



GOVERNMENT OF KERALA

Abstract

KERALA STATE CO-OPERATIVE EMPLOYEES'
WELFARE BOARD – STAFF REGULATIONS AND SERVICE CONDITIONS
OF THE EMPLOYEES OF THE BOARD-
APPROVED-ORDERS ISSUED

CO-OPERATION (C) DEPARTMENT

G.O. (P) No. 58/90/CO-OP.Dated, Thiruvananthapuram, 27th September, 1990

Read: - Lrs. No. EM (2) 51262/89 dated 16-7-1990 and 17-8-1990

ORDER

The Managing Committee of the Kerala State Co-operative Employees' Welfare Board in its meetings held on 9-5-1990 and 4-8-1990 has approved the draft of the staff regulations and service conditions of the employees of the Kerala State Co-operative Employees Welfare Board. The Registrar of Co-operative Societies in his letters read above has requested Government to approve the said regulations and service conditions.

2. Government have examined the proposal in detail and are pleased to approve the staff regulations and service conditions of the employees of Kerala State Co-operative Employees Welfare Board appended with this order.

By order of the
Governor,

P. T. ZACHARIA,
Joint Secretary.

To

The Registrar of Co-operative Societies, Thiruvananthapuram.
The Additional Registrar of Co-operative Societies/Secretary- Treasurer
Kerala State Co-operative Employees Welfare Board, Thiruvananthapuram.
Law Department (with reference to U.O. 14338/D2/90/ Law dated 10-9-1990)
GPT. 3/4225/MC.

THE KERALA STATE CO-OPERATIVE EMPLOYEES' WELFARE BOARD
THIRUVANANTHAPURAM

SERVICE REGULATIONS

CHAPTER I

1. Short title commencement and applicability –

- (a) These Regulations may be called “The Service Regulations of the staff of the Kerala State Co-operative Employees Welfare Board”.
- (b) These Regulations shall come into force from the date on which they are approved by the Government
- (c) These Regulations shall apply to all the employees of the Kerala State Co-operative Employees Welfare Board”, except those officers whose services are lent to the Board on deputation.

2. Definitions-

In these Regulations, unless the context otherwise requires:-

- (a) “Board” means the Kerala State Co-operative Employees Welfare Board”.
- (b) “Rules” means the “Rules of the Kerala State Co-operative Employees Welfare Board Rules”.
- (c) “Secretary-Treasurer” means the Secretary-Treasurer of the Kerala State Co-operative Employees Welfare Board appointed under clause (h) of Rule 4 of the Kerala State Co-operative Employees Welfare Board.
- (d) “Employees” of the Board means and includes a person who is appointed by the board permanently or temporarily or on full time basis or part-time basis and include officers or officials appointed on contract basis for the period of contract and does not include person on daily wages.

- (e) "Pay" means (1) "Basic Pay" which is the amount drawn monthly by an employee which has been sanctioned for the post held by him substantively or in an officiating capacity or to which he is entitled to by reasons of his position in the particular cadre, (2) Personal Pay and Special Pay & (3) and any other emoluments which may be specially classified on Pay of the "Board".
- (f) "Salary" means Pay, and all other allowances including conveyance allowances which are drawn on the basis of monthly rates.
- (g) "Approved Service" means continuous service recognised on satisfactory completion of probation which will include period spent on probation.
- (h) "Temporary Service" means service put in against a post held on a temporary basis for a fixed period.
- (i) "Holiday" means a day prescribed or notified by the Board as holiday.
- (j) "Month" means a calendar month.

CHAPTER II

3. Staff Pattern, Recruitment, Age Limit, Probation, Promotion, Record of service and seniority-

- (i) The Managing Committee shall fix time to time the number of posts and the pay scales of the employees in all categories vide Rule 24 (b) of the Kerala State Co-op. Employees Welfare Board Rules approved by Government vide G.O. (Rt) 383/86/Co-op. dated 30-9-1986. The scales of pay should not exceed the scale of pay of Government Employees for identical posts.
- (ii) Method of appointment and qualifications for various posts under the establishment shall be as specified in Appendix.

