



RJS FIRST GRADE COLLEGE

KORAMANGALA, BENGALURU- 560034

Code of conduct for students

1. Students should adhere to dress code of RJS College.
2. Students should compulsory wear blazers in and around campus.
3. Students should wear their identity cards inside the campus daily.
4. During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
5. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
6. Malpractice in exams and other acts of dishonesty in class that may violate or spoil the academic atmosphere is not allowed.
7. Use or possession of drugs, alcohol or other intoxicating substances is banned
8. Students should maintain silence during the class hours.
9. It is compulsory to attend all the internal examinations.
10. Allotment of internal marks are strictly adhered to university rules, students should follow the rules.
11. Vulgar words should not be used for fellow person, faculties and staffs.
12. Students should take care of their belongings. The institution will not be responsible for any loss.
13. Visitors are not allowed to meet the students in the classrooms.
14. Ragging in any form is a serious offence and it will be dealt with severely.
15. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
16. Students are informed not to use plastic and maintain cleanliness.
17. Students should compulsory participate in co-curricular activity such as NSS/NCC/RED CROSS/CULTURAL/SPORTS.

Darbood
Principal

PRINCIPAL
R.J.S. First Grade College
Koramangala, Bangalore-34

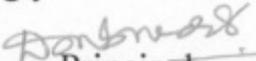


RJS FIRST GRADE COLLEGE

KORAMANGALA, BENGALURU- 560034

Code of conduct for faculties

1. Provide an innovative and quality education to pupils.
2. Teaching faculty should adhere to dress codes.
3. Faculties should adhere to service rules of KRJS rules and regulations.
4. Be impartial and indiscriminative against students
5. Abide by the rules and regulations of the institution
6. Be responsible and interact positively with parents and other stakeholders in educating the students
7. Help, guide, encourage and assist students in their learning.
8. Uphold the honour and dignity of the teaching profession.
9. Teachers should complete the syllabus in time and address to the academic needs of the students.
10. Teachers should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
11. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
12. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
13. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency.
14. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
15. Staff members are also encouraged to take up Research projects and attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
16. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution.
17. Mentoring system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
18. Teachers must be aware of their workload and work accordingly.


Principal

PRINCIPAL
R.J.S. First Grade College
Koramangala, Bangalore-34

CODE OF CONDUCT FOR KRJS STAFF



KARNATAKA REDDYJANA SANGHA®
KORAMANGALA, BENGALURU-560034.

SERVICE RULES

Whereas it is necessary to define and lay down the terms and conditions of appointment and service of the employees of the KARNATAKA REDDYJANA SANGHA®, NO. 01, MAHAYOGI VEMANA ROAD, KORAMANGALA, III BLOCK BENGALURU – 560034 and to provide for their functions, duties, conduct etc., the MANAGEMENT COMMITTEE of the society exercising the powers vested under Bye-law No.14(9) hereby frame and adopt the following Service Rules viz., “KARNATAKA REDDYJANA SANGHA® SERVICE RULES 2018”.

CHAPTER – 1

1. NAME. SHORT TITLE COMMENCEMENT AND APPLICATION:

- a) These Rules shall be called KARNATAKA REDDYJANA SANGHA® SERVICE RULES 2018 and shall be simply called “SERVICE RULES OF EMPLOYEES OF KRJS”.
- b) These Service Rules shall come into force from such date as the Managing Committee of Sangha approval it.
- c) The provisions of these rules shall apply to the employees whose services are confirmed in writing in a regular post of any cards in the Sangha on prescribed pay scale or on consolidated pay.
- d) The provisions of these rules shall not apply to employees on Daily Wages/Casual Employees/Temporary Employees/Apprentices.
- e) Under these Rules, wherever sanctions/approvals are contemplated on the basis of any scale of pay, the same stand revised automatically as and when the scales of pay are revised with the approval of the Management Committee.
- f) The relevant provisions of Karnataka Civil Services Rules (as applicable non aided education institutions) shall apply, where these Rules are silent on any service matter relating to the employees of the Society.

2. DEFINITIONS:

In these Rules, unless there is anything repugnant to the context, the following words would have the meaning as assigned to here under:

- 1) "Act and Rules" means the Karnataka Societies Registration Act, 1960 and the Rules made there under and as amended from time to time
- 2) "Government" means the Government of Karnataka.
- 3) "Sangha" means Karnataka Reddyjana Sangha®, No.1, Mahayogi Vemana Road, Koramangala III Block, Bengaluru – 560034.
- 4) "Bye-Laws" means the Bye-Laws of the Karnataka Reddyjana Sangha as amended from time to time.
- 5) "Management Committee" Means the Management Committee of the Karnataka Reddyjana Sangha® constituted for a specific term with specific authority, functions and responsibilities as per the Bye-Laws.
- 6) "President" means the President elected by the Management Committee as per the Bye-Laws.
- 7) "Vice President" means the Vice President elected by the Management Committee as per the Bye-Laws.
- 8) "General Secretary" means the General Secretary elected by the Management Committee as per the Bye-Laws.
- 9) "Treasurer" means the Treasurer elected by the Management Committee as per the Bye-Laws.
- 10) "Heads of the Institutions" means the Head Masters/Principals/Heads of the educational institutions run by Sangha.
- 11) "Employee" means any person whose services are confirmed in writing in a regular post of any cadre in the Sangha.
- 12) "Headquarters" means the Registered Office of the Sangha at CA Site No.1, Mahayogi Vemana Road, Koramangala III Block, Bengaluru - 560034.
- 13) "Teaching Staff" means a member of Teaching Staff comprising of the following:
 - i). Heads of the Institutions/Principals;
 - ii). Teacher, Lecturer, Asst. Professor, Associate Professor, Professor;
 - iii). Assistant Teacher;
 - iv). Librarian;
 - v). Physical Instructor; and
 - vi). Any other category of post declared by the Management Committee as teaching Staff.
- 14) "Non-Teaching Staff" means employees other than Teaching Staff.
- 15) "Appointing Authority" means the authority empowered to make appointments to all the posts of all the cadres in the Sangha.
- 16) "Competent Authority to which the power is delegated by or under these Rules.
- 17) "Duty" includes.
 - 1) Service as a probationer provided that such service is followed by confirmation;
 - 2) Joining time.
 - 3) A course of instruction or training authorized by or under the orders of the competent authority.

