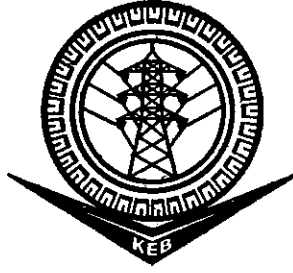


KARNATAKA ELECTRICITY BOARD

EMPLOYEES' SERVICE REGULATIONS

SECOND EDITION : 1996

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KARNATAKA ELECTRICITY BOARD

EMPLOYEES' SERVICE REGULATIONS

FIRST EDITION : JANUARY 1966

SECOND EDITION : DECEMBER 1996

(Incorporates amendments issued upto 31.12.1996)



PREFACE TO THE SECOND EDITION

The Karnataka Electricity Board has brought-out the first edition of "Mysore State (now Karnataka) Electricity Board Employees Service Regulations" during January 1966 as approved vide Board order No.MSEB/A1/4222/60-61 dated 1st December 1965.

Subsequently, reprints were brought-out during the years 1976, 1979 & 1985 duly incorporating amendments issued from time to time.

Now the second edition of Karnataka Electricity Board Employees Service Regulations have been brought-out (Approved in Board order No.KEB/B24/6663/96-97 dated 13th March 1997) incorporating amendments issued upto 31st December 1996.

The monetary benefits applicable as per the Regulations shall be extended only from the dates mentioned in the relevant Board orders / Notifications which have been issued from time to time.

Any suggestions for improvements are welcome.

Bangalore

Date : 23rd March 1997.

VIJAY GORE

CHAIRMAN

Karnataka Electricity Board

PREFACE

TO THE FIRST EDITION (Re-print)

This is only a reprint of the first edition of the Mysore State (now Karnataka) Electricity Board Employees' Service Regulations issued in January 1966. This incorporates all the amendments issued upto 31.12.1984.

Errors and omissions, if any, may be brought to the notice of the Financial Adviser & Chief Accounts officer.

Bangalore
Date : 1.9.85

B.G. RUDRAPPA
Chairman
Karnataka Electricity Board

PREFACE

TO THE FIRST EDITION (Re-print)

This is only a reprint of the first edition of the Mysore State (now Karnataka) Electricity Board Employees' Service Regulations issued in January 1966. This incorporates all the amendments issued upto 1.1.1979.

Errors and omissions, if any, may be brought to the notice of the Chief Controller of Accounts.

Bangalore
Date : 15.1.80

N. NARAYANA CHAR
Chairman
Karnataka Electricity Board

PREFACE

TO THE FIRST EDITION (Re-print)

This is only a reprint of the first edition of the Mysore State (now Karnataka) Electricity Board Employees' Service Regulations issued in January 1966. This incorporates all the amendments issued upto May 1976.

Errors and omissions, if any, may be brought to the notice of the Chief Controller of Accounts.

M. SACHIDANANDA MOORTHY

Chairman

Karnataka Electricity Board

Bangalore

Date : 15.9.76

PREFACE

The transfer on 1st October 1957, of the management of State Electrical undertaking from the State Government to the State Electricity Board constituted under Section 5 of the Electricity (Supply) Act, 1948, necessitated the framing of a separate set of Regulations for regulating the service conditions of Board employees. Pending the formulation of such Regulations, the Mysore Civil Services Rules have been continued to apply to them as an interim arrangement.

These Regulations are issued by the Board under section 79(c) of the aforesaid Act vide Board order No.MSEB/A1/4222/60-61, dated 1st December 1965. With this issue, the Mysore Civil Services Rules shall cease to be applied for regulating the service conditions of the employees.

By Order

Bangalore
1st December 1965

B.S. NARAYAN
Secretary

KEB EMPLOYEES' SERVICE REGULATIONS

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**KARNATAKA ELECTRICITY BOARD
EMPLOYEES' SERVICE REGULATIONS
(SECOND EDITION DECEMBER 1996)**

In exercise of the powers conferred by Section 79(c) of the
Electricity (Supply) Act, 1948, the Karnataka Electricity Board
is pleased to make the following Regulations:

CHAPTER - I

INTRODUCTORY

1. **Title:** These regulations shall be called the Karnataka Electricity Board Employees Service Regulations.

