



APPOINTMENT & SERVICE RULES

MAR THOMA COLLEGE FOR WOMEN
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PREFACE

Mar Thoma College for Women adheres to the appointment policies of University Grant Commission and Kerala Government for the appointment of teaching staff in the institution. The institution has followed all procedures mentioned in the aforesaid policies in all the appointment until now and will follow in future as well. The institution has showed integrity and truthfulness in appointing the best qualified teaching staff. The non teaching staff is also appointed in accordance with the rules of Kerala Government. The service rules of teaching staff is in accordance with UGC regulations and Kerala Service Rule (KSR) whereas the service rules of non teaching staff is in accordance with KSR. The following pages would present a bird's eye view of UGC regulations and Kerala Service Rules.

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 18th July, 2018

UGC REGULATIONS 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, 2018

No. F.1-2/2017(EC/PS).—In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the “UGC Regulations 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 2010” (Regulation No.F.3-1/2009 dated 30th June, 2010) together with all amendments made therein from time to time, the University Grants Commission, hereby, frames the following Regulations, namely:-

1. Short title, application and commencement:

- 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
- 1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
- 1.3 These shall come into force from the date of notification.
2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.
3. If any University contravenes the provisions of these Regulations, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the University, the grants proposed to be made out of the Fund of the Commission.

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018

Minimum qualifications for the posts of Senior Professor, Professors and Teachers, and other Academic Staff in Universities and Colleges and revision of pay scales and other Service Conditions pertaining to such posts.

1.0 Coverage

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

- 1.1 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail
 - i. Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
 - ii. Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level

Eligibility Test (SLET) or the State Eligibility Test (SET), conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.

- 1.2** Every university or institution deemed to be University, as the case may be, shall as soon as may be, but not later than within six months of the coming into force of these Regulations, take effective steps for the amendment of the statutes, ordinances or other statutory provisions governing it, so as to bring the same in accordance with these Regulations.

2.0 Pay Scales, Pay Fixation, and Age of Superannuation

Pay scales as notified by the Government of India from time to time will be adopted by the University Grants Commission.

- 2.1** Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

- 2.2 The date of implementation of the revision of pay shall be 1st January, 2016.**

3.0 Recruitment and Qualifications

- 3.1** The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities and Colleges, and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations. These provisions shall be incorporated in the Statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Regulations.

- 3.2** The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC in these Regulations.

3.3

- I.** The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions in the respective state only:

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

Provided further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

- II.** The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.
- 3.4** A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.
- I.** A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
- 3.5.** A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
- 3.6** A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- 3.7** The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 3.8** The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 3.9** The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.
- 3.10** The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.
- 3.11** The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.
- 3.12 Qualifications:**
- No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.
- 4.0 Direct Recruitment**
- 4.1 For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.**
- I. Assistant Professor:**
- Eligibility (A or B) :**
- A.**
- i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B.** The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

II. Associate Professor:

Eligibility:

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor:

Eligibility (A or B) :

A.

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.

- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

- B.** An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

IV. Senior Professor in Universities

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

Eligibility:

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC-listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

V. College Principal and Professor (Professor's Grade)

A. Eligibility:

- (i) Ph.D. degree
- (ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.
- (iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
- (iv) A minimum of 110 Research Score as per Appendix II, Table 2

B. Tenure

- i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.
- ii) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

VI. Vice Principal

An existing senior faculty member may be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.

4.2. Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Assistant Professor:

Eligibility (A or B):

A.

- i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.

- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges /Institutions subject to the fulfilment of the following conditions:

- a) Ph.D. degree has been awarded to the candidate in a regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate had been conducted;
- d) candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/sponsored by the UGC/AICTE/ICSSR or any other similar agency.

Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.

Note 2: The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).

OR

- B.** A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

- i) studied under a noted/reputed traditional Master(s)/Artist(s)
- ii) Has been 'A' grade artist of AIR/Doordarshan;
- iii) Has the ability to explain, with logical reasoning the subject concerned; and
- iv) Has adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor :

Eligibility (A or B):

A.

- i) Good academic record, with a doctoral degree.
- ii) Performing ability of a high professional standard.
- iii) Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College.
- iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

OR

- B.** A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:

- i) been 'A'-grade artist of AIR/Doordarshan;
- ii) eight years' experience of outstanding performing achievement in the

- field of specialisation;
- iii) experience in designing of new courses and /or curricula;
- iv) participated in National level Seminars/Conferences/Concerts in reputed institutions' and
- v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor :

Eligibility (A or B):

A.

- i) An eminent scholar having a doctoral degree
- ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions
- iii) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals,
- iv) Has a total research score of 120, as per Appendix II, Table 2.

OR

- B.** A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,

- i) Having Masters degree, in the relevant subject
- ii) Has been 'A'-grade artist of AIR/Doordarshan
- iii) Has Ten years of outstanding performing achievements in the field of specialisation
- iv) Has made significant contributions in the field of specialisations and ability to guide research;
- v) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;
- vi) Has the ability to explain with logical reasoning the subject concerned, and
- vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

4.3 Drama Discipline:

I. Assistant Professor

Eligibility (A or B)

A.

