remittance in to treasury of the students' aid fund fee and University Union Fee should be made in separate chalans. There should be a consolidated register for the P.D. Account as a whole and also a separate register for each item. Both the consolidated register and the individual Registers should be in the same forms. The individual register should show the details of the remittance that are being made under a particular item in the Treasury P.D. Account from time to time. The balance under that item in treasury P.D. Account as any date, the cash held in hand by the institution under that item as any day and also the details of expenditure incurred by the institution on each day with voucher Nos. The total of the treasury P.D. Balance of the various individual items as revealed by the individual registers should tally with the treasury balance in respect of that P.D. in the treasury on a particular date so too the total of the P.D. Balance of cash held in hand by the institution as revealed from the total of the cash in hand balances in PD register in respect of the various items of P.D. Account should tally with the office cash book entry regarding the total P.D. Cash actually should in hand and the cash in hand balance as shown in the consolidated P.D. Register.

3. The collections under any one of the items mentioned in Rule (i) above shall not be diverted and utilised for any other items. If it so happens that the collection in respect of any one item turns out be surplus of the requirements of that year, then the unspent balance from out of the collections of that year in respect of that item as on 31<sup>st</sup> May, may be added to the accumulated savings under that item:

i) In incurring expenditure under each item for the next year beginning from 1<sup>st</sup> June to 31<sup>st</sup> May next year the institutions should be guided by the collection pertaining to that period only.

ii) The accumulated savings under each item can be the source for meeting any unexpected item of expenditure on item of lasting purpose intended to be of service to the students community as a whole proposals for utilization of accumulated savings under each items or various items shall be submitted by the head of the institution to the authority competent to sanction such cases. The Deputy Director of Collegiate Education concerned are hereby authorised to accord sanction for incurring expenditure from the accumulated saving in case of the Private Colleges, and in case of Government Colleges The Director of Collegiate Education shall be the sanctioning authority. Expenditure from accumulated savings can be incurred only after obtaining sanction from the competent authority.

iii) In case any institution has not been maintaining separate accounts for each item under the P.D and that the accumulated savings under any one particular item cannot be worked out as on the date of issue of these rules, then the accumulated savings as at the end of 31<sup>st</sup> May, 1983 under the various items may be more or less proportionately arrived at under each item with reference to actual expenditure under each item in the immediately preceding years covering the period from 1<sup>st</sup> June 1982 to 31<sup>st</sup> May 1983. Proposal on the above basis for distribution of the accumulated balance as among the various items will be submitted by the institutions to the Deputy Director of Collegiate Education concerned/D.C.E as the case may be with necessary details. The decision of the Deputy Director or of Collegiate Education/ Director of Collegiate Education with regard to the distribution of the accumulated savings shall be final and such amounts shall also form the starting figures as on 1<sup>st</sup> June, 1983 in so far as the amounts of accumulated balance under the various items are concerned. (This will be applicable only to Private Colleges).

5. i) Vouchers should be obtained and filed separately for each item and also assigned voucher Nos. separately for each year specifying along with the voucher No. the particular item also. The period each year will be 1<sup>st</sup> June of a year to 31<sup>st</sup> May next year. If there is only one voucher under one item of expenditure then it may be assigned its due serial number with the year noted below for eg. Vr. No. 62, Association. If there is more one voucher in (1982-83) respected of any item of expenditure then the various vouchers concerned shall be given voucher Nos. eg. Vr.No. 62 (i) Association/1982-83, Vr.No. 62(2)/Association/ 1982-83. and so.

Advance if any paid to office bearers of the Association from Association account and staff of Physical Education Department for Athletic account etc. shall be on simple receipts obtained from them and these are to be adjusted in full when final accounts are rendered. Advance so paid should also be assigned serial voucher number in the manner indicated above.

ii) There shall be no financial dealings with student Office bearers of College Union or Associations. Payments shall be made only to the staff members concerned who is in charge of the College Union/Association concerned and he/she will be responsible for rendering accounts.

iii) Vouchers and P.D Account as a whole are subject to audit by competent authorities and the records should be produced for inspection as and when demanded. In cases where it is difficult to obtain vouchers for petty amounts not exceeding Rs. 5 actually spending officers own hand writings countersigned by the Principal shall be filled in bill of the voucher.

The maximum amount of P.D. Cash that can be retained in hand in a week will be restricted to the anticipated requirements from the week for the various items. The heads of institutions will ensure that P.D. Cash is not held in hand unnecessarily.

6. At the close of the year (i.e. as at the end of 31<sup>st</sup> March every year) the total balance under P.D. Account with the Treasury as revealed from the relevant column of the consolidated P.D. Register maintained by the institutions shall be struck and this figures shall be got reconciled by the institution with Treasury and the certificate of reconciliation furnished by the Principal of Private Colleges to concerned Deputy Director of Collegiate Education and by the principals of Government Colleges to Accountant General. The Certificate of Reconciliation as on 31<sup>st</sup> March shall also be recorded in the above by the Head of the institutions and their figures is to be taken as the opening balance as on 1<sup>st</sup> April of the succeeding year.

7. i) Store Purchase Rules shall be strictly adhered to for making purchases of stores. As a rule luxury items of stores should not be purchased. Procedures laid down in Store Purchase Rules should be followed for (i) the purchase of Athletic goods including presentation cups and shields (2) Uniform in Mill cloth/including Kakki to players (3) Printing and dyeing of sports dresses (4) All types of printing works (excepting the actual printing works in connection with the Printing of question papers and ballot papers etc, for use in the College election. However the papers required for printing these particulars items will be procured by adhering to store purchase rules (5) purchase of paper dusters and other items of stationery required for examination and class purposes.

ii Report to competitive quotations is not necessary in the following cases:-

a) All purchases that are made from Kerala Government Stores/Department (eg. paper and stationery when purchased on payment basis from any of the Government Stationery Store, clothes and dusters when purchased from Government prison department and in the absence of stock in the prison department from the Kerala State Handloom Weavers Co-operative Society Limited in respect of Khadi.

b) All purchases that are made from show rooms of Government owned companies.

c) When the Printing Work is entrusted to any of the Government Presses or any Government Institution doing printing work.

d) When a Private Press in whom the Principal has confidence agrees in writing before any printing work is actually entrusted to the effect that the firm is agreeable to abide by the approved rates for printing which are to be recommended by Government press Department after verification of the work done. The final payment of bills in such cases will be made only after completion of the verification of the bills of claims by the concerned Government authorities regarding the reasonableness of the claim.

Note: Printing and connected items of work such as block making which are of a specialised nature and which are to be under taken for bringing out the college magazine shall be done only by inviting competitive quotations and the total expenditure should be limited to the total collections for the particular year under Magazine fee.

iii) Expenditure on account of the maintenance of courts playgrounds should be met from the Athletic Fund. In the case of annual repair work of playgrounds/Courts the work should be under taken only after inviting competitive quotations.

8. Expenditure on refreshment in connection with social functions such as 'At Homes' to visiting teams V.I.Ps, and other invited guests shall not exceed Rs. 5 per head in connection with the visit of personnel invited by the institution for specific purpose, and Rs. 6 in the case of visits by V.I. Ps. who visit the institution at the invitation of the State or Central Government subject to the condition that the expenditure should not exceed Rs. 50 at a time in both the cases.

All items of non recurring expenditure should be incurred only after obtaining sanction of the Principal.

9. All items of recurring expenditure such as salary of staff allowances to employees etc, should be incurred only with the prior sanction of the D.C.E. The rates of remuneration payable of part time employees to be paid from P.D. Account shall also be approved by the Director of Collegiate Education.

10. Articles bought from P.D. funds should be entered and issues where necessary made note of in a separate stock register. There should be separate stock registers for perishable and non perishable articles. When the non perishable store became unserviceable by proper use and fair wear and tear the same shall be sold in public auction. All records relating to auction should be presented and produced for inspection for audit purposes. The sale proceeds of articles sold in auction should be remitted into P.D. Account to the credit of the appropriate item. The Principal is empowered to conduct auction of unserviceable articles after personally satisfying himself/herself of the unserviceable articles and making a record thereof.

ii) Articles purchased from Athletic funds which have a bearing on the personal necessities of a member of a team such as boots/shoes/socks/Jerseys Banyans/etc. may be issued to players' members of the team free of cost. These are to be used for the purpose for which they are issued. Every year orders in respect of the above items will be place only for the minimum quantity Nos required taking into account the serviceability of the articles purchased in previous years also. A player/team member is expected to use throughout the academic year concerned and no replacement will be made before expiry of the period. A replacement will be made in the subsequent year and that too only in case it is proved to be unserviceable due to wear and tear by proper usage. The boots/shoes issued to the players will be returned at the end of every year and re-issued next year. The Department of Physical Education will be answerable the Physical Education Stores.

II. The following procedure will be adhered to for incurring expenditure from Athletic fund in connection with the participation of the college Athletics/ Players in sports and games activities.

i) Prior sanction of the Principal should be obtained by the I lead of the Department of the Physical Education/Lecturer in Physical Education for sending colleges Athletes/Players for participation in games/ sports/tournaments/ matches/pilot-meets Physical activities Athletic camps and etc.etc.

ii) At the time of moving to the Principal for prior sanction the Head of Department of Physical Education/Lecturer in Physical Education should furnish to the Principal the necessary details of the sports games event and also to give a fair idea of the approximate expenditure involved. It is also open for the head of the Department/Lecture in Physical Education to simultaneously request to sanctioning an advance for the purpose which shall not exceed 85% of the anticipated expenditure. The Principal shall scrutinize the proposal and shall sanction the advance requested for, and if for any reason it is considered that only a lesser amount of advance is necessary the advance shall be sanctioned only to that extent.

iii) The final accounts in respect of the games/sports tournament should be settled by the Head of the Department of Physical Education/Lecturer in Physical Education not later than 10 days after the event is over producing necessary vouchers and adjusting the advance, if any drawn.

iv) The final accounts shall be rendered accurately in accordance with the rates fixed in these rules for payment of conveyance charge/rent/D.A and other allowance to participants. The final accounts shall be also accompanied by the list of persons who actually participated in the event. The head of the Department of Physical Education/ Lecturer in Physical Education shall enclosed certificate to the effect that "Financial Assistance from any other source for the same purpose has not been received". In case financial assistance has been received from any external source, the details thereof should be furnished and the accounts settled taken also into account in full in this external assistance received. The vouchers shall be verified and the recommendation of the head of the Department of Physical Education/ Lecturer in Physical Education regarding payment entered there is scrutinized in each case before they are submitted for approval. Vouchers submitted in connection with the supply of refreshment to participants shall invariably show the numbers of participants to whom refreshment have been served.

v) Where room rent to participants is claimed it has to be insured by the Head of the Department of Physical Education /Lecturer in Physical Education that the certificate regarding lack of accommodation facilities" from the authorized person in the post institution who is entrusted with the conduct of the event is produced.

vi) For expenditure on petty items of repairs and purchases also prior sanction of the Principal should be obtained by the head of the Physical Education Department/ Lecturer of Physical Education Department. If an advance is required in view of the urgency involved the request for sanctioning an advance may also be simultaneously made and the advance settled immediately after the purpose is served.

12. Members of Athletic teams of colleges participating in inter Collegiate/Inter University tournaments etc., would be eligible for the following allowances the expenditure thereof being met from the Athletic Fund.

i) A daily allowance of Rs. 8 per head on days of match in places 8 kms or more away from the college concerned. D.A. is payable only for days of halt.

ii) An amount of Rs. 5 to be paid to each competition team member per day towards other expenses (e.g. for refreshing drinks. lemon etc. and for travelling expenses) if the match is played at a place within 8 km. radius of the college against teams from other institutions or against outside teams. the amount shall however be restricted to Rs. 2 in case of practice/inter class matches in which only competitors from the same institution take part. Refreshment charges are not admissible in respect of officials and volunteers.

iii) If free accommodation is not available additional expenditure at the rate of Rs. 5 per day will be paid to each competitor.

iv) The competitors shall be paid conveyance charges limited to actual second class passengers train fare or the actual bus fare (ordinary bus fares and not express bus fares) whichever is less when they are required to travel 8 kms. or more for participation in games/sports events.

v) In cases where competitors have to travel beyond 8 kms to take part in a tournament or match and to stay there on the previous day to the match they shall be paid halting allowance (Rs.8)

(VI) T.A. to members of the staff of the Physical Education Department of the College who accompany the team will be paid T.A. / D.A. at rates admissible under the rules in K.S.R. Subject to condition that as they are expected to accompany. If lady Athletic Competitors included in the team a Lady Lecturer in Physical Education may also accompany the team if there is one borne on the staff of the institution. If the coach/manager of the team is a person deputed by the University he/ she should not be paid from P.D Account in respect of any item in so far as his/ her travelling expenses are concerned.

(Sd.)

Additional Director of Collegiate Education

**Copy of the G.O. No. 309/85/H.Edn. Dated 18-12-1985 from Higher Education (J) Department - Government of Kerala, Trivandrum**

**COLLEGIATE EDUCATION- GOVERNMENT AND PRIVATE COLLEGES.  
P.D. ACCOUNTS- SPECIAL FEES -RULES FOR REGULATING THE COLLECTION  
CUSTODY AND DISPOSAL OF SPECIAL FEES AMENDMENTS TO -ISSUED.**

Read : 1. G.O. M.S. 312 / 83/H.Edn. dated 30-12-1983.

2. From the Direction of Collegiate Education, Letter No. P& G2/ 42861/81/Coll. Edn. Dated 24-1-1985

**ORDER**

Government are pleased to issue the following modifications to the rules for regulating the collection custody and disposal of special fees issued in the G.O. read above.

Rule1. - The following shall be added at the end of the first paragraph of the rule.

“ The Principals of private Colleges shall however have the option to remit the amount under the items of Special fees mentioned, in the S.B. account in the Treasury, as provided for in the University Ordinances, 1978 Chapter X (1). ”

Rule 2. -The following shall be added at the end of this Rules: -

“In the case of institutions specifically exempted by the Director of Collegiate Education in writing from remitting the amount of Collection in to the Treasury on the very next day on Account of the distance from the institution to the treasury , the amount of special fee collections under the PD account shall be remitted along with the other regular remittances following due, on the earliest occasion, subject also to the condition that such collection will not be retained without remittance for more than four working days after the collections.’

Rules 4- (I) The following explanation shall be added under the sub-rule (ii) of this Rule.

"The term" lasting purpose intended to be of service to the student community as a Whole" will not cover items of expenditure of a capital nature which would increase the assets of the management of the colleges. Thus the accumulated balance shall not be utilised for purposes like construction and equipping of building/ courts and play grounds/ class rooms etc., and for purchasing of items like furniture, laboratory equipments, Science materials, books and periodicals etc."

(ii) The last sentence in the Sub-rule (iii) of rule given in brackets shall be deleted.

Rule 5.- The following shall be added at the end of the Sub-rule (i) of this Rule.

" In the case of payments of advance under P.D. items, the Principal should take care to see that when one advance is in force under an item and is not adjusted with proper supported vouchers, a second advance under the same item, shall not be made".

By order of the Governor,

K.L. GEORGE,

Under Secretary to Government

**Copy of the G.O. Rt. No. 913/85/H. Edn. dated 27.05.1986 from the Under Secretary to Government, Higher Education (J) Department Government of Kerala, Trivandrum addressed to the Director of Collegiate Education, Trivandrum.**

**COLLEGIATE EDUCATION-GOVERNMENT AND PRIVATE COLLEGES RATES OF D.A. To ATHLETES-REVISED-AMENDEMTN OF RULES REGULATING SPECIAL FEES ORDERS ISSUED.**

Read : 1. G.O. Ms. 312/83/H. Edn. dated 30.12.1983

2. G.O. Ms. 309/85/Edn. Dated 18.12.1985

3. Letter No. P & G 2. 91284/84/Coll. Edn. Dated 7.03.1985 from the Director of Collegiate Education.

As per rule 12 (i) of the rules for regulating the collection custody and disposal of special fees issued in the G.O. read as first paper above, members of Athletic teams of Colleges participating in inter-collegiate/ inter-University tournaments etc. are eligible for a daily allowance Rs. 8 per head on days of match in places 8 kms or more away from the college concerned. It is represented that the rate of D.A may be enhanced in view of the rise in price. Government have examined the matter and are pleased to order that the rates of D.A. admissible to athletic teams under the rules at the place of halt will be revised Rs. 15 per day.

Rule 12 (i) of the Rules for regulating the collection, custody and disposal of special fees issued in the G.O read above stands amended to the above extent.

By order of the Governor,

K.L. GEORGE

Under Secretary to Government



## CHAPTER 19

### CENTRE FOR CONTINUING EDUCATION, KERALA

Scheme for the conduct of Continuing Education Programme in Arts and Science Colleges

(G.O.(Ms) No.9/98.H.Edn. dated 03/02/1998)

As per G.O.(Ms) No. 131/92/H.Edn. dated 30/07/1992 Government have approved a scheme for the conduct of Continuing Education Programme in Polytechnics. The revenue so generated is used for the developmental activities of the institutions.

Government have decided to extend the Continuing Education Programme to Engineering Colleges/Arts and Science Colleges also. The Programmes will be organized by a new society, viz. Centre for Continuing Education, Kerala to be registered under the Travancore-Cochin Literacy, Scientific and Charitable Societies Act 1995.

Government order that such a society by registered with registered office at Thiruvanthapuram. Government also approves the appended Memorandum of Association and rule of the Society.

#### 19.1. Memorandum of Association

Name	- Centre for Continuing Education Kerala
Registered Office	- The Registered Office of the Centre shall be at Thiruvanthapuram, Kerala
(b) Jurisdiction	- Kerala State.

##### 19.1.1. *Aims and Objectives:*

- (1). To impart need based training to unemployed youth to increase their employability in key sectors of our economy.
- (2). To offer full time, part-time, formal and non formal programmes to upgrade the management skills to small scale business and industry.
- (3). To provide special training on small business development utilizing locally available resources.
- (4). To conduct vocational training to meet the specific needs of industry and business.
- (5). To conduct retaining for professional and executives in Industry, Business and Service Sector so as to enable them to cope up with the fast changing technological and managerial environment.

(6). To conduct in service training to workers in the industries of organized and unorganized sectors for enhancement of productivity and equip them to meet the changes in technology.

(7). To establish partnership with industries and commerce for identifying human resource requirements and training needs.

(8). To make training needs analysis of specific sectors and plan and organize suitable training programmes for them.

(9). To develop and publish training materials for regular and distance education programmes.

(10). To identify the areas in which distance education and open learning methods are appropriate and to design and conduct such programmes.

(11). To identify the employment potential areas and to conduct competency based skill development programmes.

(12). To undertake such other activities as are relevant to fulfil the objectives of the centre.

19.1.2. The control and administration of the centre shall be vested in accordance with the rule and regulations of the centre, in the governing body, which consist of the following members:

1. The Minister of Education, Kerala State - Chairman (Ex-officio)
2. Principal Secretary, Higher Education  
Department, Government of Kerala. - Vice-Chairman (Ex-officio)
3. Principal Secretary, Planning Department  
Government of Kerala (or his nominee) - Member
4. Principal Secretary, Finance Department  
Government of Kerala (or his nominee) - Member
5. Director of Technical Education,  
Government of Kerala - Member
6. Director of Collegiate Education, Govt. of  
Kerala - Member
7. Chief Co-ordinator of Projects, World Bank  
Assistant Technician, Education Project,  
Kaithamukku, Thiruvanthapuram – 24 - Member Secretary.
8. Senior Joint Director (Poly stream)

Department of Technical Education,

Government of Kerala - Member

9. Joint Director, Curriculum Develop

Centre, World Bank Assisted Technician

Education Project, Kaithamukku,

Thiruvanthapuram -24 - Treasurer

10. Representative from Industry - Treasurer

11. Representative from Industry - (To be Nominated by Govt.)

12. Principal of Polytechnic - (To be Nominated by Govt.)

13. Principal of an Engineering College - (To be Nominated by Govt.)

14. Principal of an Arts and Science College - (To be Nominated by Govt.)

15. Chairman, Indian Society of Technical

Education, Kerala Section - Member

## 19.2. Rules and Regulations of starting Sub-Centre

I. For the effective implementation of the continuing education programmes, Sub-Centres shall be started in Engineering Colleges, Polytechnics and Arts and Science Colleges. The Principal of the above institutions shall prepare necessary project report and forward it to the Chief Co-ordinator of Projects, World Bank Assisted Technician Education Project, Kaithamukku, Thiruvanthapuram.

### II. *Advisory Committee*

An Institution Programme/Implementation Unit (IPIU) consisting of Principal, Head of Departments/Senior Faculty and Manager shall be formed for the effective implementation of the programmes. Principal shall be the President of the Committee. The President shall nominate a senior faculty not below the rank of Lecturer as Manager. The Advisory Committee shall consist of a minimum 5 members. The advisory Committee shall meet periodically (at least once in a month) and review the progress of the schemes being implemented by the Sub-Centre and take appropriate action for the effectiveness of the programme. The duties and responsibilities of the office bearers of the Sub- Centre are given below:

### III. *Duties and Responsibilities of the President:*

(a) He shall appoint the Manager, Course Co-ordinator and supporting staff of the Sub-Centres.

(b) He shall co-ordinate all activities of the Sub-Centre.

© He shall correspond with the Member Secretary of the centre for Continuing Education, in all matter regarding the Sub-Centre.

(d) He shall prepare the prospectus for the course, give notification in dailies admit candidates for the various programmes conducted at the Sub-Centre.

(e) He shall be responsible for the implementation of the rules and regulations issued by the Executive Committee of the Members Secretary from time to time for the effective functioning of the Sub-Centre.

(f) The President shall verify the accounts daily. He shall be responsible for the proper maintenance of cash book and other registers.

#### *IV. Duties and Responsibilities of the Manger.*

(a) The Manger shall prepare the project report of courses to be started in the Sub-Centre in consultation with the President.

(b) He shall initiate and co-ordinate all activities connected with the courses such as title, intake, duration fees etc. in consultation with Advisory Committee.

© He shall prepare all papers required for notification, calling for application, scrutiny for application, interview, selection etc. in consultation with Advisory Committee.

(d) He shall arrange the guest faculty, infrastructure facilities and other teaching aids in consultation with the President.

(e) The Manager shall be responsible for the maintenance of accounts; registers etc. and submit them for verification daily to the President.

(f) The term of the Manger shall be two years.

#### *V. Duties and Responsibilities of the course Co-ordinator*

(a) Preparation of syllabus and co-ordinate the conduct of regular classes and training of the concerned course/programme.

(b) Maintenance of attendance registers of staff and trainees conduct test etc.

© The term of the Course Co-ordinator shall be till the end of that particular course for which he/she is the co-ordinator.

#### *VI. Duties and Responsibilities of the Ministerial Staff/Supporting staff.*

(a) Assist the Manager, President in issuing the application forms, scrutiny, collection of fees etc.

(b) Remit the savings to the Bank Account of the Continuing Education Cell, withdrawal of money from Bank, maintenance of registers of Continuing Education Cell, cash book etc.

*VII. Remuneration to the Staff:*

(a) The remuneration to the President (Principal) will commensurate with the work, the number of courses conducted and the income generated and should exceed ` .600/- per month.

(b) The remuneration to the Manager will also commensurate with the works, the number of courses conducted and the income generated and should not exceed ` .600/- per month

© The remuneration to the course Co-ordinator shall be ` .300/- per month to be paid only for the duration of the particular course.

(d) The remuneration for Ministerial staff will be ` .500/- per month to be divided among the staff actually attending the work.

*VIII. Financial Policy:*

The Continuing Education Sub-Centre shall generate revenue by conducting Continuing Education Courses, Testing and Consultancy Services and providing services as maintenance and repair of equipments etc. This policy aims at the proper use of the generated revenue for the overall development of the Institution.

(a) Source of revenue.

- (1) Course fee
- (2) Application and Admission fee
- (3) Job Works
- (4) Testing and Consultancy
- (5) Equipment Repair Centre

(b) Expenses:

- (1) Salary
- (2) Operational Expenses
- (3) Equipment, Apparatus
- (4) Students and Staff Welfare
- (5) Institutional Development
- (6) Repair and Maintenance
- (7) Environmental Development
- (8) Contribution for WID activities
- (9) Support for Staff Development Activities

© *Account:*

The Revenue generated can be deposited in bank accounts with Nationalised Bank or Treasury Saving Account

(d) *Method of expenditure:*

Expenditure is met by withdrawals from the Bank Account through cheques.

(e) *Operation of Account:*

The account is in the name of Continuing Education Sub-Centre and operated jointly by the President (Principal) and continuing Education Manager.

(f) *Routine Expenditure:*

The expenditure towards running of the Continuing Education Programme will be incurred as per the guidelines issued. The course fee, remuneration to faculty, instructional material costs etc. will be decided by the Advisory Committee (Institution Programme Implementation Unit)

(g) *Profit:*

The total income from a course minus the expenses towards running of the course will be the profit. From this 25% of profits is to be remitted in "Departmental Development Funds" operated at State level by Continuing Education Centre. This will be utilized for the development activities of various institutions. This amount should be remitted to the Member Secretary, Centre for Continuing Education at the end of the financial year. The balance available under this scheme can be utilized for the overall Institutional Development activities as per the following guidelines.

Allocation of funds: The profit generated shall be allocated and utilized in the following manner. The allocation for each year shall be made at the beginning of the financial year (April)

Contribution to Department Development: Development Fund	: 25%
Reserve	:10%
Student Welfare	: 15%
Staff Welfare	:10%
Infrastructure Development	: 20%
Women Development	: 5%
Environment	:2%
Repair & maintenance	: 10%
Contingencies	: 3%

I.P.I.U. will have the discretion to alter the above suggestions to meet the local requirements.

While allotting the funds top priority will be given to the following areas:

(1) Student Welfare

- (2) Staff Welfare
- (3) Infrastructure development of institution
- (4) Repair and maintenance

While allotting funds for each activity, the following aspects will be considered:

- (i) No. of beneficiaries
- (ii) Short term long term gains
- (iii) Fair Distribution to all section.

Institution Project Implementation Unit reserves the right to accept, reject, modify or make suggestion for a proposal received by it. In all the cases the above criteria will be followed.

(h) Accounting System:

Double entry cash book system shall be followed for accounting. Separate cash book is maintained and Principal will verify the cash book every day.

(i) Cash in hand:

The Continuing Education Manger is entitled to keep a cash of Rs.1000/- in the Sub Centre to meet any contingent expenses. CE Manager can incur an expenditure up to Rs. 5000/- with the permission from the President (Principal). All expenditure above Rs. 5000/- should get prior approval from the I.P.I.U. All expenditure above 1 lakh prior approval should be obtained from the Chief Co-ordinator of Projects/Director of Technical Education/ Director of Collegiate Education. For expenditure above Rs.5 lakhs prior approval should be obtained from the Executive Committee of Centre of Continuing Education. Government rules and regulations are to be observed for procuring stores. The accounts are subject to audit.

**19.3. Guidelines for Utilisation of Development Fund.**

25% of the profit made by the Sub-centres by conducting the Continuing Education Programmes shall be transferred to the centre. The President (Principal) of the Sub-centre shall transfer the amount to the Member Secretary at the end of the financial year. This amount shall be deposited in the Current/SB account in a Nationalised Bank and shall be utilized for the overall development of respective departments. The revenue generated by Engineering Colleges shall be utilized for the development of Engineering Colleges and that generated by Polytechnics shall be utilized for the development of Technical Education System in the state and the revenue generated by the Arts and Science Colleges shall be utilized for the development of Arts and Science Colleges. The proposals of developmental activities of Engineering Colleges, Polytechnics, Arts and Science Colleges shall be forwarded to the Member Secretary respectively by the Director of Technical Education, Senior Joint Director (Poly stream) and the Director of Collegiate Education at the beginning of the academic year. The Member Secretary shall present the proposals in the Executive Committee, the Member Secretary shall allocate the funds at the disposal of Director of Technical Education/Senior

Joint Director (Poly Stream)/Director of Collegiate Education for carrying out the development works.

### **Declaration**

In all circumstances, the Kerala State Continuing Education Centre will be functioning in accordance with the provisions of the Travancore-Cochin Literary Scientific and Charitable Societies Registration Act (Act XII of 1955) and the all the provisions of the said act will be applicable to the Continuing Education Centre, Kerala, Thiruvanthapuram.



## CHAPTER - 20

### LITIGATION INVOLVING COLLEGIATE EDUCATION DEPARTMENT

In this chapter, matters relating to litigation before various courts in India involving the Collegiate Education Department are discussed in general. Cases of general nature commonly filed before courts alone are discussed here.

One of the unique features of Indian democracy is the existence of a strong judiciary with a well-defined hierarchy comprising of the Supreme Court, High Courts, Lower courts, and various quasi-judicial bodies like administrative tribunals.

#### 20.1. Liaison Officer:-

An official of the rank of Administrative Assistant from the Collegiate Education Department is designated as Liaison Officer to assist the Department in cases, and a clerical staff designated as Liaison Assistant will assist the Liaison Officer.

#### 20.2. Nature of Cases:-

Individuals and institutions approach courts/ tribunals with litigation which often involves denial / non-delivery of various services from the part of the department, delay in rendering services, disputes regarding interpretation of relevant rules at the implementation stage, etc. Cases which often come up against the Department in this regard are generally discussed below.

1. Civil Courts- Original Suits ( O S ) , Appeal Suits ( A S ) , Execution Petitions ( E P )
2. High Court – Writ Petitions (civil) [WP(c)], Writ Appeals, Review Petitions, Contempt of Court Cases, Civil Revision Petitions, Clarification Petitions.
3. Supreme Court- Special Leave Petition (SLP), Writ Petition, Appeals
4. LokAyukta
5. Consumer Disputes Redressal Forum
6. Administrative Tribunals

#### 20.3. Litigation Procedure:-

- (i) When an original Suit is filed before a Civil Court against the department, notice and relevant documents will be served on the Defendant ( Chief Secretary, Secretary to The Department, Head of The Department, Regional / District Officer, Head of Office)
- (ii) On receipt of notice, Acknowledgment should be given to the serving official and steps should be taken to communicate the details to the Government Pleader in the concerned court. A letter should be sent to the Government Pleader to appear on behalf of Government and the department and to defend the case. Based on

the instructions and assistance from the Government Pleader, Counter Affidavits / written statements and other documents will have to be prepared/ submitted. These documents will have to be authenticated by the concerned department official.

- (iii) Special care should be taken to follow up the case promptly and the next hearing date should be recorded in the register maintained in the office for this purpose and the entry should be authenticated by the concerned official. All documents/ facts requested by the Government Pleader Should be made available to him promptly.
- (iv) Judgments / orders of The Court should be carefully studied and when it is found that the verdict is adverse to the Department, legal Opinion should be sought from the Government Pleader as regards the feasibility and possibility of preferring an appeal / Obtaining a stay , and on being convinced about the need for preferring an appeal; steps should be taken to instruct the Government Pleader for preferring an appeal and seeking incidental remedies with the consent of the Higher / Controlling officer. Appeals should also be filed in a time bound manner, and follow up action as in the case of original suit is required.
- (v) When the Plaintiff obtains a favourable judgment in the above cases, he has to file an execution petition to get the benefits of the verdict. Against the Judgment, an appeal suit before the competent court or, RFA / RSA can be filed before the High Court with the consent of The Head of the department, in a time bound manner.

#### **20.4. Lokayukta;-**

The procedure as in the case of original Suits before civil courts has to be followed by the department in cases filed before LokAyukta also. The Advocate representing the State before the LokAyukta should be consulted and engaged for this purpose. Review Petition can be filed before the LokAyukta against their orders and if the finding is still adverse to the Department, and if the officer is convinced about the need for preferring an Appeal , The High Court, can be approached with a Writ petition ( civil)

#### **20.5. High Court;-**

- (i) Writ Petitions under Article 226 of The Constitution of India are usually filed against the department before The High Court. The Writ petition (civil) filed by the petitioner will contain index, synopsis, statement of facts, prayer, affidavit, etc. Documents marked as exhibits P1, P2, etc. will also be submitted along with the writ petition.
- (ii) A copy of the writ petition along with the accompanying documents will be served in the office of The Advocate General before hearing, in writ petitions where the Government is a respondent. (The petition is identified by the serial number followed by the year of filing given to each petition by the registry of the court) The liaison officer of the department can examine the petition at that stage itself and can interact with the concerned office of the department after understanding the nature of the prayer and interim relief sought in the petition. On understanding the preliminary facts from the version of the concerned

- office and the petition, the liaison officer will give proper instructions to the concerned government pleader, orally or in writing.
- (iii) When the case comes up for hearing before the concerned bench of The High Court, the court may either decide after hearing the parties / may adjourn to a future date / admit on file ( with notice ) / pass interim orders.etc. Copy of the writ petition with supporting documents and notice will be sent to all the respondents by the registrar of the High Court by post. An acknowledgment of the same should be sent to the court immediately by the concerned receiving official; by signing a copy of the notice.
  - (iv) The statement of facts furnished by the petitioner should be carefully studied and para- wise counter statement should be prepared by the concerned official. Counter statement along with supporting documents, orders, etc should be sent to the Office of the Advocate General in a time bound manner, with a copy to the liaison officer. Thereafter, the Liaison officer should be contacted and on ascertaining the convenient date and time of the concerned government pleader handling the case; the concerned department official / person duly authorized by him should approach the government pleader directly and sign the counter affidavit, or should arrange to get the counter affidavit signed by the competent official and file it in the concerned section in the office of The Advocate General. The version of the respondent / department will be submitted in the court in the form of Counter Affidavit, and all pages should be signed by the official in blue / black ink. Person signing the affidavit will be referred to as 'deponent'. If the department official is signing the documents from a place outside the office of the Advocate General, it should be attested by a Gazetted officer from the locality. Only Gazetted officers should sign/ attest these documents. Corrections if any, should be recorded at the end of each page (number of corrections should be specifically mentioned)

#### **20.6. Duties of Liaison Officer & Concerned Department Officials:-**

The liaison officer is duty bound to strictly watch the proceedings at each stage, and take necessary steps at each stage and the orders from the court should be promptly communicated to the concerned department officials; and he should ensure proper follow up action.

The department officials should strictly follow the instructions / directions directly from the court or received through the liaison officer; and ensure proper follow up action.

#### **20.7. Interim Orders**

During the pendency of a litigation , if the court passes any interim orders and if that order is against the interest of the State, necessary petitions for reviewing / amending / modifying the interim order can be filed through the Advocate General, and it should be communicated to all other respondents representing the State / Department. The liaison officer should be contacted for this purpose, and on instructions from the liaison officer, the concerned Government Pleader should be contacted for taking necessary steps.

## **20.8. Judgments / Final Orders of the Court:-**

When the court pronounces a final Judgment / order, copies will be sent by the Registrar of The High Court to all parties by post. Since this process involves delay, the petitioners usually obtain certified copy of the order / Judgment from the court and approach the respondents / officials directly or through their counsel. The receipt of such certified copy shall be deemed to be receipt of the order from the court and the same should be complied with within the time frame fixed by the court, if any. In the alternative further steps as explained in the following paragraphs can be taken. The original order or its certified copy or its attested copy alone need be treated as valid. Photo copies otherwise submitted need not be considered. In certain cases when the case comes up for admission before the High Court, the court passes orders on the same day. The court often seeks the views from the Government pleader; for which he will seek immediate instructions from the respondents / officials. In such matters when the liaison officer seeks instructions, the officials should immediately furnish the same.

## **20.9. Writ Appeal / Revision Petition:-**

On receipt of a judgment /order of the court, normally the same should be implemented within the time frame fixed. But if the verdict is against the interest of the State/ against existing government orders / causes financial loss or liability to the state / passed by ignoring material facts / is against any existing Judicial Verdict, etc, the opinion of the Government pleader should be sought in a time bound manner and a review petition / writ appeal can be filed. In such cases, the Government / Head of the Department should be apprised of the situation, prior consent from the Government/ Head of the Department should be obtained before approaching the court, and the Advocate General should be approached thereafter with the consent order. The required procedure should be complied with by approaching the concerned Government Pleader through the Liaison officer; and the writ appeal / review petition can be filed if the Advocate General gives the consent. A petition for staying the single bench order can also be filed with the writ appeal. If there is delay in filing the writ appeal, a delay Condonation petition with supporting affidavit from the concerned official is essential. No other document need be signed and submitted by officials for preferring the writ appeal. The petitioners in the writ petition will be usually the respondents in the writ appeal/ revision petition, when the Department is filing the writ appeal/ revision petition. The Department/ State will be the appellants / petitioners in such situation.

When the WA / RP is admitted, the number assigned to it by the court should be obtained from the liaison officer, and should be recorded in the register maintained in the office for this purpose. WA/ RP will be numbered as in the case of WP (C )Viz, WA ...../ year, RP...../ year.

As in the case of writ petitions, follow up action should be there for WA/ RP. Proceedings should be closely watched and additional documents / information required should be furnished promptly; and pronouncing of final order should be keenly watched. Stay petition against the

order in writ petition should be moved promptly along with WA/ RP and all efforts should be made to obtain the stay order. Even if the order in WP ( C ) has been implemented; still WA / RP can be filed.

RP will be heard by the single bench which heard the WP (C) ; but WA will be heard by another bench (division bench). When there is unreasonable delay in filing the WA, court usually imposes terms (payment of costs) and the WA will be heard only after the specified amount is deposited in the court.

If steps are taken in compliance with a judgment/ order in WP (C), WA, RP, etc, action taken report should be immediately filed before the Advocate General

Note: Documents submitted by petitioners to be marked as ExhibitP1, P2, etc.

Documents Submitted by respondents to be marked as ExhibitR1, R2, etc.

#### **20.10. Extension Petition:-**

After pronouncing the verdict in a WP/WA/RP, if the department feels that the time stipulated for implementing the order/judgment is insufficient, an extension petition can be moved before the same court within the stipulated time for granting such extended time required. Normally, when the court is satisfied about the reasonableness of the request, extension is granted. The officials should ensure that the extension is granted, by contacting the liaison officer / Government pleader; and it should be recorded in the concerned register. The order should be implemented within the time frame stipulated or other further steps required should be taken.

#### **20.11. Contempt Of Court Cases:-**

Usually when a verdict of the Court is not complied with within the time frame stipulated, the petitioners file a case for contempt of court against the opposite party. As in the case of Writ Petitions, when the contempt petition is filed and the matter reaches the office of the Advocate General, the Liaison officer should promptly inform the matter to all the respondents. Usually when the contempt petition is taken up, the court orders notice to the respondents and directs the Government pleader to report within 14 days as to the action taken. When the case is taken up after 14 days, if the court feels that the judgment/ order has not been implemented / no further steps have been taken, personal appearance of the respondents will be ordered. Orders regarding personal appearance will be sent by The Registrar to the concerned persons by registered post. When a contempt petition is filed and notice is ordered, the liaison officer should bring the matter to the immediate notice of the concerned respondents, who should promptly take action within the stipulated time and report the action taken to the court through the Advocate General. When these steps are not taken, personal appearance is ordered. When personal appearance is ordered, the fact that WA / RP/ SLP have been filed against the Judgment may be submitted to the court, if it has not been earlier informed in writing to the court. If the judgment has been complied with that fact may also be submitted before the court in writing and an application seeking exemption (dispensation petition) from personal appearance may be filed. The person against whom contempt notice has been issued by the

court should file the dispensation petition. In case of change of incumbent in office after receipt of contempt notice, the new incumbent can file a statement to this effect also.

After filing the dispensation petition, it should be ensured that the petition is allowed. The liaison officer has the responsibility for follow up. Even if the judgment/ order is implemented consequent to the contempt of court case, still WA/ RP/ SLP can be filed against the verdict. In case the judgment / order is not complied with / dispensation petition is not allowed; the concerned official will have to appear in person before the court, furnish reply / explanation to the queries from the court and act according to the directions of the court. The Government Pleader should be contacted in advance and his advice sought before appearing in court. The liaison officer should also provide the required assistance to the official.

#### **20.12. Special Leave Petition(SLP):-**

If the Judgment is WA is not satisfactory / in any other matter, an SLP can be filed before the Supreme Court. Steps as in the case of WA/ RP should be taken and the matter should be taken up with the section in the office of The Advocate General dealing with SLP. After obtaining the consent of the Government, the Advocate General will entrust the case file / documents with the standing counsel for the State in The Supreme Court; and the standing counsel will forward the vakalathnama to the concerned official directly by post. The official should sign and return the Vakalathnama to the standing counsel by post. The number assigned to the SLP and the stay against the High Court order if any, should be recorded in the register maintained for the purpose in the office. The status of the case can be ascertained from the office of the Advocate General or from the official web site of The Supreme Court.

#### **20.13. Civil Revision Petition (CRP):-**

CRP is usually preferred against the verdict of appellate authorities, tribunals, etc. Common cases for the Department relates to CRP against the verdict of University Appellate Tribunals. Procedure as in the case of writ petitions should be taken and appropriate entries should be made in the register kept for the purpose in the office.

#### **20.14. Consumer Disputes Redressal Forum (CDRF):-**

Usually matters relating to employees and their service matters will not fall within the jurisdiction of the CDRF which functions in every district under The Consumer Protection Act. Hence, any such complaint can be easily defended by mentioning this position.

#### **20.15. State Administrative Tribunal (SAT):-**

As per Government notification 19 / 200 P & ARD dated 26/5 / 2010 State Administrative Tribunal has been established in Kerala. SAT has started functioning at Trivandrum w.e.f. 22/10/2011. Service matters relating to teaching and non-teaching staff of the department will be adjudicated by SAT. Private aided colleges do not fall within the ambit of SAT.

#### **20.16. RFA/ RSA Cases:-**

When the judgment in an original suit (OS) or appeal suit (AS) is against the interest of the state / State revenue or creates financial liability for the State, The High Court can be approached with a regular first appeal (RFA) and regular second appeal (RSA) in such cases. The Advocate General should be approached with the copy of the Judgment and other relevant documents; and the matter should be entrusted to the concerned Government Pleader as directed by The Advocate General.

**Note:**

1. If the Same person approaches different courts seeking the same relief simultaneously / successively, that matter should be brought to the notice of the court concerned.
2. Statement of facts should be filed by the respondent himself or else he should authorize a competent person to file it on his behalf.
3. An OP Register/ Case Register in the prescribed format should be maintained in all offices of the department.

## IV

### Govt. College Hostels



## CHAPTER - 21

### THE FUNCTIONING OF HOSTELS

#### 21.1. Rules related to Hostel Admission

1. The admission in the hostel is restricted to the students who got admission in the college. The copy of college ID card should be submitted along with the application for admission in the hostel.
2. A copy of passport size photograph and the signature of the student are to be affixed in the hostel admission register. A photo ID card is to be issued to the student from the hostel. The priority for admission in the hostel is to be determined on the basis of the distance from the house of the student. First consideration will be to the student who resides far from the college. While fixing this priority, the students belonging to SC/ST/OEC/PH will be given special preference.
3. The parent, who is to be present at the time of admission of the student in the hostel, has to submit a declaration stating that his ward will abide by the rules of the hostel. The student also has to submit such a declaration. In addition to this, the declaration regarding anti ragging is also to be suffixed.
4. At the time of admission, an amount equal to two months average mess fee is to be remitted as mess advance on proper receipt. But, mess advance need not to be collected from the students belonging to SC/ST/OEC. Instead of this, the community certificate issued by the revenue authorities is to be collected at the time of admission. In the case of blind students, the medical certificate is to be obtained and filed. These students have to submit the printout of the online application submitted through 'Akshaya Kendra' for fee concession, in which it is noted that the applicant is a hostler. Those who have stated as 'Day Scholar' in the application for the concession need not to be admitted in the hostel.
5. The visitor's time in the ladies hostel will be from 4 PM to 5 PM. The visiting is restricted to the guardian who signed the declaration at the time of admission and to the person who authorized by the guardian. This is to be displayed in the notice board of the hostel.
6. A separate portion is to be set apart for the visitors and they are not permitted to enter the residential area of the inmates. A visitor to a particular inmate will not be permitted to contact with other inmates.
7. The ID card is to be kept in hand by the inmates when leaving the hostel. The inmates have to obtain permission from the warden/ Resident Tutor/Clerk when leaving the hostel during hostel timings. The inmates have to return to the hostel before 6 PM.
8. The watchman will close the hostel gates at 5PM and will permit inmates to leave the compound only with special permission from authorities.



5. Medical inspection	Rs 10/-
6. Electricity charge	Rs 60/- ( Minimum)
7. Water Charges	Rs 30/- ( Minimum)

These rates are subject to revision as per Govt. orders. These fees are collected on proper receipts, and to be recorded in the daily fee collection register.

### III Ladies Hostel and Men's Hostel

If the ladies hostel and men's hostel are functioning under a same warden, fee receipt books consolidated PD register, Vouchers, Chalans; Stock registers etc. are to be maintained separately. But only one cash book, one TR – 5 receipt books shall be used at a time.

### IV. DFCR (Daily Fee Collection Register)

The fee collected through fee receipt books are to be entered in the DFCR as follows.

(a)

1. Mess advance
2. Caution deposit Rs 1000/- (Head of account for remitting chalans-PD a/c)
3. Medical inspection fee Rs 10/-
4. Food charge
5. Water charge
6. Electricity charge
7. Telephone charge
8. News paper (Recreation charges)

(b)

1. Room rent Rs. 100/- ( Head of account for remitting chalans 0202-01-103-95 Other receipts)
2. Establishment charges Rs 10/-

### V. Room & Key register

When a student is admitted in a hostel, necessary entry regarding the number of room allotted to him /her is to be recorded in the key register and the signature of the inmate obtained in token of having received the key. While allotting the rooms, students belonging to a particular

batch only are to be admitted in each room. On no account, senior batch students and junior batch students be admitted in the same room.

#### VI. Details of registers to be primarily maintained

1. Stock register of application forms
2. Stock register of ID cards
3. Stock register of Receipt books
4. Stock register of TR -5 receipt books
5. Stock register of Tender forms
6. Admission register
7. Mess Advance & Adjustment register
8. Caution Deposit register
9. Room and Key register
10. Cash book
11. Denomination register
12. Valuable register
13. PD cheque withdrawal sanction register
14. Consolidated PD register
15. Stock register of Furniture and Equipments
16. Stock register of Computer and Electronic Equipments
17. Stock register of Kitchen utensils

#### VII Formation of Mess Committee and functioning of Mess

- (a) The warden, staff and inmates have to act jointly for the effective and smooth functioning of mess. The mess committee comprising of three inmates (5 inmates in large hostels) nominated by the warden, one from each batch on rotation basis where there are many batches, is to be formed. For the formation of mess committee election shall not be conducted. The duration of mess committee will be for one month only. It will act up to the end of the prescribed month. As a new committee has to take charge for the coming month that committee is to be formed before the last date of the current month. The senior most members in the mess committee will be nominated as mess secretary.

- (b) In order to keep record of the details such as name, batch, admission number etc. of the mess secretary and mess committee members of each month, a 'mess committee' minutes register is to be maintained. The mess committee can be convened even in the absence of warden for the purchase of the things required for the mess. Before purchasing the goods required for the mess, the mess secretary has to consult with the cooks. The list of things to be purchased is to be prepared in full scap paper.
- (c) For the purchase of things to the mess, the clerk has to prepare a note under the list of things to be purchased and obtain purchase sanction of warden therein. After that the list will be sent to the concerned store, and shift the items received from the store to the hostel store in the presence of the mess secretary. While doing so, the mess secretary will record in the bill received from the store, the wordings 'Received the articles in good condition and entered in to the stock register of ..... ' (Provisions/Milk/ Vegetables etc.) and affix signature in the same. Then the same has to be handed over to the clerk. The clerk will assign voucher number to the bill take the things to the account. When the payment is made, the voucher will be passed for payment (Passed for payment of Rs.....) by the warden, and the voucher will be kept in files after recording the words ' paid and cancelled' with signature of warden. The warden will also sign the stock entry certificate of things purchased.

#### VIII Mess fee Calculation register

The vouchers of articles purchased from the beginning to the end of a month are to be recorded chronologically in this register. But, if vouchers are not received for milk, news papers etc. the details of cost can be entered as next serial numbers. The warden has to sign all stock registers at the end of each month after adding the total cost. This cost is the total food charges.

#### IX Water and Electricity

If the water and electricity charge which are not received in a month, the bill amount of the previous month in which the hostel run throughout the month can be taken in to account for collecting charges from inmates. If such amount falls below the rate fixed by the Govt. for each student (ie 30+60); shall be collected at the rate of 30+60.

#### X Fee collection notice

Mess fee collection date should be fixed to the first or second date of the month. Fee can be collected without fine up to the seventh date and with a fine of Rs 5/- till 2 PM on the fifteenth date. The defaulters have to be expelled from the hostel on proper orders by 4 PM on the fifteenth date. In the fee collection notice it should be specifically noticed that those who fails to remit the hostel fee before 2 PM on the fifteenth date will be expelled from the hostel.

#### XI Mess fee Calculation register

Food Charges Opening balance.....	Electricity charges....(÷) No of inmates = Rate per Head	Water charges....(÷) No of inmates = Rate per Head
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Vr Nos..... Milk News paper		
Total .....(-) closing balance Balance (÷) Total attendance = Rate per day		

XII Form of Mess register

Mess fee for the month of ...../20.....

S l n o	Nam e	Ad no	F C / F P	Food Charg es		Electricity charges		Water charg es	Estt charges	Roo m rent	Total	Receipt no &date	Chal an no Date	Initia ls of the Ward en	
				R a t e / d a y	No of days	A m o u n t d u e									

XIII Room & Key register

Sl No	Room No	Name of Room mates	Initials of the recipient of the key
1		1. 2. 3.	
2		1. 2. 3.	
3		1. 2. 3.	
4		1. 2. 3.	
5		1. 2. 3.	
6		1. 2. 3.	
7.		1. 2. 3.	

XIV Mess advance and adjustment register

S l n	Nam e	A d	Amo unt	Rt no & Date	Initials of Warden	Amou nt adjus	Rt no & date	Initials of warden	Balance amount (refunde	signature/Ward en of recipient	Initials of warden

o		n				ted			d)		

XV Consolidated PD register

Ch no	Date	Mess Adv	Food Charges	EI Charges	Water cha	MI			Accumulated balance	Total
Opening balance										
Total										
Grand Total										
Payment										
Ch No	Date	Mess Adv	Food Charges	EI Charges	Water charges	MI			Accumulated balance	Total
Total										
Grand Total										
Closing Balance										



GOVERNMENT OF KERALA

# **THE KERALA SERVICE RULES**

**VOLUME I**

**PART I & II**

**EIGHTH EDITION**

**2016**

ISSUED BY THE AUTHORITY OF THE GOVERNMENT OF KERALA

**FINANCE DEPARTMENT**

Official website: [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)



## **PREFACE TO THE FIRST EDITION**

The service personnel of the State Kerala comprise officers of the former Travancore-Cochin State, those transferred from the former Madras State on the date of reorganization of the States those appointed to the service of the new State on or after 1st November 1956. The officers of the former Travancore - Cochin State themselves consist of officers who belonged to the former States of Travancore and Cochin. The service conditions of these different categories of officers are now governed by three different sets of Rules, viz., (1) The Travancore Service Regulations, (2) The Cochin Service Regulations and (3) The Fundamental Rules (Madras), the Madras Pension Code and the Madras Manual of special Pay and Allowances. The need for a unified set of rules to regulate the service conditions of the employees of the State of Kerala is obvious. Accordingly Government are pleased to issue these new unified rules under the proviso to Article 309 of the Constitution of India.

2. The rules are set forth in three parts as follows :-

Part I - Rules relating to the General Conditions of Service, Pay fixation,

Leave, Joining time, Foreign Service, etc.

Part II - Rules relating to Travelling Allowance

Part III - Pension.

3. These rules are applicable to all officers who entered the service of the Kerala State on or after the 1st November, 1956. The rules are also applicable to those who came into the service of this State from the former State of Travancore - Cochin and the former Madras State and who elect to be governed by these rules. No option will however be given in regard to the T.A. Rules. All officers will be governed by the new rules in the matter of Travelling Allowance.

Any officer who finds any error or omission in these rules or any difficulty in implementing them is requested to bring it to the notice of the Secretary to Government, Finance Department.

Trivandrum,  
7<sup>th</sup> November, 1959.

**P.S. PADMANABHAN**  
Finance Secretary

## **PREFACE TO THE SECOND EDITION**

Since the issue of the First Edition, there have been several amendments to these rules; very many 'Rulings' and 'Government Decisions' have also been issued there under. These 'Rulings' and 'Government Decisions' have been furnished under the relevant Rules to make their application easy. All the amendments issued upto 31st March 1964 have been incorporated in this Edition.

**C.THOMAS**  
Finance Secretary

## **PREFACE TO THE THIRD EDITION**

More than six years have elapsed since the issue of the Second Edition of the Kerala Service Rules. During this period there had been considerable changes in the service conditions of Government employees necessitating the issue of a series of amendments to the Rules. All the amendments, rulings and decisions introduced after the issue of the Second Edition have been incorporated in this Edition.

A change has been made in this Edition. This volume contains only Parts I - (Rules relating to the General conditions of Service, Pay, Leave, Joining time, Foreign Service, etc.) and II - (Rules relating to Travelling Allowance) of the Kerala Service Rules and the relevant Appendices and Forms. Part III - (Pension) will be issued as a separate volume.

The arrangement of the rules followed in the previous editions has been retained in this Edition also.

The Preface to the previous Editions have been reproduced and the instructions contained in the concluding paragraph of the Preface to the First Edition continue to apply.

Trivandrum,  
31<sup>st</sup> August, 1970.

**P.VELAYUDHAN NAIR**  
Finance Secretary

## **PREFACE TO THE FOURTH EDITION**

The present edition comprises of Parts I and II of the Kerala Service Rules and follows the form and order adopted in the third edition. Part III Kerala Service Rules has since been issued as a separate Volume in 1974. This edition incorporates all amendments, rulings and decisions ordered by Government since the last edition covering the period up to 31st August 1976.

Any officer who finds any error or omission in these rules or any difficulty in implementing them is requested to bring it to the notice of the Secretary to Government, Finance Department.

Trivandrum,  
19<sup>th</sup> October, 1976.

**K.V. RABINDRAN NAIR**  
Finance Secretary

## **PREFACE TO THE FIFTH EDITION**

The present edition comprises of Parts I and II of the Kerala Service Rules and follows the form and order adopted in the fourth edition. Part III Kerala Service Rules has since been issued as a separate Volume in 1974. This edition incorporates all amendments, rulings and decisions ordered by Government up to 31st December 1985.

Any officer who finds any error or omission in these rules or any difficulty in implementing them is requested to bring it to the notice of the Secretary to Government, Finance Department.

Trivandrum,

**K.V. RABINDRAN NAIR**  
Commissioner & Secretary (Finance)

## **PREFACE TO THE SIXTH EDITION**

This Sixth edition of Kerala Service Rules, Volume I is published after a lapse of 14 years since the last edition. All amendments and modifications up to 31st August 1999 have been incorporated in this edition.

A number of changes have been made in this new edition. The traditional format has been changed. Referencing is made easy as the number and date of the Government Orders incorporating amendments/ modifications are shown on the right side along with the relevant portion of the text, instead of the foot notes followed in the past.

This Volume will be available for sale on CD ROM also from the Finance Department.

Comments, if any, for improving this volume are welcome.

Trivandrum,  
18<sup>th</sup> November, 1999.

**VINOD RAI**  
Principal Secretary (Finance)

## **PREFACE TO THE SEVENTH EDITION**

The Seventh Edition of the Kerala Service Rules Vol.I is published after a lapse of 9 years since the last edition. This edition incorporates all amendments, rulings and decisions ordered by the Government up to 11/02/2008.

This Volume will be available for sale on CD ROM also from Finance Department.

Comments, if any, for improving this volume are welcome.

Trivandrum,  
5<sup>th</sup> November, 2008.

**L.C.GOYAL**  
Principal Secretary (Finance)

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# **PART I**

**PAY, LEAVE, JOINING TIME, Etc.**

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**CHAPTER I****GENERAL SCOPE**

1. (i) These rules may be called the Kerala Service Rules.
- (ii) The rules in Part I and Part II shall be deemed to have come into force with effect from 1<sup>st</sup> November 1959 and those in Part III shall be deemed to have come into force from 1<sup>st</sup> November 1956.
2. Subject to the provisions of Rule 3,-
  - (i) The rules in Part II relating to Travelling Allowance shall apply to every person in the whole time employment of the Government (other than a person so employed in the contingent or work establishment);
  - (ii) The remaining rules shall apply to every person in the whole time employment of the Government (other than a person so employed in the contingent or work establishment),-
    - (a) who was not in the service of the Government of Travancore-Cochin or the Government of Madras on 31<sup>st</sup> October 1956, or
    - (b) who was in the service of the Government of Travancore-Cochin or the Government of Madras on 31<sup>st</sup> October 1956 and who continued to be in the service of the Government of Kerala, but has opted to be governed by these rules in accordance with such conditions as may be laid down by the Government in this behalf; or
    - (c) who was absorbed to Government service on or after 1<sup>st</sup> November 1956, but who prior to such date was in the service of any quasi-Government or other institution and whose appointment and conditions of service were governed by any law or rule made under any law for the time being in force, if such person exercises his option to be governed by these rules, subject to such conditions as may be laid down by Government in this behalf.

*Ruling*

\*The rules in Part II, Kerala Service Rules relating to Travelling Allowances shall apply to the persons appointed to the service of the Government temporarily under Rule 9 of Part II of the Kerala State and Subordinate Service Rules also.

3. (i) These rules shall not apply to,-
  - (a) persons for whose appointment and conditions of employment special provision is made by or under any law for the time being in force;
  - (b) persons in respect of whose conditions of service, pay and allowances, pension, leave or any of them, special provision has been made by agreement entered into before these rules were made or entered into thereafter in pursuance of the provisions of Rule 8:

Provided that in respect of any matter not covered by the provisions special to him, his service or his post, these rules shall apply to any person coming within the scope of clauses (a) and (b) above, to whom but for those clauses the rules would otherwise apply.

- (ii) Notwithstanding anything contained in Rule 2 the Government may, by notification in the Gazette, exclude wholly or in part from the operation of these rules any officer or any class of such officers to whom the Government shall declare that the rules cannot suitably be applied, and these rules shall thereupon to the extent of such exclusion, cease to apply accordingly.

\*\* *Note*.- These rules as a whole shall not apply to the persons appointed to the service of the Government temporarily under Rule 9 of Part II of the Kerala State and Subordinate Service Rules, 1958, except to the extent specified by the Government.

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\*[G O(P) No.1082/1987/Fin., Dated 16/12/1987]

\*\*[G O(P) No. 77/1987/Fin., Dated 22/01/1987]



*Government Decision*

\*\*The direct recruits to the personal staff of the Ministers will be governed by the service conditions specified in the Special Rules applicable to them and in respect of any matter not covered by the provisions in such Special Rules, the provisions in the Kerala Service Rules will apply.

4. If any doubt arises as to whether these rules apply to any person, the matter shall be referred to the Government and the decision of the Government shall be final.
5. Nothing in these rules or in any rule made thereunder shall operate to deprive any person of any right or privilege to which he is entitled,-
  - (a) by or under any law, or
  - (b) by the terms of any contract or agreement subsisting between such person and Government on the date these rules come into force.
6. Subject to the provisions of Rule 5, nothing in these rules or any rule made under these rules shall operate to affect to the disadvantage of any person holding a substantive post under Government to whom these rules apply, the conditions of service in respect of pay, leave, allowances, pension or any other matter which are applicable to him-
  - (a) on the date these rules came into force, or
  - (b) by virtue of any order or rule made by the Government, unless such person gives his consent.
7. Where Government are satisfied that the operation of any rule under these rules causes undue hardship in any particular case, the Government may dispense with or relax the requirements of that rule to such extent and subject to such conditions as they may consider necessary for dealing with the case in a just and equitable manner.

\*\*[G O(P) No. 68/1965/Fin., Dated 16/02/1965]

8. When in the opinion of the Government, special provisions inconsistent with any of these rules or of any rules made thereunder are required in respect of conditions of service, pay and allowances, leave and pension or any of them, with reference to any particular post, it shall be open to the Government, notwithstanding anything contained in these rules, to provide by agreement with the person appointed to such post for any of the matters in respect of which in the opinion of the Government special provisions are required to be made, and to the extent to which such provisions are made in the agreement, nothing in these rules or in any rules made thereunder shall apply to any person so appointed in respect of any matter for which provision is made in the agreement :  
Provided that in every agreement made it shall further be provided that in respect of any matter in respect of which no provision has been made in the agreement, the provisions of these rules or of rules made thereunder shall apply. (For model form of agreement *See* Appendix I).
9. The Government may delegate to any of its officers subject to any conditions which it may think fit to impose any power conferred upon it by these rules with the following exceptions :-
  - (a) power to make rules;
  - (b) [Deleted];
  - (c) power to regulate the terms and conditions for grant of compensatory allowances;
  - (d) to determine the standard rent of buildings and the rent recoverable from an officer occupying the residence;
  - (e) to remit leave and pension contributions in respect of an officer transferred on foreign service; and
  - (f) to permit an officer on foreign service to receive pension or gratuity from foreign employer.

10. No powers may be exercised or delegated under these rules except after consultation with the Finance Department. It shall be open to that Department to prescribe, by general or special order, cases in which its consent may be presumed to have been given.
11. The Government reserve to themselves the power to modify these rules as may from time to time seem expedient and to interpret them in case of doubt.

*Ruling*

An officer's claim to pay and allowances is regulated by the rules in force at the time in respect of which the pay and allowances are earned; to leave, by the rules in force at the time the leave is applied for and granted; and to pension, by the rules in force at the time when the officer resigns or is discharged from the service of the State.

Persons governed by the Kerala Service Rules who were on leave on the crucial date, i.e. 1<sup>st</sup> November 1959, the leave having been sanctioned in good faith and availed of from a date prior to 1<sup>st</sup> November 1959 will be treated to have come over to the leave rules in the Kerala Service Rules on the expiry of the first spell of leave originally sanctioned. Any further extension of such leave after 1<sup>st</sup> November 1959 should be regulated only in terms of the rules in Kerala Service Rules. No arrears will, however, be paid, nor amounts drawn in excess recovered as a result of such readjustment of leave.

**CHAPTER II**

**DEFINITIONS**

12. Unless there be something repugnant in the subject or context the terms defined in this chapter are used in the rules in the sense here explained :-
  - (1) **Actual Travelling Expenses.**- means the actual cost of transporting an officer and his personal luggage including charges for ferry and other tolls and for carriage of camp equipment, if necessary. It does not include charges for hotels, travellers bungalows or refreshments or for the carriage of stores or conveyances or for presents to coachmen and the like, or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of servants.
  - (2) **Apprentice.**- means a person deputed for training with a view to employment in Government service, who draws pay at monthly rates from Government during such training, but is not employed in or against a substantive vacancy in the cadre of a department.
  - (3) **Audit Officer.**- means the Head of the Office of Accounts and Audit subordinate to the Comptroller and Auditor General of India, whether designated as Comptroller or Accountant General or by any other designation.
  - (3A) **\*Average Pay.**- [Deleted].
  - (4) **Cadre.**- means the strength of a service or part of a service sanctioned as a separate unit.
  - (5) **Compensatory Allowance.**- means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes Travelling Allowance.
  - (5A) **Competent Authority.**- Competent authority in respect of any officer, in so far as any power delegated under these rules is concerned, means the authority

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\*[G O(P) No. 491/1975/Fin., Dated 24/10/1975]

to which such power has been delegated and where no such specific delegation has been made, the competent authority is, unless otherwise stated, the authority in whom the power to appoint such officer has been or is vested from time to time by the State Government.

- (6) **Day**.- means a 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 hours the absence begins or ends.
- (7) **Duty** .- Duty includes-
- (i) Service as a probationer or apprentice, provided that such service is followed by confirmation.
  - (ii) Joining time.
  - (iii) A course of instruction or training which an officer undergoes specially ordered by Government to be treated as duty.

*Note 1*.- A student, stipendiary or otherwise, who is entitled to be appointed to the service of Government on passing through a course of training at a University, College or School shall unless in any case it be otherwise expressly provided in the terms of his appointment, be treated as on duty during the interval between the satisfactory completion of the course and his assumption of duties.

*Note 2*.- An officer required or permitted to attend an obligatory departmental examination may be treated as on duty during the day or days of the examination and during the reasonable time required for the journey, if any, to and from the place of examination.

*Explanation.*

\*The term 'obligatory departmental examination' means-

- (i) any test a pass in which is prescribed for the successful completion of probation or training of an officer, whether recruited direct or by transfer;

\*[G O(P) No. 366/1976/Fin., Dated 26/11/1976]

- (ii) any test a pass in which is prescribed for the purpose of making an officer eligible for increment or for confirmation in any post;
- (iii) any test a pass in which is prescribed for promotion to any higher post coming in the line of promotion in the department concerned ;
- (iv) any test a pass in which is prescribed as a qualification for continuance in the post;
- (v) any test a pass in which is newly prescribed for persons already in the service concerned.

*Note 3*.- The period spent on training by officers who are reservists of the Defence Forces and the period of their journey to and from the training centre may be treated as duty.

*Ruling*

In all cases of deputation of officers for a course of instruction or training under these rules, the period of such training, if treated as duty under sub-clause (iii) of the above rule, should be specified as such in the orders sanctioning such deputation. A separate clause that the period will count for increment, leave and pension is not necessary in such cases. In case where an officer selected for training is found unsuitable on medical examination or otherwise, the period spent by him in India for journey for medical examination, etc. in connection with the training will be treated as leave and no Travelling Allowance will be allowed for such journeys

*Note 4*.- †When a Government Servant on return from leave, training, foreign service or on termination of previous appointment, has compulsorily to wait for orders of posting, the interval between the date of report and the date on which he takes charge of his duties shall be treated as 'duty' provided that the interval between the date of receipt of orders

†[G O(P) No.475/1975/Fin., Dated 09/10/1975]

and his assumption of duties shall not in any case exceed the amount of joining time admissible under Rule 125 (a). During such period of duty, he will be entitled to pay according to Rule 26. Avoidable delay caused in giving posting orders in such cases shall render the authorities concerned, liable for the excess expenditure, if any, caused thereby.

\* [Omitted]

*Note 6.*- When a Government Servant is deputed by Government to participate in a Civil service Tournament as a member of the team or to participate in the coaching camps organised in connection thereto, the period spent for participation in such tournaments/coaching camps, including the time taken for to and fro journeys will be treated as duty.

*Explanation.*-

\*\*The term 'Civil Service Tournament' shall mean India Civil Services Tournaments organised by (a) the Central Civil Service Sports Control Board, (b) State Governments on behalf of the above Board and (c) Sports Councils or Associations authorised by the State Government, on behalf of the Central Civil Service Sports Control Board.

The note shall be deemed to have come into force with effect from 1<sup>st</sup> July 1980.

- (8) **Fee.**- means a recurring or non-recurring payment to an officer from a source other than the General Revenues whether made directly to the officer or indirectly through the intermediary of Government but does not included-
- (a) unearned income, such as income from property, dividends and interests on securities ; and
  - (b) income from literary, cultural or artistic efforts, if such efforts are not aided by the knowledge acquired by the officer in the course of his service.

