

SUPPLYCO

THE KERALA STATE CIVIL SUPPLIES CORPORATION LTD

Kerala State Civil Supplies Corporation Helpers
Service Rules, 1978

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HELPERS SERVICE RULES, 1978

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1) Short Title and Commencement

i) These rules may be called the Kerala State Civil Supplies Corporation Helpers Service Rules, 1978.

ii) These rules shall be deemed to have come into force with effect from 1.4.1978.

iii) These rules shall apply to all Helpers employed by the Corporation.

2) When the operation of these rules causes undue hardship in any particular case, the Board may dispense with or relax the requirement of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

3) The Board 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:-

i) Power to make or amend the rules.

ii) Power to regulate the terms and conditions of service of Helpers.

4) The Managing Director may subject to such restrictions as he deems fit delegate to any officer duly authorised by him in this behalf any of the powers conferred on him by these rules (Annexed in the Board Meeting dt. 29.3.86, Agenda No.5). *Amended*

5) The Board reserves to itself the power to modify these rules from time to time and to interpret them in case of doubt.

6) Definitions:-

a) "Corporation" - means the Kerala State Civil Supplies Corporation Limited registered under the Indian Companies Act, 1956.

b) "Board" means the Board of Directors of the Corporation.

c) "Chairman" - means the Chairman of the Board of Directors.

d) "Managing Director" - means the Managing Director of the Corporation and in relation to any powers exercisable by him includes any Director or any officer who is authorised by Government of Kerala to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director.

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- i) Power to make or amend the rules
- ii) Power to regulate the terms and conditions of service of Helpers

⊗ No powers may be sub delegated under these rules except obtaining the prior approval of the Board of Directors.

Amended

the Board

dated 29.3

Agenda no

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Definitions:-

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(Contd.....)

The managing Director may subject to such restriction as he deems fit delegate to any officer duly authorised by him in the behalf any of the powers conferred on him by these Rules.

- (e) "Secretary" - means the Secretary of the Corporation
- (f) "Competent authority" - means the Board of Directors, Managing Director or any other Officer authorised in this behalf by the Board.
- (g) "Helper" - means any person recruited and appointed as such under these rules.
- (h) "Probationer" - means an employee appointed on probation to or against a vacancy for determining his fitness for eventual appointment to that post.
- (i) Scheduled castes/Scheduled Tribes and other Backward communities shall be as defined in the Kerala State and subordinate Service Rules, 1958

3. Recruitment:

- (i) Recruitment shall be made by a Sub Committee of the Board of Directors.
- (ii) A candidate for recruitment must have completed 18 years and must not have completed 35 years of age on the first day of January of the year in which the applications for recruitment are invited.
- (iii) The maximum age limit referred to in sub rule (ii) above may be extended by 5 years in the case of Scheduled Castes/Scheduled Tribes and by three years in the case of members of Other Backward Communities.

Extract of the minutes of the meeting of the Board of Directors of the Corporation held at 4.00 P.M. on 28.7.1973 at the Registered Office of the Corporation at Cochin-16.

Agenda Item No.3

Recruitment to the Corporation - Special recruitment of scheduled castes/Tribes and adequate representation of Muslims in the recruitment of workers.

Read Government letters 11776/SD1/78/GAD dated 8.2.1978 and letters No.1843/A4/78/Food dated 4.3.1978 forwarding Government letter No.101681/SD4/75/PP dated 29.10.1975 and 129266/SD1/77/GAD dated 28.1.1978 and resolved as follows:

1. While making recruitment to workers category, reservation be given to the members of Scheduled Castes/Scheduled Tribes as far as possible but on no account it be less than 8% to the Scheduled Castes and 2% to Scheduled Tribes. Adequate representation be given to Muslims in the recruitment of workers.

(Contd.....)

Also resolved that the date for determination of age for eligibility to posts, be 1st January of the year in which the applications to the posts are invited)

(Extract of the minutes of the meeting of the Board of Directors held at 4.00 P.M. on 25.11.1978 at the registered office of the Corporation at Ernakulam.

Agenda Item No.11

Consideration of the question of enhancement of the maximum age in the case of appointments.

20) Considered the Government letter No.123438/SD1/78/GAD dated 5.10.1978 and resolved that the maximum age limits prescribed for direct recruitment to various categories of posts be raised by 5 years with the usual relaxation allowed to Scheduled Castes/Scheduled Tribes and other Backward Classes etc. subject to the further condition that in no case shall the maximum age limit exceed 50 years)

(iv) The candidates for recruitment be literate and be able to read and write Malayalam or Tamil or Kannada.

Appointment and Probation

(i) The appointing authority shall be the Managing Director of the Corporation

(ii) Every person appointed shall produce a Medical Certificate of health in the form prescribed in Rule 13 of the Kerala Service Rules.

