

THE KARNATAKA FISHERIES DEVELOPMENT CORPORATION LTD.,

(A Government of Karnataka Enterprises)

REGD. OFFICE: HOIGE BAZAR MANGALORE-575001.

SERVICE RULES AS APPROVED BY THE BOARD AT ITS 202nd MEETING HELD ON 5th March 2011.

ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ, ಪಶು ಸಂಗೋಪನೆ ಮತ್ತು ಮೀನುಗಾರಿಕಾ ಇಲಾಖೆ, ಬೆಂಗಳೂರು, ಕಛೇರಿ ಪತ್ರ ಸಂಖ್ಯೆ: ಪಸಂಮೀ 198 ಮೀಇಸೇ 2011 ದಿನಾಂಕ: 27.08.2016 ರಲ್ಲಿ ಅನುಮೋದನೆ ಗೊಂಡಂತೆ

In supersession of all previous orders in this behalf, necessary to define the terms & conditions of the appointment & service of the employees of the K.F.D.C.Ltd., the Board of Directors of the K.F.D.C.Ltd., in exercise of powers conferred by Articles 33(16) of the Articles of Association of the K.F.D.C.Ltd., hereby frames the following rules namely.

CHAPTER – 1
Title and definition

1. **Short Title & commencement:-** These rules may be called The Karnataka Fisheries Development Corporation Ltd., Service Rules.
2. **Application:-** These rules shall come into force from the first day of and shall apply to all employees of the Corporation provided these rules shall not apply to
 - a) Any Advisor or employees recruited on a contract basis.
 - b) Any employees whose services are lent by the Government or other authority or organization to the Corporation on foreign service in so far as they relate to the terms & conditions agreed to at the time of his or her deputation to the Corporation and
 - c) Any person appointed on daily wages or on casual basis.
3. **Definition:-** In these rules, unless there is anything repugnant in the subject or context.
 - i) “Board” means the Board of Directors of the K.F.D.C.Ltd., as referred to in the Articles of association of the Corporation.
 - ii) “Corporation” means the Karnataka Fisheries Development Corporation Ltd., Mangalore.
 - iii) “Duty” includes:-
 - a) Period during which an employee is on joining time.
 - b) Period spent on casual leave duly authorized.
 - c) Period spent on instruction or training when deputed by the Corporation.
 - d) Period of deputation.
 - e) Any other period specifically declared to be treated on duty.
 - iv) “Government” means the Government of Karnataka.
 - v) “Joining Time” means the time allowed to an employee to join a new post or to travel to or from a Station to which he is posted.
 - vi) “Managing Director” means the Managing Director of the Corporation in relation to any powers exercisable by him and includes any Director or Officer who is appointed

- to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director.
- vii) “Pay” means the amount drawn monthly by an employee as
 - a) The pay which has been sanctioned for a post held by him or her substantively or in an officiating capacity or to which he or she is entitled by reason of his or her position in a cadre.
 - b) Special pay and personal pay and
 - c) Any other emoluments which may be specifically classed as pay by the Board.
 - viii) “Personal Pay” means an additional pay granted to an employee.
 - a) To save him/her from a 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 or other personal considerations.
 - ix) “Secretary” and “Accounts Officer” means the Secretary & Accounts Officer of the Corporation in relation to any powers exercisable by them & include any officer authorized by the Managing Director to exercise the powers of the Secretary and Accounts Officer of the Corporation during the temporary absence of the Secretary and Accounts Officer.
 - x) “Special Pay” means an addition in the nature of pay to the emoluments of a post or of an employee granted in consideration of
 - a) The specially arduous nature of duty or
 - b) A specific addition to the work or responsibility.
 - xi) “Substantive Pay” means the pay other than Special Pay, Personal pay and any other emoluments specially classed as pay by the Board to which an employee is entitled on account of a post to which he/she has been appointed substantively or by reasons of his/her substantive position in a cadre.

4. Change of Rules:- The Board may amend the rules here laid down from time to time.

5. Power to interpret and implement Rules:- The power to interpret these rules vests in the Managing Director, who is also hereby empowered to issue such administrative instructions consistent with the rules of the Corporation.

CHAPTER – II
Cadre, Recruitment, Probation and general conditions of service.

6. a) **Cadre:-** The service cadre of the Corporation & the strength of each of the said cadres shall be as laid down in Appendix-1 to these rules.
- b) The posts in the Corporation shall be classified as follows:
- | | | |
|--------------|---|--|
| Category I | - | All posts on a scale of pay the maximum of which is ` . 15,200/- or Above & all posts on a fixed pay of ` .15200/- & above. |
| Category II | - | All posts on a scale of pay the maximum of which is ` .11400/- or Above but is less than ` .15200/- & all posts on a fixed pay of ` 11,400/- & above but less than ` .15200/-. |
| Category III | - | All posts on a scale of pay the maximum of which exceeds ` . 5200/- but is less than ` .10800/-. |
| Category IV | - | All posts on a scale of pay the maximum of which is ` .4800/- or Less. |
7. **General conditions:-**
- a) No person shall be appointed unless he/she has been certified by a medical practitioner approved by the appointing authority to be in sound physical and mental conditions & fit to discharge his/her duties.
- b) No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any public sector undertaking or who has been convicted by court for moral turpitude
8. **Recruitment:-**
- a) The method of recruitment & the requisite qualifications prescribed for the various posts & class of posts shall be as laid down in Appendix-II of these Rules.
- b) When additional posts are created the qualifications thereto shall be fixed,
- i) By the Board in the case of posts whose maximum of the scale of pay exceeds ` .5800/-.
 - ii) By the Managing Director in other cases.
9. **Age:-** The age of an employee at the time of his/her first appointment to the service of the Corporation shall not exceed 40 years in the case of Scheduled Caste and Scheduled Tribe & 38 years in the case of others and shall not be less than 18 years provided that the Managing Director may at his discretion relax this limit in the case of Category IV staff & the Board in the case of other categories.
10. **Relaxation:-** The qualifications prescribed for the initial recruitment against the posts mentioned in Appendix-II may be relaxed in the case of persons with sufficient practical experience in respect of Category I, II and III by the Board and Category IV by the Managing Director.

11. Appointments:-

- a) All appointments to the service of the Corporation shall be made by the Managing Director to the terms & conditions prescribed in these rules provided that in the case of Category I & Category II employees, the prior approval of the Board shall be obtained.
- b) The employee of the Corporation is liable to be transferred to any of the institution under the control of the Corporation.

12. Creation of Posts:-

- i) The Board shall from time to time determine the number of posts of each category in the service of the Corporation.
- ii) The authorities specified in Column No.1 of the following table shall be empowered to create new or additional posts in the Corporation of the Category specified in Column No: 2 thereon.

<u>Authority</u>	<u>Category of Post</u>
Board	: Any Post
Managing Director	: Any post the maximum of the scale of pay of which Does not exceed ` .10,800/- subject to ratification By the Board.

Provided that no posts shall be created on a scale the maximum of which exceeds 10,800/- or if it is a post on a fixed pay exceeding ` 10,800/- without the previous sanction of the State Government.

13. Procedure to fill up the posts:- Appointments may be made to any post in the Corporation by direct recruitment, promotion, deputation from other sources or on adhoc basis as mentioned in Appendix-II to these Rules.

- a) **Procedure for direct recruitment:-** The following procedure shall be followed in the case of direct recruitment.

i) **Category I & Category II Posts:-** Advertisements inviting applications shall be published in newspapers having wide circulation. All applications received shall be considered & graded according to academic records & experience. Ordinarily the number of persons called for an interview shall be 4 times the number of vacancies. Under special circumstances the Managing Director may call more than 4 candidates against one vacancy. Interview shall be held by a Selection Committee which shall be constituted by the Board from time to time. The Selection Committee shall consist of not less than 3 members of whom one shall be the Chairman or the Managing Director. The Selection Committee shall draw up a panel of candidates fit for appointment in the order of merit & furnish it to the appointing authority with its recommendations. The appointing authorities shall make appointments from the panel drawn up by the Selection Committee.