They shall come into force on 1st January 1966.

2. These Regulations embody the Regulations as well as supplementary directions relating to pay and allowances, leave, pension and travelling allowance of employees serving under the Board. They do not, except incidentally, deal with matters relating to recruitment, promotion, duties, discipline and the like which are found in the Board Employees Classification, Disciplinary, Control and Appeal Regulations and Board Employees Services (Conduct) Regulations issued separately.

3. These Regulations shall apply to all monthly rated employees in the pensionable establishments, under the Board and to such other group of employees as the Board may, by general or special orders, direct, provided that employees in Board service prior to the prescribed date including State Government servants transferred to that service on the constitution of the Board shall continue to be governed, in regard to their leave and pension benefits, by the rules applicable to them on the day previous to the prescribed

date unless they exercise option to be governed by these Regulations in respect of the aforesaid benefits within six months from the prescribed date. In the case of employees serving on contract, these Regulations apply to the extent specifically provided for under the terms of the contract.

Note:- (1) In their application to women employees, the pronouns he / his / him used in these Regulations should be read as she/her.

(2) An employee who had not elected to be governed by the leave rules contained in the Karnataka Civil Service Rules as required by the proviso to rule 105 of the said rules (and the leave regulation of 1966 of Karnataka Electricity Board Employees Service Regulations as amended in 1966) shall be permitted to exercise option to be so governed on or before 31-12-1980. On exercise of such option, the Board employee shall be eligible to the leave entitlement under the provision of these Regulations with effect from 1-1-1980. The option once exercised shall be final.

The provision of rule 120 of Karnataka Civil Services Rules 1958 shall apply mutatis mutandis to the determination of leave at credit as at the end of December 1979 of the Board employee who exercise option as above and to the grant of leave with effect from 1-1-1980.

4. The claim of an employee to pay and allowances including travelling allowance is regularised by the Regulations in force at the time in respect of which they are earned; to leave by the Regulations in force at the time the leave is applied for and granted; to pension (including family pension) by the Regulations in force at the time the employee dies if in service, retires or is discharged from the Board Service.

Note:-(1) Any claim not covered by these Regulations will be dealt with by the Board on its merits and while doing so, the Board may take into account the corresponding procedure if any, obtaining under the State Government.

(2) In the case of employees who were in the service of the Board prior to the 'Prescribed Date', the term 'Service' or 'Board Service' includes service rendered by them prior to that date under the rules then in force whether under the Board or partly under the Board and partly under the State Government.

5. The Board reserves to itself the power of amending these Regulations from time to time in such manner and to such extent as may be deemed expedient.
6. If the Board is satisfied that the operation of any of these Regulations in a particular case causes undue hardship, it may by order, dispense with, or relax the requirements of that Regulation to such extent and subject to such conditions, as it may consider necessary, for dealing with the case in a just and equitable manner.
7. The Board reserves to itself, the right of interpreting these Regulations and its decisions shall be final and binding.
8. Notwithstanding anything contained in these Regulations, the Board may delegate from time to time in the interest of Board service powers vested in it in these Regulations to subordinate authorities subject to such conditions and limits as it may deem expedient.
 - (a) If an employee resigns or retires from service without returning to duty, after a period of study or within a period of three years after such return to duty, he shall be required to refund double the amount of leave salary, study allowance, cost of fees, travelling allowances and other expenses, if any incurred, by the Board or drawn by him for the period of study leave together with interest thereon from the date of demand at Government rates for the time being in force on Government loans before his resignation is accepted or permission to retire is granted. Provided that nothing in this Regulation shall apply to an employee who on return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the amount required to be refunded under this Regulation shall in the case of an employee who

on return to duty from study leave is permitted to resign from service and to take up employment under a statutory or autonomous body or in any institution under the control of the Government, be reduced to an amount equal to the expenditure incurred by Board in respect of the leave salary, study allowance, cost of fees, travelling allowance and other expenses, if any incurred by the Board or drawn by him for the period of the study leave together with interest thereon.

