



SREE NARAYANA COLLEGE, PUNALUR

AQAR 2023-24

MANAGING COMMITTEE

Dr. M. N. Soman (Chairman)

332-B/V, Kalpaka Lane

Thottakkattukara, Aluva

☎ 0484-2607300,260361

Sri. Vellappally Natesan (Secretary)

Vellappally, Kanichukulangara P.O.

Cherthala

☎ (Offi) 0474-2742932,2744105(R)

0478-2862322,2862225,9847034909

Sri. V. N. Thushar (Asst. Secretary)

Vellappally, Kanichukulangara P.O.

Cherthala

☎ 984708000

Dr. G. Jayadevan (Treasurer)

Job Dale, Keralapuram, Kollam

☎ (Offi) 0474 - 2547433,2743845

2743849, (Resi) 0474 - 2711143

MEMBERS

Sri. Melamkodu Sudhakaran

Rohini Sadanam, Melamkodu

Nemam P.O. Thiruvananthapuram

Sri. Aji S.R.M.

Saji Nivas,

Vadasserykonam, Varkala

Sri. Mohan Sankar

Lekshmi Nivas,

Near S.N.College, Kollam

Sri. N. Rajendran

Gouri Vihar

Kadappakkada, Kollam

Sri. K. Padmakumar

Lekshmi Vilasom, Pramadam P.O.,

Mallassery, Pathanamthitta

Sri. A. Somarajan

Karthika Medom, Namparuvikala,

Alumkadavu P.O., Karunagappally

Sri. K. R. Gopinathan

Kozhiparamba

Vadakkanthara P.O.,

Palakkad

Sri. P.M. Raveendran

Pookandy Malayil

Near Sree Narayana Guru Mandiram,

Mappayil P.O, Vatakara Pin-673104

Sri. Santhosh Aryakandy

Aryakandy, Chettankoon,

Thalassery

REGIONAL DEVELOPMENT COUNCIL
EXECUTIVE COMMITTEE

CHAIRMAN

Sri. T. K. Sundaresan
Aswathy,
Near Moorthicavu, Punalur
Ph : 9447100954

Sri. Haridas R.

Sreehari
Manjima
Yeroor P.O.Anchal
Ph : 9447363222

CONVENOR

Sri. K. Suresh Kumar
Karunakara Vilasom
Ezhukone P.O., Kottarakara
Ph : 0474 - 2482049, 9447171466

Sri.Jayaprakash Narayanan R.

Pranavam,
EzhukoneP.O.Kottarakkara.
Ph : 9447559119

Sri. Jayachandran D.

Thankam Nivas
Veliyam
Ph: 9447053057

TREASURER

Sri.Biju B
Charuvila Veedu
Chennilamon
Kamukumchery P.O.
Pathanapuram
Ph : 9447171955

Sri. Sunil Mangalathu

Krishnamangalam
Kannankara Thoppil
Pathanamthitta P.O.,
Ph : 9446440833

EXECUTIVE COMMITTEE

Sri.Ajithkumar
Vinayaka, Kottarakara
Mob : 9946400002

Sri. Salimkumar K. B.

Plavila Puthen Veedu
Edakkidam P.O.
Ph : 9447082135

Sri.Anilkumar D.

Plavila
Konni
Ph: 9447028265

Sri Vijayan R

Karthika
Bharanicavu
Punalur
Ph : 9447121152

COLLEGE COUNCIL

The College Council consists of the Principal, Heads of all Departments, two members elected from among the members of the teaching staff and office Superintendent.

1. Dr. Shiny Mathews (Principal in charge, Department of Hindi)
2. Dr. Santhosh R. (Department of Physical Education)
3. Prof.Dr. T. P. Vijumon (Department of Commerce)
4. Dr. Divya sadasivan (P.G. Department of Mathematics)
5. Capt.Dr. Arun V. (P.G. Department of Chemistry)
6. Ms. Soumya Viswambharan (Department of Economics)
7. Ms. Reshma R. (Department of English, Council Secretary)
8. Dr. Prasanth S.(P.G. Department of Physics)
9. Dr. Biji M.S. (Department of Malayalam)
10. Dr. Divya S. Rajan (Department of Zoology)
11. Ms. Resmi A.(Department of Botany)
12. Dr. Deepthi P.R. (P.G. Department of History)
13. Leena.P.S (Junior Superintendent)
14. College Union Chairman

EXTRA ACADEMIA

PARENT-TEACHER ASSOCIATION (PTA)

The Parent-Teacher Association was inaugurated in this College in 1967 with the Principal as its president. The PTA aspires for co-operation and participation of parents in full measure in the all round development of the College. Parents' co-operation in creating a healthy campus atmosphere is of utmost importance. An active PTA functions in the College with a Teacher as Secretary and a Parent as Vice-President. An Executive Committee of eight members and a general body consisting of all parents and teachers meet occasionally for the healthy and peaceful functioning of the college. The PTA Vice President is Mr. Prakash. C.K and Secretary is Ms. Kavitha K.S. Other Executive Members are Ms. Jasmin Rose (Treasurer), Capt. Dr. Arun V, Dr. Deepthi P.R., Dr. Prasanth S., Ms.Arsha S S (teachers), Mr. Rahim, Ms. Rekha Suresh, Mr. Jayakumar., Mr. Ravikumar.G (Parents)

FORMER STUDENTS ASSOCIATION

The Former Students Association of Sree Narayana College Punalur was started in the year 1983, with a view to keep the silken threads of attachments between the old students and their Alma-Mater. It has been registered under the name Punalur Sree Narayana College Poorva Vidarthi Sangadana in the year 2022

The following are the initiatives that are being conducted by the alumni at college

1. Food for Brain
2. Nutritious food for Sports Students
3. Civil Service Training Programme
4. Thoovalsparsham-Counselling Programme

The executive committee shall consist of:

- | | | |
|--------------------|---|--|
| 1. President | - | Sri. Jose Thomas |
| 2. Vice Presidents | - | 1. Captn. Madhusudhanan,
2. Smt. Soumya Manoj |

3. General Secretary - Sri. R. Sugathan
 4. Secretaries - Sri. Mathew Varghese,
 Sri. S. Bahuleyan,
 Sri. Kottathala Sreekumar
 5. Treasurer - Smt. Deepthi P. S.

CAMPUS ACTIVITIES

RESEARCH ACTIVITIES

<i>Name of the Investigator</i>	<i>Department</i>	<i>Title of the project</i>
Ms. Raji V.	Chemistry	Studies of some Inorganic Ion Exchanges in Nanoform
Ms. Neetu Pradeep	Chemistry	N ₂ O ₂ Schiff Base Palladium (II) Complexes- Synthesis, Spectral Characterisation, crystal structure and electrochemical Studies
Mr. Athul T.B.	Mathematics	Studies on Various Parameters of Total Graphs
Ms. Ganga M.R.	Commerce	Challenges & Prospects of Hardware Retail Stores - A Study Among Hardware Retailers in Kerala
Ms. Soumya Viswambharan.	Economics	Trends and Patterns of fertilizer consumption in Kerala
Resmi.A	Botany	Phyto Chemistry and Pharmacognosy

COLLEGE UNION

Every academic year the students of the college elect a College Union-A Chairman, Vice-Chairman, General Secretary, Arts Club Secretary, Student Editor, Two University Union Councillors, Lady Representatives and Secretaries. All the co-curricular activities of the college are organised and conducted by the college union

under the guidance of the Principal and Teachers. The union elections and activities are governed by the rules and regulations of the University. There will be a staff advisor to guide and supervise the functioning of the union.

ATHLETIC ASSOCIATION

The College has an Athletic Association in order to promote physical education activities of the college. All bonafide students of the college are members of the association. The executive committee shall consist of :

1. President (Principal)
2. Staff representatives
3. Secretary (Physical Education Teacher)
4. Sports Secretary (Nominee of the College Union)
5. Team Captains

Activities: Athletics, Cricket, Football, Volley Ball, Hand Ball, Badminton, Kabaddi etc.

MEDICAL INSPECTION

All students of I year Degree and III year Degree of the College will have to undergo medical examinations during the first term of the academic year. Those who are found medically defective and are called upon to undergo treatment should do so. Those who are suffering from contagious diseases will not be allowed to attend classes until they are completely cured and certificate to that effect obtained from a recognised Medical Officer.

STUDY TOURS

1. Students are not permitted to organise or conduct excursions or picnics without the knowledge and consent of the class teacher and Departmental Heads.
2. Study tours will be organised by the respective Departments.
3. Only final year students will be permitted to go on excursion and tours.

4. Written consent in the prescribed form should be obtained from the guardians by all students going on excursion.
5. A detailed programme of travel, stay, places of visit, names of participants etc. should be submitted to the Principal before proceeding on a tour/excursion.
6. No student from another class will be permitted to join a class going on excursion.
7. There should be a minimum of two teachers (one male and one female) to accompany each team.
8. Excursions, Picnics and Tours will be allowed only during the third term of the academic year.

ACADEMIC & CAMPUS MONITORING COMMITTEES

Internal Quality Assurance Cell (IQAC)

To guide the post NAAC-accreditation process, an internal quality assurance cell (IQAC) has been constituted in the college. The committee plans and implement academic programmes, extension activities, best practices and all student centric activities

1. Dr. Shiny Mathews : (Principal in Charge, Chairperson)
2. Dr. G. Jayadevan (Treasurer, SN Trust) : Ex-Officio President
3. Dr. Divya Sadasivan : Coordinator
4. Dr. Kavitha K.S : Member
5. Ms. Jasmin Rose J. : Member
6. Dr. Prasanth S. : Member
7. Ms. Reshma R. : Member
8. Dr. Deepthi P R : Member
9. Dr. Nikhila M P : Member
10. Ms. Resmi Ravindran : Member
11. Dr. R. Raveendran, SN Trusts : Member
12. Convenor, RDC : Member
13. Alumni, Secretary, General Secretary : Member

Library Advisory & Automation Committee

- | | | | |
|----|----------------------|---|----------|
| 1. | Dr. Biji M.S. | : | Convenor |
| 2. | Ms. Lekshmi R.S. | : | Member |
| 3. | Dr. Divya Jayan | : | Member |
| 4. | Dr. Niju P. | : | Member |
| 5. | Dr. Divya S. Rajan | : | Member |
| 6. | Ms. Narma S Pratheep | : | Member |

Planning & Purchase Committee

The committee plan, approve and finalise the purchases made in the college and also place the necessary orders

- | | | | |
|----|--|---|-------------|
| 1. | Dr. Shiny Mathews, Principal-in-Charge | : | Chairperson |
| 2. | Dr. Gopan Raj | : | Member |
| 3. | Dr. Bijo S. Anand. | : | Member |
| 4. | Dr. Ratheesh R. | : | Member |
| 5. | Dr. Divya S. Rajan | : | Member |
| 6. | Dr. Niju P. | : | Member |
| 7. | Librarian | : | Member |
| 8. | Head Accountant | : | Member |

Research Promotion and development Council

The Committee monitors and promotes research activities among the students and teachers

