

# CEDOK SERVICE RULES - 2007 (Amended upto 31.03.2017)



## CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT OF KARNATAKA (CEDOK), DHARWAD.

(A Government of Karnataka Organization)

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# **CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT OF KARNATAKA, DHARWAD.**

## **CEDOK - SERVICE RULES - 2007**

### **CHAPTER - I**

#### **INTRODUCTION :**

In exercise of the powers conferred by Memorandum of Association of Centre for Entrepreneurship Development Of Karnataka, the Governing Council of CEDOK hereby make the following Service Rules for the employees of CEDOK.

#### **(1) THESE RULES MAY BE CALLED CEDOK SERVICE RULES, 2007.**

Application : They shall be deemed to have come into force on 01.03.2007 as amended from time to time and shall apply to every **PERMANENT EMPLOYEE** of the organisation.

#### **Definition :**

- a) A Permanent Employee is an employee who has been appointed against the permanent vacancy created by the Governing Council of CEDOK and who has been appointed by the Competent Authority as decided by the Governing Council and also who has been issued an letter of appointment by the Competent Authority indicating his appointment as such. This does not include casual staff employed temporarily or employed on special contracts or deputed from other organizations or appointed under specific agreement or arrangement or a trainee or apprenticeship or of similar nature of employment as determined by the Governing Council time to time.
- b) "Governing Council" means the Governing Council of CEDOK.
- c) "Calendar Month" means any of the complete months from January to December in any year.
- d) "Chairman" means the Chairman of the Governing Council of CEDOK.

- e) "Appointing Authority", "Competent Authority", "Disciplinary Authority" & "Appellate Authority" in respect of various posts / groups / grades mean, unless otherwise specifically stated as under :-

<i>Group</i>	<i>Posts</i>	<i>Appointing Authority</i>	<i>Competent Authority</i>	<i>Disciplinary Authority</i>	<i>Appellate Authority</i>
A	Director	Governing Council	Chairman	Chairman	Governing Council
A	General Manager / Joint Directors	Chairman	Chairman	Chairman	Governing Council
A	Deputy Directors	Chairman	Chairman	Chairman / Director (*)	Governing Council / Chairman
A	Manager (P&A), Manager (F&A)	Director	Director	Director	Chairman
B	Sr. Asst. Director / Superintendent	Director	Director	Director	Chairman
C	Executives / Librarian / Assistant Training Officers	Director	Director	Director	Chairman
D	Junior Executive / Sr. Assistants / Assistant / Junior Assistants	Director	Director	General Manager / Joint Directors (**)	Director

Note : (\*) Director shall be Disciplinary Authority for initiating Disciplinary proceedings. Director shall not impose major penalties.

(\*\*) If the post of the General Manager / Joint Director could not be filled up, the Director shall be the Disciplinary Authority and the Chairman shall be the Appellate Authority for group 'D' employees.

- f) "CEDOK" means, Centre for Entrepreneurship Development of Karnataka.
- g) "**Family**" means an employee's wife/husband, children and parents ordinarily residing with and wholly dependent on the employee.
- h) "Director" means the Director of CEDOK.
- i) "Lien" means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post in which he / she has been appointed substantively, i.e., held in a permanent vacancy.
- j) "Month" means a month reckoned according to the English calendar.

- k) "Pay" means the amount drawn monthly by an employee as -
- (i) The pay which has been sanctioned for a post held by him / her substantively or in an officiating capacity ; or to which he / she is entitled by reason of his / her position and cadre :
  - (ii) Special pay and personal pay and
  - (iii) Any other emoluments which may be specially classed as pay by the Governing Council.
- l) "Probationer" means an employee employed on probation in or against a substantive vacancy in the CEDOK.
- m) "Personal Pay" means additional pay granted to an employee by the Governing Council in exceptional circumstances in the interest of the organisation.
- n) "Service" includes the period during which an employee is on duty, on deputation to other organizations and on leave duly authorized but does not, unless specially permitted by the authority empowered to grant leave, include any period during which employee is absent from duty without permission or overstays his / her leave ;
- o) "Special Pay" means pay granted in addition to normal pay to an employee in consideration of nature of duties or additional responsibilities as decided by the competent authority ;
- p) "Substantive pay" means the pay to which an employee is entitled on account of a post to which he/she has been appointed substantively or by reasons of his/her substantive position in a cadre.
- q) "Temporary post" means a post carrying a definite rate of pay sanctioned for a limited time, the incumbent holding such post, being called a temporary employee.

**(2) POWER TO INTERPRET RULES :**

Power interpret these rules vests with the Governing Council.

## CHAPTER - II

### GENERAL CONDITIONS OF APPOINTMENTS, PROBATION, LIEN AND TERMINATION OF SERVICES

1. The employees of CEDOK to whom these Rules apply shall be classified and grouped as under (pay scales shall automatically stand revised to the revision approved by the Governing Council from time to time) :

Groups	Starting Basic Pay
A	From Rs. 48,900 & above
B	From Rs. 45,300 to Rs. 48,899
C	From Rs. 37,900 to Rs. 45,299
D	Less than Rs. 37,899

2. The Governing Council shall prescribe from time to time, the pay of each post or groups of posts and the Governing Council shall be the competent authority for deciding number of posts in each group.

3. **The authorities competent to make appointments** to the posts created by the Governing Council of CEDOK are as follows :

- (a) To the post of Director in Group A, Governing Council on the recommendations of the selection committee constituted by the Governing Council.
- (b) To the posts General Manager, Joint Directors, Manager (P&A) and Manager (F&A) in Group A, Chairman on the recommendation of the selection committee constituted by the Governing Council.
- (c) To the posts of Group B, C & D by the Director after due approval of the Chairman. Except where an Appointment of an expert/s or consultant/s or employee/s purely on contract basis for specific period under specific project or assignment shall be made by Director. The honorarium / consultancy charges / consolidated pay shall be paid as per the provisions made in the project / assignment.

4. **NATURE OF APPOINTMENTS :**

- (a) Appointments to posts in CEDOK may be made by direct recruitment or promotion or by contract basis or by deputation from other institutions or organisation, as decided by the Governing Council.
- (b) Engagement of persons on contract basis :

This is considered applicable to all the posts in Group A, B, C & D.

**5. Certificate of health & fitness :**

No person shall be appointed to the service of CEDOK unless he/she has been certified by a medical authority nominated by the Director to be of medically fit.

**6. Certificate of character :**

No person shall be appointed to the service of CEDOK unless his/her character and antecedents are found satisfactory. For this purpose two references from respectable / responsible persons in the society (not related to the candidate) should be insisted.

**7. Age :**

The age of person at the time of first entry (by direct recruitment) into the service of CEDOK shall not be less than 21 years and maximum not exceeding 33 years for general category, 36 years for OBCs and 38 years for SC/ST in the case of Group C&D posts. For Groups SA, A & B posts, the minimum age at the time of entry as direct recruit into organizations will be maximum 50 years.

**8.** All first appointments shall be made on the minimum pay of the grade to which the appointment is made. The Competent Authority on the recommendation of a duly constituted Selection/Appointment Committee may authorise the grant of not more than four initial increments in the scale of pay fixed for the grade in which the appointment is made, if the candidate possesses good academic or technical or professional qualifications or special experience of particular value to the CEDOK. In special circumstances, the Governing Council may relax the age limit in deserving cases in all categories.

**9. Qualification, Experience and Job responsibilities :**

The minimum essential qualification, desirable qualification and also specific experience required for various posts shall be laid down by the Governing Council. For the time being, the qualification, experience and job responsibilities of the employees are shown at **Exhibit - I**. The Governing Council may reclassify, re-designate and interchange the posts already existing or future posts in the organisation from time to time.

**10.** No employee is authorised to represent him/her in any manner with any designation other than prescribed.

**11. Commencement of Service :**

The service of an employee shall be deemed to commence from the working day on which the employee reports for duty at the place intimated to him/her by CEDOK, provided that if he/she reports in the afternoon, his/her service shall commence from the following working day.

**12.** Two or more employees cannot be appointed substantively to the same permanent post at the same time except as a temporary measure.

**13. Lien :**

An employee cannot be appointed substantively to a post on which another employee holds a lien.

**14.** All appointments in CEDOK will be on probation for a period of two years. The period of probation may be extended by the appointing authority.

**15.** When an employee is appointed to any permanent post, he/she acquires a lien on that post and he/she ceases to hold any lien previously acquired on any other post.

**16.** An employee holding substantively a permanent post retains a lien on that post.

- (a) While performing the duties of that post.
- (b) While deputed to other organisations or holding another post or officiating in another post.
- (c) During joining time on transfer to another post, provided that if he/she is transferred substantively to a lower post or a post on lower pay or grade, his/her lien will be transferred to the new post from the day next to the date on which he/she is relieved of his/her duties in the post from which he/she is transferred.
- (d) While on leave ; and
- (e) while under suspension.



17. A lien of an employee on a permanent post which he/she holds substantively be suspended ;
- (a) If he/she is appointed in a substantive capacity to any other permanent post ;
  - (b) If he/she is deputed to other organisations or transferred, whether in a substantive or officiating capacity to another post and there is a reason to believe that he will remain absent from the post on which he/she holds a lien for a period of not less than three year ; and
  - (c) If there is a reason to believe that the employee by reason of illness or other special circumstances, will remain absent from the post on which he/she holds a lien for a period of not less than three years.
18. An employee's lien which is suspended under this Rules shall be restored if he/she ceases to hold a lien on any permanent post or if the circumstances in which the lien was suspended ceases to exist.
19. If an employee's lien on a post is suspended under this Rules, the post may be filled substantively and the employee appointed to hold the post substantively shall acquire a lien on it provided that arrangement shall be reversed as soon as the suspended lien revives.
20. The lien of an employee shall be cancelled if he remains unauthorised absent from duty after exhausting all leave admissible to him under these Rules, after giving him/her a notice of 14 days.

