

**KERALA STATE
WAREHOUSING CORPORATION
H.O. ERNAKULAM**

**GENERAL
AND
STAFF REGULATIONS 1963**

(with Amendments upto 31-3-92)

Kerala Gazette No. 25 dated 23rd June 1964

PART IV

NOTIFICATION

G.A. 6-11611/64

18th June 1964

In exercise of the powers conferred by Section 42 (1) of the Warehousing Corporations Act 1962 (Central Act No. 58 of 1962) and with the previous sanction of the Government of Kerala, the Kerala State Warehousing Corporation, established under the said Act and having its Head Office at Ernakulam, make the following regulations.

GENERAL REGULATIONS

Chapter I - Preliminary

1. *Short title and Commencement* :- (1) These Regulations may be called the Kerala State Warehousing Corporation Regulations 1963.

(2) They shall be deemed to have come into force with effect from the date on which they are published in the Kerala Gazette.

2. *Definitions* :- In these Regulations unless the context otherwise requires.

(a) 'Act' means the Warehousing Corporations Act 1962.

(b) 'Board of Directors' means the Board of Directors of the Corporation.

(c) 'Chairman' means the Chairman of the Board of Directors.

(d) 'Corporation' means the Kerala State Warehousing Corporation established under Section 18 (1) of the Warehousing Corporations Act 1962 (Act 58 of 1962).

established under Section 18 (1) of the Warehousing Corporation Act 1962 (Act 58 of 1962)

(e) 'Director' means a member of the Board of Directors.

(f) 'Executive Committee' means the Executive Committee of the Corporation.

(g) 'Managing Director' means the Managing Director of the Corporation.

(h) 'Sub Committee' means the Sub Committee appointed by the Board of Directors or by the Executive Committee.

Chapter - II

Meeting of the Board of Directors and the Executive Committee

1. A meeting of the Board of Directors shall ordinarily be held once in four months and that of the Executive committee once in three months.

2. Ordinarily not less than seven days' notice shall be given to every Director of a meeting of the Board of Directors and not less than five days notice to a member of the Executive Committee of a meeting of the Executive Committee.

3. An emergent meeting of the Board of Directors or that of the Executive Committee may, however be called at a shorter notice of not less than five days and three days respectively, but such notice shall be sufficient to enable every Director or a member of the Executive Committee who is at that time in India to attend such meeting.

4. A meeting of the Board Directors or of the Executive Committee shall be convened by the Managing Director in consultation with the Chairman. A notice of the meeting shall be sent to each Director or member of the Executive Committee, as the case may be, at his registered address, specifying the time, date and place of the meeting, and the business to be transacted at the meeting. No business other than that specified in the notice shall be transacted at a meeting except that of which five days' clear notice has been given to the Chairman, but with the permission of the authority presiding at the meeting any other matter may be considered.

5. A special meeting of the Board of Directors shall be convened on requisition received from not less than three Directors.

6. *Presiding authority* : The Chairman or in his absence a Director (other than the Managing Director) chosen by the Directors present amongst themselves shall preside over the meeting of the Board of Directors or the Executive Committee as the Case may be.

7. *Decision by majority*: All the questions at a meeting of the Board of Directors or the Executive Committee shall be decided by a majority of the votes. In the case of equality of votes the person presiding shall have a second or casting vote. If he does not exercise second or casting vote, the same subject shall be placed before the next meeting.

8. *Circular Resolution* :- Resolution on matters of a routine or urgent nature shall be passed in circulation amongst Directors. But where a difference of opinion is expressed by any Directors it will be put up before the Board of Directors for sanction.

9. *Quorum*:- The quorum for meeting of the Board of Directors shall be five and of the Executive Committee three. If there is no quorum at any meeting of the Board of Directors or of the Executive Committee, the meeting shall be adjourned and at the adjourned meeting business of the last meeting shall be conducted irrespective of there being quorum or not.

10. *Place of meeting* :- Meeting of the Board of Directors and of the

Executive Committee may be held at Ernakulam or, at such other convenient place in Kerala State as may be decided by the Chairman.

11. *Minute Book*:- The Managing Director shall maintain a minute book in which the minutes of the meetings of the Board of Directors shall be recorded. He shall similarly maintain a minute book in which the proceedings of meetings of the Executive Committee shall be recorded. The minutes of a meeting of the Board of Directors as well as of the Executive Committee shall be circulated as soon as possible after the meeting for the information of the members and shall be placed before the next meeting of the Board of Directors or the Executive Committee as the case may be, for confirmation and shall bear the signature of the Chairman or the person presiding over that meeting. The proceedings of the Executive Committee shall also be placed before the next meeting of the Board of Directors.

12. *Disclosure of interest by a Director*:- Every Director who is in any way, whether directly or indirectly concerned or interested except as a representative of a statutory body incorporate in any contract, loan or arrangement, entered into or proposed to be entered into by or on behalf of the Corporation, shall disclose the nature of his concern or interest to the Board of Directors or the Executive Committee, as the case may be and shall not participate in the meeting of the Board of Directors or of the Executive Committee when such contract, loan, or arrangement is considered.

Chapter - III

Fees and allowance to Directors for attending meeting

The Directors other than the Managing Directors and official Directors shall be entitled to receive travelling and halting allowances admissible to non official members of First Class Committees.

Note:- 1. If a Director charges travelling allowance for his journey for attending the meeting of the Board of Directors, Executive Committee or Sub Committee, of the Corporation to any other institution, he shall not charge any travelling allowance to the Corporation. He will be permitted to claim daily allowance for the days he is required to stay exclusively for attending the meeting of the Corporation, provided he does not claim such daily allowance from any other institution.

2. Not with standing anything contrary contained in the Kerala Service Rules, non-official Directors may be paid per day of attendance at meeting of the Board of Directors, Executive committee or a Sub-committee of the Corporation, at places within a radius of 8 kilometers from their residence, sitting fees to cover out of pocket expenses at the rate of Rs. 25.

3. Officers of the State Government serving in the Board of the Kerala State Warehousing Corporation will be given Travelling Allowance/Dearness Allowance as per the relevant provision of the Kerala Service Rules as amended from time to time. No sitting fee will be paid.

Chapter - IV

Administration of Kerala State Warehousing Corporation

Conduct of Officers of the Kerala State Warehousing Corporation

1. Powers of Chairman in an Emergency:- In case of emergency or in matters calling for expeditious action the Chairman may pass any order or perform any act within the competence of the Board of Directors provided that any orders passed under this provision shall be placed before the next meeting of the Board of Directors or of the Executive Committee, whichever is earlier.

2. Power of the Managing Director:- (1) The Managing Director shall have the powers to negotiate and carry on the authorised business of the Corporation in accordance with the instructions which the Board of Directors or the Executive Committee may issue from time to time and shall be the authority to decide whether any suit, or proceedings be instituted or defended by, or against the Corporation, subject to such directions as the Board of Directors may give from time to time.

(ii) The Managing Director shall act as 'Controlling and disbursing officer' in respect of all funds of the Corporation and shall operate accounts * [singly upto a sum of Rs.25,000 and in excess of Rs.25,000 jointly with the Chairman]* of the Corporation and to draw, accept and endorse bills of exchange and other instruments in the current and authorised business of the Corporation and to sign all other accounts, receipts and documents connected with such business.

(iii) The Managing Director shall organise and supervise the office of the Corporation, maintain discipline and exercise such powers in connection with appointments, promotions, termination of service and other disciplinary matters and leave of the staff of the Corporation as may be vested in him by the Board of Directors, in this behalf and allocate duties to the staff and make such other arrangements as may be necessary for the efficient discharge of the functions of the Corporation.

3. Amount of expenditure on the administration of the Corporation: The Board of Directors shall determine from time to time. The amount of expenditure on the administration of the Corporation.

4. Common seal of the Corporation:- The common seal of the Corporation shall not be affixed to any instrument except in pursuance of a resolution of

* Subsequently amended by a Board of Resolution enabling Managing Director to operate accounts for any amount.

the Managing Director and one other Director who shall sign their names to the instrument in token of their presence and such signing shall be independent of the signature of any person who may sign the instrument as a witness. Unless executed as aforesaid such instrument shall have no validity.

5. Manner and form in which contracts binding on Corporation may be executed:- Contracts on behalf of the Corporation may be made as follows:-

(a) Any contract which is by law required to be in writing may be made on behalf of the Corporation in writing signed by any person acting under its authority, express or implied and may in the same manner be varied or discharged.

(b) Any contract which may be valid if made by parcel only may be made by parcel on behalf of the Corporation by any person acting under its authority, express or implied and may in the same manner be varied or discharged.

6. *Pleading etc., by whom to be signed*:- Plaints, written statements petitions, vakalathnamas, affidavits and other documents connected with legal proceedings may be signed and verified on behalf of the Corporation by the Managing Director or the Secretary or such other officers of the Corporation authorised by the Managing Director in this behalf.

STAFF REGULATIONS

Preliminary

1. Short title and commencement:- 1. These Regulations may be called the Kerala State Warehousing Corporation Staff Regulations 1963.

2. They shall be deemed to have come into force with effect from the date on which they are published in the Kerala Gazette.

3. They shall apply too all employees of the Corporation and to the personnel employed on contract in respect of all matters not regulated by the contract.

2. *Board of Directors to decide dispute regarding interpretation of these Rules.* In case of any dispute arising regarding the interpretation of these regulations, it shall be referred to the Board of Directors whose decision thereon shall be final.

