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KERALA STATE INSTITUTE OF LANGUAGES

GENERAL AND
SUBORDINATE SERVICES RULES,
SERVICES DISCIPLINARY RULES
AND
EMPLOYEES CONDUCT RULES
1984

GOVERNMENT OF KERALA

Abstract

State Institute of Languages Kerala-General and Subordinate Service Rules-Kerala State Institute of Languages-Services Disciplinary Rules and Kerala State Institute of Languages Employees Conduct Rules-Approved-orders issued.

HIGHER EDUCATION (E) DEPARTMENT

G.O. Ms. 170/84/H.Edn.

Dated, Trivandrum: 10-7-1984

Read: Letter No. E1/7224/77 SIL dated 12-12-1979 from the Director, State Institute of Languages, Trivandrum

ORDER

Government are pleased to approve the General and Subordinate Service Rules, Services Disciplinary Rules and Employees Conduct Rules 1984 of the Kerala State Institute of Languages, Trivandrum. The rules as approved are appended.

(By order of the Governor)

A. RAMASWAMY PILLAI

Joint Secretary to Government

To

The Director, State Institute of Languages, Trivandrum.

The Accountant General, Kerala, Trivandrum.

The Examiner of Local Fund Accounts, Trivandrum

Forwarded/By order

Sd/-

Section Officer

PROCEEDINGS OF THE DIRECTOR, STATE INSTITUTE OF LANGUAGES NALANDA, TRIVANDRUM-3

Sub:- State Institute of Languages-Rules-General and Subordinate Service Rules -Kerala State Institute of Languages-Service Disciplinary Rules and Kerala State Institute of Languages Employees Conduct Rules Approved-Orders issued.

Read:- 1. Minutes of the meetings of the G.B. of the SIL held on 25-7-1979 (Item No. 31) and 16-3-83 (Item No.2).
2. G. O. (MS) No. 170/84/H.Edn. dt. 10-7-84

Order No. E1-1501/84/SIL Dated 26-11-1984

The Governing Body of the State Institute of Languages in its meeting held on 25-7-79 approved the General and Subordinate Service Rules, Kerala State Institute of Languages Service Disciplinary Rules and KSIL Employees Conduct Rules. Certain modifications to the Rules were also approved by the Governing Body on 16-3-83. The above rules were forwarded to Government for approval. Government have also approved the rules as per the G.O. cited. The Institute have been following the draft rules from the date of its approval of the Governing Body ie. 25-7-79 subject to the approval by Government. As the Government have approved the rules vide the G.O. second cited ie. from 10-7-84 it is ordered that all the above mentioned rules have

come into force with effect from 10-7-84 ie. the date on which the rules were approved by the Government. Three hundred copies of these rules will be printed in the Vijnana Mudranam Press as a Booklet and supplied to the EI Section in the Institute.

By Order of the Board
Dr. A.N.P. Ummerkutty,
Director

To

All Sections of the SIL & RC, Calicut for information
Copy for information.

The Secretary, Employees Association.

The Secretary, Staff Association

The Asst. Director, SIL-RC, Calicut

The Asst. Director VMP & Pub.

The Asst. Director (Sales)

The A.O./The F.A./The Superintendent

The Audit/The Publication Officer

The Manager, VMP

Copy to:- The Commissioner & Secretary, Higher Education (E)
Department, Secretariat. Trivandrum (with C.L.)

Forwarded/By Order

Sd/-

Superintendent

KERALA STATE INSTITUTE OF LANGUAGES GENERAL AND SUBORDINATE SERVICES RULES

PART-1

Preliminary

1. **Short titles and commencement:** (a) These rules may be called the Kerala State Institute of Languages General and Subordinate Service Rules, 1984
(b) They shall come into force at once.
2. **Definition:** In these rules unless there is anything Repugnant in the subject or context:-

'Appointed to a Service'

(1) A person is said to be 'appointed to a service' when in accordance with these rules or in accordance with the rules applicable at the time, as the case may be, he discharges for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction or training prescribed for members there of:

Explanation

The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a post borne on the cadre of

another service or to discharge the current duties there of does not amount to appointment to the latter service.

'Approved Candidate'

(2) 'Approved Candidate' means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service or category.

'Approved probationer'

(3) 'Approved Probationer' in a service or category means a member of that service or category who has satisfactorily completed his probation and awaits appointment as a full member of such service or category.

'Discharge of a probationer'

(4) 'Discharge of a Probationer' means, in case the probationer is a full member or an approved probationer of another service or category reverting him to such service or category and in any other case, dispensing with his services.

DUTY

- (5) A person is said to be 'on duty' as a member of a Service-
- a) When he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service;
 - b) When he is on joining time; or
 - c) When he is absent from duty on authorised holidays or casual leave taken in accordance with the instructions regulating such leave issued by the Governing Body having been on duty immediately before and immediately after such absence.

Full member

(6) 'Full member' of a service means a member of the service who has been appointed substantively to a permanent post borne on the cadre thereof.

General Rules

(7) 'General Rules' means rules in part II of these Rules-

Governing Body

(8) 'Governing Body' means the Governing Body of the State Institute of Languages (Kerala) Society.

Government

(9) 'Government' means the Government of Kerala' Institute

(10) 'Institute' means the State Institute of Languages (Kerala) Society.

Member of a Service

(11) 'Member of a Service' means a person who has been appointed to that service and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to another service, or been discharged otherwise than for want of vacancy. He may be a probationer, an approved probationer, or a full member of that Service.

Probationer

(12) 'Probationer' in a Service means a member of that service who has not completed his probation.

Promotion

(13) 'Promotion' means the appointment of a member of any category or grade of a service to a higher category or grade of such service.

Recruited Direct

(14) A candidate is said to be recruited direct to a service, category or post when the appointment is made by the competent authority on the advice of the concerned Selection Committee after duly advertising the post and/or through the Employment Exchange as the case may be.

Note:- The Director shall be appointed by Government in the manner determined by Government.

Recruited by transfer

- (15) A candidate is said to be 'recruited by transfer' to a service:-
- i. if his appointment to the service is in accordance with the orders issued or rules prescribed for recruitment by transfer to the service; and
 - ii. if at the time of his first appointment thereto.
 - (a) he is either a full member or an approved probationer in any other service, the rules for which prescribe a period of probation for members thereof:
Provided that where the Special Rules for a service provide for recruitment by transfer to any category thereof from any specified category of another service, a candidate shall unless the recruitment is made from a post carrying an identical scale of pay be a full member or an approved probationer in the category so specified, or;
 - (b) he is the holder of a post in any other service for which no probation has been prescribed, and has put in satisfactory service in that post for a period of one year on duty within a continuous period of two years.

Scheduled Castes, Scheduled Tribes and Other Backward classes

(16) Scheduled castes and Scheduled Tribes means the castes and Tribes declared as such by the President of India under Article 341 (1) and 342 (1) of the Constitution of India and other Backward Classes mean the classes declared as such by the Government under Article 16(4) of the Constitution of India. The lists of such castes, tribes and classes, so declared and included as Lists I, II and, III respectively in the Schedule to Part I of Kerala State and Subordinate Service Rules, 1958 as amended from time to time, shall be followed for purposes of these Rules.

Service

(17) 'Service' means a group of persons classified by the Governing Body as a General Service or a Subordinate Service as the case may be.

Note:- Where the Context so requires, 'Service' means the period during which a person holds a post or a lien on a post or is a member of a service as above defined.

Special Rules

(18) 'Special Rules' means the Rules in Part III applicable to each service.

Modification and interpretation

(19) Subject to approval by Government, the Governing Body reserves to itself the power to modify these rules as may from time to time be expedient, and to interpret them in case of doubt.

Discipline, Conduct, Pay, Allowances, Leave, Leave Salary and other conditions of service

(20) The Kerala State Institute of Languages Services Disciplinary Rules, the Kerala State Institute of Languages Employees' Conduct rules and the rules regulating the pay of the Services for the time being in force shall, in so far as they may be applicable and except to the extent expressly provided in those rules govern members of every service in the matter of their conditions of service relating to discipline, conduct and pay parts I and II of the Kerala Service Rules shall, in so far as they may be applicable (and except to the extent expressly provided in those rules) Govern *mutatis mutandis* members of every service in the matter of pay fixation, allowances, leave, leave salary and other conditions of service.

Provident Fund

(21) A Contributory Provident Fund Instituted by the Institute shall be regulated by the rules prescribed by the Governing Body in this behalf with the approval of Government.

PART II

General Rules

1. Scope of the General Rules

The rules in this Part shall apply to the services contained in Part III and the holder of all posts whether temporary or permanent in any such service appointed thereto before or after the date on which these rules come into force as provided in Sub-rule (b) of rule I in Part I, except to the extent otherwise expressly provided by or under any law for time being in force. These rules and rules in Part III shall not apply to persons appointed in the Institution on deputation from Government service. The contract service of persons who are serving the Institute at the commencement of these Rules shall, however, be treated as regular service for purposes of these Rules provided the persons concerned exercise their option therefor.

2. Relation to the Special Rules

If any provision in the General Rules contained in this Part is repugnant to a provision in the Special Rules applicable to any particular Service contained in Part III, the latter shall, in respect of that service, prevail over the provision in the General Rules in this part.

3. Approved candidate

- (a) All first appointments to the services shall be made by the appointing authority on the advice of the concerned staff selection committee in respect of posts falling within its purview

and in all other cases of first appointment by the appointing authority from a list of approved candidates prepared in the prescribed manner.

Note:- Appointment to the post of Director shall be made by the Government in the manner determined by them

- (b) The inclusion of a candidate's name in any list of approved candidates for any service or any category in a service shall not confer on him any claim to appointment to the service or category. Such a list shall, however, be valid for a period of two years from the date of finalisation of the list.

4. Applications for appointment

Every candidate for appointment to any service who in response to the notification issued by the appointing authority makes an application, shall remit the prescribed fee by a postal order in favour of the Director, State Institute of Languages, Trivandrum, with the application.

Provided that a candidate belonging to any of the Scheduled Castes or Scheduled Tribes may make his application with only 1/4th amount of the prescribed fee.

5. Right of probationers and approved probationers to re-appointment:

A vacancy in any service or category not being vacancy which should be filled by direct recruitment under the Special Rules, shall not be filled by the appointment of a person who has not yet commended his probation in any such service or category when an approved probationer or a probationer therein is available for the appointment.

6. Discharge and re-appointment of probationers and approved probationers.

- (a) The order in which probationers and approved probationers shall be discharged for want of vacancies shall be:-
first, the probationers in order of juniority, and second, the approved probationers in order of juniority.
- (b) approved probationers and probationers who have been discharged for want of vacancies shall be re-appointed as

vacancies arise in the inverse of the order laid down in sub-rule (a).

7. Member absent from duty

The absence of a member of service from duty in such service or in any category of such service whether on leave or on deputation or for any other reason and whether his lien-in a post borne on the cadre of such service is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn:-

- (a) for re-appointment to a substantive or officiating vacancy in the category, grade or post in which he may be a probationer or an approved probationer.
- (b) for promotion from a lower to a higher category in such service-
- (c) for appointment to any substantive or officiating vacancy in another service in which he may be an approved candidate.

as the case may be, in the same manner as if he had not been absent. He shall be, entitled to all the privileges in respect of appointment, seniority, probation and appointment as full member which he would have enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return.

Provided that this rule shall not apply in the case of a Member of a Service whose absence from duty in such service or category is by reason of his appointment to another service or category solely on his own application unless such appointment is made in the exigencies of service.

Note:- An appointment made in pursuance of applications invited sponsored or recommended by the Governing Body, or other competent authority shall be deemed to be an appointment made in the exigencies of service for the purpose of this rule.

8. Temporary Appointment

- (i) where it is necessary in the interests of the Institute owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a service or category and there would be undue delay in making such appointment in accordanc with the rules and the special rules, the appointing

authority may appoint a person, otherwise than in accordance with the said rules temporarily.

- (ii) The persons appointed under Sub-rule (1) shall whether or not he possesses the qualification prescribed for the service, or category to which he is appointed, be replaced as soon as possible by a member of the service or an approved candidate qualified to hold the post under the said rules-
- (iii) A person appointed under sub-rule (1) shall not be regarded as probationer in such service or category or be entitled by reason only of such appointment to any preferential claim to future appointment to such service or category.
- (iv) There shall be paid to a person appointed under sub-rule (1) the minimum pay in the time scale of pay applicable to such service or category provided that if a person appointed is a member of another service, he shall be paid the pay admissible to him in the higher time scale based on the pay in the lower time scale applicable to him under the rules regulating the fixation of pay, if such pay is higher.

9. Appointment by agreement

(i) When in the opinion of the Governing Body special provisions inconsistent with any of these rules or any other rules made under rule 10 (8) of the Rules of the State Institute of Languages (Kerala) Society are required in respect of conditions of service, pay and allowance, discipline and conduct with reference to any particular post or any of them, it shall be open to the Governing Body to make an appointment to such post otherwise than in accordance with these rules or the said rules and to provide by agreement with the person so appointed for any of the matters in respect of which in the opinion of the Governing Body special provisions are required to be made to the extent to which such provisions are made in the agreement. Nothing in these rules or the said rules shall apply to any person so appointed in respect of any matter for which provision is made in the agreement.

Provided that in every agreement made in exercise of the powers conferred by these rules it shall further be provided that in respect of

which no provision is made in the agreement, the provision of these rules or of the said rules shall apply.

(ii) A person appointed under sub-rule (i) shall not be regarded as a member of the service in which the post to which he is appointed is included, and shall not be entitled by reason only of such appointment to any preferential claim to any other appointment in that or any other service.

10. Qualifications

- (a) The educational or other qualifications, if any, required for a post shall be as specified in the special rules applicable to the service in which that post is included-
- (b) The minimum general educational qualification of the S.S.L.C standard wherever referred to in the special rules shall mean the qualification specified in the schedule to Part II of the Kerala State and Subordinate Services Rules.

11. Other Qualifications

- (a) No person shall be eligible for appointment to any service by direct recruitment unless he satisfies the appointing authority
 - (i) that he is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for such service
 - (ii) that he does not have more than one wife living or if the person is a woman that she is not married to any person who has already a wife living and
 - (iii) that his character and antecedents are such as to qualify him for such service
- (b) The upper age limit prescribed in the Special Rules shall, unless otherwise stated, be raised by 5 years in the case of a candidate belonging to any of the Scheduled Castes or Scheduled Tribes and by 3 years in the case of a candidate belonging to any of the Other Backward Classes.

12. Special qualifications to be acquired or Special test to be passed during probation

Where a probationer has before he commenced his probation already acquired any special qualification or passed any special test

prescribed by the Special rules or has acquired such other qualification as may be considered by the appointing authority to be equivalent to the said special qualification or special test, he shall not be required to possess such special qualification or to pass such special test again after the commencement of his probation.

