

**KERALA INSTITUTE OF LOCAL ADMINISTRATION
MULAMKUNNATHUKAVU, THRISSUR – 680581.**

SERVICE RULES AND SERVICE BYE-LAWS

Under Rule 29(6) of the rules of the Kerala Institute of Local Administration, the Governing Council hereby makes and adopts the following service bye-laws.

CHAPTER – I

PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT:

(i).These rules shall be called the Kerala Institute of Local Administration, Service Rules and bye-laws.

(ii).They shall be deemed to have come into force on the 1st January 1991

2. GENERAL SCOPE AND APPLICATION:

1) These bye-laws shall apply to every employee of the Institute.

2) When any doubt arises as to the interpretation or application of any of these rules, the matter shall be referred to the Executive Committee and its decision shall be final.

3) The Executive Committee may make such special provisions regarding possible specific conditions of service as it considers necessary for a limited period.

3. DEFINITIONS:

1. In these rules and bye-laws, unless the context otherwise requires

a) Director General means the Director General of the Institute who will be the administrative and academic head of the Institute

b) Academic staff means staff who are appointed to the posts of Director General, Director, Chair Professor, Professor, Senior Fellow, Associate Professor, Assistant Professor, Fellow, Lecturer, Deputy Director, Librarian, Assistant Director (Training), Research Associate, Assistant Librarian, Training Coordinator, Research Assistant, and such other posts as may be included under this category from time to time.

c) Administrative staff: means staff other than the academic staff as specified in clause (b).

d) Governing Council means: Governing council of the Institute.

e) Chairperson means: the Chairperson of the Governing Council of the Institute.

f) Vice Chairperson means: Vice Chairperson of the Governing council

g) Chairperson of the Executive committee” means Chairperson of the Executive Committee of the Institute.

h) Executive Committee means the Executive Committee of the Institute.

i) Appointing authority: In relation to any post under the Institute means the authority competent to make appointment to that post under byelaw 6.

j) Borrowed employee means an employee of any authority whose services are obtained by the institute by loan.

k) Deputation Employee: is an employee whose services are obtained on deputation basis

l) Contract employee means an employee, whose services are engaged by the institute on contract basis for a particular period and purpose.

m) Employee: means a person serving the Institute in any post specified in the schedule.

n) Pay means the pay admissible on the relevant dates and includes special pay and personnel pay. In case of borrowed employees / Deputation employee, it shall not include any other allowances, fee or honorarium

o) Permanent post: Permanent post means a post sanctioned with pay scale and without limit of time

p) Sanctioning Authority means:

In relation to Class I posts: The Executive Committee subject to approval of Government

In relation to Class II posts: The Executive Committee

In relation to Class III posts and Class IV posts: the Director General

q) Competent authority in relation to the exercise of any power means the Executive Committee, Director General or any authority to which the power has been delegated.

r) Joining time: means the time allowed to an employee to join duty to a particular post.

s) Month: means a calendar month.

t) Year: means the financial year which begins on April 1st and ends on March 31st of the following year.

u) Holiday: means a holiday declared by the Government or The Institute.

v) Officiate: An employee officiates in a post when s/he performs the duties of a post in which another person holds a lien. The appointing authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which the other employee holds a lien.

w) Honorarium: means a recurring or non-recurring payment granted to a consultant or resource person or others working under any project or scheme from the Institute as remuneration for such special work as may be determined by the Director General from time to time.

x) Leave salary: means the monthly amount payable by the Institute to an employee who is on eligible leave.

y) Time Scale of Pay: means pay which, subject to any condition prescribed in these rules, rises by periodical increment from a minimum to a maximum. It includes the class of pay hitherto known as progressive.

Note :**(a)** Timescales are said to be identical if the minimum, the maximum, the period and the rate of increment of the time-scale are identical.