3. *Definitions*:- In these Regulations, unless the context otherwise requires.

(a) 'Board of Directors' means the Board of Directors of the Corporation.

(b) 'Chairman' means the Chairman of the Board of Directors.

(c) 'Corporation' means the Kerala State Warehousing Corporation established under Section 18 (1) of the Warehousing Corporation Act, 1962 (Act 58 of 1962)

(d) 'Employee' means a person in the full time or part time service of the Corporation but does not include a person employed on daily wages or on contract.

(e) 'Executive Committee' means the Executive Committee of the Corporation.

(f) 'Government Institution' means a Government Company as defined in the Indian Companies Act or a Statutory Corporation owned or controlled by the State or any office created under the Constitution of India.

(g) 'Managing Director' means the Managing Director of the Corporation.

(h) 'Secretary' means the Secretary of the Corporation.

(i) 'Sub Committee' means a sub committee appointed by the Board of Directors, or by the Executive Committee or by the Managing Director.

(j) 'State Government' means the Kerala State Government.

(k) 'Appointing Authority' means the Executive Committee of the Kerala State Warehousing Corporation in respect of Class I, II and III, employees of the Corporation and the Managing Director in respect of Class IV employees.

4. Classification of employees:- The employees of the Corporation shall be classified as follows:

Class I : Officers in receipt of actual pay of Rs.2,500 and above

Class II (a): Officers in receipt of actual pay of Rs.1,800 and above but below Rs.2,500.

(b): Officers in receipt of actual pay Rs.1,250 and above but below Rs.1,800.

Class III : All other officers except Class IV.

Class IV : Class IV employees Grade I and II."

Chapter-II

Recruitment, appointment, promotion, probation, discipline, etc.

5. Strength of Staff :- The Board of Directors shall, from time to time, determine the strength of the staff, both permanent and temporary under the various categories required for carrying out its functions:

Provided that the Chairman may, subject to the approval of the Board of Directors create any post in Class II, or III, or IV for a period not exceeding six months.

6. *Manner of appointment and promotion:* (1) Appointment to various posts shall be made by promotion or by direct recruitment or by borrowing personnel from the State or Central Government or a Government Institution in accordance with such terms and conditions as the Board of Directors may lay down from time to time. The Board of Directors may also appoint person on contract and the period, pay, etc. may be according to the terms of the contract.

Provided that the appointments to posts in Class IV shall be made by the Managing Director, appointments to posts in Class I, Class II and Class III shall be made by Executive Committee.

(2) The appointing authority may appoint a sub-committee or Selection Committee for drawing up a panel of names for the posts concerned for consideration of the appointing authority.

7. *Manner of Selection and publicity for posts available for direct recruitment :* All posts available for direct recruitment shall be given due publicity and in particular the following steps may be taken.

(i) In respect of posts under Class I, II and III an advertisement incorporating the necessary minimum qualifications and experience may be inserted in such of the leading newspapers as the Managing Director may consider necessary.

(ii) Posts under Class IV shall be filled up through Employment Exchange.

(iii) The Principles of reservation of appointments for Scheduled Castes and Scheduled Tribes and other backward classes as applicable to appointments under the Government of Kerala shall be followed in the matter of all appointments under the Corporation and the Corporation may recruit candidates exclusively from Scheduled Castes Scheduled Tribes by special recruitment for filling up vacancies in all the categories of staff when the representation of Scheduled Castes and Scheduled Tribes falls short of the minimum number of representatives in each of the categories required by the rules regarding such representation as applicable to appointments under the Government of Kerala.

8. *Furnishing of security by Warehouse man Technical Assistant, Accountant:* Any person holding or appointed to the post of Warehouseman, Technical Assistant, Accountant or such other posts as the Managing Director, may in this discretion specify shall furnish, for the faithful discharge of his duties such

security in cash or otherwise as the Executive Committee in its discretion may determine. Persons on deputation are exempted from furnishing security.

9. *Period of Probation*—Every Employee other than a person on deputation from the Central or State Government or any Govt. Institution shall undergo a period of probation of one year, provided that the period of probation may be extended or relaxed at the discretion of the Managing Director.

10. *Medical Certificate*—Every employee, other than a person on deputation from the State or Central Government or any Govt. Institution shall before joining duty, be required to furnish a medical certificate from a medical practitioner nominated for the purpose by the Managing Director.

11. *Notice by any employee*—(1) An employee other than a person on deputation from the Central or State or any Government institution shall not leave or discontinue his service in the Corporation without first giving two months' notice in writing of his intention to do so to the Managing Director, provided that three months' notice shall be necessary in case of an employee in Class I.

(2) In case of breach of this regulation, the employee shall be liable to pay as compensation to the Corporation a sum equal to his substantive pay for the said period of notice, provided that the payment of such compensation may be waived by the Managing Director in his discretion.

12. *Termination of Service*—(1) The services of an employee of any class who is on probation may be terminated without any notice or without assigning any reason.

(2) The Board of Directors may terminated the services of an employee after the expiry of the period of probation by giving him three months' notice or pay in lieu thereof.

Explanation: In case the notice falls short of the period specified above the employee will be entitled to pay only for the period by which such notice falls short of that period.

(3) In the case of an employee of Class IV the power to terminate his services under sub-clauses (1) and (2) shall be exercised by the Managing Director and in the case of an employee of class II and III by the Executive Committee and in the case of an employee of Class I by the Board of Directors.

13. *Superannuation on attaining the age of 55 years*:- Every employee shall retire on attaining the age of fifty-five years.

Provided that the Board of Directors may with the previous permission of the Govt. in the interest of the corporation, extend the period of service of an employee beyond the age of superannuation for such period as may be considered necessary but not exceeding three years, provided further that nothing in this regulation shall be deemed to affect the powers of the Corporation to employ any person, above the age of 55 years on contract.

13A. *Voluntary retirement*:- (1) An employee may retire from service voluntarily at any time after completing a qualifying service of 20 years provided that he shall give in this behalf a notice in writing to the Managing Director, at least one month before the date on which he wishes to retire. In the case of an employee under suspension the exercise of the right to retire shall also be subject to the prior approval of the appointing authority.

(2) The Corporation may also require an employee to retire at any time after he has completed 30 years qualifying service provided that the Corporation shall give in this behalf a notice in writing to the employee, at least 3 months before the date on which he is required to retire or shall pay to the employee 3 months pay and allowance in lieu of such notice.

Chapter--IV Pay and Allowances

14. *Pay Scale*:- The following will be the scales of pay:-

Provided that employees on deputation from the Central or State Government or a Government Institution may be appointed on such terms and conditions as the Central or State Government may decide.

Provided further that in the interest of the Corporation and in fit cases the appointing authority may in its discretion, at the time of appointment fix the pay at a higher stage in the scale subject to the concurrence of the Board.

Sl. No.	Name of post	Revised Scale of pay
1	Class IV Grade II	725--10--765--12--885--14--955
2	Class IV Grade I	800--15--1010--20--1150--25--1200
3	Godown Keeper/Attender	1050--25--1150--30--1660
4	Driver	1150--25--1150--30--1660
5	Assistant/Typist Clerk/Telephone Operator cum Receptionist	1125--25--1150--30--1720

Sl. No.	Name of post	Revised Scale of pay
6	Stenographer	1400-40-1800-50-2300
7	Senior Assistant/Senior Typist Clerk	1400-40-1800-50-2300
8	Assistant Manager/Assistant Manager (Technical)	1400-40-1600-50-2300-60-2600
9	Senior assistant Manager	2000-60-2300-75-3200
10	Deputy Manager/Deputy Manager (Accounts)	2375-75-2900-100-3500
11	Joint Manager/Regional Manager/ Liaison Officer	2650-75-2800-100-4200
12	Manager/Finance Manager	3000-100-3500-125-5000
13	General Manager	4200-125-4700-150-5300

CONSTRUCTION STAFF

1	Overseer Grade II	1125-25-1150-30-1720
2	Overseer Grade I	1400-40-1800-50-2300
3	Assistant Engineer	2060-60-2300-75-3200
4	Assistant Executive Engineer	2375-75-2900-100-3500
5	Executive Engineer	3000-100-3500-125-5000

For posts not covered in the above schedule, the scales of pay shall be such as may be fixed by the Board of Directors from time to time.

The qualifications for different posts, those mentioned above and those that may be created from time to time, shall be laid down by the Board of Directors.

15. *Fixation of pay on first appointment or on promotion*:- Fixation of pay on first appointment or on promotion shall be made in accordance with the provisions in the "Kerala Service Rules".

16. *Accrual of Increments*:- The following provisions prescribe the conditions on which service counts for increment in time scale.

(a) All service in a post whether such service is temporary probationary, officiating on a time scale counts for increments in that time scale.

(b)(i) Service in another post whether such service is temporary probationary, officiating or substantive, other than a post carrying less pay.

(ii) Periods spent on training or study tour on deputation by the Corporation.

and

(iii) Leave other than leave without allowance count for increments in the time scale applicable to the post on which the Officer holds a lien.

Provided that in respect of the provisions in sub-clause (b) (iii), the Board shall have power in any case which they are satisfied that the leave was taken on account of illness or for any other case beyond the officer's control to direct that leave without allowance shall be counted for increments.