13. Qualifications for promotion

(a) Where general educational qualifications, special qualifications or special tests are prescribed by the Special Rules of a service for any category, grade or post there in which are not prescribed for a category or grade in such service carrying a lower rate of pay and no member in the category or grade carrying the lower rate of pay is eligible for promotion to such category, grade or post a member in such lower category or grade may be promoted to the category or grade carrying the higher rate of pay temporarily until a member of the former category or grade qualified under this rule is available for promotion. A member temporarily promoted under this rule shall not by reason only of such promotion, be regarded as a probationer in the category or grade to which he has been promoted, or be entitled to any preferential claim to future promotion.

(b) A Probationer in a category carrying a lower rate of pay who is promoted temporarily under sub-rule (a) to a category carrying a higher rate of pay in the same service shall be entitled to count towards his promotion in the former category the period of duty performed by him in the latter category during which he would have held a post in the former category but for such temporary promotion.

14. Special qualification

No person shall be eligible for appointment to any Service or category or grade on any post borne on the cadre there of unless he:-

- (a) Possesses such qualifications and has passed such special test as may be prescribed in that behalf in the special rules or
- (b) Possesses such other qualification as may be considered to be equivalent to such qualifications or special test by the appointing authority.

15. Special or departmental tests-temporary exemption for promotion

Notwithstanding anything contained in rule 14, where a pass in a special or departmental test is newly prescribed by the special rules of a service for any category, grade or post there in, a member of a service who has not passed the said test but is otherwise qualified and suitable for appointment to such category, grade or post may within two years of the introduction of the test be appointed thereto temporarily. If a member so appointed does not pass the test within two years from the date of introduction of the said test or when the said test also involves practical training, within two years after the first chance to undergo such training he shall be reverted to the category or grade or post which he was appointed and shall not again be eligible for appointment under this rule:

Provided that a person so reverted shall not by reason only of the appointment under this rule be entitled to any preferential claim to future appointment to the category, grade or post, as the case may be to which he had been appointed under this rule:

Provided further that the period of temporary exemption shall be extended by two years in the case of a person belonging to any of the scheduled castes or scheduled tribes.

16. Exemption for a specified period

Notwithstanding anything contained in these rules, the Governing Body may, by order, exempt for a specified period, any member or members belonging to a Scheduled Caste or a Scheduled Tribes, and already in service, from passing the tests referred to in rule 14 or rule 15 of the said rules.

17. Permanent exemption

Notwithstanding anything contained in these rules or in the special rules, persons in the service of the Institute who attain the age of 50 years and who have put in 25 years of service shall be eligible for permanent exemption from passing the obligatory departmental tests

for all purposes such as promotion, appointment as full member of a service etc.

Provided that persons belonging to Scheduled Castes and Scheduled Tribes shall be eligible for the permanent exemption when they attain the age of 50 years.

18. Rules of Reservation

The following principles of reservation shall be followed in appointment by direct recruitment.

(a) i. The unit of appointment for the purpose of this rule shall be 20, of which two shall be reserved for Scheduled Castes and Scheduled Tribes and 8 shall be reserved for the Other Backward Classes and the remaining 10 shall be filled on the basis of merit.

Provided that one out of every five posts reserved for Scheduled Castes and Scheduled Tribes shall go to a scheduled Tribe candidate and only in the absence of a scheduled Tribe candidate, it shall go to a Scheduled Caste candidate.

ii. The claims of members of Scheduled Castes and Scheduled Tribes and Other Backward Classes shall also be considered for the appointments which shall be filled on the basis of merit and where a candidate belonging to a Scheduled Castes, Scheduled Tribes or Other Backward Classes is selected on the basis of merit, the number of posts reserved for Scheduled Castes, Scheduled Tribes or for Other Backward Classes as the case may be, shall not in any way be affected.

iii. Appointments under this rule shall be made in the order of rotation specified below in every cycle of 20 vacancies:-

1. Open Competition
2. Other Backward Classes
3. Open Competition
4. Scheduled Castes and Scheduled Tribes
5. Open Competition
6. Other Backward Classes
7. Open Competition
8. Other Backward Classes
9. Open Competition

10. Other Backward Classes.
11. Open Competition
12. Scheduled Castes and Scheduled Tribes
13. Open Competition
14. Other Backward Classes
15. Open Competition
16. Other Backward Classes
17. Open Competition
18. Other Backward Classes
19. Open Competition
20. Other Backward Classes

Provided that the fourth turn in the third rotation and the twelfth turn in the fifth rotation shall go to Scheduled Tribe Candidates and in the absence of Scheduled Tribe Candidates, they shall go to Scheduled Caste Candidates.

(b) The grouping of Other Backward Classes for the above purpose shall be as indicated below.

1. Ezhavas, Thiyyas and Billavas
2. Muslims
3. Latin Catholics
4. S.I.U.C. and Anglo Indians
5. Scheduled Caste converts to Christianity
6. Other Backward Classes put together ie. communities other than those mentioned in items 1 to 5 above included in the list of "Other Backward Classes,"

(c) There shall be sub-rotation among major groups of other Backward Classes but no sub-rotation among Scheduled Castes and Scheduled Tribes.

(d) The grouping of Other Backward Classes for the above purpose shall be as indicated below:-

1. Ezhavas, Thiyyas and Billavas
2. Muslims
3. Latin Catholics
4. S.I.U.C. and Anglo Indians
5. Backward Christians (Other Christians)

6. Other Backward Classes put together, i.e., communities other than those mentioned in items (1) to (4) above included in the list of "Other Backward Classes".

The 40% reservation allowed to Other Backward Classes shall be distributed among the different groups of Backward Classes in the following proportion: Out of every 40 appointments 14 shall be given to Ezhava, Thiyyas and Billavas, 10 to Muslims, 4 to Latin Catholics, one to S.I.U.C-and Anglo Indians, 1 to Backward Christians (Other Christians) and 10 Other Backward Classes put together. The following shall be the rotation by which posts reserved for Other Backward Classes will be distributed among the various groups coming under the class.

1. Ezhavas, Thiyyas and Billavas
2. Muslims
3. Latin Catholics
4. Other Backward Classes
5. Ezhavas, Thiyyas and Billavas
6. Muslims
7. Ezhavas, Thiyyas and Billavas
8. Other Backward Classes
9. Latin Catholics
10. Muslims
11. Ezhavas, Thiyyas and Billavas
12. Other Backward Classes
13. Ezhavas, Thiyyas and Billavas
14. Muslims
15. S.I.U.C. and Anglo Indians
16. Other Backward Classes
17. Ezhavas, Thiyyas and Billavas
18. Muslims
19. Other Christians
20. Other Backward Classes
21. Ezhavas, Thiyyas and Billavas
22. Muslims
23. Ezhavas, Thiyyas and Billavas

24. Other Backward Classes
25. Ezhavas Thiyyas and Billavas
26. Muslims
27. Latin Catholics
28. Other Backward Classes
29. Ezhavas, Thiyyas and Billavas
30. Muslims
31. Ezhavas, Thiyyas and Billavas
32. Other Backward Classes
33. Ezhavas, Thiyyas and Billavas
34. Muslims
35. Ezhavas, Thiyyas and Billavas
36. Other Backward Classes
37. Latin Catholics
38. Muslims
39. Ezhavas, Thiyyas and Billavas
40. Other Backward Classes

Explanation:- The expression 'Other Backward Classes' referred to in items 4, 8, 12, 16, 20, 24, 28, 32, 36 and 40 shall mean Backward Classes referred to in item (5) in this sub-rule.

19. Probation

(a) Date of commencement of probation of persons first appointed temporarily

If a person having been appointed temporarily under rule 8 to a post borne on the cadre of any service or category otherwise than in accordance with the rules governing appointment thereto, is subsequently appointed to the service or category in accordance with the rules, he shall commence his probation from the date of such subsequent appointment or from such earlier date as the appointing authority may determine without prejudice to seniority of others. He shall also be eligible to draw increment in the time scale of pay applicable to him from the date of commencement of his probation but shall not be entitled to arrears of pay unless otherwise ordered by the appointing authority.

(b) Service in a different service counting for probation:

A probationer in a service or a category of service shall be eligible to count for probation his service, if any, performed otherwise than in a substantive capacity, on regular appointment to another service in accordance with the rules if the normal method of recruitment to the latter service is according to the rules, by transfer from the former service or category as the case may be or, if the duties and responsibilities attaching to the latter service or category thereof have been declared by the Governing Body to be of equal or greater importance than those attaching to the post from which he has been transferred to a higher category of the same service. Nothing contained in this sub rule shall be construed as authorising the promotion of a probationer in a category to a higher category in contravention of rule 28.

(c) Service in a higher category counting for Probation.

A probationer in any category of service shall be eligible to count for probation, his service, if any, performed otherwise than in a substantive capacity on regular appointment.

(d) Temporary Service counting for Probation:

A probationer in one service who is appointed temporarily to another service under rule 8, shall be entitled to count towards his probation in the former service the period of duty performed by him in the latter service during which he would have held the post in the former service but for such temporary appointment, provided the duties and responsibilities in the latter service, have been declared by the Governing Body to be of equal or greater importance than in the former service.

(e) Service on temporary promotion counting for Probation:

A probationer in any category of a service who is promoted temporarily under the provisions of I rule 30 to a higher category in the same service shall be entitled to count towards his probation, if any in the former category the period of duty performed by him in the latter, category during which he would have held a post in the former category but for such temporary promotion.

(f) Service on deputation counting for probation:

A member of a service or category of a service deputed in public interest to discharge the duties of another post shall be eligible to count the period of such deputation for probation in the service or category of the service in which he was probationer at the time of his deputation or would have been a probationer but for his deputation.

20. Suspension, Termination or extension of probation

(a) Where the special rules of any service prescribed the period of probation for appointment as full member of the service or where such period of probation has been extended under General Rule 22, the appointing authority may at any time before the expiry of the prescribed period of probation or the extended period of probation as the case may be

- (i) Suspend the probation of a probationer and discharge from service for want of vacancy, or
- (ii) at his discretion by order either terminate the probation of the probationer and discharge him from the, service or in case the probation has not been extended under General Rule 22 extend the period of his probation after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any penalties specified in items (iv),(vii) and (viii) of rule 14 of the Kerala State Institute of Languages Services Disciplinary Rules and at the conclusion of the disciplinary proceedings a tentative conclusion is arrived at to terminate his probation, a further opportunity of showing cause specifically against the termination of his probation need not be given to him.

Explanation:- An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a

subordinate authority who is superior in rank to the probationer.

(b) (i) If within the period of probation a probationer fails to acquire special qualification or to pass the special test if any prescribed in the special rules or to acquire such other qualifications as may be declared by the Governing Body or by the appointing authority to be equivalent to the said special qualifications or special tests, the appointing authority shall, by order, discharge him from the service unless the period of probation is extended under Rule 22.

(ii) If within the period of probation prescribed in the special rules for the service or within the extended period of probation, as the case may be, a probationer has appeared for any such tests or for any examinations in connection with the acquisition of any such qualifications and the results of the tests or examinations for which he has so appeared are not known before the expiry of such period, he shall continue to be on probation until the publication of the results of the tests or examinations for which he has appeared or the first of them in which he fails to pass, as the case may be.

In case the probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall by order discharge him from the service.

(iii) Any delay in the issue of an order discharging a probationer under clause (i) shall not entitle him to be deemed to have satisfactorily completed his probation.

21. Probationer's suitability for full-membership

(a) At the end of the prescribed or extended period of probation as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the service or, category for which he was selected. Provided that in case the probation was extended under Rule 20 (a) (ii) or Rule 22 solely to enable the probationer to acquire the special qualifications or to pass the prescribed tests, the appointing authority shall consider the probationer's suitability for full membership of the service or category as soon as the probationer has acquired the special qualification or has passed the prescribed test.

(b) If the appointing authority desires that a probationer is suitable for such membership, it shall as soon as possible issue an order declaring the probationer to have satisfactorily completed his probation. On the issue of such an order the probationer shall be deemed to have satisfactorily completed his probation on the date of the expiry of prescribed date or extended period of probation.

Provided in cases to which the proviso to sub-rule (a) applies the probationer shall be deemed to have satisfactorily completed his probation on the date following the last date of the examination or test in which the probationer has acquired the special qualification or has passed the prescribed tests if such date is earlier than the date of expiry of extended period of probation.

(c) If the appointing authority decides that the probationer is not suitable for such membership, it shall unless the period of probation is extended, under Rule (20) by order discharge him from the Service after giving him a reasonable opportunity of showing cause against the action proposal to be taken in regard to him provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalty specified in items (iv), (vii) and (viii) of rule 14 of the Kerala State Institute of Languages Disciplinary Rules and at the conclusion of the disciplinary proceedings a tentative conclusion is arrived to discharge him from the Service, a further opportunity of showing cause specifically against such discharge need not be given to him.

Explanation:- I. The decision of the appointing authority that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision inclusive of the period subsequent to the prescribed or extended period of probation.

Explanation:- II. An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service either by such authority himself or

by a subordinate authority who is superior to the rank of the probationer.

22. Extension of probation

In the case of any probationer falling under Sub-Rule (b) of Rule 20 or Sub-Rule (c) of Rule 21 the appointing authority may extend his probation to enable him to acquire special qualification or pass the prescribed test or as the case may be to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation shall terminate at the latest when the probationer has after the date of the expiry of the period of probation prescribed for the service or category in which he is an probation completed one year of duty in such service or category. In cases where the probation of a probationer is extended a condition shall, unless there are special reasons to the contrary, be attached to the order of the extension of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage of increment shall not be treated as penalty, but only as a condition of the extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed test or examination or after he is declared to have satisfactorily completed his probation.

23. Exercise of certain powers of appointing authority by the higher authorities

The powers conferred on the Governing Body may be exercised also by the Government in the following cases:-

1. Termination of probation of probationer under Rule 20(a)(ii)
2. Discharge of a probationer under Rule 21 (e)
3. Extension of probation under Rule 20 (a) (ii) or Rule 22

24. Appeal against discharge

(a) A probationer who is discharged under clause (ii) of Sub-Rule (a) of rule 20 or under Sub-Rule (c) of Rule 21, shall be entitled to appeal against the order of discharge passed by the competent authority to the authority to which and within the period of limitation within which

an appeal would lie against an order of dismissal passed by the competent authority against a full member of his service or category, as the case may be:

(b) The authority competent to entertain an appeal under sub-rule (a) may either of its own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in the said sub-rule, within one year of the date of such order.

(c) (i) When an order discharging a probationer is set aside on appeal under sub-rule (a) or on revision under sub-rule (b) and the probationer is restored to the service, the period on and from the date of discharge to the date of such restoration may, with the sanction of the Governing Body be treated as on duty except for the purpose of probation, the period of probation undergone by such probationer at the time of his discharge shall, however, count towards the period of probation prescribed by the rules applicable to him.

(ii) Such probationer may during the period on and from the date of his discharge to the date of his restoration be paid such pay and allowances not exceeding the pay and allowances which he would have been entitled to if he had not been discharged, as the authority passing the order under sub rule (a) or (b) may, with the previous sanction of the Governing Body determine.