Provided that the appointing authority shall ordinarily make appointments in accordance with the list prepared by the Committee, but where any appointing authority does not

agree with the recommendations of the Committee, it shall record its reasons in writing for disagreeing with the recommendation & pass such orders as it deems fit.

ii) Category III posts:- Requisition shall be sent to the Employment Exchange having jurisdiction over the Unit. Selection shall be made on the basis of the interview & the results of a test wherever such a test is considered necessary or appropriate having regard to the nature of the post. A Committee consisting of Managing Director, Secretary & the concerned head of the Office where the post has to be filled up shall conduct the interview, the Director of Social Welfare or his nominee and the Director of Backward Classes & Minorities or his nominee (58th Board Meeting) shall conduct the interview.

iii) Category IV posts:- Requisition shall be sent to the Employment Exchange having jurisdiction over the unit of appointment. Candidates whose names are sponsored by the Employment Exchange may be considered. Selection shall be made on the basis of the interview and on the result of a test wherever such a test is considered necessary or appropriate having regard to the nature of the post. The Committee specified at Rule 13 (a) (ii) shall conduct the interview for this category of posts.

iv) General:-

- a) Candidates shall be required to appear for an interview at their own expenses at any place specified by the appointing authority.
- b) Selected candidates shall be required before appointment, to themselves to a medical test by a qualified medical practitioner approved in this behalf by the appointing authority. The fees payable for the medical test shall be borne by the candidate.
- c) 15% & 3% of the vacancies classified for direct recruitment or such other percentage fixed by the Government from time to time shall be reserved for scheduled caste & scheduled tribe candidate respectively.
- d) 10% of the vacancies to be filled up by direct recruitment or other percentage fixed by the Government from time to time shall be reserved for Ex-servicemen as a measure of their re-settlement of civil life.
- e) 5% of the vacancies classified for direct recruitment or such other percentage fixed by the Government from time to time shall be reserved for physically handicapped & mentally retarded candidates.
- f) The percentage of the vacancies classified for direct recruitment or such other percentage fixed by the Government from time to time shall be reserved for different communities as detailed below:

Praverga I	: 4%
Praverga II(a)	: 15%
Praverga II (b)	: 4%
Praverga III (a)	: 4%
Praverga III (b)	: 5%
Scheduled Caste	: 15%
Scheduled Tribe	: 3%
General Merit	: 50%

- g) In the event of non-availability of candidates for the reserved categories mentioned

in (c), (d), (e) and (f) above, the instructions issued by the government of Karnataka from time to time shall be followed.

b) i) Procedure for promotions: Promotions cannot be claimed as a matter of right on the basis of seniority alone, but it must be based on seniority- cum- merit.

ii) Category I and category II posts:- In respect of promotion to Category I and category II posts promotions shall be made on the basis of seniority- cum- merit. All promotions shall be considered by a promotion committee constituted by the Board for the purpose. The committee shall consist of not less than 3 persons one of whom shall be either the Chairman or the Managing Director. The committee shall make its recommendations on the basis of an assessment of the qualifications, ability and experience of the employee as reflected by his/her character roll or confidential report and through an interview if necessary and prepare a list of candidates fit for promotion and furnish it to the Appointing Authority together with its recommendations in the order of merit. The Appointing Authority shall make promotions in accordance with the list prepared by the promotion Committee. The Appointing Authority shall ordinarily make promotion in accordance with the list prepared by the promotion Committee but where any appointing authority does not agree with the recommendations to the committee, it shall record its reasons in writing for disagreeing with the recommendation and pass such orders as it deems fit.

iii) Category III and category IV posts:- Promotions to the Category III and category IV posts shall be on the basis of merit-cum- seniority. In judging fitness for the post of appointing authority shall take into account the character roll or confidential report maintained in respect such an employee.

1) Commencement of Service:- Except as otherwise provided under these rules the service of an employee shall be deemed to commenced from the working day on which an employee reports for duty in the appointment covered by these rules at the place intimated to him/her by the Appointing Authority, if he/she reports before noon and from the following day if he/she reports in the afternoon.

2) Probation:-

- i) Every person directly recruited to the corporation service shall be required to be on probation for a period one year from the date of appointment.
- ii) The appointing authority may in his discretion extend the period of probation for a further period not exceeding six months for the reason to be recorded in writing.
- iii) During the period of probation an employee shall be liable to be discharged from service without any notice.
- iv) An employee who has satisfactorily completed his/her probation in any post shall there upon be confirmed in the post.
- v) Where an employee as rendered continuous temporary service or continuous service on deputation in any post immediately preceding his/her regular appointment to such post, the period of service so rendered temporarily or an deputation may be counted against the period of probation if the appointing authority so directs.

3) **Seniority:-** Seniority of employees appointed shall be determined as follows:-

- a) In the case of employee appointed or promoted to a post in one batch in accordance with the order or seniority specified by the authority making such appointment or promotion.
- b) In other cases the seniority will be fixed with reference to the date of commencement of service in the post.

4) **Transfers and Tours:-**

- i) An employee shall be liable to serve anywhere in India in the service of the Corporation and to proceed on tour in the course of his official duty to any place in India or abroad.
- ii) The authorities specified in column I of the following table shall be competent to effect transfers of employees of the description specified in column II thereof subject to limitations if any specified in column III thereof against each.

Authority	Category of employees	Limitations
Managing Director	All categories of employees	Nil
Heads of the Offices	Officials serving against category IV posts under them	Within the jurisdiction of the head of the office or institution

5) **Termination of service:-**

i) The appointment to service of the Corporation may be terminated either by the appointing authority or by the employee after serving upon the other party, a notice in writing of intention to terminate such appointments. The period of notice required shall be one month, provided that the Corporation, in lieu of such notice, may pay to the employee as compensation, a sum equal to his/her pay for one month. In case of breach of this rule by the employee, he/she shall be liable to pay to the Corporation as compensation a sum equal to his/her pay for one month.

Explanation:-

i) The expression "month" shall be reckoned as 30 days and shall commence from the day following that on which notice is served by the employee or the appointing authority as the case may be.

ii) Nothing in sub rule (i) of rule 18 shall affect the right of the Corporation to retire an employee after serving upon him one month in advance a written notice of intention to retire him/her if the employee is certified by a qualified medical practitioner to be permanently incapacitated for further service in Corporation.

iii) Nothing in sub rule (i) of rule 18 shall affect the right of the Corporation to dismiss an employee without notice if the employee is convicted of a criminal offence by a court of law.

iv) Nothing contained in the above rules shall affect the right of the appropriate authority to retire or dismiss an employee without notice or salary in lieu thereof in accordance with the provisions regulating imposition of penalties under these rules.

6) Resignation

- i) No employee shall resign from the service of the Corporation except by giving such notice as he/she would have received under rule 18 above if his/her services were to be terminated or paying compensation in lieu of such notice.
Provided it shall be open to the appointing authority to waive such notice or compensation.
- ii) Resignation may be accepted by the appointing authority with immediate effect or at any time before the expiry of the period of notice in which case an employee shall be paid pay and allowances in respect of unexpired period of notice given by him/her. In case a shorter period of notice is accepted at the request of an employee, he/she shall be entitled to receive his/her pay and allowances only in respect of actual period spent on duty in Corporation.

7) Superannuation and Retirement:-

- i) Every employee shall retire on his/her attaining 60 years of age. Where the date of such Superannuation falls on a day other than the first day of the month he/she shall retire on the afternoon of the last day of the month. (After the word completion).
- ii) Notwithstanding anything contained in sub rule (i) any employee may be required by the competent authority or permitted at his/her request to retire from the service of the Corporation on completion 20 years of service in the Corporation or 50 years of age whichever is earlier.
- iii) Nothing contained in sub rule (i) and (ii) shall affect the right of the competent authority to retire an employee without notice or pay in lieu thereof on his/her being certified by a medical examiner to be nominated for the purpose by such authority as being incapacitated for a further service due to his continued illness or accident.
- iv) An employee may be permitted to retire at his/her own request on the competent authority being satisfied that such employee is incapacitated for a further service due to his/her continued illness or accident, provided that before acting under this rules it shall be open to such authority to require the employee to undergo medical examination as it may prescribe for this purpose.
- v) The competent authority for the purpose of this rule shall be the authority competent to make appointments as laid down in Rule II above.
- vi) When an employee of the Corporation retires on superannuation/voluntarily retires or dies while in service he shall be paid leave salary to the extent of not exceeding 240 days earned leave at his/her credit at the time of superannuation/voluntarily/retirement/death. The salary for this purpose will be exclusive of H.R.A. & C.C.A.
In the case of death while in service the leave salary shall be paid to his/her legal heir.