- | | | | |
|----|--------------------|---|----------|
| 1. | Dr.Divya.S Rajan | : | Convenor |
| 2. | Dr. Prasanth S | : | Member |
| 3. | Dr. Bijo S. Anand | : | Member |
| 4. | Dr. Anooja J. Babu | : | Member |
| 5. | Dr. Deepthi P. R. | : | Member |
| 6. | Dr. Deepika V S | : | Member |

Discipline /Ethics Committee

The committee is constituted for the maintenance of discipline and order in the campus

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|----|------------------------|---|----------|
| 1. | Ms. Jasmin Rose J. | : | Convenor |
| 2. | Prof. Dr. T.P.Vijumon | : | Member |
| 3. | Capt.Dr. Arun V | : | Member |
| 4. | Ms.Soumya Viswambharan | : | Member |

6. Ms. Deepthi P.S. : Member
7. Dr. Divya S. Rajan : Member
8. Dr. Niju P. : Member

Project Monitoring Committee (RUSA-SPD)

1. Dr. Shiny Mathews : Principal in charge
S.N.college, Punalur
2. Lt. Dr. Arun V. : Coordinator
3. Dr. Divya Sadasivan : HOD, Dept. of Maths
4. Dr. Gopan Raj : Asst. Professor in Chemistry
5. Dr. Bijo S. Anand : Associate Professor, Dept. of
Mathematics
6. Ms. Ganga M R. : Asst. Professor in Commerce
7. Dr. R. Ratheesh : Asst.Professor
Dept.of Physics
8. Mr. Jayakumar : PTA Executive Member(Parent)
9. Mr. Sasankan B. : Consultant Engineer A Grade
10. Ms. Leena P S : Junior Superintendent
11. Mr. Raju.K : Head Accountant
12. Mr. Kunjumon S. : Senior Clerk

Board of Governors (BoG)-(RUSA-2021)

1. Dr R. Raveendran : Research Officer,
S.N.Trusts, Kollam & UGC-
Emeritus Professor &
Rtd. Principal, S.N.Colleges
2. Dr. G. Jayadevan : Treasurer, S.N. Trusts,
Kollam
3. Dr. Shiny Mathews : Principal in charge,
S.N.college, Punalur
4. Sri. K. Sureshkumar : Convenor, RDC, Punalur
5. Sri. T.K. Sundaresan : Chairman, RDC, Punalur
6. Capt. Dr. Arun V. : RUSA Coordinator
7. Dr. Divya Sadasivan : IQAC Coordinator
8. Dr. Bijo S. Anand : Asso. Professor, Dept. of
Mathematics

9. Dr. Ratheesh R. : Asst.Professor, Dept. of Physics
10. Secretary : FSA, S.N. College, Punalur.
11. Ms.V.Sujatha : Municipal Chairman,
Punalur Municipality

Anti Ragging Committee (as per the directions of the Supreme Court)

Anti-ragging Cell is constituted to prevent any cases of ragging from occurring on the college campus

1. District Collector
2. Dr. Shiny Mathews : Principal-in Charge
3. Circle Inspector of Police : Punalur
4. Mr. S. Sreekumar : Kerala kaumudi
5. Dr. Deepthi P.R. : Faculty member
6. Dr. Gopan Raj : Faculty member
7. PTA Vice-President
8. College Union Chairman/Chairperson : Student Member

Internal Complaints Committee - Prevention of Sexual Harassment of Women at Workplaces

The Committee facilitates a safe environment that is free of sexual harassment for the women employees and female students

1. Dr. Divya Sadasivan : Convenor
2. Mr. Praveen K H : Member
3. Ms. Ganga M. R. : Member
4. Dr. Deepthi P. R. : Member
5. Advocate
6. 2 Student representatives

Committee to Address the Problems of Students with Disabilities

1. Principal : Chairman
2. Dr. Biji M.S. : Member
3. Dr. Kavitha K.S. : Member
4. Vice President, PTA : Member
5. Chairman, College Union : Member

Anti Narcotic Committee

1. Dr. Niju P. : Coordinator
2. Mr. Athul T. B. : Member
3. Ms. Lekshmi R S : Matron, Women's Hostel
4. Dr. Rani Rajan : Member
5. College Union Chairman : Member
6. College Union Vice Chairman : Member
7. Under Officer NCC : Students' Nominee

Women Anti-Harassment Committee

1. Dr.Divya Sadasivan : Convenor
2. Dr. Deepthi P.R. : Member
3. Ms. Jasmin Rose J. : Member
4. Dr.Nikhila M.P. : Member
5. Ms.Maneesha.S.P(Lab Assistant) : Member

Admission Committee

1. Dr. R. Ratheesh : Convener
2. Dr.Shiny Mathews : Member
3. Dr. Biji M. S. : Member
4. Ms. Resmi A. : Member
5. Dr. Divya Jayan : Member
6. Mr. Athul T.B. : Member
7. Dr. Niju P : Member

Committee for Remedial Coaching

1. Dr. Prasanth S. : Coordinator
2. Ms. Deepthi P. S. : Member
3. Ms. Raji V. : Member
4. Dr. Biji M.S. : Member
5. Dr. Deepthi P.R. : Member
6. Mr. Athul T. B. : Member
7. Dr. Deepika V. S. : Member
8. Dr. Divya S. Rajan : Member

Committee for Competitive Exams for Entry into Secure

1. Ms. Raji V. : Coordinator
2. Dr. Kavitha K.S. : Member
3. Ms. Deepthi P.S. : Member
4. Ms. Neetu Pradeep : Member
5. Ms. Aswathy Anilkumar : Member
6. Dr. Rani Rajan : Member

UGC Advisory Committee

1. Dr. Santhosh R : Coordinator
2. Prof. Dr. T.P. Vijumon : Member
3. Lt. Dr. Arun V. : Member
4. Ms. Soumya Viswambharan : Member
5. Ms. Reshma R. : Member
6. Dr. Ratheesh R : Member
7. Dr. Deepthi P.R. : Member

8. Jnr. Superintendent : Member
9. Head Accountant : Member

Centralised Confidential Grievance Redressal Cell

1. Ms.Soumya Viswambharan : Convenor
2. Dr. Divya Sadasivan : Member
3. Dr. Prasanth S. : Member
4. Ms. Raji V. : Member
5. Ms.Arsha S. S.. : Member

Publication Committee

1. Dr. Anooja Babu : Convenor
2. Capt.Dr. Arun V. : Member
3. Dr. Gopan Raj : Member
4. Dr. Bijo S. Anand : Member
5. Ms. Resmi Ravindran : Member

Website & Documentation Committee

1. Dr. Bijo S. Anand : Coordinator
2. Ms. Reshma R. : Member
3. Resmi Raveendran : Member
4. Dr. Rani Rajan : Member

Career Guidance & Placement Cell

The cell organises seminars, training sessions and career guidance for the students. Placement drives are also facilitated by the cell

1. Dr. Divya S. Rajan : Convenor
2. Ms.Jasmin Rose J. : Member
3. Ms. Ganga M.R. : Member
4. Ms. Resmi A. : Member
5. Dr. Deepika V. S. : Member

Counselling Cell

1. Ms. Neetu Pradeep : Convenor
2. Ms. Lekshmi R. S. : Member
3. Ms. Resmi A. : Member
4. Dr. Deepika V. S. : Member
5. Ms.Narma S Pratheep : Member

Grievance Redressal Cell

A three-tier Grievance Redressal Mechanism at the tutor level, HOD level and Principal level functions and addresses the grievance of the students regarding the Continuous Internal Evaluation

1. Ms. Resmi Raveendran : Convenor
2. Dr. Deepthi P. R. : Member
3. Ms. Deepthi P.S. : Member
4. Ms. Soumya Viswambharan : Member

Academic Programme Committee

1. Dr. Gopan Raj : Convenor
2. Ms. Ganga M. R. : Member
3. Ms. Resmi A. : Member
4. Ms. Arsha S. S. : Member
5. Ms. Aswathy Anilkumar : Member

Gender Justice Forum

1. Ms. Arsha S. S. : Chairperson
2. Ms. Maneesha S.P. : Member
3. Lady representatives (two) : Members

College Level Monitoring Committee (CLMC)

The CLMC shall be responsible for the proper conduct of all First Degree Programmes and ensure the timely conduct of internal examinations, publishing of results and addressing the grievances of the students if any, regarding the evaluation process

1. Ms. Raji V. : Convenor
2. All HOD's : Member

Department Level Monitoring Committee (DLMC)

The committee led by the Head of the department and all the other teachers of the department monitors the smooth conduct of classes, internal examinations, and evaluations. All Departments have DLMC with all teachers.

PFMS Data Operators and Data Approvers

Scheme	Data Operator
RUSA	Ms. Ganga M.R.
NSS	Dr. Divya Jayan

Parliamentary Literacy Committee

1. Dr. Deepthi P.R.	:	Coordinator
2. Ms. Syama S.N.	:	Member

Canteen Committee

1. Prof.Dr. Vijumon T. P.	:	Convenor
2. Capt. Dr. Arun V.	:	Member
3. Dr. Biji M.S.	:	Member
4. Ms. Raji V.	:	Member
5. Dr. Ratheesh R.	:	Member
6. Dr. Niju P.	:	Member
7. Jnr. Superintendent, Office	:	Member

Building & Infrastructural Facility

1. Prof.Dr. Vijumon T. P.	:	Convenor
2. Capt. Dr. Arun V.	:	Member
3. Ms. Soumya Viswambharan	:	Member
4. Dr. Kavitha K.S.	:	Member
5. Ms. Reshma R.	:	Member
6. Dr. R. Ratheesh	:	Member
7. Dr. Deepthi P.R.	:	Member
8. Dr. Nikhila M. P.	:	Member
9. Head Accountant	:	Member

Infrastructure & Beautification Committee

1. Dr.Kavitha K.S., PTA Secretary	:	Convenor
2. PTA Vice President	:	Member
3. Dr. Divya Sadasivan.	:	Member
4. Dr. Biji M. S.	:	Member
5. Ms. Reshma R.	:	Member
6. Ms. Deepthi P. S.	:	Member
7. Ms. Resmi A.	:	Member
8. Mr. Athul T. B.	:	Member
9. Ms. Aswathy Anilkumar	:	Member

Equal Opportunity Cell

1. Dr. Deepika V. S. : Chairperson
2. Dr. Deepthi P. R. : Member
3. Ms. Reshmi Raveendran : Member
4. Dr. Anooja J. Babu : Member
5. Dr. Nikhila M. P. : Member

Students Magazine and Manuscript

1. Ms. Resmi A : Convenor
2. Student Editor : Member

AISHE, NIRF

1. Dr. Bijo S Anand : Convenor

RTI Authority

1. Dr. Shiny Mathews, Principal-in-Charge : Appellate Authority
2. Ms. Deepthi P. S. : First Information Officer
3. Mr. Raju. K : Second Information Officer
Officer

Hostel Committee

1. Ms. Lekshmi R. S. : Convenor
2. Ms. Jasmin Rose : Member
3. Dr. Deepthi P. R. : Member
4. Dr. Divya Jayan : Member
5. Dr. Nikhila M. P. : Member

Students Aid Fund

It provides financial assistance to eligible students

Dr. Divya Jayan : Co-ordinator

Scholarships

Different institutional, state and national scholarships are offered to students to cater for the financial needs of poor and needy students and to encourage meritorious students. State and national scholarship amounts are transferred directly to students' bank accounts through Direct Beneficiary Transfer (DBT).