- 4) Period occupied in appearing for an examination prescribed by the Society.
 - 5) Period of deputation.
 - 6) Any other period specifically declared to be treated as duty.
- 18) "Lien" means the title of an employee to hold substantively either immediately or on the termination of a period or periods of absence, a regular post including a tenure post to which he/she has been appointed substantively.
 - 19) "Officiate": An Employees officiates in a post when he/she performs the duties of a post on which another person holds a lien. The competent authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.
 - 20) "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 in a cadre;
 - ii. Stagnation increment, if any, granted to an employee above the maximum of the scale of pay;
 - iii. Additional increment, if any granted to him in additions to his regular annual increment in respective pay scale of an employee other than the regular increment.
 - iv. Personal Pay; and
 - v. Any other emoluments, which maybe specially classified as pay by the Management Committee.
 - 21) "Regular post" means a post carrying a definite scale of pay sanctioned by the Management Committee or mentioned in the order of appointment.
 - 22) "Probation" means the time period during which a fresh entrant to the service or a person appointed to a higher post for the first time by promotion
is put on test for determining his/her fitness to hold the post in service.
 - 23) "Period of Probation" means the period of probation prescribed by the Management Committee or mentioned in the order of appointment.
 - 24) "Probationer" means an employee, who has not completed the period of his/her probation.
 - 25) "Personal Pay" means an additional pay granted to an employee.
 - a) To compensate him/her from a loss of substantive pay in respect of regular post other than a tenure post due to a revision of pay or from any such reduction of substantive pay other than as a disciplinary measure, or
 - b) In exceptional circumstances on other personal considerations.
 - 26) "Special Pay" means an addition to the pay of an employee granted in

consideration of :

- a) The specially arduous nature of duties, or
 - b) A specific addition to the work or responsibility.
- 27) "Subsistence Grant" means a monthly grant made to an employee under suspension who is not in receipt of pay or leave salary.
- 28) "Substantive Pay" means the pay other than Special Pay and Personal Pay drawn in a post held in regular capacity.
- 29) "Tenure Post" means a post, which an individual employee holds for a limited period.
- 30) "Time Scale of Pay" means pay which, subject to any conditions prescribed in these Rules, rises by periodical increment from a minimum to maximum.
- 31) "FAMILY" means employee's wife or husband, legitimate children and step children, residing with and wholly dependent on the employee except in respect of FPF, it includes in addition his/her parents, sisters and minor brothers, if residing with and wholly dependent on him/her . Not more than one wife is included in a family for the purpose of this rule.
- 32) "JOINING TIME" means the time allowed to an employee to join a new post or to travel to or from a station to which he is posted.
- 33) "SERVICE" includes the period of duty as also the period of authorized leave but does not include the period of unauthorized absence.
- 34) "UNAUTHORISED ABSENCE" means any employee absenting from duty without proper sanction from the competent authority.
- 35) "Leave Salary" means the monthly amount paid by the Sangha to an employee on leave.

3. POWER TO INTERPRET, AMEND, DELEGATE AND IMPLEMENT THE RULES.

1. The final powers to interpret these rules vest with the General Secretary who is also hereby empowered to issue such administrative instructions as may be necessary to give effect to and to carry out the main purposes of these provisions without infringing the basic structure of these rules.
2. The power to amend these rules by way of additions, deletion, substitution modification etc., shall vest with the Management Committee.
3. The Management Committee may from time to time decide the scope, extent and manner in which any of the powers vested with it may be delegated subject to such restrictions as it may deem necessary.

4. The General Secretary may from time to time decide the scope, extent and manner in which any of the powers vested with him may be delegated subject to such restrictions and conditions as he may deem necessary. Any such re-delegation should be reported to the Management Committee

CHAPTER - II

4. RECRUITMENT OF STAFF:

1. AUTHORITY COMPETENT TO CREATE POSTS AND TO APPOINT.

- a) The Management Committee shall from time to time determine the number of posts of Teaching and Non-Teaching category in the services of the Sangha according to exigencies of circumstances in consultation with the Heads of the Institutions.
- b) The Management Committee shall be the competent authority to make appointments to the posts of all the cadres subject to the recommendations of the Recruitment Committee constituted by it. In exigencies President is empowered to appoint any stop in consultation with Office Bearers subject to ratification by Managing Committee

2. CADRE AND RECRUITMENT RULES:

The qualification, experience, age etc., in respect of the posts of all the cadres in the Sangha shall be as prescribed by the Department of Public Instruction, Government of Karnataka and respective Universities. The Management Committee is empowered to relax the qualification, experience, age etc., in deserving cases.

3. METHOD OF RECRUITMENT:

- a) Appointments to the posts of all the cadres may be made on regular basis by direct recruitment or by promotion or on contract basis.
- b) The terms of such appointments shall be as prescribed by the Management Committee.
- c) The Management Committee shall decide the manner of advertising the posts in the Daily News Papers or otherwise, conducting written test, computer proficiency test or interview etc., for direct recruitment and or for promotion. The Recruitment Committee constituted for the purpose shall hold interviews and shall draw up a panel of candidates fit for appointment in the order of merit and furnish to the Management Committee together

with its recommendations. The General Secretary shall make appointments in accordance with the approval of the Management Committee.

4. GENERAL CONDITIONS:

- a) The candidates who are called for interview shall be required to attend the interview at their own expenses.
- b) The selected candidates shall produce a valid Medical Fitness Certificate from a Gazetted Medical Officer before appointment.

5. AGE:

The age of a person at the time to his first appointment to the service of the Sangha shall be such age as the Management Committee may approve having regard to the experience and qualifications required of the candidates and the maximum age limit for the candidates belonging to the General Merit shall be 35 years and for the candidates belonging to the Schedule Castes and Schedule Tribes shall be 40 years. This does not apply to appointment of stop on part time/Consultancy/on consolidated salary/ etc. Management is empowered to relax age limit.

6. PROBATION:

- a) Every person who is appointed to any permanent post in the Sangha shall be on probation for a period of one year from the date of appointment.
- b) The Management Committee may at its discretion extend the period of probation for a further period not exceeding one year in any case.
- c) During the period of probation, an employee directly recruited shall be liable, for termination from service without any notice.
- d) The services of an employee who has satisfactorily completed his period of probation or extended period of probation in any post shall thereupon be confirmed in that post subject to availability of a vacancy.
- e) The probationer shall continue to be a probationer until his services are confirmed in writing or discharged.

7. SENIORITY:

- a) When the recruitment is made by selection, the order of seniority will be determined by the order in which the candidates are arranged in the order of merit by the appointing authority based on the selection list prepared for the purpose.
- b) The seniority of an employee promoted to a cadre shall be according to the date of his promotion to such cadre provided that if two or more employees are promoted to such cadre on the same date, their inter seniority shall be on the basis of their seniority in the lower cadre.

NOTE: In the event of doubts as to the application of this rule, the decision of the appointing authority shall be final.

8. PROMOTION:

- a) The authority competent to make promotion to higher posts shall be President and General Secretary subject to approval of the Management Committee. The decision of the Management Committee in the matter of promotion shall be final.
- b) All promotions shall be made on the basis of merit-cum-seniority.
- c) No employee shall have any right to promotion to any particular vacant post.

9. TERMINATION:

- a) The service of any employee who has been regularly appointed to any post in the Sangha and has satisfactorily completed his period of probations may be terminated by the competent authority on giving such employee 60days notice or pay in lieu thereof.
- b) Service of any employee appointed on a temporary basis may be terminated by the competent authority without giving any notice.
- c) Nothing contained in this rule shall affect the right of the appropriate authority to retire or dismiss an employee without notice or salary in lieu thereof in accordance with the provisions regulating imposition of penalties as per the KRJS Conduct Rules

10. RESIGNATION:

- a) No employee shall resign from the service of the Sangha except by giving notice as would be specified under the terms and conditions of the appointment / contract provided that it shall be open to the appointing authority for valid reasons to waive the notice period and also conditions of bond if any and accept the resignations with immediate effect at any time before the expiry of the period of notice.
- b) An employee leaving the service of the Sangha without giving proper and sufficient notice shall be liable for any action the management may deem it.