(iii) Every person appointed shall from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years. However, the appointing authority may extend the period of probation upto two years to enable him to decide whether the probationer is suitable for confirmation.

(iv) After satisfactory completion of probation within the prescribed or extended period of probation, the appointing authority shall issue orders to that effect. If the appointing authority decides that the probationer is not suitable for confirmation, it shall unless the period of probation is extended by order, discharge him from service provided that no such order shall be passed without giving the person concerned a reasonable opportunity of showing cause against the action proposed to be taken against him. Any person aggrieved against such an order, can appeal against it to the Board of Directors within 30 days of the receipt of the Orders.

(Contd.....)

(v) Deleted.

(vi) Helpers appointed under those rules shall retire from Service on the afternoon of the last day of the month in which he/she completed fifty-eight years of age.

9. Remuneration:

(i) The time scale of the post shall be Rs.150-3-180-4-220. D.A. and H.R.A. at the rates sanctioned by Government to their employees from time to time shall also be paid.

(ii) Employees are eligible for reimbursement of medical expenses, T.A. and Festival advance in accordance with the service rules of the Corporation.

10. Leave Rules:

✓ (i) No leave of any kind can be claimed as a matter of right. It is left to the discretion of the authority empowered to grant, to refuse or to revoke leave of any description according to the exigencies of service.

(ii) An employee recalled to duty before the expiry of leave of any kind is entitled to avail the balance of leave together with any leave subsequently earned as soon as he can be spared from duty.

✓ (iii) Leave shall ordinarily be availed of only after it is sanctioned by competent authority. Absence without leave whether in continuation of sanctioned leave or otherwise shall be treated as absence without sanction and the employee shall be subject to disciplinary action.

(iv) Any employee who is incharge of cash shall not absent himself from stations or leave his headquarters even during holidays without obtaining previous sanction in writing from the competent authority.

(v) An employee before proceeding on leave shall intimate to the sanctioning authority his address while on leave and shall keep the said authority informed of the change in address if any, previously furnished by him.

(vi) No employee who is on leave shall take service or accept any employment elsewhere involving the receipt of fee or remuneration without obtaining the previous sanction of his appointing authority.

✓ (vii) Every employee of the Corporation shall be entitled to casual leave not exceeding 12 days in a year.

✓ (viii) Earned leave shall be one day for every 12 days of duty provided such leave shall be accumulated upto a maximum period of 120 days only.

(Contd.....)

(ix) Half Pay Leave on medical grounds at the rate of 15 days for every completed year of service. (a)

(x) Every female employee shall be entitled for maternity leave upto three months from the date of commencement of the leave or to the end of 60th day from the date of confinement whichever be earlier.

(xi) The Officer-in-charge of the District Depot or sub depot incharge shall be competent to sanction casual leave to the employees. The Managing Director or any other Officer authorised by him in this behalf shall be authority competent to sanction earned leave, half pay leave, maternity leave and leave without allowances.

(xii) Remuneration during leave shall be in accordance with the Service Rules of the Corporation.

1. Hours of work

Deleted.

2. Holidays

Holidays will be published at the end of every year for the ensuing year.

3. Duties, responsibilities and conduct

(i) No helper shall, except when generally or specially empowered or permitted in this behalf by the Managing Director, communicate directly or indirectly any information which has come into his possession in the course of his official duties or has been prepared or collected by him in the course of such duties, whether from official sources or otherwise, to any other person, or institution or to the press.

✓ (ii) Their behaviour to the customers should be polite, decent and courteous. They shall be jointly responsible with the Assistant Incharge of the depot for custody, maintenance and proper display of stocks/goods in the almirahs/racks and counters etc., sale of goods and for deficit in stocks if any. They will attend to their duties as per the instructions of the superiors. They should attend to their work at the appointed time, neatly dressed.

4. Prohibition of pecuniary transactions:

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

(Contd.....)

15. Prohibition on personal contact

No employee shall have any interest directly or indirectly other than as an employee in:

- a) Any contract with the Corporation or
- b) Any properties sold or purchased by the Corporation Or any other transaction of the Corporation.

16. Disciplinary Action:

i) Any member of the establishment for good and sufficient reasons may be punished by imposing any of the following penalties, by the appointing authority.