Ms. Resmi A. : Convenor

Gandhian Study Centre

Centre for Gandhian Studies of the college aims to promote Gandhian views and values among the students. The centre organises discussions, talks and various competitions to inculcate Gandhian ideologies in the students.

Ms.Aswathy Anilkumar : Convenor

Tutorial Committee

With a view to comprehensively improving the all round performance of the student and providing greater opportunities for personal rapport between the teacher and the taught, the tutorial system has been introduced. Each group will be under the charge of a member of the staff, designated as "Group Tutor". Each group tutor will regularly advice them on avenues of academic improvement.

Leave on absence of students will be granted only if the application is recommended and forwarded by the Group Tutor. No conduct Certificate will ordinarily be issued to a student except on the recommendation of the Group Tutor. The college level convenor of the Tutorial system Ms.Divya Sadasivan (Dept.of Mathematics)

1. Dr. Biji.M.S : Convenor
2. Ms. Narma S. Pratheep : Member

English

I B.A. Ms. Deepthi P S
II B.A. Ms. Narma S. Pratheep
III B.A. Ms. Aswathy Anilkumar

History

I B.A. Dr. Ajitha.A
II B.A. Ms. Syama S. N.
III B.A. Dr. Shifna A.
I MA Dr. Deepthi P.R.
II MA Dr. Niju P.

Economics

I B.A.
II B.A.
III B.A.

Ms. Jaya L
Ms. Soumya Viswambharan
Dr. Deepika V. S.

Physics

I BSc.
II BSc.
III BSc.
I MSc.
II MSc.

Dr. Ratheesh R
Dr. Anooja J Babu
Ms. Lekshmi R.S.
Dr. Prasanth S.
Mr. Praveen K. H.

Mathematics

I BSc.
II BSc.
III BSc.
I MSc.
II MSc.

Dr. Bijo S. Anand
Ms. Apsara Vijayan
Mr. Athul T.B.
Dr. Divya Sadasivan
Ms. Jasmin Rose J.

Chemistry

I BSc.
II BSc.
III BSc.
I MSc.
II MSc.

Ms. Neetu Pradeep
Dr. Nikhila M. P.
Ms. Raji V.
Dr. Rani Rajan
Dr. Divya Jayan

Zoology

I BSc.
II BSc.
III BSc.

Dr. Babitha
Ms. Resmi A.
Dr. Divya S. Rajan

Commerce

I BCom.
II BCom.
III BCom.

Prof. Dr. T.P Vijumon
Dr. Kavitha K S
Ms. Ganga M R

Social Service/Extension Committee
General Convenor Ms. Jasmin Rose

As per the regulation for the FDP under the CBCSS, it is mandatory (clause II) for a student to participate on any one of the following social service/ extension activities

Sl No	Code	Name of the club	Convenors
1.	01	Health Club	Dr. Nikhila M. P.
2.	03	Debate Club	Ms. Narma S. Pratheep
3.	04	Environmental Activities	Dr. Divya S. Rajan
4.	08	Performing Arts	Ms. Reshma R.
5.	05	Human Rights Forum	Dr. Deepthi P. R.
6.	09	Media Club	Ms. Arsha S.S.
7.	11	NSS	Dr. Divya Jayan, Mr. Athul T. B.
8.	12	NCC	Capt. Dr. Arun V.
9.	13	Sports Club	Dr. Niju P.
10.	14	Science Club	Dr. Rani Rajan
11.	15	Nature Club	Ms. Resmi A.
12.	16	Theatre Club	Ms. Deepthi P.S.
13.	17	Planning Forum	Ms. Soumya Viswambharan
14.	18	Literary Club	Dr. Biji M.S.
15.	19	Women's Study Unit	Ms. Lekshmi R. S.

NATIONAL SERVICE SCHEME - NSS

National Service Scheme is a movement which aims at the physical, mental and spiritual development of young students. It cultivates a sense of duty, co-operation, and self-help among the students. The NSS moulds the youth of tomorrow to become active participants in nation-building efforts at different levels. NSS in the college is playing an active role in developing the personality of students through community service. Its motto is Not me, but you. This expresses the essence of democratic living and upholds the need for selfless service. It instills a sense of consideration for fellow human beings and the welfare of society as a whole.

The effective functioning of the NSS in the college was recognised at the National, State and University levels. Numerous programmes like Seminars, Blood Donation Camps, AIDS Awareness Programmes, Construction of NSS Bhavan, Medicinal Plants Garden etc. were successfully undertaken. Students can enroll as volunteers of the NSS. Active participants would get certificates and bonus marks for admission to higher studies.

The enrolled volunteers have to undergo a minimum of 240 hours work in two consecutive academic years and should attend one special camp of 7 days. These students are eligible for certificates from the University.

Dr. Divya Jayan (Dep. of Chemistry) & Mr. Athul T. B (Dept. of Mathematics) are the Programme Officers.

NATIONAL CADET CORPS (NCC)

The youth of the country is a national asset and its development is a task of great significance and importance. The NCC has got expertise and built-in- infrastructure to fulfill this goal on behalf of the Nation. Over the years NCC has contributed towards the goal in an effective and meaningful manner. Also, the NCC is the largest youth org in the world with an approximate strength of 15 lacks cadets.

The Aim of NCC is:-

To develop qualities of character, courage, comradeship, discipline, leadership secular outlook, spirit of Adventure, sportsman-

ship and the ideals of selfless service among the youth of the country. NCC 'C' certificate and camp certificates.

To create a human resource of organized, trained and motivated youth. To provide leadership in all walks of life including the Armed Forces and be always available for the service to the nation.

To provide a suitable environment to motivate the youth to take up a career in the Armed Forces.

National Cadet Corps is a National Organization, engaged in grooming the youth – **'The Leaders of Tomorrow'** – into disciplined and patriotic citizens.

The NCC Army Sub Unit of Sree Narayana College comes under the jurisdiction of 9(k) Bn NCC, Kottarakkara with a strength of 160 cadets. The SD and SW wings function as one unit under the leadership of Associate NCC Officer (ANO) Capt. Dr. Arun. V, P.G. Dept. of Chemistry. Cadets enrolled were given institutional training and can participate in adventure activities, community development programmes, various national level and annual training camps; youth exchange programmes, sports and cultural activities etc. Training is usually imparted on Saturdays. Cadets who have the required attendance to their credit and have shown sufficient progress can appear for B and C certificate examination conducted by Ministry of Defense, Government of India at the end of the first and third year of training respectively. Those who pass these examinations will be given preference for joining the armed forces. N.C.C. training will be treated as additional qualification while making recruitments to public service. Grace Marks are awarded as per University Rules to outstanding cadets.

- The application for awarding grace marks to be submitted at the following periods:
- First year NCC Cadets: On completion of Second semester Examination (if any camp attended)
- Second Year Cadets: On completion of Forth semester Examination along with NCC 'B' certificate and camp certificates
- Third year cadets : On completion of Sixth semester Examination along with NCC 'C' certificate and camp certificates.

Activities and Highlights

- Every year a few students gain the opportunity to attend Republic Day and Independence Day parades in New Delhi.

- Cadets actively participate in various National integration campus conducted in various parts of India.
- All the cadets attend ATC camps.
- Blood donation is regularly taken up by the NCC .
- Anti Alcoholic campaign is done on a sustained basis.
- Cadets of this unit take part in various Trekking, Mountaineering, Army attachment and RCTC camps.
- All the cadets of our unit participate in various Social Services and Community Development programme.

Health Club

The club aims to sensitize students and faculties regarding the importance of a healthy community in which we live to lead a life with meaning and purpose. The club plans and organizes programmes and activities like health check-up camps, awareness classes, documentary displays, yoga classes, workshops on physical fitness and blood donation camps on the campus

- | | |
|--------------------------|------------|
| 1. Dr. Nikhila M. P. | : Convenor |
| 2. Ms. Sreelakshmi R. S. | : Member |
| 3. Mr. Athul T. B. | : Member |
| 4. Dr. Divya S. Rajan | : Member |

Debate Club

The club targets the students' personality development, enhancement of communication skills and overall development. The club focuses to build confidence, oratory skills and critical thinking among the students

Coordinator : Narma S. Pratheep

Performing Arts Club

Performing arts club functions with the aim of tapping the talents of youth in the fields of various performance based arts like dance, monoact, mimicry, one act play etc. The club focuses on identifying the inherent talents in students and giving them adequate motivation and support to nurture their interests and talents.

1. Ms. Reshma R. : Convenor
2. Dr. Divya Jayan : Member
3. Ms. Soumya Viswambharan : Member
4. Ms. Narma S. Pratheep : Member

Planning Forum

It is a platform to educate the college students on the economic planning of the country and other related issues. The Forum conducts Debates, Quiz competition, Essay competition and Survey etc. on a regular basis

1. Ms. Soumya Viswambharan : Convenor
2. Dr. Deepika V S : Member

Media /Film Club

The club aims to provide a forum for the students to voice forth their opinions, views, and perspectives. The basic objectives of the club are to develop the interest of students in social issues and also to enhance the professional skills in different fields of related to media in interested students

1. Ms. Arsha S.S. : Convenor
2. Ms. Deepthi P.S. : Member
3. Dr. Biji M.S. : Member
4. Ms. Aswathy Anilkumar : Member

Sports club

Sports Club is established with the aim of accomplishing a healthy sporting habit among the student community. The club helps to instil team work, coordination and discipline among the student fraternity. The club promotes and encourages the students to participate in various sports such as cricket, shuttle badminton, football, athletics, cross country races, weight lifting, power lifting, body building etc.

Co ordinator : Dr. Niju.P

Science Club

The Science Club of Sree Narayana College, Punalur was incorporated with the aim of providing a platform for students to develop and nurture their interest in science. Over the years the

club has conducted numerous workshops, seminars, talks, Quizzes, Poster presentations, Essay writing competitions, etc.

Dr. Rani Rajan	:	Co ordinator
Ms. Narma S Pratheep	:	Member

Nature Club

Nature Club of the college works with the aim of inculcating ideas of sustainable development and protection of the ecosystem. Various activities are conducted to motivate students to appreciate the wonders of nature and thereby encouraging them to participate in conservation initiatives. Awareness programmes on protection of environment and eco-friendly waste management are organized by the club. International and national days of environmental significance like are also observed by the club.

Co ordinator : Ms. Resmi A.

1. Ms. Resmi A.	:	Convenor
2. Ms. Raji V.	:	Member
3. Dr. Deepthi P.R.	:	Member
4. Ms. Lekshmi R.S.	:	Member
5. Dr. Prasanth S.	:	Member
6. Ms. Deepthi P.S.	:	Member
7. Dr. Deepika V S	:	Member

Theatre Club

The Theatre Club of Sree Narayana College punalur aims to help students to learn different aspects and elements of theatre like literary elements, technical elements and performance elements. The theatre club is open to any student who is interested in theatrical art. All the activities of the theatre production beginning from finding a script to quality performance for the audience are done by the students.