(c) The period of earned leave up to maximum of 120 days taken at a time counts for increments in the time scale applicable to a post which an Officer was working at the time he proceeded on leave and would have continued to work but for his proceeding on leave. But the period during which the Officer would have actually worked in the post will alone count for increment under this clause.

Note:- The Managing Director should in each case certify that the Officer would have actually continued to officiate in the post but for proceeding on leave or the period of leave will count for increments only to the extent it is covered by the certificate.

(d) If an officer, while officiating in a post or holding a temporary post on a time-scale of pay, is appointed to defecate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post or is appointed or reappointed to a post on the same time scale of pay count for increments in the time scale applicable to

such lower post.

The period of officiating service in the higher post which counts for increment in the lower is, however, restricted to the period during which the officer would have officiated in the lower post but for his appointment to the higher.

Note:- For the purpose of this rule, the officiating and temporary service in the higher posts will include the period of leave which counts under clause (c)

Regulation 16-A

The Board may grant a premature increment to an Officer on a time scale of pay on the recommendation of the Managing Director

Note:- In the case of increment granted in advance, it is usually the intention that the officer should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and in the absence of special orders to the contrary he should be placed on exactly the same footing as regards future increments as an officer who has so risen.

17. Additional Charge Allowance:- An employee appointed to hold a post in addition to his own will be given.

(i) an acting allowance equal to 1/10th of the minimum pay of the scale of higher post in addition to his pay, provided that the total pay shall not exceed the minimum of the higher post, or

(ii) an amount equal to one increment of the higher grade where his substantive pay is higher than the minimum pay of the higher grade.

18. Dearness and compensatory allowance:- Unless otherwise stipulated in the terms and conditions of employment an employee shall be entitled to dearness and compensatory allowances at rates admissible to employee of corresponding category of the State Government.

19. House Rent allowance :- House Rent allowance will ordinary be admissible to the employee of the Corporation in accordance with the rules framed for the purpose by the State Government for their employee from time to time It shall however be open to the Board of Directors to sanction special house rent allowance or free quarters in respect of any employee of the Corporation.

RULES OF CONDUCT FOR THE EMPLOYEES

Chapter - I Discipline

20. (1) All employees are bound to serve the Corporation in such capacity and in such place as may be directed by the Corporation from time to time.

(2) All employees are bound to serve the Corporation faithfully and to the best of their ability. No employee shall associate himself or take an active part in any political movement or in any political demonstration.

(3) an employee of the Corporation shall not, without the prior permission of the Managing Director.

(a) by himself or through any member of his family engage in any trade or business or adventure in the nature of trade, business, or

(b) undertake any other employment while on duty or on leave.

(4) An employee shall not speculate in agricultural produce, stocks, shares, securities or any other goods and shall not have connection with the formation or management of a Joint Stock Company.

(5) An employee shall not absent himself from his duty or from the station of his posting without obtaining prior permission of the Managing Director.

(6) An employee shall not approach or prefer an appeal (except as provided herein) or represent personally to any Director for any matter concerning his service.

Nothing in this sub-regulation shall be deemed to prohibit an employee from making any legitimate representation concerning his service to the Managing Director, in his official capacity.

In matters like gift, property, marriage, etc, the employees of the Corporation will be governed by the rules or orders of State Government in force from time to time.

20A. The Vigilance Division of the Government of Kerala shall have jurisdiction in the matter of concluding investigations and enquires into allegations of corruption and misconduct on the part of the employees of the Corporation and shall also have power to conduct surprise checks as contemplated in para 16 of G.O. (P) No, 26/71/Vig. dated 28th December, 1971.

21. *Imposition of Penalties:-* (1) Any employee committing a breach of the regulations of the Corporation or being guilty of negligence, inefficiency or indolence in the performance of his duties or knowingly, doing anything detrimental to the interest of the Corporation or in conflict with its instructions or committing a breach of discipline or being guilty of any other act of misconduct, misdemeanour or being convicted of a criminal offence shall be liable to the following penalties:

- (a) Fine
- (b) Censure
- (c) Delay or stoppage of increments or promotion
- (d) Reduction to a lower post in his permanent class or to a lower stage in his incremental scale.
- (e) Recovery from pay of the whole or part of the pecuniary loss caused to the Corporation by the employee.
- (f) Removal
- (g) Dismissal
- (h) Compulsory retirement

Provided that the penalty of fine shall be imposed on employees of class IV only.

(2) The power to impose a penalty under sub-regulation (1) shall be exercised:-

[i] in the case of Class I employee other than Managing Director in respect of all penalties except the penalty specified in clauses (b) and (c) of sub-regulation (1) by the Executive Committee.

[ii] in the case of Class II, Class III and Class IV employees in respect of all penalties, and in the case of Class I employees referred to in clause [i] in respect of penalties specified in clause (b) and (c) of sub-regulation (1) by the Managing Director.

[iii] in the case of Managing Director in respect of all penalties, by the State Government, in consultation with the Board and the Central Warehousing Corporation

[iv] no punishment other than that specified in sub-regulation (1) (a), (1) (b) shall be imposed on any employee without formal charges being framed against him and without giving him an opportunity for tendering an explanation in writing and cross examining the witness against him, if any, and of producing defence. In the case of 1 (a) and 1(b) the explanation of the subordinate shall be obtained before taking action.

[v] Notwithstanding anything contained in these regulations, punishment to employees on deputation from the State Government or Central Government shall be imposed only in accordance with the rules and procedure laid down in this behalf in their parent department and after prior consultation with them.

22. Procedure about suspension:- [i] An employee may be placed under suspension pending an enquiry against him for breach of discipline or if any proceedings have been instituted against him in respect of any criminal offence involving moral turpitude or if he has been placed in lawful custody by the State.

[ii] The power to place an employee under suspension shall be exercised by the:-

[a] Managing Director in the case of employees other than the Construction Engineer and Manager* and Secretary.

[b] Executive Committee in the case of Construction Engineer, Manager* and Secretary.

[c] The Board in the case of the Managing Director.

Provided that employees on deputation from the State Government or Central Government shall be suspended only in accordance with the procedure and rules applicable to them in their parent department and after prior consultation with them.

23. Grant of subsistence allowance to employees under Suspension:- Whenever an employee is placed under suspension, he/she shall be paid by the Corporation for the period during which he/she is under suspension, subsistence allowance at the rate admissible under the Kerala payment of subsistence allowance Act, 1972 (27 of 1973) and the rules framed thereunder.

Note:- If an officer under suspension is dismissed with retrospective effect no recovery is necessary of the subsistence grant already paid to him.

24. Refund of the difference between subsistence allowance already paid and emoluments in case of reinstatement:- [1] If charges framed against an employee placed under suspension are not proved in the departmental proceedings taken under these regulations he shall be reinstated in his post and shall be

*Original designation of 'Inspection and Storage Officer' changed as 'Deputy Director' as per Board resolution No. 877 dt. 19-8-1977 and subsequently as 'Manager' as per Board resolution No. 1635 dt. 24-10-1987.

refunded the difference between the subsistence allowance already paid and the emoluments which he would have received but for such suspension. The period during which an employee is under suspension shall if he is not removed or dismissed from the service, be treated as period of duty or leave as the authority passing the final order may direct.

(2) A mere discharge or acquittal of an employee in any criminal proceedings for any criminal offence involving moral turpitude shall not automatically entitle the employee to reinstatement. In case of honourable acquittal alone he shall be automatically reinstated. In other cases the Corporation shall be competent to institute or to continue departmental proceeding already instituted on the same charge.

25. Appeals :- (1) Every employee shall be entitled to appeal against any order imposing any penalty specified in Regulation 21.

(2) an appeal under sub-regulation (1) shall lie.

(a) Where the order imposing penalty is made by the Managing Director to the Chairman.

(b) Where the order imposing penalty is made by the Executive Committee, to the Board of Directors.

(c) No. appeal shall lie against any order of the appellate authority or the Board of Directors.

26. Contents of Appeal:- (1) Every appeal preferred under these regulations shall contain all relevant statements relied upon by the appellant and shall be complete in itself.

(2) An appeal shall not be couched in disrespectful or improper language. If so couched the appellate authority may return the appeal to the appellant and allow him an opportunity to submit within the time specified by it an amended appeal which shall not contain any disrespectful or improper language.

27. Appeal to be preferred through immediate superior officer:- An appeal shall be sent by an employee through his immediate superior officer who shall forward it to the appellate authority with his comments.

28. Time limit for preferring an appeal :- No appeal shall be entertained if it is not preferred within a period of one month from the date of receipt by the appellant of the order imposing the penalty on him.

Chapter-VII

29. Record of Service:- The Managing Director or any other officer authorised by him in this behalf shall maintain a service register in the form prescribed in Appendix II, in respect of every employee. Another register shall be maintained with separate folios for each cadre of post and shall contain the names of employees in order of seniority, qualifications, date of birth, date of commencement of continuous service, date of appointment to the present post, date of confirmation and remarks. The service register in respect of the Managing Director shall be maintained by the Chairman and in case of person borrowed from the State or Central Government by the appropriate authority in the State or Centre.

Chapter-VIII

30. Leave in case of employees on deputation:- Employees on deputation from the State or Central Government shall be entitled to such leave as is admissible to the employees of the State or Central Government of corresponding category.

31. Kind of leave:- Every employee shall be eligible for the different kinds of leave as per K.S.R. except Study Leave. Provided that no employee shall claim leave as a matter of right. Provided further that no employee shall be entitled to enjoy any kind of leave except casual leave and leave on medical certificate during the first year of the service unless otherwise granted in special circumstance.

