

KSR

INIANUT SHELL

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PAY FIXATION ON PROMOTION (KSR PART I)

| Rule | Initial Fixation | Re-fixation | Notional Increment | Option |
|-------------|-------------------------|--------------------|---------------------------|---------------|
| Rule 28 A | Yes | Yes | Yes | No |
| Rule 37 (a) | Yes | No | No | No |

Applicability

Rule 28 A is applicable in the case of promotion to pay scales minimum of which does not exceed Rs. 68700/- and Rule 37(a) is applicable in the case of promotion to pay scales minimum of which exceeds Rs. 68700/-

How to fix according to Rule 28A?

If an employee is promoted / appointed to higher scale of pay, his initial pay in the higher scale shall be fixed by adding a notional increment in lower scale on the date of promotion. i.e. If the pay arrived after adding notional increment to the pay in lower scale on is a stage or in between two consecutive stages in higher scale, then the pay shall be fixed at the next higher stage in higher scale. A re-fixation of pay will be allowed in lower scale on the date of next increment in lower scale (clearly saying, whenever there is a change in lower scale).

But in the cases of regular promotion from time bound higher grades, fixation will be done in terms of Rule 30. In such cases no benefit of fixation is available.

Grouping of Employees according to Scale of Pay

| Group A | Group B | Group C | Group D |
|---------------------------------------------|-------------------------------------------|----------------------------------------|----------------|
| From 55350 – 101400 to 93000 - 120000 | From 35700 – 75600 to 45800 - 89000 | From 17000 – 37500 to 32300 - 68700 | 16500 - 35700 |

TA RATES FOR TOUR TRAVEL (KSR PART II)

| Grade | Pay* Range | Daily Allowance(DA) in Rs. | | Incidental Expenses (IE)/Km in Re. | Mileage (eligibility) | | |
|-------|-------------|----------------------------|---------------|------------------------------------|-----------------------|--------------|---------------|
| | | Inside state | Outside state | | Road | Rail | Air |
| I | >=50400 | 400 | 550 | 0.80 | Express | II AC | Fare + one DA |
| II(a) | 42500-50399 | 320 | 450 | 0.60 | Express | First Class | — |
| II(b) | 27800-42499 | 320 | 450 | 0.50 | Express | III AC | — |
| III | 18000-27799 | 250 | 350 | 0.50 | Fast Passenger | Second Class | — |
| IV | <18000 | 250 | 350 | 0.50 | Fast Passenger | Second Class | — |

*Basic Pay + Personal Pay

Note :- Gr.II(a) officer is eligible for IInd AC class if Ist class is not available in the train

Gr.II(b) officer is eligible for Ist class if IIIAC is not available in the train.

Other conditions

1. The journey should be of more than 8 km to become eligible for Mileage Allowances.
2. Heads of Depts., PS to Ministers and AIS officers are categorized as Grade I irrespective of pay drawn by them.
3. NG Officers & LG servants when they accompany the Governor and Ministers will be treated as Gr II(b)
4. Incidental Expenses for Air journey is limited to 1 Daily Allowance for all class of officers

5. Officers whose pay scale is 55350-101400 or above can travel through air.
6. Taxi car rate for Gr I officers and autorikshaw fare for others are eligible for a travel up to 8 km. (Max. Rs.150/day) or Actual Expenses if travel is by other means.

4. **Auto rickshaw fare for journeys on tour :**

Actual fare at the rate fixed by Government from time to time for a maximum of 2 journeys daily (plus 1 journey per tour from residence to airport / railway station/bus stand and 1 journey per tour from airport /railway station / bus stand to residence), limiting the distance of single journey to 15 km. **subject to a maximum of Rs 150 per day.**

5. Minimum Incidental Expenses should be equivalent to ½ DA
6. DA is not allowed for halt for a period of more than 3 months.