\*[Omitted G O(P) No.78/2007/Fin., Dated 28/02/2007]

\*\*[G O(P) No. 211/1982/Fin., Dated 05/05/1982]

- (9) **Foreign Service.**- means service in which an officer receives his pay with sanction of Government from any source other than the Consolidated Fund of India or of a State.
- (10) **General Revenues.**- General Revenues of Kerala include the Consolidated Fund, the Contingency fund and the Public Account of Kerala and exclude the revenues of Local Funds.
- (11) **Government.**- means the Government of Kerala.
- (12) **Gratuity.**- (*See* Pension)
- (13) **Heads of Departments.**- The term includes-
- (a) Officers who have been declared by the Government to be Heads of Departments. (*See* Appendix II)
  - (b) Any other authority to which the Government may delegate the powers of a Head of Department.
- (14) **Holiday.**- means-
- (a) a holiday prescribed or notified by or under section 25 of the Negotiable Instruments Act, 1881; and
  - (b) in relation to any particular office, a day on which such office is ordered by notification of Government in the Gazette to be closed for the transaction of Government business without reserve or qualification.
- (15) **Honorarium.**- means a recurring or non-recurring payment granted to an officer from the General Revenues of the State as remuneration for special work of an occasional or intermittent character.
- (16) **Joining Time.**- means the time allowed to an officer to join a new post or travel to or from a station to which he is posted.

- (16A) **\*Last Grade Service.** - means service in any post included in the Kerala Last Grade Service constituted by the Special Rules for the Kerala Last Grade Service, published under G.O.(P) 82/Public (Rules) Department, dated the 8<sup>th</sup> March 1966, in Part I of the Kerala Gazette No.14, dated the 5<sup>th</sup> April 1966, as amended from time to time, and includes †all other posts carrying the lowest scale of pay in the schedule of pay scales in force from time to time and service in any post declared by the Government to be a post in the Last Grade Service.
- (17) **Leave Salary.** - means the monthly amount paid by Government to an officer on leave.
- (18) **Lien.** - means the title of an officer to hold substantively, either immediately or on termination of a period or periods of absence, a permanent post to which he has been appointed substantively.
- (19) **Local Fund.** - means-
- revenues administered by bodies which by law or rule having the force of law come under the control of Government, whether in regard to proceedings generally or to specific matters, such as the sanctioning of their budgets; sanction to the creation or filling up of particular posts, or the enactment of leave, pension or similar rules; and
  - the revenues of any body which may be specially notified by the Government as such.
- (20) **Ministerial Officer.** - means an officer of a subordinate service whose duties are entirely clerical, and any other class of officer specially defined as such by general or special orders of Government.
- (21) **Month.** - means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of

\*[G O(P) No. 1060/1979/Fin., Dated 06/12/1979]

†[G O(P) No.626/93/Fin., Dated 04/10/1993]

days in each, should first be calculated and the odd number of days calculated subsequently.

*Note.* - Whenever it is necessary to calculate a period in calendar months, the period shall be taken to end either on the day of the month corresponding to the day before the day on which the period begins or if there is no such corresponding day in the month, then on the last day of the month.

*Example.* - A period of six calendar months beginning on the 28<sup>th</sup> February ends on the 27<sup>th</sup> August, 31<sup>st</sup> March ends on the 30<sup>th</sup> September, 30<sup>th</sup> or 31<sup>st</sup> August ends on the 28<sup>th</sup> February or 29<sup>th</sup> February, if leap year.

In calculating a period of 3 months and 20 days from 25<sup>th</sup> January, 3 months should be taken as ending on the 24<sup>th</sup> April and the 20 days on 14<sup>th</sup> May. In the same way the period from 30<sup>th</sup> January to 2<sup>nd</sup> March should be reckoned as 1 month and 2 days, because one month from 30<sup>th</sup> January ends on 28<sup>th</sup> February. A period of one month and 29 days commencing from 1<sup>st</sup> January will expire in an ordinary year (in which February is a month of 28 days) on the last day of February because a period of 29 days cannot obviously mean to exceed a period of full calendar month and leave for two months from 1<sup>st</sup> January would end on the last day of February. The same would be the case if February were a month of 29 days or if the broken period were 28 days (in an ordinary year).

- (22) **Officiate.** - An officer officiates in a post when he performs the duties of a post on which another person holds a lien. The appointing authority may, if it thinks fit, appoint an officer to officiate in a vacant post on which no other officer holds a lien.
- (23) **Pay.** - means the amount drawn monthly by an officer as-
- the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre, and

- (ii) personal pay and special pay, and
- (iii) any other emoluments which may be specially classed as pay by the Government.

(24) **Pension.**-Except when the term 'Pension' is used in contradistinction to gratuity or 'Death-cum-retirement gratuity', 'Pension' includes 'gratuity' and 'Death-cum-retirement gratuity'.

(25) **Permanent Post.**- means a post carrying a definite rate of pay sanctioned without limit of time.

(26) **Personal Pay.**- means additional pay granted to an officer-

- (a) to save him from loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure ; or
- (b) in exceptional circumstances, on other personal considerations.

*Note.*- All cases in which it is proposed to grant personal pay under clause (b) of the above rule should be referred to the Finance Department by the Administrative Department concerned. No case will be entertained which is not of an entirely exceptional character and in submitting cases for the grant of personal pay, this should be carefully borne in mind.

(27) **Presumptive Pay of a Post.**- When used with reference to any particular Government servant, means the pay to which he would be entitled if he held the post substantively and were performing its duties; but it does not include special pay unless the Government servant, performs or discharges the work or responsibility in consideration of which the special pay was sanctioned.

*Note.*- The first part of the definition is intended to facilitate the use of the term in relation to an officer who has been absent from a post for some time but still retains a lien on it.

(28) **Probationer.**-means an officer employed on probation in or against a substantive vacancy in the cadre of a department.

*Note 1.*-The term 'Probationer' does not cover an officer who holds substantively a permanent post in a cadre and is appointed 'on probation' to another post.

*Note 2.*- No person appointed substantively to a permanent post in a cadre is a probationer unless definite conditions of probation have been attached to his appointment such as the condition that he must remain on probation pending the passing of certain examinations.

*Note 3.*-The status of a probationer is to be considered as having the attributes of a substantive status except where the rules prescribe otherwise.

*Note 4.*-The instructions in Notes 1 and 2 above are to be taken as complementary and not as mutually exclusive. Taken together, they contain the essence of the tests for determining when an officer should be regarded as a "Probationer" or as merely "on Probation", irrespective of whether he is already a permanent officer or is merely an officer without a lien on any permanent post. While a probationer is one appointed in or against a post substantively vacant with definite conditions of probation, a person on probation is one appointed to a post (not necessarily vacant substantively) for determining his fitness for eventual substantive appointment to that post.

(29) **Public Conveyance.**-means a train, steamer, bus, boat or other conveyance which plies regularly for the conveyance of passengers.

(30) **Qualify** - 'Qualify' and 'Count' means qualify and count for pension, from the General Revenues or for leave of absence, as the case may be.

(31) **Special Pay.**- means an addition of the nature of pay to the emoluments of a post or of an officer granted in consideration of the following :-

(a) where a post would call for a higher scale of pay in view of the additional and/or higher responsibilities attached to it, or

(b) where the nature of work is specially arduous ;

or

(c) where an officer has to attend to work in addition to normal duties attached to his post.

*Note* .- \*When special pay is granted in lieu of a higher time-scale of pay such special pay will count for purposes for fixation of pay on promotion to a higher post provided the Officer was drawing it continuously for a minimum period of three years on the date of promotion. Special pay in a tenure post or special pay drawn on deputation will not, however, be considered for such fixation of pay.

(32) **Subsistence Allowance**.-means a monthly grant made to an officer who is not in receipt of pay or leave salary.

(33) **Substantive Pay**.- means the pay other than special pay, personal pay or emoluments classed as pay by Government under Rule 12 (23) (ii) and (iii) above to which an officer is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.

*Note* .-When a special pay is granted in lieu of a higher time scale, such special pay will also count as substantive pay, provided the officer holds a lien on the post to which the special pay is attached.

(34) **Temporary Post**.-means a post carrying a definite rate of pay sanctioned for a limited time.

(35) **Time-scale of Pay**.- means pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum. It includes the class of pay hitherto known as progressive:-

\*[G O(P) No. 393/1975/Fin., Dated 30/08/1975]

(a) Time-scales are said to be *identical* if the minimum, the maximum, the period of increment and the rate of increment of the time-scales are identical.

(b) A post is said to be on the same time-scale as another post on a time-scale if the two time-scales are identical and the posts fall within a cadre or a class in a cadre, such cadre or class having been created in order to fill all posts, involving duties of approximately the same character or degree of responsibility, in a service or establishment or group of establishments, so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.

*Note*.- Method of calculation of average pay of a post on a time-scale of pay-

(1) In the case of gazetted appointments on time-scales of pay the following formula may be applied for ascertaining the average pay :-

$$\text{Average pay} = (A+B)/2 + (B-A)/2 [1-(R+1) \{ .014+1- .01R/F-E \}]$$

Where A = Minimum pay,

B = Maximum pay,

R = Period of rise,

E = Average age at entry in the Grade, and

F = Average age at retirement on superannuation pension.

This may be taken to be 55 in almost every case unless there are special reasons to take it either at a lower or a higher figure.

(2) In the case of non-gazetted post on time scales of pay, the following formula is to be applied :-

$$\text{Average pay} = (A+B)/2+(B-A)/2[1-(R+1) \{ .021+ (1-.015R /F-E) \}]$$

Where A = Minimum pay,

B = Maximum pay,

R = Period of rise,

E = Average age at entry in the Grade, and

F = Average age at retirement on superannuation pension.

This may be taken to be 55 in almost every case unless there are special reasons to take it either at a lower or a higher figure.

- (3) \*In cases where one grade is the channel of promotion to another grade, that is to say where everybody in the lower grade is ultimately promoted to the higher grade, the following formula may be adopted to find the average cost of appointments in the lower grade :-

$$\text{Average pay} = \frac{A+C}{2} + \frac{(C-A)}{2} [1 - (S+1) \{0.006 + (1-0.004S)/G - E\}]$$

Where A = Minimum pay,

C = Pay just before promotion to the higher grade,

S = Period of rise from A to C,

E = Average age at entry in the lower grade, and

G = Average age at the time of promotion to the higher grade.

- (4) \*\*If the average pay worked out by any of the methods prescribed, falls below the minimum of the time-scale plus one fourth of the difference between the minimum and maximum of the time scale, the average of the minimum and the maximum of the time-scale shall be taken as the average pay.

*Government Decision*

A scale of pay is reckoned as higher time-scale on the following principles :-

\*[G O(P) No. 52/65/Fin., Dated 03/02/1965]

\*\*[G O(P) No.359/1976/Fin., Dated 23/11/1976]

(i) according to the higher maximum,

(ii) if the maximum is the same, according to the higher minimum, and

(iii) if the maximum and the minimum are the same according to the rate of increment.

- (36) **Transfer.** - means the movement of an officer from one headquarter station in which he is employed to another such station, either,

(a) to take up the duties of a new post, or

(b) in consequence of a change of his headquarters.

- (37) **Travelling Allowance.** - means an allowance granted to an officer to cover the expenses which he incurs in travelling in the interest of the public service. It includes allowances granted for the maintenance of conveyances.

*Government Decision*

\*The expressions 'road mileage' and 'mileage allowance' wherever they occur, shall be assigned meaning as referring to 'distance in kilometres'.

\*[G O(P) No. 36/1964/Fin., Dated 20/01/1964]



## CHAPTER III

## GENERAL CONDITIONS OF SERVICE

13. Except as provided by this rule, no person may be appointed to a post in Government service without his producing a medical certificate of health in the form annexed below. The Government may, in individual cases, dispense with the production of a certificate, and may by general orders exempt any specified class of officers from the operation of this rule.

## FORM

I do hereby certify that I have examined A B, a candidate for employment in the ..... Department, and cannot discover that he has any disease, constitutional affection or bodily infirmity except..... I do not consider this a disqualification for employment in the office of.....

A B's age is according to his own statement x years and by appearance y years.

A B has been re-vaccinated/vaccinated or has/had smallpox.

*Note 1.*-The certificate prescribed above must ordinarily be signed by a Civil Medical Officer of rank not lower than a Civil Surgeon or Honorary Medical Officer of Civil Surgeon's rank or the Director of Indigenous Medicine, but in the case of a person whom it is proposed to appoint to a post the maximum pay of which is not more than \*₹ 1050 and who cannot conveniently be brought before an officer of higher rank, a certificate from an Assistant Surgeon with M.B.B.S. degree may, at the discretion of the appointing authority, be accepted.

\*This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> April 1985.

\*[G O(P) No. 1109/1987/Fin., Dated 23/12/1987]

*Note 2.*- An officer, in whom a defect has been noticed by the Medical Officer who granted him his first certificate of health, may not be transferred from the office to which he was originally appointed, to another office, the duties of which are different in character, except on production of another certificate from a competent authority to the effect that the defect will not materially interfere with the discharge of his new duties by reason of such transfer.

*Note 3.*-The following classes of officers are exempted from producing a medical certificate of health :-

- (1) an officer recruited through a competitive examination who had to undergo medical examination in accordance with regulations prescribed for appointment to service under Government;
- (2) an officer in service other than the last grade appointed in a temporary vacancy of less than three months duration;
- (3) an officer in the last grade appointed in a temporary vacancy of less than six months duration ;
- (4) a temporary officer who has already been medically examined in one office if transferred to another office without a break in service subject to the provision of Note 2 above;
- (5) a retired officer re-employed immediately after retirement.

*Note 4.*- (a) The production of a medical certificate is necessary when-

- (i) an officer is promoted from non-qualifying service paid from a Local Fund to a post in Government service other than last grade;
- (ii) a person is re-employed after resignation or forfeiture of past service;
- (b) when a person is re-employed in circumstances other than those referred to in clause (a) (ii) above the appointing authority will decide whether a medical certificate should be produced.

*Note 5.*-Once a person is asked to produce a medical certificate of fitness for entry into Government service whether in a temporary or permanent capacity and has actually been examined and declared unfit, it is not open to the appointing authorities subordinate to Government to use their discretion to ignore the certificate that has been produced.

#### *Government Decision*

The question of laying down appropriate rules to govern the Medical Examination of candidates recruited to Government service was considered by Government. After taking into account all the relevant aspects of the question, the following rules have been laid down in this behalf:

1. Normally a candidate should be medically examined before his first appointment. In certain cases, however, when a candidate is required to join immediately for work or for training, the appointment may be made without first obtaining the medical certificate, though the appointment should be subject to the officer being declared medically fit. In all such cases, if an officer is declared unfit on medical examination and he prefers an appeal he should be retained in service till the case is finally decided.
2. Similarly, in the case of a Government servant whose appointment is made on a temporary basis on the strength of a medical certificate issued by a lower authority or without such a certificate, it may be necessary to get a certificate of fitness from the appropriate medical authority. If the appropriate medical authority finds that the person is not fit for retention in service at all and if an appeal for a second medical examination from the Government servant concerned is accepted the person concerned should be allowed to continue in service till the verdict of appropriate medical authority is known. In case it is decided not to accede to the

- request for further medical examination, the services of the officer should be terminated forthwith.
3. The intimation regarding unfitness of a candidate should immediately on receipt be communicated to the person concerned with a note that appeal, if any, must be made by the candidate/ Government servant concerned within one month of the communication of the findings of the Medical Officer and that, if any, Medical certificate is produced as piece of evidence about the possibility of an error of judgement in the decision of the Medical Officer who examined him, in the first instance, the certificate must contain a note by the Medical Officer concerned to the effect that it has been given in full knowledge of the fact that the candidate has already been rejected as unfit for service by a Medical Officer.
  4. In case no appeal (with requisite evidence in support of his case) is preferred by the candidate/ Government servant within one month of the date of communication to him of the findings of the Medical Officer, his services should be terminated forthwith on the expiry of the period of one month and ordinarily no appeal should be allowed after the expiry of that period.
  5. In case where a Government servant or a candidate for Government service is declared unfit for retention in Government service or appointment in the Government service by a Medical Officer, the grounds for rejection may be communicated to him in broad terms without giving minute details regarding the defects pointed out by the Medical Officer. Cases where the grounds of rejection have not been clearly stated by the Medical Officer, in his report, may be referred to the Government for advice.
  6. For the first Medical Examination of the candidate/Government servant as well as the subsequent examinations found necessary by the

appointing authority on account of an appeal, the appointing authority shall give suitable requisition to the Medical Officer concerned.

7. No appeal shall lie against the adverse findings of a Medical Officer to whom the case is referred on appeal.

*Note 1.*- Certificate of physical fitness for entry into Government service should always be from Medical Practitioners of Modern Medicine or from Doctors of Indigenous Medicine.

*Note 2.*- The Medical Authority who is to issue a medical certificate a second time on appeal shall be of a higher status than the other who issued the first medical certificate.

*Note 3.*- \*When a final certificate has been issued either by the Director of Health Services, or by the Director of Indigenous Medicines, that certificate will be final and no appeal will be permitted [Vide G.O.(P) 1034/61/Pub. (Ser.D), dated 2<sup>nd</sup> December 1961 and G.O.(P) 570/62/Pub. (Ser. D), dated 25<sup>th</sup> October 1962]

- 13A** \*\*New recruits shall produce a form for Service and Payroll Administrative Repository for Kerala (SPARK) in Form No. 15, duly filled up at the time of joining duty for registering their details.

- 14.** Unless in any case it be otherwise distinctly provided, the whole time of an officer is at the disposal of the Government which pays him and he may be employed in any manner required by proper authority, without claim for additional remuneration, whether the services required of him are such as would ordinarily be remunerated from the General Revenues of India or of the States or the Revenues of a Local Fund or from the funds of a Body, incorporated or not, which is wholly or substantially owned or controlled by the Government.

\*[G O(P) No. 343/1963/Fin., Dated 07/06/1963]

\*\*[Insertion G O(P) No. 413/2009/ Fin., Dated 25/09/2009 (with effect from 24/04/2007)]

*Note 1.*- Every officer must attend the office punctually. For every three day's late attendance without permission, an officer will forfeit a day's casual leave for which he is eligible. The computation of the forfeiture of a day's casual leave will be with respect to the calendar year and late attendance without permission for less than three days at the end of a calendar year will be ignored.

*Note 2.*- # No other kind of leave except casual leave shall be forfeited for late attendance without permission. Disciplinary action under the Kerala Civil Services (C.C and A.) Rules, 1960 may be taken against the officers concerned for late attendance without permission if there is no casual leave to be forfeited.

- \*14A.** The period of unauthorized absence of an Officer on account of participation in strike shall be treated as 'Dies-Non'. During the period of 'Dies-Non', he shall not be eligible for pay and allowances and the period shall not be counted for admissibility of earned leave. However, such period shall be counted for the purposes of increment and half pay leave, notwithstanding anything contained in any other rules in this part.

\*This shall be deemed to have come into force with effect from 10<sup>th</sup> January, 2002.

- 15. (a)** Two or more officers cannot be appointed substantively to the same permanent post at the same time.
- (b)** An officer cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.
- (c)** An officer cannot be appointed substantively to a post on which another officer holds a lien.

#[G O(P) No.593/1970/Fin., Dated 20/08/1970]

\*[Insertion G O(P) No. 212/2005/Fin., Dated 11/05/2005]

16. Unless in any case it be otherwise provided in these rules, an officer on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
17. Unless his lien is suspended under Rule 18 or transferred under Rule 20 an officer holding substantively a permanent post retains a lien on that post—
- (a) while performing the duties of that post;
  - (b) while on foreign service or holding a temporary post, or officiating in another post;
  - (c) during joining time on transfer to another post, unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;
  - (d) while on leave;
  - (e) while under suspension; and
  - (f) while under training.
18. (a) The Government shall suspend the lien of an officer on a permanent post which he holds substantively if he is appointed in a substantive capacity—
- (1) to a permanent post outside the cadre on which he is borne, or
  - (2) provisionally to a post on which another officer would hold a lien had his lien not been suspended under this rule.
- (b) The Government may, at their option, suspend the lien of an officer on a permanent post which he holds substantively, if he is transferred to foreign service or in circumstances not covered by clause (a) of this rule, is transferred, whether in a substantive or officiating capacity to a post in another cadre, and in any of these cases there is reason to believe that he

will remain absent from the post on which he holds a lien for a period of not less than three years.

*Ruling*

\*The lien of an officer on a permanent post should not be suspended when he is appointed to a higher post in a different cadre, in case the higher post falls within the regular line of promotion from the lower post.

- (c) if an officer's lien on a post is suspended under clause (a) or (b) of this rule, the post may be filled substantively, and the officer appointed to hold it substantively, shall acquire a lien on it; provided that the arrangements shall be reversed as soon as the suspended lien revives.

*Note.*-When a post is filled substantively under this clause, the appointment will be termed a provisional appointment, the officer appointed will hold a provisional lien on the post and that lien will be liable to suspension under clause (a) but not under (b) of this rule.

- (d) an officer's lien which has been suspended under clause (a) of this rule shall revive as soon as he ceases to hold a lien on a post of the nature specified in sub-clause (1) or (2) of that clause.
- (e) an officer's lien which has been suspended under clause (b) of this rule shall revive as soon as he ceases to be on foreign service or to hold a post in another cadre, provided that a suspended lien shall not revive because the officer takes leave, if there is reason to believe that he will on return from leave, continue to be on foreign service or to hold a post in another cadre and the total period of absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified in sub-clause (1) or (2) of clause (a).

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\*[G O(P) No. 102/1966/Fin., Dated 25/03/1967]

*Note.*-When it is known that an officer on transfer to post outside his cadre is due to retire on superannuation pension within three years of his transfer, his lien on the permanent post cannot be suspended.

- 19.(a) An officer's lien on a post may in no circumstances be terminated, even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.
- (b) In a case covered by sub-clause (2) of clause (a) of Rule 18, the suspended lien may not, except on the written request of the officer concerned, be terminated while the officer remains in Government service; provided that it shall be open to the competent authority to refuse consent for the confirmation or retention of an officer in a permanent post outside the cadre on which he is borne unless he makes a written request that his lien on the permanent post in his parent office should be terminated.
20. Subject to the provisions of Rule 21 the Government may transfer to another permanent post in the same cadre the lien of an officer who is not performing the duties of the post to which the lien relates, even if that lien has been suspended.
- 21.(a) The Government may transfer an officer from one post to another; provided that, except-
- (1) on account of inefficiency or misbehavior, or
  - (2) on his written request,
- an officer shall not be transferred substantively to, or except in a case covered by Rule 58, appointed to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien, or would hold a lien had his lien not been suspended under Rule 18.
- (b) Nothing contained in clause (a) of this rule or in clause (18) of Rule 12 shall operate to prevent the transfer of an officer to the post on which he would

hold a lien, had it not been suspended in accordance with the provisions of clause (a) of Rule 18.

*Note.* - Permanent transfers from a higher to lower scale in anticipation of the abolition of a post are not transfers within the meaning of the above rule.

22. An officer may be required to subscribe to a provident fund, a family pension fund or similar fund in accordance with such rules as the Government may by order prescribe.

*Note 1.* - An officer who has entered service before the 19<sup>th</sup> August, 1976, may, however, opt to subscribe for a policy in the official Branch of the State Life Insurance instead of the Provident Fund.

*Note 2.* - \*Officers who are subscribers to the Family Benefit Scheme, going on deputation/foreign service shall continue to subscribe to the Family Benefit Scheme and they themselves shall arrange for effecting recovery and remittance of the amount from their pay.

- #22A. Any person who enters Government Service on or after 19<sup>th</sup> August, 1976 and has not crossed the age of 50 years, shall within a period of †one month from the date of such entry in service, subscribe to a policy in the official branch of the State Life Insurance at such rate as may be determined by Government from time to time and shall continue to subscribe till he ceases to be in Government Service.

This amendment shall be deemed to have come into force with effect from 5<sup>th</sup> April, 1999.

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\* [G O(P) No. 83/1980/Fin., Dated 23/01/1980]

# [Substitution G O(P) No. 511/2004/Fin., Dated 02/11/2004]

† [Substitution G O(P) No.229/2012/Fin Dated 19/04/2012 (with effect from 16/12/2008)]

*Note.*- \*When an employee crosses one pay range to the next higher range, he shall take additional policy within 2 years of his coming to the next higher pay range. But this condition shall not apply to an employee who has attained the age of 45 years at the time of crossing over to the next higher range.

**22 B.** #Any person who enters Government service on or after the 1<sup>st</sup> day of September, 1984 and has not crossed the age of 50 years, shall within a period of one year from the date of entry in service enrol as a member of Group Insurance Scheme and subscribe to the scheme at such rate as may be determined by Government from time to time and shall continue to subscribe till he ceases to be in Government Service.

*@Note.*- Officers who are subscribers to the Group Insurance Scheme going on deputation/foreign service shall continue to subscribe to the scheme and they shall arrange for effecting recovery and remittance of the amount from their pay.

This amendment shall be deemed to have come into force on the 6<sup>th</sup> day of July, 2002.

**\*\*22 C.** An Officer, who wishes to get his prior service, whether provisional or regular, in any department/institution, counted for any service benefit on entering Government service, shall apply for the same before the competent authority/ Government within a period of five years of the date of his entry in Government service. Under no circumstances, such orders shall be issued by the Competent Authority/Head of Department/Government within a period less than five years before the date of retirement on superannuation:

\*[G O(P) No. 83/1980/Fin., Dated 23/01/1980]

#[Substitution G O(P) No.78/2010/Fin., Dated 19/02/2010 (with effect from 24/04/2006)]

@ [Insertion G O(P) No. 56/2006/Fin., Dated 03/02/2006]

\*\*[Insertion G O(P) No. 496/2007/Fin Dated 11/10/2007]

Provided that an Officer who is already in service, shall be entitled to prefer such claim within two years from the date of effect of this rule, and in which case, the concerned Head of Department and appointing authority shall take a decision on the above claim within a period of three years from the date of receipt of the claim or within a period of two years before the date of retirement on superannuation of the officer, which ever is later:

Provided further that this rule shall not apply to such Officers who are already in service and will superannuate on or before 31<sup>st</sup> December, 2011.

\*\*This amendment shall be deemed to have come into force on the 6<sup>th</sup> day of November, 2006.

**23. (a)** Subject to any exceptions specifically made in these rules, an officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date he assumes the duties of that post, and shall cease to draw them as soon as he ceases to discharge those duties. If the charge is transferred afternoon, the transfer does not affect pay and allowances until the next day.

*Exception.*-\*An officer deputed for a course of instruction or training which is ordered to be treated as duty, if promoted to a higher post in the regular line during such course of instruction or training, may draw the pay thereof, without joining it, the benefit of promotion being given from the date his junior assumes charge of the higher post.

**(b)** If, however, the substantive appointment of an officer is changed while he is officiating in an appointment, or if, while so officiating, an officer is appointed for the first time, to some substantive office, then, provided that the tenure of his officiating appointment is not interrupted by his new substantive appointment, he may draw the pay thereof without joining it from the date on

\*\*[Insertion G O(P) No. 496/2007/Fin Dated 11/10/2007]

\*[G O(P) No. 434/1965/Fin., Dated 17/11/1965]

which he is appointed thereto, or from any later date on which the substantive office becomes vacant.

- \* (c) In the case of notional promotions back arrears of pay and allowances are not admissible.
- (d) Promotions which do not involve change of duties shall have effect from the date of occurrence of vacancy, or the date of acquiring eligibility for promotions, whichever is later, but monetary benefit shall be admissible only for a maximum period of one year prior to the date of order of promotion.

*Note.*- The detailed procedure to be followed when an officer assumes or relinquishes charge of an office is contained in Appendix III.

*Government Decision No. 1*

Questions have been raised regarding the authority competent to accept a resignation, the circumstances under which resignation should be accepted, the date when a resignation becomes effective, and the authority competent to permit a Government servant to withdraw a resignation which he has already tendered. The following instructions will be followed :

- (a) *Authority competent to accept resignation.*- The appointing authority in respect of the service or post in question is the authority competent to accept the resignation of the Government servant.
- (b) *Circumstances under which resignation should be accepted.*- It is not in the interest of Government to retain an unwilling officer in service. The general rule, therefore, is that resignation from service should be accepted after settling the liabilities outstanding against the Government servant, except in the circumstances indicated below:-
  - (i) Where the officer concerned is engaged on work of importance and it would take time to make alternative arrangements for filling the

\*[Insertion G O(P) No. 629/2010/Fin., Dated 25/11/2010 (with effect from 01/03/2007)]

post, the resignation should not be accepted straight away, but only, when alternative arrangements for filling the post have been made.

- (ii) Where a Government servant who is under suspension submits a resignation, the competent authority should examine with reference to the merits of the disciplinary case pending against the Government servant whether it would be in the public interest to accept the under suspension. Exceptions to this rule would be where the alleged offences do not involve moral turpitude or where the quantum of evidence against the accused officer is not strong enough to justify the assumption that if the departmental proceedings were continued, the officer would be removed or dismissed from service or where the departmental proceedings are likely to be so protracted that it would be cheaper to the Public Exchequer to accept the resignation.

- (c) *Date when a resignation becomes effective.*—The competent authority should decide the date with effect from which the resignation should become effective. In cases covered by (b) (i) above the date should be that with effect from which alternative arrangements can be made for filling the post. Where an officer is on leave, the competent authority should decide whether he will accept the resignation with immediate effect or with effect from the date following the termination of the leave. There is also no objection to a Government servant on leave being permitted to resign his post without rejoining duty after leave, provided the appointing authority so decides with due regard to the administrative convenience of the department. Where a period of notice is prescribed which a Government servant should give when he wishes to resign from service the competent authority may decide to count the period of leave towards the notice period. In other cases also it is open to the competent authority to decide whether the resignation should

become effective immediately or with effect from some prospective date. In the latter case, the date should be specified.

- (d) †*Authority competent to permit withdrawal of resignation.*- A resignation becomes effective when it is accepted and the officer is relieved of his duties. Where a resignation has not become effective and the officer wishes to withdraw it, it is open to the authority which accepted the resignation either to permit the officer to withdraw the resignation or to refuse the request for such withdrawal. Where, however, a resignation has become effective, the officer is no longer in Government service and acceptance of the request for withdrawal of resignation would amount to re-employing him in service after condoning the period of break.

Concurrence of 'Finance', and the Public Service Commission, wherever necessary, should be obtained before a request for withdrawal of resignation which has already become effective, is accepted.

*Government Decision No.2*

\*\*Condonation of the period of break and revival of past service in such cases will be for the purpose of pension only, if it is otherwise admissible. The Government servant's earlier service will not count for fixation of pay, increment or leave. His pay will be fixed at the minimum of the scale of pay of the post to which he is re-employed after resignation and the period of break will be treated as a period spent out of employment.

24. Unless the Government in view of the special circumstances of the case, otherwise determine, after five years' continuous absence from duty, an officer shall be removed from service after following the

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†[G O(P) No. 98/1965/Fin., Dated 22/03/1965]

\*\*[G O(P) No. 82/1966/Fin., Dated 03/03/1966]

procedure laid down in the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960, \* except in cases covered by Rule 24A.

\* This amendment shall be deemed to have come into force with effect from 16<sup>th</sup> December, 1983.

- \*24A. Notwithstanding anything contained in these rules, if an officer who availed himself of leave without allowances to take up employment abroad or within the country \*\*[or for joining spouse] for a total period of † twenty years, whether continuously or in broken periods, does not return to duty immediately on the expiry of the leave, his service shall be terminated after following the procedure laid down in the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960.

*Note.*- This rule shall have effect from the 16<sup>th</sup> day of December, 1983 and shall apply to all cases of grant of leave without allowances on or after that date, for taking up employment abroad or within the country, in extension of the leave already granted or otherwise, and such leave granted before that date shall be reckoned for applying the †twenty years limit.

\*This amendment shall be deemed to have come into force with effect from 16<sup>th</sup> December 1983.

† This amendment shall be deemed to have come into force with effect from 5<sup>th</sup> February, 1996.

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\*[G O(P) No. 953/1986/Fin., Dated 27/12/1986]

\*\*[G O(P) No. 1002/1997/Fin., Dated 06/11/1997]

†[G O(P) No.637/2002/Fin., Dated 19/10/2002]



**CHAPTER IV****PAY**

25. Except in the case of personal pay granted in the circumstances defined in Rule 12 (26) (a), the pay of an officer shall not be so increased as to exceed the pay sanctioned for his post without the sanction of Government.
26. When an officer is treated as on duty under Rule 12 (7) (iii), the Government may, at their option, authorise payment to him of the pay of his substantive appointment or of any lower rate of pay which they may consider suitable, provided that the pay admissible may, if the Government so direct, be instead of either of the rates just specified, the pay of any officiating appointment which the officer would have drawn but for undergoing such training, subject however to the condition that this rate of pay shall not be allowed for a period longer than that for which the officer would have held the officiating appointment had he not been placed on such course of training.

*Note 1.*- A reservist of the Defence Services in the employment of the State Government, when called up for periodical training, receives the pay and allowances to which he is entitled under the Defence Services. He will also receive the excess, if any, of his pay under the Government over the pay under Defence Department. The periods spent in training and on the journey to and from the place of training will be treated as duty for purposes of leave, increments and pension.

*Note 2.*- \*The expressions “the pay of his substantive appointment” and “the pay of any officiating appointment” occurring in the above rule should be taken to mean “the pay which the officer would have drawn in the post which he holds substantively” and “the pay which the officer would have drawn in the officiating appointment but for undergoing the training”. In neither case, is there any restriction to

\*[G O(P) No. 434/1965/Fin., Dated 17/11/1965]

draw the following kinds of emoluments which the officer would have drawn in the substantive or officiating appointment but for the training

- (i) Basic pay
- (ii) Special pay granted in lieu of a higher time-scale of pay
- (iii) Personal pay
- (iv) Any other emoluments specially classed as pay and which are specifically allowed to be drawn during training
- (v) Dearness pay
- (vi) Dearness allowance
- (vii) House rent allowance

*Ruling*

An officer holding a provisional appointment deputed for training where the period of training is treated as duty will be allowed to draw for the period of training the pay and allowances attached to the provisional appointment, if it is certified by the competent authority that the officer would have held the provisional appointment but for his deputation for training.

27. Rules 28 to 37 apply to time-scale of pay generally. They do not, however apply to any time-scale sanctioned by the Government in so far as they are inconsistent with terms specially so sanctioned for such time-scale.
28. The initial substantive pay of an officer who is appointed substantively to a post on a time-scale of pay is regulated as follows :

If he holds a lien on a permanent post or would hold a lien on such a post had his lien not been suspended, he will draw as initial pay the stage of the time-scale next above his substantive pay in respect of the old post :

Provided that except in cases of re-employment after resignation or removal or dismissal from public service, if he either has previously held substantively or

officiated in (i) the same post, or (ii) a permanent or temporary post on the same time-scale, or (iii) a permanent post on an identical time-scale or a temporary post (including a post in a body, incorporated or not, which is wholly or substantially owned or controlled by the Government) on an identical time-scale then the initial pay shall not, except in cases of reversion to the parent cadre governed by item (iii) above be less than the pay which he drew on the last such occasion and he shall count the period during which he drew that pay on such last and any previous occasions for increment in the stage of the time-scale equivalent to that pay. The service rendered in a post referred to in item (iii) shall, on reversion to the parent cadre, count towards initial fixation of pay, to the extent and subject to the conditions indicated below:-

- (a) The officer should have been approved for appointment to the particular grade/post in which the previous service is to be counted;
- (b) All his seniors, except those regarded as unfit for such appointment, were serving in posts carrying the scale of pay in which the benefit is to be allowed or in higher posts, whether in the department itself or elsewhere, and at least one junior was holding a post in the department carrying the scale of pay in which the benefit is to be allowed; and
- (c) the service will count from the date his junior is promoted and the benefit will be limited to the period the officer would have held the post in his parent cadre had he not been appointed to the ex-cadre post.

*Note 1.-* The provisions in the above rule apply in cases of substantive appointments to higher time-scales of pay only. In other cases the officer's pay in the new appointment shall be fixed at his pay in the previous appointment, if it is a stage in the new scale or at next lower stage, if it is not a stage in the new scale, the difference being treated as personal pay, such personal pay, being absorbed in future increases of pay. This will not, however, apply to cases of reversions.

*Note 2.-* The provisions in item (iii) of the proviso to the above rule in respect of protection of pay and period of increment shall be applicable to Government servants on their appointment directly or on transfer from a post carrying identical time-scale of pay without fulfilment of the conditions indicated thereunder subject to the condition that this benefit will not be admissible to an individual who enters Government service for the first time from a post in a body incorporated or not which is wholly or substantially owned or controlled by Government.

- 28A.** Notwithstanding anything contained in these rules, where an officer holding a post in a substantive, temporary or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity to another post carrying a higher time-scale of pay, his initial pay in the higher time-scale of pay, shall be fixed at the stage next above the pay notionally arrived at in the lower time-scale of pay by increasing the actual pay drawn by him in the lower time-scale by one increment. \*He shall be given opportunity to opt any date for fixation of pay in the higher time scale of pay from the following options, namely:-

*Option (a)*—Pay will be fixed in the higher time scale of pay, on the date of promotion, under this rule. Next increment in the higher time scale will fall due only on completion of one year from the date of such fixation of pay.

OR

*Option (b)*—Pay on the date of promotion will be initially fixed at the stage of higher time scale of pay of the promoted post next above the pay in the lower time scale of pay. Thereafter fixation of pay under the rule will be allowed based on the pay in the lower post on the date opted by the promotee, i.e., on the date of increment in the lower post. Next increment will fall due only on completion of one year from the date of fixation of pay under this rule.

\*[Substitution G O(P) NO. 630/2010/Fin., Dated 25/11/2010 (with effect from 26/03/2006)]

If the fixation of pay under this rule on the date of option does not make any change in the pay in the higher time scale, the pay will remain at the same stage till completion of one year from the date of initial fixation (date of promotion) of pay in the higher time scale. Next increment in such cases will be allowed on the completion of one year from the date of initial fixation of pay in the higher time scale of pay.

The competent authority shall incorporate in the promotion order a provision to the effect that the officer shall exercise option within one month from the date of order of promotion or of taking charge in the promoted post whichever is later. The option under this rule shall be in # Form No. 18.

Provided that the provisions of this rule shall not apply to promotions \*to posts carrying a scale of pay, the minimum pay of which exceeds ₹ 20700.

This amendment shall be deemed to have come into force with effect from 26<sup>th</sup> March 2006.

† The limit of ₹ 550 has been revised to ₹ 650 with effect from 1<sup>st</sup> January 1966 [G.O. (P) 261/67/Fin., dated 4<sup>th</sup> July 1967, G.O.(P) 91/68/Fin., dated 5<sup>th</sup> March 1968] and ₹ 650 to ₹ 900 with effect from 1<sup>st</sup> July 1968 [G.O. (P) 173/70/Fin., dated 20<sup>th</sup> March 1970] and from ₹ 900 to ₹ 1200 with effect from 1<sup>st</sup> July 1973 [G.O. (P) 136/75/Fin., dated 1<sup>st</sup> April 1975 and from ₹ 1,200 to ₹ 1,550 with effect from 1<sup>st</sup> July 1978[G.O.(P) 493/79/Fin., dated 28<sup>th</sup> May 1979] and from ₹ 1550 to ₹ 2100 with effect from 1<sup>st</sup> July, 1983 [G.O.(P) 1109/87/Fin. dated 23<sup>rd</sup> December 1987] and from ₹ 2100 to ₹ 2640 with effect from 1<sup>st</sup> July 1988 [G.O.(P) 1005/92/Fin. dated 27<sup>th</sup> November, 1992 \*\*and from ₹ 12,600 to ₹ 20700 with effect from 26<sup>th</sup> March, 2006 [G.O.(P) 145/2006/Fin., dated 25<sup>th</sup> March, 2006]

\* [Substitution G O(P) No. 630/2010/Fin., Dated. 25/11/2010]

# [Substitution G O(P) No. 465/2012/Fin., Dated. 17/08/2012 (with effect from 17/08/2012)]

† [G O(P) No. 624/1984/Fin., Dated 29/10/1984]

\*\*Provided also that where a Government servant is immediately before his promotion or appointment to a higher post, drawing pay at the maximum of the time-scale of the lower post, his initial pay in the time-scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by an amount equal to the last increment in the time-scale of the lower post.

Effective from the date of order.

# Provided that if he has either previously held substantively or officiated in (i) the same post or (ii) a permanent or temporary post on the same time-scale or (iii) a permanent post on an identical time-scale or a temporary post on an identical time-scale, such post being on the same time-scale as a permanent post, then the initial pay shall not be less than the pay which he drew, on the last such occasion and he shall count for increment the period during which he drew that pay on such last or any previous occasions.

This amendment shall be deemed to have come into force with effect from 21<sup>st</sup> July 1964.

#### *Ruling No.1*

In cases where the application of the rule would give rise to anomalies in as much as an officer officiating in a higher post could get his pay refixed at a stage higher than the pay drawn by another who stands confirmed in the higher post on the same scale of pay, the anomaly will be removed by refixing the pay of the senior officer at the stage equal to that fixed for the junior officer in the higher post, the orders of refixation being issued by the competent authority under Rule 34, Part I, Kerala Service Rules. The refixation of pay in such cases will be made subject to the following conditions:

\*\* [G O(P) No. 348/1975/Fin., Dated 01/08/1975]

# [G O(P) No. 710/1970/Fin., Dated 05/10/1970]

- (a) Both the junior and senior officers should belong to the same cadre and the post in which they have been promoted or confirmed, as the case may be, should be identical and in the same cadre.
- (b) The scale of pay of the lower post in which they would have drawn their pay but for their promotion or confirmation should be identical.
- (c) The anomaly should be directly as a result of the application of Rule 28A. For example, if the junior officer draws from time to time a higher rate of pay than the senior by virtue of fixation of pay under the normal rules or any advance increment granted to him, the provision contained in this ruling should not be involved to step up the pay of the senior officer.
- (d) The refixation of pay of the senior officer should be done with effect from the date of refixation of pay of the junior officer. The next increment of the senior officer will however be drawn on the date on which it would have fallen due but for this refixation of pay.

#### *Ruling No.2*

\*In the case of a Government servant, officiating in a post and whose pay had been refixed under this rule, if he is confirmed in that post with effect from a retrospective date, the refixation of pay done after the date of confirmation will have to be revised. The over payments consequent on such revision will first be set off against the arrears, if any, that might become payable to the Government servant for a portion of the period from the date of confirmation to the date of issue of orders of confirmation. The balance of overpayments that cannot be set off against the arrears, if any, shall be waived.

This Ruling will be deemed to have come into force with effect from 3<sup>rd</sup> February 1962.

\*[G O(P) No. 24/1965/Fin., Dated 13/01/1965]

#### *Ruling No. 3*

\*The refixation of pay in the higher officiating post on the date of change of pay in the lower time-scale contemplated in this rule cannot be allowed during the period of bar on increment with or without cumulative effect. But, in the cases of bar on increment without cumulative effect there is no objection to give the refixation on a notional basis and to give the monetary benefit after the expiry of the period of bar. Increments accruing in the lower substantive/officiating post from time to time cannot also be allowed during the period of bar.

#### *Ruling No. 4*

\*\*Increments barred with or without cumulative effect in the lower substantive officiating post shall not be reckoned for fixation/refixation of pay in the higher time-scale. But in the case of bar on increment without cumulative effect, there is no objection to grant the barred increments notionally for fixation/refixation of pay and to give the monetary benefit after the expiry of the period of bar.

#### *Ruling No. 5*

# A revision of pay as contemplated in Ruling No.2 shall not be necessary in the case of retrospective confirmation ordered after the date of retirement of an officer.

This ruling will be deemed to have taken effect from 3<sup>rd</sup> February 1962.

#### *Government Decision No. 1*

1. The provisions of this rule will not apply to cases of revision of scales of pay referred to in Rule 30 *ibid*.

\* [G O(P) No.650/1972/Fin., Dated 12/12/1972]

\*\*[G O(P) No. 150/1977/Fin., Dated 17/05/1977]

# [G O(P) No. 79/1975/Fin., Dated 03/03/1975]

2. \* An officer officiating in a post, when appointed to a higher post on the advice of the Public Service Commission or otherwise is eligible for his initial pay being fixed under this rule and is also entitled to the benefit of a refixation contemplated in the last sentence of the rule.

Effective from 31<sup>st</sup> October, 1986.

3. When a person who holds a post in a regular capacity is appointed to a post on a higher time-scale in the same service under Rule 31 or in a different service under Rule 9 of Kerala State and Subordinate Services Rules, fixation of pay under this rule is permissible with reference to the pay drawn in the regular appointment
4. When a fresher is appointed provisionally to a post otherwise than on the advice of the Public Service Commission, under Rule 9 of Kerala State and Subordinate Service Rules and again appointed to a still higher post under the same rule, a fixation of pay in the higher post with reference to the pay drawn in the lower post is not admissible.
5. A person holding a post in a regular capacity is appointed provisionally to a post in the same service under Rule 31 of the Kerala State and Subordinate Service Rules. He is again appointed to a still higher post in the same service under Rule 31 or to a post in another service under Rule 9 of Kerala State and Subordinate Services Rules. Fixation of pay with reference to the provisional pay drawn in the post to which he was appointed provisionally at first is not admissible in the other posts.

†[The decisions 1,3,4 and 5 above will be deemed to have taken effect from 3<sup>rd</sup> February 1962, the date on which the rule came into force]

6. \*\*The pay drawn by an officer in an ex-cadre post can be counted for purpose of initial fixation of pay on promotion in the parent department.

\* [G O(P) No. 475/1990/Fin., Dated 25/09/1990]

† [G O(P) No. 06/1965/Fin., Dated 04/01/1965]

\*\*[G O(P) No. 580/1970/Fin., Dated 13/08/1970]

But the benefit of refixation of pay contemplated in the rule is not admissible to him as he loses connection with the ex-cadre post on appointment to the parent department.

7. # The benefit of pay drawn in an ex-cadre post for purpose of initial fixation will not be admissible, if an officer is reverted to the parent department, to a post carrying a scale of pay lower than that of the ex-cadre post.

*Government Decision No. 2*

The benefit of refixation of pay contemplated in the last sentence in the first para of the rule is admissible even in cases where the change of pay is due to fixation of pay on account of revision of scale of pay. If both the lower and the higher time-scales are revised, the benefit will be restricted to the cases of options exercised in respect of both the posts simultaneously.

*Government Decision No. 3*

† Notional increment at the biennial increment shall be reckoned in the lower scale for fixation of pay in the higher scale under Rule 28A.

This decision shall be deemed to have come into force with effect from 1<sup>st</sup> July 1973.

*Government Decision No. 4*

\*The benefit of reckoning notional increment beyond the maximum of the scale of pay of the lower post will also be admissible in cases where an employee reaches the maximum of the post in the lower time-scale of pay before he gets an increment in the scale of pay of the higher post and in such cases, he will be eligible for a refixation consequent on the change of pay in the lower time-scale.

# [G O(P) No.223/1977/Fin., Dated 14/07/1970]

† [G O(P) No.458/1975/Fin., Dated 26/09/1975]

\*[G O(P) No.274/1978/Fin., Dated 14/03/1978]

This decision shall be deemed to have come into force with effect from 1<sup>st</sup> August 1975.

*Government Decision No. 5*

[Deleted]

\*\*The amendment shall be deemed to have come into force with effect from 25<sup>th</sup> June, 1986.

**29.** The initial substantive pay of an officer who is appointed substantively to a post on a time-scale of pay which has been reduced for reasons other than a diminution in the duties or responsibilities attached to posts thereon and who is not entitled to draw pay on the time-scale as it stood prior to reduction, is regulated by Rule 28.

**30.** The holder of a post, the pay of which is changed, shall be treated as if he were transferred to a new post on the new pay; provided that he may at his option retain his old pay until the date on which he has earned his next or any subsequent increment in the old scale, or until he vacates his post or ceases to draw pay in that time-scale. The option once exercised is final.

*Note 1.*-This rule applies to an officiating holder of a post as well. But any break in the officiating period such as that due to transfer to another post, or non-employment would operate as vacating of the post and the pay during a subsequent officiating period in the same post will be fixed only as if the officer was then appointed to the new scale of pay. 'The holder of a post' occurring in this rule applies also to a person who is not actually holding the post, the pay of which is changed, provided he has a lien or a suspended lien on that post.

The words 'his old pay' in the proviso of the rule should be held to include not only the rate at which the individual was drawing his officiating pay on

\*\*[G O(P) No.475/1990/Fin., Dated 25/09/1990]

the crucial date but also the time-scale of pay in which he was drawing that pay. Thus for the period of option the old scale of pay in which he was drawing his officiating pay should be treated as continuing for the individual concerned.

*Note 2.*- Option under the proviso of the rule to officers under suspension is governed by the following :-

1. Cases in which the revised scale of pay takes effect from a date prior to the date of suspension.

In such cases the officer should be allowed to exercise the option under Rule 30 even if the period, during which he is to exercise the option, falls within the period of suspension. He will be entitled to the benefit of increase in pay if any, in respect of the duty period before suspension, and also in the subsistence allowance, for the period of suspension, as a result of such option.

2. Cases in which the revised scale of pay takes effect from a date falling within the period of suspension -

(a) Under suspension an officer retains a lien on his substantive post. As the expression 'holder of a post' occurring in Rule 30 includes also a person who holds a lien or a suspended lien on the post even though he may not be actually holding the post, such an officer should be allowed option under Rule 30 even while under suspension. The benefit of option will however, practically accrue to him in respect of the period of suspension, only after his reinstatement, depending on the fact whether the period of suspension is treated as duty or not.

(b) An officer, who does not retain a lien on a post the pay of which is changed, is not entitled to exercise the option under Rule 30. If, however, he is reinstated in the post and the period of suspension

is treated as duty, he may be allowed to exercise the option after such reinstatement. In such cases, if there is a time-limit prescribed for exercising the option and such period had already expired during the period of suspension, a relaxation may be made in each individual case for extending the period during which the option may be exercised.

#### *Government Decision*

The following principles will be followed for fixation of pay when the scale of pay of a post held on a provisional basis is revised :-

- (i) If the pay drawn in the previous scale is less than the minimum of the revised scale then the pay in the revised scale may be fixed at the minimum.
  - (ii) If the pay drawn in the previous scale is a stage in the revised scale the pay in the revised scale may be fixed at that stage.
  - (iii) If the pay drawn in the previous scale is not a stage, then the pay in the revised scale may be fixed at the next lower stage, the difference being treated as personal pay to be absorbed in future increase in pay.
2. The above principles will also be adopted for regulating the pay of an officer holding a post on a provisional basis when appointed to a higher or a lower post provisionally, except in cases of reversion.
  3. \*Past cases settled otherwise, will not be re-opened.

#### *Ruling No.1*

\*\*If an officer earns increment earlier than or after the original date on which he was supposed to get it at the time of exercise of option under the above rule due to revision of the date of increment, his pay should automatically be

\*[G O(P) No. 297/1966/Fin., Dated 05/07/1966]

\*\*[G O(P) No. 364/1967/Fin., Dated 14/08/1967]

re-fixed with effect from the revised date of increment with reference to the original option exercised by him under this rule and there will be no need for exercising a fresh option and issue of special orders for this.

#### *Ruling No.2*

The pay of an officer when the post held by him is upgraded will be regulated as follows :

- (i) If the competent authority specifically orders that the appointment of an officer to the upgraded post involves an enhancement of duties and higher responsibilities and is therefore a promotion, pay will be fixed under Rule 28, 28A or 37 (a) of Part I, Kerala Service Rules, as the case may be.
  - †(ii) In other cases, pay will be fixed under Rule 37 (a), Part I Kerala Service Rules.
- 31.** An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from an officer by the Government or by any authority to whom the Government may delegate this power under Rule 9 if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of the increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

*Note 1.*- An officer shall not be eligible for an increment unless he has acquired the obligatory departmental test qualifications, if any, prescribed by Government from time to time to earn the increment.

*Note 2.*- A competent authority may order the deferring of the increment of an officer, pending investigation into his conduct or performance of work, in disciplinary cases. Such deferring of increment will not be

† [G O(P) No. 522/1981/Fin., Dated 21/08/1981]

construed as 'withholding of increments' under the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960.

*Note 3.*- \*An Officer shall not be eligible to draw his first increment until he subscribes to State Life Insurance Scheme and Group Insurance Scheme as specified in Rule 22A and 22B respectively.

*Government Decision No. 1*

An increment shall be granted from the first day of the month in which it falls due.

\*\*This decision shall be deemed to have come into force with effect from 1<sup>st</sup> April 1974.

*Government Decision No. 2*

#Increment accruing consequent on declaration of probation shall be drawn only with effect from the date of completion of probation but subsequent increment shall be drawn on the first day of the month in which they fall due.

This decision shall be deemed to have come into force with effect from 1<sup>st</sup> April 1974.

*Ruling*

† In cases where penalties of withholding of increments are imposed on an officer, one after another, in separate disciplinary cases, the effect of the first order withholding increment will continue for the period specified in that order. There after, the pay will be fixed by granting the increments which would have been admissible, but for the imposition of penalty and only then

\*[Substitution G O(P) No. 78/2010/Fin., Dated 19/02/2010 (with effect from 24/04/2006)]

\*\*[G O(P) No.154/1974/Fin., Dated 08/07/1974]

# [G O(P) No. 133/1975/Fin., Dated 31/03/1975]

†[G O(P) No.329/1984/Fin., Dated 05/07/1984]

will the second order withholding increment be implemented, which will continue to be in force for the period specified therein, and so on.

32. Where an efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be given to an officer without the specific sanction of the authority empowered to withhold increments.

*Note 1.*- On each occasion on which an officer is allowed to pass an efficiency bar which had previously been enforced against him, he should come over to the time-scale at such stage as the authority competent to declare the bar removed, may fix for him, subject to the pay admissible according to his length of service.

*Note 2.*- The cases of all officers held up at an efficiency bar should be reviewed annually with a view to determine whether the quality of their work has improved and generally, whether the defects for which they were stopped at the bar have been remedied, to an extent sufficient to warrant the removal of the bar.

33. The following provisions prescribe the conditions on which service counts for increments in a time-scale :-

(a) All duty in a post on a time-scale counts for increments in that time-scale.

*Ruling*

\*Periods of service in a post on a time-scale at the same stage of pay only will count for increment in that time-scale.

The above ruling will be deemed to have come into force with effect from 1<sup>st</sup> November 1959.

(b) (1) \*\*Service in another post other than a post carrying less pay referred to in clause (a) of Rule 21, whether in a substantive or

\*[G O(P) No.235/1980/Fin., Dated 07/04/1980]

\*\*[G O(P) No. 544/1962/Fin., Dated 08/11/1962 &

G O(P) No. 81/1964/Fin., Dated 21/02/1964]



officiating capacity, service on deputation and leave except leave without allowances taken otherwise than on medical certificate shall count for increments in the time-scale applicable to the post on which the officer holds a lien as well as in the time-scale applicable to the post or posts, if any, on which he would hold a lien had his lien not been suspended.

- (2) All leave except leave without allowances taken otherwise than on medical certificate and service on deputation count for increments in the time-scale applicable to a post in which an officer was officiating at the time he proceeded on leave or deputation and would have continued to officiate but for his proceeding on leave or deputation:

†Provided that the leave without allowances under Rule 91 A shall count for increments subject to the following conditions :-

1. The period qualifying for increments shall be restricted to the normal period required for completion of the course, and
2. Increments shall be granted only on production of the diploma or degree or completion of the course.

Provided further that the Government shall have power in any case in which they are satisfied that the leave without allowances was taken for any cause beyond the officer's control, to direct that leave without allowances shall be counted for increments under sub-clause (1) or (2).

\*\*\*Proviso Omitted

It shall be deemed to have come into force at once.

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†[G O(P) No. 204/1976/Fin., Dated 15/07/1976]

\*\*\*[G O(P) No. 217/2005/Fin., Dated 11/05/2005]

\*Provided also that leave without allowances taken without production of medical certificate in continuation of maternity leave in accordance with the proviso to Rule 102 will count for increment.

\*This proviso shall be deemed to have come into force with effect from 5<sup>th</sup> June, 1978.

*Note.*- In cases coming under sub-clause (2) the appointing authority should certify that the officer would have actually continued to officiate in the post but for his proceeding on leave and the period of leave will count for increments only to the extent it is covered by the certificate. Where no officiating arrangement is made in a leave vacancy and where the incumbent is likely to return to the same post after the expiry of the leave the authority sanctioning the leave may issue such a certificate at the time of grant of leave. In all cases where the certificates are issued the fact should be recorded in the Service Book as and when such certificates are issued along with the leave particulars.

- (c) If an officer, while officiating in a post or holding a temporary post on a time-scale of pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post or is appointed or re-appointed to a post on the same time-scale of pay, count for increments in the time-scale applicable to such lower post.

If an officer on reversion from an ex-cadre post to the parent cadre is appointed to a post on a scale lower than that of the ex-cadre post but not on the same time-scale as the post held at the time of his transfer to the ex-cadre post, the service rendered on the higher scale in the ex-cadre post shall count for increments in the time-scale applicable to the

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\*[G O(P) No. 145/1986/Fin., Dated 11/02/1986]

cadre post subject to the same conditions as are laid down for cases falling under item (ii) of proviso to Rule 28.

*Exception .-* In cases where the appointment is to officiate in a higher post or to hold a higher temporary post, in the regular line, the officiating and temporary service in the higher post shall count for increments in time-scale applicable to the lower post, even if the officer is not re-appointed to the lower post or is not appointed or re-appointed to a post on the same time-scale of pay.

The period of officiating/temporary service in the higher post which counts for increment in the lower is, however, restricted to the period during which the officer would have officiated in the lower post but for his appointment to the higher post. This clause applies also to an officer who is not actually officiating in the lower post, but who would have so officiated in such lower post or in a post on the same time-scale of pay had he not been appointed to the higher post.

*Note.-* \*For the purpose of this rule, the officiating and temporary service in the higher posts will include the period of leave which counts for increments under clause (b).

- (d) If an officer's substantive tenure of a temporary post is interrupted by duty in another post other than a post carrying less pay referred to in clause (a) of Rule 21 or by leave other than leave without allowances or by foreign service, such duty or leave or foreign service counts for increments in the time-scale applicable to the temporary post if the officer returns to the temporary post:

Provided that the Government may in any case in which they are satisfied that the leave was taken on account of illness or for any other cause beyond

\*[G O(P) No. 97/1970/Fin., Dated 03/02/1970 & G O(P) No. 56/1972/Fin., Dated 01/03/1972]

the officer's control, direct that leave without allowances shall be counted for increments under this clause.

- (e) Foreign service counts for increments in the time-scale applicable to—
- (i) the post in Government service on which the officer concerned holds a lien as well as the post or posts, if any, on which he would hold a lien had his lien not been suspended, and
  - (ii) any post in which he would have officiated or to which he may receive officiating promotion under Rule 143 below for the duration of such promotion.
  - (iii) any post in the parent cadre on a lower scale of pay to which the officer is appointed on reversion from the ex-cadre post subject to the fulfilment of the conditions mentioned in item (iii) of proviso to Rule 28.

*Note 1.-* \*Joining time counts for increments :-

- (i) If it is under clause (a) of Rule 125, in the time-scale applicable to the post on which the officer holds a lien or would hold a lien had his lien not been suspended as well as in the time-scale applicable to the post, the pay of which is received by the officer during the period, and
- (ii) If it is under clause (b) of Rule 125, in the time-scale applicable to the post/posts on which the last day of leave before commencement of the joining time counts for increments.

*Explanation.-* For the purposes of this rule, the period treated as duty under sub-clause (ii) of clause (7) of Rule 12 shall be deemed to be duty in a post if the officer draws pay of that post during such period.

*Note 2.-* In the case of an officer who, while officiating in a post proceeds on training or to attend a course of instruction and who is treated as on

\*[G O(P) No. 544/1962/Fin., Dated 08/11/1962]

duty, while under training, the period of such duty will count for increment in the post in which he was officiating prior to his being sent for training or instruction if he is allowed the pay of the officiating post during such period.

*Government Decision No. 1*

\*\*A Government servant thrown out of service for want of vacancy and again reappointed after a break in the same post or in another post carrying the same time-scale of pay can count his prior service for purposes of increment under Rule 33 (a) read with Rule 12 (35) (b).

*Government Decision No. 2*

\*[Deleted]

This deletion shall be deemed to have come into force with effect from 1<sup>st</sup> October, 1994.

34. The Government may grant a premature increment to an officer on a time-scale of pay.

*Note.*- In the case of increments granted in advance, it is usually the intention that the officer should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and in the absence of special orders to the contrary he should be placed on exactly the same footing, as regards future increments as an officer who has so risen.

*Government Decision No. 1*

In Rule 34 of Kerala Service Rules, Part I, it is laid down that Government may grant a premature increment to an officer on a time-scale of pay without

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\*\*[Circular No. 32532/RAI/61/Fin., Dated 12/01/1962]

\*[G O(P) No. 540/1994/Fin., Dated 30/09/1994]

prejudice to his normal increment. At present there is no ruling or Government decision as to the circumstances under which the rule regarding the grant of advance increments could be invoked in individual cases.

2. Good service entries and incentive awards are possible variants to advance increments for the recognition of meritorious service rendered by Government servants. In G.O.(Ms.) 849/59/PD, dated 24<sup>th</sup> September 1959, it has been provided that incentive awards could be made for outstanding performance of officers in the discharge of their duties and responsibilities. Under this system, cases of extraordinary originality, imagination or brilliance, or rare devotion to duty deserving recognition in a special way and suggestions for reduction of expenditure without affecting efficiency can all be considered for incentive awards. Government, therefore, consider that the system of awarding good service entries and incentive awards are eminently suited for recognising specific or individual cases of meritorious service/work on the part of Government servants; the grant of advance increment being restricted to cases of sustained merit and continuous record of good work. In other words, good service entries, incentive awards and advance increments will be in an ascending order in the matter of recognition of meritorious services of Government servants.
3. \*Government also wish to emphasise that there should be more or less uniform standards in recognising merit for the award of advance increments. The confidential report of the officer to whom advance increment is proposed to be given should, therefore, be looked into. All proposals for the grant of advance increments in recognition of the meritorious work of Government servants shall be scrutinised by the concerned Administrative Department, the Public Department and Finance Department before placing the cases for sanction before the Council of Ministers.

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\*[G O(P) No. 283/1975/Fin., Dated 01/07/1975]

This amendment shall be deemed to have come into force with effect from 22<sup>nd</sup> February 1974.

4. \*\*The above procedure will not apply to the grant of advance increments on notional basis for purposes of fixation of pay due to considerations other than of meritorious services of Government servants.

*Government Decision No. 2*

# Incentive awards in the nature of cash awards for meritorious services shall not be given to Gazetted Officers.

The above amendment shall be deemed to have come into force with effect from 22<sup>nd</sup> February 1974.

*Government Decision No. 3*

\*Advance increments for meritorious service may be granted to both Gazetted and non-Gazetted Officers.

*Government Decision No. 4*

† Good service entries, incentive awards and advance increments shall not be granted to officers deputed for training courses.

35. The authority which orders the transfer of an officer as a penalty from a higher to a lower grade or post may allow him, to draw any pay, not exceeding the maximum of the lower grade or post which it may think proper :

! Provided that the pay allowed under this rule shall not exceed the pay which he would have drawn under Rule 28 read with clause (b) or clause (c) as the case may be, of Rule 33.

\*\*[Circular No. 8/1964/Fin., Dated 23/01/1964]

# [G O(P) No. 283/1975/Fin., Dated 01/07/1975]

\*[G O(P) No. 33/1976/Fin., Dated 23/01/1976]

†[G O(P) No. 17/1987/Fin., Dated 06/01/1987]

![G O(P) No. 146/1977/Fin., Dated 16/05/1977]

36. If an officer is, on account of misconduct or inefficiency, reduced to a lower grade or post or to a lower stage in his time-scale, the authority ordering such reduction shall state the period for which it shall be effective and whether on restoration, it shall operate to postpone future increments, and, if so, to what extent.

*Ruling*

1. Every order passed by a competent authority imposing on a Government servant the penalty of reduction to a lower stage in a time-scale should indicate :-
  - (i) The date from which it will take effect and the period (in terms of years and months) for which the penalty shall be operative.
  - (ii) The stage in the time-scale (in terms of rupees) to which the Government servant is reduced in the following form :
 

“The ..... has decided that Sri ..... should be reduced to a pay of ₹..... for a period of ..... with effect from..... ..” and
  - (iii) The extent (in terms of years and months), if any, to which the period referred to at (i) above should operate to postpone future increments.

It should be noted that reduction to a lower stage in a time-scale is not permissible under the rules either for an unspecified period or as a permanent measure. Also when a Government servant is reduced to a particular stage, his pay will remain constant at that stage for the entire period of reduction. The period to be specified under (iii) should in no case exceed the period specified under (i).

2. The question as to what should be the pay of a Government servant on the expiry of the period of reduction should be decided as follows :-

- (i) If the order of reduction lays down that the period of reduction shall not operate to postpone future increments, the Government servant should be allowed the pay which he would have drawn in the normal course but for the reduction. If, however, the pay drawn by him immediately before reduction was below the efficiency bar he should not be allowed to cross the bar except in accordance with the provision of Rule 32, Part I, Kerala Service Rules.
- (ii) \*If the orders specifies that the period of reduction was to operate to postpone future increments for any specified period, the pay of the Government servant shall be fixed in accordance with (i) above, but after treating the period for which the increments were to be postponed as not counting for increments.

37. (a) Subject to the provisions of Rule 33 (c) and Rule 39, an officer holding a permanent or officiating post, if appointed to officiate on a higher time-scale of pay, will draw as initial pay the stage next above his pay in the lower time-scale irrespective of whether the pay in the lower time-scale is a stage in the higher time-scale or not. A refixation will be allowed whenever there is change of pay in the lower time-scale, i.e., when his pay therein becomes equal to or greater than the pay which he draws in the higher time-scale.

†(b) In the case of officiating appointments from a higher time scale of pay to a lower time scale of pay, by direct recruitment, the officer's officiating pay in the lower time scale shall be fixed at the minimum of the scale of pay of the new post without considering his pay in the higher time scale except in the cases where such appointments are made in accordance with the Special Rules applicable to such appointment and in the case of such appointments,

\*[G O(P) No. 659/1964/Fin., Dated 14/01/1964. & G O(P) No. 262/1966/Fin., Dated 16/06/1966]

†[G O(P) No. 211/2005/Fin., Dated 11/05/2005]

the Officer's officiating pay in the new time scale shall be fixed at his officiating pay in the previous appointment, if it is a stage in the new time scale or at the next lower stage, if it is not a stage in the new time scale, the difference being treated as personal pay to be absorbed in future increases. But nothing in this sub rule shall apply to cases of reversions.

