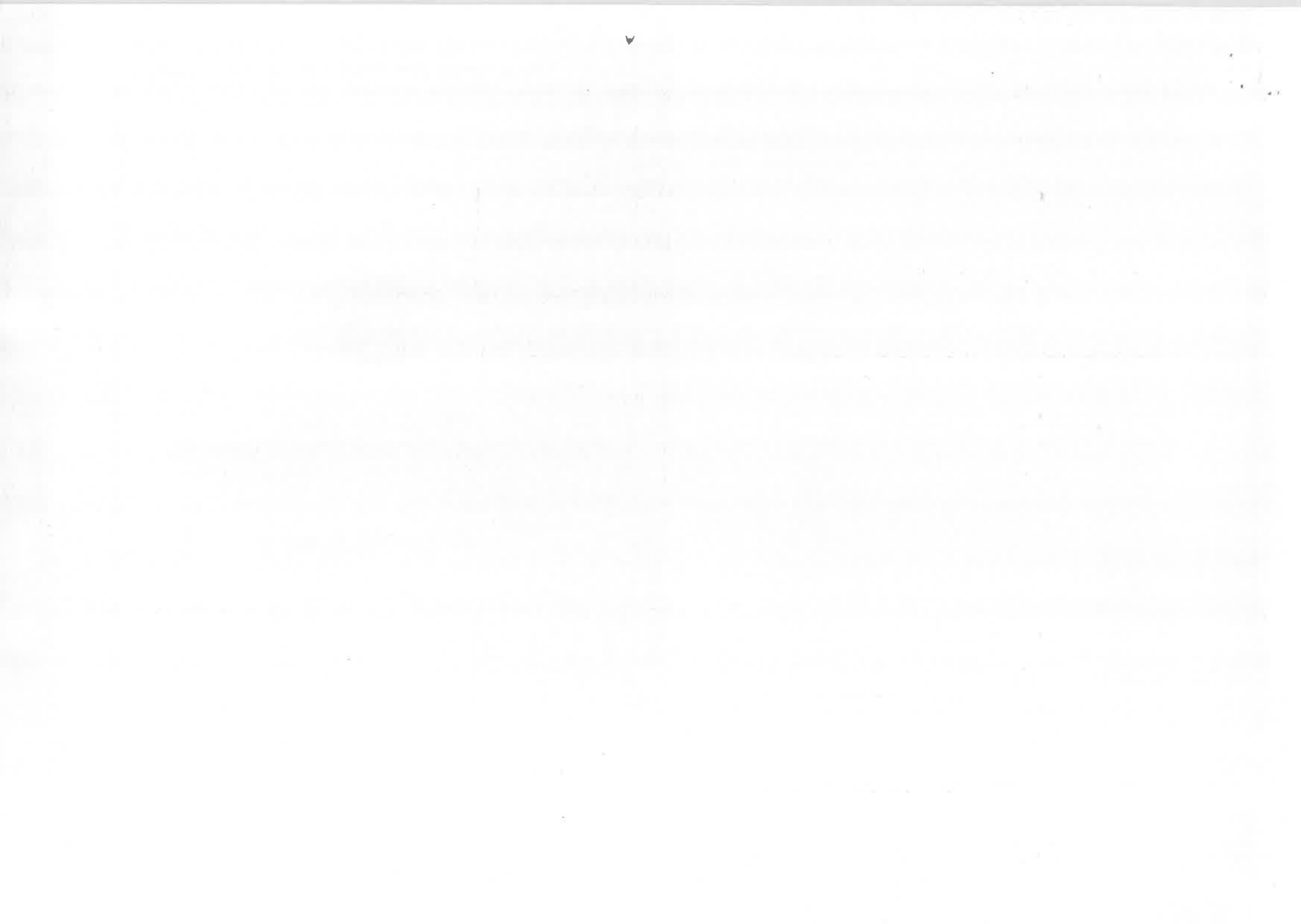




**THE KARNATAKA
BACKWARD CLASSES AND MINORITIES
DEVELOPMENT CORPORATION LTD.**

SERVICE RULES-1978



CONTENTS

- Chapter I** 1. Preliminary-Definition
- Chapter II** 1. Appointment-Probation-and Termination of Service
- Chapter III** 1. Record of Service-Seniority and promotion
- Chapter IV** 1. Pay and Allowances-Sanction of Advance increment Contract appointment Medical Allowance-Conveyance Allowance
- Chapter V** 1. Leave rules and joining Time
- Chapter VI** 1. Travelling Allowance-
- Chapter VII** 1. Conduct Rules-
Appendix I-
Appendix II-
Appendix III-

**THE KARNATAKA BACKWARD CLASSES AND
MINORITIES DEVELOPMENT CORPORATION
LIMITED**

**(An Undertaking of the Government of Karnataka
incorporated under the Companies Act 1956, vide No. 3237,
dated 28th October 1977).**

Whereas it is necessary to define the terms and conditions of appointments and services of the staff of the Karnataka Backward Classes and Minorities Development Corporation Limited, and to provide for their duties, conduct and remuneration payable to them, the Board of Directors of the Karnataka Backward Classes and Minorities Development Corporation Limited, in exercise of the powers conferred on them in Article No. 16(a) of the Articles of Association of the Corporation, do hereby make the following Service Rules, namely:-

**"THE KARNATAKA BACKWARD CLASSES AND
MINORITIES DEVELOPMENT CORPORATION
LIMITED SERVICE RULES 1978".**

**CHAPTER-1
Preliminary**

1. **Short Title.**-These Service Rules may be called "The Karnataka Backward Classes and Minorities Development Corporation Limited Service Rules, 1978".
2. **Application.**-These rules shall be deemed to have come into force from the date of the incorporation of the Corporation, i.e., 28th October 1977, provided that :
 - (a) These rules shall not apply to the Managing Director, and
 - (b) Nothing in these rules shall apply to any Adviser, Officers or other staff appointed on special contract or

to Officers and staff on deputation to the Corporation from Government Department or other Public and Private Undertakings or Banks;