CHAPTER – III
Pay, Allowances and other concessions

8) Pay and Allowance:- In these rules

- a) 'Time scale of pay' means pay which subject to any condition prescribed in these rules rises by periodical increment from a minimum to maximum.
- b) Time scales are said to be identical if the minimum and maximum, the period of increment and the rate of increment of the time scale are identical.

9) General Provisions:-

- a) The Corporation reserves the right to determine the scale of pay fixed applicable from time to time to different posts of different description under the Corporation.
Provided that the Corporation shall not determine the scale of pay of any post the maximum of which exceeds `28,275/- without the previous sanction of the Government.
- b) The Corporation also reserves the right to specify the kinds & rates of allowances which the employees of the Corporation may receive from time to time and enhance, modify, reduce, revoke such allowances.

10) Commencement and cessation:-

- i) The employee shall commence to draw the pay of the post to which he/she is appointed and allowances applicable thereto from the day he/she assumes the charge of the post, if such charge is assumed in the forenoon and from the following day if the charge is assumed in the afternoon and shall cease to draw the same from the day he relinquishes the charge, if the charge is relinquished, in the forenoon and from the following day if the charge is relinquished in the afternoon.

Provided that in the case of an employee who dies while service pay and allowances shall cease to be payable with effect from the day subsequent to that on which the death occurs.

- ii) Where the employee is transferred from one post to another he/she shall during the period of interval between the day of his/her handing over charge of his/her old post and the day of his/her taking over charge of the new post draw the pay and allowances pertaining to the new post whichever is less.

11) Scale of pay:- The scales at present applicable to various categories of posts under the Corporation are set in Appendix-I.

12) Pay on first appointment:-

- i) On first appointment to a post, the employee shall get the minimum of the time scale unless her pay is fixed at any higher stage by the appointing authority for any valid reasons.
- ii) If the first appointment is to a post with a fixed pay he/she shall draw such fixed pay.
- iii) In no case shall the pay be fixed at a stage higher than the maximum of the time scale.

- iv) Then an employee holding one post is appointed to another post carrying an identical time scale he/she shall be entitled to draw the pay which he/she was drawing in the previous post.
- v) If an employee appointed to a post has already served in a post. In the Corporation on an identical time scale of pay, his/her pay in the new post shall be fixed at the stage at which he/she has drawn the pay in such identical post earlier.

13) Pay on Promotion:- When an employee of the Corporation is promoted to a higher post in the service of the Corporation his/her pay in such higher post shall be fixed a next higher stage, provided that an employee may at his option to be exercised within two months from the date of his taking charge of the higher post on promotion continue to draw pay in the scale of pay of the lower post till the date on which he would have normally earned an increment therein, and thereafter his pay shall be fixed as indicated above in the scale of pay of the higher post.

Provided that where an employee is promoted to a post on fixed pay he/she shall be allowed only such fixed pay.

14) Pay in the case of deputationists:- The pay and allowances of officials on deputation from the Central or State Government or from public sector undertakings shall be governed by such terms and conditions as may be settled between the Corporation and the lending organization.

15) Pay in the case of retired Government Servant re-employed by the Corporation:- In the case of persons who have superannuated from the service in Central or State Government and have been re-employed in the service of the Corporation the pay admissible shall be the pay last drawn in the service of Central or State Government less the pension and the pension equivalent of gratuity, but in no case exceeding the maximum of scale of pay applicable to the post or where the post is a fixed pay, such fixed pay.

16) Additional pay (charge allowance):- When an employee of the Corporation is appointed to perform the duties of another post in addition to his/her own and such appointment involves a substantial increase of responsibility and additional work he/she is entitled to additional pay to be fixed at the discretion of the Managing Director provided the period of such appointment is not less than one month. Such allowance shall not however exceed 5% of the minimum pay of the additional post which the employee holds.

17) Disbursement of pay:- The pay and the allowance due to the employee in respect of the service rendered by him/her during any month shall ordinarily become payable during the first week of the subsequent month of that month provided, however that the Managing Director may authorize the disbursement of the salary on any earlier day of the last week for special reasons therefore which shall be recorded.

18) Increments:-

- i) Increments shall not be granted as a matter of course. Increment in the time scale of the post shall be drawn only on the completion of 1 years continuous and satisfactory work which is to be certified by the Managing Director or any officer of the Corporation so authorized by Managing Director in this behalf.
- ii) In case of unsatisfactory record of service the increment will released only on getting the satisfactory record of service certificate from the competent authority on the next year of the accrual of the increment.
- iii) In case the increment falls due on any middle day of a month it will be preponed to the first of the month.

19) When service counts for increment:- The service rendered by an employee counts for increment in the time scale under the following conditions.

- i) All duty including probation in a post in a time scale shall count for increment in that time scale.
- ii) Service in any other post, service on deputation and leave (except leave on loss of pay taken otherwise than) on medical certificate shall count for increments, provided that the employee would have been continued to officiate in the post but for service deputation or leave.

20) Grant of incentive increment:- The Managing Director may also sanction subject to the approval of the Board, advance increment in the sanctioned scales, if the employee has rendered exceptionally meritorious service to the Corporation or as acquired high professional qualifications in his line of work.

- i) **Grant of stagnation increment:-** Resolved that the Government order No:FD 52 SRP 79 dated 31.10.1970 sanctioning stagnation increment to Government employees be made applicable to Corporation employees with effect from 1st January 1982 (94th Board Meeting on 26.06.1987).

34. Allowances:- The employees of the Corporation shall also be entitled to get the following Monthly allowances in addition to the pay as applicable to the Government Servants under the Government of Karnataka from time to time to be adopted by a resolution of the Board.

- i) Dearness Allowance
- ii) City Compensatory Allowance
- iii) House Rent Allowance
- iv) Hill Allowance.

35. Medical Allowance:-i) The employees of the Corporation shall also be entitled to get the medical allowance in respect of Group C” and Group D” of employees of Corporation from the existing rate ` 25/- per month to Rs 100/- per month.

ii) Medical Allowance:-E.S.I. facilities will be provided to employees

The employees who are not covered under E.S.I. may the “Mediclaime” or any other similar medical facilities provided by the Nationalized Insurance Company for them and the family. The annual premium paid to the extend actual premium paid or Rs 1000/- whichever is less will reimbursed by the Corporation.

36. Special pay:- The employees mentioned below shall be eligible for the special pay at the rates mentioned against each in view of special arduous nature of duty and in view of additional work and responsibilities attached to the post.

		Cash Allowance (Per month)	Security deposit to be obtained
1	Accounts Asst. attached to the M.D's Office dealing with cash and accounts assistant attached to fresh fish marketing	350/-	3,500/-
2.	Clerks of the Ice-cum-cold storage and freezing plants dealing with cash/Fish retailed outlet/Canteen/Fresh Fish Marketing	250/-	2,500/-
3.	Managers & Plant Managers who are in charge of production section other than leave vacancy from 9 months	100/-	
4.	Typist	100/-	
5.	Drivers	150/-	

37. Provident Fund:- Every employee of the Corporation shall be entitled to the benefit of the contributory provident fund scheme on completing the period of qualifying service as per the relevant Act. The employee subscription and the Employers' contribution shall be at the rates as prescribed in the relevant Act.

38. Gratuity:- Every employee of the Corporation shall be entitled to the benefit of gratuity on completing the period of qualifying service as per relevant Act. The Govt. of India has amended its section 4(3) of the payment of Gratuity Act 2010, increasing the Gratuity amount payable to employees from Rs. 3.5 lakhs to 10 lakhs with effect from 17.05.2010 as per Gazette Notification dated 18.05.2010.