(2) No appeal shall lie against an order refusing leave except when it has been applied for on a medical certificate.

(3) When leave has been applied for on a medical certificate the Managing Director in the case of employees other than the Managing Director or in the case of the Managing Director, the Chairman may in his discretion require the employee to obtain a medical certificate from the Registered Medical Practitioner whose treatment he is undergoing. The expenses of medical examination in such case shall be borne by the employee.

32. Counting of Sundays and holidays as part of the leave:- (1) A Sunday or holidays falling between the first and the last day of any period of leave shall count as part of the leave except for casual leave.

(2) Sundays or holidays may be prefixed or suffixed to leave with the prior permission of the authority empowered to sanction leave. When so permitted, they shall not count as part of the leave.

33. Authority to grant leave:- (1) The Secretary shall be the authority to grant casual leave to employees of all classes except Class I and II and all other to employees of Class III and IV.

(2) The Managing Director shall be the authority to sanction all kinds of leave to employees of Class I and II.

(3) The Chairman shall be the authority to sanction casual leave to Managing Director.

(4) Notwithstanding anything contained in these regulations any leave other than casual leave, to the Managing Director and to all employees on deputation from the State Government shall be granted by the Government or lending authorities as the case may be in accordance with the rules and procedure laid down for departmental persons, in consultation with the Chairman of Corporation.

Chapter - IX

Medical Facilities

34. Such medical facilities will be provided for employees and their families are given by the State Government from time to time to their employees of similar category. (seperate rules are framed by the Corporation.)

Chapter - X

35. Travelling Allowance, Daily Allowance, Transfer Allowance, Definition pay for the purpose of certain allowance:- For purpose of mode of travel calculation of travelling allowance, daily allowance and transfer allowance paid includes special pay and dearness pay if any and in the case of reemployed personnel their pension, K. S. R. will be followed.

36. Allowance to employees on deputation:- Employees on deputation from State or Central Government or a Government Institution shall be governed by such rules as may be included in the terms and conditions of their deputation in respect of travelling allowance, daily allowance and transfer travelling allowance and other travel concession allowance.

37. Allowance to employees other than those on deputation:- Employees other than those on deputation from the State or Central Government or other Government Institutions shall be entitled to Travelling Allowance a Daily Allowance for journeys on duty as State Government employees of similar category.

38. Pay and joining time permissible on Transfer :- An employee while on transfer shall draw the pay of the old or his new appointment, whichever is less and shall be regarded as on duty for joining time which shall be as under:

- (i) Six days of preparations, plus
- (ii) When a journey from the old to the new station is performed
 - (a) By Rail one day for each 250 miles or part thereof
 - (b) By Road one day for each 80 miles or part thereof
 - (c) By Steamer the number of days actually taken

Note:- (i) A Sunday does not count as a day for purposes of calculating the time allowed for preparation. But other holidays will count for such calculation.

(ii) Travel by Road not exceeding five miles to or from a railway station at the beginning or end of the journey will not count for joining time.

39. Drawing of Transfer Allowance advance:- An employee on transfer may draw in advance the amount of transfer allowance to which he is entitled.

40. Countersignature of T.A. Bills:- All T.A. Bills of Class I and Class II employee should be countersigned by the Managing Director and Class III and IV employees by the Secretary. (or any other officer authorised by the Managing Director)

APPENDIX - I

FORM OF MEDICAL CERTIFICATE

I.....do hereby certify that I have examined Sri/Smt.....a candidate for employment in the Kerala State Warehousing Corporation, and cannot discover, any physical infirmity, except.....I consider/do not consider this disqualification for employment in Kerala State Warehousing Corporation. Sri/Smt.....'s are according to his/her own statement isyears, by appearance aboutyears.

(Name & Designation of the Medical Officer)

APPENDIX-II

The Service Register should contain the following entries:-

On the opening page

- (i) Name

- (ii) Race and Nationality
- (iii) Permanent Address
- (iv) Father's name and Residence
- (v) Date of birth by Christian era
- (vi) Signature of the employee
- (vii) Personal marks of identification
- (viii) Attestation by the appointing authority

B. The other page will contain

- (i) Date of appointment
- (ii) Name of post to which appointed
- (iii) Nature of appointment (Permanent, Temporary, etc.)
- (iv) Pay (in case of officiating appointment, special pay etc may be indicated separately)
- (v) Date of termination of appointment
- (vi) Reason for termination (here enter the nature of appreciation or punishments awarded during services)
- (vii) Increment (a) date (b) amount sanctioned
- (viii) Attestation by appointing authority

C. Leave account

- (i) (a) from (b) to
- (ii) Leave earned (days)
- (iii) Nature of leave taken
- (iv) Date (a) from (b) to (c) total number of days
- (v) Balance of leave at credit
- (vi) Attestation by the appointing authority

For Kerala State Warehousing Corporation

Ernakulam -16
7-4-1964

P.K.GOVINDAN
Managing Director

AMENDMENTS

Kerala State Warehousing Corporation

NOTIFICATION

16th September 1981.

No.KSWC/Est./Staff-Regulations/80-81.

In exercise of the powers conferred by section 42 of the Warehousing Corporation Act, 1962. (Central Act 58 of 1962), and with the previous sanction of the Government of Kerala, the Kerala State Warehousing Corporation hereby makes the following regulations further to amend the Kerala State Warehousing Corporation Staff Regulations 1963, namely:-

REGULATIONS

1. These regulations may be called the Kerala State Warehousing Corporation Staff (Amendment) Regulations, 1981.
2. In the Kerala State Warehousing Corporation Staff Regulation, 1963, for regulation 4, the following shall be substituted, namely :-

Classification of Employees:- The employees of the Corporation shall be classified as follows:

Class I : All officers in receipt of actual pay of Rs. 1,300 and above.

Class II: All officer in receipt of actual pay of Rs.570 and above but below Rs. 1,300.

Class III : All other officers except class IV.

Class IV : All Class IV employees grade I & II.

Kerala State Warehousing Corporation, Ernakulam. P. V. K. NAMBOOTHIRI
Managing Director.

Explanatory Note

(This does not form part of the notification but is intended to indicate the general purport).

The Kerala State Warehousing Corporation as per their Notification No.KSW/ Est./Staff Regulation 1979-80 dated 20-9-1979 has revised the scales of pay for the various posts in the Corporation with effect from 1-7-1978. The reclassification of employees of the Corporation became necessary in the above context to be in line with the reclassification ordered by Government in G.O (P) 969/130/79/Fin. dated 27-10-1979. The Notification is to this effect.

Kerala State Warehousing Corporation

NOTIFICATION

No. KSWC/Est/Staff-Regulation/82-83.

Dated Ernakulam, 14th December, 1982

In exercise of the powers conferred by Section 42 of the Warehousing Corporation Act, 1962 (Central Act 58 of 1962) and with the previous sanction of the Government of Kerala, the Kerala State Warehousing Corporation hereby makes the following regulations further to amend the Kerala State Warehousing Corporation Staff Regulations, 1963 namely:-

REGULATIONS

1. Short title: These Regulations may be called the Kerala State Warehousing Corporation Staff, (amendment) Regulation 1962:-

2. Amendment to the Regulations:- In the Kerala State Warehousing Corporation Staff Regulations 1963.

(i) in regulation 4, for the entry "All Class IV employees" against "Class IV" the following entry shall be substituted, namely:-

"All Class IV employees grade I and grade II"

(ii) in regulation 14, for serial number I and the entries against it under the headings "Name of Post" and "Scale of pay" the following serial number and entry shall, respectively be substituted namely:-

"1. (a) Class IV. Grade I 300-7-335-8-399-9-480 (22 years)

(b) Class IV. Grade II 225-5-240-6-258-7-335-8-399-9-480 (34 years)

P. V. K. NAMBOOTHIRY

Managing Director

Ernakulam

Cochin-16

Kerala State Warehousing Corporation.

Explanatory Note

(This does not form part of notification but it is intended to indicate the purport)

The Board of Directors of Kerala State Warehousing Corporation in its resolution. N.1061 dated 5-3-1980 resolved to create a new post under Class IV at a lesser scale of pay of Rs. 225-5-240-6-258-7-335-8-399-9-480 with effect from 1-4-1980.

The legal opinion obtained on the validity of the creation of a new class of employees reveals that the resolution is invalid as it is violative of the regulation 4 and 14 of the Staff Regulations since the decision should have been regularised by amending the above regulations. The reclassifications of Class IV Employee became necessary in the above context. The notification is as to this effect.

Kerala State Warehousing Corporation

NOTIFICATION

No. KSWC/EST/Staff-Regulation/83-84

27th July, 1983.

In exercise of the powers conferred by section 42 of the Warehousing Corporations Act, 1962 (Central Act 58 of 1962) and with the previous sanction of the Government of Kerala, the Kerala State Warehousing Corporation hereby makes the following Regulations further to amend the Kerala State Warehousing Corporation Staff Regulations 1963, namely:-

REGULATIONS

1. *Short title and Commencement*:- (1) These regulations may be called the Kerala State Warehousing Corporation Staff (Amendment) Regulations 1983.

(2) They shall come into force at once.

2. *Amendment of the regulation*:- In the Kerala State Warehousing Corporation Staff Regulations, 1963, in regulation 6 after clause (2) the following clause shall be inserted namely:-

"(3) The Principles of reservation of appointments for Scheduled Castes and Scheduled Tribes as applicable to appointments under the Government of Kerala shall be followed in the matter of all appointments under the Corporation".

