



GOVERNMENT OF KERALA

Abstract

Planning & Economic Affairs (Development & Innovation) Department - Kerala
Development and Innovation Strategic Council -K-DISC- Technical Resource Centre
Manual - Orders Issued.

PLANNING & ECONOMIC AFFAIRS (DEVELOPMENT & INNOVATION) DEPARTMENT

G.O.(Ms)No.14/2021/PLG&EA (INNOVATION) Dated,Thiruvananthapuram,
24/09/2021

Read 1 G.O. (Ms) No. 8/2021/PLG&EA Dated 24/02/21

2 G.O. (Rt) No: 5/2021/PLG & EA (Innovation) dated 16.09.2021

3 Minutes of Meeting of the Governing Body of K-DISC Dated 13/09/2021

ORDER

K-DISC has been restructured as a society with enhanced mandate on innovation promotion and knowledge society building vide the Government Order read as 1 above. As per the Government Order read as 2 above, sanction has been accorded for the proposed activities of the Kerala Knowledge Economy Mission (KKEM) for the current year.

In this context, a Technical Resource Centre (TRC) is proposed to be constituted through Centre for Management Development (CMD) for organising the activities and positioning the functionaries of KKEM. TRC will undertake the various components of the initiative as detailed in the Strategy Paper on the Comprehensive Programme for Employment of the Educated Unemployed in Kerala.

CMD has been directed to submit a proposal to K-DISC to position and manage the activities of TRC. As a total of around 144 personnel are to be placed in TRC, CMD had prepared a Management Plan for the smooth functioning of TRC and submitted the same to K-DISC for Approval. The TRC Manual covers its objectives, recruitment services, procurement of consultancy services, facility management, hiring of vehicles, procurement products and services, manpower support activities, service conditions including leave rules and procedures,

travelling allowance, guidelines for performance appraisal system, conduct & disciplinary rules and procedures, aspects related to administrative cost and bill processing. The Management Plan for TRC was placed under Agenda item 5 of the First Governing Body meeting of K-DISC held on 13.09.2021.

As per the Minutes of the Meeting read 3 as above, the Governing Body of K-DISC at its first meeting held on 13/09/2021 chaired by the Hon'ble Chief Minister, the Management Plan for the Technical Resource Centre was considered and had authorized the Executive Vice-Chairman and the Member Secretary of K-DISC to operationalize the same.

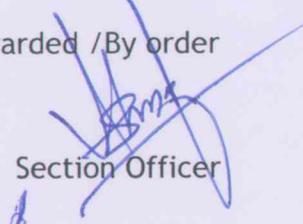
The Government have examined the matter in detail and are pleased to issue orders for implementation of the Management Plan for the Technical Resource Centre of K-DISC as appended as Annexure 1. The Management Plan of the Technical Resource Centre will come in effect from the date of decision of the Governing Body.

(By order of the Governor)
K M Abraham
Ex-officio Secretary

To:

1. The Chairperson, Kerala Development and Innovation Strategic Council, Thiruvananthapuram
2. The Vice Chairperson, Kerala Development and Innovation Strategic Council, Thiruvananthapuram
3. The Executive Vice Chairperson, Kerala Development and Innovation Strategic Council, Thiruvananthapuram
4. Additional Chief Secretary, Finance Department, Thiruvananthapuram
5. Additional Chief Secretary, Planning & Economic Affairs Department, Thiruvananthapuram
6. The Member Secretary, Kerala Development and Innovation Strategic Council, Thiruvananthapuram
7. The Member Secretary, Kerala State Planning Board, Thiruvananthapuram
8. The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
9. The Accountant General (A&E), Kerala, Thiruvananthapuram
10. Finance (Planning - B) Department
11. Planning & Economic Affairs (A) Department
12. I&PR (Web & New Media) Department (for publishing in website)
13. Stock file/Office copy

Forwarded /By order


Section Officer

Copy to:

1. CA to Additional Chief Secretary, Planning & Economic Affairs Department
2. CA to Director, Planning & Economic Affairs (CPMU) Department

Annexure 1

Management plan for the Technical Resource Centre



Kerala Development and Innovation Strategy Council - Technical Resource Centre

Management Plan

August 2021

1. INTRODUCTION

The Kerala Development and Innovation Strategy Council, (K-DISC) is a strategic think-tank and advisory body constituted by the Government of Kerala. K-DISC aims at bringing out path-breaking strategic plans that reflect new directions in technology, product and process innovations, social shaping of technology and creating a healthy and conducive ecosystem for fostering innovations in the State.

Centre for Management Development (CMD) was established in the year 1979 is an autonomous institution under Industries department and sponsored by the Government of Kerala. CMD was appointed from the year 2017-18 as the agency to provide advisory and consultancy services to K-DISC.

As per the direction from the Member Secretary, CMD has agreed to provide (Ref: Letter No.CMD/DS/449/2021 dated May 31, 2021) facility support to K-DISC to establish Technical Resource Center (TRC) with effect from September, 2021 onwards with a view to improve the delivery and implementation of various projects and initiatives of K-DISC. The TRC is envisaged to function as an outsourced Centre of K-DISC. The TRC shall functionally be controlled by The Member Secretary, K-DISC and administratively facilitated by CMD.

2. OBJECTIVES OF TRC

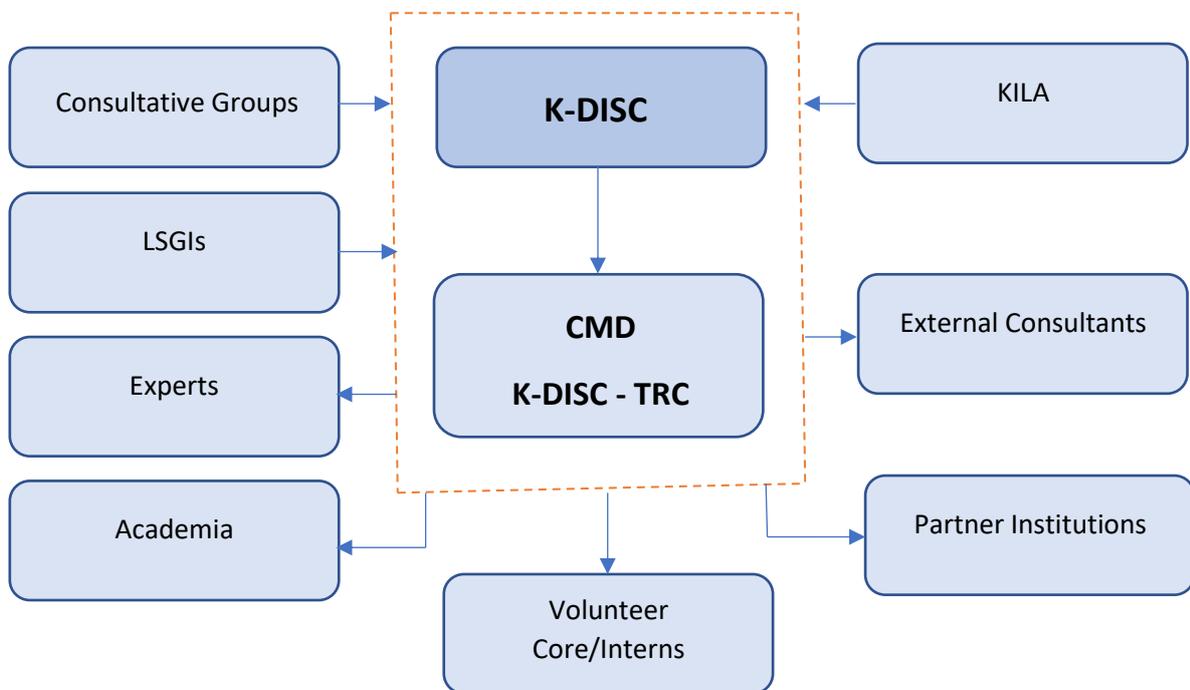
The TRC will initially carry out tasks related to the management and timely implementation of the programmes of K-DISC including One Local body One Idea (OLOI) Programme, One District One Idea Programme (ODOI) and Knowledge Mission Programme. Besides these, the TRC team will also be responsible for:

- Carrying out all the administrative matters of the One Local body One Idea/One District One Idea/Knowledge Mission Programmes.
- Provide implementation as well as administrative support for any other programme/initiative of K-DISC as per the direction of the Member Secretary, K-DISC
- Creation of a framework for design and implementation through engagement of external consultants

- Coordination with the consultative groups, KILA, local governments, consultants, participants, beneficiaries and other stakeholders to obtain inputs for the optimal conduct of the programme.
- Managing various stakeholders of the programmes being implemented by K-DISC
- The interface with the necessary IT entities- such as the IT Mission for translating the design into online components (e.g. forms, formats etc.).
- Monitoring and review of the programmes at various levels.
- Engaging with consultants, experts, partner institutions, academia, volunteer core, etc.
- Developing and managing framework for the working of the COPs, the hackathon, Steering Committee, Volunteers, interns, etc. and
- Managing communication, MIS and documentation for the programmes being looked after by TRC.