Provided that in cases covered by sub-rules (a) and (b) other than cases of re-employment after resignation, removal or dismissal from public service, if he has previously either held substantively or officiated in (i) the same post, or (ii) permanent or temporary post on the same time-scale, or (iii) a permanent post on an identical time-scale or a temporary post (including a post in a body, incorporated or not, which is wholly or substantially owned or controlled by the Government ) on an identical time-scale, then the initial pay shall not, except in cases of reversion to the parent cadre governed by item (iii) above, be less than the pay which he drew on the last such occasion and he shall count the period during which he drew that pay on such last and any previous occasions for increment in the stage of the time-scale equivalent to that pay. The service rendered in a post referred to in item (iii) shall, on reversion to the parent cadre, count towards initial fixation of pay to the extent and subject to the conditions indicated below:

- (a) the officer should have been approved for appointment to the particular grade/post in which the previous service is to be counted;
- (b) all his seniors, except those regarded as unfit for such appointment, were serving in posts carrying the scale of pay in which the benefit is to be allowed or in higher posts, whether in the department itself or elsewhere, and atleast one junior was holding a post in the department carrying the scale of pay in which the benefit is to be allowed; and
- (c) the service will count from the date his junior is promoted and the benefit will be limited to the period the officer would have held the post in his parent cadre had he not been appointed to the ex-cadre post.

*Ruling No. 1*

\*When a person in a post (whether within the cadre of his service or not) is for any reason prevented from officiating in his turn in a post on a higher scale or grade borne on the cadre of the service to which he belongs, he may be authorised by special order of the appropriate authority proforma officiating promotion into such scale or grade and thereupon be granted the pay of that scale or grade if that be more advantageous to him on such occasion on which the person immediately junior to him in the cadre of his service (or if that person had been passed over for reasons of inefficiency or unsuitability or because he is on leave or serving outside the ordinary line or forgoes officiating promotion of his own volition to that scale or grade, then the person next junior to him not so passed over) draws officiating salary in that scale or grade. But in case, where the person immediately junior to him happens to assume charge of the post on a later date than that of another junior, the senior who is outside the ordinary line shall be eligible for the benefit of proforma officiating promotion with effect from such date as the other junior assumes charge of the post:

Provided that all persons senior to the persons to whom the benefit under the substantive part of this rule is to be allowed are also drawing, unless they have been passed over for one or other of the reasons aforesaid, officiating salary in the said or some higher scale within the cadre :

Provided further that not more than one person (either the senior most person in a series of adjacent persons outside the ordinary line, or if such a person either forgoes the benefit on his own volition or does not require benefits by virtue of his holding a post outside the ordinary line which secures him at least equivalent benefits in respect of salary and pension then the next below the series ) may be authorised to draw the salary of the

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\*[G O(P) No. 417/1978/Fin., Dated 12/04/1978]

higher scale or grade in respect of any one officiating vacancy within the cadre filled by his junior under this rule.

*Note 1.*- A fortuitous officiating promotion given to a person who is junior to one outside the regular line does not in itself give rise to a claim under the 'Next Below Rule'.

*Note 2.*- \*The provisions in item (iii) of the proviso to the above rule in respect of protection of pay and period of increment shall be applicable to Government Servants on their appointment directly or on transfer from a post carrying identical time-scale of pay without fulfilment of the conditions indicated thereunder subject to the condition that this benefit will not be admissible to an individual who enters Government service for the first time from a post in a body incorporated or not which is wholly or substantially owned or controlled by Government.

*Ruling No. 2*

1. †*Scope of the term "outside the ordinary line"*. -The expression "outside the ordinary line" occurring in Ruling No.1 is not intended to be rigidly interpreted as necessary involving a post either "outside the cadre" or "outside the ordinary time-scale". For instance there are cases of officers deputed for post-graduate, etc., training and paid training allowances on the basis of the pay and allowances they would have drawn had they continued in the Department. Training posts are also created in the Department to accommodate them during the period of training. If an officer so deputed gets a promotion in the Department it cannot be strictly stated that the officer is outside the ordinary line, as a training post has already been created to accommodate him within the cadre.
2. *Seniority for the purpose of Next Below Rule.*- If Government have approved in any Department a list of officers in the order of merit for

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\*[G O(P) No. 393/1963/Fin., Dated 02/07/1963]

†[G O(P) No.610/1964/Fin., Dated 27/08/1964]

promotion to administrative rank or a selection grade, then that order will prevail as the order of seniority for the purpose of the Next Below Rule, over the order of seniority of the officers in the ordinary gradation list of their cadre.

3. *Promotions effected prior to the date of the Next Below Rule.*- In G.O.(P) 393/63/Fin., dated 2<sup>nd</sup> July 1963 it has been ordered that the Next Below Rule would not apply to cases of promotions already effected. It has been laid down in the second proviso to the rule that not more than one person may be authorised to draw the salary of the higher scale or grade in respect of any one officiating vacancy within the cadre filled by his junior. A doubt may arise as to the application of this proviso in respect of promotions effected before the date of the rule. This is made clear by the following illustration. Suppose eight persons had been given the benefit of promotion before 2<sup>nd</sup> July 1963 outside the ordinary line against only 3 promotions within the ordinary line. In this case, the question of giving further promotion to the persons outside the ordinary line will arise only after five more persons are given promotion within the ordinary line so that all the eight persons outside are sustained. But those 5 persons who were given promotion outside the ordinary line before 2<sup>nd</sup> July 1963 will continue to get the benefit even after 2<sup>nd</sup> July 1963 notwithstanding the second proviso to the ruling.

*Ruling No. 3*

\*In the case of a Government servant officiating in a post and whose pay had been re-fixed under this rule, if he is confirmed in that post with effect from a retrospective date, the re-fixation of pay done after the date of confirmation will have to be revised. The over payments consequent on such revision will first

\*[G O(P) No. 24/1965/Fin., Dated 13/01/1965]

be set off against arrears, if any, that might become payable to the Government Servant for a portion of the period from the date of confirmation to the date of issue of orders of confirmation. The balance of overpayments that cannot be set off against the arrears, if any, shall be waived.

This Ruling shall be deemed to have come into force with effect from 1<sup>st</sup> November 1959.

*Ruling No. 4*

\*The refixation of pay in the higher officiating post on the date of change of pay in the lower time-scale contemplated in this rule cannot be allowed during the period of bar on increment with or without cumulative effect. But, in the cases of bar on increment without cumulative effect, there is no objection to give the refixation on a notional basis and to give the monetary benefit after the expiry of the period of bar. Increments accruing in the lower substantive/officiating post from time to time cannot also be allowed during the period of bar.

*Ruling No. 5*

\*\*Increments barred with or without cumulative effect in the lower substantive/officiating post shall not be reckoned for fixation/refixation of pay in the higher time-scale. But in the case of bar on increment without cumulative effect there is no objection to grant the barred increments notionally for fixation/refixation of pay and to give the monetary benefit after the expiry of the period of bar.

*Ruling No. 6*

#A revision of pay as contemplated in Ruling No. 3 shall not be necessary in the case of retrospective confirmation ordered after the date of retirement of an officer.

\*[G O(P) No. 650/1972/Fin., Dated 12/12/1972]

\*\*[G O(P) No. 150/1977/Fin., Dated 17/05/1977]

#[G O(P) No. 79/1975/Fin., Dated 03/03/1975]

The ruling shall be deemed to have come into force with effect from 1<sup>st</sup> November 1959.

*Government Decision No. 1*

†The rules governing fixation of pay on transfer from one appointment to another contained in the service regulations [as modified by G.O. (P) 95/58/Fin., dated 16<sup>th</sup> April, 1958 and G.O. (P) 379/59/Fin., dated 22<sup>nd</sup> July 1959] are applicable to all cases of transfers irrespective of whether the transfer is on the basis of the advice of the Public Service Commission or not. The initial pay/salary of an officer, who while in Government service but not in a provisional appointment is recruited by the Public Service Commission for appointment to a post in the same department or another department will accordingly be fixed applying the above rules. No special sanction is necessary in such cases.

*Government Decision No. 2*

\*The above order will take effect from 1<sup>st</sup> November 1959 the date on which Kerala Service Rules took effect.

*Government Decision No. 3*

\*\*In the case of re-fixation of pay in the higher officiating appointment in respect of purely officiating hands without any substantive appointment under Government a certificate should be recorded in the fixation statement/bill that the government servant concerned would have continued in the lower officiating appointment had he not been promoted to the higher officiating appointment.

†[G O(P) No. 89/1969/Fin., Dated 20/02/1960]

\*[G O(P) No. 536/1960/Fin., Dated 09/11/1960]

\*\*[Circular No. RA1/53436/60/Fin. Dated 17/10/1960]

*Government Decision No. 4*

#An officer officiating in a post, when appointed to a higher post on the advice of the Public Service Commission or otherwise is eligible for his initial pay being fixed under this rule and is also entitled to the benefit of refixation contemplated in the last sentence of the sub-rule (a).

This order will be deemed to have come into force with effect from 31<sup>st</sup> October 1986.

*Government Decision No. 5*

The following principles will be followed for fixation of pay when the scale of pay of a post held on a provisional basis is revised :

- (i) If the pay drawn in the previous scale is less than the minimum of the revised scale, then the pay in the revised scale may be fixed at the minimum.
  - (ii) If the pay drawn in the previous scale is a stage in the revised scale, the pay in the revised scale may be fixed at that stage.
  - (iii) If the pay drawn in the previous scale is not a stage, then the pay in the revised scale may be fixed at the next lower stage, the difference being treated as personal pay to be absorbed in future increase in pay.
2. The above principles will also be adopted for regulating the pay of an officer holding a post on a provisional basis when appointed to a higher or a lower post provisionally, except in cases of reversions.
  3. \*The pay of an officer holding a post on a provisional basis when appointed provisionally to another post on identical time-scale will be fixed in the new appointment at a stage equal to the pay he was drawing in the previous appointment but the period during which he drew pay at that rate in the previous appointment will not count for increment.

#[G O(P) No. 475/1990/Fin., Dated 25/09/1990]

\*[G O(P) No. 558/1975/Fin., Dated 17/12/1975]



4. \*\*Past cases settled otherwise, will not be reopened.

*Government Decision No. 6*

# The pay drawn by an officer in an ex-cadre post can be counted for purpose of initial fixation of pay on promotion in the parent department. But the benefit of refixation of pay contemplated in the rule is not admissible to him as he loses connection with the ex-cadre post on appointment to the parent department.

\*The benefit of pay drawn in an ex-cadre post for purpose of initial fixation will not be admissible, if an officer is reverted to the parent department, to a post carrying a scale of pay lower than that of the ex-cadre post.

*Government Decision No. 7*

The re-fixation of pay contemplated in the last sentence of sub-rule (a) is admissible even in cases where the change of pay in the lower time-scale is due to fixation of pay on account of revision of the scale of pay. If both the lower and higher time-scales are revised, the benefit will be restricted to cases of options exercised in respect of both the posts simultaneously.

*Government Decision No. 8*

† The principles enunciated in paragraph (1) of the Government Decision No. 5 above will be adopted for regulating the pay of an officer holding a post on a provisional basis when appointed to a higher or a lower post on a regular basis also, except in cases of reversions.

Effective from 5<sup>th</sup> July 1966.

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\*\*[G O(P) No. 297/1966/Fin., Dated 05/07/1966]

#[G O(P) No. 580/1970/Fin., Dated 13/08/1970]

\*[G O(P) No. 223/1977/Fin., Dated 14/07/1977]

†[G O(P) No. 811/1971/Fin., Dated 21/12/1971]

*Government Decision No. 9*

- (i) The pay of an officer holding a post on a provisional basis and appointed on regular basis to another post on identical time-scale will be fixed at a stage equal to the pay he was drawing in the provisional appointment. The period during which the officer has drawn pay at that rate on the provisional appointment will not count for increment.
- (ii) The pay drawn by an officer in a post held by him on a provisional basis on initial appointment to Government service through the employment exchange or otherwise will not be reckoned for regulating his pay on appointment to another post carrying lower time-scale on a regular basis. Cases of persons appointed to a post on a provisional basis while holding regular posts and subsequently appointed to another post carrying a lower time-scale on a regular basis except cases of reversions, and cases of provisional hands appointed to higher posts on a regular basis will continue to be regulated by the Government Decision No. 8.

\*Government Decision No. 8 will stand modified to the above extent. This decision will take effect from 5<sup>th</sup> July 1966. Cases already settled otherwise will not be reopened to the disadvantage of the persons concerned.

*Government Decision No. 10*

\*\*The pay of a provisional appointee/promotee when re-appointed/re-promoted provisionally to the same post shall be fixed at the same stage at which he was drawing pay on the last such occasion and the period during which he drew pay at that stage on such last and any previous occasions will count for increment.

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\*[G O(P) No. 137/1973/Fin., Dated 09/05/1973]

\*\*[G O(P) No.50/1977/Fin., Dated 04/02/1977]

*Government Decision No. 11*

#The pay of an officer holding a post on a regular basis and appointed on a provisional basis to another post on identical time-scale will be fixed at a stage equal to the pay he was drawing in the regular appointment. The period during which the officer has drawn pay at that rate on the regular appointment will count for increment in the provisional appointment.

The above decision shall be deemed to have come into force with effect from 3<sup>rd</sup> May 1963.

- 37 A.** Notwithstanding the provisions contained in these rules, the pay of a Government servant whose promotion or appointment to a post is found to be or to have been erroneous, shall be regulated in accordance with any general or special orders issued by the Government in this behalf.

*Government Decision*

The following provisions shall govern the pay and increments of a Government servant whose promotion or appointment in a substantive or officiating capacity to a post is later found to be erroneous on the basis of facts :-

1. The orders of promotion or appointment of a Government servant should be cancelled as soon as it is brought to the notice of the appointing authority that such a promotion or appointment has resulted from a factual error and the Government servant concerned should, immediately on such cancellation, be brought to the position which he would have held but for the incorrect order of promotion or appointment.
2. Service rendered by the Government servant concerned in the post he was wrongly promoted/appointed as a result of the error should not be reckoned for the purpose of increments or for any other purpose in that grade/post to which he would not normally be entitled but for the erroneous promotion/ appointment.

# [G O(P) No. 218/1980/Fin., Dated 24/03/1980]

3. Any consequential promotions/appointments of other Government servants made on the basis of the incorrect promotion/appointment of a particular Government servant will also be regarded as erroneous and such cases also will be regulated on the lines indicated in the preceding paragraph.
4. Except when the appointing authority is the Government, the question whether the promotion/appointment of a particular Government servant to a post was erroneous or not should be decided by an authority next higher than the appointing authority in accordance with the established principles governing promotions/appointments. In cases of doubt Government may be consulted.
5. Cases of erroneous promotion/appointment should be viewed with serious concern and suitable disciplinary action taken against the officers and staff responsible for such erroneous promotion/appointment under the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960.
6. In the case of a Government servant who has been erroneously promoted/appointed to a post in a substantive capacity, the following procedure may be followed for deconfirming the Government servant in that post and only thereafter, the Government servant concerned should be brought down to the position which he would have held but for the erroneous promotion/appointment.
  - (a) An order of confirmation which is clearly contrary to the relevant statutory rules may be cancelled by the competent authority straight away. Here the order of confirmation was *ab initio* void as it was ultra vires of the relevant rules and cancellation of the order would be justified on the ground that there was no valid subsisting order at all and the act of cancellation is a mere formality. The effect of cancellation would be to put the employee concerned in a position of never having been confirmed.

- (b) An order of confirmation which is contrary to executive orders or administrative instructions may be cancelled by the competent authority, if such erroneous order of confirmation has operated to the prejudice of some identifiable person who would otherwise have been confirmed, if the orders had been correctly applied.

Here the order of cancellation would be just and equitable as the confirmation of the employee concerned operates unfairly to the detriment of another employee who would have otherwise been confirmed. Such cancellation will not have the effect of doing any injustice to the employee whose confirmation is cancelled, since he was under the executive orders or administrative instructions in force, not entitled to confirmation.

It would, however, be in consonance with the principles of natural justice that a notice to show cause why the orders of confirmation should not be cancelled be given to the affected party in both the types of cases specified above.

7. \*The orders re-fixing the pay in all the above cases should be issued expressly under Rule 37A, Part I, Kerala Service Rules.

**37.B (a)** Probationer in any service shall draw initial pay as follows :-

- (i) while undergoing a course of instruction or training the pay, if any, specified in the 'Special Rules' in that behalf or by special orders of Government, and
- (ii) after completion of the course of instruction or training and when there is no course of instruction or training, the minimum of the time-scale of the probation post.
- (b) (i) A probationer whose, period of probation is two years and whose increment is annual shall be entitled to draw the first increment in the time-scale of the

\*[Memorandum No. 87/63, Dated 30/11/1963]

probation post after putting in the service required to earn an increment. The second increment shall be drawn only with effect from the date from which he is declared to have completed his probation. Delay in completing probation will not however, affect his future increments and these will accrue on the normal incremental dates.

- (ii) In the case of a probationer whose period of probation is one year and whose increment is annual, the first increment in the scale of pay of the probation post shall be drawn only with effect from the date on which he is declared to have completed his probation. Delay in completing probation will not, however, affect his future increments and these will accrue on the normal incremental dates.

*Note.* - \*If any period of the service of a probationer does not count for probation, he shall complete the period of probation of one year or two year's duty, as the case may be, by being on duty for an equal period from the date of expiry of one year or two years as the case may be after the commencement of the probation. In cases where the above period is expressed in terms of months and days, then such period shall be calculated as provided in Rule 12 (21) of Part I, Kerala Service Rules. In cases where the absence is expressed in days, the date of completion of probation shall be extended by the number of days of such absence.

Effective from 4<sup>th</sup> April 1983.

- (c) \*\* Subject to the provisions of Rule 39 and notwithstanding the provisions of sub-rules (a) and (b) of this rule, an officer shall be entitled to draw in the probation post the pay for which he would be eligible from time to time under the provisions of Rule 28A, Rule 33 (c) or Rule 37, as the case may be.

\*[G O(P) No. 163/1983/Fin., Dated 04/04/1983]

\*\*[G O(P) No. 153/1964/Fin., Dated 08/04/1964]

38. When an officer officiates in a post, the pay of which has been fixed at a rate personal to another officer the Government may permit him to draw pay at any rate not exceeding the rate so fixed or, if the rate so fixed be a time-scale, may grant him initial pay not exceeding that lowest stage of that time-scale and future increments not exceeding those of the sanctioned scale.
39. The Government may in individual cases fix by special order the pay of an officiating officer at an amount less than that admissible under these rules.
40. The Government may issue general or special orders allowing acting promotions to be made in place of officers who are treated as on duty under Rule 12 (7) (iii).

*Note.*- Acting arrangements may be allowed by competent authority if the period of training of an officer is one month or more. If it is less than a month, no arrangements can be made except under the special sanction of Government.

*Government Decision*

\* In the case of deputation of a Government Servant for training or a course of instruction which is treated as duty under Rule 12 (7) (iii), Part I, Kerala Service Rules it is not necessary to create a new post in order to accommodate him during such training or course of instruction, since the very order sanctioning the deputation for training would be a sanction in this behalf.

Effective from 2<sup>nd</sup> September 1964.

41. *Personal Pay.*- Except when otherwise ordered by Government personal pay shall be reduced by any amount by which the recipient's pay may be increased and shall cease as soon as his pay is increased by an amount equal to his personal pay.

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\*[G O(P) No. 632/1964/Fin., Dated 02/09/1964]

42. *Pay of Temporary Posts.*- When a temporary post is created which may have to be filled by a person not already in Government Service, the pay of the post shall be fixed with reference to the minimum that is necessary to secure the services of a person capable of discharging efficiently the duties of the post.
43. When a temporary post is created which will probably be filled by a person who is already in the service of Government its pay should be fixed with due regard to-
- (a) the character and responsibility of the work to be performed, and
  - (b) the existing pay of officers of a status sufficient to warrant their selection for the post.

*Note.*- Temporary posts by this criterion should be considered as temporary additions to the cadre of a service should be created in the time-scale of the service ordinarily without extra remuneration. Incumbents of these posts will therefore draw their ordinary time-scale of pay. If the posts involve decided increases in work and responsibility in comparison with the duties of the parent cadre generally it may be necessary to sanction a special pay in addition.

## CHAPTER V

## ADDITIONS TO PAY

44. *Compensatory Allowances.*- Subject to the general rule that the amount of compensatory allowances should be so regulated that the allowance is not on the whole a source of profit to the recipient the Government may grant such allowances to any officer under its control and may make rules prescribing their amounts and the conditions under which they may be drawn. (For rules made under the above Rule See Appendix IV).

- I. Unless otherwise ordered by Government, a compensatory allowance shall ordinarily be drawn only by a Government servant actually on duty, but the authority competent to sanction leave may in writing permit it to be drawn by the officer on earned leave, if the whole or a considerable part of the expense to meet which the allowance was granted continues to be incurred by him during the leave:

Provided the Government Servant certifies that he continued for the period for which the allowance is claimed, to incur the whole or a considerable part of the expense for which the allowance was granted:

Provided further that the officer is due to return after leave to the same post or station, as the case may be from which he proceeded on leave or to a similar post or station for which the allowance at the same or a higher rate is admissible:

Provided further when the Government servant on return from leave is posted to a post other than the one from which he went on leave and both the posts carry similar allowances but at different rates, the Government servant shall during leave draw the lesser of the two rates.

- I. (A) \*Subject to the second and third provisions to clause I above, compensatory allowance granted under class VI (c) in Appendix IV may be drawn during periods of earned leave:

\*[G O(P) No. 302/1966/Fin., Dated 07/07/1966]

This clause shall be deemed to have come into force with effect from 12<sup>th</sup> January 1965.

- II. A compensatory allowance granted under class IV, Appendix IV may be drawn during temporary transfer, if-

- (i) the authority sanctioning the transfer certifies that the Government servant is likely, on the expiry of the temporary duty, to return to the station from which he is transferred ;
- (ii) the Government servant draws no allowance of the same kind in the post to which he is transferred;

and

- (iii) the Government servant certifies that he kept his family, for the period for which the allowance is claimed, at the station from which he proceeded on transfer.

- III. A compensatory allowance granted under class VI, Appendix IV may be drawn during temporary transfer, if-

- (i) the authority sanctioning the transfer, certifies that the Government servant is likely on the expiry of the transfer, to return to the post to which the allowance is attached or to another post carrying a similar allowance; and
- (ii) the Government servant certifies that he continued for the period for which the allowance is claimed to incur the whole or a considerable part of the expenditure for which the allowance was granted.

*Note.*-The certificate under clause (ii) above will be dispensed with when it is inapplicable.

- IV. \*\*If a Government servant in his old post drew compensatory allowance granted under Class IV, or Class VI of Appendix IV (but not in an individual capacity) and is transferred to another post, he may be allowed the compensatory allowance during joining time as applicable to the old station from which he was transferred. He may also be allowed house rent allowance during transit as applicable to the old station from which he was transferred. He shall not be allowed conveyance allowance or Permanent Travelling Allowance.

*Government Decision No. 1*

\*Notwithstanding anything contained in the second and third provisos to Rule 44 (I), Part I Kerala Service Rules, House Rent Allowance and City Compensatory Allowance admissible from time to time will be payable during the periods of leave with allowances, including leave preparatory to retirement, if the total period of such leave at a time does not exceed 180 days or if the actual duration of the leave exceeds 180 days, for the first 180 days of such leave.

\*This shall be deemed to have come into force w.e.f. 25<sup>th</sup> July, 1995.

*Government Decision No.2*

†[Deleted]

45. The Government may make rules or issue orders laying down the principles governing the allotment to officers, for use by them as residences, of such buildings owned or leased by it, or such portions thereof, as the Government may make available for the purpose. Such rules or orders may lay down different principles for observance in different localities or in respect of different classes of residence, and may prescribe the circumstances in which such an officer shall be considered to be in occupation of a residence.

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\*\*[G O(P) No.1010/1987/Fin., Dated 27/11/1987]

\*[Substitution G O(P) No.135/2002/Fin., Dated 14/03/2002]

†[G O(P) No. 378/1991/Fin., Dated 01/06/1991]

46. *Fees.*- The Government may permit an officer, if it be satisfied that this can be done without detriment to his official duties or responsibilities, to perform a specified service or series of services for a private person or body or for a public body including a body administering a local fund or for another Government and to receive as remuneration therefore, if the service be material a non recurring or recurring fee.

*Note.*- This rule does not apply to the acceptance of fees from private persons by medical officers in Government employ for professional attendance which is regulated by separate orders of Government.

47. No officer may undertake work for another Government, or a private or public body or a private person, or accept fee therefore, without the sanction of the Government.

*Note.*- Heads of department, while forwarding their recommendations in such cases shall unless the officer is on leave, specifically state whether the work can be undertaken by the officer concerned without detriment to his official duties and responsibilities.

*Government Decision*

\*In respect of examinations conducted by the Education Department, the Public Service Commission, the University etc., it is not necessary to accord individual sanction for acceptance of remuneration in every case of Government servant undertaking such work. Any officer of Government, who is called upon to undertake work in connection with the examination, conducted by the following examining bodies, will be permitted to accept such assignment and the remuneration therefore with effect from 1<sup>st</sup> November 1959:-

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\*[G O(P) No. 193/1960/Fin., Dated 12/04/1960, G O(Ms) No. 45/1961/Fin., Dated 03/02/1961 & G O(P) No. 386/1971/Fin., Dated 05/07/1971]

1. The Kerala University and other Universities.
2. The Union Public Service Commission, the Public Service Commission of the States and the Secretarial Training School, Cabinet Secretariat of the Government of India.
3. The London Chamber of Commerce.
4. The Departments of this Government.
5. The Forest Research Institute and Colleges, Dehra Dun and Coimbatore.
6. †The Kerala State Co-operative Union in respect of Co-operative Subordinate Personnel Training Examination.

The item No.6 shall be deemed to have come into force with effect from 10<sup>th</sup> May 1966.

48. \*Unless the Government by special order otherwise direct, one-third of any non-recurring fee exceeding # ₹ 2000 or one-third of any recurring fee exceeding # ₹ 1250 a year, paid to an officer, shall be credited to the General Revenues.

*Note 1.*- If any fee to which this rule applies exceeds # ₹ 2000 non-recurring or # ₹ 1250 a year recurring one-third of the total amount payable should be credited to the General Revenues, provided that the amount retained by the officer concerned will not, merely owing to the operation of this rule, be reduced below # ₹ 2000, if non-recurring or # ₹ 1250 a year if recurring.

Non-recurring and recurring fees should be dealt with separately and should not be added for the purpose of crediting one-third to General Revenues

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†[G O(P) No. 296/1966/Fin., Dated 04/07/1966]

\*[G O(P) No. 389/1965/Fin., Dated 11/10/1965]

# [G O(P) No. 1248/1997/Fin., Dated 10/12/1997]

under this rule. In the case of the former, the limit of # ₹ 2000 prescribed in this rule should be applied in each individual case, and in the case of the latter the limit of # ₹ 1250 should be applied with reference to the total recurring fees for the financial year.

#This amendment shall be deemed to have come into force with effect from 26<sup>th</sup> July 1995.

*Note 2.*-The above rule does not apply to fees received by officers from a University or other examining body in return for their services as examiners or from the revenues of another Government in return for their services to that Government\* and also to the royalties received by officers from the publishers for the sale of the books written by them even with the aid of knowledge acquired during the course of their service.

\*This amendment shall be deemed to have come into force with effect from 11<sup>th</sup> October 1971.

49. *Honoraria.*- The Government may grant or permit an officer to receive an honorarium as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward. Except when special reasons, which should be recorded in writing exist, for a departure from this provision, sanction to the grant or acceptance of an honorarium should not be given unless the work has been undertaken with the prior consent of the Government and its amount has been settled in advance.

*Government Decision No. 1*

† The following allowances will be classified as honoraria under this rule :

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# [G O(P) No. 1248/1997/Fin., Dated 10/12/1997]

†[G O(P) No. 576/1963/Fin., Dated 07/11/1963]

1. Overtime allowance.
2. Allowance given to Wardens and Assistant Wardens of hostels.

*Government Decision No. 2*

\*\*When State Government Officers required to attend the meetings of the Interview Board of the Kerala Public Service Commission are not eligible for Travelling Allowance under the rules, they shall be paid an honorarium equivalent to the daily allowance admissible under Rule 39, Part II, Kerala Service Rules.

Effective from 22<sup>nd</sup> January 1969.

*Government Decision No. 3*

The conditions of prior consent and the settlement of the amount in advance referred to in the last sentence of this rule will not apply to any work ordered to be done at Government level.

*Government Decision No. 4*

When members of the Boards for various examinations conducted by the Commissioner for Government Examinations required to attend to the meetings of the Boards are not entitled to Travelling Allowance and Daily Allowance under the rules, they shall be paid an honorarium equivalent to the Daily Allowance admissible under Rule 39, Part II, Kerala Service Rules.

This decision will be deemed to have come into force with effect from 17<sup>th</sup> January 1972.

50. *Fees and Honoraria.* - In the case of both fees and honoraria the sanctioning authority shall record in writing that due regard has been paid to the general principle enunciated in Rule 14 and shall record also the reasons which in his opinion justify the grant of the extra remuneration.

\*\*[G O(P) No. 155/1970/Fin., Dated 07/03/1970]

51. Any officer is eligible to receive without special permission-
- (a) the premium awarded for an essay or plan in public competition;
  - (b) any reward offered for the arrest of a criminal or for information or special service in connection with the administration of justice;
  - (c) any reward payable in accordance with the provisions of any Act or Regulation or Rules framed thereunder;
  - (d) any reward sanctioned for services in connection with the administration of the customs and excise laws;
  - (e) any fees payable to an officer for the duties which he is required to perform in his official capacity under any special law or by order of Government; and
  - (f) any remuneration paid by the All India Radio for professional performances in its programmes, such as music, drama and the like.

*Note.*-Sanction of the authorities mentioned below is, however, necessary for accepting remuneration for giving talks over the All India Radio by Government Officers:

<i>Name of Officers giving the talk</i>	<i>Name of authority whose permission is required</i>
Chief Secretary and Secretaries	Minister concerned
Heads of department	Secretaries concerned
Officers subordinate to Heads of Departments	Heads of Departments

52. An officer whose duties involve the carrying out of scientific or technical research shall not apply for or obtain, or cause or permit any other person to apply for or obtain, a patent for an invention made by such officer save with the permission of the Government and in accordance with such conditions as the Government may impose.



## CHAPTER VI

## COMBINATION OF APPOINTMENTS

53. (a) A competent authority may appoint an officer to hold substantively or to officiate in two or more independent posts at one time.
- (b) †The competent authority who appoints an officer to hold or to officiate in a second post in addition to his own, will declare whether he officiates in or holds full charge of the additional post or is appointed merely to discharge the current duties. It should also specify in each case the amount of \*\*special allowance, if any, to be granted, the amount being subject to the following limits :-
- (1) If an officer is appointed to officiate in a second post and to hold in addition full charge of his own post, he may be allowed to draw the highest pay to which he would be entitled if his appointment to one of the posts stood alone \*\*and in addition special allowance which should not exceed \* 6 per cent of the minimum of the scale of pay of other post with effect from the 1<sup>st</sup> day of February, 2011 or the date of change over to the revised scale ordered in G.O.(P) No.85/2011/Fin. dated the 26<sup>th</sup> February, 2011, which ever is later. The highest pay referred to above may be specifically reduced by the competent authority at its discretion.
- If compensatory allowance is attached to one of the posts, he may be permitted to draw it in full and if compensatory allowances are attached to more than one of the posts, the allowance which may be granted to him should not exceed the larger allowance.
- (2) If the officer is appointed to hold full charge of one or more posts in addition to his own, the \*\*special allowance which may be granted to

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†[G O(P) No. 342/1965/Fin., Dated 31/08/1965]

\*\*[G O(P) No. 635/2002/Fin., Dated 19/10/2002]

\*[Substitution G O(P) No. 467/2012/Fin., Dated 21/08/2012 (with effect from 01/02/2011)]

- him in respect of each additional post should not exceed \*6 per cent of the minimum of the scale of that post with effect from the 1<sup>st</sup> day of February, 2011 or the date of change over to the revised scale ordered in G.O.(P). No.85/2011/Fin. dated the 26<sup>th</sup> February, 2011, which ever is later. The drawal of compensatory allowances will be regulated as in the sub-para under clause (1) above.
- (3) If the officer is appointed to discharge only the current duties of one or more posts in addition to his own, the \*\*special allowance which may be granted to him in respect of each additional post should not exceed \*3 per cent of the minimum of the scale of pay of that post with effect from the 1<sup>st</sup> day of February, 2011 or the date of change over to the revised scale ordered in G.O(P) No. 85/2011/Fin dated the 26<sup>th</sup> February, 2011, which ever is later, in addition to the pay and compensatory allowances, if any, admissible in his regular post.
- (c) No \*\*special allowance should be granted unless the previous incumbent of the additional post held, has actually given over charge thereof under orders of competent authority and unless the period of additional charge exceeds fourteen working days in the case of full additional charge and one month in the case of discharge of current duties only. †The drawal of \*\*special allowance should not be allowed for a period exceeding three months on any account.
- †This shall be deemed to have come into force with effect from 9<sup>th</sup> March 1998.
- \*\* This shall be deemed to have come into force on 1<sup>st</sup> March, 1997.

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\*[Substitution G O(P) No. 467/2012/Fin., Dated 21/08/2012 (with effect from 01/02/2011)]

\*\*[G O(P) No. 635/2002/Fin., Dated 19/10/2002]

† [G O(P) No. 225/2002/Fin., Dated 15/04/2002]

- (d) [Deleted].
- (e) Additional remuneration should not be allowed as a matter of course or granted when the extra duties to be performed are only nominal or comparatively light. Additional remuneration should not be allowed during any period of vacation unless the additional duty is actually performed during such period.

*Ruling*

The term 'independent' occurring in the above rule should be interpreted as meaning separate or distinct involving independent duties and responsibilities and the post subordinate to the one held by the officer should not be taken as independent under the rule.

*Government Decision No. 1*

\*At present charge allowance of the non gazetted officer for his holding additional charge of a gazetted post is being authorised by the office of the Accountant General based on the sanction of competent authorities, in the same way as pay and allowances of a gazetted officer is concerned. This practice has since been reviewed in the light of the procedure followed in some of the Audit and Account offices of other States. It has been decided that no authorisation from the office of the Accountant General is necessary in case of additional charge arrangements from 1<sup>st</sup> April 1963 onwards, as holding of additional charge of a gazetted post does not alter the status of a non gazetted officer to that of a gazetted officer.

According to the changed procedure, the additional charge allowance will be drawn and paid by the Head of Office in the same manner as his regular pay and allowances are drawn. The Drawing Officer should however satisfy himself that there is proper sanction of the competent authority for the

\*[G O(P) No. 312/1963/Fin., Dated 29/05/1963]

additional charge arrangements and that the officer has actually held the additional charge of the post during the period for which the charge allowance is drawn and also that the rate of allowance sanctioned and drawn is as per rules etc. The charge allowance thus drawn may be continued to be debited to the same head of account to which the pay of the non-gazetted officer is debited.

In the case of a non gazetted officer holding additional charge of the duties of the Head of an Office, who is a gazetted officer and also a drawing and disbursing officer, the procedure adopted for the drawal of his normal pay and allowances may be followed for the drawal of charge allowance also.

*Government Decision No. 2*

†The following criteria will be followed to distinguish between 'full additional charge' and 'discharge of current duties':-

- (i) An officer appointed to hold 'full additional charge' of a post has to perform all the administrative, financial and statutory functions and duties in respect of that post.
- (ii) An officer appointed to discharge current duties of a post need attend only to the work of a routine nature in respect of that post.

**53A.** \*\*The posts in respect of which additional charge arrangements may be ordered shall be as classified below:-

- (I) *Posts not in the same office, establishment or line of promotion or cadre.*- Where the duties and responsibilities are clearly independent and are eligible for \*special allowance, e.g., Labour Commissioner, holding charge of the

†[G O(P) No. 319/1972/Fin., Dated 31/07/1972]

\*\*[G O(P) No. 132/1987/Fin., Dated 10/02/1987]

\*[G O(P) No. 635/2002/Fin., Dated 19/10/2002]

post of Registrar of Co-operative Societies and Joint Secretary to Government holding charge of post of a Head of Department.

This amendment shall be deemed to have come into force on 1<sup>st</sup> March, 1997.

(II) *Posts in the same office, establishment or line of promotion or cadre.*-

Cases of this nature shall further be divided as follows :-

- (a) When the additional post is subordinate to the regular post, \*special allowance shall not be admissible e.g., Superintendent of Police holding charge of the post of Assistant Superintendent of Police or Deputy Superintendent of Police and District Collector holding the charge of the post of Revenue Divisional Officer under him.

*Note.*- The reason for the non-grant of \*special allowance In the above cases is that the superior officer is expected to supervise the work of the subordinates and the additional charge arrangements should not entitle him to extra remuneration. The work of the additional post should be redistributed among other subordinates in such a way that each one's load of work is increased to a small extent that no one need be given \*special allowance.

- (b) When the additional post is of equivalent and of the same rank as that of the regular post the following principles shall apply:

- (1) If additional charge arrangements are in respect of different territorial jurisdictions, the posts are definitely independent and in such cases \*special allowance shall be admissible, e.g., Revenue Divisional Officer of one district/division holding charge of another district/division and one Block Development Officer holding charge of another block.

\*[G O(P) No. 635/2002/Fin., Dated 19/10/2002]

- (2) If additional charge arrangements are in respect of posts in the same office and of the same rank, \*special allowance shall not be admissible if the duties of the additional post are identical in nature and if the responsibilities are such as can easily be spread out among others holding the same post, e.g., if a Deputy Collector goes on leave and if the Collector has a number of Deputy Collectors working under him, he should consider whether he can distribute the responsibilities of the Deputy Collector on leave to the other Deputy Collectors so as not to increase substantially each one's load of work.

This amendment shall be deemed to have come into force on 1<sup>st</sup> March, 1997

- (3) If the additional charge arrangements are in the same office and if the responsibilities attached to the post are indivisible and cannot be distributed to more than one officer, special allowance\* shall be admissible. In such cases, a certificate to the effect that the responsibilities of the post held in additional charge are not divisible, should be furnished by the competent authority, {\*\*} e.g. Deputy Director of Animal Husbandry (Key Village) or Deputy Director of Animal Husbandry (Veterinary) or Deputy Director of Animal Husbandry (Extension) holding charge of the other post.

This shall be deemed to have come into force w.e.f. 13<sup>th</sup> October, 1995.

- (c) When the additional post is superior to the regular post and is carrying higher scale of pay \*special allowance shall be admissible, e.g., Deputy Secretary or Joint Secretary to Government holding charge of the post of Additional Secretary

\*[G O(P) No. 635/2002/Fin., Dated 19/10/2002]

\*\*[Omitted G O(P) No. 242/2002/Fin., Dated 22/04/2002]

or Secretary to Government and a Superintendent of Police or Assistant Inspector General of Police holding charge of the post of Deputy Inspector General of Police.

This shall be deemed to have come into force on 1<sup>st</sup> day of March, 1997

- (d) \*\* All India Service Officers, State Government Officers and Judicial Officers who are in the scale of pay of Secretary to Government and above shall not be eligible for charge allowance for holding additional charge of other posts.

*!Note.*- Clause (d) shall be deemed to have come into force with effect from 13<sup>th</sup> October, 1995 in respect of All India Service Officers and 7<sup>th</sup> November, 2002 in respect of others.

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\*\*[Substitution G O(P) No. 218/2005/Fin., Dated 11/05/2005]

! [Insertion G O(P) No. 76/2007/Fin., Dated 27/02/2007]

## CHAPTER VII

### DISMISSAL, REMOVAL AND SUSPENSION

54. The pay and allowances of an officer who is dismissed or removed from service cease from the date of such dismissal or removal.

55. #An officer under suspension or deemed to have been placed under suspension by an order of the appointing authority is entitled to the following payments:-

\*\* [Deleted] Subsistence allowance at an amount equal to \*the leave salary which the officer would have drawn had he been on leave on half-pay on the date of suspension; but the benefit of any increase in pay due to increment falling due during the period of suspension will not be admissible during the period.

This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> April 1973.

† [Deleted]

\*\* † This amendment shall be deemed to have come into force w.e.f. from 6<sup>th</sup> March, 1997.

In addition, he may be granted to such extent and subject to such conditions as the authority ordering his suspension may direct-

- (i) Dearness allowance and Dearness pay not exceeding the amount admissible as such had he been on leave on leave salary equal to the rate of subsistence allowance payable from time to time.

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# [G O(P) No.573/1978/Fin., Dated 14/07/1978]

\* [G O(P) No.158/1977/Fin., Dated 24/05/1977]

[G O(P) No.547/1978/Fin., Dated 26/06/1978]

\*\*† [G O(P) No.133/02/Fin., Dated 14/03/2002]

- (ii) Any other compensatory allowance of which he was in receipt on the date of suspension.

*Note 1.*- If an officer under suspension is dismissed with retrospective effect no recovery is necessary of the subsistence grant already paid to him.

*Note 2.*-(a) Deductions shall be made from the subsistence allowance on account of the following :-

- (i) Income Tax and Super Tax (provided the employees annual income calculated with reference to subsistence allowance is taxable).
- (ii) House rent and allied charges i.e., electricity, water, furniture etc.
- (iii) Repayment of loans and advances, taken from Government at such rates as the Head of the Department deems appropriate.
- (iv) \*Amounts due to Co-operative Stores and Co-operative Credit Societies.
- (v) \*\*Subscription to the Family Benefit Scheme, if the officer is a subscriber to the scheme.
- (vi) #Subscription to the Group Insurance Scheme, if the officer is a subscriber to the scheme.

# This amendment shall be deemed to have come into force w.e.f. 6<sup>th</sup> July, 2002

- (b) Deduction on account of the following shall be optional: -
  - (i) Premia due on Postal Life Insurance Policies and State Life Insurance Policies-Official Branch.
  - (ii) Refund of advances taken from General Provident Fund.

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\*[G O(P) No. 141/1972/Fin., Dated 12/05/1972]

\*\*[G O(P) No. 83/1980/Fin., Dated 23/01/1980]

#[Addition G O(P) No. 56/2006/Fin., Dated 03/02/2006]

The written consent of the officer should be obtained in the case of these optional deductions.

- C. Deductions of the following nature should not be made from the subsistence allowance:-

- (i) Subscription to a General Provident Fund.
- (ii) Amount due to Court attachments.
- (iii) Recovery of loss to Government for which an officer is responsible.
- (d) As regards recovery of overpayments, there is no bar to effect the same from the subsistence allowance, but such recoveries of overpayments should not ordinarily be made at a rate greater than one-third of the amount of the subsistence allowance i.e., exclusive of dearness allowance if any, admissible to him.

*Note 3.*- No payment under the rules shall be made unless the officer furnishes a certificate that he is not engaged in any other employment, business, profession or vocation. In the case of non-gazetted officers, the certificate signed by the officer should be countersigned by a gazetted officer, in token of acceptance. It should then be attached to the bill in which subsistence allowance for the period covered by the certificate is claimed. In the case of gazetted officers payment of subsistence allowance will be authorised by the Accountant General on the basis of the sanction issued by the competent authority and the Treasury Officer will pay the allowance only if a similar countersigned certificate is attached to the bill claiming it.

*Note 3A.*-\*Compensatory allowance under clause (ii) above may be granted provided the officer certifies that for the period for which the allowance is claimed, he continued to incur the whole or a considerable part of

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\*[G O(P) No. 320/1968/Fin., Dated 26/06/1968]

the expense to meet which the allowance was granted. The maximum period for which the compensatory allowance may be paid shall be limited to \*180 days.

\* *This amendment shall be deemed to have come into force w.e.f. 25<sup>th</sup> July, 1995.*

*Note 4.-* In the case of an officer under suspension before 27<sup>th</sup> July 1962 recovery of House Construction Advance shall be limited to 1/3 of the subsistence allowance or the usual rate of monthly instalment whichever is lower. No penal interest shall be levied on the defaulted portion of the instalment.

*This amendment shall be deemed to have come into force with effect from 25<sup>th</sup> July, 1995.*

**55A.** \*\*[Deleted]

This amendment shall be deemed to have come into force with effect from 3<sup>rd</sup> February 1988.

**55B. (i)** #Notwithstanding any thing contained in Rule 55, when an officer is placed under suspension while on leave without allowances, he shall not be eligible for any subsistence allowance during the period of the leave. On the expiry of the leave if he continues to be on suspension, he shall be entitled to the subsistence allowance. If he is reinstated before the expiry of the leave, he shall continue to be on leave till its expiry, unless the officer other wise desires.

(ii) In the case of an Officer on leave with allowances, the orders of suspension shall have the effect of cancelling the leave for the period of suspension. He shall be entitled to subsistence allowance.

\*[G O(P) No. 58/2006/Fin., Dated 04/02/2006]

\*\*[G O(P) No. 549/1988/Fin., Dated 31/08/1988]

# [G O(P) No. 907/1997/Fin., Dated 24/10/1997]

**56. (1)** When an officer who has been dismissed, removed or compulsorily retired including an officer who has been compulsorily retired under Rule 60A, is reinstated as a result of appeal or review or would have been so reinstated, but for his retirement on superannuation while under suspension or not, the authority competent to order reinstatement shall consider and make a specific order-

- (a) regarding the pay and allowances to be paid to the officer for the period of his absence from duty including the period of suspension preceding his dismissal, removal, or compulsory retirement, as the case may be,
- (b) whether or not the said period shall be treated as a period spent on duty, and
- (c) in the case of an officer who was compulsorily retired under Rule 60A and subsequently reinstated, for the recovery of the relevant benefits, if any, already paid to him.

(2) Where the authority competent to order reinstatement is of opinion that the officer who had been dismissed, removed or compulsorily retired, has been fully exonerated, the officer shall, subject to the provisions of sub-rule (6) be paid the full pay and allowances to which he would have been entitled had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement as the case may be:

Provided that where such authority is of opinion that the termination of the proceedings instituted against the officer had been delayed for reasons directly attributable to the officer, it may, after giving him an opportunity to make his representation and after considering the representation, if any, submitted by him, direct, for reasons to be recorded in writing, that the officer shall subject to the provisions of sub-rule (7), be paid for the period of such delay, only such amount (not being the whole) of such pay and allowances as it may determine.

- (3) In a case falling under sub-rule (2), the period of absence from duty including the period of suspension preceding dismissal, removal or compulsory retirement as the case may be, shall be treated as a period spent on duty for all purposes.
- (4) In cases other than those covered by sub-rule (2) including cases where the order of dismissal, removal or compulsory retirement from service is set aside by the appellate or reviewing authority solely on the ground of non-compliance with the requirements of clause (2) of Article 311 of the Constitution and no further enquiry is proposed to be held, the officer shall, subject to the provisions of sub-rules (6) and (7) be paid such amount (not being the whole) of the pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement as the case may be, as the competent authority may determine, after giving notice to the officer of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period as may be specified in the notice:

Provided that except in the case of such officers as are governed by the provisions of the Payment of Wages Act, 1936 (Central Act 4 of 1936), any payment under this sub-rule shall be restricted to a period of three years immediately preceding reinstatement or retirement on superannuation, as the case may be.

- (5) In a case falling under sub-rule (4), the period of absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be, shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specified purpose:

Provided that if the officer so desires such authority may direct that the period of absence from duty including the period of suspension preceding

his dismissal, removal or compulsory retirement, as the case may be, shall be converted into leave of any kind due and admissible to the officer.

*Note 1.*- The order of the competent authority under the preceding proviso shall be absolute and no higher sanction shall be necessary for the grant of -

- (a) Leave without allowances in excess of three months in the case of a temporary officer; and
- (b) Leave of any kind in excess of five years in the case of a permanent officer.

*\*Note 2.*-The leave of any kind due and admissible referred to in the proviso shall include commuted leave also.

- (6) The payment of allowances under sub-rule (2) or sub-rule (4) shall be subject to all other conditions under which such allowances are admissible.
- (7) The amount (not being the whole) of such pay and allowances determined under the provision to sub-rule (2) or under sub-rule (4) shall not be less than the subsistence allowance and other allowances admissible under Rule 55.
- (8) Any payment made under this rule to an officer on his reinstatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of removal, dismissal or compulsory retirement, as the case may be, and the date of reinstatement. Where the emoluments admissible under this rule are equal to or less than the amounts earned during the employment elsewhere, nothing shall be paid to the officer.

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\*[G O(P) No. 839/1992/Fin., Dated 04/11/1992]

- 56A.(1)** Where the dismissal, removal or compulsory retirement of an officer is set aside by a Court of Law and such officer is reinstated without holding any further inquiry the period of absence from duty shall be regularised and the officer shall be paid pay and allowances in accordance with the provisions of sub-rule (2) or sub-rule (3) subject to the directions, if any, of the court.
- (2) Where the dismissal, removal or compulsory retirement of an officer is set aside by the court solely on the ground of non-compliance with the requirements of clause (2) of Article 311 of the Constitution, and where he is not exonerated on merits, the pay and allowances to be paid to the officer for the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be, and the date of reinstatement shall be determined by the competent authority and the said period shall be regularised, in accordance with the provisions contained in sub-rule (4), (5) and (7) of Rule 56.
- (3) If the dismissal, removal or compulsory retirement of an officer is set aside by the court on the merits of the case, the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be, and the date of reinstatement shall be treated as duty for all purposes and he shall be paid the full pay and allowances for the period, in which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.
- (4) The payment of allowances under sub-rule (2) or sub-rule (3) shall be subject to all other conditions under which such allowances are admissible.

- (5) Any payment made under this rule to an officer on his reinstatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of dismissal, removal or compulsory retirement and the date of reinstatement. Where the emoluments admissible under this rule are equal to or less than those earned during the employment elsewhere, nothing shall be paid to the officer.
- 56B.(1)** When an officer who has been suspended is reinstated or would have been so reinstated but for his retirement on superannuation while under suspension, or has retired from service on superannuation before the conclusion of the disciplinary proceedings against him the authority competent to order reinstatement shall consider and make a specific order.
- (a) regarding the pay and allowances to be paid to the officer for the period of suspension ending with reinstatement or the date of his retirement on superannuation, as the case may be; and
- (b) whether or not the said period shall be treated as a period spent on duty.
- (2) Notwithstanding anything contained in Rule 55, where an officer under suspension dies before the disciplinary, or court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowances for that period to which he would have been entitled had he not been suspended, subject to adjustment in respect of subsistence allowance already paid.
- (3) Where the authority competent to order reinstatement is of the opinion that the suspension was wholly unjustified, the officer shall, subject to the provisions of sub-rule (8) be paid the full pay and allowances to which he would have been entitled, had he not been suspended:



Provided that where such authority is of the opinion that the termination of the proceedings instituted against the officer had been delayed owing to reasons directly attributable to the officer, it may after giving him an opportunity to make his representation and after considering the representation, if any, submitted by him, direct, for reasons to be recorded in writing, that the officer shall be paid for the period of such delay only such amount (not being the whole) of such pay and allowances as it may determine.

- (4) In a case falling under sub-rule (3), the period of suspension shall be treated as a period spent on duty for all purposes.
- (5) In cases other than those falling under sub-rules (2) and (3), the officer shall subject to the provisions of sub-rules (8) and (9) be paid such amount (not being the whole) of the pay and allowances to which he would have been entitled had he not been suspended, as the competent authority may determine, after giving notice to the officer of the quantum proposed and after considering the representation, if any, submitted by him in connection within such period as may be specified in the notice.
- (6) Where suspension is revoked pending finalisation of the disciplinary or court proceedings, any order passed under sub-rule (1) before the conclusion of the proceedings against the officer shall be reviewed on its own motion after the conclusion of the proceedings by the authority mentioned in sub-rule (1) who shall make an order according to the provisions of sub-rule (3) or sub-rule (5), as the case may be.
- (7) In a case falling under sub-rule (5), the period of suspension shall not be treated as a period spent on duty unless the competent authority specifically directs that it shall be so treated for any specified purpose:

Provided that if the officer so desires, such authority may order that the period of suspension shall be converted into leave of any kind due and admissible to the officer.

*Note 1.*-The order of the competent authority under the preceding proviso shall be absolute and no higher sanction shall be necessary for the grant of-

- (a) leave without allowances in excess of three months in the case of a temporary officer, and
- (b) leave of any kind in excess of five years in the case of a permanent officer.

*Note 2.*-\*The leave of any kind due and admissible referred to in the proviso shall include commuted leave also.

- (8) The payment of allowances under sub-rule (2), sub-rule (3) or sub-rule (5) shall be subject to all other conditions under which such allowances are admissible.
- (9) \*\*The amount (not being the whole) of such pay and allowances determined under the proviso to sub-rule (3) or under sub-rule (5) shall not be less than the subsistence allowance and other allowances admissible under Rule 55.

*Note 1.*- The amount of subsistence allowance already drawn should be adjusted against the pay and allowances or proportion of them granted under Rules 56, 56A or 56B or leave salary which may be granted to the officer.

*Note 2.*- The orders of revocation of suspension or of reinstatement after dismissal, removal or compulsory retirement from service take effect from the date of the order and the intervening period, i.e., the period from the date of order to the date of joining duty shall be regularised by granting joining time and/or leave due and admissible to the officer concerned. However, cases where there is an abnormal time-lag between

\*[G O(P) No. 839/1992/Fin., Dated 04/11/1992]

\*\*[G O(P) No. 573/1978/Fin., Dated 14/07/1978]

the date of such order and the date on which the officer concerned reports for duty shall be decided by Government, on merits.

*Note 3.-* †When a period of suspension is ordered to be converted into leave, the amount of subsistence allowance and compensatory allowances already received in excess of the leave salary and allowances admissible on such conversion, shall be refunded. \*However, no refund of subsistence allowance shall be necessary, where the suspension ordered on or after 24<sup>th</sup> August, 2007, is converted into leave without allowances for want of sufficient number of leave with allowances to the credit of the Officer concerned.

Effective from 10<sup>th</sup> July 1981.

*Note 3A.-* \*\*If the officer is a subscriber to the Family Benefit Scheme who has received the payment due under the scheme and desires to avail himself of the benefit of the scheme, he shall refund the entire amount received. In addition, he shall also make the contribution for the period of service from the date of dismissal, removal or compulsory retirement to the date of reinstatement, in case the period is ordered to be counted as duty for all purposes including pay and allowances. In cases however where the period is ordered to be treated as eligible leave, the subscriber need make his contribution only for period of eligible leave for which he is entitled to get full or half pay.

*Note 4.-* A permanent post vacated by the dismissal, removal, compulsory retirement or reduction of a Government servant to a lower service, grade or post or to a lower time-scale should not be filled substantively

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†[G O(P) No. 442/1981/Fin., Dated 10/07/1981]

\*[Insertion G O(P) No. 633/2010/Fin., Dated 25/11/2010 (with effect from 24/08/2007)]

\*\* [G O(P) No. 83/1980/Fin., Dated 23/01/1980]

until the expiry of the period of one year from the date of such dismissal, removal, compulsory retirement or reduction, as the case may be. Where on the expiry of the period of one year, the permanent post is filled and the original incumbent of the post is reinstated thereafter, he should be accommodated against any post which may be substantively vacant in the grade to which his previous substantive post, belonged. If there is no such vacant post, he should be accommodated against a supernumerary post which should be created in this grade with proper sanction and with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in that grade.

*Note 5.-* If an officer under suspension is dismissed \*or removed with retrospective effect from the date of suspension, no recovery should be made of the subsistence allowance already paid to him, and arrears of subsistence allowance, if any, due to him upto the date of the order dismissing \*or removing him should be paid to him. The arrears of subsistence allowance due to the officer should not be adjusted against any amounts due from him to Government.

*Note 6.-* If an officer under suspension is compulsorily retired with retrospective effect from the date of suspension, the pension due to the officer from the date of such retirement to the date of the order compulsorily retiring him shall be with held if the rate of pension is lower than or equal to the rate of subsistence allowance granted to him. In case the pension happens to be higher than the subsistence allowance granted the difference shall be paid to the officer. (Note 6 shall be deemed to have come into force with effect from 22<sup>nd</sup> August 1960).

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\* [G O(P) No. 46/1980/Fin., Dated 15/01/1980]

*Government Decision*

\*The term 'Pension' used in Note 6 does not include death-cum-retirement gratuity.

Effective from 22<sup>nd</sup> August 1960.

*Ruling No. 1*

\*\*Notwithstanding the provision contained in clause (4), an officer who is reinstated under clause (1) and who would have been eligible for promotion to a higher post during the period of suspension but for the suspension will be entitled to the pay and allowances of the higher post only from the date on which he assumes charge of that post.

*Ruling No. 2*

# It is not necessary to create an additional post to draw the pay and allowances of an officer who has been placed under suspension and is reinstated in service, treating the period of absence as duty.

57. †An officer who is detained in custody, whether on a criminal charge, or otherwise, for a period exceeding forty-eight hours, or is undergoing imprisonment, shall be deemed to be under suspension with effect from the date of commencement of the detention or imprisonment, as the case may be, and shall not be allowed to draw any pay and allowances during such period of suspension other than any subsistence allowance and other allowances that may be granted in accordance with Rule 55, until he is reinstated in service. An adjustment of his pay and allowances for such periods should thereafter be made according to the circumstances

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\*[G O(P) No. 73/1966/Fin., Dated 01/03/1966]

\*\* [G O(P) No. 593/1963/Fin., Dated 21/11/1963]

# [G O(P) No. 273/1973/Fin., Dated 11/07/1973]

†[G O(P) No. 266/1967/Fin., Dated 06/07/1967]

of the case, the full amount being given only in the event of the officer being acquitted of blame or (if the proceedings taken against him were for his arrest for debt) of its being provided that the officer's liability arose from circumstances beyond his control.

58. \*An officer against whom a criminal charge or a proceeding for arrest for debt is pending in a court of law should also be placed under suspension by the issue of specific orders to this effect during periods when he is not actually detained in custody or imprisoned (e.g., whilst released on bail) if the charge made or proceeding taken against him is connected with his position as an officer or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude unless there are exceptional reasons for not adopting this course. In regard to his pay and allowances the provisions of the rule above shall apply.
59. Leave may not be granted to an officer under suspension.

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\* [G O(P) No. 266/1967/Fin., Dated 06/07/1967]

## CHAPTER VIII

## COMPULSORY RETIREMENT

60. (a) #Except as otherwise provided in these rules the date of compulsory retirement of an officer shall take effect from the afternoon of the last day of the month in which he attains the age of 56 years. He may be retained after this date only with the sanction of the Government on public grounds which must be recorded in writing, but he must not be retained after the age of 60 years except in very special circumstances.

\*\* (a) An Officer in the Kerala Judicial Service or the Kerala State Higher Judicial Service shall ordinarily retire when he attains the age of 60 years; but he shall have the option to retire when he attains the age of 58 years. His continuance in service beyond the age of 58 years shall however be subject to review by the High Court as per the provisions of the Kerala Judicial Service Rules and the Kerala State Higher Judicial Service Rules.

This amendment shall be deemed to have come into force with effect from 31<sup>st</sup> December, 1992.

(a b) \*A person appointed as Industrial Tribunal shall retire on superannuation at the age of 60 years.

This amendment shall be deemed to have come into force w.e.f. 1<sup>st</sup> July, 1995.

† (a c) A person appointed as Vigilance Tribunal under the Kerala Civil Services (Vigilance Tribunal) Rules, 1960 shall retire on superannuation at the age of 60 years.

\*This shall be deemed to have come into force on the 9<sup>th</sup> day of March, 2005.

#[Substitution G O(P) No. 183/2012/Fin., Dated 26/03/2012 (with effect from 26/03/2012)]

\*\*[G O(P) No. 457/1995/Fin., Dated 28/07/1995]

\*[Insertion G O(P) No. 213/2005/Fin., Dated 11/05/2005]

†[Insertion G O(P) No.77/2008/Fin., Dated 11/02/2008 (with effect from 09/03/2005)]

# (ad) Doctors in the Medical category under the Medical Education Service and the Dental Colleges and Dental Wings in the Medical Colleges and the teaching staff, including Principals of the Ayurveda Colleges and Homoeopathic Medical Colleges shall retire on the afternoon of the last day of the month in which they attain the age of 60 years:

Provided that this provision shall not be applicable to the faculties in Nursing, Pharmacy and non-medical category under the Medical Education Service.

This sub-rule shall be deemed to have come into force in the case of the Doctors in the medical category under the Medical Education Service on the 1<sup>st</sup> day of May, 2009, in the case of the Doctors working in the Dental Colleges and the Dental Wings in the Medical Colleges, on the 30<sup>th</sup> day of March, 2012, in the case of the teaching staff of the Ayurveda Colleges on the 7<sup>th</sup> day of April, 2012 and in the case of the teaching staff of the Homoeopathic Medical Colleges on the 9<sup>th</sup> day of April, 2012.

(ae) The categories of teaching staff including Principals mentioned in the sub-rule(ad) who complete the age of 60 years during the course of an academic year shall continue in service till the last day of the month in which the academic year ends; but the extended period of service shall not be reckoned for any service benefits such as increment, higher grade, accrual of leave, promotion and pay revision effective from a date after the date of superannuation under sub-rule(ad). The period shall not be counted as qualifying service for pension and the pay received during the period shall not be reckoned for computing average emoluments or pensionary benefits or commuted value of pension. If they are on leave on the day they attain the age of 60 years and fail to rejoin duty on the first working day immediately after the date of superannuation, they

# [Insertion G O(P) No.01/2013/Fin., Dated 01/01/2013 (with effect from 01/01/2013)]

shall be retired with effect from the date of superannuation under sub-rule (ad). But, in cases where officers coming under this rule are under suspension on the date of superannuation or thereafter, but before the closing day of the academic year, they shall be retired from service on the date of superannuation or on the date of suspension, whichever is later.

If, the day on which the categories of teaching staff including Principals mentioned in the sub-rule (ad) attain the age 60 years falls within the period of one month beginning with the day of reopening of the institutions, they shall cease to be on duty with effect from the date of such reopening and they shall be granted additional leave from the date of reopening to the last day of the month in which they attain the age of 60 years. They shall be entitled to the benefit of increment if it falls due before the actual date on which they attain the age of 60 years.

The additional leave granted under this sub-rule shall not be counted against the eligible leave but shall be counted for pension. During the period of leave they may draw leave allowance at the same rate as the pay and allowances they would have drawn if they were on duty;

*Note 1.*- Even in cases where it is found absolutely necessary to retain the service of a teaching staff specified in sub-rule (ad), who has attained the age of 60 years, as far as possible only re-employment after retirement shall be resorted to, which shall not ordinarily be sanctioned for more than one year at a time.

*Note 2.*- Completion of 60 years of age in service shall be in the afternoon and not in the forenoon. If the date of birth of a person is the first day of July, he completes his 60<sup>th</sup> year on the 30<sup>th</sup> day of June, and that date (30<sup>th</sup> June) is the last day of the month in which he completes the 60<sup>th</sup> year. If on the first day of July he is on his 61<sup>st</sup> year and that day is a non-working day for him, he shall cease to be in service on and from the 1<sup>st</sup> day of July.

*Note 3.*- A teaching staff specified in sub-rule (ad) whose date of birth is the first day of July and who attains the age of 60 years shall not be allowed to continue in service till the end of the academic year.

*\*(af)* The date of compulsory retirement of an officer appointed on or after the 1<sup>st</sup> day of April, 2013 and who is a member of National Pension System shall take effect from the afternoon of the last day of the month in which he attains the age of 60 years. He may be retained after this date only with the sanction of the Government on public grounds which must be recorded in writing, but he must not be retained after the age of 64 years except in very special circumstances.

The teaching staff of all educational institutions (including Principals of Colleges) who complete the age of 60 years during the course of an academic year shall continue in service till the last day of the month in which the academic year ends, but the extended period of service shall not be reckoned for any service benefits such as increment, higher grade, accrual of leave, promotion and pay revision effective from a date after the date of superannuation. If they are on leave on the day they attain the age of 60 years and fail to rejoin duty on the first working day immediately after the date of superannuation, they shall be retired with effect from the date of superannuation. But, in cases where officers coming under this rule are under suspension on the date of superannuation or thereafter, but before the closing day of the academic year, they shall be retired from service on the date of superannuation or on the date of suspension, whichever is later.

If, however, the day on which teaching staff, (including Principals of Colleges) attain the age of 60 years falls within the period of one month beginning with the day of reopening of the institutions, they shall cease to be on duty with effect from the date of such, reopening and they shall be granted additional leave from the date of reopening to the last day of

\* [Inserted G O(P) No. 469/2014/Fin., Dated 31/10/2014 (with effect from 01/04/2013)]

the month in which they attain the age of 60 years. They shall be entitled to the benefit of increment if it falls due before the actual date on which they attain the age of 60 years.

If they are eligible to continue in service till the close of the academic year under the 2<sup>nd</sup> paragraph of this sub-rule, they shall be granted additional leave from the date of closing for vacation till the last day of the month, when the date of closing is earlier than the last day of the month.

The additional leave granted under this sub-rule will not be counted against the eligible leave. During the period of leave they will draw leave allowance at the same rate as the pay and allowances they would have drawn if they were on duty.

Explanation :- For the purpose of this sub-rules, 'the teaching staff' means those employees included in the Explanation to sub-rule (c).

*Note 1.*- Even in cases where it is found absolutely necessary to retain the service of an officer who has attained the age of 60 years as far as possible only re-employment after retirement shall be resorted to which shall not ordinarily be sanctioned for more than one year at a time.

*Note 2.*- Completion of 60 years of age in service shall be in the afternoon and not in the forenoon. A person whose date of birth is first day of July completes his 60<sup>th</sup> years on 30<sup>th</sup> day of June, and that date (30<sup>th</sup> June) is the last day of the month in which he completes the 60<sup>th</sup> year.

If on first day of July he is on his 61<sup>st</sup> year and that day is a non-working day for him. He shall cease to be in service on and from the 1<sup>st</sup> day of July.

*Note 3.*- A teaching staff whose date of birth is first day of July and who attains the age of 60 years shall not be allowed to continue in service till the end of the academic year.

*Note 4.*- In cases where the academic year in respect of the institutions under the Director of Public Instruction is extended beyond the 31<sup>st</sup> of March in any year, the teaching staff of such institutions who are allowed to continue in service beyond the date of superannuation under the second para of sub-rule (af) shall retire on the last day of March itself.

- (b) †Officers in the Last Grade Service on 7<sup>th</sup> April 1970 will retire on the afternoon of the last day of the month in which they attain the age of 60 years provided that this benefit will be available to them only as long as they continue to be in the Last Grade Service as defined in Rule 12 (16-A).

*#Note 1.*- Ex-servicemen who were in armed force prior to 7<sup>th</sup> April, 1970 and who have been appointed as Last Grade Employees in the Last Grade Service in the State after 7<sup>th</sup> April 1970 will also be eligible for the benefit of the above rule provided they continue to be in the Last Grade Service.

*\*\*Note 2.*-The patient employees appointed as Hospital attendant Grade II in the Leprosy Hospitals under Health Services Department will also be eligible for the benefit of the above rule irrespective of the date of appointment.