- i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme, prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency.

Note:

1. *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B.** A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:
- i) been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;
 - ii) five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and
 - iii) the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor:

Eligibility (A or B) :

A.

- i) A good academic record, having a Ph.D degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.
- ii) Eight years experience of teaching in a University/College and/ or research in a University/national-level institutions equal to that of Assistant Professor in a University/College.
- iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

OR

- B.** A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:
- i) Been recognised artist of Stage/ Radio/TV;
 - ii) Eight years of outstanding performance in the field of specialisation;
 - iii) Experience of designing new courses and /or curricula;
 - iv) Participated in Seminars/Conferences in reputed institutions; and
 - v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor**Eligibility (A or B) :**

- A.** An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.

OR

- B.** A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:
- i) Master's degree, in the relevant subject;;
 - ii) Ten years of outstanding performing achievements in the field of specialisation;
 - iii) Made significant contribution in the field of specialisation
 - iv) Guided research;
 - v) Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;
 - vi) Ability to explain with logical reasoning the subject concerned;
 - vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

4.4 Yoga Discipline**I. Assistant Professor :****Eligibility (A or B) :**

- A.** Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.

OR

- B.** A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*Note: Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Regulations

II. ASSOCIATE PROFESSOR

- i) A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline.
- ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer-reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.

III. PROFESSOR**Eligibility (A or B) :****A.**

- i) An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.
- ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

Or

- B.** An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

4.5 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS**I. ASSISTANT PROFESSOR:**

A Bachelor's Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.), with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University

II. ASSOCIATE PROFESSOR:

- i) Essential : A Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years' experience as Assistant Professor.
- ii) Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer-reviewed or UGC- listed journals.

III. PROFESSOR:

- i) Essential : Master's Degree in Occupational Therapy (M.O.T./ M.O.Th./M.Th.O./M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.
- ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer- reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy).

Note:

- (i) The senior-most Professor in the institution shall be designated as the Principal / Director / Dean.
- (ii) Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

4.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS**I. ASSISTANT PROFESSOR:**

Bachelor's Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.

II. ASSOCIATE PROFESSOR:

- i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years' experience as Assistant Professor.

- ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of Physiotherapy recognised by the U.G.C, and published work of high standard in peer-reviewed or UGC - listed journals.

III. PROFESSOR:

Essential: Master's Degree in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.), with ten years experience.

Desirable:

- (i) Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C, and
(ii) Published work of high standard in peer -reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).

Note:

- (i) Senior-most Professor shall be designated as the Principal / Director / Dean.
(ii) Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

4.7 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVESRITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN

I. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
ii) A consistently good academic record, with knowledge of computerization of a library.
iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
b) The Ph.D. thesis has been evaluated by at least two external examiners;
c) Open Ph.D. viva voce of the candidate has been conducted;
d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

II. UNIVERSITY DEPUTY LIBRARIAN

- i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.
- ii) Eight years experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

III. UNIVERSITY LIBRARIAN

- i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

4.8 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)**I. University Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports****Eligibility (A or B) :****A.**

- i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

Note: The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- v. Passed the physical fitness test conducted in accordance with these Regulations.

OR

- B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

II. University Deputy Director of Physical Education and Sports

Eligibility (A or B) :

A.

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- ii) Eight years experience as University Assistant DPES/College DPES.
- iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- v) Passed the physical fitness test in accordance with these Regulations.

OR

- B. An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.

III. University Director of Physical Education and Sports

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.
- ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.
- iii) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

IV. Physical Fitness Test Norms

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 metres	800 metres	600 metres	400 metres

5.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINESS ON SELECTION PROCEDURE:

5.1 Selection Committee Composition

I. Assistant Professor in the University:

- (a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :
 - i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - iv) Dean of the Faculty concerned, wherever applicable.
 - v) Head/Chairperson of the Department/School concerned.
 - vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

II. Associate Professor in the University

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:
 - i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.
 - iv) Dean of the faculty, wherever applicable.
 - v) Head/Chairperson of the Department/School.
 - vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum

III. Professor in the University

- (a) The Selection Committee for the post of Professor in the University shall consist of the following persons :
- i) Vice-Chancellor who shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - iii) Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - iv) Dean of the faculty, wherever applicable.
 - v) Head/Chairperson of the Department/School.
 - vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum.

IV. Senior Professor

- (a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
- i) Vice Chancellor who shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
 - iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
 - v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.
 - vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

V. Assistant Professor in Colleges, including Private and Constituent Colleges:

- (a) The Selection Committee for the post of Assistant Professor in Colleges, including Private and constituent Colleges shall consist of the following persons:
- i) Chairperson of the Governing Body of the college or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee.
 - ii) The Principal of the College.
 - iii) Head of the Department/Teacher-in-charge of the subject concerned in the College.
 - iv) Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

- v) Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
- vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) Five members, including two outside subject experts, shall constitute the quorum.

