

**Minutes of the Executive Committee Meeting of KSREC held on 19.10.2022  
at 11.00 am in the chamber of Additional Chief Secretary to Government,  
Planning and Economic Affairs Department**

1.	Sri. Bishwanath Sinha IAS	Additional Chief Secretary to Government, Planning and Economic Affairs Department & Chairman, Executive Committee, KSREC
2.	Smt. Sreekala S Panicker	Joint Secretary Finance Department
3.	Sri Nagesh S.S.	Chief, Agriculture Kerala State Planning Board
4.	Dr. J. V. Thomas (attended online)	Scientist G & Associate Director, EDPO ISRO Headquarters, Bangalore
5.	Sri. Syam Krishnan	Deputy Director, Directorate of Industries & Commerce
6.	Sri. Subhash. S.	Accounts Officer, Panchayath Department
7.	Sri. Nizamudeen. A.	Director, KSREC & Convener, Executive Committee, KSREC

The Executive Committee Meeting started at 11.00 am with Sri. Bishwanath Sinha IAS, Additional Chief Secretary to Government, Planning and Economic Affairs in the Chair.

Seven members attended the meeting. Dr. J. V. Thomas, Scientist G & Associate Director, EDPO, on behalf of Director, NNRMS, Department of Space, Government of India, Bangalore, attended the meeting through online mode. Chief Engineer, Irrigation Department and Director, NCESS did not attend the meeting.

The committee discussed the agenda and decisions taken are detailed as follows:

<b>Item No.1a</b>	<b>Approval of Minutes of the Executive Committee Meeting held on 18.01.2022</b>
	The Executive Committee approved the Minutes of the Meeting held on 18.01.2022
<b>Item No.1b</b>	<b>Minutes of the Governing Body Meeting held on 12.05.2022</b>
	Noted

<b>Item No. 2</b>	<b>Review of action taken on the decisions of the Executive Committee Meeting held on 18.01.2022</b>
	Chairman reviewed the action taken on the decisions of Executive Committee meeting held on 18.01.2022 and directed to complete the actions in Sl.No: 5 & 8 in a time bound manner.
<b>Item No. 3A</b>	<b>Audit of Accounts for the year 2021-22</b>
	The Executive Committee noted the action of Governing Body approving the engagement of M/s M.Vijayan & Co. as internal auditors for 2021-22.
<b>Item No. 3B</b>	<b>Audit by Accountant General, Kerala</b>
	Executive Committee agreed to send proposal to Government.
<b>Item No. 4</b>	<b>Plan components &amp; Externally funded projects</b>
	Executive Committee approved the implementation of external projects without any financial commitment to Government.
<b>Item No. 5</b>	<b>Mapping of Eco Sensitive Zone around National Parks &amp; Wild life Sanctuaries in Kerala</b>
	Executive Committee appreciated the work done by the Centre in a time bound manner
<b>Item No. 6</b>	<b>Supply of data for PM Gathi Sakthi project</b>
	Executive Committee suggested following the norms, issued by Government of Kerala/Government of India, for the supply of data.
<b>Item No.7</b>	<b>Digital Dharmadam Project</b>
	Executive Committee agreed to launch the Decision Support System for Dhramadam Legislative Assembly Constituency
<b>Item No. 8</b>	<b>Collaboration with the Educational Institutions</b>
	Executive Committee agreed signing MoU with TKM College of Engineering, Kollam and SCMS School of Engineering & Technology, Ernakulam. Executive Committee also granted permission to associate with other similar institution in future, under a condition that priority for such collaboration shall be with Government Engineering Colleges and established colleges in private sector.
<b>Item No. 9a</b>	<b>Pensionary benefits to Dr. Subhash Chandra Bose</b>
	Executive Committee ratified the payment of gratuity to Dr. Subhash Chandra Bose. The representative from Finance Department enquired about the gratuity limit followed in all these

	cases. Executive Committee suggested to take up the matter with Finance Department. Executive Committee suggested to release the terminal surrender to Dr. V.Subhash Chandra Bose.
<b>Item No. 9 b</b>	<b>Retirement of scientific staff</b>
	Noted
<b>Item No. 9 c</b>	<b>Retirement of technical staff</b>
	Committee decided to wait for further orders of Hon'ble High Court.
<b>Item No. 10</b>	<b>Creation of post of System Manager</b>
	Noted
<b>Item No.11</b>	<b>Preparation of panel for engaging project staff</b>
	Noted
<b>Item No.12</b>	<b>Qualification for the post of Junior Scientific Assistant</b>
	Executive Committee ratified the action taken by the Director
<b>Item No.13</b>	<b>Delay in appointment of project staff for Plan projects</b>
	Executive Committee agreed to the suggestions and decided to send proposal to Government for further extension after plan period.
<b>Item No.14</b>	<b>Purchase of UPS and High Speed connectivity with BSNL</b>
	Executive Committee accorded sanction for the purchase of UPS and continue the High Speed Internet Connectivity.
<b>Item No.15</b>	<b>Pension contribution and pay revision arrears of deputation staff worked in KSREC</b>
	Executive Committee ratified the payment of pension contribution to Smt. S. Rajalekshmi, former Office Assistant. Executive Committee also accorded sanction to disburse the pay revision arrears of deputation staff for the period from 01.07.2019 to 28.02.2019.
<b>Item No.16</b>	<b>Adoption of Compassionate Employment Scheme</b>
	Noted
<b>Item No.17</b>	<b>Upgrading KSREC as a Centre of Excellence</b>
	Dr. J. V. Thomas opined that only Centre Universities allow campus outside the Centre and suggested to discuss the matter with Registrar of Kerala Technical Univeristy. Sri. Nagesh S.S opined to explore the possibilities with Digital University also. Executive Committee deferred the proposal and suggested to place

	the matter in the next Executive Committee, after detailed examination of the above suggestions.
<b>Item No.18</b>	<b>Any other item with the permission of the Chair</b>
	No item was brought for discussion.