25. Appointment of full members

(a) Subject to the provisions of rule 7, an approved probationer shall be appointed to be a full member of the service in the category for which he was selected at the earliest possible opportunity in any substantive vacancy which may exist or arise in the permanent cadre of such category and if such vacancy existed from a date previous to the issue of the order of appointment, he may be so appointed with retrospective effect from the date, or, as the case may be, from any subsequent date from which he was continuously on duty as a member of the service in such category or in a higher category:

Provided that where more than one approved probationer is available for appointment as full member, the senior most approved probationer on the date of the vacancy shall be appointed.

Provided further that notwithstanding anything contained in this sub-rule, a candidate who is recruited direct to a post in any service, class category or grade reserved for members of scheduled castes and scheduled tribes shall on satisfactory completion of probation be appointed to any substantive vacancy which may exist in the permanent cadre of such service, class, category or grade or if no such vacancy exists, to the first such vacancy which may arise after the satisfactory completion of probation.

Explanation:- For the purpose of this sub-rule an approved probationer on leave shall be deemed to be on duty as a member of the service in the class or category concerned if he would have been on duty in such class or category or in higher class or category but for his absence on leave.

(b) Where appointment to any service, class or category is according to rules normally both by direct recruitment and by transfer, vacancies against which persons have been recruited direct shall be regarded as another distinct group, and appointment of full members in accordance with sub-rule (a) shall be made separately in each of these groups.

26. Membership of more than one service

(a) No person shall at the same time to be a full member of more than one service.

(b) A probationer, an approved probationer or full member of one service who is appointed to be a full member of another service shall cease to be a member to the former services.

27. Seniority

(a) Seniority of a person in a service, category or grade shall unless he has been reduced to a lower rank as punishment be determined by the date of order of the first appointment to such service, category or grade. If any portion 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) The appointing authority shall at the time of passing an order appointing two or more persons simultaneously to a service fix the order of preference among them; and seniority shall be determined in accordance with it.

Provided that if no specific mention is made in any order/orders issued on a particular day, regarding the fixation of order of preference, the seniority shall be fixed according to the date of birth of the persons mentioned in that order/orders, the older person being given preference over the younger one.

(c) Notwithstanding anything contained in sub-rules (a) and (b) the date of joining duty in the Institute shall be the criterion for fixing seniority in the case of those persons who are in service on the date of coming into force of these rules. If more than one person had joined duty on the same day and if no order of preference has been shown in the appointment order, the seniority shall be fixed according to the date of birth of the persons concerned, the older person being given preference over the younger one.

28. Promotion

(a) No member of a service shall be eligible for promotion from the category in which he was appointed to the service unless he satisfactorily completes his probation in that category.

Promotion and appointment by transfer to categories or grades shall be made from the select-list prepared from among members eligible for appointment to such category or grade in accordance with these rules and the special rules, on the basis of merit and ability, the seniority being considered only where merit and ability are approximately equal. The select list shall be prepared in the manner indicated herein;

(1) Selection of candidates for promotion/recruitment by transfer to selection categories or grade shall be made by the Departmental Promotion Committee, the composition of which shall be as follows:

- (a) The Special Secretary to Government/The Secretary to Government, Higher Education Department

(b) A nominee of the Governing Body

(c) The Director of the Institute

(2) The Special Secretary to Government/The Secretary to Government, Higher Education Department, shall be the Chairman. The authority to initiate action and to function as Convener of the Committee shall be the Director of the Institute.

(3) The Committee shall meet as and when necessary to prepare select lists in the order of merit of the officers selected for appointment. The criterion for assessment of merit shall be 'confidential reports of the officers. The confidential reports of the officers for at least the preceding three years shall be made available to the Committee for this purpose. Where remediable adverse remarks recorded in the confidential report are not communicated to the officer concerned, such remarks shall be ignored by the Departmental Promotion Committee, while considering his case for promotion transfer. The crucial date for considering the eligibility of candidates for inclusion in the field of choice for preparing select lists shall be the 31st March of the year concerned unless otherwise decided by the Governing Body.

(4) On matters in respect of which there is difference of opinion, the views of the majority of the members of the committee shall prevail.

(5) The Departmental Promotion Committee shall first decide the field of choice that is, the number of eligible officers awaiting appointment who should be considered for inclusion in the 'Select List'.

Note:- The field of choice shall be twice the number of vacancies expected within a year plus the number of the superseded officers, if any, of the previous year. For example, if there are 2 anticipated vacancies and the number of superseded officers of the previous year is 1 the panel for the field of choice shall contain 5 names (4+1).

(6) The 'Select List' shall be prepared from among the eligible officers on the basis of merit and ability, seniority being a consideration only when all the qualifications are equal. The number of names to be included in the 'Select List' shall be same as the estimated number of vacancies

likely to arise during the year. Supplemental lists may be prepared in case the lists already prepared get exhausted before the close of the year to which they relate so as to obviate the necessity for convening meetings of D.P.C. at short notice or keeping of posts unfilled and thereby causing administrative inconvenience. Persons included in the 'Select List' shall be ranked in the order of their seniority in the lower category or grade.

- Note:* (i) Officers under suspension and officers against who criminal or Departmental Proceedings are taken for grave criminal offences or for imposition of a major penalty, as the case may be, should not be included in the select list. But the suitability of such an officer for promotion should be assessed at the relevant time by the D.P.C. and a finding reached whether he would have been recommended selected for promotion. The findings as to the suitability and the place in the select list of the Officer should be recorded separately and attached to the proceedings in a sealed cover. The authority competent to fill the vacancy should be separately advised to fill vacancy only on a temporary basis.
- (ii) If the officer concerned is completely exonerated and if the vacancy which has been filled up on temporary basis is still in existence, he will be promoted to that vacancy, the arrangements made previously being reversed. If such a vacancy ceases to exist at the time of exoneration he will be promoted in the first vacancy that may be available in future if he is found fit for promotion at that time. If the exoneration is not complete, the D.P.C. may decide the case on its merits.
- (iii) Officers whose names are included in the select list but who are subsequently placed under suspension or against whom criminal proceedings/departmental proceedings of the type referred to in Note (I) above have been initiated should not

be promoted on the basis of their inclusion in the select list until they are completely exonerated of the charges against them. If the officer is completely exonerated of the charges, he will be promoted on the basis of his position in the select list, to the post which has been filled on a temporary basis. If the exoneration is not complete, the D.P.C. may consider the case on its merits.

- (iv) A censure or a warning awarded to an officer need not be taken into account while considering his case for promotions under Notes (ii) and (iii) above.

(7) (a) The select list prepared by the Departmental Promotion Committee in the manner referred to above shall be published in the Notice Board of the Institute by the Convener of the committee after approval by the Governing Body. Normally no revision of such select list shall be made under rule 29 on the basis of re-evaluation of the confidential reports. However, if any officer who has been superseded and whose name has not been included in the list makes, within one month from the date of publication of the list, a written representation to the Convener of the Departmental Promotion Committee requesting a revision of the list, the committee shall consider the representation. After going through the representation, if the committee feels that some clarification should be obtained from the superseded officer by personal hearing, it may do so and on the basis of such representation and personal hearing if it is of the view that the list already prepared should be revised, it may make recommendation to that effect. The list shall then be revised accordingly and published in the Notice Board of the Institute by the Convener after approval by the Governing Body.

Note:- Promotions from the first list published by the Departmental Promotion Committee shall be provisional and the list will be subject to revision, if, after following the procedure, it is found that the list required revision.

(b) Wherever the Governing Body considers that there are exceptional circumstances which warrant a departure from the advice

of the Departmental Promotion Committee in the Public interest, the Departmental Promotion Committee shall be given a fresh Opportunity to consider the proposals of the Governing Body to revise the select list. If on receipt of the recommendation of the D.P.C. the Governing Body still feels that there are exceptional circumstances which warrant a departure from the advice of the Departmental Promotion Committee in the Public interest, the Governing Body may take a decision accordingly.

(8) The "Select List" shall be reviewed annually and it shall remain in force until it is revised. Names of those officers who have already been appointed shall be removed from the list and the rest of the names along with those officers who may now be included in the field of choice, shall be considered for the "Select List" for the subsequent period. A person included in an earlier select list, shall, however, ranked above a person considered for a subsequent list, unless his conduct and work subsequent to such Inclusion renders it necessary that he should be placed lower in the list or his name may be omitted from the list, if there is definite deterioration in the work and conduct of the Officer subsequent of his inclusion in the select list for the previous year, as the case may be.

(9) The claims of a person who qualifies himself for a post, after the select list in respect of that post has been prepared but before the date of occurrence of the vacancy in the higher post shall not be over looked.

(10) The select list shall be reviewed and revised for the purpose of sub-clause (9) in cases where the acquisition of an extra qualification or the gaining of a prescribed period of experience is insisted on as conditions precedent to the selection to the higher post. In such cases the following procedure shall be followed:-

The Convener of the Departmental Promotion Committee should bring to the specific notice of the Committee the case of all senior hands who are being over-looked in drawing up the select list for want of qualification or experience and are likely to acquire that qualification or experience during the pendency of the list. The select list drawn up at

the meeting shall be treated as provisional to the extent to which it relates to the junior hands included in the select list whose seniors are likely to become fully qualified during the pendency of the list. When such senior hands acquire the qualification or experience which would make them eligible for appointment, the Convener shall take early steps for the convening of an adhoc meeting of the Departmental Promotion Committee and after considering the claims of such persons revise, if necessary, the provisional portion of the select list. The Provisional portion of the select list, if revised, shall be made absolute following the procedure laid down in sub-clause (7) above and the process repeated wherever necessary.

- Note:* (i) As a person included in the earlier select list shall be ranked above a person considered for subsequent list, unless his work and conduct subsequent to such inclusion renders it necessary that he should be placed lower in the list the calculation of anticipated vacancies for purpose of preparing annual or supplemental select lists shall be done as accurately as possible.
- (ii) Claim of persons previously omitted from the list shall be considered whenever new lists are prepared.

(11) Candidates belonging to Scheduled Castes and Scheduled Tribes shall not be superseded for appointment to selection categories or grades by the application of too rigid a standard of suitability. The Departmental Promotion Committee may consider the case of such candidates sympathetically by relaxing the standard of suitability where possible, and only the claims of those whom the committee considers unsuitable even by the relaxed standard should be superseded for appointment to such selection categories or grades.

Promotion and appointment according to seniority:-

All other promotion shall subject to the provisions of these rules and special rules, be made in accordance with the seniority subject to the person's fitness for appointment.

(i) *Promotion which depends upon the passing of any examination*

Promotion in a service which depends upon the passing of any examination (General or Departmental) shall ordinarily be made with reference to the conditions existing at the time of occurrence of the vacancies and not with reference to those at the time when the question of promotion is taken up.

(ii) *Determination of date of passing the examination or Test*

Where a pass in any examination or test confers on a person the title to any right, benefit or concession, such title to the right benefit or concession shall be deemed to have accrued on the day following the last day of the whole examination or test in which he has successfully completed the examination or test by passing one or more subjects. This principle shall be applicable for the drawal of increment and for promotion to posts not involving change of duties against vacancies remaining unfilled for want of test qualified hands.

(iii) *Confidential Reports*

(1) The Reporting Officers mentioned in column (2) of the statement below shall send confidential reports to the Reviewing Officers shown in column (4) thereof on or before 31st day of January each year in Form A, appended to this part, on the work and conduct of the employees shown against the Reporting Officers names in column (3) if the employees concerned have worked for not less than 90 days under the Reporting Officers concerned in the Institute in the calendar year immediately preceding:-

<i>Sl. No.</i>	<i>Reporting Officers</i>	<i>Officers Reported upon</i>	<i>Reviewing Officers</i>
1	2	3	4
1.	Spl. Secretary/ Secretary to Govt. Higher Education Dept.	Director	President of the Governing Body
2.	Director	Asst. Director	do

<i>Sl. No.</i>	<i>Reporting Officers</i>	<i>Officers Reported upon</i>	<i>Reviewing Officers</i>
1	2	3	4
3.	Asst. Director	(i) Senior Research Officer & Junior Research Officer (ii) Who are not under the supervision of any SRO (iii) Editorial Asst. if any, who are not under the supervision of SRO (iv) Sub Editors	President of the Governing Body
4.	Senior Research Officer	(i) Junior Research Officers, if any, who work under the supervision of the SRO concerned (ii) Editorial Assts., if any, working under the supervision of SRO concerned	do
5.	Administrative Officer	(i) Sales Officer (ii) Cashier (iii) Upper Division Clerks	Director of the Institute
6.	Publication Officer	Proof Readers	do

(2) On receipt of the confidential Report, the Reviewing Officer/ Authority shall record in the relevant columns there of such observations as he/it would deem if necessary and return it to the Reporting Officer, not later than 31st January.

(3) The confidential report shall be shown to the officer concerned by the Reporting Officer immediately on its receipt back from the Reviewing Officer and the Officer's acknowledgement for having seen the confidential report recorded in the relevant portion of the confidential report. The Officer concerned shall have a right to make representation against the adverse remarks, if any, within a period of 30 days after the date of his acknowledgement. The representation, if any, so received shall also be filed with the confidential report with the remarks of the Reporting and Reviewing Officers on the representation.

(7) The confidential reports other than those relating to the Director, shall be kept under the safe custody of the Director.

29. Revision of orders of appointment to select on categories

An order appointing a member of a service to a selection category or grade by promotion may be revised by the Governing Body. Such revision may be made by the Governing Body either 'sou motu' at any time or on a petition submitted by any aggrieved member within six months from the date of passing the order.

Provided that the said period of six months may be extended by the Governing Body if sufficient cause is shown for the delay in the submission of the petition.

30. Temporary promotion

(a) (i) Where-it is necessary in the interest of the Institute owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a higher category in a service by promotion from a lower category and there would be undue delay in making such promotions in accordance with the rules, the appointing authority may promote a person otherwise than in accordance with the rules temporarily until a person is promoted in accordance with the rule.

(ii) No person who does not possess the qualifications, if any, prescribed for the said service or category, shall ordinarily be promoted under clause (i). Every person who does not possess such qualifications and who has been or is promoted under clause (i) shall be replaced as soon as possible by promoting such person possessing such qualifications.

(b) A person promoted under clause (ii) sub-rule (a) shall be replaced as soon as possible by the member of service who is entitled to promotion under the rule.

(c) A person promoted under sub-rule (a) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category.

(d) If such a person is subsequently promoted to the higher category in accordance with the rules he shall commence his probation, if any, in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may determine without prejudice to seniority. He shall also be eligible to draw increment in the time-scale of pay applicable to him from the date of commencement of his probation but shall not be entitled to arrears of pay unless otherwise ordered by the Governing Body.

(e) There shall be paid to a person promoted under sub-rule (a) either the minimum of the higher time scale of pay, or the pay admissible to him in the higher time scale based on the pay in the lower time scale applicable to him under the rules regulating the fixation of pay from time to time whichever is higher.

31. Postings and Transfers

(a) A member of a service may be required to serve in any post borne on the cadre of such service.

(b) All transfers and postings shall be made by the appointing authority.