VI. Associate Professor in Colleges, including Private and Constituent Colleges

- (a) The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:
 - i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
 - ii) The Principal of the College.
 - iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.
 - iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
 - v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
 - vi) An academician belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) The quorum for the meeting shall be five, including two subject experts.

VII. Professor in Colleges, including Private and Constituent Colleges

- (a) The Selection Committee for the post of Professor in Colleges including Private and Constituent Colleges shall consist of the following persons:
 - i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
 - ii) The Principal of the College.
 - iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.
 - iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority

educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.

- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
 - vi) An academician not below the rank of Professor belonging to the SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) The quorum for the meeting shall be five, including two subject experts.

VIII. College Principal and Professor

A. Selection Committee

- (a) The Selection Committee for the post of College Principal and Professor shall have the following composition:
- i) Chairperson of the Governing Body to be the Chairperson.
 - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
 - iii) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
 - iv) Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).
 - v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
 - vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- (b) Five members, including two experts, shall constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

- (d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).
- (e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organisation with the designation as Professor and in the grade of the Professor..

B. Committee for Assessment of College Principal and Professor for Second Term

The Committee for assessment to the post of College Principal for second term shall have the following composition:

- i) Nominee of the Vice-Chancellor of the affiliating University.
- ii) Nominee of the Chairman, University Grants Commission.

The nominees shall be nominated from the Principals of the Colleges with Excellence/College with Potential of Excellence/Autonomous College/NAAC Grade 'A' accredited colleges.

IX. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

X. The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:

A. For University teachers:

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Head of the Department /Chairperson of the School; and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For College teachers:

- i) The Principal of the college;
- ii) Head /Teacher-Incharge of the department concerned from the college;
- iii) Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts;

C. For University Assistant Librarian:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Librarian, University Library; and
- iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

D. For College Assistant Librarian:

- i) The Principal shall be the Chairperson of the Committee;
- ii) The Librarian, University Library; and
- iii) Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.

E. For University Assistant Director, Physical Education and Sports:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;

- ii) The Dean of the Faculty concerned;
- iii) The University Director, Physical Education and Sports; and
- iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

F. For College Director, Physical Education and Sports:

- i) The Principal shall be the Chairperson of the Committee;
- ii) The University Director, Physical Education and Sports; and
- iii) Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for these committees in all categories shall be three which will include one subject expert/university nominee.

5.2. The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Regulations and as per the minimum requirement specified:

- (a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- (b) In Appendix II, Table 4 for each of the cadre of Librarian; and
- (c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports

shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

5.3 The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

5.4 For all Selection Committees specified in these Regulations, Head of Department / Teacher-Incharge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

6.0 SELECTION PROCEDURE:

I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5.

In order to make the system more credible, universities may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in these Regulations.

II. The universities shall adopt these Regulations for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5 specified in these Regulations.

III. In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

- IV. The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

- V. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B) and 4.4 (III.B) of these Regulations, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.

- VI. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.

- VII. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

- A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:

- i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- iii. **Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.**

B. Assessment Process

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

Step: 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of these Regulations.

6.1 Assessment Criteria and Methodology:

- (a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;
- (b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- (c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

6.2 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

6.3 The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

II. The Selection Committee specifications as contained in Clauses 5.1 to 5.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.

III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table I of Appendix II.

IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.

VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

- i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

VII. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations 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 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

- (a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR

- (b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations 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 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations 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 2010 and its amendments, is defined as under :

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations 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 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations 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 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

TABLE-A

(Minimum API requirement for the promotion of teachers under CAS in university departments)

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/- to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-B**(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG))**

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-C**(Minimum API requirement for the promotion of Library staff under CAS in Universities)**

S.N		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-D**(Minimum API requirement for the promotion of Library staff under CAS in Colleges)**

S.No.		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Table-E

(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-F

(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.

6.4 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

B. Career Advancement Scheme (CAS) for Colleges teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- Attended one Orientation course of 21 days' duration on teaching methodology; and
- Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- 1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and
- ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**Eligibility:**

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix II, Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

C. Career Advancement Scheme (CAS) for University teachers**I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)****Eligibility:**

- i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- ii) Attended one Orientation course of 21 days duration on teaching methodology;
- iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**Eligibility:**

- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten

days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

- i) Ten years' experience as a Professor.
- ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

D. Career Advancement Scheme (CAS) for Librarians**Note:**

- i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11):**Eligibility:**

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree.

- (i) He/she has attended at least one Orientation course of 21 days' duration; and
- (ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)**Eligibility:**

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i) Training/Seminar/Workshop/Course on automation and digitalisation, (ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports

Note:

- i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- ii) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) / College Director of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility:

- i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- ii) He/she has attended one Orientation course of 21 days' duration; and
- iii) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee .

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A)

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- 3) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

6.5. Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LL.M degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

7.0 SELECTION OF PRO-VICE CHANCELLOR / VICE - CHANCELLOR OF UNIVERSITIES:

7.1 PRO-VICE-CHANCELLOR:

The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

7.2 It shall be the prerogative of the Vice-Chancellor to recommend a person to be the Pro-Vice-Chancellor to the Executive Council. The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of the Vice-Chancellor.