38. (A) Selection Time Scale of pay:-An employee who completes/has completed a service of 10 years in the same post and scale of pay held by him as on 1.4.1982 including the service rendered in Government prior to absorption in the Corporation or subsequently shall be permitted to move on to the Selection Time Scale of pay assigned to the post held by him with effect from the date following the date of completion of such service subject to the following conditions. The ten years period shall be computed from the date of regularization of appointment of employees in the case of persons who were on temporary basis in the time scale.

(a) The employees who are in the following scales of pay only are eligible to move to the Selection Time Scale of pay mentioned against them.

Sl.No.	Scale of Pay	Selection time scale of pay
1.	4800 - 7275	5200 – 8200
2.	5200 – 8200	5500 – 9500
3.	5500 – 9500	5800 – 10500
4.	5800 – 10500	6250 - 12000
5.	6250 – 12000	6800 – 13000
6.	6800 – 13000	7275 – 13350
7.	7275 – 13350	8000 – 14800

8.	8000 – 14800	8825 – 16000
9.	8825 – 16000	9500 – 17250
10.	9550 – 17250	10000 – 18150
11.	10000 – 18150	10800 – 20025
12.	10800 – 20025	11400 – 21600
13.	11400 – 21600	12000 – 22650
14.	12000 – 22650	13000 - 23850

(b) The employees should be eligible for promotion/selection in accordance with the Recruitment and promotion Rules.

(c) The movement of employee to Selection time scale of pay as per the rule shall be subject to screening by the appointing authority in case of all the employees.

(d) An employee who has voluntarily foregone promote in the scale shall not be eligible for this benefits.

(e) The benefit would be sanctioned only once in the term of service to the employees who are permanent and are in the time scale of pay.

(f) In case the employee who has been bestowed with this benefits given promotion within 2 years from the date of availing the benefit, his pay on promotion shall be fixed with reference to the pay which he would have drawn, but for his movement to the selection time scale of pay.

38.(B) Grant of special promotion Senior Scale of Pay:-

a) Employees of Corporation must put in continuous service of not less than 15 years of satisfactory records of service being determined in the same manner as merit is determined for promotion on the basis of Seniority-cum-merit.

b) He is qualified and eligible for promotion in accordance with the rules of recruitment applicable to the post where avenue for promotion is. The following scales of pay only are eligible to move the grant of special promotion to Senior Scale of pay.

Sl.No.	Scale of Pay	Selection time scale of pay
1.	5500 – 9500	5800 – 10500
2.	6250 – 12000	6800 – 13000
3.	6800 – 13000	7275 – 13350
4.	7275 – 13350	8000 – 14800
5.	8000 – 14800	8825 – 16000
6.	8825 – 16000	9500 – 17250
7.	9550 – 17250	10000 – 18150
8.	10000 – 18150	10800 – 20025
9.	10800 – 20025	11400 – 21600
10.	11400 – 21600	12000 – 22650
11.	12000 – 22650	13000 - 23850

CHAPTER-IV
Leave and Joining Time

39. Kinds of Leave:- Every employee working in the Corporation shall be entitled to the following kinds of leave.

- 1) Casual Leave
- 2) Earned Leave
- 3) Maternity leave in the case of married woman employees.
- 4) Sick Leave
- 5) Extra-ordinary leave.

40. General conditions:-

i) Leave cannot be claimed as a matter of right, discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies of service.

ii) Any kind of leave under these rules may be granted in combination with any kind of leave (except casual leave). But the maximum period for which such continued leave may be allowed is 120 days.

iii) No leave shall be granted beyond the date on which an employee must compulsorily retire.

iv) An employee who absents himself/herself from duty without leave will not be entitled to pay and allowances for the days of absence, unless the sanctioning authority grants leave admissible to him/her, otherwise such absence will also render an employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the sanctioning authority that he/she was unable to join duty for reasons beyond his/her control. If such absence exceeds 15 days he/she may be considered as having voluntarily left the service.

v) An employee on leave shall not take any service or accept any employment without obtaining the previous sanction of the appointing authority.

41. Commencement and end of leave:-

i) Leave shall begin on the day on which charge is transferred and if the charge is transferred in the afternoon then from the following day. Similarly, leave shall end on the day preceding that on which charge is resumed or on the same day if charge is resumed in the afternoon.

ii) Holiday shall be allowed to be prefixed or suffixed to any kind of leave except extra-ordinary leave with the specific sanction by the authority competent to sanction the leave.

42. Authority empowered to grant leave:-

i) The power to grant leave shall vest in the Managing Director in the case of Category-I and category-II Officers, and subject to such general or special directions as may be issued by him, in the General Manager or other heads of the offices and institutions in the case of other employees.

ii) As far as Managing Director is concerned the casual leave will be granted by the Chairman and other kind of leave by the Government.

43. Casual leave:-

i) Casual leave should be treated as duty for all purposes. Every employee of the corporation is eligible for 15 days of casual leave in a calendar year.

ii) Casual leave cannot be combined with any other leave.

iii) Casual leave lapses at the end of a calendar year.

iv) Casual leave shall not be sanctioned for more than 5 days at a time.

v) Casual leave may be combined in any manner with Sundays and other authorized holidays provided that such period of absence shall not exceed 10 days in all at a time.

vi) Casual leave shall be sanctioned by the Managing Director in respect of category I and category II officers and by the secretary and Heads of the institutions in respect of other employees.

44. Earned Leave:-

i) Earned leave shall be earned by every employee of the Corporation at an uniform rate of 15 days of each calendar half year to be credited to his/her account at the commencement of each calendar half year. (110th B.M. dated 28-1-1991).

ii) Earned leave may be accumulated up to a total period of 240 days in respect of all employees of the Corporation provided that in one spell not more than 120 days leave may be taken.

ii)(a) However, with the approval of the Board, an employee can be granted any kind of leave available to his/her credit beyond 120 days if he/she is hospitalized in E.S.I. Hospital or Government hospital on account of serious accident or serious illness. He/she should produce medical certificate from the head of E.S.I. Hospital or District Surgeon for the period he/she is hospitalized and also for the period he/she has to take rest to recoup his/her health.

If no leave is at his/her credit he/she may be granted leave without allowance.

iii) An employee on earned leave is entitled to leave pay and allowances equal to the pay and allowance drawn by him/her immediately before his/her proceeding on leave.

iv) An application for earned leave shall ordinarily be submitted at least 30 days in advance of the date from which the applicant intends to proceed on leave provided that the authority sanctioning the leave may waive this condition if the circumstances so warrant.

45. Maternity Leave:

i) Maternity leave shall be sanctioned to a married women employee ordinarily up to 135 days on the production of a medical certificate from an approved Medical Practitioner.

ii) Maternity leave shall not be granted to an employee more than twice during the entire service with the corporation.

iii) Maternity leave may also be granted in case of miscarriage or abortion subject to condition that the leave does not exceed 6 weeks and leave application supported by Medical certificate.

iv) Leave salary during the maternity leave period shall be the same as during the earned leave.

v) Maternity leave under this clause shall not be admissible to female employee who has two or more living children.

vi) Maternity leave shall not debited against earned leave account but should clearly recorded in the Service register separately.

46. Sick Leave:

i) Sick leave on medical grounds may be granted to an employee on production of a certificate from an approved medical practitioner from whom the employee receives medical treatment.

ii) Sick leave shall be earned at the rate of 20 days per completed year of service in the corporation.

iii) An employee on sick leave is entitled to a leave pay equal to half of the pay which he/she would have been entitled if he/she had been on earned leave.

iv) No employee who has been granted sick leave any return to duty without first producing a medical certificate of fitness from the authorized medical practitioner from whom the employee receives medical treatment.

v) Commuted leave not exceeding half the amount of half pay leave due may be granted on Medical Certificate of fitness from the authorized medical certificate to an employee subject to the following conditions :

a) Commuted leave during the entire service in the corporation shall be limited to a maximum of 240 days.

b) The maximum commuted leave on Medical grounds that may be granted at a time shall be 120 days.

c) The total duration of earned leave and commuted leave on medical certificate taken in conjunction shall not exceed 120 days.

d) When commuted leave is granted, twice the amount of such leave shall be debited against the sick leave due.