P. V. K. NAMBOOTHIRI

Managing Director,

Kerala State Warehousing Corporation

Ernakulam,
Cochin - 16

Explanatory Note

[This is not part of the notification but is intended to indicate its general purport.]

At present there is no provision in the Kerala State Warehousing Corporation regulation to follow the principles of reservation for Scheduled Castes and Scheduled Tribes as applicable to Government appointments. In pursuance of the direction from Government, the Board of Directors of Kerala State Warehousing Corporation as per Resolution No.1237 & 1249 dated 10-1-1983 and 21-3-1983 respectively resolved to make suitable amendment to the Kerala State Warehousing Corporation Staff Regulation inserting provision to follow the principles of reservation for Scheduled Castes/Scheduled Tribes as applicable to Government appointments in the matter of all appointments. This notification is intended to achieve the above purpose.

Kerala State Warehousing Corporation

NOTIFICATION

No. KSWC/Est./Staff
Regulation/1983-84.

13th April 1984

In exercise of the powers conferred by section 42 of the Warehousing Corporation Act, 1962 (Central Act 58 of 1962), and with previous sanction of the Government of Kerala, the Kerala State Warehousing Corporation hereby makes the following Regulations further to amend the Kerala State Warehousing Corporation Staff Regulations, 1963, namely:-

REGULATIONS

1. Short title and Commencement:- (i) These regulations may be called the Kerala State Warehousing Corporation Staff (Amendment) Regulations, 1984.

(ii) They shall come into force at once.

2. Amendment of Regulations:- In the Kerala State Warehousing Corporation Staff Regulations, 1963.

[i] after regulation 13, the following regulation shall be inserted, namely:-

"13 A. Voluntary retirement:- (1) An employee may retire from service voluntarily at any time after completing a qualifying service of 20 years provided that he shall give in this behalf a notice in writing to the Managing Director, at least one month before the date on which he wishes to retire. In the case of an employee under suspension the exercise of the right to retire shall also be subject to the prior approval of the appointing authority.

(2) The Corporation may also require an employee to retire any time after he has completed 30 years qualifying service provided that the Corporation shall give in this behalf a notice in writing to the employee, at least 3 months before the date on which he is required to retire or shall pay to the employee 3 months pay and allowances in lieu of such notice."

[ii] For regulation 15, the following regulation shall be submitted namely:-

"15. Fixation of pay on 1st appointment or on promotion:- Fixation of pay on 1st appointment or on promotion shall be made in accordance with the provisions in the " Kerala Service Rules."

(Sd.)

Managing Director

Kerala State Warehousing Corporation

Ernakulam
Cochin-16

Explanatory Note

(This does not form part of the notification but is intended to indicate the general purport.)

At present there is no provision in the Kerala State Warehousing Corporation Staff regulation for Voluntary retirement provided in the K. S. R (Part III) for Voluntary retirement for Government servants. The Board of Directors of Kerala State Warehousing Corporation in the meeting, held on 23-9-1983 resolved by the resolution No. 1300 to incorporate a provision for voluntary retirement of employees in Regulation 13 of the Kerala State Warehousing Corporation Staff Regulations.

In the case of fixation of pay on promotion the Corporation also follows the K.S.R after making necessary amendments to the Staff Regulation 15 from time to time as and when K.S.R is amended. Government have modified the rules regarding fixation of pay under Rule 28 A, part I K.S.R as per G.O (P) 348/83/Fin. dated 29-6-1983 to the effect that rules of fixation of pay as laid down in Rule 28A Part I of K.S.R will not be applicable to cases of promotion/appointments made from posts carrying scale of pay the minimum of which exceeds Rs. 1300. the matter was also considered by the Board of Directors of Kerala State Warehousing Corporation in the meeting held on 23-9-1983 and resolved by resolution No. 1297 to amend Staff Regulations 15 for fixation of pay on first appointment or on promotion to be line with the provisions in K.S.R. and also to avoid frequent amendment to be made to the Regulations as and when Government amends the K.S.R. The notification is to achieve the above purposes.

Kerala State Warehousing Corporation

NOTIFICATION

No. KSWC/Est./Staff-Regulations/83-84.

13th August 1984.

In exercise of the powers conferred by section 42 of the Warehousing Corporation Act, 1962 (Central Act 58 of 1962), and with the previous sanction of the Government of Kerala, the Kerala State Warehousing Corporation hereby makes the following Regulations further to amend the Kerala State Warehousing Corporation Staff Regulations, 1963, namely:-

REGULATIONS

1. *Short title and Commencement*:- (1) These Regulations may be called the Kerala State Warehousing Corporation Staff (Amendment) Regulations, 1984.

(2) They shall come into force at once.

2. *Amendment of the Regulations*:- In the Kerala State Warehousing Corporation Staff Regulations, 1963, for regulation 23, the following regulation shall be substituted namely:-

23. *Grant of subsistence allowance to employees under Suspension*:- Whenever an employee is placed under suspension, he/she shall be paid by the Corporation for the period during which he/she is under suspension, subsistence allowance at the rate admissible under the Kerala payment of subsistence Allowance Act, 1972 (27 of 1973) and the rules framed thereunder.

P.V.K. NAMBOOTHIRI

Managing Director

Kerala State Warehousing Corporation .

Ernakulam,
Cochin - 682 016

Explanatory Note

(This is not part of the notification but is intended to indicate the general purport.)

At present the Kerala State Warehousing Corporation has been paying subsistence allowance to the employees as per existing regulations as per which a suspended employee is eligible to get only 1/3 pay and D.A as subsistence allowance through out the period of suspension. Recently the Deputy Labour Commissioner and authority under the Kerala Payment of subsistence allowance Act 1972 ernakulam by order No. SAG.20/80 dated 19-9-1983, ordered to pay subsistence allowance to the suspended employees under section 3 of the Kerala payment of subsistence allowance act 1972. In the light of this order Regulation No.23 has become null and void. Hence the Board of Directors of Kerala State Warehousing Corporation by resolution No. 1321 dated 30-11-1983 resolved

to make amendment to Regulation 23 of the Kerala State Warehousing Corporation Staff regulation 1963 incorporating the provision of Kerala payment of Subsistence Allowance Act 1972. This notification is intended to achieve the above purpose.

Kerala State Warehousing Corporation, Ernakulam

NOTIFICATION

No.KSWC/Est./Staff-Regulation/87-88

16th November 1987.

In exercise of the powers conferred by section 42 of the Warehousing Corporation Act, 1962 (Central Act 58 of 1962) and with the previous sanction of the Government of Kerala, the Kerala State Warehousing Corporation hereby makes the following further amendment to the Kerala State Warehousing Corporation Staff Regulation 1963 published in Part IV of the Kerala Gazette No. 25 dated 23rd June 1964 namely:-

REGULATIONS

1. Short title :- These Regulations may be called the Kerala State Warehousing Corporation Staff (Amendment) Regulations 1987.

2. They shall come into force with retrospective effect from 1-7-1983.

3. Amendment to Regulation

In the said Regulations, in Regulation 14 for the existing posts and scales of pay, the following shall be substituted namely:-

Sl No.	Name of post	Scale of pay
1	Class IV Grade II	450-6-480-9-570-10-670
2	Class IV Grade I	575-10-645-15-900
3	Godown keeper/Attender	660-15-810-20-1050
4	Driver	660-15-810-20-1050
5	Assistant/Typist-Clerk/ Telephone Operator - Cum Receptionist	700-20-940-25-1140
6	Stenographer	825-25-1100-30-1430
7	Senior Assistant/Senior Typist Clerk	825-25-1100-30-1430
8	Assistant Manager/Assistant Manager (Technical)	850-25-1100-30-1400-40-1600
9	Accountant	975-25-1100-30-1400-40-1720
10	Senior Assistant Manager	1100-40-1500-50-2100
11	Deputy Manager/Deputy Manager (Accounts)/ Deputy Manager (Audit)	1325-60-1625-75

12	Joint Manager/Regional Manager	1600-75-2200-85-2710
13	Manager/Finance Manager	1950-75-2100-85-2950
14	General Manager	2250-100-2850-125-3350

CONSTRUCTION STAFF

1	Overseer Grade II	700-20-940-25-1140
2	Overseer Grade I	825-25-1100-30-1430
3	Assistant Engineer	1050-30-1200-40-2000
4	Assistant Executive Engineer	1250-50-1600-60-1900-75-2500
5	Executive Engineer	1950-75-2100-85-2950

The formula for fixation of pay, weightage etc. are prescribed in the pay revisions order issued in G.O. (P)515/85/Fin. dated 16-9-1985 will be followed for fixing the pay of the employees in the revised scale of pay.

The payment of revised salary will be paid only for the period from 1-4-1985 as in the case of Government servants.

P.B.No. 1727
Cochin-682 016

A.K.K. Nambiar,
General Manager
in-charge of Managing Director.

Kerala State Warehousing Corporation

NOTIFICATION

No.KSWC/Est./Regulation/88-99

Dated 'Ernakulam' 2nd May 1989.