Meeting concluded at 11.30 am.

Additional Chief Secretary to Government  
Planning and Economic Affairs Department &  
Chairman, KSREC Executive Committee



**Minutes of the Governing Body meeting of Kerala State Remote Sensing and Environment Centre (KSREC) held at 4.00 pm on 12.05.2022**

**Present**

1.	Dr. V. P. Joy IAS Chief Secretary to Government	Chairman
2.	Sri. Biswanath Sinha IAS Additional Chief Secretary Planning & Economic Affairs Department & Electronics and Information Technology Department	Vice Chairman
3.	Sri. Rajesh Kumar Sinha IAS (attended online) Additional Chief Secretary Finance Department	Member
4.	Sri. Pranabjyoti Nath IAS Secretary Water Resources Department	Member
5.	Dr. K. P. Sudheer (attended online) Executive Vice President Kerala State Council for Science, Technology & Environment	Member
6.	Dr. J. V. Thomas (attended online) Scientist G & Associate Director, EDPO ISRO Headquarters, Bangalore	Nominee
7.	Dr. Sudha Ravindranath (attended online)	Nominee

	Scientist 'SG', Regional Remote Sensing Centre - South Bangalore	
8.	Dr. Sheela. A. M Member Secretary Kerala State Pollution Control Board	Member
9.	Sri. Nagesh S.S. Chief, Agriculture Division Kerala State Planning Board	Member
10.	Smt. Reji Rajendran Deputy Secretary Local Self Government Department	Nominee
11.	Smt. Ajitha. B Deputy Secretary Fisheries Department	Nominee
12.	Smt. Geetha Gopinath Under Secretary Environment Department	Nominee
13.	Sri. Nizamudeen. A Director Kerala State Remote Sensing and Environment Centre	Convenor

The meeting commenced at 4.00 p.m. The Director welcomed the Chairman and the Governing Body members and thereafter Chairman proceeded with the agenda items

<b>Item No. 1</b>	<p><b>Approval of minutes of the Governing Body Meeting held on 15.04.2021.</b></p> <p>Governing Body approved the minutes of the last Governing Body Meeting held on 15.04.2021.</p>
<b>Item No. 2</b>	<p><b>Review of action taken on the decisions of the last Governing Body Meeting held on 15.04.2021.</b></p> <p>The Governing Body noted the review of action taken report on the decision of the last Governing Body meeting held on 15.04.2021.</p> <p>Chairman opined that development of the mobile application and Web GIS site “ENVICLEAN” is a good achievement and advised to undertake such useful activities using Remote Sensing Application.</p> <p>Director informed that the Drone image based reservoir studies could not be initiated due to lack of fund. Chairman opined that the utilization of remote sensing application for flood control and dam monitoring is very essential in the present situation and hence instructed to explore the possibilities of getting fund from Disaster Management Authority or from Rebuild Kerala Initiative.</p> <p>Chairman enquired about the possibility of studies in wild life concentration in habitation areas near forest and to find out the reasons for such concentration. Vice Chairman informed that wild life concentration cannot be identified through satellite data verification alone due to the canopy cover in Kerala. Chairman suggested to explore the possibility of undertaking a study in this regard in collaboration with Forest Department.</p> <p>Chairman informed that a new proposal for CES scheme is under the consideration of Government and once the new scheme is implemented KSREC can also examine the possibilities of adopting the same with the approval of Government.</p>
<b>Item No. 3</b>	<p><b>Approval of Audit of Accounts for the year 2020-21.</b></p> <p>The Governing Body approved the audit of Accounts for the year 2020-21</p>
<b>Item No. 4</b>	<p><b>Receipts and Expenditure for 2021-22</b></p> <p>The Governing Body approved the Receipts and Expenditure for 2021-22</p>
<b>Item No.5</b>	<p><b>Projects undertaken by KSREC during 2021-22</b></p> <p>The Governing Body noted the details of the project under taken by the Centre during 2021-22.</p> <p>Chairman opined that effective measures could be taken to find out encroachment of Road/ River /Thodu puramboke and instructed to give a proposal to Irrigation Department for initiating a pilot project to identify encroachment of major rivers using satellite date. Chairman suggested to develop an encroachment detection and intimation system in such a way that the encroachment can be identified year wise and the same to be</p>