1. Ms. Deepthi P.S.	:	Convenor
2. Ms. Resmi Ravindran	:	Member
3. Ms. Reshma R.	:	Member

Literary Club

The club nurtures and brings out the creativity and imagination among the student community. The literary club gives a platform to young talents to showcase their literary skills. Various competitions like poetry writing, recitation, essay writing, debates, discussions etc. are organized on various relevant topics. Important dates like world poetry day are observed and competitions are held in connection with the same

- | | | |
|--------------------|---|----------|
| 1. Dr. Biji M.S. | : | Convenor |
| 2. Dr. Prasanth S | : | Member |
| 3. Ms. Arsha S. S. | : | Member |

Music Club & Arts

- | | | |
|---------------------|---|----------|
| 1. Dr. Deepika V S | : | Convenor |
| 2. Dr. Biji M. S. | : | Member |
| 3. Ms. Deepthi P.S. | : | Member |
| 4. Ms. Resmi A. | : | Member |
| 5. Dr. Niju P. | : | Member |

Sree Narayana Study Centre

The Sree Narayana Study Centre at college aims to shape humanity through education and intellectual development, moral awakening, and inculcating commitment towards society in the minds of young people. The Study Centre organizes seminars and invited lectures to spread Guru's words and teachings among the student community.

- | | | |
|--------------------------|---|----------|
| 1. Ms. Deepthy P. S. | : | Convenor |
| 2. Dr. Biji M.S. | : | Member |
| 3. Ms. Narma Pratheep | : | Member |
| 4. Ms. Aswathy Anilkumar | : | Member |

Women Studies & Welfare Unit

The Women Study Unit of the college started to empower and orient our young women to recognize their true potential and to help them attain their own stand in a competing world. It functions with the aim of enhancing self-esteem among young women and empowering them in their decision-making skills. The unit conducts various programmes like seminars, workshops,

awareness classes, exhibitions and competitions etc that nurture the overall development of the students. The unit creates awareness among the students on women's rights and critically analyses women's issues.

- | | |
|-------------------------|----------------|
| 1. Ms. Lekshmi R. S. | : Co ordinator |
| 2. Ms. Raji V. | : Member |
| 3. Ms. Resmi Raveendran | : Member |
| 4. Dr. Divya Jayan | : Member |

Deaddiction Club

Sree Narayana College, Punalur constituted a De-addiction club in association with VIMUKTHI, initiation of Excise Department, Govt. of Kerala in the year 2017-18. The programmes of the club aimed at creating awareness among the adolescents and youth about the socio-economic and ill health of addiction and the need for professional help to treat addiction in order to lead a healthy and meaningful life. The club conducts student-level activities like open forum discussions on the harmful effects of drug abuse and alcoholism, lectures by experts, meeting with parents and teachers etc.

Human Rights Forum

The Human Rights Forum organises seminars, debates, invited lectures etc to make the students conscious of human rights and its violations They are also taught on how to respond to situations when these rights are violated.

- | | | |
|------------------------|---|-------------|
| 1. Dr. Deepthi P. R. | : | Coordinator |
| 2. Ms. Jasmin Rose J. | : | Member |
| 3. Ms. Raji V. | : | Member |
| 4. Ms. Ganga M.R. | : | Member |
| 5. Ms. Resmi Ravindran | : | Member |

Bhoomithrasena

The new scheme entitled "Bhoomithrasena" has been contemplated under the State Scheme for the colleges of the State for strengthening the commitments of students towards environmental protection. Through this programme it is intended to take up environmental protection activities cum awareness at

the grassroot level. Our college has been selected under the Bhoomithrasena Scheme for the formation of a Bhoomithrasena Club (BMC). Ms.Lekshmi R. S. (Dept. of Physics) is in charge of the programme.

1. Ms. Lekshmi R.S. : Convenor
2. Mr. Praveen K. H. : Member
3. Ms. Neetu Pradeep : Member

Red Ribbon Club

Despite the high create of literacy, Kerala is far behind, when compared with other states in the country, with respect to the percentage of voluntary blood donation. It is necessary that people realize blood donation as their responsibility. With this aim under the guidance of Kerala State Aids Control society (KSACS) red ribbon club has been formulated in the college. With effective donor education as its motto. Any student can join in this programme.

1. Dr. Rani Rajan. : Convenor
2. Dr. Divya S. Rajan : Member
3. Ms. Arsha S. S. : Member
4. Dr. Anooja Babu : Member

Entrepreneurship Club

1. Ms. Ganga M. R. : Convenor
2. Dr. Kavitha K.S. : Member
3. Ms. Jasmin Rose J. : Member

Tourism Club

1. Mr. Praveen K. H. : Convenor
2. Ms. Jasmin Rose J : Member
3. Ms. Soumya Viswambharan : Member
4. Dr. Divya S. Rajan : Member

ENDOWMENTS

**P.K.VEENA MEMORIAL ENDOWMENT AWARD &
SCHOLARSHIP**

Sponsored by the Staff Association to the student who secures highest mark for the final year B.Sc Chemistry Degree Examination.

**SRI. S. RAMACHANDRAN (EX- PUNALUR PAPER MILL)
MEMORIAL MERIT CUM MEANS SCHOLARSHIP**

This scholarship instituted by R. Krishnamurthy, alumni of this college, in memory of his father Shri. S. Ramachandran, will award an amount of Rs 10,000/- to three final year students each from the department of Physics, Chemistry and Mathematics every year based on their annual income and academic excellence up to third semester.

PROF. G. SANTHA DEVI ENDOWMENT

Instituted by the B.Sc Chemistry students (1978-1981 batch) in memory of Prof. G. Santha Devi, the former Head of the Department of Chemistry (1978-81), S.N. College, Punalur. The batch donated an amount of Rs. 2,07,000/- to the Department on behalf of organising '**Prof.G. Santa Devi Endowment Programme**' annually. The donated amount had been invested in the bank from which Sixty percent and forty percent of the interest credited are awarded to the students who secure the first and second positions respectively in the III year B.sc Chemistry. The Endowment has been constituted from the academic year 2020-2021 onwards

**SRI. D. KRISHNAN POTTY (EX.MLA) MEMORIAL MERIT
CUM MEANS SCHOLARSHIP-**

Instituted by FSA in memory of Sri. D. Krishnan Potty (Ex. MLA) and sponsored by Santhosh Kumar K. (FSA Executive Member) for the top scorer in BA History.

**SRI. KALATHARADY VISWAMBHARAN MEMORIAL MERIT
CUM MEANS SCHOLARSHIP**

Dr. Harshan K, an alumnus of this college, established the Scholarship in memory of his late father, Shri. Kalatharady Viswambharan. Every year, two final-year students from the Department of Zoology and one student from each of the Commerce, English, and Economics departments will receive a scholarship amount of Rs. 10,000/-, contingent upon their annual income and academic excellence up to the third semester.

**SMT. LALITHAMBIKA ANTHARJANAM SMARAKA SAHITHI
SCHOLARSHIP**

Smt. Lalithambika Antharjanam's nephew, Shri. Santhosh K Potti established Smt. Lalithambika Antharjanam Smaraka Sahithi Scholarship is dedicated to students with proficiency in Malayalam Literature. A competition is organized by the Department of oriental languages to identify students with a literary taste, and the chosen student will receive a scholarship amount of Rs. 5000/-.

STUDENT SUPPORT AND PROGRESSION

I. ASAP Cell

ASAP, the joint venture of General Education and Higher Education Departments of Kerala Government has been functioning in the college since 2015. ASAP has changed its structure to ASAP Cell from 2021 onwards. The main objective of the cell is to act as a bridge between industry and academia.

Co ordinator : Resmi Ravindran

II. MID-DAY MEAL PROGRAMME-KANIVU

The P.T.A. of the college has launched this programme from 2015-16 academic year onwards for giving free mid-day meal to deserving students identified by the group tutors. The objective is to ensure a 'hunger free campus'.

III. MENTORING SYSTEM

Department wise Mentor- Mentee system is executed in the campus. With the assistance of the tutors, mentees are selected and a mentor is offered to them with the objective of enhancing their personal and academic potentials .

IV. RADIO CLUB

Since 2017, Radio Club has been functioning in the campus. It connects the students with information through music . It acts as a platform for the students to develop their communication skills and to share their views on socially relevant issues.

Coordinator: ResmiRavindran

V. LOCAL CHAPTER-SWAYAM NPTEL

SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) is a programme initiated by the Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. **NPTEL (National Programme on Technology Enhanced Learning)**, is a project of MHRD initiated by 7 IITs along with the IISc, Bangalore in 2003, to provide quality education to anyone interested in learning from the IITs. NPTEL has been offering self-study courses across engineering, humanities and science streams for more than a decade. From March 2014 NPTEL has been offering online certification for its courses, the highlight being the certification exam through which the student gets an opportunity to earn a certificate from the IITs. These are available at: <https://swayam.gov.in/NPTEL>



GOVERNMENT OF KERALA

THE KERALA SERVICE RULES

VOLUME I

PARTS I & II

SIXTH EDITION

(Embodying corrections up to 31st August 1999)

ISSUED BY THE AUTHORITY OF THE GOVERNMENT OF KERALA

FINANCE DEPARTMENT

-
- **Government will not be responsible for any unauthorised alteration in the original text of the Volume .**

PREFACE TO THE FIRST EDITION

The service personnel of the State of Kerala comprise officers of the former Travancore-Cochin State, those transferred from the former Madras State on the date of reorganization of the States and those appointed to the service of the new State on or after 1st November 1956. The officers of the former Travancore – Cochin State themselves consist of officers who belonged to the former States of Travancore and Cochin. The service conditions of these different categories of officers are now governed by three different sets of Rules, viz., (1) The Travancore Service Regulations, (2) The Cochin Service Regulations and (3) The Fundamental Rules (Madras), the Madras Pension Code and the Madras Manual of special Pay and Allowances. The need for a unified set of rules to regulate the service conditions of the employees of the State of Kerala is obvious. Accordingly Government are pleased to issue these new unified rules under the proviso to Article 309 of the Constitution of India.

2. The rules are set forth in three parts as follows :-

Part I - Rules relating to the General Conditions of Service, Pay fixation, Leave, Joining time, Foreign Service, etc.

Part II - Rules relating to Travelling Allowance

Part III - Pension

These rules shall be deemed to have come into force from the 1st November 1959.

3. These rules are applicable to all officers who entered the service of the Kerala State on or after the 1st November, 1956. The rules are also applicable to those who came into the service of this State from the former State of Travancore – Cochin and the former Madras State and who elect to be governed by these rules. No option will however be given in regard to the T.A. Rules. All officers will be governed by the new rules in the matter of Travelling Allowance.

Any officer who finds any error or omission in these rules or any difficulty in implementing them is requested to bring it to the notice of the Secretary to Government, Finance Department.

TRIVANDRUM,
7TH NOVEMBER 1959.

P.S. PADMANABHAN
Finance Secretary

PREFACE TO THE SECOND EDITION

Since the issue of the First Edition, there have been several amendments to these rules; very many 'Rulings' and 'Government Decisions' have also been issued there under. These 'Rulings' and 'Government Decisions' have been furnished under the relevant Rules to make their application easy. All the amendments issued upto 31st March 1964 have been incorporated in this Edition.