In exercise of the powers conferred by clause (a) of subsection (2) of section 42 of the Warehousing Corporation Act, 1962 (Central Act 58 of 1962) and with the previous sanction of the Government of Kerala, the Kerala State Warehousing Corporation hereby makes the following further amendment to the Kerala State Warehousing Corporation Regulations, 1963 published in Part IV of the Kerala Gazette No.25 dated 23rd June, 19 64, namely:-

AMENDMENT

In the said regulations, in Chapter III, after Note(2), the following shall be added namely:-

Note:- 3. Officers of the State Government serving in the Board of the Kerala State Warehousing Corporation will be given Travelling allowance/ Dearness Allowance as per the relevant provision of the Kerala Service Rules as amended from time to time. No sitting fee will be paid".

A.K.K.NAMBIAR,

Managing Director.

Kerala State Warehousing
Corporation, Cochin - 682 016

Explanatory Note

Government in G.O.(P) No. 1003/87/Fin. dated 26th November, 1987 and in Circular No. 40/88/Fin dated 28th May, 1988 directed the State Public Sector Undertakings, Statutory Corporations, etc. that T.A claims at the rate applicable to Government Directors as per K.S.R will be paid directly by the respective undertakings on submission of tour details by Officers to the undertakings. The Corporation was directed to incorporate the specific provision in the Articles of Association to the effect that Officers of State Government serving in the Board of the Corporation will be given T.A/D.A eligible as per the relevant provision in the Kerala Service Rules as amended from time to time and that no sitting fee will be paid. The Kerala State Warehousing Corporation being as statutory Corporation has framed Regulations as per the Act. The matter was placed before of the Kerala State Warehousing Corporation on the above lines. Hence the Notification.

Kerala State Warehousing Corporation

NOTIFICATION

No.KSWC/Est/Staff-Regulation/89-90.

14th March 1990

In exercise of the powers conferred by section 42 of the Warehousing Corporation Act, 1962 (Central Act 58 of 1962) and with previous sanction of the Government of Kerala, the Kerala State Warehousing Corporation hereby makes the following regulations further to amend to the Kerala State Warehousing Corporation Staff Regulations, 1963m published in Part IV of the Kerala Gazette No. 25 dated the 23rd June, 1964 namely:-

REGULATIONS

1. Short title and commencement:- (1) These Regulations may be called the Kerala State Warehousing Corporation Staff (Amendment) Regulations, 1990.

(2) They shall come into force at once.

2. Amendment of the Regulations:- In the said Regulations, (1) for regulation 4, the following shall be substituted, namely:-

Classification of employees:- The employees of the Corporation shall be Classified as follows:

Class I : Officers in receipt of actual pay Rs.2000 and above

Class II : (a) Officers in receipt of actual pay of Rs. 1500 and above but below Rs.2000

(b) Officers in receipt of actual pay of Rs.1000 and above but below Rs.1500.

Class III: All other officers except Class IV.

Class IV: Class IV employees Grade I and II.

(2) In item (iii) of regulation 7, after the words "Scheduled Castes and Scheduled Tribes" the words "and other backward classes" shall be insert.

(Sd/-)

Cochin

Managing Director,

Kerala State Warehousing Corporation .

Exploratory Note

(This is not part of the notification but is intended to indicate the general purport. In the case of classification of officers, the Corporation has revised the scale of

pay of its employees with effect from 1-7-1983, the re-classification of employees of the Corporation has become necessary in the above context to be in line with the reclassification ordered by Government in G.O.(P)515/85/Fin. dated 16-9-1985. The amendment is to this effect.

There is no provision in the Regulation to follow the principle of reservation for Backward classes as applicable to Government appointments. The Board of Directors of the Kerala State Warehousing Corporation as per Resolution No. 1646 dated 21-12-1987 resolved to amend the Staff Regulation inserting the provisions of reservation to backward classes also as applicable to Government appointments in the matter of all appointments under the Corporation. This notification is to achieve the above purposes.

Kerala State Warehousing Corporation

NOTIFICATION

No.KSWC/Est./Staff-Regulation/90-91

21st February 1991.

In exercise of the powers conferred by section 42 of the Warehousing Corporation Act, 1962 (Central Act 58 of 1962) and with the previous sanction of the Government of Kerala, the Kerala State Warehousing Corporation hereby makes the following further amendment to the Kerala State Warehousing Corporation Staff Regulation, 1963, published in Part IV of the Kerala Gazette No., 25 dated the 23rd June, 1964 namely:-

REGULATIONS

1. *Short title and Commencement*:- (1) These Regulations may be called the Kerala State Warehousing Corporation Staff (Amendment) Regulations, 1991.

(2) It shall come into force with the retrospective effect from the 1st July, 1988.

2. *Amendment of the Regulation*:- In the Kerala State Warehousing Corporation Staff Regulations, 1963 in Regulation 14 for the existing posts and scales of pay, the following shall be substituted namely:-

Sl. No.	Name of post	Scale of pay Rs.
1	Class IV Grade II	650-10-760-15-805-20-925
2	Class IV Grade I	775-15-805-20-925-25-1100-30-1160.
3	Godown Keeper/Attender	845-20-925-25-1100-30-1250-40-1370.
4	Driver	845-20-925-25-1100-30-1250-40-1370.
5	Assistant/Typist-Clerk/ Telephone Operator-cum Receptionist	905-20-925-25-1100-30-1250-40-1490
6	Stenographer	1050-25-1100-30-1250-40-1530-60-1830
7	Senior Assistant/Senior Typist-Clerk	1050-25-1100-30-1250-40-1530-60-1830.
8	Assistant Manager/Assistant- Manager (Technical)	1100-30-1250-40-1530-60-1830-80-2070.

9	Accountant	1250-40-1530-60-1830-80-2230.
10	Senior Assistant Manager	1370-40-1530-60-1830-80-2470-85-2640
11	Deputy Manager/Deputy Manager (Accounts) Deputy Manager (Audit).	1650-60-1830-80-2470-85-2725-100- 2925-125-3175
12	Joint Manager/ Regional Manager	2070-80-2470-85-2725-100-2925- 125-3550.
13	Manager/Finance Manager	2470-85-2725-100-2925-125-3675.
14.	General Manager	2825-100-2925-125-3675140-4095.

CONSTRUCTION WING

1.	Overseer Grade II	390-12-438-13-490-15-685 (21 years)
2.	Overseer Grade I	470-16-550-18-730-20-830 (20 years)
3.	Assistant engineer	650-25-850-30-1150- (18 years)
4.	Assistant Executive Engineer	850-30-910-40-950-50-1550 (15 years)

The norm for fixation of the pay for the employees in the revised scale, the same norms and principles as prescribed in G.O.(P)480/89/Fin.Dated 1-11-1989 will be followed.

A.K.K.Nambiar
Managing Director.

Kerala State Warehousing Corporation
NOTIFICATION

No. KSWC/Est./Staff-Regulation/90-91.

9th April 1991.

In exercise of the powers conferred by section 42 of the Warehousing Corporation Act, 1962 (Central Act 58 of 1962), and with previous sanction of the Government of Kerala, the Kerala State Warehousing Corporation hereby makes the following regulations further to amend to the Kerala State Warehousing Corporation Staff Regulations, 1963 published in Part IV of the Kerala Gazette No. 25 dated the 23rd June, 1964 namely:-

REGULATIONS

1. *Short title and commencement* :- (1) These Regulations may be called the Kerala State Warehousing Corporation Staff (Amendment) Regulations, 1991.

(2) They shall come into force at once.

2. *Amendment of the Regulations*:- In the said Regulations, for Regulation 4, the following shall be substituted namely:-

"4 *Classification of employees*:- The employees of the Corporation shall be classified as follows:

Class I : Officers in receipt of actual pay of Rs. 2,500 and above

Class II (a) : Officers in receipt of actual pay of Rs. 1,800 and above but below Rs. 2,500.

(b) : Officers in receipt of actual pay of Rs. 1,250 and above but below Rs. 1,800.

Class III: All other officers except Class IV.

Class IV: Class IV employees Grade I and II."

A.K.K. NAMBIAR,
Managing Director.

Kochi

Kerala State Warehousing Corporation

NOTIFICATION

No.KSWC/Est./StaffRegulation/1990-91

18th April 1991.

In exercise of the conferred by section 42 of the Warehousing Corporation Act, 1962 (Central Act 58 of 1962) and with previous sanction of Government of Kerala the Kerala State Warehousing Corporation hereby makes the following further amendment to the Kerala State Warehousing Corporation Staff Regulations, 1963, published in part IV of the Kerala Gazette No.25 dated the 23rd June, 1964 namely:-

REGULATIONS

1. Short title and commencement:- (1) These Regulations may be called the Kerala State Warehousing Corporation Staff (Amendment) Regulations, 1991.

(2) They shall come into force at once.

2. Amendment to the Regulations:- In the Kerala State Warehousing Corporation Staff Regulations, 1963, in item (iii) of Regulation 7, the following shall be added at the end, namely:-

"and the Corporation may recruit candidates exclusively from Scheduled Castes and Scheduled Tribes by special recruitment for filling up vacancies in all the categories of staff when the representation of Scheduled Castes and Scheduled Tribes falls short of the minimum number of representatives in each of the categories required by the rules regarding such representation as applicable to appointments under the Government of Kerala".

Kerala State Warehousing Corporation
Kochi.

A.K.K.NAMBIAR,
Managing Director.

Explanatory Note

(This does not form part of the notification but is intended to indicate its general purport.)