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

z) Basic pay: means the pay of the employee fixed in the grade in which he/she is posted in a time scale of pay.

aa) Travelling Allowance: means an allowance granted to an employee to cover the expenses which he/she incurs in travelling in connection with the affairs of the Institute.

ab) Schedule means: The schedule forming part of the HR policy to these Bye-laws.

ac) Registrar means such officer of the Institute as may be appointed on the advice of the Executive committee.

ad) Temporary post: Temporary post means a post carrying a definite rate of pay sanctioned for a limited time.

ae) Institute means the Kerala Institute of Local Administration, its HeadQuarters in Thrissur and all other centres, present and future.

af) Probationer: A person on probation on a post is one appointed to a post for determining his/her suitability and capacity for eventual substantive appointment to the post.

ag) Lien: means the title entitlement of an employee to continue to hold substantively, either immediately or on termination of a period of absence, a permanent post to which s/he was appointed substantively.

ah) Foreign Service: means service in which an employee receives his/her pay and allowances from any other institution, with the sanction of KILA.

ai) Charge arrangement: The Director General may by an order entrust duties and responsibilities of a post to another employee in the absence of the person officiating in that post. In the case of absence of Director General, for short periods the Director, of its Centre in Kottarakkara (KILA-CHRD) will hold charge and for a longer period the appointing authority shall make suitable charge arrangements.

aj) Entry post: means the post in which an employee is initially appointed in the Institute's service by direct recruitment.

ak) Committee: means various committees constituted by the Director General to oversee the academic, training research and administrative aspects of the institute.

al) HR Policy: means policy document approved by the Governing Council containing, recruitment, qualification of staff, service conditions, promotion policy etc. and same shall be construed as an integral part of this Bye-laws, adopted by Governing Council and as amended from time to time.

am) Consultancy: means engagement of a person for which an expert is engaged for providing assistance to KILA for taking up any work assignment, project, research, studies, surveys etc.

CHAPTER – II.

CREATION AND GRADATION OF POSTS.

4. TYPES OF POSTS:

- a) Permanent post
- b) Temporary post

5. GRADES AND CATEGORIES OF POSTS:

Number and Duties of Post:

1. Permanent post under the Institute shall be of the classes and categories specified in the schedule as part of the HR Policy.
2. The Governing Council shall have the powers to create or abolish permanent posts in Class I, II, III and IV other than Director General with the permission of Government.

NOTE.

The classification of posts in terms of Class I,II,III ,and IV shall be the same as classified by the Government of Kerala from time to time. All references to Class I, II, III and IV in these bye-laws and other bye-laws shall be construed as to classes specified in the Kerala Service Rules.

3. The Executive committee may create a Temporary post as laid down in HR Policy.
4. The Director General may engage any person on consultancy basis for the execution of any work, assignment, project, research, studies, surveys etc.
5. The Director General shall have the powers to determine the duties attached to any post in any category.

CHAPTER – III

RECRUITMENT

6. APPOINTING AUTHORITIES:

The Appointing Authority shall be:

1. Government in respect of the Director General.
2. Director General in respect of all permanent posts with the approval of Executive Committee.
3. Director General in respect of all temporary posts and consultancy engagements in projects, studies, programs or any other special activities.

7. METHODS OF RECRUITMENT:

1. Appointment to a post under the Institute may be made:

- (i) By Direct Recruitment.
- (ii) By Deputation
- (iii) By promotion.
- (iv) By appointment of a borrowed employee or transfer
- (v) By Contract appointment
- (vi) Temporary engagement on consultancy

2. Mode of recruitment and qualifications in respect of various posts shall be as stipulated in the HR Policy.

3. Those who are already in the service of the Institute will be eligible to apply for any post proposed to be filled up by direct recruitment if s/he is eligible to apply for the post.

4. Director General may engage experts, resource persons and others for specific tasks and projects, based on requirements as laid down in clause 8(4) of KILA Rule.

5. The Executive Committee in special circumstances may determine a particular mode of recruitment to a particular post or category of posts in the interest of the Institute.

8. DIRECT RECRUITMENT:

The appointing authority may make appointments to any post by direct recruitment following the procedures as laid down in HR policy.

9. POSTING BY DEPUTATION:

An employee may be appointed on deputation to any post on such terms and conditions as governed by the deputation rules prevalent in Government or the rules framed by the Institute as and when they are framed.

10. PROMOTION:

Promotion to a permanent post in any class or grade shall be made following the procedures as laid down in the HR Policy of the Institute.

11. APPOINTMENT OF BORROWED EMPLOYEE/ APPOINTMENT BY TRANSFER:

A borrowed employee or an employee on transfer may be appointed to any permanent post on such terms and conditions as the appointing authority may deem proper with the concurrence of the Executive committee.

11-(1) Contract Appointment/ Temporary engagement: The appointing authority may appoint any person to a permanent or temporary post on contract basis following the procedures as laid down in the HR Policy of the Institute.