	<p>intimated to the concerned officials.</p> <p>Chairman pointed out the need for getting more external projects. He opined that the possibilities of using remote sensing application in various areas are increasing day by day and instructed to get in contact with all the departments so as to assist them in the areas of their requirements.</p>
<b>Item No.6</b>	<p><b>Programmes and Annual Budget for 2022-23</b></p> <p>Governing Body approved the annual budget 2022-23.</p>
<b>Item No. 7</b>	<p><b>Delay in receiving plan funds</b></p> <p>Director pointed out the difficulties in implementing the Project “Report Generation of Wetland &amp; Paddy Conservation Act related Satellite data based Reports”. He informed that the number of applications are increasing day by day, and the same cannot be processed in a time bound manner due to the absence of project staff. The non availability of plan fund in time for appointment of project staff and for other expenditure, worsen the situation.</p> <p>Chairman opined that there is a prioritization in releasing the fund from Finance Department. However suggested to submit a detailed proposal for getting more fund at regular intervals.</p>
<b>Item No. 8</b>	<p><b>Knowledge partner – DSS for Spatial Planning &amp; Governance at Local level</b></p> <p>Governing Body approved the proposal of functioning as Knowledge partner for Spatial Planning &amp; Governance at Local level for LSGIs</p>
<b>Item No. 9</b>	<p><b>Digital Dharmadam Project</b></p> <p>Governing Body approved the proposal Digital Dharmadam Project.</p>
<b>Item No. 10</b>	<p><b>a. Approval for appointment of Internal Auditors</b></p> <p>Governing Body approved the appointment of Internal Auditors and the engagement of M/s M.Vijayan &amp; Co. as internal auditors 2021-22.</p> <p><b>b. Approval for extending the term of Standing Counsel</b></p> <p>Chairman enquired about the role of standing Counsel in KSREC Director informed that KSREC is being arrayed as one of the respondents along with Revenue Department and Agriculture Department in many cases related to Report Generation of Wetland &amp; Paddy Conservation Act related Satellite data based Reports project and being an autonomous institution the Centre require a Counsel to defend the cases. Chairman opined that the project is done for Agriculture Department and Revenue Department and KSREC is providing only technical service to these departments and hence they have to defend the case for KSREC also. Vice Chairman agreed to take up the matter with Law department.</p>
<b>Item No. 11</b>	<p><b>Any other item with the permission of the Chair</b></p>



No other items were brought for discussion

Meeting concluded at 4.45 p.m.

Chief Secretary &  
Chairman Governing Body, KSREC

P<sub>4</sub>

403

GOVERNMENT OF KERALA

Abstract

Kerala State Remote Sensing and Environment Centre - Service Rules amended - Orders issued.

PLANNING AND ECONOMIC AFFAIRS (B) DEPARTMENT

G.O(M S) No. 62/05/Ptg.

Dated, Thiruvananthapuram, 9-9-2005

- Read:- 1. Letter No. A-108/2004/KSEREC Dated Nil and 11.1.2005 from the Director  
KSEREC, Thiruvananthapuram.  
2. G.O (M S) No. 72000/Ptg. Dated, 22.2.2005.

ORDER

The Director, KSEREC, as per his letter read 1st paper above, submitted proposals before Government for amending the Service Rules of the Centre as approved by the Governing Body of the Centre in their meeting held on 21.10.2004.

Government have examined the matter in detail and are pleased to make the following amendments to the KSEREC Service Rules.

Amendments

Rule 11 General

B. RULES FOR THE RECRUITMENT OF STAFF

General

Sub Rule 4; Definitions

Scientific Staff

- (i) Under the heading "A-Scientific Assistants" the name of posts of Scientific Assistants B (4500-7000) and Scientific Assistant C (5500-9000) will be substituted by the following respectively:  
Junior Scientific Assistant. (Rs. 4500-7000)  
Senior Scientific Assistant. (Rs. 6500-10550)
- (ii) Under the heading "B-Scientists" the post of "Scientist C (Rs. 10333-13200) and Scientist B1 (Rs. 12000-16500)" shall be deleted.
- (iii) The pay scale of "Scientist B" will be modified as "Rs. 7800-12975" instead of "(Rs. 8000-13500)"

Rule 15-5-the entry under the heading "Qualification for Scientific Posts" will be substituted by the following:

1. Junior Scientific Assistant

Equivalent- 1st Class P-G Degree in any of the following subjects.

[Geology, Remote Sensing,

Chemistry, Physics, Zoology,

Botany, Marine Science, Environment Eng.,  
Aquatic Biology/Fisheries, Agriculture and related fields.

Age should not be more than 40 years at the time of joining KSRREC.  
relaxation as applicable to Backward Class/ SC/ST candidates in State Government  
Services.

II. Senior Scientific Assistant:

Eligibility: 1<sup>st</sup> Class P.G. with M.Phil/M.Tech in any of the following subjects  
Geology, Remote Sensing,  
Chemistry, Physics, Zoology,  
Botany, Marine Science, Environment Engineering,  
Aquatic Biology/Fisheries, Agriculture and related fields

Age should not be more than 40 years at the time of joining KSRREC with  
relaxation as applicable to Backward Class/ SC/ST candidates in State Government  
Services.

OR

By promotion from Junior Scientific Assistant with five years experience.

3. Scientist-B:

First Class M.Sc. M.Tech/ M.Sc and Ph.D in any of the following subjects  
Geology, Remote Sensing,  
Chemistry, Physics, Zoology,  
Botany, Marine Science, Environment Engineering,  
Aquatic Biology/Fisheries, Agriculture and related fields

Age should not be more than 40 years at the time of joining KSRREC with usual relax-  
ation as applicable to Backward Class/ SC/ST candidates in State Government Services

OR

By promotion from Senior Scientific Assistant with five years experience.

The above amendments will have effect from 27.8.2005.