11. SUPERANNUATION AND RETIREMENT:

- a) Every employee appointed to the services of the Sangha shall retire when he attains the age of 60 years.
- b) Notwithstanding anything contained in sub-rule (1) above, any employee may at his request retire from the services of the Society on completion of 20 years of service in the Sangha.
- c) Nothing contained in sub-rule (1) and (2) above, shall affect the right of the competent authority to retire an employee without notice or pay in lieu thereof on his/her being certified by a Medical Examiner to be nominated for this purpose by such authority as being in-capacitated for further continuous service due to his continued illness or illness arising out of accident.

- d) An employee may be permitted to retire at his request on the competent authority being satisfied that such employee is in-capacitated to further continue service due to continued illness or accident.
- e) The competent authority for the purpose shall be the authority competent to terminate the services of such employee under Rule 9 of these rules.
- f) The employees superannuating will retire on the afternoon of the last day of the month in which their date of superannuation falls.
- g) If a person is born on the first day of a month he would retire on the afternoon of the last day of the preceding month.
- h) Qualifying Service of an employee shall commence from the date of takes charge of the post to which he is first appointed either permanently or in a temporary capacity provided that the temporary service is followed without interruption by permanent appointment in the same or another equivalent post.

12. SERVICE RECORDS:

Service Books in the prescribed Form shall be maintained for all the members of teaching and Non-Teaching Staff in the service of the Sangha.

CHAPTER – III

13. PAY & ALLOWANCES:

1. SCALES OF PAY:

The Management Committee of Sangha keeping in view the Scales of Pay in the Sangha, may determine from time to time the adoption / revision of Scales of Pay applicable to Teaching and Non-Teaching posts under the Sangha on such terms and conditions as may be prescribed in that behalf. The Scales of Pay at present applicable to various categories of posts under the Sangha will be those set out in KRJS Pay Scales 2016-2019 and as and when the KRJS Pay Scales are revised from time to time.

2. ALLOWANCES:

The rates of Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Special Allowances etc., admissible to the employees of the Sangha shall be on the pattern available to the employees adopted revised at the discretion of the Management Committee.

3. FIXATION OF PAY:

An employee who is appointed to a post shall, unless otherwise stated, be eligible to draw pay at the minimum-of the time scale of pay of that post. An employee, who is holding a post in a time scale and is promoted to a higher post shall be entitled to draw pay in the time scale of pay of the higher post at the stage next above his/her pay in the lower post after allowing an increment in the lower post. Where, however, he/she had reached the maximum of the scale of the lower post at the time of such promotion

his/her pay in the higher post will be fixed in the same manner giving notional increment in the lower post and onward fixation at the next stage of the scale in the higher post.

4. INCREMENT:

- a) All duty in a time scale counts for increment in that time scale provided that the total of all such periods as do not count for increment in that time scale shall be added to normal date of next increment.
- b) An increment which accrues on a day other than the first day of a month, shall be advanced to the first day of that month subsequent increment being regulated accordingly.
- c) Provided further that :
 - i) If the employee happens to be on leave of absence on the first of the month, the increment in such cases shall be drawn from the date of resumption of duty on return from leave of absence.
 - ii) In cases where there is postponement due to employee's proceeding on leave without pay which is not counted for increment and if the postponed increment falls on any date of a month, it will be granted from the first of the postponed month.
 - iii) An increment accrues from the day following that on which it is earned. The increment shall ordinarily be drawn as a matter of course unless it is withheld by a competent authority. An increment may be withheld for an employee by a competent authority, in accordance with the rules applicable for ordering the withholding of increments if his/her conduct has not been good or his/her work has not been satisfactory. In ordering the withholding of an increment, the competent authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing the future increments.
 - iv) All leave except Extraordinary Leave taken otherwise than on medical certificate shall count for increment in a time scale. Provided that the Board may in any case in which it is satisfied that the Extraordinary Leave was taken for any cause beyond the employee's control or for pursuing higher studies declare that the Extraordinary Leave shall be counted for increments.
 - v) If the services of a probationer are confirmed at the end of the period of probation, he is entitled to claim the increment which but for the probation he would have received in the ordinary course. If however, the probation period has been extended, his pay at the end of extended probation period, should be regulated on the basis of what he would have drawn but for his probation. But, no arrears on this account should be paid to him for the period prior to his confirmation.
 - vi) A premature increment / increment may be granted to an employee appointed directly to a post on a time scale of pay by an authority competent to make appointments to that post.

- d) The General Secretary shall be the authority to sanction the drawl of increments by the employees.

5. WITHHOLDING OF AN INCREMENT:

When an increment of an employee is withheld as a disciplinary measure, the authority ordering the withholding of the increment shall state the period for which the increment shall be withheld and whether it shall have the effect of postponing the future increments i.e. with or without cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave before the period is completed.

6. REDUCTION OF PAY IN TIME SCALE :

When the pay of an employee is reduced by the competent authority to a lower stage in time scale, that authority shall specify in the order the period for which such reduction shall be effective and that the period shall be exclusive of any interval spent on leave.

7. ADVANCE INCREMENTS :

The Management Committee shall be the authority competent to sanction advance increments in deserving cases to the candidates selected for appointment. Advance increments may be sanctioned to the existing employees also as an incentive in special deserving cases.

14. COMMENCEMENT AND CESSATION:

- 1) Subject to the provisions of these Rules, the employee shall commence to draw the pay and allowances of the post to which he is appointed from the day he assumes charge in the forenoon and from the following day if the charge is assumed in the afternoon.
- 2) The employee cease to draw the same from the day he relinquishes the charge if the charge is relinquished in the forenoon and from the following day if the charge is relinquished in the afternoon.
- 3) In case of an employee who dies while in service his pay shall be stopped from the date following the date on which death occurs.

15. PAY AND ALLOWANCES ON TRANSFER:

Where an employee is transferred from one post to another, he shall, during the period of interval between the date of his handing over charge of his old post and the date of taking over charge of the new post, draw the lesser of the pay and allowances admissible to his old or new post.

16. FIXATION OF PAY ON PROMOTION:

- 1) In no case can the pay be fixed at a stage higher than the maximum of the time scale.
- 2) Where an employee holding one post is appointed to another post carrying identical time scale he will be entitled to draw the pay which he was drawing in his previous post.
- 3) When an employee is promoted to a post involving duties and responsibilities of greater importance than those of the post held by him previously, his initial pay shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation. Provided that if the minimum of the time scale of the new post is higher than his pay in the old post he will draw that minimum as the initial pay.
- 4) The pay of the employee to whom sub-rule (1) is applicable and would have normally earned his next increment in the time scale of the lower post but for his promotion to the said higher post shall be re-fixed in accordance with provisions of sub-rule (1) in the time scale of the higher post held by him as if he had been promoted to the said higher post after he had earned the said increment in the lower post.
- 5) On re-fixation of pay under sub-rule (2) the employee would earn his next increment in accordance with the normal rules only after one year from the date of such re-fixation. The pay of an employee to whom sub-rule (1) is applicable, and who would have normally earned his next increment in the time-scale of the lower post but for his/her promotion to the said higher post shall be re-fixed in accordance with the provisions of sub-rule (1) in the time scale of higher post held by his/ her, as if he/her had been promoted to the said higher post after he had earned the said increment in the lower post.