This amendment shall be deemed to have come into force w.e.f.23<sup>rd</sup> August, 1984.

- (c) ! The teaching staff of all Educational Institutions (including Principals of Colleges) who complete the age of 56 years during the course of an academic year shall continue in service till the last day of the month in which the academic year ends; but the extended period of service shall not be reckoned

† [G O(P) No. 344/1975/Fin., Dated 31/07/1975]

# [G O(P) No.535/1990/Fin., Dated 25/10/1990]

\*\*[Insertion G O(P) No. 159/2002/Fin., Dated 22/03/2002]

! [Substitution G O(P) No.183/2012/Fin., Dated 26/03/2012 (with effect from 26/03/2012)]

for any service benefits such as increment, higher grade, accrual of leave, promotion and pay revision effective from a date after the date of superannuation under sub-rule (a) of rule 60. The period shall not be counted as qualifying service for pension and the pay received during the period shall not be reckoned for computing average emoluments or pensionary benefits or commuted value of pension. If they are on leave on the day they attain the age of 56 years and fail to rejoin duty on the first working day immediately after the date of superannuation, they shall be retired with effect from the date of superannuation under sub-rule (a) of rule 60. But, in cases where officers coming under this rule are under suspension on the date of superannuation or thereafter, but before the closing day of the academic year, they shall be retired from service on the date of superannuation or on the date of suspension, whichever is later.

If, however, the day on which the teaching staff (including Principals of Colleges) attain the age of 56 years falls within the period of one month beginning with the day of reopening of the institutions, they shall cease to be on duty with effect from the date of such reopening and they shall be granted additional leave from the date of reopening to the last day of the month in which they attain the age of 56 years. They shall be entitled to the benefit of increment if it falls due before the actual date on which they attain the age of 56 years.

If they are eligible to continue in service till the close of the academic year under the 1<sup>st</sup> paragraph of this sub-rule, they shall be granted additional leave from the date of closing for vacation till the last day of the month when the date of closing is earlier than the last day of the month.

The additional leave granted under this sub-rule will not be counted against the eligible leave and will count for pension. During the period of leave they will draw leave allowance at the same rate as the pay and allowances they would have drawn if they were on duty.

*Explanation.*- For the purpose of this sub-rule, 'teaching staff' includes-

- (1) Assistant Educational Officers, including Deputy Inspectors of Malabar area.
- (2) District Educational Officers and officers belonging to the cadre, but working in other assignment.
- (3) The following officers of the State Institute of Education, namely :-
  - (a) Junior Evaluation Officer,
  - (b) Special Assistant in English,
  - (c) Technical Assistant,
  - (d) Text Books Research Officer,
  - (e) Education Techniques Officer,
  - (f) Junior Science Consultant,
  - (g) Instructors in Science, and
  - (h) Staff drafted from the teaching staff of Education Department, provided the continuance of this staff in service till the closing day of schools is absolutely essential in the interest of work and that they are entitled to this benefit in their parent Department.

† Items (1) and (2) above shall be deemed to have come into force with effect from 9<sup>th</sup> August 1968 and item No (3) shall be deemed to have come into force with effect from 8<sup>th</sup> May 1969.

- (4) \*(a) Director of Collegiate Education.

Effective from 9<sup>th</sup> June 1971.

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† [G O(P) No.344/1970/Fin., Dated 22/05/1970]

\*[G O(P) No.622/1971/Fin., Dated 12/10/1971]

- (b) Additional Director of Collegiate Education.
- (c) Deputy Director of Collegiate Education.

**\*\*Note 1.**- The extended period of service under sub-rule (c) shall be reckoned for all service benefits such as increment, pension, higher grade, accrual of leave, promotion and pay revision.

**^ Note 2.**- † Item (b) shall be deemed to have been added with effect from the 26<sup>th</sup> November 1980 and item (c) shall be deemed to have been added with effect from 21<sup>st</sup> August 1974.

- (d) Assistant Director of Collegiate Education.
- (e) Special Officer (University Grants Commission Schemes)

**# Note 3.**-The items (d) and (e) shall be deemed to have come into force with effect from the 8<sup>th</sup> July 1981.

!(5) Special Officer for Direct Payment in the Department of Collegiate Education.

This amendment shall be deemed to have come into force with effect from 11<sup>th</sup> December 1972.

~(6) The following Officers appointed from the teaching department of the Medical College Service, namely :-

- (a) Director of Medical Education, and
- (b) Joint Director of Medical Education

This amendment shall be deemed to have come into force with effect from 29<sup>th</sup> August, 1984.

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[ \*\*Insertion, ^ Substitution G O(P) No. 261/2009/Fin., Dated 04/07/2009 (with effect from 24/04/2009)]

† [G O(P) No. 264/1981/Fin., Dated 02/05/1981]

# [G O(P) No.122/1982/Fin., Dated 18/03/1982]

! [G O(P) No. 248/1973/Fin., Dated 22/06/1973]

~[G O(P) No.961/1986/Fin., Dated 30/12/1986]

(7) \*The following officers appointed from the Teaching Staff of the Technical Education Department:-

- (a) Director of Technical Education.
- (b) Joint Director of Technical Education.
- (c) Professor (Direct payment).
- (d) Deputy Director of Technical Education.
- (e) Joint Controller of Technical Examinations.
- (f) Training Officers.
- (g) Technical Officer.
- (h) Stock Verification Officer.
- (i) Assistant Director of Technical Education.
- (j) Special Officers appointed for starting of Technical Educational Institutions.
- (k) Director, Kerala State Science and Technology Museum, Thiruvananthapuram.
- (l) Director, Institute of Human Resource of Development for Electronics.
- (m) Public Relations Officer, Directorate of Technical Education, Thiruvananthapuram.

**Note.**- The benefit of Rule 60 (c) part I Kerala Service Rules will be available to the above officers only if the incumbents holding the posts descent from the teaching faculty.

The items (a) to (j) above shall be deemed to have come into force on the 2<sup>nd</sup> day of July 1990 and items (k) to (m) shall be deemed to have come into force on the 19<sup>th</sup> day of October 1990.

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\*[G O(P) No.1034/1997/Fin., Dated 12/11/1997]



*Note 1.*- \*Omitted

*Note 2.*- The teaching staff referred to in the above rule who are past the age of 55 years on the 4<sup>th</sup> day of May 1967 or who attain the age of 55 years within a period of three months from that date will continue in service till the closing day of the academic year 1967-68 (Notes 1 and 2 shall be deemed to have come into force with effect from the 4<sup>th</sup> day of May 1967).

*Note 3.*-Even in cases where it is found absolutely necessary to retain the services of an officer who has attained the age of **\*\*56** years as far as possible only re-employment after retirement should be resorted to, which shall not ordinarily be sanctioned for more than one year at a time.

*Note 4.*-In the case of an officer whose year of birth is known but not the exact month and date the first July shall be taken as the date of birth; where the year and month are known but not the exact date, the 16<sup>th</sup> day of the month shall be taken as the date of birth.

*Note 5.*-Except when extension of service is specifically sanctioned the retirement of an officer is automatic and no separate sanction is required.

*Note 6.*- For the purpose of this rule as well as the rules in Appendix X, in the case of an officer who entered service prior to first January 1950 and whose date of birth has been noted in Malabar Era in the Service Records, the age may be calculated in the Malabar Era.

**\*\*Note 7.**- Completion of 56 years of age in service is in the afternoon and not in the forenoon. A person whose date of birth is first of July completes his 56<sup>th</sup> year on 30<sup>th</sup> June, and that date (30<sup>th</sup> June) is the last

[\*Deletion, \*\*Substitution G O(P) No. 183/2012/Fin., Dated 26/03/2012 (with effect from 26/03/2012)]

day of the month in which he completes the 56<sup>th</sup> year. On first of July he is on his 57<sup>th</sup> year and that day is a non-working day for him. He shall cease to be in service on and from the 1<sup>st</sup> July.

**\*\*Note 8.**- A teacher whose date of birth is first July and who attains the age of 56 years shall not continue in service till the end of the academic year.

*Note 9.*-The benefit contemplated in sub-rule (b) above will not be available to those reverted to the Last Grade Service, other wise than for want of vacancy.

(This will take effect from the date of orders).

†The above amendments (Except Notes 1 to 6 and 9 above) shall be deemed to have come into force with effect from 5<sup>th</sup> April 1974.

**!Note 10.**- In this rule the words “Last day of the month” used mean the last day of the month in Christian Era. In cases where the date of superannuation is calculated in the Malabar Era in accordance with Note 6, the corresponding date in the Christian Era shall be reckoned for arriving at the last day of the month.

*This amendment shall be deemed to have come into force with effect on and from 5<sup>th</sup> April 1974.*

**\*\*Note 11.**- In cases where the academic year in respect of the institutions under the Director of Public Instruction is extended beyond the 31<sup>st</sup> of March in any year, the teaching staff of such institutions who are allowed to continue in service beyond the date of superannuation under sub-rule (c) shall retire on the last day of March itself.

[\*\*Insertion, G O(P) No.183/2012/Fin., Dated 26/03/2012 with effect from 26/03/2012)]

†[G O(P) No.344/1975/Fin., Dated 31/07/1975]

! [G O(P) No. 11/1976/Fin., Dated 13/01/1976]

**\*\*Note 12.**-The benefit contemplated in sub-rule (b) above will be available to the following categories of employees also from the dates indicated against each.

**TABLE**

SI No.	Category	Date from which the benefit shall be deemed to have come into force.
1.(i)	Full time Contingent Employees who were appointed as provisional employees for the period from 1.4.1965 to 31-3-1968 and absorbed as Last Grade Employees of regular establishment with effect from 7.4.1970.	27.10.1988
(ii)	Full time Contingent Employees who were appointed as provisional employees for the period from 1.4.1968 to 7.4.1970 and absorbed as Last Grade Employees of regular establishment with effect from 7.4.1970	29.11.1989
2	Villagemen who were in service on 7.4.1970 and who are continuing as such	11.3.1976
3	Ex-Servicemen who had been in Armed Forces prior to 7-4-1970 and appointed as Village men in the State Service after 7.4.1970 and continuing as such.	1.1.1992
*4	Ex-Assam Rifles personnel who were in Assam Rifles prior to 7 <sup>th</sup> April, 1970 and who have been appointed as Last Grade Employees in the Last Grade Service in the State Service after the 7 <sup>th</sup> April, 1970 and continuing as such	19.9.1995

\*\*[G O(P) No. 11/1996/Fin., Dated 01/01/1996]

\* [G O(P) No.904/1997/Fin., Dated 22/10/1997]

- \*\*5** Ex-CRPF personnel who were in CRPF prior to 7<sup>th</sup> April, 1970 and who have been appointed as Last Grade Employees in the service of the State after 7<sup>th</sup> April 1970 and continuing as such. 29-5-2000
- \*\*6** Ex-BSF personnel who were in BSF prior to 7<sup>th</sup> April, 1970 and who have been appointed as Last Grade Employees in the service of the State after 7<sup>th</sup> April 1970 and continuing as such. 24-7-2001
- They shall come into force at once.

*Ruling No. 1*

The term “educational institution” mentioned in the above rule will include besides the institutions coming under the Education Department, Institutions such as Medical Colleges, Agricultural Colleges, Veterinary Colleges, Engineering Colleges, Law Colleges, Training Colleges, Polytechnics, Industrial Schools, Fisheries Schools and such other Educational Institutions which have regular authorised vacations.

*Ruling No. 2*

\*The teaching staff of educational institutions who are allowed to continue in service beyond the date of superannuation till the end of the academic year will not be eligible for any leave other than casual leave during the period of their service beyond the date of superannuation and if they apply for any leave other than casual leave during the period, they shall be retired from service from the date of such application for leave.

**60A.** †[Deleted]

Effective from 3<sup>rd</sup> February, 1988

\*\*[Insertion G O(P) No.214/2005/Fin., Dated 11/05/2005]

\*[G O(P) No.296/1972/Fin., Dated 18/07/1972]

†[G O(P) No.549/1988/Fin., Dated 31/08/1988]

**CHAPTER IX****LEAVE****SECTION I****EXTENT OF APPLICATION**

61. Unless in any case it be otherwise distinctly provided, the rules in this Chapter apply to all officers to whom these service rules as a whole apply.
62. (1) Unless in any case it be otherwise distinctly provided by or under these rules, an officer transferred to a service or post to which these rules apply, from a service or post to which they do not apply, is not ordinarily entitled to leave under these rules in respect of duty performed before such transfer:

Provided that in the case of an officer who holds a substantive, officiating or temporary post on the day previous to the one on which these rules come into force, the maximum limit of accumulation of earned leave specified in Rule 78 shall not apply during the period of the first five years from the date of his appointment to the service or from that of the commencement of these rules whichever is later and such an officer may be allowed during the said period of five years to avail himself of the accumulated leave to his credit:

Provided further that on the expiry of the said period of five years the leave at the credit of the officer in excess of the normal maximum limit of accumulation of leave laid down in Rule 78 shall lapse:

Provided also that he shall not earn leave during that period unless the accumulated leave at his credit falls below 180 days.

- (2) Subject to the provisions contained in Rule 77(vi), the half pay leave to be carried forward will be the balance of furlough leave or leave on half average pay for which an officer is eligible on the date on which these rules come into force diminished by the leave on medical certificate taken before such date, under the old rules governing him.

63. (a) If an officer, who quits the public service on compensation or invalid pension or gratuity, is re-employed and if his gratuity is thereupon refunded or his pension held wholly in abeyance, his past service thereby becoming pensionable on ultimate retirement, he may, at the discretion of the Government and to such extent as the Government may decide, count his former service towards leave.
- (b) An officer who is dismissed or removed from the public service, but is reinstated on appeal or revision, is entitled to count his former service for leave.

*Note 1.*- The re-employment of a person who has retired on a superannuation or retiring pension is generally an exceptional and temporary expedient. In such cases, the service of the re-employed pensioner should be regarded as temporary and his leave during the period of re-employment regulated by the rules in Appendix VIII.

*Note 2.*- Resignation of public service even though it is followed immediately by re-employment entails forfeiture of past service and constitutes an interruption of duty. But resignation to take up another appointment does not constitute an interruption.

**SECTION II****GENERAL CONDITIONS**

64. The Government may issue orders specifying the authority by whom leave other than \*leave without allowances exceeding a period of four months at a time, may be granted.

\*\*Effective from 6<sup>th</sup> March 1968.

!The power to sanction leave without allowances exceeding a period of four months at a time will rest with Government.

\*[Deletion G O(P) No.65/2007/Fin., Dated 19/02/2007]

\*\* [G O(P) No. 481/1970/Fin., Dated. 06/07/1970]

! [G O(P) No.313/1976/Fin., Dated 05/10/1976]

This amendment shall be deemed to have come into force with effect from 14<sup>th</sup> November 1966.

65. Leave cannot be claimed as a matter of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

*Note.*- The nature of the leave due and applied for by an officer cannot be altered at the option of the sanctioning authority and while it is open to the sanctioning authority to refuse or revoke the leave due and applied for, it is not open to him to alter the nature of such leave.

66. Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed. When the day immediately preceding the day on which an officer's leave begins or immediately following the day on which his leave expires is a holiday or one of a series of holidays, the officer may leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays; provided that-

- (a) his transfer or assumption of charge does not involve the handing or taking over of securities or of money other than a permanent advance;
- (b) his early departure does not entail a correspondingly early transfer from another station of an officer to perform his duties; and
- (c) the delay in his return does not involve a corresponding delay in the transfer to another station of the officer who was performing his duties during his absence or in the discharge from Government service of a person temporarily appointed to it.

*Ruling*

\*A restricted holiday enjoyed with the permission of the competent authority shall be treated as holiday for the purpose of this rule.

\*[G O(P) No.458/1966/Fin., Dated 13/10/1966]

67. On condition that the departing officer remains responsible for the money in his charge, a competent authority may declare that proviso (a) under Rule 6 is not applicable to any particular case.

68. Unless the competent authority in any case otherwise directs-
- (a) if holidays are prefixed to leave, the leave and any consequent re-arrangement of pay and allowances takes effect from the first day after holidays; and
  - (b) if holidays are affixed to leave, the leave is treated as having terminated on, and any consequent re-arrangement of pay and allowances takes effect from, the day on which the leave would have ended, if holidays had not been affixed.

The following procedure is prescribed when vacation or gazetted holidays are permitted to be prefixed or affixed to leave :-

*\*Note 1.*-(i) When they are prefixed to leave, the officer proceeding on leave will report before leaving the station, or if for urgent reasons the leave is granted during vacation or gazetted holidays, as soon as it is granted that he will cease to discharge the duties of his post with effect from the end of vacation or holidays. The relieving officer will then assume the duties of the post at the end of the vacation or holidays in the ordinary course.

(ii) When a vacation or holidays are affixed to leave, the officiating officer will be relieved in the ordinary way before the vacation, or holidays, and the officer on leave will return at the end of the vacation or holidays, but will be regarded as having assumed the duties of the post with effect from the commencement of the vacation or holidays.

(iii) Except in cases covered by (i) and (ii) above, transfer of charge certificates should be signed by both the relieved and relieving

\*[G O(P) No. 482/1982/Fin., Dated 26/08/1982]

officers on the day on which charge is transferred.

*\*Note 2.- (i)* When a Government Servant is certified medically unfit to attend office, holiday(s) if any immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any immediately succeeding the day he is so certified (including that day) shall be treated as part of the leave; and

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

*(iii)* Except in cases covered by (i) and (ii) above, transfer of charge certificates should be signed by both the relieved and relieving officers on the day on which charge is transferred.

The note shall be deemed to have come into force with effect from 26<sup>th</sup> August 1982.

*Ruling No. 1*

*\*\*A* restricted holiday enjoyed with the permission of the competent authority shall be treated as holiday for the purpose of this rule.

*Ruling No. 2*

!There is no objection to an officer in a vacation Department being permitted to suffix holiday (s) to leave and also to enjoy the vacation in continuation of the holiday so suffixed to leave.

\*[G O(P) No. 482/1982/Fin., Dated 26/08/1982]

\*\*[G O(P) No. 458/1966/Fin., Dated 13/10/1966]

! [G O(P) No. 109/1981/Fin., Dated 09/02/1981]

**69.** An officer on leave may not take any service or accept any employment without obtaining the previous sanction of the authority empowered to fill up the post held by him.

*Note.-* This rule does not apply to casual literary work, or to service as an examiner or similar employment; nor does it apply to acceptance of foreign service, which is governed by the rules under Chapter XI.

**70.** All orders recalling an officer to duty before the expiry of his leave should state whether the return to duty is optional or compulsory. If the return is optional, the officer is entitled to no concession. But if it is compulsory he is entitled to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw Travelling Allowance under rules made in this behalf for the journey, but to draw until he joins his post, leave salary only.

**71.** No officer who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the following form from a Medical Officer not below the rank of an Assistant Surgeon or the Director of Indigenous Medicine.

Signature of applicant

We, the members of a Medical Committee

I, Civil Surgeon/Assistant Surgeon of

Registered Medical Practitioner of

Director of Indigenous Medicine

do hereby certify that I / we have carefully examined ABC of the ..... Department, whose signature is given above and find that he has recovered from his illness and is now fit to resume duties in Government Service. I/we also certify that before arriving at this decision I / we have examined the original medical certificate(s) and statement(s) of the case (or certified copies

thereof) on which leave was granted or extended, and have taken these into consideration in arriving at my/our decision.

Place: .....

Date: .....

The original medical certificate(s) and statement(s) of the case on which the leave was originally granted or extended shall be produced before the authority asked to issue the above certificate(s).

*Note.-* If the officer on leave is not a Gazetted Officer the authority under which the officer will be employed on return from leave may, in its discretion accept a certificate signed by any registered medical practitioner. For this purpose original certificate(s) of the case should be prepared in duplicate, one copy being retained by the officer concerned.

- 72.(1)** An officer on leave may not return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority which granted him leave.
- (2) Notwithstanding anything contained in sub-rule (1) an officer on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the authority empowered to appoint him.

*Note 1.-* No formal cancellation of the unexpired portion of leave is necessary when an officer returns to duty before the expiry of his leave. The cancellation will be effected by the Audit Officer in the case of Gazetted Officers and by the Head of office in the case of non-gazetted officers.

*\*Note 2.-* (a) and (b) [Deleted]

\* [G O(P) No. 645/1981/Fin., Dated 13/10/1981]

### *Ruling*

**\*\***When the officer proceeds on leave from the post in which he is re-employed and avails of the refused leave during the period of re-employment or after, the leave salary would be same as would have been admissible in the normal course but for re-employment reduced by the amount of pension and/or pension equivalent of gratuity and other retirement benefits.

### *Government Decision*

† Initial pay on re-employment should be fixed at the minimum stage of the time-scale of pay prescribed for the post in which an individual is employed.

In cases where it is felt that the fixation of initial pay of the re-employed officer at the minimum of the time-scale will cause undue hardship, the pay may be fixed at a higher stage by allowing one increment for each year of service which the officer has rendered before retirement in a post not lower than that in which he is re-employed subject however to the proviso to Rule 119, Part III of these rules.

Effective from 20<sup>th</sup> June 1964.

*Note 2.-*(c) The leave salary of an officer who is permitted during leave preparatory to retirement before attaining the age of superannuation, or during leave under Rule 75 to take up employment under any other Government under a private employer or employment payable from a local fund, will also be restricted during such employment as in (b) above.

- 73.** \*Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave except leave under Appendices

\*\*[G O(P) No. 218/1968/Fin., Dated 15/05/1968]

†[G O(P) No. 426/1964/Fin., Dated 20/06/1964 & G O(P)No. 218/1968/Fin., Dated 15/05/1968]

\* [G O(P) No. 1002/1997/Fin., Dated 06/11/1997]

XII A, XII B and XII C. However, leave under Appendices XII A and XII C may be granted in combination with or in continuation of the leave under Appendices XII A and XII C.

This amendment shall be deemed to have come into force with effect from 12<sup>th</sup> April 1984.

*Ruling*

\*\*The eligibility for leave is determined with reference to the eligibility on the date on which an officer proceeds on leave.

74. Vacation may be taken in combination with or in continuation of any kind of leave, provided the total duration of vacation and earned leave taken together, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the officer at a time under Rules 78 and 79. The combination of earned leave and commuted leave will be limited to 240 days. There will be no limit on the half-pay leave that can be availed of at a time on medical certificate or private affairs. This will apply even when such leave is taken preparatory to retirement.

*Government Decision No. 1*

† It is permissible to allow a vacation to intervene between two periods of leave. Similarly vacation may be prefixed or suffixed to leave or both prefixed and suffixed. The only restriction is that the total duration of vacations and earned leave together should not exceed the amount of earned leave due and admissible to the officer under Rules 78 and 79, Part I, Kerala Service Rules and that the duration of the total period of vacation, earned leave and commuted leave taken together shall not exceed 240 days.

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\*\*[G O(P) No. 309/1976/Fin., Dated 29/09/1976]

† [Circular No. 90/1963/Fin., Dated 16/12/1963]

*Government Decision No. 2*

†Special casual leave may be combined with vacation, but in such cases combination of special casual leave with ordinary casual leave will not be permitted.

75. \*\*No leave shall be granted beyond the date on which an officer must compulsorily retire:

The provisos, the explanations and the Notes 1 to 7 omitted with effect from 13<sup>th</sup> October 1981.

76. Any leave granted under these rules may be retrospectively commuted into any other kind of leave admissible to the officer at the time the original leave was granted:

Provided that earned leave shall not be commuted into leave of a different kind, \*except as provided in the Note below Rule 1, Appendix XII C.

\*This amendment shall be deemed to have come into force with effect from 12<sup>th</sup> April 1984.

!Provided further that no commutation of leave shall be permitted on expiry of one year from the date of sanction of leave.

**SECTION III**

**GRANT OF LEAVE**

77. In these rules :-

- (i) 'Ordinary leave' includes earned leave, half-pay leave, commuted leave, leave not due and leave without allowances.

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†[G O(P) No. 216/1976/Fin., Dated 24/07/1976]

\*\*[G O(P) No. 645/1981/Fin., Dated 13/10/1981]

\*[G O(P) No. 1002/1997/Fin., Dated 06/11/1997]

! [Insertion G O(P) No. 23/2013/Fin., Dated 10/01/2013 (with effect from 10/01/2013)]

- (ii) 'Special leave' includes disability leave, maternity leave, \*paternity leave, †child adoption leave and hospital leave.
- (iii) 'Earned leave' means leave earned in respect of periods spent on duty.
- (iv) 'Half-pay leave' means leave earned in respect of completed years of service.
- (v) 'Earned leave due' means the amount of privilege leave/earned leave to the credit of an officer under the rules previously in force on the day immediately preceding the date on which these rules came into force plus the earned leave calculated as prescribed in these rules diminished by the amount of earned leave taken after the date on which these rules came into force.
- (vi) 'Half-pay leave due' means the amount of half-pay leave calculated as prescribed in Rule 83 for the entire service diminished by the amount of leave on private affairs and leave on medical certificate taken before these rules came into force and half-pay leave taken on or after the date:

Provided that in the case of officers who are given credit for the half-pay leave admissible to them as on the date of coming into force of these rules in accordance with the provision contained in Rule 62 (2), the half-pay leave according to these rules will be calculated only on the service rendered from the date on which these rules come into force:

Provided also that where such leave on private affairs and leave on medical certificate already availed of is in excess of the period of half-pay leave due, reckoned under this rule as on the date on which these rules come into force, such excess shall be wiped off,

\*[Insertion G O(P) No. 27/2013/Fin., Dated 15/01/2013 (with effect from 26/02/2011)]

†[Insertion G O(P) No. 76/2010/Fin., Dated 18/02/2010 (with effect from 31/08/2007)]

- (vii) 'Commutated leave' means leave taken under Rule 84.
- (viii) 'Officer in permanent employ' means an officer who holds substantively a permanent post or who holds a lien on a permanent post or who would hold a lien on a permanent post had the lien not been suspended.
- (ix) 'Completed years of service' and 'one year's continuous service' mean continuous service of the specified duration under the Government of Kerala and include periods spent on duty as well as on leave including leave without allowances.

#### *Ruling*

\*The period of leave without allowances availed of under Appendix XIIA for taking up employment will be excluded in reckoning completed years of service for purposes of calculating half-pay leave to be earned under Rule 83 Part I Kerala Service Rules.

#### *Government Decision No.1*

\*\* Under Article 195, Travancore Service Regulations and Article 130 (4) of the old leave Rules in the Cochin Service Regulations, privilege leave on half salary can be granted in case of urgent necessity to an officer serving in a vacation department who enjoys the benefit of vacation. As the privilege leave is not earned but only granted in cases of urgent necessity, neither credit towards leave on this account need be made in the leave account of the officer as on 1<sup>st</sup> November 1959 under Kerala Service Rules for such leave already availed of prior to 1<sup>st</sup> November 1959 reduced from the half-pay leave admissible under Rule 77 (vi), Kerala Service Rules.

Furlough on average salary taken prior to 1<sup>st</sup> November 1959 is to be reduced from the half-pay leave by twice the amount of such leave for purposes of Rule 77 (vi) Kerala Service Rules.

\*[G O(P) No. 1171/1987/Fin., Dated 30/12/1987]

\*\* [Circular. No. 17422/1960/Fin., Dated 30/03/1960]



*Government Decision No.2*

† According to G.O.(Ms) 101, dated 22<sup>nd</sup> January 1958 of the Madras Government, the benefit of Rule 27 of the Madras Leave Rules, 1933 to certain approved probationers stand extended upto 31<sup>st</sup> December 1962. In the case of those officers allotted from Madras, governed by Madras Leave Rules and who were eligible for the above concession and who have opted to be governed by the Kerala Service Rules from 1<sup>st</sup> November 1959, the accrued leave reckoned on the basis of the concession but not availed of by them on 1<sup>st</sup> November 1959 will be treated as leave standing to their credit for purposes of Rule 77 (v) Kerala Service Rules.

78. The earned leave admissible to an officer in permanent employ is one-eleventh of the period spent on duty, provided that he will cease to earn such leave when the earned leave due amounts \*300 days.

\*This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> November, 1998.

79. Subject to the Provisions of Rules 65 and 75 the maximum earned leave that may be granted at a time to an officer shall be # 180 days.

# This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> November, 1998.

*Exception.-* In the case of an officer applying for leave preparatory to retirement, the maximum earned leave that may be granted at a time shall be \*300 days.

\*This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> November, 1998.

†[G O(Ms) No. 477/1960/Fin., Dated 11/10/1960]

\*[G O(P) No. 130/2002/Fin., Dated 13/03/2002]

# [G O(P) No. 908/1997/Fin., Dated 24/10/1997]

80. Earned leave is not admissible to an officer in permanent employ serving in a vacation department in respect of duty performed in any year in which he avails himself of the full vacation.

*Ruling*

Officers undergoing training in institutions which have regular vacations and who enjoy vacations of those institutions, will be treated as officers serving in a vacation department for the purpose of Rule 80 Part I, Kerala Service Rules.

81. The earned leave admissible to an officer in permanent employ serving in a vacation department, in respect of any year in which he is prevented from availing himself of the full vacation, is such proportion of 30 days as the number of days of vacation not taken bears to the full vacation.

If in any year the officer does not avail himself of the vacation, earned leave will be admissible to him in respect of that year in accordance with the provisions of Rules 78 and 79 above.

*Note 1.-* A vacation department is a department or part of a department to which regular vacations are allowed during which the officers serving in the department are permitted to be absent from duty.

*Note 2.-* The Principal, the Superintendent, the entire office staff, sergeant (if any) and the gardeners of the following institutions will be treated as non-vacation officers with effect from the dates specified against each:

1.	Government Arts Colleges	: 1.11.1959
2.	Law Colleges, Training Colleges and Physical Education Colleges	: 8.03.1960
3.	Engineering Colleges and Polytechnics	: 13.6.1960
4.	Junior Technical Schools	: 18.5.1963

\*The Teaching staff in the Hindi Teachers' Training Institutes at Trivandrum and Trichur will be treated as non-vacation officers with effect from 4<sup>th</sup> June 1970.

\*\*The headmasters of schools and non-teaching staff of the schools under the Director of Public Instruction will be treated as non-vacation officers with effect from the date noted against each:-

Headmasters of schools	:	9.6.1969
Non teaching staff	:	22.4.1960

*Exception.*- !The Superintendents of the Junior Technical Schools attached to the Polytechnics at Kannur, Calicut and Trichur will be treated as vacation officers.

This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> April 1967.

†The Senior Agricultural Officer/Veterinary Surgeon and Attenders in High Schools where Vocational Higher Secondary Courses were introduced, will be treated as non-vacation officers with effect from 13<sup>th</sup> August 1984.

†The Assistant Director of Fisheries and Attenders in the High Schools where Fisheries have been introduced as vocational subject, will be treated as non-vacation officers with effect from 28<sup>th</sup> May 1986.

*Note 3.*-The term "Year" should be interpreted to mean, not a calendar year in which duty is performed, but twelve months of actual duty in a vacation department.

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\*[G O(P) No. 205/1972/Fin., Dated 16/06/1972]

\*\*[G O(P) No. 39/1973/Fin., Dated 05/02/1973]

![G O(P) No. 78/1970/Fin., Dated 29/01/1970]

»[G O(P) No. 95/1989/Fin., Dated 24/02/1989]

*Note 4.*- When an officer is transferred from a vacation department to a non-vacation department, his period of service in the former will, for the purpose of calculation of leave, be considered to have terminated with effect from the close of the last vacation enjoyed by him. \* [But if the transfer is effected during the course of vacation, he will be deemed to have been transferred to the non-vacation department on the close of the vacation which he has partly enjoyed and he will be credited with proportionate amount of earned leave under this rule for the period of vacation which he was prevented from enjoying on account of such transfer]. When an officer is transferred from a non-vacation to a vacation department, his period of service in the latter will be held to have commenced from the date of expiry of the last vacation previous to such transfer.

\* This amendment shall be deemed to have come into force with effect from 6<sup>th</sup> August 1982.

*Government Decision*

† The above Note shall apply to appointments of Government Officers in a vacation Department through the Public Service Commission while working in non-vacation Department in the course of the academic year and vice versa.

# *Note 5.*- The Library staff of Arts and Science, Training and Law Colleges shall be treated as non-vacation staff.

This amendment shall be deemed to have come into force with effect from 7<sup>th</sup> November 1974.

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\*[G O(P) No. 409/1982/Fin., Dated 06/08/1982]

†[G O(P) No. 573/1981/Fin., Dated 02/09/1981]

# [G O(P) No. 553/1975/Fin., Dated 11/12/1975]

\**Note 6.*- The Heads of Nursery Schools shall be treated as non-vacation staff.

This amendment shall be deemed to have come into force with effect from 11<sup>th</sup> February 1976.

*Note 7.*- In the case of an officer of non-vacation department sent on deputation for training to an institution having regular vacation, his eligibility for earned leave shall be decided as follows:-

(i) if the officer is not permitted to enjoy the vacation and is retained by the institution for duty, and if the head of the institution so certifies, the officer shall be considered as on duty during that period and earned leave for that period shall be admissible to him in accordance with the provisions of Rules 78 and 79.

!(ii) if the officer enjoys only part of the vacation, deduction of earned leave will be in such proportion of 30 days as the number of days of vacation enjoyed bears to the full vacation.

Effective from 1<sup>st</sup> July 1975.

*Ruling No. 1*

†An officer serving in a vacation department when put in full additional charge of the duties of a post in a non-vacation department shall be considered to have been denied the benefit of vacation if that charge arrangement falls within a vacation period.

*Ruling No. 2*

†Teachers deputed for training under the Summer School Training Programme during vacation shall be considered to have been prevented from availing

\*[G O(P) No. 230/1976/Fin., Dated 03/08/1976]

![G O(P) No. 887/1980/Fin., Dated 21/11/1980]

†[G O(P) No. 366/1970/Fin., Dated 27/05/1970]

themselves of the vacation provided such period of training has been treated as duty under Rule 12 (7).

*Ruling No. 3*

\*Teaching staff who are N.C.C. Officers in Colleges, Polytechnics and Schools, when detailed to undergo training or refresher course or for duty in connection with the conduct of N.C.C. training or refresher course, during periods of vacation, will be treated as on duty and allowed the benefit of earned leave under the above rule.

The ruling shall be deemed to have come into force from 15<sup>th</sup> February 1972.

*Ruling No. 4*

† Teaching Staff attending the work of Valuation and Tabulation of S.S.L.C. and Higher Secondary Public Examination during vacation shall be considered to have been prevented from availing themselves of the vacation and such period will be treated as duty and allowed the benefit of earned leave under the rule.

**81.A** # The earned leave admissible to an officer in permanent employ in the vacation department, who is prevented from availing himself of vacation in full and whose actual period of duty is less than one year due to superannuation, shall be calculated in such proportion for full block year as the number of days of actual duty bears to the full year. The amount of earned leave admissible shall be worked out under the formula given below,-

$$\frac{\text{Number of days of vacation duty}}{\text{Full vacation}} \times 30 \times \frac{\text{Days of actual duty}}{365/366}$$

\*[G O(P) No. 364/1972/Fin., Dated 16/08/1972]

†[G O(P) No. 3113/1998/Fin., Dated 15/12/1998]

# [Insertion G O(P) No. 75/2010/Fin., Dated 18/02/2010 (with effect from 18/02/2010)]

82. *Half-pay leave.* - Half-pay leave as provided in Rule 83 may be availed of on private affairs or on medical certificate.
83. The half-pay leave admissible to an officer in permanent employ in respect of each completed year of service is 20 days.
84. † *Commuted Leave.* - Commuted leave not exceeding half the amount of half-pay leave due may be granted to an officer in permanent employ. When Commuted Leave is granted twice the amount of such leave shall be debited against the half-pay leave due.

*Ruling No. 1*

# [Deleted]

*Ruling No. 2*

# [Deleted]

85. *Leave not due.* - Save in the case of leave preparatory to retirement leave not due may be granted to an officer in permanent employ for a period not exceeding 360 days during his entire service out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. This will be debited against half-pay leave which the officer earns subsequently. Leave not due should be granted \*[only when no other leave with allowance is available at credit of the officer and if the authority empowered to sanction leave] is satisfied that there is a reasonable prospect of the officer returning to duty on the expiry of the leave and earning an equal amount of half pay leave thereafter.

*Note 1.* - Where a Government servant who has been granted leave not due under this rule, applies for permission to retire voluntarily, the leave not due shall, if the permission is granted, be cancelled.

† [G O(P) No. 540/1987/Fin., Dated 20/06/1987]

# [G O(P) No. 685/1987/Fin., Dated 19/08/1987]

\* [G O(P) No. 409/1977/Fin., Dated 24/10/1977]

*Note 2.* - Except as provided in Note 1, leave not due when granted should in all cases (subject to the officer's wishes) be allowed to stand, including cases in which the officer fails to earn it by subsequent duty.

*Government Decision*

\*A question has been raised whether in cases where the officers whose credit in half-pay leave account results in a minus balance on 1<sup>st</sup> November 1959 can be granted a further period of 360 days leave not due under Rule 85, Part I, Kerala Service Rules. This has been examined by Government and they consider that in view of the second proviso to the amendment to clause (vi) of Rule 77, Part I, issued in G.O.(P) 261/Fin., dated 23<sup>rd</sup> May 1960, the half-pay leave availed of prior to 1<sup>st</sup> November 1959 in excess of the half-pay leave reckoned under Kerala Service Rules has been wiped off. Therefore such officers should be treated as leaving a nil balance of half-pay leave on 1<sup>st</sup> November 1959 and they should get the same consideration in regard to the grant of leave not due as in the case of those who had not enjoyed half-pay leave in excess of what is admissible under Kerala Service Rules. The Government accordingly direct that officers whose credit on half-pay leave account results in a 'nil' balance on 1<sup>st</sup> November 1959 consequent on the wiping off of the excess half-pay leave already available shall be eligible for a further period of 360 days, leave not due under Rule 85, Part I, Kerala Service Rules, provided they otherwise satisfy the requirements of the rules.

86. The provisions of Rules 78, 80, 81, and 83, apply also to an officer not in permanent employ except that in respect of the first year of service the earned leave admissible is 1/22 of the period spent on duty:

Provided that no earned leave shall be admissible to such an officer in a vacation department in respect of the first year of his service.

\* [G O(Ms) No. 524/1960/Fin., Dated 07/11/1960]

*Note 1.*-The leave of an officer appointed as a probationer (for a certain period before confirmation of his appointment) will be regulated under the rules prescribed for permanent officers. If for any reason it is proposed to terminate the services of a probationer any leave which may be granted to him shall not extend beyond the date on which the probationary period as already sanctioned or extended expires, or any earlier date on which his services are terminated by the orders of the authority competent to appoint him.

*Note 2.*-Whenever the rate of earning leave changes, the fraction in the earned leave accumulated at the earlier rate should be rounded off to the nearest day i.e., fraction below half should be ignored and that of half and more should be reckoned as a day. \*Similarly, the fraction, if any, in the leave earned in accordance with the provisions of the first paragraph of Rule 81 by an officer serving in a vacation department should also be rounded off to the nearest day.

#### *Ruling*

† When a full-time teacher is appointed to a part-time post, the leave earned by him prior to becoming part-time cannot be granted to him while holding the part-time post. Such leave may, however, be granted when he is reappointed to a full-time post.

@86A. Notwithstanding anything contained in Rules 84, 86, 88 (ii) and 90, an officer not in permanent employ who has completed three years of continuous service shall be eligible for (i) commuted leave, (ii) earned leave and (iii) leave

\*[G O(P) No. 230/1967/Fin., Dated 20/06/1967]

† [G O(P) No. 275/1965/Fin., Dated 05/07/1965]

@ [Substitution G O(P) No. 75/2007/Fin., Dated 27/02/2007]

without allowances as would be admissible to him if he had held his post substantively.

87. An officer not in permanent employ appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if his previous duty had been duty as an officer in permanent employ diminished by any earned leave already taken. Leave is not an interruption of duty for the purpose of this rule.

88. *Leave without allowances.*-

(i) Leave without allowances may be granted to \*any officer in regular employment in special circumstances-

\*\* Provided that the leave of person appointed under rule 9(a)(i) of the Kerala State and Subordinate Service Rules 1958 shall be regulated by rules under Appendix VIII of these rules, unless he is already an officer on regular employment

(a) when no other leave is by rule admissible, or

(b) when other leave is admissible, but the officer concerned applies in writing for the grant of leave without allowances.

(ii) Except in the case of an officer in permanent employ, the duration of leave without allowances shall not exceed 3 months on any one occasion.

(iii) † When the period of absence of any Officer is without proper application for leave, Government may retrospectively convert the period of absence into leave without allowance even when any other kind of leave was admissible at the time of absence.

\* & \*\* [G O(P) No. 216/2005/Fin., Dated 11/05/2005]

† [G O(P) No. 99/2002/Fin., Dated 31/01/2002]

*\*Exception 1.*-When a period of suspension is retrospectively treated as leave without allowances by the revising or appellate authority the limitation of admissible leave without allowances to three months to officers not in permanent employ will not apply.

*#Exception 2.*-The limitation in sub-rule (ii) shall not apply to the grant of leave without allowances regulated by the rules in †Appendices XIIA, XIIB and XIIC.

#### SECTION IV

#### COMMUTATION OF LEAVE WITH RETROSPECTIVE EFFECT

89. (i) The authority which granted leave to an officer can commute it retrospectively into leave of a different kind which may be admissible but the officer concerned cannot claim it as a matter of right:

\*Provided that earned leave shall not be commuted into leave of a different kind †except as provided in the Note below Rule 1, Appendix XIIC.

\*Effective from 22<sup>nd</sup> November 1971.

†This shall be deemed to have come into force with effect from 12<sup>th</sup> April 1984.

! Provided further that no commutation of leave shall be permitted on expiry of one year from the date of sanction of leave.

- (ii) Commutation of one kind of leave into another automatically carries with it the drawal of arrears of leave salary or recovery of amounts overdrawn.

#[G O(P) No. 654/1995/Fin., Dated 10/10/1995,

G O(P) No. 953/1986/Fin., Dated 27/12/1986]

†,\* [G O(P) No. 1002/1997/Fin., Dated 06/11/1997]

! [Insertion G O(P) No. 23/2013/Fin., Dated 10/01/2013 (with effect from 10/01/2013)]

- (iii) Commutation of leave without allowances taken during temporary service when no other leave was due, into earned leave on confirmation without interruption of service, by giving retrospective effect to the benefit of Rule 87 would be irregular and not in accordance with the intention of Government. The real intention of Rule 87 is to provide only for a retrospective recalculation of leave at credit on the date of confirmation with a reduction on account of the earned leave already taken. Except for the carry-forward of the recalculated credit on confirmation, leave earned and taken should be a closed chapter at that point and no readjustment of any leave taken is automatically permissible as a consequence of such recalculation. The closed chapter may however properly be re-opened, for instance, to correct a miscalculation of leave earned or taken or to readjust leave earned and taken when confirmation is ordered with retrospective effect or at the discretion of the sanctioning authority to convert leave of any one kind already taken into leave due of any other kind admissible at the time leave was originally taken.

#### *Government Decision*

When confirmation is given retrospectively with effect from a date earlier than the date on which leave was already sanctioned, such leave can be commuted and readjusted as provided in Rule 89 (iii). Such cases do not come within the purview of the ruling under Rule 11. What has changed is only the status of the officer and not the rule in force at the time the leave was sanctioned. The position will be clear from the following illustration:-

#### *Illustration*

Entry in service of an officer- 1<sup>st</sup> November 1960.

Date of his confirmation- 1<sup>st</sup> November 1961 (orders issued on 1<sup>st</sup> November 1962).

\*\* Leave without allowances taken at any time during the period from 1<sup>st</sup> November 1960 to 31<sup>st</sup> October 1961 cannot be retrospectively commuted into any other kind of leave. But leave earned and taken after 1<sup>st</sup> November 1961 can be retrospectively commuted.

90. In addition to any leave which may be admissible to him, an officer in temporary employ, who contracts tuberculosis and undergoes treatment in a recognised sanatorium or under a qualified T.B Specialist or a Civil Surgeon or who is suffering from leprosy and undergoes treatment in a recognised Leprosy institution or under a Civil Surgeon or a Specialist in Leprosy, recognised as such \*or who is suffering from cancer and undergoes treatment in a recognised Cancer Institute or under a Civil Surgeon or a Specialist in cancer or who is suffering from mental disease and undergoes treatment in a recognised Mental Hospital or under a Civil Surgeon or a Specialist in mental disease may be granted leave without pay upto a maximum period of 18 months [including 3 months leave without allowances authorised under Rule 88 (ii) above] on any one occasion subject to the following conditions:-
- (i) the officer is likely to continue in service till his return to duty;
  - (ii) the leave without allowances shall be granted subject to the production of a certificate from the Medical Officer-in-charge of the Sanatorium or qualified T.B. Specialist or a Civil Surgeon \* or a Specialist in Leprosy, Cancer or Mental disease as the case may be specifying the period for which leave is recommended; and
  - (iii) the medical officer in recommending leave shall bear in mind the provisions of Rule 115.

90A.(a) A Government officer, whether gazetted or non gazetted, drawing a basic pay not exceeding † ₹ 22360 per mensem who is granted leave without allowances

\*\*[G O(P) No. 204/1966/Fin., Dated 17/05/1966]

\* [G O(P) No. 570/1978/Fin., Dated 11/07/1978]

†[Substitution G O(P) No. 406/2013/Fin., Dated 27/08/2013 (with effect from 01/07/2009)]

for the treatment of T.B., \*Leprosy, Cancer or Mental disease may be granted an ex-gratia allowance equal to 35 per cent of the basic pay he was drawing immediately before the commencement of the leave, subject to a maximum of † ₹ 7826 and minimum of † ₹ 5220 per mensem. \*\*In respect of cases relating to treatment of cancer and mental diseases, the Rule shall be deemed to have come into force with effect from 11<sup>th</sup> July 1978 and in respect of other cases, with effect from 1<sup>st</sup> July 1978.

\*\*This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> July 1978.

†This shall be deemed to have come into force with effect from 1<sup>st</sup> July 2009.

- (b) The allowance will be admissible only when the officer is not eligible for any other leave with allowances.
- (c) The allowance will be granted irrespective of whether the patient undergoes treatment as an inpatient or as an outpatient under the direction of a Civil Surgeon.
- (d) The payment of the allowance will be made only on the production of a certificate issued by the Medical Officer-in-charge of the Sanatorium/Hospital or by one not below the rank of a Civil Surgeon to the effect that the patient has been under his treatment for T.B., \*Leprosy, Cancer or Mental disease during the period for which the allowance is claimed.
- (e) The allowance in the case of an officer in temporary employ will be limited to a maximum period of 18 months and that in the case of a permanent employ to a maximum period of 36 months in all during his entire service.

*Note 1.*- The concession of leave without allowance upto eighteen months will be admissible also to an officer who for want of accommodation in

†[Substitution G O(P) No. 406/2013/Fin., Dated 27/08/2013 (with effect from 01/07/2009)]

\*\*[G O(P) No. 373/1983/Fin., Dated 07/07/1983]

\*[G O(P) No. 570/1978/Fin., Dated 11/07/1978]

any recognised Sanatorium \*or Cancer Institute or Mental Hospital at or near the place of his duty receives treatment at his residence under a recognised \*Tuberculosis Specialist, Leprosy Specialist, Cancer Specialist or Mental Disease Specialist and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

*Note 2.*-The leave without allowances under this rule will be admissible only to those officers who have been in continuous Government service for a period exceeding one year.

*Note 3.*-The lists of recognised \*Tuberculosis Institutions, Leprosy Institutions, Cancer Institutions and Mental Hospitals are given in Appendix V.

#### *Government Decision*

# Recoveries on advances such as ‘Onam Advance’, ‘Advance Pay on transfer’, etc., need not be made from the ex-gratia allowance admissible under this rule. Such recoveries may be postponed till such time as the subordinate is fit to rejoin duty or effected from any other amounts payable to the subordinate, otherwise.

#### *Ruling*

†The payment of ex-gratia allowance in the case of leave without allowances for treatment of T.B/Leprosy taken in continuation of other kinds of leave may be regulated on the basis of the pay drawn by the officer immediately before the commencement of the combined spell of leave.

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\*[G O(P) No. 570/1978/Fin., Dated 11/07/1978]

# [G O(P) No. 159/1963/Fin., Dated 02/04/1963]

†[G O(P) No. 454/1968/Fin., Dated 20/08/1968]

91. Officers with a continuous officiating or temporary service of two years or more, will be granted in addition to any leave which they are eligible for, leave under this rule for obtaining superior qualifications (e.g., B.A. and B.L.), provided, however, that the two years minimum service will not be insisted on in the case of temporary or officiating officers belonging to the Scheduled Castes and Scheduled Tribes. Such leave will not, however be given for broken periods but will cover the entire period of the course concerned. In cases of failure, extension of leave will be granted to cover the further period required for the completion of the course of study.

*\*Note 1.*- [Deleted]

*Note 2.*- The term ‘superior qualifications’ occurring in the above rule denotes only such of the qualifications as on acquisition are intended to enhance the usefulness of the Government servant concerned as a member of the service or will improve his prospects in the service of which he is a member.

#### *Ruling No. 1*

The time limit imposed by Rule 88 (ii) above will not apply to leave for securing higher qualifications granted under this rule.

#### *Ruling No. 2*

The term “course” occurring in the above rule denotes a course of study/ training covering a specified academic period culminating in a public examination, the success in which will qualify the candidate for a degree/ diploma/certificate or for admission to another course and includes the training at the Pre-examination Training Centres for I.A.S and other All India Service Examinations.

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\*[G O(P) No. 204/1976/Fin., Dated 15/07/1976]



*Government Decision*

\* Leave under this rule can be sanctioned by the authority competent to sanction eligible leave and leave without allowances. Study leave under Rule 99, Part I, can be sanctioned only by Government.

- 91.A** \*\*Officers with a continuous officiating or temporary service of 5 years or more may be granted in addition to any leave to which they are eligible for, leave for undergoing Post-graduate Courses in the sphere of their duties which are primarily of benefit to the State, such as Post-graduate Courses for teachers, Engineers and Doctors. The leave shall be granted only with due regard to the usefulness of the higher studies to the public service.

**SECTION V****LEAVE SALARY**

- 92.** An officer on earned leave is entitled to leave salary equal to,-
- (i) full (duty) pay i.e., pay admissible had he been on duty during the period of leave;
  - (ii) dearness allowance applicable to the above duty pay; and
  - (iii) such other compensatory allowances as are admissible under the rules during the period of leave:

† Provided that where an officer is promoted during the period he is on earned leave the monetary benefit of promotion shall be given only from the date on which he assumes charge of the post, if there is change of duties.

Effective from 1<sup>st</sup> April 1973.

\*[Circular No. 46858/Rules-1/62/Fin., Dated 30/10/1962]

\*\* [G O(P) No. 204/1976/Fin., Dated 15/07/1976]

† [G O(P) No. 452/1979/Fin., Dated 04/05/1979]

\**Note.*- See Explanation and Notes below Rule 93.

This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> April 1973.

- 93.** An officer on half pay leave or leave not due is entitled to leave salary equal to,-
- (i) half of duty pay, i e., half of the pay admissible had he been on duty during the period of leave;
  - (ii) dearness allowance applicable to the amount admissible under clause (i) above:

† Provided that where an officer is promoted during the period he is on half pay leave the monetary benefit of promotion shall be given only from the date on which the officer assumes charge of the post, if there is change of duties.

Effective from 1<sup>st</sup> April 1973.

*Exception.*- A non-gazetted officer whose pay before proceeding on leave, # does not exceed ₹ 18740 in the revised scale of pay ordered in G.O. (P) No.85/2011/Fin., dated 26<sup>th</sup> February, 2011 shall be entitled to dearness allowance which would have been admissible had he been on duty, which together with the leave salary so admissible, is subject to a minimum of sixty-five percent of the pay and dearness allowance while on duty. The excess over the actual leave salary in such cases shall be termed as special leave allowance. This shall be deemed to have come into force with effect from 1<sup>st</sup> July 2009.

\* [G O(P) No. 491/1975/Fin., Dated 24/10/1975]

† [G O(P) No. 452/1979/Fin., Dated 04/05/1979]

# [Substitution G O(P) No. 406/2013/Fin., Dated 27/08/2013]

and

- (iii) \*\*Hill Tract Allowance, House Rent Allowance and City Compensatory Allowance admissible from time to time will be payable during periods of all leave with allowances, if the total period of such leave at a time does not exceed 180 days or if the actual duration of the leave exceeds 180 days for the first 180 days of such leave.

\*\*This shall be deemed to have come into force w.e.f. 25<sup>th</sup> July, 1995

Explanation.- For the purpose of Rule 92 and this rule, period of duty shall be deemed to be the period of duty in a post during which the officer would have drawn the pay in the time-scale of that post but for his proceeding on leave.

In the case of officiating appointments, a certificate of continuance in the same post but for leave should be furnished to the Audit Officer along with the sanction noted in the Service Book and the bill claiming the leave salary.

*Note 1.* - Special pay granted in lieu of higher time-scale of pay for additional and/or higher responsibilities attached to a post may be drawn during periods of leave if the officer would have continued in that post after the expiry of leave. The officer who records certificate to the above effect in the leave salary bill may do so only after proper verification. The special pay sanctioned for specially arduous nature of work or for work in addition to normal duties attached to his post or charge allowance will not be admissible during periods of leave unless the officer discharges the work for which the special pay is sanctioned.

*\*Note 2.* - [Omitted]

*This shall be deemed to have come into force w.e.f. 25<sup>th</sup> July, 1995*

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[\*\* Substitution, \*Omitted G O(P) No.135/2002/Fin., Dated 14/03/2002]

*Note 3.* -The 'Special Allowance' sanctioned to the Police Personnel and corresponding categories in the Fire Force, Prison, Forest, Excise and Vigilance Departments shall be payable during periods of all kinds of leave with allowances. But the drawal of the allowance during periods of leave shall be restricted to the first # 180 days of leave.

This amendment shall be deemed to have come into force with effect from 25<sup>th</sup> July, 1995.

- \*94. An officer on commuted leave is entitled to leave salary equal to twice the amount of the pay admissible under clause (i) of Rule 93 and allowances applicable under clause (ii) and (iii) thereof to the pay so admissible.

\*This shall be deemed to have come into force w.e.f. 25<sup>th</sup> July, 1995.

95. An officer on leave without allowances is not entitled to any leave salary.

#### SECTION VI OVERSTAYAL

96. In the case of an officer governed by these leave rules who remains absent after the end of his leave, the period of such overstayal of leave is, unless the leave is extended by the competent authority treated as follows:-

(i) as half pay leave to the extent such leave is due, whether the overstayal is supported by a medical certificate or not;

†(ii) leave without allowances to the extent of the period of half pay leave due falls short of the period of overstayal.

The officer is not entitled to leave salary during such overstayal of leave not covered by an extension of leave by competent authority.

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[\*, # Substitution G O(P) No. 135/2002/Fin., Dated 14/03/2003]

†[G O(P) No. 703/1964/Fin., Dated 01/10/1964]

*Note* .- Wilful absence from duty after the expiry of leave will be treated as misbehaviour for the purpose of Rule 21, Part I.

- 96A.** \* Where a Government servant not in permanent employ fails to resume duty on the expiry of the maximum period of leave without allowances granted to him or where such a Government servant who is granted a lesser amount of leave without allowances than the maximum amount admissible remains absent from duty for any period which together with the leave without allowances granted exceeds the limit upto which he could have been granted such leave under these rules, he shall, unless the Government, in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the procedure laid down in the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960.

## SECTION VII

### SPECIAL DISABILITY LEAVE

- 97.!(1)** Subject to the conditions hereinafter specified, special disability leave may be granted to an officer who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.

Effective from 6<sup>th</sup> March 1968.

- (2)** Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice. But the Government, if they are satisfied as to the cause of the disability, may permit leave to be granted in cases where the disability manifested itself is more than three months after the occurrence of its cause.

\* [G O(P) No. 254/1970/Fin., Dated 27/04/1970]

! [G O(P) No. 481/1970/Fin., Dated 06/07/1970]

- (3)** The period of leave granted shall be such as is certified by the medical attendant of the officer to be necessary. It shall not be extended except on the certificate of the medical attendant of the officer and shall in no case exceed 24 months.
- (4)** Such leave may be combined with leave of any other kind.
- (5)** Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.
- (6)** Such leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.
- (7)** Leave salary during such leave shall be granted—
- (a)** for the first four months of any period of such leave including a period of such leave granted under clause (5) of this rule as under Rule 92, and
- (b)** for the remaining period of any such leave, as under Rule 93.
- (8)** In the case of a person to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under section 4 (1) (d) of the said Act.
- 98.** The application of the provisions of Rule 97 may be extended to an officer who is disabled by injury accidentally incurred in \*or in consequence of the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds.

†Effective from 6<sup>th</sup> March 1968.

\*[G O(P) No. 353/1976/Fin., Dated 19/11/1976]

† [G O(P) No. 481/1970/Fin., Dated 06/07/1970]

The grant of this concession is subject to the further conditions :-

- (1) that the disability, if due to disease must be certified by the medical attendant of the officer to be directly due to the performance of the particular duty;
- (2) that, if the officer has contracted such disability during service, it must be, in the opinion of the Government, so exceptional in character, or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of a leave; and
- (3) that the period of absence recommended by the medical attendant of the officer may be covered in part by leave under this rule and in part by other leave, and that the amount of special disability leave granted on full pay i.e., pay admissible had he been on duty during the period of leave may be less than four months.

# *Note*. - Disability leave is admissible to temporary officers also.

This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> April 1973.

99. \*[Omitted]

### SECTION IX

#### MATERNITY LEAVE

100. A competent authority may grant to a female officer, maternity leave on full pay for a period of 180 days from the date of its commencement.

\*This amendment shall be deemed to have come into force with effect from 24<sup>th</sup> September, 2009.

# [G O(P)No. 491/1975/Fin., Dated 24/10/1975]

\*[Omitted G O(P) No.65/2007/Fin., Dated 19/02/2007]

! [Substitution G O(P) No. 216/2012/Fin., Dated 11/04/2012]

*Note 1*. - Maternity leave is also admissible to temporary female officers under this rule.

† *Note 2*. - [Deleted]

\*\* *Note 3*. - The female candidates undergoing pre-appointment stipendiary training may be allowed leave for maternity purpose to the extent envisaged under this rule on full rate of stipend admissible. The benefit of this leave may also be granted in the case of miscarriage/abortion subject to the same conditions as laid in Rule 101 below.

This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> August 1973.

*Note 4*. - # Maternity leave under this rule and Rule 101 shall be admissible to provisional female recruits continuing in service \*in a single department beyond one year provided they would continue in service but for proceeding on such leave.

This amendment shall be deemed to have come into force with effect from the 2<sup>nd</sup> July 1969.

\*This amendment shall come into force w.e.f. 21<sup>st</sup> August, 2000.

@ *Note 5*. - Female recruits through Public Service Commission who join duty within 180 days from their date of delivery (otherwise than on account of miscarriage) shall, on joining, be granted from the next day the balance portion of maternity leave admissible as on the date of joining duty, subject to the following conditions:

† [G O(P) No. 96/1981/Fin., Dated 05/02/1981]

\*\* [G O(P) No. 308/1974/Fin., Dated 20/09/1974]

# [G O(P) No. 825/1980/Fin., Dated 31/10/1980]

\* [G O(P) No. 521/2003/Fin., Dated 06/10/2003]

@ [Insertion G O(P) No. 59/2006/Fin., Dated 06/02/2006]

! [Substitution G O(P) No. 216/2012/Fin., Dated 11/04/2012 ( with effect from 24/09/2009)]

- (a) Holidays/vacation falling immediately after the date of joining service cannot be prefixed to the leave.
- (b) A certificate from the medical officer who attended the delivery showing the date of delivery along with the medical certificate of health as prescribed in Rule 13, Part I of Kerala Service Rules should be produced.

This amendment shall be deemed to have come into force at once.

*Note 6.*- Female Officers on maternity leave who get appointment in another Department or in the same Department by direct recruitment or by transfer or by promotion shall be allowed to avail the balance portion of maternity leave from the next day of her joining duty in the new post or department subject to the following conditions:

- (a) The maximum period of leave admissible under this rule including intervening holidays and vacation, in both the departments or posts together, shall be 180 days.
- (b) The proceedings or order of the previous department from which the maternity leave was availed should be produced in the new office or department to avail the second spell of maternity leave.
- (c) A certificate to the effect that such premature cancellation of maternity leave and rejoining is for satisfying the administrative or technical requirement, in order to join duty in another department or post shall be produced and the same shall be recorded in the service register.

#### *Ruling*

†The expression ‘full pay’ occurring in the above rule means pay as admissible to an officer under Rule 92, Part I, Kerala Service Rules.

- 101.** Leave under Rule 100 above may also be granted to female officers in cases of miscarriage including abortion subject to the condition that the leave does

! [Insertion G O(P) No. 243/2012/Fin., Dated 27/04/2012 (with effect from 30/12/2009)]

†[G O(P) No. 413/1990/Fin., Dated 07/08/1990]

not exceed six weeks and application for the leave is supported by a certificate from the medical attendant.

- 101.A** # Leave under rule 100 may also be granted to female officers in cases of hysterectomy subject to the condition that the leave does not exceed 45 days and application for the leave is supported by a certificate from the medical attendant.

- 102.** Maternity leave may be combined with leave of any other kind but leave applied for in continuation of the former may be granted only if the request be supported by a medical certificate:

\*\*Provided that no medical certificate shall be necessary for grant of any leave for a period not exceeding sixty days in continuation of maternity leave.

\*\*Effective from 5<sup>th</sup> June 1978.

*Note.*- Regular leave in continuation of maternity leave may also be granted to a female officer on her producing a medical certificate to the effect that the new born baby requires personal attention of the mother and her presence by the side of the baby is absolutely necessary.

*Explanation.*—The kinds of leave coming under regular leave mentioned in the Note are Earned Leave, Half Pay Leave, Leave Not Due and Leave Without Allowances only

#### ! SECTION IX A

#### CHILD ADOPTION LEAVE

- 102.A** The competent authority may grant Child Adoption Leave for a period up to †180 days to female State Government Employees who are adoptive mothers

# [Insertion G O(P) No. 216/2012/Fin., Dated 11/04/2012 (with effect from 01/04/2009)]

\*[G O(P) No. 428/1979/Fin., Dated 24/04/1979]

\*\* [G O(P) No. 428/1979/Fin., Dated 24/04/1979]

! [Insertion G O(P) No. 76/2010/Fin., Dated 18/03/2010 (with effect from 31/08/2007)]

†[Substitution G O(P) No. 244/2012/Fin., Dated 27/04/2012 (with effect from 06/02/2010)]

with fewer than two surviving children, from the date of legal adoption of a child up to one year of age with full pay and allowances as admissible under rule 92, part 1 Kerala Service Rules.

The grant of leave is subject to the further conditions:-

- (a) that the leave will be allowed to be combined with other kinds of leave except leave without allowances under Appendix XII A/XII B/XII C Part 1 Kerala Service Rules.
- (b) that the regular leave (including leave not due and commuted leave) for a period up to one year reduced by the age of the adopted child on the date of legal adoption without taking into account the period of child adoption leave, applied for in continuation of Child Adoption Leave will be granted if the request is supported by Medical Certificate to the effect that the adopted child requires personal attention of the mother and her presence by the side of the baby is absolutely necessary:

Provided that no Medical Certificate shall be necessary for grant of any leave for a period not exceeding sixty days in continuation of Child Adoption Leave.

- (c) that such leave will not be debited against the leave account, but its details shall be entered in the Service Book of the employee.

\* SECTION IX B

**PATERNITY LEAVE**

- 102B.** The competent authority may grant paternity leave for a period up to 10 days to male State Government Employees during the confinement of his wife for two deliveries, with full pay and allowances as admissible under rule 92 of Part I, Kerala Service Rules. The grant of such leave shall be subject to the following further conditions, namely:-

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\*[Insertion G O(P) No. 27/2013/Fin., Dated 15/01/2013 (with effect from 26/02/2011)]

- (a) that the leave will be granted for a period up to 10 days before or within three months after the date of delivery.
- (b) that the leave will be granted only if the request for leave is supported by a certificate from the Medical Officer showing either the expected date of delivery or the exact date of delivery, depending on whether the leave commences before or after the delivery, as the case may be.
- (c) that the leave will be allowed to be combined with other kinds of leave except leave without allowance under Appendix XII A/XII B/ XII C, Part I, Kerala Service Rules.
- (d) that such leave will not be debited against the leave account but its details shall be entered in the Service Book of the employee.

SECTION X

**HOSPITAL LEAVE**

- 103.** A competent authority may grant hospital leave to officers of the following classes while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their official duties.—

- (a) \* Police Officers of rank not higher than that of Head Constable and Fire Service Personnel of and below the rank of Leading Fireman, including Driver, Mechanics and Fireman Drivers.

- (b) Forest subordinates, other than clerks in receipt of pay not exceeding ₹ 14620.

This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> July 2009.

- (c) Head warders or warders, male or female, of jails or lunatic asylums and Matrons of the Jails Department.

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\*[G O(P) No. 132/2002/Fin., Dated 14/03/2002]

! [Substitution G O(P) No. 406/2013/Fin., Dated 27/08/2013 (with effect from 01/07/2009)]

- (d) Subordinates employed in Government Laboratories.
- (e) Subordinates of other departments employed in the working of Government machinery.
- (f) Last grade employees of all departments.
- (g) Guards and Preventive Officers of the Excise Department, and
- !(h) Government Servants drawing a pay of ₹ 120 or less per mensem who serve as Home Guard Volunteer.

† *Note 1.*- Hospital leave will be granted only on production by the employee concerned of a medical certificate from his authorised medical attendant to the effect that the leave recommended is necessary to effect a cure and a certificate from his head of office to the effect that the illness or injury was directly due to risk incurred in the course of official duties.

*Note 2.*- Hospital leave is admissible to temporary employees also under this rule.

! *Note 3.*- Hospital leave will be granted to the officers coming under clause (h) above only in cases of injuries sustained while on duty as Home Guard Volunteers and only if the application is supported by a certificate from the Commandant General, Home Guards, to the effect that the injury was sustained by the employee while on active duty as a Home Guard Volunteer. This will be in addition to the certificate prescribed in Note 1 above.

104. \*\*Hospital leave may be granted for such period as the authority granting it may consider necessary, on leave salary (1) equal to leave salary while on earned leave, for the first 120 days of any period of such leave; and (2) equal to leave salary during half pay leave, for the remaining period of any such leave. In the case of a person to whom the Workmen’s Compensation Act,

![G O(P) No. 143/1968/Fin., Dated 16/04/1968]

†[G O(P) No. 308/1985/Fin., Dated 29/05/1985]

\*\*[G O(P) No. 320/1975/Fin., Dated 17/07/1975]

1923, applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under section 4 (1) (d) of the said Act.

105. \*[Omitted]

106. Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible.