3. Definition.-In these Rules, unless there is any thing in the subject and context:-

- (a) "**Board**" means the Board of Directors for the time being of the Corporation and in relation to any power exercisable by them inclusive of the Executive Committee of the Board ;
- (b) "**Compensatory Allowance**" means an allowance granted to meet personal expenditure necessitated by the Special circumstances in which duty is performed ; it includes traveling allowance and local allowance ;
- (c) "**Competent Authority**" means (in relation to the exercise of any power) the Board or any authority who is appointed by or in any of these rules ;
- (d) "**Cadre**" means the strength of a service sanctioned as a unit or an allied unit;
- (e) "**Day**" means a calendar day beginning and ending at midnight ; but an absence from Headquarters which does not exceed 24 hours shall be reckoned for all purpose as one day at whatever hours the absence begins or ends;
- (f) "**Duty**" includes :
 - (i) service as a probationer or an apprentice provided that such service is followed by confirmation ;
 - (ii) joining time ;
 - (iii) period spent on casual leave duly authorised ;
 - (iv) course of instruction or training authorised or by the orders of the Corporation.
- (g) "**Family**" means wife or husband, legitimate children and step children residing with and wholly dependent on the employee of the Corporation ;

- (h) "**Holiday**" means a holiday by the Corporation as such;
- (i) "**Joining Time**" means the time allowed to an employee on transfer to join a new post (under the Corporation from one station to another) at a new station ;
- (j) "**Leave Salary**" means the monthly amount paid by the Corporation to an employee of the Corporation on leave ;
- (k) "**Local Candidate**" means a temporary employee of the Corporation not appointed regularly as per the Recruitment Rules of the Corporation ;
- (l) "**Month**" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each should first be calculated and the odd number of days calculated subsequently ;
- (m) "**Managing Director**" means in relation to any powers exercisable by him includes any Director or Officer who is authorised by the State Government or Board of Directors to exercise the powers and functions of the Managing Director during the temporary absence of the Managing Director ;
- (n) "**Pay**" means the amount drawn monthly by an employee as :
 - (i) the pay which has been sanctioned for the post held by him substantively or in an officiating or temporary capacity ;
 - (ii) special pay and personal pay ; and
 - (iii) any other emolument which may be specially classed as pay by the Board.
- (o) "**Probationer**" means an employee employed on probation ;

- (p) **"Service"** includes the period during which an employee is on duty as well as on leave duly authorised by the Competent Authority, but does not include any period during which an employee is absent from duty without permission or overstay his leave unless specially permitted by the Competent Authority ;
- (q) **"Substantive Pay"** means the pay other than Special Pay, Personal Pay or emoluments classed as pay by the Board to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
- (r) **"Company Secretary"** means any individual possessing prescribed qualification appointed to perform the duties which may be performed by the Secretary under the Indian Companies Act 1956, and any other Ministerial or Administrative duties ;
- (s) **"Accounts Officer or Financial Adviser"** in relation to any powers exercisable by him, includes an Officer authorised by the Managing Director or by a Competent authority to exercise the powers of the Accounts Officer or the Financial Adviser during the temporary absence of the Accounts Officer or Financial Adviser ;
- (t) **"Time Scale Pay"** means the pay which rises by periodical increments from minimum to maximum ;
- (u) **"Special Pay"** means an addition in the nature of pay to the emoluments of a post or of an employee granted in consideration of :-
 - (i) the specially arduous nature of the duties or
 - (ii) specific addition to the work or responsibility ;
- (v) **"Salary"** means the pay plus allowances admissible to the employee under these rules ;

- (w) **"Sub-Committee"** means a Committee constituted by the Board of Directors of the Corporation, for the performance of certain specific duties ;
 - (x) **"Temporary Post"** means a post carrying a definite scale of pay sanctioned for a limited time ;
 - (y) **"Transfer"** means the movement of an employee of the Corporation from one Headquarters station in which he is employed to another such station either to take up the duties of a new post or in consequence of a change in his Headquarters;
 - (z) **"Travelling Allowance"** means an allowance granted to an employee of the Corporation to cover the expenses which he incurs in travelling in the interest of the work of the Corporation. It includes allowances granted for maintenance of conveyances.
4. **Power to interpret and implement the rules.**-The power to interpret rules vests in the Managing Director, who is also, hereby, empowered to issue such administrative instructions as may be necessary to give effect to, and to carry out the objectives of these rules or generally to secure effective control of the staff.
- Provided that if, as a result of any decisions of the Managing Director as regards the construction of any rule or rules, an employee feels aggrieved, he shall have a right to appeal against such decision of the Managing Director to the Board of Directors, whose decision shall be final and binding on all concerned.
5. **Delegation of powers.**- The Managing Director may, subject to such restriction and for so long he may deem it fit, delegate to the Secretary or Accounts Officer, or any other Officer appointed by him or by the Board in this behalf, any of the powers conferred on him by these rules.

CHAPTER II

Appointments, Probation and Termination of Service

SECTION I-APPOINTMENTS

The posts in the Corporation shall be classified as shown in Appendix I to this Rules or as changed by the Board of Directors.

* * * * *

The designation, cadre strength, nature of post scale of pay, method of recruitment and qualification shall be as indicated in Appendix-II or as approved by the Board of Directors from time to time.

Temporary Staff.- Notwithstanding anything contained in these rules, the Managing Director may sanction additional staff in Classes III and IV on temporary basis, whenever circumstances so require, subject to rectification by the Board.

General conditions relating to appointment.-(a) No person shall be appointed unless he has been certified by a Medical Officer, to be of sound health and medically fit to discharge the duties. Such certificate shall be obtained from a Medical Officer not below the rank of a District Surgeon.

