

Abstract

Cultural Affairs Department - Service Rules of Centre for Development of Imaging Technology - Amendment - orders issued.

CULTURAL AFFAIRS (A) DEPARTMENT  
G.O.(Ms) 25/03/CAD dated, Thiruvananthapuram, 9.7.03..

- Read: 1) Lr.No. C-DIT/01/CAD/2000 dated 20.5.2000 from the Registrar, Centre for Development of Imaging Technology.  
2) Lr No. C-DIT/REG/CAD/01 dated 7.7.2001 from the Registrar, Centre for Development of Imaging Technology.  
3) G.O.(Ms) 17/2003/CAD dated 12.5.03.

ORDER

Government have approved the Service Rules of Centre for Development of Imaging Technology as per the Government Order read above. According to the principle accepted by Government for the appointments, promotions and grades to various posts in the C-DIT having CSIR/UGC scale of pay the norms and qualifications prescribed by CSIR/UGC are applicable and for other posts having State Government's employees's scale of pay the norms and qualifications fixed for State Government employees are applicable. The above conditions are specified in para 3.1 of chapter 10 and in para 6 of chapter 11.

In the above Circumstances, the paras 2 & 3 of chapter 12 are deleted and substituted with the following.

" (2) For the posts and promotion posts and Grades in the C-DIT having CSIR/UGC scale of pay, the norms and qualifications prescribed by CSIR/UGC are applicable.

(3) For other posts promotion posts and grades having State Government's scale of pay the norms and qualifications fixed by State Government for such posts are applicable."

And para 6 of chapter 12 also modified accordingly.

(By order of the Governor)

G.RAJAMMAL  
Additional Secretary.

To

- ✓ The Registrar, Centre for Development of Imaging Technology, Thiruvananthapuram.  
The Principal Accountant General(Audit) Kerala, Tvm.  
The Accountant General (A&E) Kerala, Tvm.  
The Finance Department.  
The Stock File/Office copy.

Forwarded by order

Section Officer

**CENTRE FOR DEVELOPMENT OF  
IMAGING TECHNOLOGY  
TRIVANDRUM**

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**SERVICE RULES**

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**C-DIT**

CHAPTER NO.	PAGE NO.
1. GENERAL SCOPE	1-5
2. GENERAL CONDITIONS OF SERVICE	6-16
3. PAY	17-22
4. LEAVE RULES	23-38
5. TA	39
6. DA	40
7. HRA	41
8. MEDICAL RECRUITMENT RULES	42
9. PF/GRATUITY	43-44
10. STAFF RECRUITMENT RULES	45-51
11. ASSESSMENT PROMOTION RULES FOR SCIENTIFIC VIDEO PRODUCTION ACADEMIC STAFF	52-58
12. ASSESSMENT PROMOTION RULES OF TECHNICAL & ADMINISTRATIVE STAFF	59-64
13. CONDUCT RULES	65-68



## Chapter 1

### GENERAL SCOPE

#### Section A

- 1.1 These rules may be called the Centre for Development of Imaging Technology – Service Rules; C-DIT Service Rules in Short.
- 1.2 These rules will come into force with effect from the date of issuance of the G.O. approving the rules
- 1.3 These rules shall apply to the employees of the centre for Development of Imaging Technology Society (C-DIT) Chitranjali Studio Complex, Thiruvallam, Thiruvananthapuram – 695 027 and its other offices; appointed to a permanent or temporary post, after than those exclusively recruited for time bound specified projects.
- 1.4. For those persons appointed on deputation basis to the Centre from Central or State Government service or other autonomous bodies, these rules shall apply so far as they are not prejudicial to their rights under the terms and conditions of such deputation.  
  
For the Director & Registrar of the Society, who are appointed by the Government of Kerala, these rules shall apply so far as they are not prejudicial to their rights under the terms and conditions of their service as decided by the Government.
- 1.5 All doubts, disputes arising in the matter of implementation or execution of these rules shall be referred to Government for final decision.
- 1.6. Deletion, amendment, modification or additions to these rules, relax or exempt any one from the provisions of these rules as it deems expedient will be done only with the approval of Government on recommendation of Executive Committee/Governing Body of the Society.

Section B  
**DEFINITION**

- 1.7 Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in the Rules in the sense here explained:-
- 1) Centre: - Centre for Development of Imaging Technology Society (C-DIT)
  2. Competent Authority: Competent authority in respect of any employee in so far as any power delegated under these rules is concerned means the authority to which such power has been delegated and where no such specific delegation has been made, the Competent Authority shall be the Executive Committee.
  3. Compensatory Allowance: means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is permitted.
  4. 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.
  5. Duty:- Duty includes period spent on
    - (i) Service as an employee
    - (ii) Joining time
    - (iii) A Course of instruction or training which an employee undergoes, with the approval of competent Authority.
  - 6) Holiday:- means a holiday prescribed or notified and those declared by the Centre from time to time.
  7. Honorarium:- means a recurring or non-recurring payment granted to an employee for special work of an occasional or intermittent character.
  8. Joining Time: - means the time allowed to an employee to join a new post or travel to or from a station to which he/she is posted.

9. Leave Salary:- means the amount paid by the Centre to an employee on leave.
10. Lien:- means the title of an employee to hold substantively, either immediately or on termination of a period of absence, a permanent post to which he was appointed substantively.
11. Month:- means a calendar month.  
Example:- A period of six calendar months beginning 28<sup>th</sup> February ends 27<sup>th</sup> August, 31<sup>st</sup> March ends on 30<sup>th</sup> September etc.
12. Officiate:- An employee officiates in a post when he performs the duties of a post on which another person holds a lien. The appointing authority may if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.
13. Pay-means the amount drawn monthly by an employee as:
  - (a) The pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre,
  - (b) Personal pay and special pay, and
  - (c) Any other emoluments which may be specially classed as a pay by the centre.
14. Personal Pay:- means additional pay granted to an employee
  - (a) To protect him/her from loss of substantive pay in respect of a permanent post due to a revision of pay or due to any reduction of which substantive pay otherwise than as a disciplinary measure; or
  - (b) In exceptional circumstance, on other personal considerations.
15. Permanent Post:- means a post carrying a definite rate of Pay sanctioned without limit of time
16. Probation:- A person on probation on post is one appointed to a post for determining his fitness for eventual substantive appointment to the post.
17. Probationer:- means an employee employed on probation in or against a substantive vacancy in the cadre of the Centre.

- Note1: The term 'Probationer' does not cover an employee who holds substantively a permanent post is a cadre and is appointed 'on probation' to another post.
- Note2: No person appointed substantively to a permanent post in a cadre is probationer unless definite conditions of probation have been attached to his appointment such as the condition that he must remain on probation pending the passing of a certain examination.
- Note3: The status of a probationer is to be considered as having the attributes of a substantive status except where the rules prescribed otherwise.
- Note4: The instructions in Notes 1 and 2 above are to be taken as complementary and not as mutually exclusive. Taken together, they contain the essence of the tests for determining when an employee should be regarded as a "Probationer" or as merely "On probation" irrespective of whether he is already a permanent employee or is merely an employee without a lien on any permanent post.
- While a probationer is one appointed in or against a post substantively vacant with definite conditions of probation, a person on probation is one appointed to a post (not necessarily vacant substantively) for determining his fitness for eventual substantive appointment, to the post.
18. Public conveyance:- means a train, steamer, bus, boat or other conveyance which plies regularly for the conveyance of passengers.
  19. Qualify:- 'Qualify' and 'Count' mean qualify and count for retirement benefits from the Centre's funds or for leave for absence, as the case may be.
  20. Society:- means the Centre for Development of Imaging Technology Society registered under the Travancore – Cochin Literary Scientific and Charitable Societies Registration Act, 1955 and represented by the Registrar, the Director, the Executive Committee and Governing Body/General Body of the society.
  21. Subsistence Allowance:- means a monthly grant made to an employee who is under suspension.

22. Substantive Pay:- means the pay other than special pay, personal pay or emoluments classed as pay by the Centre to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.

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

23. Temporary post:- means a post carrying a definite rate of pay sanctioned for limited time.

24. Time-scale Pay:- means pay which, subject to any conditions prescribed in these rules, risen by periodical increments form a minimum to maximum. It includes the class of pay known as progressive.

(a) Time-scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time-scales are identical.

(b) A post is said to be on the same time-scale as another post on a time-scale if the two time scales are identical and the posts fall within a cadre or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree or responsibility 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.

25. Transfer:- means the movement of an employee from one headquarters station in which he/she is employed to another station, either

(a) to take up the duties of a new post, or

(b) in consequence of a change of his/her headquarters.

27. Traveling allowance: means an allowance granted to an employee to cover the expense which he/she incurs in traveling in the interest of Center's Society's service.



## Chapter 2

### GENERAL CONDITIONS OF SERVICE

- 2.1. Categorization of posts: The cadres and posts in the Centre shall be decided by the Executive Committee from time to time with the approval of Government.
- 2.2 The posts in the Centre shall be either, permanent or temporary posts in the Core Group Staff category or Project Staff. The latter category includes temporary posts in specified time bound projects undertaken by the Centre to which persons are appointed on Contract or other basis.
  - 2.2.1 The project staff appointed to the different posts shall enter into a Contract Agreement/ Bond with the Society. The tenure and terms and conditions of appointment on contract basis shall be specified in the Agreement.
  - 2.2.2. The contract appointees shall be eligible to get the pay and allowances according to the scale of the post or consolidated pay of the post as the case may be, to which he/she is appointed and such other benefits as per the C-DIT Service Rules which are declared to be applicable to them.
  - 2.2.3. The contract appointments shall terminate on the expiry of the period specified in the Agreement. However, the Society reserves the right to terminate the contract appointments, by giving prior notice of one month to the employee or by giving one month's notice pay.
  - 2.2.4. After accepting the appointment and joining for duty, an employee appointed on contract basis will be relieved from the Services of the Society, only with two month's prior notice or on payment of notice pay equivalent to two months salary. The notice period may be adjusted against eligible earned leave due to the employee.
  - 2.2.5. It shall not be obligatory on the part of the Society to provide any employment to the employee on the expiry of the contract period with the society nor shall it be obligatory on the part of the employee to accept any employment under the Society, after the contract period.
- 2.3. Qualification for appointment: The qualification for appointment to the posts in various cadres in the Centre shall be such as may be determined by the Executive Committee from time to time, and shall have the approval of State Government excepting the posts of Director and Registrar for which the qualification shall be as per the Rules and Regulation of the Society.

2.4. Methods of Recruitment: Recruitments to the posts may be made,  
a) by direct recruitment, either by means of advertisement or otherwise as per the recruitment policy approved by Government from time to time on the recommendation of Executive Committee/ Governing Body.

(b) by promotion ; or

(c) by appointment of employees on deputation from Government departments and other institutions.

2.5. Appointing Authority: The appointing authority for all the posts shall be the Director of C-DIT based on the recommendation of the Selection Board constituted by Executive Committee. The selection board should have a nominee of Government. The Director and Registrar are appointed by Government.

#### 2.6 Fitness

(a) No person may be appointed to a post in the Centre without his producing a medical certificate of health in the form annexed below.

#### FORM

I do hereby certify that I have examined ..... candidate for employment in the centre for Development of Imaging Technology, and cannot discover that he has any disease, constitutional affection or bodily infirmity except ..... I do not consider this a disqualification for employment in the Centre for development or Imaging Technology.

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

..... has been re-vaccinated/vaccinated or has had small pox.

Note:- the certificate prescribed above must ordinarily be signed by a Medical Officer of rank not lower than an Assistant Surgeon.

(b) No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents.

- 2.7. Employees absent from duty:- The absence of an employee of the Centre from duty whether on leave or on foreign service or on deputation or for any other reason and whether his lien a in post borne on the cadre of the service is suspended or not, shall not, if he is otherwise fit, render him ineligible on his return:
- (a) for –reappointment to a permanent or officiating vacancy in the cadre of post on which he may be on probation.
  - (b) for promotion from a lower to a higher category in the service, as the case may be, in the same manner as if he had not been absent. He shall be entitled to all privileges in respect of appointment, seniority, promotion and confirmation which he would have enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return.
- 2.8. (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, except as a temporary measure, 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.
- 2.9. Unless in any case it be otherwise provided in these rules, an employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
- 2.10. Unless his lien is suspended or transferred under rule 2.11 hereunder an employee holding substantively a permanent post retains a lien on that post.
- (a) While performing the duties of that post
  - (b) While on Foreign Service or holding a temporary post, or officiating in another post:
  - (c) During joining time on transfer to another post, unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;
  - (d) While on leave;
  - (e) While under suspension; and
  - (f) While under training

2.11 (a) The Centre shall suspend the lien of an employee on a permanent-post which he hold substantively if he is appointed in a substantive capacity.

- (1) to a permanent post outside the cadre on which he is borne;
- (2) Provisionally to a post on which another employee would hold a lien had his lien not been suspended under this rule.

(b) The centre may, at their option, suspend the lien of an employee on a permanent post which he holds substantively, if he is transferred to foreign service or in circumstances not covered by clause(a) of this rule, is transferred, whether in a substantive or officiating capacity to a post in another cadre, and if in any of these rules 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.

2.12. An employee's lien of a post may in no circumstances be terminated, even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.

2.13 Resignation: Subject to the acceptance of resignation by the competent authority, a permanent/temporary employee may, by notice of one month/two months in writing addressed to the appointing authority resign from the service of the centre, or by payment of salary in lieu thereof. Provided the appointing authority may, if it deems proper, in any case permit a permanent/temporary employee to resign the service on notice of less than one month/two months. The notice period may be adjusted against eligible Earned leave in the credit of the employee.

2.14 Authority competent to accept resignation: The appointing authority in respect of the service or post in question is the authority competent to accept the resignation of the members of the staff of the Centre.

2.14.1. Circumstances under which resignation should be accepted: It is not in the interest of Centre to retain an unwilling employee in service. The general rule, therefore, is that resignation from service should be accepted after settling the liabilities outstanding against the incumbent, except in the circumstances indicated below:

(i) where the employee concerned is engaged on work of importance and it would take time to make alternate arrangements for filling the post, the resignation should not be accepted straightaway, but only when alternative arrangements for filling the post have been made.