- (b) In addition to the amount to be refunded under sub-regulation (a), he shall also be required to refund leave salary drawn by him for the period of study leave reduced by regular leave at his credit on the date on which study leave commenced after deducting the regular leave taken by him in continuation of study leave.
- (c) Notwithstanding anything contained in this Regulation, Board may, if it is necessary or expedient so to do either in Board interest or having regard to the peculiar circumstances waive or reduce the amount required to be refunded under sub-regulation(a) by any Board employee.

CHAPTER - II

DEFINITIONS

9. In these Regulations unless the context otherwise requires -

- (1) ACT means the Electricity (Supply) Act, 1948.
- (2) ABSENTEE means an employee absent from the post on which he has a lien, either on leave, or on deputation to another post, or on special duty unconnected with his own post or on joining time during transfer to another post or under suspension.
- (3) ACTUAL TRAVELLING EXPENSES means the actual cost of transporting an employee, with his servants and personal luggage including charges for ferry and other tolls, if paid and for carriage of camp equipment where necessary. It does not include charges for hotels, dak bungalows, or refreshments or for the carriage of stores or conveyances, or for presents to drivers and the like, or any allowance for such incidental losses of expenses as the breakage of crockery, the wear and tear of furniture, the entertainment of domestic servants, etc.
- (4) AGE for the purpose of these Regulations shall be computed from the date of birth of an employee, evidence of which shall be produced by the employee at the time of his employment or within such period as the appointing authority may direct.

Note:- See regulation 278.
- (5) APPRENTICE means a candidate selected by the Board for training in a trade or business and paid at monthly rate during such training with a view to employment in the Board service. A person who

is employed in or against a substantive or temporary vacancy in any cadre under the Board is not an apprentice.

(6) Deleted

(7) Deleted

(8) BOARD means the Karnataka Electricity Board constituted under Section 5 of Electricity (Supply) Act, 1948, (Act LIV of 1948).

(9) CADRE means the strength of a service or part of a service sanctioned as a separate unit.

(10) Deleted

(11) CAMP EQUIPMENT means tents and the requisites for pitching and furnishing them or where tents are not carried, such articles of camp furniture including tools and plant as it may necessary in the interest of the Board service for an employee to carry with him on tour.

(12) CLASS AND GRADE appointments are said to be in the same 'class' when they bear the same designation, or have been declared by the Board to be in the same class, appointments in the same class are some times divided into 'Grades' according to pay.

(13) CONTINUOUS SERVICE means the total service comprising only periods of duty and leave with allowances put in by an employee from the beginning of his service, without any break and if there are breaks, the total period of such service since the last break.

Note:- See Note (2) to regulation 4.

(14) COMPENSATORY ALLOWANCE means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes travelling allowance, but does not include a sumptuary allowance nor the grant of a free passage by sea to or from any place outside India.

(15) COMPETENT AUTHORITY in relation to the exercise of any power means the Board or any lower authority to which the powers delegated by the Board.

(16) DAY means a calendar day, beginning and ending at midnight; but an absence from head quarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

(17) DUTY Duty includes -

(a) Service rendered as a probationer, or period of successful training of an apprentice provided that such periods are continuous and are followed by regular employment.

Note:- The term 'Probationer' in this regulation does not cover an employee who holds a temporary or permanent post in a cadre and is merely appointed on 'Probation' to another post. Such an employee is not a probationer and the service rendered by him while on probation counts as duty for all purposes of these Regulations without any restriction or limitation.

(b) Joining time.

Note:- If an employee has handed over charge of a post on receipt of orders of transfer and if, immediately thereafter the orders of transfer are held in abeyance or cancelled, the period of compulsory waiting necessitated by such abeyance or cancellation of the order should be treated as duty.

(c) Time spent on a course of instruction or training authorised by the Board.

Note:-(1) The time reasonably required by an employee for the journeys between the place of instruction or training and his head quarters immediately before and after the period of instruction or training should be treated as part of that period.

(2) Where an employee deputed for training is required to attend an interview before actually joining the course of instruction or training, the period intervening the date of interview and the date of actual joining may be treated as duty under special orders of the Board.