Minor Penalties

- a) Censure ✓
- b) Fine ✓
- c) Withholding of increments with or without cumulative effect.
- d) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders or otherwise

(Amended in the Board meeting on 29-8-86 Agenda No.7)

Major Penalties:

- e) Withholding of Promotion
- f) Dismissal from Service.

ii) No kind of punishment shall be awarded to an employee unless he has been informed in writing of the grounds on which it is proposed to take action against and he has been afforded an opportunity including a personal hearing if so demanded, to defend himself. No major penalty shall be imposed without holding a domestic enquiry. Every order awarding punishment shall be communicated to the employee concerned in writing stating the grounds on which the punishment has been awarded.

iii) The disciplinary Authority for Helpers will be the Regional Manager concerned or the Managers in the Head Office and the Appellate Authority will be General Manager, Additional General Manager or Secretary. The Managing Director may review any disciplinary action at any stage and pass orders which will be final. The Disciplinary Authority will have powers to award all penalties except that of dismissal which will be awarded in consultation with the Managing Director. They will also have powers to keep the Helpers under suspension. (Amended in the Board Meeting on 29-3-1986 Agenda No.7)

17. Suspension pending enquiry

A helper may be placed under suspension pending enquiry by any officer of the Corporation of and above the rank of an Assistant Manager. During such suspension, the Helper shall receive subsistence allowance as per the Service Rules of the Corporation.

THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED,
COCHIN - 16.

No. D6.3284/77.

Dated: 4.11.1981.

PROCEEDINGS

Sub:- K.S.C.S. Corporation - Helpers - demand
the K.S.C.S.C. Employees Union - orders
issued -

Read:- Government letter No.9447/C3/81/Fd,
dated, 12.10.81 from the Special Secretary
to Government, Food Department.

2. Minutes of the Meeting of Board of Directors
held on 31.8.81.

The Secretary of the Kerala State Civil supplies Corporation Employees Union, Cochin had submitted certain demands of the employees as per their letter dated, 14.7.81. Their demands were placed before the Board of Directors of Civil Supplies Corporation and the Board constituted a sub-committee for detailed examination of the demands. The sub-committee placed its report before the Board, and the Board approved the same and referred the matter to Government. Subsequently the Minister for Food, Civil Supplies and Home Affairs has called a conference of the representatives of the K.S.C.S. Corporation Employees union on 22.9.81. The following orders are issued on the basis of the discussion:

(1) It has been decided to revise the pay scale of the helpers to that of the last grade Government Service under the Government of Kerala. Hence the pay scale of helpers is revised to Rs.280-5-340-6-400.

(2) The Government have directed to extend the benefit of surrender of earned leave to the helpers also. The Board of Directors of the Civil Supplies Corporation has decided to extend the above benefit to the helpers as per its Resolution No.10 dated, 31.8.81. Under Rule 43 of the Service Rules of the Corporation. The employees of Corporation may surrender their Earned Leave to a maximum of 45 days in a financial year in one spell and get the leave salary in lieu thereof for the leave so surrendered. The above benefits are extended to helpers also on the same basis.

contd.....2.

(3) The helpers will be eligible for the benefits provided under the Kerala Shops and Establishments Act 1960.

(4) According to Section 6 of the shops and commercial Establishment Act 1960 the working hours is fixed as 8 hours in a day and 48 hours in a week. The working hours of helpers may be restricted accordingly. The relax or extra work may be done only if specifically authorised by Regional Manager or from Head Office.

(5) Since all the regularised helpers are getting basic pay of Rs.260/- or below, the basic pay with effect from 12.10.81 can be re-fixed at Rs.280/- and salary drawn accordingly.

(6) D.A. and H.R.A. will be as applicable to the Government Servants of Similar grade untill further orders in this regard.

The above orders will take effect from 12.10.81.

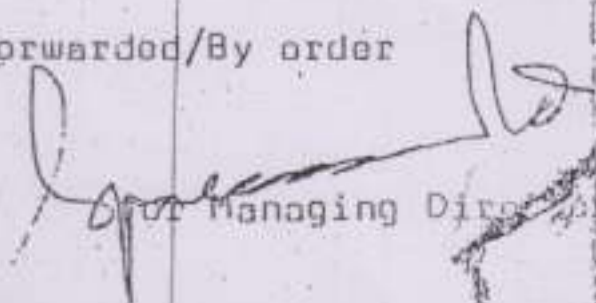
Sd/-

MANAGING DIRECTOR.

All Managers, Bonded Warehouse, Managers.
All Regional Managers.
All Unit Managers.

- Copy to:
1. Accounts Branch for implementing the above orders immediately.
 2. D1, D2, D6, P.A. to Managing Director of P.A. to General Manager.
 3. The Secretary, Kerala State Civil Supplies Corporation Employees Union.
 4. The Special Secretary to Government, Food (with C.L.)
 5. Copy to Director of Civil Supplies, Board of Revenue (C.S.) Trivandrum (with C.L.).

Forwarded/By order


Managing Director

THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED
COCHIN-16

No. D9-3/84.

Dated, 7-2-1985.

P R O C E E D I N G S

Sub:- K.S.C.S. Corporation - Helpers Service Rule 1978 -
Amendment to Service Rule - Orders issued

Read:- Board's decision dt. 25.1.1985.