*Government Decision*

A register in the form, given below will be maintained by all Heads of Departments and offices showing the various kinds of special leave #(e.g., special disability leave, hospital leave, maternity leave, leave not due, commuted leave, paternity leave, child adoption leave etc.) granted to Government servants from time to time to facilitate the check by the local audit parties as to whether the conditions for the grant of the leave have been fulfilled in individual cases, by the authorities competent to sanction the leave.

† Register for recording particulars of special kinds of leave e.g., maternity leave, special disability leave, hospital leave, leave not due, etc.							
Name and designation of the officer	Nature of leave	Period		Particulars of sanction		Initials of authority competent to attest entries in the Service Book	Remarks
		From	To	No.	Date		
1	2	3	4	5	6	7	8

\*[G O(P) No. 522/1967/Fin., Dated 04/12/1967]

†[G O(P) No. 337/1960/Fin., Dated 02/07/1960]

# [Government Decision No. 1/2014 vide G O(P) No. 20/14/Fin., Dated 15/01/2014]

**SECTION XI****LEAVE TO PART-TIME OFFICERS**

- 107.** A Law Officer, if his pay is fixed at a definite rate but his whole time is not retained for the service of Government may be granted leave as follows:
- (a) Leave on full pay during vacation of the Court within whose jurisdiction he serves, provided that no extra expense is hereby caused to Government. Such leave will be counted as duty.
  - (b) Leave on half pay for not more than three months once only in his service after three years of duty.
  - (c) On medical certificate, leave on half-pay upto a maximum of six months at any one time, provided that two years of duty must intervene between any two periods of leave on medical certificate.
  - (d) On the conditions prescribed in Rule 88 leave without allowances.
- 108.** Leave under any one of the clauses of Rule 107 may be combined with leave under any other clause.
- 109.** An officer remunerated by honoraria may be granted leave on the terms laid down in Rules 107 and 108 provided that he makes satisfactory arrangements for the performance of his duties, that no extra expense is caused to Government and that during leave of the kind contemplated by clause (b) of Rule 107 the whole of the honoraria is paid to the person who officiates in his post.
- 110.** Leave of the following kinds may be granted to an apprentice:-
- (a) On medical certificate, leave on leave salary equivalent to half-pay for a period not exceeding one month in any year of apprenticeship.
  - (b) Leave without allowances under Rule 88.

**SECTION XI A****LEAVE TO RADIATION WORKERS**

- 110 A.** \*Rules for the grant of leave to radiation workers in the State Medical Service are given in Appendix XII.

**SECTION XI B****LEAVE FOR TAKING UP EMPLOYMENT ABROAD OR WITHIN INDIA**

- 110 B.** \*\*Rules for the grant of leave without allowances for taking up employment abroad or within India are given in Appendix XII A.

This amendment shall be deemed to have come into force with effect from 16<sup>th</sup> December, 1983.

**SECTION XI C****LEAVE FOR THE PURPOSE OF STUDY FOR THOSE INELIGIBLE FOR LEAVE UNDER RULE 88 OR RULE 91 OF PART I**

- 110 C.** †Rules for the grant of leave for study purpose for those ineligible for leave under Rule 88 or Rule 91 of Part I are given in Appendix XII B.

This amendment shall be deemed to have come into force with effect from 18<sup>th</sup> September 1984.

**SECTION XI D****LEAVE FOR JOINING SPOUSE**

- 110 D.** # Rule for the grant of leave without allowances for the purpose of joining spouse are given in Appendix XIIC.

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\*[G O(P) No. 92/1968/Fin., Dated 06/03/1968]

\*\*[G O(P) No. 953/1986/Fin., Dated 27/12/1986]

†[G O(P) No.654/1995/Fin., Dated 10/10/1995]

# [G O(P) No.1002/1997/Fin., Dated 06/11/1997]



This amendment shall be deemed to have come into force with effect from 12<sup>th</sup> April 1984.

## SECTION XII

### CASUAL LEAVE

111. Rules regarding Casual Leave to Officers are given in Appendix VII.

## SECTION XIII

### PROCEDURE RELATING TO LEAVE

112. A leave account shall be maintained for each officer.

*Note.*- Leave account of a Gazetted Officer will be maintained by the Audit Officer. The leave account of a non-gazetted officer will be maintained by the Head of the Office in which he is employed.

113. An application for leave or an extension of leave must be made to the authority competent to grant such leave or extension in Form No. 13.
114. \*Leave to officers on foreign service in India will be sanctioned by the foreign employer.
115. Medical officers must not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the officer concerned will never be fit to resume his duties. In such cases the opinion that the officer is permanently unfit for Government service should be recorded in the Medical Certificate.
116. Every certificate of a medical committee or a medical officer recommending the grant of leave to an officer must contain a proviso that no recommendation contained in it shall be evidence of a claim to any leave not admissible to the officer under the terms of his contract or of the rules to which he is subject.

\* [G O(P) No. 228/1976/Fin., Dated 02/08/1976]

117. Before an officer can be granted leave or an extension of leave on medical certificate, he must obtain a certificate in the following form from such medical authority as the Government may by general or special order prescribe.

### \* Medical Certificate

.....

(Signature of the applicant)

I (Name) ..... after careful personal examination of the case hereby certify that (Name and official address) ..... whose signature is given above, is suffering from ..... and that I consider that a period of absence from duty of ..... with effect from ..... is absolutely necessary for the restoration of his/her health.

Signature of Medical Officer.....

Registration No. ....

Part of Registration .....

System of Medicine .....

*Note 1.*-The possession of a certificate as prescribed in this rule does not in itself confer upon the officer concerned any right to leave.

*Note 2.*-The nature and probable duration of the illness should be specified.

*Note 3.*-This form should be adhered to as closely as possible, and should be filled in after the signature of the applicant has been taken. The certifying officer is not at liberty to certify that the applicant requires a change to (or from) a particular locality, or that he is not fit to proceed to a particular locality. Such certificate should only be given at the explicit desire of the administrative authority concerned, to whom it is

\*[G O(P) No. 430/1973/Fin., Dated 20/11/1973]

open to desire when an application on such grounds has been made to him, whether the applicant should go before a Medical Board to decide the question of his fitness for service.

*Note 4.*-No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the officer under the terms of his contract or of the rules to which he is subject.

*Note 5.*-Reciprocal arrangements have been entered into with the Mysore Government to the effect that officers including police personnel of one State while staying in the other will be examined free of cost by a Medical Board or a Medical Officer employed under the Government of the State concerned for purposes of grant or extension of leave and fitness to resume duty on the expiry of leave. A medical requisition from the competent authority will be required before the medical examination is conducted.

#### *Government Decision*

\* For the purpose of this rule, the Medical Certificates issued by the following medical authorities will be accepted provided that the certificates are in accordance with the provisions of the above rule :-

1. Medical Officers of Government not below the rank of an Assistant Surgeon.
2. Private Medical Practitioners of Modern Medicine registered in Part A of the register of Modern Medicines.
3. Ayurveda Physicians and Homeopathic Doctors attached to Government Hospitals and Dispensaries.
4. Private Practitioners of Indigenous Medicines registered in Class A of the Register of Indigenous Medicines; and

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\*[G O(P) No. 512/1961/Fin., Dated 27/12/1961]

5. Private Homeopathic Practitioners registered in Class A of the Register of Homeopathic Medicines.

Notwithstanding anything contained herein, in the case of applications for 'leave not due' under Rule 85, Part I, Kerala Service Rules, Medical Certificate granted by the authorities mentioned in items 1 and 3 alone shall be accepted.

- \*118.(a) In the case of certificate issued by an Assistant Surgeon, Ayurvedic Physician or Homeopathic Doctor attached to a Government Hospital or Dispensary or a private Practitioner of \*\*Modern, Indigenous or Homeopathic Medicine, the authority competent to sanction leave may at its discretion, secure a second medical opinion by requesting a Civil Surgeon, District Indigenous Medical Officer or the Chief Medical Officer, † Department of Homeopathy as the case may be, to have the applicant medically examined. Should it decide to do so, it must arrange for the second examination to be made on the earliest possible date after the date on which the first medical opinion was given.
- (b) It shall be the duty of the Civil Surgeon, the District Indigenous Medical Officer or the Chief Medical Officer, # Department of Homeopathy as the case may be, to express an opinion, both as regards the facts of the illness and as regards the necessity for the amount of leave recommended. For this purpose, he may require the applicant to appear either before himself or before a Medical Officer nominated by him.
- (c) If the authority competent to sanction leave has doubts about the second medical opinion also he may refer the case to the Medical Board, constituted by the Director of Health Services on requisition.

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\*[G O(P) No. 118/1965/Fin., Dated 03/04/1965]

\*\*[G O(P) No. 405/1976/Fin., Dated 28/12/1976]

†, # [G O(P) No. 192/1976/Fin., Dated 08/07/1976]

**118.A** When the competent authority has genuine doubts about the fitness of an officer, it may refer him to a single man Medical Board or the standing Medical Board, for expert medical opinion. If the medical report is that the officer is not physically fit or mentally sound, the officer may be deemed to have entered on eligible leave from the date of the medical report, even if the officer does not put in a leave application. If he does not produce a certificate from the Medical Board that he is physically fit or mentally sound and has been cured of his illness within a period of five years from the date on which he was deemed to have entered on leave, he may be deemed to have retired on invalid pension. If the actual date of retirement of the officer falls within this period of five years he shall retire on that date.

# *Note* .- Eligible leave means leave due and admissible to an officer and the order of sanctioning this leave will be earned leave and half-pay leave \*or commuted leave. If there is no eligible leave, leave without allowance will be granted to regularise the period of absence.

**119.** In support of an application for leave, or for an extension of leave, on medical certificate, from an officer of the last grade, the authority competent to grant the leave may accept such certificate as it may deem sufficient.

**120.** No leave may be granted to a Gazetted Officer until a report as to the admissibility of the leave has been obtained from the audit officer.

**121.** In cases where all applications for leave cannot, in the interest of the public service, be granted, an authority competent to grant leave should, in deciding which application should be granted, take into account the following considerations :-

- (a) The officer who can, for the time being, best be spared.
- (b) The amount of leave due to the various applicants.

# [G O(P) No. 233/1976/Fin., Dated 04/08/1976]

\*[G O(P) No. 839/1992/Fin., Dated 04/11/1992]

- (c) The amount and character of the service rendered by each applicant since he last returned from leave.
- (d) The fact that any such applicant was compulsorily recalled from his last leave.
- (e) The fact that any such applicant has been refused leave in public interest.

**122. (i)** When a medical authority has reported that there is no reasonable prospect that a particular officer will ever be fit to return to duty, leave should not necessarily be refused to such officer. It may be granted, if due, by a competent authority on the following conditions:-

- (a) If the medical authority is unable to say with certainty that the officer will never again be fit for service, leave not exceeding twelve months in all may be granted. Such leave should not be extended without further reference to a Medical Board.
- (b) If an officer is declared by a medical authority to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the medical authority has been received, provided that the amount of leave as debited against the leave account together with any period of duty beyond the date of the medical authority's report does not exceed six months.

**(ii)** An officer who is declared by a medical authority to be completely and permanently incapacitated for further service shall—

- (a) If he is on duty, be invalidated from service from the date of relief of his duties, which should be arranged without delay on receipt of the report of the medical authority. If, however, he is granted leave under sub-rule (i) above he shall be invalidated from service on the expiry of such leave; and
- (b) if he is already on leave, he is invalidated from service on the expiry of that leave or extension of leave, if any, granted to him under sub-rule (i).

- 123.** Leave shall not be granted to an officer whom a competent authority has decided to dismiss, remove or compulsorily retire from Government service.
- 124.** An officer returning from leave is not entitled, in the absence of specific orders to that effect, to resume as a matter of course, the post which he held before going on leave. He must report his return to duty and await orders.

*Government Decision No. 1*

\*Whenever an order sanctioning leave to an officer is issued and communicated, it should contain directions as to where the officer should rejoin duty on the expiry of the leave, any change that may take place in the position of the officer during the period of leave being also communicated to the authorities concerned under intimation to the Accountant General wherever necessary.

*Government Decision No. 2*

†An officer on leave should intimate sufficiently early his intention of rejoining duty after leave so as to avoid any possible delay in the issue of posting orders in time.

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\*[Circular No. Fin., R.A. 33409/1960, Dated 08/08/1960]

†[G.O(P)No. 558/1962/Fin., Dated 12/11/1962]

## CHAPTER X

### JOINING TIME

- 125.** Joining time may be granted to an officer to enable him—
- (a) to join a new post to which he is appointed while on duty in his old post; or
  - (b) to join a new post,-
    - (i) on return from earned leave;
    - (ii) When he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in Sub-clause (i)

*Note 1.-* An officer deputed for training will be allowed for the onward and return journeys, the time actually required for the journeys, by the usual mode of conveyance, between the place of training and the station from/to which he proceeds, and the time so taken will be treated as part of deputation period for training.

*Note 2.-* Probationers and approved probationers in one service (including other officiating officers for whom no probation has been prescribed) when appointed to the same or another service by direct recruitment shall be allowed the minimum joining time (i.e., actual journey time) and transit pay, provided that the posts held by them prior to transfer or the posts to which they are appointed remain vacant during the period. They shall not, however, be allowed Travelling Allowance.

[Effective from 22<sup>nd</sup> August 1960]

*Ruling No. 1*

Joining time under Rule 125 (b) (i), Part I, Kerala Service Rules, will be admissible only in cases where an officer has proceeded on and has returned

from earned leave proper and is posted to join a new post. In all other cases, it should be regulated under sub-clause (b) (ii) *ibid*.

*Ruling No. 2*

A gazetted officer deputed for training should relinquish charge of his post and prepare a charge report even if no officiating arrangement is made in his place. He should also intimate to the Audit Officer concerned, through the Training Institute/Officer, etc., the date and hour of reporting for training and on relief on the completion of training.

*Government Decision*

\*Retired officers re-employed in Government service will be treated on par with provisional hands appointed under General Rule 9 (a) (i) of the Kerala State and Subordinate Services Rules, 1958 for purposes of joining time and only the actual journey time allowed as joining time.

**126.** Not more than one day is allowed to an officer in order to join a new post when the appointment to such post does not necessarily involve a change of residence from one station to another. A holiday or Sunday counts as a day for the purpose of this rule. No joining time is admissible in cases where the change of post does not involve an actual change of office.

*#Note.*- A transfer shall be held to involve a change of station only if the distance between the two places is not less than eight kilometres.

**126A.** When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).

\*[G O(Ms) No. 11/1967/PD., Dated 17/01/1967]

# [G O(P) No. 48/1966/Fin., Dated 10/02/1966]

*Ruling*

\*When officers are transferred while on leave, joining time need be reckoned only from the date following the holiday(s), if any, suffixed to leave with the permission of the leave sanctioning authority unless otherwise directed in the transfer order.

**127.** The joining time of an officer, in cases involving a transfer from one station to another, is subject to a maximum of 30 days. Six days are allowed for preparation and, in addition, a period to cover the actual journey calculated as follows: -

(a) An officer is allowed—

(i) For the portion of the journey which he travels by aircraft

(ii) For the portion of the journey which he travels or might travel:

- By railway 500 kilometres
- By ocean steamer 350 kilometres
- By river steamer 150 kilometres
- By motor vehicles 150 Kilometres
- Or by conveyance plying for public hire in any other way 25 kilometres

Actual time occupied in the journey

One day for each or any longer time actually occupied in the journey.

\*[G O(P) No. 38/1973/Fin., Dated 05/02/1973]

- (b) (i) For purposes of journey by air under clause (a) (i), a part of a day should be treated as one day.
- (ii) A day is also allowed for any fractional portion of any distance prescribed in clause (a) (ii).
- (c) When part of the journey is by steamer, the limit of six days for preparation may be extended to cover any period unavoidably spent in awaiting the departure of the steamer.
- (d) Travel by road not exceeding eight kilometres to or from a railway station or steamer ghat at the beginning or end of journey does not count for joining time.
- (e) A Sunday does not count as a day for the purpose of the calculations in this rule, but Sundays are included in the maximum period of 30 days.

*Exception 1.-* The authority sanctioning the transfer may, in special circumstances, reduce the period of joining time admissible under this rule.

*Exception 2.-* In the case of officers who are entrusted with the custody of stores, a period of not more than ten days and in the case of officers in charge of Timber Depots of the Forest Department a period of not more than one week will be allowed for transfer of charge of check conjointly stores and other materials, the minimum time actually required in each case alone being, however, utilised for the purpose.

*Exception 3.-* A period of not more than one week will be allowed to Forest Guards for transfer of charge and join perambulation of the beats, the minimum time actually required alone being, however, utilised for the purpose. This period will be treated as an extension of joining time in respect of the relieving officer.

128. Except in the case of a journey performed by air, by whatever route an officer actually travels, his joining time shall, unless a competent authority for special reasons otherwise orders, be calculated by the route which travellers ordinarily use.

*Government Decision*

\* Except in cases of journeys performed by air, which will be covered by the provisions in sub-rule (a) of Rule 127, the entitlement to joining time of a Government servant, in cases where his old headquarters and new headquarters are connected by railway, should be calculated as admissible for a journey by railway.

129. If an officer is authorised to make over charge of a post elsewhere than at its headquarters, his joining time shall be calculated from the place at which he makes over charge.
130. If an officer is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment.

*Note.* - A second period of 6 days for preparation should not be allowed in calculating the joining time of an officer who is appointed to a new post, while in transit from one post to another.

*Government Decision*

† In the case of a Government servant who is transferred from one post to another but whose transfer is subsequently cancelled after he has handed over charge of his old post but before he could take charge of the new post, the period intervening between the date of handing over charge of the old post and taking over the same later on account of cancellation of transfer orders, should be treated as joining time, subject to the provisions of Rule 130 and the Note thereunder.

\* [G O(P) No. 52/1966/Fin., Dated 14/02/1966]

† [G O(P) No. 461/1968/Fin., Dated 24/08/1968]

- 131.** If a Government servant takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave. On the expiry of the leave, the Government servant may be allowed normal joining time.
- 132.** If an officer is appointed to a new post while on earned leave he is entitled to joining time calculated from his old station in addition to the earned leave. Should the officer join the new appointment before the expiry of leave plus joining time admissible, the period short taken should be considered as leave not enjoyed and a corresponding portion of the leave sanctioned should be cancelled without any reference to the authority which granted the leave. When vacation or holidays immediately preceding vacation begin during or immediately after the expiry of joining time admissible to an officer or when an officer is transferred during vacation, he may be allowed to join at the end of the vacation.
- 133.** The Government may in any case extend the joining time admissible under these rules, provided that the general spirit of the rules, is observed.
- 134.** Within the prescribed maximum of 30 days, the Government may, on such conditions as it thinks fit, grant to an officer a longer period of joining time than is admissible under the rules in the following circumstances:-
- (a) When the officer has been unable to use the ordinary mode of travelling or, notwithstanding due diligence on his part, has spent more time on the journey than is allowed by the rules; or
  - (b) When such extension is considered necessary for the public convenience or for the saving of such public expenditure as is caused by unnecessary or purely formal transfers; or
  - (c) When the rules have in any particular case operated harshly; as for example, when an officer has, though no fault on his part missed a steamer or fallen sick on the journey.

- 135.** When an officer under the administrative control of the Government is transferred to the control of another Government which has made rules prescribing amounts of joining time, his joining time for the journey to join his post under the Government, and for the return journey will be governed by those rules.
- 136.** \*A Government servant on joining time shall be regarded as on duty during that period and shall be entitled to joining time pay equal to the pay which was drawn before relinquishment of charge in the old post. He shall also be entitled to Dearness Allowance, if any, appropriate to the joining time pay. In addition, he can also draw compensatory allowances, and house rent allowance as applicable to the old station from which he was transferred. He shall not be allowed conveyance allowance or Permanent Travelling Allowance.
- Note.*- An Officer on transfer is not entitled for joining time unless his transfer is made in the public interest. However, in cases of transfers on request, an officer shall be paid joining time pay and allowances at the rate admissible under this rule for the period spent in travelling to join the new post and if he could not take charge on the new post on the day on which he is to join consequent on that day being declared a holiday, then, for that day also.

*Explanation.*-There is no objection to an officer being granted regular leave by the competent authority under the leave rules applicable to him even if the transfer is at his own request to cover the period of handing over charge at an old station and before taking over charge at another if the officer applied for it and the competent authority is willing to grant such leave.

- 137.** An officer who does not join his post within his joining time, is entitled to no pay or leave salary after the end of the joining time. Wilful absence from duty

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\*[G O(P) No.1010/1987/Fin., Dated 27/11/1987]

after the expiry of joining time may be treated as misbehavior for the purpose of Rule 21.

*Government Decision*

The period of overstayal of joining time of an officer may be regularised by granting eligible leave under Rule 131, Part I, Kerala Service Rules and the Joining time pay regulated under Rule 136 (b) *ibid*

138. A person, in employment other than Government service or on leave granted from such employment, if in the interest of Government, is appointed to a post under the Government may, at the discretion of Government, be treated as on joining time while he prepares for and makes the journey to join the post under Government and while he prepares for and makes the journey on reversion from the post under Government to return to his original employment. During such joining time he shall receive pay equal to the pay, or in the case of joining time immediately following leave granted from the private employment, to the leave salary paid to him by his private employer prior to appointment to Government service, or pay equal to the pay of the post in Government service, whichever is less.

## CHAPTER XI

### FOREIGN SERVICE

139. The rules, in this chapter apply to those officers only who are transferred to foreign service after these rules come into force. Officers transferred previously will remain subject to the rules in force at the time of transfer.

*Government Decision*

\*In cases where the deputation of an officer to foreign service was sanctioned on a date prior to 1<sup>st</sup> November 1959 and the terms originally fixed extend beyond 1<sup>st</sup> November 1959, no change in the terms need be made even if the officer has opted to the Kerala Service Rules, but extension of the period beginning from or after 1<sup>st</sup> November 1959 should conform to the provisions in the Kerala Service Rules, provided the officer concerned has opted to the Kerala Service Rules, the extension of the term being treated as a fresh case of deputation.

- †140.(a) No officer may be transferred to foreign service against his will:  
Provided that this sub-rule shall not apply to the transfer of an officer to the service of a body, incorporated or not, which is wholly or substantially owned or controlled by the Government.
- (b) A transfer to foreign service requires the sanction of the Government.
- # (c) The period of deputation to foreign service shall be initially for one year and may be extended year by year up to a continuous period of five years in the aggregate. The officer on foreign service shall be relieved of his duties on the date of expiry of the sanctioned period unless the competent authority has, with requisite approval, extended the period of deputation,

\*[Circular No. 66494/RA3/61/Fin., Dated 14/10/1961]

†[G O(P) No. 254/1970/Fin., Dated 27/04/1970]

# [Insertion G O(P).No. 45/2013/Fin., Dated 22/01/2013(with effect from 22/01/2013)]



in writing, prior to the date of its expiry. In the event of the officer overstaying he shall be liable to disciplinary action and the period of overstay shall not be counted for the purpose of pension and that any increment due during the period of overstay shall be deferred with cumulative effect, till the date on which the officer rejoins his parent cadre. No ex post facto approval for regularization of overstay on foreign service shall be allowed. The officer shall be precluded from drawing pay and allowances from the date on which the sanctioned term of foreign service expires:

Provided that the period of leave, if any, taken by an officer, as per rules applicable to him, on the conclusion of foreign service and before joining his post shall not be considered as an overstay under this sub-rule.

The provisions of this sub-rule shall mutatis mutandis apply to an officer on deputation from one service to another or from one Department to another within the same service.

\*No officer shall normally be allowed to remain on deputation to foreign service for more than five years continuously. Provisions of Rule 24 will apply to an officer who continues in foreign service for more than five years at a time.

\* Effective from 17<sup>th</sup> December 1976.

- 141.** A transfer to the foreign service is not admissible unless –
- (a) the duties to be performed after the transfer are such as should, for public reasons, be rendered by an officer of Government, and
  - (b) the officer transferred holds, at the time of transfer, a permanent or temporary appointment paid from the General Revenues or holds a

\* [G O(P) No. 254/1970/Fin., Dated 27/04/1970]

lien on such an appointment or would hold a lien on such a post had his lien not been suspended.

- 142.** If an officer is transferred to foreign service while on leave, he ceases from the date of such transfer to be on leave and to draw leave salary.
- 143.** An officer transferred to foreign service shall remain in the cadre or cadres in which he was included in a substantive or officiating capacity immediately before his transfer, and may be given such substantive or officiating promotion in those cadres as the authority competent to order promotion may decide. In giving promotion, such authority shall take into account-
- (a) the nature of the work performed in foreign service, and
  - (b) the promotion given to juniors in the cadre in which the question of promotion arises.
- 144.** An officer in foreign service will draw pay from the foreign employer from the date on which he relinquishes charge of his post in Government Service. Subject to any restrictions which the Government may by general order impose, the amount of his pay, the amount of joining time admissible to him and his pay during such joining time will be fixed by the authority sanctioning the transfer in consultation with the foreign employer.

*Note 1.*-When transfer to foreign service is sanctioned the pay which he shall receive in such service must be precisely specified in the order sanctioning the transfer. If it is intended that he shall receive any remuneration, or enjoy any concession of pecuniary value, in addition to his pay proper, the exact nature of such remuneration or concession must be similarly specified. No officer will be permitted to receive any remuneration or enjoy any concession which is not so specified, and if the order is silent as to any particular remuneration or concession, it must be assumed that the intention is that it shall not be enjoyed.

*Note 2.-* No order of transfer to foreign service shall be issued without previous consultation with the Finance Department. It shall be open to that department to prescribe by general or special order, cases in which its consent may be presumed to have been given.

*\*Note 3.-* No deputation allowance shall be paid to the officers on deputation to foreign service.

This shall be deemed to have come into force w,e,f, 22<sup>nd</sup> July, 1997.

† Provided that no deputation allowance shall be granted for the period in excess of five years to an officer even if deputation is allowed to continue beyond 5 years continuously.

# In cases where the headquarters of the officer is outside Kerala and the deputation is to institutions/bodies aided by Government industrial undertakings in which Government hold majority of shares and also undertakings which are managed by Government, the deputationist's pay in foreign service shall not exceed his basic pay in Government service by more than 50 per cent or ₹ 300 whichever is less.

# Effective from 17<sup>th</sup> December 1966.

@ Provided further that such pay in foreign service shall not exceed the basic pay in Government service by more than 50 percent or ₹ 300 whichever is less.

This proviso shall apply also to cases of extension of deputation to foreign service sanctioned from 8<sup>th</sup> April 1965.

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\*[Substitution G O(P) No. 184/2002/Fin., Dated 27/03/2002]

† [G O(P) No. 102/1993/Fin., Dated 10/02/1993]

# [G O(P) No. 254/1970/Fin., Dated 22/04/1970]

@ [G O(P) No. 128/1965/Fin., Dated 08/04/1965]

*Note 4.-* Specific terms in regard to Travelling Allowance to be allowed to officers for journeys on transfer to foreign service and on reversion therefrom should invariably be prescribed in consultation and agreement with the foreign employer.

*Note 5.-* An officer who is eligible for concessions in regard to medical attendance for himself or his family should not be transferred to foreign service, unless the foreign employer undertakes to afford to the officer privileges not inferior to those which he would have enjoyed if he had been employed in the service of Government

*\*Note 6.-* No officer to whose children educational concessions are admissible, should be transferred to foreign service, unless the foreign employer undertakes to afford these privileges which the officer would have enjoyed had he been employed in the service of Government.

*Note 7.-* The transit pay and allowances and transfer Travelling Allowance of a Government servant who proceeds on transfer from one foreign employer to another without reverting to Government service should be borne by the foreign employer to whom the Government servant proceeds on transfer.

Effective from November 24, 1967

#### *Government Decision*

†The Heads of Departments, while proposing the deputation of officers to foreign service and the sections of the Secretariat while sanctioning such proposals, will attach to the proposals or sanctions, as the case may be, a separate statement giving the following details :-

- (i) Name of the Government servant
- (ii) Date of Birth

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\*[G O(P) No. 621/1970/Fin., Dated 01/09/1970]

†[Circular Memorandum No. 42765/Rules-3/62/Fin., Dated 15/09/1962]

- (iii) To whom lent
- (iv) Official designation (post held substantively before transfer)
- (v) Scale of pay of the post in Government service held substantively by the officer
- (vi) Head of account to which pay was debitible before transfer
- (vii) Monthly rate of pay sanctioned in foreign service
- (viii) Service rules applicable
- (ix) Rate of monthly contributions provisionally fixed under rule:
  - (a) Leave salary
  - (b) Pension
- (x) When lent
- (xi) Where to be recovered
- (xii) Whether creditable to State or Central
- (xiii) Date of termination of foreign service.

*Ruling No. 1*

An officer holding a provisional appointment deputed to foreign service, will be allowed to draw, in foreign service, the pay and allowances attached to the provisional appointment, only if it is certified by the competent authority that the officer would have held the provisional appointment but for his deputation to foreign service.

*Ruling No. 2*

- \***(i)** For the period from 1-7-1978 to 30-4-1979, Officers on deputation will be allowed deputation allowance at the rates prescribed in the concerned

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\*[G O(P) No. 359/1981/Fin., Dated 04/06/1981]

Government Order by which the deputation was sanctioned based on their pre-revision pay in Government Service.

- (ii) Those who continue to draw pay in the pre-revision scale on 1-5-1979 are eligible for deputation allowance from 1-5-1979 at the rates specified in Note 3 above. But the minimum of the revised scales of the posts from which they are deputed, will be the basis for determining the rate of deputation allowance. "Pay in the pre-revision scale" means the pay of the Officer concerned in the scale of pay as it stood as on 30-6-1978.
- 145.(a)** While an officer is in foreign service contribution towards the cost of his pension and leave salary must be paid to General Revenues on his behalf.
- (b)** Contributions due under clause (a) above shall be paid by the officer himself, unless the foreign employer consents to pay them. They shall be payable during leave taken while in foreign service.

*Note.-* A copy of the orders sanctioning an officer's transfer to foreign service must always be communicated to the Audit Officer. The Officer himself should, without delay, communicate a copy to the officer who audits his pay, and take his instructions as to the officer to whom he is to account for the contribution; report to the latter officer the time and date of all transfers of charge to which he is a party when proceeding on, while in, and on return from foreign service; and furnish from time to time particulars regarding his pay in foreign service, leave taken by him, his postal address, and any other information which that officer may require.

- 146.** \*Recovery of pension contribution in respect of Government servants on deputation to foreign service shall be at the rate of 15 per cent of the maximum of the scale of pay of the post from which deputation is sanctioned. If the scale of pay is revised or the Government Servant gets promotion in the

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\* [G O (P) No. 742/1984/Fin., Dated 15/12/1984]

present department the recovery shall be at the rate of 15 per cent of the maximum of the revised scale of pay or the scale of pay of the post to which the officer is promoted in the parent department, as the case may be.

The leave salary contribution shall be 10 percent of the maximum of the scale of pay of the post of the deputationist in the parent department. If the scale of pay is revised or the Government servant gets promotion in the parent department, the recovery shall be at 10 percent of the maximum of the revised scale of pay or the scale of the post to which the officer is promoted in the parent department, as the case may be.

The combined rate of leave salary and pension contribution shall be 25 per cent of the maximum of the scale of pay.

Contribution shall be paid for the actual period of duty in the foreign service including all kinds of leave taken while on foreign service. Contribution shall be paid for each calendar month or part thereof and no contribution shall be paid for the periods of joining time.

*\*Note.* - Leave salary contribution will not be realised in respect of Government officers serving on deputation on foreign service terms, in undertakings which are owned or controlled by the State Government. If the officer avails of leave while on such foreign service, the full expenditure should be borne by the concerned foreign employer and if the officer avail of leave after return from the foreign service, the expenditure should be borne by the Government.

This Note shall be deemed to have come into force with effect from 1<sup>st</sup> April 1982.

*Government Decision.*

# Leave salary and pension contribution will be recovered in whole rupees, fractions equal to 50 paise being rounded off to the next higher rupee.

\* [G O(P) No. 169/1983/Fin., Dated 06/04/1983]

# [G O(P) No. 883/1970/Fin., Dated 02/12/1970]

Rounding off will be done (1) at the initial stage while calculating the rates of monthly contributions, (2) while recovering contributions for part of a month at the beginning or at the end of foreign service and (3) where rates of monthly contributions are refixed due to a change in the rates of pay, deputation allowance, etc., and the total contribution recoverable for a calendar month are not in whole rupees.

This decision will take effect from 1<sup>st</sup> August 1970, i.e., in respect of contributions for August 1970 recoverable in September 1970.

147. The rate of pension and leave salary contribution prescribed in Rule 146 is to secure the officer the pension that he would have earned by service under the State Government if he had not been transferred to foreign service and the leave salary on the scale and under the conditions applicable to him. In calculating the rate of leave salary admissible for earned leave alone, the pay drawn in foreign service less, in the case of officers paying their own contributions, such part of the pay as may be paid as contribution, will count as pay for the purpose of leave salary; provided that the difference between the amount of leave salary that would have been admissible to the officer had he remained in Government Service and the amount of leave salary admissible as aforesaid, shall be recovered from the foreign employer.

*Note 1.* -As the rates prescribed for such contribution have been calculated on the basis of the \*leave on full or half pay normally taken by an officer during the total period of his services and do not take into account any compensatory allowance which may form part of leave salary, the whole expenditure in respect of any compensatory allowance for periods of leave in or at the end of foreign service shall be borne by the foreign employer and a condition to this effect should be inserted in the terms of transfer to foreign service.

\* [G O(P) No. 491/1975/Fin., Dated 24/10/1975]

*Note 2.-* The foreign employers should in the case of officers transferred to foreign service accept liability of leave salary in respect of disability leave granted on account of a disability incurred in and through foreign service even though such disability manifests itself after the termination of foreign service. The leave salary charges for such leave should be recovered direct from foreign employers, a condition to this effect being inserted in the terms of transfer to foreign service.

*!Note 3.-* Leave salary in respect of maternity leave granted to and enjoyed by a female Government servant while in foreign service will be borne by the foreign employer.

*Government Decision No.1*

\* In the case of an officer who takes leave on the conclusion of foreign service before rejoining his post, the leave salary should be calculated taking into account the pay drawn in foreign service also and the difference in leave salary should be recovered from the foreign employer as provided in the above rule. Orders sanctioning deputation to foreign service should specifically include a provision for the recovery of difference in the leave salary from the foreign employer. Leave salary in respect of leave taken after rejoining duty under Government shall be governed by the provisions in Rules 92 to 95 above.

†However the recovery contemplated above will not apply in respect of officers on deputation on foreign service terms to undertakings which are owned or controlled by the Government, in whose case no leave salary contributions will be realised.

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! [G O(P) No. 21/1966/Fin., Dated 17/01/1966]

\* [G O(P) No. 491/1975/Fin., Dated 24/10/1975]

† [G O(P) No. 214/1985/Fin., Dated 11/04/1985]

*Government Decision No. 2*

\* When a Government servant is transferred to foreign service in India, an extract of the leave account of the Government servant will be furnished to the foreign employer by the Accountant General in respect of Gazetted Officers and by the Head of Office in respect of Non-Gazetted Officers so that the foreign employer may determine the leave admissible to the Government servant and the leave salary payable to him. Whenever leave is granted by the foreign employer a copy of the orders granting leave to the Government servant may be endorsed by the foreign employer to the Accountant General in respect of Gazetted Officers and to the Head of the office of the parent department in the case of Non-Gazetted Officers. The foreign employer will pay the leave salary which will be reimbursed to him by the Accountant General in the case of Gazetted Officers and by the Head of the Office (of the parent department) in the case of Non-Gazetted Officers. The claim for the reimbursement of leave salary thus paid by the foreign employer may be made half yearly for the period from April to September and October to March. While sending the claim to the Accountant General or Head of Office concerned, the foreign employer will give the name and designation of the Government servant, nature and period of leave sanctioned, the number and date of sanction, rate of leave salary and amount of leave salary paid. On receipt of the claim from the foreign employer the Accountant General or Head of Office will verify the claim with reference to the entries in the leave account and arrange to reimburse the amount by means of a bank draft within a month of receipt of the claim. The expenditure will be debited to the head of account to which the leave salary is debitable. It should be noted that in both cases, the amount of leave salary to be reimbursed to the foreign employer will be the leave salary (excluding Dearness Allowance and other compensatory allowance) to which the Government

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\* [G O(P) No. 229/1976/Fin., Dated 02/08/1976]

servant would have been eligible but for foreign services as the difference between the leave salary to which the officer is eligible and that he would have received but for foreign services together with Dearness Allowance and other compensatory allowance is to be finally borne by the foreign employer.

148. The Government may -
- (a) remit the contributions due in any specified case or class of cases, and
  - (b) make rules prescribing the rate of interest, if any, to be levied on overdue contributions.
149. An officer in foreign service may not elect to withhold contributions and forfeit right to count as duty in Government service the time spent in foreign employ. The contribution paid on his behalf maintains his claim to pension, or to pension and leave salary, as the case may be, in accordance with the rules of the service of which he is a member. Neither he nor the foreign employer has any right of property in a contribution paid and no claim for refund can be entertained.
150. Contribution for leave salary or pension, due in respect of an officer on foreign service, may be paid annually within fifteen days from the end of each \*calendar year or at the end of the foreign service, if the foreign service expires before the end of a \*calendar year, and if the payment is not made within the said period, interest must be paid to Government on the unpaid contribution, unless it is specifically remitted by Government, at the rate of two paise per day per ₹ 100 from the date of expiry of the period aforesaid upto the date on which the contribution is finally paid. The interest shall be paid by the officer or the foreign employer according as the contribution is paid by the former or the latter.

\*[G O(P) No. 742/1984/Fin., Dated 15/12/1984]

151. An Officer transferred to foreign service may not without the sanction of the Government accept a pension or gratuity from his foreign employer in respect of such service.
152. An officer in foreign service may not be granted leave otherwise than in accordance with the rules applicable to the service of which he is a member and may not take leave or receive leave salary from Government unless he actually quits duty and goes on leave.

†*Exception.*- An officer on foreign service out of India may be granted leave by the foreign employer on such conditions as he may determine. In any individual case, the authority sanctioning the transfer may determine beforehand, in consultation with the foreign employer, the conditions on which leave will be granted by him. The leave salary in respect of leave granted by the foreign employer will be paid by him and the leave will not be debited against the officer's leave account.

This exception shall be deemed to have come into force with effect from 1<sup>st</sup> March 1965.

*Note.*- An officer on foreign service is himself personally responsible for the observance of the rules regarding leave in foreign service, by accepting leave to which he is not entitled under the rules, he renders himself liable to refund leave salary irregularly drawn, and in the event of his refusing to refund, he forfeits his previous service under Government and ceases to have any claim on Government in respect of either pension or leave salary.

*Government Decision No. 1*

\*[Deleted]

† [G O(P) No. 390/1966/Fin., Dated 20/08/1966]

\* [G O(P) No. 477/1997/Fin., Dated 01/04/1997]

*Government Decision No. 2*

\*[Deleted]

\* Effective from 30<sup>th</sup> May 1996.

**153.** An Officer in foreign service, if appointed to officiate in a post in Government service, will draw pay calculated on the pay of the post in Government service on which he holds a lien or would hold a lien had his lien not been suspended and that of the post in which he officiates. His pay in foreign service will not be taken into account in fixing his pay.

**154.** † An Officer reverts from foreign service to Government service on the date on which he takes charges of his post in Government service; provided that if he takes leave on the conclusion of foreign service before rejoining his post, his reversion shall take effect from such date as the Government may decide.

As and when an order transferring a non-gazetted employee to foreign service is issued by the competent authority, the head of the office where the employee is then working should make an entry in his Service Book regarding the transfer to foreign service. The head of office should simultaneously furnish to the Accountant General information regarding the date of relief of the transferred officer, his pay, date of his next increment, scale of pay of post held by him at the time of relief etc. Based on the sanction and particulars received from the head of office, the Accountant General will intimate the departmental officer concerned and the foreign employer the foreign service account number assigned to the transferred officer and the rate of foreign service contribution recoverable in his case. On receipt of the communication, the head of office should note in the Service Book the rate of contribution as fixed by the Accountant General.

\* [G O(P) No. 477/1997/Fin., Dated 01/04/1997]

† [G O(P) No. 250/1983/Fin., Dated 11/05/1983]

At the time of reversion of the employee from foreign service, the head of the office to which he is posted should intimate the Accountant General the date of his rejoining State Service and the date of termination of his foreign service as fixed under Rule 154, Part I, Kerala Service Rules. On receipt of the sanction reverting the officer to State Service and the particulars about his rejoining duty, the Accountant General will check whether the foreign service contributions have been recovered in full. As and when the recovery is completed, the Accountant General will send to the head of the office in which the Government servant is working at that time a communication showing the position about the recovery of contributions; a copy of it will be simultaneously endorsed to the employee also. On the strength of this communication, the head of the office should make an entry in the Service Book regarding the position about the recovery of foreign service contributions, giving reference to the communication received from the Accountant General. The letter received from the Accountant General in this regard should be kept in the Service Book itself for facilitating future reference. The head of the office and the employee concerned should acknowledge the receipt of the communication regarding recovery of contributions. Based on the entries in the Service Book made by the head of the office and copies of the Accountant General's communications kept in the Service Book, the employee's pension claims will be settled by the Accountant General at the time of his retirement. In the event of any dispute arising later about the recovery of contributions for want of necessary entries in the Service Books, the employee concerned may produce his copy of the communication received from the Accountant General as proof of recovery. On production of his copy of the communication, the Accountant General will verify the matter and settle his claims accordingly.

\* While laying down the above procedure, Government would like to impress upon all departmental officers that the responsibility for making entries relating

\* [G O(P) No. 250/1983/Fin., Dated 11/05/1983]

to foreign service in the Service Book of the Non-Gazetted Officers rests with them.

Effective from 1<sup>st</sup> June 1983.

- 155.** When an officer reverts from foreign service to Government service, his pay will cease to be paid by the foreign employer and his contributions will be discontinued with effect from the date of reversion.
- 156.** When an addition is made to a regular establishment on the condition that its cost or a definite portion of its cost, shall be recovered from the persons for whose benefit the additional establishment is created, recoveries shall be made under the following rules: -
- The amount to be recovered shall be the gross sanctioned cost of the service or of the portion of the service, as the case may be, and shall not vary with the actual expenditure of any month.
  - The cost of the service shall include contribution at such rates as may be laid down under Rule 146 and the contributions shall be calculated on the sanctioned rates of pay of the members of the establishment.
  - The Government may reduce the amount of recoveries or may entirely forgo them.

*Note.*-\* “The term ‘gross sanctioned cost of service’ shall also include Dearness Allowance and other Compensatory Allowances, Bonus/Special Festival Allowance, Interim Relief, Conveyance Allowance and all other allowances that the employee would have drawn had he been working in the Government Service at the same place”. The monthly compound of bonus/special festival allowance, shall be worked out at 1/12th of the last declared bonus/special festival allowance for effecting recovery on a monthly basis.

\*[G O(P) No. 192/2002/Fin., Dated 01/04/2002]

### *Government Decision*

The procedure for the recovery of the cost of an establishment will be as follows :-

- Gross Sanctioned cost of the service.*- This will include the “average cost” of the several posts included in the establishment together with the Dearness Pay, Dearness Allowance, Special Dearness Allowance, Personal Pay/Special Pay, \*\*Bonus/Special Festival Allowance and other Compensatory Allowance admissible on the “average cost” for this purpose will be calculated according to the formula given under Rule 12 (35), Part I, Kerala Service Rules.
- Pension and leave salary contribution.*- This contribution in respect of a post will be worked out at one-fourth-of the total of the “average cost” plus Dearness Pay, Special Pay/Personal Pay \*\*and Bonus/Special Festival Allowance admissible on the average cost.  
  
\*\* Effective from 29<sup>th</sup> October 1992
- †*Calculation of average age at entry in the grade.*-
  - In grades where direct recruitment is generally made.*- If the recruitment is generally made between 18 and 24/25 years, for example, the age of entry can with advantage be adopted uniformly as 21, instead of calculating it on the basis of age of entry of all persons in service on a date or recruited during a specified period which would involve unnecessary labour not yielding commensurate advantage. The average cost thus worked out on the above basis may hold good till there is a revision of scales or other conditions of service, e.g., age of retirement, etc.

\*\* [G O(P) No. 446/1993/Fin., Dated 24/08/1993]

† [Circular No. 62/1963/Fin., Dated 09/08/1963 & No. 05/1964/Fin., Dated 16/01/1964]



- (b) *In grades where appointments are generally made by promotion but occasionally direct recruitment is also resorted to.*- The factor of age of entry would in this case be depending on the incidence of promotion in individual establishment and no uniform age of entry can therefore be indicated. To get more accurate result the age of entry may be arrived at in these cases on the basis of the age of entry of all persons in service in that grade on 1<sup>st</sup> April of the year in which the occasion to calculate the average cost arises. As the basis of average cost itself is somewhat approximate, a change in the age of entry from year to year is of little consequence and therefore the age of entry thus arrived at and for that matter the average cost worked out on that basis, may hold good for a reasonable period, say 5 years, after which it may be reviewed, unless there is a general revision of the scales of pay or conditions of services in the meantime.

#### SERVICE UNDER LOCAL FUNDS

- 157.** Officers paid from Local Funds which are administered by Government are subject to the provisions of these service rules.
- 158.** The transfer of officers to service under Local Funds which are not administered by Government will be regulated by the rules in this chapter.
- 159.** Persons transferred to Government service from a Local Fund which is not administered by Government will be treated as joining a first post under Government and their previous service will not count as duty performed. The Government may, however, allow previous service in such cases to count as duty performed on such terms as it thinks fit.

#### *Ruling*

The pay of an officer transferred from a Local Fund Institution not administered by Government to Government service will be fixed at the

minimum of the scale of pay of the post in Government service if the pay he was drawing under the Local Fund is less than the minimum. In case he was drawing, under the Local Fund, pay above the minimum and equal to a stage in the scale of pay of the post in Government service, his pay will be fixed at that stage and if the pay he was drawing under the Local Fund is not a stage in the scale of pay of the post in Government service it will be fixed at the next lower stage, the difference being treated as personal pay to be absorbed in future increases in pay. His next increment will ordinarily be allowed only after the full incremental period of duty in Government service.

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## PART II

### TRAVELLING ALLOWANCES

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### CHAPTER I

#### SECTION I

#### GRADES OF OFFICERS

1. For the purpose of calculating Travelling Allowances, officers are classified into the following four grades :-

†(i) *First Grade*.- All officers in receipt of actual pay of † ₹ 3000 and above, and officers belonging to All India Services, non-All India Service Officers holding posts borne on the cadre of All India Services, Heads of Departments and Officers of the Indian Army, Navy or Air Force appointed as Aides-de-camp to the Governor irrespective of the pay drawn by them.

(ii) *Second Grade*.- (a) Officers in receipt of actual pay of † ₹ 2,500 and above but below † ₹ 3,000.

(b) Officers in receipt of actual pay of † ₹ 1,600 and above but below † ₹ 2,500.

(iii) *Third Grade* .- Officers in receipt of actual pay of † ₹ 950 and above but below † ₹ 1,600.

(iv) *Fourth Grade*.- Officers in receipt of basic pay below † ₹ 950.

†These amendments shall be deemed to have come into force on 18<sup>th</sup> July 1994.

*Note- 1*.- All Private Secretaries to Ministers and the Private Secretary to the Speaker will be treated as Grade I Officers from 28<sup>th</sup> June 1969 and 2<sup>nd</sup> September 1969 respectively for purposes of Travelling Allowances, irrespective of the pay drawn by them.

*\*Note 2.-* For the purpose of calculating the T.A. for accompanying the Governor, Advisers or Ministers on tour, non-gazetted officers, other than those in the last grade, will be treated as Second Grade (b) officers irrespective of the “actual pay” drawn by them.

*Note 3.-* The term ‘pay’ occurring in this part of the rules should be deemed to include only - Pay as defined in Rule 12 (23) (i) and (iii) of Part I, Kerala Service Rules, and personal pay, dearness pay and special pay treated as coming under classes I and II under Appendix IV, Kerala Service Rules.

*Note 4.-* The classification of a re-employed pensioner for purposes of Travelling Allowances will be determined on the following basis –

- (a) Where the pension is held in abeyance during the period of re-employment, the grade of the re-employed pensioner shall be determined, in accordance with the pay actually received from time to time.
- (b) Where a pension is allowed to be drawn in addition to pay, the re-employed pensioner should be deemed to be in receipt of actual pay equivalent to his re-employed pay plus pension, subject to the proviso that if the sum of such pay plus pension exceeds the pay of the post if it is on a fixed rate of pay or the maximum pay of the post, if it is on a time-scale of pay, such excess shall be ignored.
- (c) If a portion of the pension has been commuted, the amount of pension to be taken into account for the purpose of clause (b) will be the amount including the pensionary equivalent of the commuted value. The amount of pension to be taken into account will also include the pension equivalent of the death-cum-retirement gratuity, if any.

\*[G O(P) No. 438/1968/Fin., Dated 19/08/1968]

*\*Note 5.-* Class IV employees drawing pay of ₹ 950 and above consequent on getting time bound grade promotion shall be included under Third Grade for the limited purpose of Travelling Allowance/Daily Allowance claims.

(These amendments shall be deemed to have come into force on 18<sup>th</sup> July 1994)

2. The Government may, for reasons which should be recorded, order that any officer or grade of officers shall be included in a grade higher or lower than that prescribed in the above rule.
3. An officer in transit from one post to another ranks in the grade to which the lower of the two posts would entitle him.
4. The Travelling Allowance of an officer who is promoted or reverted with retrospective effect, should not be revised in respect of the period intervening between the date of promotion or reversion, and that on which it is ordered.

*Government Decision No. 1*

† In all cases of belated grant of increments, other than those where such increments have been specifically withheld under competent orders, where the class or grade of officers for drawal of T.A. has been changed consequent on such belated grant of increments, the officers concerned will be eligible to draw the enhanced rate of T.A. with retrospective effect, i.e., from the date on which the increment has actually fallen due.

*Government Decision No. 2*

# In cases of belated issue of pay slips for ordinary increments, which do not depend on the passing of tests, completion of probation, retrospective

\*[G O(P) No. 391/2002/Fin., Dated 19/06/2002]

†[G O(Ms.) No. 452/1960/Fin., Dated 21/09/1960]

# [G O(P) No. 667/1969/Fin., Dated 15/12/1969]

confirmation, promotion, revision of pay scales, etc., but are delayed for some routine reason or other, the officers concerned will be eligible to draw the enhanced rate of T.A. with retrospective effect, i.e., from the date on which the increment has actually fallen due. But such claims for arrears of T.A will be paid by the Treasury Officers only after special audit by the Accountant General.

*Government Decision No. 3*

\*It is clarified that the above Decision No. 2 is applicable to all cases of belated issue of pay slips, when the delay in issue of pay slips is not due to any fault of the officer, i.e., it is only when increments are delayed on account of specific orders of competent authorities that the benefit contemplated in the above decision shall be denied.

**SECTION II**

**GENERAL**

5. The following are the different kinds of Travelling Allowances which may be drawn in different circumstances by officers:-

- (a) Permanent Travelling Allowance
- (b) Conveyance Allowance
- (c) Mileage Allowance
- (d) Daily Allowance
- (e) Actual Travelling Expenses.

The Rules in this Chapter explain the nature of these allowances and the method of calculating them. The circumstances, in which they may be drawn for particular journeys, are described in Chapters II to IV.

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\*[G O(P) No. 570/1975/Fin., Dated 22/12/1975]

*Government Decision No. 1*

\* The expressions 'road mileage' and 'mileage allowance' wherever they occur shall be assigned meaning as referring to distance in kilometres.

*Government Decision No. 2*

†An Officer of Government required to attend meetings of the Board of Directors or Committees of an Industrial Concern or a Bank or a Joint Stock Company on behalf of Government shall receive T.A. and D.A. from Government according to rules. The officer should credit the entire T.A. and sitting fee paid by the Industrial Concern or Bank to the receipt head corresponding to the head of account to which his T.A. is debited. He will also forward to the Accountant General in advance a statement of T.A. and sitting fee to which he is entitled for attending such meetings in a month so as to enable the Accountant General to watch recovery. The practice of crediting to Government the T.A. received from the University of Kerala according to its rules and receiving T.A. according to State T.A. rules as laid down in G.O. (Ms.) 330/59/Fin., dated 29<sup>th</sup> June 1959 will be discontinued from 1<sup>st</sup> August 1960 in respect of Government officers travelling on University business and instead they will be allowed to receive T.A. direct from the University according to its rules.

5A. # The right of a Government servant to Travelling Allowance including daily allowance shall be forfeited or deemed to have been relinquished if the claim for it is not preferred to the drawing officer or controlling officer within one year from the date on which it fell due.

!This amendment shall be deemed to have come into force with effect from 12<sup>th</sup> September 1967.

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\*[G O(P) No. 36/1964/Fin., Dated 20/01/1964]

†[G O(Ms.) No. 370/1960/Fin., Dated 27/07/1960]

# [G O(P) No. 6/1968/Fin., Dated 04/01/1968]

! [G O(P) No. 106/1970/Fin., Dated 07/02/1970]

## SECTION III

## PERMANENT TRAVELLING ALLOWANCE

6. A permanent monthly Travelling Allowance may be granted by Government to any officer whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of Travelling Allowance for journeys within the officer's sphere of duty and is drawn all the year round, whether the officer is absent from his headquarters or not.

*Government Decision No. 1*

Since Permanent Travelling Allowance is fixed at a monthly rate it is not necessary that the officer should be on tour beyond 8 kilometres from headquarters on all days of the month. Even for days he is not on tour outside 8 kilometres from headquarters he can draw Permanent Travelling Allowance. This does not however mean that Permanent Travelling Allowance can be drawn without leaving headquarters on any day of the month. The drawal of the allowance will be governed by the order fixing the rate of Permanent Travelling Allowance and prescribing the terms and conditions for its drawal. For the drawal of full amount of Permanent Travelling Allowance an officer should be on tour outside 8 kilometres from headquarters for 15 days in a month and should spend at least 6 hours outside headquarters on each such day. If the minimum number of days of travel is not performed reduction has to be made as per the terms and conditions of the Permanent Travelling Allowance

This decision shall be deemed to have come into force with effect from 9<sup>th</sup> December 1970.

*Government Decision No. 2*

The following procedure will be followed for drawal of P.T.A in cases where an officer is on duty for a part of a month and also in cases where the officer has been on duty for the whole month but has not toured for the minimum number of days prescribed :-

- (a) If an officer is on duty for a part of a month he will be allowed proportionate P.T.A. for the days he is on duty provided that the officer is on tour for the proportionate number of days with reference to the minimum days of tour prescribed.
- (b) For every day short toured, a deduction of will  $(I \times \text{PTA}) / Y$  be made where Y is the minimum number of days of tour prescribed.

*Example.-* Suppose an officer whose P.T.A. is ₹ 40 per mensem, and whose minimum period of touring is fixed as 20 days per month, is on duty only for 20 days in a month of 30 days. He is entitled to a P.T.A. of ₹  $(20 \times 40)/30 = ₹ 26.67$  provided, he puts in not less than the proportionate number of tour days, i.e.,  $(20 \times 20)/30 = 13$  days. For every day short toured by him a deduction of  $1/20$  of ₹ 40 will be made (i.e., if he tours only for 12 days, an amount of ₹ 2 will be deducted from ₹ 26.67).

- (c) In cases where the officer is on duty for the whole month but has not toured for the minimum number of days prescribed, a deduction of  $(X \times \text{P.T.A}) / Y$  will be made where X and Y are the shortfall in the number of days of tour and the minimum number of days of tour prescribed in a month respectively.

*Example.-* Suppose an officer whose P.T.A is ₹ 40 per mensem and whose minimum number of tour days is fixed as 20 per month, is on duty for the whole month and tours only for 15 days, a deduction of  $5 \times 40/20 = ₹ 10$  is to be made from his P.T.A. of ₹ 40 per mensem.

Effective from 8<sup>th</sup> June 1962.

7. A Permanent Travelling Allowance may not be drawn during leave, temporary transfer or joining time, or unless in any case, it be otherwise expressly provided in these rules, during any period for which Travelling Allowance of any other kind is drawn.

8. When an officer holds, either substantively or in an officiating capacity, two or more posts to each of which a Permanent Travelling Allowance is attached, he may be granted such Permanent Travelling Allowance, not exceeding the total of all the allowances, as the Government may consider to be necessary in order to cover the travelling expenses which he has to incur.

SECTION IV

CONVEYANCE ALLOWANCE

- \*9. [The Government may grant, on such conditions as they think fit to impose, a monthly conveyance allowance to any officer who is required to travel extensively or within a specified area from his headquarters under conditions which do not render him eligible for daily allowance.

*\*Note.-* Every recommendation made to Government for the grant of a conveyance allowance should contain detailed information regarding the nature of the officers work, the approximate area of the locality within which the conveyance is to be used and the approximate average amount of travelling which the officer has to perform in a day.

- \*10. Except as otherwise provided in these rules and unless the Government otherwise direct, a conveyance allowance drawn all the year round, is not forfeited during absence from Headquarters and may be drawn in addition to any other travelling allowance admissible under the rules provided that an officer, who is in receipt of a conveyance allowance shall not draw mileage allowance/ daily allowance for a journey within their specified area/ jurisdiction or within 8km, from time to time on such condition as the Government may prescribe.

- \*11. A conveyance allowance shall not be drawn during leave or temporary transfer/ holidays prefixed or suffixed to leave and during joining time.]

\*[Substitution C.S No.1/2002 GO(P) No. 252/2002/Fin., Dated 25/04/2002]

SECTION V

MILEAGE ALLOWANCE

SUB - SECTION I

General

12. A mileage allowance is an allowance, calculated on the distance travelled which is given to meet the cost of a particular journey.

- 13.(a) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short; provided that when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance may be calculated on the route actually used.

- (b) The shortest route is that by which a traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, the Government will declare which shall be regarded as the shortest of two or more routes.

*Government Decision No. 1*

\*The shortest distance between Ernakulam to Fort Cochin and Mattancherry and vice versa would be the distance by road for purpose of Travelling Allowance.

*Government Decision No. 2*

† The route via., Mavelikkara would be the shortest route for journeys between Chengannur and Alleppey for purpose of Travelling Allowance.

[This will have effect till bridges are opened in all three ferries in the Changanerry route]

\*[G O(Ms.)No. 117/1964/Fin., Dated 16/03/1964]

† [G O(Rt.) No. 2723/1964/Fin., Dated 08/12/1964]

*Government Decision No. 3*

@ In the case of air journeys from Trivandrum to Delhi via., Bombay the claim should be supported by a certificate that no seat was available via., Madras. But the Chief Secretary to Government, Members of the Board of Revenue, Secretaries and Additional Secretaries to Government and Heads of Departments are permitted to travel either via., Bombay or Madras for the journeys to Delhi and back.

[Circular Memorandum No. 53/64/Fin., dated 6<sup>th</sup> June 1964 and G.O. (P) No. 699/64/Fin., dated 30<sup>th</sup> September 1964].

- (c) If an officer travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

14. The Government in respect of Heads of Departments and the Heads of Departments in the case of their subordinates may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

*\*Note 1.*-The sanction of Government is not required for the claim for higher road mileage by an officer of the First Grade for a journey performed by road between places connected by rail or by air within the State. The signature of the officer on the Travelling Allowance bill will be sufficient for the purpose of this rule. In such cases, the full rate of mileage allowance will be allowed upto 200 kilometres a day irrespective of the fact whether any inspection work is done or any public purpose is served en-route and at three fourths of the full rate for the remaining distance.

@, \*[G O(P) No. 186/1989/Fin., Dated 29/03/1989]

*\*Note 2.*- In cases where the distance to be travelled from the Headquarters to perform the duty at the outstation is within 50 kilometres, the onward journey shall be performed on the day on which official business is to be transacted. Similarly the return journey shall be performed on the day on which official business is completed at the outstation.

\*Effective from 1<sup>st</sup> November 1979

@ *Note 3.*- Whenever autorickshaws/taxis are used for official journeys from residence or office to Airport/Railway Station/Bus Station and back, the autorickshaw/taxifare at the rates fixed by the Government from time to time shall be reimbursed.

[This amendment shall be deemed to have come into force on the 22<sup>nd</sup> July 1987]

15. # A journey on transfer is held to begin or end at the actual residence of the Government servant concerned. Any other journey (excluding a journey of the type referred to in the note below) is held to begin or end in any station at the duty point in that station.

*Explanation.*-For the purpose of this rule the “duty point” at the headquarters means the place or office where a Government servant remains on duty, i.e., the place or office of employment at the headquarters. In the case of outstations the “duty point” means the place or office visited by the Government servant on duty. Whether there are two or more such places or offices at an outstation, the following shall be taken as the “duty point” :-

\*[G O(P) No. 186/1989/Fin., Dated 29/03/1989]

@ [Insertion G O(P) No. 391/2002/Fin., Dated 19/06/2002]

# [G O(P) No.16/1965/Fin., Dated 06/01/1965]

- (a) If a Government servant reaches that station by rail, steamer, or air, the place or office which is farthest from the railway station, harbour (or jetty) or the air booking centre as the case may be.
- (b) If he reaches that station by road, the place or office which is farthest from the point from which the journey to that station commenced.

*Note.*- Where the journey commences or ends at a station which is either the Government servant's headquarters or his places of duty, it may be treated to have commenced or ended at his residence.

16. \*An Officer is required to travel by the class of accommodation for which Travelling Allowance is admissible to him. The provisions of all rules regulating mileage allowance are subject to the condition that if an officer travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used plus the incidental expenses admissible to his grade calculated on the distance travelled in the case of rail journeys and the incidental expenses admissible had he travelled by the class of accommodation by which he is entitled to travel in the case of journeys by sea or air.

† *Note 1.*- Officers who are eligible to travel by first class or air conditioned class and who actually travel by that class and claim the fare accordingly, should furnish the following certificate in their Travelling Allowance bills namely:-

“Certified that I have actually travelled in the class of accommodation for which the fare is claimed in this bill”;

Effective from 1<sup>st</sup> November 1979.

\*[G O(P) No. 216/1965/Fin., Dated 29/05/1965]

†[G O(P) No. 186/1989/Fin., Dated 29/03/1989]

\**Note 2.*- Non Gazetted Officers who are eligible to travel by first class/air conditioned class but who are not drawing officers, shall furnish the following declaration in their tour diary, namely:-

“I hereby declare that I have actually travelled by first class/air conditioned class on .....(dates) from ..... (place) to ..... (place)”.

On the basis of the above declaration furnished by the non gazetted officers, the drawing officers shall furnish the following certificate in the Travelling Allowance bills of the nongazetted officers, namely:-

“Certified that the officers for whom first class/air conditioned class railway fare has been claimed in this bill have declared that they have actually travelled by that class of accommodation”;

Effective from 31<sup>st</sup> March 1981.

17. Mileage allowance is differently calculated as shown in the following sections, according as the journey is or could be by railway, by sea, by road or by air.

#### SUB - SECTION II

##### Mileage Allowance for Journeys by Railway

18. For the purpose of calculating mileage allowance, officers when travelling by railway are entitled to class of accommodation according to the following scale:-

- (a) An Officer of the First Grade - Accommodation of the First Class (or the highest class by whatever name it is called).
- (b) An officer of the Second Grade - Accommodation of the First Class.
- (c) An officer of the Third Grade or the Fourth Grade - Accommodation of the Second Class.

\*[G O(P) No. 186/1989/Fin., Dated 29/03/1989]



!(d) All Third and Fourth Grade Officers will be entitled to travel in 'Sleeper Class' while on tour if the journey includes night journey also.

[This amendment shall be deemed to have come into effect from 7<sup>th</sup> December 1994]

*Note 1.*- Air conditioned accommodation is not recognised as a class of accommodation for the purpose of these rules except for journeys on tour by officers holding posts on a scale of pay the minimum of which is not less than † ₹ 3000. First Grade Officers holding posts on a scale of pay the minimum of which is less than † ₹ 3000 may however travel by air conditioned accommodation while on tour subject to the recovery of 13 paise per 10 kilometres or part thereof if it exceeds 5 kilometres, from their T.A. bills. This rule is applicable in the case of journeys by air conditioned class in Deluxe trains also.

†[This amendment shall be deemed to have come into force on the 18<sup>th</sup> July 1994].

*Note 2.*- Officers of the Second and Third Grades will be allowed to travel in air conditioned second\* class accommodation in Deluxe trains at public expense.

\*Effective from 1<sup>st</sup> March 1975.

# *Note 3.*- [Deleted]

Effective from 1<sup>st</sup> November, 1979.

19. !The Government may, for special reasons which should be recorded, declare any particular officer or class of officers to be entitled to accommodation of a higher class than that prescribed for his class in clauses (b) or (c) of Rule 18.

!Insertion, †[GO(P) No. 391/2002/Fin., Dated 19/06/2002]

\*[GO(P) No.117/1977/Fin., Dated 13/03/1977]

!, # [GO(P) No. 186/1989/Fin., Dated 29/03/1989]

20. Except in the case of journeys on transfer (the rules for which are contained in section III), the mileage allowance admissible to an officer is as follows:-

\*(a) First Grade and Second Grade Officers who do not actually travel in First Class/Air conditioned class and officers who are not eligible for First Class/Air conditioned class of accommodation are entitled to mileage allowance at the following rates:-

(i)	First Grade Officers	-	36 paise per kilometre
(ii)	Second Grade (a) Officers	-	28 paise per kilometre
(iii)	Second Grade (b) Officers	-	28 paise per kilometre
(iv)	Third Grade Officers	-	24 paise per kilometre
(v)	Fourth Grade Officers	-	20 paise per kilometre

These rates are inclusive of incidental expenses and are applicable for journeys irrespective of whether the places are connected by rail or not.

\*(b) Officers who are eligible for First Class/Air conditioned class of accommodation and who actually perform the journey by such class are entitled to claim actual rail fare plus incidental expenses at the following rates:

(i)	First Grade Officers	-	12 paise per kilometre
(ii)	Second Grade (a) Officers	-	10 paise per kilometre
(iii)	Second Grade (b) Officers	-	10 paise per kilometre
(iv)	Third Grade Officers	-	6 paise per kilometre
(v)	Fourth Grade Officers	-	5 paise per kilometre

The above rates are subject to a minimum of half daily allowance.

\*[This shall be deemed to have come into force with effect from 1<sup>st</sup> September 1995]

\* [GO(P) No. 391/2002/Fin., Dated 19/06/2002]

*Government Decision No. 1*

\* The Railway authorities entertain claims for refund of cancellation charges on unused Railway tickets only from the passengers concerned. So in case where the official rail journey is cancelled solely due to official reasons, the Government servant should after getting the refund in the usual manner from the Railway station prefer to the appropriate Railway authority concerned his claim for refund of cancellation charges (i.e., full ticket value excluding reservation charges and refund already received) on unused tickets supported by a certificate from his controlling authority to the effect that the journey had to be cancelled solely due to exigencies of service. When the officer himself is his own controlling officer for purposes of T.A. he may furnish his own certificate. The claim for the refund preferred on the Railways, should, however, be restricted to what it would be, had the officer booked and cancelled his journey by the shortest route, save in exceptional cases, where the route actually adopted by the officer is certified by the controlling officer or by the officer himself if he is his own controlling officer for T.A. purposes to be in the interest of public service.