(ii) Where an employee of the Centre who is under suspension submits a resignation, the competent authority should examine with reference to the merits of the disciplinary case pending against him/her whether it would be in the public interest to accept the resignation. Normally, as employees are placed under suspension only in case of grave delinquency, it would not be correct to accept a resignation from an employee under suspension. According to this rule where the alleged offences do not involve moral turpitude or where the quantum of evidence against the accused employee is not strong enough to justify the assumption that if the disciplinary proceedings were continued, the employee would be removed or dismissed from service or where the disciplinary proceedings are likely to be so protracted that it would be cheaper to the Centre's fund to accept the resignation.

2.15. Date when a resignation becomes effective: The competent authority should decide the date with effect from which the resignation should become effective. In cases covered by rule 2.14(i) above, the date should be that with effect from which alternative arrangements can be made for filling the post. Where an employee is on leave, the competent authority should decide whether he will accept the resignation with immediate effect or with effect from the date following the termination of the leave, taking also into account the period of notice required to be given while resigning a post.

2.16. Authority competent to permit withdrawal of resignation: A resignation becomes effective when it is accepted and the employee is relieved of his duties. Where a resignation has not become effective and the employee wishes to withdraw it, it is open to the authority which accepted the resignation either to permit the employee to withdraw the resignation or to refuse the request for the such withdrawal. Where, however, a resignation has become effective, the employee is no longer in the service of the Centre and acceptance of the request for withdrawal of resignation would amount to re-employing him in service after condoning the period of break.

## 2.17 Probation and confirmation

(1) every person appointed to a post under the centre, whether by promotion or by direct recruitment, shall be on probation in such post for a period of one year on duty within a period of service of two years, for determining his/her fitness for eventual continuance in that post. In the case of appointment by promotion also, every person shall be on probation for a total period of one year of duty within a period of service of two years. The appointing authority may extend the period of probation for a further period of not exceeding one year, the reasons thereof to be recorded, if the said authority is satisfied that the employee has not established his/her fitness for eventual continuance in the post against which he/she is appointed. The Executive Committee may extend the period of probation for periods exceeding one year, the reasons thereof to be recorded, if the EC is satisfied that the employee has not established his/her fitness for eventual continuance in the post against which he/she is appointed.

Note: The period of duty shall include only the actual period the incumbent spent on duty, and shall not include the any type of leave availed during the period of probation, other than leave on duty, casual leave or compensatory leave.

(2) Where a person appointed to a post under the Centre on probation is, during his period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may-

- (i) In case of person appointed by promotion revert him to the post held by him immediately before such appointment;
- (ii) in case of a person appointed by direct recruitment terminate his services under the Centre without notice; and
- (iii) extend his period of probation to the extent necessary as specified in sub-rule (1) above.

- (3) Every person appointed to a permanent post under the Centre by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for confirmation in that post.
- (4) No employee shall be confirmed in any post unless-
- (i) Such post is permanent and no one else holds it lien on the post.
  - (ii) The service of the employee under the Centre is approved by the appointing authority.
- (5) At the end of the prescribed or extended period of probation as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the service, class or category for which he was selected:
- If the appointing authority decides that a probationer is suitable for such membership, it shall as soon as possible issue an order declaring, the probationer to have satisfactorily completed his probation. On the issue of the such order the probationer shall be deemed to have satisfactorily completed in probation on date of the expiry of the prescribed or extended period of probation:
- (6) The decision of the appointing authority that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision inclusive of the period subsequent to the prescribed or extended period of probation.
- (7) In the case of discharging from service if found not suitable for confirmation, an opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.
- (8) Delay in the order of probation:- Any delay in the issue of an order discharging a probationer under these rules shall not entitle him to be deemed to have satisfactorily completed his probation.
- (9) In the case of any probationer falling under sub-rule (1) and (2) (iii) of rule 2.17 the appointing authority may extend his probation to enable him to acquire special qualifications or pass the prescribed tests, or as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period

of probation shall terminate at the latest when the probationer has after the date of expiry of period of probation prescribed for the service, class or category in which he is on probation, completed one year of duty in such service, class or category. In cases where the probation of a probationer is extended a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage of increment shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing of future increments after he is declared to have satisfactorily completed his probation.

- (10) The periods treated as Dies-non for participating in strikes will count for probation.
  - (11) Maternity leave will be treated as duty for probation.
  - (12) Declaration of probation shall be with effect from the forenoon of the day following the day on which the employee completes the prescribed period of probation.
  - (13) When there are different grades in the same category of posts with same duties, higher grades being promotion grade, probation shall be insisted only in the lowest grade.
  - (14) In the case of employees who are initially appointed on Temporary/contract basis on a time scale of pay in a post and are subsequently regularised as permanent cadre in the same post, such duty in the temporary post/Contract post for more than two years may be treated as period spent on probation for the purpose of confirmation in the permanent post. They may be confirmed in the service from the date of their permanent appointment, if found suitable otherwise.
- 2.18. Seniority:- The seniority of employees in a particular grade will be determine in accordance with the following rules and those rules to be prescribed by the Executive Committee from time to time

The seniority of an employee in a post shall be determined by the order of merit in which he was selected for appointment to that post. Those selected earlier shall be ranked senior to those selected later, In the case of appointment through Employment Exchange; the seniority of persons selected will be as per the communal rotation fixed by the Employment



Exchange. In the case of appointment by methods other than selection, the seniority shall be determined by the date on which the employee joins duty of the post.

#### 2.19. Temporary and permanent service

- (i) An employee shall be a temporary employee of the Centre until he is confirmed in a permanent post under the Centre.
- (ii) An employee confirmed in a permanent post under the Centre shall be a permanent employee of the Centre.

#### 2.20. Termination of Service

- (1) The service of a temporary employee may be terminated by the Executive committee without assigning reasons-
  - (i) During the period of probation following the first appointment, at any time without notice: and
  - (ii) if the post is temporary, at any time by a notice of one month given by the appointing authority to the employee, or, at any time without notice on payment of one month's pay.
  - (iii) as per the terms and conditions of the Contract appointment and as specified in rule 2.6 above
- (2) The services of a permanent employee may be terminated by the Executive Committee by a notice of three months, or, on payment of pay for such period as the notice falls short of three months, or, without notice, on payment of three month's pay, if the post in which he was confirmed is abolished.
- (3) An employee who is given notice of termination of service under clause (2) may be granted, during the period of notice, such earned leave, as may be admissible to him, and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

## 2.21 Retirement

(a) The age of retirement of the members of the Core Group staff in permanent whole-time service shall be the completion of the age of 58.

Note: An employee will retire on the last day of the month irrespective whether the date of retirement happens to be the last day of the month or any day prior to the last day. For example, an employee whose date of birth is 43.1942 will retire on 31.3.2000 (instead of on 4.3.2000). On the other hand, an employee whose date of birth is 1.5.1943 will retire on 30.4.2001.

b) An employee shall be retired

- i) On his being declared medically unfit for service by a Medical Board appointed by the Executive Committee in this behalf, or
- ii) On the imposition of the penalty of compulsory retirement.

(c) An employee may retire from service any time after completing a qualifying service of twenty years or after attaining the age of 50 years; provided that he shall give in this behalf a notice in writing to the Centre at least 3 months before the date on which he wishes to retire.

## 2.22 Service Books

- (i) The Centre shall maintain a Service Book for each employee in such form as may be prescribed by the Executive Committee.
- (ii) The entries in the Service Book or an employee shall be authenticated by the Director or Registrar.

2.23. An employee may be required to subscribe to a provident fund, or similar fund and /or Group Insurance scheme in accordance with such rules and the Centre may prescribe from time to time.

2.24 Unless in any case it be otherwise distinctly provided, the whole time of an employee is at the disposal of the Centre which pays him and he/she may be employed in any manner required by proper authority, without claim for additional remuneration, whether the service required of him are such as would ordinarily be remunerated from the Center's funds.

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

Note:2: No other kind of leave except casual leave shall be forfeited for late attendance without permission. Disciplinary action may be taken against the concerned employee for late attendance without permission, if there is no casual leave to be forfeited.

2.25 An employee whose duties involve the carrying out of scientific or technical research shall not apply for or obtain, or cause or permit any other person to apply for or obtain, a patent for an invention made by such employee, save with permission of the Centre and in accordance with such conditions as the Centre may impose.

2.26. The working hours for the Centre shall be fixed by the Director/Executive Committee from time to time.

2.27. The office of the Centre shall remain closed on all Sundays and Second Saturdays. In addition, the Centre shall be also closed on all Public holidays notified by the Government of Kerala and such holidays declared by the Centre from time to time.

## Chapter 3

### PAY

- 3.1 Except in the case of personal pay, the pay of an employee shall not be so increased as to exceed the pay sanctioned for his post.
- 3.2 An employee shall, on his appointment to a post on a time- scale, draw pay at the minimum of the time scale, unless the appointing authority decides that he shall draw pay at any higher stage.
- 3.3 Where an employee holding a post in a substantive, temporary or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity to another post carrying a higher time scale of pay, his initial pay in the higher time-scale of pay shall be fixed at the stage next above the pay notionally arrived at the lower time-scale of pay by increasing the actual pay drawn by him in the lower time-scale by one increment. A refixation of pay will be allowed whenever there is a change of pay in the lower time-scale provided that the provisions of this rule shall not apply to promotions to posts carrying scale of pay the minimum pay of which exceeds Rs. 3900/- (92PR).

Note: The provisions of this rule will not apply to cases of revision of scale of pay referred to in Rule 3.6.

- 3.4. Where an employee holding a post is appointed to another post carrying the same time scale of pay, there will not be any change in his basic pay in the new post and the date of increment will remain the same. An employee appointed on temporary/contract basis who get regular appointment with or without break on or after 1.10.94 or whose provisional service gets regularised with effect from 1.10.94 or thereafter will not be eligible for increments reckoning their provisional service.
- 3.5. The holder of a post, the pay of which is changed or revised, shall be treated as if he were transferred to a new post on the pay; provided that he may at his option retain his old pay until the date on which he has earned his next or any subsequent increment in the old scale, or until he vacates his post or ceases to draw pay in that time-scale. The option once exercised shall be final.

- 3.6. The principle to be adopted for revision of pay scale, fixation of pay and its implementation shall have the approval of Government on the recommendation of Executive Committee.
- 3.7 An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment is granted from the first day of the month in which it falls due.
- 3.7.1. An increment may be withheld from an employee by the competent authority if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of the increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponement of future increments
- 3.7.2. Where an efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be given to an employee without the specific sanction of the authority empowered to withhold increments.
- 3.7.3. A competent authority may order the deferring of the increment of an employee, pending investigation into his conduct or performance of work, in disciplinary cases.
- 3.7.4. Increment accruing consequent on declaration or probation shall be drawn only with effect from the date of completion of probation but subsequent increments shall be drawn on the first day of the month in which they fall due.
- 3.7.5. The following provisions prescribe the conditions on which service counts for increments in a time-scale:-
- a) All duty in a post on a time-scale counts for increments in that time-scale.
- // (b) All leave, except leave without allowance taken otherwise than on medical certificate, count for increments in the time-scale applicable to a post.

(c) Period spent on a study leave, on deputation or on other full-time assignments for the Centre, shall count for increments in the time –scale applicable to a post in which the employee holds a lien.

(d) Provisional service on regularisation with or without break in the same category or post will be treated as officiating service ab-initio for the limited purpose of granting or increments. Provisional service followed by a regular appointment with or without break in the same category or post will also be treated as officiating service ab-initio for the limited purpose of granting of increments.

Note: The term “Same category or post” for the purpose denotes posts satisfying the following conditions:-

- (i) the posts should carry same or identical scale of pay
- (ii) the qualification and method of appointment should be the same

3.8. Good service entries and incentive awards are possible variants to advance increments for the recognition of meritorious service rendered by the employee of the centre. Incentive awards could be made for outstanding performance of employees in the discharge of their duties and responsibilities. Under this system, cases of extraordinary originality, imagination and brilliance, or rare devotion to duty deserving recognition in a special way and suggestions for reduction of expenditure without affecting efficiency can all be considered for incentive awards. The grant of advance increment will be restricted to cases of sustained merit and continuous record of good work. In other words, good service entries, incentive awards and advance increments will be in an ascending order in the matter of recognition of meritorious services. All proposals for Incentive awards and advance increments will have to be considered by the Executive Committee.

3.9. The Executive Committee or the competent authority as the case may be, shall have powers to order the transfer of an employee as a penalty for misconduct or inefficiency from a higher to a lower grade or post or to a lower stage in his time-scale. He may be allowed to retain his earlier pay if it is less than the maximum of the lower scale of pay; otherwise he will be given the maximum of the lower scale of pay.

3.10. If an employee is, on account of misconduct or inefficiency, reduced to a lower grade or post or to a lower stage in his time-scale, the Executive committee or the Competent authority as the case may be, shall state the period for which it shall be effective and whether, on restoration, it shall operate to postpone future increments, and if so, to what extent.

Note: It should be noted that reduction to a lower stage in a time-scale is not permissible under the rule either for an unspecified period or as a permanent measure. Also when an employee is reduced to a particular stage, his pay will remain constant at that stage for the entire period of reduction, as also specified under rule 3.9. Above.

3.11 Except when otherwise decided by the Executive Committee, the Personal pay granted to an employee shall be reduced by any amount by which the recipient's pay may be increased and shall cease as soon as his pay is increased by an amount equal to his personal pay.

3.12. House Rent Allowance admissible under the orders issued from time to time will be payable during periods of all leave with allowances if the total period of such leave at a time does not exceed four months or, if the actual duration of the leave exceeds four months, for the first four months of such leave.

3.13. (a) A competent authority may appoint an employee to hold substantively or to officiate two or more independent post at one time.

(b) The competent authority who appoints an employee to hold or officiate in a second post in addition to his own will declare whether he officiates in or hold full charge of the additional post or is appointed merely to discharge the current duties. It should also specify in each case the amount of additional pay or special pay and allowances (charge allowance) if any to be granted, the amount being subject to the following limits:-

(i) If an officer is appointed to officiate in a second post and to hold in addition full charge of his own post, he may be allowed to draw the highest pay to which he would be entitled if his appointment to one of the

posts stood alone and in addition pay which should not exceed 10 per cent of the minimum of the scale of pay of the other post. The highest pay referred to above may be specifically reduced by the competent authority at its discretion.

If compensatory allowance is attached to one of the posts, he may be permitted to draw it in full and if compensatory allowances are attached to more than one of the posts the, allowance which may be granted to him should not exceed the larger allowance.