4. Appointments:-

(a) Appointment to various posts in the Board will be made by:-

1. Direct Recruitment.
2. Promotion.
3. Deputation.

(b) Direct Recruitment:-All appointments to the service of the Board shall be made by the Managing Committee from a ranked list prepared by the recruitment committee consisting of:

1. Chairman-Ex officio of the Board.
 2. Vice Chairman-Ex officio of the Board.
 3. Registrar of Co-operative Societies.
 4. Secretary-Treasurer of the Board.
 5. Another member elected by the Managing Committee of the board from among themselves.
2. All recruitments from the open market shall be made only after inviting applications by advertisements in two leading local dailies.
 3. No person shall be appointed to the service of the board unless he has been certified by a Medical Officer not below the rank of an Assistant Surgeon, to be of sound constitution and medically fit and he produces certificates of good character from two Gazetted Officers.
 4. When direct recruitment of candidates are made, 10% of post shall be reserved for appointment from SC/ST candidates.

5. Age Limit-

(a) A candidate for appointment by direct recruitment must have completed 18 years and must not have completed 35 years of age on the first day of July of the year in which applications for appointment are notified.

Provided that in the case of candidates belonging to Scheduled Castes/ Scheduled Tribes and other Backward Communities, the upper age limit fixed shall be relaxed upto a minimum of 5 years and 3 years respectively.

(b) Every person so appointed shall produce certificates in original in proof of age and qualifications.

(c) No employee shall continue in the service of the Board after he/she attains the age of 58 * years.

* (G.O (Ms)No. 50/2014/Co-op. dated . 23-04-2014)

6. Probation:-

(a) Every person appointed by direct recruitment shall be on probation from the date on which he joins duty, for a period of one year of duty within a continuous period of two years. However the appointing authority may extend the period of probation for a further period upto one year if the probation is found not suitable at the end of the year on duty.

(b) At the end of prescribed or extended period of probation, as the case may be the appointing authority shall regularize the appointment if the probationer is found suitable for such appointment.

(c) If the appointing authority decides that the probationer is not suitable for such appointment, it shall by order discharge him from service at the end of the period of probation or extended period of probation.

Provided that no such order shall be passed unless the person concerned has been given a reasonable opportunity to represent against such action proposed to be taken against him.

7. Promotions:-

Appointment to higher categories of service in the Board shall ordinarily be made by promotion from among the members eligible for appointment to such category in accordance with these regulations on the basis of seniority in the feeder category as prescribed in Appendix I.

8. Record of Service :-

(a) A Service Book Similar to one in state Government shall be maintained in respect of each employee of the Board.

(b) The details of appointment, leave account except casual leave, annual increments, permanent or officiating promotions, punishments, awards etc.will be recorded in the service book from time to time.

9. Seniority: -

(a) Seniority of a person in a grade or category shall unless, he has been reduced to a lower rank as punishment be determined by the date of order of his first appointment to such category or grade. If any position of the Service of such person does not count towards probation under the rules, his seniority shall be determined by the date of commencement of his service which counts towards probation.

(b) But when two or more persons are appointed simultaneously to a category or grade by one and the same appointment order, seniority among them shall be determined from the order in which their names are entered in the appointment order.

CHAPTER III**LEAVE**

10. Every employee of the Board shall be eligible for different kinds of leave as in the case of State Government employees as prescribed under Kerala Service Rules. *

* (G.O (P) No. 168/2008/Co-op. dtd 09-05-2008)

11. The Secretary Treasurer shall be competent to sanction all kinds of leave including casual leave to the employees of the Board except study leave and leave without allowances exceeding four months for which the sanctioning authority will be the Managing Committee. In the case of Secretary-Treasurer leave shall be sanctioned by the Chairman of the Board.

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

13. An employee recalled to duty before the expiry of the leave of any kind is entitled to avail the balances of leave together with any leave subsequently earned if he desires so.

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

15. No employee who is on leave shall take service or accept any employment elsewhere which involves the receipt of a fee or remuneration, without obtaining the sanction of the appointing authority.