The Board of Directors of the Kerala State Civil Supplies Corporation in its meeting held on 25.1.1985 resolved as follows:-

Agenda item No.3.

The Board resolved to amend the Helpers Service Rule, 1978, enabling to commute half pay leave by Helpers and authorised Managing Director to make the following amendments to Helpers Service Rules 1978.

Amendment to the Rule.

Rule No.10(ix) of the Kerala State Civil Supplies Corporation Helpers Service Rule, 1978 the provision of half pay leave on medical grounds at the rate of 15 days for every completed year of service is amended as follows:-

Under Rule 10(ix) of the Kerala State Civil Supplies Corporation Helpers Service Rule, 1978 half pay leave may be granted on private affairs or on medical grounds at the rate of 15 days for every completed year of service. Commuted leave not exceeding half the amount of half pay leave due may be granted on medical grounds or on private affairs to an officer in permanent employ but have completed two years of continuous service subject to the following conditions.

- (a) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- (c) Commuted leave may be granted only after the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.
- (d) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days.

Sd/-

MANAGING DIRECTOR

To

The General Manager/Secretary.

All Managers.

All Regional Managers (10 copies each)

Copy to:- All Asst. Managers/Unit Managers (Two copies each).

" D9/D1/E6.

kns/7.2.

For Managing Director

ACT OF THE MINUTES OF BOARD MEETING DATED, 6.4.1985.

ITEM NO.8: EMPLOYMENT ASSISTANCE UNDER DYING IN HARNESS.

RESOLVED To extend the scheme of giving employment to dependents of the Employees of the Corporation, who die in accordance with the norms contained in G.O. (P) No. 24/B3/GAD 27..1.. '83.

Also Resolved that the individual cases should be referred to the Board and got "approved".

Sd/-
SECRETARY.

ACT OF THE MINUTES OF THE BOARD MEETING DATED, 30.6.1986.

NO. 6: SURRENDER OF EARNED LEAVE STANDING TO THE CREDIT OF DECEASED HELPER.

RESOLVED To sanction the surrender of Earned Leave credit of Sri. P.M. Sasi, Helper who died in service and pay the leave salary to his legal heirs."

FURTHER RESOLVED that the K.S.C.S. Corporation Service and the Helpers Service Rules, 1978 be hereby amended to sanction the surrender of Earned Leave lying in the credit of employees, who die while in service and disburse the salary to the legal heirs of the deceased employees, as is the Government service".

Sd/-
SECRETARY.

B10.4360/94

Dt. 22.3.95

P R O C E E D I N G S

Sub. - KSCSC - Conduct Rules of Public Sector Employees - Provisions to prevent private trade or employment of regular employees - amendment to the service rules of the Corporation - Orders issued.

Read:- 1. Govt. Circular No. 1906/BPE.2/94. Plg. dt. 16.3.94.
2. Board's decision dt. 17.1.95.

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The provisions analogous to Rules 48 of the Kerala Govt. servants conduct Rules 1960 have not been included in the Kerala State Civil Supplies Corporation Helpers Service Rules 1978 and these rules are not complete in the Kerala State Civil Supplies Corporation Service Rules, 1974.

In the Govt. circular read above as 1st paper above, Govt. of Kerala directed to include the above provisions in the service rules of public sector undertakings.

The fact has been placed before the Board for decision and the Board in its meeting held on 17.1.95 resolved to include the provision analogous to Rules 48 of the Kerala Govt. servants conduct Rules 1960 in the Kerala State Civil Supplies Corporation Service Rules 1974 and Helpers service Rules 1978 detailed below.

PRIVATE TRADE OR EMPLOYMENT

No employee shall except with the previous sanction of the Govt. engage directly or indirectly in any trade or business or under take any employment.

Provided that an Employee may without such sanction undertake honorary work of a social or charitable nature or occasional work of literary, artistic, or scientific character subject to the condition that his/her official duties not thereby suffer, but he/she shall not undertake or shall continue such work if so directed by the Government,

EXEMPTION:- 1. Canvassing by an Employee in support of the business of insurance agency, commission agency etc. Owned or managed by his wife or any other member of his/her family shall be deemed to be a breach of this sub rule.

(.....2.....)

EXPLANATION: II.

The issue of certificates and commendations by employees with regard to a product of cultural, artistic, or industrial enterprise likely to be published for the business advancement of any person shall also be deemed to be a breach of this sub rule.

Provided further that an Employee may, without such sanction, undertake work connected with examinations (including examinerships) conducted by Universities, Public Service Commissions and other examining bodies under the state Govt. or the central Govt. or by the London Chamber of Commerce and accept the remuneration therefore on condition that such work does not interfere with his normal duties but he shall not undertake more than three examinerships in a year.