7.3. VICE CHANCELLOR:

- i. A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organisation with proof of having demonstrated academic leadership.
- ii. The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a combination thereof. The members of such Search-cum-Selection Committee shall be

persons' of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the Search cum-Selection Committee shall give proper weightage to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance, to be given in writing along with the panel to be submitted to the Visitor/Chancellor. One member of the Search cum-Selection Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State, Private and Deemed to be Universities.

- iii. The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search-cum-Selection Committee.
- iv. The term of office of the Vice-Chancellor shall form part of the service period of the incumbent making him/her eligible for all service related benefits.

8.0 DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE

8.1 DUTY LEAVE:

- i. Duty leave upto 30 days in an academic year may be granted for the following purposes:
 - (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college ;
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice- Chancellor/Principal of the College;
 - (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
 - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
 - (e) For performing any other duty assigned to him/her by the university/college.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

8.2 STUDY LEAVE:

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.

- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- iv. The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- xiii. A teacher -
 - (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
 - (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
 - (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
 - (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.
- xv. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
- xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

8.3 Sabbatical Leave:

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years' of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

8.4 Other Kinds of Leave Rules for Permanent Teachers of the Universities / Colleges

The following kinds of leave would be admissible to permanent teachers:

- (i) Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
- (ii) Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave;
- (iii) Leave not earned by duty, viz. extraordinary leave; and leave not due;
- (iv) Leave not debited to leave account
- (v) Leave for academic pursuits, viz. study leave, sabbatical leave and academic leave;
- (vi) Leave on grounds of health, viz., maternity leave and quarantine leave.
- (b) The Executive Council/Syndicate may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

I. Casual Leave

- (i) The total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

II. Special Casual Leave

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
 - (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

III. Earned Leave

- (i) Earned leave admissible to a teacher shall be:
 - (a) 1/30th of the actual service, including vacation; *plus*
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.
- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For removal of doubt, it may be clarified :

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

IV. Half-pay Leave

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

Explanation:

A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

Note : Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government.

V. Commuted Leave

Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;

Provided that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

VI. Extraordinary Leave

- (i) A permanent teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

VII. 'Leave Not Due'

- (i) 'Leave not due', may, at the discretion of the Vice-Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice-Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council/College Governing Body.

Provided that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

VIII. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

IX. Child-care Leave

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

X. Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

XI. Adoption leave

Adoption leave may be provided as per the rules of the Central Government.

XII. Surrogacy leave

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

9. Research Promotion Grant

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointment.

9.1 Consultancy Assignments

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant-teachers shall be as per the UGC Consultancy Rules to be provided separately.

10.0 Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

11.0 Period of Probation and Confirmation

- 11.1** The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- 11.2** The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- 11.3** Subject to Clause 11 of this Regulation, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- 11.4** The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.
- 11.5** All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

12.0 Creation and Filling-up of Teaching Posts

- 12.1** Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.
- 12.2** All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

13.0 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The

fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly-appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

14.0 Teaching Days

- 14.1** The Universities/Colleges must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarised as follows:

	Number of weeks : 6-days a week pattern		Number of weeks : 5-days a week pattern	
Categorisation	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

- 14.2** In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.

15.0 Workload

- 15.1** The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor	-	16 hours per week
Associate Professor/Professor	-	14 hours per week

- 15.2** Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

16.0 Service Agreement and Fixing of Seniority

- 16.1** At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.

- 16.2.** The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

16.3 Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

17.0 Code of Professional Ethics

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities :

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff :

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

The Vice-Chancellor/Pro-Vice-Chancellor/Rector

The Vice-Chancellor/Pro-Vice-Chancellor/Rector should :

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Director Physical Education and Sports (University/College)/Librarian (University/College) should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.

(e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

18.0 Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNMTT) scheme shall also organize such induction programmes as per their mandate.
- viii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

19.0 Other Terms and Conditions

19.1 Incentives for Ph.D./M.Phil. and other Higher Qualification

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii. M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- iv.
 - a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the

discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.

- b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. , while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
- viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- ix. (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.
(b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.
- x. In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D.in respect of either course-work or evaluation or both as the case may be.
- xi. Assistant Librarian/College librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- xii. Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.
- xiii. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.

xiv. Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.

xv. Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.

xvi. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

19.2 Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

19.3 Allowances and Benefits

- I. Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers and Library and Physical Education and Sports Cadres, shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time.
- II. Pension, Gratuity, ex-gratia compensation etc. as applicable to Central/State Government employees shall also be applicable to teachers and Library and Physical Education and Sports Cadres of Central/State Universities and Colleges including affiliated and constituent Colleges as the case may be.
- III. Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to the Central Government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under Central Government Health Scheme or any other such scheme of the Central Government/ Health Scheme of respective State Government, as the case may be, for Central/State Universities/Colleges respectively.

APPENDICES

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017
Appendix II	<u>Assessment Criteria and Methodology</u> Table 1 to 3 - For University and College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.

SANJEEV KUMAR NARAYAN, Under Secy.