3. GENERAL STRUCTURE OF TRC

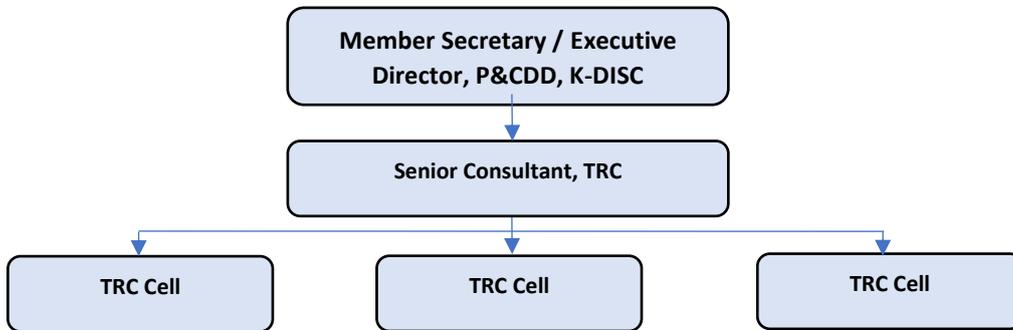
The mode of delivery of TRC for the OLOI programme is envisaged as given below. Similar pattern will be followed for other projects as well.



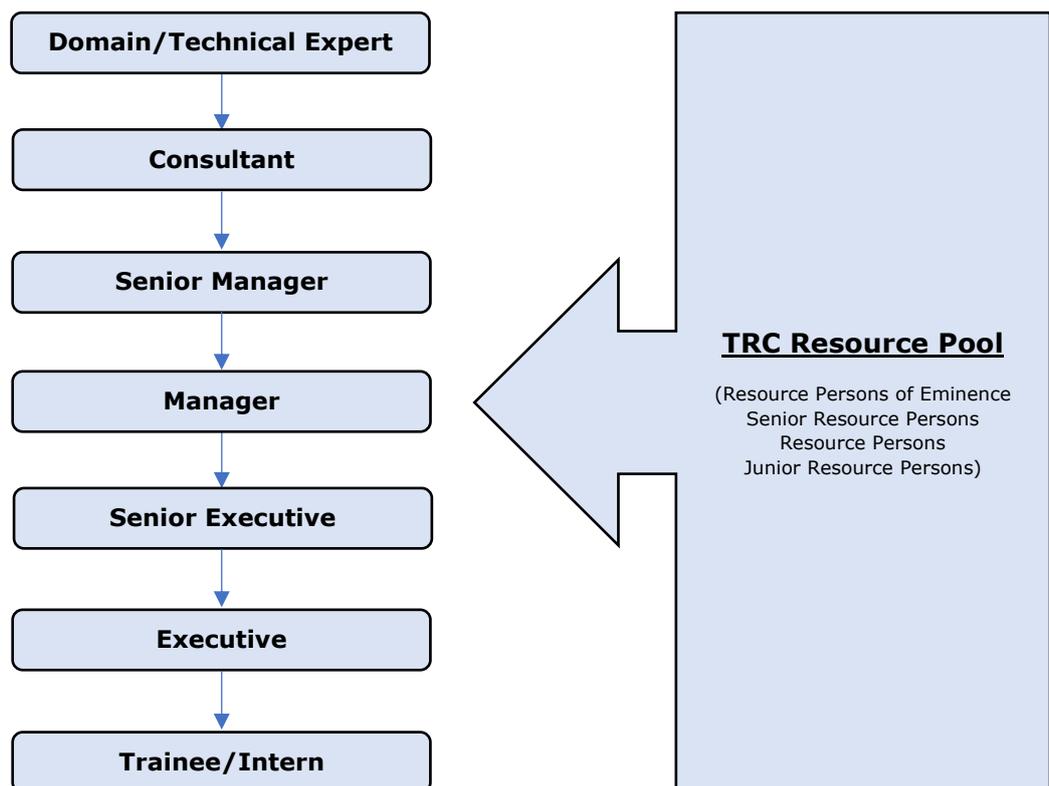
4. Project/Programme Coordination

The Member Secretary / Executive Director, Planning and Competency Development Division (P&CDD), K-DISC shall be in charge of the general coordination of TRC activities. All requisitions for various Programme/Project/Technical services from K-DISC will be directed to the respective Cells of TRC through the Executive Director, P&CDD, K-DISC. All the Project/Programme related activities at TRC shall be headed by a Senior Consultant, who shall be functionally reporting to the Executive Director, P&CDD / Member Secretary K-DISC. The Senior Consultant shall be an officer in appropriate level, placed at the TRC by CMD either through working arrangement or through fresh recruitment. The administrative structure of Technical Resource Centre and each cell in the Technical Resource Centre are given below:

Structure Technical Resource Centre of K-DISC



Structure of Technical Resource Centre Cell at K-DISC



Each Cell in TRC shall be under a Domain/Technical Expert or a Consultant who will be reporting to the Senior Consultant. The Domain/Technical Expert/Consultants of each TRC cell will be primary responsible for the activities of respective Cell and shall guide Senior Managers, Managers, Senior Executives, Executives and Interns/Trainees under his/her cell. All Project/Programme related communications in respect of each Cell shall also be managed by the respective Experts/Consultants. Based on specific requirements, TRC Cells will have the flexibility of working with all the above mentioned positions or some of the positions. Apart from this, each TRC Cell will have the flexibility for availing the service of Resource Persons from a Resource Pool. The mode of engagement, remuneration pattern for various positions in TRC Cells are given below:

Sl. No.	Position	Mode of Engagement	Remuneration Pattern
K-DISC Technical Resource Centre Team			
General			
1.	Senior Consultant	Through CMD	As per CMD Norms - Rs.1,60,000 to Rs.1,80,000 PM
TRC Cell			
1.	Domain/Technical Expert	Through CMD	Consolidated Pay - Rs. 1,20,000 to Rs.1,60,000 PM
2.	Consultant	Through CMD	Consolidated Pay - Rs. 1,00,000 to Rs.1,20,000 PM
3.	Senior Manager	Through CMD	Consolidated Pay - Rs. 80,000 to Rs.1,00,000 PM
4.	Manager	Through CMD	Consolidated Pay - Rs. 45,000 to Rs.65,000 PM
5.	Senior Executive	Through CMD	Consolidated Pay - Rs. 30,000 to Rs.40,000 PM
6.	Executive	Through CMD	Consolidated Pay - Rs. 20,000 to Rs.30,000 PM
7.	Trainees/Interns	Direct	Stipend - Rs. 10,000 to Rs.15,000 PM
TRC Resource Pool			
1.	Resource Person of Eminence	Through CMD	Honorarium - Rs. 10,000 per Day
2.	Senior Resource Person	Through CMD	Honorarium - Rs. 6,000 per Day
3.	Resource Person	Through CMD	Honorarium - Rs. 4,000 per Day
4.	Junior Resource Person	Through CMD	Honorarium - Rs. 2,500 per Day

5. TRC Co-ordination

All general and administrative co-ordination activities between K-DISC and CMD shall be carried out by the Senior Consultant. While reporting administratively to the Senior

Consultant, the TRC Domain Experts/Consultants are assigned the responsibility for all project related co-ordination activities with various stakeholders and K-DISC.

The Senior Consultant is assigned with the responsibility for ensuring

- The technical capability of the personnel inducted in the TRC teams.
- Verifying the quality of their output with regard to the requirements of K-DISC.
- Performance Monitoring: The performance monitoring including the quality of the work output of the personnel deployed.

6. Administrative coordination

All Administrative co-ordination of TRC with K-DISC administrative shall be carried out by the Senior Consultant through the Executive Director P&CDD / Member Secretary, K-DISC.

1 Recruitment Services

In TRC, all requisition for manpower (at various levels including Consultant/Resource Person Positions) shall be made by the Member Secretary / Executive Director, P&CDD, K-DISC through the Senior Consultant to CMD after obtaining necessary approval from Finance & Administration Division of K-DISC. No separate proposal to be sent from CMD for getting specific approvals from K-DISC, if such components are within the budgetary/deployment provisions already approved.