- (b) No person shall be eligible for appointment who has previously been dismissed from any Government service or from the service of any Corporate body or local body.
- (c) No person shall be appointed unless he produces certificates given not more than six months prior to the date of application from two respectable persons unconnected with his College or University and not related to him testifying to his character.

Age.- The age of a person at the time his/her first appointment to the service of the Corporation shall not exceed.-

- (a) In case of Officers, such age as the Board may approve having regard to the qualifications and experience required of the candidates ; and
- (b) In other cases, the maximum age shall be 30 years, relaxable to 35 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and 33 Years in the case of candidates belong to Backward Castes and Backward Tribes.

Mode of Recruitment.- The method of recruitment and promotion to several classes of post in the Corporation shall be as specified in Appendix-I to these Rules. In the case of direct recruitment to any posts in the Corporation, except in the allied units, like Ancillary Units, Showrooms, Departmental Stores, Small Scale Industries, Workshops, Training Programme etc., wherein employment should be given only to the Backward Classes, there shall be reservation as prescribed by the Government from time to time in the case of Sch. Castes, Sch. Tribes and others.

In the case of direct recruitment to posts in Classes I and II, applications shall be called for by advertisement through newspapers. In the case of posts in Classes III and IV, list of candidates will be called for either from the Employment Exchanges or by advertisement.

Selections for Class I and II posts shall be made by the Board or by a Committee constituted for the purpose by the Board, either, by conducting written and oral tests or by oral test only, as may be found necessary in each case.

Selections for Class III and IV posts shall be made by the Managing Director on the basis of written and oral test or oral tests.

The number of candidates for oral tests will be in the ratio of 10 candidates for one post in the order of their marks obtained in the prescribed examinations.

General.-Candidates shall be required to appear for written and oral test or oral test at their own expenses.

Re-appointment.-(i) No person, who has been dismissed shall be re-employed in the service of the Corporation.

- (ii) Except as otherwise provided by the Board at the time of his re-employment, these rules shall apply to a person who is re-employed in the service of the Corporation, as if he had entered the service for the first time on the date of his re-employment.

Commencement of service.- Except, as otherwise provided by or under these Rules, 'Service' of an employee shall be deemed to commence from the working day on which an employee reports for duty in the forenoon and from following day, if he reports for duty in the afternoon.

Probation.—(a) Any person appointed to a substantive post in the Corporation shall be on probation for a period of one year, from the date of appointment ;

- (b) The appointing authority may at its discretion extend the period of probation, by a further period, not exceeding six months, at a time ;
- (c) In no case the probationary period should exceed more than two years;
- (d) During the period of probation, an employee directly recruited shall be liable to be discharged from service in case of unsatisfactory work. An employee promoted from one

cadre to another cadre shall be liable to be reverted to the lower cadre in case unsatisfactory work ;

- (e) An employee, who has satisfactorily completed his probation against a substantive post to which he is appointed shall thereupon be confirmed in the said post the date of his/her satisfactory completion of period of probation. A probationer shall not be considered to have satisfactorily completed the probation unless a specific order to that effect is passed.

Termination of service.-(a) An employee shall not leave or discontinue his service in the Corporation without first giving a months notice in writing of his intention to leave or discontinue the service or a month's pay in lieu of notice ;

- (b) After confirmation, an employee shall give three months notice of his intention of resignation or leaving the post or three months pay lieu of notice.

The services of a temporary employee appointed for a specific period or on a contract may also be terminated without assigning any reason or notice during the period of his/her employment by giving one month's prior notice or one month's pay in lieu thereof.

Employees shall retire from the employment of the Corporation on reaching the age of 55 years. The age set forth in the employee's application from during appointment (which may be verified with the date as entered in Matriculation/School Leaving Certificate or other equivalent certificates at the time of appointment) shall be the basis for determining the age of an employee.

CHAPTER III

(Record of Service, Seniority and Promotion)

Record of service.-A record of service shall be maintained in respect of each employee in such form as may be prescribed by the Managing Director from time to time.

Seniority

A person appointed in the service of the Corporation will take his rank among other candidates appointed for the same cadre from the date of his/her appointment and also on the basis of the rank as determined by the Selection Committee or the Managing Director as the case may be at the time of selection.

Promotion

- (a) Promotions from one Class to another shall be on the basis of seniority-cum-merit.
- (b) Promotions to Class I and II shall be considered by the Board or by a Committee constituted by the Board for the purpose. In case it is by a Committee, it shall consist of not less than three persons, one of whom shall be the Managing Director. The Committee shall make its recommendation on the basis of an assessment of the qualifications, ability and experience of the employee as reflected by his character roll and other service records and prepare a list of candidates fit for promotion and furnish it to the Board together with its recommendations in the order of merit. The Board shall ordinarily make promotions in accordance with the list prepared by the Committee. It shall record its reasons in writing for disagreeing with the recommendations and pass such orders as it deems fit.

Reversion

An employee promoted from one cadre to another shall be liable to be reverted for unsatisfactory work after due notice to him/her.

Transfers

- (a) An employee is liable to serve the Corporation anywhere in the state, either on appointment or transfer ;
- (b) The Chairman shall transfer Officers in the case of Class I and the Managing Director in the case of others, from one place to another place.

CHAPTER-IV (Pay and Allowances)

Section (1) Pay and Allowances

In these rules :-

- (a) Time Scales are said to be identical if the minimum and maximum, the period of increments and the rate of increment of the time scale are identical ;
- (b) The Corporation reserves the right to determine the scales of pay applicable from time to time to different classes posts in the Corporation.

Provided that the Corporation shall not specify in respect of any post, the scale of pay the maximum of which exceeds Rs 2,500 without the prior sanction of the Government.
- (c) The Corporation also reserves the right to specify the kinds and rates of allowances, which the employees of the Corporation shall be eligible to receive from time to time and enhance, modify, reduce, revoke such allowances ;
- (d) The rates of House Rent Allowance, City Compensatory Allowance and other allowances will be as determined by the Corporation

Adjustment of Pay and Allowances on Change of Charges when takes effect

An employee shall commence to draw the pay and allowances of a post of which he is appointed as from the date on which he assumes the charge of the post, if the charge is transferred before noon of that date and from the following day, if the charge is transferred in the afternoon of that date.