47. Extra-ordinary leave:

i) Extra-ordinary leave without pay shall be granted by the competent authority to an employee when no other leave is admissible, under these rules or when other leave is admissible, but the employee has applied in writing for the grant of extra-ordinary leave.

ii) An employee shall be granted extra-ordinary leave without pay up to a limit of one year during an employee's entire period of service.

iii) Maximum period of extra-ordinary leave on loss of pay to be sanctioned to an employee at a time shall not exceed 90 days.

iv) Where an employee fail to resume duty on the expiry of the maximum period of extra-ordinary leave on loss of pay granted to him/her or admissible to him/her, he/she shall be deemed to have resigned his/her office and shall cease to be an employee of the Corporation. He/she will also liable to pay as compensation to the corporation an amount equal to pay and allowances for the period of notice required to be given under the rules but not actually given.

v) Leave not due:

i) Leave not due shall be debited against the half pay leave account of the corporation employee may earn subsequently.

ii) Corporation employee has put in a continuous service not less than 5 years.

iii) The request for grant of such leave is supported by medical certificate.

iv) Leave salary as applicable in case of sick leave clause rule No. 46.

48. Surrender of leave:

i) Surrender leave shall be sanctioned to every employee of the corporation once every year for 15 days subject to the condition that the employee applies for 15 days earned leave simultaneously. However the Managing Director may refuse or revoke leave in case of exigencies of services and grant surrender leave encashment benefit.

ii) For the purpose of this rule earned leave means the leave earned by the Corporation employee under rule 44.

iii) Encashment of earned leave shall be allowed once in a calendar year commencing from January to December.

iv) This should be recorded in the Service register of corporation employee against the E.L account.

v) A Corporation employee may apply for surrender of E.L. while on duty in an application for earned leave 30 days in advance of the intended date of surrender.

vi) The leave salary for the period surrendered not liable to any deductions on account of P.F Group insurance, HRA etc.

49. Joining time:

i) Joining time may be granted to an employee to enable him/her.

a) To join a new post to which he/she is appointed while on duty in his/her old post or

b) To join a new post on return from leave of not more than 120 days or although the duration of leave exceeds 120 days, the employee has not had sufficient notice of his/her appointment to the new post.

ii) Joining time shall be regarded as duty for the purpose of these rules.

iii) When the appointment to a new post does not involve a change of residence from one station to another, the joining time shall not exceed one day.

iv) During joining time, the pay and allowances of an employee shall be that of the old post or the new post whichever is less.

v) Joining time may be curtailed extended at the discretion of the authority competent to appoint or transfer an employee.

vi) Where the transfer and posting does not change of station then no joining time is allowed. Where the employee relieved from charge in the forenoon he should take charge in the afternoon.

Where the Corporation employee relieved from charge in the afternoon he should take over charge in the forenoon of the succeeding day unless it is an holiday. If the succeeding days are holidays he should join duty in the fore noon of next working day.

Period of joining time:

Within the state less than 1000 Kilometers 10 days inclusive of journey days holidays and preparatory days.

viii) Where the employee is transferred at his request no joining time is allowed but eligible for actual period taken by him in transit.

ix) Joining time counts for increment.

x) An employee who does not join his/her new post within his/her joining time is not entitled to any pay or leave salary after the end of joining time. An employee willfully absenting himself/herself from duty after the expiry of the joining time shall be liable to disciplinary action under these rules.

50. General holidays:

i) Shall be sanctioned by the Board every year.

ii) Weekly holidays

There will be a weekly holidays for every 6 days working with full wages.

iii) Government holidays

National holidays and festival holidays in accordance with list of holidays declared by government of Karnataka every year with full wages is allowed to corporation employees including 2nd Saturdays subject to approval of Board.

iv)The Board sanctioned 2 restricted holidays to the Corporation employees in additional to the general holidays in the Calendar Year. The list of festivals declared by the State Government every year after availing restricted holiday should be adopted by the Corporation for declaring restricted holidays to the Corporation employees.

CHAPTER –V
Conduct Rules

51. General:

- i) Every employee of the Corporation shall at all time
 - a) Maintain absolute integrity
 - b) Maintain devotion to duty
 - c) Do nothing which is unbecoming of employee of the Corporation.
- ii) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all the employees under his control and authority.

52. Misconduct:

- i) In particular without being exhaustive or in any way limiting the meaning of the word “Misconduct” such expression shall be deemed to include inter-alia the following acts or omissions.
- ii) Willful insubordination or disobedience whether along or in combination with another or others to any lawful and or reasonable order of a superior.
- iii) Striking work either singly or in combination on with other employees in contravention of any existing law.
- iv) Taking part in or subscribing in aid of or assisting in any political movement.
- v) Slowing down work either singly or in combination with other or others.
- vi) Inciting others to slow down work.
- vii) Stopping or refusing to do legitimate work while on duty.
- viii) Habitual late attendance,
- ix) Habitual absenteeism without leave.
- x) Loitering while on duty or absence without permission from the place or work.
- xi) Damage to any property of the corporation
- xii) Breach of any standing orders, regulation or rules.
- xiii) Willful and/or habitual negligence or neglect of work.

- xiv) Disclosing to any unauthorized person or persons any information in regard to the working or process of the corporation which comes into the possession of the employees during the course of their work.
- xv) Holding meeting inside the corporation premises without previously obtaining the sanction of the Managing Director or any prescribed authority.
- xvi) Conduct on the part of the employees which endangers the life or safety of the other employees in the premises of the Corporation.
- xvii) Drunkenness, riotous or disorderly behavior or any act subversive of discipline or efficiency.
- xiii) Distribution or exhibition within the premises of the corporation of any newspaper or bills or posters or pamphlets without the previous sanction of the Managing Director or any prescribed authority.
- xix) Collection of any money within the corporation's premises for purposes not sanctioned by the Managing Director.
- xx) Taking or giving bribes or any illegal gratification whatsoever.
- xxi) Theft, fraud or dishonesty.

53. Private Trade or Employment:

i) No employee shall engage directly or indirectly in any trade or business or undertake any employment provided that the employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary or artistic or scientific character provided his official duties do not thereby suffer.

54. Influence:

i) No employee shall bring, or attempt to bring, any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service. Infringement will entail disciplinary action.

55. Moveable, Immoveable & valuable property:

Every K.F.D.C. Servant shall on his first appointment to any service or post and thereafter at the interest of every twelve months ending 31st March submit a return of his assets and liabilities and of all members of his family in such forms as may be prescribed by K.F.D.C. giving the full particulars regarding the moveable, immoveable and valuable property.

56. Performance Report:

- a) Performance Report file shall be maintained in respect of every employee of the Corporation.

- b) The Performance Report file shall contain following documents namely
 - i) Confidential Reports and Performance Reports of the employees.
 - ii) Records of letter of appreciation, award, reward or medals if any, awarded to the employee of the Corporation.
- c) The Performance Report shall be initiated by every employees of the Corporation by furnishing the personal data and self assessment, ordinarily within one month of the end of the year.
- d) The report shall be written in the form specified by the Corporation from time to time.
- e) The fact of having furnished the personal data and self assessment in time may be intimated to the Secretary/head of the office under whom he/she is working.
- f) The Secretary or head of the office under whom he/she is working shall record his report in the appropriate part of the relevant form of the Performance Report and forwarded it to the higher authority ordinarily within three months of the end of the year.
- g) The Performance Report of an employee shall be considered while sanctioning annual increment/promoting to the higher post.

CHAPTER –VI
Disciplinary Enquires, Penalties & Appeal

These rules may be called on disciplinary enquires penalty and Appeal Rules of the Corporation.

57. Penalties:

i) An employee who commits a breach of these rules, or displays negligence, inefficiency or in-subordination or who knowingly does anything detrimental to the interests or prestige of the corporation or is guilty of any activity of his/her conduct or misbehavior shall be liable to one or more of the following penalties.