CHAPTER IV

DUTIES, RESPONSIBILITIES, CONDUCT AND DISCIPLINE

16. Working Hours: - The working hours shall be 10 am to 5 pm inclusive of a lunch interval of one hour between 1 pm to 2 pm.

17. Attendance Register:- Every employee shall sign the attendance register at the time of attending office in the forenoon and afternoon.

An employee who is attending late by more than 10 minutes shall be marked late in the Attendance Register and three such late marking will be treated as casual leave for one day and the same shall be debited to his casual leave account. Anyone who is late for more than one hour without permission will be treated as on leave for half day.

18. Holidays.-Holidays admissible to the State Government Employees will be admissible to the employees of 'Board'.

19. Unless in any case otherwise expressly provided, the services of all the full-time employees shall be at the disposal of the Board and every employee is bound to serve the Board in its business, in such capacity and at such places as he may from time to time be directed.

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

21. No Employee shall have any interest directly or indirectly other than as an employee in-

- (a) any contract made with the Board; or
- (b) any property sold or purchased by the Board; or
- (c) any other transaction of the Board.

22. All the employees shall serve the Board honestly and faithfully and shall maintain the strictest secrecy regarding the Board's affairs and the affairs of its constituents. They shall use their utmost favours to promote the interest of the Board and shall show courtesy and attention in all their dealings with the Board's constituents.

23. No employee shall contribute to the press without the prior sanction of the Secretary-Treasurer or make public any documents, paper or information which may come into his possession in his official capacity.

24. No employee shall accept solicit or seek any outside employment or office whether stipendiary or honorary without the previous sanction of the Secretary-Treasurer of the Board.

25. No employee may in any case be absent or casual leave for more than twenty days in the course of one calendar year. Casual leave may be combined with Sundays and other authorized holidays provided that the total period of absence does not exceed 15 days. Employees are entitled to avail half day casual leave also.

26. An employee who absents himself from duty without leave or overstays his leave, except under circumstance beyond his control for which he must tender a satisfactory explanation shall not be entitled to draw any salary during absence or over stayal. Such unauthorized absence would be treated as misconduct and the employee shall further be liable to such penalties for misconduct as the Secretary-Treasurer may deem fit. The period of such absence of overstayal may if not followed by termination of services under the Regulation or dismissal under the regulation be treated as period spent on such kind of leave except casual leave as the Secretary may decide.

27. One day's casual leave of an employee will be forfeited for every 3 days late attendance. An employee who is habitually late in attendance shall be liable to such penalty as the Secretary-Treasurer may deem fit to impose. Further the Secretary-Treasurer may impose such penalty also as he deems fit for unauthorized absence. If the employee has no casual leave in his credit, the third day in which he is late in the month will be treated as eligible leave.

28. (i) An employee who is arrested for debt or on a criminal charge shall be placed under suspension from the date of his arrest, and shall be allowed the payment admissible to an employee under suspension under these Regulations until the termination of the proceedings against him, when an adjustment of his salary shall be made according to the circumstances of the case and in the light of the decisions as to whether his absence is to be accounted for as period of duty or leave, the full pay and allowance being given only in the event of the employee being acquitted of all charges and treated as on duty during the period of his absence less the period spent by the employee in actual detention. An employee who is committed to prison for debt on convicted of any offence involving moral turpitude shall be liable to dismissal.

(ii) Notwithstanding anything contained in these regulations where penalty is imposed on an employee on the ground of conduct which has led to his conviction in a criminal charge, the disciplinary authority as the case may be, may consider the circumstances of the case and pass such orders thereon as he or they deem fit.

Explanation - In these Regulations the expression “termination of proceedings” shall mean the decision of the lowest court which first finally disposed of the case. Committal or conviction shall mean committal or conviction by the lowest court or any of the appellate courts, and it shall be open to the Board to dismiss an employee who is committed to prison or who is convicted of a criminal charge as from the date of the orders of the court which convicts him.