32. Consequence of resignation

A member belonging to the Kerala State Institute of Languages, General Service contained in Part III shall give 3 months clear notice

to the Appointing authority, before he tenders his resignation of the post he is holding. In case he does not give 3 months notice, before his resignation, he shall be liable to pay 3 months salary to the Institute.

A member of the Kerala State Institute of Languages Subordinate Service contained in Part III shall give one month's notice before he resigns his post in the respective service, failing which he shall pay one month's salary to the Institute.

A member of the service shall, if he resigns his appointment forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Institute.

The re-appointment of such a person to any service in the Institute shall be treated in the same way as a first appointment to such service by direct recruitment and all rules governing such appointment shall apply; and on such re-appointments he shall not be entitled to count any portion of his previous service for any benefit or concession under any rule or order.

33. Reduction of full members

(a) If a full member of any service, or category or grade is substantively reduced to a lower service category or grade, he shall be deemed to be a full member of the later and the permanent cadre thereof shall, if there is no vacancy in which he could be absorbed, be deemed to be increased by one.

Provided that against every such addition on officiating or temporary vacancy, if any, in such lower service, category or grade, shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that subsequently arises in such lower service, category or grade, as the case may be.

(b) Appointment in place of members dismissed, removed or reduced

Where a person has been dismissed, removed or substantively reduced from any service, category or grade, no vacancy caused thereby or arising subsequently in such service, category or grade shall be substantively filled to the prejudice of such person until the appeal, if

any, preferred by him against such dismissal or removal or reduction is decided and except in conformity with such decision, or until the time allowed for preferring an appeal has expired, as the case may be.

34. Savings

(a) (i) Unless a contrary intention is expressly indicated therein, nothing contained in these rules shall adversely affect any person who was member of any service on the coming into force of the rules.

(ii) Unless a contrary intention is expressly indicated therein nothing contained in any special rules governing a service, shall adversely affect any person who was a member of such service on the date of coming into force thereof.

(b) Subject to the provisions of sub-rules (c), (d) where these rules or the Special Rules would adversely affect in respect of any matter a persons who was a member or any service before the date of coming into force thereof, he shall, in respect of such matter, be governed, by the rules and orders, if any, which were applicable to him immediately prior to such date.

(c) A person who was on duty otherwise than in a substantive capacity in a post which was subsequently included in a service shall be regarded as a probationer or, as the case may be, as an approved probationer in the service or the category thereof in which the post included and in the lower category, if any, in which he would have been on duty but for his being on duty in a higher category if he-

(i) was on duty in such post on the date of issue of the Special Rules for that service; or

(ii) was absent from duty in such post on that date on leave granted by a competent authority having been on duty in such post immediately before and immediately after such absence.

Provided that if there were no rules or orders prescribing the period of probation for such post at the time of his first appointment thereto, the provisions of these rules and of the Special Rules regarding probation shall apply to him and any period of duty rendered by him in such post before the date of issue of such rules shall count towards probation if

and to the extent such service would have counted, had these rules and the Special Rules come into force at the time of such first appointment.

(d) A person who, before the issue of the Special Rules for a service had officiated in a post which was subsequently included in the service or category thereof but who is not entitled to be regarded as a probationer or as an approved probationer under rule (c) shall, if he is again appointed to such post after the issue of the Special Rules without contravening any orders of the Governing Body to be entitled to count his previous service in such post towards the prescribed period of probation.

Provided that such previous service shall not count towards probation if there was an interval of a continuous period of two years or more during which he was not holding a post in the same or higher category.

Explanation: - The re-appointment of a person under this sub-rule shall not, for the purpose of rules regulating recruitment, be regarded as first appointment to the service or category concerned.

(e) If, before the issue of the Special Rules, a person had been exempted under the orders then in force from the possession of any qualification or the passing of any test and to possession of such qualification or the passing of such test is prescribed by such Special Rules they shall not apply to such person to the extent and in respect of the category, grade or post, specifically covered by the order of exemption.

35. Relinquishment of rights by members

Any person may in writing, relinquish any right or privilege to which he may be entitled under these rules or the special rules, if in the opinion of the appointing authority, such relinquishment is not opposed to the interest of the Institute and nothing contained in these rules or the Special Rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

36. Notwithstanding anything contained in these rules or Special Rules, the Governing Body shall have powers to deal with the case of

any person serving in any capacity under the Institute or any candidate for appointment to a service in such manner as may appear to it to be just and equitable:

Provided that where any such rule is applicable to the case of any person the case shall not be dealt with in any manner less favourable to him than that provided by that rule.

FORM-A

(See Rule.....28 (d).....)

ANNUAL CONFIDENTIAL REPORT FOR THE YEAR.....

(The Reporting Officer should give his opinion and impressions in a concise narrative form so as to cover the officer's knowledge of procedure and departmental technique, his habits, integrity, fidelity and moral standards and on any matter bearing on his efficiency and usefulness as an officer. In particular, the Reporting Officer should say whenever defects are reported, if the Officer's attention had been drawn to the defects during the course of the reporting period and is so with what results.)

1. Name of Officer and
Date of birth
2. Appointment held during
the year (with date) pay and
scale of pay
3. Total period including the
period under report, that the
officer has worked under the
reporting officer
4. General qualifications for post
held including any special or
technical and professional
attainments

5.
 - (i) Health and physical capacity
 - (ii) Conduct
 - (iii) Personality
and bearing
 - (iv) Intelligence
 - (v) Promptness,
enthusiam
and Initiative
 - (vi) Application
 - a. Editorial work
 - b. Original work
 - c. Translation work
 - d. Supervision Printing,
Publication etc.
 - e. Research work
 - (vii) Aptitude
 - (viii) Knowledge of work
(Special reference
should be made to
ability to note and
draft in relevant cases)
 - (ix) Impartiality
 - (x) Integrity
 - (xi) Judgment
 - (xii) Self-reliance-whether
opinionated, confident
of ability and receptive
to ideas
 - (xiii) Willingness to assume
responsibility
 - (xiv) Capacity for
decision making

- (xv) a. Patience
 - b. tact
 - c. courtesy
 - (xvi) Control over subordinates if any (power of commanding respect and discipline enforcing)
 - (xvii) Matters of official and public interest in which the officer has specialized himself or taken special interest
 - (xviii) Manner in which the officer discharged the duties of his office during the year
 - (xix) Any other qualities having a bearing on the duties of the officer
 - (xx) General remarks
6. Has the Officer any special characteristics and/or any outstanding merits or abilities

(Signature)

Reporting Officer (Name in Block Letters)

.....
(Designation).....

REMARKS OF THE REVIEWING OFFICER/AUTHORITY

- 1. Length of Service under you

2. Do you agree with the assessment made by the Reporting Officer (anything you wish to modify or add, please elaborate add separate sheet if necessary) "Yes/No" (If "No" (give reasons)

Signature of the Reviewing Officer/Authority

.....

.....

Date.....

(Name and Designation)

Shown to Shri/Smt

Signature of Reporting Officer.....

Seen

Date.....

Signature of the Officer Reported upon

Date.....

PART III

Special Rules

for

- I. Kerala State Institute of Languages General Service (Academic and Administrative Branches)
- II. Kerala State Institute of Languages Subordinate Service (Academic and Administrative Branches)

(1) KERALA STATE INSTITUTE OF LANGUAGES GENERAL SERVICE

(Academic and Administrative Branches)

A. Academic Branch

1. Constitution

The Academic Branch of Kerala State Institute of Languages General Service shall consist of the following categories of Officers, namely-

- | | |
|------------|-------------------------|
| Category 1 | Director |
| Category 2 | Assistant Director |
| Category 3 | Senior Research Officer |
| Category 4 | Research Officer |
| Category 5 | Editorial Assistant |
| Category 6 | Sub Editor |

2. Method of appointment

Appointment to the various categories shall be made as follows:-

Category	Method of appointment
(1)	(2)
1. Director	Direct Recruitment
2. Assistant Director	(i) By promotion from the category of Senior Research Officer or (ii) In the absence of eligible candidates under (i) above, by direct recruitment
3. Senior Research Officer	(i) By Promotion from the category of Research Officer irrespective of the subject/Department or (ii) In the absence of eligible candidates under (i) above, by direct recruitment
4. Research Officer	(i) By promotion from the category of Editorial Assistant or (ii) In the absence of eligible candidates under (i) above, by promotion from the category of eligible sub-Editor or (iii) In the absence of (i) and (ii) above, by direct recruitment

Category	Method of appointment
(1)	(2)
5. Editorial Assistant	(i) By recruitment by transfer from eligible Proof Readers in the Kerala State Institute of Languages Subordinate Service or (ii) In the absence of eligible candidates under (i) above, by direct recruitment
6. Sub-Editor	

3. Procedure for making promotions and recruitment by transfer

Promotions/recruitment by transfer to the respective posts (including upgraded posts) shall be made on the basis of merit and ability, seniority being considered only where merit and ability are approximately equal.

4. Reservation of appointment

The rule relating to reservation of appointment (General Rule 18) shall be applied when appointments are made by direct recruitment to all posts except to the posts of Assistant Director and Director.

5. Appointing authority

(a) The appointing authority in respect of category 1 (Director) shall be Government.

(b) The appointing authority in respect of all the other categories shall be the Governing Body.

(c) Selection to various categories (except category 1) by direct recruitment shall be made (i) by staff selection committee or Committees, the composition of which shall be determined by the Governing Body from time to time. Selection to category 1 (Director) shall be made by Government according to the procedure prescribed by the Government.

6. (a) Qualification regarding age

No person shall be eligible for appointment to the post mentioned in column (i) of the Table below by direct recruitment if he has not completed the age specified in corresponding entry in Col. (2) thereof on the 1st day of January of the year in which applications for the appointment are invited. The maximum age limit for direct recruitment as on the above date shall be as shown in Col. (3) below:

Table

Category	Minimum age	Maximum age
1	2	3
Director	40	50
Assistant Director	40	50
Senior Research Officer	35	50
Research Officer	30	40
Editorial Assistant	-	35
Sub-Editor	-	35

(b) Other Qualifications

No person shall be eligible for appointment to the categories mentioned in Col. (i) of the Table below by the method specified in Col. (2) thereof unless he possesses the qualification specified in the corresponding entry in Col. (3) thereof:

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
1. Director	Direct recruitment	(a) Essential (i) First or Second Class Master's Degree in Science Arts/ Commerce/Engineering/Technology/Medicine of recognised University

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
		(ii) Proficiency in Malayalam as proved by publications
		(iii) Teaching and Research experience in a College, University Institute of Higher Education Research Institute or Industry.
		(iv) Experience of editing first rate technical literature, and
		(v) Administrative experience in a Supervisory capacity
		<i>Note:-</i> The total period of experience required shall not less than 15 years in items (iii) to (v) above-
		(b) Desirable
		(i) Doctorate Degree
		(ii) Knowledge of Indian languages other than Malayalam
2. Assistant Director	(i) Promotion	Not less than 10 years service in the Institute out of which not less than 5 years shall be in the category of Senior Research Officer
	(ii) Direct recruitment	(a) Essential
		(i) First or Second Class Master's Degree in Science Arts/Commerce/Engineering/Technology/Medicine of a recognised University

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
		(ii) Proficiency in Malayalam as proved by publications (iii) Teaching and Research experience in a college, University, Institute of higher learning, Research Institute or Industry. (iv) Experience of editing and (v) Administrative experience in a Supervisory Capacity <i>Note:</i> The total period of experience required shall be not less 10 years in item (iii) to (v) above (b) Desirable (i) Doctorate Degree Knowledge of Indian Languages other than Malayalam Not less than 10 years Service in the Institute out of which 8 years shall be in the Category of Research Officer, irrespective of Department <i>Note:-</i> If the vacancy of Senior Research Officer occurs in one Department and Research Officer who is eligible for promotion to that vacancy
3. Senior Research Officer	(i) Promotion	

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
		belongs to another department, the post of Senior Research Officer shall be shifted from the former Department to latter Department and the post of Research Officer shall be shifted from the latter Department to the former Department
	(ii) Direct Recruitment	<p>(a) Essential</p> <p>(i) First or Second class Master's Degree in Science/ Arts/Commerce/Engineering / Technology / Medicine of a recognised University.</p> <p>(ii) Proficiency in Malayalam as proved by publications.</p> <p>(iii) Teaching and Research experience in a College, University, Institute of higher learning, Research Institute or Industry, and</p> <p>(iv) Experience of editing</p> <p><i>Note:-</i> The total period experience required shall be not less than 10 years in items (iii) and (iv) above</p> <p>(b) Desirable</p> <p>(i) Doctorate Degree</p> <p>(ii) Knowledge of Indian languages, other than Malayalam.</p>

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
4. Research Officer	(i) Promotion of Editorial Assistant	(i) Not less than 5 years Service in the category of Editorial Assistant irrespective of their Departments <i>Note:-</i> If the vacancy of Research Officer occurs in one Department and the Editorial Assistant, who is eligible for promotion to that vacancy belongs to another Department, the post of Research Officer shall be shifted from the former Department to the latter Department and the post of Editorial Assistant shall be shifted from the latter Department to the former Department.
	(ii) Promotion of Sub-Editor	(a)(i) First or Second Class Master's Degree in Science Arts/Commerce, or First or high Second Class Bachelors degree in Engineering/Technology/Medicine/Agricultural Science/Veterinary Science of a recognised University, and (ii) Not less than five years, service in the Institute in the category of Sub-Editor.

Category	Method of Appointment	Qualifications
(1)	(2)	(3)

Note:- The Senior-most sub-Editor possessing the concerned Degree in the subject in which the vacancy of Research Officer has arisen and who is also otherwise eligible shall alone be promoted as Research officer irrespective of the general seniority of the Sub-Editors.

(iii) Direct recruitment:

- (i) First or Second Class Master's Degree in Science/ Arts/Commerce or First or high Second Class Bachelor's Degree in Engineering/Technology/Medicine/Veterinary Science/Agricultural Science of a recognised University
- (ii) Proficiency in Malayalam as proved by publications.
- (iii) Teaching and Research experience in a college, University, Institute of higher learning, Research Institute or Industry, and
- (iv) Experience of editing

Note:- The total period of experience required shall be not less than 5 years in items (iii) and (iv) together.

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
5. Editorial Assistant	Recruitment by transfer	<p>(i) First or Second Class Master's Degree in Science/Arts/Commerce, or First or high Second Class Bachelor's Degree in Engineering/Technology / Medicine / Agriculture/Veterinary Science, of a recognised University.</p> <p>(ii) Not less than 3 years service in the category of Proof Reader in the Institute.</p> <p><i>Note:-</i> The Senior most Proof Reader possessing the concerned degree in the subject in which the vacancy of Editorial Assistant has arisen and who is also otherwise eligible shall alone be recruited by transfer as Editorial Assistant irrespective of the general seniority of the Proof Readers.</p>
	Direct Recruitment	<p>(i) First or Second Class Master's Degree in Science/Arts/Commerce or first or high second class Bachelor's Degree in Engineering/Technology / Medicine / Agriculture/Veterinary Science, of a recognised University.</p>

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
6. Sub-Editor	(i) Recruitment by transfer	(ii) Proficiency in Malayalam as proved by Publications, and (iii) Experience of editing technical publications
	(ii) Direct-recruitment	(i) Bachelor's Degree of a recognised University, and (ii) Not less than 3 years service in the category of Proof Reader in the Institute (i) Bachelor's Degree of a recognised University (ii) Proficiency in Malayalam as proved by Publications, and (iii) Higher grade certificate in Proof Reading (K.G.T.E./M.G.T.E) or equivalent qualification or Experience in Proof Reading for not less than 3 years in a Publishing House or Printing Press of repute.