Reservation charges in cases referred to above will be reimbursed to the Government servant without waiting for the acceptance of his claim for refund of cancellation charges by the Railway authorities. The amount of reservation fee reimbursed to a Government servant is debitable to the same head to which his T.A. is charged.

The Government servant should record a certificate as follows in the T.A. Bill for the claim.

“Certified that the reservation of journey ticket made as per reservation ticket No..... on .....was cancelled due to exigencies of public service.”

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\* [G O(P) No.388/1975/Fin., Dated 27/08/1975]

\*This amendment shall be deemed to have come into force with effect from the 6<sup>th</sup> October 1983.

*Government Decision No. 2*

# The reservation charges paid for railway journeys in respect of the appropriate classes of accommodation will be reimbursed to Government servants as forming part of the fare in cases where reservation is actually required in the exigencies of public service.

This amendment shall be deemed to have come into force with effect from the 6<sup>th</sup> October 1983.

21. [Deleted] †

22. [Deleted] †

23. [Deleted] †

† Effective from 1<sup>st</sup> November 1979.

24. If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by rail within the period for which a return ticket is available. The mileage allowance for the forward and the return journeys wherever such return tickets are available and are purchased will be the actual cost of the return ticket plus the usual allowance admissible for incidental expenses each way.

**SUB-SECTION III****Mileage Allowance for Journeys by Sea in a Steamer**

25. For the purpose of calculating mileage allowance, officers are entitled to class of accommodation according to the following scale :-

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\*, # [G O(P) No. 639/1983/Fin., Dated 06/10/1983]

† [G O(P) No. 186/1989/Fin., Dated 29/03/1989]

- (a) An Officer of the First Grade      Highest class
- (b) An Officer of the Second Grade      If there be two classes only on the steamer the higher class, and if there be more than two classes, middle or second class.
- (c) An Officer of the Third Grade      If there be two classes only on the steamer the lower class, if there be three classes, middle class, or second class and if there be four classes, third class.
- (d) An officer of the Fourth Grade      Lowest class
26. Except in the case of journeys on transfer the mileage allowance admissible to an officer is single fare of the class of accommodation he is entitled to plus the Daily Allowance admissible under the rules for halts outside the State or 1 and 3/5 fare whichever is greater. In cases where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word 'fare' in this rule should be held to mean fare exclusive of diet.
27. In cases of doubt or in which, owing to the arrangement of classes on a steamer, the provisions of Rule 25 if strictly construed involve hardship, Government may decide, for journeys generally or for particular journeys, to what class of accommodation an officer is entitled, and whether if a concession is sanctioned, he should be granted the full allowance admissible for the higher class in which he is permitted to travel.
28. The rules in this sub-section apply to officers who cross a river or arm of the sea by steamer in the course of a journey unless such crossing occurs during a railway journey and the charge for it is included in the railway fare. In the latter case, the crossing is treated as part of the railway journey.
29. If suitable accommodation on a Government vessel is offered to an officer, he is entitled to Travelling Allowance under Rule 109 and not to mileage allowance.

It is not open to him to refuse to accept such accommodation and to draw mileage allowance.

#### SUB-SECTION IV

#### Mileage Allowance For Journeys By Road

30. For the purpose of these rules travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer and travelling by canal.
31. \* For journeys by road, mileage allowance is admissible at the following rates for each kilometre travelled irrespective of whether the places are connected by rail or not :
- |                                   |   |  |
|-----------------------------------|---|--|
| (i) Officers of the First Grade   | : | 36 paise per kilometre if the journey is performed by public conveyance. |
| (ii) Officers of the Second Grade | : | 28 paise per kilometre   |
| (iii) Officers of the Third Grade | : | 24 paise per kilometre   |
| (iv) Officers of the Fourth Grade | : | 20 paise per kilometre   |

[This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> September 1995].

\*Second paragraph: omitted

[This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> December 1989].

† For journeys by public conveyance by road, officers will be paid actual bus fare plus incidental expenses as admissible under Para 1 of Rule 110.

\*[G O(P) No. 391/2002/Fin., Dated 19/06/2002]

†[G O(P) No. 186/1989/Fin., Dated 29/03/1989]

Grade I and II Officers will be entitled to travel by Express bus and Grade III and IV Officers by Fast Passenger bus. In emergent cases, with the permission of the Controlling Officers, Grade III and IV Officers can perform journeys in Express buses and claim Travelling Allowance on that basis. The existing provision for claiming road mileage for journeys by rail or road, irrespective of whether the places are connected by rail or not, will continue.

Effective from 1<sup>st</sup> September, 1985.

*Note 1.*- With effect from 1<sup>st</sup> November 1979, only officers of the First Grade are allowed to travel by special conveyance and claim higher mileage. With effect from 1<sup>st</sup> September, 1985 First Grade Officers in receipt of actual pay of ₹ 2250 and above only are allowed to travel by special conveyance and claim higher mileage. An officer of the First Grade claiming the higher mileage will note in his Travelling Allowance bill concerned the registration number of the special conveyance used by him.

*Note 2.*- Officers of the First Grade claiming mileage at the higher rate shall furnish the following certificate in their Travelling Allowance bills, namely :-

“I certify that I did not perform the road journeys for which mileage allowance has been claimed at the higher rate by any public conveyance which plies regularly for hire between fixed points and charge fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire charges or without incurring its running charges.”

*Note 3.*- An officer of the First Grade claiming higher road mileage for a journey performed in his own car shall furnish the following certificate in lieu of the certificate referred to in Note 2 above, namely:-

“I certify that the road journeys for which mileage has been claimed at the higher rate were performed by me in my own car”.

*Note 4.*- All officers claiming road mileage should record in their Travelling Allowance bills one of the following certificates as may be appropriate, namely :-

(a) “Certified that I have not been provided with any Government conveyance for my use”.

Or

(b) “Certified that the Government conveyance provided for my use was out of order/not available for journeys on ....(dates to be specified).”

*Explanation.*- In the case of non-gazetted officers, the drawing officers shall record the certificate with suitable changes and the controlling officer shall ensure that the Government servants who are provided with Government conveyance use such conveyance for their official journeys and that otherwise, the prescribed certificate is recorded invariably.

*Note 5.*- When two or more officers travel in a conveyance belonging to one of them or hired by one of them, the officer who owns or hires the conveyance may draw Travelling Allowance as if he travelled alone and the other officer (s) may draw only the Travelling Allowance as admissible under Rule 107 read with Rule 110, even if he (they) meets (meet) a portion of the cost of propulsion of the conveyance or of the hire charges of the conveyance, as the case may be. A certificate in the following form shall also be attached to the Travelling Allowance bills of the officers claiming travelling allowance under the above provision, namely:-

“Certified that I/We

- (1) Name and Designation .....
- (2) Name and designation .....
- (3) Name and designation .....
- (4) Name and designation travelled together from .....  
.....to ..... on ..... in a special conveyance (here enter Registration No. of the vehicle) owned/hired by the officer whose name is mentioned as No..... above, and that I have claimed Travelling Allowance admissible under Note 5 below Rule 31, Kerala Service Rules, Part II.”

*Note 6.-* An Officer who performs a journey by a conveyance owned by another officer without meeting the cost of its use and propulsion but whose own conveyance immediately precedes or follows him is eligible for the mileage allowance admissible under the rules. He shall, when he claims mileage allowance certify that the cost of the use and propulsion of his conveyance which immediately preceded or followed the conveyance by which he travelled was met by him.

*Note 7.-* If an Officer of the First Grade, travels more than two hundred kilometres a day by special conveyance, the rate of mileage admissible for the excess over two hundred kilometres will be reduced to three fourths of what is normally admissible.

*Government Decision No. 1*

\*If an Officer has to perform long journeys, he may be allowed to perform the journeys in more than one day subject to the condition that the halt should be made only after the officer has made a march of not less than two hundred kilometres in a day. In cases where the journey commences late in the day,

\*[G O(MS) No. 454/1961/Fin., Dated 06/11/1961]

halts may also be made after marches of less than two hundred kilometres. In all such cases of long journeys the restriction regarding the mileage in the above note will be applied only in respect of each day's journey. No daily allowance either full or half will be admissible to the Officer for such intermediate halts.

*Government Decision No. 2*

†Effective from 1<sup>st</sup> November, 1959.

*Note 8.-* For journeys performed by foot between places not connected by any public conveyance, Officers of the First Grade shall be given mileage at the rate applicable for journeys by special conveyance and officers of the other grades shall be given mileage at the rate of 35 paise per kilometre. An Officer claiming mileage in such cases should certify that he performed the journey entirely by walking, and the officer who countersigns the Travelling Allowance bill shall countersign the above certificate also.

*Note 9.-* A First Grade Officer, with a staff car attached to him or his office should not engage a special conveyance for his journeys, if the staff car is available. The following procedure should be observed if such an Officer claims higher mileage in his Travelling Allowance bills namely:-

- (i) If the bill requires countersignature, the countersigning authority shall countersign it only after satisfying himself that the departmental vehicle was not available for the journey and shall record a certificate to that effect in the bill.
- (ii) If the bill does not require countersignature, a certificate should be attached to the bill signed by the head of the Office or the

†[G O(Ms) No. 486/1961/Fin., Dated 02/12/1961]

Officer-in-charge of the departmental vehicle to the effect that the vehicle was not available for the journey for which special mileage is claimed.

*Note 10.*- Autorickshaws, Motor Cycles, Scooters and Mopeds will not be considered as special conveyances, and no higher rate of mileage will be allowed for journeys performed by such vehicle.

With effect from 1<sup>st</sup> September, 1985 Grade I and Grade II Officers are entitled for special mileage allowance at the rate of 30 paise per kilometre for journeys for public purpose by motor cycle or Scooter owned and maintained by them. As in the case of special mileage for car, the registration number of the Motor cycle or Scooter should be recorded in the bill claiming T.A., at the special rate allowed for such journeys.

*Government Decision No. 3*

\*Half daily allowance will be admissible for intermediate halts beyond 200 kilometres when the journey is performed in departmental vehicles.

*Government Decision No. 4*

\*\*The above note should be deemed to apply only to journeys performed by road. 'The nature of conveyance' referred to in the note is intended to differentiate between 'Public conveyance' and 'Special conveyance' and not between different modes of journeys, such as journey by road or journey by rail. The note above therefore allows higher mileage only for journeys on transfer between places not connected by rail.

Rule 66, Part II, does not permit an officer to draw road mileage for journeys on transfer performed between places connected by rail as the term "Mileage allowance" as defined in Rule 12, Part II, relates not to 'road mileage' alone.

\*[G O(P) No. 756/1978/Fin., Dated 16/10/1978]

\*\*[Circular No. 43959/EB4/Fin., Dated 19/11/1962]

32. The Government may, for special reasons to be recorded, allow to a particular officer or grade of officers, mileage allowance at a higher rate than is prescribed in Rule 31.
33. In calculating mileage allowance for journeys by road, fractions of a kilometre should be omitted from the total of a bill for any one journey but not from the various items which make up the bill.

**SUB - SECTION V**

**Mileage Allowance for Journeys by Air.**

34. † An officer authorised to travel by air is entitled to mileage allowance equal to one standard air fare plus an allowance for incidental expenses at one-fifth 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, each single journey being defined as the journey from starting point to destination or vice versa.

*Note 1.*- All first grade officers are authorised to travel by plane, Officers belonging to the other grades should take the prior sanction of Government for air journeys. Provided that one member of the personal Staff of Ministers, irrespective of the grade, shall be entitled to travel by air to accompany the Minister in case of necessity.

\*(This amendment shall be deemed to have come into force from 1<sup>st</sup> December 1990)

# *Note 2.*- When an officer performs both rail and air journeys on the same day he will be allowed to draw the actual incidental expenses at the prescribed rates subject to a minimum of one daily allowance for both the air and rail journeys together.

† [G O(P) No. 197/1966/Fin., Dated 11/05/1966]

\*[G O(P) No. 391/2002/Fin., Dated 19/06/2002]

# [G O(P) No. 416/1966/Fin., Dated 13/09/1966]

*Note 3.*- The incidental expenses are limited to the following ceiling:-

- |                                 |       |
|---------------------------------|-------|
| (i) First Grade Officers        | *₹ 85 |
| (ii) Second Grade (a) Officers- | *₹ 60 |
| (iii) Second Grade (b) Officers | *₹ 45 |
| (iv) Third Grade Officers       | *₹ 35 |
| (v) Fourth Grade Officers       | *₹ 30 |

\*[This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> September 1995.]

*Government Decision No. 1*

# The following classification is prescribed in respect of various officers for purposes of air travel while performing official duty journeys, where two classes of tickets are available :-

<b>Class of Officers</b>	<b>Class of air travel</b>
(i) Officers drawing a pay of ₹2,250 per month and above.	Standard (First) Class
(ii) Officers drawing a pay between ₹ 1,800 and ₹ 2,249 per month	Standard (First) class where the journey involves night travel; otherwise Tourist Class.  For this purpose 'Night' means the time between 6 p.m. and 6 a.m. In case part of the journey is performed during night, standard (First) class will be admissible for the entire journey.
(iii) Officers other than those falling under (i) and (ii) above	Tourist class.

\*[G O(P) No. 391/2002/Fin., Dated 19/06/2002]

# [G O(P) No. 16/1964/Fin., Dated 09/01/1964]

*Government Decision No. 2*

\* The Chairman and Members of the Kerala Public Service Commission will be included along with officers of a pay of ₹ 2,250 per mensem and above for purposes of air travel.

*Government Decision No. 3*

† The taxes paid on inland and foreign air travels shall be reimbursed to the State Government servants, in cases where the travel is on official business and on public interest and where the expenditure on air fare itself is borne by the Government. Officers may claim reimbursement of the tax paid by them in the Travelling Allowance bills prepared for the particular journeys producing receipts in token of having paid the tax. The reimbursement of the tax will be by debit to the same head of account to which the Travelling Allowance claims of the officers are debited.

This decision shall be deemed to have come into force with effect from 15<sup>th</sup> November 1971 and 15<sup>th</sup> October 1971 respectively, for inland air travel tax and foreign air travel tax.

*Government Decision No. 4*

\*\*The Governor, Speaker, Deputy Speaker, Leader of the Opposition, Ministers, Chief Secretary, Secretaries to Government and the following Heads of Departments will be covered by Personal Accident Insurance Policies on year to year basis.

1. Member, Board of Revenue.
2. Chief Engineer.
3. Director of Health Services.

\*[G O(Ms.) No. 586/1964/Fin., Dated 19/08/1964]

†[G O(P) No. 46/1973/Fin., Dated 12/02/1973]

\*\* [G O(P) No. 531/1980/Fin., Dated 29/08/1980]

4. Director of Public Instruction.
5. Member, Planning Board.
6. Director of Technical Education.
7. Director of Collegiate Education.
8. Chief Electrical Inspector.
9. Director of Ports.
10. Chief Town Planner.
11. Inspector General of Police.

In respect of others who travel by air on Government business they will take Air Insurance Coupons from Air Port (Rupees ten for a compensation of Rupees one lakh). This amount will be reimbursed to them along with the T.A. claims.

35. An Officer who is not authorised to travel by air but who performs a journey by air on tour can draw only the Travelling Allowance to which he would have been entitled if he had travelled by rail, road or steamer.
36. If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period during which a return ticket is available. The mileage allowance for the forward and the return journeys when such return tickets are available will, however, be the actual cost of the return ticket plus 2/5 of the standard air fare for a single journey between the two places.

\* *Note.* - The incidental expenses for each single journey will be limited to the ceilings prescribed in note 3 under rule 34.

\*[G O(P) No. 186/1989/Fin., Dated 29/03/1989]

*Government Decision*

\* The cancellation charges of air tickets shall be reimbursed to officers who have booked their tickets for official journeys in case they could not undertake the journeys due to circumstances beyond their control.

The Government servant should record a certificate as follows in the T.A. Bill for the claim. Certified that reservation of journey ticket made as per reservation ticket No..... on.....was cancelled due to exigencies of public service.

**SECTION VI**

**DAILY ALLOWANCE**

37. A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charge incurred by an officer in consequence of such absence.
38. Unless in any case it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour by every officer whose duties require that he should travel, and may not be drawn except while on tour.
39. Daily allowance is admissible on the following scale :-
- |  |              |
|--|--------------|
| (i) Officers of the First Grade        | † ₹ 70 a day |
| (ii) Officers of the Second Grade (a)  | † ₹ 55 a day |
| (iii) Officers of the Second Grade (b) | † ₹ 40 a day |
| (iv) Officers of the Third Grade       | † ₹ 35 a day |
| (v) Officers of the Fourth Grade       | † ₹ 25 a day |

† [This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> September 1995]

\* [G O(P) No. 141/1977/Fin., Dated 10/05/1977]

† [G O(P) No. 391/2002/Fin., Dated 19/06/2002]



\*Provided that an officer, who while on tour is provided with free boarding and lodging, may draw only one fourth of the daily allowance admissible to him at the station concerned; if only boarding is provided free to such an officer he may draw daily allowance at one-half of the admissible rate; if only lodging is provided free, he may draw daily allowance at two-thirds of the admissible rate.

*Note 1.*- Daily Allowance is calculated on the actual pay the officers are in receipt of, and with reference to the grade to which they belong.

\**Note 2.*- If a Government servant who stays during tours in circuit houses, inspection bungalows, rest houses, etc., is required to pay any charges on account of stay at such places, even though it may not cover the entire cost of the facilities provided, no reduction in the daily allowance will be made.

40. The Government may, for reasons which should be recorded and on such conditions as they may think fit to impose, sanction for any officer or class of officers, a daily allowance higher or lower than that prescribed in Rule 39, if they consider that the allowance so prescribed is inadequate or excessive.

#### SECTION VII

#### ACTUAL EXPENSES

41. Unless in any case it be otherwise expressly provided in these rules, no officer is entitled to be provided with means of conveyance by or at the expense of Government, or to draw as Travelling Allowance the actual cost or part of the actual cost of travelling.

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\* [G O(P) No. 426/1966/Fin., Dated 17/09/1966]

### CHAPTER II

#### TRAVELLING ALLOWANCE FOR DIFFERENT KINDS OF JOURNEY

##### SECTION I

##### GENERAL

42. The Travelling Allowance admissible to an officer for any journey is calculated with reference to the purpose of the journey in accordance with the rules laid down in Sections II to XI of this Chapter.

*Note 1.*- When an officer who is permitted on his own request to attend meetings or conferences or congresses held in India and if any Government interest is served thereby, he may be paid (under specific orders of Government) a single railway fare of the class of accommodation to which he is entitled under these rules for the journey each way, without any road mileage or daily allowance for halt, at the place of meeting.

Travelling and daily allowances under these rules, are however, admissible when an officer is officially sent to attend a conference, congress or meeting.

*Note 2.*- The officers of Government travelling on University business will receive Travelling Allowance direct from the University according to its rules.

*Note 3.*- An officer as a member of a Staff Council shall be eligible for Travelling Allowance and Daily Allowance as on tour for the journeys performed by him for attending the Staff Council Meeting and back.

43. Unless in any case it be otherwise expressly provided in these rules, an officer making a journey for any purpose is not entitled to recover from Government the cost of transporting his family or his personal luggage, conveyances and camp equipage.

44. The Government may, by general or special order, direct that the ordinary rates of daily allowance or mileage allowance or both shall be increased either in a definite ratio or in any other suitable manner for any or all officers travelling in any specified locality in which travelling is unusually expensive.

*Note 1.*-When travelling in hilly tracts, officers are entitled to draw an additional 25 per cent of the daily allowance or mileage allowance ordinarily admissible to them in Class I tracts and 12½ per cent thereof in Class II tracts. Appendix IX gives the list of Class I and Class II hilly tracts.

*Ruling No. 1*

A Government servant whose headquarters is situated in a special tract and who undertakes a journey from headquarters and returns thereto on the same day, is not entitled to the higher rate of daily allowance applicable for halts in the special tract irrespective of whether the journey is performed entirely in the special tract or partly in the special and partly in the ordinary tract.

*Ruling No. 2*

A Government servant whose headquarters is situated in a hilly tract may claim half daily allowance admissible under Rule 63 for the day of arrival at and for the day of departure from a place in Class I or II hilly tract at the enhanced rates applicable to the class of the hilly tract where he halted, provided his absence from the headquarters exceeded eight hours.

This ruling shall be deemed to have come into force with effect from 20<sup>th</sup> July 1960.

*Ruling No. 3*

\*The area between Dehra Dun and Mussorie in Uttar Pradesh will be treated as Class I hilly tract for purposes of Note 1 to Rule 44, Part II, K.S.R.

\* [G O(Rt.) No. 787/1961/DD., Dated 09/10/1961]

*Note 2.*- The rate of daily allowance of an officer who spends part of a day in a hilly tract and part in a place to which the ordinary rates apply is determined according to the place where he halts after the journey.

*Note 3.*- Officers travelling or halting outside the State may be given daily allowance at the following rates :-

(i) Officers of the First Grade	† ₹ 100 a day
(ii) Officers of the Second Grade (a)	† ₹ 70 a day
(iii) Officers of the Second Grade (b)	† ₹ 60 a day
(iv) Officers of the Third Grade	† ₹ 55 a day
(v) Officers of the Fourth Grade	† ₹ 35 a day

†(This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> September 1995.)

45. When an officer of a grade lower than the first grade is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance, admissible to him under the ordinary rules he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate, signed by the superior authority and countersigned by the controlling officer, stating that the use of the special means of conveyance was absolutely necessary and specifying the circumstances which rendered it necessary.

**SECTION II**

**JOURNEYS ON TOUR**

**SUB-SECTION I**

**General Rules**

46. The headquarters of an officer shall be in such place as Government may prescribe.

†[G O(P) No. 391/2002/Fin., Dated 19/06/2002]

47. The Government may define the limits of the sphere of duty of any officer.
- †*Note 1.*- The Heads of Departments and District Collectors are empowered to sanction journeys of subordinate officers to the adjoining districts of neighbouring States.
- Effective from 30<sup>th</sup> August 1979.
- Note 2.*- The Heads of Departments and District Collectors will be competent to undertake journeys outside the State in the adjoining districts of neighbouring States in public interest.
- # *Note 3.*- The Board of Revenue is empowered to sanction journeys of Potdars outside the State accompanying remittances to the Reserve Bank of India agencies in accordance with instructions from the Currency Officer.
- Effective from 14<sup>th</sup> February 1962.
- Note 4.*- The Inspector-General of Police is empowered to sanction the journeys outside the State of all officers of his department below the rank of Assistant Superintendent of Police/Deputy Superintendent of Police.
- \*He is also empowered to sanction journeys outside the State of all officers below the rank of Superintendent of Police in the Crime Branch in connection with investigation of cases.
48. An officer is on tour when absent on duty from his headquarters either within or, with proper sanction beyond his sphere of duty.
49. In case of doubt the Government may decide whether particular absence is absence on duty for the purpose of Rule 48.

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†[G O(P) No. 454/1980/Fin., Dated 16/07/1980]

# [G O(Ms.) No. 157/Rev., Dated 14/02/1962]

\* [G O(P) No. 440/1967/Fin., Dated 05/10/1967]

50. The Government may impose such restrictions as it may think fit, upon the frequency and duration of journeys to be made on tour by any officer or class of officers.
51. If the Government declares that the pay of a particular officer or class of officers has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamer, within the officer's sphere of duty, such an officer may draw no Travelling Allowance for such journeys though he may draw mileage allowance, for journey by rail or steamer. When travelling on duty, with proper sanction beyond his sphere of duty, he may draw Travelling Allowance calculated under the ordinary rules for the entire journeys, including such part of it as is within his sphere of duty.
52. The Travelling Allowance drawn by an officer on tour ordinarily takes the shape of either Permanent Travelling Allowance or daily allowance, if either of these is admissible to him. Permanent Travelling Allowance and daily allowance may, however, in certain circumstances, be exchanged for mileage allowance or for the whole or part of the actual cost of travelling. In certain other circumstances, actual cost may be drawn in addition to daily allowance or for journeys for which no daily allowances is admissible.

#### SUB-SECTION II

#### Officers in Receipt of Permanent Travelling Allowance

53. A Permanent Travelling Allowance is intended to cover the cost of all journeys within the sphere of duty of the officer who draws it, and such an officer may not draw any other Travelling Allowance in place of or in addition to Permanent Travelling Allowance for such journeys provided that:
- (1) a class of officers to whom Government may extend this concession may draw, in addition to Permanent Travelling Allowance single fare for a journey by rail, and

(2) the Government may, by general or special order, permit an officer whose sphere of duty extends beyond the limits of a single district to draw, in addition to Permanent Travelling Allowance, whenever his actual travelling expenses for a duly authorised journey by public conveyance exceed double the amount of his Permanent Travelling Allowance for the period occupied in such journey, the difference between such double Permanent Travelling Allowance and the mileage allowance calculated for the journey.

54. When an officer in receipt of Permanent Travelling Allowance travels on duty, with proper sanction, beyond his sphere of duty, he may exchange his Permanent Travelling Allowance for the mileage allowance for the entire journey including such part of it as is within his sphere of duty and may draw in addition Permanent Travelling Allowance for any day of his absence for which he does not draw mileage allowance. This rule does not apply to an officer who travels beyond his sphere of duty in the course of a journey from one place within that sphere to another such place, or to an officer who makes, by road alone, a journey not exceeding 32 kilometres.

*Note.*- All officers in receipt of Permanent Travelling Allowance will be allowed to exchange Permanent Travelling Allowance for regular Daily Allowance for days of halt at places outside the area of jurisdiction for the performance of official duty at such places under specific orders of competent authority subject to the normal rules for the drawal of Daily Allowance.

The above benefit will also be extended to officers who are in receipt of Permanent Travelling Allowance and who are deputed for training at an outstation beyond their area of jurisdiction.

The amendment in the first paragraph shall be deemed, to have come into force with effect from December 15, 1970 and that in the second para from January 15, 1971.

*Government Decision.*

\*Deduction of proportionate Permanent Travelling Allowance for the day on which Permanent Travelling Allowance is exchanged for mileage allowance will be made in accordance with the formula specified below.

If 'X' is the number of days of tour performed in a month (i.e., including the days for which Permanent Travelling Allowance is exchanged for mileage) and 'Y' the number of days on tour for which Permanent Travelling Allowance is exchanged for mileage, Permanent Travelling Allowance to be deducted will be  $Y/X \times \text{PTA admissible for the month for 'X' days of tour.}$

(Permanent Travelling Allowance admissible for 'X' days has to be calculated in accordance with the Decision No. 2 under Rule 6, Kerala Service Rules, Part II.)

**SUB-SECTION III**

**Officers Not In Receipt Of Permanent Travelling Allowance**

**SUB DIVISION I**

**Daily Allowance**

55. Except where otherwise expressly provided in these rules, an officer not in receipt of Permanent Travelling Allowance draws Travelling Allowance for journeys on tour in the shape of daily allowance.
56. Daily allowance may not be drawn except during absence from headquarters on duty. A period of absence from headquarters begins when an officer actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated whether he halts there or not.

*Note.*- If an officer of a vacation department combines tour with vacation i.e. proceeds on tour and avails of vacation without returning to his

\*[G O(P) No. 370/1967/Fin., Dated 18/08/1967]

headquarters, he should be granted tour Travelling Allowance under these rules for the onward journey only.

### *Ruling*

\*When two journeys are performed within a period of 24 hours, the period of absence from headquarters will be treated as one day irrespective of the fact that the journey was performed on two calendar days and the drawal of daily allowance will be regulated accordingly.

57. †Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of eight kilometres from the duty point (i.e. the place or office of employment) at his headquarters or return to it from a similar point.

*Note 1.-* The term 'radius of eight kilometres' means a distance of eight kilometres by the shortest route by which a person can reach his destination by the ordinary modes of travel.

### *Government Decision*

# In the case of an Officer having his headquarters at Ernakulam, no daily allowance is admissible for journey to Mattancherry/Fort Cochin and vice versa, as he does not reach a point outside the radius of 8 Kms. This takes effect from 16<sup>th</sup> March 1964.

*Note 2.-* The Malabar Special Police and the District Armed Reserve Personnel stationed at Malappuram who have to halt for a period of ten days at Melmuri Rifle Range situated within eight kilometres from Malappuram

\*[G O(P) No. 405/1965/Fin., Dated 18/10/1965]

†[G O(P) No. 16/1965/Fin., Dated 06/01/1965]

# [Circular Memo No. 92/1964/EB4/Fin., Dated 24/10/1964 and G O(P) No. 129/1965/Fin., Dated 08/04/1965]

in connection with the annual firing course there, shall be exempted from the operation of the above rule.

- \* *Note 3.-* Civilian staff of N.C.C. Department attending N.C.C. Camps within a radius of eight kilometres from their headquarters shall be exempted from the operation of the above rule.

This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> April 1960.

58. Subject to the conditions laid down in Rules 59 and 60, daily allowance may be drawn during a halt on tour or on a holiday occurring during a tour.

*Note 1.-* An officer who takes casual leave while on tour is not entitled to draw daily allowance during such leave.

*Note 2.-* Daily allowance is not admissible for any day, whether Sunday or holiday, unless the officer is actually and not merely constructively in camp.

† *Note 3.-* In the case of enforced halt occurring en route on tour journeys necessitated by break down of communication due to blockade of roads and railways on account of floods, rains, landslides and other acts of God or delayed journeys or cancellations of schedules of motor conveyances, trains or air crafts, such periods of halts shall be treated as duty and the Government servant granted daily allowance at three-fourths of the rate applicable to him at the station in which the enforced halt takes place for the entire period of enforced halt after excluding the first day of such halt for which no daily allowance shall be allowed. Government in the Administrative Department in respect of Heads of Departments and the Heads of Departments in the case of their

\* [G O(P) No. 248/1980/Fin., Dated 17/04/1980]

† [G O(P) No. 254/1967/Fin., Dated 29/06/1967]

subordinate officers will be the authority competent to declare the periods of enforced halts as duty.

*Note 4.*- In respect of journeys involving an overnight halt at an intermediate station either due to non-availability of connecting service or due to the cancellation of connecting air service, half daily allowance will be allowed at the rate applicable to the intermediate station for each overnight halt (in addition to the allowance for incidental expenses admissible for air journeys) if the Indian Airlines Corporation does not provide at its expense any facility for boarding and lodging. Half Daily Allowance will also be given for similar enforced halts occurring between air and rail/road journeys on duty.

The above amendment shall be deemed to have come into force with effect from 24<sup>th</sup> December, 1970.

*\*Note 5.*- No daily allowance is admissible to a Government servant for the day on which he avails himself of a restricted holiday while on tour.

**59.** A daily allowance may not be drawn for more than ten days of a halt at one place. But Heads of Departments in the case of their subordinates and the Government in the case of Heads of Departments, may grant exemption from the operation of this rule where they are satisfied :-

- (a) that prolonged halts are necessary in the interest of the public service, and
- (b) that such halts necessitate the maintenance of camp equipage, or where no camp equipage is maintained entail extra expense on the officer after the first ten days.

In such cases the daily allowance admissible will be -

- (a) full rate for the first ten days;
- (b) three-fourth rate for the next 20 days; and
- (c) half-rate thereafter.

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\* [G O(P)No. 254/1967/Fin., Dated 29/06/1967]

But no allowance will be given for halts exceeding three months.

<sup>^</sup>, *\*Note 1.*- Officers deputed for training to Trivandrum, Ernakulam, Kozhikkode, and city outside the state of Kerala shall be paid daily allowance at full rate for the first 30 days and at  $\frac{3}{4}$  of the rate for the next 60 days, in relaxation of the restriction imposed in the above rule.

<sup>†</sup>This Rule shall be deemed to have come into force with effect from 1<sup>st</sup> August, 1982.

*# Explanation.*- This note shall apply to the officers deputed for training to Delhi, Bombay and Calcutta with effect from the 1<sup>st</sup> December, 1978 and to those deputed for training to other cities outside the State with effect from 10<sup>th</sup> July 1979.

*Note 2.*- Periods of absence on leave (including casual leave) will be included in computing the limits prescribed in this rule.

*Exception.*-The Circle Commander, No. 11 Circle Cadet Corps, Trivandrum will be competent to sanction Daily Allowance under the above rule, to the civilian staff of the establishment of the National Cadet Corps deputed for duty to camps.

This exception shall be deemed to have come into force with effect from 20<sup>th</sup> October 1962.

*Ruling No. 1*

The sanction of competent authority for admitting daily allowance in excess of ten days would be necessary only when the number of full daily allowances

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\* [G O(P) No. 837/1978/Fin., Dated 01/12/1978]

<sup>^</sup> [G O(P) No. 1027/1979/Fin., Dated 23/11/1979]

<sup>†</sup> [G O(P) No. 416/1983/Fin., Dated 20/07/1983]

*#* [G O(P) No. 588/1980/Fin., Dated 11/09/1980]

drawn inclusive of the half daily allowance under Rule 63 exceeds ten; but the daily or half daily allowances, if any, admissible for the days of travel covered by Rule 60 (c) should be excluded in calculating the daily allowances.

*Ruling No. 2*

Daily allowance will be allowed for the first three months at the rates specified in this rule even in cases of halts on tour exceeding three months.

60. For the purposes of Rules 57 to 59
- (a) After a continuous halt of ten days' duration, the halting place shall be regarded as the officer's temporary headquarters.
  - (b) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding eight kilometres for a period including not less than three nights.
  - (c) In calculating the duration of a halt, any day on which the officer travels or halts at a distance from the halting place exceeding eight kilometres shall be excluded. On such a day the officer may draw daily allowance or exchange it for mileage allowance, if admissible.

*Note.*- If an officer proceeds on earned leave after a halt on duty at an outstation and on termination of the leave resumes duty directly at the same halting station and remains thereon halt for some more days, the absence on leave should not be treated as interruption of halt, but the whole period should be treated as one continuous spell of halt, leaving out the leave period from the calculation of daily allowance.

**SUB DIVISION II**

**Mileage Allowance and Actual Expenses in Place of  
or in Addition to Daily Allowance**

61. The Government may by general or special order and on such conditions as they think fit to impose, permit any officer, or class of officers to draw mileage

allowance instead of daily allowance for the whole period of any absence from headquarters, if they consider that the nature of the officer's duty is such that daily allowance is not sufficient to cover his travelling expenses.

62. (a) Subject to any conditions which Government may by general or special order impose, an officer may exchange his daily allowance for mileage allowance on any day on which -
- (i) he travels by railway or steamer or plane or by any two of them or by all of them;
  - (ii) he travels more than 32 kilometres by road, provided that, if a continuous journey extends over more than one day, the exchange must be made for all such days and not for a part only of them.

*Note.*- Short journeys within a radius of eight kilometres from headquarters may not be added to other journeys, when calculating the distance travelled by road or the amount of mileage allowance admissible for road journeys.

- \*(b) When a journey by road is combined with a journey by railway or steamer or plane under clause (i) of sub-rule (a) of this rule, mileage allowance may be drawn on account of such journey by road, but such mileage will be limited to the amount of daily allowance unless the journey by road exceeds thirty-two kilometres.

*Note.*- If an officer halts at the outstation, and the place or places of duty visited be within the radius of 8 kilometres road mileage should always be from the Railway Station to the Chief Public Office, no matter where he proceeds first to the temporary residence or the place of duty.

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\*[G O(P) No. 16/1965/Fin., Dated 06/01/1965]

*Government Decision*

\*If an officer performs a direct journey by road between two places connected partly by road and partly by rail he will be entitled to T.A. at the following rates. Road mileage for the road portion upto the nearest railway station plus road mileage at the rates as provided in Rule 21, Part II, K.S.Rs for the portion connected by rail.

Eg; If an officer travels from Neyyattinkara to Quilon directly by road, he will be entitled to the admissible road mileage for the distance from Neyyattinkara to Trivandrum which is connected by road only and from Trivandrum to Quilon which is connected by rail at the rates as provided in Rule 21, K.S.R., Part II.

63. †Daily allowance for halt on tour at an outstation will be calculated on the basis of the period of halt which will begin from the time the forward journey ends at the outstation and will end at the time the return or further journey commences. The rate of daily allowance will be calculated as follows :-

1. Halt upto six hours	Nil
2. Halt exceeding six hours but not exceeding twelve hours	Half daily allowance
3. Halt exceeding 12 hours but not exceeding twenty four hours	Full daily allowance
4. Halt exceeding twenty four hours	One daily allowance for every 24 hours. For fraction of 24 hours at the end of halt, daily allowance will be calculated as indicated above.

\*[G O(P) No. 115/1976/Fin., Dated 10/04/1976]

†[G O(P) No. 83/1968/Fin., Dated 23/02/1968]

*Note 1.*- This concession is also admissible to officers who are entitled to daily allowance for halts on tour but whose journeys are regulated by Rules 103, 105 and 107.

*\*Note 2.*- Officers and men of Fire Force Department are exempted from the operation of the above rule. They will be eligible to draw full daily allowance whenever they make a journey to a place more than 8 km. from the fire stations in fire service vehicles in an emergency or to attend an ambulance call, irrespective of time limit or absence.

*Government Decision.*

- †(i) The daily allowance admissible for halt at an outstation under this rule and the daily/mileage allowance admissible for the journey should be calculated separately, irrespective of whether the halt is preceded or followed by a journey which qualifies for daily or mileage allowance.
- (ii) Rule 62 (a) refers to travelling by a Government servant on any day for a total distance exceeding 32 kilometres. The number of journeys in a day or whether any one or more of the journeys exceed 32 kilometres or whether each or the several journeys is less than 32 kilometres is not material. If the total travelling in a day exceeds 32 kilometres, he can exchange daily allowance for mileage allowance. If he does not so exchange he gets only one daily allowance for that day to cover all the journeys.
- (iii) Daily allowance for halt under this rule is to be calculated after computing the total number of hours of halt at an outstation, irrespective of the total number of days of halt and whether or not the daily allowance is exchanged for mileage allowance.

\*[G O(P) No. 266/1973/Fin., Dated 10/07/1973]

† [G O(P) No. 240/1978/Fin., Dated 06/03/1978]



- (iv) In a case whether the Government servant, while on tour returns on the same day, to the first halting station from another outstation. Daily allowance, if admissible for the journey, may be exchanged for mileage allowance, subject to the provisions of Rule 62 but in addition to this allowance, no daily allowance for halt under Rule 63 is admissible even if the halt at another outstation exceeds six hours.
- (v) If a Government servant halts at more than one station on the same day, daily allowance for halt may be calculated after computing the total hours spent on halt at all the outstations taken together. This proviso applies only if the halts at more than one station begin and terminate within the duration of 24 hours. If the duration of halt at the second station extends beyond 24 hours from the commencement of halt at the first outstation, daily allowance admissible for halt at the second station is to be reckoned separately.
- \*(vi) When a Government servant, on tour, visits various outstations on duty over a number of days, the total daily allowance admissible under this rule should not exceed the total daily allowance calculated on the basis of the total number of hours between the time of arrival at temporary residence duty point at the first outstation and the time of departure from the temporary residence/duty point at the last station of tour.

### SUB DIVISION III

#### Travelling Allowance Admissible for Journeys And Halts Within Eight Kilometres of Headquarters

64. Government may, by general or special, order permit any officer or class of officers to draw the actual cost of hiring a conveyance on a journey for which no Travelling Allowance is admissible under these rules.

\* [G O(P) No. 321/1970/Fin., Dated 15/05/1970]

*Note 1.*- When a nongazetted or last grade officer is despatched on duty to a place at some distance from his office, or is summoned to his office by special order, of a gazetted officer outside the ordinary hours of duty, the expenditure involved may be paid by Government and charged to contingencies provided-

- (a) That the head of the office certifies that the expenditure was actually incurred, was unavoidable, and is within the scheduled scale of charges for the conveyance used.
- (b) That the officer concerned is not entitled to draw Travelling Allowance under the ordinary rules for the journey, and that he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

*Note 2.*- The teaching staff in all Government Training Schools and Government Training Colleges who undertake journeys for practice teaching will be paid allowance at the following rates per day for the actual number of days on which they perform journeys for practice teaching :-

- (i) When the distance is less than two kilometres no conveyance allowance will be allowed.
- (ii) When the distance is two kilometres or more but less than four kilometres - ₹ 2.
- (iii) When the distance is four kilometres or more but less than six kilometres - ₹ 3.
- (iv) \*When the distance is six kilometres or more and no regular Travelling Allowance is admissible - ₹ 4.

\*[G O(P) No. 145/1976/Fin., Dated 25/05/1976]

\* Effective from 1<sup>st</sup> April 1961.

*Note 3.*- Last grade officers deputed for treasury transactions within a radius of 8 kilometres will be paid an allowance at the rate of † ₹ 5 per day by debit to the contingencies of the Department concerned, when the distance to the treasury from the headquarters exceeds two kilometres or more but does not exceed 8 kilometres subject to following :

- (i) The allowance will be paid to such officers who are required under Article 284 of the Kerala Financial Code, Volume I to be engaged for cashing bills or remitting money into the treasuries when they are required to carry ₹ 500 or more.
- (ii) The allowance will be paid only for journeys to or from the treasury which actually involve the carrying of money and not otherwise.
- (iii) The allowance will be paid only if no regular T.A. or other remuneration is payable for the day.
- (iv) The allowance will not be paid for more than three visits in a week with reference to a particular office.
- (v) The allowance will be admissible only if the officer is using his own conveyance or engaging one for hire, if conveyance is used no allowance will be payable.
- (vi) The payment of the allowance will be extended to cases in which the officers have to travel more than two kilometres from the office to the State Bank for collection and remittance of cash even though the treasury is situated at a place within a distance of less than two kilometres from the headquarters.

† Effective from 15<sup>th</sup> December 1980.

\*[G O(Ms.) No. 403/Edn., Dated 17/07/1961 & G O(P) No. 468/1961/Fin., Dated 20/11/1961]

†[G O(P) No. 186/1989/Fin., Dated 29/03/1989]

*Explanation.* -For the purpose of determining the distance of two kilometres from headquarters, the duty point at the headquarters should be taken as the place or office where the Government servant normally remains on duty.

### SECTION III

#### JOURNEYS ON TRANSFER

65. Travelling Allowance may not be drawn under this section by an officer on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise direct.

*Note 1.*- An officer appointed to a post under Government as a result of selection by the Public Service Commission should be granted T. A. as on transfer for joining the post if he already holds a substantive appointment under Government, the Government of India or any other State Government.

†*Note 2.*- The Travelling Allowance of officers for journeys on temporary transfers and relieving duties of not more than two months' duration will, however, be limited to the allowances that would have been admissible if such journeys were journeys on tour. Daily allowance as for halt on tour will also be allowed for halts, at the new temporary headquarters in such cases. When, however, the period of transfer is subsequently prolonged to more than two months, the officer concerned will be allowed to draw the Travelling Allowance otherwise admissible for journeys on transfer, deducting that had been drawn already. Where, however, the amount already drawn is larger than what is admissible for journeys on transfer, no refund need be made.

†[G O(P) No. 271/1964/Fin., Dated 14/05/1964]

“Temporary transfer” means a transfer to duty in another station which is expressed to be for a period not exceeding two months.

*Government Decision No.1*

\*A transfer which is not specifically stated to be temporary will be treated as permanent. All transferring authorities in cases of temporary transfers of relieving duties should specify in the order of transfer, the nature of the transfer.

*Government Decision No. 2*

†In the case of temporary transfers all transferring authorities should specify in the order itself that the transfer, is temporary not exceeding two months.

*Note 3.-* In cases where husband and wife are both State Government employees and one of them is transferred at the same time or within six months of transfer of the other, from one and the same old station to one and the same new station, transfer T.A. will not be admissible to both of them as independent Government servants. Either of them will be allowed to claim transfer T.A. the other being treated as a member of his/her family not in the State Government’s employment on furnishing the following certificate. :-

‘Certified that my wife/husband who is employed under the State Government and who has been transferred from..... to ..... within six months of my transfer has not already claimed any transfer T.A. consequent on her/his transfer.’

**66.** An Officer may draw mileage allowance for journey on transfer.

**67. (a)** Unless in any case it be otherwise expressly provided in these rules, an officer is entitled for a journey on transfer to the following:-

\*[G O(Ms.)No. 484/1961/Fin., Dated 29/11/1961]

†[G O(Ms.)No. 272/1964/Fin., Dated 14/05/1964]

**I. FOR JOURNEYS BY RAIL OR STEAMER**

- (i) If the journey is by rail he may draw mileage allowance at twice the rate applicable to him under sub-rule (a) of Rule 20 and if the journey is by steamer three fares of the class of accommodation to which he is entitled, the fares being limited to the lowest rate of such class of accommodation. If the journey is actually performed by first class by a First Grade or Second Grade Officer and the necessary certificate to this effect is produced, the officer may claim a single railway fare and three times the incidental expenses admissible to him under sub-rule (b) of Rule 20.
- (ii) He may draw additional mileage allowance at the rate applicable to him under Rule 20 or Rule 44 as the case may be, if two adult members of his family accompany him, and at twice that rate if more than two members accompany him. If the journey is actually performed by first class by members of the family accompanying a First Grade or Second Grade Officer, he may draw an extra fare for each adult member of his family for whom full fare is actually paid and one half fare for each child for whom such fare is actually paid.
- (iii) He may draw the actual cost of carriage by goods train, steamer or other craft, of personal effects upto the following maxima :-
- |   |                |
|---|----------------|
| (a) Officers whose actual pay is **₹ 3000 and above and officers belonging to the All India Services. | 2240 Kilograms |
| (b) Officers whose actual pay is **₹ 2500 and above but below **₹ 3000                                | 1120 Kilograms |
| (c) All other officers  | 560 Kilograms  |
- \*\* effective from 1st September, 1995

\*\*[G O(P) No. 202/2006/Fin., Dated 05/05/2006]

In addition to the above concession, loading and unloading charges of personal effects to officers transferred in public interests will be allowed as specified below :-

- (1) *Officers of the First Category.*— Actual charges for packing and loading of personal effects at one end and for unloading and unpacking at other end subject to a maximum of \* ₹ 100 at each end.
- (2) *Officers of the Second Category.*—Actual charges for the above purpose subject to a maximum of \* ₹ 50 at each end.
- (3) *Others.*—Actual charges for the above purpose subject to a maximum of \* ₹ 30 at each end.

\*(This amendment shall be deemed to have come into force with effect from 1st September 1995).

†*Note 1.*- In the case of journeys on transfer performed by First or Second Grade Officers by Mail/Express Train and actual First class fares for travel by such trains are claimed, a certificate to the effect that the journey was performed by First class by Mail/Express Train should be recorded by the claimant on the Travelling Allowance bill.

*Note 2.*- If an officer carries his personal effects by passenger instead of by goods train he may draw the actual cost of carriage upto a limit of the amount which would have been admissible had he taken the maximum number of kilograms by goods train.

*Note 3.*- An officer who carries his personal effects by road between places connected by rail may draw actual charges upto the limit of the amount which would have been admissible had he taken the same quantity by goods train. Loading and unloading charges as well as packing and unpacking charges will be allowed in such cases also. In cases where

\*[G O(P) No. 391/2002/Fin., Dated 19/06/2002]

† [G O(P) No. 186/1989/Fin., Dated 29/03/1989]

the actual expenses claimed exceed the limit mentioned above, the controlling authority may, for valid reasons, allow such claims subject to the limit of the amount which would have been admissible, if the maximum number of kilograms had been transported by goods train.

*Note 4.*- The claim for transport of personal effects between places connected partly by road and partly by rail shall be regulated as follows:-

- (1) For the rail portion.- As in Rule 67 (a) I (iii) and Note 2 or 3 of Rule 67 (a) I (iii)
- \*(2) For the road portion.- As in Rule 67 (a) II (iii).

#### *Ruling*

Places where a railway station is situated within eight kilometres from the central point of the respective localities, will be treated as places connected wholly by rail, for purposes of calculation of charges for transport of personal effects on transfer.

*Note 5.*- Subject to the prescribed maximum number of kilograms an officer may draw the actual cost of transporting personal effects to his new station from a place other than his old station (e.g., from a place where they are purchased en-route or have been left on the occasion of a previous transfer) or from his old station to a place other than his new station, provided that the total amount drawn including the cost of transporting these personal effects shall not exceed that admissible had the maximum admissible number of kilograms been transported by goods train from the old to the new station direct.

(iv) Provided that –

- (1) the distance travelled exceeds 150 kilometres;

\*[G O(P) No. 311/1966/Fin., Dated 13/07/1966]

(2) the officer is travelling to join a post in which the possession of a conveyance is advantageous from the point of view of his efficiency, or is travelling after being relieved from a post in which the possession of a conveyance was advantageous from the point of view of his efficiency; and

(3) Conveyances are actually carried by rail, steamer or other craft;

he may draw the actual cost of transporting at owner's risk conveyances, on the following scales:-

I Grade Officers	A motor car.
II Grade Officers in receipt of actual pay of *₹ 3000 and above	A motor car or a motor cycle.
II Grade Officers whose actual pay is below *₹ 3000	A motor cycle.
III Grade Officers	An ordinary cycle

\*Effective from 1<sup>st</sup> September 1995

*Note 1.*- In the case of the motor car, the cost of transporting a chauffeur or cleaner may also be drawn.

#### *Ruling*

† When the officer transports his motor car by rail he may draw one railway fare for III class accommodation in respect of the chauffeur or cleaner, provided he certifies that the chauffeur or cleaner actually travelled by rail on the section for which the transportation charges of motor car by rail are claimed.

\* [G O(P) No.391/2002/Fin., Dated 19/06/2002]

† [G O(P) No. 35/1964/Fin., Dated 20/01/1964]

*Note 2.*- When an officer transports his motor car or motor cycle by road under its own power between stations connected by rail or steamer or partly by rail and partly by steamer he may draw an allowance of \*14 paise per kilometre in respect of the motor car and \*7 paise per kilometre in respect of the motor cycle, the distance to be reckoned for the purpose of the concession being limited to the distance between the stations by rail or steamer or both combined, as the case may be. If the officer himself travels by car or motor cycle he may draw the fares admissible under clause (a) I (i). For any member of his family who travels by the car or motor cycle, the officer may draw the extra fare or half fare which should have been admissible under clause (a) I (ii) if the member had travelled by rail or steamer.

\*Effective from 1<sup>st</sup> September 1985.

#### *Ruling*

† When the motor car is transported by road under its own power, no railway fare for chauffeur or cleaner is admissible. The allowance of 14 paise per kilometre for the motor car transferred under its own power includes the travelling expenses of the cleaner or chauffeur travelling in the car.

### II. FOR JOURNEYS BY ROAD

- (i) He may draw mileage allowance at twice the rate applicable to him under Rule 31 and Rule 44 or any rate applicable to him, which has been fixed under Rule 32, as the case may be.
- (ii) He may draw additional mileage allowance at the rate applicable to him under Rule 31 or Rule 44 or any rates applicable to him, which has been

\*[G O(P) No. 186/1989/Fin., Dated 29/03/1989]

†[G O(P) No. 35/1964/Fin., Dated 20/01/1964]

fixed under Rule 32, as the case may be, if two members of his family accompany him, and at twice that rate if more than two members accompany him.

†*Note.*- Officers of the First Grade on transfer from one station to another shall be entitled to the higher rate of mileage for all journeys irrespective of the distance travelled per day or the nature of the conveyance used, except in the case of journeys on temporary transfers and relieving duties of not more than two months' duration.

#### *Government Decision*

# Children below five years can be counted as members of a family for the purpose of claiming road mileage under the rule referred to above.

(iii) For the transportation of personal effects within the limits prescribed in sub-clause I (iii) of this clause he may draw the actual cost of transport limited to the mileage allowance at thrice the rate applicable to him.\*

(b) The following explanations are given for the terms employed in clause (a) of this rule:-

(i) The term 'personal effect' is not subject to definition, but the controlling officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable.

(ii) The term 'motor cycle' includes a side car.

(iii) A member of an officer's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him. If such member travels to the new station from a place other than the

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†[G O(P) No. 186/1989/Fin., Dated 29/03/1989]

# [G O(Ms)No. 817/1964/Fin., Dated 21/12/1964]

\*[G O(P) No. 311/1966/Fin., Dated 13/07/1966]

officer's old station the officer may draw the actual fare for the journey made by such member by rail or steamer plus the road mileage, if any, at the rate and subject to the conditions prescribed in clause (a) II (ii), for the actual distance of the road journey performed by such member, provided that their sum shall not exceed the total mileage allowance that would have been admissible had such member proceeded from the old to the new station. For the purposes of this rule, the grade of an officer should be determined with reference to the facts on the date of his transfer while the number of fares admissible should be determined with reference to the facts on the date of the journey in respect of which the allowance is claimed.

#### *Ruling No. 1*

\*In case an officer's family performs the journey to the new station from a place other than the old station by a lower class of accommodation than the class of entitlement (in the case of journeys by rail or steamer), the mileage that would have been admissible had the member proceeded from the old station to the new station would be reckoned on the basis of the class by which the journey was actually undertaken.

#### *Ruling No. 2*

If the members of his family have joined the Government servant at the new station, within six months after the date of his transfer, they will be eligible for Travelling Allowance for their journey from the old station to the new station though they may later on decide to proceed to some other station.

(c) An officer who claims higher Travelling Allowance on the ground that members of his family accompanied him on transfer must support his

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\* [G O(P) No. 290/1966/Fin., Dated 01/07/1966]

claim by a certificate showing the number and relationship of the said members.

\*(d) An officer claiming the cost of transporting personal effects must support his claim by a certificate that the actual expense incurred was not less than the sum claimed and that only goods belonging to him and his family were carried. All vouchers claiming transporting charges of personal effects by road should invariably mention the number of the lorry or other conveyance by which, and the number of the house from and to which the personal effects were transported. The officer should also state in the certificate the weight of the personal effects actually carried and the amount actually paid for their transport separately by rail, road, steamer or other craft and the controlling officer should record a certificate that he has scrutinised the details and satisfied himself that the claim is reasonable. The payees' receipt for the charges paid for the transport of personal effects should be attached to the bills.

†(e) An officer claiming the cost of transporting a conveyance by rail or steamer must support his claim by railway or steamer receipt. He should also produce a certificate that the conveyance belonged to him. The receipt shall be attached to the bill.

(f) 'Family' for the purpose of these rules includes the officer's wife, children and step-children residing with and wholly dependent on him. Not more than one wife is included in a family for the purpose of these rules. In the case of a female officer the 'family' will include the 'husband' also provided he is residing with and wholly dependent on her (the female officer).

*Note 1.*- Charges for the transport of personal effects of an officer on transfer may be admitted in audit, if they do not for good and sufficient reasons

\*, † [G O(P) No. 279/1967/Fin., Dated 15/07/1967]

accompany him but are carried within a reasonable time before or after the date of his journey on transfer.

*Note 2.*- The expression 'date of his transfer' occurring in the first sentence of Rule 67 (b) (iii) means the date on which the officer takes over charge at the new station in case his family follows him or the date on which he hands over charge at the old station in case his family precedes him.

*Note 3.*- Claims preferred under this rule for the carriage of personal effects should be admitted in all cases at the lowest available rates for "smalls,"

"Smalls" are defined as goods which of themselves do not constitute a working load for the unit of railway transport, the wagon. The minimum load constituting a wagon load is specified, by each of the railways who quotes reduced rates for wagon loads, in its tariffs.

*Note 4.*- In cases where an officer is transferred from Station A to Station B and again transferred within a reasonably short time to Station C he may be allowed to recover the cost of carriage of personal effects from Station A to Station C subject to the conditions—

- (1) that the total weight carried from Station B to Station C and from Station A to Station C does not exceed the maximum limit prescribed in the rule, and
- (2) that the total cost of transporting the effects from Station A to Station B, from Station B to Station C and from Station A to Station C does not exceed the amount admissible from Station A to Station B plus that admissible from Station B to Station C.

*Note 5.*- When an officer transports more than the maximum quantity admissible by a cheaper route, he can draw actual charges not exceeding the amount admissible for the maximum quantity by the normal recognised route.

*Note 6.*- A motor car may be treated as a part of personal effects in cases where an officer is not entitled to its free transport in addition to personal effects.

68. \*An officer transferred from one post to another who under the orders of competent authority is permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters is entitled to -
- (i) Travelling Allowance as on tour from his old headquarters to the place of handing over charge and from the place of taking over charge to the new headquarters.
- (ii) all concessions admissible under sub-rule (a) of rule 67 for journey from the old to the new headquarters minus what will be admissible to the Officer, for journey as on tour from the old to the new headquarters.
69. An officer whose headquarters are changed while he is on tour, and who proceeds to his headquarters without returning to his old, is entitled to—
- (i) Travelling Allowance as on tour for his journey upto the new headquarters;
- (ii) \*all concessions admissible under sub-rule (a) of rule 67 from the old to the new headquarters minus what will be admissible to the Officer for a journey as on tour from the old to the new headquarters.
70. If the family of an officer, in consequence of his transfer, travels to a station other than the new headquarters; Travelling Allowance for the journey of the family may be drawn subject to the conditions that it does not exceed the Travelling Allowance that would have been admissible if the family had proceeded to the new headquarters station.

\*[G O(P) No. 186/1989/Fin., Dated 29/03/1989]

71. An officer appointed to a new post while in transit from one post to another is entitled to draw Travelling Allowance under this section for so much of the journey on transfer as he had accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.
72. An officer, who goes on leave not exceeding four months after he has given over charge of his old post and before he has taken charge of his new post, is entitled, whether the order of transfer is received before or after the commencement of his leave, to Travelling Allowance under this section as for a journey from his old to his new post.
- 72A. \*When a Government servant whose case is not covered by Rule 72 is posted to a station other than that at which he was stationed before he went on leave, the controlling officer may permit him to recover the Travelling Allowance under sub-rules I (iii) and (iv) or II (iii), as the case may be, of Rule 67 (a) as for a journey from his old to the new station.
73. When an officer of the Government is transferred to the administrative control of another Government which has made rules prescribing amounts and conditions of Travelling Allowances, his Travelling Allowances for the journey to join his post under that Government and for the return journey will be governed by the rules of that Government regulating Travelling Allowances on transfer.
- Note.*- The controlling officer for the purpose of Travelling Allowance for the journey of an officer to join his post under a borrowing Government as well as for the return journey will be the controlling officer in regard to his post under that Government.

\*[G O(P) No. 295/1984/Fin., Dated 12/06/1984]



## SECTION IV

## JOURNEY TO JOIN NEW APPOINTMENT

74. Except as otherwise provided in these rules Travelling Allowance is not admissible to any person for the journey to join his first appointment in Government service.
75. When a pensioner, or an officer who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is reappointed to Government service, the Government may permit him to draw Travelling Allowance. Travelling Allowance under this rule should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.
76. When mileage allowance is drawn under Rule 75 the rate admissible is that of the grade to which the officer will belong after joining his post.

## SECTION V

## JOURNEY TO ATTEND AN EXAMINATION

77. An officer is entitled to draw Travelling Allowance for the journey to and from the place at which he appears for an obligatory departmental examination, provided that Travelling Allowance shall not be drawn under this rule more than twice for any particular examination.
- \*Note 1.*- If a Government servant actually performs the journey to the place of examination, but is not able to appear for the examination because of its cancellation at the last moment Travelling Allowance may be sanctioned to him by the Government/the Head of Department concerned after due verification of the facts. This concession will be admissible only if the intimation regarding the cancellation did not reach the Government servant before the

\* [G O(P) No. 21/1967/Fin., Dated 18/01/1967]

commencement of the journey and the journey did not commence too early, i.e. the date of its commencement was not in advance of the schedule date of the examination by more than the minimum number of days required for performing the journey.

*\* Note 2.*- If the place where the Government servant works is a centre for the departmental examinations, he shall not be eligible for Travelling Allowance for appearing for the examinations at another centre under this rule, except in case where he has to appear for the examination at that centre owing to reasons beyond his control.

78. The Government may permit an officer to draw Travelling Allowance for the journey to and from the place at which he appears for an examination other than those specified in Rule 77.
79. Travelling Allowance under this section should be calculated as for a journey on tour but no allowance may be drawn for halts on the journeys.

## SECTION VI

## JOURNEY WHEN PROCEEDING ON OR RETURNING FROM LEAVE

80. Except as otherwise provided in these rules, an officer is not entitled to any Travelling Allowance for a journey made during leave or while proceeding on or returning from leave.
81. The Government may, for special reasons which should be recorded, permit any officer to draw, for a journey of the kind specified in Rule 80 Travelling Allowance as for a journey on tour.
82. (a) When an officer is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed by not less than one month, he is entitled to

\* [G O(P) No. 80/1976/Fin., Dated 10/03/1976]

draw mileage allowance for the journey from the place at which the order of recall reaches him. If the period by which the leave is curtailed is less than a month, mileage allowance may be allowed at the discretion of the authority recalling the officer.

(b) If the officer recalled to duty is entitled to Travelling Allowance under Rule 72 he may not draw mileage allowance under clause (a) unless he abandons his claims to the mileage allowance specified in Rule 66, Rule 67 (a) I (i) and Rule 67 (a) II (i).

83. If a nongazetted officer, on compulsory recall from leave exceeding four months, is posted to a station other than that from which he went on leave, he may, if his new station is distant more than 80 kilometres from his old station, draw in addition to the allowance admissible under sub-rules I (ii) and (iv) and II (iii) of Rule 67 (a) Travelling Allowance for his family under Rule 67 for the journey from the place at which the order of recall reaches him to the new station; provided that the amount so drawn shall not exceed the amount admissible under Rule 67 for the journey from the old to new station.

#### SECTION VII

##### JOURNEY FOR JOINING FIRST APPOINTMENT

84. In the following cases Travelling Allowances are admissible for joining a first appointment:-

- (1) To any person appointed to the Public Works the Medical or any other department in any capacity requiring technical skill or knowledge for which he has been specially trained.
- (2) To recruit constables enlisted for service at the other district headquarters, for joining their first appointment at Trivandrum.

*Note.*- Teachers deputed for training from Departmental Schools are entitled to Travelling Allowance under the ordinary rules, for their journey to and from the Training School or College.

#### SECTION VIII

##### JOURNEYS DURING SUSPENSION OR TO GIVE EVIDENCE OR TO ATTEND A COURT OF LAW AS ASSESSOR OR JUROR OR IN CONNECTION WITH THE DEFENCE OF A CASE INSTITUTED AGAINST AN OFFICER FOR ACTS DONE IN HIS OFFICIAL CAPACITY

85. (a) \*(i) An officer under suspension who is required to perform any journey for attending any departmental enquiry (other than police enquiry) or called upon to appear before the Disciplinary Proceedings Tribunal may be allowed, for the onward and return journeys, Travelling Allowance as for a journey on tour from his head quarters to the place at which the departmental enquiry or disciplinary proceedings, as the case may be, is or are held or from the place at which he has been permitted to reside during suspension to the place at which the departmental enquiry or disciplinary proceedings, as the case may be, is or are held, whichever is less. No Travelling Allowance will, however, be admissible if the enquiry or disciplinary proceeding as the case may be, is or are held at an outstation at his own request.

!(ii) An officer under suspension, if reinstated in service, pending finalisation of the enquiry or disciplinary proceedings initiated against him, and posted to a station other than the one where he was working at the time of his suspension may be allowed Travelling Allowance for his journey to the new station as for journey on transfer from the old station or from the place where he has been permitted to reside during suspension whichever is less. The grade of the officer and his Travelling Allowance for the journey shall be determined on the basis of his pay in the post he was holding at the time

\*[G O(P) No. 385/1967/Fin., Dated 26/08/1967]

![G O(P) No. 601/1978/Fin., Dated 03/08/1978]

of his suspension or the pay in the post to which he is reinstated whichever is lower.

- (iii) If an accused officer, whether under suspension or not, against whom disciplinary proceedings have been initiated retires from service in the course of the proceedings or if an officer against whom disciplinary proceedings are initiated after his retirement and is called upon to appear before Disciplinary Proceedings Tribunal/Disciplinary Authority/Enquiry Authority properly constituted under competent authority for holding the enquiry will be allowed for the onward and return journey Travelling Allowance as for a journey on tour from his place of residence to the place where the enquiry is held.

*\*Note.*- His Travelling Allowance will be regulated by the grade to which he belonged prior to his suspension/retirement.

- †(b) An accused officer, if not under suspension, when called upon to appear before a Disciplinary Proceedings Tribunal/Disciplinary Authority/Enquiry Authority, properly constituted under competent authority for holding the enquiry, may be allowed, for the onward and return journeys, Travelling Allowance as for a journey on tour from his headquarters.

In case the accused officer is on leave and is permitted to reside at a place other than his headquarters during the leave, he may be allowed Travelling Allowance as for a journey on tour from his headquarters or from the place of his residence whichever is less. No Travelling Allowance will, however, be admissible if the enquiry is held at the outstation at his own request.

*Note.*- In the cases covered by Rule 85, no allowance for halts on journeys or at the outstation where the enquiry is held will be allowed.

\*[G O(P) No. 159/1973/Fin., Dated 23/05/1973]

†[G O(P) No. 436/1965/Fin., Dated 19/11/1965]

86. The following provisions apply to an officer who is summoned to give evidence :-

- (a) In a criminal case, a case before a court-martial, a civil case to which Government is a party or a departmental inquiry held by a properly constituted authority within the State :
- (i) He may draw Travelling Allowance as for a journey on tour attaching to his bill a certificate of attendance given by the Court or other authority which summoned him.
- (ii) When he draws such Travelling Allowance, he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for travelling and subsistence allowance of the witness must be credited to Government.
- (iii) If the court in which he gives evidence is situated within eight kilometres of his headquarters and no Travelling Allowance is therefore admissible for the journey he may, if he is not in receipt of Permanent Travelling Allowance, accept such payment of actual travelling expenses as the court may make.
- (b) Officials employed by the Central Government or by the Government of any of the States appearing in cases in which the State is a party, as witnesses on summons before the Criminal Court of this State to give evidence regarding facts of which they have official knowledge, will, on production of certificates of attendance issued by the courts before which they appear as witnesses, be paid Travelling Allowance by the Government by whom they are employed at their own rates. In cases where the State is not a party, such officials will be paid Travelling Allowance by the summoning court according to its own rules and the charges will be borne by the State within whose limits the summoning court is situated.

When any of the Governments requisitions the services of an official of a commercial department as a witness or any other official as a technical or expert witness within the meaning of section 45 of the Indian Evidence Act, 1872, the pay of the official concerned for the period of his absence from his headquarters and Travelling Allowance and other expenses due to him will be borne by the requisitioning Government. The Travelling Allowance in such cases will be regulated by the Travelling Allowance Rules applicable to the official summoned. The charges will, in the first instance, be borne by the Government under whom he is employed and will be passed on after audit for payment to the requisitioning Government.