When accrue and payable

Subject to the provisions of these rules, *pay and allowances* shall accrue from the commencement of the service of an employee and shall become payable on the afternoon of the last working day of each month in respect of the service performed during the said month and if the last working day happens to be a Holiday, or Bank Holiday on the previous working day.

Pay and Allowances when cease

Pay and Allowances shall cease to accrue as soon as an employee ceases to be in service. In the case of an employee dismissed from the service of the Corporation these shall cease from the date of dismissal. In the case of an employee, who dies while in service, these shall cease from the day following that on which the death occurs.

Two persons not to be appointed to the same post at the same.

Except as otherwise provided in these Rules. No two persons may be appointed to or draw the pay and allowances of the same, except during the absence of an employee on leave.

Employees on Transfer

When an employee is transferred from one post to another he/she shall, during any interval of duty between the date of his handing over charge of his old, and the date of his taking over charge of the new post, draw the pay and allowances of the old post.

Pay on First Appointment

- (a) On first appointment to a post, the employee shall get the minimum of the time scale unless his/her pay is fixed at any higher stage by the competent authority for any valid reason;

- (b) If the first appointment is to a post with fixed pay, he/she shall draw such fixed pay;
- (c) In no case shall the pay be fixed at stage higher than the maximum of the time scale ;
- (d) When an employee holding one post is appointed to another post carrying an identical time scale he/she will be entitled to draw the pay which he/she was drawing in his/her previous post;
- (e) If an employee appointed to a post has already served in a post in the Corporation on 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 time scale earlier and he/she will count such earlier service for increments in the time scale.

Advance Increments for Graduates

The Corporation may grant advance increments to Second Division Clerks-Typists for Possessing acquiring graduation in accordance with the system obtaining in Government.

Pay on Promotion

When an employee of the Corporation is promoted from lower post to higher post in the service of the Corporation, his pay in such higher post shall be fixed at the stage in the scale of pay applicable to the post to which he is promoted as obtaining in Government.

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

Pay of retired Government Servant on re-employment

The pay fixation of re-employed Central or State Government personnel should be determined with reference to the provisions under Rule 313(b) of the K.C.S. Rs.

Contract appointment

Notwithstanding anything contained in these Rules, the Board may appoint pensioners or others on contract basis, on a fixed consolidated amount per month.

Increments

- (a). Increments in the time scale of the post to which the person is appointed shall be drawn as a matter of course except where such increments have been withheld as a result of penalty imposed under these rules. In an order, withholding increments, the disciplinary authority shall state the period for which it is withheld whether the postponement has the effect of postponing future increments ;
- (b) Increments of employee are regulated as from the 1st of the month in which they fall due, irrespective of the actual date of increment, during the month ;
- (c) Period of probation counts for increment.

Medical Allowances

Employees of the Corporation and not those who are on deputation are entitled for reimbursement from Government, are entitled to medical allowances as per the Medical Reimbursement Rules of the State Government.

Conveyance Allowance

The Board may sanction suitable conveyance allowance, when an employee has to undertake substantial traveling at or within a short distance from headquarters for which traveling allowance is admissible under the Rules.

CHAPTER-V

Leave Rules and Joining Time

In these rules :

- (a). Leave includes earned leave, half pay leave, commuted leave, maternity leave and extraordinary leave ;
- (b). Earned leave means, leave earned in respect of the period spent on duty ;
- (c). Half pay leave means leave earned in respect of Completed years of service ;
- (d). Completed year of service means continuous service of the specified duration and includes period spent on duty, as well as on leave, except extraordinary leave;
- (e). Calendar year means the duration between 1st January and 31st December of a year ;
- (f). 'Employee' means and includes those who are appointed on temporary or permanent or an apprentice but does not include those who are engaged on daily wages to complete a work which is temporary in nature and casual employees ;
- (g). In calculating leave under this section fraction of leave of half a day more shall be treated as one full day's leave and fraction of less than half a day shall be omitted ;
- (h). Leave salary admissible during leave on full pay will be at the rate of pay and allowances drawn by the employee immediately before proceeding on leave. Leave salary during leave on half pay and allowances will be one half of the pay and allowances drawn by the employee immediately before proceeding on leave on half pay.

The authority empowered will have discretion to grant leave or to refuse or revoke leave at any time in exigencies of service.

Any kind of leave under these rules may be granted in combination with any other kind of leave, except casual leave. But the maximum period for which such continued leave with pay may be allowed is 120 days. However, in deserving cases, this may be extended by the competent authority upto 180 days.

An employee, who is absent from duty without leave will not be entitled to any pay and allowance for the days of absence, unless the sanctioning authority grants leave admissible if satisfied by the explanation tendered by him/her. Such absence will also render an employee liable to disciplinary action for his/her misconduct except where the employee establishes to the satisfaction of the sanctioning authority that he/she was unable to join duty for the reasons beyond his/her control.

Kind of Leave

Subject to the provisions of these rules, the following kinds of leave may be granted to an employee :

- (a) Casual leave,
- (b) Earned leave,
- (c) Half Pay leave,
- (d) Maternity leave,
- (e) Commuted leave, and
- (f) Extraordinary leave.

Casual Leave

- (a). Casual leave shall be treated as Duty for all purposes.
- (b). Every employee of the Corporation is entitled to 15 days casual Leave in each calendar year;
- (c). Casual leave may be availed of not more than seven days at a time to the maximum of 10 days including intervening holidays ;

- (d) Casual leave shall not be combined with any other kind of leave ;
- (e) Employees who have not completed one year of service shall be granted casual leave at the rate of one day for every completed service of one month ;
- (f) Casual leave of half a day effective upto or from 2-00p.m. on any working day be granted subject to the prescribed limit of 15 days, during the calendar year.