(c) Qualification regarding experience/Service

(i) The experience/qualification prescribed for direct recruits in the table in Sub-rule (b) shall be one acquired after acquiring the basic educational qualification prescribed for the respective posts.

(ii) The contract service, if any, in the Institute at the commencement of these Rules, shall be taken in to account in calculating the total length of service required.

7. Probation: Every person appointed to any of the categories shall, from the date on which he joins duty, be on probation

(i) if appointed by promotion or transfer, for a total period of one year on duty within a continuous period of two years and

(ii) if recruited direct, for a total period the two years on duty within a continuous period of three years.

8. Following shall be the duties and responsibilities of the Officers of this Branch:-

1. Director: The duties and responsibilities, of Director shall in addition to those already prescribed by the rules of the Institute, be as determined by the Governing Body from time to time.

2. Assistant Director: The duties and responsibilities of the Assistant Director shall, in addition to those already prescribed by the governing body be determined by the Director from time to time.

3. Senior Research Officer: He shall have all the duties and responsibilities as are assigned to the Research Officers and also those delegated to him by the Director. If there is any difference of opinion between Assistant Director, Senior Research Officer and Research Officers in regard to the preparation of book or any other matter the same shall be referred to the Director for final decision. He shall also attend to any other Institute work assigned by the Director, which is related to his speciality, knowledge or experience.

4. Research Officer: (a) The Research Officer shall be responsible for the content and the form of books in subjects, coming under his speciality. He shall edit the manuscripts coming under his speciality, and see them through the press.

(b) As per directions from Director the Research Officer shall carry on correspondence, whenever necessary, with authors consultants etc., and shall report regarding payment of remuneration to authors, illustrators etc.

(c) He shall give a report of his work every month.

(d) He shall assist the Director in co-ordinating the work of the Institute.

(e) He shall participate in Seminars, Book Exhibitions, Sales promotion work and such other activities of the Institute as and when required by the Director.

(f) He shall attend to any other Institute work assigned by the Director, which is related to his speciality, knowledge or experience.

5. **Editorial Assistant:** He shall attend to the duties of editing manuscripts, reading of proofs, preparing indices, supervising printing and correcting the manuscripts. He shall also attend to any other Institute work assigned by the Director, which is related to his speciality, knowledge or experience.

6. **Sub-Editor:** He shall attend to the duties of editing manuscripts, reading proofs, preparing indices, supervising printing and correcting the manuscripts. He shall also attend to any other Institute work assigned by the Director, which is related to his qualifications, knowledge or experience.

KERALA STATE INSTITUTE OF LANGUAGES GENERAL SERVICE

(Academic and Administrative Branches)

B. Administrative Branch

1. Constitution

The administrative Branch of the Kerala State Institute of Languages General Service shall consist of the following categories of Officers, namely:-

Category	1	Sales Officer
	2	Cashier

2. Method of appointment

Appointment to the categories shall be made as follows:-

Category	Method of Appointment
Sales Officer	Direct recruitment
Cashier	(i) Recruitment by transfer from Upper Division Clerks in the Kerala State Institute of Languages, Subordinate Service- or (ii) In the absence of eligible candidates under (i) above, by deputation from Government services.

3. Procedure for making promotion and recruitment by transfer

Promotion/Recruitment by transfer shall be made from the list of the Institute on the basis of merit and ability. Seniority being considered only where merit and ability are approximately equal.

4. Reservation of appointment

The rule relating to reservation (General Rule 18) shall apply to in case of direct recruitment.

5. (a) Appointing authority

The appointing authority shall be the Governing Body.

(b) Selection by direct recruitment shall be made by Staff Selection Committee, the composition of which shall be determined by the Governing Body from time to time.

6. (a) Qualification regarding age

No person shall be eligible for appointment to the post of Sales Officer if he has not completed 25 years of age on the 1st day of January of the year in which applications for appointment are invited. The maximum age limit for appointment to the post as on the above date shall be 40

(b) Other Qualifications

No person shall be eligible for appointment to the Categories mentioned in Column (1) of the table below by the method specified in Column (2) thereof unless he possesses, the qualifications specified in the corresponding entry in column (3) thereof-

Category	Method of appointment	Qualifications
(1)	(2)	(3)
1. Sales Officer	Direct Recruitment	(i) (a) Essential First or Second Class Bachelor's Degree in Arts/ Science/Commerce of a recognised University.

Category	Method of appointment	Qualifications
(1)	(2)	(3)
		(ii) Diploma in Business Administration.
		(iii) Proficiency in Malayalam as proved by publications, and
		(iv) Not less than 5 years experience in a responsible position in a business or sales organisation of repute or in a Government Department in India.
		(b) Desirable: Knowledge of Indian languages other than Malayalam.
2. Cashier	Recruitment by transfer	(i) Account Test (Higher)
		(ii) Manual of office procedure, and
		(iii) Not less than 15 years' service in the Institute out of which 5 years shall be in the feeder category.

(c) Qualification regarding experience/Service

(i) The experience, qualification prescribed for the post of Sales Officer shall be one acquired after acquiring the basic educational qualification prescribed for the post.

(ii) The contract Service, if any, in the Institute at the commencement of these Rules, shall be taken into account in calculating the total length of services required.

(d) Probation

Every person appointed to any of the categories shall, from the date on which he joins duty, be on probation:-

- (i) if appointed by transfer, for a total period of one year on duty within a continuous period of two years, and
 (ii) if recruited direct, for a total period of two years on duty within a continuous period of three years.

**KERALA STATE INSTITUTE OF LANGUAGES
 SUBORDINATE SERVICE**

(Academic and Administrative Branches)

A. Academic Branch

1. Constitution

The Academic Branch of the Kerala State Institute of Language Subordinate Service shall consist of the following categories of officers, namely:-

Category	1	Artist
	2	Proof Reader

2. Method of appointment

Appointment to the Service shall be made by direct recruitment

3. Reservation of appointment

The rule relating to reservation of appointment (General Rule 18) shall apply to appointments.

4. (a) Appointing Authority

Appointing authority shall be the Governing Body.

(b) Selection of candidates to the service shall be made (i) by Staff Selection Committee or Committees, the Composition of which shall be determined by the Governing Body from time to time.

5. (a) Qualification regarding age

No person shall be eligible for appointment to the posts if he has not completed 18 years of age or if he has completed 35 years on the 1st day of January of the year in which applications for appointments are invited.

6. Probation

Every person appointed to any of the categories shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years

B. Administrative Branch

1. Constitution

The administrative Branch of the Kerala State Institute of Languages Subordinate Service shall consist of the following categories of officers, namely:-

Category	1	Upper Division Clerk (Non-Secretariat scale of pay)
”	2	Steno-Typist Grade I
”	3	Steno-Typist Grade II
”	4	Lower Division Typist
”	5	Store Keeper
”	6	Lower Division Clerk (Non Secretariat Scale of pay)
”	7	Block Keeper
”	8	Librarian
”	9	Driver
”	10	Clerical Attender
”	11	Binder-cum-Attender
”	12	Higher Grade Peon
”	13	Peon
”	14	Night Watchman
”	15	Sweeper-cum-Scavenger

2. Method of appointment

Appointment to the various categories shall be made as follows:-

Category	Method of appointment
1. Upper Division Clerk	By promotion from Lower Division Clerks, Store-keeper and Block Keeper or Appointment from Steno-Typists, U.D. Typists and L.D. Typists

Category	Method of appointment
	<p><i>Note:</i> (i) Promotion shall be made from the persons having the longest period of service in the feeder category.</p>
	<p>(ii) Steno Typists, U.D. Typists and L.D. Typists of the Institute who has a minimum service of ten years and who possess the qualifications prescribed for appointment as U.D. Clerks will be eligible for appointment as U.D. Clerks in every third vacancy. If eligible candidates are not available at the time of occurrence of vacancy, the vacancy will be filled up by promotions from L.D. Clerks/ Store Keeper and Block-Keeper. The Seniority of the Steno-Typists/ U.D. Typists, L.D Typists who get appointment as U.D. Clerk will be fixed with reference to the date of the order of their appointment as U.D. Clerk. A Steno-Typist/U.D. Typist/L.D. Typist will not be eligible for appointment as U.D. Clerk unless he has put in as much service as the Senior most L.D. Clerk / Store Keeper/Block Keeper awaiting promotion. The appointment of Steno-Typist/U.D. Typist/L.D. Typist as U.D Clerk will be on the basis of the total length of service as Steno-Typist/ Typist as the case may be.</p>

Category	Method of appointment
(iii) In the case of Typists/Steno typists of the Institute who are approved probationers or full members, they will be allowed to appear for a competitive examination conducted by the State Institute of Languages for selection as L.D. Clerk in the Institute. Those who get not less than 40% marks in the competitive examinations will be declared eligible for appointment as L.D. Clerk in the third vacancy in the Institute according to their seniority among Typists/Steno-Typists in the Institute. If no qualified candidate is available at the time of occurrence of vacancy the same will be filled up by direct recruitment. The seniority of Typists/Steno-Typists who get appointment as L.D. Clerk will be fixed with reference to the date of their appointment as L.D. Clerk.	
2. Steno-Typist Grade I	By promotion from Steno-typist, Grade II (i) By Promotion from L.D. Typist. <i>Note:</i> Promotion shall be made from persons having the longest period of service in the feeder categories. or
3. Steno-typist Grade II	(ii) In the absence of eligible candidates under (i) above, by direct recruitment.
4. Lower Division Typist 5. Store-Keeper 6. Lower Division Clerk 7. Block Keeper	By promotion from Clerical Attender and Binder-cum -Attender/Peon/Packer (ii) By Direct recruitment

Category	Method of appointment
	<i>Note:-</i> Promotion shall be made from persons who are having the longest period of service in the feeder categories and who pass the eligibility test conducted by the State Institute of Languages. Promotions and direct recruitments will be made in the ratio of 1:1. In the absence of suitable candidates for promotions, the vacancy will be set off for direct recruitment
8. Librarian	By direct recruitment
9. Driver	(i) By promotion from Peons (including Higher grade peon) <i>Note:-</i> Promotion shall be made from persons having the longest period of service in the Institute.
10. Clerical Attender	
11. Binder-cum-attender	
	or
	(ii) In the absence of eligible candidates under (i) above, by direct recruitment.
12. Higher Grade Peon	By promotion from peons and Night Watchman
	<i>Note:-</i> Promotion shall be made from persons having longest period of service in the feeder categories
13. Peon	By direct recruitment
14. Night watchman	
15. Sweeper Cum-Scavenger	

3. Reservation of appointment

The rule relating to the reservation of appointment (General rule 18) shall apply to appointments by direct recruitment.

4. (a) Appointing authority

Appointing authority shall be the Governing Body.

(b) Selection of candidates to the service by direct recruitment shall be made by Selection Committee or Committee, the composition of which shall be determined by the Governing Body from time to time.

5. (a) Qualification regarding age

No person shall be eligible for appointment by direct recruitment to the posts if he has not completed 18 years of age or if he has completed 35 years on the 1st day of January of the year in which applications for appointment are invited.

(b) Other qualification

No person shall be eligible for appointment to the categories mentioned in column (1) of the table below by the method specified to column (2) thereof unless he possesses the qualifications specified in the corresponding entry to column (3) thereof:

Category	Method of appointment	Qualifications
(1)	(2)	(3)
1. Upper Division Clerk	(i) Promotion	(i) Minimum General educational qualification of the S.S.L.C. standard (ii) Account Test (Lower) (iii) Manual of Office procedure, and (iv) Not less than 2 years Service in the feeder category
	(ii) By appointment of Steno-Typists/U.D. Typists/L.D. Typists	(i) Not less than 10 years Service in the Institute (ii) Account Test Lower/Higher (iii) Manual of Office procedure

Category	Method of appointment	Qualifications
(1)	(2)	(3)
2. Steno-Typist Grade I	Promotion	Not less than 2 years service in the feeder category.
3. Steno-Typist Grade II	Promotion or Direct recruitment	(i) Minimum General educational Qualification of the S.S.L.C. standard (ii) Lower grade certificates in Typewriting and Shorthand (in English or Malayalam M.G.T.E. or K.G.T.E) or equivalent examination Desirable Qualification in Typewriting and Shorthand in both languages of Malayalam and English
4. Lower Division Typist	Direct recruitment	(i) Minimum General educational qualification of the S.S.L.C. standard and (ii) Lower grade certificate in Typewriting (in English and Malayalam) M.G.T.E/ K.G.T.E. or equivalent examination.
5. Store Keeper	Promotion or Direct recruitment	Minimum general educational qualification of S.S.L.C standard
6. Lower Division Clerk		
7. Block Keeper	Promotion or Direct recruitment	(i) Minimum general educational qualification of the S. S. L. C. standard

Category	Method of appointment	Qualifications
(1)	(2)	(3)
		(ii) Typewriting (English or Malayalam) Lower K.G. T. E. or equivalent.
		(iii) Not less than two years experience in Block Keeping
8. Librarian	Direct recruitment	(i) Minimum general educational qualification of the S.S.L.C. standard, and (ii) Certificate course in Library Science of a recognised Institution
9. Driver	Promotion or Direct recruitment	(i) Literacy in Malayalam and (ii) Must possess Motor Driving Licence with endorsement for driving heavy duty vehicles and three years experience in driving heavy vehicles either Military or Civil after obtaining the Motor Driving Licence with endorsement.
		Medical fitness Ear - Hearing should be Perfect. Eye - Distant vision: 6/6 snellen Near vision: 0.5 snellen Colour vision: Normal Night blindness: Nil

Category	Method of appointment	Qualifications
(1)	(2)	(3)
		Muscles and joints- No paralysis and all joints with free movements. Nervous system- perfectly normal.
10. Clerical Attender	(i) Promotion	(i) Pass in III Form (Standard VII) and (ii) Pass in Attender's Test conducted by Kerala Public Service Commission or (i) Five years' regular service in the Institute. and (iii) Pass in Attender's Test conducted by Kerala Public Service Commission
	(ii) Direct recruitment	Minimum general educational qualification of the S.S.L.C. standard. (Should pass Attender Test conducted by the Kerala Public Service Commission during the period of probation)
11. Binder-cum-Attender	(i) Promotion	(i) Pass in III Form (Standard VII) or 5 years regular service in the Institute, and (ii) Lower Grade Certificate in Book Binding (MGTE/ KGTE) or equivalent

Category	Method of appointment	Qualification
(1)	(2)	(3)
	(ii) Direct recruitment	examination or 18 months experience in Book Binding. (iii) Pass in Attenders' Test conducted by the Kerala Public Service Commission. (i) Minimum general educational qualification of the S.S.L.C. standard, and (ii) Lower grade certificate in Book Binding (M.G.T.E/ K.G.T.E) or equivalent Examination (should pass Attender Test conducted by the Kerala Public Service Commission during the period of probation)
12. Higher Grade Peon	Promotion	Not less than 5 years service in the feeder category
13. Peon	Direct recruitment	(i) Must be able to read and write Malayalam and (ii) Ability to ride a bicycle
14. Night watchman	Direct recruitment	(i) Must be able to read and write Malayalam (ii) Ability to ride a bicycle, and (iii) Good physique
15. Sweeper-cum-Scavenger	Direct recruitment	(i) Must be able to speak Malayalam and (ii) Good physique

(c) Qualification regarding Service

The contract service, if any, in the Institute shall be taken into account in calculating the total length of service required.