**TERMINATION OF SERVICE :**

21. During the period of probation, an employee shall be liable to be terminated without assigning any reasons. A probationer may also resign from CEDOK's service. Where an employee holding a post substantively is appointed to a higher post on probation or officiates in a higher grade, who shall be liable to be reverted, without notice or pay in lieu thereof, to his/her previous substantive grade if he fails to show satisfactory performance during such appointment.

22. An employee other than probationer shall not be relieved by Competent Authority unless he/she first submits required notice in writing to the competent authority of his/her intention to leave or discontinue the service. However, relaxation of the notice period can be granted by the Competent Authority.
23. The period of notice required shall be three months in the case of confirmed employees and one month or more in the case of other employees as per terms of engagement / contract / agreement.
24. The competent authority may accept the resignation of an employee against whom disciplinary proceedings are initiated subject to condition that is service his / her service benefits like management contribution, EPF, Gratuity, Leave Encashment etc. will be settled based on the outcome of the enquiry. In case employee found guilty of charges leveled against him / her in such case the above benefit salary forfeited.
25. A notice given by an employee under sub-rule 23 shall be valid or deemed to be proper only, if the employee remains in the service of CEDOK on duty or on leave so authorised by the competent authority, during the period of notice.
26. All or any of the foregoing provisions contained in sub-rules 23 & 24 may be relaxed or waived, either wholly or in part, by the competent authority at its discretion.

NOTE 1 : The authority competent to make appointments in a particular post is the authority competent to accept the resignation of an employee from that post.

NOTE 2 : A resignation becomes effective only when the same has been accepted in writing by the competent authority, and the employee is relieved of his duties. It is open to the competent authority to decide while accepting the resignation, whether the resignation is to be given effect immediately after its acceptance, or, with effect from some prospective date. In the latter case, the date of its effect shall be specified.

27. CEDOK may determine the service of an employee after his / her confirmation in CEDOK's service, by giving him three months notice or pay in lieu thereof. If he / she fails to show satisfactorily performance during such appointment and / or his / her continuation in service is prejudicial to the interest of the organization.
28. The power to determine the service of an employee under sub-rule (27) shall be exercised with the prior approval of the Governing Council in the case of employee in Group A (Director) and by the Chairman in case of Group 'A', and by the Director in the case of other employees.
29. Nothing in sub-rule 28 shall affect the right of the appointing authority:
  - (a) to retire or dismiss an employee in accordance with the provisions of regulation 45 and 74.
  - (b) to determine the service of an employee by giving him/her one month notice or pay in lieu thereof on his/her being certified by a qualified medical authority approved by CEDOK to be permanently incapacitated for further continuous service in CEDOK.
30. An employee shall be liable to be terminated for any reasons whatsoever, when the organization is not able to provide him /her with work. In such an event, the employee shall be entitled to any compensation to the extent what he would have got if he had resigned. The posts will stand abolished.

## CHAPTER - III

### RECORD AND GENERAL CONDITIONS OF SERVICE

**31. Record of Service :**

A service record in respect of each employee shall be maintained by CEDOK in such form and shall contain such information as may be prescribed by the Governing Council in this behalf.

**32. Performance Appraisal :**

The performance of every employee to whom these regulations apply shall be subject to an appraisal in such a manner and subject to such rules / procedures, as may be determined by the Governing Council.

**33.** Subject to the provision of sub-rules (I) below, on the successful completion of he/she probationary period (including extended period or periods, if any) an employee appointed on probation may be confirmed in the post or cadre with effect from the date of completion of his/her probationary period.

- (i) If in the cadre, there is an employee who is holding an officiating appointment on promotion (otherwise than on purely temporary basis), from a date earlier than the date of appointment of an employee on probation referred to in sub-regulation above, the former employee shall have a prior claim for being confirmed in the service of CEDOK than the latter.

**34.** The Governing Council reserves the right to frame rules, laying down any general or special conditions for the confirmation of the employees.

**35. Seniority :**

An employee appointed by direct recruitment in the organisation's service shall rank for seniority in his/her grade/post from the date he/she joins the post for which he/she is selected.

**36.** An employee of the organisation promoted to a higher grade / post shall rank for seniority in the promoted grade from the date of his/her promotion to the higher grade/post.

**NOTE :**

Personnel recruited as Trainees will be eligible for seniority only from the date of their confirmation in regular pay scales.

## **PROMOTION :**

37. All promotion shall be made on the basis of merit as decided through a performance appraisal or any other method adopted for the purpose by the Director with the approval of the Governing Council. No employees shall have a right to be promoted to any vacant post or grade purely on the basis of seniority. CEDOK being a professional organisation, the criteria of seniority-cum-merit is not applicable to the employees of CEDOK, as per Exhibit - II.
38. No employees shall have a right to be promoted to any post or grade.
39. The Appointing Authority or Governing Council may, however, at its discretion relax the condition relating to the minimum service period.
40. The completion of five / three years substantive / confirmed service is mere a guiding criteria and not the binding period for promotion in CEDOK.
41. An employee transferred from one appointment to another shall be liable to be reverted or re-transferred to his/her former appointment without notice at any time.
42. An employee who has been appointed to officiate in a higher grade or appointment against existing vacancy until they are filled as per regular mode or recruitment as stated in Exhibit - II or whose confirmation in a higher grade or appointment is subject to his/her undergoing probation for any specified period shall be liable to be reverted without notice at any time, when he/she is so officiating or undergoing probation.
43. **Provision for time bound advancement of pay :**

The employees who have served the organisation in the same post for a period of ten (10) years may be considered by the Governing Council for their promotion, if they could not possess the qualification / experience prescribed for the higher post or could not get promotion in normal course, provided their performances are satisfactory over the said period.

In view of the fact that in the proposal pay scales, the next higher pay scale has already been clubbed with the immediate preceding pay scale, the procedure followed while fixation of pay under the time bound advancement may be followed.

**44. Superannuation & Retirement :**

An employee of CEDOK shall retire on the last day of the month in which he/she completes sixty years of age.

45. The Governing Council may continuously monitor and review the performance of an employee in terms of his financial and other targets as prescribed from time to time by the Director or any other person authorized by the Director, when he/she attains the age of 40 or 10 years of service, whichever is later and the competent authority may compulsorily retire such of those employees whose performance are found to be not meeting the required standard continuously for a period of three years or found to be unsatisfactory in terms of quality of work or in term of their conditions of health which will make their continued employment against the interest of CEDOK. For this purpose, the Governing Council may constitute a Committee for making recommendations in the matter. The employees so retire, will have no recourse to compensation except availing the retirement benefits as applicable to normal employees.

CEDOK shall however, has absolute right to retire an employee if considers necessary to do so in the interest of CEDOK, by giving him a notice of not less than three months in writing on completion of 15 years of service or 40 years of age, whichever occurs later or at any time thereafter. Such option to retire from service shall also be available to an employee in any group, after he/she completes 15 years of service or after the age of 40 years, by giving three months notice in writing to the competent authority.

46. Where an employee has earned leave in his/her credit but not availed of as on the date of retirement he/she may, at his/her option be permitted to avail of or encash leave subject to a maximum of six months in respect of leave earned and in that case the employee will be deemed to retire from service at the expiry of the leave.

## CHAPTER - IV

### CONDUCT, DISCIPLINE AND APPEALS RULES

47. The whole time of an employee shall be at the disposal of CEDOK and he shall serve CEDOK in such capacity, at such time and at such place in respect of such duties as he may from time to time be directed.
48. Without prejudice to rule (49), CEDOK adopts following working hours: 10.00 a.m. to 5.30 p.m., with a lunch break of 45 minutes from 1.30 p.m. to 2.15 p.m. The Director in consultation with the Chairman may alter the working hours.
49. Every employee of CEDOK shall confirm to and abide by these Rules and shall observe and obey all orders, directions or instructions given to him by CEDOK or by any person or persons under whose jurisdiction, superintendence or control, he/she may for the time being be placed. He/she shall maintain at all times absolute integrity and devotion to duty and do nothing unbecoming of an employee of CEDOK.
50. Every employee shall take all possible steps to ensure the integrity and devotion to duty of all employees of CEDOK for the time being under his/her control and authority.
51. No employee shall, in the performance of his/her official duties or in the exercise of powers conferred on him act otherwise than in his/her best judgment except when he/she is acting under the written direction of his/her superior wherever practicable and where it is not practicable he/she shall obtain written confirmation of the direction as soon thereafter as possible.

**Note :** Written instructions are not necessary under the scheme of distribution of work and delegation of powers and responsibilities.

**52. Obligation to maintain secrecy :**

Every employee shall maintain secrecy regarding the CEDOK and affairs of its clients and shall not divulge, directly or indirectly any information of a confidential nature, either to a member of the public or to the staff of any other organisation unless compelled to do so by a superior official in the discharge of his duties.

53. Every employee shall serve CEDOK honestly and faithfully. He / she shall promote the interest of CEDOK and shall show courtesy and attention in all transactions and dealings with the officers or representatives of any Government, or person who has dealings with CEDOK, as also any officers or employees of CEDOK.
54. No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he/she take part in, subscribe in aid of, or assist in any other manner, any political movement or activity. If any question arises whether a party is a political party or whether any organisation taken part in politics or whether any movement or activity falls within the scope of this regulation, the decision of Director thereupon shall be final.
55. No employee shall canvass or otherwise interfere with, or use his/her influence in connection with, or take part, in an election to any legislature or local authority.
56. No employee shall join or continue to be a member of, an association, the objects or activities of which are prejudicial to the interests of CEDOK or its sponsors or public order or morality.
57. No employee shall engage himself or participate in any demonstration which is prejudicial to the interests of CEDOK or its sponsors, public order, decency or morality of which involves contempt of court, defamation or incitement to an offence.
58. No employee shall, except, with the permission of the Director, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication or make public or publish any document, paper or information which may come into his/her possession in his/her official capacity.
59. **Connections with press & radios :**
- No employee shall, except with the previous sanction of the Director or except in bonafide discharge of his/her duties :
- (a) Publish a book himself or through a publisher or contribute an article to a book or a compilation of articles ; or
- (b) Participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical, either in his/her own name or anonymously or pseudonymously or in the name of any other person.



