

NOTE ON KERALA SERVICE RULES Part I

Upto February 2011

I. Introduction

The Kerala Service Rules were issued by the Governor of Kerala under the powers conferred on him by the proviso to Article 309 of the Constitution of India, and published under Notification No.Fin/CR.57702/59 dated 10th November 1959 in the Kerala Gazette Extra Ordinary No. 67 dated 12th November 1959. Later, on 17th September 1968, Kerala Legislative Assembly passed 'Public Service Act-19', for the conditions of service of Government employees and since then the Kerala Service Rules have been governed by that Act.

KSRs are divided into three parts.

Part I	Rules 1 to 159	-	General conditions of service and rules on Pay, Leave, Joining Time, and Foreign Service
Part II	Rules 1 to 116	-	Travelling Allowance Rules, and
Part III	Rules 1 to 151	-	Pension Rules

Rules under Parts I and II are given effect to from 01-11-1959 and those in part III from 01-11-1956. The present Pension Rules, viz, Simplified Pension Rules, are in force from 14-11-1966.

II. Powers reserved by the Government

1. to decide whether the rules are applicable to a particular person;
2. to delegate powers to subordinate officers for the application of rules;
3. to make any rule;
4. to dispense with or relax the requirements of any rule in an individual case


5. to regulate the terms and conditions for the grant of compensatory allowances from time to time;
6. to determine the standard rent of Government buildings to be recovered from occupants;
7. to remit (to give up) pension contribution in respect of an officer transferred on Foreign Service;
8. to permit an officer on foreign service to receive pension or gratuity from foreign employer;
9. to modify the rules and to give final interpretation in case of doubt [R.4,7,9&11];
10. to exempt a person from producing certificate of physical fitness at the time of first joining duty R13.
11. to fix the Head Quarters and sphere of duty of an officer. R 46 & 47 PII.
12. to grant Leave Without Allowance in excess of 120 days at a time. R. 64;
13. to grant Leave for Study Purpose under rules in Appendix XII B;
14. to grant LWA for taking up other employment in the country or abroad as per Appendix XII A, and that for meeting spouse under rules in Appendix XII C;
15. to cancel unavailed portion of leave granted under App. XII A or XII C;
16. to send a person on foreign service-R 140 (b);
17. to re-employ a person discharged on pension or gratuity. R. 92 P III;
18. to grant Family Pension to the parents of a deceased government servant/ deceased pensioner-R 90 (6A) 5 P III.

Casual Leave (CL)

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 8 days in a calendar year. In addition each employee will also be allowed to avail himself/herself of any two holidays from the list of Restricted holidays declared by the Government of India.
- ii. CL can be combined with Special Casual Leave/Vacation/Restricted Holidays but not with any other kind of leave.
- iii. Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or suffixed, shall not be counted as Casual Leave.
- iv. CL should not be granted for more than 5 days at any time, except under special circumstances.
- v. CL can be taken for half a day also.
- vi. LTC can also be availed during CL.
- vii. CL cannot be combined with joining time.
- viii. Officials joining during the middle of a year may avail of CL proportionately or to the full extent at the discretion of the competent authority.
- ix. Half-day's CL should be debited to the CL account for each late attendance. However, late attendance upto one hour for not more than two occasions in a month can be condoned by the competent authority, if convinced that it is due to unavoidable reasons.
- x. Employees who have got only half day's leave at credit when applying for half-day CL for the afternoon of a day should ensure that they attend office the next day since CL can not be combined with EL. However, if due to sickness other compelling grounds he/she is not able to attend the next day combining with EL can be permitted as an exception.

Certified that the data attached herewith is true.




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