C. THOMAS
Finance Secretary

PREFACE TO THE THIRD EDITION

More than six years have elapsed since the issue of the Second Edition of the Kerala Service Rules. During this period there had been considerable changes in the service conditions of Government employees necessitating the issue of a series of amendments to the Rules. All the amendments, rulings and decisions introduced after the issue of the Second Edition have been incorporated in this Edition.

A change has been made in this Edition. This volume contains only Parts I – (Rules relating to the General conditions of Service, Pay, Leave, Joining time, Foreign Service, etc.) and II – (Rules relating to Travelling Allowance) of the Kerala Service Rules and the relevant Appendices and Forms. Part III – (Pension) will be issued as a separate volume.

The arrangement of the rules followed in the previous editions has been retained in this Edition also.

The Preface to the previous Editions have been reproduced and the instructions contained in the concluding paragraph of the Preface to the First Edition continue to apply.

TRIVANDRUM,
31st August, 1970.

P.VELAYUDHAN NAIR
Finance Secretary

PREFACE TO THE FOURTH EDITION

The present edition comprises of Parts I and II of the Kerala Service Rules and follows the form and order adopted in the third edition. Part III Kerala Service Rules has since been issued as a separate Volume in 1974. This edition incorporates all amendments, rulings and decisions ordered by Government since the last edition covering the period upto 31st August 1976.

Any officer who finds any error or omission in these rules or any difficulty in implementing them is requested to bring it to the notice of the Secretary to Government, Finance Department.

TRIVANDRUM,
19TH OCTOBER, 1976.

K.V. RABINDRAN NAIR
Finance Secretary

PREFACE TO THE FIFTH EDITION

The present edition comprises of Parts I and II of the Kerala Service Rules and follows the form and order adopted in the fourth edition. Part III Kerala Service Rules has since been issued as a separate Volume in 1974. This edition incorporates all amendments, rulings and decisions ordered by Government upto 31st December 1985.

Any officer who finds any error or omission in these rules or any difficulty in implementing them is requested to bring it to the notice of the Secretary to Government, Finance Department.

TRIVANDRUM.

K.V. RABINDRAN NAIR
Commissioner & Secretary (Finance)

PREFACE TO THE SIXTH EDITION

This Sixth edition of Kerala Service Rules, Volume I is published after a lapse of 14 years since the last edition. All amendments and modifications upto 31st August 1999 have been incorporated in this edition.

A number of changes have been made in this new edition. The traditional format has been changed. Referencing is made easy as the number and date of the Government Orders incorporating amendments/ modifications are shown on the right side along with the relevant portion of the text, instead of the foot notes followed in the past.

This Volume will be available for sale on CD ROM also from the Finance Department.

Comments, if any, for improving this volume are welcome.

THIRUVANANTHAPURAM ,
18TH NOVEMBER, 1999

VINOD RAI
Principal Secretary (Finance)

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THE KERALA SERVICE RULES PART I

PAY, LEAVE, JOINING TIME, ETC.

CHAPTER I

GENERAL SCOPE

1. (i) These rules may be called the Kerala Service Rules.
- (ii) The rules in Part I and Part II shall be deemed to have come into force with effect from 1st November 1959 and those in Part III shall be deemed to have come into force from 1st November 1956.
2. Subject to the provisions of Rule 3,-
 - (i) the rules in Part II relating to Travelling Allowance shall apply to every person in the whole time employment of the Government (other than a person so employed in the contingent or work establishment);
 - (ii) the remaining rules shall apply to every person in the whole time employment of the Government (other than a person so employed in the contingent or work establishment),-
 - (a) who was not in the service of the Government of Travancore-Cochin or the Government of Madras on 31st October 1956, or
 - (b) who was in the service of the Government of Travancore-Cochin or the Government of Madras on 31st October 1956 and who continued to be in the service of the Government of Kerala, but has opted to be governed by these rules in accordance with such conditions as may be laid down by the Government in this behalf; or
 - (c) who was absorbed to Government service on or after 1st November 1956, but who prior to such date was in the service of any quasi-Government or other institution and whose appointment and conditions of service were governed by any law or rule made under any law for the time being in force, if such person exercises his option to be governed by these rules, subject to such conditions as may be laid down by Government in this behalf.

Ruling

The rules in Part II, Kerala Service Rules relating to Travelling Allowances shall apply to the persons appointed to the service of the Government temporarily under Rule 9 of Part II of the Kerala State and Subordinate Service Rules also.

[G.O.(P)1082/87/Fin.,
dt. 16-12-1987]

3. (i) These rules shall not apply to,-
 - (a) persons for whose appointment and conditions of employment special provision is made by or under any law for the time being in force;
 - (b) persons in respect of whose conditions of service, pay and allowances, pension, leave or any of them, special provision has been made by agreement entered into before these rules were made or entered into thereafter in pursuance of the provisions of Rule 8:

Provided that in respect of any matter not covered by the provisions special to him, his service or his post, these rules shall apply to any person coming within the scope of clauses (a) and (b) above, to whom but for those clauses the rules would otherwise

apply.

- (ii) Notwithstanding anything contained in Rule 2 the Government may, by notification in the Gazette, exclude wholly or in part from the operation of these rules any officer or any class of such officers to whom the Government shall declare that the rules cannot suitably be applied, and these rules shall thereupon to the extent of such exclusion, cease to apply accordingly.

Note.—These rules as a whole shall not apply to the persons appointed to the service of the Government temporarily under Rule 9 of Part II of the Kerala State and Subordinate Service Rules, 1958, except to the extent specified by the Government.

[G.O.(P) 77/87/Fin.,
dt.22-1-1987]

Government Decision

The direct recruits to the personal staff of the Ministers will be governed by the service conditions specified in the Special Rules applicable to them and in respect of any matter not covered by the provisions in such Special Rules, the provisions in the Kerala Service Rules will apply.

[G.O.(P) 68/65/Fin.,
dt.16-2-1965]

4. If any doubt arises as to whether these rules apply to any person, the matter shall be referred to the Government and the decision of the Government shall be final.
5. Nothing in these rules or in any rule made thereunder shall operate to deprive any person of any right or privilege to which he is entitled,-
 - (a) by or under any law, or
 - (b) by the terms of any contract or agreement subsisting between such person and Government on the date these rules come into force.
6. Subject to the provisions of Rule 5, nothing in these rules or any rule made under these rules shall operate to affect to the disadvantage of any person holding a substantive post under Government to whom these rules apply, the conditions of service in respect of pay, leave, allowances, pension or any other matter which are applicable to him -
 - (a) on the date these rules came into force, or
 - (b) by virtue of any order or rule made by the Government, unless such person gives his consent.
7. Where Government are satisfied that the operation of any rule under these rules causes undue hardship in any particular case, the Government may dispense with or relax the requirements of that rule to such extent and subject to such conditions as they may consider necessary for dealing with the case in a just and equitable manner.
8. When in the opinion of the Government, special provisions inconsistent with any of these rules or of any rules made thereunder are required in respect of conditions of service, pay and allowances, leave and pension or any of them, with reference to any particular post, it shall be open to the Government, notwithstanding anything contained in these rules, to provide by agreement with the person appointed to such post for any of the matters in respect of which in the opinion of the Government special provisions are required to be made, and to the extent to which such provisions are made in the agreement, nothing in these rules or in any rules made thereunder shall apply to any person so appointed in respect of any matter for which provision is made in the agreement :

Provided that in every agreement made it shall further be provided that in respect of any matter in respect of which no provision has been made in the agreement, the provisions of these rules or of rules made thereunder shall apply. (For model form of agreement See Appendix I).

9. The Government may delegate to any of its officers subject to any conditions which it may think fit to impose any power conferred upon it by these rules with the following exceptions :-
- (a) power to make rules;
 - (b) [Deleted];
 - (c) power to regulate the terms and conditions for grant of compensatory allowances;
 - (d) to determine the standard rent of buildings and the rent recoverable from an officer occupying the residence;
 - (e) to remit leave and pension contributions in respect of an officer transferred on foreign service; and
 - (f) to permit an officer on foreign service to receive pension or gratuity from foreign employer.
10. No powers may be exercised or delegated under these rules except after consultation with the Finance Department. It shall be open to that Department to prescribe, by general or special order, cases in which its consent may be presumed to have been given.
11. The Government reserve to themselves the power to modify these rules as may from time to time seem expedient and to interpret them in case of doubt.

Ruling

An officer's claim to pay and allowances is regulated by the rules in force at the time in respect of which the pay and allowances are earned; to leave, by the rules in force at the time the leave is applied for and granted; and to pension, by the rules in force at the time when the officer resigns or is discharged from the service of the State.

Persons governed by the Kerala Service Rules who were on leave on the crucial date, i.e. 1st November 1959, the leave having been sanctioned in good faith and availed of from a date prior to 1st November 1959 will be treated to have come over to the leave rules in the Kerala Service Rules on the expiry of the first spell of leave originally sanctioned. Any further extension of such leave after 1st November 1959 should be regulated only in terms of the rules in Kerala Service Rules. No arrears will, however, be paid, nor amounts drawn in excess recovered as a result of such readjustment of leave.

CHAPTER II

DEFINITIONS

12. Unless there be something repugnant in the subject or context the terms defined in this chapter are used in the rules in the sense here explained :-
- (1) *Actual travelling expenses*.-means the actual cost of transporting an officer and his personal luggage including charges for ferry and other tolls and for carriage of camp equipment, if necessary. It does

not include charges for hotels, travellers bungalows or refreshments or for the carriage of stores or conveyances or for presents to coachmen and the like, or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of servants.

- (2) *Apprentice*.- means a person deputed for training with a view to employment in Government service, who draws pay at monthly rates from Government during such training, but is not employed in or against a substantive vacancy in the cadre of a department.
- (3) *Audit Officer*.- means the Head of the Office of Accounts and Audit subordinate to the Comptroller and Auditor General of India, whether designated as Comptroller or Accountant General or by any other designation.
- (3A) *Average Pay*.- [Deleted].
- (4) *Cadre*.- means the strength of a service or part of a service sanctioned as a separate unit.
- (5) *Compensatory Allowance*.- means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes Travelling Allowance.
- (5A) *Competent Authority*.- Competent authority in respect of any officer, in so far as any power delegated under these rules is concerned, means the authority to which such power has been delegated and where no such specific delegation has been made, the competent authority is, unless otherwise stated, the authority in whom the power to appoint such officer has been or is vested from time to time by the State Government.
- (6) *Day*.- means a calendar day, beginning and ending at midnight; but an absence from headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- (7) *Duty*.-Duty includes-
- (i) Service as a probationer or apprentice, provided that such service is followed by confirmation.
 - (ii) Joining time.
 - (iii) A course of instruction or training which an officer undergoes specially ordered by Government to be treated as duty.

[G.O.(P) 491/75/Fin.,
dt.24-10-1975]

Note 1.- A student, stipendiary or otherwise, who is entitled to be appointed to the service of Government on passing through a course of training at a University, College or School shall unless in any case it be otherwise expressly provided in the terms of his appointment, be treated as on duty during the interval between the satisfactory completion of the course and his assumption of duties.

Note 2.- An officer required or permitted to attend an obligatory departmental examination may be treated as on duty during the day or days of the examination and during the reasonable time required for the journey, if any, to and from the place of examination.

Explanation.