[ADVT.-III/4/Exty./147/18]

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(1)
Government of India
Ministry of Human Resource Development
Department of Higher Education
University-2 Section

Shastri Bhavan, New Delhi
Dated 7th November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.II(1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in

- (a) Cell Academic level 12, row 8 may be read as "24,700" instead of "24,100"
- (b) Cell Academic level 13A, row 16 may be read as "2,04,700" instead of "2,04,100"
- (c) Cell Academic level 14, row 9 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same.

K. K. Tripathy
(Dr. K.K. Tripathy) 21/11/17
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi -110 002.
2. Vice Chancellors of all Central Universities/ Institutions Deemed to Be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi.
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
5. Secretary, Department of Expenditure, North Block, New Delhi.
6. Secretary, Department of Personnel & Training, North Block, New Delhi.
7. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi.
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.) 1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,800		

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

Appendix II**Table 1****Assessment Criteria and Methodology for University/College Teachers**

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.		

Table 2**Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table: 3 A**Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% =05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
Total	-	100

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only

Table: 3 B**Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% =10
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note :

(A)

- | | | | | |
|-------|--------------------|---------|---|----------|
| (i) | M.Phil. + Ph.D. | Maximum | - | 25 Marks |
| (ii) | JRF/NET/SET | Maximum | - | 10 Marks |
| (iii) | In awards category | Maximum | - | 03 Marks |

- (B) Number of candidates to be called for interview shall be decided by the college.
- (C) Academic Score - 84
 Research Publications - 06
Teaching Experience - 10
TOTAL - 100
- (D) SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.

Table 4
Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> Library Resource and Organization and maintenance of books, journals and reports. Provision of Library reader services such as literature retrieval services to researchers and analysis of report. Assistance towards updating institutional website 	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>

4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
Note :		
<div>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</div> <div>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</div> <div>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</div>		

Table 5**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.

3.	Institution participating in external competitions	<p>Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.</p> <p>Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.</p> <p>Or District level competition in at least 5 disciplines.</p> <p>Unsatisfactory - Neither good nor satisfactory.</p>
4.	<p>Up-gradation of sports and physical training infrastructure with scientific and technological inputs.</p> <p>Development and maintenance of playfields and sports and physical Education facilities.</p>	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	<p>(i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition.</p> <p>(ii)Being invited for coaching at state/national level.</p> <p>(iii)Organizing at least three workshops in a year.</p> <p>(iv)Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p>	<p>Good: Involved in any two activities.</p> <p>Satisfactory: 1 activity</p> <p>Not Satisfactory : Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any two other items.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading.</p>	
<p>Note:</p> <p>i)It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</p> <p>ii)The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</p> <p>iii)The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>		



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

PREFACE TO THE FIRST EDITION

The service personnel of the State Kerala comprise officers of the former Trancore-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,
7th 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,
31st 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,
19th 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,
18th 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,
5th November, 2008.

L.C.GOYAL
Principal Secretary (Finance)

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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 1st November 1959 and those in Part III shall be deemed to have come into force from 1st 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 31st October 1956, or
 - (b) who was in the service of the Government of Travancore-Cochin or the Government of Madras on 31st 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 1st 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.

*[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. 1st November 1959, the leave having been sanctioned in good faith and availed of from a date prior to 1st 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 1st 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

*[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 1st 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 8th March 1966, in Part I of the Kerala Gazette No.14, dated the 5th 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-

- (a) 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
- (b) 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 28th February ends on the 27th August, 31st March ends on the 30th September, 30th or 31st August ends on the 28th February or 29th February, if leap year.

In calculating a period of 3 months and 20 days from 25th January, 3 months should be taken as ending on the 24th April and the 20 days on 14th May. In the same way the period from 30th January to 2nd March should be reckoned as 1 month and 2 days, because one month from 30th January ends on 28th February. A period of one month and 29 days commencing from 1st 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 1st 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-

- (i) 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 :-

$$\text{Average pay} = A + C/2 + (C - A)/2[1 - (S + 1) \{0.006 + (1 - 0.004S)/G - E\}]$$

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 forth 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 1st 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 2nd December 1961 and G.O.(P) 570/62/Pub. (Ser. D), dated 25th 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 10th 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).

*[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 19th 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 19th 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 5th April, 1999.

* [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 1st 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 6th 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 31st December, 2011.

**This amendment shall be deemed to have come into force on the 6th 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

†[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 16th 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 16th 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 16th December 1983.

† This amendment shall be deemed to have come into force with effect from 5th February, 1996.

*[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 26th March 2006.