On receipt of the manpower requirements (qualifications, experience, no. of positions, remuneration, age limit, and other job specifications) from K-DISC, CMD shall initiate recruitment process. This involves inviting applications from the job seekers having requisite qualification and experience, if any, required. The received applications shall be thoroughly scrutinized based on the specified requirements. After the screening process, depending upon the number of applications received, a decision shall be taken by CMD in consultation with K-DISC as to whether a written test has to be conducted or not. If test has to be conducted, its evaluation shall take place and a short-list shall be prepared for further process. Depending upon the requirement, skill test/proficiency tests shall also be conducted. A shortlist shall be prepared for interview based on the performance in written test/skill test/proficiency test. Thereafter, the Selection Committee (Selection Committee shall comprise representative of Executive Director, P&CDD, K-DISC, CMD representative

and an External Expert) shall prepare a rank list after conducting interview. In cases where remuneration has to be fixed upon consideration of the experience, mark scored in the test, performance in the interview etc., it will be made by the Selection Committee. In such cases, the selection committee shall provide detailed justification note on remuneration thus recommended. This pay fixation recommendation of the Selection Committee and rank list will be approved by the Member Secretary, K-DISC at K-DISC. In case of urgent manpower requirements, walk-in-interviews can also be conducted, and rank lists prepared by the Selection Committee for approval by the competent authority at K-DISC. Thereafter, placement offers shall be sent to the eligible candidates by CMD directing them to report for duty. A right man at the right place at the right time shall be placed through this process.

2 Procurement of Consultancy services through TRC

"Consulting Service" shall mean any subject matter of procurement other than goods or works, except those incidental or consequential to the service, and includes professional, intellectual, training and advisory services. The Consultancy Services shall typically involve providing expert or strategic advice e.g., management consultants, policy consultants, communications consultants, advisory and project related consulting services which include, feasibility studies, project management, finance, accounting and taxation services, training and development etc.

All procurement process of Consultancy services shall be entrusted to an agency under Government of Kerala. These agencies carry out the activities through various consultants and specialized agencies empaneled for specific purposes and it shall be the sole responsibility of the entrusted agency by K-DISC. Requisitions are raised from TRC for availing the services as and when the need arises. The following operating guidelines shall be followed:

1. The Government Agency who is entrusted with the service to empanel consultants and specialized agencies shall carry out the process by strictly following all Government norms.
2. The scope of activities and the qualification criteria for the agencies to be included in the panel shall be got approved by the Technical Committee (Technical Committee shall comprise representative of Member Secretary / Executive Director, P&CDD, K-DISC, representative from F&A Division K-DISC and an Expert)

constituted with the due approval from K-DISC before initiating the empanelment process.

3. Once the empanelment process is over, the list of agencies along with the price quotes shall be informed to the Technical Committee formed and approval shall be obtained.
4. With regard to the empanelment of consultants for TRC, a nodal technical person (a representative of Executive Director, P&CDD, K-DISC) will be nominated for coordinating the activities and will act as single point of contact with regard to all transactions between the agency and K-DISC.
5. Once approval for empanelment is granted by K-DISC, the nodal technical person will provide necessary inputs for the work, monitor the work and coordinate with the respective teams in TRC.
6. Specific works to be assigned to the empaneled agencies will be communicated through this nodal officer and all correspondences in this regard will be made through the same officer.
7. Once specific works are completed the bills of the work shall be forwarded to the Nodal officer by the procurement agency. The nominated nodal technical person shall take the work report from the concerned Team Lead of TRC and the recommendation along with the necessary certificate regarding the satisfactory completion of work shall be forwarded through the Senior Consultant to the competent authority for obtaining the pass orders. Once the approval is received from the competent authority a note along with original bills along with the pass orders shall be submitted to the Member Secretary / Executive Director, P&CDD, K-DISC for the release of payment.
8. The procurement agency may raise the claim towards the procurement charges and other administrative charges applicable, along with the bills of the consultant/specialized agency.
9. The various procurement approvals and coordination activities shall be entrusted to a Technical committee and Procurement committee.
10. The functions of Technical Committee includes:
 - (a) Processing of various proposals from Divisions of K-DISC for arranging consultants
 - (b) Review and approval of RFP/RFQ
 - (c) Approval of Technical Evaluation Report.
 - (d) Review and evaluation of final bill, Variation and Deviations etc.
11. The members of the Technical committee includes:

- (a) An officer not less than Consultant level from TRC
- (b) An officer from P&CDD, K-DISC
- (c) An expert from CMD

12. The functions of Procurement Committee include:

- (a) Conducting the Tender opening and Bid evaluation process by procurement agency
- (b) Providing recommendation to the Executive Director/Member Secretary, K-DISC for Tender acceptance.

13. The members of the Procurement committee include:

- (a) An officer not less than Consultant level from TRC
- (b) A representative of Executive Director, P&CDD, K-DISC / Member Secretary.
- (c) An expert of the respective area.

3 Facility Management

Technical Resource Centre (TRC) is envisaged as separate entities administered by CMD. The following services shall be arranged by CMD as per the requirements of K-DISC:

1. Arrangement of Vehicle on hire
2. Providing computers, laptops and other electronic equipment that are found essential for the effective and efficient functioning of TRC.
3. Procurement of other equipment and other assets that are required for the functions of TRC with the prior approval from TIW.
4. All the assets in 2 and 3 shall be maintained by CMD during the entrusted project period by keeping inventory as per government procedures and return the assets to K-DISC after the project period.
5. All HR Management activities in respect of TRCs including recruitment, signing of contracts, salary, allowances including TA, disciplinary actions, Training etc.

3.1 Arrangement of Vehicle on hire

All requisition for vehicle on hire for the official use at TRC will be intimated by the Member Secretary / P&CDD, K-DISC clearly indicating the type, model and other requirements. Accordingly, CMD in accordance with the guidelines issued by K-DISC shall arrange vehicles on monthly rental basis in consultation with P&CDD, K-DISC. CMD shall submit cost proposal for it to P&CDD, K-DISC for approval. On approval of the proposal submitted by CMD from P&CDD, K-DISC, CMD shall issue

the Work Order on an annual basis in line with the Terms & Conditions followed by K-DISC for rented vehicles. The Director, CMD shall execute an agreement with the Vehicle Owner/Taxi Company for TRC. The tenure and conditions of such agreements shall cease to exist once the association between CMD and K-DISC on TRC is over. Any further financial commitments to CMD on hiring of vehicle for TRC beyond the period of association between K-DISC and CMD shall solely rest with CMD. CMD will charge hiring and administrative expenses in this regard on mutually agreed rates as would be communicated by K-DISC from time to time.

Apart from this CMD shall arrange on-call vehicles as and when required by TRC within Trivandrum District, based on the written communication from the Competent Authority of K-DISC. If taxies are required by TRC officials in other districts, the respective offices on tour may arrange such vehicles. Travel advances in this regard may be availed by the respective officers from CMD.

3.2 Procurement of Software and Hardware

All requisition for purchase of computers/laptops/any other electronic equipment or on rental basis for the use of TRC will be intimated by P&CDD, K-DISC after approval from Technical Committee comprising:

- (1) An Officer from F&A, KDISC
- (2) An Expert
- (3) An Officer from P&CDD, K-DISC

The proposal submitted will be verified by the Technical Committee. The specifications of such equipment shall be clearly spelt out while forwarding the requisition to CMD. CMD shall arrange the purchases or rental of equipment for TRC as and when required. The bills from the procurement agencies for new purchases shall be submitted by CMD to the P&CDD, K-DISC on successful installation of the same by the suppliers. CMD will charge hiring and administrative expenses in this regard as mutually agreed upon with K-DISC.

CMD shall keep proper inventory for all purchased items and upkeep the purchased items as per standard practices and hand it over to K-DISC once the project/ association period is over or as would be demanded by K-DISC.

3.3 Procurement of Assets

Requisition for procurement of any item shall be originated based on the need (anticipated requirement) by the user Cells of TRC. The concerned Domain Expert/Consultant of TRC shall verify the indent generated by his/her Cell before forwarding it to P&CDD. The detailed specification, quantity, any specific make if necessary, of the item shall be clearly spelt out while preparing the purchase requisition. The P&CDD, K-DISC shall verify the indent and if found reasonable, approvals shall be obtained from Executive Director, P&CDD and will be forwarded to F&A K-DISC to obtain final approval. Thereafter, P&CDD may intimate CMD regarding the purchase requisition with detailed specification of the item, quantity and corresponding budget provisions.

On receipt, CMD shall initiate the procurement process by following CMD's procedures as applicable. CMD may issue the purchase order. Any expenses related to procurement including advertisement cost, administrative cost of CMD etc. shall met by K-DISC. Part payments/advance payments to suppliers if any shall be made by CMD on receipt of the same from K-DISC. Ultimate ownership of all such assets shall rest with K-DISC.

Member Secretary / P&CDD, K-DISC shall consolidate the requirements of various TRC Cells to avoid multiple tender procedures.

3.4 Manpower Support Services

3.4.a. Salary Administration

Depending upon the attendance details received every month, a salary note is prepared for each employee indicating loss of pay, if any, remuneration payable for the month with bank account details of the employees.

3.4.b. Payroll Administration

Based on the salary note, an invoice is prepared every month. This will contain total salary amount plus applicable GST. Thereafter, salary bill and invoice will be sent to K-DISC for reimbursement. On receipt of the reimbursement, statutory deductions are made and the balance amount will be credited to the respective bank account of the employees by CMD. Pay Slip of all the employees shall be shared

using appropriate IT tool every month for the information of employees. Employees Income tax deducted will be remitted to the IT department as per Income Tax rules and professional Tax will be deducted and remitted to the corporation of Thiruvananthapuram as per the rules for the same. Being the Drawing and Disbursing Office, remitting taxes on time shall be the responsibility of CMD.