| 7. Halt period | DA rate | Boarding | Lodging | DA rate |
|-----------------------------------------------|--------------------------------------|-----------------|----------------|----------------|
| Upto 6 hrs. | NIL | Free | Free | ¼ DA |
| >6 hrs. & ≤12 hrs. | ½ DA | Free | Not free | DA |
| >12 hrs. & ≤24 hrs | 1 DA | Not free | Free | 2/3 DA |
| >24 hrs. and upto 10 days for next 20 days | Full DA ¾ DA and ½ DA there after | | | |

8. For getting a break in tour, the officer should stay outside 8 km of his permanent/temporary HQ for 3 days minimum (at least 3 nights)
9. Road mileage is not admissible for travel by dept. vehicle. In such cases the officer can claim for Incidental Expenses only or one DA
10. **Mileage allowances can be paid at the at Rs 2/km for road journey irrespective of class of officer**

TRANSFER TA RATES

| Grade | Rail Journey | | Road Journey | | Personal Effects transport | Loading & unloading charges at both ends |
|--------|-----------------------|-----------|----------------|------------------------------------------------------------------------------------------|----------------------------|------------------------------------------|
| | officer | family | officer | family | | |
| I | Fare(eligible) +3XIE | Fare only | 2XRoad Mileage | NIL for one member, 1 Road Mileage for two member, 2 Road Mileage for 3 and more members | 3000 kg | 800 |
| II (a) | Fare(eligible) + 3XIE | Fare only | 2XRoad Mileage | NIL for one member, 1 Road Mileage for two member, 2 Road Mileage for 3 and more members | 2000 kg | 450 |
| II (b) | Fare(eligible) + 3XIE | Fare only | 2XRoad Mileage | NIL for one member, 1 Road Mileage for two member, 2 Road Mileage for 3 and more members | 2000 kg | 450 |
| III | Fare(eligible) + 3XIE | Fare only | 2XRoad Mileage | NIL for one member, 1 Road Mileage for two member, 2 Road Mileage for 3 and more members | 1500 kg | 400 |
| IV | Fare(eligible) + 3XIE | Fare only | 2XRoad Mileage | NIL for one member, 1 Road Mileage for two member, 2 Road Mileage for 3 and more members | 1500 kg | 400 |

Other Conditions

1. Mileage Allowance is admissible for a travel less than 8 km (Road) in case of transfer TA.
2. In normal case TA is not available for 'on request' transfer. But TA is eligible if the officer has one year service (excluding leaves) in the station from where he is transferred.
3. Family members should proceed to new station within one month back from the date of handing over charge or within six months from the date of joining duty at new station for getting TA

4. Children**Train Fare**

- < 5 yrs. No Fare
>5 yrs & < 12 yrs. ½ Fare (*only for unreserved seats/berths*)
12 yrs. and above Full Fare

5. No age limit for children in the case of Road Mileage
6. Family means wife and dependent children
7. Loading & unloading charges are applicable for journey through rail only.
8. DA cannot be claimed for a halt in the middle of transfer journey.

Reimbursement of roomrent (against production of vouchers)

| Grade | New Delhi, Mumbai, Kolkata, Chennai (Rs.) | Other Cities/ Towns outside State (Rs.) |
|--------------|-------------------------------------------|-----------------------------------------|
| Grade I | 2000 | 1500 |
| Grade II (a) | 2000 | 1500 |
| Grade II (b) | 1600 | 1000 |
| Grade III | 1600 | 1000 |
| Grade IV | 1100 | 1000 |

JOINING TIME (KSR PART I)

| Distance | same office/bldgs. | Other offices |
|----------------|--------------------|-----------------------------------------------------------|
| Up to 8 km. | NIL | One day (including sundays & holidays) |
| More than 8 km | — | 6 Day's preparation time+Journey time (excluding sundays) |

Assessing Journey time

| Rail Distance | Journey time | Road distance | Journey time |
|------------------------------|---------------------|------------------------------|---------------------|
| Upto 500 km or part there of | 1 Day | Upto 150 km or part there of | 1 Day |

For foot (or cart/boat) journey – 1 day for every 25 km distance or part there of.