† The limit of ₹ 550 has been revised to ₹ 650 with effect from 1st January 1966 [G.O. (P) 261/67/Fin., dated 4th July 1967, G.O.(P) 91/68/Fin., dated 5th March 1968] and ₹ 650 to ₹ 900 with effect from 1st July 1968 [G.O. (P) 173/70/Fin., dated 20th March 1970] and from ₹ 900 to ₹ 1200 with effect from 1st July 1973 [G.O. (P) 136/75/Fin., dated 1st April 1975 and from ₹ 1,200 to ₹ 1,550 with effect from 1st July 1978 [G.O.(P) 493/79/Fin., dated 28th May 1979] and from ₹ 1550 to ₹ 2100 with effect from 1st July, 1983 [G.O.(P) 1109/87/Fin. dated 23rd December 1987] and from ₹ 2100 to ₹ 2640 with effect from 1st July 1988 [G.O.(P) 1005/92/Fin. dated 27th November, 1992 **and from ₹ 12,600 to ₹ 20700 with effect from 26th March, 2006 [G.O.(P) 145/2006/Fin., dated 25th 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 21st 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 3rd 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 3rd 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 31st 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 3rd 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 1st 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 1st August 1975.

Government Decision No. 5

[Deleted]

**The amendment shall be deemed to have come into force with effect from 25th 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 1st 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 1st 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 1st 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.

†[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 5th 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

*[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 1st 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

**[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 24th 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.

*[G O(P) No. 283/1975/Fin., Dated 01/07/1975]

This amendment shall be deemed to have come into force with effect from 22nd 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 22nd 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 fit 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

*[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

*[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 2nd 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 2nd 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 2nd July 1963 will continue to get the benefit even after 2nd 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 1st 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 1st 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 16th April, 1958 and G.O. (P) 379/59/Fin., dated 22nd 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 1st 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 31st 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 5th July 1966.

**[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 5th 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.

*[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 3rd 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 4th 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 2nd 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.

*[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 12th 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. 25th 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.

**[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 1st November 1959:-

*[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 10th 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

†[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 26th 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 11th 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 :

[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 22nd 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 17th 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 1st 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 26th 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

†[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 1st 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 26th 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 1st 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 26th 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 9th March 1998.

** This shall be deemed to have come into force on 1st March, 1997.

*[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 1st 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 1st 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 1st 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. 13th 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 1st 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 13th October, 1995 in respect of All India Service Officers and 7th November, 2002 in respect of others.

**[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 1st April 1973.

† [Deleted]

** † This amendment shall be deemed to have come into force w.e.f. from 6th 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.

[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. 6th 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.

*[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

*[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. 25th July, 1995.*

Note 4.- In the case of an officer under suspension before 27th 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 25th July, 1995.

55A. **[Deleted]

This amendment shall be deemed to have come into force with effect from 3rd 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 otherwise 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.

*[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 24th 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 10th 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

†[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 22nd August 1960).

* [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 22nd 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

*[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.

* [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 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 31st 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. 1st 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 9th 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 1st 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 30th day of March, 2012, in the case of the teaching staff of the Ayurveda Colleges on the 7th day of April, 2012 and in the case of the teaching staff of the Homoeopathic Medical Colleges on the 9th 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 60th year on the 30th day of June, and that date (30th June) is the last day of the month in which he completes the 60th year. If on the first day of July he is on his 61st year and that day is a non-working day for him, he shall cease to be in service on and from the 1st 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 1st 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 2nd 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 60th years on 30th day of June, and that date (30th June) is the last day of the month in which he completes the 60th year.

If on first day of July he is on his 61st year and that day is a non-working day for him. He shall cease to be in service on and from the 1st 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 31st 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 7th 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 7th April, 1970 and who have been appointed as Last Grade Employees in the Last Grade Service in the State after 7th 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.23rd 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 1st 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 9th August 1968 and item No (3) shall be deemed to have come into force with effect from 8th May 1969.

- (4) *(a) Director of Collegiate Education.

Effective from 9th June 1971.

† [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 26th November 1980 and item (c) shall be deemed to have been added with effect from 21st 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 8th 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 11th 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 29th August, 1984.

[**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 2nd day of July 1990 and items (k) to (m) shall be deemed to have come into force on the 19th day of October 1990.

*[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 4th 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 4th 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 16th 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 56th year on 30th June, and that date (30th 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 56th year. On first of July he is on his 57th year and that day is a non-working day for him. He shall cease to be in service on and from the 1st 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 5th 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 5th 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 31st 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 th April, 1970 and who have been appointed as Last Grade Employees in the Last Grade Service in the State Service after the 7 th 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 7th April , 1970 and who have been appointed as Last Grade Employees in the service of the State after 7th April 1970 and continuing as such. 29-5-2000

****6** Ex-BSF personnel who were in BSF prior to 7th April, 1970 and who have been appointed as Last Grade Employees in the service of the State after 7th 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 3rd 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 1****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 6th 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 14th 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 26th 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 20th 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 12th 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.

**[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 13th 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 12th 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.

†[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) 'Commuted 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 1st November 1959 under Kerala Service Rules for such leave already availed of prior to 1st November 1959 reduced from the half-pay leave admissible under Rule 77 (vi), Kerala Service Rules.

Furlough on average salary taken prior to 1st 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 22nd January 1958 of the Madras Government, the benefit of Rule 27 of the Madras Leave Rules, 1933 to certain approved probationers stand extended upto 31st 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 1st November 1959, the accrued leave reckoned on the basis of the concession but not availed of by them on 1st 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 1st 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 1st 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 1st 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 4th 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 1st 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 13th 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 28th 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.