12. QUALIFICATIONS:

Qualifications for various posts shall be as stipulated in the HR Policy approved by the Governing Council from time to time.

13. CHARACTER AND ANTECEDENTS:

The appointing Authority shall be satisfied that S/he possesses good character and antecedents.

14. SELECTION:

Selection to each post will be done by following the procedures as laid down in the HR Policy of the Institute.

CHAPTER IV: TENURE.

15. PROBATION:

1. Every person appointed to a post under the Institute after the commencement of these bylaws, whether by promotion or by recruitment, shall be on probation in such post for a period of One year
2. Provided that the appointing authority can extend the period of probation for a further period not exceeding one year if found necessary, the reason thereof to be recorded in writing.

Where a person appointed to a post under the Institute on probation is found unsuitable for holding that post, or has not completed her/his period of probation satisfactorily, the appointing authority may

- i) In the case of a person appointed by promotion, revert her/him to the post held by her/him immediately before such appointment.
- ii) in the case of a person appointed by direct recruitment, terminate his/her services under the Institute without further notice.
- iii) If a person is found unsuitable for holding the post during the probation period including the extended period above or has not completed the

prescribed period of probation satisfactorily, his/her services will be terminated/ reverted to earlier post giving due notice.

- iv) If the person had already completed probation in another post at the Institute, s/he will have the option to join that post, if vacant.

16. SENIORITY:

Seniority of permanent employees of the Institute in each category will be determined by the conditions stipulated in the HR Policy.

17. SUBSTANTIVE APPOINTMENT:

No employee shall be appointed on substantive basis to any post unless:

1. Such post is permanent and nobody else has been substantively appointed to it; and
2. The service of the employee under the Institute is approved by the appointing authority.

18. TERMINATION OF SERVICE:

Termination of service of an employee shall be done by following the procedures as laid down in the HR Policy of the Institute.

19. RETIREMENT:

Retirement of an employee shall be done by following the procedures as laid down in the HR Policy of the Institute

20. RESIGNATION:

Resignation of an employee shall be done by following the procedures as laid down in the HR Policy of the Institute

CHAPTER V: PAY

21. INITIAL PAY:

1. An employee shall on his/her appointment to a post on a time scale of pay draw at the lowest stage of time scale.

Provided the sanctioning authority may decide subject to sub-rule (2) below that Employee shall draw pay at any higher stage.

2. Fixation of pay of employees, appointed/promoted to a new post involving the assumption of duties or responsibilities of greater importance or otherwise/transferred to another post on account of inefficiency or misbehaviour or on request will be regulated according to the rules followed by the Government of Kerala from time to time.

22. INCREMENTS:

The increment of pay shall be fixed by following the procedures as laid down in the HR Policy of the Institute.

23. SERVICE FOR INCREMENTS:

Following services shall count for increments in the time scale of a post.

- i. Duty in that post or in any other post of the same or higher grade, whether continuous or not.
- ii. Duty in as equivalent or higher post in foreign service; and
- iii. Leave, other than extraordinary leave.

Provided that the Sanctioning Authority directs that extra ordinary leave shall also count for increments if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee.

24. LEAVE SALARY DURING LEAVE:

1. Leave Salary during leave will be admissible to permanent employees of the Institute on the same rates and conditions as admissible to the employees of the Government of Kerala from time to time. In the case of contract employees, they will be deemed as permanent employees for the purpose of calculation of leave salary.

2. A permanent employee on study leave (for such study leave where the institute has deputed him/her) shall draw pay at such rate as may be specified by the Executive Committee.

Provided the rates of study allowance laid down by the Executive Committee are not made more liberal than those existing under the Government of Kerala.

3. No Pay shall be admissible to an employee on extra ordinary leave.

25. SPECIAL PAY, HONORARIUM AND FEE:

The Executive Committee may sanction to an employee, such special pay, honorarium or fee and on such conditions as it may deem fit subject to the approval of the Government.

26. DRAWAL OF PAY:

1. An employee shall be entitled to draw the pay of the post to which he/she is appointed from the date on which he/she assumed charge of that post if the charge is transferred before noon of that date. If his/her charge is transferred in the afternoon, his/her shall draw pay from the following day.

2. Pay in respect of any month shall become payable on the first working day of the following month.

3. An employee resigning from the service of the Institute without the notice prescribed by the bye-law shall not, unless, the Appointing Authority directs otherwise, be allowed to draw pay due but not drawn.