Earned Leave

- (a). The earned leave is admissible to an officer in permanent employ at the commencement of each calendar half year shall be at a uniform rate of 15 days. Consequently the credit to be afforded shall be 15 days for the second calendar half year of an even year also. Provided that an officer will cease to earn such leave when earned leave due amounts to one hundred and eighty day.
- (b) The credit to be afforded under clause (a) above shall be reduced by 1/10th of period of extraordinary leave, if any, availed during the previous calendar half year subject to maximum of 15 days. No such reduction shall be made in respect of any leave other than extraordinary leave availed during the previous calendar half year.
- (c) The maximum earned leave that may be granted to an employee at a stretch shall be 120 days ;
- (d) An employee on earned leave shall draw leave salary equal to the salary drawn before proceeding on leave.

Half Pay Leave

The employee are eligible for 20 days of leave on half pay for each completed year of service and it may be taken either on Medical Certificate or on private affairs.

Commuted Leave

Commuted Leave not exceeding half the amount of half pay leave due may be granted on Medical Certificate subject to the following conditions :

- (i) When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due ;
- (ii) Half pay leave may be combined with commuted leave ;
- (iii) An employee on half pay leave is entitled to leave salary equal to half the amount of the salary drawn before proceeding on leave.

Maternity Leave

- (a). Married women employees of the Corporation shall be entitled to Maternity leave on full salary for a period of 90 days from the date of its commencement ;
- (b) Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request is supported by a Medical Certificate.

Extraordinary Leave

- (a). Extraordinary Leave may be granted upto 90 days at a time to an employee when no other kind of leave is due to him under these rules, subject to a maximum of 180 days in case of a temporary employee and upto one year in case of a permanent employee at the discretion of the competent authority.
- (b) The Extraordinary leave may be combined with any other kind of leave ;
- (c) No pay and allowance are admissible for the extraordinary leave and the period spent on such leave shall not count for

increment. If extraordinary leave is availed of on Medical Certificate, the period spent on such leave may be allowed to be counted for increments.

Surrender of Earned Leave and Encashment

The Corporation may adopt the relevant Rules under K.C.R RS., regarding regulating the surrender of Earned Leave and payment of leave salary.

General

- (a) Weekly and general holiday may be allowed to be pre-fixed or suffixed to any other kind of leave by the authorities competent to sanction leave ;
- (b) Earned Leave due at the time of leaving the service or retirement may be encashed to maximum extent of 120 days;
- (c) **Commencement and end of leave**
Leave begins on the day on which the transfer of charge is effected or if charge is transferred after-noon, on the following day. Such leave ordinarily on the day preceding that on which charge is resumed or if charge is resumed afternoon, on that day ;
- (d) An employee shall before proceeding on leave, intimate to the authority granting leave his address while on leave, and shall keep the said authority informed of any changes in the address previously furnished ;
- (e) An employee on leave shall unless otherwise instructed to the contrary, return for duty to the place at which he was last stationed ;
- (f) Leave shall not be admissible to an employee under suspension.

Joining Time

- (a) Joining time may be granted to an employee to join a new post to which he is appointed while on duty in his old post ;
- (b) Joining time shall be regarded as duty for the purpose of these rules ;
- (c) In cases involving transfer from one station to another, the joining time of an employee is calculated as follows:-
 - (1) Six days are allowed for preparation ; and in addition a period to cover the actual journey calculated as follows is allowed;
 - (i) For the duration of the journey which the Officer travels or might travel—
One day for each-

| | | |
|------------------------------------|----|----------|
| By Railway | .. | 400 Kms. |
| By Motor Conveyance for Public use | .. | 130 Kms. |
| In any other mode of transport | .. | 25Kms. |
 - (ii) An extra day is allowed for any extra fractional portion of any distance as indicated above.
 - (d) Sundays and other holidays not exceeding three days in all are not included in the calculation of joining time as indicated in this Rule;
 - (e) Joining time may be curtailed or extended at the discretion of the authority competent to transfer the employee ;
 - (f) Employee who do not join posts within the joining time allowed to them shall be deemed to have committed a breach of Rule and are liable for punishment.

Authority competent to sanction leave

The Managing Director shall sanction leave to all the employees in classes I, II, III and IV working in the Corporation, including Casual Leave to the employee.

CHAPTER VI

Travelling Allowance

Definitions : In this Section-

- (a). 'Transfer' shall mean the movement of an employee from the station in which he is employed to another station ; either-
 - (i) to take up the duties of a new post; or
 - (ii) in consequence of a change of the Headquarters
- (b) Travelling Allowance' means an allowance granted to an employee to cover the expenses which he incurs in traveling in the interest of the work of the Corporation.

Travelling allowance is not admissible for-

- (a) Journeys by the employees of the Corporation who travel on duty for less than 10 Kms., outside the municipal/local authority limits of their Headquarter/Project Area where they are posted ;
- (b) A journey performed to join first appointment in the Corporation

In case (a) where an employee is promoted or reverted or is granted an increased rate of pay with retrospective effect no revision of claim of traveling allowance is permissible, in respect of the period intervening between the effective date of promotion or reversion or grant of increased rate of pay and the date on which it is notified (b) the provisions of this rule apply for conveyance allowance also.

An employee in transit from one post to another post in the Class to which the lower of the two posts would entitle him, for calculating the travelling allowances.

The following are different kinds for travelling allowances which may be drawn in different circumstances by the employee :

- (a) Conveyance allowance ;
- (b) Daily allowance ;
- (c) Mileage allowance.

Conveyance allowance

- (a) An employee when has a large amount of travelling at or within short distance from Headquarters for which T.A., is admissible under the rules, a monthly conveyance allowance necessary under special circumstances be granted to him.