The term 'obligatory departmental examination' means-

- (i) any test a pass in which is prescribed for the successful completion of probation or training of an officer, whether recruited direct or by transfer;

[G.O.(P) 366/76/Fin.,
dt. 26-11-1976]

- (ii) any test a pass in which is prescribed for the purpose of making an officer eligible for increment or for confirmation in any post;
- (iii) any test a pass in which is prescribed for promotion to any higher post coming in the line of promotion in the department concerned ;
- (iv) any test a pass in which is prescribed as a qualification for continuance in the post;
- (v) any test a pass in which is newly prescribed for persons already in the service concerned.

Note 3.-The period spent on training by officers who are reservists of the Defence Forces and the period of their journey to and from the training centre may be treated as duty.

Ruling

In all cases of deputation of officers for a course of instruction or training under these rules, the period of such training, if treated as duty under sub-clause (iii) of the above rule, should be specified as such in the orders sanctioning such deputation. A separate clause that the period will count for increment, leave and pension is not necessary in such cases. In case where an officer selected for training is found unsuitable on medical examination or otherwise, the period spent by him in India for journey for medical examination, etc. in connection with the training will be treated as leave and no Travelling Allowance will be allowed for such journeys.

Note 4.- When a Government Servant on return from leave, training, foreign service or on termination of previous appointment, has compulsorily to wait for orders of posting, the interval between the date of report and the date on which he takes charge of his duties shall be treated as 'duty' provided that the interval between the date of receipt of orders and his assumption of duties shall not in any case exceed the amount of joining time admissible under Rule 125 (a). During such period of duty, he will be entitled to pay according to Rule 26. Avoidable delay caused in giving posting orders in such cases shall render the authorities concerned, liable for the excess expenditure, if any, caused thereby.

[G.O.(P)475/75/Fin.,
dt. 9-10-1975]

Note 5.- The period spent on training by teachers (both stipendiary and non-stipendiary) deputed for training from departmental Schools to Training Colleges/Training Schools may be treated as duty.

[G.O.(P) 322/67/Fin.,
dt. 29-7-1967]

This amendment shall be deemed to have come into force with effect from 1st November 1959.

Note 6.- When a Government Servant is deputed by Government to participate in a Civil service Tournament as a member of the team or to participate in the coaching camps organised in connection thereto, the period spent for participation in such tournaments/coaching camps, including the time taken for to and fro journeys will be treated as duty.

Explanation. - The term 'Civil Service Tournament' shall mean India Civil Services Tournaments organised by (a) the Central Civil Service Sports Control Board, (b) State Governments on behalf of the above Board and (c) Sports Councils or Associations authorised by the State Government, on behalf of the Central Civil Service Sports Control Board.

[G.O.(P) 211/82/Fin.,
dt. 5-5-1982]

The note shall be deemed to have come into force with effect from 1st July 1980.

- (8) *Fee.*- means a recurring or non-recurring payment to an officer from a source other than the General Revenues whether made directly

to the officer or indirectly through the intermediary of Government but does not included—

- (a) unearned income, such as income from property, dividends and interests on securities ; and
 - (b) income from literary, cultural or artistic efforts, if such efforts are not aided by the knowledge acquired by the officer in the course of his service.
- (9) *Foreign Service*- means service in which an officer receives his pay with sanction of Government from any source other than the Consolidated Fund of India or of a State.
- (10) *General Revenues*.- General Revenues of Kerala include the Consolidated Fund, the Contingency fund and the Public Account of Kerala and exclude the revenues of Local Funds.
- (11) *Government*.- means the Government of Kerala.
- (12) *Gratuity*.- (See Pension)
- (13) *Heads of Departments*.- The term includes -
- (a) Officers who have been declared by the Government to be Heads of Departments. (See Appendix II)
 - (b) Any other authority to which the Government may delegate the powers of a Head of Department.
- (14) *Holiday*.- means -
- (a) a holiday prescribed or notified by or under section 25 of the Negotiable Instruments Act, 1881; and
 - (b) in relation to any particular office, a day on which such office is ordered by notification of Government in the Gazette to be closed for the transaction of Government business without reserve or qualification.
- (15) *Honorarium*.- means a recurring or non-recurring payment granted to an officer from the General Revenues of the State as remuneration for special work of an occasional or intermittent character.
- (16) *Joining Time*.- means the time allowed to an officer to join a new post or travel to or from a station to which he is posted.
- (16 A) *Last Grade Service*.- means service in any post included in the Kerala Last Grade Service constituted by the Special Rules for the Kerala Last Grade Service, published under G.O.(P) 82/Public (Rules) Department, dated the 8th March 1966, in Part I of the Kerala Gazette No.14, dated the 5th April 1966, as amended from time to time, and includes *all other posts carrying the lowest scale of pay in the schedule of pay scales in force from time to time and service in any post declared by the Government to be a post in the Last Grade Service.
- (17) *Leave salary*.- means the monthly amount paid by Government to an officer on leave.
- (18) *Lien*.- means the title of an officer to hold substantively, either immediately or on termination of a period or periods of absence, a permanent post to which he has been appointed substantively.
- (19) *Local fund*.- means -
- (a) revenues administered by bodies which by law or rule having the force of law come under the control of Government, whether in regard to proceedings generally or to specific

[G.O.(P) 1060/79/Fin.,
dt. 6-12-1979]

*[G.O.(P) 626/93/Fin.,
dated 4-10-1993]

matters, such as the sanctioning of their budgets; sanction to the creation or filling up of particular posts, or the enactment of leave, pension or similar rules; and

- (b) the revenues of any body which may be specially notified by the Government as such.
- (20) *Ministerial Officer*.- means an officer of a subordinate service whose duties are entirely clerical, and any other class of officer specially defined as such by general or special orders of Government.
- (21) *Month*.- means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

Note. - Whenever it is necessary to calculate a period in calendar months, the period shall be taken to end either on the day of the month corresponding to the day before the day on which the period begins or if there is no such corresponding day in the month, then on the last day of the month.

Example.-A period of six calendar months beginning on the 28th February ends on the 27th August, 31st March ends on the 30th September, 30th or 31st August ends on the 28th February or 29th February, if leap year.

In calculating a period of 3 months and 20 days from 25th January, 3 months should be taken as ending on the 24th April and the 20 days on 14th May. In the same way the period from 30th January to 2nd March should be reckoned as 1 month and 2 days, because one month from 30th January ends on 28th February. A period of one month and 29 days commencing from 1st January will expire in an ordinary year (in which February is a month of 28 days) on the last day of February because a period of 29 days cannot obviously mean to exceed a period of full calendar month and leave for two months from 1st January would end on the last day of February. The same would be the case if February were a month of 29 days or if the broken period were 28 days (in an ordinary year).

- (22) *Officiate*.- An officer officiates in a post when he performs the duties of a post on which another person holds a lien. The appointing authority may, if it thinks fit, appoint an officer to officiate in a vacant post on which no other officer holds a lien.
- (23) *Pay*.- means the amount drawn monthly by an officer as-
- (i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre, and
 - (ii) personal pay and special pay, and
 - (iii) any other emoluments which may be specially classed as pay by the Government.
- (24) *Pension*.-Except when the term 'Pension' is used in contradistinction to gratuity or 'Death-cum-retirement gratuity', 'Pension' includes 'gratuity' and 'Death-cum-retirement gratuity'.
- (25) *Permanent Post*.- means a post carrying a definite rate of pay sanctioned without limit of time.
- (26) *Personal Pay*.- means additional pay granted to an officer-
- (a) to save him from loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure

; or

- (b) in exceptional circumstances, on other personal considerations.

Note. - All cases in which it is proposed to grant personal pay under clause (b) of the above rule should be referred to the Finance Department by the Administrative Department concerned. No case will be entertained which is not of an entirely exceptional character and in submitting cases for the grant of personal pay, this should be carefully borne in mind.

- (27) *Presumptive Pay of a Post.*- When used with reference to any particular Government servant, means the pay to which he would be entitled if he held the post substantively and were performing its duties; but it does not include special pay unless the Government servant, performs or discharges the work or responsibility in consideration of which the special pay was sanctioned.

Note- The first part of the definition is intended to facilitate the use of the term in relation to an officer who has been absent from a post for some time but still retains a lien on it.

- (28) *Probationer.*-means an officer employed on probation in or against a substantive vacancy in the cadre of a department.

Note 1.-The term 'Probationer' does not cover an officer who holds substantively a permanent post in a cadre and is appointed 'on probation' to another post.

Note 2-No person appointed substantively to a permanent post in a cadre is a probationer unless definite conditions of probation have been attached to his appointment such as the condition that he must remain on probation pending the passing of certain examinations.

Note 3-The status of a probationer is to be considered as having the attributes of a substantive status except where the rules prescribe otherwise.

Note 4-The instructions in Notes 1 and 2 above are to be taken as complementary and not as mutually exclusive. Taken together, they contain the essence of the tests for determining when an officer should be regarded as a "Probationer" or as merely "on Probation", irrespective of whether he is already a permanent officer or is merely an officer without a lien on any permanent post. While a probationer is one appointed in or against a post substantively vacant with definite conditions of probation, a person on probation is one appointed to a post (not necessarily vacant substantively) for determining his fitness for eventual substantive appointment to that post.

- (29) *Public Conveyance.*-means a train, steamer, bus, boat or other conveyance which plies regularly for the conveyance of passengers.

- (30) *Qualify.*- 'Qualify' and 'Count' means qualify and count for pension, from the General Revenues or for leave of absence, as the case may be.

- (31) *Special Pay.*- means an addition of the nature of pay to the emoluments of a post or of an officer granted in consideration of the following :-

- (a) where a post would call for a higher scale of pay in view of the additional and/or higher responsibilities attached to it, or

- (b) where the nature of work is specially arduous ;

or

- (c) where an officer has to attend to work in addition to normal duties attached to his post.

[G.O.(P) 393/75/Fin.,
dt. 30-8-1975]

Note .- When special pay is granted in lieu of a higher timescale of pay such special pay will count for purposes for fixation of pay on promotion to a higher post provided the Officer was drawing it continuously for a minimum period of three years on the date of promotion. Special pay in a tenure post or special pay drawn on deputation will not, however, be considered for such fixation of pay.

- (32) *Subsistence Allowance*.-means a monthly grant made to an officer who is not in receipt of pay or leave salary.
- (33) *Substantive Pay*.- means the pay other than special pay, personal pay or emoluments classed as pay by Government under Rule 12 (23) (ii) and (iii) above to which an officer is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.

Note .-When a special pay is granted in lieu of a higher time scale, such special pay will also count as substantive pay, provided the officer holds a lien on the post to which the special pay is attached.

- (34) *Temporary Post*.-means a post carrying a definite rate of pay sanctioned for a limited time.
- (35) *Time-scale of Pay*.- means pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum. It includes the class of pay hitherto known as progressive:-

- (a) Time-scales are said to be *identical* if the minimum, the maximum, the period of increment and the rate of increment of the time-scales are identical.
- (b) A post is said to be on the same time-scale as another post on a time-scale if the two time-scales are identical and the posts fall within a cadre or a class in a cadre, such cadre or class having been created in order to fill all posts, involving duties of approximately the same character or degree of responsibility, in a service or establishment or group of establishments, so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.