60. No employee shall publish in his/her own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of CEDOK or its sponsors or any Government or which has the effect of discouraging CEDOK or its management or bringing the same into disrepute or which is capable of embarrassing the relations between CEDOK and the Central Government or any State Government or the Central Government and the Government of any State or between CEDOK and any other organisation/institution/financial institution or institutions, whether in India or outside, or between CEDOK and any of its clients.
61. An employee shall, except with the previous sanction of the Director, give evidence in connection with any inquiry conducted by any persons, committee or authority. Where any sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of CEDOK or its sponsors or any Government or any other organisation/institution.
62. No employee shall bring or attempt to bring any pressure or other outside influence to bear upon any authority of CEDOK to further his interests in respect of matters pertaining to his/her services in CEDOK.
63. No employee shall use his/her position or influence directly or indirectly to secure employment for any member of his/her family in any company or firms /organisations, having dealings with CEDOK or deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm.
64. No employee shall, except with the previous sanction of the Director, ask for or accept contribution to, or otherwise associate himself /herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
65. No employee without permission in writing of the Director, shall accept outside employment or engage directly or indirectly in any trade, business or undertake any part or full time employment or undertake any activity which is likely to conflict with the interest & activities of the Centre.

**66. Liability of the employees sent for training :**

Any Faculty Member or employee who is sent for training for four weeks or more, will give an undertaking in the form of bond on non-judicial stamp to CEDOK to serve for minimum period of two years in the organisation from the date of his/her return from such training. If he/she decides to leave the organisation before the expiry of two years, then he/she will re-imbrues to CEDOK the total cost of such training including fee paid by CEDOK or its sponsors or any agency through CEDOK or directly, salary paid during the training period, TA/DA paid etc., This liability will be in addition to the amount payable, in lieu of notice period as required in clause No. 23. For protecting the interest of CEDOK, the organisation may decide to take deposit receipts of equivalent amount of training plus salary drawn during the training period plus admissible expenses from the candidates either in their own names and pledged with CEDOK or in the name of CEDOK for the period of two years. This will be returned to the candidates, after the expiry agreement period of two years.

**67. Acquisitions & disposal of movable & immovable property :**

No employee shall, except with the knowledge of the competent authority acquire or dispose of any movable or immovable property worth more than Rs. 10,000 by lease, mortgage, purchases, sales, gift or otherwise either in his/her own name or in the name of any member of his/her family. Further, previous sanction of the Director shall be obtained by the employee if any such transaction is with a person having official dealings with the employee. The annual return in the prescribed form should be furnished to the Director immediately after closure of each financial year. The Director may at any time by general or special order, require any 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/her or on his behalf or by any member of his/her family, the details of the means by which or the source of income from which such property was acquired.

**68.** No employee who has a spouse living shall contract another marriage without first obtaining the permission of the Competent Authority, notwithstanding that such subsequent marriage is permissible under the personal Law for the time being applicable to him/her or marry any person who has a spouse living.

**69. Consumption of intoxicating drinks & drugs :**

An employee shall not be under the influence of any intoxicating drinks or drugs during duty hours and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence by such drink or drug and refrain from consuming any intoxicating drink or drug in a public place and not appear in public place in state of intoxicating.

**70. Absence from duty :**

An employee shall not absent himself/herself from his/her duties without having first obtained the permission of the competent authority nor he /she shall absent himself/herself more than three days in case of sickness or accident without submitting a sufficient medical certificate. An employee who absents himself/herself from duty without leave or overstays his/her leave, except under circumstances beyond his/her control, for which he tenders a satisfactory explanation, shall not be entitled to draw any pay and allowances during such absence or overstay, and shall further be liable to such disciplinary measures as the Competent Authority may impose.

An employee, who has remained absence for a continuous period of more than two months is liable to be terminated by Competent Authority.

**71. Unless otherwise required or permitted, every employee shall confirm to the hours of work fixed for him/her and shall not be late in attendance. An employee who is habitually late in attendance shall, in addition to such other penalty as the Competent Authority may deem fit to impose, have one day of casual or any other leave forfeited for every three days he/she is late in a month.**

72. An employee who is arrested for debt or on a criminal charge or is detained in pursuance of any process of law, shall forthwith report or cause to be reported to the Director, the fact of such arrest or detention together with such facts and information leading to the arrest or detention as the case may be. An employee shall be liable for dismissal or to any other penalties if he/she is committed not less than three month to prison for any crime or is convicted of an offence which in the opinion of the competent authority, either involved gross moral turpitude. Where an employee has been dismissed in pursuance of above regulation and the relative committal or conviction is set aside by a higher court and further in the case of a conviction, the employee is acquitted of all blames, he/she will be reinstated in service and the period for which he was absent from duty by reason of dismissal shall be treated as a period spent on duty and the employee shall be entitled to pay and allowance to which he/she would have been entitled if he/she had not been so dismissed .

73. **Misconduct :**

Without prejudice to the generality of the term "misconduct", the following acts of omission and commission, in addition to those mentioned above under these rules would be treated as "misconduct".

- (i) Theft, fraud or dishonesty in connection with the discharge of professional duties or business or property of CEDOK or of property of another person.
- (ii) Taking or giving bribes or any illegal gratification.
- (iii) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his/her behalf by another person, which the employee cannot satisfactorily account for.
- (iv) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment/ subsequent to employment or in connection with matters concerning to discharge of functions / duty assigned or during the course of employment.
- (v) Acting in a manner prejudicial to the interests of CEDOK.
- (vi) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.

- (vii) Absence without leave or overstaying the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.
- (viii) Habitual late or irregular attendance.
- (ix) Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
- (x) Damage to any property or image of CEDOK
- (xi) Interference or tampering with any records or safety devices of CEDOK.
- (xii) Drunkenness or riotous or disorderly or indecent behaviour in the premises of CEDOK or outside such premises where such behaviour is related to or connected with the employment or not.
- (xiii) Gambling within the premises of the establishment.
- (xiv) Smoking within the premises of the establishment, where it is prohibited.
- (xv) Collection, without the permission of the competent authority, of any money within or outside the premises of CEDOK except as sanctioned by any law of the land for the time being in force or rules of CEDOK.
- (xvi) Sleeping while on duty.
- (xvii) Commission of any act which amounts to a criminal offence involving moral turpitude or indecent behaviour towards women.
- (xviii) Absence from the employee's appointed place or work without permission or sufficient cause.
- (xix) Commission of any act subversive of discipline or of good behaviour.
- (xx) Abetment of or attempt at abetment of any act which amounts to misconduct.
- (xxi) Non submission of accounts and non-refund of balance funds within 15 days from the date of completion of programme.
- (xxii) Non submission of monthly diary, monthly progress report on due date and programme report within 15 days from the date of completion of programme.
- (xxiii) Any act amounting to unbecoming of CEDOK employee.

**74. PENALTIES :**

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

**I. MINOR PENALTIES :**

- i. censure ;
- ii. withholding of his promotion ;
- iii. recovery from his pay of the which or part of any pecuniary loss caused by him to the CEDOK by negligence or breach of orders;
- iv. reduction to a lower stage in the time-scale of pay for a period not exceeding three years, without cumulative effect and not adversely affecting his pension,
- v. withholding of increments of pay ;

**II. MAJOR PENALTIES :**

- i. Withholding of increments of pay with cumulative effect.
- ii. Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not Government servant will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.
- iii. Reduction to lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government servant to the time-scale of pay, grade, post or Service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or Service from which the Government servant was reduced and his seniority and pay on such restoration to that grade, post or services ;
- iv. Removal from service which shall not be a disqualification for future employment under the Government.

- v. Dismissal from service which shall ordinarily be a disqualification for future employment under the Government ;  
“Provided that, in every case in which the charge of blatant abuse of power / position with a dishonest intention to make wrongful personal gains or the charge of causing loss to the organisation with a dishonest intention to make wrongful personal gains or the charge of causing damage to the image / reputation of the organisation or the charge of misappropriation of programme funds or the charge of possession of assets disproportionate to known sources of income or the charge of acceptance from any person of any gratification, other than legal remuneration, as a motive or reward for doing or for bearing to do any official act is established, the penalty mentioned in Clause (vii) or Clause (viii) shall be imposed;  
Provided further that in any exceptional case and for special reasons recorded in writing, any other penalty may be imposed.

### **III. EXPLANATION -**

The following shall not amount to penalty within the meaning of this rule, namely :-

- i. withholding of increment of a CEDOK employee for his failure to
  - (a) submit / render accounts for the advance drawn by him / her two months prior to the date of increment due ;
  - (b) to return CEDOK programme funds without valid grounds ;
  - (c) pass any departmental examination in accordance with the rules or orders governing the Service in which he belongs or post which he holds or the forms of his/her appointment ;
- ii. stoppage of a CEDOK employee at the Efficiency Bar in the time-scale of pay on the ground of his unfitness to cross the Bar ;
- iii. non-promotion of a CEDOK employee, whether in a substantive or officiating capacity, after consideration of his case, to a Service, grade or post for promotion to which he is eligible ;
- iv. reversion of a CEDOK employee officiating in a higher Service, grade or post to a lower Service, grade or post, on the ground that he is considered to be unsuitable for such higher Services, grade or post or on any administrative ground unconnected with his conduct;
- v. reversion of a CEDOK employee, appointed on probation to any other service, grade or post, to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and the orders governing such probation.