Other conditions

1. Sunday only will be excluded and all other holidays will be included while assessing joining time
2. In any case, joining time should not exceed 30 days (including Sundays)

LEAVES – CLASSIFICATION AND RULES (KSR PART I)

| Category | Kind of leave | Earnings | Max. earning limit | Admissible limits | | Combining with other leaves |
|-----------------|---------------------------------------|----------------------------|--------------------|-----------------------------------|--------------------------------------|-----------------------------|
| | | | | At a time | Max. in service | |
| Ordinary leaves | EL | 1 for each 11 duty days* | 300 Nos. | 180 days | As in credit | |
| | HPL | 20 for each completed year | No limit | No limit | As in credit | |
| | CML | 2 HPL commuted to one CML | No limit | No limit | As in credit | |
| | LND | — | — | 90 | 180 (without MC)+180 (with MC) = 360 | |
| | LWA | — | — | 5 yrs | 20 yrs. (XII A & XII C) | |
| Special leaves | Disability leave | — | — | 24 months | | Yes |
| | Hospital leave | — | — | | | Yes |
| | Study leave | — | — | 12 months | 24 months | Yes |
| | Maternity leave (Female Employees) | — | — | 180 days (for abortion - 6 weeks) | | Yes |

| | | | | | | |
|---------------------------|----------------------------------|-----------------------------------------|----|-----------------------------------------------|--------------------------|----------------------------------|
| | Paternity Leave (Male Employees) | -- | -- | 10 days | 20 days (for 2 children) | Yes |
| Others (KSR Appendix VII) | CL | 20 Nos. in a calendar year (No earning) | — | 15 days (including holidays) | — | No |
| | SCL | — | — | 21 days (30 days under special circumstances) | — | Yes |
| | Co. L | — | — | 15 days in a calendar year | — | No (but can be combined with CL) |

Abbreviations

EL – Earned Leave, HPL – Half Pay Leave, CML – Commuted Leave, LND – Leave not due, LWA – Leave without allowance, CL – Casual Leave, SCL – Special Casual leave, Co.L – Compensation leave, MC – Medical Certificate.

*1 for each 22 duty days during 1st year of service which will be recasted @1/11 after completion of 3 years of service.

Other Conditions

1. Leave is not a right of the employee.
2. Leave period **will not** earn EL or simply or simply, actual duty period only earn EL.
3. EL not available to vacation staff provided he avails the vacation period.
4. EL may be granted up to 300 days prior to pension. This is an exception to general condition.
5. EL surrender – 30 Nos. in a financial year (w.e.f.1.4.06)
6. EL once surrendered cannot be cancelled. Also EL cannot be surrendered in different spells.
7. Leave period **will** earn HPL except LWA taken as per appendix XII A (other employment), XII B(study purpose), XII C of KSR (joining spouse)

8. LND is available to permanent employees only.
9. Govt. only is competent to sanction LWA for more than 4 months.
10. HPL is not earned for fraction of a year.
11. Min. 3 year service is necessary to avail CML.
12. MC is not needed to any kind of leave combined with Maternity Leave up to 60 days.
13. Co.L should be taken within 3 months from the date of his duty (on the relevant holiday)
14. HPL Leave salary –
 - (a) For officers who draws a pay of above Rs 35700/- :-
Half of pay + DA of that amount + Allowances (HRA, CCA and HTA) up to 180 days.
 - (b) For officers who draws a pay of Rs. 35700 and below:-
Half of pay + Full DA+ Allowances (HRA, CCA and HTA) up to 180 days subject to a condition that this amount should not be less than 65% of (pay + DA) drawn just before leave starts.
15. If the vacation staff were denied their vacation period for any spl. duty they will be availed EL as shown below:
EL eligible = days on duty x 30/Total vacation period
16. In addition to the above, special leaves are admissible for organ transplantation, blood donation, chemo therapy etc as per norms.
17. Paternity leave should be taken during the period between 10 days before and 3 months after the date of delivery
18. Medical Officer's certificate specifying date of delivery is necessary for claiming Paternity Leave
19. Separate registers should be kept for Casual Leaves and Special Leaves
20. Hospital leave is admissible to Forest staff (except clerk) whose pay does not exceed Rs. 27800/-