(ii) If the officer is appointed to hold full charge of one or more posts in addition to his own, the additional pay (charge allowance) which may be granted to him in respect of each additional post should not exceed 10 per cent of the minimum of the scale of that post. The drawl of compensatory allowances will be regulated as in the sub-Para under clause (1) above

(iii) If the officer is appointed to discharge only the current duties of one or more posts in addition to his own, the additional pay which may be granted to him in respect of each additional post should not exceed 5 per cent of the minimum of the scale of that post in addition to the pay and compensatory allowances, if any admissible in his

- (c) No additional pay should be granted unless the period of additional charge exceeds fourteen working days in the case of full additional charge and one month and one month in the case of discharge of current duties only. The drawal of additional pay may be allowed for a period exceeding three months after suitable reassessment of work-load, and only with the sanction of the Executive Committee.
- (d) No additional pay shall be granted when an employee is appointed to hold additional charge of one or more posts on the same or identical time-scale of pay or on a lower time-scale of pay, provided that the duties and responsibilities are not distinct and independent.
- (e) Additional remuneration should not be allowed as a matter of course or granted when the extra duties to be performed are only nominal or comparatively light. The rate of charge allowance prescribed in the rules



as above are the maximum that may be allowed and can be reduced suitably. Only minimum additional pay justified by the circumstances of each case of charge arrangement may be sanctioned by the Competent authority.

Note: The terms 'independent' occurring in the above rule should be interpreted as meaning 'separate' or 'distinct' involving independent duties and responsibilities and the post subordinate to the one held by an employee should not be taken as independent under the rule.

(f) The following criteria will be followed to distinguish between 'full additional charge' and 'discharge of current duties':-

- (i) An employee appointed to hold 'full additional charge' of a post has to perform all the administrative, financial and statutory functions and duties in respect of that post.
- (ii) An employee appointed 'to discharge current duties' of a post need attend only to the work of a routine nature in respect of that post.

## Chapter 4

### LEAVE RULES

#### 4.1. In these rules

- (i) Leave includes, "Earned Leave", "Half-Pay Leave" Commuted Leave", "Leave without Allowances. "Leave Not Due", "Special Disability Leave" and "Maternity Leave"
- (ii) "Earned Leave" means leave earned in respect of periods spent on duty.
- (iii) "Half-pay Leave" means leave earned in respect of completed years of service calculated according to the rules hereinafter contained.
- (iv) "Commutated Leave" means leave as provided hereinafter.
- (v) "Completed years of service means continuous services of the specified duration under the Centre and include periods spent on duty as well as periods of leave availed including leave without allowances.

4.2. Right of leave: - Leave cannot be claimed as a matter of right. When the exigencies of the service so requires, discretion to refuse or revoke leave of any description is reserved to the Authority empowered to grant it.

#### 4.3. Commencement and Termination of Leave

- (i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the day on which duty is resumed.
- (ii) Sundays or other holidays may be prefixed as well as suffixed to leave other than to Leave without allowances.

#### 4.4. Return to duty before expiry of leave

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

#### 4.5. Combination of leave

Except otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

- 4.6. Sanctioning of leave on medical grounds will be subject to production of medical certificates from competent medial authorities. A person who has been granted leave on medical certificate will be required to produce a medical certificate of fitness from a registered medical practitioner not below the rank of an Assistant Surgeon of Director of Indigenous medicine, before resuming duties in the following form.

Signature of applicant.

We, the members of a medical Committee

1. Civil Surgeon/Assistant Surgeon of –

Registered Medical Practitioner of -/ Director of Indigenous Medicines

Do hereby certify that I/we have carefully examined A of the Centre for Development of Imaging Technology, whose signature is given above and find that he/she has recovered from his/her illness and is now fit to resume duties in C-DIT service. I/we also certify that before arriving at this decision I/we have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended, and have taken these into consideration in arriving at my/our decision.

Place .....

Date.....

Note: The original medical certificate(s) and statements(s) of the case on which the leave was originally granted or extended shall be produced before the authority asked to issue to the above certificate(s)

4.7. Leave should always be applied for and sanctioned before it is availed of except in case of emergency and for satisfactory reasons. Application for leave or an extension of leave should be made to the authority competent to grant leave, in the prescribed form prior to proceeding on leave.

4.8. The leave year shall run from 1<sup>st</sup> January of every year to the 31<sup>st</sup> December of that year.

#### 4.9. Earned Leave

- (a) The earned leave admissible to an employee is one-eleventh of the period spent on duty
- (b) An employee ceases to earn such leave when the earned leave due total 240 days.

Note: Advance credit of earned leave at the rate of 15 days for each half-year as being allowed now will be discontinued from 1 July 1994.

#### 4.10. Half-Pay Leave

- (a) The "Half-Pay Leave" admissible to an employee in respect of each completed year of service shall be 20 days. The "Half-Pay Leave" may be granted to a person on Medical Certificate or on Private affairs.

Note: Half pay leave already credited in advance before the implementation of this amendments will be recalculated at the rate as per this rule, If the advance leave thus credited is fully or partially availed already, only balance leave in the employee's credit will be adjusted like this.

#### 4.11 Commutated Leave

- (a) Commuted leave not exceeding half the amount of half pay leave due may be granted to an employee.

- (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account.
- (c) The commuted leave sanctioned during the entire service shall be limited a maximum of 240 days.
- (d) Commuted leave should be sanctioned only if the Sanctioning Authority is satisfied that there is a reasonable chance of the incumbent rejoining duty after the expiry of the leave.
- (e) The commuted leave granted to an employee who intends to retire on expiry or during the currency of the leave shall be converted to half-pay leave.

#### 4.12. Leave without allowances

- (a) Leave without Allowances may be granted to an employee in special circumstances;
  - (i) when no other leave is by rule admissible, or
  - (ii) When other leave is admissible, but the employee concerned applies in writing for the grant of leave without allowances.
- (b) Except in the case of a permanent employee, the duration of leave without allowances shall not exceed 3 months on any one occasion.
- (c) The employee availing 'Leave without Allowances' shall not be eligible for any pay and allowance during the period.
- (d) The granting of leave without allowances to an employee for periods exceeding 3 months at a time shall be decided by the Executive Committee with the approval of Government.

#### 4.13 Maternity Leave

- (a) a female employee may be granted maternity leave on full pay for a period of 90 days from the date of its commencement.

- (b) Maternity leave not exceeding 6 weeks may also be granted to a female employee in case of miscarriage, including abortion if the application for leave is supported by medical certificate from a registered medical practitioner.
- (c) Maternity leave may be combined with leave of any other kind.
- (d) Maternity leave shall not be debited against the leave account.

#### 4.14. Leave Not Due

Save in the case of leave preparatory to retirement, leave not due may be granted on half pay to a permanent employee when there is no other leave with allowances in the credit of an employee, subject to the following conditions;

- (a) the competent authority is satisfied that there is reasonable prospect of the employee returning to duty on its expiry and earning an equal amount of half pay leave thereafter .
- (b) leave not due shall be debited against the half -pay leave, the employee may earn subsequently.
- (c) leave not due granted shall not exceed 360 days during the entire service, out of which not more than 20 days at a time and 180 days in all may be other wise than on medical certificate.
- (d) Leave not due granted at a time shall not exceed 20 days per completed year of service.

#### 4.15 Leave Salary:-

An employee who proceeds on leave is entitled to leave salary as follow;

- a) During Earned Leave:- Equal to full (duty) pay (excluding special pay in consideration of nature of duties) drawn immediately before proceeding on leave, dearness allowance applicable to the above duty pay and such other compensatory allowances as are admissible under the rules during the period of leave.

- b) During half –pay leave for leave not due:- Equal to half of duty pay i.e., half of the pay admissible had he been on duty during the period of leave, dearness allowance applicable to the amount of pay admissible and House rent allowance for the first 4 months of leave.
- (c) During Commuted Leave:- Equal to full duty pay (excluding special pay in consideration of nature of duties) drawn immediately before proceeding on leave.
- (d) Leave without allowances:- Not entitled to any leave salary

4.16 The employees in the service of the Centre may surrender the Earned Leave to their credit, subject to a maximum of 240 days, at the time of their retirement from the Centre, subject to the following conditions:

- (a) retirement for this purpose means retirement on attaining the normal age of superannuation, or voluntary retirement, as stipulated under Rule 2.21 in Chapter 2; and
- (b) employees who leave the service of the Centre on the expiry of contract/term appointments for specific periods, will also be eligible to surrender eligible Earned Leave to their credit at that time subject to a limit of 240 days.

Note: The leave surrender for encashment will be permitted from the financial year 1993-94 only.

#### 4.17 Special Disability Leave

- 4.17 (a) Subject to the conditions hereinafter specified, special disability leave may be granted to an employee who is disabled by injury intentionally inflicted or caused on, or consequence of his official position.
- (b) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude, in bringing, it to notice. But the Director, if satisfied as to the cause of the disability, may permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its case.

- (c) The period of leave granted shall be such as is certified by the medical attendant of the employee to be necessary. It shall not be extended except on the certificate of the medical attendant of the employee and shall in no case exceed 24 months.
- (d) Such leave may be combined with leave of any other kind.
- (e) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.
- (f) Such leave shall be counted as duty in calculating service for retirement benefits and shall not be debited against the leave account.
- (g) Leave salary during such leave shall be granted –
  - (i) for the first four months of any period of such leave including a period of such leave granted under clause (c) of this rule as Rule 4.15(a) and
  - (ii) for the remaining period of any such leave, as under Rule 4.15(b)

4.17.2. The application of the provisions of Rule 4.17.1 may be extended to an employee who is disabled by injury accidentally incurred in or in consequence of the due performance of his official position. Or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds.

The grant of this concession is subject to the further conditions:-

- (a) that the disability, if due to disease must be certified by the medical attendant of the employee to be directly due to the performance of the particular duty.
- (b) that, if the employee has contracted such disability during service, it must be, in the opinion of the Centre, so exceptional in character, in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of a leave and



- (c) that the period of absence recommended by the medical attendant of the employee maybe covered in part by leave under this rule and in part by other leave, and that the amount of special disability leave granted on full pay i.e., pay admissible had he been on duty during the period of leave may be less than four months.

#### 4.18. Casual Leave

- (i) Casual leave is not recognized as leave. Technically therefore an employee on casual leave is not treated as absent from duty and his pay and allowance are not intermitted.
- (ii) The amount of casual leave admissible is 20 days in a calendar year.
- (iii) Casual leave may be combined with Sunday and other authorized holidays subject to the condition that the resulting period of absence from duty shall not exceed 15 days at a stretch.
- (iv) When the period of continuous absence exceeds 15 days the entire period of leave should be treated as either ~~period of leave should be treated as~~ either earned leave, half-pay leave, commuted leave or leave without allowances.
- (v) Casual leave for half-a-day at a time may be granted for half days ending lunch recess or half days beginning lunch recess. Two such half days ending lunch recess. Two such half days will constitute one casual leave.
- (vi) A casual leave register should be maintained to record the casual leave taken.
- (vii) With regard to persons who join the Centre in the course of a leave year, such employees will be granted casual leave in proportion to the period of duty during that year.
- (viii) Casual leave cannot be ordinarily taken in combination with any other leave. Casual leave, being not a recognized leave, cannot be retrospectively commuted into any other kind of leave; but when an employee who proceeded on casual leave under the ordinary circumstance takes some other kind of leave in continuation. Such leave will be held to have commenced from the day on which he proceeded on casual leave.

#### 4.19. Compensatory Leave

(a) Compulsory attendance on Sundays or other public holidays justifies the grant of compensatory leave for the number of days an employee is compelled to attend the office, unless it is imposed on him as a penalty or it is required to clear arrears for which he is personally responsible. The attendance in such cases should be with the prior permission of the Head of the Department/Project. The number of days of compensatory leave granted will be noted in the casual leave register. Compensatory leave to the extent actually earned may be allowed under the same conditions as prescribed for grant of casual leave, subject to the following:

- (a) Such compensatory leave cannot be claimed as a matter of right
- (b) Such compensatory leave shall not be granted after expiry of three months from the public holiday(s) in lieu of which leave is granted.
- (c) Maximum number of Compensatory leave that can be taken in a calendar year will be fifteen days.
- (d) Such leave will not be accumulated for more than 10 days. Such leave may be combined with casual leave of other authorized holidays provided that the total period of absence from duty shall not exceed 10 days. Such leave may not be combined with regular leave like EL, HPL etc.

#### 4.20. Special Casual Leave

Special casual leave not counting against ordinary casual leave may be granted to an employee in the following circumstances.

- (i) When he is ordered by the Centre to absent himself from duty on the certificate of a medical officer or sanitary authority on account of presence of infectious disease in his house provided no substitute is appointed and no extra cost to the Centre is involved. If however a substitute is necessary, ordinary leave debit to the leave account of the employee should be granted.

Note1 : when the employee himself catches the infection, regular leave under the rules must be taken for the period of absence.

Note2 : The following diseases are treated as infectious diseases for the purpose of the grant of special casual leave-

- |               |                                |
|---------------|--------------------------------|
| (1) Small-Pox | (5) Acute influenzal pneumonia |
| (2) Plague    | (6) Diphtheria                 |
| (3) Cholera   | (7) Cerebro-spinal meningitis  |
| (4) Typhoid   |                                |

Note: 3. Leave under this head shall not ordinarily be granted for a period exceeding 21 days, but in exceptional cases it may be granted up to 30 days.

- (ii) When he is summoned to serve as a juror or assessor or to give evidence before a Court as a witness in civil and criminal case in which his private interests are not in issue. They have to ~~be~~ the total period of absence necessary.
- (iii) When he is bitten by a rabid animal, or if it becomes necessary to undergo anti-rabic treatment due to infection during postmortem examination or other similar causes, leave to cover the actual period required for treatment (14days) and for the journeys to and from the nearest anti-rabic treatment centre.
- (iv) Special casual leave will be allowed to employees for undergoing sterilisation operation for a period not exceeding 6 days for men and 14 days for women.
- (v) Women employees who undergo IUCD insertion will be granted special casual leave for the day of insertion.

#### 4.21. Leave on Duty

An employee may be allowed leave on duty for attending participating technical/ professional meetings like seminars workshops, exhibition, film festivals etc (in line with his/her nature of duties in the Centre), Subject to a maximum of 12 days in a calendar year. Such participation in meetings etc. Should have prior sanction of the Competent Authority. This leave

cannot be claimed as a matter of right and should be granted by the competent authority only if he is satisfied that the knowledge gained by the employee by such participation will be useful to him/her in discharging the normal duties in the centre.