The modified rules are appended to this order

By Order of the G

*[Signature]*  
Principal Secretary to Govt

To

The Director, Kerala State Remote Sensing and Environment Centre,  
Thiruvananthapuram.

The Commissioner, State Land Use Board, Thiruvananthapuram.

The Accountant General (A&E)/Audit, Kerala Thiruvananthapuram  
The Members of the Governing Body, Kerala State Remote Sensing and  
Environment Centre, Thiruvananthapuram.

The Members of the Executive Body, Kerala State Remote Sensing and  
Environment Centre, Thiruvananthapuram.

12

Extr 3/1

KERALA STATE REMOTE SENSING AND  
ENVIRONMENT CENTRE  
THIRUVANANTHAPURAM  
REVISED SERVICE RULES

GENERAL RULES

These Rules may be called the Kerala State Remote Sensing and Environment Centre Employees' Service Rules.

The power to modify these Rules and to interpret them in case of doubt is reserved to the Governing Body, subject to the approval of the Government.

DEFINITIONS

In these Rules,

- i) Appointing authority: means the authority competent to make appointments under The Rules of the Centre.
- ii) Committee: means the Executive Committee of the Centre.
- iii) Compensatory Allowance: means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes travelling allowance.
- iv) Competent Authority: means, unless otherwise specifically provided, the Director.
- v) Day: means a calendar day.
- vi) Director: means the Director of the Centre.
- vii) Duty: Includes:
  - i) Period of probation declared to have been completed satisfactorily;
  - ii) joining time; and
  - iii) All periods which are specially ordered to be treated as duty by the appointing authority.
- viii) Employee: means an employee under the whole-time employment of the Centre.
- ix) Holiday: means a day notified or declared as holiday by the Centre.
- x) Honorarium: means a recurring or non-recurring payment made to an em-

- EX
- x) Employee from the funds of the Centre by the Competent authority as remuneration for special work on an occasional or intermittent character.
  - xi) Centre: means the Kerala State Remote Sensing and Environment Centre.
  - xii) Joining time: means the time allowed to an employee to join a new post.
  - xiii) Leave Salary: means the monthly amount paid by the Centre to an employee on leave.
  - xiv) Medical Certificate: means medical certificate from any medical officer serving under the State/Central Government or any medical practitioner registered in Part 'A' of the Register of Modern Medicines or in Class 'A' of the Register of Indigenous Medicines or Homeopathic Medicines.
  - xv) Month: means a calendar month. In calculating a period expressed in terms of month and days, complete calendar months; irrespective of the number of days in each, should first be calculated and the odd numbers of days calculated subsequently.

Note: Whenever it is necessary to calculate a period in calendar months, the period shall be taken to end either on the day of the month corresponding to the day before the day on which the period begins or if there is no such corresponding day in the month, then on the last day of the month.

- xvi) Pay: means the amount drawn monthly by an employee as;
  - i) Pay in the time scale attached to the post in or against which he is working;
  - ii) Personal pay, special pay and dearness pay and
  - iii) Any other emoluments which may be specially classed as pay by the Committee.

Note: Pay for the purpose of Travelling Allowance shall be the pay an employee would have actually received, had he been on duty at the time of the forward journey.

- xvii) Personal Pay: means additional pay granted to an employee
  - i) to save him from a loss of pay due to revision of scale of pay or transfer to another post otherwise than as a disciplinary measure, or
  - ii) in exceptional circumstances on other personal considerations

Note: Personal pay granted under Clause (i) shall be absorbed in any future increase in the basic pay by way of promotion.

- xviii) Probation: An employee on probation is one appointed initially against a post with specific conditions to determine his fitness for eventual continuance in the post against which he is appointed.
- xix) Special pay: means an addition, in the nature of pay to the emoluments of a

- 14 -

Exp 3/3

post or of an employee granted in consideration of:

- i) the specially arduous nature of the duties of a post, or
  - ii) a specific addition to the work or responsibility including in lieu of a higher time scale of pay.
- xx) Subsistence Allowance: means a monthly grant paid to an employee who is not in receipt of pay or leave salary.
- xxi) Time Scale of Pay: means pay subject to such conditions that may be prescribed rises by periodical increments from a minimum to a maximum. It also includes the class of pay known as progressive.
- xxii) Transfer: means the movement of an employee from one headquarters station in which he is employed to another such station, either
- i) to take up the duties of a new post, or
  - ii) in consequence of a change of his headquarters
- xxiii) Family: means employees' wife/husband, children including step-children and legally adopted children and parents residing with and wholly dependent on the employee.
- xxiv) Fee: means a recurring or non-recurring payment to an employee from a source other than the funds of the Centre but does not include unearned incomes such as income from property, dividends, interests on securities and income from literary, cultural or artistic efforts.
- Note: Unless the Committee by special order otherwise direct, half of any fee in excess of Rs 5,000/- received by an employee in a year shall be credited to the funds of the Centre.
- xxv) Governing Body: means the Governing Body of the Centre.
- xxvi) Public Conveyance: means a train, bus, steamer, boat or other conveyance which plies regularly for the conveyance of passengers.
- xxvii) Salary: Includes the monthly pay and allowances attached to a post held by an employee and drawn by him.