17. IN CHARGE ARRANGEMENTS:

- 1) Where an employee of the Sangha is appointed or placed in additional charge of the duties of the another post in addition to his own and where such appointment or placement involves a substantial increase in the duties and responsibilities, he is entitled to additional pay at the rate not exceeding 7.5% p.m. of the minimum of the scale of pay applicable to the post to which an employee of the Sangha is placed in additional charge or independent charge provided the period of such appointment or placement is not less than one month.
- 2) The maximum period for which such appointment can be made is six months.
- 3) The in charge arrangements shall not continue beyond six months and the higher post shall be filled in by promotion or direct recruitment within six months.

However, the decision of the Management. Committee is find in this regard including rate of charge allowances and the period of such arrangements.

18. PROVIDING UNIFORM:

- 1) The regular employees of the Sangha in the cadre of Attenders, Watchmen etc. are eligible for uniforms as under :
 - a. To provide three sets of terracotta / terylene uniforms for every 2 years.
 - b. One pair of shoes and two pairs of socks for every 2 years.
- 2) The employees of the Sangha who are provided with uniforms shall be eligible for Uniform Washing Allowance at Rs.75/- per month.

CHAPTER – IV

19. GENERAL LEAVE RULES:

1. An employee cannot claim leave as a matter of right.
2. The General Secretary shall be the competent authority to sanction all kinds of leave to all the employees, except Casual Leave to the employee of KRJS institutions, whereas head of the institution are empowered to sanction Casual Leave to their employees.
3. Any kind of leave can be sanctioned at the discretion of the competent authority. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave or to recall from leave at any time according to the exigencies of the work.
4. An employee shall apply in writing for leave and get the leave sanctioned before proceeding on leave. In case of emergency, telephonic intimation should be given to the concerned head and on rejoining; proper leave application should be put up and got regularized.
5. Public Holidays preceding and succeeding the leave period shall not be included in the leave.
6. Leave Registers have to be maintained for all kinds of leave.
7. Any kind of leave under these rules may be granted in combination with any other kind of leave except Casual Leave.
8. No leave can be granted beyond the date on which an employee must retire on superannuation or compulsory retirement.
9. Unless the Sangha in view of the special circumstances of the case determines otherwise, an employee who remains absent from duty without leave for a period of 90 days or more will be liable to be dismissed or removed from the service.
10. An employee who absents from duty without leave will not be entitled to any pay and allowance for the days of absence unless subsequently the competent authority grants leave admissible on being satisfied with the explanation tendered by the employee.

20. KINDS OF LEAVE:

The employees of the Sangha are entitled to the following kinds of leave:

1) CASUAL LEAVE

- a) KRJS employees are eligible for Casual Leave of fifteen days in each calendar year. But such leave cannot be granted for more than 7 days including holidays at a time. An employee appointed in the course of a year is entitled to Casual Leave at the rate of one day for every one month of completed service.
- b) Casual Leave of 1/2 (half) a day effective up to and from 2 p.m. on any working day may be granted.
- c) Casual Leave cannot be clubbed with any other kind of leave.
- d) Intervening Sundays and Public Holidays shall be treated as Casual Leave.
- e) Casual Leave shall lapse at the end of the calendar year.

Heads of the institutions are competent authority to sanction Casual Leave to their employees where as General Secretary is the competent authority to sanction Casual Leave to the heads of the institutions and to the staff at Head Office and also General Secretary is the competent authority to sanction all other kinds of leave to all KRJS employees.

2) SPECIAL CASUAL LEAVE:

- a) Special Casual Leave not exceeding 7 days may be sanctioned to married employee of both sexes in any one calendar year, who undergoes Vasectomy or Tub-ligation (Tubectomy) Operation on the strength of the Medical Certificate granted by the Medical Officer performing such operation.
- b) An employee who undergoes sterilization operation after having one or two living children will be eligible for the grant of a special increment in the form of personal pay subject to the Guidelines of the Government.

3) VACATION:

- a) Teaching staff are eligible for vacation leave as per the guide lines received by the Boards, and Universities of respective institutions of KRJS. Heads of the institutions are empowered to declare the period of vacation depending up on the Semester / Midterm / Annual Examinations of their institutions. Heads of the Institution may cut short the Vacation if the services of faculty required for the propose of special coaching or exam and any other duties in the interest of the institutions.
- b) Vacation may be taken in combination with or in confirmation of any kind of leave other than casual leave and Academic leave provided that the total

duration of vacation and leave shall not exceed 120 days under any circumstances.

4) EARNED LEAVE:

- a) An employee other than a person serving in an Vacation Department shall be entitled to earned leave of thirty days in a calendar year.
- b) Leave account of every employee shall be credited with earned leave in advance in two installments of fifteen days each on the 1st January and 1st July every year.
- c) The leave at credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year does not exceed three hundred days.
- d) Provided that where the carried leave at the credit of an employee as on the last day of December or June is 300 days less but more than 285 days, the advance credit of 15 days earned leave on first day of January or July to be afforded in the manner indicated under sub rule (2) shall instead of being credited in their account be kept separately and first adjusted against the casual leave that the employee avails during that half year and the balance if any shall be credited to the leave account at the close of the half year, subject to the condition that balance of said earned leave plus leave already at credit do not exceed the maximum of 300 days.
- e) Earned leave shall be credited to the leave account of an employee at the rate of two and half days for each completed calendar month of service in the half of the calendar year in which he is appointed.
- f) The credit of the half in which an employee is due to retire or resigns from service shall be afforded at the rate of two and a half days for each completed calendar month of service up to the date of retirement or
- g) When an employee is removed or dismissed from service or dies while in service the credit of earned leave shall be allowed at the rate of two and a half days for each completed calendar month of service up to the end of the calendar month, preceding the calendar month in which he is removed or dismissed from service or dies while in service.
- h) If an employee has taken any Extraordinary leave and / or some period of his absence like suspension has been treated as dies-non or non-duty in a half year, the credit to be afforded to his earned leave account at the commencement of the next half year shall be reduced by 1/10th of the period of such Extraordinary leave and / or dies-non or, non-duty, subject to a maximum of 15 days. While affording credit of earned leave fractions of a day shall be rounded off to the nearest day.
- i) If an employee is on leave in the last day of any half year he shall be entitled to the credit of earned leave on the first day of the succeeding half

year period, the authority competent to grant- him leave has reason to believe that the employee will return to duty on its expiry.

- j)** Earned leave exceeding 120 days cannot be sanctioned at a time.
- k)** Earned leave can only be availed by the employee while he/she is in service that too after prior sanction by the competent authority.
- l)** An employee proceeding on Earned leave will draw leave salary and DA, HRA and CCA as at the rate equivalent to the pay drawn by him immediately before proceeding on leave.
- m)** Intervening weekly holidays and general holidays shall be treated as Earned Leave. However, the General Holidays and weekly holidays can be suffixed and prefixed to Earned Leave.

General Secretary is the competent authority to sanction Earned Leave to the all employee including heads of the institutions based on the recommendation of the heads of the institution.