Note:- 1. The limitation with regard to the number of Universities in the proviso will not be applicable in respect of examinerships for post-graduate examinations in which case the teachers can take up examinerships in any number of Universities subject to condition that this will not effect their teaching work.

Note.2. Every Employee shall report to the Govt. if any member of his/her family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

This order will come in to force from the date of this order.

Sd/-
MANAGING DIRECTOR

The General Manager
All A.G.Ms/Secretary
All R.Ms (10 copies each)
Copy to:- All AMs/Unit Managers (Two copies each)
D9/D1/D6/D10

//Forwarded/By Order//

29/3/15
Junior Manager (Estt.)

THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED COCHIN-20

No.D10-6702/93

DATED: 5..5...1995

Sub:- K.S.C.S.C. - Security Guards/Watchmen
(Ex-servicemen) - extension of their
Service - till the age of 60 years -
Orders issued -

Read:- Board's decision in the meeting held
on 21..3..95

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The Security Guards/Watchmen(Ex-servicemen) of the Kerala State Civil Supplies Corporation Limited, as per their joint representation dated 4.8.94, have requested to extend the benefit of extension of their service period till they attain the age of 60 years in the light of G.O.(P)No.535/90/Fin, dt. 25.10.90.

As per G.O.(P)No.535/90/Fin dt.25.10.90, the ex-servicemen who joined the Armed Force prior to 1970 and who have been appointed as last grade employees in state service after 1970 may be allowed to continue in service upto 60 years of age.

The age of superannuation of the corporation employees is fixed as 58 years at present and all the security guards/watchmen have joined in this corporation after 1970.

The case has been placed before the Board and the Board decided to extend the benefit of extension of their service period till they attain the age of 60 years.

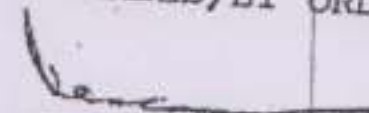
In the circumstances, sanction is hereby accorded to extend the benefit of extension of the service of security guards/watchmen of the Kerala State Civil Supplies Corporation Limited, who joined duty in the Armed Force prior to 1970, till they attain the age of 60 years since they are categorised as last grade employees.

Sd/-
MANAGING DIRECTOR

The Security Guards/Watchmen

- to: 1) All Addl.General Managers
2) P.A. to M.D./G.M.
3) All Regional Managers
4) D6/D10
5) K.S.C.S.C. Helper Service Rule 1978

//FORWARDED/BY ORDER//


JUNIOR MANAGER

REGD. OFFICE, P. B. No. 2030
MAVELI BHAVAN
GANDHINAGAR
KOCHI - 682020
PHONE : OFFICE (PABX)
317019, 316923, 317176, 317011
TELEX 0885 6513 KCSC
GRAM : SUPPLYCO.
FAX : 91 - 484 - 312270

REG. 4632/94

Dt. 21.7.95

Proceedings

Sub:- KSCSC - Earned Leave - Surrender of
Earned Leave of the Corporation staff
after retirement/resignation - allowed-
Orders issued.

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Some of the Kerala State Civil Supplies Corporation personnel have applied for the surrender of Earned Leave at their credit after their retirement/resignation.

There is no provision in the Kerala State Civil Supplies Corporation Service Rules 1974 or in the Kerala State Civil Supplies Corporation Helpers Service Rules 1978 for the surrender of Earned Leave at credit of KSCSC personnel after retirement/resignation.

In the amendment to the Kerala Service Rules as per GO(P) No. 617/79.Fin. dt. 17.7.1979, there is provision for the surrender of Earned Leave at credit of a Govt. servant who retired from service.

The case has been placed before the Board of Directors for decision and Board in their meeting held on 30.6.95 resolved to surrender Earned Leave of Kerala State Civil Supplies Corporation staff at their credit after retirement as stipulated in G.O(P) No. 617/79/Fin. dt. 17.7.79.

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s corporation Ltd.

continuation of

(2)

THE KERALA STATE CIVIL SUPPLIES CORPORATION LTD.

No. E7-11501/95

In the circumstances, stated above, the Kerala State Civil Supplies Corporation is pleased to order to extend the benefit of surrender of Earned Leave at the credit of the KSCSC staff after retirement/resignation stipulated in GO(P) No. 617/79/Fin. dt. 17.7.79.

Regularisation of period of suspension - to be followed as per instructions issued.

Sd/-
Finance (P) Managing Director

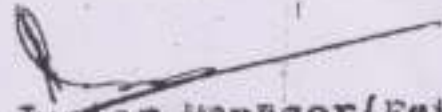
To

KSCSC Service Rules 1974/ KSCSC Helpers Service Rules, 1978.