#### CONDITIONS OF SERVICE

4. These Rules shall apply to the whole-time employees of the Centre other than those appointed on daily wage, monthly wage, fixed tenure or an ad-hoc basis. These Rules shall not apply to those who are on deputation with the Centre.
5. Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Centre and he/she may be employed in any required by proper authority without claim for additional remuneration.

- 6. In the interest of the Centre an employee shall be transferred from one post to another competent authority, but not to a post carrying lower time scale of pay otherwise than a disciplinary measure or on account of inefficient or misbehaviour.
- 7. An employee shall be required to subscribe to a provident fund in accordance with the rule of such provident fund.
- 8. An employee shall begin to draw pay and allowances attached to a post with effect from the date when he assumes the duties of that post and shall cease to draw them as ~~one~~ <sup>soon</sup> as he ceases to discharge those duties.

Note: If the charge is assumed / relinquished in the forenoon/afternoon, drawal of pay and allowances shall commences/ceases <sup>at</sup> the same day/from the following day.

- 9. If an Officer is placed under suspension, he or she will be entitled for subsistence allowance as follows:

For the first year of suspension, subsistence allowance at an amount equal to the leave salary which the officer would have drawn had he been on leave on half pay on the date of suspension; but the benefit of any increase in pay due to increment falling due during the period of suspension will not be admissible during the period, and for any period subsequent thereto at three-quarters of such amount. In addition, he may be granted to such extent and subject to such conditions as the authority ordering his suspension may direct.

Dearness allowance an Dearness pay not exceeding the amount admissible as such had he been on leave or on leave salary equal to the rate of subsistence allowance payable from time to time.

Any other compensatory allowance of which he was in receipt on the date of suspension. Not withstanding anything contained in the above where an officer is placed under suspension for participation in a strike or for committing any act during the period of such strike he shall not be eligible for any subsistence allowance for the period of such suspension.

- 10. Unauthorised absence from duty may be treated as misbehaviour. Such absence may constitute an interruption in service entailing forfeiture of past service, unless otherwise regularised by appointing authority.

Note: The forfeiture of past service shall have the effect of losing the benefit of increments earned by an employee in the whole service and forfeiting leave at his credit as on the date of interruption.

- 11. Unless the Committee, in view of the exceptional circumstances of the case otherwise decide, an employee who was away from duty without permission for more than three years continuously, shall be deemed to have resigned and shall accordingly cease to be on the employment of the Centre.

16

Ex P 3/5

## TENURE

### 12. Probation

- i) Every person appointed to a post direct shall be on probation for period of two years on duty within a continuous period of service of three years and by promotion, for a period of one year on duty within a continuous period of two years in the same post or in a higher post for determining his fitness for eventual continuance in that post. The appointing authority may extend the period of probation for a further period not exceeding one year if the said authority is satisfied that the employee has not established his fitness for eventual continuance in the post against which he is appointed.
- ii) If the appointing authority decides that a person is suitable for continuing in the post to which he is appointed on probation and has completed the prescribed period of probation satisfactorily, it shall, as soon as possible issue an order declaring him to have satisfactorily completed his probation for eventual continuance in that post.
- iii) Where a person appointed direct or by promotion to a post on probation is found unsuitable to post during the period of probation or during the extended period of probation or has not completed the prescribed period of probation satisfactorily, the appointing authority may,
  - a) If he is a direct recruit, terminate his service without notice.
  - b) If he is a person appointed by promotion, revert him to the post held by him immediately before such appointment.

### 13. Retirement

- i) An employee shall retire from service with effect from the afternoon of the last day of the month in which he attains the age of 55 years in the case of administrative and technical staff, and 60 years in the case of scientific staff, provided that the continuance in service of an employee beyond the age of fifty five years shall be at the discretion of the appointing authority, who shall review the suitability of the employee before the age of fifty five, to continue in service beyond that age and that the employee shall be allowed to continue in service on his satisfying that the employee is suitable and fit to continue in the post and that his continuance is necessary in the interest of the Centre and that the ground for such satisfaction are recorded in writing.
- ii) An employee with the prior sanction of the appointing authority, may voluntarily retire from service on completing ten years of service qualifying for gratuity or at the age of fifty whichever is earlier.



- Note: 1. An employee seeking voluntary retirement shall give three months notice to the appointing authority informing his intention to do so.
- 2. Permission to retire shall be given in all cases except those in which a disciplinary proceedings to Vigilance enquiry is pending against the officer.

- iii) An employee shall be retired compulsorily by the appointing authority.
  - a. as a penalty or
  - b. on being declared medically unfit for service by a medical board constituted for the purpose by the appointing authority.

14. Resignation

Subject to acceptance by the appointing authority, an employee may resign from service by notice of one month or on payment of one month's pay in lieu thereof.

Note: At the request of an employee where resignation is accepted from a date before the completion of notice period, the pay for the period so fallen short in the notice period shall be recovered from the employee.

- i) An employee who resigned or who is dismissed from service, shall forfeit his past service.
- ii) An employee dismissed from service shall not be eligible for any appointment in the Centre.

15. General

In all instances other than those specifically mentioned in the preceding paras, the Rules under the Kerala Service Rules will be applicable with mutatis-mutandis.

**B. RULES FOR THE RECRUITMENT OF STAFF**

General

- 1. These Rules shall be called the Kerala State Remote Sensing and Environment Centre (Recruitment of Staff) Rules.
- 2. These Rules shall be applicable to the recruitment of persons to various posts coming under administrative, scientific and technical staff of the Centre. These Rules shall not however apply to the appointment of persons on deputation to the centre from the State Governments, Government of India and other institutions, or on contract, unless and otherwise expressly stated therein. These shall also not apply to the appointments on daily and monthly wages.