Note .-Method of calculation of average pay of a post on a time-scale of pay -

- (1) In the case of gazetted appointments on time-scales of pay the following formula may be applied for ascertaining the average pay :-

$$\text{Average pay} = (A+B)/2 + (B-A)/2 [1-(R+1) \{ .014+1-.01R/F-E \}]$$

Where A = Minimum pay,

B = Maximum pay,

R = Period of rise,

E = Average age at entry in the Grade, and

F = Average age at retirement on superannuation pension.

This may be taken to be 55 in almost every case unless there are special reasons to take it either at a lower or a higher figure.

- (2) In the case of non-gazetted post on time scales of pay, the following formula is to be applied :-

$$\text{Average pay} = (A+B)/2+(B-A)/2[1-(R+1) \{ .021+ (1-.015R /F-E) \}]$$

Where A = Minimum pay,

B = Maximum pay,

R = Period of rise,

E = Average age at entry in the Grade, and

F = Average age at retirement on superannuation pension. This may be taken to be 55 in almost every case unless there are special reasons to take it either at a lower or a higher figure.

- (3) In cases where one grade is the channel of promotion to another grade, that is to say where everybody in the lower grade is ultimately promoted to the higher grade, the following formula may be adopted to find the average cost of appointments in the lower grade :-

[G.O.(P) 52/65/Fin.,
dt. 3-2-1965]

$$\text{Average pay} = A + C/2 + (C - A)/2 \{ 1 - (S + 1) \{ 0.006 + (1 - 0.004S)/G - E \} \}$$

Where A = Minimum pay,

C = Pay just before promotion to the higher grade,

S = Period of rise from A to C,

E = Average age at entry in the lower grade, and

G = Average age at the time of promotion to the higher grade.

- (4) If the average pay worked out by any of the methods prescribed, falls below the minimum of the time-scale plus one fourth of the difference between the minimum and maximum of the time scale, the average of the minimum and the maximum of the timescale shall be taken as the average pay.

[G.O.(P) 359/76/Fin.,
dt. 23-11-1976]

Government Decision

A scale of pay is reckoned as higher time-scale on the following principles :-

according to the higher maximum,

if the maximum is the same, according to the higher minimum, and

if the maximum and the minimum are the same according to the rate of increment.

- (36) *Transfer.*- means the movement of an officer from one headquarter station in which he is employed to another such station, either,
- (a) to take up the duties of a new post, or
- (b) in consequence of a change of his headquarters.
- (37) *Travelling Allowance.*- means an allowance granted to an officer to cover the expenses which he incurs in travelling in the interest of the public service. It includes allowances granted for the maintenance of conveyances.

Government Decision

The expressions 'road mileage' and 'mileage allowance' wherever they occur, shall be assigned meaning as referring to 'distance in kilometres'.

[G.O.(P) 36/64/Fin.,
dt. 20-1-1964]

CHAPTER III

GENERAL CONDITIONS OF SERVICE

13. Except as provided by this rule, no person may be appointed to a post in Government service without his producing a medical certificate of health in the form annexed below. The Government may, in individual cases, dispense with the production of a certificate, and may by general orders exempt any specified class of officers from the operation of this rule.

FORM

I do hereby certify that I have examined A B, a candidate for employment in the Department, and cannot discover that he has any disease, constitutional affection or bodily infirmity except..... I do not consider this a disqualification for employment in the office of.....

A B's age is according to his own statement x years and by appearance y years.

A B has been re-vaccinated/vaccinated or has/had smallpox.

Note 1-The certificate prescribed above must ordinarily be signed by a Civil Medical Officer of rank not lower than a Civil Surgeon or Honorary Medical Officer of Civil Surgeon's rank or the Director of Indigenous Medicine, but in the case of a person whom it is proposed to appoint to a post the maximum pay of which is not more than *Rs.1050 and who cannot conveniently be brought before an officer of higher rank, a certificate from an Assistant Surgeon with M.B.B.S. degree may, at the discretion of the appointing authority, be accepted.

[G.O.(P) 1109/87/Fin.,
dt. 23-12-1987]

*This amendment shall be deemed to have come into force with effect from 1st April 1985.

Note 2- An officer, in whom a defect has been noticed by the Medical Officer who granted him his first certificate of health, may not be transferred from the office to which he was originally appointed, to another office, the duties of which are different in character, except on production of another certificate from a competent authority to the effect that the defect will not materially interfere with the discharge of his new duties by reason of such transfer.

Note 3-The following classes of officers are exempted from producing a medical certificate of health :-

- (1) an officer recruited through a competitive examination who had to undergo medical examination in accordance with regulations prescribed for appointment to service under Government;
- (2) an officer in service other than the last grade appointed in a temporary vacancy of less than three months duration;
- (3) an officer in the last grade appointed in a temporary vacancy of less than six months duration ;
- (4) a temporary officer who has already been medically examined in one office if transferred to another office without a break in service subject to the provision of Note 2 above;
- (5) a retired officer re-employed immediately after retirement.

Note. - 4-(a) The production of a medical certificate is necessary when-

- (i) an officer is promoted from non-qualifying service paid from a Local Fund to a post in Government service other than last grade;
- (ii) a person is re-employed after resignation or forfeiture of past service;
- (b) when a person is re-employed in circumstances other than those referred to in clause (a) (ii) above the appointing authority will decide whether a medical certificate should be produced.

Note 5.-Once a person is asked to produce a medical certificate of fitness for entry into Government service whether in a temporary or permanent capacity and has actually been examined and declared unfit, it is not open to the appointing authorities subordinate to Government to use their discretion to ignore the certificate that has been produced.

Government Decision

The question of laying down appropriate rules to govern the Medical Examination of candidates recruited to Government service was considered by Government. After taking into account all the relevant aspects of the question, the following rules have been laid down in this behalf:

1. Normally a candidate should be medically examined before his first appointment. In certain cases, however, when a candidate is required to join immediately for work or for training, the appointment may be made without first obtaining the medical certificate, though the appointment should be subject to the officer being declared medically fit. In all such cases, if an officer is declared unfit on medical examination and he prefers an appeal he should be retained in service till the case is finally decided.
2. Similarly, in the case of a Government servant whose appointment is made on a temporary basis on the strength of a medical certificate issued by a lower authority or without such a certificate, it may be necessary to get a certificate of fitness from the appropriate medical authority. If the appropriate medical authority finds that the person is not fit for retention in service at all and if an appeal for a second medical examination from the Government servant concerned is accepted the person concerned should be allowed to continue in service till the verdict of appropriate medical authority is known. In case it is decided not to accede to the request for further medical examination, the services of the officer should be terminated forthwith.
3. The intimation regarding unfitness of a candidate should immediately on receipt be communicated to the person concerned with a note that appeal, if any, must be made by the candidate/ Government servant concerned within one month of the communication of the findings of the Medical Officer and that, if any, Medical certificate is produced as piece of evidence about the possibility of an error of judgement in the decision of the Medical Officer who examined him, in the first instance, the certificate must contain a note by the Medical Officer concerned to the effect that it has been given in full knowledge of the fact that the candidate has already been rejected as unfit for service by a Medical Officer.
4. In case no appeal (with requisite evidence in support of his case) is preferred by the candidate/ Government servant within one month of the date of communication to him of the findings of the Medical Officer, his services should be terminated forthwith on the expiry of the period of one month and ordinarily no appeal should be allowed after the expiry of that period.
5. In case where a Government servant or a candidate for Government service is declared unfit for retention in Government service or appointment in the Government service by a Medical Officer, the grounds for rejection may be communicated to him in broad terms without giving minute details regarding the defects pointed out by the Medical Officer. Cases where the grounds of rejection have not been clearly stated by the Medical Officer, in his report, may be referred to the Government for advice.
6. For the first Medical Examination of the candidate/ Government servant as well as the subsequent examinations found necessary by the appointing authority on account of an appeal,

the appointing authority shall give suitable requisition to the Medical Officer concerned.

7. No appeal shall lie against the adverse findings of a Medical Officer to whom the case is referred on appeal.

Note 1. - Certificate of physical fitness for entry into Government service should always be from Medical Practitioners of Modern Medicine or from Doctors of Indigenous Medicine.

Note 2. - The Medical Authority who is to issue a medical certificate a second time on appeal shall be of a higher status than the other who issued the first medical certificate.

Note 3. - When a final certificate has been issued either by the Director of Health Services, or by the Director of Indigenous Medicines, that certificate will be final and no appeal will be permitted [Vide G.O.(P) 1034/61/Pub. (Ser.D), dated 2nd December 1961 and G.O.(P) 570/62/Pub. (Ser. D), dated 25th October 1962]

[G.O.(P) 343/63/Fin.,
dt. 7-6-1963]

- 14.** Unless in any case it be otherwise distinctly provided, the whole time of an officer is at the disposal of the Government which pays him and he may be employed in any manner required by proper authority, without claim for additional remuneration, whether the services required of him are such as would ordinarily be remunerated from the General Revenues of India or of the States or the Revenues of a Local Fund or from the funds of a Body, incorporated or not, which is wholly or substantially owned or controlled by the Government.

Note 1. -Every officer must attend the office punctually. For every three day's late attendance without permission, an officer will forfeit a day's casual leave for which he is eligible. The computation of the forfeiture of a day's casual leave will be with respect to the calendar year and late attendance without permission for less than three days at the end of a calendar year will be ignored.

Note 2. -No other kind of leave except casual leave shall be forfeited for late attendance without permission. Disciplinary action under the Kerala Civil Services (C.C and A.) Rules, 1960 may be taken against the officers concerned for late attendance without permission if there is no casual leave to be forfeited.

[G.O.(P) 593/70/Fin.,
dt. 20-8-1970]

14 A. [Deleted]

This amendment shall be deemed to have come into force with effect from 3rd February, 1988.

[G.O.(P) 549/88/Fin.,
dt. 31-8-1988]

- 15.** (a) Two or more officers cannot be appointed substantively to the same permanent post at the same time.
- (b) An officer cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.
- (c) An officer cannot be appointed substantively to a post on which another officer holds a lien.
- 16.** Unless in any case it be otherwise provided in these rules, an officer on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
- 17.** Unless his lien is suspended under Rule 18 or transferred under Rule 20 an officer holding substantively a permanent post retains a lien on that post-
- (a) while performing the duties of that post;

- (b) while on foreign service or holding a temporary post, or officiating in another post;
 - (c) during joining time on transfer to another post, unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;
 - (d) while on leave;
 - (e) while under suspension; and
 - (f) while under training.
- 18.** (a) The Government shall suspend the lien of an officer on a permanent post which he holds substantively if he is appointed in a substantive capacity—
- (1) to a permanent post outside the cadre on which he is borne, or
 - (2) provisionally to a post on which another officer would hold a lien had his lien not been suspended under this rule.
- (b) The Government may, at their option, suspend the lien of an officer on a permanent post which he holds substantively, if he is transferred to foreign service or in circumstances not covered by clause (a) of this rule, is transferred, whether in a substantive or officiating capacity to a post in another cadre, and in any of these cases there is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than three years.

Ruling

The lien of an officer on a permanent post should not be suspended when he is appointed to a higher post in a different cadre, in case the higher post falls within the regular line of promotion from the lower post.