3.4.c. Leave Rule

K-DISC TRC Employees will be eligible for Leave as follows:

- Casual Leave
- Earned Leave
- Medical Leave
- Maternity Leave
- Leave without Salary

Casual Leave: Casual Leave shall be allowed at the rate of 1 day for a month subject to a maximum of 12 days in a year on condition that the number of days of absence from duty including holidays shall not exceed 7 days at a time.

Earned Leave: Earned leave shall be recommended only if the employee will continue more than a year. It shall be allowed to the Employee on Contact @1/11 of the period spent on duty, subject to a limit of 12 days in a year. Such leave may be accumulated up to a maximum period of 2 months.

Medical Leave: Leave on medical grounds at the rate of 12 days per annum on production of medical certificate from Government Medical Practitioner. Medical Leave will be granted only against any eligible leave and it cannot be carried forward. Medical Leave availed/sanctioned in excess of eligibility will be treated as leave without allowance.

- An employee applying for medical leave for more than 3 days continuously on medical grounds shall produce a medical certificate from a Medical Officer from any Government hospital in support of his application and or may require the applicant to be examined by a government Medical Officer or Medical Board approved by the Competent Authority.
- Medical leave up to three days shall be granted on an undertaking by the employee that he/she is sick and the leave applied is on genuine medical ground, provided the authority to grant leave is satisfied of the genuineness.

- An employee who is granted leave beyond 3 days on medical grounds may be asked to produce a fitness certificate from the authority who issued the sickness certificate for availing the above medical leave, at the time of reporting for duty on the expiry of leave.
- Medical leave cannot be encashed

Maternity Leave: Every female employee shall be eligible for maternity leave as per the Maternity Benefit Act.

Leave without Salary: Leave without salary may be granted in special circumstances, when all other kinds of leave at the credit of the employee are exhausted. Except on medical grounds the LWS shall be regulated as maximum 15 days in each instance and 30 days in a year. For contract periods less than one year the maximum limit will be as prescribed by the Appropriate Authority in each case.

- The Director, CMD shall be the competent authority to sanction leave without salary.
- Leave without salary will not be counted for earned leave calculation and increment.

3.4.d. General Conditions regarding Leave

- Employees shall not be absent from duty in anticipation of sanction or extension of leave except under extra ordinary circumstances, the nature of which should be provided to the satisfaction of the Competent Authority.
- Employees requiring leave for urgent purposes such as attending to sickness or funeral of near relatives or for purposes which would not be anticipated, may approach the Competent Authority or send application through any messenger for the sanction of leave. The Competent Authority may sanction the leave.
- If in case it is found on further enquiry that the leave applied for by any employee was not bonafide/genuine or not for any emergency, it will be deemed to be a misconduct and the employee shall be punishable as prescribed in the Manual of Disciplinary Proceedings, mutatis mutandis.

3.4.e. Overstayal of Leave

1. If the employee after proceeding on leave desires extension thereof shall apply to the Competent Authority for extension of leave, who shall send a written reply either granting or refusing the extension of the leave to the employee and such reply shall reach him before the expiry of the leave originally granted to him.
2. In the event of an employee remaining absent without prior written permission of appropriate authority for a continuous period of 10 days including absence when leave though applied for but not granted and when over-stayed for a period of 10 days he/she shall lose the lien on his appointment and shall effect an automatic termination of employment without any notice or even intimation. In such an eventuality, CMD shall draw an irresistible presumption that by remaining absent continuously he/she has abandoned the service unauthorizedly.
3. An employee who returns to work within one month of the expiry of the leave granted and provides bonafide/satisfactory explanation to the Competent Authority for his omission to apply for extension of his leave and also for his failure to return to duty after the expiry of the leave, may be excused and reinstated in his post.

3.4.f. Completed year of Service

Completed year of service for the purpose of leave means continuous year of service for one year.

3.4.g. Right to Leave

Leave cannot be claimed as a matter of right, and when the exigencies of service so demand, leave of any description may be refused or revoked by the Competent Authority.

3.4.h. Combination of Leave

Any kind of leave other than casual leave under these rules may be granted in combination with any other kind of leave.

3.4.i. Application for Leave

Application for leave of any kind or for extension thereof shall be compulsorily made in the prescribed form to the Competent Authority.

4. Travelling Allowance Rules

1. These Rules provide a framework for travelling allowance of all categories of employees of Technical Resource Centre - K-DISC, facilitated and administrated by CMD.

4.1 Coverage

2. The Travelling Allowance Rules are applicable to all categories of Employees of TRC.

4.2 Categorization of Employees

3. For the purpose of calculating travelling allowances, employees of TRC shall be classified into the following levels:

Category	Classification	Consolidated pay in Rs.	Indicative Designation of employees of TRC
Level 2	Senior Management	Above 1,00,000/month	Sr. Consultant, Domain/Technical Expert, Consultant
Level 3	Middle Management	Up to 1,00,000/month	Senior Manager
Level 4	Junior Management	Up to 80,000/month	Manager
Level 5	Supporting Staffs	Up to 50,000/month	Senior Executives, Executives

- Note: 1. For calculating entitlements, the category corresponding to indicative designation shall be taken as reference irrespective of consolidated monthly pay.
2. CMD can review the levels of Management at any point of time in consultation with K-DISC.

4.3 Types of Travelling Allowance:

The different kinds of travelling allowance, admissible to the employees shall be as listed below:

- i) Mileage Allowance
- ii) Daily Travelling Allowance
- iii) Actual Travelling Expenses

4.4 Mileage Allowance:

Mileage Allowance is an allowance calculated on the basis of distance travelled which is given to meet the cost of a particular journey. Mileage allowance for road journeys shall be applicable as shown below:

Category	Classification of employees of TRC	Mileage Allowance Per KM
Level 2	Senior Management	50 paise
Level 3	Middle Management	50 paise
Level 4	Junior Management	50 paise
Level 5	Supporting Staff	50 paise

4.5 TA Advance

The TRC employees will be allowed to draw an advance amount to cover the travel allowances for official purposes from CMD as mentioned below:

- i) TA advance not exceeding 90% of the anticipated expenditure including local conveyance, on-call taxi charges, accommodation, cost of travel by road, rail and air as the case may be and other eligible incidental expenses can be granted on request.
- ii) No advance will be granted normally when three travel advances are pending for settlement.
- iii) Request for Travel Advances shall be raised by the TRC employees to CMD through the P&CDD, K-DISC at least 3 working days prior to the tour.

4.6 Daily Allowance on Tour

Daily allowance (DA) is granted to TRC employees to cover the daily charges incurred by an employee on tour outside K-DISC. The rates of DA admissible will be as follows:

Levels of Employees	Inside State (Rs.)	Outside State (Rs.)
Level 2	900	1000
Level 3	600	700
Level 4	400	500
Level 5	300	400

- i) If an employees' total journey exceeds 10 KM, he is eligible for daily allowance as follows,
 - Within 10 KM- No DA
 - Beyond 10 KM and up to 50 KM- Half DA
 - Beyond 50 KM- One DA
- ii) Daily allowance shall be calculated at the following rates for the entire absence starting from departure from TRC of K-DISC and ending with arrival at Headquarters:
 - a) Upto and including 12 hours : Half DA
 - b) exceeding 12 hours but not exceeding 24 hours : One DA
 - c) Beyond 24 hours: 1 DA for each 24 hrs.
- iii) Daily allowance shall not be admissible on a Sunday or holiday unless the employee is actually in camp.
- iv) An employee on leave while on tour shall not be entitled to draw daily allowance during such leave.
- v) Where an employee, while on tour, returns on the same day, to the first halting station from another station, no daily allowances for halt at another outstation shall be admissible even if the halt at that outstation exceeds six hours. He/She shall, however, be paid the actual fare for the journey performed.
- vi) For hilly tracts, DA for halts and mileage allowance for journeys will be 125% of the normal rates.

- vii) The maximum eligible allowance (DA/mileage allowance) per day for an employee is limited to an amount equivalent to one DA. However, the employee shall be paid the actual expenses incurred for the journey performed.

4.7 Actual Travelling Expenses

The employees will be eligible for claiming actual travelling expenses for performing the tour subject to the following limits.

Levels	Entitlement
Level 2	Actual fare by and type of public bus, including air conditioned bus OR At prescribed rates for AC taxi when the journey is actually performed by AC taxi
Level 3	Actual fare by and type of public bus, including air conditioned bus OR At prescribed rates for AC taxi when the journey is actually performed by AC taxi
Level 4	Actual fare by and type of public bus, including air conditioned bus OR At prescribed rates for ordinary taxi when the journey is actually performed by ordinary taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw
Level 5	Actual fare by and type of public bus, including air conditioned bus OR At prescribed rates for ordinary taxi when the journey is actually performed by ordinary taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw

Note: For travel by AC bus/AC taxi/Taxi and luxury class buses original ticket/receipts must be produced.