6. Probation

Every person appointed to any of the categories shall from the date on which he joins duty, be on probation.

(i) if appointed from other categories in the service or by promotion, for a total period of one year on duty within a continuous period of two years and;

(ii) if recruited direct, for a total period of two years on duty within a continuous period of three years.

7. Tests

Every person appointed as Lower Division Clerk or Store Keeper shall within the prescribed period of probation pass the Manual of Office Procedure Test and Account Test (Lower).

**KERALA STATE INSTITUTE OF LANGUAGES
SERVICES DISCIPLINARY RULES**

**STATE INSTITUTE OF LANGUAGES
TRIVANDRUM**

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KERALA STATE INSTITUTE OF LANGUAGES SERVICES DISCIPLINARY RULES

1. Short title and commencement

(1) These Rules may be called the Kerala State Institute of Languages Services Disciplinary Rules, 1984.

(2) They shall come into force from the date of issue of orders approving the rules.

2 Definitions

In these rules, unless the context other-wise requires.

(a) 'Appointing authority'-means,-(i)the authority empowered to make appointments to the post which the Institute employee for time being holds, or

(ii) the authority empowered to make appointments to the service or category of which the Institute employee is for the time being a member.

Note:- Where the power of appointment is delegated to any authority that authority will be deemed to be the Appointing authority.

(b) 'Disciplinary authority' in relation to the imposition of a penalty on an Institute employee, means the authority competent under these rules, to impose on him that penalty

(c) 'Government' means Government of Kerala.

(d) 'Institute' means State Institute of Languages (Kerala) Society.

- (e) 'Institute employee' means every person in the whole-time employment of the Institute (Other than a person so employed on daily wages) and, paid for from the funds of the Institute.
- (f) 'Service' means a group of persons classified according to the rules of the Institute as a General or Subordinate Service as the case may be.

Note:- Where the context so requires, 'Service' means the period during which a person holds a post or is a member of a service.

3. Application

(1) These Rules shall apply to all Institute employees except.

- (a) Persons in casual employment.
- (b) Persons subject to discharge from service without notice, authority is Subordinate.
- (c) Persons for whose appointment and other matters covered by these rules, special provision is made by or under any law for the time being in force in regard to the matters covered by such law.

(2) Notwithstanding anything contained in sub-rule (1) the Government or the Governing Body of the Institute may and by order, exclude from the operation of all or any of these rules, any Institute employee or class of Institute employees.

4. Special provision by agreement

Where it is considered necessary to make special provisions in respect of an Institute employee inconsistent with any of these rules, the Governing Body of the Institute may, by agreement with such Institute employee make such special provisions and thereupon these rules shall not apply to such Institute employee to the extent to which the special provisions so made are inconsistent therewith.

5. Protection of rights and privileges conferred by any agreement

Nothing in these rules shall operate to deprive any Institute employee of any right or privilege to which he is entitled by the terms of any agreement subsisting between such person and the Institute at the commencement of these rules;

Provided that the contract employees of the Institute at the commencement of these rules, who opt to be governed by the Kerala State Institute of Languages General and Subordinate Services Rules and whose contract service is treated as regular service for purposes of the said rules, shall be governed by these rules as far as practicable, even for the period of their contract service which has been treated as regular service.

6. Classification of Services

The services, the members of which are subject to these rules, shall be classified as follows:-

- (i) Kerala State Institute of Languages General Service (Academic and Administrative Branches) and,
- (ii) Kerala State Institute of Languages Subordinate Service (Academic and Administrative Branches)

7. Appointing authorities

(1) The appointment to the posts of the Director in the Kerala State Institute of Languages General Service shall be made by the Government.

(2) All other appointment, to the General and Subordinate Services shall be made by the Governing Body of Institute.

Provided that the Government or the Governing Body as the case may be, by general or special orders or rules and subject to such conditions as they may specify, delegate to any other authority the power to make such appointments.

8. Suspension

(1) The appointing authority or any authority to which it is subordinate or any other authority empowered by the appointing authority in that behalf may, at any time, place an Institute employee under suspension:-

- (a) where a disciplinary proceeding against him is contemplated or is pending; or
- (b) where a case against him in respect of any criminal offence is under investigation or trial; or

- (c) where in the opinion of the authority aforesaid he has engaged himself in activities prejudicial to the interests of the Institute; or
- (d) where final orders are pending in the disciplinary proceeding if the appropriate authority considers that in the then prevailing circumstances it is necessary, in the interests of the Institute that the Institute employee should be suspended from service of the Institute.

(2) An Institute employee shall be decided to have been placed under suspension by an order of the appointing authority:-

- (a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty eight hours.
- (b) With effect from the-date of his conviction, for an offence if he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith-dismissed or removed or compulsorily retired consequent to such conviction.

Explanation-

The period of forty-eight hours referred to in sub-clause (b) of clause (2) shall be computed from the commencement of the imprisonment after the conviction and for this purpose intermittent periods of suspension, if any, shall be taken into account.

- (3) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or reviewed by the authority competent to do so.
- (b) Where an Institute employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension, may, for reasons to be recorded by him in writing, direct that the Institute employee shall continue to be under suspension until the termination of all or any of such proceeding.

9. Report of suspension

Where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority, the circumstances under which the order was made.

10. Continuance of suspension in case of further enquiry

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an Institute employee under suspension is set aside in appeal or on revision under these rules and the case is remitted for further inquiry or action or with any other direction, the order of his suspension shall be deemed to have continued in force on and from the date of original order of dismissal, removal, or compulsory retirement and shall remain in force until further orders.

11. Continuance of suspension in certain other cases

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an Institute employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case decides, to hold a further enquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the Institute employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension, until further orders.

12. Modification or revocation of suspension

An order of suspension made or deemed to have been made under these rules, may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

13. Subsistence allowance

(1) Whenever an Institute employee is placed under suspension, shall be paid such subsistence and other allowances admissible under the rule for the time being in force regulating such matters;

Provided that where the period of suspension exceeds twelve months it shall be within the competence of the suspending authority to increase or reduce the amount of subsistence allowance for any period subsequent to the period first twelve months subject to the following condition, namely:-

(i) the amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty percent of the subsistence allowance drawn during the period of the first twelve months, if in the opinion of the suspending authority, the period of suspension has been prolonged for reasons not directly attributable to the Institute employee.

(ii) the amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty percent of the subsistence allowance drawn during the period of the first twelve months, if in the opinion of the suspending authority, the prolongation of the period of suspension has been due to reasons directly attributable to the Institute employee.

(2) No Institute employee shall be entitled to receive payment under clause (1) unless he furnishes a certificate to the effect that he is not engaged in any other employment, business, profession or vocation.

14. Imposition of Penalties

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an Institute employee, namely:-

A. Minor Penalties

(i) Censure;

(ii) Fine (in the case of persons on whom such penalty may be imposed under these rules;

(iii) With-holding of increments or promotion;

(iv) (a) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute or a State Government or the Central Government or to a local authority or any legally constituted body, by negligence or breach of orders;

(b) recovery from pay to the extent necessary, of the monetary value equivalent to the amount of increments ordered to be with-held where such an order cannot be given effect to.

Explanation

In the case of stoppage of increments with cumulative effect, the monetary value equivalent to three times the amount of increments ordered to be with-held may be recovered.

B. Major Penalties.

(v) Reduction to a lower rank in the seniority list or to a lower grade or post or time scale;

Note:- 1 The period of reduction shall not be less than six months and not more than five years. If the period is not specified in the order, the period of reduction shall be deemed to be six months;

Note:- 2 Reduction to a lower stage in the time scale can be with or without the effect of postponing future increments. If no mention is made about this in the order, the reduction shall be deemed to be without the effect of postponing future increments.

(vi) Compulsory retirement;

(vii) Removal from the Institute service which shall not be a disqualification for future employment, unless otherwise directed specifically;

(viii) Dismissal from the Institute service which shall be a disqualification for future employment;

Explanation

The following shall not amount to a penalty with in the meaning of this rule:-

(i) with-holding of increments of an Institute employee for failure to pass a departmental examination or consequential to the extension of probation in accordance with the rules or orders governing the services or post or the terms of his appointment.

(ii) Stoppage of an Institute employee at the efficiency bar in the time-scale on the ground of his unfitness to cross the bar.

(iii) Non-promotion whether in an officiating or substantive capacity, of an Institute employee after consideration of his case, to a higher grade post, for promotion to which he is eligible.

(iv) Reversion to a lower service, category, grade or post of an Institute employee officiating in a higher service, category, grade or post on the ground that he is considered, after trial, to be unsuitable for such higher service, category, grade or post or on administrative grounds unconnected with his conduct.

(v) Reversion to his previous service, category, grade or post of an Institute employee appointed on probation to another service category, grade or post during or at the end of the period of probation in accordance with the term of his appointment or the rules governing probation.

(vi) Replacement of the service of a person whose services have been borrowed from the Central Government or State Government or a local authority at the disposal of the authority which had lent his services:

(vii) Compulsory retirement of an Institute employee in accordance with the provisions relating to his superannuation or retirement.

(viii) Termination of service of an Institute employee during or at the end of the period of his probation, in accordance with the terms of the appointment or the laws of the Institute.

(ix) Termination of service of an Institute employee employed under agreement, in accordance with the terms of such agreement.

15. Fine

The penalty of fine as such shall be imposed only on Institute employees holding the posts which are equivalent to class IV posts in Government service.

16. Disciplinary Authority

(a) The penalties specified in items (i), (iii) and (iv) of rule 14 may be imposed on an institute employee of and below the rank of Assistant Director of the Institute, by the Director of the Institute.

(b) The penalty specified in item (ii) of rule 14 may be imposed by the Administrative Officer of the Institute.

(c) The penalties specified in items (v) to (viii) of rule 14 may be imposed on an Institute employee of and below the rank of Assistant Director of the Institute, by the Governing Body of the Institute.

(d) The penalties specified in items (i) and (iii) to (viii) of rule 14 may be imposed on the Director of the Institute, by the Government.

17. Powers of the higher authorities

The powers which an authority may exercise under rule 16 shall be exercisable by the higher authorities also.

18. Bar of jurisdiction

Where in any case a higher authority has imposed or declined to impose a penalty under these rules, a lower authority shall have no jurisdiction to proceed under these rules in respect of the same case.

19. Supersession

The order of a higher authority imposing or declining to impose in any case a penalty under these rules shall supersede any order passed by a lower authority in respect of the same case.

PROCEDURE FOR IMPOSING MAJOR PENALTIES

20. Inquiry

Without prejudice to the provisions of the Kerala Public Servants (inquiry Act, 1963), no order imposing on an Institute employee any of the penalties specified in items (v) to (viii) of the rule 14 shall be passed except after an inquiry held as far as may be, in the manner hereinafter provided, in rules 21 to 32.

21. Formal Inquiry how and when ordered

(a) Whenever a complaint is received or on consideration of the report of an investigation, or for other reasons, the disciplinary authority or the appointing authority or any other authority empowered by the Government in this behalf is satisfied that there is prima facie case for taking action against an Institute employee, such authority shall frame definite charge or charges which shall be communicated to the Institute

employee, together with statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The accused Institute employee shall be required to submit within a reasonable time to be specified in that behalf a written statement of his defence and also to state whether he desires to be heard in person. The Institute employee may, on his request be permitted to peruse or take extracts from the records pertaining to the case for the purpose of preparing his written statement provided that the disciplinary or other authority referred to above may for reason to be recorded in writing refuse him such access if in its opinion such records are not strictly relevant to the case or it is not desirable in the interest of the Institute to allow such access. After the written statement is received within the time allowed, the authority referred to above may, if it is satisfied that a formal enquiry should be held into the conduct of the Institute employee, hold the formal enquiry itself or forward the record of the case to the authority or officer referred to in clause (b) and order that a formal enquiry may be conducted.

- (b) The formal inquiry may be conducted by
- (i) the Government or
 - (ii) an Officer authorised by the Government or
 - (iii) an Officer authorised by the appointing authority.

22. Amendment of charges

The authority or officer conducting the inquiry (hereinafter referred to as the Inquiring Authority) may during the course of the inquiry, if it deems necessary, add to, amend, alter, or modify the charges framed against the accused Institute employee, in which case the accused shall be required to submit within a reasonable time to be specified in that behalf any further written statement of his defence.

23. Access to records

The Institute employee shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if for reasons to be recorded in writing, in the opinion of the Inquiring

Authority, such records are not relevant for the purpose or it is against the interest of the Institute to allow him access thereto.

24. Inquiry into charge not admitted

On receipt of the further written statement of defence under rule 22 or if no such statement is received within the time specified therefore or in cases where the accused is not required to file written statement under the said rule, the Inquiring Authority may inquire into such of the charges as are not admitted.

25. Presentation of case

The disciplinary authority, if it is not Inquiring Authority, may nominate any person to present the case in support of the charges before the Inquiring Authority. The Institute employee shall not engage a legal practitioner unless the person nominated by the disciplinary authority is a legal practitioner or unless the Inquiring Authority, having regard to the circumstances of the case, so permits.

26. Adducing of evidence

The Inquiring Authority, shall, in the course of the inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The Institute employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person and to have such witnesses as may be produced, examined in his defence. The person presenting the case in support of the charges shall be entitled to cross-examine the Institute employee and the witnesses examined in his defence. If the Inquiring Authority declines to examine any witness on the ground that his evidence is not relevant or material, it shall record the reasons in writing

Explanation: If the Inquiring Authority proposes to rely on the oral evidence of any witness, the authority shall examine such witness and give an opportunity to the accused Institute employee to cross-examine the witness. Any previous written record of a statement made by a witness shall not be used or relied on and shall not form part of the record of the inquiry

except where the Institute employee agrees in writing to treat it as such.

27. Witnesses

The Institute employee may present to Inquiring Authority a list of witnesses whom he desires to examine in his defence. Where the witness to be examined is an Institute employee, the Inquiring Authority himself shall normally try to secure the presence of the witness, unless, he is of the view that the witness evidence is irrelevant or not material to the case under inquiry. Where the witness proposed to be examined by the Institute employee is one other than an Institute employee, the Inquiring Authority will be under no obligation to summon and examine him, unless the Institute employee himself produces him, for examination.