- a) Fine in the case of employees of category IV
- b) Censure
- c) With-holding of increments.
- d) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders of the competent authorities of the corporation or state/central Government.
- e) Reduction to a lower grade or post or to a lower time scale or to a lower stage in a time scale.
- f) Compulsory retirement.
- g) Removal from service.
- h) Dismissal from service.

Explanation : The following shall not amount to a penalty within the meaning of this rule.

- i) Non-promotion of an employee on the ground that he/she is not found suitable.
- ii) Reversion to his/her previous post of an employee who was appointed on probation to another post during or at the end of the period of probation in accordance with the terms of his/her appointment or the rules or orders governing probation.
- iii) Compulsory retirement of an employee in accordance with the provision relating to his/her superannuation or retirement.
- iv) Termination of services of an employee employed under an agreement in accordance with the terms of such agreement.

58. Disciplinary Authorities:

- i) The Managing Director may impose any of the penalties in Rule 55 of any employee, provided that in case of category I employee, he shall do so after securing the prior approval of the Board.

- ii) The General Manager, heads of the offices or institutions may impose any of the penalties specified in Clauses 1,2,3 and 4 of Rule 55 on any category IV employees under their respective charges.

59. Suspension:

i) A Category IV employee may be placed under suspension by the General Manager/head of the office or institution under whom he/she is working directly during the period an enquiry under this chapter is proceeding against him/her or for any other reason which shall be recorded in writing. All other employees may be placed under suspension by the Managing Director during the period when an enquiry is proceeding against them or for other reasons which shall be recorded in writing. The period of suspension shall not exceed one year. During the suspension the Employee shall be eligible for subsistence allowance equal to 50% of his/her pay.

ii) Where the period of suspension exceeds 6 months the authority which made or deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for further period of suspension subsequent to the period of six months subject to maximum of 75% of the salary.

iii) The amount of subsistence allowance may be reduced by a suitable amount if in the opinion of the corporation the period of suspension has been prolonged due to employees negligence/non co-operation for reasons to be recorded in writing subject to a minimum of 25% of the salary of the employee was drawn before suspension.

iv) Where the authority competent to order reinstatement is of the opinion that the employee placed under suspension is fully exonerated the charges under this rule will be eligible for full pay and allowances and shall be reimbursed the difference between his subsistence allowance and total emoluments.

v) Corporation employee who is under orders or suspension shall not be eligible for any re-employment in the corporation.

vi) When a corporation employee convicted under law and order of Government department of any offence and if a copy of such conviction have been received by head of the department under whom the employee is working and the employee is deemed as kept under suspension.

vii) The period of suspension, unless the employee is dismissed from service, shall be treated as period spent on duty or on leave as the Managing Director or the Disciplinary Authority may direct.

60. Enquiry:

i) Procedure for imposing minor penalties:

An order imposing any of the penalties specified in Clause 1,2,4 of Rule 55 shall be passed after:

a) The employee is informed in writing of the proposal to take action against him/her and of the allegations on which it is proposed to be taken and given reasonable opportunity to make any representation he/she may wish to make.,

Such representation if any, is taken into consideration by the disciplinary Authority.

ii) **Procedure for imposing major penalties:-**

- a) Before the imposition of penalties specified in Clause 5,6,7,8 of Rule 55 are taken the following procedure shall be adopted.
- b) The disciplinary Authority or any authority empowered by it in this behalf shall frame definite charges on the basis of the allegation in which the inquiry is proposed to be held. Such charges together with a statement of the allegations on which they are based, shall be communicated in writing to the employee and he/she shall be required to submit within such time authority specified by the Disciplinary Authority or any authority specially empowered by it in this behalf. The written statement of his/her defense.
- c) The employee shall for the purposes of preparing his/her defense be permitted to inspect and take extracts from such official records as he/she may specify provided that such permission may be refused, for reasons to be recorded in writing if in the opinion of the Disciplinary Authority, such records are not relevant for the purpose.
- d) On receipt of the written statement of defense or if no such statement is received within the time specified, the Disciplinary Authority may itself inquire into such charges or if it considered it necessary so to do appoint an Enquiry Officer for the purpose.
- e) The Disciplinary Authority may nominate any person to present the case in support of the charges before the authority enquiring into the charges (hereinafter referred to as the Enquiry Authority). The employee may present his/her case with the assistance of any other employee of the Corporation approved by the Disciplinary Authority.
- f) The Enquiry Authority shall in the course of enquiry consider such documentary evidence and take such oral evidence as may be material in regard to the charges. The employee shall be entitled to cross-examine witness examined in support of the charges and to give evidence in person and to examine witness in this behalf. The person presenting the case in support of the charges shall be entitled to cross-examine the employee and the witness examined in his/her defense. If the Enquiry Authority declines to examine any witness on the ground that his/her evidence is not relevant or material it shall record its reason in writing.

- g) If the Disciplinary Authority having regard to the findings of the enquiry into the charges, is of the opinion that any of the penalties specified in Clause 5,6,7,8 of Rule 55 should be imposed it shall -
- 1) Furnish to the employee a copy of the report of the Enquiry Authority and where the Disciplinary Authority is not the Enquiry Authority, a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Enquiry Authority and
 - 2) Give him/her a notice stating the action proposed to be taken in regard to him/her and calling upon him/her to submit within a specified time such representation as he/she may wish to make against the proposed action.
 - 3) On receipt of the representation, if any, from the employee, the Disciplinary Authority shall determine what penalty if any, should be imposed on the employee and pass appropriate orders in the case.
- h) If the disciplinary authority having regard to its findings is of the opinion that any of the penalties specified in clause 1 to 4 of Rule 55 shall be imposed it shall pass appropriate orders in the employee.
- i) Orders passed by the Disciplinary Authority shall be communicated to the employee.

61. Appeals:

i) Whenever a penalty has been imposed by the Disciplinary Authority subordinate to the Managing Director, the employee shall have a right of appeal to the Managing Director, whose decision shall be final.

ii) No appeal shall lie against any order passed by the Managing Director unless the orders passed imposes penalties mentioned in clause No. 5,6, 7, and 8 of Rule 55.

iii) Whenever a penalty mentioned in Clause 5,6,7 & 8 of Rule 55 has been imposed by the Managing Director, the employees shall have a right of appeal to the Board whose decision shall be final.

iv) An appeal under this rule shall be submitted to the appellate authority within one month from the date of order imposing the penalty.

Provided that the appellate authority may entertain the appeal at its discretion. The appeal shall be submitted to the appellate authority through the authority which made the order appealed against.

62. Consideration of Appeals:

In the case of an appeal against an order imposing any of the penalties specified in Rule 55, the appellate Authority shall consider.

- a) Whether the procedure prescribed in these rules has been complied with.
- b) Whether the findings are justified and

c) Whether the penalty imposed is excessive, adequate or inadequate and shall pass orders,

i) Setting aside, reducing, confirming or enhancing the penalty or

ii) Remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit to make.

iii) In case where the order of suspension dismissal removal or compulsory retirement from service is set aside by the appellate or reviewing authority and no further enquiry is proposed to be held the corporation employee shall be paid full pay and allowances to which he would have been entitled before imposing such above order and such period is treated as duty or leave as MD or the appellate authority may direct.

iv) Where the corporation employee under order of suspension dies before the disciplinary or the court proceedings instituted against him treated are concluded. Period between the date of suspension and date of death shall be treated as duty for all purposes and his nominee shall be entitled for balance of pay after adjusting subsistence allowance paid.

CHAPTER –VII
Travelling Allowance

63. Title :

These rules may be called The Karnataka Fisheries Development Corporation Travelling allowance rules on tour.

i) These rules will come in to force with immediate effect.

ii) Pay means basic pay for the month in which the tour is performed. It includes stagnation increment, additional increment and personal pay of any granted.

iii) The employees of the Corporation shall be divided into the following 4 categories for the purpose of this rules in this chapter.