At present, there is no provision in the Kerala State Warehousing Corporation Staff Regulations for resorting to Special Recruitment exclusively from Scheduled Castes and Scheduled Tribes candidates to clear the backlog of the representation of Scheduled Castes and Scheduled Tribes in the Corporation's Service. In pursuance of the direction from the Government for filling up the backlog of Scheduled Caste/Scheduled Tribe representation, the Board of Directors of Kerala State Warehousing Corporation as per Resolution No. 1837

dated 8-8-1990 resolved to make suitable amendment of the Kerala State Warehousing Corporation Staff Regulations by adding a provision to enable the Corporation for clearing the backlog in the representation of Schedule Castes/Scheduled Tribes in the Service of the Corporation by resorting to Special Recruitment exclusively from Scheduled Caste/Scheduled Tribe candidates.

This notification is intended to achieve the above purpose.

Kerala State Warehousing Corporation

NOTIFICATION

No.KSWC/Est./Staff Regulation/95-96

12th December 1995

In exercise of the powers conferred by section 42 of the Warehousing Corporation Act, 1962 (Central Act 58 of 1962) and with the previous approval of the Government of Kerala, the Kerala State Warehousing Corporation hereby makes the following further amendment to the Kerala State Warehousing Corporation Staff Regulation, 1963, published in Part IV of the Kerala Gazette No., 25 dated the 23rd June, 1964 namely :-

REGULATIONS

I. *Short title* - 1 These Regulations may be called the Kerala State Warehousing Corporation Staff (Amendment) Regulations, 1995.

(2) They shall come into force with the retrospective effect from 1-3-1992.

II. Amendment to the Regulations:- said Regulations in Regulation 14 for the existing posts and scales of pay, the following shall be substituted namely:-

<i>Sl. No.</i>	<i>Name of post</i>	<i>Revised Scale of pay</i>
1	Class IV Grade II	725-10-765-12-885-14-955
2	Class IV Grade I	800-15-1010-20-1150-25-1200
3	Godown Keeper/Attender	1050-25-1150-30-1660
4	Driver	150-25-1150-30-1660
5	Assistant/Typist-Clerk/ Telephone Operator-cum Receptionist	1125-25-1150-30-1720
6	Stenographer	1400-40-1800-50-2300
7	Senior Assistant/Senior Typist-Clerk	1400-40-1800-50-2300
8	Assistant Manager/Assistant- Manager (Technical)	1400-40-1600-50-2300-60-2600

9	Senior Assistant Manager	2000-60-2300-75-3200
10	Deputy Manager/Deputy Manager (Accounts)	2375-75-2900-100-3500
11	Joint Manager/ Regional Manager/ Lason Officer	2650-75-2800-100-4200
12	Manager/Finance Manager	3000-100-3500-125-5000
13	General Manager	4200-125-4700-150-5300

CONSTRUCTION STAFF

1.	Overseer Grade II	1125-25-1150-30-1720
2.	Overseer Grade I	1400-40-1800-50-2300
3.	Assistant Engineer	2060-60-2300-75-3200
4.	Assistant Executive Engineer	375-75-2900-100-3500
5.	Executive Engineer	3000-100-3500-125-5000

Pay of the employees working in the Corporation as on 1-3-1992 will be fixed according to the rules contained in G.O. (p) No. 600/93/Fin. dated 25-9-1993 and subsequent Government Orders on the subject.

(Sd.)

M.P. Joseph,

Managing Director in-Charge

Ernakulam

GOVERNMENT OF KERALA

Abstract

Kerala State Warehousing Corporation - Revision of pay scales of employees - sanctioned - orders issued

AGRICULTURE (PU) DEPARTMENT

G.O. (MS) 282/95/AD

Dated, Triruvananthapuram 16-08-1995

Regd:- Lr. No. KsWC/Est/Pay Revision /94-95 dated 6-12-1994 from the Managing Director, Kerala Warehousing Corporation

ORDER

The Managing Director, Kerala Sate Warehousing Corporation in his letter read above forwarding proposals for revision of scales of pay of its employees has reported that the Board of Directors of the Corporation in its meeting held on 15-06-1994 has resolved to revise the scales of pay of its employees w.e.r. 1-3-1992 on par with the revision of scale of pay of state Government employees as orders in G.O. (P) 600/93 Fin. dates 25-09-1993 subject to Government approval. As resolved by the Board of Directors the Managing Director has also requested Government sanction for amending suitably the regulation 14 of the Kerala State Warehousing Corporation staff regulations, 1963 , for giving effect to the revised scales of pay.

2. Government after examining the proposal are pleased to approve the proposal for revision of pay scales of the employees of the Kerala State Warehousing Corporation with effect from 1-3-1992 as follows:-

(i) The revision of pay scales of the employees of the K.S.W.C. shall come into force with effect from 1-3-1992.

(Contd....2)

(ii) The revised scales will be as follows:-

Sl No	Name of post	Existing scales of pay	Revised scale of pay
1.	Class IV Grade II	650-10-760-15-805-20-925	725-10-765-12-885-14-955
2.	Class IV Grade I	775-15-805-20-925-25-1100-30-1160	800-15-1010-20-1150-25-1200
3.	Godown Keeper	845-20-975-25-1100-30-1250-40-1370	975-25-1150-30-1660
4.	Driver	845-20-925-25-1100-30-1250-40-1370	975-25-1150-30-1660
5.	Assistant/Typist-Clerk/ Telephone operator cum receptionist	905-20-925-25-1100-30-1250-40-1490	1125-25-1150-30-1720
6.	Stenographer	1050-25-1100-30-1250-40-1530-60-1830	1400-40-1800-50-2300
7.	Senior Assistant/ Senior Typist Clerk	1050-25-1100-30-1250-40-1530-60-1830	1400-40-1800-50-2300
8.	Assistant Manager /Assistant Manager (Technical)	1100-30-1250-40-1530-60-1830-2070	1400-40-1600-50-2300-60-2600
9.	Senior Assistant Manager	1370-40-1530-60-1830-80-2470-85-2640	2000-60-2300-75-320
10.	Deputy Manager/ Deputy Manager (Accounts)	1650-60-1830-80-2470-85-2725-100-2925-125-3175	2375-75-2900-100-3500
11.	Joint Manager/ Regional Manager /Liaison Officer	2070-80-2470-85-2725-100-2925-125-3550	2650-75-2800-100-4000
12.	Manager/Finance Manager	2470-85-2725-100-2925-125-3675	3000-100-3500-125-5000
13.	General Manager	2825-100-2925-125-3675-140-4095	4200-125-4700-150-5300

CONSTRUCTION STAFF

Sl No	Name of post	Existing scales of pay	Revised scale of pay
1.	Overseer Grade II	905-20-925-25-1100-30-1250-40-1490	1125-25-1150-30-1720
2.	Overseer Grade I	1050-25-1100-30-1250-40-1530-60-1830	1400-40-1800-50-2300
3.	Assistant Engineer	1450-40-1530-60-1830-80-2470-85-2725-100-2825	2060-60-2300-75-3200
4.	Assistant Executive Engineer	1650-60-1830-80-2470-85-2725-100-2925-125-3175	2375-75-2900-100-3500
5.	Executive Engineer	2470-85-2725-100-2925-125-3675	3000-100-3500-125-5000

- (iii) For revision of pay the same norms and principles as prescribed in G.O (P) 600/93/Fin. dated 25-09-1993 and subsequent amendments thereto, will be followed.
- (iv) The Corporation will find its own resources to meet the additional expenditure towards the revision of pay.
3. Sanction is also accorded to amend Regulation 14 of the Kerala State Warehousing Corporation Staff Regulation 1963 in accordance with the revision of pay scales.

By Order of the Government
K. NARAYANANKUTTY NAIR
Joint Secretary.

To

The Managing Director
Kerala State Warehousing Corporation, Cochin-16
The Accountant General (A&E)
The Accountant General (Audit)
The Finance Department (vide UO Note No. 53847/PUA 3/95/Fin.
Dated 16-8-1995
The Planning & Economic Affairs (BPE) Department
(Vide UO Note No. 2170/BPE-2/95/Plg. dates 7-8-1995
Stock File

This issue with the concurrence of the
Finance Department.

Forwarded By order
Section Officer

Government of Kerala

Abstract

Kerala State Warehousing Corporation - Revision of scales of pay of the employees of Kerala State Warehousing Corporation - Sanctioned - Orders issued.

AGRICULTURE (PU) DEPARTMENT

G.O (Ms) No. 45/2000/AD. Dated, Thiruvananthapuram, 15/2/2000

Read :- 1) G.O (Ms) No. 282/95/AD. dated 16.8.95
2) G.O (Ms) No. 365/95/AD. dated 3.11.95
5) G.O. (P) No. 3000/96/Fin. dates 25.11.98
4) Letter No. KSWC/Admn/Pay Revision 1999-2000 dated 27.5.99, 23.11.99 from the Managing Director, Kerala State Warehousing Corporation.

ORDER

As per the Government Orders read as 1st and 2nd papers above sanction was accorded to the Managing Director, Kerala State Warehousing Corporation for the revision of pay scales of the employees in Kerala State Warehousing Corporation w.e.f.1-3-1992

2. The Board of Directors in Kerala State Warehousing Corporation at its meeting held on 7-5-1999 vide item No, 2276 have resolved to revise the scales of pay of the employees in Kerala State Warehousing Corporation on par with the revised scales of pay of the employees in Kerala State Warehousing Corporation on par with the revised scales of pay of the State Government employees w.e.f. 1-3-1997. Pursuant to the above decision the Managing Director, Kerala State Warehousing Corporation has forwarded proposals for the revision of scales of pay of the employees in Kerala State Warehousing Corporation on par with G.O. (P) No. 3000/98 fin. dated 25.11.1998 and to accord sanction for notifying the revised scales of pay in the official gazette as amendment to Regulation 14 of the Kerala State Warehousing Corporation staff regulations, 1963.