[G.O.(P) 102/66/Fin.,
dt. 25-3-1967]

- (c) if an officer's lien on a post is suspended under clause (a) or (b) of this rule, the post may be filled substantively, and the officer appointed to hold it substantively, shall acquire a lien on it; provided that the arrangements shall be reversed as soon as the suspended lien revives.

Note. -When a post is filled substantively under this clause, the appointment will be termed a provisional appointment, the officer appointed will hold a provisional lien on the post and that lien will be liable to suspension under clause (a) but not under (b) of this rule.

- (d) an officer's lien which has been suspended under clause (a) of this rule shall revive as soon as he ceases to hold a lien on a post of the nature specified in sub-clause (1) or (2) of that clause.
- (e) an officer's lien which has been suspended under clause (b) of this rule shall revive as soon as he ceases to be on foreign service or to hold a post in another cadre, provided that a suspended lien shall not revive because the officer takes leave, if there is reason to believe that he will on return from leave, continue to be on foreign service or to hold a post in another cadre and the total period of absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified in sub-clause (1) or (2) of clause (a).

Note. -When it is known that an officer on transfer to post outside his cadre is due to retire on superannuation pension within three years of his transfer, his lien on the permanent post cannot be suspended.

- 19.** (a) An officer's lien on a post may in no circumstances be terminated, even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.
- (b) In a case covered by sub-clause (2) of clause (a) of Rule 18, the suspended lien may not, except on the written request of the officer concerned, be terminated while the officer remains in Government service; provided that it shall be open to the competent authority to refuse consent for the confirmation or retention of an officer in a permanent post outside the cadre on which he is borne unless he makes a written request that his lien on the permanent post in his parent office should be terminated.
- 20.** Subject to the provisions of Rule 21 the Government may transfer to another permanent post in the same cadre the lien of an officer who is not performing the duties of the post to which the lien relates, even if that lien has been suspended.
- 21.** (a) The Government may transfer an officer from one post to another; provided that, except-
- (1) on account of inefficiency or misbehavior, or
- (2) on his written request,
- an officer shall not be transferred substantively to, or except in a case covered by Rule 58, appointed to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien, or would hold a lien had his lien not been suspended under Rule 18.
- (b) Nothing contained in clause (a) of this rule or in clause (18) of Rule 12 shall operate to prevent the transfer of an officer to the post on which he would hold a lien, had it not been suspended in accordance with the provisions of clause (a) of Rule 18.
- Note.* - Permanent transfers from a higher to lower scale in anticipation of the abolition of a post are not transfers within the meaning of the above rule.
- 22.** An officer may be required to subscribe to a provident fund, a family pension fund or similar fund in accordance with such rules as the Government may by order prescribe.
- Note 1.* - An officer who has entered service before the 19th August, 1976, may, however, opt to subscribe for a policy in the official Branch of the State Life Insurance instead of the Provident Fund.
- Note 2.* - Officers who are subscribers to the Family Benefit Scheme, going on deputation/foreign service shall continue to subscribe to the Family Benefit Scheme and they themselves shall arrange for effecting recovery and remittance of the amount from their pay.
- 22A.** Every person who enters Government service on or after the 19th August 1976, shall within a period of one year from the date of his entry in Government service, subscribe to a policy in the official branch of the State Life Insurance at such rate as may be determined by the Government from time to time and shall continue to subscribe till he ceases to be in Government Service.
- Note.* - When an employee crosses one pay range to the next higher range, he shall take additional policy within 2 years of his coming to the next higher pay range. But this condition shall not apply to an employee who has attained the age of 45 years at the time of crossing over to the next higher range.
- 22 B.** Every person who enters Government service on or after the 1st day of September, 1984 shall enrol as a member of the Group Insurance Scheme.

[G.O.(P) 83/80/Fin.,
dt. 23-1-1980]

[G.O.(P) 83/80/Fin.,
dt. 23-1-1980]

This amendment shall be deemed to have come into force with effect from 1st September 1984.

[G.O.(P) 962/86/Fin.,
dt. 30-12-1986]

23. (a) Subject to any exceptions specifically made in these rules, an officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date he assumes the duties of that post, and shall cease to draw them as soon as he ceases to discharge those duties. If the charge is transferred afternoon, the transfer does not affect pay and allowances until the next day.

Exception.-An officer deputed for a course of instruction or training which is ordered to be treated as duty, if promoted to a higher post in the regular line during such course of instruction or training, may draw the pay thereof, without joining it, the benefit of promotion being given from the date his junior assumes charge of the higher post.

[G.O.(P) 434/65/Fin.,
dt. 17-11-1965]

- (b) If, however, the substantive appointment of an officer is changed while he is officiating in an appointment, or if, while so officiating, an officer is appointed for the first time, to some substantive office, then, provided that the tenure of his officiating appointment is not interrupted by his new substantive appointment, he may draw the pay thereof without joining it from the date on which he is appointed thereto, or from any later date on which the substantive office becomes vacant.
- (c) Promotions which do not involve a change of duties shall have effect from the date of the vacancy which occasions the promotion.

Note. - The detailed procedure to be followed when an officer assumes or relinquishes charge of an office is contained in Appendix III.

Government Decision No. 1

Questions have been raised regarding the authority competent to accept a resignation, the circumstances under which resignation should be accepted, the date when a resignation becomes effective, and the authority competent to permit a Government servant to withdraw a resignation which he has already tendered. The following instructions will be followed :

- (a) *Authority competent to accept resignation.*—The appointing authority in respect of the service or post in question is the authority competent to accept the resignation of the Government servant.
- (b) *Circumstances under which resignation should be accepted.*- It is not in the interest of Government to retain an unwilling officer in service. The general rule, therefore, is that resignation from service should be accepted after settling the liabilities outstanding against the Government servant, except in the circumstances indicated below:-
- (i) Where the officer concerned is engaged on work of importance and it would take time to make alternative arrangements for filling the post, the resignation should not be accepted straight away, but only, when alternative arrangements for filling the post have been made.
- (ii) Where a Government servant who is under suspension submits a resignation, the competent authority should examine with reference to the merits of the disciplinary case pending against the Government servant whether it would be in the public interest to accept the under suspension. Exceptions to this rule would be where the alleged offences do not involve moral turpitude or where the quantum of

evidence against the accused officer is not strong enough to justify the assumption that if the departmental proceedings were continued, the officer would be removed or dismissed from service or where the departmental proceedings are likely to be so protracted that it would be cheaper to the Public Exchequer to accept the resignation.

- (c) *Date when a resignation becomes effective.*—The competent authority should decide the date with effect from which the resignation should become effective. In cases covered by (b) (i) above the date should be that with effect from which alternative arrangements can be made for filling the post. Where an officer is on leave, the competent authority should decide whether he will accept the resignation with immediate effect or with effect from the date following the termination of the leave. There is also no objection to a Government servant on leave being permitted to resign his post without rejoining duty after leave, provided the appointing authority so decides with due regard to the administrative convenience of the department. Where a period of notice is prescribed which a Government servant should give when he wishes to resign from service the competent authority may decide to count the period of leave towards the notice period. In other cases also it is open to the competent authority to decide whether the resignation should become effective immediately or with effect from some prospective date. In the latter case, the date should be specified.
- (d) *Authority competent to permit withdrawal of resignation.*— A resignation becomes effective when it is accepted and the officer is relieved of his duties. Where a resignation has not become effective and the officer wishes to withdraw it, it is open to the authority which accepted the resignation either to permit the officer to withdraw the resignation or to refuse the request for such withdrawal. Where, however, a resignation has become effective, the officer is no longer in Government service and acceptance of the request for withdrawal of resignation would amount to re-employing him in service after condoning the period of break.

[G.O.(P) 98/65/Fin.,
dt. 22-3-1965]

Concurrence of 'Finance', and the Public Service Commission, wherever necessary, should be obtained before a request for withdrawal of resignation which has already become effective, is accepted.

Government Decision No.2

Condonation of the period of break and revival of past service in such cases will be for the purpose of pension only, if it is otherwise admissible. The Government servant's earlier service will not count for fixation of pay, increment or leave. His pay will be fixed at the minimum of the scale of pay of the post to which he is re-employed after resignation and the period of break will be treated as a period spent out of employment.

[G.O.(P) 82/66/Fin.,
dt. 3-3-1966]

24. Unless the Government in view of the special circumstances of the case, otherwise determine, after five years' continuous absence from duty, an officer shall be removed from service after following the procedure laid down in the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960, * except in cases covered by Rule 24A.

*This amendment shall be deemed to have come into force with effect from 16th December, 1983.

[G.O.(P) 953/86/Fin.,
dt. 27-12-1986]

***24A.**

Notwithstanding anything contained in these rules, if an officer who availed himself of leave without allowances to take up employment abroad or within the country **[or for joining spouse] for a total period of †fifteen years, whether continuously or in broken periods, does not return to duty immediately on the expiry of the leave, his service shall be terminated after following the procedure laid down in the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960.

**[G.O.(P) 1002/97/Fin.,
dt. 6-11-1997]

Note. - This rule shall have effect from the 16th day of December, 1983 and shall apply to all cases of grant of leave without allowances on or after that date, for taking up employment abroad or within the country, in extension of the leave already granted or otherwise, and such leave granted before that date shall be reckoned for applying the †fifteen years limit.

*This amendment shall be deemed to have come into force from 16th December 1983.

*[G.O.(P) 953/86/Fin.,
dt. 27-12-1986]

†This amendment shall be deemed to have come into force from 27th December 1986.

† [G.O.(P) 20/93/Fin.,
dt. 5-1-1993]

CHAPTER IV

PAY

25.

Except in the case of personal pay granted in the circumstances defined in Rule 12 (26) (a), the pay of an officer shall not be so increased as to exceed the pay sanctioned for his post without the sanction of Government.

26.

When an officer is treated as on duty under Rule 12 (7) (iii), the Government may, at their option, authorise payment to him of the pay of his substantive appointment or of any lower rate of pay which they may consider suitable, provided that the pay admissible may, if the Government so direct, be instead of either of the rates just specified, the pay of any officiating appointment which the officer would have drawn but for undergoing such training, subject however to the condition that this rate of pay shall not be allowed for a period longer than that for which the officer would have held the officiating appointment had he not been placed on such course of training.

Note 1. - A reservist of the Defence Services in the employment of the State Government, when called up for periodical training, receives the pay and allowances to which he is entitled under the Defence Services. He will also receive the excess, if any, of his pay under the Government over the pay under Defence Department. The periods spent in training and on the journey to and from the place of training will be treated as duty for purposes of leave, increments and pension.

Note 2. - The expressions "the pay of his substantive appointment" and "the pay of any officiating appointment" occurring in the above rule should be taken to mean "the pay which the officer would have drawn in the post which he holds substantively" and "the pay which the officer would have drawn in the officiating appointment but for undergoing the training". In neither case, is there any restriction to draw the following kinds of emoluments which the officer would have drawn in the substantive or officiating appointment but for the training :

[G.O.(P) 434/65/Fin.,
dt. 17-11-1965]

- (i) Basic pay
- (ii) Special pay granted in lieu of a higher time-scale of pay
- (iii) Personal pay