(d) Period occupied in attending an examination / test in the Kannada language, an obligatory departmental examination, or any examination which an employee must pass to become eligible for a higher post in any branch of the Board service, including the time reasonably necessary for the journeys to and from place of examination, not more than twice in respect of each such examination.

Note:- Where an examination is taken in interruption of leave or immediately after leave, the time occupied in appearing for the examination, including the time necessary for going to and from the place of examination, shall be treated not as duty, but as leave. If the examination takes place immediately before leave, the leave shall be held to have commenced from the date following that of the completion of the examination.

(e) The period intervening the date on which an employee on appointment to Board service reports himself at the place of posting or any other place prescribed, for receiving orders to take charge of specified post and the date on which he takes charge of his duties; provided that the interval between the dates of receipt of orders and assumption of duties does not exceed the joining time that would have been admissible if the employee had already been in the service of the Board.

(f) 'Period' spent by an employee awaiting orders of posting after reporting for duty on return from leave, training, deputation or foreign service; provided that such waiting is held by the Board as unavoidable.

- (g) (i) In the case of employees who are selected for participating in sporting events of National/International importance (as per the list of recognised National Sports Federation under part I of APPENDIX VIII), the period of actual days on which they participate in the events as also the time spent in travelling to and from such tournaments/meets shall be treated as 'duty'. The period spent for any pre-participation coaching camp is held in connection with the above mentioned events and the Board employee is required to attend the same.
- (ii) The period of absence of the employees selected as manager/coach for the team participating in sporting events of National / International importance.
- (18) EMPLOYEE means a person employed on monthly rate of pay in any pensionable establishment under the Board.
- (19) FAMILY See regulations 221, 226, 362 and 406 and also as defined in relevant other Regulations as the case may be.
- (20) FEES means a recurring or non-recurring payment to an employee from other than Board funds, consolidated Fund of State/India, as remuneration for performing a specified service or services for a private person or body or for a public body including a Local Fund.
- (21) FIRST APPOINTMENT includes the appointment of a person not at the time of holding any appointment under the Board even though he may have previously held such appointment.
- (22) FOREIGN SERVICE means in which an employee receives his pay with the sanction of the Board from any source other than the Board Funds.
- (23) HOLIDAY means a holiday prescribed or notified by the Board as such:

In relation to any particular office of the Board includes a day on which such office is ordered to be closed by a competent authority for the transactions of its business without reserve or qualification.

- (24) **HONORARIUM** means a recurring or non-recurring payment granted to an employee from the Funds of the Board, the consolidated Fund of the State/India as remuneration for special work of an occasional or intermittent character.
- (25) **HOUSE RENT ALLOWANCE** means an allowance granted to an employee for defraying wholly or partially the rent payable for his personal residence.
- (26) **JOINING TIME** means the time allowed to an employee to join new post or to travel from an old station to a new station to which he is transferred in the interest of Board service.
- (27) **LEAVE SALARY** means the pay and allowances admissible to an employee on leave.
- (28) **LIEN** means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.
- Note:-** The Board may permit an employee to retain a lien on a temporary post in special cases, such as absence on study or training outside India.
- (29) **LOCAL ALLOWANCE** an allowance granted on account of the expensiveness or other adverse conditions of a locality.
- Note:-** The construction allowance paid to employees engaged on construction works is a local allowance.
- (30) **MEDICAL ATTENDANT** See Medical Attendance Regulations.
- (31) **MINISTERIAL EMPLOYEE** means an employee whose duties are entirely clerical and any other class of employees specially defined as such by the Board.
- (32) **MONTH** means a calendar month.

Note:- 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.

Explanation:- In calculating a period of 3 months and 20 days from 25th January, 3 months should be taken as ending on 24th April and the 20 days on 14th May. In the same way, 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 the 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 extend a period of 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).

- (33) **OFFICIATE** an employee officiates in a post when he performs the duties of a post on which another employee holds a lien. A competent authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.
- (34) **PAY** means the amount drawn monthly by an employee as the Pay, Special Pay, Personal Pay and any other emoluments which may be specifically classed as pay by the Board which has been sanctioned for a post held by the employee substantively or in an officiating capacity or to which the employee is entitled by reason of the position in a cadre.