4.8 Room Rent

Actual room rent on the days of stay during tour shall be reimbursed on production of receipt, subject to the upper limit as provided below, if accommodation at concessional rate is not available to the employee. The rates notified are excluding of tax treatments.

Levels of Employees	Class X Cities	Class Y Cities	Class Z (Other Localities)
Level 2	5000	4000	3000
Level 3	4000	2500	2000
Level 4	3500	2000	1500
Level 5	3000	1500	1000

Note: Class X, Class Y and Class Z Cities as notified by Government of India from time to time.

Current Classification: Class X cities - Hyderabad, Delhi, Ahmedabad, Bengaluru, Greater Mumbai, Pune, Chennai and Kolkata

Class Y: Population between 5 lakh-50 lakh (Eg: Thiruvananthapuram, Cochin, Kozhikode, etc.)

4.9 Journey by Rail

For the purpose of calculating mileage allowance, TRC employees when traveling by rail are entitled to class accommodation according to the following levels.

- i) Level 2 employees - Accommodation of the first class or second class AC sleeper
- ii) Level 3 employees - Accommodation of the second class or third class AC sleeper.
- iii) Level 4 employees - Accommodation of the third class AC sleeper.
- iv) Level 5 employees - Accommodation of the second sleeper class.

4.10 Engagement of Taxis

The Travelling Allowance bills claiming taxi charges should furnish log sheets & receipts countersigned by concerned person from K-DISC which contain the details of the vehicle used for the journey including (a) registration number of the vehicle (b) distance traveled (c) time taken for travel (starting time and closing time) (d) places visited or travelled (e) date of journey (f) total amount paid (g) type of vehicle in the case of taxi.

4.11 Journey by Air

All Journeys by air shall be carried out only with the prior approval from K-DISC. Government Orders/Rules applicable to the K-DISC Officers in this regard shall also be applicable to the officers of TRC.

Charges on account of air, rail or other modes of journeys being preponed, postponed or cancelled shall be reimbursable in full, provided such changes were beyond the control of the officer. Such charges may be claimed along with the TA claim with the recommendation from the competent authority of K-DISC.

4.12 Journeys outside India

Journeys on official purpose outside India from K-DISC shall invariably be performed only with the approval of K-DISC in accordance with existing Government orders applicable to the K-DISC Officers.

4.13 TA Bills

After completion of the travel, the TRC employees have to settle the TA bills as detailed below:

- i) Travelling Allowance bill shall be prepared and submitted to CMD by the concerned TRC employee in the prescribed form along with all supporting documents. The TA bills shall be recommended by the concerned Domain/Technical Expert of TRC and approved by the P&CDD of K-DISC before submitting to CMD.

- ii) On receipt of TA bills with all supporting documents from K-DISC as mentioned above, CMD shall verify and submit the TA bills to K-DISC for reimbursement. TA claim of the employees shall be settled by CMD according to the receipt of the same from K-DISC.
- iii) TA bills shall be submitted within one month from the date of completion of the journey. In exceptional cases beyond the control of the employee, TA claims can be submitted within a period of two months with the sanction of the competent authority, based on valid reason(s) furnished by the employee.
- iv) Claims for travelling allowance shall be forfeited if TA bills are not submitted within three months from the date of completion of the journey and the travel advance drawn if any, shall be recovered from the salary of the employee during the next month.

4.14 Temporary Advance

- a. For meeting the contingent expenditure on behalf of TRC-K-DISC, of specified kind*, employees can avail an advance for the anticipated expenditure up to Rs. 10,000/- on request. Advances shall be raised by the respective employees to CMD along with the approval from the respective TRC-Consultant/Officer, P&CDD of K-DISC.
- b. All temporary advances drawn shall be settled by the concerned TRC employee to CMD in the prescribed form along with original bills/vouchers approved by the Executive Director, P&CDD of K-DISC. Such advances shall be settled by an employee before availing next travel advance.
- c. On receipt of advance settlement request from employee with all supporting documents as mentioned above, CMD shall verify and submit the same to K-DISC for reimbursement. The claim of the employees shall be settled by CMD according to the receipt of the same from K-DISC.

**for taking printouts of project documents, manuals, drawings, stationery purchases, imprest expenses, taxi charges, other miscellaneous expenses on behalf of TRC-K-DISC.*

4.15 Interpretation and Amendment/Modification

- a. The power to interpret, amend or modify or to relax any of the provisions of these rules shall vest with CMD in consultation with K-DISC.
- b. CMD shall be vested with the power to amend/modify and review any rate mentioned in the travelling rule as and when required in consultation with K-DISC.

5. Arranging Training & Workshops

All training and workshops related to TRC shall be arranged by CMD based on the directions/requisitions from K-DISC. Training related requests shall be originated by the P&CDD, K-DISC. Training requests from the Experts/Consultants of all TRC Cells shall be routed through the P&CDD to obtain the approval of K-DISC and communicate the same to CMD. Once the approved requisition is received, CMD shall submit a cost proposal for conducting the programme to P&CDD, K-DISC. On approval of the cost proposal by K-DISC, CMD shall arrange the programme. All expenditure including the administrative and co-ordination charges of CMD for conducting the programme shall be met by K-DISC.

Training of TRC employees other than in-house programmes (outside the State) shall be arranged through CMD based on the request from K-DISC. The details of nominated officials for the programme shall be forwarded to CMD after obtaining necessary approvals from K-DISC. The travel, boarding & lodging, local conveyance, etc., towards the training shall be arranged by the trainees. CMD shall issue travel advance, if any required by the trainees to meet such expenses based on the request from the competent authority of P&CDD, K-DISC. All expenses for the programme including participation fee, if any, and administrative cost to CMD shall be met by K-DISC.

6. PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM

The performance of the TRC Cells shall be evaluated based on a continuous assessment process. A Result Based Performance Assessment System shall be developed for each and every position at K-DISC TRC. The Senior Consultant in consultation with the Executive Director, P&CDD and Member Secretary, K-DISC shall develop Key Performance Areas, Key

Result Areas and Indicators for each position. A system for continuous performance assessment and monitoring shall be adopted/put in place at K-DISC TRC.

The Domain Expert/Consultant of the TRC Cell shall submit a detailed work plan of their team members to the P&CDD at the beginning of every week. As against the work plan, the actual work shall be recorded in a time sheet and submitted to the Executive Director, P&CDD, K-DISC at the end of the week. These submissions would ideally be made through an online system.

At the end of the month the work plan vis a vis the work executed as per the time sheet shall be forwarded to CMD by the P&CDD for further documentation. The project wise cost apportionment shall be worked out by P&CDD based on this and forwarded to K-DISC F&A for further accounting.

Apart from regular administrative performance, the technical quality of the deliverable shall also be continuously assessed by TRC team leads (Domain Experts/Consultants) and K-DISC P&CDD.

In order to streamline and monitor the performance of the Cells on a regular manner, the following meetings shall be convened:

Sl. No.	Meeting	Frequency	Participants	Convened by
1	Technical Coordination Meeting	Weekly	Sr. Consultant-TRC, TRC team leads, P&CDD K-DISC	ED, P&CDD
2	Administrative Coordination Meeting	Monthly	P&CDD KDISC and CMD representatives	ED, P&CDD
3	Management Coordination Meeting	Quarterly	ED-P&CDD,F&A-KDISC, and CMD representatives	Member Secretary, K-DISC

7. CONDUCT AND DISCIPLINARY RULES & PROCEDURES OF TRC EMPLOYEES

All employees appointed on contract basis to TRC shall

- a) Maintain absolute integrity at all times during the period of contract and shall always maintain the confidentiality of documents, files, information etc. entrusted to his/her custody or to which he/she has access during the course of service.
- b) Maintain regularity and punctuality in attendance.

- c) Do nothing which is contrary to the terms and conditions of the agreement executed by him/her on a stamp paper worth Rs. 200/-
- d) If any employee recruited through CMD is relieved of his/her duties, it should be ensured that he/she settles all the advances taken in his/her name before issuing relieving order and experience certificate. Such employees should also return their id cards, equipment and gadgets issued to them before being relieved.

It shall be the responsibility of CMD, TRC Team Leads and the employees to ensure proper and faithful observance and implementation of the various provisions of the rules in the day to day functioning of TRC.

8. Conduct

Every employee is expected to conduct himself in a way befitting his position and prestige of TRC. He/she shall cooperate with his/her fellow employees, CMD and TRC Team Leads in maintaining the best congenial and the pleasant atmosphere of TRC which would be conducive to the attainment of the objectives for which TRC is established by K-DISC and fostering healthy relationship within TRC.