18

Ex HP3/7

3. In the matter of any dispute as to the interpretation or application of any of these Rules, the matter shall be referred to the Governing Body and the decision of the Governing Body shall be final. It shall however be competent to the Committee of the Centre to take decisions in matters which are of urgent nature and where there is no time to seek the advice of the Governing Body; but the decision so taken shall be placed before the Governing Body at its next meeting for ratification.

4. Definitions:

Unless there be something repugnant in the subject or context the terms defined below are used in the Rules in the sense here explained.

- i) '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, unless otherwise stated, be the authority in whom the power to appoint such employee has been or is vested from time to time by the governing Body.
- ii) 'Committee' means the Executive Committee of the Centre.
- iii) 'Director' means the Director of the Centre.
- iv) 'Governing Body' means the Governing Body of the Centre.
- v) 'Centre' means the Kerala State Remote Sensing and Environment Centre.
- vi) 'Scientific Staff' means those who are engaged in Scientific and /or research work and shall include Scientist and Scientific Assistant, and such other post as are included under this category from time to time, by the Committee.
- vii) 'Technical Staff' means those who are engaged in works of technical nature and shall include Librarian, Library Assistants, Draftsman, Cartographer, Cartographic Assistant and such other posts as are included under this category from time to time, by the Committee.
- viii) 'Administrative Staff' means those who are engaged in administrative work and shall include administrative and contingent staff and any other staff included under this category from time to time by the Committee.
- ix) The composition of the different categories of staff shall ordinarily be as given below. It shall be competent to the Committee to add, delete or make alterations in the list in any other way, as may be expedient, from time to time, subject to the provisions contained in Rule 8(2)(i) of the Rules and Regulations of the Centre.

Scientific Staff

A Scientific Assistants

Junior Scientific Asslstant (Rs. 4500-7000)

Senior Scientific Assistant (Rs. 6500-10550)

B Scientists

Scientist B - (Rs. 7800-12975)

Technical Staff

Cartographer }

Draftsman }

Librarian }

Library Assistant }

Cartographic Assistant }

Administrative Staff

} Scale of pay as prescribed by the Governing Body from time to time Subject to the provisions contained in Rule 8(1) c(xii) and 8(2) the Rules and Regulations of the Centre.

Administrative cum Accounts Officer }

P.A. to Director }

Office Assistants }

Confidential Assistants }

Typist }

Peon }

Miscellaneous }

Driver }

Watchman }

Sweeper }

5. Qualification for Scientific Posts

20

Ex/12/17

1. Junior Scientific Assistant

Eligibility: 1st Class P.G. Degree in any of the following subjects:-

Geology, Remote Sensing  
Chemistry, Physics, Zoology,  
Botany, Marine Science, Environment Engineering,  
Aquatic Biology, Fisheries, Agriculture and related fields

Age should not be more than 40 years at the time of joining KSREC with usual relaxation as applicable to Backward Class/SC/ST candidates in State Government Services.

2. Senior Scientific Assistant:

Eligibility: 1st Class P.G. with M.Phil/M.Tech in any of the following subjects:-

Geology, Remote Sensing,  
Chemistry, Physics, Zoology,  
Botany, Marine Science, Environment Engineering,  
Aquatic Biology / Fisheries, Agriculture and related fields.

Age should not be more than 40 years at the time of joining KSREC with usual relaxation as applicable to Backward Class/SC/ST candidates in State Government Services.

Or

By promotion from Junior Scientific Assistant with five years experience.

3. Scientist-B:-

First Class M.Sc. (Agri), M.Tech/M.Sc and Ph.D In any of the following subjects:-

Geology, Remote Sensing,  
Chemistry, Physics, Zoology,  
Botany, Marine Science, Environment Engineering,  
Aquatic Biology / Fisheries, Agriculture and related fields.

Age should not be more than 40 years at the time of joining KSREC with usual relaxation as applicable to Backward Class/ SC/ST candidates in State Government Services.

Or

By promotion from Senior Scientific Assistant with five years experience."

6. Method of Recruitment:

Recruitment to the posts shall be made

- by direct recruitment
- by promotion

1 x 103 / 10

- c) by appointment of persons who are working in State Government, Government of Kerala or other Government
- d) by appointment on contract basis
- e) by transfer

7. Appointing Authority

- i) The Governing Body shall be competent to make appointments by direct recruitment or promotion or on deputation or by transfer or on contract to posts above the grade of Senior Scientific Assistant - Subject to the approval of the Government.
- ii) The Committee shall be competent to make appointments by direct recruitment or promotion or on deputation or on contract to posts in the grade Senior Scientific Assistant and below.
- iii) The Director shall be competent to appoint, on contract basis, Project Scientists for a maximum period of one year or till the completion of the specific project for which they are appointed, whichever is earlier, with remuneration not exceeding Rs. 5000/- (consolidated) per month in parity with their qualifications as prescribed by CSIR, ICAR and other similar institutions under STEC, Kerala.