Provided that the pay so not allowed to be drawn shall not exceed the pay for one month.

4. Pay revision shall be implemented as applicable to those of state government employees as per the decision of the Governing Council, subject to the approval of government.

CHAPTER VI: ALLOWANCES

27. KINDS OF ALLOWANCES:

5.14 The following allowances will be admissible to the employees of the Institute on the same rates and conditions as are admissible to the employees of Government of Kerala from time to time.

[i] Dearness Allowance [ii] House Rent Allowance [iii] Bicycle Allowance [iv] Uniform Allowance [v] Washing Allowance (vi) Conveyance allowance [vii] Other eligible allowance declared by Government (if applicable)

28. SUBSISTENCE ALLOWANCES:

An employee under suspension shall be entitled to payments, as prescribed in the Kerala Service Rules, as amended from time to time in the case of the State Government employees under suspension.

29. TRAVELLING ALLOWANCE AND DAILY ALLOWANCE:

An employee of the Institute shall be entitled to travelling allowance and daily allowance etc. on the same rates and conditions as are applicable to employees of the Government of Kerala from time to time.

Considering the special nature of being a training institute of national and international stature, the Director General is authorised to decide on the staff's eligibility of using various modes of travel and rates as per requirement.

In the case of persons engaged under projects, research studies, localized trainings etc. the eligible DA and TA shall be fixed by the Director General from time to time considering the requirements, nature of work and the provisions in the project.

CHAPTER VII: MEDICAL FACILITIES

30. MEDICAL FACILITIES:

An employee shall be entitled to such medical facilities as are available to state Government employees from time to time.

CHAPTER VIII: LEAVE

31. LEAVE:

Permanent employees of the Institute shall be entitled to all kinds of leave including unutilised earned leave on retirement and leave salary in case of death in service on the same terms and conditions as are admissible to the employee of Government of Kerala from time to time.

32. PROCEDURE FOR GRANT OF LEAVE:

1. An employee shall, before proceeding on leave, make an application in the form prescribed and shall also state in writing his/her address while on leave and shall keep the Institute informed of any subsequent change in such address.
2. The Director General shall be the competent authority to dispose all applications; for leave other than study leave. In the case of Director General, except for casual leave, the chairperson of Executive Committee shall be the competent authority to sanction leave, other than study leave.
3. An application for study leave shall be considered and disposed of by the Executive Committee.
4. The Institute shall maintain a leave account in respect of every employee.

CHAPTER IX: RETIREMENT AND OTHER BENEFITS.

33.1.PROVIDENT FUND SCHEME:

33.1.1 . KILA GPF Scheme

KILA GENERAL PROVIDENT FUND scheme as framed and came into force shall be applicable to those employees of KILA who joined before 1st April 2013 in KILA HQ. All employees in various centres who have joined after 01st April 2013 shall be eligible for enrolling to KILA GPF Scheme.

33.1.2 Employees Provident Fund Scheme

The Employees Provident Fund scheme, as approved by the Regional Provident Fund Commissioner, is implemented with effect from 30/09/1990 for the employees of erstwhile SIRD renamed KILA CHRD who have joined up to 31 March 2013.. All the rules and conditions stipulated by the Employment Provident Commissioner will be applicable to the employees of the Institute.

33.2 Gratuity cum Retirement benefit scheme .

i) Gratuity cum Retirement benefit scheme approved as per the G O (Ms) no. 82/2005/LSGD dated 22.3.2003 shall be applicable to all employees of KILA through LIC of India.

33.3 Pension Benefits

33.3.1 KILA Pension Scheme.

a) As per the G.O.(Ms)No.183/2014/LSGD Dated, 24.10.2014, the self-Financing KILA Employees Pension Scheme shall be applicable to the regular employees of KILA HQ who joined in the service of KILA on or before 31.03.2013.

b) National Pension System implemented by Government of Kerala vide G.O.(P) No.20/2013/Fin dated 07.01.2013 shall be applied to the employees who were appointed in service of KILA On or after 01.04.2013.

c) The Employee of erstwhile SIRD (those who have joined upto 31 March 2013) shall be eligible for Pension benefit of Employee Provident Fund Scheme.

CHAPTER X: GENERAL CONDITIONS OF SERVICES

34. WHOLE TIME EMPLOYMENT

1. The whole time of an employee shall be at the disposal of the Institute and s/he may be employed by the institute for the performance of such duties as may be assigned to him.

