



GOVERNMENT OF KERALA
Abstract

Food & Civil Supplies Department - Kerala State Civil Supplies Corporation Limited - Managerial Service Rules, 2009 - Approved - Orders issued -

Food & Civil Supplies (C) Department

GO (MS) No. 7/2009/F&CSD

Dated, Thiruvananthapuram: 03.02.2009.

- Read: 1) G.O. (MS) No. 62/99/F&CSD dated 08.12.1999.
2) Letter No. D10-568/2000 dated 25.12.2007 from the Chairman & Managing Director, Kerala State Civil Supplies Corporation Limited.
3) Judgment dated 28.11.2007 of the Hon'ble High Court in W.P. (C) No. 35086/2007 (B) filed by Sri. K. Sreekumar, Junior Manager (QA) and five others.

ORDER

In the letter read above, the Chairman & Managing Director, Kerala State Civil Supplies Corporation Ltd., has requested to modify the Managerial Service Rules, 1999 by forwarding draft proposal for approval.

Government have examined the matter in detail and hereby approve the Kerala State Civil Supplies Corporation Limited Managerial Service Rules, 2009 as given in the annexure to this order subject to the conditions specified below:

- (i) The existing scale of pay of Manager, Additional General Manager and General Manager will continue.
- (ii) Re-designation of one post of Personnel Officer as Assistant Manager (HRD) without change in scale of pay.
- (iii) Re-designation of 3 posts of Assistant Marketing Officers as Assistant Manager (Marketing) without change in scale of pay.

By Order of the Governor,
K.R. JYOTHILAL,
Secretary.

To,

- The Advocate General, Ernakulam (with Covering Letter).
✓ The Chairman & Managing Director, Kerala State Civil Supplies Corporation Ltd., Kochi-20.
The Director of Civil Supplies, Thiruvananthapuram.
The Finance (PU-B) Department (Vide U.O. No. 17534/PU-B2/08/Fin. dated 13.10.2008).
The P&AR (Rules) Dept. (Vide U.O. No. 14780/R1/08/P&ARD dated 05.11.2008)
The Planning & Economic Affairs (BPE) Dept. (Vide U.O. No. 16180/BPE-2/08/Plg. dated 11.12.2008).
The Accountant General (A&E)/(Audit), Kerala, Thiruvananthapuram.
The Food & Civil Supplies (A,B & D) Depts.
Stock file/Office copy.

Forwarded/By Order,
Ramkalyan
Section Officer.

THE KERALA STATE CIVIL SUPPLIES CORPORATION LTD
MANAGERIAL SERVICE RULES, 2007

1. SHORT TITLE, EXTENT AND APPLICATION

- (1) These Rules may be called Kerala State Civil Supplies Corporation Managerial Service Rules 2007.
- (2) They shall come into force on publication by the Corporation.
- (3) These Rules shall apply to all directly recruited officers in the service of the Corporation, excepting those covered by The Kerala State Civil Supplies Corporation Recruitment/promotion Rules, 1997.
- (4) Nothing in these Rules shall apply to those who are recruited by the Corporation on contract or on temporary basis or on deputation.
- (5) Nothing in these Rules shall apply to those who are posted in the Corporation as trainees or apprentices as per the provisions of the Indian Apprentices Act or any other Act.

2. DEFINITIONS

- (a) "Board" means Board of Directors of the Kerala State Civil Supplies Corporation constituted by the Government of Kerala.
- (b) "Corporation" means the Kerala State Civil Supplies Corporation represented by its Chairman & Managing Director.
- (c) "Entry level posts" means the posts which have been marked as such in Rules 5.
- (d) "Experience" means the experience in one or more of the different departments of the Corporation such as Administration, Purchase, Marketing, Secretarial, Audit, Finance, Quality Assurance, MIS, Commerce, Tea & BP except in case of entry level posts where experience in other organizations such as Central or State Government organization, Public Sector Undertakings (PSU) and Public Limited Companies may be considered.
- (e) "Government" means Government of Kerala.
- (f) "Recruitment Committee" means the committee constituted by the Board of Directors for selecting officers by direct recruitment.
- (g) "Promotion Committee" means the committee constituted by Rule 7.1 of Managerial Service Rules, 2007 for the assessment of Officers short listed for promotion.
- (h) "Rules" means Kerala State Civil Supplies Corporation Managerial Service Rules, 2007.
- (j) "Equivalent Posts" any post having the same or equivalent pay scale / Remuneration.