8. Procedure to be followed in filling up posts by Direct Recruitment

- i) The appointment by direct recruitment to all 'Scientific' posts and to 'Technical' and 'Administrative' posts coming under the 'Gazetted Cadre and above shall be made by inviting applications by means of an advertisement in newspapers having wide circulation in and outside Kerala state.
- ii) a) The appointment by direct recruitment to 'Technical and Administrative' posts in the Non-gazetted Cadre shall be from the nominees of Employment Exchanges  
b) In case where Employment Exchanges are not in a position to advise candidates with requisite qualifications prescribed by the Centre, appointment shall be made by means of an advertisement in newspapers having wide circulation in and outside Kerala State.
- iii) In case a post has to be filled up immediately in the interest of the Centre and where filling up the same after following the procedure prescribed in these rules will cause delay, the appointing authority shall be competent to fill up the post as a temporary measure through the local Employment Exchange or appoint a qualified person on daily wage or on consolidated salary on contract basis for a period not exceeding six months. The appointing authority shall also take action simultaneously to fill up the post as prescribed in these Rules.

22

Exp 3/11

- iv) Notwithstanding anything contained in these Rules, it shall be competent to Governing Body to appoint qualified persons on negotiation as Scientist.

9. Appointment by promotion for Technical and Administrative Posts:

- i) Appointment to a post by promotion shall be made, whether in substantive or officiating capacity from amongst the employees serving in the post which is the next lower grade to the post to which promotion is to be made.
- ii) Every appointment by promotion shall be strictly on the basis of merit, ability and record of service, seniority being given consideration only when merit and ability are equal or approximately equal.
- iii) Persons who have put in a minimum service of 3 years in the Centre and who are approved probationers in the post in the next lower grade to which promotion is to be made shall be considered for promotion.

10. Selection Board:

- i) Appointment to the posts by direct recruitment or promotion shall be made by the competent authority on the recommendation of a Selection Board constituted for the purpose, wherever necessary.
  - ii) (a) where it is proposed to fill up posts by direct recruitment, the appointing authority, (Chairman of the Committee/Director) shall scrutinise the applications received of the details furnished by the Employment Exchange and prepare a list of candidates to be called for test and or interview provided that where the number of applicants who possess the prescribed qualifications is unduly large having regard to the number of vacancies, existing and likely to arise during the validity of the select list, appointing authority may restrict the number of candidates to be called for test and or interview to such extent as it may decide. In such cases the list of candidates to be called for test and or interview shall be prepared on the basis of any one or more of the following criteria:
    - 1. Higher Qualification
    - 2. Higher experience
3. Suitability for the post
- (b) The Selection Board shall interview the candidates in the list, in the manner deemed fit by them, and prepare the select list of candidates recommended for appointment, in the order of merit and send it to the Director for appropriate action.
  - (c) The list shall be published in the notice board of the centre or otherwise announced and such list shall be valid only for a period of one year from the date of publication/announcement.

Note: In the case of appointments to be made through the nominees of Employment Exchanges the select list of candidates recommended for appointment shall be prepared observing the communal reservation rules followed by the state Government. Such list shall be valid only for filling up the vacancy for which the candidates have been interviewed and included in the select list.

- iii) In cases where the Technical and Administrative posts are proposed to be filled up by promotion, the Selection Board shall prepare a select list of persons in the order of merit from among the employees in the next lower grade, found suitable for promotion, after scrutiny of record of service and interview, and send it to the Director for further action.
- iv) For Scientific post; promotion shall be on flexible complementing system.
- v) The assessment committee for the Scientific Staff shall be constituted as follows:
  - a) For the posts above the grade of Senior Scientific Assistant
    - i. Secretary to Government of Kerala, Department of Planning and Economic Affairs.
    - ii. Director of the Kerala State Remote Sensing and Environment Centre.
    - iii. At least one Expert on the Subject.

The Chairman of the Committee shall nominate this Expert.

- b) For the posts, below the Grade of Senior Scientific Assistant.
  - i. Director of the Kerala State Remote Sensing and Environment Centre.
  - ii. Head of the Division in the Centre to which the appointment to be made.
  - iii. An expert on the subject.

The Director shall nominate the Expert on the subject.

- vi) Selection Board for Technical and Administrative staff shall be constituted as follows:-
  - a) For posts coming under Gazetted Cadre.
    - i. Secretary to Government of Kerala, Department of Planning and Economic Affairs.
    - ii. Director of the Kerala State Remote Sensing Environment Centre.
    - iii. An expert in particular field.
  - b) For posts under Non-gazetted cadre.
    - i. Director of Kerala State Remote Sensing and Environment Centre.

- ii. Head of a Division in the Centre
- iii. A member from outside the centre.

Note: It shall not be necessary that all the members of the assessment committee shall be present for interviewing the candidates and preparing the select list

- iv. The Chairman of the Committee/ Director shall have the powers to co-opt anyone to serve on the Assessment Committee which they can constitute if deemed necessary.
- v. The Director shall notify vacancies, received applications and arrange interview by the Assessment Committee, whenever necessary.

11. Fitness:

- i) No person may be appointed by direct recruitment to a post in the Centre without producing a medical certificate of health in the form given as Annexure.
- ii) No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents.

12. Appointment on Deputation or on Contract

- i. The appointing authority shall have powers, on mutual agreement with the lending authority, to decide upon the terms and conditions of deputation of persons working in State Governments, Government of India and other Institutions.
- ii. The appointing authority shall also have the powers to decide the terms and conditions of appointment on contract.