3. Government have examined the proposals of the Managing Director Kerala State Warehousing Corporation in detail and are pleased to accord sanction for the revision of the scales of pay of the employees of Kerala State Warehousing Corporation as shown below w.e.f 1-3-1997 subject to the conditions specified thereunder

Sl.No.	Name of post	Existing scales	Revised scales of pay
1.	Class IV or II	725-10-765-12-885-14-953	2450-50-2900-55-3230-60-3350
2	Class IV or .I	800-15-1010-20-1150-25-1200	2650-65-3300-70-4000-75-4150
3	Godown Keeper/ Attender	1050-25-1150-30-1660	3350-80-3830-85-5275
4.	Driver	1050-25-1150-30-1660	3350-80-3830-85-5275
5.	Assistant/Typist/ Clerk/Tel. Operator cum Receptionist	1125-25-1150-30-1720	3590-85-4100-100-5400
6.	Stenographer	1400-40-1800-50-2300	4600-100-5000-125-7125
7.	Senior assistant/sr. Typist Clerk	1400-40-1800-50-2300	4600-100-5000-125-7125
8.	Asst. Manager/Asst. Manager (T)	1400-40-1800-50-2300-60-2600	4600-100-5000-125-5750-150-8000
9.	Senior Asst. Manager	2000-60-2300-75-3200	6500-175-7550-200-10550
10.	Deputy Manager/ deputy Manager (A/C)	2375-75-2900-100-3500	7450-200-7650-225-11475
11	Joint Manager/ regional Manager/ Liaison Officer	2650-75-2800-100-4200	8250-250-9250-275-13650
12.	Manager /Finance Manager	3000-100-3500-125-5000	10000-300-10600-325-15150
13.	General Manager	4200-125-4700-150-5300	14000-400-18000

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Sl.No.	Name of post	Existing scales	Revised scales of pay
1.	Overseer Grade II	1125-25-1150-30-1720	3590-85-4100-100-5400
2.	Overseer Grade I	1400-40-1200-50-2300	4600-100-5000-125-7000
3.	Asst. Engineer	2010-60-2300-75-3200	6675-175-7550-200-10550
4.	Asst. Ex. Engineer	2375-75-2900-100-3500	7450-200-7650-225-11450
5.	Ex. Engineer	3000-100-3500-125-5000	10000-300-10600-325-15150

1. Fixation of pay will be as in G.O. (P) No. 3000/98/Fin. dated 25-11-1998.
2. DA, HRA and CCA will be as admissible to Government employees.
3. No other allowances/Special pay will be sanctioned.
4. Future financial commitments of the pay and allowance should be met from the self generated funds and the existing reserves or carried over profit should not be utilised for the purpose.

By Order of the Governor
P.K. Sivanandan
Agricultural Production Commissioner.

To

The Managing Director
Kerala State Warehousing Corporation, Kochi-682 016
The Accountant General (A&B Audit), Kerala
Thiruvananthapuram
The Financial Department (vide U.U.No. 109744) PUA1/99/Fin.
dated 22.12.99)

The Planning & Economic Affairs (BPE) Department
BPE2/99/Plg dated 7-12-99 (vide U.O. No. 18660/
The General administration (SC) Dept. Forwarded/by Order
(vide item No. 4072 dated 9.2.2000
Stock file / office copy.

Section Officer

Government of Kerala

Abstract

Agriculture Department - Kerala State Warehousing Corporation - Revision of Scales of Pay of the employees of Kerala State Warehousing Corporation - Sanctioned - Orders issued.

AGRICULTURE (PU) DEPARTMENT)

G.O. (MS.) 29/09/AD. Dated, Thiruvananthapuram, 05/02/2009

- Read :-
- 1) G.O. (MS) No. 45/2000/AD. dated 15.02.2000
 - 2) G.O. (P) No. 145/2006/Fin. dated 25.03.2006
 - 3) Lr. No. KSWC/Est./Pay Revision/2007-08. dated, 05.09.2007 from the Managing Director, Kerala State Warehousing Corporation.

ORDER

As per G.O. read as 1st paper above sanction was accorded for the revision of scales of pay of the employees of Kerala State Warehousing Corporation with effect from 01.03.1997.

The Board of Directors of the Kerala State Warehousing Corporation in their 244th meeting held on 21.08.2007, resolved, vide resolution No.2595, to revise the scales of pay of the employees of Kerala State Warehousing Corporation with effect from 01.09.2007 without payment of arrears in line with the pay revision sanctioned to Government employees as per the G.O. read as second above. Pursuant to the above decision, the Managing Director, Kerala State Warehousing Corporation has submitted a proposal for revision of scales of pay of the employees of Kerala State Warehousing Corporation for approval of Government, as per the letter read as third above.

Government have examined the proposal of the Managing Director, Kerala State Warehousing Corporation in detail and are pleased to accord sanction for the revision of scales of pay of the employees of Kerala State Warehousing Corporation as given below with effect from 01.09.2007, subject to the conditions specified thereunder.

Sl.No.	Post	Existing Scales of pay	Revised Scales
1.	Class IV Grade II	2450-50-2900-55-3230-60-3350	4510-120-4990-130-5510-140-5930-150-6230
2.	Class IV Grade I	2650-65-3300-70-4000-75-4150	4630-120-4990-130-5510-140-5930-150-6680-160-7000
3.	Godown Keepers/Drivers	3350-80-3830-85-5275	5650-140-5930-150-6680-160-7480-170-7990-200-8790
4.	Assistants/Typist Clerks/Telephone Operator	3590-85-4100-100-5400	6080-150-6680-160-7480-170-7990-200-9590-240-9830
5.	Senior Assistants/ Senior Typist Clerks/ Stenographers/ Computer Operators	4600-100-5000-125-7125	7990-200-9590-240-10790-280-11910-340-12930
6.	Assistant Managers	4600-100-5000-125-5750-150-8000	8390-200-9590-240-10790-280-11910-340-13270
7.	Senior Assistant Managers	6500-175-7550-200-10550	10790-280-11910-340-13610-380-16650-450-18000
8.	Deputy Managers	7450-200-7650-225-11475	12250-340-13610-380-16650-450-19800
9.	Joint Managers/ Regional Managers	8250-250-9250-275-13650	13610-380-16650-450-20700
10.	Managers/Zonal Managers	10000-300-10600-325-15150	16650-450-20700-500-23200
11.	General Managers	14000-400-18000	23200-550-25400-600-26600-650-31150

CONSTRUCTION STAFF

Sl.No.	Post	Existing Scales of pay	Revised Scales
12.	Overseer Grade II	3590-85-4100-100-5400	6080-150-6680-160-7480- 170-7990-200-9590-240- 9830
13.	Overseer Grade I	4600-100-5000-125-7000	7990-200-9590-240-10790- 280-11910-340-12930
14.	Assistant Engineer	6675-175-7550-200-10550	11070-280-11910-340- 13610-380-16650-450- 18450
15.	Assistant Executive Engineer	7450-200-7650-225-11475	12250-340-13610-380 16650-450-19800
16.	Executive Engineer	10000-300-10600-325- 15150	16650-450-20700-500- 23200
17.	PT Sweepers	Rs.1250/- + D.A.	Rs.2700/- +D.A.

- i) *The Pay revision will be sanctioned with effect from 01.09.2007. Arrears of revision from 01.09.2007 to the date of order will be paid subject to availability of internal resources of the Corporation.*
- ii) *Fitment Benefit/Weightage/Rules for fixation of pay etc. are as in annexure 2 of G.O. (P) No. 145/06/Fin. dated, 25.03.2006.*
- iii) *Time bound higher grade, HRA/CCA, Uniform allowance:- As per rules/ rates admissible to Government employees vide G.O. (P) No.145/2006/ Fin. dated, 25.03.2006.*
- iv) *No new allowances will be granted.*
- v) *The expenditure on account of the revision will be met from the internal resources of the Company.*
- vi) *No new posts will be created or upgraded without the prior approval of the Government.*
- vii) *The Corporation shall not change the terms and conditions of service of*

its employees (including promotions & leave rules) without prior approval of the Government.

- viii) *The Corporation shall not make any appointment to any post (whether permanent, deputation, provisional, temporary, contract, casual or daily wages) without prior approval of the Government unless it is to a post created with the approval of Government.*
- ix) *All extra benefits that are not admissible to State Government Employees will be discontinued.*

(By Order of the Governor)
S. SUKUMARAN
Secretary to Government

To

The Managing Director
Kerala State Warehousing Corporation, Kochi

The Accountant General (A&E)/(Audit), Kerala,
Thiruvananthapuram (This issues with the concurrence of the
Finance Department)

The Finance (PU-A) Department
(vide U.O.No. 62511/PU-A1/08/Fin. dated, 17-11-2008)

The Planning & Economic Affairs (BPE) Department
(vide U.O. No. 16181/BPE 2/08/Plg. dated, 17.12.2008)

General Administration (SC) Department (vide item No. 3050
dated, 28.01.2009)

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Forwarded / By Order,

Section Officer