CHAPTER V

PENALTIES, PUNISHMENT AND APPEAL

- 29.** (1) Without prejudice to the provisions of these Regulations an employee who commits a breach of these Regulations of the Board or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interests of the Board or in conflict with its instructions or who commits a breach of discipline or is guilty of any other act or misconduct or misbehavior shall be liable to the following penalties/punishment.
- (a) Censure
 - (b) Fine
 - (c) Withholding of increments with or without cumulative effect.
 - (d) Withholding of promotions either permanently or temporarily for a specified period.

- (e) Recovery from pay of the whole or part of any pecuniary loss caused to the Board by the employee.
- (f) Reduction to a lower post or grade on a fixed pay or a time scale or a lower stage in a time scale.
- (g) Compulsory retirement.
- (h) Dismissal.

No employee shall be subjected to the penalties/punishment under items (a) to (h) of such-clause.

- (i) Except by an order in writing signed by the Secretary-Treasurer and no such order shall be passed without the charge or charges being formulated in writing and given to the paid employee so that he shall have reasonable opportunity to answer them in writing or in person as he prefers and in the latter case, his defense may be taken down in writing and read to him, provided that the requirements of this sub-clause may be waived when the employee has absconded or where it is for any valid other reasons impracticable to communicate with him or where there is difficulty in observing them. In every case where all or any of the requirements or this sub clause are waived the reasons for so doing shall be recorded in writing.

Provided further that the final orders under item (a) to (h) of sub clause (i) shall be passed only by the appointing authority

- (ii) An employee may be placed under suspension when a disciplinary proceeding against him is contemplated or is pending or when a case against him in respect of any criminal offences is under investigation or trial or where final orders are pending in the disciplinary proceedings if the appropriate authority consider that in the prevailing circumstances it is necessary in public interest, that the employee should be suspended from service.

Where the order of suspension is made by the Secretary-Treasurer, he shall forthwith report to the managing Committee the circumstances in which the order was made. An order of suspension made or deemed to have been made may any time be revoked by the Secretary-Treasurer for valid reasons. Whenever an employee is placed under suspension he shall be eligible for subsistence allowance at such rates as are prescribed in the Kerala Payment of subsistence allowance (Amendment) Act 1978 (Act I of 1978)

30. Appeal, Revision and Review - (i) An employee shall have a right of appeal against any order passed by a superior authority under Clause 26, if he feels that such orders would injuriously affect his interests, provided that the appeal shall be filed within 30 days of receipt of such orders.

(ii) An appeal shall lie-

(a) Against any orders passed by the Secretary-Treasurer in exercise of the powers specifically delegated to him under these Regulations to the Managing Committee.

(b) For revision or review by the Managing Committee of an original order passed by that committee to that committee.

(iii) Every appeal shall comply with the following requirement.

(a) It shall be in writing and shall be signed by the aggrieved party.

(b) It shall contain all material statements and arguments relied on and shall be completed in it self.

(c) It shall specify the relief desired.

(d) It shall be submitted through the proper channel.

- (iv) An appeal may be withheld by the Secretary-Treasurer.
 - (a) If it does not comply with the requirements of sub-clause (iii) of Clause 30
 - (b) If it is illegible or is unintelligible
 - (c) If deals with a matter which does not concern the employee by personally.
 - (d) If repeats an appeal already rejected the authority to whom the appeal is addressed and does not, in the opinion of the Secretary-Treasurer disclose any new points or circumstances which afford grounds for reconsideration, provided that when an appeal is withheld under this clause the Secretary-Treasurer shall submit to the appellate authority concerned a statement of the grounds on which the appeal is withheld.
 - (e) If it is not addressed to an authority to which the appeal lies under these Regulations.
- (v) In every case in which an appeal is withheld, the authority withholding the appeal shall inform the applicant the fact of withholding the appeal and the reasons for withholding it.
- (vi) Appeal must be forward to the appellate authority with due despatch. An appeal which is not withheld under regulation shall be forwarded to the appellate authority with the comments of the Secretary as soon as possible
- (vii) No appeal shall lie against an order withholding an appeal.