*[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 6th 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 7th November 1974.

*[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 11th 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 1st 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 15th 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 1st 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 23rd May 1960, the half-pay leave availed of prior to 1st 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 1st 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 1st 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 22nd November 1971.*

†This shall be deemed to have come into force with effect from 12th 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- 1st November 1960.

Date of his confirmation- 1st November 1961 (orders issued on 1st November 1962).

** Leave without allowances taken at any time during the period from 1st November 1960 to 31st October 1961 cannot be retrospectively commuted into any other kind of leave. But leave earned and taken after 1st 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 11th July 1978 and in respect of other cases, with effect from 1st July 1978.

**This amendment shall be deemed to have come into force with effect from 1st July 1978.

†This shall be deemed to have come into force with effect from 1st 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.

*[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.

*[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 1st 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 1st 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 1st 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 26th 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 1st 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. 25th 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. 25th July, 1995

[** 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 25th 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. 25th 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.

[*, # 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 6th 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 6th 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 1st 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 24th 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 1st 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 2nd July 1969.

*This amendment shall come into force w.e.f. 21st 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 5th 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 I 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 I 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:-

*[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 1st July 2009.

- (c) Head warders or warders, male or female, of jails or lunatic asylums and Matrons of the Jails Department.

*[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 16th 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 18th 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.

*[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 12th 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

*[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.

*[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.

*[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 22nd 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

Actual time occupied in the journey

(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

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

*[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 overstay 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 1st November 1959 and the terms originally fixed extend beyond 1st 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 1st 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 17th 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, 22nd 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 17th 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 8th April 1965.

*[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

*[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 debitable 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

*[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

* [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 1st 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 1st 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.

! [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

* [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 1st 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 30th 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 1st 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: -

- a) 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.
- b) 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.
- c) 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 :-

(i) *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.

(ii) *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 29th October 1992

(iii) † *Calculation of average age at entry in the grade.* -

- (a) *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 1st 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.

PART II

TRAVELLING ALLOWANCES

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 18th July 1994.

Note- 1.- All Private Secretaries to Ministers and the Private Secretary to the Speaker will be treated as Grade I Officers from 28th June 1969 and 2nd September 1969 respectively for purposes of Travelling Allowances, irrespective of the pay drawn by them.

†[G O(P) No. 391/2002/Fin., Dated 19/06/2002]

**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 18th 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.

*[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 29th June 1959 will be discontinued from 1st 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 12th September 1967.

*[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 9th 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 $(I \times \text{PTA}) / Y$ 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 8th 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 6th June 1964 and G.O. (P) No. 699/64/Fin., dated 30th 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 1st 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 22nd 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 1st 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 31st 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 7th 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 18th 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 1st March 1975.

Note 3.- [Deleted]

Effective from 1st 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 1st 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..... onwas cancelled due to exigencies of public service.”

* [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 6th 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 6th October 1983.

21. [Deleted] †

22. [Deleted] †

23. [Deleted] †

† Effective from 1st 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 :-

*, # [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 1st September 1995].

*Second paragraph: omitted

[This amendment shall be deemed to have come into force with effect from 1st 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 1st September, 1985.

Note 1. - With effect from 1st November 1979, only officers of the First Grade are allowed to travel by special conveyance and claim higher mileage. With effect from 1st 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 1st 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 1st 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 1st 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 1st 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 :-

Class of Officers	Class of air travel
(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 15th November 1971 and 15th 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 1st 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.

* [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 12 ½ 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 20th 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 1st 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 30th 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 14th 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.

†[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 16th 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 1st 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 24th 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.

* [G O(P)No. 254/1967/Fin., Dated 29/06/1967]

But no allowance will be given for halts exceeding three months.

*^, *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.

*†*This Rule shall be deemed to have come into force with effect from 1st August, 1982.

Explanation.- This note shall apply to the officers deputed for training to Delhi, Bombay and Calcutta with effect from the 1st December, 1978 and to those deputed for training to other cities outside the State with effect from 10th 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 20th 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

* [G O(P) No. 837/1978/Fin., Dated 01/12/1978]

^ [G O(P) No. 1027/1979/Fin., Dated 23/11/1979]

† [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.

*[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 1st 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 15th 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 1st 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 1st 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

†[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

* [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 draw 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 2nd 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 2nd 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 30th 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 8th January 1970.

99B. # [Deleted]

** [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

*[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 15th 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 1st 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 1st 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 over all 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 1st 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.

* [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.

APPENDICES

KERALA SERVICE RULES PART I & II

LIST OF APPENDICES

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„	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.
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KERALA SERVICE RULES PART I & II

„	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 ofyears commencing from theday 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 24th 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

*[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 24th 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 24th April 1982.

(†) Omitted.