- vi. Replacement of the services of the CEDOK employee, whose services had been borrowed from a State Government or any authority under the control of a State Government, at the disposal of the State Government or the authority from which the services of such CEDOK employee had been borrowed ;
- vii. compulsory retirement of CEDOK employee in accordance with the provisions relating to his superannuation or retirement ;
- viii. termination of service ;
  - (a) of a CEDOK employee appointed on probation, during or at the end of the period of his/her probation, in accordance with the terms of his/her appointment or the rules and orders governing such probation, or
  - (b) Termination of employee under Rule 27.
  - (c) of a temporary CEDOK employee in accordance with the provisions of Sub Rule (I) of Rule 5 of the Karnataka Civil Services (Temporary Service) Rules.
  - (d) of a CEDOK employee, employed for specific assignment or project or specific period under an agreement, in accordance with the terms of such agreement.
- ix. Recovery of dues, fees, other charges / income under rule 107.

**75 DISCIPLINARY RULES :**

- (i) The Chairman shall be the disciplinary authority for employees belonging to Groups A (Director) & A respectively.
- (ii) The Director shall be the disciplinary authority for the employees belonging to Group A, B, C and D.

**NOTE :** Disciplinary Authority means and includes an authority competent to order departmental enquiries and / or impose any of the punishments specified in these Rules notwithstanding the above, the Director shall not impose major penalties on employees belonging to Group 'A'.

- 76.** A penalty shall be imposed after holding an enquiry against the employee concerned in respect of the alleged misconduct in the manner set forth in Rule 82 to 86.



77. An employee who is placed under suspension under Rule 88 shall, during the period of such suspension be paid a subsistence allowance is determined by the disciplinary authority but not less than one half of the pay.
78. If on the conclusion of the enquiry the employee has been found to be not guilty of any of the charges framed against him/her, he/she shall be deemed to have been on duty during the period of suspension and shall be entitled to the same pay and privileges as he/she would have received if he /she had not been placed under suspension, after deducting the subsistence allowance paid to him / her for such period.
79. The payment of subsistence allowance under this order shall be subject to the employee concerned not taking up any employment or doing any remuneration activity during the period of suspension. He should also continue to stay at HQrs and not leave HQrs without prior written permission of the competent authority.
80. If an employee refuses to accept a charge-sheet, order or other communication served, he/she shall be told verbally or deemed to have been served when such communications are sent through Registered Post whether the letter is delivered or returned undelivered to originator by the postal authority, regarding the time and the place at which enquiry into his/her alleged misconduct is to be held and if he / she refuses or fails to attend at the time, the enquiry shall be concluded ex-prate or penalty may be imposed dispensing enquiry.
81. An employee shall be liable to be terminated for any reasons whatsoever, when the organization is not able to provide him with work or in such an event, the employee shall not be entitled to any compensation and that post stands abolished.

**82. PROCEDURE FOR ENQUIRY AND IMPOSING PENALTIES:**

**(A) FOR MAJOR PENALTIES :**

- (i) An order imposing any of the major penalties shall be made, after an enquiry is held in accordance with these Rules provided an employee receives notices / charge-sheet / communications and co-operate with the Enquiry.
- (ii) Whenever the competent authority is of the opinion that there are grounds for enquiring into the truth of any imputation of misconduct or misbehavior against an employee, it may itself enquire into or appoint any officer working or retired of CEDOK or Government / Government controlled organisation or Retired District Judge or Advocate (empanelled by government departments / Agencies / autonomous bodies or having ten years experience in handling Service matters), Director of CEDOK or any other outside authority, as may be decided by the Competent Authority /Disciplinary Authority to enquire into the truth thereof.
- (iii) Where the competent / disciplinary authority itself enquires or appoints an enquiring authority to hold an enquiry it may, by an order, appoint any employee of CEDOK to be known as the Presenting Officer, to present on its behalf the case in support of the articles of charge.
- (iv) The employee may take the assistance of any other employee of CEDOK as his defence assistant.
- (v) Provided that an employee shall not take the assistance of any other employee who has two pending disciplinary cases on hand in which he/she is acting as Defence Assistant.
- (vi) On the date fixed by the enquiring authority, the employee shall appear before the enquiring authority at the time, place and date specified in the notice.
- (vii) On the date fixed for the enquiry, the oral and documentary evidence by which the articles of charge are proposed to be provided shall be produced by, on behalf of the Competent Authority. The witness shall be examined by or on behalf of the presenting officer and may be cross examined by or on behalf of the employee. The presenting officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined but not on a new matter, without the leave of the enquiring authority.

- (viii) When the case for the competent authority is closed, the employee may be required to state his/her defence, orally or in writing, as he/she may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In other case, a copy of the statement of defence shall be given to the presenting officer, if any, appointed.
- (ix) The evidence on behalf of the statement shall then be produced. The employee may examine himself/herself in his/her own behalf, if he so prefers. The witnesses produced by the employees shall then be examined and shall be liable to cross-examination, re-examination and examination by the enquiring authority, according to the provision applicable to the witnesses for the competent authority.
- (x) The enquiring authority may, after the employee closes his case, and shall, if the employee has not examined himself/herself, generally question him/her on the circumstances appearing against him/her in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him/her.
- (xi) After the completion of the production of evidence, the employee and the presenting officer may file written briefs of their respective cases within fifteen days of the completion of the production of evidence.
- (xii) If the employee does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person, or through the assisting officer or otherwise fails or refuse to comply with any other provisions of these rules, the enquiring authority may hold the enquiry ex-prate.
- (xiii) Whenever any enquiring authority, after having heard and recorded the whole or any part of the evidence in an enquiry ceases to exercise jurisdiction therein, and is succeeded by another enquiring authority which has and which exercises, such jurisdiction, the enquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by itself, provided that if the succeeding enquiring authority is of the opinion that further examination of any of the witness whose evidence has already been recorded is necessary in the interest of justice, it may recall, examine, cross-examine and re-examine any such witnesses as herein before provided. After the conclusion of the enquiry, report shall be prepared and it shall contain :-

- (a) A gist of the articles of charges and the statement of imputations of misconduct or misbehaviour.
- (b) A gist of the defence of the employee in respect of each article of charge.
- (c) An assessment of the evidence in respect of each article of charge and,
- (d) The findings of each article of charge and the reasons therefor.
- (e) The enquiring authority, where it is not itself the competent authority, shall forward to the competent authority the record of enquiry.

**(B) ACTION ON THE ENQUIRY REPORT:**

- (i) The competent authority, if it is not itself the enquiring authority may, for reasons to be recorded by it in writing, remit the case to the enquiring authority for rest or further enquiry and report and the enquiring authority shall there upon proceed to hold the further enquiry according to the provisions of sub-rule (A) as far as may be.
- (ii) The competent authority shall, if it disagrees with the findings of the enquiring authority on any articles of charge, record reason for such disagreement and record its own findings on such charge, if the evidence is sufficient for the purpose.
- (iii) If the competent authority having regard to the findings on all or any of the articles of charge is of the opinion that any of the penalties specified in Rule 74 be imposed on the employee, it shall make an order imposing such penalty.
- (iv) If the competent authority having regard to the findings on all or any of the articles of charge, is of the opinion that no penalty is called for, it may pass an order exonerating the employee concerned.

**(C) MINOR PENALTIES:**

- (i) Where it is proposed to impose any of the minor penalties, the employee concerned shall be informed in writing of the imputations of misconduct or misbehaviour against him and given an opportunity to submit his/her written statement of defence within a specified period not exceeding fifteen days. The defence statement, if any, submitted by the employee shall be taken into consideration by the competent authority before passing the orders.
- (ii) The record of the proceedings shall include:-
  - (a) a copy of the statement of imputations of misconduct or misbehaviour delivered to the employees,
  - (b) his / her defence statement, if any, and
  - (c) the orders of the competent authority together with the reasons therefor.

83. Orders made by the competent authority under sub-regulation (A) and (C) shall be communicated to the employees concerned who shall also be supplied with a copy of the report of enquiry, if any.
84. Notwithstanding anything contained in sub-regulation (A), (B) or (C), the competent authority may impose any of the penalties specified in Rules 74 under any of the circumstances given below.
- (i) When the employee has been convicted on a criminal charge or on the strength of facts of conclusions arrived at by judicial trial.
  - (ii) Where the competent authority is satisfied, for reasons to be recorded by it in writing that it is not reasonably practicable to hold an enquiry in the matter provided in this regulation.
85. **EMPLOYEE ON DEPUTATION FROM OTHER ORGANISATIONS:**
- (i) Where an order of suspension is made or disciplinary proceeding is taken against an employee who is on deputation to CEDOK, the authority lending his / her services (hereinafter referred to as the "Lending Authority") shall be informed of the circumstances leading to the order of his/her suspension or the commencement of the disciplinary proceeding as the case may be.
  - (ii) In the light of the findings in the disciplinary proceeding taken against the employee:-
    - (a) if the competent authority is of the opinion that any of the minor penalties should be imposed on him/her, it may pass such orders on the case as it deems necessary after consultation with the Lending Authority. Provided that in the event of a difference of opinion between the Competent Authority and the Lending Authority, the services of the employee shall be repatriated.
    - (b) if the Competent Authority is of the opinion that any of the major penalties should be imposed on him/her, it should replace his/her services at the disposal of Lending Authority and transmit to it proceedings of the enquiry for such action as it deems necessary.
    - (iii) if the employee submits an appeal against an order imposing a minor penalty on him/her under clause (ii) (a) it will be disposed of after consultation with the Lending Authority. Provided that if there is a difference of opinion between the Appellate Authority and the Lending Authority, the services of the employee shall be placed at the disposal of the Lending Authority, and the proceedings of the case shall be transmitted to that authority for such action as it deems necessary.