3. The Officers in the Corporation shall be of Two categories namely:-

- (a) Category "A"
 - i. General Manager
 - ii. Additional General Manager
 - iii. Manager

(b) Category "B"

- i. Deputy Manager
- ii. Assistant Manager (Accounts)
- iii. Assistant Manager (MIS)
- iv. Assistant Manager (General)
- v. Assistant Manager (HRD)
- vi. Assistant Manager (Test & Branded Products)
- vii. Assistant Manager (Quality Assurance)
- viii. Assistant Manager (Marketing)

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4. APPOINTMENT

4.1 Appointment to the posts specified in column 1 shall be made following the methods specified in column 3 from the officers who satisfy the eligibility criteria prescribed at column 4 of the table given below under this section.

4.2 Appointment may be made by any one of the two methods below:-

- (a) Direct Recruitment
- (b) Promotion by Selection

4.3 An officer on getting promotion within the category A & B shall be liable to do the duties and discharge the responsibilities of the post/position which he would have held if so directed by the Corporation

5. Eligibility of each post, with other details is given in the table below:

5.1 Management Information System (MIS)

Post	Sanctioned Posts	Method of Appointment	Eligibility	Scale of Pay
(1)	(2)	(3)	(4)	(5)
Assistant Manager (Entry Post)	1	Direct Recruitment OR Promotion by selection	B. Tech with 3 years of post qualification experience in similar area 7 years experience as programmer & Performance evaluation	Rs.12930 - 20250
Deputy Manager	-	Promotion by selection	7 Years Experience as Asst. Manager & Performance evaluation	Rs.16650 - 23200

5.2 Marketing Department

Assistant Manager (Marketing) (Entry Post)	3	Direct Recruitment	MBA from IIM / XLRI / Other recognized universities with 3 years post qualification experience in similar area	Rs. 12930 - 20250
Deputy Manager	-	Promotion by selection	7 years experience as Asst. Manager (Marketing) & Performance evaluation	Rs.16650 - 23200

5.3 Finance/Accounts Department

Assistant Manager	7	Direct Recruitment OR Promotion by selection	Chartered Accountant / ICWA with 3 years post qualification experience JM (Accounts) with 7 years experience & Performance evaluation	Rs.12930 - 20250
Deputy Manager	-	Promotion by selection	7 years experience as Assistant Manager & Performance evaluation	Rs.16650 - 23200

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4**5.4 Quality Control Department**

Assistant Manager (QA)		Promotion by Selection	4 Years experience as Junior Manager & Performance evaluation	Rs.12930 - 20250
Deputy Manager (QA)		Promotion by selection	7 years experience as Assistant Manager & Performance evaluation	Rs.16650 - 23200

5.4.1 The sanctioned strength of Junior Manager, Assistant Manager & Deputy Manager in Quality Control Department will be treated as a block and the promotion from one category to the next category will be done as **GRADE PROMOTION**.

5.5 Tea Division

Assistant Manager (Entry Post)		Direct Recruitment	Science / Commerce / Agricultural Graduate from a Recognized University with 5 years post qualification experience in Tea blending, tea tasting in Corporate tea estate / factory	Rs.12930 - 20250
Deputy Manager		Promotion by selection	7 years experience as Assistant Manager (Tea) & Performance evaluation	Rs.16650 - 23200

5.6 General

Assistant Manager (General)		Direct Recruitment OR Promotion by selection	MBA from a recognized university with 3 years post qualification experience / CA with 3 years post qualification experience 7 years experience as Junior Manager (General/equivalent pay) & Performance evaluation.	Rs.12930 - 20250
Deputy Manager		Promotion by selection	7 years experience as Assistant Manager (General) & Performance evaluation	Rs.16650 - 23200

5.7 HRD

Assistant Manager (HRD)		Direct Recruitment	MBA from a recognized University with specialization in HRD with 3 years post qualification experience OR PG Diploma in HRM with 6 years post qualification experience in similar area	Rs.12930 - 20250
Deputy Manager (HRD)		Promotion by selection	7 years experience as AM (HRD) & Performance evaluation	Rs.16650 - 23200

5.8 Secretarial Section

Asst. Manager (Company Secretary)		Direct Recruitment	ACS with 3 years post qualification experience as Company Secretary	Rs.12930-20250
Dy. Manager (Company Secretary)		Promotion by Selection	7 Years experience as Assistant Manager (CS) with ACS Qualification & Performance evaluation	Rs.16650-23200