Copy to:-

1. All Addl. General Managers.
2. PA to MD/GM.
3. All Regional Managers.
4. D6/D10/A14.

//Forwarded / By Order//


Junior Manager (Estt.)

17

THE KERALA STATE CIVIL SUPPLIES CORPORATION LTD., KOCHI-20.

No.E7-11981/95

Dated: 28th August, 1995.

C I R C U L A R NO. 30/95

Sub:- KSCSC - Reinstatement of officers after suspension -
Regularisation of period of suspension - procedure
to be followed - instructions issued -

Ref:- Government Circular No.65/94/Fin dated 26-11-1994 of
Finance(Rules) Department.
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The procedure to be followed in fixing pay and allowances of a suspended employee on his reinstatement is laid down in Rule 56 B of Part I KSR. It has come to notice that these rules are not strictly followed everywhere. Government have in the Circular referred above issued instructions in this regard. The following guidelines are issued in dealing with cases involving suspension of employees.

When an officer under suspension is reinstated, the authority competent to order such reinstatement has to issue a specific order after the disciplinary proceedings are over, regarding

- (i) the pay and allowances to be paid during the period of suspension
- and
- (ii) whether or not the period will be treated as duty.

The following points are to be born in mind while issuing such an order.

(a) The period of suspension can be treated as duty for all purposes including pay and allowances only when the officer is wholly exonerated of all the charges.

(b) where an officer on suspension on whom any disciplinary proceedings or court proceedings are initiated, dies prior to finalisation of such Proceedings, the period between the date of suspension and date of death shall be treated as duty for all purposes and his family shall be paid full pay and allowances for that period to which he would have been entitled had he not been suspended, subject to adjustment of subsistence allowance

(c) In all other cases, the competent authority has to fix the quantum of pay and allowances proposed to be given and whether or not the period of suspension will count for any specified purpose like increment, leave or grade. The final orders should be issued only after considering the representation, if any, submitted by the officer within the stipulated period.

(d) The competent authority is empowered to fix the quantum of pay and allowances for the period of suspension as any amount not less than the subsistence allowance but not amounting to the full salary. This should be done after taking into consideration, the gravity of the offence, the punishment awarded and circumstances of the particular case.

(e) The competent authority has discretionary powers to reckon the period of suspension for all service benefits or for any specified purpose like increment, leave, pension etc. depending upon the merit in individual cases.

(f) If no orders are passed directing that the period will be reckoned for any specified purpose, the period of suspension should be treated as non-duty without forfeiture of past service.

(g) The competent authority is not empowered to treat period of suspension as leave suo-motu. Therefore, such periods should not in any case be ordered to be treated as leave without the consent of the officer. It is left for the officer concerned to apply for leave if he is so desirous. Such a request to convert a period of suspension into leave may be considered in accordance with rules and ordinary leave due and admissible, may be granted for the period, such as Earned Leave, Half Pay Leave, Commuted Leave and Leave Without Allowances. Thus the option to convert a period of suspension into leave as well as the choice of the kind of leave rests with the officer concerned.

(h) Once a period of suspension is converted into leave with or without allowances, recovery of subsistence allowance already paid is inescapable because the conversion of such periods into leave will have the effect of vacating the order of suspension.

(i) The order reinstating an officer under suspension should invariably contain directions as to where the officer is to report for duty. As far as possible, posting order should be issued along with the orders revoking suspension. This is essential to avoid abnormal time lag between the date of issue of orders revoking suspension and date of joining duty by the officer.

(j) The orders of revocation of suspension take effect from the date of order and 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.

(k) But if the delay of such officer in joining duty is failure in issuing posting orders in time and the period is eventually treated as duty, the amount paid as salary to the officer during that period will be recovered from those responsible for the delay.

Most of the directions given above, though contained in KSR is not seen strictly followed in the Corporation. Government have now directed to adhere to the above instructions scrupulously and to follow them while dealing with disciplinary cases involving suspension of officers. Since the suspension and further disciplinary action is based on KSR in most cases, there should be parity in procedure followed throughout the system.

Recovery of subsistence allowance from those officers who were granted extraordinary leave in lieu of period of suspension (Past cases) should be made after conducting a thorough review on the basis of the above directions. All concerned are directed to adhere strictly to the Circular directions.

Up
For MANAGING DIRECTOR.

To All Regional Managers. They should acknowledge receipt of the circular.

M(A/cs.)/A.M. (A/cs.)

A.M. (A)/A.M. (I) in R.Ms' Office).

Copy to

The AGM(P&A).

The Manager(Admn.)

The AGM(P).

The Manager(IA).

The A.M. (IA).

The J.M. (Disc.)

The A.M. (EDP).

The A.M. (CPC).

The A.M. (Admn.)

Legal Cell

All A.Ms of Dist. Depots/Taluk Depots.

All Unit Managers.