The word 'Conveyance includes a bicycle also;

- (b). It is admissible to only such employee who are declared as Touring Officers by the Managing Director ;
- (c) The rates of conveyance allowance shall be as sanctioned by the Board.

Daily Allowance

- (a). A daily allowance is a uniform allowance sanctioned for each day of absence from Headquarters and is intended to cover the ordinary daily charges of an employee on tour. It is drawn only during absence from Headquarters on duty including the period of halts on duty, A halt within 10 Kms., of the municipal/local authority limits of their Headquarters/Project area in the course of a tour is considered as a halt at Headquarters and therefore no daily allowance is admissible for such a halt.
- (b) The rate of daily allowance as admissible for the various categories of employees are indicated in Appendix-III
- (c) Daily allowance is admissible in addition to the mileage allowance:
 - (i) One full daily allowance is admissible for absence from Headquarters exceeding 12 hours;
 - (ii) Half daily allowance is admissible for absence exceeding 6 hours, but not exceeding 12 hours ;
 - (iii). No daily allowance is admissible for absence from Headquarters not exceeding 6 hours.

Mileage allowance

Mileage allowance admissible to the different classes of employees is furnished in Appendix-III.

Journey by Railway

Railway fare admissible to the different classes of employees is furnished in Appendix-III

Incidental charges

For distance not exceeding 100 Kms., amount equal to D.A., is admissible within the State for halt. Above 100 Kms., amount equal to

full D.A., for half of every 100 Kms., half the said D.A., for a fraction thereof subject to a maximum of one full D.A., for every 24 hours journey.

Journey by Road

- (a) They may draw 1 ½ bus fare each way and daily allowance for halt.
- (b) For journey in a day Upto and within 40 Kms., only a single bus fare shall be admissible.

Journey by Air

- (a). All employee whose actual pay is Rs. 1,450 or more are entitled to travel by Air ;
- (b) An employee authorised to travel by Air is entitled to an incidental charges equal to 1/5th of the standard air fare for the journey subject to a maximum of Rs. 30 in respect of each single journey ;
- (c) Booking or reservation charges including charges of cancellation if any, due to official reasons are also admissible.

Journey by Corporation vehicles

An employee who is provided with and avails himself of the means of locomotion at the expense of the Corporation and does not pay the expenses for its use or propulsion shall be allowed the following allowances :

- (i). If the absence from Headquarters does not exceed 6 hours ... Nil.
- (ii) If the absence from Headquarters exceeds 6 Hours and does not exceed 12 Hours ... Half Daily Allowance.
- (iii) If the absence from Headquarters exceeds 12 hours ... Full Daily Allowance.
- (b). If a part of the journey is performed by other means of locomotion, he may drawn in addition to daily allowance the travelling allowance admissible for that portion.

Note.-The cumulative absence from Headquarters will be taken into consideration for regulating daily allowance.

CHAPTER VII

(A) Conduct Rules

General.-(i) Every employee of the Corporation shall at all times:-

- (a) maintain absolute integrity ;
- (b) maintain devotion to duty ; and
- (c) do nothing which is unbecoming of an 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 employee under his control and authority.

Misconduct.-In particular without being exhaustive or in any way limiting the meaning of the word "Misconduct" such expression shall be deemed to include interalia the following acts of omissions:-

1. Will-ful insubordination or disobedience or gheraoing whether done along or in combination with another or other to any lawful and/or reasonable orders of superior.
2. Striking work either singly or in combination with other employee in contravention of any existing law ;
3. Taking part in or subscribing in aid or assisting in any political movement ;
4. Slowing down work either singly or in combination with others.
5. Inciting others to slow down work;
6. Stopping or refusing to do legitimate work while on duty.
7. Habitual late attendance ;
8. Habitual absence without leave ;
9. Loitering while on duty or absence without permission from the place of work.
10. Damage to any property of the Corporation.
11. Breach of any standing order, regulations or rules ;
12. Wilful and/or habitual negligence or neglect of work.

13. Disclosing to any unauthorised person or persons any information regard to the working or process of the Corporation which comes into the possession of the employee during the course of their work.
14. Holding a meeting inside the Corporation premises without previously obtaining the sanction of the Managing Director or any prescribed authority ;
15. Conduct on the part of the employee which endangers the life or safety of other employee in the premises of the Corporation;
16. Drunkenness, riotous or disorderly behaviour or any act subversive of discipline or efficiency ;
17. Distribution or exhibition within the premises of the Corporation of any newspaper or bills or poster or pamphlets without the previous sanction of the Managing Director or any prescribed authority :
18. Collection of any money within the Corporation's premises for purposes not sanctioned by the Managing Director ;
19. Taking or giving bribes or any illegal gratification whatsoever;
20. Theft, fraud or dishonesty.

Private Trade or Employment.- 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.

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

(B). Disciplinary Enquiries, Penalties and Appeal Penalties

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 mis-behaviour shall be liable to one or more of the following penalties :

1. Fine in the case of employee of Category-IV ;
2. Censure ;
3. Withholding of increments ;
4. 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.
5. Reduction to a lower grade of post or to a lower time scale or to a lower stage in a time scale ;
6. Compulsory retirement ;
7. Removal from service ;
8. 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 order governing probation;
- (iii). Compulsory retirement of an employee in accordance with the provision relating to his/her superannuation or retirement;
- (iv). Termination of service of an employee under an agreement in accordance with the terms of such agreement.

Disciplinary authorities

- (i) The Managing Director may impose any of the penalties specified above on any employee, provided that in the case of Category-I employees, he shall do so after securing the prior approval of the Board.
- (ii) The Secretary, heads of the Offices or institutions may impose any of the penalties specified in Clause 1, 2, 3 and 4 under

'Penalties' on any Category of Class IV employees under their respective charges.