9. Duties and Obligations of Employees during Working Hours

- i) Every employee shall carry out the work which he/she has been assigned, conscientiously and to the best of his/her ability and in accordance with these rules or direction or general instructions given to him by the Competent Authority directly or through delegated authority.
- ii) Every employee shall comply with these rules as modified from time to time. He/She shall be deemed to be in the employment of TRC for all the 24 hours of the day and liable to be called for the duty at any time apart from the normal hours of his duty.
- iii) Each employee is responsible for and shall take proper care of all machines, equipment, fittings, furniture, papers, files, documents, records and other properties of TRC generally or specifically entrusted to him. He/she shall not take out of the premises any such property without authority from the Competent Authority, neither shall he/she conceal or attempt to conceal any such article or material.
- iv) Every employee shall take precautions to safeguard K-DISC/TRC property and to prevent accident or damage to it and shall at once report to his superior officer of any loss, damage/defect which he/she may notice in any equipment or other property. He/she shall also immediately report to his superior any defect which he/she may notice and

which might endanger himself or any other person or might result in damage to K-DISC's/TRC's or any other person's property.

- v) It is the duty of every employee to see that his computers, printers, furniture, account books, files, etc., and /or work place is kept clean and tidy.
- vi) Strict observance of all general safety measures including those relating to fire prevention is necessary on the part of every employee. All employees shall strictly follow the safety rules in force in TRC.
- vii) Unless in any case it be otherwise distinctly provided, the employee shall be at the disposal of TRC and he/she may be employed in any manner required by the Competent Authority without claim for additional remuneration.
- viii) Every employee shall at all times maintain absolute integrity, devotion to duty and do nothing which is unbecoming of an employee. He/She shall serve TRC honestly and faithfully and shall use his utmost endeavor to promote the interest of TRC and shall conduct himself in a manner conducive to the best interest, credit and prestige of TRC.
- ix) Except with the permission of the Competent Authority in writing no employee shall even while on leave directly or indirectly engage in other profession or business or enter the service of or be employed in any other capacity or do any consultancy or for any purpose whatsoever and for any part of his time, by and other person, government department, firm, company or employer and shall not have any private financial dealings with other employees or persons have dealings with TRC/K-DISC.
- x) Every employee shall in accordance with the policies laid down by TRC perform his/her duties entrusted to him from time to time.
- xi) Except to his/her superior authorities an employee shall not divulge any matter, pertaining to K-DISC/TRC unless authorized by law or permitted by K-DISC/TRC.
- xii) All documents, photographs, notes, computer peripherals, HDDs/CDs/USB, etc. and other papers containing information relating to the affairs of TRC or its operation are always treated as TRC's property whether prepared by the employee or otherwise.
- xiii) Every employee shall observe courtesy and politeness to all.
- xiv) Every employee on joining the service of TRC shall furnish to the Competent Authority, his address, age, qualification, personal data and such other details with proof thereon, as may be required by the Competent Authority. The address given by the employee shall be address at which he/she would be resident during his service in TRC and any change in such address and other particulars furnished by him shall be duly notified by him to the Competent Authority as soon as the change takes place. The Competent Authority shall not take into cognizance any change that has not been thus notified , and any notice or

letter sent by post or otherwise to such address as is given by the employee shall be deemed to have been duly served upon and received by the employee concerned.

- xv) Every employee shall while making his application for leave or at any time there after before proceeding on leave, indicate to the authority sanctioning the leave his address while on leave and shall keep the said authority informed of any change in the address and contact telephone number previously furnished. If the employee fails to furnish his address and or telephone number during leave any notice sent to such address or any telephone calls made to such telephone numbers shall be deemed to have been duly sent to the employee and duly received by him.
- xvi) All employee shall be present at the work spot at the time fixed and notified from time to time and shall register, their attendance by signing the attendance register or swiping in any manner as may be notified from time to time by the Competent Authority. An employee who arrives for work after one hour after the scheduled time shall not be admitted to work except with the permission of the Competent Authority.
- xvii) An employee will be allowed 15 minutes grace at the start of the working hours once in a week. If an employee is habitually late, he/she will be treated as a habitual late comer and dealt with as per these rules. An employee reporting late for more than 15 minutes in a day, for more than 3 occasions in a week or if he/she leaves the duty more than ten minutes earlier on more than 3 occasions in a week he/she will forfeit one casual leave automatically. However this will not affect the right of the Competent Authority to take any other action including disciplinary actions as he/she may deem fit and proper.
- xviii) An employee shall avoid insolvency or habitual indebtedness.
- xix) No employee shall directly or indirectly involve himself in the publication of magazine, news letter, news paper etc., in which statements or allegations or imputations are made which are derogatory in nature or which may affect the prestige or fair name of the K-DISC/TRC or its employees.
- xx) No employee shall approach any member of the legislature or local body or any other public man with a view to redressing his grievances.
- xxi) No employee while on duty shall be under the influence of alcoholic drinks or drugs and shall not smoke while on duty in the premises of K-DISC/TRC.
- xxii) Working hours - the working hours of the employees shall be fixed by the Competent Authority. The Competent Authority shall have the power to vary, modify, or amend the working hours in respect of any employee or employees from time to time. The Competent Authority shall also have the right to require any employee to work extra time during any day including holiday, beyond the prescribed hours of work.

- xxiii) The Competent Authority shall have the right to prescribe and supply the uniform if any, to be worn by an employee while on duty. Any employee who is not properly dressed or who is not wearing the prescribed uniform shall be refused admission for work or at any time after admission shall be required to leave the premises of TRC.
- xxiv) Notwithstanding anything provided herein above, the Competent Authority shall have the right to issue orders or directions or instructions in respect of any matter connected with the duty of an employee as may be deemed necessary and proper for the purpose of administrative efficiency and such orders, directions, etc. shall be scrupulously carried out by the employees.
- xxv) No employee shall be a member of or be otherwise associated with, any political party or any organization which takes part in political activity nor shall he/she take part in, subscribe in and or assist in any other manner, any political movement or activity.
- xxvi) No employee shall contest in any election to any legislature or local body nor shall he/she canvass or assist any candidate in any such election in any manner, any political movement or activity.
- xxvii) No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his personal interest in respect of matters pertaining to his service under TRC.
- xxviii) Save as otherwise provided in these rules no employee of TRC shall except with the previous sanction of the Competent Authority, give evidence in connection with any enquiry conducted by any person, committee or authority. Provided that nothing in this rule shall apply in the following cases:-
 - a) Evidence given in any judicial enquiry or
 - b) Evidence given at any department/domestic enquiry.
- xxix) Every representation from an employee shall be handled in accordance with the procedures laid down.
- xxx) The grievances on the part of the employee shall be handled in accordance with the procedure laid down.
- xxxi) The employee in person will first take up his grievance with his immediate superior/department head.
- xxxii) If the employee is not satisfied with the decision of the immediate superior/department head or fails to receive an answer from him within seven days, he/she will take the grievances to the next higher Officer/any other officer authorized by the Competent Authority as the case may be.
- xxxiii) If the decision of the officer is not satisfactory or an answer is not received from him within 7 days the employee will present the grievances to the Competent Authority.

- xxxiv) Representation of grievances shall be only in writing
- xxxv) Any representation regarding grievances not complying with the above rule shall not be considered.
- xxxvi) Grievance redressal procedure shall not be available or resorted to in the case of any disciplinary action or punishment.
- xxxvii) An employee while in service shall be liable for periodical medical examination as may be stipulated by the Competent Authority. However, the Competent Authority shall have the power to get an employee medically examined at any time for specific purposes, by any medical officer/medical board and the employee shall comply with the order without fail.
- xxxviii) No employee shall resort to cessation of work either concertedly or otherwise or resort to concerted refusal or a refusal under a common understanding of employees to work or to accept employment, unless notice has been given as specified below:
 - a) 6 weeks before resorting to the cessation of work as per clause above
 - b) Or within 14 days of giving notice as above
 - c) Or before the expiry of the notice referred above

10. Misconduct and Punishments

The following acts and omissions on the part of the employee shall amount to misconduct:

- i) Refusal to perform the duties entrusted to him, which a person in his position could be reasonably expected to perform in the circumstances.
- ii) Negligence or neglect of work.
- iii) Refusal, expressed or implied, to do the allotted work or to act as per the orders of his superior in the matter of his work.
- iv) Refusal to work in a different job or in a different place/district or refusal to work on any other job or equipment as may be required by his superior, refusal to do additional work entrusted to him which could reasonably be expected of him.
- v) Refusal to work extra time or on Sundays or on holidays when directed to do so by his Superior/Competent Authority.
- vi) Insubordination or disobedience, whether alone or in combination with another or others.