Note:- (1) The pay granted over and above the maximum of a time scale of pay from time to time in accordance with the regulations shall be treated as pay for regulating pay on promotion to higher post and for regulating the payment of leave salary, travelling allowance, dearness allowance and for calculation of pension.

- (35) PENSION means an allowance payable every month to an employee on his retirement/discharge from Board service falling under the ambit of four classes named in Regulation 194. Except when used in contradistinction to gratuity, 'Pension' includes gratuity. It also includes Death-cum-Retirement Gratuity unless the subject or context implies otherwise.
- (36) PERMANENT POST means a post carrying a definite rate or scale of pay sanctioned without limit of time.
- (37) PERSONAL PAY means additional pay granted to an employee -
- (a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure 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:- The personal pay arising during the fixation of the pay of the revised scale of pay granted by the Board to group A and B and group C and D employees of the Board shall be absorbed on promotion or on further revision of the scale of pay in which the Board employee has been fixed or in the last stages of increments in the scale.

- (38) PRESCRIBED DATE means the date on which these Regulations came into force.
- (39) PRESUMPTIVE PAY OF A POST when used with reference to any particular employee; means the pay to which he would be entitled, if he had held the post substantively and were performing its duties.
- (40) PROBATIONER means an employee appointed on probation in or against a substantive vacancy in any cadre of the Board.

Note:- (1) See Note under clause (a) of Regulation 9.(17)

(2) No person appointed substantively to a permanent post in 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 passing of certain examinations.

(3) The status of a probationer is to be considered as having the attributes of a substantive status except where the regulations prescribe otherwise.

(41) **PUBLIC CONVEYANCE** means a train or other conveyance which plies regularly for the conveyance of passengers.

Note:-(1) Carts are not regarded as public conveyances for the purpose of travelling allowance Regulations.

(2) The test to be applied is whether the conveyance belongs to a regular established line of carriages running a regular course and not deviating therefrom according to the wishes of passengers.

(42) **SPECIAL PAY** means an addition, of the nature of pay attached to a post held by an employee, granted in consideration of :-

(a) the specially arduous nature of the duties;

or

(b) a specific addition to the work or responsibility;

or

(c) the unhealthiness of the locality in which the work is performed.

(43) **STAGNATION INCREMENT** means the increment over and above the maximum of the sanctioned time scale of the post granted to an employee in consideration of the stagnation on the maximum pay of such post.

- (44) **STATE GOVERNMENT** means the Government of Karnataka and State means Karnataka State.
- (45) **SUBSISTENCE ALLOWANCE** is an allowance in lieu of pay given monthly to an employee who is placed under suspension pending enquiry into his conduct.
- (46) **SUBSTANTIVE PAY** means the pay, other than special pay, personal pay, or emoluments classed as pay by the Board to which an employee is entitled to on account of a post to which an employee has been appointed substantively or by reason of the substantive position in a cadre.
- (47) **SUBSTANTIVE APPOINTMENT** means the appointment of an employee against a vacant permanent post on a permanent basis.
- (48) **TECHNICAL PAY** means pay granted to an employee in consideration of the fact that he has received technical training outside India.
- (49) **TEMPORARY POST** means a post carrying a definite rate or scale of pay, sanctioned for a limited time.
- (50) **TENURE POST** means a permanent post which an individual employee may not hold for more than a limited period without reappointment.

Note:- In case of doubt, the Board will decide whether a particular post is or not a tenure post.

- (51) **TENTATIVE CANDIDATE** means an employee appointed temporarily outside the Regulations of recruitment applicable to the cadre to which the post belongs.

Note:- The entertainment of tentative candidates being a stop-gap arrangement, their appointments are purely temporary, liable, or to be terminated without notice. During the period of their retention in Board service, they are eligible in addition to pay and compensatory allowance

only for increments and leave benefits under the regulations applicable to temporary employees.