5) EARNED LEAVE TO THE EMPLOYEES SERVING IN VACATION DEPARTMENT:

- a)** The leave account of an employee serving in Vacation Department shall be credited in advance with Earned Leave in two installments of 5 days each on the first day of January and July and every Calendar year. Thus an employee will be credited with 10 days of Earned Leave for every year of completed service.
- b)** If an employee in Vacation department has availed of any extraordinary leave and/or some period of absence has been treated as dies-non during a half year the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by 1/30th of the period of such leave and/or dies-non subject to a maximum of 5 days.
- c)** An employee serving in Vacation department shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation.
- d)** In respect of any year in which an employee avails himself of a portion of vacation, he shall be entitled to earned leave in such proportion of 30 days as the number of days of vacation not taken bears to the full vacation. Management is the competent authority to sanction Earned leave to the employees of Vacation department based on the recommendation of the heads of respective institutions with details of vacation availed by and the portion of vacation not availed by the employee.
- e)** Un-availed Earned leaves will be carried forward to the subsequent year.
- f)** An employee proceeding on Earned Leave will draw leave salary and D.A., H.R.A. and C.C.A. as at the rate equivalent to the pay drawn by him immediately before proceeding on leave.
- g)** Intervening weekly holidays and general holidays shall be treated as Earned Leave, However, the General Holidays and Weekly Holidays can be suffixed and prefixed to Earned Leave.

6) MATERNITY LEAVE:

- a) Maternity Leave may be granted to a female employee for a period of 90 days.
- b) Maternity Leave may also be granted in case of miscarriage and abortion, including abortion induced under medical termination of pregnancy, to the extent of six weeks on production of proper Medical Certificate.
- c) Maternity Leave shall be granted on full pay.
- d) No Maternity Leave shall be granted to a married women employee having two or more living children.
- e) The total duration of Maternity Leave in combination of any other leave or vacation shall not be more than 240 days.
- f) Maternity leave shall not be debited to leave account.

7) ACADEMIC LEAVE:

- a) Academic Leave, not exceeding 10 days in a calendar year, may be granted to the regular teaching staff for academic purpose such as pursuing higher studies, attending meetings, workshops, seminars, conferences and symposia.
- b) When the teaching staff is on vacation, he/she cannot avail Academic Leave.
- c) A support document confirming the purpose of the Academic Leave should be submitted along with leave application.
- d) Academic Leave cannot be combined with any other kind of leave or Vacation.

General Secretary is the competent authority to sanction Academic Leave based on the specific recommendation by the heads of the institution.

8) COMPENSATORY CASUAL LEAVE (CCL)

Compensatory Casual Leave is granted to the staff other than Heads of the Institutions only with approval of General Secretary when they perform non-remunerative duties assigned by the Heads of the Institutions during vacation or on a holiday. It is not granted when any remunerative duties like examination duties are assigned. Compensatory Casual Leave is restricted to 5 days per year and may be availed within a period of 3 months from the date of work.

9) LATE REPORTING / EARLY OUTING:

General Secretary is the competent authority to issue Circular with guide lines to impose penalty on habitual offenders of late coming staff and all employees of KRJS including heads of the institutions of KRJS shall abide to the instruction given in the said circular.

10) UNAUTHORIZED ABSENCE

An employee who is not attending to duty (after exhausting all the leaves at his/ her credit and therefore is on loss of pay) or absent unauthorized, for a period of 6 months (one month on genuine medical reasons) will be liable for termination from service w.e.f. the day on which he/she has exhausted all his/her leaves.

21. JOINING TIME:

1. Joining time may be granted to an employee to enable him:
 - a. To join a new post to which he is appointed / transferred while on duty in his old post or
 - b. For joining a new post on return from leave of not more than 90 days duration or although the duration of leave exceeds 90 days, the employee has not had sufficient notice of the appointment to the new post.
2. The joining time shall be granted only when there is a change involved in the Head Quarters of an employee.
3. Joining time shall be regarded as duty for the purposes of these rules.
4. The pay and allowances of an employee on joining time shall be regulated in accordance with Chapter III of these rules.
5. In case of transfers involving change of station, joining time may be allowed at the rate of 6 days for preparation plus the actual number of days spent on travel.
6. Sundays and General Holidays shall not be counted as days for the purpose of calculation of the joining time
7. The joining time may be curtailed or extended at the discretion of the Management Committee.
8. If after relinquishing charge of the old post the employee proceeds on leave, the joining time may be allowed after the expiry of the leave.
9. Over stay of Joining Time: An employee who does not join his new post immediately after the expiry of the joining time allowed to him shall be liable for disciplinary action under these rules.
10. When an employee reports for duty at the new place without availing the full joining time as admissible, the number of days of joining time admissible reduced by the number of days actually availed shall be credited to his/her leave account as Earned Leave i.e., maximum of 7 (seven) days only.

CHAPTER – V

22. ADVANCES:

1. The following types of advances are admissible to the employees of the Sangha subject to the conditions stipulated under each category.

ADVANCE ON TRANSFER:

As employee of the Sangha under the orders of transfer may be granted an advance up to an amount not exceeding one month's pay and also probable Traveling Allowance. For this purpose pay shall mean and include the pay drawn by an employee immediately before the transfer. The advance under this category shall be recovered as under:

- a. ADVANCE OF PAY: In five equal monthly installments commencing from the salary for the month following the month in which the advance is drawn.
- b. ADVANCE OF TA: In one installment by adjustment against the final Travelling Allowance claims which should be rendered within a period of one month after completion of the journey. If final Travelling Allowance claims are not preferred within the period of one month after the journey, the advance will be recovered in lump sum out of the salary for the succeeding month.

2. ADVANCE ON TOUR :

The employee required to proceed on tour shall be eligible to an advance of Travelling Allowance equal to the amount to which he would be eligible by way of Travelling Allowance for the approved tour proposed to be undertaken. This advance amount shall be recovered in one installment by adjustment against the amount payable to him towards to final Travelling Allowance claims within a period of 30 days from the date of return from the tour. The authority competent to grant advance on tour and transfer shall be the authority competent to admit Travelling Allowance claims in each case.

3. FESTIVAL ADVANCE:

The following are the conditions for grant of Festival Advance:

- a) An employee may be granted Festival Advance not exceeding Rs. 5000/- only once in a calendar year.
- b) The Festival Advance granted shall be recovered in 10 equal monthly installments.
- c) The employee shall furnish the surety from another permanent employee of the Sangha.
- d) Festival advance shall be granted for any one of the following recognized festivals or any other festival as may be notified in this regard:
 - i) Pongal or Makara Sankranti
 - ii) Republic Day
 - iii) Chandramana Ugadi
 - iv) Independence Day
 - v) Gamesj Chaturthi
 - vi) Ramzan
 - vii) Bakreed
 - viii) Deepawali
 - ix) Christmas

The recovery of the first installment shall commence from the salary of the month following the month in which the advance is drawn.