#### 4.22. Study Leave

4.22.1. The terms and conditions for granting of study leave for employees in C-DIT shall be the following.

1. Study leave may be granted to an employee only if he has rendered not less than three years service in the Centre and is not due to retire and has not got the option to retire from the service within three years of the date on which he is expected to return to duty after the expiry of the leave and such granting of leave will be subject to the absolute discretion of the Executive Committee.
2. The course should have direct and close connection with the sphere of duties of the employee in the Centre.
3. The Institute in which the employee undertakes his course of study should have affiliation to a recognised University or organization of similar nature like IITs, IIM's etc.
4. Normally not more than one employee from a Division /Department Project shall be granted study leave at a time.
5. The maximum amount of study leave which may be granted to an employee for a course including for dissertation project work shall not exceed 12 months in the first instance and 24 months inclusive of the period of vacation in all during his entire service.
6. An Employee granted study leave in combination with any other kind of leave may, if he so desires, commence his study before the end of the other kind of leave but the period of such leave coinciding with the course of study shall not count as study leave.

7. An employee on study leave will be paid leave salary equal to the amount admissible during Half pay leave.
8. The dissertation/project work of the course should be done in the Centre and for that specific period of dissertation/project work in the Centre, full salary will be paid.
9. The employee on study leave is not eligible for any other allowances.
10. The employee should complete the course within the specified period notified by the Institute/University.
11. Every employee who has been granted study leave or extension of study leave shall serve the Centre for a minimum period of five years on the expiry or termination of such leave and shall be required to execute a bond as given in Appendix 1 in non judicial stamp paper of sufficient value, before the study leave or the extension of study leave granted to him commences. The liquidated damages for breach of conditions of the bond shall be as follows.

Employee in the grade of Scientist 'B' and below	-	Rs. 3 lakhs
Employees in the grade of Scientist 'C' and above	-	Rs. 5 lakhs

4.22.2. The following rules shall be applicable for External Registration Programme requiring absence from headquarters.

1. These rules shall apply to all regular technical and scientific employee of the C-DIT
2. The Candidates have to put in a minimum of one year's service in the Centre in order to become eligible to apply for external registration.

Note:- Employee shall not be considered for registration under the external registration scheme during the period of probation.

3. The candidates for external registration programme will be granted study leave for the minimum period prescribed for residential requirements. Leave salary during study leave shall be pay and allowances due for half pay leave. Candidates are not eligible for any other allowance during this period of residential requirement.
  4. After the completion of the degree he will have to service the Centre atleast two years in case of Masters programme and three years for Doctorate programme.
  5. If any candidate violates this condition he will be required to pay to the Centre a sum equal to twice the total salary drawn during the period of absence from the Centre in connection with the courses or an amount in proportion to the service remaining to be rendered as per the bond. He will also execute a bond to this effect.
  6. The thesis works will have to be related to the ongoing sanctioned research project of the Centre.
  7. Normally not more than one employee from a division /department/project shall be away from the Centre at any one time.
  8. The above facilities for external registration are given on the condition that the candidate continues to do all other duties assigned to him by the competent authority like any other employee.
  9. All cases of registration under these shall be reported to the Executive Committee for information.
- 4.23. The following rules shall regulate the grant of Leave without Allowances to employees for taking up employment abroad or within India. These rules shall not apply in cases of employment in the service of any public sector undertaking, aided schools and private colleges or any body incorporated or not, Which is wholly or substantially owned, controlled or aided by any State Government or the Government of India.

1. This Centre will be very selective and discretionary in granting leave without allowances to employees belonging to professional categories like highly qualified Scientists, Technical Staff etc. for taking up employment abroad or within India. In any category where there is shortage of personnel, employees will not be allowed to take up such employment unless they resign their jobs in C-DIT.
2. No employees going for employment under these rules will be treated as on deputation. An employee taking up employment abroad or within India on his own accord will have to go on leave without allowance to avail himself of the facility.
3. No other kind of leave will be sanctioned in combination with or in continuation of the leave under these rule.
4. Notwithstanding anything contained in C-DIT employees' Conduct Rules applications of employees seeking employment abroad need not be channelised through the Centre. There will also be no objection in forwarding applications for registration in the foreign assignment panel of Government of India. However, employees should obtain prior sanction for taking up employment on foreign service before they relinquish office and join foreign service.
5. Employees who have completed probation in their entry cadre and completed not less than three years of service may be granted leave without allowances under these rules. In such cases, for, and during the currency of the leave period, the employee shall lose all service benefits such as the earning of leave including half pay leave, gratuity, increment, etc., and also promotion chances as may rise with reference to their seniority in the posts from which they proceeded on leave. They shall also lose seniority in the higher grade/grades with reference to their juniors who might get promoted to such grade/grades before they rejoin duty.
6. In case of employees who satisfy conditions prescribed in rule 5 above and who have not completed probation in any promotion post, leave without allowances may be granted subject to the condition that they will have to start afresh and complete their probation.

7. Normally, leave without allowances under these rules (for taking up employment) may be sanctioned only up to a maximum period of five years. The maximum period of leave that may be sanctioned to an employee during his entire service shall be limited to five years. If the employee who has availed himself of the leave without allowances for a total period of five years whether continuously or in broken periods does not return to duty immediately on the expiry of the leave, his service shall be terminated after following the procedure laid down in the C-DIT Rule for Disciplinary Procedure. This condition shall be incorporated in every order sanctioning leave (all individual sanctions to be issued).
8. Those who are under bonded obligation to serve the Centre for a prescribed period will not be granted leave under these rules till the period covered by the bond is over, unless they settle the bonded obligations before the grant of leave. The amount remitted on that account will not be refunded under any circumstance. Similarly, employees against whom disciplinary action is pending will not be eligible for leave under these rules.
9. Those who had availed themselves of any loan from this Centre such as Festival Advance, TA advance, Salary advance etc. shall clear the dues before the grant of leave.
10. Those employees who absent themselves unauthorisedly without getting the leave sanctioned under these rules shall be proceeded against and his service terminated after following the procedure laid down in the C-DIT Rules for Disciplinary procedure. Requests for re-entertainment in service in such cases as well as in cases covered by Rule 7 above, will be summarily rejected.
12. No relaxation of any of the above rules will be allowed.
13. The Executive Committee shall be competent to sanction leave under these rules.
- 4.24. Eligibility of leave to staff appointed on ad-hoc basis for specific periods.



The staff appointed on ad-hoc basis for specific periods

The staff appointed on ad-hoc basis for specific periods ( and on consolidated emoluments) shall be eligible for leave as per the terms of their appointment

- 4.25. An employee on leave may not take any service or accept any employment, except literary or other work of casual nature, without obtaining the previous sanction of the Centre.

## Chapter 5

Tour and Travel Allowances at the same rate under same conditions applicable to the employees of Government of Kerala is applicable to the employees of C-DIT.

**Chapter – 6**  
**DEARNESS ALLOWANCE**

For all categories of employee, Dearness Allowance applicable to the pay drawn by them will be allowed as fixed by Government of Kerala from time to time with the approval of Government.

## Chapter – 7

### HOUSE RENT ALLOWANCE/CITY COMPENSATORY ALLOWANCE

- 7.1 House Rent Allowance shall be allowable to C-DIT employees at the rates fixed by the State Government for its employees from time, with the approval of Government.
  
- 7.2 City Compensatory Allowance shall be allowed to C-DIT employees at the rates fixed by the State Government for its employees from time to time with the approval of Government.

## **Chapter – 8**

### **MEDICAL REIMBURSEMENT RULES**

- 8.1 Employees and their family members as defined in the rules shall be eligible to medical attendance and treatment at the expense of the Centre as per the rules and rates fixed by Government from time to time for its employees.

**Chapter 9**  
**PROVIDENT FUND / GRATUITY**

9.1. All The employees of the Centre shall subscribe to the Employees Provident Funds Scheme, 1952, the Employee's Family Pension Scheme, 1971 and the employees Deposit Linked Insurance Scheme, 1976 under the Employees Provident Funds and Miscellaneous Provisions Act, 1952 (Act No. 19 of 1952). Necessary deductions shall be made from the employee's salary towards the contributions payable as per the rules. The Centre will subscribe an equal contribution to the funds as per the rules as employer's contribution.

**9.2. GRATUITY**

9.2.1. In addition to the benefits otherwise admissible an employee retiring from service may be granted by the appointing authority gratuity at the rate of half month's emoluments that the employee drew last, for each completed year of service qualifying for gratuity.

The minimum eligible period of service, required for payment of gratuity shall be 5 years.

Note1: An employee whose service is terminated under Rule 2.20 or resigns under rule 2.13 may also be granted by the appointing authority, gratuity at the above rate.

Note2: for Computing half month's emoluments, 26 days will be reckoned as a month and the amount payable will be calculated as follows.

$$\frac{\text{Monthly emolument Eligible for gratuity} \times 15 \text{ days} \times \text{No. of years of qualifying service}}{\text{-----}} = 26 \text{ days}$$

9.2.2. The family of an employee who dies while in service may be granted by the appointing authority, gratuity at the following rates.

- a) If the qualifying service is five years and more, gratuity at the rate of half month's emoluments that the employee drew last, for each completed year of service qualifying for gratuity subject to a minimum of 12 months emoluments.
- b) If the qualifying service is less than five years, gratuity equal to six times the monthly emoluments he drew last.

Note: In a case where an employee dies while in service of after retirement, but before he has received his gratuity, the gratuity shall be paid on the basis of the nomination filed by him and accepted by the competent authority. If no such nomination is made, it shall be paid to his legal heirs.

9.2.3. The emoluments for the purpose of this rule shall be pay as defined in Rule 1.7(13) and Dearness Allowance.

9.2.4. Unless otherwise specifically provided, the service that qualified for increments shall qualify for gratuity.

9.2.5. Service of six months and above shall be reckoned as one year for this purpose.

Note:-The Executive Committee shall be competent to declare any other service as service qualifying for gratuity.

9.2.6. Any amount owned by an employee retiring or resigning from the Centre shall be recovered from his gratuity.

### 9.3 Employment assistance to the relatives/dependents of the employees dying in harness

The rules and procedures followed in the case of Government employees are applicable to the employees of C-DIT

**Chapter 10**  
**C-DIT STAFF RECRUITMENT RULES**

1. SHORTTITLE AND COMMENCEMENT

- a. These Rules shall be called the “Rules relating to Recruitment of Centre for Development of Imaging Technology (C-DIT) Staff”
- b. These shall come into force with effect from the date of issue of the G.O. approving the rules. The action of creation of all posts, appointments and promotions made to those posts so far based on the decisions of Executive Committee/Governing Body should be got ratified by Government.
- c. These Rules shall be applicable to the full time regular employees in the centre and for all other categories of staff as decided by EC from time to time in regard to Recruitment . These Rules shall not be applicable to persons who have been appointed on deputation to the Centre from the State Government /Central Government **service and other Institution,** unless otherwise expressly stated in such appointment orders.
- d. In the matter of any dispute as to the interpretation or application of any of these Rules, the matters shall be referred to the Executive Committee/Governing Body of the Centre and the decision of the Executive Committee/Governing Body shall be final.

2. DEFINITIONS

The following are the definitions of some of the important words and expressions used in these Rules.

- a. Employees means person who are appointed in C-DIT and includes the categories of posts indicated in clause 3 below:



- b. Competent Authority in respect of any employee, in so far as any power delegated under these rules in concerned, means the authority to which such power has been delegated and where no such specific delegation has been made, the competent authority shall, unless otherwise stated be the authority on whom the power to appoint such employee has been or is vested from time to time by the Government Body.
- c. Centre means the Centre for Developing of Imaging Technology (C-DIT)
- d. Committee or EC means the Executive Committee of the Centre.
- e. Governing Body or GB means the Governing Body of the Centre.
3. The posts in C-DIT are divided into the following groups and categories
- |  |                   |
|--|-------------------|
| 1. Scientific/Research<br>and Video Production/Academic staff<br>(including the posts of Director and Registrar) | : Group 1 A & 1 B |
| 2. Technical staff   | Group 2A 2B       |
| 3. Administrative staff  | Group 3           |

\* // 3.1 The posts with CSIR/UGC scale of pay, the qualification prescribed for those posts should be in accordance with CSIR/UGC norms and in the case of State Government's scale of pay, the qualification prescribed for those posts should be in accordance with the norms fixed by State Government.

3.2 Creation of any posts will be done only with the approval of Government on recommendation of Executive Committee/ Governing Body."

#### 4. APPOINTING AUTHORITY

The appointing Authority in respect of all the above posts except Registrar and Director, shall be the Director, with the approval of the Executive Committee of the Centre. The appointing Authority in respect of Registrar and Director, shall be the Government of Kerala in accordance with the Rules and Regulations of the Society.

Principle accepted by Govt. for appointments, Promotions and grades to various posts (G.O MS 25/03/CAD dt 9.7.03)

## 5. POLICY FOR MANPOWER RECRUITMENT

### 5.1 Objective

C-DIT is a unique institution, a first of its kind in the country, combining the work on the scientific, technical, aesthetic as well as cultural aspects of the imaging medium. The main objective of the recruitment policy is to identify such individuals to man the various senior positions in C-DIT so as to develop a core group or nucleus, Who in turn will imbibe the unique , multidisciplinary character of the institution and will propagate this spirit to the future recruiters.

### 5.2. The Methodology for selection

A variety of methods will be required and adopted for achieving the above goal, including the following.

- (i) Open advertisement and
- (ii) Talent scouting and refereeing

Open advertisement can be resorted to in the case of comparatively junior positions or where the job specifications are uncomplicated, and the qualifications well defined.

Talent scouting and refereeing will involve a process of search for a particular type of individual with the required background, aptitude and skill in likely institutions or organization. This may be done through emissaries or referees. Persons of established reputation in these fields or those who are highly placed in Centre of Excellence may be approached to recommend suitable candidates. Finally, persons so identified may be interviewed by a high level committee.

- 5.3. A selection Committee comprising the Director or his nominee, the Secretary, Cultural Affairs Department or his Nominee, Registrar and three experts from a panel approved by the Executive Committee shall conduct the interview for the selection of candidates for appointment by open (direct) recruitment or by promotion.

## 6. METHOD OF APPOINTMENT

The posts and the number of vacancies to be filled against each post shall be decided by the Executive committee and approval for the creation of posts should be obtained from Government. Recruitment to the posts shall be made by one of the following methods.