Category	Basic Pay range per month
I	Managing Director & other employees whose actual pay is Rs. 17250 and above
II	Employees whose actual pay is Rs. 11100 to Rs. 17,249
III	Employees whose actual pay is Rs.8000 to 11,099
IV	Employees whose actual pay is below 8000

iv) Travelling allowance shall consist of Single fare by shortest route as per the mode /class admissible.

Booking and reservation charges.

Daily allowance

Lodging charges:

Rates & Calculation of daily allowances.

For the purpose of calculation of daily allowance a day would mean any period between 00. hrs. & 24 hrs.

1.	Lapse of less than 6 hrs. from Head Office	No D.A
2.	Between 6 & 12 hrs.	Half of the eligible D.A
3.	Beyond 12 hrs.	Full D.A
4.	Local conveyance charges per day	(50% of. D.A) @ half eligible D.A

Lodging Charges: Actual expenditure subject to production of vouchers for boarding & lodging charges of the employees of the Corporation shall be divided into the following 4 categories.

Category	Basic Pay Scale	Bangalore City (in `)	Other Municipalities (in `)	Others (in `)
President		1,000/-	750/-	500/-
I	` 17,250/- & above	750/-	600/-	400/-
II	` 11,100/- to 17,249/-	400/-	300/-	250/-
III	` 8,000/- to 11,099/-	300/-	250/-	200/-
IV	Below ` 8,000/-	250/-	225/-	150/-

vii) Advance of T.A as in payable as per conditions laid down in Rule No. 66.07

viii) T.A Bills shall be prepared in duplicate in the prescribed form and countersigned by the controlling officer concerned before the bill can be accepted for payment.

ix) If for any reason tickets are to be cancelled and cancellation charges incurred bills therefore should be preferred indicating the reasons for the cancellation.

Bills shall be preferred by employees within 60 days of completing the tour.

64. General:

i) Travelling allowance means an allowance granted to the Corporation employee to cover the expenses which he incurs in traveling on official duty.

ii) This Travelling Allowance rules is also applicable to a retired Corporation Employee who is to attend a department enquiries in support of the Corporation or by State Vigilance Commission and who is required to make journey from his usual place of residence to place of enquiry. For this purpose the retired Corporation employee deemed to belong to the cadre based on the pay immediately prior to his retirement.

iii) When a Corporation employee is recalled to duty before expire of his leave if the leave curtailed by one month or more he is eligible for Travelling Allowance for the journey from the place at which the order of recall reaches him. Family members are not eligible.

iv) A Corporation employee under suspension who is required to perform journey to attend enquiry at the out station in the interest of Corporation may be allowed traveling allowance. No traveling allowance is allowed if the enquiry is held at the out station at employees request or court of law.

v) No revision of Travelling allowance is permissible in case where an employee is promoted or reverted or is granted an increased rate of pay with retrospective effect.

vi) Daily allowance is an uniform allowance for each day of absence from designated head quarters on tour including the period of halts on duty and authorized holidays during such tour.

vii) Heads of Department and Heads of Office the terms includes officers mentioned in Appendix –I.

viii) These rules shall apply to all employees of the Corporation including employees on deputation from other organization and Government Department.

ix) Employee means any person who is appointed to any post or service in connection with the affairs of the Corporation and whose name is born on the Corporations Aquitance rolls.

x) Where an employee uses his/her own vehicles on journeys in connection with the work of the Corporation allowance may be allowed at Rs. 3/- per kilometer for car and Re. 1/- for motor cycle of scooter as road mileage.

xi) Employees of the Corporation who travel on duty outside their designated head quarters and halt are entitled to Travelling Allowance.

xii) Travel on duty shall be controlled by the head of the section in respect of employees working in the Head Office and unit officers in respect of employees reporting to them. The term Head of Section & Head of Officers mentioned in appendix – 1.

xiii) Officers of the rank of General Managers shall be their own controlling officers. However approval of travel by the next higher authority is necessary in the case of travel outside the state and air journey.

xiv) Officers of the rank of General Manager may use their own cars or hired cars as provided under the scheme of conveyance for travel on duty.

xv) When 2 place are connected by both bus service and railway, employee shall normally travel by the cheaper mode of transport.

xvi) The Managing Director may however permit an employee to travel by other mode of transport including air journey though not cheaper in case of urgency and in the interest of the Corporation's work.

xvii) The employees in category I will be entitled to travel by air while on duty wherever air services are available.

xviii) No traveling allowances is admissible for journeys within a radius of 16 kilometers from Head quarters.

xix) If the travel is within the radius of 16 kilometers from the Head quarters the employees of the Corporation shall be paid actual conveyance charges provided Corporation's conveyance is not made available .

xx) Where Corporation provides conveyance for the journey beyond 16 K.M. the employees shall draw only daily allowance as admissible under the relevant rules.

xxi) Daily allowance:-

The rates of daily allowance admissible to several categories of employees of the Corporation shall be as follows:

Category	Halt within the State			Halt outside the State	
	Bangalore	Other Cities within Municipal Corporation	Other places	Ahmedabad, Bombay, Calcutta, Delhi, Ghaziabad, Hyderabad, Kanpur, Lucknow, Madras, Mussourie, Nagpur, Pune, Simla, Srinagar, Cochin, Goa, Diu and Daman	Other Places
	Rs.	Rs.	Rs.	Rs.	Rs.
I	225.00	190.00	150.00	270.00	225.00
II	165.00	130.00	110.00	225.00	165.00
III	130.00	110.00	90.00	190.00	110.00
IV	90.00	85.00	75.00	130.00	90.00

xxii) In all cases of halts exceeding thirty days both within and outside the State full daily allowance at ordinary rates will be allowed for the first thirty days only and one half of the ordinary rates for the next sixty days, subject to a minimum of Rs.4/- The Managing Director may however extend the period of sixty days on half ordinary rate as a special case if he is satisfied that the relaxation is necessary in the interest of the Corporation.

xxiii) Local Conveyance charges:-

The employees in grade I to IV may draw local conveyance charges while on tour on the basis of actual expenses incurred towards the taxi or auto rikshaw hire to move from place to place in connection with the Corporation work while on tour.

xxiv) The above local conveyance charges shall not be paid when the employee performs his/her journey on tour in the conveyance provide by the Corporation.

xxv) The maximum amount admissible per day to an employee towards the local conveyance charges shall not exceed half daily allowance to which the employee is entitled during his/her halt on tour.

xxvi) The distance travelled and purpose of Journey must be indicated by the employee while claiming this allowance.

65. Travelling allowance on tour:-

i) Railway Journey:-

The entitlement to railway accommodation of Corporation employees for journeys on tour shall be regulated as under:

Category to which corporation employees belongs	Entitlement
I 20,025 and above	I Class /Ac
I 17,250 or above but below 20,025	I Class /Ac two tier sleeper
II 11,100 to 17,249	I Class /Ac two tier sleeper
III 8000 to 11099	I Class /A/c Chair Car
IV Below 8,000	II Class Sleeper

ii) Road Journey:

When an employee of the Corporation perform his journeys while on tour by bus /rail /Air he/she shall be entitled to actual bus fare and daily allowance for the journey period and halt, and hence employees are not eligible for any incidental charges.

iii) Conveyance:

- i) In respect of category I Officers the actual conveyance charges subject to half daily allowance admissible per day.
- ii) If available, return tickets at reduced rates should always be purchased when an employee 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 return journeys when such return tickets are available shall however be the actual cost of the return ticket plus two fifths of the standard airfare for single journey between the two places, the incidental fare of two fifths be subject to a maximum of Rs. 60/- only.
- iii) Insurance for air travel shall be met by the Corporation subject to the amount of premium being restricted to Rs. 10/- per trip each way.
- iv) In addition to the air-fare the employee shall also be permitted to claim coach charges, provided the employee performs his journey from the city to the airport in the coach provided by the Indian Airlines.

Transfer Travelling Allowance:

66. Travelling allowance on transfer:

- i) Employee of category-I whose pay is `20,025/- & above are entitled to travel by air on transfer & claim one fare per himself & an additional fare per each member of his family.

ii) **Transfer Grant :**

An employee on transfer is allowed to draw a lump sum amount as transfer grant at the rates indicated below.