PENSIONARY BENEFITS (KSR PART III)

(a) Pension:

| Pension Type | Description | Amt | Minimum | Maximum | Minimum Q.S. required |
|------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------------------------|--------------------|--------------------------------|
| Superannuation | In the case of officers who retires on superannuation. | 50% of AExQ.S/30 (Q.S<=30) | 8500 | 50% of 1,20,000/-* | 10 yrs (3 yrs for handicapped) |
| Compensation | Payable if the post was abolished permanently | | | | |
| Invalid | Payable if the officer is expelled from service for permanent disability like insanity or contagious diseases. | | | | |
| Retiring | Pension for voluntary retirement before superannuation. | | | | 20 yrs |
| Family | Payable to family if the officer dies before or after retirement | Normal - 30% of LE Higher - 50% of LE | 8500 | 30% of 1,20,000/-* | 7 yrs |
| Commutated Value | Some portion of pension can be commuted | CPx12xC.F | Note:- Portion of pension that can be commuted is 40% of pension amount | | |
| Ex-gratia | In the case of officers who retires on super annuation with less than 10 yrs. of service | 9 yrs of completed service | | 7650 | |
| | | 8 yrs of completed service | | 6800 | |
| | | 7 yrs of completed service | | 5950 | |

| | | | | |
|--|--|----------------------------|------|--|
| | | 6 yrs of completed service | 5100 | |
| | | 5 yrs of completed service | 4250 | |
| | | 4 yrs of completed service | 3400 | |
| | | 3 yrs and below | 2550 | |

* Maximum of highest scale

(b) DCRG:

| Item | Type | Amt | Minimum | Maximum | Minimum Q.S. required |
|------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|-----------------------|
| DCRG | Death | If Q.S ≥ 24 yrs - (LE+DA)/2 x Q.S If Q.S ≥ 5 yrs & ≤ 24 yrs -(LE+DA)x12 If Q.S < 5 yrs & > 1 yrs - (LE+DA)x6 If Q.S < 1 yrs - (LE+DA)x2 | -- | 14 lakhs | — |
| | Retirement | (LE+DA)xQ.S/2 (Q.S ≤ 33) | -- | 14 lakhs | 5 yrs |

Abbreviations

Q.S – Qualifying service, LE –Last Emolument= pay during last month (last date in case of family pension), AE-Average Emoluments = Average of last 10 month's pay, CVP – Commuted Value of Pension, F.P – Family Pension, CP-Commuted Portion of pension, C.F- Commutation Factor as per appendix X of KSR, D.A – Dearness Allowance

Other Conditions

1. Max. Q.S. will be limited to 30 yrs in case of super-annuation pension and it is 33 yrs in case of DCRG
2. The reduced pension amount (in the case of officers who gets commuted value of pension) will be restored to its original value after 12 yrs. from the date of encashment of CVP (in the case of retirement at the age of 55 yrs.)
3. F.P will be paid at higher rate **up to 7 yrs** from the date of death or till he would have attained the **age of 63** (whichever is earlier) and thereafter at Normal rate.
4. **Family pension should not go beyond service pension in any case.**
5. If a pensioner dies before 7 yrs. of retirement his family is eligible for Family Pension **at the rate of Service Pension** up to 7 yrs. from the date of retirement and at normal rate thereafter.
6. DA applicable from time to time is admissible to pensioners. In their case it is known as Dearness Relief (DR).
7. In addition to monthly pension & DR, the pensioner is eligible to get Rs 300/- p.m. being Medical Allowance (MA).
i.e. pension = Basic Pension+DR+MA
8. Weightages in cases of retiring pension:
Balance period to retirement in the case of voluntary retirement will be added to Q.S subject to a max. of 5 yrs.
9. Ex-gratia pensioners are not entitled to DR on pension.