CHAPTER - VI

23. TRAVELLING ALLOWANCE:

- 1) Travelling Allowance means an allowance granted to an employee to cover the expenses which he/ she incurs in travelling in the interest of the Sangha.
- a) For the purpose of Travelling Allowance the employees have been divided

Category	Pay Range / Month	Railway Accommodation
I	Those drawing Basic Pay of Rs.50,400/- and above but below Rs. 40,050/-.	AC Chair Car in Shatabdi Express and AC 2 tier in other trains.
II	Those drawing Basic Pay of Rs.37,400/- to 50,400/-	AC Chair Car/First Class/ AC 3 tier.
III	Employee whose Basic Pay is Rs.15,600/- to Rs.37,400/-.	AC Chair-Car /First Class.
IV	Employee whose Basic Pay is Rs.9,600/- to Rs.15,999/-.	AC Chair-Car in Shatabdi and Rajdhani Express and sleeper Class in other trains.

into four categories as follows:

- b) No revision of claims of Travelling Allowance is permissible where an employee is promoted or reverted or is granted an increased rate of pay with retrospective effect in respect of period intervening between the date of promotion or reversion or grant of increased rate of pay and the date on which it is notified.

NOTE:

The Secretary may under warranting circumstances permit an employee to undertake journey by higher class and also is empowered to relax any of these provisions for reasons to be recorded in writing and in the interest of the Sangha with prior approval of General Secretary.

2) TRAVELLING ALLOWANCE BY SHORTEST ROUTE :

- a) For the purpose of calculating Travelling Allowances, journey between two stations shall be held to be performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short.
- b) The shortest route is that by which the traveler can most speedily reach his destination by ordinary modes of travelling. In cases of doubt, the General Secretary will declare which shall be regarded as the shortest of two or more routes.
- c) The General Secretary may for special reasons which should be recorded, permit Travelling Allowance to be calculated on a route other than the shortest or cheapest of other modes of conveyance / journey provided that the journey is actually performed by such route and in the best interest the Society.

3) TRAVELLING BY RAILWAY/ROAD:

- a) An employee who undertakes journey by Rail / Road in a public conveyance shall be entitled to claim actual rail fare or bus fare.
- b) The employee shall be entitled to claim actual sleeper charges and reservation charges wherever paid by him.

4. REFUND OF CANCELLATION CHARGES:

Claims made by employees for refund of cancellation charges paid by them in respect of Air-tickets, Railway tickets or Bus tickets purchased by them in connection with the journeys on tour or transfer may be allowed under the orders of Secretary when such cancellation is solely for official reasons or on account of circumstances beyond the control of the employee.

5. TRAVELLING ALLOWANCE ON TOUR:

- a) Tour begins and ends at the duty point at Head Quarters.
- b) An employee on tour is entitled to claim actual auto/taxi fare in respect of journeys from Head Quarters to Bus Station / Railway Station and Bus Station / Railway Station to duty point and vice versa within and outside the station.
- c) Daily Allowance for the period of absence from Head Quarters and for halts at out stations shall be regulated in accordance with the provisions of Rule 27.

24. DAILY ALLOWANCE:

1. Daily Allowance is a uniform allowance for each day of absence from Head Quarters and intended to cover the ordinary daily charges of an employee on tour. It is drawn only during absence from Head Quarters on duty including the period of halts on duty or an authorized holiday during such absence.
2. Daily Allowance payable to an employee is determined with reference to pay drawn by him. If the pay of an employee increases while on tour or during the journey period on transfer, such increases shall be taken into account for the purposes of calculation of Daily Allowance.
3. When an employee is provided officially with free board and lodging, he will draw only $\frac{1}{4}$ of Daily Allowance for those days. If he is provided with only free board he will draw half Daily Allowance. If he is provided only with free lodging he will draw $\frac{3}{4}$ Daily Allowance.
4. If an employee takes Casual Leave / or any other kind of leave while on tour, he will not be entitled to Daily Allowance during such leave.
5. Daily Allowance is not admissible for any holidays unless the employee actually and not merely constructively stays in camp.
6. Only one Daily Allowance can be drawn for a day irrespective of the number of trips involved.
7. The ordinary rates of Daily Allowance admissible to the employees of the Society shall be as follows :

Category	Within the State		Outside the State	
	Bangalore	Other places	Capitals	Other places
I	340	285	405	340
II	250	195	340	250
III	195	165	285	165
IV	135	130	195	135

8. MANNER OF CALCULATION OF DAILY ALLOWANCE.

Daily Allowance will be calculated for the period of absence from Head Quarters which will begin from the time forward journey commences and end at the time the return journey is completed. Full Daily Allowance is granted for every completed calendar day of absence reckoned from midnight to midnight. For absence from Head Quarters for less than 24 hours, the Daily Allowance is admissible at the following rates:

- a) For absence not exceeding six hours : 30% of Daily Allowance
- b) For absence exceeding six hours
but not exceeding 12 hours Allowance: 50% of Daily
- c) For absence exceeding 12 hours : Full Daily Allowance.

CHAPTER - VII

25. COMPULSORY RETIREMENT

1. Subject to the provisions relating to the protection of conditions of service prescribed by the Karnataka Reddyjana Sangha®, in respect of persons allotted or deemed to have been allotted to serve in connection with the affairs of the Karnataka Reddyjana Sangha®, the date of compulsory retirement of a KRJS servant shall be the afternoon of the last day of the month in which he attains the age of 60 years:

Provided that the date of compulsory retirement of a KRJS servant whose date of birth is the first day of a month shall be the afternoon of the last day of the month preceding the month in which he attains the age of 60 years:

Provided further that where the date of compulsory retirement of a KRJS servant is a general holiday or the date of compulsory retirement and the day(s) preceding thereto are general holidays, he may be permitted to hand over charge on the afternoon of the last working day before the date of such retirement and may be allowed pay and allowances for the holiday or holidays.

2. Notwithstanding anything contained in sub-rule (1), Management may grant re-employment to any KRJS servant beyond the date of his compulsory retirement if he is physically fit, on public grounds, which must be recorded in writing subject to the condition that such re-employment shall not be granted beyond the age of 70 years, except in very special circumstances. No KRJS servant shall be continued in service beyond the date of compulsory retirement, except with the prior and specific sanction of Management.
3. The services of a Sangha servant so re employed shall be liable for termination at any time without assigning any reason or any notice poor performance, misconduct, misbehavior or if their services are not required.

26. DISMISSAL, REMOVAL AND SUSPENSION

1. The pay and allowances of a KRJS servant who is dismissed or removed or compulsorily retired from service cease from the date of such dismissal or removal or compulsory retirement.
2. A servant of the sangha under suspension shall not seek any employment, business, profession or vocation either in private or in institutions where Sangha have interest.
3. (1). A KRJS servant who is placed or deemed to have been placed or continues to be under suspension shall be entitled to the following payments, namely.
 - a. Subsistence allowance, at an amount equal to the leave salary which the Sangha servant would have drawn if he had been on leave on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary, and

- b. House rent allowance and city compensatory allowance admissible from time to time on the basis of pay of which the Sangha servant was in receipt on the date of suspension subject to fulfilment of other conditions laid down for drawal of such allowances:

Provided that where the period of suspension exceeds six months, the authority which made or is deemed to have made, the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:-

- i. The amount of subsistence may be increased by a suitable amount not exceeding fifty per cent of the subsistence allowance admissible during the period of first six months, if, in the opinion of the said authority the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the Sangha servant.
- ii. The amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty per cent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing directly attributable to the Sangha servant.
- iii. The amount of dearness allowance shall be based on the increase or decrease in the amount of subsistence allowance, as the case may be, admissible under clauses (i) and (ii) above.