86. When two or more employees are concerned in a case, the authority competent to impose a major penalty on all such employees may make an order directing that disciplinary proceedings against all of them may be taken in common proceedings. If the authorities competent to impose a major penalty on such employees are different ; an order for taking disciplinary action in common proceeding may be made by the highest of such authorities.

87. **SUSPENSION:**

- (i) The competent authority or any other authority empowered in that behalf by the Governing Council by general or special order may place an employee under suspension:
  - (a) Where a disciplinary proceeding against him/her is contemplated or is pending, or
  - (b) Where a case against him/her in respect of any criminal offence is under investigation or trial.
- (ii) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours, shall be deemed to have been suspended with effect from the date of detention, by an order of the competent authority, and shall remain under suspension until further orders.
- (iii) An order of suspension made or deemed to have been made under this Rule may at any time be revoked by the authority which made or it deemed to have made the order.

**88. REMUNERATION DURING SUSPENSION:**

- (i) An employee under suspension shall get subsistence allowance equal to 50% of his/her Basic Pay & D.A. admissible provided that the Competent Authority is satisfied that the employee is not engaged in other employment or business and **continue to stay in Head Quarters**.
- (ii) The amount of subsistence allowance may be reduced to 25%, if the reason of delay is directly attributed to employee under suspension.

**89.** When the employee under suspension is reinstated, the competent authority may grant to him/her the following pay and allowances for the period of suspension: -

- (a) If the employee is exonerated and not awarded any of the penalties the full pay and allowances which he/she would have been entitled to if he/she had not been suspended, less the subsistence allowance paid to him/her.
- (b) If otherwise, such proportion of pay and allowance as the competent authority may prescribe.
- (c) In a case falling under sub-clause (a) the period of absence from duty will be treated as a period spent on duty. In a case falling under sub-clause (b), it will not be treated as a period spent on duty unless the competent authority so directs.

**90. APPEAL :**

Subject to provisions stipulated by the Governing Council from time to time, an employee shall be entitled to appeal to the Appellate Authority in the manner hereinafter provided against an order imposing on him/her any of the penalties specified in Rule 74.

**91. APPELLATE AUTHORITY :**

*An appeal shall lie :-*

- (a) An appeal shall lie to an authority higher / superior to an authority, which has imposed penalty under these rules. However, when penalty is imposed by Governing Council, in that case appeal also lies with Governing Council.
- (b) No appeal shall be addressed directly to the members of the Governing Council of CEDOK and any such actions shall be deemed to be a breach of discipline.

**92.** No appeal shall be entertained, unless it is preferred within one month from the date of the order appealed against, provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the concerned employee had reasonable or sufficient cause for not submitting the appeal within such period.

**93. CONDITIONS WHICH AN APPEAL SHOULD SATISFY :**

- (i) Every employee submitting an appeal shall do so separately and in his / her own name unless permitted otherwise by the appellate authority.
- (ii) Every appeal shall be addressed to the authority to whom the appeal lies and shall comply with the following requirements:-
  - (a) it shall be written in the official language of CEDOK or if not written in that language be accompanied by a translated copy in the official language, of CEDOK and shall be signed by the employee or employees concerned.
  - (b) it should be legible and couched with decent language.
  - (c) it shall contain all material statement and arguments relied on and shall be complete in itself.
  - (d) it shall specify the relief desired.
  - (e) it shall be submitted through proper channel.
  - (f) if an appeal is withheld for reasons specified by the appellate authority, the appeal may be re-submitted within one month from the date on which the concerned employee had been informed of the withholding of the appeal.



**94. CONSIDERATION OF APPEALS :**

In case of an appeal against any order imposing any of the penalties should be disposed of speedily after examining the merit of the appeal and whether the penalty imposed is excessive, adequate or inadequate and shall pass orders setting aside, reducing, confirming or enhancing any penalty or shall remit the case to the Competent Authority for a rest or further enquiry and with such directions as may be deemed fit in circumstances of the case provided further that no order imposing an enhanced penalty shall be passed unless the concerned employee is given an opportunity of making a representation against such enhanced penalty.

**95. PROVISIONS WHEN COMPETENT AUTHORITY SUBSEQUENTLY BECOMES APPELLATE AUTHORITY :**

Notwithstanding anything contained in these Rules, where the person who made the order appealed against becomes the appellate authority in respect of the appeal against such order, such person shall forward the appeal to the authority to which he/she is immediately sub-ordinate and such authority shall, in relation to that appeal, be deemed to be the appellate authority for the purpose of these rules.

## **CHAPTER - V**

### **96. PAY, ALLOWANCE, INCREMENT, ETC.**

#### **SECTION - I : GENERAL CONDITIONS**

- (i) Every employee shall by reason of his/her substantive appointment to a post or of his/her substantive position in a cadre, hold one of the posts specified, while on duty in that post or during joining time on transfer to another post and to which he/she shall revert when he/she is not :-
- (a) under suspension or
  - (b) on leave other than casual leave or deputed to other organisations, or
  - (c) holding a temporary post or officiating in another post, provided that if such an employee is transferred subsequently to a lower post or to a post on lower pay or grade, he/she will hold such a post from the day next to the date on which he/she is relieved of his/her duties in the post from which he is transferred.
- (ii) Except as otherwise provided in these Rules, no two persons may draw the pay and allowances of a particular post at the same time.

#### **SECTION-II: PAY AND ALLOWANCES :**

Except as otherwise provided in these Regulations, the pay and other allowances of an employee shall be eligible as and when State Government declared from time to time and same will be ratified in the next Governing Council. The pay and other allowances are payable only to those employees who are at the relevant time fulfilling the conditions subject to which they are admissible at that time.

**97. RE-FIXATION OF PAY ON PROMOTION :**

- (i) On promotion from one grade to another, the substantive pay of an employee in the time-scale of the higher post shall be fixed at the stage next above the pay notionally arrived by increasing the pay actually drawn by him/her in the lower post by one increment at the stage at which such pay is drawn provided
- (ii) That where an employee is immediately, before his promotion to higher post, drawing pay at the maximum of the time scale of the lower post, his/her initial pay in the higher post shall be fixed at a stage in that time scale next above such maximum in the lower post or as determined by the appointing authority for that post.

**98. RE - FIXATION OF PAY ON APPOINTMENT ON PROBATION :**

- (i) The pay of employee on appointment on probation from one grade to another shall be initially fixed at the minimum in the scale of higher grade, the difference between the pay so fixed and substantive pay of the employee in the old scale, if the latter be more, being treated as personal pay.
- (ii) On confirmation in the higher grade, the pay of an employee shall be fixed at the stage in the higher grade which is next above his/her substantive pay in the old scale as on the date of confirmation if such pay be higher than the pay drawn by him /her at the time of confirmation.

**99. OFFICIATING PAY :**

Subject to such special or general instructions as may be issued from time to time by the Director, the officiating pay of an employee shall be fixed in the manner indicated herein.

An employee who is appointed to officiate in a higher grade, shall, draw an officiating pay equal to the difference between his substantive or officiating pay in the old scale and the stage in the scale of pay of the post in which he/she is now appointed or as specified by the Chairman.

**100. RE-FIXING OF PAY ON TRANSFER FROM ONE GRADE TO ANOTHER :**

- (i) Where an employee is transferred from or appointed to another category or grade and the grades of his/her old post and new post are different, his/her substantive pay in the new post shall be fixed in such manner as the appointing authority may direct.

- (ii) When an employee is transferred from one grade to another, his/her pay in the new grade of scale shall be at a stage which is equal to his /her substantive pay in the old scale or if there is no such stage in the new scale, the stage next below that pay plus personal pay equal to the difference, such personal pay to be drawn until such time as it is absorbed by subsequent increments in the new scale.

### **SECTION -III : INCREMENTS :**

#### **101. INCREMENTS WHEN ACCRUE:**

Subject to such regulation which may be prescribed by the Governing Council, the increment shall ordinarily accrue on the completion of each specified period of service on each stage of that scale, whether such service be substantive, probationary or officiating and that an employee shall draw the increment on the 1<sup>st</sup> of the month in which it would fall due irrespective of the actual date of its accrual provided however that an increment will be postponed from the date of accrual of increment to the extent of unauthorised leave of any kind, or an increment withheld as a measure of penalty till such time the competent authority determines.

#### **102. ADJUSTMENTS OF PAY WHEN EMPLOYEE DEGRADED TO A LOWER POST . ETC.,**

An order under these Rules providing for the degradation of an employee to a lower post or grade or to a lowest stage in his/her incremental scale imposed as a disciplinary measure shall specify the pay to be initially fixed in the lower post or grade, the time when increment will accrue in the lower post, grade or stage.

#### **103. SANCTION FOR INCREMENTS :**

Sanction to draw increments shall be given by the Director or by such other authority by the Director as may be determined by the Governing Council. At the discretion of the competent authority such sanction may be delayed, withheld for that particular year if there are adverse remarks in his confidential report or his / her work being found unsatisfactory or not being of the required standard or failure to pass a prescribed test or examination.

## SECTION - IV : CONCESSIONS

### 104. GRANT OF HONORARIA ETC :

- (i) The Governing Council may determine the terms and conditions under which an honorarium or special pay or special increment as the case may be, granted to an employee of CEDOK for acquiring additional qualification which the Governing Council may find them useful to CEDOK's operations.

### 105. GRANT OF ONE INCREMENT AS SPECIAL PAY FOR ADOPTING FAMILY PLANNING :

*Special increment in the form of "Family Planning Allowance" .*

#### *Conditions :*

1. At the time of operation, the employees should have at least one surviving child and not more than two. A male employee's age should not be over 50 and his wife's should be between 20 & 45. A female employee's age should not be over 45 and her husband's not over 50. Admissible even if twins are born after the first surviving child.
2. The employee or spouse may have the operation.
3. The certificate in the prescribed form should be from a Central / State Government / CGHS Hospital / Clinic or any other approved institution recognized by the Government for the purpose.
4. If the operation is done in a private hospital / nursing home, the certificate should be counter signed by Civil Surgeon / DMO / AMA / Medical Officers of CGHS / Central Government Hospital.