Suspension

- (i). A category IV employee may be placed under suspension by the Secretary/head of the office of institution under whom he/she is working directly during the period when an enquiry under this Chapter is pending 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 pending against them or for other reasons which shall be recorded in writing. The period of suspension shall not exceed one year.
- (ii). During such suspension, the employee shall receive subsistence allowance equal to half of his/her pay which can be increased to 75% at the discretion of the competent authority provided that if the employee is fully exonerated, he/she shall be reimbursed the difference between his/her subsistence allowance and the emoluments which he/she would have drawn but for such suspension for the period he/she was under suspension.
- (iii). 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.

Enquiry

- i). Procedure for imposing minor penalties ; An order imposing any of the penalties specified in clause 1 to 4 under 'Penalties' shall be passed after ;
- (a) The employee is informed in writing of the proposal to take action against him/her of the allegation on which is proposed to be taken and given reasonable opportunity to make any representation he/she may wish to make ;

- (b) 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 cause-5 to 8 Rule 53, the following procedure shall be adopted:
- (b) The disciplinary authority or any authority empowered by the Board to function as enquiry authority in this behalf shall frame definite charge on the basis of the allegations on 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 as may be specified by the Disciplinary Authority or any authority specially empowered by it in this behalf, a written statement in his/her defence.
- (c) The employee shall for the purpose of preparing his/her defence 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 the defence or if no such statement is received within the time specified, the Disciplinary Authority may itself enquire into such charges or if it considers it necessary so to do, appoint an Enquiry Officer for the purpose.
- (e) The Disciplinary Authority may nominate any person to present the case support of the charges before the authority enquiring into the charge (hereinafter referred to as the Enquiring 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 Enquiring 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 witnesses examined in support of the

charges and to give evidence in person and to examine witnesses in this behalf. The person presenting the case in support of the charges shall be entitled to cross-examine the employee and the witnesses examined in his/her defence. If the Enquiring Authority declines to examine any witnesses on the ground that his/her evidence is not relevant or material it shall record its reasons 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 to 8 under 'Penalties' should be imposed, it shall :

1. Furnish to the employee a copy of the report of the Enquiring Authority and where the Disciplinary Authority is not the Enquiring Authority, a statements of its findings together with brief reasons for disagreement, if any with the findings of the Enquiring Authority, and
2. Give him/her a notice stating the action proposed to be taken in regard to his/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 of the opinion that any of the penalties specified in clauses 1 to 4 under 'Penalties' shall be imposed it shall pass appropriate orders in the case.

(i) Orders passed by the Disciplinary Authority shall be communicated to the employee.

Appeals

- (i). Whenever a penalty has been imposed by a 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 be against any order passed by the Managing Director unless the orders passed impose penalties mentioned in clause No. 5,6,7 and 8 under 'Penalties.'
- (iii) Whenever a penalty mentioned in clause 5,6,7 and 8 under Penalty has been imposed by managing Director, the employee 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.

Consideration of Appeals.-In the case of an appeal against Penalty 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 of to any other authority with such direction as it may deem fit to make.

General Cases not covered by Rules.-Any case for which no provision is made in these Rules shall be disposed of by the Board.

T.D. SRINIVAS
Dy. Secy. To Govt.
Social Welfare and Labour Department,

APPENDIX-I

Vide Chapter II - Section I.

| Sl. No. | Designation | Scale of pay | No. of Posts | Re-marks |
|---------|---|-----------------------------------|--------------|----------|
| 1 | 2 | 3 | 4 | 5 |
| | | Rs. | | |
| 1. | Managing Director .. | 1525-75-1900-100-2000 | 1 | |
| 2. | Secretary .. | 1300-75-1900 | | 1 |
| 3. | Accounts Officer .. | 900-50-1000-60-1300- | 1 | |
| 4. | Dy. Director of Agriculture | | 1 | |
| 5. | Dy. Director of Animals Husbandary. - | | 1 | |
| 6. | Dy. Director of Industries (a) & Commerce.- | 1300-75-1900 | 1 | (a) |
| 7. | Dy. Registrar of Co-op. Societies.- | | 1 | |
| | | Category II | | |
| 8. | Asst. Secy.-cun-Admn Officer (b). | Rs. 750-50-1000-60-1300-75-1525. | 1 | (b) |
| | | Category III | | |
| 9. | Accounts Supdt. | ..Rs. 600-30-75050-1000-600-1240. | 1 | |
| 10. | Jr. Extension Officers (c). | - do - | 4 | (c) |
| 11. | Accounts Clerks | ..Rs.400-20-500-25-30-750-50-900. | 2 | |
| 12. | First Dvn. Clerks | - do - | 4 | |
| 13. | Stenographers | - do - | do | 2 |

| | | | |
|-----|------------------------------|--|---|
| 14. | Second Dvn. Clerks .. | 300-10-340-15-400-20-500-25-600 Extn-20-700. | |
| 15. | Typists.. | - do - | 2 |
| 16. | Legal Advister (part time). | 500 per month | 1 |
| 17. | Internal Auditor (part time) | 300 per month | 1 |
| | | Category IV | |
| 18. | Drivers.. | 280-5-500-10-340-15-400-20-500. | 2 |
| 19. | Peons | 250-5-300-10-340-15-400. | |
| 20. | Bicycle Ordely | - do - | 1 |
| 21. | Watchmen | - do - | 1 |

N.B.- Class III and Class IV post will be filled according to the requirement from time to time. The remuneration of Legal Advisor and Internal Auditor will be fixed on the basis of the load of work of the Corporation.

- (a) Vacant.
 (b) This Post has been sanctioned temporarily against the post of Secretary till the paid up capital reaches Rs. 25 lakhs.
 (c) If services of certain field level officers are required these posts will be filled.

ABSTRACT

| | | |
|-----------|----|----|
| Class I | .. | 7 |
| Class II | .. | 1 |
| Class III | .. | 21 |
| Class IV | .. | 7 |

(Sd.)