(2). No payment under sub-rule (1) shall be made unless the Sangha servant furnishes a certificate that he is not engaged in any other employment, business, profession or vocation:

Provided that in the case of a Sangha servant dismissed, Removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal or compulsory retirement under rule of the Karnataka Reddyjana Sangha® and who fails to produce such a certificate for any period or periods during which he is deemed to have been placed or to continue to be under suspension, he shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods, as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him but when the subsistence allowance and other allowances admissible to him are equal to or less than the amount earned by him nothing in this proviso shall apply to him.

- 4. (1).** When a KRSJ servant who has been dismissed, removed or compulsorily retired, is reinstated as a result of appeal or review or would have been so reinstated [but for his retirement or superannuation while under suspension or not] the authority competent to order reinstatement shall consider and make a specific order-
- a. Regarding the pay and allowances to be paid to the Sangha servant for the period of his absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be; and
 - b. Whether or not said period shall be treated as a period spent on duty.

(2). Where the authority competent to order reinstatement, is of opinion that the Sangha servant who had been dismissed, removed or compulsorily retired has

been fully exonerated the Sangha servant shall, subject to the provisions of sub rule be paid the full pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be:

Provided that where such authority is of opinion that the termination of the proceedings instituted against the Sangha servant had been delayed due to reasons directly attributable to the Sangha servant, it may after giving him an opportunity to make his representation and after considering the representation, if any, submitted by him, direct, for reasons to be recorded in writing, that the servant of the sangha shall, subject to the provisions of sub-rule be paid for the period of such delay, only such proportion of such pay and allowances as it may determine.

(3). In a case falling under sub-rule the period of absence from duty including the period of suspension preceding dismissal, removal or compulsory retirement, as the case may be, shall be treated as a period spent on duty for all purposes.

(4). In cases other than those covered by sub-rule (2) (including cases where the order of dismissal, removal or compulsory retirement from service is set aside by the appellate or reviewing authority solely on the ground of non-compliance with the requirements of Clause (1) or Clause (2) of the Constitution and no further inquiry is proposed to be held) the Sangha servant, shall subject to the provisions of sub-rules and be paid such proportion of the full pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be as the competent authority may determine, after giving notice to the Sangha servant of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period as may be specified in the notice:

(5). In case falling under sub-rule (4) the period of absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement as the case may be, shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specified purpose:

Provided that if the KRJS servant so desires such authority may direct that the period of absence from duty, including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be, shall be converted into leave of any kind due and admissible to the Sangha servant.

Note:- The order of the competent authority under the preceding proviso shall be absolute and no higher sanction shall be necessary for the grant of,-

- (a) extraordinary leave in excess of three months in the case of temporary Sangha servant; and
- (b) leave of any kind in excess of five years in the case of permanent or Quasi-permanent Sangha servant.

(6). The payment of allowances under sub-rules be subject to all the other conditions under which such allowances are admissible.

(7). The proportion of the full pay and allowances determined under the under sub-rule (2) or under sub-rule (4) shall not be less than the subsistence allowance and other allowances admissible under KRJS Rule.

(8). Any payment made under this rule to a Sangha servant on his reinstatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of removal, dismissal or compulsory retirement, as the case may be, and the date of reinstatement. Where the emoluments admissible under this rule are equal to or less than the amounts earned during the employment elsewhere, nothing shall be paid to the Sangha servant.

(9). No extra cost may ordinarily be imposed on the Sangha by the grant of an allowance under this Rule without the permission of Management This power is delegated to Management in cases where the period during which the Sangha servant has remained unemployed through removal or dismissal 1[does not exceed one year]

Note:- The grant of pay and allowances or a proportion of them does not cancel any officiating arrangements that may have been made while the Sangha servant was under removal or dismissal.

5. (1). Where the dismissal, removal or compulsory retirement of a S servant is set aside by a Court of law and such servant of the sangha is reinstated without holding any further enquiry, the period of absence from duty shall be regularized and the Sangha servant shall be paid pay and allowances in accordance with the provisions of sub-rule (2) or (3) subject to the directions, if any, of the Court.

(2). KRJS servant is set aside by the court solely on the ground of non compliance with the requirements of the Constitution and where he is not exonerated on merits, the pay and allowances to be paid to the Sangha servant for the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be and the date of reinstatement shall be determined by the competent authority and the said period shall be regularized, in accordance with the provisions contained in sub rules of Management.

(3). If the dismissal, removal or compulsory retirement of a Sangha servant is set aside by the court on the merits of the case, the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be and the date of reinstatement shall be treated as duty for all purposes and he shall be paid for the period the full pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.

(4). The payment of allowances under sub-rule (2) or sub rule (3) shall be subject to all other conditions under which such allowances are admissible.

(5). Any payment made under this rule to a Sangha servant on his reinstatement shall be subject to adjustment of the amount if any, earned by him through an employment during the period between the date of dismissal, removal or

compulsory retirement and the date of reinstatement. Where the emoluments admissible under this rule are equal to or less than those earned during the employment elsewhere, nothing shall be paid to the KRJS servant.

6. (1). When a servant of the Sangha who has been suspended is reinstated or would have been so reinstated but for his retirement on superannuation while under suspension, the authority competent to order reinstatement shall consider and make a specific order -

(a) regarding the pay and allowances to be paid to the Sangha servant for the period of suspension ending with reinstatement or the date of his retirement on superannuation, as the case may be; and

(b) Whether or not the said period shall be treated as a period spent on duty.

(2). Notwithstanding anything contained in Rule (4), where a Sangha servant under suspension dies before the disciplinary or court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid for that period the full pay and allowances to which he would have been entitled had he not been suspended subject to adjustment in respect of subsistence allowances already paid.

(3). Where the authority competent to order reinstatement is of the opinion that the suspension was wholly unjustified the Sangha servant shall, subject to the provisions of sub-rule (8), be paid the full pay and allowances to which he would have been entitled, had he not been suspended:

Provided that where such authority is of the opinion that termination of the proceedings instituted against the Sangha servant had been delayed due to reasons directly attributable to the Sangha servant, it may, after giving him an opportunity to make his representation, and after considering the representation, if any, submitted by him, direct, for reasons to be recorded in writing, that the Sangha servant shall be paid for the period of such delay only such proportion of such pay and allowance as it may determine

Note 1 - Allowances such as permanent travelling allowance, conveyance allowance and 1[special allowance] which are paid for the performance of specific duties and which the Sangha servant was in receipt of immediately prior to the date of his suspension shall not be payable for the period of suspension which is subsequently treated as duty under this clause.

Note 2 - Where a KRJS servant who is not considered for promotion on account of his being under suspension, is fully exonerated on the conclusion of the enquiry, he may be promoted in the next available vacancy or, if there is no vacancy, by reversing the officiating arrangement made previously. His pay, on the date of actual promotion, may be fixed at a stage which he would have reached had he been promoted on the date his junior was promoted and took charge, the order of fixation of pay being issued under KRJS rule.

(4). In a case falling under sub-rule (3) the period of suspension shall be treated as a period spent on duty for all purposes.