**106. CONCESSIONS NOT TO BE DEEMED AS CONDITIONS OF SERVICE AND MISUSE THEREOF TO BE TAKEN AS BREACH OF DISCIPLINE :**

- (i) The concessions authorised under this section or as may be authorised from time to time, may not be deemed under any circumstance as part of the conditions of the service of an employee and may be withdrawn or suspended either wholly or in part, as determined by the Governing Council.
- (ii) Any breach by an employee of any of the terms and conditions relating to the grant of concessions authorised herein or as may be authorised from time to time, or any misuse of any facilities by CEDOK shall be taken as breach of discipline within the meaning of these Rules.

**107. RECOVERY OF DUES, FEES OR OTHER INCOME**

Unless CEDOK specifically agrees otherwise, any money or monies due and payable by an employee to CEDOK shall be liable, at the discretion of the competent authority, to be summarily recovered and adjusted from his/her pay and allowances or by any other amount due and payable by CEDOK to the employee either in one lumpsum or in such number of installments with interest @ 8% or more as the competent authority may determine.

## **CHAPTER - VI**

### **108. LEAVE AND JOINING TIME**

#### **SECTION - I : GENERAL RULES RELATING TO LEAVE**

- (i) The following kinds of leave may be granted to an employee :-
- (a) Earned Leave.
  - b) Casual Leave.
  - c) Sick Leave.
  - d) Extra-ordinary Leave.
  - e) Maternity Leave.

#### **AUTHORITY EMPOWERED TO GRANT LEAVE :**

The power to grant leave shall vest with the Director or any officer of CEDOK who has been delegated the power. All applications for leave shall be addressed to the authority empowered to grant leave.

- (ii) Leave cannot be claimed as a matter of right. When in exigencies, competent authority may refuse or revoke leave of any description and call back the employee for duty.
- (iii) Leave is earned by duty only and lapses on the date on which an employee ceases to be in service. However, in the case of an employee dying in service the leave salary admissible in respect of the ordinary leave standing to his/her credit will be paid to his nominee(s) / heir(s) ; the leave salary for this purpose being calculated only on the last pay drawn while on duty.
- (iv) Commencement & Termination of leave:
- (a) The first day of an employee's leave is the working day succeeding that upon which he/she makes over charge or is last on duty and the last day of an employee's leave is the working day proceeding that on which he/she reports his/her return to duty.
  - (b) On the expiry of his/her leave, an employee shall report his / her return to duty in the forenoon of the working day succeeding the day on which his/her leave expires unless he/she is permitted by the authority competent to grant leave to report in the afternoon.
  - (c) The authority competent to sanction leave may permit the pre-fixation and/or affixation of closed days or other recognised holidays to leave under such circumstances and subject to such conditions.

**(v) Obligation to furnish leave address & not to take up any employment :**

- (a) An employee shall, before proceeding on leave, other than casual leave, furnish to the competent authority his/her address while on such leave and shall keep the said authority informed of any change in the address previously furnished.
  - (b) An employee on leave shall not take up any service or accept any employment including the setting up of a private professional practice as Accountant, Technical or Industrial Consultant, Financial Expert or as a legal practitioner without obtaining the sanction of the authority empowered to appoint him.
- (vi) An employee on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he/she was last stationed.
- (vii) The competent authority may require an employee who applies for or avails himself / herself leave on reasons of health to produce a medical certificate in support of his/her application and also produce medical fitness certificate from a qualified Medical Authority acceptable to CEDOK. Whenever, Competent Authority is not satisfactory with the medical grounds / medical Certificate offered by employee, may refer the employee on to medical authority appointed CEDOK for seeking second opinion.
- (viii) Leave will not be granted to an employee under suspension or / and against whom disciplinary proceedings are pending / contemplated. Leave on medical grounds may be rejected if the competent authority is satisfied that the employee is trying to avoid or delay enquiry process.



## SECTION - II

### **109. PROCEDURE FOR AVAILING LEAVE**

#### **(i) EARNED LEAVE :**

Applications for earned leave should be submitted by employees before thirty days from the date from which the leave is required.

#### **(ii) QUANTUM AND LIMIT OF LEAVE**

- a. The amount of leave earned shall be, thirty days in a calendar year.
- b. The earned leave account of all confirmed employees shall be credited with earned leave in advance in two installments of fifteen days each on 1<sup>st</sup> January and 1<sup>st</sup> July every year. As far as probationer is concerned Earned Leave earned during probationary period is credited on confirmation in service.
- (c) The period of leave which can be accumulated or taken at any one time is 300 days, in the case of all employees and no further leave can be earned by an employee after he/she has such amount of leave due to him / her unless CEDOK decides to refuse leave in writing in which case, the leave could be accumulated beyond 300 days.

#### **(iii) CASUAL LEAVE :**

- (a) Casual leave may be granted to an employee upto a maximum of fifteen days and two days Restricted Holidays in each calendar year.
- (b) The period for which casual leave can be availed at a time does not exceed five days and does not in combination with closed day or notified holidays exceed ten days.
- (c) In the case of persons who join CEDOK during the course of a calendar year, their entitlement for casual leave for the first calendar year will be on a proportionate basis.

#### **(iv) SICK LEAVE :**

- (a) Half-day leave admissible to an employee of CEDOK in respect of each completed year of service shall be of ten days or five days converted into full sick leave.
- (b) Accumulation of half-day leave may be allowed upto 180 days or 90 days on computation of half-day leave as sick leave.

**(v) EXTRA ORDINARY LEAVE :**

Extra-ordinary leave may be granted to an employee at the discretion of competent authority whether other leaves are available in his/her credit or not. And when, having regard to his/her length of service and other relevant circumstances, sick leave is not considered justified by the authority empowered to grant leave. Extra-ordinary leave may be granted to an employee under the following circumstances:

- (a) When no other leaves admissible or due to him /her
- (b) When the employee desires to proceed on leave for pursuing higher studies or training ;
- (c) When the employee proceed on leave on medical grounds;
- (d) When the employee is required to carry out an assignment, either in India or abroad with prior permission of the CEDOK.
- (e) Any other exceptional circumstances beyond his / her control, under which the employee is on leave.
- (f) When other leave is admissible, but sanctioning authority decides to grant Extra Ordinary Leave instead of Earned Leave or Sick Leave or Half Pay Leave in the interest of organisation.

**110. ELIGIBILITY FOR EXTRA-ORDINARY LEAVE :**

- (i) The Duration of extra-ordinary leave shall be as decided by the Competent Authority for each case and shall not exceed five (5) years in entire career.
- (ii) The Duration of extra-ordinary leave shall be as decided by the Governing Council for each case
- (iii) No pay and allowance shall be admissible during the period of extra-ordinary leave.
- (iv) Extra ordinary leave shall not be counting for the following :-
  - (a) Increments, (b) Promotion, (c) Seniority, or for any other benefits such as P.F., Leave, Gratuity or Pension.

**NOTE :** 1. The total period of extra-ordinary leave is not counted for increments and as such the date of increment shall be postponed to the extent of extraordinary leave availed.

- 2. The employee may be granted extra ordinary leave at the discretion of competent authority on valid grounds to be recorded in writing when the length of service render by employee is less than five years.

### **111. MATERNITY LEAVE**

Maternity leave is admissible to a married woman employee as per the Maternity Benefit Act from time to time upto two terms. Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only, if the request is supported by a medical certificate.

#### **FACILITIES & PERQUISITES :-**

### **112. LEAVE ENCASHMENT :**

All whole time confirmed employees will be allowed encashment of leave once in a year for a maximum period of fifteen days, provided not less than thirty days earned leave remains to the credit of the employee after encashment of such leave. Encashment of earned leave will not be taken as entitlement if the service of employee is terminated or when an employee resigns.

**Note :** Sanctioning authority may withhold the above facility due to funds constraints or other reasons to be recorded in writing.

### **113. LEAVE TRAVEL CONCESSION :**

CEDOK may extend the under noted facility to the employees, subject to the availability of surplus fund.

- (i) All whole time confirmed employee with eight years of confirmed service in CEDOK are eligible for LTC. However, an employee against whom any disciplinary proceedings are under progress or who is under suspension shall not be eligible.
- (ii) Leave Travel Concession is admissible to eligible employees for a distance of 1500 kms. each way to any place in India in a block period of three years by the entitled class of travel. The employees along with his/her family (As defined in the Service Rules) is entitled for the above facility.
- (iii) Family Members of an employee may also avail LTC independently with the return journey facility within six months.
- (iv) For journey performed by any other means will be limited to the actual rail fare of the entitled class for the said distance or the least fare.
- (v) Advance against LTC shall be allowed, subject to maximum of 80% of the total anticipated expenses.

- (vi) The following are the Conditions and Exceptions for LTC:
- (a) The leave encashment shall not be allowed concurrently with LTC in the same calendar year.
  - (b) Director (Group A employee) will be entitled for both the facilities if he /she has completed three years of service in CEDOK.
  - (c) The eligible employee has to opt for these concessions at least six months before availing the same.

**114. REIMBURSEMENT OF MEDICAL EXPENSES :**

Every whole-time employee of CEDOK will be entitled to claim Rs. 5,000/- per annum, on self-certification format in addition to the following :

CEDOK employees to buy Mediclaim Policy and obtain reimbursement upto Rs. 10,000/- (Rupees Ten Thousand only) per annum instead of paying them Rs. 10,000/- by CEDOK annually towards hospitalization.