D.C.S. (with C/L).

Commissioner of Civil Supplies with (C/L.)

Secretary to Government (Food Dept.), Govt. of Kerala

S.F. of E7.

E4, E5, E8, D1 & D6 Seats in H.O.

Spare copies.

THE KERALA STATE CIVIL SUPPLIES CORPORATION LTD., COCHIN-20

No.D9-9618/88(1).

Dated, 28.7.1989.

PROCEEDINGS

Sub:- KSCSC - Estt - Amendment of Service Rules -
Orders issued -

Read:- Board's resolution dt.15.7.89.

As per the resolution of the Board of Directors, KSCS Corporation, in their meeting held on 15.7.1989 has resolved to amend Sub Rule VIII of Rule 10 of the Helpers Service Rules 1978 as follows:-

"Earned leave shall be one day for every 22 day's of duty for the first year of service and one day for every 11 days of duty for the remaining years of service, provided such leave shall be accumulated only upto a maximum period for 120 days".

Hence the leave account of the Helpers will be revised accordingly.

Sd/-


For Managing Director

To

All Regional Managers.

- Copy to:-
1. All Helpers for information.
 2. Helpers Service Rules 1978.
 3. All Managers in Head Office.
 4. Company Secretary/Finance Manager.
 5. P.A. to N.D, G.M, A.G.M.

Forwarded/By Order


Junior Manager

15/28.7.

THE KERALA STATE CIVIL SUPPLIES CORPORATION LTD., COCHIN-20

No.D9-968/88(2).

Dated, 28.7.89.

PROCEEDINGS

Sub:- KSCSC - Estt - Enhancement of C.L. to Helpers -
Amendment in the Helpers Service Rules 1978 -
Orders issued -.

Ref:- Minutes of the Board Meeting dt.15.7.89.

The Board of Directors of the KSCS Corporation in their meeting held on 15.7.89 has resolved to amend Sub Rule vii of Rule 10 of the KSCS Corporation Helpers Service Rule 1978 as follows:-

"Every employee (Helper) of the Corporation shall be entitled to casual leave not exceeding 15 days in an year with effect from 1.1.1989".

It is therefore informed to all concerned that the casual leave of the Helpers, in the Corporation will be 15 days in a year with effect from 1.1.1989.

Regional Managers will inform this to all concerned in their region.

Sd/-

For Managing Director

To

✓
All Regional Managers.

Copy to:-1. All Helpers.

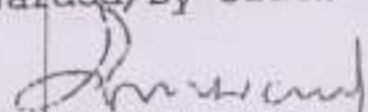
2. All Managers in Head Office/Company
Secretary/Finance Manager.

3. P.A. to M.D,G.M.,A.G.M.

4. KSCS Corporation Helpers Service Rules 1978.

5. Spare copies.

Forwarded/By Order


Junior Manager

kns/28.7.

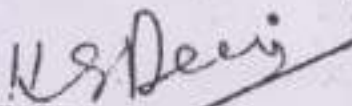
The Helpers are the employees of the Kerala State -
Civil Supplies Corporation. Their duties and responsibilities
are:

- 1) To assist the Shop Managers of Retail Outlets in his day-today routine works, stock the commodities received from various sources in the Retail Outlets properly and to distribute the commodities to the consumers according to their requirement on payment of cost and behave politely to the customers, if they are posted in retail outlets.
- 2) The Helpers will also be responsible for the shortage of stock, if any, and other irregularities in stock in the outlets they are working, considering the joint responsibility of stock.
- 3) They should clean/sweep the retail outlets daily before starting business and should arrange the stock, as required in a business establishment. Under any circumstances, they will not be allowed to appoint their proxies for the cleaning work or other duties.
- 4) Remittance of sales collection is the other important duty of the Helpers.
- 5) Helpers should do everything possible for the sales promotion and also make it always a point not to issue substandard stock or bad quality stock.
- 6) He should work in close Liaison with the Shop Managers and Unit Managers and discharge their duties very carefully and faithfully as per the directions of the superior.
- 7) When Helpers are posted in the Super Market they should wear Uniform with name plates displayed on the left side just above the pocket. They should behave very courteously and politely with the customer as and when their services are required.
- 8) The Helpers in the Petrol Bunks should wear Uniform compulsorily, behave politely to the customers and issue the petroleum products to the customers in correct measurement and other restrictions as is needed for petroleum products.