(5). In cases other than those falling under sub-rules (2) and (3), the Sangha servant shall subject to the provisions of subrules (8) and (9) be paid such proportion of the full pay and allowances to which he would have been entitled

had he not been suspended, as the competent authority may determine, after giving notice to the sangha servant of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period as may be specified in the notice.

(6). Where suspension is revoked pending finalization of the disciplinary or court proceedings, any order passed under sub-rule (1) before the conclusion of the proceedings against the Sangha servant, shall be reviewed on its own motion after the conclusion of the proceedings by the authority mentioned in sub-rule (1), who shall make an order according to the provisions of sub-rule (3) or sub-rule (5), as the case may be.

(7). In a case falling under sub-rule (5) the period of suspension shall not be treated as a period spent on duty unless the competent authority specifically directs that it shall be so treated for any specified purpose;

Provided that if the KRJS servant so desires, such authority may order that the period of suspension shall be converted into leave of any kind due and admissible to the Sangha servant.

Note:- The order of the competent authority under the preceding proviso shall be absolute and no higher sanction shall be necessary for the grant of extraordinary leave in excess of three months in the case of temporary Sangha servant.

(8). The payment of allowances under sub-rule (2), sub-rule (3) or sub-rule (5) shall be subject to all other conditions under which such allowances are admissible.

(9). The proportion of full pay and allowances determined under the proviso to sub-rule (3) or under sub-rule (5) shall not be less than the subsistence allowance and other allowances admissible under KRJS Rule.

Instruction 1:- A permanent post vacated by the dismissal, removal or compulsory retirement of a KRJS servant should not be filled up substantively, until the period of one year from the date of such dismissal, removal or compulsory retirement. as the case may be. Where, on the expiry of the period of one year, the permanent post is filled and the original incumbent of the post is reinstated thereafter, he should be accommodated against any post which may be substantively vacant in the grade to which his, previous substantive post belonged. If there is no such vacant post, he should be accommodated against a supernumerary post which should be created in this grade with proper sanction and with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in that grade.

Instruction 2:- Management have had under their consideration the circumstances in which supernumerary posts may be created and what should be the general principles governing the creation of such posts. Instructions have also been issued regarding the creation of supernumerary posts to accommodate the following categories of officials:-

- A. Permanent KRJS servants who are substantively reduced to a lower post on account of inefficiency or misbehavior and for whom permanent posts in the lower service/ grade/timescales, etc., are not available (vide OM No. FD 148 SRS 60, dated 26th October 1960).
- B. Permanent KRJS servants who vacate their posts as a result of dismissal, removal or compulsory retirement but are later reinstated after the expiry of a

period of more than one year. It is however, not possible to give an exhaustive list of the circumstances in which supernumerary posts may be created. Management are therefore, pleased to lay down the following broad principles governing the creation of such posts:-

- i. A supernumerary post is normally created to accommodate the lien of a Sangha servant, who, in the opinion of the authority competent to create such a post is entitled to hold a lien against a regular permanent post but who due to non-availability of a regular permanent post cannot have his lien against such a post.
- ii. It is a shadow post, i.e., no duties are attached to such a post. The KRJS servant whose lien is maintained against such post, generally performs duties in some other vacant temporary or permanent post.
- iii. It can be created only if another vacant permanent or temporary post is available to provide work for the person whose lien is retained by the creation of the supernumerary post. In other words, it should not be created in circumstances which, at the time of the creation of the post or thereafter, would lead to an excess of the working strength.
- iv. It is always a permanent post. Since, however, it is a post created for accommodating a permanent KRJS servant till he is absorbed in a regular permanent post. It should not be created for an indefinite period as other permanent posts are but should normally be created for a definite and fixed period sufficient for the purpose in view.
- v. It is personal to the KRJS servant for whom it is created and no other Sangha servant can be appointed against such a post. It stands abolished as soon as the Sangha servant for whom it was created vacates it on account of retirement or confirmation in another regular permanent post or for any other reason. In other words, no officiating arrangements can be made against such a post. Since a supernumerary post is not a working post the number of working posts in a cadre will continue to be regulated in a manner that, if a permanent incumbent of one of the regular posts returns to the cadre and all the posts are manned, one of the Sangha servants of the cadre will have to make room for him. He should be shown against a supernumerary post.
- vi. There should be no extra financial commitment involved in the creation of such posts in the shape of increased pay and allowances etc.,
 - I. Subject to the observance of the principles set out in the previous paragraph, supernumerary posts may be created only in consultation with Management.
 - II. The Heads of Departments should maintain a record of the supernumerary posts, the particulars of the individuals who hold liens against them and the progressive abolition of such posts as and when the holders of the posts retire or are absorbed in regular permanent posts, for the purpose of verification of service pension.

CHAPTER – VIII

27. COMMITTALS TO PRISON

SUSPENSION DURING PENDENCY OF CRIMINAL PROCEEDINGS OR PROCEEDINGS FOR ARREST FOR DEBT OR DURING DETENTION UNDER A LAW PROVIDING FOR PREVENTIVE DETENTION.

1. A KRJS servant against whom proceedings have been taken either for his arrest for debt or on a criminal charge or who is detained under any law providing for preventive detention, should be considered as under suspension for any periods during which he is detained in custody or is undergoing imprisonment and not allowed to draw any pay and allowances other than any subsistence allowance that may be granted in accordance with the principles laid down in Rules KRJS for such periods until the termination of the proceedings taken against him or until he is released from detention and allowed to rejoin duty, as the case may be. An adjustment of his allowances for such periods should thereafter be made according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of the blame or (if the proceedings taken against him were for his arrest for debt) of its being proved that the officer's liability arose from circumstances beyond his control. In cases where the arrest is for detention under a law providing for preventive detention the full amount of allowances for the period of detention, shall be given only when such detention is held by any competent authority to be unjustified.
2. A KRJS servant against whom a criminal charge or a proceeding for arrest for debt is pending should also be placed under suspension by the issue of specific orders to this effect during periods when he is not actually detained in custody or imprisoned (i.e., whilst released on bail), of the charge made or proceeding taken against him is connected with his position as a Sangha servant or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude. In regard to his pay and allowances, the provisions of KRSJ Rule above shall apply.

Note 1 - A subsistence allowance not exceeding the prescribed rate may, however, be granted even in cases of committals to prison at the discretion of the suspending authority.

Note 2- Each claim for subsistence and compensatory allowances should be supported by a certificate by the Sangha servant concerned to the effect that he was not engaged in any employment, business, profession or vocation during the period to which the claim relates.

CONVICTIONS

3. Whenever a Sangha servant is judicially convicted of any offence, a copy of the decision should be sent to the Head of the Department under whom he is employed in order that such action in the case as may be deemed proper may be taken at once.

LEAVE WHILE UNDER SUSPENSION

4. Leave of absence for a definite period is not admissible to a Sangha servant who has been suspended from duty and, without obtaining the permission of the authority competent to fill up the appointment, a Sangha servant under suspension should not leave the station where his office is situated.
5. No payment under KRJS Rule shall be made unless the Sangha servant continues to reside in the station where his office is situated or in the station in which he is

permitted to reside by the authority which made or which is deemed to have made the order of suspension.