**115. REIMBURSEMENT OF CONVEYANCE ALLOWANCE :**

All permanent employee shall be entitled for reimbursement of conveyance costs from residence to the Office subject to ceiling of Rs. 3,000/- ( Rupees Three Thousand Only) as decided by the Governing Council from time to time.

**EXPLANATION :-**

- (i) No local conveyance of any form is allowed to those employees (while in Head Quarter) who are entitled for conveyance allowance.
- (ii) Details of vehicle for which reimbursement is claimed must be submitted the original papers must be verified by administration every year.
- (iii) A declaration to this effect is necessary in-form IV before making any claim towards vehicle maintenance.

**116. FESTIVAL ADVANCE :**

Advances may be sanctioned by the Director to the employees of the organisation to defray the expenses of important festivals, subject to the following conditions.

All the confirmed employees of CEDOK, including deputed employees may be granted Festival advance for one festival in a calendar year, equal to 75 % of his/her basic pay rounded off to the nearest multiple of Rs. 10/- and subject to a maximum of Rs. 10,000/-. However, advance may be sanctioned to temporary employees and employees on probation subject to their production of surety from the confirmed employees of the organisation. Advance will be recoverable in 10 equal monthly instalments.

**117. RESIDENTIAL TELEPHONES:**

Group A (Director) employee will be eligible for residential telephone with STD facility. For Group A & B as determined by the Governing Council.

**118. TRAVELLING ALLOWANCE ON TOURS AND TRANSFERS :**

- (i) CEDOK employees who undertake tours on official work and the employees who are transferred from one place to another in the interest of organisation are eligible for travelling allowances as under:

<b>Groups</b>	<b>Pay Range</b>
A	From Rs. 48,900 & above
B	From Rs. 45,300 to Rs. 48,899
C	From Rs. 37,900 to Rs. 45,299
D	Less than Rs. 37,899

(ii) **JOURNEY ON TOURS :**

Class of accommodation admissible for different categories for the journey performed is as follows.

<b>Groups</b>	<b>Class of journey</b>
A (Director)	1st class A.C or Air.
A	1st class / A.C. two tier sleeper
B	1st class / A.C. two tier sleeper
C	1st class / A.C. chair car
D	2 <sup>nd</sup> class/2 <sup>nd</sup> class sleeper

**(iii) HALTING ALLOWANCE :**

The quantum of halting allowance admissible are to be calculated as follows :

(A) The employee engaged on duty beyond municipal limits is eligible.

For halts not exceeding six hours	No. D. A. (halting allowance)
For halts exceeding six hours but not exceeding 12 hours.	70% D. A. (halting allowance)
For halts exceeding 12 hours	1 D.A. (halting allowance)
For halts exceeding 24 hours for every 24 hours and for fraction of hours as indicated.	1 Day allowance.

(B) The rates of halting allowances within the state as well as in other places is as follows :-

Group	Basic Pay (Rs.)	Halting Allowance per day (In. Rs)		
		Within the State	At Bangalore	Outside the State
A (Dir)	Rs. 1,04,600 and above	500	1000	1,500
A	Rs. 48,900 & above	350	550	1,000
B	Rs. 45,300 to 37,899	250	400	600
C	Rs. 37,900 to 45,299	200	350	500
D	Less than Rs. 37,899	175	250	400

**B. Eligibility of D.A. in various circumstances :**

Free boarding and / or lodging charges availed.

Free boarding and lodging 25% of ordinary rate.

Free boarding alone 50% of ordinary rate.

Free lodging alone 75% of ordinary rate.

Stay in office building free of cost. 75% of ordinary rate.

**C. Halting Allowance may be reduced depending on programme / project budget.**

**119. JOURNEY ON TRANSFER :**

Following members of the family are eligible for claiming travelling allowances during transfer.

- (i) Employee of CEDOK and employee's spouse.
- (ii) Legitimate and step children.
- (iii) Parents ordinarily residing with and wholly dependent upon the employee.

The employee may travel by train and claim one fare for self and one fare for each adult members and half fare for eligible children based on the class of accommodation for which he/she is entitled.

In case the employee travels by any other cheaper means of transport, he / she may claim as per the rates of the train fare of the class of accommodation for which he/she is entitled.

**120. TRANSFER OF PERSONAL EFFECTS/LUGGAGES :**

- (i) Employees are entitled to claim the expenses incurred in transporting the luggage by goods train at the following rates.

<b>Group</b>	<b>Kilograms</b>
A (Director)	5000
A	5000
B	3000
C	1500
D	1000

- (ii) Employees may transport the luggages by any other means even if two places are connected by train, but they have to claim at the rate applicable for goods train.

NOTE : In case of deputationist, as per the terms of deputation or as per his/her entitlements in his/her parent cadre / organisation.

**(iii) JOURNEY BY ROAD :**

- a) Employees whose basic pay is Rs. 48,900/- and more may travel in their own car or taxi and claim mileage at Rs. 8/- per kilometer. The family member should also travel in such car / taxi.
- b) If travelled by state transport buses, the employee may claim one fare for self, single fare for each adult member of the family & half fare for each eligible child.
- c) For transporting luggages from one place to another which are not connected by rail, the cost at following rates for the eligible quantity of luggage may be claimed.

<b>Group</b>	<b>Rate per kilometers. (In Rs.)</b>
A (Director)	10
A	10
B	6
C	3
D	2

- d) For transporting luggage from railway-station or bus-stand to the residence, the cost at following rates is admissible.

**For all employees :**

- i) Within municipal corporation limits Rs. 30/- per km.  
ii) Other places Rs. 15/- per km.

**(iv) JOURNEY BY AIR :**

Only Director or with the permission of Director and above may travel by air (including vayudoot services) with their family members with prior permission and claim the air fare.



**121. TRANSFER GRANT :**

In cases where the transfer are effected in the interest of the organisation, the employees are eligible for transfer grant at the following rates.

Group	Transfer grant (In Rs.)	
	For transfer within district	For transfer outside district.
A (Director)	1200	2000
A	1200	2000
B	900	1500
C	600	1000
D	300	500

**NOTE :** In case of Deputationist, as per the terms of deputation as per his / her entitlement in his/her parent organisation.

**122.** No person is entitled to any travelling allowances from the Organisation for a journey undertaken on retirement, resignation or dismissal from the organisation's service, or unless the Governing Council otherwise directs in any particular case on the termination of his service.

**123.** Travelling allowance is admitted on the basis of a journey by the shortest route, by the ordinary modes of travelling. But if an employee travels by a route which is not the shortest but is cheaper than the shortest, his/her travelling expenses shall be calculated on the route actually used.

**124.** An employee must travel by the class of accommodation for which travelling allowances is admissible to him/her. If he or she was to travel in a lower class, he/she shall be entitled to the fare of the accommodation actually used.

**125. ADVANCE TO MEET TRAVELLING EXPENSES :**

An employee who is required to travel on the organisation's business may draw an advance to meet his/her travelling expenses.

## **CHAPTER - VII**

### **EX-GRATIA, PROVIDENT FUND AND GRATUITY**

**126. EX-GRATIA / BONUS :**

Ex-gratia/ bonus may be paid to permanent employees of the CEDOK subject to availability of funds and as approved by the Governing Council.

**127. PROVIDENT FUND :**

- (i) The facility of provident fund is to be provided to all employees as per the provisions of the Employees Provident Fund and Miscellaneous Provident Act, 1952, as amended from time to time.
- (ii) The Centre may create its own Trust for the purpose of Provident Fund as per the Provident Fund Act.

**128. GRATUITY :**

- (i) The facility of Gratuity is to be provided to all employees as per the provisions of the Payment of Gratuity Act, 1972 as amended from time to time.
- (ii) Director or any person appointed on contract basis is also entitled to gratuity irrespective of the contract period as well as eligibility period provided under the Payment of Gratuity Act, 1972 as may be amended from time to time.

**129. GRATUITY NOT ADMISSIBLE IN CERTAIN CASES :**

Gratuity shall not be admissible to an employee, if his/her services have been terminated as a consequence of disciplinary action.

**130. TO WHOM PAYABLE IN THE EVENT OF DEATH OF THE EMPLOYEE :**

In the event of death of any employee, before receipt of gratuity, the amount of gratuity shall be paid to the nominee to whom the Provident Fund is payable, and, if there are more persons than one so nominated, the amount of gratuity shall be distributed among the nominees in the same proportion in which the employee has distributed the Provident Fund standing to his/her credit. If no such nomination has been made, the amount of gratuity shall be paid to the legal heir(s) of the employee.

## **CHAPTER - VIII**

### **DEPUTATION**

#### **131. DEPUTATION OF SERVICE TO OTHER ORGANIZATION :**

An permanent / contract / casual employee may be transferred / deputed or placed at the disposal of another employer by the competent authority. However such transfer / deputation or placement shall be at the sole discretion of the competent authority and the employee shall have no right to refuse such appointments.

However, such individual case shall be brought before the Governing Council for consideration and approval.

## CHAPTER - IX

### **TENURE AND POSTING OF CEDOK OFFICERS**

- 132.** All employees of CEDOK are liable to be transferred any where in Karnataka in the interest of smooth functioning of the organization and functional requirement basis.
- 133.** Joint Directors / Deputy Directors in various grades and staff will be posted in any one of the above mentioned place subject to requirement at Head Office, Dharwad or at Project Office or depending upon the workload at other places.
- 134.** The tenure at the place will be for period of minimum of 3 (three) years and maximum of 5 (five) years.

Under no circumstance tenure cannot be increased. However, tenure can be reduced based on functional requirement at Head Office, Dharwad / Project Office / work load in other places.

- 135.** Joint Directors / Deputy Directors / Staff will not be posted to same place unless he/she has completed tenure in all other places.