Various 'rounding' in pension calculation

1. For assessment of Q.S: fraction less than half yr. is ignored and half yr and above rounded to next completed yr. except in following cases
 - (a) 9 yrs and fraction: rounded to 10 yrs
 - (b) 29 yrs and fraction: rounded to 30 yrs.
 - (c) 32 yrs and fraction: rounded to 33 yrs.
 - (d) 2 yrs and fraction: rounded to 3 yrs **in the case of handicapped** since their minimum Q.S in that case is 3 yrs.(Note:-Rounding as shown above (a to c) is **not applicable** in cases of **invalid and retiring pensions**.)
2. For assessment of pension, DCRG & CVP: any fraction will be rounded to next higher rupee.
3. For assessment commuted portion of pension: any fraction will be omitted fully
4. For assessment of AE & DA: ordinary rounding

| <u>Item</u> | <u>Add/less</u> |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Part time service | Total Q.S = $\frac{1}{2}$ x Part Time service period |
| 2. Boy service | Less (Add in case of compensation gratuity) |
| 3. Break in service | |
| (a) If break period is less than 1 yr | Add |
| (b) If break period is more than 1 yr and prior service is more than or equal to break period | Add |
| (c) If break period is more than 1 yr and prior service is less than break period | Total Q.S = Q.S after break period + prior service + (break period – prior service) |
| 4. Strike period declared as dies non | Add |
| 5. Suspension period if not exonerated | Less |
| 6. LWA under app. XHIA, XHIB, XHIC | Less |
| 7. Provisional service | Less (w.e.f.1.10.94) |
| 8. Service in aided schools | Add |
| 9. Service in Bar (period of practice) | Add subject to following conditions: |
| | 1. The officer should join Govt. service after 25 yrs of age. |
| | 2. This addition is allowed only when normal Q.S is not less than 8 yrs. |
| | 3. The period that can be added is the difference between the age at joining service and 25 yrs. subject to a max. of 10 yrs and it should not exceed actual period of practice. |
| 10. Service in Central Govt./Central Govt. Undertakings | Add |

Other types of pension

1. Extra ordinary pension: - Payable in the case of employee suffered from casualties, diseases or death as a consequence of execution of his duties in addition to normal pensionary benefits.
2. Anticipatory pension:- Payable in advance if sanction of pension is too much delayed. It is 75% of admissible pension.
3. Pro rata pension:- Payable in the case of employee who got transferred from Govt. service to Govt. undertakings where pension scheme does not exist.

Other types of gratuity

1. Compensation gratuity:-
2. Residuary gratuity:- it is the difference between Death gratuity and (Retirement gratuity + total pension paid up to date) admissible to family of an employee having service below 24 yrs dies after retirement subject to the condition that he should not commute any portion of pension.
3. Residual gratuity:- Arrears in gratuity arises with changes in DA time to time

PENSIONARY BENEFITS TO PART TIME CONTINGENT EMPLOYEES

(a) Pension:

| Pension Type | Description | Amt | Minimum | Maximum |
|----------------|--------------------------------------------------------------------------|---------------------------|---------|------------------|
| Superannuation | In the case of officers who retires on superannuation (at the age of 70) | 50% of AExQ.S/30 (Q.S≤30) | 4400 | 8400 |
| Compensation | Payable if the post was abolished permanently | | | |
| Family | Payable to family if the officer dies before or after retirement | 30% of LE | 2460 | 30% of 16,460/-* |

* Maximum of highest scale

(b) DCRG:

| Amt | Minimum | Maximum |
|---------------------------------|---------|----------|
| $(LE+DA)/2 \times Q.S$ (Q.S≤33) | -- | 2,80,000 |

Abbreviations

Q.S – Qualifying service, LE –Last Emolument= pay during last month (last date in case of family pension), AE-Average Emoluments = Average of last 10 month's pay, F.P – Family Pension, D.A – Dearness Allowance

Other Conditions

1. Max. Q.S. will be limited to 30 yrs in case of super-annuation pension and it is 33 yrs in case of DCRG
2. DA applicable from time to time is admissible to pensioners. In their case it is known as Dearness Relief (DR).
3. In addition to monthly pension & DR, the pensioner is eligible to get Rs 150/- p.m. being Medical Allowance (MA).
i.e. pension = Basic Pension+DR+MA