2. Without prejudice to the generality of Clause 1

i) an employee may be sent on deputation or required to undergo a course of study or instruction within or outside the country

ii) an employee may be required to serve the Institute at any place and in any post not lower than the post to which s/he is substantially appointed.

CHAPTER XI: DISCIPLINE

35. SUSPENSION

3.1 Kerala Civil Service classification, control and Appeal KCSCC&A) Rules applicable to Government of Kerala employees as amended from time to time will be followed by the Institute in so far as procedure for conducting of disciplinary proceedings is concerned.

3.2 Suspension:

1) The appointing authority or any other authority superior to that authority may place an employee under suspension and will take effect from the date of order.

(i) Where a disciplinary proceeding against an employee in respect of serious charge likely to result in a major penalty being inflicted, is contemplated or is pending, or;

(ii) Where a case against him/her in respect of any criminal offence is under investigation or trial.

2) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of his/her detention, and shall remain under suspension until further orders from the competent authority.

3) An order of suspension made or deemed to have been made under this rule may at any time be revoked by the authority which made or is deemed to have made it or by any superior authority.

4) A permanent employee under suspension or deemed to have been placed under suspension by an order of the appointing authority is entitled to the subsistence allowance as applicable to the Government employees

36. PENALTIES

Penalties as contemplated in the Kerala Civil Services (Classification Control and Appeal) Rules ,1960 as amended from time to time will be applicable to the employees of the Institute.

37.PROCEDURE FOR DISCIPLINARY ACTION.

Kerala civil Services (Classification, control and Appeal) Rules as amended from time to time shall be followed by the Institute in so far as procedure for conducting of disciplinary proceedings is concerned.

38.SPECIAL PROVISION REGARDING DEPUTATION/BORROWED EMPLOYEE

1.Where an order of suspension is made or a disciplinary proceeding is commenced against a borrowed/deputation employee the lending authority shall forthwith be informed of the circumstances leading to the order of suspension or commencement of the disciplinary proceedings, as the case may be.

2.In the light of the findings in the disciplinary proceeding taken against such employee: -

(i) If the authority imposing the penalty is of the opinion that any of the major penalties should be imposed on him/her, it shall replace his/her services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action it deems necessary; and

(ii) If the authority imposing the penalty is of the opinion that any other penalty should be imposed on him/her it may, after consultation with the lending authority, pass such orders or the case as it deems necessary. Provided that in the event of a difference of opinion between the lending authority and the authority imposing the penalty the service of the employee shall be replaced at the disposal of the lending authority.

Explanation: In the bye-law the expression “Lending authority” means the authority which has placed the services of the borrowed employee of the disposal of the Institute.

Chapter XII:APPEALS AND REVIEW

39. APPELLATE AUTHORITY:

An appeal shall lie from any original order made by the Director General to the Executive Committee, and from an order made by an authority equivalent to or lower than the Director to the Director General.

40. PERIOD OF LIMITATION FOR APPEALS:

No appeal shall be entertained unless it is submitted within a period of one month from the date on which the order appealed against is communicated to the person concerned.

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

41. FORM AND CONTENTS AND SUBMISSION OF APPEAL:

- i) Every person submitting an appeal shall do so separately and in his/her own name:
- ii) The appeal shall be addressed to the appellate authority and shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- iii) Every appeal shall be submitted to the Director General who shall, unless he is himself the appellate authority transmit it to the appellate authority.

42. CONSIDERATION OF APPEAL:

The appellate authority shall consider every appeal and pass such orders as it deems proper in the circumstances of the case;

Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

43. REVIEW:

The Executive Committee may on its own motion or otherwise review any order made under these bye-laws and pass such orders as deemed necessary in the circumstances of the case;

Provided that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which s/he may wish to make against such enhanced penalty.

Provided further that no action under this bye-law shall be initiated more than six months after the date of the order to be reviewed.

44. ORDERS ON REINSTATEMENT:

Where an employee who has been dismissed or suspended is reinstated the authority reinstating her/him shall make an order specifying:

- i) Whether the employee may draw for the period of his/her absence from duty any pay and allowances in addition to the pay and allowances under bye law 28
- ii) Whether such period may be treated as a period spent on duty for all or any purpose or not.

CHAPTER XIII: MISCELLANEOUS

45. HOLIDAYS:

The Institute shall follow the holidays as in the State Government Service.