- (a) By direct recruitment
  - (i) Direct recruitment may be resorted to for appointment to all posts in Groups 1,2,&3 except for those administrative posts in Group 3 for which if Executive Committee decides to make recruitment by referring to the Employment Exchange. If suitable candidates are not available from Employment Exchange for such posts referred, open selection may be done through press advertisement after obtaining a No Objection Certificate from the Employment Exchange.
  - (ii) The orders and guidelines relating to the Reservation procedure in the Government and also as decided by the Governing Body will be followed in the matter of direct recruitment.
  - (iii) The appointments may be done either against permanent posts in the Core Group of C-DIT or against temporary posts on Contract basis for a specified tenure and under such conditions mutually agreed to with the appointee and as per C-DIT Service rules.

- (b) By promotion to selection posts

appointment to a selection post shall be made from a selection list prepared from among staff members eligible for appointment on the basis of seniority, performance, educational qualification and general disposition; seniority being considered only where merit and ability are equal. Persons included in the select list shall be ranked in the order of their seniority in the lower category. The select list will stand automatically cancelled as and when appointment is made from the list for the number of posts notified.

- (c) By promotion to other posts

Appointment by promotion to posts other than selection posts shall be made in accordance with Rules subject to their suitability and performance provided they are qualified. Punishments other than censure awarded within period of three years immediately preceding such promotion shall be taken into account in determining the suitability of a person for promotion.

- (d) By Contract

As per the terms and conditions mutually agreed upon and approved by the Executive Committee.

- (e) By deputation

Notwithstanding anything contained in these Rules, the Director or any other designated authority may appoint on deputation basis, officers from State or Central Government service or statutory bodies or quasi - Government institutions on such conditions as the Centre may impose in consultation with the foreign employer. Such appointments when made approval of Executive Committee shall be subject to ratification by the Executive Committee within three months of the appointment.

## 7. TEMPORARY APPOINTMENTS

Where it is necessary in the interest of the Centre, to carry out emergency work for a time bound project, Executive Committee may decide appropriately on appointments on temporary basis.

## 8. TEST

The Executive Committee of the Centre may prescribe a pass in such tests as the Committee considers necessary for promotion to any post.

Not with standing any thing contained in these rules, persons who attain the age of 50 years or who have put in 25 years of service shall be eligible for permanent exemption from passing the obligatory tests for promotional purposes.

Note: Military service and service rendered in posts in the Centre which do not require test qualification shall be counted for calculating the 25 years service period for granting such permanent exemption.

## 9. PROBATION

Probation rules will be as per Rule 217 of the General Conditions of Service in the C-DIT Service Rules.

No employee will be considered eligible for promotion from the post in which he was appointed unless he has satisfactorily completed his probation in that post; provided that if he is the holder of the post for which probation has been prescribed, he shall not be eligible for promotion unless he has put in satisfactory service in that post for a period of one year of duty within a continuous period of two years.

## 10. SENIORITY

Category wise seniority list of employees will be prepared and promotion will be made from approved seniority list observing the rules for promotion mentioned below.

Note:-1. The seniority of an employee in a post shall be determined by the order of merit in <sup>which</sup> much he was selected for appointment to that post. Those selected earlier shall be ranked senior to those selected later.

2. In the case of appointment through Employment Exchange, the seniority of persons selected following the communal rotation on a day shall be determined in the following order:

- a) Scheduled Tribe/Scheduled Caste
- b) Other Backward classes
- c) Open

3. In the case of appointment by methods other than selection, the seniority shall be determined by the date on which the employee joins duty of the post.

## 11. REVISION OF ORDER FOR APPOINTMENT

Notwithstanding anything contained in these Rules, the Governing Body of the Centre shall have power to revise in any manner it considers suitable, any list of approved candidates for appointment to any post prepared by the competent authority. Such revision may be made suo moto or on a petition submitted by any aggrieved person.

## 12. RELINQUISHMENT OF RIGHT

Any person may in writing relinquish any right or privilege to which he/she may be entitled under these rules, but such rights relinquished once shall not be restored without the specific sanction of the Executive Committee.

## Chapter 11

### Assessment Promotion Rules for Scientific, Video Production and Academic staff in C-DIT

1. Introduction

The rules for recruitment and career improvements of the Scientific Video Production and Academic staff in C-DIT are given in the following sections.

2. All Scientific, Video production and Academic staff posts shall be classified into two groups and each group shall consist of five grades as given in Table, 1 annexed to these rules.
3. Future recruitment in C-DIT as per CSIR scales of pay shall apply only to Group 1A & 1B. Recruitment is possible at levels of all the 5 grades in that group. The pay scales, designation and qualifications for the 5 grade in these groups are given in Table 2&3. The assessment promotion rules given here shall apply to the existing staff in these groups as well as to the future recruiters.
4. These rules shall be applicable to all persons holding regular full time posts in C-DIT who have completed the minimum period of service for assessment prescribed under these rules.
5. There shall be a system of assessment promotion from one grade to the next higher grade irrespective of occurrence of vacancies in the higher grade. The system of assessment promotion envisages only can improvement and the sanctioned strength under each category of posts shall remain unchanged.

Note: 1. The higher grade scale of pay when given to an employee on assessment promotion should personal and the higher scale will revert it self to the sanctioned lower scale as soon as the incumbent to hold the post.

2. Assessment promotion shall be purely on merit, and no employee can claim a higher grade as a matter of right merely on the basis of length of service.

#### 6. Eligibility Criteria

The eligibility /criteria (qualification, designation, pay scale, number of assessment chances, number of years of service etc.) for appointment, promotion grade etc, fixed for various categories of posts of CSIR/UGC will be made applicable to similar categories of posts in C-DIT, with the approval of Government on recommendation of Executive Committee/Governing Body.

7. To compute the total number of years for the purpose of assessment, the following service will be taken into account.

a. Service that counts for increment in the Rules of the Centre and service rendered in pre scale of pay of grade shall count as service for the purpose.

b. All periods of leave including leave without allowances to the extent it counts for increment and count as service. All periods of leave including leave without allowances to the extent it counts for increments shall count as service. However leave granted for acquiring higher academic qualifications or for undergoing advanced training which has increased the relevant professional skill and efficiency shall count for the purpose of assessment.

8. The assessment of an employee for promotion shall be made once in a financial year. All those who have become eligible for consideration for such promotion or before 31<sup>st</sup> March of the year shall be assessed. Action should be however initiated in advance in accordance with the following



time table. In respect of these who are eligible for assessment as on 31<sup>st</sup> March of the year, action should be initiated in September of the previous year. Committees/Chairpersons of committees nominated, Annual confidential Reports made available in January of the assessment year, and assessment committee should finalise the assessments committee by 30<sup>th</sup> June of the same year.

9. An employee, who is under suspension or against whom disciplinary proceedings is either contemplated or taken, shall not be eligible to be considered for assessment promotion until the disposal of the disciplinary proceedings:

Note 1: An employee, who was not considered for assessment due to suspension or disciplinary proceedings and who was exonerated of the charges subsequently, shall be assessed at the first opportunity. Promotion in such cases, shall be given with retrospective effect, i.e., the date on which he would have normally considered for assessment but for the suspension /disciplinary proceedings.

Note 2: An employee who was punished in disciplinary proceedings shall be considered for assessment only after the effective period of punishment is over.

10. Assessment promotion of an employee, shall take effect from the first of the month in which he/she completes the prescribed period of service.
11. On assessment promotion to a different grade or post it shall be obligatory on the part of the individuals, to continue to perform the same duties or to perform such other and higher duties as may be assigned by the competent authority.
12. Normally, there shall be one assessment committee for all the grades in a particular group. The committee so constituted shall consist of the Director and the Registrar of the Centre and three other members who shall be experts in different broad disciplines of the candidates to be assessed. The Director shall be the chairman of the Committee. The director may also nominate any officer not below the rank of group head in his place. The expert members of the committee shall be nominated by the director from a panel approved by the EC.

13. The assessment shall be made on the basis of the following factors and marks assigned for all groups:

	(%)	Weightage
a)	Annual Confidential report based on	40
(i)	Professional performance and knowledge discharging the duties and task assigned	
(ii)	Personal behaviour (whether amenable to discipline, spirit of co-operation and team work)	
(iii)	Organizational/managerial abilities/attributes wherever applicable.	
b)	Self assessment report	20
c)	Personal discussion/interview	40

13.1 Apportioning of marks on the basis of C.R. rating for groups 1A & 1B personnel.

The marks for C.R. shall be awarded according to the rating on an eight point scale as below:

1. (A+)	100 Marks
2. (A)	90 Marks
3. (A-)	75 Marks
4. (B+)	60 Marks
5. (B)	50 Marks
6. (B-)	35 Marks
7. (C)	20 Marks
8. (D)	10 Marks

Note:1 Wherever more than one year's CR is required to be considered for assessment, the average marks obtained for all the years under consideration shall be taken for computation of weightage for assessment.

Note:2 Rounding off Marks: Rounding off marks will be done at the last stage of the calculation. 0.5 and above can be rounded off to 1 (one) and less than 0.5 should be ignored.

#### 14.General:

- (1) The Assessment Committee will judge the performance of an employee in the interview with reference to assigned tasks, accomplished work and Scientific and Technical or other relevant output. Contributions of a candidate to the institutional programme and projects, and day – to- day effective and disciplined functioning of the Centre shall also be given due weightage by the Assessment Committee. Besides, the interview will also provide an opportunity to the candidate to project his/her achievements during the period under review. The Assessment Committee shall allot marks for interview considering all the above factors.
- (2) Thresholds for assessment are given against each grade of the respective group in the Annexure Table 4
- (3) The assessment based on threshold limits has no link with the availability of vacancies or seniority and movement from one group to another is not permissible. Consequently, question of comparisons of pay of one officer with the other thereby resulting in refixation of pay by stepping up of pay with reference to pay drawn by other scientific or related grade personnel whether junior or senior will not be applicable.
- (4) Normally assessment for only the qualifying period/year in which an employee is originally due shall be done in the same assessment exercise.
- (5) But, where assessment becomes necessary for more than one year for any reason whatsoever supplementary Self Assessment Report for each subsequent year also must be furnished by the individual concerned.

- (6) The Assessment Committee in the same meeting will assess the candidate for each of the subsequent years wherever necessary by grading them for each year separately.
- (7) In the case of candidate who were declared unsuccessful in previous assessment(s) they shall be assessed again for the entire period up to the cutoff year for which assessment is conducted, provided they are otherwise eligible to be considered for reassessment as per rules.
- (8) Since interview by Assessment Committee forms an integral part of the assessment, no person can be assessed in absentia.
- (9) Those employees who leave the service of the Centre on their own volition will not be entitled for any assessment even through it may relate to the period when they were in service. However, those who superannuate or die while in service will be considered for assessment from the due date. For deceased employee, there will be no element of interview and marks will be awarded pro-rate on the basis of marks awarded for CR's
- (10) Whenever an employee is on long leave for higher studies research work /other assignments abroad or outside the State, he will be assessed on joining duty on expiry of the leave. However, if such employees presents himself for assessment at his own expense, he shall be assessed, if otherwise eligible. The change in designation and scale of pay, if promoted shall be made effective from the due date, only if the employee join duty after such leave/assignment.

#### 15) Procedure for Assessment

- (1) List of employees being considered for assessment shall be prepared and placed before the Assessment Committee. The employee being assessed shall be required to fill in a Self assessment Performa which shall be placed before the Assessment Committee, along with his CR. This self assessment report should reflect a to summary of the year wise activities and achievements of the employees covering the period under review.

- (2) Marks will be awarded by the Assessment Committee for each assessee, for interview and Self Assessment Report.
- (3) Weightage for Annual CR shall be tabulated and the Director or his nominee will present the same to the Assessment Committee. The assessment Committee will prepare lists separately for each category for each year in the order of ranking (total marks obtained) and finalise the results.
16. No appeal shall lie against the recommendation of the Assessment Committee.
17. The pay of an employee appointed to a higher scale by assessment promotion shall be fixed in accordance with the provisions of C-DIT Service rules.
18. The power to modify these rules with the recommendation of Executive Committee/Governing Body of the Centre is reserved with Government.

**Chapter 12**  
**Rules for Assessment Promotion**  
**Of Technical and Administrative staff in C-DIT**

1. Introduction

The rules for recruitment and career improvement of the Technical and Administrative staff in C-DIT are given in the following sections.

- \* || 2. All Technical staff posts shall be classified into two sub-groups (2 and 2 B) and each group shall consist of 4 grades as given in (Table 5 annexed) (annexure II) to these rules. Future recruitment in C-DIT to the Technical posts shall be made to the entry level grades under these groups. Recruitments may be also done at the other levels/grades in each group, if the Executive Committee feels it is required.

The pay scales, designation and qualifications for the 4 grades in these groups are given in (Tables 6 and 7) Annexure III & IV

- \* || 3. All Administrative staff posts shall consist of 4 grades as give in (Table 8) Annexure V (annexed to) these rules.
4. These rules shall be applicable to all persons working in regular full time posts in C- DIT, who have completed the minimum period of service for assessment prescribed under these rules. The assessment promotion rules given here shall apply to the existing staff in these groups as well as to future recruits.
5. There shall be a system of assessment promotion from one grade to the next higher grade irrespective of occurrence of vacancies in the higher grade. The system of assessment promotion envisages only career improvement and the sanctioned strength under each category of posts shall remain unchanged.

\* Vide GO(MS) 25/03/CAD dt 9.7.03, para 2 & 3 deleted and substituted with the following:

" (2) For the posts and promotion posts and grades in the C-DIT having CSIR/UGC scale of pay, the norms and qualifications prescribed by CSIR/UGC are applicable

←

Note:- 1. The higher grade/scale of pay when given to an employee on assessment promotion shall be personal and the higher scale will revert itself to the sanctioned lower scale as soon as the incumbent ceases to hold the post.

2. Assessment promotion shall be purely on merit, no employee can claim a higher grade as a matter of right, merely on the basis of length of service.

## 6. Eligibility Criteria

\* // Details of (i) grades, (ii) the pay range, (iii) Designations, (iv) number of assessment chances, (v) minimum number of years of service needed for the assessment chance in the first 4 grades are given in (Tables 6 & 7) Annexure III & IV for Technical posts and (Table 8) Annexure V for administrative posts.

7. To compute the total number of years for the purpose of assessment the following service will be taken into account.

a. Service that counts for increments in the Rules of the Centre and service rendered in pre-revised scale of pay of a grade shall count as service for the purpose.

b. All periods of leave including leave without allowance to the extent it counts for increment shall count as service. However leave granted for acquiring higher academic qualifications or for undergoing advanced training which has increased the relevant professional skill and efficiency shall count for the purpose of assessment.