**FORM - I**

**136. DECLARATION REGARDING SERVICE RULES :**

I hereby declare that I have read and understood the CEDOK SERVICE RULES, 2007 and I hereby subscribe to and agree to be bound by the said RULES, which may be amended from time to time.

Name in full :

Permanent Address :

Date of Birth :

Nature of Appointment :

Date of Appointment :

Signature :

Date :

Place :

Name with address & signature of witnesses

1.

2.

**FORM - II**

**137. DECLARATION OF DOMICILE :**

I, the undersigned, having been appointed to the service of Centre for Entrepreneurship Development of Karnataka, Dharwad, hereby declare

....., .....,  
( Village / Town ) ( Taluk )

....., .....,  
( District ) ( State )

as my place domicile.

NAME IN FULL :

NATURE OF APPOINTMENT :

DATE OF APPOINTMENT :

SIGNATURE :

DATE :

PLACE :

Name with address & signature of Witnesses :

1.

2.

**FORM - III**

**138. DECLARATION ON THE VITAL ISSUES :**

I, .....  
(Name ) ( Son of / Daughter of )

.....  
( Surname ) ( Resident of )

hereby solemnly affirm & declare that I shall not be involved in the TRINITY of the vital issues as described under Rule 50, 52, 56 and that

- i) I shall at all times maintain the absolute integrity and devotion towards my duty in CEDOK.
- ii) I shall not communicate directly or indirectly any official document or part thereof or information to any person except with the previous permission in writing by the Director.
- iii) I or any of my family members shall not be involved in any manner in any competitive activity whatsoever while my being in the service of CEDOK.

I understand that the above vital issues are completely prohibited in the service of CEDOK.

*Signature &  
Name in Capital Letters*

*Date:*

*Place:*

*Postal Address*

*Name with Address & Signature of Witnesses:*

1.

2.

**FORM - IV**

**139. DECLARATION ON VEHICLE MAINTENANCE:  
(Under CEDOK SERVICE RULES NO. 116)**

I, .....  
( Name )                      ( Son of / Daughter of )                      ( Surname )

hereby declare that I am a bonafide owner of vehicle (make) .....  
Car / Scooter / Motorcycle / Moped bearing registration No.....  
which is being used by me for office purposes.

I shall use the above vehicle for office purposes and shall submit papers and documents for the necessary verification any time demanded by the organization.

I understand that I will cease to get any vehicle allowance from the day the ownership of the above vehicle is changed.

*Signature &  
Name in Capital Letters*

***Date:***

***Place:***

***Postal Address***

***Name with Address & Signature of Witnesses:***

1.

2.



## EXHIBIT - I

### Existing :

Qualification, Experience and Job responsibility of various posts in Centre for Entrepreneurship Development of Karnataka.

Sl. No.	Name of the post, pay scales & Group	No. of posts	Minimum Qualification	Minimum Experience	Job responsibilities
(1)	(2)	(3)	(4)	(5)	(6)
01.	Director 104600-2500- 112100-2800- 128900-3100- 150600 Group 'A'	1	Degree in Engineering or B. Tch., or MBA from a recognized university.	Twenty (20) years in industry, training / teaching, consulting / counseling / administration or industrial promotion	Competent Authority for mobilization of resources, as well as planning, execution and control of programme activities, administration in the organization and teaching.
02	General Manager 74400-1900- 83900-2200- 97100-2500- 109600 Group 'A'	1	B. E or B. Tech or MBA from recognized University.	Fifteen (15) years in industry / training / teaching / consulting / counselling / administration or industrial promotion	Assist the Director in discharging executive responsibility, monitor various programmes, teaching and act on his behalf in the absence of Director.

(1)	(2)	(3)	(4)	(5)	(6)
03.	Joint Director 74400-1900-83900- 2200-97100-2500- 109600 Group 'A'	13	B. E or B. Tech or MBA from recognized University. Computer Knowledge Essential.	Ten (10) years in industry, training, consulting, counseling, of which 5 years in project identification, flexibility, analysis, techno-economic survey for industrial development.	Responsible planning, designing, monitoring & implementation of training activities, teaching and Research.
04.	Deputy Director 67550-1650-72500- 1900-83900-2200- 97100-2500- 104600 Group 'A'	4	BE or B. Tech or MBA from recognised University. Computer Knowledge Essential.	Ten (10) years in training / teaching consulting / counseling, of which three years in industry.	To organize & co-ordinate EDP's & other programmes independently, and act as programme coordinator, trainer - motivator, Coordinate with sponsoring organizations.

(1)	(2)	(3)	(4)	(5)	(6)
05.	Manager (Finance & Accounts) 70850-16550- 72500-1900-83900- 2200-97100-2500- 107100 Group 'A'	1	Post graduate in Commerce or MBA in Finance from recognised University. Computer knowledge is essential.	5 years in industry, or training organization.	Handle office Finance & Accounts, preparation of budget estimate internal auditing, balance sheet, annual report, teaching if necessary.
06.	Manager (Personnel & Administration) 67550-1650-72500- 1900-83900-2200- 97100-2500- 104600 Group 'A'	1	MBA (Personal Management or HRD). Computer knowledge is essential.	Ten (10) years in industry, or training organization.	Handle Office administration personnel matters, campus / estate management public relations, handling disciplinary matters / court cases, teaching, if necessary.
07.	Senior Assistant Director 48900-1250- 53900-1450- 62600-1650- 72500-1900- 83900-2200- 92700 Group 'B'	1	BE or B. Tech or Master Degree from recognized University. Knowledge of computer is essential.	Eight (8) years in training / teaching / consulting / counseling.	Organize EDP's and other programmes independently. Act as programme coordinator, Coordinate with sponsoring organization.

(1)	(2)	(3)	(4)	(5)	(6)
08.	Superintendent 45300-1100- 46400-1250- 53900-1450- 62600-1650- 72500-1900- 83900-2200- 88300 Group 'B'	1	Any degree from recognized University. Knowledge of computer is essential.	Five (5) years in industry, or training organization. Experience may be waived in case of deserving candidates.	Assist the Director, Manager (F&A) and Manager (P&A)
09.	Executives 43100-1100- 46400-1250- 53900-1450- 62600-1650- 72500-1900- 83900 Group 'B'.	4	Any degree from recognized University. Knowledge of computer is essential.	Five (5) years in industry, or training organization. Experience may be waived in case of deserving candidates.	Assist the Director in day - to - day activities with utmost loyalty and confidence. Handle FAX, E-Mail, Internet, Engagements, Meetings, Visitors and also assist the Manager (P&A) and Manager (F&A).
10	Assistant Training Officer 40900-1100- 46400-1250- 53900-1450- 62600-1650- 72500-1900- 78200 Group 'B'	9	BE or B. Tech or Master Degree from recognized University. Knowledge of computer is essential.	Eight (8) years in training / teaching / consulting / counseling.	Organize EDP's and other programmes independently, act as programme coordinator, Coordinate with sponsoring organization.
11.	Librarian 40900-1100- 46400-1250- 53900-1450- 62600-1650- 72500-1900- 78200 Group 'C'	1	Graduate in Library Science. Computer Knowledge Essential.	5 years in library, or information centre Experience may be waived in case of deserving candidates.	Maintain catalogue of books, magazines, look after documentation & dissemination of information and also Assist the Director and Manager (P&A).

(1)	(2)	(3)	(4)	(5)	(6)
12.	Junior Executive 36000-950-39800- 1100-46400-1250- 53900-1450- 62600-1650-67550 Group 'C'	2	P.U.C. recognized by Board. Knowledge of computer is essential.	Five (5) years in industry or training organization. Experience and qualification may be waived in case of in service staff only.	Assist the officers in day-to-day activities.
13.	Senior Assistant 33450-850-36000- 900-39800-1100- 46400-1250- 53900-1450-62600 Group 'C'	2	P.U.C. recognized by Board. Knowledge of computer is essential.	Five (5) years in industry or training organization. Experience and qualification may be waived in case of in service staff only.	Assist the officers in day-to-day activities.
14.	Assistant 30350-750-32600- 850-36000-950- 39800-1100- 46400-1250- 53900-1450-58250 Group 'C'	3	P.U.C. recognized by Board. Knowledge of computer is essential.	Five (5) years in industry or training organization. Experience and qualification may be waived in case of in service staff only.	Assist the officers in day-to-day activities.
15.	Junior Assistant 18600-450-20400- 500-22400-550- 24600-600-27000- 650-29600-750- 32600 Group 'D'	2	SSLC / PUC	Ten (10) years experience in industry or training organization.	Assist the officers in day-to-day activities, maintain the campus and other work entrusted by the officers.
	<b>Total</b>	<b>46</b>			

**Recommended by Review - Committee -**  
**Mode of recruitment**

**The mode of recruitment to all the posts mentioned in Exhibit - I  
has to be in the following pattern.**

Sl. No.	Group	Mode	Remarks
1	Director Group 'A'	By Promotion	Senior Joint Director in the organisation will be posted.
2	General Manager / Joint Director Group 'A'	By Promotion	Already in service of the organisation with required qualification, experience etc., may eligible for promotion.
3	Deputy Directors Group 'A'	By Promotion	Already in service of the organisation with required qualification, experience etc., may eligible for promotion.
4	Manager (P&A) / Manager (F&A) Group 'A'	By Promotion	Already in service of the organisation with required qualification, experience etc., may eligible for promotion.
5	Senior Assistant Director / Superintendent Group 'B'	By Promotion	Already in service of the organisation with required qualification, experience etc., may eligible for promotion.
6	Executives / Librarian Group 'C'	By Promotion	Already in service of the organisation with required qualification, experience etc., may eligible for promotion.
7	Assistant Training Officers Group 'C'	By Direct Recruitment	By Recruitment.
8	Junior Executive / Senior Assistants / Assistants / Junior Assistant	By Direct Recruitment	By Recruitment.