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 5.9 Senior Management Level

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Manager	6	Direct Recruitment OR Promotion by Selection	Post Graduate Degree / Diploma in Management from a recognized & reputed university / CA / ICWA / ACS / B.Tech / P G Courses in relevant field with 10 years post qualification experience 5 years experience as Deputy Manager in the relevant field & Performance evaluation	Rs.20700 - 26600
Adtl. General Manager	6	Promotion by selection	7 years experience as Manager in the relevant field & Performance evaluation	Rs.23200-31150
General Manager	-	Promotion by selection	5 years experience as Adtl. General Manager in the Corporation and performance Evaluation	Rs.25400-33100

The number of GM, will not exceed 2. In that case, there will be only 4 AGMs; ie total number of AGM's & GM's will not exceed 6.

5.10. Experience in feeder category making a person eligible for promotion, is the minimum experience and the officer will not have any claim for automatic promotion on completion of minimum period of experience i.e. promotion will only be against vacancy.

5.11 The sanctioned post in a group in the rule 5.1 to 5.7 and 5.9 will be treated as a block vacancy for promotion.

5.12 In the case of an Officer working in the Corporation as on the date of coming into force of these Rules, the experience required for promotion by selection specified in Rule 5.1 to 5.9 will be calculated on the basis of the total service rendered by him in the Corporation from the level of Junior Manager and above without taking into account of the fact that he had not served in any particular post for the required time as mentioned in these rules.

Illustration

An Officer requires seven years service as Jr. Manager and seven years service as Asst. Manager for getting promotion by selection to the post of Dy. Manager. If the officer has already completed 14 years of service in the Corporation in the level of Junior Manager he will be eligible for consideration for promotion to the post of Dy. Manager notwithstanding the fact that he has not worked in the post of AM.

6. Direct Recruitment

6.1 All Direct Recruitments to posts in Category A & B will be made by the Corporation only after open newspaper advertisement.

6.2 The Board of Directors shall constitute a Recruitment Committee for selecting Officers by Direct Recruitment to a post. The Recruitment Committee shall consist of 3 Board Members. Board can also nominate an external expert to the committee, if considered necessary.

6.3 Eligible candidates will be given the same opportunities in the assessment of suitability. If the eligible candidates are large for interview, a written test will be conducted from which interview will be limited to 3 times the number of vacancies.

6.4 The Board shall consider the select List and make appointments to the notified vacant posts.

6.5 Direct Recruitment shall be subject to Rules 14 to 17 part II of Kerala State and Subordinate Service Rules, 1958

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7. Promotion by selection

7.1 The Board shall constitute a Promotion Committee consisting of a minimum of three members one of which shall be a person nominated from the Board of the Corporation. There will be different levels of promotion committee for different levels of promotion as given below:

Asst. Manager to Deputy Manager MD, 2 other persons to be nominated by MD having expertise in the field and having sufficient seniority & experience. The persons nominated could be from senior officials of the Corporation or external experts.

Manager to General Manager MD & 2 or more Directors nominated by the Board

7.2 The promotion committee shall make a select list based on the marks obtained in the performance evaluation criteria given below.

7.3 Annexure A: Marks for performance appraisal

Marks for performance appraisal will be based on the following criteria. Maximum marks available for performance appraisal is 30 as detailed below.

Rating	Marks
Outstanding	30
Very good	24
Good	18
Fair	12
Poor	0

Performance of previous 4 years will be considered for the purpose and average worked out. In case of difference in assessment by Reporting Officer / Review Officer / Accepting Officer, assessment of Accepting authority will be considered

7.4 Annexure B: Potential Appraisal Form

Name: _____ Present Post _____
Promotion Post _____

Sl. No	List of Critical Attributes	Marks obtained (Maximum 2 for each point)
1	Decision Making Ability	
2	Risk Taking Ability	
3	Communication & Presentation skills	
4	Creativity, Innovativeness, Long-term vision & perspective	
5	Team Building, Genuinity & Discipline	
6	Quickness in responding to situation	
7	Inter-Disciplinary Orientation	
8	Knowledge in the field of specialization	
9	Understanding of External Environment	
10	Visibility/Reputation at Professional/Regional & National levels	
Total Mark (out of 20)		

Assessing Authority or Reviewing Authority

Maximum marks available for potential appraisal is 20 at the rate of 2 marks per each of the 10 attributes shown above (10 X 2)

7.5 Selection shall be made on the basis of marks obtained in the above criteria. A minimum of 30 mark is required to be eligible for promotion.