8. The assessment of an employee for promotion shall be made once in a financial year. All those who will become eligible for consideration for such promotion on or before 31<sup>st</sup> March of the year shall be assessed. Action should be however initiated in advance in accordance with the following time table. In respect of those who are eligible for assessment as on 31<sup>st</sup> March of the year, action should be initiated in September of the

previous year, committees /Chairperson of committees nominated, Annual Confidential Report made available by January of the assessment year, and assessment committee should finalise the assessment latest by 30<sup>th</sup> June of the same year.

9. Assessment promotion of an employee, shall take effect from the first of the month in which he/she completes the prescribed period of service.
10. An employee, who is under suspension or against whom disciplinary proceedings in either contemplated or taken, shall not be eligible to be considered for assessment promotion until the disposal of the disciplinary proceedings.

Note: I: An employees, who was not considered for assessment due to suspension or disciplinary proceedings and who was exonerated of the charges subsequently, shall be assessed at the first opportunity. Promotion in such, cases, shall be given with retrospective effect, i.e., the date on which he would have normally been considered for assessment promotion, but for the suspension/disciplinary proceedings.

Note: 2: An employee who was punished in a disciplinary proceedings shall be considered for assessment only after the effective period of punishment is over.

11. On assessment promotion to a different grade or post, it shall be obligatory on the part of the individual, to continue to perform the same duties or to perform such other and/or higher duties as may be assigned by the Competent authority.
12. Normally, there shall be one assessment committee for all the grades in a particular group. The committee so constituted shall consist of the Director and the Registrar of the Centre and three other members who shall be experts in different broad disciplines of the candidates to be assessed. The Director shall be the Chairman of the Committee. The Director may nominate any officer not below the rank of Deputy Director in his place. The expert members of the Committee shall be nominated by the Director from a panel approved by the EC.



For all the groups, the assessment shall be made with reference to the following:-

	Weightage (%)
a)	Annual Confidential report based on
	(i) Professional performance and knowledge } Discharging the duties and task assigned }
	(ii) Personal behaviour (whether amenable to } to discipline, sprit of co-operation and } team work) }
	(iii) Organizational/managerial abilities/attribute } wherever applicable }
	40
b)	Self assessment report
	20
c)	Personal discussion/interview
	40

13.1 Apportioning of marks on the basis of C.R. rating shall be as follows:

1.	Exceptionally well qualified	: 100
2.	Highly qualified	: 75
3.	Qualified	: 50
4.	Not yet qualified	: 25

Note1: Wherever more than one years CR is required to be considered for assessment, the average marks obtained for all the years under consideration shall be taken for computation of weightage for assessment.

Note2: Rounding off Marks: Rounding off marks will be done at the last stage of the calculation . 0.5 and above can be rounded off to 1 (One) and less than 0.5 should be ignored.

13.1 Those who get 50 and above marks in aggregate in the assessment only will be considered the Assessment promotion.

14. General guidelines for rating issued based on Self assessment report and interview:

- (1) The Assessment Committee will judge the performance of an employee in the interview with referred to assigned tasks, accomplished work and the relevant output. Contributions of a candidates to the institute programmes and projects and the effective and disciplined day to-day functioning of the centre shall be given due weightage by the Assessment Committee. Besides the self assessment report and Interview will also provide an opportunity to the candidate to project his/her achievement during the period under review. The Assessment Committee shall allot marks for self assessment report and Interview considering the above factor.
- (2) The assessment promotion has no link with the availability of vacancies or seniority and movement from one group to another is not permissible. Consequently, question of comparison of pay of an officer in one group with another officer in a different group, thereby resulting in re-fixation of pay by stepping up to pay of one with reference to pay drawn by the other, whether junior or senior, will not be applicable.
- (3) Normally assessment for only the qualifying period /year in which an employee is due shall be done in the first assessment.
- (4) But, where assessment becomes necessary for more than one year for any reason whatsoever, supplementary Self Assessment Report for each subsequent year also must be furnished by the individual concerned.
- (5) The Assessment Committee in the same meeting will assess the candidate for each of the subsequent years wherever necessary, by grading them for each year separately.
- (6) In the case of candidates who were declared unsuccessful in previous assessment(s) they shall be assessed again for the entire period up to the cut off year for which assessments is conducted, provided they are otherwise eligible to be considered for reassessment as per rules.
- (7) Since interview by Assessment Committee forms an integral part of the assessment, no person can be assessed in absentia.
- (8) Those employees who leave the services of the Centre on their own volition will not be entitled for any assessment even though it may be to the period when they were in service. However, those who superannuate or die

while in service will be considered for assessment from the due date. For deceased employee, there will be no element of interview and marks will be awarded pro-rata on the basis of marks awarded for CR's

(9) Whenever an employee is on long leave for higher studies /research work/other assignments abroad or outside the State, he will be assessed on joining duty on expiry of the leave. However, if such employee presents himself for assessment at his own expense, he shall be assessed, if otherwise eligible. The change in designation and scale of pay, if promoted shall be made effective from the due date, only if the employee joins duty after such leave/ assignment.

#### 15. Procedure for Assessment

(1) Lists of employees being considered for assessment shall be prepared and placed before the Assessment Committee. The employee being assessed shall be required to fill in a self assessment Performa which shall be placed before the Assessment Committee. Along with his CR. This self assessment report should reflect a summary of the year wise activities and achievements of the employees covering the period under review.

(2) Weightage for Annual CR shall be tabulated and the Director or his nominee will present the same to the Assessment Committee. The committee will finalise the results and prepare the promotion lists separately for each category for each year in the order of ranking (total marks obtained)

16. No appeal shall lie against the recommendation of the Assessment Committee.

17. The pay of an employee appointed to any higher scale by assessment promotion shall be fixed in accord once with the provisions of C-DIT Service rules.

18. The power to modify these rules with the approval of Government and to interpret them in case of doubt is reserved with the Executive Committee or the Governing Body of the Centre.

## Chapter 13

### CENTRE FOR DEVELOPMENT OF MANAGING TECHNOLOGY EMPLOYEES CONDUCT RULES

1. These rules shall be called Centre for Development of Imaging Technology Conduct Rules
2. These shall come into force from the date of notification
3. They shall apply to all employees of the Centre
4. In these rules, unless the context otherwise requires.
5.
  - (i) "Employee" means a person holding any post in the Centre.
  - (ii) "Centre" means centre for Development of Imaging Technology Society.
  - (iii) "Director" Means the Director of the Centre.
  - (iv) "Committee" Means the Executive Committee of the Centre.
  - (v) "Registrar" means the Registrar of the Centre.

Note: Other terms will be as defined in C-DIT Service Rules

5. Every employee of the Centre shall at all times:
  - (i) maintain absolute integrity and devotion of duty
  - (ii) abide by the rules and regulations of the Centre issued from time to time.
  - (iii) Comply with and obey the orders, instructions and directions of the superiors, and
  - (iv) do nothing detrimental to the interest of the Centre.
  - (v) Do nothing intended to bring discredit to the Centre.
6. No full-time employee of the Centre shall, engage directly or indirectly in any trade or business or undertake any other employment.

7. No employee shall except in the bonafide discharge of the duties

Communicate any official document or information regarding the technical nature of the process, training, machinery, materials or anything pertaining to the operations or business of the Centre to any person, institution organization or corporation.

8. No employee shall except with the permission of the Executive Committee,

- i) undertake any outside assignment and accept a free or remuneration therefore.
- ii) accept examiner ship, paper valuation membership in a committee, Board or Council etc. Offered by Universities or other bodies, including Government and accept a fee or remuneration therefore:
- iii) act as Refere/Guide in an examination/course. Offered by the Universities or other bodies and accept a free or remuneration therefore and:

9. No. employee shall;

- i) take/give bribes or any illegal gratification from to any one, in the discharge or his official duties.
- ii) behave in a discourteous or disorderly manner towards his superiors, colleagues and the public within the premises of the Centre or outside.
- iii) act in any manner unbecoming of a good citizen of the country and prejudicial to its interests;
- iv) attend to his official duties under the influence of intoxicating drinks or drugs appear in public places or functions in a state of intoxication or violate any law in force in possessing and using such drinks or drugs: engage in gambling within the premises of the Centre and

10. No employee shall send any application seeking employment elsewhere except with the previous sanction of the Appointing authority.

11. No employee shall submit representations relating to service or any other matter to any authority except through the proper channel. He/she may however send an advance copy of the representation. Submitted through proper channel, to the authority to whom it is addressed and the fact of having sent the advance copy should be noted in the copy submitted through proper channel.
12. No employee shall have recourse to a court of law for redress of his grievances on service or any other matter unless and until he has exhausted all the means available to him under the relevant rules of the Centre for redressal of such grievance.
13. No employee of the Centre shall have bigamous marriage.
14. All the employees shall furnish to the Director the details of immovable property acquired and disposed of every year, not later than 15<sup>th</sup> January of the succeeding year in the prescribed forms given as Appendix A
15. No employee shall associate with the activities of any organisation in banned by the Government.
16. The following shall also be deemed to be specific acts of misconduct on the part of **the employees**:
  - a) Willful negligence of duty.
  - b) Behaviour in an insubordinate manner
  - c) Theft, fraud or dishonesty in connection with the Center's business property.
  - d) Sponsoring and taking part in agitations aimed at bringing the Centre into disrepute or intended to obstruct the smooth working of the centre.
  - e) Exhorting other employees to act in a manner derogatory to the Centre.
  - f) Disobeying the orders issued by the employee's superior(s)
  - g) Acting in any manner intended to bring discredit to the centre

- h) Absence without leave or overstaying sanctioned leave without sufficient ground or satisfactory explanation.
- i) Willful damage to work in process or to any property of the Centre.
- j) Collection without the permission of the Director of any money within the premises of the Centre.
- k) Commission of any subversive of discipline
- f) Submission of wrong information in connection with his appointment and service in the Centre.

17. Any contravention of these rules shall be viewed seriously and the delinquent employee shall be liable for disciplinary action under the rules of the Centre.
18. The power to modify these rules with the recommendation of Executive Committee/Governing body of the Centre, is reserved with the Government.
19. Not –with- standing any thing stated above in these rules shall not apply to the disciplinary actions initiated before the introduction of these rules. Those actions will continue and will be finalised inconformity with the rules of natural justice, as if these rules are not introduced.

**APPENDIX 'A'**  
**(see rule 14)**

**Form of Declaration of Intention To Transact Purchas/Sale/  
Disposal by other means, of Immovable Property by a C-DIT  
Employee.**

I ..... hereby declare my intention to purchase/self/dispose  
of by other means the immovable property comprised in Sy No. .... of  
Taluk ..... District.

Details of the property and the intended transaction are furnished below:-

1. Name of the Employee ✓
2. Official designation and office/division in which the employee is working
3. Name and address of the purchaser/seller /person in whose favours the disposal is to be made. ✓ ✓
4. Whether the employee has any official dealings with the purchaser/seller/person in whose favour the disposal is to be made
5. Details of the immovable property proposed to be purchased/ sold/disposed of by other means with survey number.
6. Village taluk and district in which the immovable property is situated;
7. Nature of the immovable property (whether wet, dry or garden land)
8. Method of disposal, if the property is to be disposed of other wise than by Sale:



9. In the case of purchase:-

- a. Whether any house is situated in the land proposed to be purchased; and
- b. Whether the Employee already owns a house or site;

Note: If the answer is in the affirmative give details of the house/site already owned, also indicate the Sy.No. village, taluk, district.

10. Whether the property proposed to be sold/disposed of by other means has been included in the Annual Property Statement furnished to the Centre.
11. Whether the property proposed to be sold/disposed of by other means is within the ceiling fixed under the law in force in the State.
12. Cost of the property including house. If any proposed to be purchased sold/disposed of by other means:
13. Source from which money is proposed to be raised (in case of purchased only):
14. Purpose of purchase/sale disposal of by other means:
15. Signature of the Employee
16. Date.

\* \* \* \* \*

GROUP 1 - SCIENTIFIC VIDEO PRODUCTION AND ACADEMIC STAFF GRADES IN C-DIT

Group 1 A

Group 1 B

No.	Post/Grade	Pay Scale	Post/Grade	Pay Scale
1	Scientist - B	2200-75-2800-EB - 100 - 4000	Producer - B	2200-75-2800-EB- 100-4000
2	Scientist - C	3000-100-3500- 125 - 4500	Producer - C	3000-100-3500- 125-4500
3	Scientist - E1	3700 -125-4700 - 150 - 5000	Producer - E1	3700-125-4700- 150-5000
4	Scientist - E2	4500-150-5700	Producer - E2	4500-150-5700
5	Scientist - F	5100-150-5700- 200-6300	Producer - F	5100-150-5700- 200-6300

**GROUP 2**

**TECHNICAL STAFF GRADES IN C-DIT**

**Group 2 A**

<b>No.</b>	<b>Post/Grade</b>	<b>Pay Scale</b>
1	Junior Technician Grade - IV	950-20-1150-25-1500
2	Junior Technician Grade - III	1200-30-1560-40-2040
3	Junior Technician Grade - II	1400-40-1600-50-2300-60-2600
4	Junior Technician Grade - I	1640-60-2600-75-2900

**Group 2 B**

<b>No.</b>	<b>Post /Grade</b>	<b>Pay Scale</b>	<b>Post/ Grade</b>	<b>Pay Scale</b>
1	Technical Assistant Grade - IV	1400-40-1600-50-2300	Junior Executive (Engineering) Grade - IV	2000-60-2300-75-3200
2	Technical Assistant Grade - III	1640-60-2600-75-2900	Junior Executive (Engineering) Grade - III	2200-75-2800-100-3500
3	Technical Assistant Grade - II	2000-60-2300-75-3200	Junior Executive (Engineering) Grade - II	2500-75-2800-100-4000
4	Technical Assistant Grade - I	2200-75-2800-100-3500	Junior Executive (Engineering) Grade - I	2650-75-2800-4200

ANNEXURE III TABLE 6

ENTRY POINT QUALIFICATIONS AND ASSESSMENT PROMOTION SCHEME FOR TECHNICAL STAFF BELONGING TO GROUP 2A

Total Number of Assessment chances in each of the first four Grade : 4 (four)