- vii) Talking or behaving in a disrespectful manner to a superior/co-employee challenging the authority of the superior/co-employee or shouting at a superior/co-employee/subordinate.
- viii) Exhibiting bad temper, using foul languages or talking in a discourteous manner to another employee or any person within the premises of TRC.
- ix) Upsetting the peace and decorum of the office or work place.
- x) Engaging in idle talk or conversation or failing to respect the right of others to work in peace.
- xi) Drunkenness, intoxicated, riotous, disorderly, indecent or improper behavior, use of abusive language, threatening, intimidating, coercing, defaming other employees, wrongfully interfering with the work of other employees, assault or threat of assault, either provoked or otherwise and or improper behavior during duty hours within the premises of TRC or outside.
- xii) Slandering against any person within the K-DISC/TRC premises or work place.
- xiii) Failure to show proper courtesy to the customers or any other person with whom the K-DISC/TRC has connections.
- xiv) Any act of conduct detrimental to the interest of TRC/K-DISC or its goodwill.
- xv) Issuing public statements, giving interviews, publishing articles, speaking at public gatherings, etc. criticizing the affairs of TRC.
- xvi) Causing damage or loss to goods or property of K-DISC/TRC.
- xvii) Initiating, conducting or taking part or inciting other employees to take part in any cessation of work go slow, work-to-rule or similar actions, in contravention of the provisions of any law or rule in force.
- xviii) Holding or attempting to hold meetings within the premises of TRC without the consent or sanction of the Competent Authority.
- xix) Distribution or exhibition within the TRC premises of any news papers, bills, posters, pamphlets, etc., without the permission of the Competent Authority.
- xx) Collection or canvassing for the collection of any money within the K-DISC premises not permitted by the Competent Authority.
- xxi) Habitual late attendance.
- xxii) Loitering or leaving the place of work without permission during the prescribed time of work.
- xxiii) Absence without leave or permission granted by an Officer who is authorized to sanction such leave or grant permission.

- xxiv) Overstayal of leave or joining time without prior sanction of the Competent Authority.
- xxv) Engaging in any trade, money lending or any other activity or attending to any work other than his allotted work within the TRC premises.
- xxvi) Engaging in any trade, business or other commercial activity or accepting employment under any other person, firm, company or other organization outside his hours of work during the tenure of service in TRC without the permission of the Competent Authority.
- xxvii) Smoking within TRC premises or in such places where it is prohibited or spitting in any places other than in spittoons provided for that purposes or using any part of the premises as urinals, latrine, bathroom, etc. other than the place provided for the said purpose.
- xxviii) Taking meals except in the place provided for the purpose.
- xxix) Failure to keep his work place/machine/equipment clean and tidy
- xxx) Gambling within the K-DISC/TRC premises.
- xxxi) Sleeping while on duty.
- xxxii) Theft, fraud, dishonesty or breach of trust, misappropriation in connection with TRC's transactions or property, or with the property of other employees or any other person with whom the TRC has connections.
- xxxiii) Seeking, soliciting or accepting bribe, gift, reward in kind or cash from any other employee or any of the persons with whom TRC has connections or giving or attempting to give bribe, in kind or in cash to another employee of TRC.
- xxxiv) Insolvency, seeking a moratorium or arrangements with his debtors, more than 50% of his pay being attached or arrest or imprisonment for non- payment of debt.
- xxxv) Conviction by a court of law for criminal offence involving moral turpitude or entailing punishment by imprisonment.
- xxxvi) Committing any offence punishable under the Indian Penal Code or any other Statues within TRC premises, whether or not police action follows.
- xxxvii) Entering or attempting to enter or leaving or attempting to leave the TRC premises except through gates or routes specified for the purpose.
- xxxviii) Failure to wear the uniform, if supplied, or any other dress that is prescribed, or if no such dress is prescribed, proper dress and/or the identity card /badge while in TRC premises or failure to show such card/badge to the security personnel or any superior on being required to do so.

- xxxix) Refusal to be permitted to be searched by Security staff or other persons nominated by the Competent Authority.
- xl) Interference with safety devices or contravention of safety rules.
- xli) Failure to report to the Competent Authority any accident, either to himself for any other employee coming to his knowledge, or defect or damage to machinery, equipment or other property of TRC or any other circumstances which may cause damage or loss to K-DISC/TRC coming to his knowledge or of any contagious disease to himself or any member of his family.
- xlii) Manufacturing or attempting to manufacture unauthorized articles within the TRC premises.
- xliii) Unauthorized use of TRC's quarters, vehicles or premises or any of the TRC properties.
- xliv) Disclosing any matter or any confidential information or official secrets connected with the affairs or working of TRC/K-DISC or that of any person with whom TRC/K-DISC has connections, coming to his knowledge to any employee/or to any other person otherwise than in the course of the bonafide discharge of his duties in TRC.
- xlv) Furnishing false information at the time of selection for appointment or at any time thereafter during the service with K-DISC in respect of himself or in respect of any other person.
- xlvi) Breach of any rule or instructions of the Competent Authority or repetition of any act or omission against which the employee was previously warned by the Competent Authority.
- xlvii) Entering or remaining in K-DISC premises, unless on duty or with permission.
- xlviii) Deliberately making false complaints or statements against subordinates, co-employees or superiors. Making representation directly to higher authorities without permission of the Competent Authority.
- xliv) Deliberately spreading false information with a view to bringing about disruption to K-DISC's/TRC's normal work.
- l) Giving false statement or refusing to give testimony when accidents, misconduct and other matters are being investigated.
- li) Impersonation or tampering of recording or creation of false or fabricated records.
- lii) Initiating, conducting or participating in any demonstration within the TRC premises.
- liii) Refusal to accept transfer from one unit, department, one place to another or from one district to another.

- liv) Slowing down the work or inciting others to resort to go slow tactics.
- lv) Punching the attendance card/making attendance for another person in any manner.
- lvi) Being within the TRC's premises in possession of properties stolen or believed to be stolen or possession of, which is not satisfactorily, explained.
- lvii) Failure or refusal to accept charge sheet, order or other communications.
- lviii) Bringing alcoholic drinks or drugs into the premises.
- lix) Leaving the work before the scheduled time without prior sanction.
- lx) Commission of any act or conduct subversive of discipline of TRC, whether in the premises or outside, within the duty hours or outside duty hours.
- lxi) Deliberate abuse of any leave, privilege, concession or benefits for the time being in force.
- lxii) Squatting or remaining anywhere within the TRC premises with a view to achieve any demand or to intimidate, coerce or threaten any officer of TRC either within or outside TRC.
- lxiii) Obstructing or restraining either alone or in combination with others, any person or persons connected with K-DISC/TRC either within or outside TRC.
- lxiv) Declared and being carried in the register of the police as a bad character.
- lxv) Instigation, incitement or abetment in furtherance of any of the acts of misconduct.
- lxvi) Refusal to accept or acknowledge the receipt of any communication served or attempted to be served on the employee or evasion of service of any notice or communication.
- lxvii) Sexual harassment which includes such unwelcome sexually determined behavior (whether directly or by implication) as:
 - a) Physical contact and advances
 - b) Demand or request for sexual favours
 - c) Sexually coloured remarks
 - d) Showing pornography
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
 - f) Any other act that comes under the preview of Sexual harassment as mentioned by the Government of Kerala, Government of India or Honorable Courts of India or any other statutory or legal body in this regard from time to time
- lxviii) Breach of any provision in these rules even though not specifically reproduced above.

lxix) The above list shall not be considered as exhaustive. Any other act or omission or behavior of an employee, which amounts to a misconduct as per the ordinary meanings of the term shall also be considered as misconduct for the purpose of these rules.

11. Procedure for Dealing with Cases of Misconduct

- i) An employee charged with having committed a misconduct shall be served with a written charge sheet by the Competent Authority setting out briefly the facts of the charge and circumstances alleged and the nature of the misconduct. In preparing the charge sheet previous instances of misconduct on the part of the employee and the punishment if any, given may also be stated in order that such matters are considered by the authority giving the punishment. The charge sheet may specify the period within which the employee shall give a written explanation.
- ii) Where the employee refuses to receive the charge sheet (which itself constitutes a misconduct) the charge-sheet shall be sent to the employee by registered post to the last known address of the employee and/or a copy of the charge sheet shall be exhibited on the Notice Board and such sending by registered post and/or affixing the same on the Notice Board shall be deemed to be the proper service of the charge-sheet. In case the charge sheet is not claimed or accepted when sent by registered post or if the charge sheet is refused to be accepted, the service of the charge sheet shall be taken as having been effected.
- iii) The employee shall give his explanation in writing within the time specified in the charge sheet. If he/she does not submit any explanation within the prescribed or extended time, if any, it shall be deemed that he has no explanation to offer and that he/she had admitted the charges levelled against him and the matter will be decided accordingly, without any further notice to him.
- iv) Suspension Pending Enquiry: An employee, against whom any misconduct is alleged or when disciplinary action is contemplated against him or when criminal proceedings are taken by police or pursued by a court of law against him, or when criminal proceedings against him in respect of any offence are under investigation, or if there are circumstances warranting immediate suspension pending issue of any charge sheet or any enquiry, may be suspended pending issue of charge sheet or enquiry.
- v) When the employee submits his explanation and the explanation is found satisfactory, suspension pending enquiry, if any, shall be withdrawn and the period of suspension

treated as if the employee was on duty and he/she shall be entitled to his salary or wages for the period, deducting the subsistence allowance, if any paid.