31. Joint Petitions.-The provisions of sub-clause (iii) to (vii) of clause 31 shall also apply to the extent they are relevant to petitions which concern more than one employee and are preferred jointly by a class or group of employees or by an association or Union of Federation of employees recognised by the Board. A joint petition shall not be entertained if (i) it relates to a subject on which the Secretary-Treasurer is authorised to pass orders and application for redress has been made to him. (ii) it relates to a matter for which a specific procedure has been prescribed

under any rule of instruction issued by the Board or (iii) it relates to an individual and is not submitted by him.

CHAPTER VI

PAY AND ALLOWANCES, T.A. AND OTHER CONCESSION

- 32.** Subject to the provisions of these regulations the pay and allowances of an employee shall accrue from the date of commencement of his service and shall become payable on the last working day of each month in respect of the services performed during the said month. The pay and allowances of an employee leaving the service of the board during the course of a month may however be disbursed on the afternoon of the day on which he relinquishes charge of post or on any other day there after provided however that there are no liabilities outstanding against him.

All the employees shall be eligible for DA, HRA and other allowances at the rate allowed by the Government to its employees from time to time.

Payment of T.A., D.A. and other allowances connected with traveling to the employees of the Board shall be governed by the provisions of Kerala Service Rule.

Payment of annual increment in pay and Rules for fixation of pay to the employees of the Board shall be governed by the provisions of Kerala Service Rule.

Payment of Advance for Onam, Deepavali, Ramzan, Bakrid, Christmas and other Festival advances to the employees of the Board shall be governed by the provision in Article 75 (e) (i) to (iv) 250 (1) to (3) and 251 (i) to (3) of Kerala Finance Code Vol. I amended from time to time.

CHAPTER VII

MEDICAL AID GRATUITY AND PROVIDENT FUND

- 33. Medical Aid.-** Every employee of the Board shall be entitled for an annual medical allowance at the rate fixed by Government from time to time.
- 34. Gratuity-** Monthly paid full time employees on the permanent establishment of the Board shall be eligible for gratuity as per the provision of the payment of gratuity Act, 1972 (Act 39 of 1972).
- 35. Provident Fund.-** Unless otherwise authorized by the “Board” every permanent employee of the Board shall become a member of the “Kerala State Co-op. Employees Welfare Board employees contributory provident fund” and agree to be bound by the Regulation of the Board.

CHAPTER VIII

GENERAL

- 36. (a)** The Government shall have power to alter, add or repeal all or any of these regulations from time to time as and when the Government deems fit.
- (b)** Any doubt regarding the interpretation of the rules shall be referred to the Government for clarification and clarification of the Government so issued shall be binding on all concerned.

APPENDIX-I *

SL. No.	Category	Method of Appointment	Qualification
1.	Secretary-Treasurer	By deputation from the Co-operative department from the grade of Additional Registrar of Co-operative Societies under Rule 144 KSRPart-1	
2.	Manager	On deputation from Co-operative Department	
3.	Senior Superintendent	By promotion from category-4	Degree from any recognized University
4.	Junior Superintendent	By promotion from category-5	-do-
5.	Upper Division Clerk	By promotion from Category-6	Minimum of 5 years experience as. LD Clerk and pass in Account test (L)
6.	Lower Division Clerk	By Direct Recruitment	SSLC
7.	Upper Division Typist	By Promotion from Category-8	Minimum of 5 year experience as L.D Typist
8.	Lower Division Typist	By Direct Recruitment	SSLC, KGTE. Type writing English (L), Malayalam (L) or Equivalent Qualification.
9.	Attender	By Promotion from Category-10	
10.	Peon	By Direct Recruitment	VII Std.
11.	Driver	By Direct Recruitment	Studied up to SSLC Must possess a Motor Driving License of at least 3 years and drivers badge.
12.	P.T. Sweeper	BY Direct Recruitment	Literacy
13.	Computer Operator	By Direct Recruitment	PGDCA/Equivalent qualification.

APPENDIX-II

Sl No.	Category Post	Feeder Category
1.	Senior Superintendent	Junior Superintendent
2.	Junior Superintendent	Upper Division Clerk
3.	Upper Division Clerk	Lower Division Clerk
4.	Upper Division Typist	Lower Division Typist
5.	Attender	Peon

* (G.O (MS) No. 185/2008/Co-op. dated 13-08-2008)