Grade/ Designation	Scale of Pay	Qualification/Experience for direct recruitment	Minimum number of years of service necessary for assessment Promotion to next grade
Technician- Grade IV (Junior Technician)	950-20-1150-25-1500	S.S.L.C/ Matriculation with I.T.I Certificate (Experience not exceeding 3 years in relevant areas as fixed by the EC	5 years
Technician- Grade III	1200-30-1560-40-2040	—	7 years
Technician- Grade II	1400-40-1600-50-2300-60-2600	—	9 years
Technician- Grade I	1640-60-2600-75-2900	—	—

**ANNEXURE - IV**  
**ENTRY POINT QUALIFICATIONS AND ASSESSMENT PROMOTION SCHEME FOR TECHNICAL STAFF**  
**BELONGING GROUP 2A**

Total Number of Assessment chances in each of the first four Grade: 4 (four)

Grade and Post	Pay Scale	Qualification/Experience for appointment by Promotion	Qualification/Experience for direct recruitment	Minimum number of years of service necessary for assessment Promotion to next grade
Grade - IV (Technical - Assistant)	1400-40-1600-50-2300	From Junior Technicians having Diploma of 3 years duration, or B.Sc (Science) with 5 years technical experience.	1 class Diploma of 3 year duration or 1 class B.Sc. (Science) of II class B.A. or B.L.I Sc. for post in Library	5 years
Grade - III (Technical - Assistant)	1640-60-2600-75-2900		Qualification as in (1)+3 to 5 years experience in the relevant field or B.E./M.Sc. M.A. M.L.I Sc. or equivalent	7 years
Grade - II (Technical - Assistant)	2000-60-2300-75-3200		Qualification as in (1)+5 to 8 years experience in the relevant field or B.E./M.Sc. M.A with 2-4 years. experience.	9 years
Grade - I (Technical - Assistant)	2200-75-2800-100-3500		Qualification as in (1)+ 8 to 10 years experience in the relevant field or B.E./B.Tech/M.Sc.M.A with 4-6 years experience.	--

Grade and Post	Pay Scale	Qualification/Experience for appointment	Minimum number of years of service necessary for assessment Promotion to next grade
Junior Executive (Engineering) Grade IV	2000-60-2300-75-3200	Promotion by selection from Technical Assistants who have got 6 years experience	5 years
Junior Executive (Engineering) Grade III	2200-75-2800-100-3500		7 years
Junior Executive (Engineering) Grade II	2500-75-2800-100-4000		9 years
Junior Executive (Engineering) Grade I	2650-75-2800-4200		--

Sl. No.	Designation	Existing qualification	Old Scale of pay	Proposed qualifications for direct recruitment	Revised/Proposed scale of pay	Method of appointment
1	Part-time Sweeper - Cleaner		15/- per day	1. Literacy in Malayalam 2. Ability to do manual labour	370 + DA	By direct recruitment as per rules
2	Watchman/Guard			1. Pass in VII Standard 2. Ability to ride bicycle 3. Good Physique	775-12-955-14-1025-20-1065	By direct recruitment as per rules
3	Helper	Pass in Std VII. Two years experience in Government	805-1190	1. Pass in VI standard 2. Ability to ride bicycle 3. Good Physique (in the case of female, eyeing will not be insisted upon).  (For recruitment for Helpers in video studio, 2 years experience in handling camera lights in a reputed film or TV studio will be an additional qualification requirement)	825-15-900-20-1200-25-1250	By promotion from Watchmen who have completed 5 years of service, or in their absence by direct recruitment.
4	Duplicating & Photocopying machine operator		775-1160	1. S.S.L.C 2. 6 month experience in operating duplicator and photocopying machine	950-20-1150-25-1500	By promotion by selection from Helpers who have completed 5 years of service, or in their absence by direct recruitment.
5	Driver - Cleaner	1. Pass in Std. VII 2. Licence for driving LMV 3. Physical fitness as per rules 4. 3 years experience in Government organisation (desirable)	(805 -1190) revised to 825 - 1290	1. Pass in Std VII 2. Must possess a current motor driving licence with endorsement for driving heavy vehicles. (Experience in driving heavy motor vehicles will be an additional qualification)	950-20-1150-25-1500	By promotion by selection from qualified Helpers who have completed 5 years of service or in their absence by direct recruitment.

Sl. No.	Designation	Existing qualification	Old Scale of pay	Proposed qualifications for direct recruitment	Revised/Proposed scale of pay	Method of appointment
6	Clerical Assistant	.....	.....	S.S.L.C	1050-25-1150-30-1660	By promotion by selection from qualified Duplicator-Photocopier operators who have completed 5 years of service.
7	Typist - Clerk	1. S.S.L.C. 2. Typewriting (Malayalam) Lower grade	825 - 1290	1. S.S.L.C. Or equivalent qualification 2. Pass in Govt. Technical Examination in Typewriting (E) by the Higher grade or equivalent qualification 3. Knowledge of English/Malayalam wordprocessing using computers.	1125-25-1150-30-1720	By direct recruitment as per rules or by promotion by selection from qualified employees in the categories of Helpers/drivers/Photocopying operator.
8	Stenographer	1 Degree 2 Typewriting (E) Higher grade 3. Shorthand (E) Higher grade 4. 1 year experience	905 - 1450	1. S.S.L.C. or equivalent qualification 2. Pass in Govt. Technical Examination in Typewriting (E) by the Higher grade or equivalent qualification. 3. Pass in Malayalam Typewriting KGTE (Lower grade) or any equivalent qualification. 4. Shorthand (E) Higher grade (or equivalent qualifications) 5. Knowledge of wordprocessing using computers	1200-30-1560-40-2040	By promotion by selection from qualified Typists who have completed 5 years of service or in their absence, by direct recruitment.
9	Office Assistant	....	.....	B.A/B.S.c/B.Com Degree of any recognised University of equivalent qualification.	1200-30-1560-40-2040	By direct recruitment as per rules
10	Office Assistant (Accounts)	.....	.....	B.Com. Degree of any recognised University or equivalent qualification	1200-30-1560-40-2040	By direct recruitment as per rules



Sl. No.	Designation	Existing qualification	Old Scale of pay	Proposed qualifications for direct recruitment	Revised/Proposed scale of pay	Method of appointment
11	Junior Executive (Administration) [Purchase / Administration/ Production Management]	.....	.....	<p>1. B.A./B.Sc./B.Com./ Dgree from in recognised University</p> <p>2. Degree/Diploma in Personnel Management Human Resources Development/ Materials Management/ Film or Television Production Management or pass in the Intermediate Examination of the Institute of Chartered Accountants of India/ Pass in the Intermediate Examination of the Institute of Cost &amp; Works Accountants of India (as applicable for each category).</p> <p>3. Five years relevant office experience in State/Central Government Service or autonomous institution under Government preferably in a research organisation</p>	2000-60-2300-75-3200	By promotion by selection from Office Assistants who have completed 10 years of service, or in their absence, by direct recruitment.
12	Junior Executive (Accounts)	.....	....	<p>1. B.Com or equivalent from a recognised univeristy</p> <p>2. Pass in the Intermediate Examination of the Institute of Chartered Accountants of the Institute of Chartered Accountants of India.</p> <p>3. Five years experience in handing accounts in Government service or autonomous institution under Government, preferably in a research organisation.</p>	2000-60-2300-75-3200	By promotion by selection from Office Assistants who have completed 10 years of service, or in their absence by direct ] recruitment.

Sl. No.	Designation	Existing qualification	Old Scale of pay	Proposed qualifications for direct recruitment	Revised/Proposed scale of pay	Method of appointment
14	Finance & Accounts Officer	.....	.....	1. Pass in the Final Examination of the Institute of Chartered Accountants of India or Institute of Cost and works Accountants of India or Pass in SAS 2. Three years experience in dealing with Accounts in any organisation of good standing in its area of work.	2500-75-2800- 100 4000	By direct recruitment

#### B. TECHNICAL CATEGORY

1	Junior Executive	.....	.....	.....	2000-60-2300-75 3200	Promotion by selection from Technical Assistants who have completed 6 years service By direct recruitment
2	Library & Information Officer	.....	.....	1. Degree 2. Post Graduate Degree in Library Science 3. Two years experience in library functions in a large organisation <u>Desirable</u> 1. Exposure to computerised library management 2. Post Graduate qualification in Journalism and Public Relations and/or experience in publishing / editing	2200-75-2800-EB-100 4000	

**APPENDIX 'A'**

Statement of landed properties, shares in companies and other investments held by .....  
 (Name and Designation) his wife relatives or friends (benami) for the year .....

Landed property or interest in landed property, Nature situation of property

Item	Wet dry	Whether with building and if No. its value	New building put up during the year (and their value) on properties owned during previous year	Surves No. Aera	Cent	Taluk	Pakuthy Village	When and how acquired by whom and with what means	Nature and share of interest	Whose name registered	Paid/ received	Full Particular of shares held in companie and other invest-ment	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

I ..... Hereby declare that I am not possessed of or interested in any other landed property or in any landed property or in companies or other investments of any kind than what is stated above either in my name or benami within.

Station: \_\_\_\_\_  
 Date : \_\_\_\_\_

Signature : \_\_\_\_\_  
 Designation : \_\_\_\_\_

Note:- (1) A line may be used for each transaction.

(2) The properties already acquired before the year in question may be shown first ( in red ink perferably in one line and the new acquisitions or disposals by a second line, underneath and the rest result shown in a third line. The third line will be the first line in the return for the following year.



GOVERNMENT OF KERALA  
Abstract

Centre for Development of Imaging Technology (C-DIT) – Service Rules – Making applicable the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 to the service of employees of C-DIT, with retrospective effect from 12.05.2003 - Orders issued.

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INFORMATION & PUBLIC RELATIONS (E) DEPARTMENT

G.O. (Ms) No. 13/2015/I&PRD

Thiruvananthapuram, dated: 09-09-2015

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Read:- G.O. (Ms) No. 17/2003/CAD dated 12.05.2003

**ORDER**

Government had, vide G.O read above, approved the Service Rules of Centre for Development of Imaging Technology (C-DIT). The Service Rules and Employee Conduct Rules were incorporated in the approved Service Rules but the Rules of disciplinary procedures for the staff of C-DIT were not approved by Government and, hence, the same were not incorporated in the approved Service Rules. As a result, there exists no rules regarding disciplinary procedure of C-DIT staff.

2. Of late, different agencies of Government have recommended to initiate disciplinary action against employees of C-DIT for offences and irregularities which have come to light on inspection. However, as no rules regarding disciplinary procedures is included in the Service Rules of C-DIT, it is not possible to initiate disciplinary proceedings against erring employees.

3. Government have examined the matter in detail and are pleased to make applicable Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 , as amended from time to time, to the employees of C-DIT with retrospective effect from 12.05.2003 till “Comprehensive Service Rules for C-DIT Employees” are framed and approved by Government. It is also ordered that the employees of C-DIT shall be deemed to be “Government Servant” for the limited purpose of applicability and operation of the provisions of Kerala Civil Services (Classification, Control and Appeal) Rules, 1960.

(By Order of the Governor),  
Mary Melanie Nettar  
Deputy Secretary

To

1. The Director, C-DIT, Thiruvananthapuram.
2. The Registrar, C-DIT, Thiruvananthapuram.
3. The Accountant General (A&E/Audit), Kerala, Thiruvananthapuram.



GOVERNMENT OF KERALA

Abstract

Centre for Development of Imaging Technology (C-DIT) – Rules and Regulations and Service Rules – Amendment - Orders issued.

INFORMATION & PUBLIC RELATIONS (E) DEPARTMENT

G.O. (Ms) No. 11/2015/I&PRD

Thiruvananthapuram, dated 12-08-2015

Read:- 1. G.O. (Ms) No. 32/1988/CAD dated 14.12.1988  
2. G.O. (Ms) No. 17/2003/CAD dated 12.05.2003

**ORDER**

1. It has come to the notice of Government that the existing Service Rules of C-DIT approved vide Government Order read as second paper above requires modifications. Hence it has been decided to constitute a Committee to review the same and furnish suggestions. Till then, in exercise of the powers conferred on the Government as per Rule 25 of the Rules and Regulations of the Centre for Development of Imaging Technology Society, here-in-after called "C-DIT" in short, approved vide Government Order read as first paper above and as per section 1.6 of Chapter 1 of Service Rules of C-DIT approved vide Government Order read as second paper above, and as it is felt necessary to do so for the smooth and efficient conduct of the affairs and business of C-DIT, and for general administrative convenience, Government are pleased to order the following modification to the delegation of powers between the Director and Registrar of C-DIT:

1. *DIRECTOR: The Director shall be the Ex-officio Head of C-DIT. He shall be in charge of all the projects of C-DIT, subject to the control and supervision of the Governing Body. He shall evaluate new proposals and select new projects, monitor and review the progress of each project and status of the projects (with reference to income and expenditure), and furnish quarterly report to the Government.*

2. *REGISTRAR:*

3. *The Registrar shall be in charge of all the administrative matters of C-DIT, including appointment, postings, transfer and disciplinary action of all the staff, except that of Director, of C-DIT.*

4. *All the communications from C-DIT to Government will be issued by the Registrar, with the approval of the Director.*

2. The above delegation of powers will come into force with effect from the date of this order. The powers of the Director enumerated at serial No. I shall replace Rule 15(3) of the Rules and Regulations of C-DIT, that of the Registrar at serial No. II(a) shall replace Rule 15(4)(i) of the said Rules and Regulations and that at serial

No. II(b) shall be inserted after Rule 15(4)(viii) as Rule 15(4)(ix) of the said Rules and Regulations. The Rules and Regulations of C-DIT, as approved vide Government Order read as first paper above, shall be deemed to have been modified to the extent, and in the manner, specified here-in-before.

3. Consequent to the delegation of powers as detailed in paragraph 1 above, Section 2.5 of Chapter 2 of Service Rules of C-DIT approved vide Government Order read as second paper above and Rule 4 in Chapter 10 of the said Service Rules related to Recruitment of C-DIT Staff shall stand modified as follows:

*The appointing authority in respect of all the posts, except Director and Registrar, shall be the Registrar, with the approval of the Executive Committee of C-DIT. The appointing authority in respect of Director and Registrar shall be the Government in accordance with the Rules and Regulations of the Society.*

(By Order of the Governor)  
Mary Melanie Nettar  
Deputy Secretary

To

1. The Director, C-DIT, Thiruvananthapuram.
2. The Registrar, C-DIT, Thiruvananthapuram. (with the direction to furnish a copy of the amended Memorandum of Association and Rules and Regulations of the Centre for Development of Imaging Technology Society to the Registrar of Societies, Thiruvananthapuram)
3. All the members of the Governing Body, C-DIT.
- ✓ 4. The Registrar of Societies, Thiruvananthapuram (through the Registrar, C-DIT).
5. The Accountant General (A&E/Audit), Kerala, Thiruvananthapuram.
6. Finance Department.
7. Stock File/Office Copy.