- (c) A person formerly in the service of the Government summoned to give evidence under the circumstances mentioned in clause (a) above shall be entitled to receive Travelling Allowance (as for journeys on tour) at the rate admissible to the person, when last in the service of the Government or if he is at the time employed under a fund administered by the Government at the rates admissible for the appointment under the fund. He will be paid batta and Travelling Allowance by the court which summoned him as witness from the allotment under 'Witness batta' according to the rule of the court, but if he is entitled under this clause to more than what is allowed by the court, the difference will be paid by the department in which the officer was last serving. Bills for such claim should be supported by certificate similar to that referred to in clause (a) (i) above and showing the amount of the allowances paid by the court.

*Note 1.*- An officer summoned to give evidence while on leave is entitled to Travelling Allowance under this rule from and to the place from which he is summoned as if he were on duty.

*Note 2.*- The T.A. claims of officers summoned by Civil Courts in any other State will be settled in accordance with the reciprocal arrangements entered into between this State and such other State.

*Note 3.*- T.A. claims of officers summoned as witnesses in departmental enquiries in other States are regulated by the reciprocal arrangements made with the respective State Governments. Government have accordingly entered into the following reciprocal arrangements with the Governments of Mysore and Tamil Nadu in this regard.

In departmental enquiries to which the State is a party, a Government servant giving evidence regarding facts of which he has official knowledge will on production of a certificate of attendance by the summoning authority, be paid T.A. by the Government under whom he is serving.

In departmental enquiries to which the State is not a party, a Government servant giving evidence regarding facts of which he has official knowledge will be paid T.A. by the summoning authority according to the rules under which the Government servants draws his Travelling Allowance or a journey on tour on production of a certificate signed by the Controlling Officer showing the rates of T.A. and D.A. admissible to him for a journey on tour. If the Government servant is his own controlling officer, the certificate will be signed by him as such. The expenditure on account of T.A. and D.A. paid by the summoning authority will be borne by the Government within the territory of which that authority is situated.

- 86A.** If an officer undertakes a journey in connection with a civil or criminal case instituted against him or acts done in his official capacity and the defence of such case has been sanctioned by the competent authority such an officer may be granted Travelling Allowance admissible to an officer of his grade while on tour.

87. An officer summoned to give evidence in circumstances other than those described in Rule 86 or to serve as an assessor or juror in a court of law is not entitled, by reason of his position as an officer, to any payments other than those admissible by the rules of the court. If the court pays him any sum as subsistence allowance or compensation, apart from payment for travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence.
- 87A. \*If an Officer undertakes a journey on a summons from an investigating Police Officer, in a criminal case, such Officer may be granted Travelling Allowance admissible to him while on tour if he is not an accused in the criminal case.

This amendment shall be deemed to have come into force with effect from 2<sup>nd</sup> April 1981.

#### SECTION IX

#### JOURNEYS TO OBTAIN MEDICAL TREATMENT, ADVICE OR CERTIFICATE OR TO APPEAR BEFORE A MEDICAL BOARD

88. Travelling Allowance is not admissible for a journey undertaken to procure health certificate on first appointment to Government service.
89. If, in order to obtain anti-rabic treatment, an officer is compelled to leave a station at which he falls ill and at which anti-rabic treatment is not available, and travels to the nearest station where the treatment is available he may on production of a certificate from his authorised medical attendant that the journey was in his opinion absolutely necessary, draw Travelling Allowance for the journey. This concession is admissible also to an officer on leave.
- 89A. † A Government servant suffering or suspected of suffering from tuberculosis may on production of a certificate from a T. B. Specialist that the journey was in

\*[G O(P) No. 216/1981/Fin., Dated 02/04/1981]

†[G O(P) No. 775/1964/Fin., Dated 19/11/1964]

- his opinion absolutely necessary, draw Travelling Allowance in accordance with the rules for his journey to the nearest Government Medical Institution and back in connection with his medical examination and periodical check-up. This concession is admissible also to an officer on leave.
90. If an officer, being stationed where there is no medical officer, of Government, is required to obtain a medical certificate from a medical officer of Government in support of an application for an original grant of leave he may draw Travelling Allowance for the journey undertaken to obtain that certificate.
- Note.*- Travelling Allowance is not admissible for a journey to obtain a medical certificate in support of an application for an extension of leave.
91. If an officer, having obtained a medical certificate in support of an application for an original grant of leave, is required to appear before a medical board, or to appear before a nominated medical officer of Government for further opinion as to the necessity for the leave recommended in that certificate, he may draw Travelling Allowance for the journey undertaken to obtain that opinion.
- Note.*- Travelling Allowance is not admissible for a journey to obtain a second medical opinion in support of an application for an extension of leave, but Travelling Allowance is admissible for a second or subsequent journey, if necessitated, to obtain the certificate for the original grant of leave.
92. The journeys contemplated by Rule 90 and Rule 91 should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the officer requiring medical service.
93. (a) An officer who is directed by his official superior in the interests of the public service, to apply for an invalid pension, may, if he is required to make a journey in order to appear before a medical board, draw his actual travelling expenses, subject to a maximum of the amount of Travelling Allowance

calculated for the journey. If it is necessary for him to return to his headquarters after appearing before the medical board he may draw his actual expenses subject to the same maximum. In both cases his Travelling Allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interests of public service and that he did not voluntarily ask to retire.

(b) A competent authority may allow actual expenses, as limited by clause (a) of this rule, to be drawn by an officer who voluntarily applies for an invalid pension, provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession.

94. Except as provided for in Rule 91 and Rule 93 no Travelling Allowance is admissible for a journey undertaken in order to appear before a medical board.

95. (a) Travelling Allowance under Rules 89 to 94 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

(b) (i) All India Service Officers who perform journeys to seek medical advice/treatment under the All India Services (Medical Attendance) Rules, 1954 will be given Travelling Allowance for the journeys, as on tour.

(ii) No daily allowance will be allowed for the halts made in this connection.

(iii) The family members of these officers will be allowed single first class railway fare (i.e. the class of accommodation to which the officers themselves are entitled) or single fare of any lower class by which the patient actually travels for consulting a Government Specialist on the advice of the authorised Medical Attendant.

#### SECTION X

#### JOURNEYS IN ATTENDANCE ON AN INCAPACITATED OFFICER OR MEMBER OF HIS FAMILY

96. A medical officer of Government who considers that an officer on whom it is his duty to attend professionally should leave his station to obtain medical

advice or treatment or to proceed on leave, and that it is unsafe for him to travel unattended, may if he does not himself accompany him, arrange for an attendant, to do so; and the attendant (a) if an officer, shall be deemed to have been travelling on duty and may draw Travelling Allowance for the onward and return journey as for a journey on tour, and (b) if not an officer, may draw actual expenses.

When the medical officer's opinion as to the necessity for the journey and for an attendant during it, cannot be obtained before its commencement, a certificate from him that the journey with an attendant was necessary is sufficient for the purpose of this rule.

#### SECTION XI

#### JOURNEYS ON A COURSE OF TRAINING

97. When an officer or a student not already in government service is selected to undergo a course of training, Government may decide the scale, if any on which he shall draw-

(a) Travelling Allowance for the original journey to and the last journey from the place of training, and for halts at such place;

(b) in the case of training at a school, college or similar institution, Travelling Allowance for similar journeys on the occasion of holidays and vacations; and

(c) Travelling Allowance for journeys during the course of training:

Provided that the scale so fixed shall not exceed that admissible to officers of similar status on duty at the place of training.

98. (a) An officer deputed to undergo a course of training, if the course of training exceeds three months, may draw Travelling Allowance under the rules for journeys on transfer irrespective of whether the training is at a fixed centre or not. If the course of training does not exceed three months, the rules which govern journeys on tour shall apply.

\***Note.**- Omitted.

(This amendment shall be deemed to have come into force on 2<sup>nd</sup> March 1990)

- (b) If in a training school, a vacation is allowed, no Travelling Allowance is admissible for journeys from and to the school unless for the purpose of a practical course of training which is required to be undergone at another station during such vacation.

## SECTION XII

### JOURNEY OF THE FAMILY OF AN OFFICER WHO DIES IN SERVICE

99. (1) If an officer dies while in service, members of his family will be granted Travelling Allowance for the journey to his home or to any other place where they may wish to reside whether it is inside or outside the State either from his headquarters or from the place of his death, provided that the amount shall not exceed what would be admissible for a journey from the officer's headquarters to his home.

**Note.**- For the purposes of this rule the headquarters of an officer on leave shall be considered to be the place of his headquarters where he was last on duty.

- (2) The rates of Travelling Allowance shall be those which would be admissible under the rules for a journey on transfer less that admissible to the officer.
- (3) The family should perform the journey within three months of the death of the Government employee and the Travelling Allowance should be claimed as soon as possible after the journey is over. The Travelling Allowance may be drawn in advance if the officer drawing the bill is satisfied that the journey will be made.
- (4) Bills will be drawn and countersigned by the officers authorised to deal with the bills of the deceased Government employee, if the deceased officer is a

\*[G O(P) No.391/2002/Fin., Dated 19/06/2002]

nongazetted officer and if the officer is a gazetted officer, the bill will be countersigned by his superior officer.

- (5) # [Deleted]

### *Ruling*

The term "Travelling Allowance" mentioned in this rule includes cost of transportation of personal effects also.

## SECTION XIII

### JOURNEY OF AN OFFICER AFTER RETIREMENT

- 99A. Travelling Allowance will be allowed to an officer on retirement to enable him to proceed to any place within or outside\* the State where he proposes to settle down after retirement subject to the following conditions :-

- (i) The concession will be given only in cases of retirement on superannuation, or on invalid, retiring or compensation pension, or with effect from 30<sup>th</sup> July 1975, in cases of compulsory retirement under Rule 60 A, Part I of these rules, but will not be given in other cases of compulsory retirement or cases of removal or dismissal from service.

- †,\*(ii) The Travelling Allowance will be given as for a journey on transfer from the last headquarters to the place of residence, where he proposes to settle down. For regulating the claim accordingly, every Government servant should furnish to his controlling officer before his retirement, a declaration indicating the station where he intends to reside after retirement. The officers compulsorily retired under Rule 60-A, of Part 1 of these rules shall furnish the declaration within one month after such retirement.

# [G O(P) No. 277/1975/Fin., Dated 30/06/1975]

\*[G O(P) No. 44/1978/Fin., Dated 10/01/1978]

†[G O(P) No. 74/1977/Fin., Dated 28/02/1977]

**\*\**(iii)*** The journey shall be performed within one year of the date of retirement:

\*Provided that officers who are re-employed under the Government of Kerala and whose re-employment is ordered while on leave preparatory to retirement or within one year of the date of retirement, can avail themselves of the benefit of this rule, if the journey is performed within one year from the date of expiry of the period of re-employment.

†*(iv)* If Travelling Allowance advance is allowed it should be restricted to 75 per cent of the Travelling Allowance admissible for the journey and a declaration should be obtained from the Government servant giving his consent for recovery from his pension, if need be. The detailed T.A. bill should be presented \*\*within two months of the date of drawal of the advance to the last controlling officer for adjustment and counter signature. If the Government servant is a Gazetted Officer the bill should be sent to the office of the Accountant General for pre-audit before payment.

This amendment shall be deemed to have come into force with effect from 8<sup>th</sup> January 1970.

**99B.** # [Deleted]

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\*\* [G O(P) No. 595/1978/Fin., Dated 29/07/1978]

\*[G O(P) No. 537/1980/Fin., Dated 03/09/1980]

†[G O(P) No. 200/1970/Fin., Dated 06/04/1970]

# [G O(P) No. 277/1975/Fin., Dated 30/06/1975]

### CHAPTER III

#### TRAVELLING ALLOWANCE ADMISSIBLE WHEN MEANS OF TRANSPORT ARE SUPPLIED WITHOUT COST TO THE OFFICER TRAVELLING

##### SECTION I

##### JOURNEYS BY RAILWAY

- 100.** When an officer is entitled to or is allowed free transit by railway, whether on a free pass or otherwise the mileage allowance which he draws for the journey must be reduced by the amount of the fare which, but for such free transit, he would have paid. This rule applies to cases in which a free pass is issued on any railway. The reduction made must include the full number of fares covered by the pass, unless the officer certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.
- 101.** When an officer in receipt of permanent Travelling Allowance uses a free pass on a railway within his sphere of duty, he must deduct from his Permanent Travelling Allowance for the month the amount of the railway fares which he would have paid if he had not travelled on a pass.
- 102.** When an officer is permitted to travel by railway in a higher class on payment of a lower fare, his mileage allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

##### SECTION II

##### JOURNEYS BY SEA OR RIVER STEAMER

- 103.** When an officer travels by sea or river, otherwise than on payment of passage money, in a steamer the cost of which is paid by Government or by a local fund, he may draw no Travelling Allowance except subject to the provision of Rule 110\* the daily allowance of his grade; provided that, when his servants and luggage are not conveyed on the vessel but

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\*[G O(P) No. 113/1976/Fin., Dated 06/04/1976]



are sent separately at his expense, he may draw in addition the actual cost of transporting them.

- 104.** When an officer is allowed free transit by sea or river steamer, otherwise than in a Government vessel, the mileage allowance which he draws for the journey must be reduced by the amount of the fare which, but for such free transit, he would have paid. If he travels on a free pass, the reduction made must include the full number of fares covered by the pass unless the officer certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

### SECTION III

#### JOURNEYS BY AIR

- 105.** When an officer is allowed free transit by air in a Government machine or in a machine chartered by Government for the purpose, he is entitled subject to the provisions of Rule 110\* to Travelling Allowance as follows:-

- (a) If he has not to provide separate conveyance at his own expense for his servants or luggage, he may draw the daily allowance of his grade and may not exchange it for mileage allowance. If, however, part of the journey is made by other means of locomotion, he may at his option draw in lieu of daily allowance the mileage allowance admissible for that part.

\*This amendment shall be deemed to have come into force with effect from 15<sup>th</sup> May 1970.

- (b) If he has to provide separate conveyance at his own expense for his servants or luggage he may-
- (i) if the journey is between places connected by rail or steamer draw incidental expenses or three-fifth of a fare as the case may be of

\*[G O(P) No. 113/1976/Fin., Dated 06/04/1976]

the class of accommodation to which he is entitled by railway or steamer, or

- (ii) if the journey is between places not connected by rail or steamer draw the daily allowance of his grade or half the mileage allowance calculated for the journey.

If, however, a part of the journey is performed by other means of locomotion he may draw mileage allowance admissible for that part subject to the condition laid down in sub-clause (i) and (ii) of clause (b) of Rule 62.

- 106.** An officer, when making a journey by air in a Government machine or in a machine chartered by Government for the purpose shall pay a first class full or half railway fare, as the case may be, to Government on behalf of each person not entitled to travel in that machine who may accompany him.

*Note.*- If an officer wishes to take with him any non-entitled person in a Government machine or in a machine chartered by Government, he should obtain the sanction of the Government. In giving such sanction, care should be taken to see that no extra expenditure is caused to Government thereby.

### SECTION IV

#### OTHER JOURNEYS

- 107.** Except where otherwise expressly provided in these rules, when on a journey other than a journey by railway or by sea or river steamer or by air an officer uses a means of locomotion provided at the expense of Government, a local fund or Government of another State and does not pay the cost of its use or propulsion, he is entitled subject to the provisions of Rule 110 to Travelling Allowance as follows:-

- (a) If he has not to provide separate conveyance at his own expense for his servants or luggage, he may draw the daily allowance of the grade and may not exchange it for mileage allowance. If, however, part of the journey is made by other means of locomotion, he may at his option draw in lieu of daily allowance the mileage allowance admissible for that part.

*Ruling*

# When a Government servant performs a journey on transfer in a conveyance provided by the Government, he may be allowed daily allowance for each calendar day of journey. He will not, however, be eligible for any additional daily allowance for the members of his family who accompany him and for whom he does not pay any fare, nor will he be paid any allowance for the personal effects carried along with him for which he does not pay any charge except in the case of transport by rail in which case he may be allowed the actual charges as provided under Rule 67 (a) I (iii), Kerala Service Rules, Part II.

(b) If he has to provide separate conveyance at his own expenses for his servants or luggage, he may, if the conditions of Rule 62 are fulfilled, exchange his daily allowance for half the mileage allowance calculated for the journey and draw in addition the mileage allowance admissible for any part of the journey made by other means of locomotion.

108. When an officer is provided with means of locomotion as in Rule 107 but pays all the cost of its use or propulsion, he may draw Travelling Allowance under the ordinary rules, subject to the deduction of such fixed hire or charge as Government may fix.

109. \*[Deleted]

SECTION V

METHOD OF CALCULATING DAILY ALLOWANCE

110. † When an officer, who is supplied with means of conveyance without charges, returns to his headquarters on the same day, daily allowance admissible under Rule 103, Rule 105 and Rule 107 will be limited to the incidental expenses at the rates given below:

# [G O(P) No. 617/1963/Fin., Dated 12/12/1963]

\*, † [G O(P) No. 186/1989/Fin., Dated 29/03/1989]

Officers of the First Grade	..	8 paise per kilometre
Officers of the Second Grade	..	6 paise per kilometre
Officers of the Third Grade	..	4 paise per kilometre
Officers of the Fourth Grade	..	3 paise per kilometre

Effective from 1<sup>st</sup> July 1980.

When an officer is provided with free conveyance for part of the journey or for one way journey only (i.e. either for going from or for return to Headquarters) and he returns to his head quarters on the same day the daily allowance if admissible under the rules will be limited to the incidental expenses as indicated above for the onward or downward journey as the case may be. He may in addition draw mileage allowance admissible for the part of the journey for which the conveyance is not provided free of charges, provided the distance travelled exceeds 32 kilometres.

*Note 1.*- A chauffeur or driver or cleaner or mechanic of a motor car, jeep, van, wagon, lorry, boat or other means of locomotion supplied at the expense of Government will be allowed daily allowance at the rates specified under these rules.

*\*Note 2.*- The rates of incidental expenses mentioned in this rule shall be subject to a minimum of half daily allowance.

Effective from 1<sup>st</sup> May 1981.

\* [G O(P) No. 186/1989/Fin., Dated 29/03/1989]

## CHAPTER IV

## GRANT OF TRAVELLING ALLOWANCE TO THOSE WHO ARE NOT IN REGULAR GOVERNMENT SERVICE

**111.** The grant of Travelling Allowance and Daily Allowance to non-official members of Committees, Boards, Councils, etc. will be regulated as follows:-

- (i) Committees, Boards, Councils, etc. constituted by Government will be classified into two—First Class and Second Class—according to their importance, jurisdiction and the overall status of the members. Whether a committee (or other body) is of the First Class or the Second Class will be specified in the orders constituting the committee.
- (ii) Non-officials (including retired officials) serving in First Class Committees, Boards, etc., will be allowed Travelling Allowance and daily allowance at the rates admissible to First Grade Officers.
- (iii) Non-officials (including retired officials) serving in Second Class Committees, Boards, etc., will be allowed Travelling Allowance and daily allowance at the rates admissible to Second Grade Officers drawing a pay of more than † ₹ 1500 per mensem.

† Effective from 1<sup>st</sup> September 1985.

- (iv) The Travelling Allowance admissible to Members of the Legislative Assembly serving in any committee (or other body) will, however, be regulated by the provisions of the Payment of Salaries and Allowances Act.
- (v) Members of Parliament serving in such committee (or other body) will be allowed Travelling Allowance and daily allowance at the rates

† [G O(P) No. 186/1989/Fin., Dated 29/03/1989]

admissible to M.L.As. subject to the condition that in respect of railway journeys they will be allowed only the incidental expenses, since they are in possession of free railway pass.

- (vi) The Travelling Allowance Rules in the Kerala Service Rules applicable to First and Second Grade Officers of Government will apply to the non-official members of First and Second Class committees respectively. \*Member of a First class Committee will however be allowed mileage for road journeys between places connected by railway, if any public interest is served by such road journeys.

*Note.*- Non-official members, other than Members of the Legislative Assembly, serving on First and Second Class Committees, may be paid per day of attendance at the meetings of the committees at places within a radius of eight kilometres from their residence, sitting fees to cover out of pocket expenses at the rate equal to the amount of Daily Allowance admissible for halts at the station.

**112.** The following principles should be observed in granting Travelling Allowances to witnesses, who are not officers but are summoned to give evidence in a case in which the conduct of an officer is the subject of a departmental enquiry held by officers serving directly under the Government:-

- (1) Travelling Allowance will be paid only in respect of witnesses whose evidence is considered to be of material value by the officer conducting the enquiry.
- (2) Such allowances may be paid to witnesses summoned on behalf of the officer whose conduct is the subject of a departmental enquiry in the event of the officer concerned clearing himself.

\*[G O(P) No. 186/1989/Fin., Dated 29/03/1989]

- (3) In exceptional cases the officer conducting the enquiry may, for reasons to be recorded, recommend to the Government that the principles laid down above be departed from owing to special reasons and it is for the Government to accept or reject the recommendation.

**112 A.** \*The rates of Travelling Allowance and batta in the case of those coming under Rule 112 will be the rates allowable from time to time to non-official witnesses summoned by criminal courts, the discretion in the matter of classification of such witnesses for the purpose being vested with the concerned authority conducting the enquiry.

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\* [G O(P) No. 1/1966/Fin., Dated 01/01/1966]

## CHAPTER V

### CONTROLLING OFFICERS

- 113.** The Government shall declare what authority shall be the controlling officer, for Travelling Allowance purposes, of each officer or grade of officers. It may, if it thinks fit, declare that any particular officer shall be his controlling officer.
- 114.** Except where expressly permitted by a competent authority a controlling officer may not delegate to a subordinate his duty of countersignature.
- 115.** Except as provided in Rule 113 no bill for Travelling Allowance, other than Permanent Travelling Allowance shall be paid unless it is signed or countersigned by the controlling officer concerned.
- 116.** It is the duty of a controlling officer, before signing or countersigning a Travelling Allowance bill—
- (a) to scrutinise the necessity, frequency and duration of journeys and halts for which Travelling Allowance is claimed, and to disallow the whole or any part of the Travelling Allowance claimed for any journey or halts, if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration;
  - (b) to scrutinise carefully the distances entered in Travelling Allowance bills;
  - (c) to satisfy himself that mileage allowance for journeys by railway or steamer, excluding additional fare or fares allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used and that where the actual cost of transporting servants, personal effects, etc., is claimed under these rules the scale on which such servants, effects, etc., were transported was reasonable; and to disallow any claim which, in his opinion, does not fulfil that condition;

- (d) to check any tendency to abuse the option of exchanging daily allowance for mileage allowance;
- (e) to observe any subsidiary rules or orders which a competent authority may make for his guidance; and
- (f) to satisfy himself before permitting a claim under Rule 23 that the officer actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available.

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# APPENDICES

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## LIST OF APPENDICES

Appendix	I	Model form of Agreement
”	II	List of Heads of Departments.
”	III	Rules relating to charge of office.
”	IV	Rules regulating grant of Special Pay and Compensatory Allowances.
”	IV-A	Rules regulating the grant of overtime allowance to the staff of Departments during sessions of the Legislative Assembly.
”	V	List of recognised Tuberculosis and Leprosy Institutions for purposes of grant of extraordinary leave to officers not in permanent employ.
”	VI	[Deleted]
”	VII	Rules relating to casual leave
”	VIII	Rules for the grant of leave to officers appointed for limited periods.
”	IX	List of Hilly Tracts.
”	X	(Please see) The Kerala Service Rules, part III.
”	XI	[Deleted]

”	XII	Rules for the grant of leave to Radiation workers in the State Medical Service.
”	XIIA	Rules for the grant of leave without allowances or taking up employment abroad or within India.
”	XIIB	Rules for the grant of LWA for those ineligible for leave for study purpose under Rule 88 or Rule 91 Part I, KSRs.
”	XIIC	Rules for the grant of LWA for joining spouse

**APPENDIX I****MODEL FORM OF AGREEMENT**

(Referred to in Rule 8 of Part I)

ARTICLES OF AGREEMENT made this the ..... day of ..... two thousand and ..... BETWEEN Sri ..... (here enter name and address) of the first part and the Governor of Kerala (hereinafter called the Government) of the other part.

WHERE AS THE GOVERNMENT have engaged the party of the first part and the party of the first part has agreed to serve the Government on the terms and conditions hereinafter contained.

NOW THESE PRESENTS WITNESS as follows:-

1. The party of the first part shall submit himself to the orders of the Government and of the officers and authorities under whom he may from time to time be placed by the Government and shall remain in the service for the term of .....years commencing from the .....day of 20.....subject to the provisions herein contained.
2. The party of the first part shall devote his whole time to his duties and at all times obey the rules including the Government Servants' Conduct Rules prescribed from time to time being for the regulation of the public service to which he may belong and shall whenever required, proceed to any part of India and there perform such duties as may be assigned to him.
3. The service of the party of the first part may be terminated as follows:-
  - (1) At the end of the first year by either party without notice.

- (2) At any time on \*two calendar months' notice in writing given to him by the Government if, in the opinion of the Government, the party of the first part proves unsuitable for the efficient performance of his duties during service under this agreement.

\*Provided that the Government may in lieu of any notice herein provided for, give the party of the first part, a sum equivalent to the amount of his pay of two months or shorter notice than two months, if they pay him a sum equal to the amount of his pay for the period by which such notice falls short of two months.

\*Effective from 24<sup>th</sup> April 1982.

- (3) By the Government without previous notice if the Government are satisfied on medical evidence that the party of the first part is unfit and is likely for a considerable period to continue unfit by reason of ill-health for the discharge of his duties in India.

PROVIDED always that the decision of the Government that the party of the first part is likely to be unfit shall be conclusively binding on the party of the first part.

- (4) By the Government or their officers having proper authority without any previous notice if the party of the first part shall be guilty of any insubordination, intemperance or other misconduct or of any breach or non-performance of any of the provisions of these presents or of any rules pertaining to the public service to which he may belong.
- (5) By \*two calendar months' notice in writing given at any time during service under this agreement (except the first year

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\*[G O(P) No. 199/1982/Fin., Dated 24/04/1982]



thereof) either by him to the Government or by the Government or their authorised officer to him without cause assigned.

\*Effective from 24<sup>th</sup> April 1982.

PROVIDED always that the Government may, in lieu of any notice herein provided for, give the party of the first part a sum equivalent to the amount of his pay of \*two months or shorter notice than \*two months if they pay him a sum equal to the amount of his pay for the period by which such notice falls short of \*two months.

\*Effective from 24<sup>th</sup> April 1982.

(†) Omitted.

The second Proviso is in effect from 24<sup>th</sup> April 1982.

The term 'pay' for the purpose of this clause shall mean the pay (including special pay and personal pay, if any), the party of the first part is receiving under these presents at the time, unless he is receiving officiating pay in which case it shall mean the pay (including special pay and personal pay, if any) of his substantive appointment.

4. If the party of the first part is suspended from duty during investigation into any charge of misconduct mentioned in sub-clause (4) of clause 3 hereof, he shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence grant at such rate as the Government may decide to allow him.
5. The scale of pay attached to the post of..... to which the party of the first part is appointed shall comprise the following monthly rates of pay in successive stages of every twelve months' service :-

(Pay ₹.)

\*, † [G O(P) No. 199/1982/Fin., Dated 24/04/1982]

Stages:

1 .....

2 .....

3 .....

etc.

He shall from the ..... be granted pay at the rates of Rupees ..... per mensem in the aforesaid scale and shall receive pay in the succeeding stages provided for in that scale in accordance with the provisions of the rules from time to time in force and applicable to his case, service in the stages reckoning from the aforesaid date. The pay from time to time payable to him under these presents shall be paid for such time as he shall serve under this agreement and actually perform his duties commencing from the aforesaid date and ceasing on the date of his quitting service or on the day of his discharge therefrom or on the day of his death if he shall die whilst in service. If at any time the party of the first part proceeds on deputation on foreign service his pay during deputation shall be regulated by the ordinary rules regarding deputation on foreign service.

6. The party of the first part shall be eligible, subject to the exigencies of public service, for leave and leave salary under the rules contained in Appendix VIII to Kerala Service Rules, as amended from time to time.
7. If the party of the first part is required to travel in the interest of public service he shall be entitled to Travelling Allowance on the scale provided for in the rules framed by the Government from time to time in force and applicable to the class of officers serving in the same station to which Government may declare him to correspond in status or conditions of service.

- 8. The party of the first part shall be eligible for any concessions in relation to medical attendance and treatment that may be prescribed by the Government for the class of officers serving in the same station to which the Government may declare the party of the first part to correspond in status or conditions of service.
- 9. Notwithstanding anything herein before contained the party of the first part shall, unless otherwise decided by the Government, be entitled to receive in whole or in part as may be authorised by the Government the benefits of any improvement that may be sanctioned by the Government subsequent to the date of these presents in the terms and conditions of the service of members of the public service to which he may for the time being belong and the decisions of the Government in respect of such improvement in the terms and conditions of service of the party of the first part shall operate so as to modify to that extent the provisions of these present.
- 10. Notwithstanding anything herein before contained the pay and leave salary admissible under these present shall be subject to any emergency cut that may be ordered by the Government for the same period and on the same terms as for other officers under the administrative control of the Government.
- 11. In respect of any matter in regard to which no provision has been made in this agreement the provisions of the Kerala Service Rules shall apply to the extent to which they are applicable to the service hereby provided for and the decision of the Government as to their applicability shall be final.

In witness whereof Sri ..... the party of the first part and Sri ..... Secretary to the Government for and on behalf of the Governor of Kerala hereunto set their hands the day and year first above written.

Signed by Sri..... the party of the first part.

In the presence of witnesses:—

1 .....

2 .....

Signed by Sri ..... Secretary to the Government for and on behalf of the Governor of Kerala.

In the presence of witnesses :—

1.....

2.....

## APPENDIX II

## LIST OF HEADS OF DEPARTMENTS

[Referred to in Rule 12 (13) of Part I]

1. Secretaries, Additional Secretaries and Joint Secretaries to Government (including Secretary to the Legislative Assembly).
2. Board of Revenue
3. Director of Public Instruction
4. Additional Director of Public Instruction
5. Director of Collegiate Education
6. Director of Examination and Text Books
7. Director of Technical Education
8. Chief Engineers
9. Chief Conservator of Forests
10. Director of Agriculture
11. The High Court
12. Chairman, Public Service Commission
13. Director of Public Relations
14. Transport Commissioner
15. Inspector General of Police
16. Director of Health Services
17. Advocate General
18. Registrar of Co-operative Societies
19. Inspector General of Registration
20. [Deleted]
21. Labour Commissioner

22. Examiner of Local Fund Accounts
23. Inspector General of Prisons
24. Director of Animal Husbandry
25. [Deleted]
26. Director of Harijan Welfare
27. † Director of Medical Education
28. \* Director of Municipal Administration
29. Director of Industries and Commerce
30. Director of Fisheries
31. Director, Bureau of Economics and Statistics.
32. Director of Indigenous Medicine
33. # Director of Insurance
34. Chairman, Kerala Sales Tax Appellate Tribunal, Trivandrum.
35. Principals, Ayurveda Colleges.
36. Industrial Tribunals
37. The State Port Officer
38. Commissioner, Hindu Religious and Charitable Endowment Fund.
39. Director of Tourist Department
40. Presiding Officer, Labour Courts
41. Director of Museums and Zoos
42. Secretary to Governor and Comptroller, Governor's Household
43. Director of Employment and Training
44. Director of Geology

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†[Substitution G O(P) No. 207/2012/Fin., Dated 03/04/2012 (with effect from 10/05/1983)]

\*[G O(P) No.196/2002/Fin. Dated 03/04/2002 with effect from 05/09/1980]

# [G O(P) No.705/1979/Fin., Dated 06/08/1979]

APPENDIX II ] KERALA SERVICE RULES PART I & II

45. Controller of ! Legal Metrology
46. Drugs Controller
47. Chairman, Land Board
48. Chief Town Planner and Consulting Architect
49. Director of Panchayats
50. Director of Archaeology
51. [Deleted]
52. Director of Fire Force
53. Director of Soil Conservation
54. † Director of Factories and Boilers
55. State Editor, Kerala Gazetteers
56. # Director, Rajya Sainik Board
57. Vigilance Commissioner
58. Director of Vigilance Investigation
59. Director of Treasuries
60. Director of State Lotteries
61. Chief Electrical Inspector of Government
62. Secretary of Official Language (Legislative) Commission
63. \* Director of Printing  
\* Effective from 12<sup>th</sup> August 1992.
64. Director of State Water Transport Department

! [Substitution G O(P) No.544/2007/Fin., Dated 13/11/2007, come into force on 16/12/1993]

† [G O(P) No.172/1984/Fin., Dated 20/03/1984]

# [G O(P) No. 1101/1979/Fin., Dated 21/12/1979]

\* [G O(P) No.197/2002/Fin., Dated 03/04/2002]

APPENDIX II ] KERALA SERVICE RULES PART I & II

65. \* Chief Chemical Examiner to Government  
This amendment shall be deemed to have come into force with effect from 23<sup>rd</sup> September 1983.
66. \*\* Director of Civil Supplies
67. Director of Coir Development
68. ! Director of Handlooms  
This amendment shall be deemed to have come into force with effect from 22<sup>nd</sup> September 1979.
69. ~ Member-Secretary, State Planning Board  
Effective from 24<sup>th</sup> April 1981.
70. † Principal, Government Homeopathic Medical College, Calicut  
Effective from 19<sup>th</sup> March 1982.
71. @ Director of Homeopathy  
Effective from 21<sup>st</sup> April 1973.
72. ▫ Director of Publications, Department of Cultural Publications.  
Effective from 26<sup>th</sup> August 1983.
73. # Director of Archives  
Effective from 18<sup>th</sup> February 1984.

\* [G O(P) No. 876/1987/Fin., Dated 08/10/1987]

\*\* [G O(P) No. 28/1975/Fin., Dated 17/01/1975]

! [G O(P) No. 142/1980/Fin., Dated 19/02/1980]

~ [G O(P) No. 250/1981/Fin., Dated 24/04/1981]

† [G O(P) No.124/1982/Fin., Dated 19/03/1982]

@ [G O(P) No. 170/1984/Fin., Dated 20/03/1984]

▫ [G O(P) No. 670/1984/Fin., Dated 17/11/1984]

# [G O(P) No. 743/1984/Fin., Dated 15/12/1984]

74. @ Director of Rehabilitation  
Effective from 6<sup>th</sup> March 1984.
75. ! Professor-cum-Project Officer, Post Graduate Centre in Ayurveda  
Effective from 27<sup>th</sup> December 1983.
76. † Special Representative, Kerala House, New Delhi.  
Effective from 13<sup>th</sup> June 1984.
77. ~ Chairman, Water Appellate Authority  
This amendment shall be deemed to have come into force with effect from 2<sup>nd</sup> July 1979.
- \*78. Tribunal for Disciplinary Proceedings, Trivandrum.
- \*79. Enquiry Commissioner and Special Judge, Trivandrum.
- \*80. Enquiry Commissioner and Special Judge, Thrissur.  
\* Effective from 10<sup>th</sup> February 1987.
81. \*\* The University Appellate Tribunal, Thiruvananthapuram.  
Effective from 15<sup>th</sup> December 1987.
82. # Director, Kerala Urban Development Project.  
Effective from 22<sup>nd</sup> December 1992.

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@ [G O(P) No. 758/1984/Fin., Dated 22/12/1984]

! [G O(P) No. 107/1985/Fin., Dated 22/02/1985]

† [G O(P) No. 849/1986/Fin., Dated 29/11/1986]

~ [G O(P) No. 16/1987/Fin., Dated 06/01/1987]

\*[G O(P) No. 403/1988/Fin., Dated 07/06/1988]

\*\*[G O(P) No. 794/1992/Fin., Dated 31/10/1992]

# [G O(P) No. 925/1995/Fin., Dated 01/12/1995]

83. ! Director, Higher Secondary Education.  
Effective from 19<sup>th</sup> March 1994.
84. † State Librarian, Trivandrum Public Library.  
Effective from 9<sup>th</sup> March 1988.
85. # Land Use Commissioner

*Note.-* In the case of officers who are not subordinates to any of the above heads of departments, questions which call for disposal by heads of departments should be referred to the Secretary to Government in the department concerned.

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! [G O(P) No. 955/1995/Fin., Dated 06/12/1995]

† [G O(P) No. 985/1997/Fin., Dated 04/11/1997]

# [Inserted G O(P) No. 632/2010/Fin., Dated 25/11/2010 (with effect from 07/02/2007)]

## APPENDIX III

## RULES RELATING TO CHARGE OF OFFICE

(Referred to in Rule 23 of Part I)

## PART I

## Charge of Office

1. Unless for special recorded reasons (which must be of a public nature) the authority under whose orders the transfer takes place permits or requires it to be made in any particular case elsewhere, or otherwise, the charge of an office must be made over at its headquarters, both the relieving and the relieved officers being present.
2. The condition imposed by this rule that both the relieving and the relieved officers must be present is not enforced in the case of officers who are permitted to combine vacation or gazetted holidays with leave.
  - (a) When they are prefixed to leave the outgoing officer will report, before leaving headquarters, or if for urgent reasons the leave is granted during vacation, or holidays, as soon as it is granted that he makes over charge with effect from the end of the vacation or holidays. The relieving officer will then take over charge at the end of the vacation or holidays in the ordinary way.
  - (b) When they are affixed to leave the officer to be relieved will make over charge in the ordinary way before the vacation or holidays, the incoming officer on return at the end of the vacation or holidays, taking over charge with effect from the beginning of the vacation or holidays.
3. The headquarters of any other officer is either the station which has been declared to be his headquarters by the authority which appoints him, or, in the absence of such declaration, the station where the records of his office are kept.

## PART II

## Leaving Jurisdiction

1. No officer (other than a Police Officer acting within his legal powers) is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority.
2. Heads of Departments and Heads of Offices may authorise any officer or subordinate under their control to proceed on duty beyond the limits of his charge but within their own jurisdiction.
3. The sanction of Government is required for any officer proceeding beyond the limits of the State.

*Ruling*

This rule will not be applicable to a case where an Officer is summoned to attend a court outside the State. He should, however, inform his controlling officer before he leaves station.

## APPENDIX IV

RULES REGULATING GRANT OF SPECIAL PAY  
AND COMPENSATORY ALLOWANCES

[Referred to in Rule 12 (31) and Rule 44 of Part I]

In the service rules provision is made for grant of special pay [Rule 12 (31), Part I] and compensatory allowances (Rule 44, Part I).

The additional pay and allowances granted to officers under these rules will be sub-divided into the following classes:-

- Class I (a) Special pay in lieu of higher time scale of pay  
(b) Special pay for specifically arduous nature of work
- Class II Special pay for work in addition to the normal duties attached to the post

†This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> July 1968.

Class III [Deleted]

Class IV Mofussil (Compensatory allowance) hill stations

Class V \*Class V: Deleted

Class VI Miscellaneous (compensatory allowance)

*Class I.*- Special pay in this class are assigned to posts to which special responsibility is attached or which involve work of a specially difficult and arduous nature. No special pay of this class will be granted unless the particular duties for which an allowance is claimed so far differ, in kind or in intensity, from those for the performance of which the service in question was recruited, as to justify a special remuneration.

†[G O(P) No. 393/1975/Fin., Dated 30/08/1975]

\* [G O(P) No. 252/2002/Fin., Dated 25/04/2002]

*Class II.*- The cardinal rule which the Government have adopted is that every officer to whom a variety of duties is assigned or to whose post a number of duties is attached should carry out those duties without extra remuneration unless they involve more than a reasonable days work. In this respect Government are merely giving effect to Rule 14, Part I.

If the volume of work assigned to an officer is more than a full day's work the most suitable course is either to increase the staff, should the amount of work, justify a fresh whole time appointment, or to redistribute the work among the members of the sanctioned staff. Special pay in this class will be granted only when neither of these alternatives is possible.

The grant of a special pay under this class will be restricted to cases which strictly satisfy the following test :-

If the duties are of a kind outside the normal duties of the service, is in addition to the normal work of the service, which the performance of these duties involve really so material as to justify the grant of a separate remuneration in order to secure the contended discharge of those duties by the staff.

*Note.*- The allowance sanctioned to the Typists and Stenographers with higher qualification in Typewriting and Shorthand, as the case may be, shall however be treated as 'Special pay' falling under this class.

*Government Decision No. 1*

\*The Supervisory allowance of ₹ 15 per mensem sanctioned to Head Typists in the scale of pay of Upper Division Typist will be classified as Class II Special Pay under Appendix IV, Kerala Service Rules.

\* [G O(P) No. 615/1964/Fin., Dated 31/08/1964]

*Government Decision No. 2*

†The Supervisory allowance of ₹ 15 per mensem sanctioned to Head Clerks and Head Accountants will be classified as special pay under Appendix IV, Kerala Service Rules.

Class III.- [Deleted]

Class IV.- The localities which have been recognised as hilly to justify special compensatory allowance are:-

1. Portions of Devicolom, Peermade, Udumbanchola, Pathanamthitta, Pathanapuram, Nedumangad and Neyyattinkara Taluks referred to in para 1, under 'A Class I Tracts' in Appendix IX.

# This amendment shall be deemed to have come into force with effect from 2<sup>nd</sup> February 1970.

2. The hill stations of Chalakudy and Trichur referred to in Appendix IX.
3. \*Omitted with effect from 9<sup>th</sup> March 1981.
4. The Wayanad and Attapady Valley.

Compensatory allowance as specified below shall be granted to officers stationed in the hill stations specified above.

5. ! The area comprising the whole of Idukki Village and the portions of Velliamattom and Arakulam Village in Thodupuzha Taluk having the boundaries specified as item 6 under the heading "A Class I Tracts" in Appendix IX.

†[G O(P) No. 150/1958/Fin., Dated 23/06/1958 and G O(P) No. 825/1964/Fin., Dated 28/12/1964]

# [G O(P) No. 576/1975/Fin., Dated 27/12/1975]

\*, ! [G O(P) No. 159/1981/Fin., Dated 09/03/1981]

This item shall be deemed to have come into force with effect from 9<sup>th</sup> March 1981.

* Class	Rate of compensatory allowance per month
Officers whose salary is upto and including ₹ 800	60
Officers whose salary is above ₹ 800 but below ₹ 1,500	80
Officers whose salary is ₹ 1,500 and above	100

*Explanation :* (1) The salary referred to in this paragraph means the salary drawn in the scale of pay as revised on or after 1<sup>st</sup> July, 1983.

- (2) In the case of those who have opted to remain in the pre-revision scale of pay, the salary for the purpose of determining the compensatory allowance shall be calculated by adding to the pay in the pre-revision scale, the dearness allowance admissible at 488 points indicated in Appendix – II to pay revision G.O. (P) 515/85/Fin., dated 16<sup>th</sup> September 1985, which was merged in the pay, with effect from 1<sup>st</sup> July 1983.

\*Effective from 1<sup>st</sup> July 1985.

*Ruling*

# The term "Salary" denotes "pay" as defined in Rule 12 (23), Kerala Service Rules, Part I.

This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> January 1966.

Class V .- deleted\*\*.

\* [G O(P) No. 1109/1987/Fin., Dated 23/12/1987]

# [G O(P) No. 72/1972/Fin., Dated 09/03/1972]

\*\*[Deletion G O(P) No. 252/2002/Fin., Dated 25/04/2002]



*Class VI.- Miscellaneous.-* The allowances admissible under this class are (a) Uniform allowance, (b) Dhobi allowance (c) Allowance to Medical men to compensate for loss of private practice, (d) Security Allowance, (e) Allowance for higher qualification (f) Allowances granted to officers deputed for training and (g) Other compensatory allowances.

*Note.-* In cases where the period of training exceeds three months, compensatory allowance will be granted to the different classes of officers deputed for training outside the State at the following rates, namely:-

@ Category of Officers	Rates for cities of New Delhi, Mumbai and Kolkata (Per month)	Rates for other Places (Per month)
	₹	₹
(1)	(2)	(3)
Officers of the First Grade	900	750
Officers of the Second Grade:		
(a) Officers whose actual pay is ₹ 7,500 and above but below ₹ 9000	800	650
(b) Officers whose actual pay is ₹ 4800 and above but below ₹ 7500	650	525
Officers of the Third Grade	575	425
Officers of the Fourth Grade	525	350

@ [Substitutions G O(P) No. 62/2006/Fin., Dated 07/02/2006]

This amendment shall be deemed to have come into force with effect from 3<sup>rd</sup> March 2004

*Government Decision No.1*

\* Special pay granted under Classes I and II, Rule 4 of the Madras Manual of Special Pay and Allowances to officers governed by the Fundamental Rules (Madras) should be treated, after their option to Kerala Service Rules as special pay Classes I and II respectively under Appendix IV, Kerala Service Rules.

*Government Decision No. 2*

† The various allowance mentioned below will be classified as shown against each:-

Allowance	Classification
1. Post-Graduate allowance	Special pay under Class II
2. Allowance to Medical Officers for visiting bi-weekly Dispensaries	Conveyance allowance under Class V
3. Project Allowance	Compensatory allowance under Class IV
4. Hill tract allowance	Compensatory allowance under Class IV
5. Headmaster's allowance	Class II Special pay
6. Teaching allowance (to non-clinical staff of Medical Colleges)	Compensatory allowance for loss of private practice under Class VI (c)
7. Allowance for part time work :	

\* [Circular No. 38373/RB3/61/Fin., Dated 19/09/1961]

† [G O(P) No. 576/1963/Fin., Dated 07/11/1963]

- i) Allowance given to Assistant Surgeons for taking classes in Auxiliary Midwife's Nurse's Training
  - ii) Allowance given for part-time Lecturers in the Ayurveda College
  - iii) Allowance given for taking classes in B.D.S. Course.
  - iv) Allowance for taking classes in D.M.S. Course.
  - v) Allowance for taking classes in Extension Training Centres.
  - vi) Allowance for taking classes in Industrial Training Centres
  - vii) Allowance for taking classes in Dental Hygienic Course.
  - viii) Allowance given to Doctors for visiting Hostels.
  - ix) Allowance given to Doctors for visiting College of Physical Education.
  - x) Allowance given to Doctors for visiting Police Training School as part-time Medical Officer
  - xi) Allowance given to Doctors for visiting Raj Bhavan Dispensary
  - xii) Allowance given to Doctors for visiting School of Optometry
- Compensatory allowance under Class VI (c)
- Conveyance allowance under Class V

*Government Decision No. 3*

\*The Special Allowance Sanctioned to the Police Personnel and the corresponding categories in the Fire Force, Prison, Forest, Excise and Vigilance Department will be classified as compensatory allowance under Class VI. The personnel on deputation to the Departments, Public Sector undertakings etc. will not be entitled to the special allowance. But it will be admissible during periods of leave with allowance for a maximum period of 4 months.

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\*[G O(P) No. 246/1981/Fin., Dated 21/04/1981]

APPENDIX IV A

**RULES REGULATING THE GRANT OF OVERTIME ALLOWANCE TO THE STAFF OF DEPARTMENTS DURING SESSIONS OF THE LEGISLATIVE ASSEMBLY**

(Vide Rule 14, Part I)

1. \*The allowance will be given to such of the staff in the following departments who are required to sit for overtime duty during the sessions of the Legislative Assembly at the rates sanctioned by Government by general or special orders issued from time to time subject to the conditions specified in Rules 2 to 6:-
  - (i) Stationery Department
  - (ii) Legislature Secretariat
  - (iii) Law Department
  - (iv) Public Relations Department
  - †(v) Radio Electrical, Civil, Mechanical and Electronics wings of the Public Works Department.
  - #(vi) Health Clinic, Legislator’s Hostel and the personnel deputed from the Medical College, Thiruvananthapuram and the Health Services Department.
  - (vii) Police Department.
  - (viii) Fire Force Department.

This Rule shall be deemed to have come into force with effect from 28<sup>th</sup> March, 1983.

2. A person will be eligible for overtime allowance only if he has been on duty on a working day for a minimum period of two hours before 10 a.m. or after

\*[G O(P) No.157/1983/Fin., Dated 28/03/1983]

[†Substitution, # Insertion G O(P) No. 70/2010/Fin., Dated 16/02/2010 (with effect from 16/02/2010)]

3. 5.00 p.m. or for a minimum period of 3 hours on an intervening holiday during the Assembly Session.
  3. Such members of the staff whose presence may be necessary in the interests of work shall be specifically required in writing by the Head of Department/ Office or by his immediate subordinate Gazetted Officer to attend office earlier and/or to stay longer or to attend office on holiday. Only individuals who have been so directed will be eligible for overtime allowance.
  4. The following certificate will be signed by the drawing officer in the bills claiming overtime allowance -
 

“Certified that Sri..... was required under specific orders to sit late in office/to attend office early on.....or to attend office on Sunday/.....holiday and was detained from..... ..a.m to ..... a.m/p.m.....to .....p.m. for disposal of urgent work relating to the Legislative Assembly.

Also certified that the amount claimed by Sri.....is in accordance with the rates prescribed in the rules in Appendix IV A of the Kerala Service Rules.”
  5. Members of the staff who are eligible for allowance in accordance with these rules will not be eligible for any other additional remuneration, conveyance/ hire charges or compensation leave for the performance of the same duties.
  6. The allowance will be classified as ‘honorarium’ and will be drawn in establishment/salary bills. In the case of Gazetted Officers, the allowance will be authorised by the Accountant General on certificates furnished by the Head of Department/Office or by his immediate subordinate Gazetted Officer.
  7. A register showing details of overtime work done, allowance paid therefore, etc., will be maintained in Form No. 14.
- \*Effective from 11<sup>th</sup> June 1963.

\*[G O(P) No. 602/1963/Fin., Dated 02/12/1963]

## APPENDIX V

**LIST OF RECOGNISED \*TUBERCULOSIS, LEPROSY AND CANCER  
INSTITUTIONS AND MENTAL HOSPITALS FOR PURPOSES  
OF GRANT OF EXTRA ORDINARY LEAVE TO OFFICERS  
NOT IN PERMANENT EMPLOY**

(Referred to in Note 3 under Rule 90 of Part I)

## PART I

## Tuberculosis Institutions

*(a) Within Kerala*

1. K.V. Sanatorium, Mulankunnathukavu
2. T.B. Sanatorium, Pariyaram
3. T.B. Centre, Trivandrum.
4. T.B. Hospital, Pulayanarkottah.
5. T.B. Clinic, Palluruthy
6. Do. Kottayam.
7. Do. Trichur
8. Do. Kozhikkode
9. T.B. Seal Ward, Alleppey
10. Do. Ayyampally
11. Do. Always
12. Do. Palluruthy
13. Do. Chittoor.
14. T.B. Clinic, Alleppey
15. Do. Karunagappally
16. Do. Palghat

\*[G O(P) 570/1978/Fin., Dated. 11/07/1978]

17. Do. Muvattupuzha
  18. Do. Cannanore
  19. Do. Kozhencherry
  20. Do. Kottarakkara
  21. T.B. Clinic, Karuvatta
  22. T.B. diagnostic Centre, Quilon
  23. T.B. Isolation Ward, District Hospital, Palghat.
  24. Do. Cannanore
  25. Do. Government Hospital, Chirayinkil
  26. T.B. Seal Ward, Muvattupuzha
  27. Do. Palai
  28. Do. Chengannur
  29. Do. Kozhencherry
  30. Do. Chalakkudy
  31. Do. Mavelikkara
  32. Do. Changanacherry
  33. Do. Mannarghat
- (b) Outside Kerala*
1. Madar Union Sanatorium, Madar, Ajmer, Merwara.
  2. Reid Provincial Sanatorium, Shillong
  3. Municipality Tuberculosis Hospital, Civil and Military Station, Bangalore.
  4. Government Tuberculosis Sanatorium, Bangalore Cantt.
  5. S.B. Dey Sanatorium, Kurseong
  6. Jadabpur Tuberculosis Hospital, Jadabpur
  7. Itki Sanatorium, Itki.

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8. Turner Sanatorium, Bhoiwada Hill, Parel, Bombay.
9. The Bel-Air Sanatorium, Delkeith, Panchgani
10. Hillside Sanatorium, Gengurla
11. The Salvation Army Tuberculosis Hospital, Anand, District Kaira
12. Wanless Tuberculosis Sanatorium, Wanlesswadi, District Satara
13. Pendra Road Sanatorium, Pendra Road, Madhya Pradesh
14. The Nagpur Tuberculosis Clinic, New Delhi
15. Silver Jubilee Tuberculosis Hospital, Kingsway, Delhi
16. The New Delhi Tuberculosis Clinic, New Delhi
17. Union Mission Tuberculosis Sanatorium, Arogyavaram.
18. Visrantipuram Sanatorium, Rajamundry
19. Government Tuberculosis Sanatorium, Tambaram, Madras.
20. Coimbatore District Jubilee Tuberculosis Sanatorium, Perundurai
21. Government Tuberculosis Hospital, Royapettah, Madras City.
22. The King Edward Sanatorium, Dharombur (Simla Hills)
23. Lady Irwin Tuberculosis Sanatorium, Jubar
24. Lady Linlithgow Sanatorium, Kassuli
25. Raj Bahadur Sir Gujarmal Kesradevi Tuberculosis Sanatorium, Amritsar
26. King Edward VII Sanatorium, Bhowali.
27. Tuberculosis Clinic attached to the Calcutta Medical College, Calcutta.
28. Shree Padmavatidevi Sanatorium, Baroda City.
29. Ganga Golden Jubilee Tuberculosis Dispensary and Hospital, Bikaner
30. Tuberculosis Hospital, Lingamapalli, Hyderabad.
31. Princes Krishna Jammanni Sanatorium, Mysore City
32. Tuberculosis Hospital, Nagercoil, Madras State

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33. Tuberculosis Government Hospital, Kanchrapra
34. The Tuberculosis Department of the Government Headquarters Hospital, Trichinopoly.
35. Rajaji Tuberculosis Sanatorium, Trichinopoly
36. Santosham Memorial Tuberculosis Sanatorium, Tambaram, Madras.
37. The Municipal Tuberculosis Dispensary, Civil and Military Station, Bangalore
38. The Kasturba Tuberculosis Clinic and Hospital, Lucknow.
39. Government Tuberculosis Institute, Madras
40. Government Headquarters Hospital, Coimbatore
41. Government Headquarters Hospital, Tanjore
42. Government Erskine Hospital, Mathurai
43. Government King George Hospital, Visakhapatnam.
44. Government General Hospitals, Madras.
45. Government Wellesley Tuberculosis Sanatorium, Bellary.
46. Telegaon General Hospital and Convalescent Home, Telegaon (Dabhade—  
District Poona)
47. Victoria Jubilee Hospital, Amritsar
48. King George Medical College Hospital, Lucknow.
49. Patna Medical College Hospital
50. Tuberculosis Clinic, Jubbulpoor
51. Tuberculosis clinic, Queens Road, Delhi
52. Ramakrishna Mission Free Tuberculosis Clinic, Karol Bagh, Delhi
53. Group of Hospital for Tuberculosis, Bombay
54. Central T.B. Clinic, Kanpur
55. Hospital for Diseases of the Chest Camp, Aundh, Poona

56. K.M.R. Bangu T.B. Sanatorium, Digri, Midnapur
57. Government T.B. Clinic, Mandi
58. Himachal Pradesh Sanatorium, Mandhodhar, Near Dharambur
59. Karnataka Health Institute, Hospital and Sanatorium, Ghataprabha (Belgaum District)
60. V.C. Nath T. B. Sanatorium, Bharatpur
61. Ramakrishna Mission T.B. Sanatorium, Ranchi (Bihar)
62. Sriram Chandra Bhanji Medical College Hospital, Cuttack
63. T.B. Sanatorium, Dakpathan (District Dehra Dum)
64. T.B. Sanatorium, Jaipur
65. T.B. Clinic, Jodhpur
66. M.G. Hospital, Jodhpur
67. T.B. Hospital, Iramumna
68. T.B. Sanatorium, Vikarabad (Anathgiri)
69. T.B. Clinic, Dapirpura.
70. T.B. Clinic, Patiala, Punjab
71. Hardinge Sanatorium, Dharampur (Simla Hills)
72. K.J. Mehta T.B. Hospital, Amargadh (via. Songadh), Bombay
73. T.B. Ward, J.A. Hospital, Gwalior, Madhya Pradesh
74. T.B. Wards, M.T. Hospital, Indore, Madhya Pradesh
75. T.B. Sanatorium, Rao Indore, Madhya Pradesh
76. S.D.S. Sanatorium, Bangalore
77. T.B. Clinic, Allahabad
78. The Coimbatore Tuberculosis Sanatorium, Peelamedu P.O., Avanashi Road, Coimbatore
79. Lala Ram Sarup Tuberculosis Hospital, Mehrauli (Delhi)

80. Rocky Mount Sanatorium, Ara P.G. Mankum (near Ranchi)
81. Mahatma Gandhi Memorial T.B. Sanatorium, Sangipa, Tanjore District
82. Medical Ward (T.B.) attached to the R.G. Ker Medical College Hospital, Calcutta
83. T.B. Hospital, Uditnarayanbur (near Bhowani, Patna, Orissa)
84. Brij Sewa Samiti T.B. Sanatorium, Vrindaban (Mathura)
85. The Government Welfare Fund T.B. Hospital, Nellore (Andhra)
86. Bhabendra Bala Chest Clinic, Serampore (West Bengal)
87. T.B. Clinic, Chemba
88. C.D. Hospital, Srinagar
89. C.D. Hospital, Jammu

**PART II****Leprosy Institutions***(a) Within Kerala*

1. Leprosy Sanatorium, Noornad
2. Leprosy Sanatorium, Koratty
3. Leprosy Treatment Centre, Kayamkulam
4. Leprosy Treatment Centre, Haripad
5. Leprosy Subsidiary Centre, Ponnani
6. Leprosy Subsidiary Centre, Baliapatam
7. Mission Leprosy Sanatorium, Chevayur
8. The Poor Home Society Leprosy Home, Kozhikkode.

*b) Outside Kerala*

1. Bethesad Leprosy Hospital, Nerespur, West Godavary District
2. The Salvation Army Leprosy Hospital, Babatla, Guntur District

APPENDIX V | KERALA SERVICE RULES PART I & II

3. Leprosy Hospital, Keserapalla, Krishna District
4. Leprosy Hospital, Salure, Srikakulam District
5. Leprosy Home, Vizianagram, Vishakapatnam District
6. Leprosy Home and Hospital, Ramachandrapuram (East Godavari District)
7. A.L.C. Mission Leprosy Hospital, Kodur, Cuddapah District
8. Leprosy Clinic, Karwan
9. Leprosy Hospital, Dichpally
10. Leprosy Colony, Zeheerbad
11. Leprosy Colony, Narayanpet
12. Santipara Leprosy Colony, P.O. Bengaingaon (Goalpara District)
13. Christian Leprosy Colony, P.O. Barpheta, Jorhat
14. Seldeha Leper Colony (Santhal Parganas)
15. The Acworth Leprosy Home and Clinic, Vadaia Bombay No.31
16. The Leprosy Hospital, Sholapur
17. The Sasson Hospital, Poona (O.P.D.)
18. The Leprosy Hospital, Polarpur (District Kolaba)
19. The Anti-Leprosy Clinic, Ambewadi South, Satara District
20. The Shenda Park Leprosy Colony, Kolhapur
21. The Kegrpeth Leprosy Hospital, Ahmedabad
22. Leprosy Colony, Osmanbad
23. Kothara Leprosy Home, P.O. Achalpur (District Amarvathi)
24. Jagadamba Kustha Nivar, Amarvati
25. Dattabur Leprosy Colony, P.O. Nalwadi (District Wardha)
26. Leprosy Colony, Warora, District Chanda.
27. Isolation Colony, Kashikhed P.O., Dhamangaon,, District Amarvati
28. Leper Asylum, Adhewada, Bhavangar

APPENDIX V | KERALA SERVICE RULES PART I & II

29. Leper Clinic, Punagadh
30. Government Leprosy Hospital, Schore
31. Leprosy Home, Banganga, Indore
32. Leprosy Home, Ujjain
33. Leprosy Home, Rajgarah
34. Henderson Memorial Leper Home, Dhar
35. Chandkhuri Leprosy Home and Hospital, P.O. Baitapur (District Bilaspur)
36. Bethesda Leprosy Asylum, Champa (District Bilaspur)
37. Shantipur Leprosy Asylum, P.O. Shantipur (District Rajpur)
38. Rajnandgaon Leprosy Home and Clinic, District Durg
39. Government Leprosy Home and Hospital, Raipur
40. Brehepada Leprosy colony, Narayanapur (District Bastar)
41. Chittalanka Leprosy Colony, Dartewara, (District Bastar)
42. Government Lady Willingdon Leprosy Sanatorium, Tirumani, Chingelput
43. Government Children's Leprosy Sanatorium, Madras.
44. St. Mary's Leprosy Hospital, Kumbakonam (Tanjore District)
45. Dayapuram Leprosy Hospital and Home, Manamadura (Ramanad District)
46. Kasturba Gandhi Kusta Nivarana Nilayam, Mazhavanthangal (South Arcot District)
47. St. Joseph's Leprosy Home, Tuticorin (Tirunelveli District)
48. Government Leprosy Treatment Unit, Tirukoilur Leprosy Colony, Imphal.
49. Government Leper Asylum, Magadi Road, Bangalore.
50. The Silver Jubilee Leprosy Hospital, Sankeshwar (District Belgaum)
51. The Leprosy Hospital, Hindaalgi (District Belgaum)
52. St.Josheph's Leprosy Hospital and Asylum, Kankareddy (South Kanara District)

APPENDIX V ] KERALA SERVICE RULES PART I & II

53. Leprosy Home and Hospital, Cuttack
54. Leprosy Asylum, Baripada
55. Leprosy Hospital, Subatu
56. Leprosy Home, Palampur (Kangra District)
57. Leprosy Clinic attached to V.M. Hospital, Agart
58. Naini Leprosy Hospital and Home, Naini (Allahabad)
59. Leprosy Hospital under the Gandhi Memorial and Associated Hospital, Lucknow
60. Maclaren Leper Hospital, Dehradun
61. Srimati Bhagwan Dei Leper Hospital, Kanpur
62. Leprosy Home and Hospital, Almora
63. Leprosy Home and Hospital, Chaudag, Almora District
64. Skin and V.D. Dept., S.N. Hospital, Agra
65. Leprosy Home and Hospital, Zamuratgang, Faizabad
66. Skin Dispensary, K.E. Hospital, Banares
67. The State Leper Hospital, Baharaich
68. Gouripore Leprosy Colony, Bankura
69. Leprosy Home, Bankura
70. Silda Leprosy Clinic, Midnapure
71. Griffiths Leprosy Colony, Midnapur
72. Municipal Charitable Leprosy Clinic, Burdwan
73. Asansol Leprosy Settlement, Asansol
74. Raniganj Leprosy Home, Burdwan District
75. Krishnagar Leprosy Clinic, Nadia District
76. Leprosy Clinic, Howrah

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77. Behrampore Leprosy Clinic, Murshidabad District
78. Kalimpong Leprosy Colony, Darjeeling District
79. Alber Victor Leprosy Hospital, Calcutta
80. Leprosy Outpatient Dept., School of Tropical Medicine, Calcutta
81. Premananda Leprosy Clinic, Maniktala
82. Premananda Leprosy Clinic, Kalighat
83. Sriniketan Leprosy Clinic, Birhum District
84. Purutia Leper Asylum (Manbhum District)

**\*APPENDIX VI (Omitted)**

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\*[G O (P) 65/2007/Fin., Dated 19/02/2007]



## APPENDIX VII

## RULES RELATING TO CASUAL LEAVE

(Referred to in Rule 111 of Part I)

1. Casual leave is not provided for in the rules as it is not recognised as leave. Technically therefore an officer on casual leave is not treated as absent from duty and his pay and allowances are not intermitted. The grant of such leave need not be reported to the Audit Officer, nor is it necessary for the officer to submit charge certificates when he proceeds on or returns from casual leave.
  2. *\*(i)* No officer may in any case be absent on casual leave for more than twenty days in the course of one calendar year. But the members of the teaching staff of educational institutions shall be eligible for casual leave only for fifteen days in a calendar year.
  - \*(ii)* All officers including teaching staff of educational institutions may be allowed to combine casual leave with Sundays and other authorised holidays provided that the resulting period of absence from duty shall not exceed fifteen days at a stretch. The fact that a maximum has been fixed for the amount of casual leave which may be taken within a year, does not mean that an officer is entitled to take the full amount of casual leave as a matter of course.
- †*Exception:-* The maximum period of absence combining casual leave with Sundays and other authorised holidays will be twenty days at a stretch for the State Government employees working in New Delhi.
- (iii)* All officers including those who have put in less than a year's service will be allowed casual leave at the rate of 20 days during a year without taking into account the length of service put in by them subject to the discretion of the sanctioning authority :

\*[GO(P) No. 648/1978/Fin., Dated 24/08/1978]

†[G O(P) No. 51/1989/Fin., Dated 30/01/1989]

- \*Provided that the teaching staff of educational institutions may be granted casual leave for fifteen days only during a year.*
- † The amendment shall be deemed to have come into force with effect from 1<sup>st</sup> January 1970.
3. An officer requiring casual leave should take the orders of the head of his office for such absence. When the head of an office requires casual leave, he may take the leave and report the fact to his immediate superior authority. Heads of Departments should intimate their intention of taking casual leave to Government in the department concerned. In cases in which the casual leave is intended to be spent outside the jurisdiction of the officer, the previous sanction of the competent authority should be obtained.
  4. # A Casual Leave Register shall be maintained in every office in Form No. 19. When an Officer is transferred from one department/ office/section to another, the Controlling Officer of the former shall forward the extract of Casual Leave Register pertaining to the Officer, duly authenticated, to the latter. No Officer shall be granted further casual leave during the rest of the calendar year before getting the above extract.
  5. *(i)* An officer may be allowed casual leave for half a day at his request, provided that casual leave for half a day shall not be granted to the staff of the department of Museums and Zoos who work in shifts.
  - \*\* (ii)* Casual leave for half a day at a time may be granted to the technical staff of Government presses who have to work in the first shift that

\*[G O(P) No. 622/1979/Fin., Dated 19/07/1979]

†[G O(P) No. 844/1970/Fin., Dated 05/12/1970]

#[Substitution G O(P) No.637/2010/Fin., Dated 25/11/2010 (with effect from 25/11/2010)]

! [Substitution G O(P) No. 465/2012/Fin., Dated 17/08/2012 (with effect from 17/08/2012)]

\*\*[G O(P) No. 505/1977/Fin., Dated 07/12/1977]

is from 8 a.m. to 4.30 p.m. with a noon interval of one hour between 1 p.m. and 2 p.m.. In respect of the second shift half day casual leave may be allowed only for the second half of the shift that is from 9 to 11.30 p.m.