7.6 Persons included in the select List shall be ranked in the order of merit

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7.7 The validity of the Select List shall be for one year from the date of publication of the select list.

7.8 Appeals, if any, against the decisions of the promotion Committee may be filed to the Board within one month of the publication of the select List, and the Board shall consider and dispose off such appeals

7.9 Claims of persons superseded previously shall be considered whenever a new select list is prepared

7.10 The Promotion Committee will assess the short listed officers on the critical attribute given in annexure A & B. The rating sheets will be independently prepared by the committee members. The assessment sheet will be given in a sealed envelop to MD and all the sealed envelops will be opened in the presence of attending promotion committee members. The ratings will be consolidated and averaged to arrive at the final marks.

7.11 The Promotion Committee shall make a Select List based on marks obtained in the performance evaluation criteria and personal interview. A minimum of 30 marks required for promotion by selection

7.12 Officers found unfit for promotion by Selection shall acquire eligibility after two years for reconsideration for promotion by selection thereupon all the procedures outlined above shall be repeated.

8. ASSESSING PERFORMANCE OF AN OFFICER

8.1 Assessing Officer for all Officers shall be the Officer one level above, who is directly supervising the work of the officer reported upon.

8.2 Reviewing Authority for all Officers shall be the next level officer above the assessing officer of the Corporation. MD will be the Accepting Authority for all Officers, in the Corporation.

9. APPOINTING AUTHORITY

9.1 Appointing authority for Officers in the category A Officers shall be the Board.

9.2 Appointing authority for Officers in the category B Officers shall be the Managing Director.

10. QUALIFICATION REGARDING AGE

10.1 No person shall be eligible for appointment by Direct Recruitment if he/she has not completed 21 years of age or if he/she has completed 35 years and 45 years for Assistant Managers and Manager respectively of age on the 1st day of January of the year in which applications for appointment are invited.

10.2 Relaxation of age limits shall be granted to candidates eligible for such benefit, on par with the provisions in any orders/rules meant for recruitment to Government Service or as described by the Government.

10.3 Qualifying age is not a criteria for the employees who are in the service of the Corporation while considering for a promotion to the higher post.

11. PROBATION

11.1 Every person appointed to a post shall be on probation for a total period of two years of duty within a continuous period of three years from the date on which he/she joins duty if appointed by Direct Recruitment.

11.2 Every person appointed to a post shall be on probation for a total period of one year of duty within a continuous period of two years from the date on which he/she joins duty if appointed by promotion.

11.3 The period of probation may be extended for a further period of one year if the Appointing Authority deems it so necessary.

11.4 Probation shall be declared on successful completion thereof.

11.5 If the Appointing Authority considers that the officer under probation has not satisfactorily completed his period of probation it shall terminate the probation and revert the Officer to his/her earlier post in case of appointment by promotion, by Selection or discharge him from service in case of Direct Recruitment.

12. SENIORITY

12.1 There shall be separate seniority list for each level of posts in each Department.

12.2 Seniority of person in a cadre shall be determined by the date of the order of his appointment/promotion to that cadre.

12.3 When two or more persons are included in the same appointment order/Promotion order, the relative seniority shall be fixed according to the order in which their names are arranged in the Select List for appointment/Promotion.

12.4 If a person is promoted through selection overlooking his seniors, then such seniors shall lose their seniority.

13. REPEALS AND SAVINGS

13.1 Any Rules corresponding to the Rules or administrative orders by the Government or the Corporation and in force immediately before the commencement of these Rules in respect of the managerial staff are hereby repealed.

13.2 Provided that any order made or action taken under the Rules so repealed shall be deemed to have been made or taken under the corresponding provisions to these Rules.

13.3 Notwithstanding anything contained in these Rules, the pay of officers in the service of the Corporation at the commencement of these Rules shall be continued to be regulated in the scale in which they were last appointed.

14. GENERAL

14.1 Eligible internal candidates can also apply for direct recruitment.

14.2 All other service conditions applicable will be as that specified in Kerala State Civil Supplies Corporation Service Rules 1974. In respect of anything which are not specifically mentioned in these rules or in Kerala State Civil Supplies Corporation Service Rules 1974, the Rules as per KSR and KCS (CC&A) Rules 1960 will be applicable.