The second Proviso is in effect from 24th 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

†[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 12th 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 23rd 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 22nd September 1979.
69. ~ Member-Secretary, State Planning Board
Effective from 24th April 1981.
70. † Principal, Government Homeopathic Medical College, Calicut
Effective from 19th March 1982.
71. @ Director of Homeopathy
Effective from 21st April 1973.
72. ▫ Director of Publications, Department of Cultural Publications.
Effective from 26th August 1983.
73. # Director of Archives
Effective from 18th 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]

APPENDIX II] KERALA SERVICE RULES PART I & II

74. @ Director of Rehabilitation
Effective from 6th March 1984.
75. ! Professor-cum-Project Officer, Post Graduate Centre in Ayurveda
Effective from 27th December 1983.
76. † Special Representative, Kerala House, New Delhi.
Effective from 13th June 1984.
77. ~ Chairman, Water Appellate Authority
This amendment shall be deemed to have come into force with effect from 2nd July 1979.
- *78. Tribunal for Disciplinary Proceedings, Trivandrum.
- *79. Enquiry Commissioner and Special Judge, Trivandrum.
- *80. Enquiry Commissioner and Special Judge, Thrissur.
* Effective from 10th February 1987.
81. ** The University Appellate Tribunal, Thiruvananthapuram.
Effective from 15th December 1987.
82. # Director, Kerala Urban Development Project.
Effective from 22nd December 1992.

@ [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]

APPENDIX II] KERALA SERVICE RULES PART I & II

83. ! Director, Higher Secondary Education.
Effective from 19th March 1994.
84. † State Librarian, Trivandrum Public Library.
Effective from 9th 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.

! [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 1st 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]

APPENDIX IV] KERALA SERVICE RULES PART I & II

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 2nd February 1970.

2. The hill stations of Chalakudy and Trichur referred to in Appendix IX.
3. *Omitted with effect from 9th 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]

APPENDIX IV] KERALA SERVICE RULES PART I & II

This item shall be deemed to have come into force with effect from 9th 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 1st 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 16th September 1985, which was merged in the pay, with effect from 1st July 1983.

*Effective from 1st 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 1st 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]

APPENDIX IV] KERALA SERVICE RULES PART I & II

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]

APPENDIX IV] KERALA SERVICE RULES PART I & II

This amendment shall be deemed to have come into force with effect from 3rd 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]

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> 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. |  | Compensatory allowance under Class VI (c) |
| <ul style="list-style-type: none"> 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 |  | 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.

*[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 28th 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)]

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.toa.m/p.m.....top.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 11th 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. Alwaye
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.

APPENDIX V | KERALA SERVICE RULES PART I & II

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

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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)

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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

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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

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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 Treatement 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, Kankaredy (South Kanara District)

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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)**

*[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 :

*[G O(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 1st 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 debitable 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 1st 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 18th 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]

*[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

* [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 5th 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 10th 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 casual leave during the period of 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.

*[G O (P) No. 215/1982/Fin., Dated 07/05/1982]

*This amendment shall be deemed to have come into force with effect from 8th 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 28th 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.

*[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 1st April 1970.

Government Decision

The Rules in this section will apply to part-time teachers also with effect from 7th 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 18th 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

*[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 5th 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 4th May, 1989 to 19th

*[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 20th 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 1st 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 7th May 1973.

**[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 3rd 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.

[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 1/11th 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 1/11th 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 1st April 1973.

2. Where the appointment is for more than one year but not more than five years, earned leave will be admissible at 1/11th 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 26th 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 1st 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 Nedumangadu- 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 22nd 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 19th 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 9th March 1981.

6. *Idukki District.*- The area comprising the whole of Idukki Village and the portions of Velliamatom and Arakulam Villages in Thodupuzha Taluk having the boundaries specified below :

North.- Boundaries of Kotahmangalam and Devicolam 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

*[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 Velliamattom village to the tri-junction of Idukki, Velliamattom 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 9th December 1970.

B. Class II Tracts

1. The portions of the area other than those falling within the taluks of Devicolam, 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 11th mile.

*[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.

*[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 1st 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.

*[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 1st 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 29th March 1965.

*[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.

†[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 9th 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. 5th February, 1996.

**This shall be deemed to have come into force with effect from 2nd 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 23rd 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 16th 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 5th 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 16th 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 16th 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 18th 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

@ [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 9th 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.

*[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. 9th May, 1997

**This shall be deemed to have come into force w.e.f. 2nd 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 12th 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	Leave at credit	Leave taken						Balance (column 4 -10)	Period of leave not due taken	Final Balance		
Dates		20 days for every completed year	Columns 3+13	Half pay leave	Commutated leave			Period in terms of leave on half pays	Total (Columns 6+9)					
From	To				No. of completed years	Days	Dates						Period in days	
							From							To
1	2	3	4	5	6	7	8	9	10	11	12	13		

KERALA SERVICE RULES PART I & II

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)

FORMS

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 :

*[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

† 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 3rd November 1997.

*[Substitution G O(P) No. 535/2003/Fin., Dated 14/10/2003 with effect from 03/11/1997]

KERALA SERVICE RULES PART I & II

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

FORMS

*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"/>
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. Home Town		Phone No. 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)]

KERALA SERVICE RULES PART I & II

*** 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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