28. Report of Inquiry

At the conclusion of the Inquiry, the Inquiring Authority shall prepare a report of the Inquiry recording the findings on each of the charges together with reasons therefore, if, in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed, he may record findings on such charges, provided that findings on such charges shall not be recorded unless the Institute employee has admitted the facts constituting them or has had an opportunity for defending himself against him.

29. Record of Inquiry

The records of the inquiry shall include-

- (i) The charges framed against the Institute employee and the statement of allegations furnished to him;
- (ii) his written statement of defence, if any;
- (iii) a summary of the oral evidence considered in the course of the Inquiry;
- (iv) the documentary evidence considered in the course of the Inquiry;
- (v) the orders, if any, made by the disciplinary authority and the Inquiring Authority in regard to the inquiry; and
- (vi) a report setting out the findings on each charges and the reasons therefore.

30. Findings of disciplinary authority

The disciplinary authority shall, where it is not the inquiring authority consider the records of the inquiry and where it is considered necessary to depart from the findings of the inquiring authority record its findings on each charges with reasons thereof.

31. Imposition of major penalty

(1) If the disciplinary authority, having regard to the findings on the charges, is of the opinion that any of the penalties specified in items (v) to (viii) of rule 14 shall be imposed, it shall,

- (a) furnish to the Institute employee a copy of the report of the Inquiring Authority and where the disciplinary authority is not the Inquiring Authority, a statement of its findings together with brief reasons for disagreement, if any, with the findings, of the Inquiring Authority; and
- (b) give a notice stating the action proposed to be taken in regard to him and calling upon him to submit within a specified time, which may not generally exceed one month such representation as he may wish to make against the proposed action.

(2) The disciplinary authority shall consider the representation, if any, made by the institute employee in response to the notice under sub-clause (b) and determine what penalty, if any, shall be imposed on the Institute employee and pass appropriate orders thereon.

32. Imposition of minor penalty

If the disciplinary authority having regard to its findings is of the opinion that any of the penalties specified in items (i) to (iv) of rule 14 shall be imposed, he shall pass appropriate orders in the case.

33. Communication of orders

Orders passed by the disciplinary authority shall be communicated to the Institute employee who shall also be supplied with a copy of the report of the Inquiring Authority, and where the disciplinary authority is not the Inquiring Authority, a statement of its findings together with the

brief reason for disagreement of any of the findings of the Inquiring Authority, unless they have already been supplied to him.

34. Inquiry to be expeditious

The inquiry shall be conducted as expeditiously as the circumstances of the case may permit, particularly one against an Officer under suspension.

PROCEDURE FOR IMPOSING MINOR PENALTIES

35. Inquiry

No order imposing any of the penalties specified in items (i) to (iv) of rule 14 shall be passed except after.

- (a) the Institute employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given opportunity to make any representation he may wish to make;
- (b) such representation, if any, is taken into consideration by the disciplinary authority.

36. Record of proceedings in respect of minor penalties

The record of proceedings under rule 35 shall include,

- (i) a copy of the intimation to the Institute employee of the proposals to take action against him;
- (ii) a copy of the statement of allegations communicated to him;
- (iii) his representation if any;
- (iv) the orders of the case together with the reasons therefore.

37. Joint inquiry in respect of two or more employees

Where two or more Institute employees are concerned in any case, the authority competent to impose the penalty of dismissal from service on all such Institute employees or a higher authority may make an order directing that disciplinary action against all of them may be taken in common proceedings and specifying the authority which may function as the Inquiring Authority for the purpose of such common proceedings.

38. Special procedure in certain cases

Notwithstanding anything contained in rules 20 to 33 and 35 to 37-

- (i) where a penalty is imposed on an Institute employee on the ground of conduct which had led to his conviction on a criminal charges; or
- (ii) where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules, or
- (iii) where the Government, for reasons to be recorded in writing, is satisfied that in the interests of the Institute, it is not expedient to follow such procedure,

The disciplinary authority may consider the circumstances of the case and pass such orders thereon as it deems it.

39. Orders not appealable

There shall be no appeal against an order passed under the provisions of these rules, except as expressly provided in these rules.

40. Appeals against orders of suspension

An Institute employee may appeal against an order of suspension to the authority to which the authority which made or is deemed to have made the order is immediately subordinate.

41. Appeal against penalties

- (a) An appeal from an order imposing a penalty by the Director of the Institute shall lie to the Governing Body of the Institute
- (b) An appeal from the order imposing a penalty by the Administrative Officer of the Institute shall lie to the Director.
- (c) There shall be no appeal against an order imposing a penalty by the Government.

42. Appeal against other orders

- (1) An Institute employee may appeal against an order which-
 - (a) denies or varies to his disadvantages his pay, allowances or other conditions of service as regulated by the laws of the Institute.

(b) interprets to his disadvantage the provisions of any such laws, to the authority which made such laws

(2) An appeal against an order

- (a) stopping an Institute employee at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;
- (b) reverting to a lower service, grade or post, an Institute employee officiating in a higher service, grade or post, otherwise than as a penalty; and
- (c) determining the pay and allowances for the period of suspension to be paid to an Institute employee on his reinstatement or determining whether or not such period shall be treated as period spent on duty for any purpose;

Shall lie in respect of an Institute employee, to the authority to whom the authority imposing the penalty is immediately subordinate.

Explanation:- In this rule, the expression 'Institute employee' includes a person who has ceased to be in Institute service.

43. Limitation

No appeal under rules 39 to 54 shall be entertained unless it is submitted within a period of sixty days of the receipt of the order appealed against.

44. Form and contents of appeal

Every person submitting an appeal shall do so separately and in his own name. The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statement and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.

45. Submission of appeals

Every appeal shall be submitted to the authority which made the order appealed against;

Provided that a copy of the appeal may be submitted direct to the appellate authority.

46. Withholding of appeals

The authority which made the order appealed against may withhold the appeal, if-

- (i) it is an appeal against an order from which no appeal lies; or
- (ii) it does not comply with any of the provisions of rules 44 and 45 or
- (iii) it is not submitted within the period specified in rule 43 or
- (iv) it is repetition of an appeal already decided and no new facts or circumstances are adduced; or
- (v) it is addressed to an authority to which no appeal lies under these rules

Provided that an appeal withheld on the only ground that it does not comply with the provisions of rule 44 and 45 shall be returned to the appellant and, if resubmitted within one month thereof after compliance with the said provisions, shall not be withheld.

47. Withholding of appeal to be communicated

Where an appeal is withheld, the appellant shall be informed of the fact and the reasons therefore. When the appeal is withheld, the authority withholding the appeal shall forward a copy of the order communicated to the Institute employee to the appellate authority.

48. Transmission of appeals

The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under rule 47 with his comments thereon and the relevant records.

49. Appellate authority's power to call for appeals withheld

The authority to which the appeal lies may direct transmission to him of an appeal withheld under rule 46 and thereupon such appeals shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records.

50. No appeal from an order withholding an appeal

No appeal shall lie against the withholding of an appeal by a competent authority.

51. Consideration of appeal against suspension

In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of rules and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

52. Consideration of appeal against penalties

(1) In the case of an appeal against an order imposing any of the penalties specified in rule 14 the appellate authority shall consider.

- (a) whether the facts on which the order was based have been established;
- (b) whether the facts established afford sufficient grounds for taking action;
- (c) whether the procedure prescribed in these rules have been complied with, and if so, whether such non-compliance has resulted in violation of any laws of the Institute or in failure of justice;
- (d) whether the findings are justified; and
- (e) whether the penalty imposed is excessive; adequate or inadequate and pass orders,
 - (i) setting aside, reducing, confirming or enhancing the penalty; or
 - (ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case;

Provided that,-

- (i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose,
- (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any

representation which he may wish to make against such an enhanced penalty; and

- (iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in items (v) to (viii) of rule 14 and an inquiry under rules 21 to 33 has not already been held in the case, the appellate authority shall, subject to the provisions of rule 38, itself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

(2) In the case of an appeal against an order specified in rule 42 the appellate authority shall consider all the circumstances of the case and pass such orders as it may deem just and equitable.

53. Implementation of orders on appeal

The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

54. Procedure when the person who imposed penalty becomes the appellate authority

Notwithstanding anything contained in rules 39 to 53 where the person who made the order appealed against becomes, by virtue of his subsequent appointment or other-wise, the appellate authority under rules 40 to 42 in respect of the appeal against such order, such person shall forward the appeal to the authority to which he is immediately subordinate, and such authority shall in relation to that appeal, be deemed to be the appellate authority for the purpose of rules 51 to 53.

55. Revision

Notwithstanding anything contained in these rules, where there is a grave miscarriage of justice or a patent error on the facts in the record of the case of subordinate authority, it shall be open to the Government at any time to call for the records and after examining them pass such orders as it may consider necessary.

56. Review of original orders

There shall be a review of the original orders, on application of party, by Government, There shall be only one review and application for review shall be made within a period of sixty days from the date of order.

57. Review of orders by appellate authorities

The authority to which an appeal against an order imposing any of the penalties specified in rule 14 lies may, of its own motion or otherwise, call for the records of the case in a disciplinary proceedings, review, any order passed in such a case and pass such orders as it deems fit, as if the Institute employee had preferred an appeal against order;

Provided that no application for review shall be entertained after the expiry of a period of thirty days from the date of passing the order:

Provided further that no action under this rule shall be initiated more than one year after the date of the order to be reviewed.

58. Submission of Report

Every authority other than the Government empowered to impose any of the penalties specified in rule 14 shall submit to the Governing Body of the Institute Reports of cases where any of aforesaid penalties have been imposed or where an Institute employee is suspended under rule 8. Every appellate authority other than the Government shall likewise submit to the Governing Body of the Institute reports of cases disposed of by them.

59. Removal of doubts

If any doubt arises,

- (a) whether these rules or any of them apply to any person; or
- (b) whether any person to whom these rules apply belongs to a particular service
- (c) as to the interpretation of any of the provisions of these rules; the matter shall be referred to the Government whose decision there on shall be final.

**KERALA STATE INSTITUTE OF LANGUAGES
EMPLOYEES' CONDUCT RULES**

**STATE INSTITUTE OF LANGUAGES
TRIVANDRUM**

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KERALA STATE INSTITUTE OF LANGUAGES EMPLOYEES' CONDUCT RULES

1. Title, Commencement and application

(1) These rules may be called the Kerala State Institute of Languages Employees' Conduct Rules, 1984

(2) They shall come into force from the date of issue of the orders approving the rules

(3) They shall apply to all Institute employees except persons for whose appointment and other matters covered by these rules, special provision is made by or under any law for the time-being in force in regard to the matters covered by such law.

(4) Notwithstanding anything contained in sub-rule (3), the Governing body may, by order, exclude from the operation of all or, any of these rules, any Institute employee.

(5) Nothing in these rules shall be deemed to derogate from provisions of any law or of any order of any competent authority for the time being in force relating to the conduct of Institute employees.

2. Definition

In these rules unless there is anything repugnant in the subject or context-

(a) 'Appointing authority' means,-

- (i) the authority empowered to make appointments to the, post which the Institute employee for the time being holds, or
- (ii) the authority empowered to make appointments to the service or category of which the institute employee is for the time being a member.

Note: Where the power of appointment is delegated to any authority that authority will be deemed to be the appointing authority.

(b) 'Association' means Service Association of Institute Employees.

(c) Competent authority means,-

- (i) the Governing Body, in so far as these rules relate to the Director of the Institute and association of Institute employees, and
- (ii) the Director, in so far as these rules relate to all Institute employees except the Director of the Institute.

(d) 'Governing Body' means Governing Body of the Institute-

(e) 'Government' means the Government of Kerala-

(f) 'Institute' means State Institute of Languages (Kerala) Society.

(g) 'Institute employee' means every person in the whole time employment of the Institute (other than a person so employed on daily wages) and, paid for from the funds of the Institute.

(h) 'Member of an Institute employees's Family' includes-

- (i) the wife, child or step-child of such Institute employee whether residing with him or not and in relation to an Institute employee who is a woman, the husband residing with her and dependent on her; and
- (ii) any other person related, whether by blood or by marriage to the Institute employee or to such Institute employee's wife or husband and wholly dependent on such Institute employee but does not include a wife or husband legally separated from the Institute employee or child or step-child who is no longer in any way dependent upon him or her, of whose custody the Institute employee has been deprived by law.

3. Words importing the masculine gender in these rules shall be taken to include the feminine, if circumstances so require.

4. General

Every Institute employee shall at all times, maintain absolute integrity and devotion to duty.

5. Gift gratuity and reward

Save as otherwise provided in these rules, no Institute employee shall, except with the previous sanction of the competent authority, accept or permit any member of his family to accept directly or indirectly on his own behalf or on behalf of any other person, any gift, gratuity or reward from a person not related to him.

6. An Institute employee may accept from any person a complimentary gift of flowers or fruits or similar articles of trifling value; but all Institute employees shall use their best endeavours to discourage the tender of such gifts.

7. An Institute employee may accept or permit a member of his family to accept from a person who is his personal friend a wedding gift of a value which is reasonable in all the circumstances of the case. All Institute employees shall use their best endeavours to discourage the tender of such gifts; and such acceptance or permission shall be reported to the competent authority and if the competent authority so requires, the gift shall be returned to the donor.

8. If an Institute employee cannot, without giving undue offence refuse a gift of substantial value he may accept the same, but shall unless the competent authority by special order otherwise direct, deliver the gift to the competent authority for decision as to its disposal.

9. Subscriptions

Except with the previous sanction of the competent authority, no Institute employee shall ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance or take part in any collection of money for any public or local or other purpose.

10. Lending and borrowing

No Institute employee shall-

(a) directly or indirectly engage in the business of money lending or

(b) except with the previous sanction of the competent authority lend money at interest to any person; or

(c) save in the ordinary course of business with a bank or a firm of standing, borrow money from, or otherwise place himself under pecuniary obligation to, any person subordinate or superior to him; or

(d) except with the previous sanction of the competent authority, permit any member of his family to enter into any transaction of the nature of those prohibited in the case of Institute employees.

11. The fact that an Institute employee lending money is acting as an executor, administrator or as a trustee, without profit or advantage to himself in no way affects the prohibition.

12. Litigation

No Institute employee shall, without the written permission of the competent authority

- (i) take or transfer in his name any actionable claim, or decree, or
- (ii) concern himself in any litigation in which he has no direct personal interest.

13. Holding or acquiring of immovable property

No Institute employee shall, save in good faith for the purpose of residence, acquire any immovable property anywhere in India by purchase or gift without the previous sanction of the competent authority.

14. The restrictions on the acquisition and possession of immovable property apply to the acquisition and possession of any personal interest in such property and to the acquisition and possession of such property by an Institute employee in the name of any other person, but not to the acquisition or possession of an interest as trustee, executor or administrator only.