- 9) To assist the Unit Managers/Assistant Managers of Unit Depots in his routine work and help the Unit Managers/Assistant Managers in Handling the stock.
- 10) The Helpers should attend the wagon clearance work as per the directions of the Superiors, if they are in the Regional Depots, Rail Heads etc.
- 11) They will be required to attend the work of Peons/Attendants in Head Office/Regional Offices and similar offices.
- 12) The Helpers cannot claim as matter of right that they will do only a particular type of work and only in a particular office/place.
- 13) The Helpers should not indulge in any political talk, hold criticism against the management. He should try to build a better public relations with the consumers.
- 14) Apart from the above duties, the technically trained Helpers will additionally attend to other special duties of technical nature assigned to them in the Regional Office/Regional Depots/Unit Depots per directions of their superior officers.
- 15) Helpers should attend to any other job assigned to them by their superiors from time to time.

Sd/-
MANAGING DIRECTOR

//Approved for Issue//


ASST. MANAGER (ADMINISTRATION)

THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED. COCHIN-20.

No.D9/4993/91.

Dated 29..4..91.

PROCEEDINGS

Sub:- K.S.C.S.C. - Estt.- Surrender of Earned Leave - amendment to the various service rules - orders issued.

Read:- Minutes of the Board Meeting dated 25.3.91.

.....

The Board of Directors of the Kerala State Civil Supplies Corporation in their meeting held on 25..3..91., has resolved the following:

1. To incorporate Cl.(xiv) to Rule 10 in the Helpers Service Rules 1978 as shown below:

"The Helpers shall be permitted to surrender Earned Leave at their credit at any time upto 4 times subject to a maximum of 45 days in a financial year. There would be no restriction as to the minimum number of Earned Leave that can be surrendered and also to the time lag between two surrenders".

II. To amend clause 43 of Chapter iv of the Kerala State Civil Supplies Corporation Service Rule 1974 as below:-

"The employees of the Corporation may be permitted to surrender Earned Leave at their credit at any time upto 4 times subject to a maximum 45 days in a financial year. There would be no restriction as to the minimum number of Earned Leave that can be surrendered and the timelag between two surrenders".

Sd/-

Managing Director.

To

All Addl.Gen.Managers/Managers in Head Office,
Executive Engineer, Manager (EDP), Manager (Tea),

cc: P.A. to M.D./G.M./A.G.M. (P&A)
cc: Asst.Manager (F)/Asst.Manager (EDP)
cc: All Regional Managers,
cc: A4,A14, stock file of D9.

Forwarded/By Order

No.D6-13352/91(2)

Dated: 29--5--1992

P R O C E E D I N G S.

Sub:- K.S.C.S. Corporation - Establishment - Appointment of Helpers through Employment Exchange - Amendment of Clause B (iii) Helpers Service Rule 1978 - Orders issued -

Read:- Minutes of the Board Meeting dated 31.3.1992.
.....

The Board of Directors of the Kerala State Civil Supplies Corporation in its meeting held on 31.3.92, has decided to amend Clause B (iii) of the Kerala State Civil Supplies Corporation Helpers Service Rule 1978, as follows:-

- (a) Every person recruited as Helper shall be posted as Helper (Trainee) for a period of six months on a consolidated stipend of Rs.750/- per month (all inclusive)
- (b) He shall be on probation for a further period of 1½ years after the training period in the scale of pay of Helpers and he/she will be regularised as Helper on satisfactory completion of probation.

Sd/-
Managing Director

To

All Regional Managers

Copy to:- All Additional General Manager
All Managers/Executive Engineer
P.A. to M.D./G.M.
D1, D9 and D10 seats
S.F.

Forwarded/by order

Sd/-
Junior Manager (Estt)

-:True copy:-

Manager (Admr.)

THE KERALA STATE CIVIL SUPPLIES CORPORATION LIMITED
MAVELI BHAVAN, GANDHI NAGAR, KOCHI-20

No.06.11393/90

Dated: 13.8.1990

on

PROCEEDINGS

Sub:- K.S.C.S. Corporation - Helpers Service Rule
1978 - amendment to service rule - orders
issued.

Read:- Board's decision dt.1.8.90

....
The Board of Directors of the Kerala State Civil
Supplies Corporation in its meeting held on 1.8.90 has decided
to amend clause 8(iii) of the Kerala State Civil Supplies
Corporation, Helpers Service Rules 1978, as follows, to make
it in par with the rules regarding the declaration of proba-
tion of the Govt. Employees.

"Every person appointed shall from the date on
which he/she joins duty, be on probation for a total period
of two years on duty within a continuous period of three years"

Henceafter declaration of probation of the employees
coming under the purview of the said rule will be as amended
above. The order will come into force with immediate effect.

All Regional Managers should acknowledge the receipt
of the order.

Sd/-
Managing Director.

To

All Regional Managers.

Copy to: All Addl. Genl. Managers
" All Managers/Executive Engineer
" P.A. to M.D./G.M.
" D1, D9 and D10 Seats
" S.F.

Spare copies.

Forwarded/by order

[Signature]
Assistant Manager (Admin.)

Mp./14.8

14/8/90