46. SERVICE BOOKS AND CHARACTER ROLLS:

The Institute shall maintain a Service Book and Character Roll of each employee in such form and setting out such being used in the case of Government Employee.

The entries of the service book of an employee shall be made by the Registrar. In the absence of the Registrar, the Director General may entrust this task to a senior officer or by himself/herself.

The entries in the Character Roll of an employee shall be made according to the procedure laid down by the Appointing authority.

The Institute shall maintain a Service Book for each employee and develop a performance appraisal system. Periodic reports of performance appraisal will be kept in the service records.

Note: The entries in the Service Book shall be attested by the Authority Concerned.

47 DELEGATION OF POWERS BY GOVERNING COUNCIL AND EXECUTIVE COMMITTEE:

The Governing Council may delegate any of the powers vested with it to the Executive Committee and similarly the Executive committee may delegate any of

the powers vested with it under these bye-laws, to the Director General of the Institute.

48 DELEGATION OF POWER BY DIRECTOR GENERAL:

The Director General may delegate any of the powers vested in him/her under these bye- laws, to any of the officers of the Institute.

49. RESIDUARY CONDITION OF SERVICE:

Any matter relating to the conditions of service of an employee for which no provision is made in these bye-laws shall be determined by the Executive committee subject to the approval of the Governing Council.

50. POWER TO RELAX:

Notwithstanding anything contained in these bye-laws, the Executive committee, in the case of an employee, relax any of the provisions of these bye-laws to relieve her/him of any undue hardship arising from the operation of such provisions.

51 REMOVAL OF DOUBTS:

Where a doubt arises to whether any authority of the Institute is superior to any other authority or as to the interpretation or application of any of the provisions of these bye-laws, the decision of the Executive committee thereon shall be final.

52. CONSULTANCY:

Terms and conditions regarding the engagement of Consultants for taking up any particular assignment, project, research, studies, surveys etc. shall be as laid down in the HR policy of the Institute.

53. RIGHT TO INFORMATION ACT CELL:

Right to Information Cell is constituted as per the Government directions with the following posts in KILA.

1. State Public Information officer- Finance and accounts Officer.
2. Assistant Public Information Officer – Assistant Director

3. First Appellate Authority - Director General

Necessary Register regarding the action of tapals taken on connection with the RTI cell has to be maintained in the office.

The Director General may decide on whether separate Right to Information Cell has to be formed specifically for each centre.

54.EMPLOYEES ASSISTANCE TO RELATIVES/DEPENDENTS OF INSTITUTE EMPLOYEES DIE- IN-HARNESS:

Compassionate employment scheme as applicable to Government employees shall be applicable to Employees of the Institute.

55. RESERVATION POLICY:

KILA shall follow the reservation norms practised in public appointments to ensure proportionate representation of backward and scheduled communities to the total permanent posts of the Institute.

56 GENDER AFFIRMATIVE POLICY:

KILA will follow a Gender Affirmative Recruitment Policy.

57. FOLLOWING GOVERNMENT ORDERS REGARDING THE GRATUITY, PENSION, RETIREMENT AGE, EMPLOYEE PENSION RULES, KILA GPF RULES AND INTEGRATION OF ERSTWHILE SIRD AND CCPRM SHALL BE CONSTRUED AS FORMING PART OF THIS SERVICE BYE-LAWS:

1.G O (Ms) no. 82/2005/LSGD dated 22.3.2003: Implementation of Gratuity Scheme to the employees of KILA through LIC of India

2.G O (Ms) no. 75/2011/LSGD dated 1.3.2011 : Pension scheme for the employees of KILA sanctioned by Govt.

3.G .O (Ms) no. 108/2012/LSGD dated 21.4.2012 : Retirement of Administrative staff enhanced to 58 years.

4.G O (Ms) no. 183/2014/LSGD dated 24.10.2014 KILA Employees Pension rules approved by Govt.

5.G.O.(Ms) no. 170/2015/LSGD dated 19.5.2015 : KILA-GPF Rules approved by Government who were appointed before 1.4.2013

6.G O (Ms) no. 184/2016/LSGD dated 29.11.2016 approval for the integration of SIRD into KILA

7.G O (Ms) no. 103/2017/LSGD dated 24.5.2017 Integration of SIRD into KILA-Scheme of integration approved by Government.

8.G O (Ms) no. 57/2017/LSGD dated 16.3.2017 AHADS dissolved and merged to KILA as its Regional Centre