15. An Institute employee who already owns a house or site, shall not acquire another house or site for residential purposes without the sanction of the competent authority or the authority to whom the power of sanction has been delegated.

16. Control over immovable property held or acquired by Institute employees

Every Institute employee shall make to the competent authority through the usual channel a declaration of all immovable property which may, from time to time, be held or acquired by him or by his wife or by any member of his family living with or in any way dependent upon him. The declaration shall state the District or State within which the property is situated and should give such further particulars as the competent authority may, by general or special order, require.

17. The declaration must include all immovable property held or acquired by an Institute employee in his own name or in the name of any other person, whenever situated in India. It should as far as possible, give all the details required in the form in Appendix A.

18. All Institute employees shall submit to the competent authority not later than the 15th January each year, a statement in the form given in *Appendix A* showing all the immovable properties of which he stood possessed or in which he had an interest at the close of the preceding calendar year.

19. The competent authority or any authority empowered by it in this behalf may, at any time, by general or special order, require an Institute employee to submit, within a period specified in the order a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required by the competent authority or by the authority so empowered, include details of the means by which or the source from which, such property was acquired.

20. If in any year an Institute employee has neither acquired nor relinquished or otherwise disposed of any immovable property, or any interest in immovable property, he need not submit the statement referred to in rule 18 above but shall instead submit a certificate to that effect.

21. The annual return should include all immovable property acquired or registered in the name of the Institute employee either on his own account or as a trustee, executor or administrator, or acquired or registered in the name of or held or managed by any member of his

family. In the case of an Institute employee who follows the Marumakkathayam law, the statement should include acquisitions of immovable property by his consort. Any attempt to mislead and any failure to give full and correct information will render the Institute employee concerned liable to disciplinary punishment.

22. If in a disciplinary enquiry against an Institute employee on charges of corruption, it is proved that the Institute employee or any person on his behalf is in possession, or has, at any time during the period of office of such employee, been in possession, for which such employee cannot satisfactorily account, of pecuniary resources or property disproportionate to his known source of income then on such proof it shall be presumed unless the contrary is proved that such Institute employee is guilty of misconduct.

23. Investments

No Institute employee shall speculate in investments. For purposes of this rule, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

Note: If any question arises, as to whether a security or an investment is of the nature referred to above, the decision of the Governing Body thereon shall be final.

24. Promotion and Management of companies

No Institute employee shall take part in the promotion, registration or management of any Bank or Company.

Provided that an Institute employee may in accordance with the provisions of any general or special order applicable to him, take part in the promotion, registration or management of a Co-operative Society registered or deemed to be registered under the Co-operative Societies Act.

25. No Institute employee shall serve or accept paid employment, in any company, mutual benefit Society or Co-operative Society or act as an agent, whether paid by salary or commission, to any Insurance Company or Society. Where, however, no remuneration is accepted, there is no objection to an Institute employee's taking part in the

management of a mutual benefit society if he has first obtained the sanction of the competent authority and a certificate to the effect that the work undertaken will be performed without detriment to his official duties.

26. The Institute employees shall be at liberty to take part in the promotion of Co-operative Societies but no Institute employee shall except in the course of duty or as provided for in the Service Regulations, hold office in any Co-operative Society or serve on any committee appointed for the management of its affairs unless the Society is composed wholly of Institute employees or partly of Institute employees and partly of Government servants or employees of local bodies.

27. Private trade or employment

(1) No Institute employee shall, except with the previous sanction of the competent authority engage directly or indirectly in any trade or business or undertake any employment.

Provided that an Institute employee may, without such sanction undertake, honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work if so directed by the competent authority.

Explanation I

Canvassing by an Institute employee in support of the business of insurance agency, commission agency etc. owned or managed by his wife or any other member of his family or anybody else shall be deemed to be a breach of this sub-rule;

Explanation II

The issue of the certificates and commendations by Institute employees with regard to a product of cultural, artistic or industrial enterprise likely to be published for the business advancement of any person shall also be deemed to be a breach of this sub-rule.

Provided further that an Institute employee may, without such sanction, undertake work connected with examinations including examiner ships conducted by Universities. Public Service Commissions

and other examining bodies under the State Government or the Central Government and accept the remuneration therefore on condition that such work does not interfere with his normal duties; but he shall not undertake more than three examinership in a year, and he shall inform the competent authority regarding the taking up of such examinership.

(2) Every Institute employee shall report to the competent authority if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

28. Insolvency and habitual indebtedness

An Institute employee shall avoid habitual indebtedness. If an Institute employee is adjudged or declared an insolvent, or has incurred debts aggregating to a sum which in ordinary circumstances, he could not repay within a period of two years or if a part of his salary is frequently attached for debt, has been continuously so attached for a period of two years or is attached for a sum which in ordinary circumstances, he could not repay within a period of two years he should be presumed to have contravened this rule and is liable to be removed from service provided that such removal will not ordinary result in the forfeiture of retirement benefits if any, which the person concerned would then be entitled to under the rules had he been invalidated from service. But he need not be so deemed if he proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he could not have foreseen or over which he had no control, and had not proceeded from extravagant or dissipated habits. The burden of proving such special circumstances will always be upon the Institute employee concerned.

29. An Institute employee who applies to be or is adjudged or declared insolvent shall, forthwith report his insolvency to the competent authority.

30. On receipt of information that an Institute employee has been declared an insolvent or that his salary is being continuously attached as contemplated in rule 28, the competent authority shall take such action as may be called for under rule 28. The plea that the insolvency or indebtedness has been caused by standing security for other persons

shall in no case be accepted as an excuse for abating the action under these rules.

31. An Institute employee who has been removed from service on account of insolvency, shall not be eligible for re-employment in the Institute.

32. Communication of official documents or information

No Institute employee shall, except in accordance with any special or general order of the competent authority, communicate directly or indirectly any official document or information to an Institute employee or to any other person not authorised to receive the same, or to the Press.

33. Connection with Press

(1) No Institute employee shall except with and during the continuance of previous sanction of the competent authority own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication. Such sanction will only be given in the case of newspapers or publications of Scientific, literary, cultural or artistic nature. The sanction is liable to be withdrawn at any time at the discretion of the competent authority.

(2) No Institute employee shall in any document published by him or in any communication made by him to the Press or in any public utterance delivered by him, make any statement of fact or opinion which is capable of embarrassing:-

- (a) the relation between the Institute and the Government.
- (b) the relation between the Government and the people or any section thereof.
- (c) the relations between the Government and the Government of India, and
- (d) the relations between the Government and any other Indian State or any foreign country.

34. An Institute employee who intends to publish any document or to make any communication to the Press or to deliver any public

utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by sub-rule (2) to rule 33 may arise, shall submit to the competent authority copy or draft of the document which he intends to publish or of the utterance which he intends to deliver, and shall thereafter act in accordance with such orders as may be passed by the competent authority.

35. Communicating with Members of the Legislature

No Institute employee shall approach any member of the Legislature with a view to having any grievance made the subject-matter of interpellations or discussion in the Legislature. Any such disclosure will be considered to be a breach of rule 32.

36. Discussion of the policy or action of Government or Institute

(a) No Institute employee shall, by any utterance, writing or otherwise discuss or criticise in public any policy pursued or action taken by Government or Institute nor shall he in manner participate in such discussion or criticism.

(b) No Institute employee shall engage himself or participate in any demonstration, or wear any badges, arms bands or such other symbols having inscriptions or slogans which are prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign State, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

(c) No Institute employee shall raise any slogans or participate in any disorderly demonstrations or otherwise engage himself in any other disorderly conduct, within office premises or while on duty.

37. Institute employees not to partake in any strikes

No Institute employee shall engage himself in any strike or incitement thereto or in any similar activities. Institute employees should not engage themselves in any concerted or organised slowing down or attempt at slowing down Institute work or in any act which has the tendency to impede the reasonably efficient and speedy transaction of Institute work.

38. Evidence before Committees

No Institute employee shall give evidence before a public committee except with the previous sanction of the competent authority and no Institute employee giving such evidence shall criticise the policy or decision of the Institute or Government.

39. Rule 38 does not apply to evidence given before statutory committees which have power to compel attendance and the giving of answers nor to evidence given in judicial inquiries.

40. Taking part in politics and elections

(1) No Institute employee shall be a member of or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of or assist in any other manner, any political movement or activity.

(2) If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Governing Body thereon shall be final.

41. No Institute employee shall permit any member of his family to take part in or in any way assist any movement or activity which is or tends directly or indirectly to be subversive of Government as by law established.

42. No Institute employee shall canvass or otherwise, interfere or use his influence in connection with or take part, in any election to a legislative body or local authority whether in Kerala State or elsewhere.

43. Seditious propaganda or the expression of disloyal sentiments by an Institute employee will be regarded as sufficient ground for dispensing with his services.

44. Institute employee under suspension

When an Institute employee is suspended, he must give his address to the competent authority. He must also give his address to the Officer, if any, holding an enquiry into his conduct. He must obey all orders to attend any inquiry into his conduct and if he fails to do so, the inquiry may be held in his absence.

45. Bigamous marriages

(i) No Institute employee who has a wife living shall contract another marriage without first obtaining the permission of the competent authority.

(ii) No female Institute employee shall marry any person who has a wife living without first obtaining the permission of the competent authority.

46. Residence

All Institute employees shall ordinarily reside, within the limits of their headquarters/stations. Whenever any Institute employee finds it necessary to live outside the prescribed headquarters, he shall obtain specific sanction of the competent authority. Permission to reside outside the headquarters will be granted only in exceptional cases, each case being considered on its merits and in accordance with administrative convenience. When an Institute employee living in the headquarters/station wants to leave the station on private business, he will have to obtain permission from the competent authority.

Note:- For the purpose of this rule, Institute employees residing within a radius of 15 Kilometres from their offices will be deemed to reside within the limits of their headquarters stations.

47. Intoxicating drinks etc.

Subject to the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area no Institute employee shall.

(a) while on duty, be under the influence of such drinks or drugs or

(b) appear in a public place in a state of intoxication.

48. Personal representations to the Governor or the Ministers

It is improper for an Institute employee to make any representation to Governing Body or to Government through the official channel and to approach the Governor or the Ministers with advance copies thereof or with personal representations.

Provided that an Institute employee who has not received any reply to a representation made to the appropriate authority within three months, may make a written representation to the Governing Body or and to Government with a copy of the representation sent to the appropriate authority and with a statement that no reply has been received to that representation.

49. Membership of Association

No Institute employee shall join or continue to be a member of, an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

50. (a) Conditions for recognition

No association of Institute employees or association purporting to represent the Institute employees or any class thereof shall be recognised unless it satisfies the following conditions, namely:-

- (i) The association must represent 40% of the total strength of the Institute employees excluding deputation staff if any, or 25 such employees whichever is less.
- (ii) Persons who are not in the service of the Institute shall not be office-bearers of the association; and
- (iii) The association must not be formed on a territorial or communal basis.
- (iv) The association shall have the following rule incorporated among its rules:-
'A strike or threat of a strike against the Institute or Government shall never be used as a means of achieving any of the purposes of the association.'
- (v) The Association shall not be, in any way, connected with any political party or organisation.

(b) Rules to be observed by Association

The competent authority shall withdraw the recognition granted to any association, if the association violates any of the following conditions.

- (1) Involvement or association with any political party or organisation.
- (2) Resorting to any strike or threat of strike or gherao or picketing.
- (3) Violation of any of the conditions mentioned in these rules regarding granting of recognition.

(4) The Association shall not except with the previous sanction of the competent authority.

- (i) issue or maintain any periodical publication;
- (ii) permit its proceedings to be open to the Press or publish any representation, on behalf of its members, in the press or otherwise.

(5) No publication issued by the Association should except with the previous sanction of the competent authority, contain commercial advertisements.

(6) The Association shall not-

- (i) pay, or contribute towards any expenses incurred by a candidate for any election to a legislative body whether in India or elsewhere, or to a local authority or body;
- (ii) support by any means, the candidature of any person for such election.
- (iii) undertake or assist in the registration of electors or the selection of candidate for such election; and
- (iv) maintain or contribute towards the maintenance of any member of a legislative body or of local authority or body.

(7) The competent authority may require the regular submission for its information copies of the rule of the Association and the annual statement of its accounts and of lists of its members.

(8) The funds of an Association shall consist exclusively or subscriptions from members and grants, if any, made by the Institute or Government or the money collected with the prior sanction of the competent authority and shall be applied only for the furtherance of the objects of the Association.

Note:- The Association shall not ask for or collect money (other than subscriptions from members of the Association) without obtaining the prior sanction of the competent authority.

(9) Any amendment of a substantial character in the rules of the Association shall be made only with the previous approval of the competent authority and any other amendment of minor importance shall be communicated through proper channel for transmission to the Governing Body for information.

(10) The Association shall not address any communication to an authority in a foreign country except through the competent authority which shall have the right to with-hold it.

(11) Communications addressed by the Association or by any office bearer on its behalf to the Institute or Government or a Government authority shall not contain any disrespectful or improper language.

(12) The Association shall not invite non-officials to speak at meetings of the Association without obtaining prior sanction of the competent authority.

51. Any group of Institute employees who desire to organise themselves into an association for the purpose of safeguarding their conditions of service shall apply to the Governing Body through the Director of the Institute for recognition of the Association along with a copy of the draft rules. The rules of the Association shall conform to the conditions prescribed in rule 50. The Governing Body may suggest such changes in the rules as may be deemed necessary and on their incorporation the association may be granted recognition.

52. Interpretation

If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.

53. Delegation of Powers

The competent authority may, by general or special order, direct that any power exercisable by it or any officer of Institute under these rules (except the powers under rule 52 and this rule) shall subject to such conditions, if any, as may be specified in the order, be exercisable also by such authority or officer as may be specified in the order.

KERALA STATE INSTITUTE OF LANGUAGES, TRIVANDRUM

APPENDIX-A

(See Rule 17 and 18)

STATEMENT OF LANDED PROPERTIES SHARES IN COMPANIES AND OTHER INVESTMENTS HELD BY

SR/SMT.....

(Name and Designation) his wife, relations or friends (Benami) for the year 19

Landed property or interest in landed proerty																	
Nature and situation of property																	
1	2	Whether with building and if so, its value	3	New building put up during the year (and their value) on properties owned during previous year	Extent			7	8	9	10	11	12	13	14	15	
					4	5	6										
					Survey No.	Acre	Cent	Taluk	Pakuthi or Village	When and how acquired by whom and with what means	From whom acquired or to whom disposed of	Nature of and share of interest	In whose name registered	Price paid/received	Full particulars of shares held in companies and other investment	Remarks	
1																	

I.....hereby declare that I am not possessed of or interested in any other landed property, shares in companies other investments of any kind than what is stated above either in my name or benami within the State or in any other State in India.

Station:

Date:

Signature:

Designation:

Note: 1. A line may be used for each transaction.

2. The properties already acquired before the year in question may be shown first (in red ink preferably) in one line and the new acquisitions or disposals by a second line, underneath the result shown in a third line. The third line will be the first line in the return for the following year.