- (52) (a) TIME-SCALE PAY means pay which, subject to any conditions prescribed in these Regulations or any other Regulations made under Section 79(c) of Electricity (Supply) Act, 1948, rises progressively by periodical increments from a minimum to a maximum.
- (b) 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.
- (c) A post is said to be on the same time-scale as another post in a time-scale, if the two time-scales are identical and the posts fall within a cadre, or 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 establishment, 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.
- (53) TRAVELLING ALLOWANCE means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interest of Board Service or on other occasions recognised for the purpose. It includes allowances granted for the maintenance of conveyances, and also those granted to the employees and/or to their families for journeys covered by section D and E of the chapter XVI.

CHAPTER - III

GENERAL CONDITIONS OF SERVICE

First Appointment

10. (a) Except as provided by this Regulation, no person may be appointed temporarily or permanently to a post in Board Service for the first time without a Medical Certificate of health signed by a Medical Officer not inferior in rank to an Assistant Surgeon (Gazetted), Medical Consultant of the Board. This certificate should be annexed to the first bill submitted for the pay of the employee in the prescribed form.
- (1) I do hereby certify that I have examined Sri/Smt..... a candidate for employment in the Karnataka Electricity Board and that I cannot discover that he has any disease, communicable or otherwise, constitutional weakness, or bodily infirmity except..... I do not consider this disqualification for the employment of Sri/Smt..... in the office of the
- (2) I am also satisfied by personal examination (or from certificate produced by Sri/Smt.....) that he/she was vaccinated (or revaccinated) within one week prior to the date of this certificate.
- (3) Sri/Smt's. age is according to his / her own statementyears and by appearance about years.

Note:- (1) In the case of a candidate for appointment in group C and group D service, the examining medical officer should arrange to have the left hand thumb impression of the candidate recorded in his presence in the cage to be provided at the foot of the form prescribed in this Regulation and appended the following declaration above his signature.

Presence this day of 19.....

- (2) In the case of women employees of the Board, the certificate granted by Lady Medical Officers not lower in

rank than an Assistant Surgeon (Gazetted) shall be accepted.

- (3) The certificate issued by the Board's Medical Consultant, shall be accepted.
- (b) The vaccination certificate is not required in any case from a candidate who bears marks of small pox and who produces a certificate signed by two respectable persons that to their personal knowledge, he was attacked with small pox after he had completed his tenth year.
- (c) The Board may, in any individual case for sufficient reasons dispense with the production of the certificate prescribed in this Regulation.
- (d) The authority competent to appoint may, in the case of persons appointed temporarily for periods less than three months or reappointed after a break of not more than a year, dispense with the production of the certificate prescribed in this Regulation at its discretion.

Note:- A record of the service shall be opened for every employee on his first appointment in the form prescribed by the Board from time to time.

In regard to classification of employees under group A, group B, group C and group D, see Appendix - I

Charge of Office

11. Unless for special recorded reasons which must be of a public nature, the authority under whose order the transfer takes place, permits or requires it to be made in any particular case elsewhere or otherwise, the charge of an office must be made over at its head-quarters, both the relieving and the relived employees being present.

Head Quarters

12. As a general rule and subject to any special orders to the contrary in

particular cases, the headquarters of an employee on the staff of the Board office are the headquarters of that office.

The headquarters of any other employee are either the station which has been declared to be his headquarters by the competent authority, or in the absence of such declaration, the station where the records of his office are kept.

Whole time Employment

13. Unless in any case it be otherwise distinctly provided, the whole time of an employee is at the disposal of the Board, 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 Board Funds or from the consolidated Fund of the State.

Leaving Jurisdiction

14. No employee is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority. Any employee under the Board who is competent can permit any subordinate employee to proceed beyond the limits of the latter's charge but within his jurisdiction.

Note:-(1) The Regulation does not apply to cases where an employee in order to shorten his journey to some places within his jurisdiction, has to pass through stations outside his jurisdiction.

(2) Journeys beyond jurisdiction to give evidence in a Court of Law or to attend departmental examinations do not require sanction under this Regulation.

(3) Journeys beyond jurisdiction to give evidence or to attend departmental enquiry do not require sanction under this Regulation.

15. For proceeding beyond the limits of the jurisdiction of an employee, the next jurisdictional higher authority and in case of limits outside the State, sanction of the Board is necessary respectively.