- vi) Where the explanation given by the employee is not found satisfactory and it is considered necessary to take further proceedings under these rules, the Member Secretary, K-DISC or the authorized authority may order an enquiry into the charges, to be held by an Enquiry Officer nominated by the Competent Authority or the Authorized Officer. However in the case of misconduct of sexual harassment, the Competent/Authorized Authority may have the discretion depending on the facts and circumstances of the case, to dispense with a regular or detailed enquiry subject to the condition that in such cases, the employee who has been charged with the misconduct of sexual harassment is only given an opportunity of being heard in person after giving him a chance to submit his explanation.
- vii) Except where the officer holding the enquiry for reasons to be recorded in writing consider it frivolous or likely to cause undue delay not commensurate with the utility of examining such witnesses, the employee shall be permitted to produce and examine any witness to substantiate his explanation or disprove the charge. He/she shall be given all reasonable opportunity to cross examine any witness on whose statement or evidence the charge rests. The Competent Authority or the authorized authority may; if so desired, engage a presenting officer, for prosecuting the charge against the delinquent employee at the enquiry. No outsider or any legal practitioner or any union official shall be permitted to take part or help the person charged in the enquiry. However in case the presenting officer is a legal practitioner or legally experienced person the employee will be at liberty to engage any such person to defend himself in the enquiry. If the delinquent employee fails to attend the enquiry without any reasonable cause or prior information, the enquiry may be conducted in his absence. However, if the employee charged for misconduct desires and makes a request to the Enquiry Officer, he/she can at his discretion permit the assistance of any other employee of TRC if he/she is so willing.
- viii) The enquiry officer shall make a brief and faithful record of the statements made and evidence laid before him both in support of and against the charge and shall forward his findings to the concerned authorities.
- ix) The charge sheet, the explanation and record of enquiry with the findings and such recommendation as the Enquiry Officer may make, shall be submitted to the Competent Authority/Authorized Officer for the purpose of taking a final decision. Before taking a final decision the competent authority, as the case may be, shall forward a copy of the report of enquiry to the charge sheeted employee for his comments thereon, to be submitted within the prescribed time (not less than 7 days) and the authority shall

consider the comments if any received from the charge sheeted employee before taking the final decision on the enquiry report. While taking a final decision, the Competent Authority, as the case may be, shall refer to the comments if any received. If the authority finds that enquiry report is acceptable and that the charges have been proved, the authority shall decide the nature of punishment to be imposed. Then the employee should be informed of the nature of punishment and get his comments on the punishment proposed. After getting the comments, the same may also be considered by the punishing authority before confirming the punishment. The decision and punishment, if any shall be communicated in writing to the employee concerned as early as possible.

- x) If for any reason the authority competent to impose the punishment, disagrees with the findings of the enquiry officer, he shall record his disagreement giving reason thereof, and if the disagreement with reason thereof is not in favour of the employee, the said disagreement with reason shall be forwarded to the charge sheeted employee for his comments if any.
- xi) Where, after such examination of the record, the charge against the employee is found unsustainable or disproved, any suspension or extension of suspension shall be withdrawn and the periods of suspension be treated as if the employee was on duty and the employee shall be entitled to wages or salary for the period, after deducting the subsistence allowance, if any paid.
- xii) In awarding the punishment under these rules, the Authorized Officer/Competent Authority shall take into account the gravity of the misconduct, the previous record, if any of the employee and any other extenuating or aggravating circumstances that may exist.
- xiii) Notwithstanding anything contained above the enquiry may be dispensed with in a case where the enquiry is not practicable on account of extraordinary circumstances or circumstances beyond the control of the Competent Authority.
- xiv) Notwithstanding anything contained above the appropriate authority shall have the right to initiate disciplinary action or to continue to proceed with the disciplinary action even if the employee has retired from service and to award punishment to him, provided he/she is allowed to continue in service for the purpose of completing the disciplinary action.

12. Punishment

If the employee is found guilty of any of the misconduct mentioned in these rules one or more of the following punishments may be awarded to him. Item i) to iv) are considered as minor punishments and v) to xi) as major punishments:

- i) Censure or warning
- ii) Withholding of increments, without cumulative effect, or postponing of any increment to any future date without cumulative effect.
- iii) Recovery from his pay of the whole or part of any pecuniary loss caused to TRC/K-DISC/CMD by such misconduct.
- iv) Imposition of fine
- v) Reversion or demotion to a lower grade or post or time scale or to a lower stage in the same time scale either permanently or for a specified duration
- vi) Withholding of increments with cumulative effect or postponing of any increment to any further date with cumulative effect
- vii) Barring of promotion for a specified period
- viii) Discharge from service, without compensation or notice
- ix) Dismissal/Termination from service
- x) Removal from service
- xi) Notwithstanding anything contained above, punishment of censure or warning or fine, recovery from the pay, whole or part of any pecuniary loss caused to K-DISC/TRC/CMD may be given without any formal enquiry. It shall be sufficient if the concerned employee is given an opportunity of being heard in person or in writing.
- xii) Except as otherwise indicated in the order of discharge or dismissal or removal, when the employee suspended is to be discharged, dismissed, or removed may be with effect on and from the date of commencement of suspension if any. In all other cases the dismissal or removal shall take effect only from the date of the order.

When an employee who had been dismissed, removed or otherwise terminated or suspended is reinstated or would have been reinstated but for his retirement on superannuation while under suspension, the authority competent to order the reinstatement under these rules shall consider and make specific order:-

- i) Regarding the pay and allowance to be paid to employees for the period of his absence/non-employment due to dismissal, discharge, removal or termination otherwise of suspension as the case may be.
- ii) Whether or not the said period shall be treated as period spent on duty.
 - a) Where the authority mentioned in clause (i) above is of the opinion that the employee has been fully exonerated or in the case of the suspension, that it was wholly unjustified by the appropriate authority under these rules and the

employee may be given the full pay and allowances to which he/she would have been entitled had he/she not been dismissed, removed, suspended or otherwise terminated as the case may be.

- b) In other case, the employee shall be given such proportion of such pay and allowances as such appropriate authority may specify in this behalf.
- iii) Provided that such proportion of such pay and allowances shall not be less than the subsistence allowance, if any admissible.
 - a) In case falling under clause (a), the period of absence from duty shall be treated as period spent on duty for all purposes.
 - b) In case falling under clause (b), the period of absence from duty shall not be treated as a period spent on duty, unless such appropriate authority specifically directs that it shall be so treated for any specified purpose.
 - c) Notwithstanding anything contained above, the period of suspension or the period during which the employee was not able to come and work, on account of any reason like detention, police or judicial custody, etc. not attributable to him, the appropriate authority shall have the right to treat the period as duty or otherwise and with or without wages/salary.

12. Authority to initiate disciplinary action and authority for awarding punishments

The Director, CMD may at any time prescribe the officers competent to initiate disciplinary action and award punishment and may at any time cancel or vary any such order. Until such officers are prescribed, the Director, CMD shall be the competent person to initiate disciplinary action and award punishment.

13. Appeals

An employee may appeal to the Director, CMD against any order, passed by an officer, inflicting a punishment on him. The Director, CMD shall have the power to set aside, vary or confirm any such order as also to order a re-examination of the matter in such manner as he/she may deem fit. Such appeal shall be couched in polite and respectful language, shall contain all material statements and arguments relied on, shall specify the relief desired and shall be submitted through the proper channel within thirty days of the order appealed against. The appeal should be made by the aggrieved employee himself. Other than to the Director, CMD, no employee has the right to appeal directly to the Board Members or Members of the Executive Committee, any Ministers or Officers of the

Government or to any person outside the employment of TRC. Any appeal made in contravention of this shall itself be considered as a misconduct for which any of the punishments enumerated above may be awarded.

14. ADMINISTRATIVE COST TO CMD

The administrative charges of CMD excluding GST for providing various services to the Technical Resource Centre shall be in accordance with the rate schedule as provided in the agreement between CMD and K-DISC for TRC service and subsequent changes to the rates shall be mutually agreed and added to the agreement.

The cost of floating advertisement of tender, if any, shall be paid by K-DISC on actual basis.

15. BILL PROCESSING FOR ACTIVITIES CARRIED OUT IN TRC

All bills from CMD or any other agencies for the services in TRC shall be received by an officer/Programme Executive at P&CDD. An electronic register with details of bills and soft copies shall be maintained and the soft copy of the bills shall be examined by the concerned Cell. The bill scrutiny report from TRC cell seen and duly recommended by the Executive Director, P&CDD and shall be forwarded to Section Officer in F&A. Then F&A shall issue proceedings at the appropriate level and send it to accounts wing for release of payment.

Notwithstanding anything contained in the provisions as above, the legal liabilities on account of existing laws, including PF/EPF, Gratuity, Workmen Compensation Act and other labour laws, etc., shall rest with CMD, the employer.