6. † Casual leave cannot ordinarily be taken in combination with any leave recognised by the rules, with joining time or with vacation. Heads of Departments may, however, sanction such combination in special cases, provided there is no evasion of rules, for instance, when an officer obliged to be absent owing to the prevalence of infectious disease in his residence and placed on special casual leave, himself contracts the illness and has to be granted regular leave in continuation.
7. Casual leave, not being recognised as leave, cannot be retrospectively commuted into any other kind of leave, but when an officer who proceeded on casual leave under the ordinary circumstances takes some other kind of leave in continuation, such leave will be held to have commenced from the date on which he proceeded on casual leave.
8. Deleted

## SECTION II

### SPECIAL CASUAL LEAVE

1. Special Casual leave not counted against ordinary casual leave may be granted to an officer in the following circumstances :
- (i) When he is ordered by the head of his office to absent himself from duty on the certificate of a medical officer or sanitary authority on account of the presence of infectious disease in his residence \*provided no substitute is appointed and no extra cost to Government is involved. If, however, a substitute is necessary, ordinary leave debit to the leave account of the officer should be

†[G O(P) No. 863/1978/Fin., Dated 18/12/1978]

\*[G O(P) No. 164/1974/Fin., Dated 17/07/1974 with effect from 01/03/1997]

granted. The grant of special casual leave involving the appointment of substitute in all other cases requires the sanction of Government; which will be accorded only when the absence is for less than 30 days and the subordinate concerned draws a pay of less than \*₹ 16180 per mensem, and has no ordinary leave to his credit. This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> July 2009.

*Note 1.*- When the officer himself catches the infection, regular leave under the rules must be taken for the period of absence.

*Note 2.*- The following diseases are treated as infectious diseases for the purpose of the grant of special casual leave:-

- 1) Smallpox
- 2) † Deleted
- 3) Plague
- 4) Cholera
- 5) Typhoid
- 6) Acute influenzal Pneumonia
- 7) Diphtheria
- 8) Cerebro-spinal meningitis

*Note 3.*- Leave under this head shall not ordinarily be granted for a period exceeding 21 days, but in exceptional cases it may be granted upto 30 days.

*Note 4.*- Special casual leave taken in any circumstances may be allowed to be combined with ordinary leave or ordinary casual leave.

\* [Substitution G O(P) No. 406/2013/Fin., Dated 27/08/2013]

† [G O(P) No. 189/1976/Fin., Dated 05/07/1976]

\* *Note 5.*- The heads of offices will also be eligible for special casual leave under the Rules.

- (ii) When he is summoned to serve as a juror or assessor or to give evidence before a court as a witness in civil or criminal cases in which his private interests are not in issue, the leave to cover the total period absence necessary.
- (iii) When he is permitted to attend the meetings of a University, or to undertake any other work connected with a University, leave to cover the period of absence from duty.

But if he takes up examinership in University Examination and accepts remuneration at the instance of Government, his absence will be treated as duty and if the work is not taken at the instance of Government, he will have to avail himself of eligible leave.

# *Note.*- In the case of University examinations conducted by the Universities in Kerala, the examinership offered by one University to the teaching staff of colleges under another University and accepted by them will be treated as taking up examinership at the instance of Government for the purpose of this rule.

This Note shall be deemed to have come into force with effect from 18<sup>th</sup> February 1981.

- (iv) When he is bitten by a rabid animal, or if it becomes necessary to undergo anti-rabic treatment due to infection during post-mortem examination or other similar causes, leave to cover the actual period required for treatment (14 days) and for the journeys to and from the nearest anti-rabic treatment centre.
- (v) [Deleted]

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\*[G O(P) No. 164/1974/Fin., Dated 17/07/1974]

# [G O(P) No. 167/1982/Fin., Dated 06/04/1982]

(vi) When an officer in the last grade is temporarily incapacitated on account of typhoid and cholera inoculation leave for one day.

- \*(vii) (a) A male Government employee who undergoes vasectomy operation for the first time will be granted special casual leave for a period not exceeding six working days. Intervening Sundays and closed holidays will be ignored while calculating the period of special casual leave. Special casual leave for a period not exceeding 6 days will be granted for undergoing vasectomy operation for the second time also on production of a medical certificate from the prescribed medical authority to the effect that the first operation was a failure and that the second operation was actually performed.
- (b) A female Government servant who undergoes sterilisation operation will be granted special casual leave for a period not exceeding 14 days :

Provided that special casual leave for undergoing tubectomy operation for the second time will be granted only on production of a medical certificate from the prescribed medical authority to the effect that the first operation was a failure and that the second operation was actually performed.

- (c) A male Government servant whose wife undergoes a gyno-sterilisation (tubectomy operation without delivery) will be granted special casual leave for a period not exceeding 7 days subject to production of a medical certificate from the medical officer who actually performs the operation.
- (d) An Officer undergoing treatment due to complication arising from sterilisation operation shall be granted special casual leave to

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\* [G O(P) No. 381/1983/Fin., Dated 08/07/1983]

cover the period of such treatment based on the certificate of the medical authority:

Provided that if the Government servant is not hospitalised the period of special casual leave granted will be limited to 7 days in the case of male officers and 14 days in the case of female officers.

*Ruling*

Special casual leave under this rule may be combined with holidays provided that the total period of absence from duty does not exceed ten days.

- (viii) Women employees who undergo I.U.C.D. insertion will be granted special casual leave for the day of insertion.

\*Special casual leave will be granted on the day of I.U.C.D.—re-insertion also.

- (ix) When an officer as member of a staff council has to attend a meeting of the council, he will be granted special casual leave for the days required for the journey from his place of duty to the place of the meeting of the council and back.

†(x-a) Special casual leave will be granted to women Government employees having less than three children for undergoing medical termination of pregnancy. The leave shall be granted only once in their service and shall be for a period of six days including the day on which medical termination of pregnancy is conducted.

\*(x-b) Female Government employees who undergo salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave for a period not exceeding 14 days.

\*[G O(P) No. 381/1983/Fin., Dated 08/07/1983]

†[G O(P) No. 388/1976/Fin., Dated 16/12/1976]

\*(x-c) Male Government employees whose wives undergo tubectomy/salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave upto 7 days subject to the production of medical certificate stating that their wives have undergone tubectomy/salpingectomy operation after Medical Termination of Pregnancy. It shall not be necessary to state in the certificate that the presence of the Government employee is required to look after the wife during her convalescence.

†(xi) An officer who is a member of the Indian Institute of Public Administration may be granted special casual leave to attend any meeting/seminar organised by the regional or local branch of the said Institute and for the days required for the journey from their place of duty to the place of meeting/seminar and back.

(xii) (i) A Government officer who has lost all male children or all female children after vasectomy/tubectomy operation performed earlier; may be granted special casual leave for undergoing recanalisation operation upto a period of 21 days or actual period of hospitalisation as certified by the authorised medical attendant, whichever is less. Special casual leave shall also be granted for the minimum journey period required and spent for the to and fro journey for undergoing the operation.

(ii) The grant of special casual leave shall be subject to the following conditions, namely:-

(a) the operation has been performed in a hospital or a medical college or an institution where facilities for recanalisation are available.

(b) the request for the grant of special casual leave shall be supported by a medical certificate from the doctor who performed the operation to the effect that hospitalisation of the officer for the

\*[G O(P) No. 381/1983/Fin., Dated 08/07/1983]

†[G O(P) No. 45/1977/Fin., Dated 01/02/1977]

period stipulated therein was essential for operation and post operational recovery.

- (iii) \*The period of absence in excess of the period of special casual leave as admissible under sub-clause (i) shall be treated as regular leave of the kind admissible under the leave rules applicable to the officer or ordinary casual leave as applied for by the officer.

*Note.-* Special casual leave granted under clauses (vii) to (xii) under the Family Welfare Programme may be suffixed as well as prefixed to regular leave or casual leave. However, special casual leave should not be allowed to be prefixed or suffixed both to regular leave and casual leave. The intervening holidays and/or Sundays may be prefixed/suffixed to regular leave, as the case may be.

2. In the cases coming under clauses (i) to (iii) above, when the absence from duty exceeds the period which may reasonably be treated as casual leave under the discretion vested in the head of the office, the officer may be granted for the entire period of absence such regular leave with leave salary as may be due to him and thereafter leave without allowances. In the cases coming under clause (iv) above the excess over one month of the period of absence should be treated as regular leave and debited to the leave account
3. †(a) Special casual leave not exceeding 15 days in one calendar year may be granted to Government servants who take part in State Championship conducted by the respective State Associations within the State and for attending selection trials of State Teams for participating in National Championships.
- (b) Special Casual leave not exceeding 45 days in one calendar year may be granted to Government servants, who take part in National level championships conducted by All India Associations, for attending coaching camps of the State Teams in preparation of participation in

\*[G O(P) No. 381/1983/Fin., Dated 08/07/1983]

†[G O(P) No. 659/1995/Fin., Dated 10/10/1995]

National Championships and for attending selection trials of National Teams for participating in International Championships.

- (c) Special Casual leave not exceeding 90 days in one calendar year may be granted to Government servants for representing India in International Events and for attending coaching camps of National Teams in preparation of International Events.
- (d) Government officials who are office bearers in the National Federations or Associations in sports and games and who are members of the Kerala Sports Council may be granted special casual leave not exceeding 30 days for the days of the meeting and the minimum time required for the to and fro journeys.
- (e) The period of leave mentioned above shall be independent of one another and shall be exclusive of Public holidays that may intervene. The period of absence in excess of the days mentioned above in each case shall be treated as ordinary leave admissible under relevant leave rules applicable to the Government servants concerned. For this purpose, officers may, as a special case, be permitted to combine special casual leave with ordinary leave. Special casual leave shall not, however, be granted in combination with casual leave.
- (f) Special casual leave shall be granted only on production of participation certificates issued by the respective Associations and it shall be limited to the actual period of participation, including the shortest transit period, subject to the limits specified above.
- (g) Government servants whose services are utilised in connection with coaching or administration of the teams participating in the Championships/Events mentioned above, may also be treated as members of the team for the purpose of grant of special casual leave.

\***(h)** Government Officials who are office bearers of District Sports Associations and District Sports Councils shall be granted Special Casual Leave not exceeding 10 days for attending meetings of District Sports Associations and Districts Sports Councils.

\*This amendment shall be deemed to have come into force on 5<sup>th</sup> January 1999.

*Note.*- The terms 'State Association', 'State Championship', 'All India Association', 'National Level Championship' and 'International Meet/Event' are defined as follows:-

- (i) State Association:-* A duly constituted body, at the State level in respect of a particular discipline of sports/games, having district level units as members. It shall have the recognition of the Kerala Sports Council.
- (ii) State Championship:-* Inter-district or inter-zone championships/meets of a particular game/sports conducted by the respective State associations at State level.
- (iii) All India Association:-* A duly constituted national body of a particular discipline of sports/games, having state level units as members. It shall have the recognition of the Government of India.
- (iv) National Level Championship:-* A Championship/meet conducted by the respective All India Associations at national level in which various state teams participate.
- (v) International Meet/Event:-* Sports/games conducted at International level in which various nations take part. Participation of an Indian team with the approval of Government of India only shall be considered as a recognised event.

\*[G O(P) No. 98/2002/Fin., Dated 31/01/2002]

- 4. When an officer has to insure his life in the State Life Insurance (Official Branch) he will be given such leave of absence as may be necessary to enable him to appear before a Medical Officer and to procure the required certificate.
- 5. When volunteers who are Government servants, attend camps or exercises or attend rifle meetings with the permission of the heads of their departments or offices, they will be considered to be on special casual leave during the period of their absence from duty.

*Government Decision*

\*The concessions allowed to 'volunteers' in regard to the grant of special casual leave for attending camps, exercises, rifle meetings, etc., may be extended to scouters, guiders and office bearers of the Bharath Scouts and Guides Association for attending camps, conferences, rallies, etc.

Effective from 10<sup>th</sup> June 1964.

- 6. Special casual leave will be allowed to Government servants who have won certificates of merit in the Lok Sahayak Sena and who are required to participate in the Republic Day Parade in New Delhi for: (1) a period not exceeding 14 days required for their stay in New Delhi in connection with the participation in the Republic Day Parade plus (2) the minimum period required for the journey of the Government servants from headquarters to New Delhi and back.
- 7. Special casual leave may be allowed to Doctors and Veterinarians who are invitee members, official delegates or those who have been asked to read papers at an All Indian Conference of the Medical or Veterinary Association or the Indian Science Congress, as the case may be. The leave will be granted for attendance at the meeting and for journeys from head quarters to the place of the meeting and back.

\*[G O(P) No. 53/1965/Fin., Dated 05/02/1965]

The power of granting special casual leave under these orders will be exercised by Heads of Departments and regional and district officers in the case of officers under their administrative control. In the case of Heads of Departments partaking in sporting events special casual leave will be granted by Government.

8. Special casual leave may be granted to Government servants appearing at departmental promotion examinations which are neither obligatory nor entail a condition of preferment in Government service (e.g., practical test for selection of typists in service as Stenographers, selective test for selection of last grade employees as attenders etc.) to cover the actual duration of examination concerned plus the minimum period required for the to and fro journey. Such special casual leave will not, however, be granted for appearing for the open competitive examinations held by the Public Service Commission and cannot be combined with ordinary casual leave or regular leave.
9. An accused officer, not under suspension, may be granted special casual leave to cover the actual period for the onward and return journey for appearing before the Disciplinary Proceedings Tribunal and the days of attendance at the Tribunal.
 

*Note.*- This rule will apply mutatis mutandis to accused officers called upon to appear before a Disciplinary Authority/Enquiring Authority duly constituted.
10. When Government servants enlisted as Home Guards Volunteers are called out by the Commandants General/Commandants under sections 5 (1) and 5 (2) of the Kerala Home Guards Act, 1960, for training or to discharge any of the duties or functions assigned to the Home Guards, they will be considered to be on special causal leave during the period of the their training/duty in Home Guards plus the minimum period required for the journey from their headquarters to the place of training/duty and back.

A day's special casual leave will be allowed every year to Government servants who are Home Guards Volunteers for participation in the celebrations of Home Guards Day.

The detention certificate issued by the Commandant General/Commandants, Home Guards will be accepted as valid authority for the grant of special casual leave.

11. The period spent in transit by the civil Government servants who are called out for training in the Defence Reserves, from the date of their relief from the civil posts to the date on which they report themselves to the military authorities and vice versa will be treated as special casual leave.
 

The period of transit should be limited to actual journey time as laid down in Note 1 under Rule 125, Part I.
12. The period of absence (including the period spent in transit) of the members of the teaching staff of the Medical Colleges, College of Nursing and the Dental College, on account of their appointment as Inspectors by the Indian Medical Council, Indian Nursing Council or the Dental Council of India will be treated as special casual leave, provided they are not paid any remuneration for the inspection work.
 

\*Teaching staff of Medical Colleges who are invited by the Indian Medical Council, Indian Council of Medical Research, All Indian Institute of Medical Sciences, Dental Council of India and Indian Nursing Council as experts for attending board meetings and scientific meetings will be granted special casual leave for the days of meetings, including actual time taken for to and fro journeys, provided they are not receiving remuneration from the concerned Institution. The Principals of the Medical Colleges are authorised to grant special casual leave in such cases in respect of officers working under them.

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\*[G O (P) No. 215/1982/Fin., Dated 07/05/1982]

\*This amendment shall be deemed to have come into force with effect from 8<sup>th</sup> June, 1981.

†Auxiliary Nurse Midwives/Nurses who are members of the Indian Nursing Council will be granted special casual leave to attend the meetings of the Council for the days of the meetings including actual time taken for to and fro journeys provided they are not receiving remuneration from the Council. The District Medical Officers of Health are authorised to grant special casual leave in such cases in respect of officers working under them.

†This amendment shall be deemed to have come into force with effect from 28<sup>th</sup> June 1984.

13. # Ex-servicemen boarded out of service and re-employed in Government service in the State, if and when required to appear before the Reserve Medical Boards for the purpose of reassessing their disability, will be granted special casual leave for a maximum period of 15 days including the time spent in transit both ways. Special casual leave under this rule may be granted on more than one occasion in a calendar year, if needed.
14. ! Government servants, who have won gallantry awards and who are required to participate in the Colour Presentation Ceremonies in connection with such awards will be granted special casual leave for the period of their stay at the place where the ceremony is conducted and the minimum period required for the journey from headquarters to such place and back, subject to the condition that the total period shall not exceed 10 days.

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\*[G O(P) No. 215/1982/Fin., Dated 07/05/1982]

†[G O(P) No. 954/1986/Fin., Dated 27/12/1986]

# [G O(P) No. 174/1977/Fin., Dated 04/06/1977]

! [G O(P) No. 304/1971/Fin., Dated 01/06/1971]

This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> April 1970.

*Government Decision*

The Rules in this section will apply to part-time teachers also with effect from 7<sup>th</sup> August 1971.

15. \*The teachers under the Department of Technical Education may be granted special causal leave upto a maximum of 10 days either prefixed or suffixed to the vacation, for attending short-time refresher courses/seminars, in case the period of the training falls outside the vacation period. For periods in excess of 10 days, regular leave will be granted. For this purpose the teachers may, as a special case, be permitted to combine special casual leave with regular leave.

The Principals of the Engineering Colleges, Polytechnics, Women's Polytechnics and the Institute of Printing Technology, Shornur are authorised to sanction special casual leave under this rule.

This amendment shall be deemed to have come into force with effect from 18<sup>th</sup> September 1973.

16. † Disabled State Government employees, shall be eligible for special casual leave for a maximum period of 15 days at a time (including the time spent in transit both ways) to attend Artificial Limb Centre and stay in hospital for replacement/treatment of their artificial limbs. Special casual leave under this rule may be granted on more than one occasion in a calendar year, if needed.
- 16A. # All physically handicapped employees eligible to claim conveyance allowance shall be eligible for special casual leave for a maximum period

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\*[G O(P) No. 199/1974/Fin., Dated 13/09/1974]

†[G O(P) No. 174/1977/Fin., Dated 04/06/1977]

# [G O(P) No. 800/1985/Fin., Dated 10/12/1985]



of 15 days in a calendar year for treatment of illness connected with the physical handicap of the employee concerned in hospital or at residence on production of medical certificate to that effect from the authorised Medical Officers attending on them.

17. \*Teaching staff of Government Colleges accompanying students' teams for University Youth Festivals organised by the University Union and teaching staff of schools who accompany the students' teams for Youth Festivals, sports meets, coaching camps conducted at State level shall be granted special casual leave for the days of the events and the minimum period required for to and fro journeys subject to the condition that the total period of such special casual leave shall not exceed 15 days in a calendar year.

18. †The staff guides, namely teachers in schools and junior lecturers and lecturers in colleges engaged in the Forest Club activities will be granted two days special casual leave in a calendar year for attending to seminars, etc. relating to those activities.

Effective from 5<sup>th</sup> June 1985.

19. # Employees who undergo \*(Omitted) heart surgery or organ/kidney transplantation shall be granted special casual leave not exceeding 45 days in a calendar year, on production of certificate to that effect from an authorised Medical Officer to cover the actual period required for \*(Omitted) heart surgery or organ/kidney transplantation followed by post transplantation recovery. The leave may be allowed to be combined with the ordinary leave as defined in rule 77 (i) part I of these Rules or with ordinary casual leave. The period of leave under this rule shall be exclusive of public holidays that may intervene and the leave may be availed of on more than one occasion in a calendar year, if needed.

\*[G O(P) No. 218/1978/Fin., Dated 27/02/1978]

†[G O(P) No. 51/1989/Fin., Dated 30/01/1989]

# [Insertion G O(P) No. 508/2012/Fin., Dated 22/09/2012 (with effect from 26/02/2011)]

\*\*[Deleted G O(P) No. 581/2014/Fin., Dated 29/12/2014 (with effect from 09/09/2013)]

Explanation:- For the purpose of this rule, 'authorised medical officer' means,-

- (i) The Medical Officers of Government not below the rank of an Assistant Surgeon; and
- (ii) Private Medical Practitioners of modern medicine registered in Part A of the Register of Modern Medicines.

- 19.A. †Employees who undergo chemotherapy or radiation shall be granted special casual leave not exceeding six months in a calendar year, subject to the conditions, specified in rule 19.

20. \* Every employee having a physically or mentally challenged child shall be granted special casual leave for a maximum period of 15 days in a calendar year on production of a certificate from a medical officer attending the child, stating that the child is physically, or mentally, challenged, on each occasion of the leave. Special casual leave under this rule shall be granted on more than one occasion subject to a maximum period of 15 days in a calendar year, if found necessary. The leave may be combined with ordinary leave or casual leave and the period of leave shall be exclusive of public holidays that may intervene. If both the parents are Government employees, a declaration countersigned by the competent authority to the effect that the spouse has not availed the leave in that calendar year shall also be produced.

21. \*\* An employee shall be granted special casual leave for the day of voluntary blood donation, on production of a certificate of blood donation from the Medical Officer of the institution where blood is donated, provided that the number of days of such Special Casual Leave that can be availed by an employee shall not exceed 2 days with effect from 4<sup>th</sup> May, 1989 to 19<sup>th</sup>

\*[Insertion G O(P) No. 405/2013/Fin., Dated 27/08/2013 (with effect from 26/02/2011)]

†[Insertion G O(P) No. 581/2014/Fin., Dated 29/12/2014 (with effect from 09/09/2013)]

\*\*[Insertion G O(P) No. 580/2014/Fin., Dated 29/12/2014]

November, 2012 and 4 days with effect from 20<sup>th</sup> November, 2012 during a calendar year.

**SECTION III**  
**COMPENSATION LEAVE**

Subject to the following conditions, compensation leave at the rate of one day for each public holiday may be granted to a Government servant who attends office on public (authorised) holidays under the orders of the head of office in order to attend to urgent work arising from the absence of another Government servant or from circumstances beyond the control of the Government Servant:

- (i) Such leave should be taken by a Government servant only with the prior permission of the authority competent to grant him casual leave.
- (ii) The maximum period of such leave that can be taken by a Government servant in a calendar year will be \*\*fifteen days.  
  
\*\*Effective from 1<sup>st</sup> June 1989.
- (iii) No Government servant will be permitted to take such leave after the expiry of three months from the public holiday (s) on which he attended office and in lieu of which the leave is granted.
- (iv) Such leave will not be accumulated for more than 10 days but such leave may be combined with casual leave or other authorised holidays provided that the total period of absence from duty shall # not exceed fifteen days.

†Effective from 7<sup>th</sup> May 1973.

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\*\*[G O(P) No. 840/1992/Fin., Dated 04/11/1992]

# [Substitution G O(P) No.61/2007/Fin., Dated 17/02/2007]

†[G O(P) No. 548/1977/Fin., Dated 23/12/1977]

- (v) Such leave may not be combined with regular leave such as earned leave, half pay leave, etc.
- (vi) A Government servant touring on public (authorised) holiday(s) in connection with performance of his duties is not eligible for such leave in lieu of the holiday(s) on which he was on tour.
- (vii) Such leave shall not be admissible to heads of offices.

Effective from 3<sup>rd</sup> July 1970.

# *Note.*- The benefit of compensatory off for turn duty on Sundays and other closed holidays will be allowed to the security staff, only without detriment to the normal security duties.

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# [G O(P) No. 395/1974/Fin., Dated 29/11/1974]

## APPENDIX VIII

RULES FOR THE GRANT OF LEAVE TO OFFICERS  
APPOINTED FOR LIMITED PERIODS

(Referred to in Appendix I and Note I below Rule 63 of Part I)

1. Where the appointment is for one year or less, earned leave on full pay calculated at 1/11<sup>th</sup> of the period spent on duty may be granted subject to a maximum of 15 days on production of medical certificate. If earned leave has been exhausted, leave on medical certificate, on \*half pay upto 15 days may be granted subject to the condition that the total period of the two kinds of leave does not exceed one month in the officer's term of service.

If the officer serves in a vacation department, earned leave will not be admissible; but he may be granted, if absolutely necessary leave on medical certificate on \*half pay not exceeding 1/11<sup>th</sup> of the time spent on duty, subject to a maximum of 15 days during the officer's term of service.

\*This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> April 1973.

2. Where the appointment is for more than one year but not more than five years, earned leave will be admissible at 1/11<sup>th</sup> of the period spent on duty, subject to the limit of 15 days in a year. Such leave may be accumulated upto a maximum period of two months. Leave on medical certificate on † half pay may also be granted in addition to earned leave subject to a maximum of two months in all during the period of service. In addition, leave without allowances may be granted in special circumstances, when no other leave is admissible, subject to a total maximum limit of three months.

If the officer serves in a vacation department earned leave will not be admissible.

\*[G O(P) No. 491/1975/Fin., Dated 24/10/1975]

†[G O(P) No. 825/1980/Fin., Dated 31/10/1980]

*Note.*- Maternity leave under Rules 100 and 101 will be admissible to female officers appointed on contract basis continuing in service beyond one year provided they would continue in service but for proceeding on such leave.

†This amendment shall be deemed to have come into force with effect from 26<sup>th</sup> August 1971.

3. Where the appointment is for a longer period than five years, but not for an indefinite period, or an original appointment for five years or less is extended so as to make the total period of appointment longer than five years but not for an indefinite period, leave admissible to a permanent officer under the ordinary rules, may be allowed subject to the condition that leave on medical certificate on \*half pay will be limited to six months in all. In the case of extension of the original term of appointment to more than five years, the officer will be credited with the earned leave that would have been admissible had the appointment been initially one of more than 5 years diminished by the earned leave already taken and leave on medical certificate on \*half pay, if any, already taken, will count against the six months limit prescribed.
4. In the case of an officer falling under Rules 2 and 3 above, earned leave due may be granted after the expiry of the period of appointment, only if the leave has been applied for during the period of appointment and refused owing to the exigencies of the public service. An officer whose services are dispensed with on grounds of ill-health may be permitted to take all the earned leave due to him before his service is terminated.
5. The terms "earned leave" and "leave on medical certificate on half pay" used in these rules have the same meanings as they have in the other rules of the Kerala Service Rules and the leave salary during leave taken under

†[G O(P) No. 825/1980/Fin., Dated 31/10/1980]

\*[G O(P) No. 491/1975/Fin., Dated 24/10/1975]

these rules shall be regulated under Rules 92 and 93 of Part I, Kerala Service Rules \*.

\*This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> April 1973.

6. An officer initially engaged for a limited period becomes subject to the ordinary leave rules in their entirety, on his being taken into permanent employment. In such a case, the officer will be credited with all the leave that would have been admissible, had his appointment been one for an indefinite period from the start diminished by the leave already taken. Leave on medical certificate, if any, already taken will count against the maximum limit prescribed.
7. In the case of an officer who has been appointed for a limited period to a temporary post or to a permanent post in an officiating capacity, leave will be granted only on the further condition that his leave vacancy is not filled up and that the leave or any portion thereof will not go beyond the sanctioned period of his service.

*Note.*- The above rules will not apply to officers who were appointed before the coming into effect of these rules or to officers in whose case the terms of their appointment specifically provide for the grant of leave otherwise than in accordance with these rules.

*Government Decision No. 1*

† Rules in Appendix VIII will apply to provisional recruits in the matter of leave.

*Government Decision No. 2*

\*\*The leave earned by provisional recruits during provisional service diminished by the leave, if any, already taken will be carried forward on regularisation of their provisional appointment without any interruption.

\*[G O(P) No. 491/1975/Fin., Dated 24/10/1975]

† [G O(P) No. 103/1961/Fin., Dated 04/03/1961]

\*\*[G O(P) No. 388/1970/Fin., Dated 03/06/1970]

\*\*The provisional recruits will be eligible for the leave admissible to regular employees only from the date of regularisation of appointment.

*Government Decision No. 3*

† An officer on contract appointment will be credited with the leave earned by him in his previous contract appointment (s) diminished by the leave, if any, already taken even if the appointments are not in the same post provided there is no break between the appointments.

*Government Decision No. 4*

# Officers appointed on a fixed monthly honorarium against regular sanctioned post will be governed by the leave rules in this Appendix. The benefit of surrender of earned leave will be allowed to them as in the case of provisional employees.

- \*8. (i) An officer appointed under rule 9(a) (i) of the General Rules of Part II of the Kerala State and Subordinate Services Rules, 1958 through Employment Exchange for a period of 180 days shall be eligible for casual leave at the rate of one day for a month subject to a maximum of six days. Casual leave may be allowed to combine with Sundays and other authorised holidays provided that the resulting period of absence from duty shall not exceed four days at a stretch.
- (ii) Contract employees referred to in rule 8, and re-employed pensioners referred to in rule 63 of Part I of these rules may be granted casual leave at the rate of one day for a month subject to a maximum of twelve days in a year. The leave may be allowed to combine with Sundays and other authorised holidays provided that the resulting period of absence from duty shall not exceed seven days at a stretch.
- (iii) All other conditions in rules relating to casual leave under Appendix VII, Part I of these rules shall mutatis mutandis apply”.

\*\*[G O(P) No. 322/1993/Fin., Dated 12/05/1993]

† [G O(P) No. 499/1971/Fin., Dated 23/08/1971]

# [G O(P) No. 55/1974/Fin., Dated 07/03/1974]

\*[G O(P) No. 333/2014/Fin., Dated 13/08/2014. (with effect from 01/12/2010)]

## APPENDIX IX

## LIST OF HILLY TRACTS

(Referred to in Note 1 to Rule 44 of Part II)

## A. Class I Tracts

1. # Of the area detailed below the tracts falling within the taluks of Devicolam, Udumbanchola, Peermade, Pathanamthitta, Pathanapuram, Nedumangad and Neyyattinkara will form Class I tracts :-

The portion lying to the east of a due north and south line from the northeastern most boundary of the Kunnathunad Taluk upto Thattakkad and thence passing eastwards along southern bank of the Periyar river upto the junction of its northern tributary, the Muthirapuzhai or Munnar river thence southwards along the western bank of the Periyar river, and its tributary, the Cheruthoniyar and the Endayar upto Mundakkayam bridge on the Kottayam – Kumili road, thence southwards straight on the junction of the Aruthayar and the Pamabayar and thence to the junction of the Palathada Aur and Kokkad Aur, thence due south to the Achenkoil river crossing the Kallar and thence to Ramakal along the southern bank of the Achenkoil river.

\*The portion lying to the south of a line starting from Channar ghat peak and passing along the northern bank of the Shendurni river upto the junction of the Quilon-Shencottah road and Trvandrum-Schencottah road, thence passing southward along the eastern side of the Trivandrum-Schencottah road upto Palode, thence along the eastern side of the road from Palode, to Arianad via Vidura till it meets the Nedumangad- Shorlacode road and thence passing southwards along the Nedumangadu-Shorlacode road till it meets the State Boundary.

\*This amendment shall be deemed to have come into force with effect from 22<sup>nd</sup> February 1973

# [G O(P) No. 59/1975/Fin., Dated 13/02/1975]

\*[G O(P) No. 366/1975/Fin., Dated 11/08/1975]

- 2 *Chalaky Division.*- Starting from 19<sup>th</sup> mile in Tramline at Cherumkayam the line proceeds northwards to meet the division boundary and thence follows the division boundary upto the State boundary and thence along the Sekkalamudi, thence to Parambikulam, thence along the Parambikulam river upto Muduvarachal and thence westwards passing Kavali Anapandam and meet the starting station at Cherumkayam.

*Trichur Division (Nelliampathy Range).*-

*North.*- The boundary starts from the inter-district boundary of Trichur and Palghat at Vellamttimalai and proceeds more or less northeast passing the northern side of Padagirimala and Palayampara Estate and reaches the district boundary at nearly one mile south of Govindamalai Estate; thence along the above inter-district boundary towards northeast for about one mile and reaches nearly half a mile northwest of Oottukuzhi Estate.

*East.*- Thence the boundary proceeds along the inter-district boundary of Palaghat and Trichur and reaches the junction point of Thekkadi and Vetti rivers.

*South.*-Thence more or less east along the inter-forest division boundary of Chalaky and Trichur to the inter-district boundary of Trichur and Palghat at nearly one mile north of Anjanapara.

*West.*- Thence the boundary proceeds along the inter-district boundary of Palghat and Trichur and reaches the starting point.

*Palappilly Range.*-

*East.*- The boundary starts from Ponmudi at which the inter-range boundary between Palappilly and Paravattany meets the inter-district boundary of Trichur and Palaghat, and proceeds along the above inter-district boundary and reaches a point nearly one mile south of Kurumalamudi.

*South.*- Thence the boundary proceeds more or less southwest along the inter-forest division boundary between Trichur and Chalakudy for about 5½ miles to reach nearly two miles south of Kumali.

*West.*- Thence the boundary proceeds nearly west to reach the Chiminipuzha at nearly one mile west of Kallichitra, thence along the northern side of Chiminipuzha for about ¾ mile downstream; thence along the tributary of Chiminipuzha to reach the inter-taluk boundary between Mukundapuram and Trichur at nearly 1 ¾ miles west of Ponmudi.

*North.*- Thence along the above inter-taluk boundary till it reaches Ponmudi, the starting point.

3. Attappadi Valley and the Chenat Nair, \* and Silent Valley Reserved Forest.
4. Sungam Range of Nemmara Forest Division.
5. \*[Omitted]

\*Effective from 9<sup>th</sup> March 1981.

6. *Idukki District.*- The area comprising the whole of Idukki Village and the portions of Velliattom and Arakulam Villages in Thodupuzha Taluk having the boundaries specified below :

*North.*- Boundaries of Kothamangalam and Deviolam Taluks.

*East.*- Boundaries of Udumbanchola Taluk.

*South.*- Boundaries of Peerumedu Taluk.

*West.* - The line across Arakulam Village, starting from the tri-junction of Passupara Village in Peerumedu Taluk and Arakulam and Idukki Village of

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\*[G O(P) No. 159/1981/Fin., Dated 09/03/1981]

Thodupuzha Taluk and ending at first Zig point on Thodupuzha-Idukki Road and the line thence across Velliattom village to the tri-junction of Idukki, Velliattom and Udumbannoor Village of Thodupuzha Taluk from where the western boundary of Idukki Village goes north-wards to meet the Taluk boundary of Kothamangalam.

The item 6 shall be deemed to have come into force with effect from 9<sup>th</sup> December 1970.

#### **B. Class II Tracts**

1. The portions of the area other than those falling within the taluks of Deviolam, Peermade, Udumbanchola and Pathanmathitta detailed at A1 above, will form Class II tracts.
2. *Chalakudy Division.*- Starting from Cherumkayam the boundary proceeds upto Kothamuzhi, thence along the Kannamkuzhi thodu upto Chalakudi river, thence along the river the boundary proceeds up to Echipara, thence to Vellikulangara passing Konnakuzhi, Peeliarmuzhi, Kormala and Veeranchira, thence the boundary proceeds nearly northwards to cross the Vaikathu stream and meet the division boundary and along the said boundary of Class I tracts and closes on the starting station.

*Nelliampathy Range.*-

\* *West.*- The boundary starts from the inter-district boundary of Palghat and Trichur at Vellattimalai and proceeds northwest to reach the village boundary of Thiruvazhiyad and Kairady Village tri-junction.

*North.*- Thence along the boundary of Thiruvazhiyad and Nemmara touching the main road, thence the boundary proceeds along the road to Shernally Rubber Estates to the 11<sup>th</sup> mile.

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\*[G O(P) No. 159/1981/Fin., Dated 09/03/1981]

\*East.- Thence along the above road for about 4 Kilometres to reach the northern boundary of Class I area at Pulayampara described in the Nelliampathy Range under the heading “A. Class I Tracts”.

*South.*- Thence the boundary proceeds along the northern boundary of Class I area in Nelliampathy Range and reaches the starting point.

*Palappilly Range.-*

*North.*- The boundary proceeds from the inter-range boundary between Palappilly and Paravattany at nearly half a mile west of Mangattukumban and proceeds east to reach where the northern boundary of Class I area described in ‘A’ above starts.

*East.*- Thence along the western boundary of Class I area in Palappilly Range described in ‘A’ above to reach the inter-forest division boundary of Trichur and Chalakudy.

*South.*-Thence along the above inter-division boundary to reach Muplypuzha near fourteenth mile of Cochin State Forest Tramway.

*West.*- Thence along Muplypuzha downstream for about 5 miles and along Chiminipuzha for about 3½ miles upstream to reach neraly 1½ miles east of Anaipadam, and thence to meet the inter-range boundary at the starting point.

Paravattany Range.-

*North.*- The boundary starts from the inter-taluk boundary of Talappilly and Trichur at 2 ¼ miles east south-east to Melaka and proceeds along the above inter-taluk boundary to reach the inter-district boundary of Palghat and Trichur.

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\*[G O(P) No. 605/1981/Fin., Dated 17/09/1981]

*East.*- Thence along the above inter-district boundary the boundary proceeds to Ponmudi where the inter-taluk boundary between Mukundapuram and Trichur meets the inter-district boundary.

*South.*- Thence the boundary proceeds along the northern boundary of Class I and Class II areas described above in Palappilly Range.

*West.*- Thence the boundary proceeds northwest to reach ¾ mile north to Vengapara, thence to northwest to reach Peechi Dam, thence proceeds along the Peechi Right Bank Canal to reach the crossing point at Trichur-Vaniampara road and thence proceeds northwest to meet the inter-taluk boundary at the starting point.

\*This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> day of September 1975.

*Machad Range.-*

*West.*- The boundary starts from the crossing point of Trichur-Ambalappadu road at the inter-range boundary of Machad Range and Paravattany Range and proceeds along the sixth mile. Thence more or less northeast to reach Wadakkancherry-Vazhani road near Vazhani.

*North.*-Thence along the above road and succeeding cart-tract for about one mile; thence crossing Vazhani lake and along the thodu starting from nearby place of Munipara and falls in Vazhani lake; reaches the inter-range boundary at nearly half a mile west of Munipara.

*East.*- Thence the boundary proceeds southwest for about 1¾ miles along the inter-range boundary of Machad Range and Paravattany Range.

*South.*- Thence the boundary proceeds along the above inter-range boundary and reaches the starting point.

3. The Wayanad Taluk and the Vaithiri Ghat section.

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\*[G O(P) No. 143/1980/Fin., Dated 19/02/1980]

## APPENDIX XII

## RULES FOR THE GRANT OF LEAVE TO RADIATION WORKERS IN THE STATE MEDICAL SERVICE

(Referred to in Rule 110 A of Part I)

Rules for the grant of leave to Radiation Workers in the State Medical Service.

## 1. For the purpose of these Rules:

(i) “Radiation worker” means a worker liable to exposure to ionising radiation in the course of his official work which shall include a person working inside the X-ray and Radium Departments like Radiologist, Radiographer, Technician and Nursing staff of Radiology Department but does not include stretcher bearers, attenders, etc., of the Radiology Department who are not exposed to radiation while a patient is being X-rayed or treated.

(ii) “A year” means a year of duty.

## 2. \*Every radiation worker shall be granted thirty days special casual leave in one spell, every year to recoup his health even when his health is apparently good.

This amendment shall be deemed to have come into force with effect from 1<sup>st</sup> April 1995.

## 3. These Rules shall apply to all radiation workers (permanent or temporary employees) in the State Medical Service but not to purely provisional hands.

The above Rule shall be deemed to have come into force with effect from 29<sup>th</sup> March 1965.

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\*[G O(P) No. 992/1997/Fin., Dated 05/11/1997]

## APPENDIX XII A

## RULES FOR THE GRANT OF LEAVE WITHOUT ALLOWANCES FOR TAKING UP EMPLOYMENT ABROAD OR WITHIN INDIA

(Referred to in Exception 2 to Rule 88 and Rule 110-B of Part I)

\* The following rules shall regulate the grant of leave without allowances to officers for taking up employment abroad or within India. These rules shall not apply in cases of employment in the service of any public sector undertaking, aided schools and private colleges †or self financing colleges within the state or any body incorporated or not, which is wholly or substantially owned, controlled or aided by any State Government or the Government of India.

1. Government will be very selective in granting leave without allowances to employees belonging to professional categories like highly qualified doctors, engineers, scientists etc., for taking up employment abroad or within India. In scarce categories like Veterinary Surgeons, Livestock Assistants and any other category where there is shortage of personnel, officers will not be allowed to take up such employment unless they resign their jobs under Government before hand.
2. No officer going for employment under these rules will be treated as on deputation. An officer taking up employment abroad or within India on his own accord will have to go on leave without allowances to avail himself of the facility.
3. No other kind of leave will be sanctioned in combination with or in continuation of the leave under these rules, \*\*except leave under Appendix XII C.

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†[Insertion G O(P) No. 245/2012/Fin., Dated 27/04/2012. (with effect from 07/06/2010)]

\*\*[G O(P) No. 1002/1997/Fin., Dated 06/11/1997]



4. \*Permanent officers and non-permanent officers in the regular service of Government who have completed probation in the grade in which they are working, including entry grade, may be granted leave without allowances under these rules. In such cases, for and during the currency of, the period of leave, the officers shall lose all service benefits such as the earning of leave including half pay leave, pension, gratuity, increment, etc., and also promotion chances as may arise with reference to their seniority in the posts from which they proceeded on leave. They shall also lose seniority in the higher grade/grades with reference to their juniors who might get promoted to such grade/grades before they rejoin duty.

†*Note.*- The officers who have entered on Leave Without Allowances prior to 9<sup>th</sup> day of April, 2008 will be granted further extension of Leave Without Allowance without the declaration of satisfactory completion of probation in the entry cadre, subject to the condition that such officers will forfeit the service benefits that had accrued to them prior to their proceeding on leave and they will be deemed as new entrants to Government Service and they will have to start service afresh and complete their probation satisfactorily on return from Leave Without Allowance. Only their right to rejoin Government Service in the same entry cadre is protected, as if, they were new entrants in service.

- 4A # Permanent and non-permanent officers in the regular service of Government who have completed probation in their entry grade, but have not completed probation in the grade in which they are working may be granted leave without allowances subject to the condition that they will lose service benefits such as earning of leave including half pay leave, pension, gratuity, increment etc., and also promotion chances that may arise with reference to their seniority

[\* Substitution, # Insertion G O(P) No.94/2010/Fin., Dated 01/03/2010 (with effect from 01/03/2010) ]

†[Insertion G O(P) No. 636/2010/Fin., Dated 25/11/2010 (with effect from 09/04/2008)]

in that grade for and during the currency of the leave period and will have to rejoin as the junior most in that grade and start afresh. They shall also lose seniority in the higher grade/ grades with respect to their juniors who might get promoted to such grade/ grades before they rejoin duty. However, their prior service including that in the grade will count for accrual of Half Pay Leave, Earned Leave; time bound grade promotion, increment and pension.

5. \*Omitted

- @6. The maximum period of leave that may be sanctioned to an officer during his entire service shall be limited to twenty years \*\*and such leave shall not extend beyond twelve months before the date of superannuation. If the officer who has availed himself of the leave without allowances for a total period of 20 years, whether continuously or in broken periods does not return to duty immediately on the expiry of the leave, his service shall be terminated after following the procedure in Kerala Civil Services (Classification, Control and Appeal) Rules, 1960. This condition shall be incorporated in every order sanctioning such leave.

@This shall be deemed to have come into force w.e.f. 5<sup>th</sup> February, 1996.

\*\*This shall be deemed to have come into force with effect from 2<sup>nd</sup> May 2002.

7. Those who are under bonded obligation to serve Government for a prescribed period will not be granted leave under these rules till the period covered by the bond is over, unless they settle the bonded obligations before the grant of leave. The amount remitted on that account will not be refunded under any circumstances. Similarly, officers against whom disciplinary action or vigilance enquiry is pending will not be eligible for leave under these rules.

\*[Deleted G O(P) No. 636/2010/Fin., Dated 25/11/10 (with effect from 09/04/2008)]

@ [Substitution G O(P) No. 637/2002/Fin., Dated 19/10/2002]

\*\*[G O(P) No. 215/2005/Fin., Dated 11/05/2005]

8. Those who had availed themselves of any loan such as house building advance, conveyance advance etc., shall either clear the dues or execute a bond as required under G.O.(P) 1028/79/Fin., dated 23<sup>rd</sup> November 1979 in the form appended thereto, before the grant of leave. \*Those who are subscribers of Group Insurance Scheme shall be permitted to remit the arrear subscription for the defaulted period, with quarterly compound interest at the rate specified by Government for the savings fund, in not more than three instalments, provided they have not attained the age of 50 years, on rejoining duty, after obtaining Government sanction. Such members shall lose their entitlement under the insurance fund in the event of death during the period of leave under this rule. Those who have attained the age of 50 years on the date of rejoining duty on expiry of Leave Without Allowances shall cease to be a subscriber of the scheme and shall be entitled for accrued balance under savings fund only at the time of retirement.
9. Those officers who absent themselves unauthorisedly without getting the leave sanctioned under these rules shall be proceeded against and their service terminated after following the procedure laid down in the Kerala Civil Services (Classification, Control and Appeal) Rules 1960. Requests for re-entertainment in Government Service in such cases as well as in cases covered by Rule 6 above, will be summarily rejected.
10. These rules shall apply to all cases of grant of leave without allowances on or after the 16<sup>th</sup> December, 1983 whether in extension of the leave already granted or otherwise and such leave granted before that date shall be reckoned for applying the 20\*\* years limit under Rule 6 above.

\*\*They shall be deemed to have come into force on 5<sup>th</sup> February 1996.

\*[Substitution G O(P) No. 217/2012/Fin., Dated 11/04/2012 (with effect from 02/08/2007)]

\*\*[G O(P) No. 637/2002/Fin., Dated 19/10/2002]

11. No relaxation of any of the above rules will be allowed.

# This amendment shall be deemed to have come into force with effect from 16<sup>th</sup> December 1983.

† *Note.*- Notwithstanding anything contained in these Rules those who have proceeded on leave for taking up employment abroad \*or within the country before the commencement of these Rules, after obtaining permission of Government will continue to be governed by the conditions laid down in G.O.(P) 274/70/Fin., dated 29-4-1970 for the leave granted to them even if it extends beyond 16-12-1983.

† Effective from 16<sup>th</sup> December 1983.

# [G O(P) No. 953/1986/Fin., Dated 27/12/1986]

\*[G O(P) No. 150/1996/Fin., Dated 30/01/1996]

†[G O(P) No. 1078/1992/Fin., Dated 16/12/1992]

## APPENDIX XII B

**RULES FOR THE GRANT OF LEAVE WITHOUT ALLOWANCES FOR  
THOSE INELIGIBLE FOR LEAVE FOR STUDY PURPOSE  
UNDER RULE 88 OR RULE 91, PART I,  
KERALA SERVICE RULES**

(Referred to in Exception No. 2 to Rule 88 and in Rule 110 – C  
under Section XI-C of Chapter IX, Part I.)

\* The following Rules shall regulate the grant of leave for study purpose in the case of Officers who are not eligible for leave for more than three months under Rule 88 due to the condition of 3 years of continuous service or under Rule 91 due to the condition in Note 2 thereunder. In such cases Leave Without Allowances will be granted for the purpose of study to cover the entire period of the course concerned subject to the following conditions :-

- (i) In the case of officers who have completed probation in the entry grade, during the currency of the period of leave, they shall lose all service benefits such as earning of all kinds of Leave, Pension, Gratuity, Increment etc., and also promotion benefits which may arise with reference to their seniority in the posts from which they proceeded on leave. They shall also lose seniority in the higher grade/grades with reference to their juniors who might get promoted to such grade/grades before they rejoin duty. † Officers who have completed probation in their entry grade, but have not completed probation in the grade to which they have been promoted subsequently may be granted leave without allowances subject to the condition that they will lose service benefits such as earning of leave including Half Pay Leave, Pension, Gratuity, Increment and also promotion chances that may arise with respect to their seniority in that grade for and during the currency of the leave period and will have to join as junior most in that grade and start afresh. They shall also lose seniority in the higher

\*[G O(P) No. 654/1995/Fin., Dated 10/10/1995]

† [Inserted G O(P) No. 94/2010/Fin., Dated 01/03/2010 (with effect from 01/03/2010)]

grade/grades with respect to their juniors who might get promoted to such grade/ grades before they rejoin duty. However, their prior service including that in the grade will count for accrual of Half Pay Leave, Earned Leave, time bound grade promotion, increment and pension.

- (ii) In the case of those who have not completed probation in the entry grade, they shall, besides losing all the service benefits during the currency of the period of leave, forfeit the service benefits that had accrued to them prior to their proceeding on leave. They shall be deemed as new entrants to Government Service on return from leave. They shall have to start afresh and complete their probation on return from leave. Only their right to rejoin Government Service in the same entry grade is protected as if they were new entrants;
- (iii) Those who are under bonded obligation to serve Government for a prescribed period will not be granted leave under these rules till the period covered by the bond is over, unless they settle the bonded obligation before the grant of leave. The amount remitted on that account will not be refunded under any circumstances. Officers against whom disciplinary action or vigilance enquiry is pending will not be eligible for leave under these Rules;
- (iv) The maximum period of leave that can be granted will be five years during the entire period of service;
- (v) The leave will not be allowed to be combined with any other kind of leave or vacation;
- (vi) In the case of officers who do not rejoin duty on the expiry of leave, they shall be removed from service after following the procedure laid down in the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960.

\*This amendment shall be deemed to have come into force with effect from 18<sup>th</sup> September 1984.

\*[G O(P) No. 654/1995/Fin., Dated 10/10/1995]

## APPENDIX XII C

**RULES FOR THE GRANT OF LEAVE WITHOUT ALLOWANCES  
FOR JOINING SPOUSE**

(Referred to in Exception 2 to Rule 88 and in Rule 110-D, Part I)

\* The following rules shall regulate the grant of leave without allowances for the purpose of joining spouse.

1. Only leave without allowances shall be granted for the purpose.

*Note.*- Officers, who seek leave for short periods, not exceeding three months for the purpose of joining spouse, may be granted ordinary leave subject to eligibility. However, when officers who avail of such leave upto three months, seek extension in continuation of the leave for the same purpose, the ordinary leave already granted shall be retrospectively commuted into leave without allowances under these rules.

2. Officers shall not accept any employment during the currency of the period of leave, without prior sanction of the Government.
3. No other kind of leave except leave under Appendix XIIA shall be granted in combination with or in continuation of the leave under these rules.
4. @ Permanent officers and non-permanent officers in the regular service of Government who have completed probation in the grade in which they are working, including entry cadre, may be granted leave without allowances under these rules. In such cases, for, and during the currency of the period of leave, the officers shall lose all service benefits including earning of leave, increment, gratuity, pension etc., and also promotion chances as may arise with reference to their seniority in the posts from

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@ [Substitution G O(P) No. 94/2010/Fin., Dated 01/03/2010 (with effect from 01/03/2010)]

which they proceed on leave. They shall also lose seniority in the higher grade (s) with reference to their juniors who might get promoted to such grade (s) before they rejoin duty.

\**Note.*- The Officers who have entered on Leave Without Allowances prior to 9<sup>th</sup> day of April, 2008 will be granted further extension of Leave Without Allowance without the declaration of probation in the entry cadre subject to the condition that, such officers will forfeit the Service benefits that had accrued to them prior to their proceeding on leave and they will be deemed as new entrants to Government Service and they will have to start service afresh and complete their probation satisfactorily on return from Leave Without Allowance. Only their right to rejoin Government Service in the same entry cadre is protected, as if, they were new entrants in service.

- 4A †Permanent and non-permanent officers in the regular service of Government who have completed probation in their entry grade, but have not completed probation in the grade in which they are working may be granted leave without allowances subject to the condition that they will lose service benefits such as earning of leave including Half Pay Leave, pension, gratuity, increment etc., and also promotion chances that may arise with reference to their seniority in that grade for and during the currency of the leave period and will have to rejoin as the junior most in that grade and start afresh. They shall also lose seniority in the higher grade/grades with respect to their juniors who might get promoted to such grade/grades before they rejoin duty. However, their prior service including that in the grade will count for accrual of Half Pay Leave, Earned Leave; time bound grade promotion, increment and pension.

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\*[Inserted G O(P) No. 636/2010/Fin., Dated 25/11/2010 (with effect from 09/04/2008)]

†[Inserted G O(P) No. 94/2010/Fin., Dated 01/03/2010 (with effect from 01.03.2010)]

5. # Omitted
- \*6. The maximum period of leave that may be sanctioned to officers under these rules, including the leave sanctioned under Appendix XIA, if any, during their entire service shall be limited to twenty years \*\*and such leave shall not extend beyond twelve months before their date of superannuation. If the officers who have availed of the Leave Without Allowances for a total period of twenty years, whether continuously or in broken periods, do not return to duty immediately on the expiry of the leave, their service shall be terminated after following the procedure laid down in Kerala Civil Services (Classification, Control and Appeal) Rules, 1960.

\*This shall be deemed to have come into force w.e.f. 9<sup>th</sup> May, 1997

\*\*This shall be deemed to have come into force w.e.f. 2<sup>nd</sup> May, 2002.

7. Those who are under bonded obligation to serve the Government for a prescribed period, shall not be granted leave under these rules till the period covered by the bond is over or till the bonded obligation is settled.
8. Those who have any outstanding liability to the Government, such as House Building Advance, Conveyance Advance etc., shall not be granted leave under these rules unless they clear the outstanding liability in toto or execute a bond as prescribed by the Government.  
†Those who are subscribers of Group Insurance Scheme shall be permitted to remit the arrear subscription for the defaulted period, with quarterly compound interest at the rate specified by Government for

# [Deletion G O(P) No. 636/2010/Fin., Dated 25/11/2010 (with effect from 09/04/2008)]

\* [Substitution G O(P) No. 636/2002/Fin., Dated 19/10/2002]

\*\*[G O(P) No.215/2005/Fin., Dated 11/05/2005]

†[Substitution G O(P) No.217/2012/Fin., Dated 11/04/2012 (with effect from 02/08/2007)]

the savings fund, in not more than three instalments, provided they have not attained the age of 50 years, on rejoining duty, after obtaining Government sanction. Such members shall lose their entitlement under the insurance fund in the event of death during the period of leave under this rule. Those who have attained the age of 50 years on the date of joining duty on expiry of Leave Without Allowances shall cease to be a subscriber of the scheme and shall be entitled for the accrued balance under savings fund only at the time of retirement.

9. Officers against whom disciplinary action or vigilance enquiry is pending shall not be eligible for leave under these rules.
10. Those officers who absent themselves unauthorisedly without getting the leave sanctioned under these rules shall be proceeded against and their service shall be terminated after following the procedure laid down in the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960.

\*This amendment shall be deemed to have come into force with effect from 12<sup>th</sup> April 1984.

\*[G O(P) No. 1002/1997/Fin., Dated 06/11/1997]

**KERALA SERVICE RULES PART I & II**

**LIST OF FORMS**

1. Please *see* the Kerala Service Rules, Part III
2. Do
3. Do
4. Do
5. Do
6. Do
- 6-A. Do
7. Leave Account (Rule 112-Part I)
8. Please *see* the Kerala Service Rules, Part III
- 8-A. Do
9. Deleted
10. Deleted
11. Please *see* the Kerala Service Rules, Part III
12. Bond for officiating or temporary Government servants granted leave (Rule 91—Part I)
13. Application for leave (Rule 113—Part I)
14. Overtime Register (Rule 7—Appendix IV A)
15. †Service and Payroll Administrative Repository for Kerala (SPARK) (Rule 13A-Part I)
16. Please see the Kerala Service Rules, Part III
17. Do
18. \*Option for Fixation of Pay
19. \*Register for Casual Leave (Rule 4, Appendix VII).

†[G O(P) No. 413/2009/Fin., Dated 25/09/2009 (with effect from 24/04/2007)]

\*[G O(P) No. 465/2012/Fin., Dated 17/08/2012 (with effect from 17/08/2012)]

**LIST OF FORMS**

**FORM No. 7**

**LEAVE ACCOUNT**

(Rule 112 of Part I)

**Part I**

*Earned Leave*

Duty		Period in days	Leave earned 1/22 or 1/11	Leave at credit (Columns 3+7)	Leave taken		Period (days)	Balance on return from leave (Columns 4-6)	Remarks
From	To				From	To			
1		2	3	4	5		6	7	8

**Part II**

*Leave on half pay*

Duty		Leave earned 20 days for every completed year	Leave at credit Columns 3+13	Leave taken						Balance (column 4-10)	Period of leave not due taken	Final Balance		
Dates				Days	Days	Half pay leave		Commutated leave					Period in terms of leave on half pays	Total (Columns 6+9)
From	To					From	To	From	To					
1		2	3	4	5	6	7	8	9	10	11	12	13	

## FORM No. 12

**BOND FOR OFFICIATING OR TEMPORARY GOVERNMENT  
SERVANTS GRANTED LEAVE UNDER RULE 91, PART I,  
K.S.R. FOR HIGHER STUDIES**

KNOW ALL MEN BY THESE PRESENTS that we Shri.....  
(H.E. name and address) at present employed at ..... in the office  
of ..... (hereinafter called "the Bounden") and  
Shri..... (H.E. name and address) and Shri.  
..... (H.E. name and address) .....  
(hereinafter called "the sureties") do hereby bind ourselves, and each of us,  
our heirs, executors, administrators and assigns jointly and severally to pay  
to the Governor of Kerala (hereinafter called "the Government") on demand  
the sum of ₹ 1,000 (Rupees one thousand only) together with interest at  
..... per cent per annum or if the payment is made in a country other than  
India, the equivalent of the said amount in the currency of that country  
converted at the official rate of exchange between that country and India  
and with cost, if any, thereon.

Signed on this the ..... day of ..... one  
thousand nine hundred and .....

Signed by Shri. ....

**(The Bounden)**

In the presence of witnesses:

(1)

(2)

Signed by Shri .....

Signed by Shri .....

(The Sureties)

In the presence of witnesses:

(1)

(2)

WHEREAS the Government have granted to the Bounden regular leave,  
followed by leave without allowances, for a period ..... months  
..... days with effect from ..... in order to enable the Bounden  
to study at ..... on condition that on the expiry of the leave, the Bounden  
shall serve the Government in such capacity as the Government may require  
in the..... Department of the Government or in any other  
Department of the Government as the Government may require, for a period  
of five years and also subject to the terms and conditions hereinafter appearing  
and the Bounden and the sureties have agreed to the same;

Now the condition of the above written obligation is that in the event of the  
Bounden failing to serve in such capacity as the Government may direct for  
a minimum period of five years if so required by the Government, the Bounden  
and the sureties shall forthwith pay to the Government the said sum of  
₹ 1,000 together with interest at ..... percent per annum and costs and  
upon payment of such sums the above written obligation shall be void and  
of no effect, otherwise this shall be and remain in full force and effect;

Provided further that the Bounden and the sureties hereby agree that all  
sums found due to Government under or by virtue of this bond shall be  
recoverable jointly and severally from the Bounden and the sureties and  
their properties movable and immovable under the provisions of the  
Revenue Recovery Act for the time being in force as though such sums  
are arrears of land revenue or in such other manner as the Government  
may deem fit.

## KERALA SERVICE RULES PART I & II

The liability of the sureties under this bond is co-extensive with that of the Bounden and shall not be affected by the Government giving time or any other indulgence to the Bounden.

The stamp duty on this bond shall be borne and paid by the Government.

Signed by Shri .....

(The Bounden)

In the presence of witnesses:

(1)

(2)

Signed by Shri.....

Signed by Shri .....

(The Sureties)

In the presence of witnesses:

(1)

(2)

## FORMS

### \*FORM NO. 13

### APPLICATION FOR LEAVE

(See Rule 113, Part I)

*Note.*- Items 1 to 14 must be filled in by all applicants whether gazetted or non-gazetted.

1. Name of applicant :
2. Date of birth :
3. Post held :
4. Department, Office and Section :
5. Pay and scale of pay :
6. Date of entry in service :
7. Date of commencement of continuous service :
8. Address during leave :
9. House Rent Allowance, Conveyance Allowance or other compensatory allowance drawn in the present post :
10. Nature and period of leave applied for and date from which the same is required :
11. Holidays, if any, proposed to be prefixed/suffixed to the said leave :
12. Purpose for which leave is applied for :
13. Date of return from last leave and the nature and period of that leave :

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\*[Substitution G O(P) No. 535/2003/Fin., Dated 14/10/2003 with effect from 03/11/1997]



**KERALA SERVICE RULES PART I & II**

14. I undertake to refund the leave salary drawn during 'leave not due' which would not have been admissible had rule 85, Part I Kerala Service Rules not been applied in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.

Place

*Signature of applicant*

*(with date)*

15. Remarks or recommendation of the Controlling Officer.

*Signature (with date)*

*Designation*

**FORMS**

**\*CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

[By Accountant General (A&E) in the case of Gazetted Officers]

16. "Certified that ..... (nature of leave) for ..... from ..... to ..... is admissible under rule ..... of the Kerala Service Rules".

*Signature (with date)*

*Designation*

†Order of the Sanctioning Authority :

*Signature(with date)*

*Designation*

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† If the applicant is drawing any compensatory allowance the sanctioning authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying a similar allowance.

†This shall come into force from 3<sup>rd</sup> November 1997.

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\*[Substitution G O(P) No. 535/2003/Fin., Dated 14/10/2003 with effect from 03/11/1997]

**FORM No. 14**

**OVERTIME REGISTER**

(See Rule 7, APPENDIX IV A)

Serial Number	Name and designation of the Government servant required to perform overtime work	Emoluments	Hours of overtime work authorised by the competent authority	Hours of overtime work performed by the Government servant	Nature of work performed during overtime hours
1	2	3	4	5	6

Why the work could not be performed during the prescribed hours of work	Amount of overtime allowance paid	Initials of the competent authority
7	8	9

**\*FORM No. 15**

**SERVICE AND PAYROLL ADMINISTRATIVE REPOSITORY FOR KERALA**

(See Rule 13 A Part-I)

Instruction: This form is required to be duly filled up and submitted by the employees while reporting for duty on fresh appointment. The Officer before whom the employee reports for duty and the appointing authority are required to countersign the duly filled up form submitted by the employee. After getting the form countersigned by the appointing authority, the Subject Assistant will feed the data into Service and Payroll Administrative Repository for Kerala and obtain Permanent Employee Number from the system and write it down in the box provided below for the purpose.

Specimen Signature      Specimen Signature

Signature shall not touch the lines



Affix a recently taken passport size photo

**PART A (for Office use)**

Employee Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department	<input type="text"/>	Office	<input type="text"/>				

**PART B: PERSONAL DETAILS**

(To be filled by the employee)

Name (In Capital Letters and Initials after the Name)	<input type="text"/>		
Date of Birth	<input type="text"/>	Sex	<input type="text"/>
Name of father	<input type="text"/>		
Name of mother	<input type="text"/>		
Nationality	<input type="text"/>	State	<input type="text"/>

\*[G O(P) No. 413/2009/Fin., Dated 25/09/2009 (with effect from 24/04/2007)]

**KERALA SERVICE RULES PART I & II**

Caste		Religion	
Category General/SC/ST/OBC/OEC		Whether Physically handicapped (Yes or No)	
Whether ex-servicemen? (Yes or No)		PAN Number	
Voter Identity Card Number		Ration Card Number	
Identification marks of the employee	1.		
	2.		
Height		Martial status unmarried/married/ divorced	
Spouse's Name			
Spouse's Religion		Spouse's caste	
Whether inter religion/caste marriage?(Yes/No)		Whether spouse is employed	
Spouse employed in (specify organization)			

**PART C: CONTACT DETAILS**

Present Address		Permanent Address	
House No. and Name		House No. and Name	
Street Name		Street Name	
Place		Place	
Pin		Pin	
State		State	
District		District	
Taluk		Taluk	
Village		Village	
Phone No.		Phone No.	
Home Town		Home Town	
Mobile No.		E-mail address	

**FORMS**

**PART D. RECRUITMENT DETAILS**

Source (PSC or other agencies)		Type (General or Special recruitment)	
Method (Direct/By transfer)		Scale of Pay	
Advice Memo No.		Advice Memo date	
Whether District recruitment? (Y/N)		If District recruitment, Specify the District	
Serial No. in the advice memo		Entry category (State service/ State subordinate service)	
Appointment Order No.		Appointment Order Date	

**PART E: IF ALREADY WORKING IN GOVERNMENT, GIVE DETAILS**

Department		Designation	
Relieving Order No.		Relieving Order Date	
Office last worked		Earlier Recruiting Agency	
Earlier Advice Memo No.		Earlier Advice Memo Date	
Earlier Appointment Order No.		Earlier Appointment Order Date	

**PART F: EDUCATIONAL QUALIFICATIONS**

Course Title	Subject	University/Board	Institution studied	Class/ Percentage	Reg.No. and Year

## PART G: DECLARATION

**Declaration**

The information furnished by me in this joining report is correct to the best of my knowledge and is based on valid documents. I also hereby produce the original documents, in respect of all the information given before the reporting officer for verification. I am also aware of the fact that penal action would be taken against me if any of the information provided by me is found fraudulent.

Station :

Name:

Date :

Signature:

## PART H: VERIFICATION (For office use)

Verified the original documents and found eligible for admission to duty.

Name and dated signature of the  
Reporting Officer

Admitted to duty, Employee details may be furnished into SPARK and PEN obtained.

Name and dated signature of the  
Appointing Authority.

**\*FORM NO. 18****OPTION FOR FIXATION OF PAY**

(Rule 28A Part I)

- (a) Consequent upon my promotion as ..... with effect from.....FN/AN, I hereby opt the fixation of pay under rule 28A, in the higher scale of pay of the promoted post, with effect from the date of promotion, without any review consequent on accrual of increment in the lower scale.
- (b) Consequent upon my promotion as ..... with effect from FN/AN, I hereby opt the initial fixation of my pay at the stage in the time scale of pay of the promoted post next above my pay in the scale of pay of the lower post on the date of promotion, and thereafter under rule 28A in the higher scale of pay of the promoted post based on the pay in the lower post with effect from ..... i.e., from the date of accrual of next increment in the scale of pay of the lower post.

Place :

Signature

Date :

Name

Designation

\* [Inserted G O(P) No. 465/2012/Fin., Dated 17/08/2012 (with effect from 17/08/2012)]

**\* FORM NO. 19**

**REGISTER OF CASUAL LEAVE**

(Rule 4, Appendix VII)

Register for Casual Leave for the Year.....

Name.....

Designation.....

Date of application	Period of Casual Leave applied for	Date of		Total period of Casual Leave availed of	Initials of Sanctioning Authority	Remarks
		Commencement	Termination			

\* [Inserted G O(P) No. 465/2012/Fin., Dated 17/08/2012 (with effect from 17/08/2012)]

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This index has been compiled solely for the purpose of assisting references.  
No expression used in it should be considered in any way  
as interpreting the rules.

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**NOTES**



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Ph. 23236351, 23232701, 23237721  
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विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002



UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

August, 2015

18 AUG 2015

The Principal,  
Nirmala College,  
Muvattupuzha, Dist. Ernakulam – 686 661,  
Kerala

**Sub:** - Recognition of **Nirmala College, Muvattupuzha, Dist. Ernakulam, Kerala**  
under Section 2(f) and 12(B) of the UGC Act, 1956.

Sir,

With reference to your letter no. 124/15 on the above subject, I am directed to say that the name of **Nirmala College, Muvattupuzha, Dist. Ernakulam, Kerala** established in the year of **1953**, affiliated to **Mahatma Gandhi University, Kottayam** is included in the list of Colleges maintained under Section **2(f) and 12(B)** of the UGC Act, 1956 under the head **Non-Government** College teaching upto **Master's** Degree.

Yours faithfully,

*Charan Dass*  
(Charan Dass)  
Under Secretary