Forwarded/By Order

  
Section Officer

Abstract

Cultural Affairs Department - Service Rules of Centre for Development of Imaging Technology - Amendment - orders issued.

CULTURAL AFFAIRS (A) DEPARTMENT

G.O.(Ms) 25/03/CAD dated, Thiruvananthapuram, 9.7.03,.

- Read: 1) Lr.No. C-DIT/01/CAD/2000 dated 20.5.2000 from the Registrar, Centre for Development of Imaging Technology.  
2) Lr No. C-DIT/REG/CAD/01 dated 7.7.2001 from the Registrar, Centre for Development of Imaging Technology.  
3) G.O.(Ms) 17/2003/CAD dated 12.5.03.

ORDER

Government have approved the Service Rules of Centre for Development of Imaging Technology as per the Government Order read above. According to the principle accepted by Government for the appointments, promotions and grades to various posts in the C-DIT having CSIR/UGC scale of pay the norms and qualifications prescribed by CSIR/UGC are applicable and for other posts having State Government's employees's scale of pay the norms and qualifications fixed for State Government employees are applicable. The above conditions are specified in para 3.1 of chapter 10 and in para 6 of chapter 11.

In the above Circumstances, the paras 2 & 3 of chapter 12 are deleted and substituted with the following.

" (2) For the posts and promotion posts and Grades in the C-DIT having CSIR/UGC scale of pay, the norms and qualifications prescribed by CSIR/UGC are applicable.

(3) For other posts promotion posts and grades having State Government's scale of pay the norms and qualifications fixed by State Government for such posts are applicable."

And para 6 of chapter 12 also modified accordingly.

(By order of the Governor)

G. RAJAMMAL  
Additional Secretary.

To

- ✓ The Registrar, Centre for Development of Imaging Technology, Thiruvananthapuram.
- The Principal Accountant General (Audit) Kerala, Tvm.
- The Accountant General (A&E) Kerala, Tvm.
- The Finance Department.
- The Stock File/Office copy.

Forwarded By order

*[Signature]*  
Section Officer

Abstract

Cultural Affairs Department - Service Rules of C-DIT - approved -  
orders issued.

CULTURAL AFFAIRS (A) DEPARTMENT

M.O(NE)17/2003/CAD

Dated Thiruvananthapuram, 12.5.2003.

Read: 1) Lr.No.C-DIT/01/CAD/2000 dated 20.5.2000, 21.12.2000  
and Lr.No.C-DIT/REG/CAD/01 dated 7.7.2001 from  
the Registrar, C-DIT, Thiruvananthapuram.

ORDER

Government are pleased to approve the Service  
Rules of C-DIT appended herewith.

(By Order of the Governor)

G. RAJAMMAL  
Additional Secretary to Government

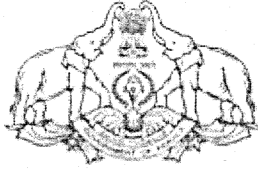
To

- ✓ The Registrar, C-DIT, Thiruvananthapuram.
- ✓ The Principal Accountant General (Audit), Kerala,  
Thiruvananthapuram.
- ✓ The Accountant General (A&E), Kerala, Thiruvananthapuram.
- ✓ The General Adm (SG) Department.
- ✓ The Finance Department - vide UO No.59940/PUC.2/2000/Fin  
dated 11.12.2000).
- ✓ The Stock File/Office Copy.

Forwarded/By Order

*Yam. M. M. M.*  
Section Officer





**GOVERNMENT OF KERALA**

**Abstract**

Electronics & Information Technology Department – Centre for Development of Imaging Technology (C-Dit) - Service Rules – Amendment- Orders Issued.

**ELECTRONICS & INFORMATION TECHNOLOGY (C) DEPARTMENT**

**G.O.(Ms) No.15/2020/ITD**

**Dated,Thiruvananthapuram,16/06/2020**

- Read :- 1) G.O(Ms) No. 17/2003/CAD dated 12.05.2003  
2) G.O(Ms) No. 25/2003/CAD dated 09.07.2003  
3) Letter No.316/A1/Admn/2017/C-DIT dated 15.09.2017 and 19.06.2018 from the Registrar, C-Dit, Chithranjali Hills, Thiruvallom, Thiruvananthapuram.

**ORDER**

Government have approved the Service Rules of Centre for Development of Imaging Technology (C-Dit) as per Government order read as 1<sup>st</sup> paper above and subsequent amendments made as per Government Order read as 2<sup>nd</sup> paper above.

2)As per the letter read 3<sup>rd</sup> paper above,the Registrar,C-Dit has proposed for some amendments in the leave rules in the Service Rules of C-Dit.

3) Government have examined the proposal in detail and are pleased to approve the following amendments in the Service Rules of Centre for Development of Imaging Technology (C-Dit).

<b>Rule No.</b>	<b>Existing Provision</b>	<b>Modification</b>
<b>1</b>	<b>2</b>	<b>3</b>
2.17(14)	In the case of employees who are initially appointed on Temporary /contract basis on a time scale of pay in a post and are subsequently regularized as permanent cadre in the same post ,such duty in the temporary post /Contract post for more than two years may be treated as period spent on probation for the purpose of	In the case of employees who have been regularized in service against permanent posts created through Government orders, their probation commences with effect from the date of order effecting regularization. Their prior period spent on temporary /contract basis in the post shall not be reckoned

	confirmation in the permanent post. They may be confirmed in the service from the date of their permanent appointment, if found suitable otherwise.	for any service benefit in regular service.
3.14	Add	Interest free loan of Rs.1 lakh shall be sanctioned to regular employees for undergoing treatment related to Cardiovascular diseases, Kidney, Liver, Cancer and for accidents involving hospitalization for more than two weeks.
4.9(b)	An employee ceases to earn such leave when the earned leave due total 240 days.	An employee ceases to earn such leave when the earned leave due amounts to 300 days.
4.9(c)	Add	Leave Rules under Appendix VIII, Part I, the Kerala Service Rules will be applicable to the employees appointed for limited period including project staff appointed on contract basis.
4.12(d)	The granting of leave without allowances to an employee for periods exceeding 3 months at a time shall be decided by the Executive Committee with the approval of Government.	The Registrar shall be competent to sanction Leave without allowances upto a period of six months; the Director upto one year and the Executive Committee beyond one year.
4.13 (a)	A female employee may be granted maternity leave on full pay for a period of 90 days from the date of its commencement.	A female employee in regular service shall be granted maternity leave on full pay for a period of 180 days from the date of its commencement.  Contract employees shall be eligible for maternity leave subject to the provisions in Note below Rule 2, Appendix VIII, Part I, the Kerala Service Rules.

4.13 (e)	Add	<p>The competent authority shall grant paternity leave for a period up to 10 days to regular employees during the confinement of his wife for two deliveries with full pay and allowances. The grant of such leave shall be subject to the following conditions, namely:-</p>
		<p>(a) that the leave will be granted for a period up to 10 days before or within three months after the date of delivery.</p> <p>(b) that the leave will be granted only if the request for leave is supported by a certificate from the Medical Officer showing either the expected date of delivery or the exact date of delivery, depending on whether the leave commences before or after delivery, as the case may be.</p> <p>(c) that the leave will be allowed to be combined with other kinds of leave except Leave Without Allowance under Rule 4.23 in the leave rules of C-DIT.</p> <p>(d) that such leave will not be debited against the leave account but its details shall be entered in the Service Book of the employee.</p> <p><i>Note: Contract employees are not eligible for paternity leave as per the Kerala Service Rules.</i></p>
4.16	The employees in the service of the Centre may surrender the Earned Leave to their credit, subject to a maximum of 240 days, at the time of retirement	The employees in the service of the Centre including those drawing State Scales of Pay as well as Central/CSIR scales of pay and those appointed on

	<p>from the Centre, subject to the following conditions:</p> <p>a) retirement for this purpose means retirement on attaining the normal age of superannuation, or voluntary retirement, as stipulated under Rule 2.21 in Chapter 2; and</p> <p>b) employees who leave the service of the Centre on the expiry of contract/term appointments for specific periods, will also be eligible to surrender eligible Earned Leave to their credit at that time subject to a limit of 240 days.</p> <p>Note: The leave surrender for encashment will be permitted from the financial year 1993-94 only.</p>	<p>Contract/ Project staff will be eligible to surrender earned leave in their credit annually and / or at the time of the retirement from the service of the Centre, subject to the limit for annual and terminal surrender and other rules as decided by the Government of Kerala for its employees from time to time.</p>
4.20(v)	Add	<p>a). Disabled regular employees shall be eligible for special Casual Leave for a maximum period of 15 days at a time (including the time spent in transit both ways) to attend Artificial Limb Centre and stay in hospital for replacement/treatment of their artificial limbs. Special Casual Leave under this rule may be granted on more than one occasion in a Calendar Year, if needed.</p> <p>b). All physically handicapped employees eligible to claim Conveyance Allowance shall be eligible for Special Casual Leave for a maximum period of 15 days in a Calendar Year for treatment of illness connected with the physical handicap of the employee concerned in hospital or at residence on production of medical certificate to that effect from</p>

		<p>the authorized Medical Officers attending on them.</p> <p>c). Special Casual Leave of 15 days admissible to the disabled and the physically challenged employees under sub rules (a) and (b) above will be exclusive of intervening holidays. (Circular No.1/2016/Fin dated 08.01.2016)</p>
4.22	<p><u>Study Leave</u></p> <p>4.22.1</p> <p>The terms and conditions for granting Study Leave for employees in C-Dit shall be the following.</p> <p>1) Study Leave may be granted to an employee only if he has rendered not less than three years service in the Centre and is not due to retire and has not got the option to retire from the service within three years of the date on which he is expected to return to duty after the expiry of the leave and such granting of leave will be subject to the absolute discretion of the Executive Committee.</p> <p>2) The course should have direct and close connection with the sphere of duties of the employee in the Centre.</p> <p>3) The Institution in which the employee undertakes his course of study should have affiliation to a recognised University or organization of similar nature like IITs, IIMs etc.</p> <p>4) Normally not more than one employee from a Division / Department Project shall be</p>	Rule 4.22 is deleted.

granted study leave at a time.

5) The maximum amount of Study Leave which may be granted to an employee for a course including for dissertation project work shall not exceed 12 months in the first instance and 24 months inclusive of the period of vacation in all during his entire service.

6) An employee granted study leave in combination with any other kind of leave may, if he so desires, commence his study before the end of the other kind of leave but the period of such leave coinciding with the course of study shall not count as study leave.

7) An employee on study leave will be paid leave salary equal to the amount admissible during Half Pay Leave.

8) The dissertation/ project work of the course should be done in the Centre and for that specific period of dissertation/project work in the Centre, full salary will be paid.

9) The employee on study leave is not eligible for any other allowances.

10) The employee should complete the course within the specified period notified by the Institute/University.

11) Every employee who has been granted Study Leave or extension of study leave shall serve the Centre for a minimum period of five years on the expiry or termination of such leave and shall be required to execute a bond as given in Appendix 1 in

non judicial stamp paper of sufficient value, before the study leave or the extension of study leave granted to him commences. The liquidated damages for breach of conditions of the bond shall be as follows.

Employee in the grade of Scientist 'B' and below - Rs. 3 lakhs

Employees in the grade of Scientist 'C' and above - Rs. 5 lakhs

#### **4.22.2**

The following rule shall be applicable for External Registration Programme requiring absence from headquarters.

1. These rules shall apply to all regular Technical and Scientific employee of the C-DIT

2. The candidates have to put in a minimum of one year's service in the Centre in order to become eligible to apply for external registration.

Note:- Employee shall not be considered for registration under the external registration scheme during the period of probation.

3. The candidate for External Registration Programme will be granted Study Leave for the minimum period prescribed for residential requirements. Leave salary during Study Leave shall be pay and allowances due for Half Pay Leave. Candidates are not eligible for any other allowance during this period of

	<p>residential requirement.</p> <p>4. After the completion of the degree he will have to service the Centre atleast two years in case of Masters Programme and three years for Doctorate Programme.</p> <p>5. If any candidate violate this condition he will be required to pay to the Centre a sum equal to twice the total salry drawn during the period of absence from the Centre in connection with the courses or an amount in proportion to the service remaining to be rendered as per the bond. He will also execute a bond to this effect.</p> <p>6. The thesis work will have to be related to the ongoing sanctioned research project of the Centre.</p> <p>7. Normally not more than one employee from a division / department/project shall be away from the Centre at any one time.</p> <p>8. The above facilities for external registration are given on the condition that the candidate continues to do all other duties assigned to him by the competent authority like any other employee.</p> <p>9. All cases of registration under these shall be reported to the Executive Committee for information.</p>	
4.23.7	<p>Normally, Leave Without Allowances under these rules(for taking up employment) may be sanctioned only upto a maximum period of five years. This maximum period of leave</p>	<p>Normally, Leave Without Allowances under these rules (for taking up employment) may be sanctioned only upto a maximum period of 10 years. This maximum period of leave</p>



	that may be sanctioned to an employee during his entire service shall be limited to five years.	that may be sanctioned to an employee during his entire service shall be limited to 10 years. If the employee who have availed himself of the Leave Without Allowances for a period of 10 years whether continuously or in broken periods does not return duty immediately after on the expiry of the leave, his / her service shall be terminated after following the procedure laid down in the C-DIT Rule for Disciplinary Procedure. This condition shall be incorporated in every order sanctioning leave (individual sanction to be issued in all cases)
		Leave Without Allowances for taking up employment abroad or within India at a stretch shall not exceed 5 years.

4) The Service Rules of C-Dit approved as per Government Orders read as 1<sup>st</sup> and 2<sup>nd</sup> paper above stands modified to the above extent.

(By Order of the Governor)

**M.SIVASANKAR**  
**PRINCIPAL SECRETARY**

To:-  The Registrar, Centre for Development of Imaging Technology (C-Dit),  
Chithranjali Hills, Thiruvallom, Thiruvananthapuram.  
 The Principal Accountant General (A&E / Audit), Kerala,  
Thiruvananthapuram.  
Finance Department (vide U.O(f) No. PU-C2/169/2018-FIN (1004698)  
dated 09.07.2019 and 27.02.2020  
Stock File.

Forwarded/By Order

  
Section Officer