T.D. Srinivas.
*Deputy Secretary to Govt.,
 Social Welfare and Labour Department,*

APPENDIX II

See Chapter II

| Sl. No. | Designation | Cadre strength | Category | Nature of the post | Pay scale |
|---------|---|----------------|-----------|--------------------|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | Managing Director | 1 | Class-I | Temp | Rs. ... |
| 2. | Secretary.. | 1 | Class-I | do | 1300-75-1900 |
| 3. | Accounts Officers | 1 | Class-I | do | 900-50-1000-60-1300-1750 |
| 4. | Asst. Secy.-cum- Administration Officer | 1 | Class-II | do | 750-50-1000-60-1300-75-1525. |
| 5. | Accounts Superintendent. | 1 | Class-III | do | 600-30-750-50-1000-60-1240. |
| 6. | Accounts Clerks | 2 | Class-III | do | 400-20-500-25-600-30-750-50-900 |

| Method of recruitment | Qualification for direct recruitment/ Promotion | Re- mark |
|--|--|-------------|
| 7 | 8 | 9 |
| Appointment to be made by the govt. of Karnataka according to Article 24 of the Article of Association of the KBC & MDC Ltd. | | |
| (i). By Deputation from the Department of Govt., or other organizations. Or (ii) By direct recruitment | (i). A degree of a recognized University. (ii) Member of the Institute of company Secretaries of India. | |
| By deputation from the Sate Accounts Dept., or from the Office of the A.G., Karnataka. | A degree of a recognized University and Cost Accountancy (Final) Examination conducted by the I.C.W.A.I. | |
| (As for Post No. 2) | (As for Post No.2) | (a) |
| By deputation from State Accounts Department. Or by direct recruitment | A degree preferably in Commerce with experience in Accounting matters for over 5 years | |
| By deputation from State Accounts Department. By direct recruitment. | A degree in Commerce with 3 Years experience | |

| 1 | 2 | 3 | 4 | 5 | 6 |
|-----|-----------------------------------|---|-----------|-------|---|
| 7. | First Division Clerk | 4 | Class-III | do | 400-20-500-25-600-30-750-50-900. |
| 8 | Junior Extension Officers | 4 | Class-III | Temp. | 600-30-750-50-1000-60-1240. |
| 9. | Stenographers | 2 | Class-III | do | Rs. 400-20-900-with spl. Pay, of Rs 50 p.m. |
| 10. | Second Dvn.Clerks | 4 | Class-III | do | Rs. 300-700 |
| 11. | Typists | 2 | Class-III | do | 300-700-with a spl pay of Rs. 30 p.m. |
| 12. | Dy. Director of Agriculture | 1 | Class-I | do | 1300-75-1900 |
| 13. | Dy. Director of Animals Husbandry | 1 | Class-I | do | do |

| 7 | 8 | 9 |
|--|---|--|
| 75% by direct recruitment/ deputation and 25% by promotion from the cadre of Second Division Clerks. | Degree of a recognized University (min. of 5 years service in case of promotees). | |
| 50% by direct recruitment/ deputation and 50% by promotion from the cadre of First Dvn. Clerks/Stenographer. | A degree of a recognized University in the respective fields. | A degree of recognized university. Must have put in atleast 3-5 years service in the cadre of FDC. |
| By direct recruitment/ deputation/promotion. | S.S.L.C., with Sr. Typewriting & Shorthand or diploma in Secretarial Practice | Same as for direct recruitment the minimum service of 5 years in the cadre of Typist. |
| By direct recruitment/ promotion | S.S.L.C. | Same as for direct recruitment with a minimum of 5 Year service in the lower cadre. |
| By direct recruitment | S.S.L.C., with Senior Typewriting. | |
| By deputation from Agriculture Dept. | .. | |
| By deputation from . Animal Husband by Dept | .. | |

| 1 | 2 | 3 | 4 | 5 | 6 |
|-----|--|---|-----------|------------|---------------------------------------|
| 14. | Dy. Director of Industries & Commerce. | 1 | Class-I | do | do |
| 15. | Dy. Registrar of Co-op. Societies | 1 | Class-I | do | do |
| 16. | Legal Advisor | 1 | .. | Part-time. | 500 p.m. |
| 17. | Internal Auditor | 1 | .. | do | 300 p.m. |
| 18. | Drivers | 2 | Class-III | Temp. | 280-500-with spl Pay Rs 30 per month. |
| 19. | Peon | 3 | Class-IV | do | 250-400 |
| 20. | Cycle Orderly | 1 | Class-IV | do | 250-400 |
| 21. | Watchman | 1 | Class-IV | do | 250-400 |

| 7 | 8 |
|--|--|
| By deputation from Industries & Commerce Department. | |
| By deputation from the Co-operation Dept. | |
| By direct recruitment | Degree in Arts or Science with degree in Law with 5 years practice in the bar. |
| By direct recruitment | Chartered Accountants or persons with I.C.W.A., qualifications. |
| By direct recruitment | Literates with Driving Licence. |
| By direct recruitment | Literates studied upto VIII std. |
| By direct recruitment | Literates studied upto VIII std. and knowing how to cycle. |
| By direct recruitment | Literates studies upto VIII Std. |

APPENDIX-III
(Vide Chapter VI)

Daily Allowance

| <i>Class</i> | <i>other places within State</i> | <i>Delhi & Bombay</i> | <i>Within Bangalore</i> |
|--------------|----------------------------------|---------------------------|-------------------------|
| | <i>Rs.</i> | <i>Rs.</i> | <i>Rs.</i> |
| I | 15 | 35 | 20 |
| II | 10 | 25 | 15 |
| III | 8 | 20 | 10 |
| IV | 7 | 13 | 8 |

Mileage Allowance :

Class I&II .. 50 Paise per K.M.

Journey by Railway:

| | | |
|-----|----|--------------|
| I | .. | First Class |
| II | .. | First Class |
| III | .. | Second Class |
| IV | .. | Second Class |

(sd.)

T.D. SRINIVAS,

Deputy Secy. To Government,
Social Welfare and Labour Department,