Substantive Appointments

16. (a) Two or more employees cannot be appointed substantively to the same permanent post, at the same time.
- (b) An employee cannot be appointed substantively to two or more permanent posts at the same time.
- (c) An employee cannot be appointed substantively to a post on which another employee holds a lien.

Note:- A post vacated by a dismissed employee should not be filled in substantively till the time for appeal is over, or if an appeal is filed it is disposed of.

Lien on Substantive Appointments

17. An employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired to any other post.
18. Unless his lien is suspended under Regulation 19, an employee holding substantively a permanent post retains a lien on that post:-
 - (i) While performing the duties of that post;
 - (ii) While on foreign service, or holding a temporary post, or officiating in another post;
 - (iii) during joining time on transfer to another post, unless he is transferred subsequently 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;
 - (iv) while on leave, and
 - (v) while under suspension.

Suspension of Lien and Provisional Substantive Appointments

19. (a) the Board may suspend the lien of an employee on a permanent post which he holds substantively if :-

- (1) he is appointed to a tenure post in a substantive capacity, or
 - (2) he is transferred temporarily to a permanent post outside the cadre on which he is borne for not less than 3 years, or
 - (3) he is appointed provisionally, to a post on which another employee would hold a lien and his lien not been suspended under this sub-regulation.
- (b) The Board may at its option, suspend the lien of an employee on a permanent post which he holds substantively if he is deputed out of the state or is transferred to foreign service, or is transferred in circumstances not covered by sub-regulation (a), temporarily to a post in another cadre, provided that in all 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.
- (c) Notwithstanding anything contained in sub-regulation (a) or (b), an employee's lien on a tenure post may in no circumstances be suspended. If he is appointed provisionally to another permanent post, his lien on the tenure post must be deemed to have terminated.
- (d) If an employee's lien on a post is suspended under sub-regulation (a) or (b), the post may be filled provisionally and the employee appointed to hold it provisionally shall acquire a provisional lien on it; provided that the arrangements shall be reversed as soon as the suspended lien revives.

Note:- When a post is filled provisionally under this clause, the appointment will be termed as a provisionally substantive appointment. The employee so appointed will hold a provisional lien on the post and that lien will be liable to suspension under sub-regulation (a) but not under sub-regulation (b).

- (e) An employee's lien which has been suspended under sub-regulation (a) shall revive as soon as he ceases to hold a lien on a post of the nature specified in regulation 19(a).

- (f) An employee's lien which has been suspended under sub-regulation (b) shall revive as soon as he ceased to be on deputation out of the State, or on foreign service, or to hold a post in another cadre, provided that a suspended lien shall not revive because the employee takes leave if there is reason to believe that he will, on return from leave, continue to be on deputation out of Karnataka, or 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 continue to hold a post of the nature specified in Regulation 19(a).

Note:-(1) Only one provisionally substantive appointment is permissible against one permanent post. A provisionally substantive appointment is permissible against a vacant permanent post.

- (2) The lien of an employee cannot be suspended while he is on probation in another post. If the employee completes the period of probation satisfactorily, suspension of lien may be made with retrospective effect from the date on which the employee was transferred to the post provided that the conditions in sub-regulation (b) above are otherwise satisfied.

Transfers between posts

20. (a) The Board may transfer an employee from one post to another; provided that, except:-

- (1) as a penalty imposed for misconduct, or
- (2) on his written request,

An employee shall not be transferred substantively to, or except in a case covered by Regulation 49, 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 Regulation 19.

- (b) Nothing contained in sub-regulation (a), or in sub-regulation (28) of Regulation 9 shall operate to prevent the transfer of an employee to the post on which he would hold a lien, had it not been suspended in accordance with the provisions of sub-regulation (a) of Regulation 19.

Maximum leave of absence

21. (a) No employee shall be granted leave of any kind for a continuous period exceeding five years.
- (b) where an employee does not resume duty after remaining on leave for a continuous period of five years, or where an employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of the leave granted to him exceeds five years, he shall, unless the Board in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned and shall accordingly cease to be in Board employ.

Subscription to service funds

22. An employee may be required to subscribe to a Provident Fund, a Family Pension Fund or other similar fund in accordance with such Regulations as the Board may by order prescribe.