Category	Transfer Grant	
	Within District	Outside District
I	2500	4000
II	2500	4000
III	1000	2000
IV	1000	2000

iii) All claims for transfer traveling allowance shall be approved by the controlling officer who may condone any delay in submission of the claims.

iv) An employee shall be entitled to draw transfer traveling allowance in accordance with his/her eligibility calculated as above without production of bills /vouchers and certificates except for air journey.

v) An employee shall submit his/her transfer traveling allowance claims within one months of his actual journey to new head quarters.

vi) When a Corporation employee is ordered to proceed on transfer to foreign service the transfer traveling allowance shall be borne by the institution as mutually agreed upon.

67. Rail Journey:

i) Single fare for self of Class to which the employee is entitled. One fare for each adult member of the family one half fare actually paid for each child.

The employees on transfer may claim re-imbusement of cost of carriage by goods train of personal effects upto the following maximum.

Category	
I	5000 Kgs.
II	3000 Kgs
III	2000 Kgs.
IV	2000 Kgs.

iii) Transportation of personal effects:- Employees of the Corporation on transfer may claim actual cost of transportation of personal effects by road upto the following limits. If the places are not connected by railway.

Category	Rate per K.M.
I	Rs. 15/-
II	Rs. 10/
III	Rs. 7.50
IV	Rs. 5/

iii) General:

The term family means the employees wife or husband as the case may be and children wholly dependent on the employee & parents residing with & dependent upon the employee.

The T.A. for a member can be drawn even if the family travels within the period one month before or 6 month after the date on which the employees performs his/her journey,

If the family towards from a place other than that from which an employee is transferred, the employee may draw the expenses incurred by the family to join the employee at the new station, but the sum total of such expenses shall not exceed the travelling allowance which would have been admissible to the employee's family been stationed at the place from where the employee was transferred.

CHAPTER – VIII
Loans & Advances to employee

68. Advance:

Types of Advance:

The following types of advances shall be granted to the employees of the Corporation.

Advances not bearing interest :-

- i) Advance of pay and T.A on transfer
- ii) Advance of T.A on tour
- iii) Advance on Festival Occasions

69. General Condition:-

The grant of Advance shall in any case be subject to the condition, that the competent authority is satisfied that the employee will continue in the employment of the corporation until the expiry of the period during which advance is recoverable. Payment of advance under Rule 66(b) shall be subject to the availability of funds.

70. Advance of pay and T.A and Transfer:-

Any employee of the Corporation under orders of transfer may be granted an advance up to the amount not exceeding one month's pay plus travelling allowance per which he/she would be ordinarily eligible in consequence of his/her transfer. For the purpose of this advance, pay shall be deemed to mean the pay he/she was drawing immediately before the transfer.

The advance under this category shall be recovered as follows:

Advance of Pay:- In four monthly installments.

Advance of T.A.

In one installments by adjustment against the T.A payable to the employee, within a period of one month from the date on which the employee or his/her family reaches the station of duty and in any case not later than six months from the date on which the advance is granted. In any case where it is discovered that the amount due to the employee falls short of the advance granted, the balance should be recovered forthwith in one lump sum.

71. Advance of Travelling Allowance on tour:-

The employee of the Corporation required to proceed on tour may be paid an advance of T.A equal to the amount to which he/she would ordinarily be eligible by way of T.A for the tour proposed to be undertaken. The advance shall be recovered in one installment by adjustment against the amount payable to him/her by way of T.A within a period of 30 days from the date of return from the tour. Where it is discovered the amount due to him/her falls short of the advance granted, the balance shall be forthwith recovered.

72. Advance on Festival Occasions:-

a) Advance may be sanctioned on important Festival Occasions to employees borne permanently on the Corporation may be granted an interest free advance of Rs.3500/- once in a financial year.

b) The amount of advance shall not exceed Rs. 350/- or one month's pay whichever is less.

c) No employee shall be entitled to draw the Festival Advance for more than one Festival in a Calendar year.

d) The Advance shall be recovered in 10 monthly installments from the salary of the employee. The recovery shall commence from the pay drawn subsequent to the month in which the disbursement of Festival Advance is made.

e) Festival Advance shall be paid only on the eve of the following festivals.

Independence Day
Chandramana Ugadi
Ganesh Chaturthi
Deepavali
Christmas
Qutub-E-Ramzan

73. Authority for sanction:-

The Managing Director shall be the competent authority to sanction all the advances not bearing interest mentioned at Rule 68, 69 and 70.

APPENDIX - 1

(Rule 6 & 24)

Sl. No.	Designation	Scale of Pay (with effect from 01.04.2014)	No. of posts
Category - I			
1.	Managing Director	40050-1050-45300-1200-52500-1350-56550	1
2.	General Manager	36300-900-39000-1050-45300-1200-52500-1350-53850	1
3.	Secretary	30400-800-33600-900-39000-1050-45300-1200-51300	1
4.	Accounts Officer	30400-800-33600-900-39000-1050-45300-1200-51300	1
5.	Senior Manager	30400-800-33600-900-39000-1050-45300-1200-51300	3
Total			7
Category - II			
6.	Manager	22800-600-24600-700-28800-800-33600-900-39000-1050-43200	12
7.	Manager HRD	22800-600-24600-700-28800-800-33600-900-39000-1050-43200	1
8.	Audit Manager	22800-600-24600-700-28800-800-33600-900-39000-1050-43200	2
9.	Project Engineer	22800-600-24600-700-28800-800-33600-900-39000-1050-43200	1
Total			16
Category - III			
10.	Asst. Marketing Manager	21600-600-24600-700-28800-800-33600-900-39000-1050-40050	16
11.	Asst. Manager(Legal)	21600-600-24600-700-28800-800-33600-900-39000-1050-40050	1
12.	Asst. Accounts Manager	21600-600-24600-700-28800-800-33600-900-39000-1050-40050	3

13	Processing Technologist	21600-600-24600-700-28800-800-33600-900-39000-1050-40050	3
14(i)	Superintendent HRD	20000-500-21000-600-24600-700-28800-800-33600-900-36300	1
14(ii)	Superintendent (Office)	20000-500-21000-600-24600-700-28800-800-33600-900-36300	1
15.	Senior Plant Asst.	16000-400-17200-450-19000-500-21000-600-24600-700-28800-800-29600	15
16.	Vehicle Supervisor	16000-400-17200-450-19000-500-21000-600-24600-700-28800-800-29600	1
17.	Senior Accounts Asst.	14550-350-15600-400-17200-450-19000-500-21000-600-24600-700-26700	13
18.	Senior Marketing Asst.	14550-350-15600-400-17200-450-19000-500-21000-600-24600-700-26700	20
19.	Senior Typist	14550-350-15600-400-17200-450-19000-500-21000-600-24600-700-26700	3
20.	Senior Driver	14550-350-15600-400-17200-450-19000-500-21000-600-24600-700-26700	1
21.	Senior Cook	14550-350-15600-400-17200-450-19000-500-21000-600-24600-700-26700	5
22.	Junior Plant Asst.	12500-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000-600-24000	20
23.	Junior Account Asst.	11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000	25
24.	Junior Marketing Asst.	11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000	55
25.	Typist-cum-clerk/Computer Operator	11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000	3
26.	Driver	11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000	7

27.	Cook	11600-200-12000-250-13000-300-14200-350-15600-400- 17200-450-19000-500-21000	5
Total			198
Category-IV			
28.	Plant Helper	9600-200-12000-250-13000-300-14200-350-14550	20
29.	Attender	9600-200-12000-250-13000-300-14200-350-14550	4
30.	Vehicle Cleaner	9600-200-12000-250-13000-300-14200-350-14550	2
31.	Lady Helper	9600-200-12000-250-13000-300-14200-350-14550	5
32.	Auctioner	9600-200-12000-250-13000-300-14200-350-14550	4
37.	Canteen Helper	9600-200-12000-250-13000-300-14200-350-14550	6
Total			41

Abstract

Sl.No.	Category of Post	No. of posts
1	Group A	7
2.	Group B	16
3.	Group C	198
4.	Group D	41
	Total:	262