Note: The Institution and award of fellowships to persons of eminence, falls within the powers of the Governing Body and the terms and conditions of such fellowships shall be decided by it.

13. Eligibility of the Staff of the Centre to apply for the posts notified by it:

The staff of the Centre shall be eligible to apply for the posts notified by it, for appointment by direct recruitment, provided that they possess the qualifications prescribed for the posts applied for. They shall, however, be eligible to get exemption under age to the extent of their service in the Centre subject to a maximum of five years.

14. Power to amend Rules:

The Governing Body reserve to themselves the power to modify these Rules as may from time to time deem expedient, subject to the approval of the Government.



25

Ex P 3/14

**ANNEXURE**

(Form of Medical Certificate of Health)

**FORM**

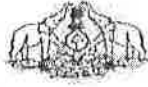
I do hereby certify that I have examined Shri./Smt..... a candidate for employment in the Kerala State Remote Sensing and Environment Centre and cannot discover that he/she has any disease, constitutional affection or bodily infirmity except.....

I do not consider this a disqualification for employment in the Kerala State Remote Sensing and Environment Centre.

..... age is according to his own statement..... years and by appearance..... years.

Shri./Smt..... has been re-vaccinated/vaccinated or has had Small-pox..

Note: The Certificate prescribed above must ordinarily be signed by a Civil Medical Officer of rank not lower than a Civil Surgeon or Honorary Medical Officer of civil Surgeon's rank or the Director of Indigenous Medicine, but in the case of a person whom it is proposed to appoint to a post, the maximum pay of which is not more than Rs. 9000/- and who cannot conveniently be brought before an officer of higher rank, a certificate from an Assistant Surgeon with M.B.B.S. Degree may, at the discretion of the appointing authority, be accepted.



GOVERNMENT OF KERALA

Abstract

*Planning & Economic Affairs Department - Executive Committee and Governing Body of Kerala State Remote Sensing and Environment Centre - Reconstituted - Orders issued.*

PLANNING & ECONOMIC AFFAIRS (B) DEPARTMENT

G.O. (Ms) No. 29/11/Plg.

Dated, Thiruvananthapuram, 18-06-2011.

- Read :-
1. G.O(Ms)No:22/95/Plg dated 29-08-1995.
  2. Govt. letter No:11597/B1/09/Plg dated 10-12-2009.
  3. Letter No.A-211/2009/KSREC dated 03-03-2011 from the Director, Kerala State Remote Sensing and Environment Centre, Thiruvananthapuram.

ORDER

As per G.O read as 1<sup>st</sup> paper above, the Governing Body and the Executive Committee of the Kerala State Remote Sensing and Environment Centre were constituted.

[2] In the letter read as 2<sup>nd</sup> paper above, the Director, Kerala State Remote Sensing and Environment Centre was directed to furnish proposals to reconstitute the Governing Body and Executive Committee of the Centre in the light of the appointment of a full time Director to KSREC.

[3] In the circumstances, the Director, Kerala State Remote Sensing and Environment Centre in his letter read as 3<sup>rd</sup> paper above has furnished proposal for reconstitution of the Executive committee with 9 members instead of 7 members and Governing Body of the Kerala State Remote Sensing and Environment Centre with the following members :-

EXECUTIVE COMMITTEE

1	Principal Secretary, Planning & Economic Affairs Department, Kerala	Chairman
2	Director (or nominee), NNRMS, Department of Space, GOI, Bangalore	Member
3	Principal Secretary/ Secretary, (Finance) or his representative, Govt. of Kerala	"
4	Chief, Agriculture Division, State Planning Board.	"
5	Chief Engineer (I&A), Irrigation Department, Govt. of Kerala	"
6	Director, Panchayat Department, Govt. of Kerala	"

7	Director, Centre for Earth Science Studies (CESS), Thiruvananthapuram	"
8	Director, Industries Department, Govt. of Kerala	"
9	Director, Kerala State Remote Sensing and Environment Centre, Thiruvananthapuram	Convenor

### GOVERNING BODY

1	Chief Secretary to Government, Kerala State	Chairman
2	Principal Secretary, Planning & Economic Affairs Department, Govt. of Kerala	Vice Chairman
3 ✓	Principal Secretary/Secretary, (Finance) or his representative, Govt. of Kerala	Member
4 ✓	Principal Secretary/Secretary, Local Self Government Department, Govt. of Kerala	Member
5	Principal Secretary/Secretary, Irrigation Department, Govt. of Kerala	"
6	Principal Secretary/Secretary, Environment Department, Govt. of Kerala	"
7	Principal Secretary/Secretary, Information Technology Department, Govt. of Kerala	"
8	Principal Secretary/Secretary, Fisheries Department, Govt. of Kerala	"
9 ✓	Director, Science and Technology (DST) or his representative, Govt. of India	"
10 ✓	Director (or nominee), N.N.R.M.S., ISRO, Bangalore	"
11 ✓	Director (or nominee), National Remote Sensing Centre, Hyderabad	"
12 ✓	Executive Vice President, Kerala State Council for Science Technology and Environment, Govt. of Kerala	"
13 ✓	Director, Centre for Earth Science Studies (CESS), Thiruvananthapuram	"
14 ✓	Director, Kerala Forest Research Institute, Peechi, Thrissur	"
15 ✓	Member Secretary, State Pollution Control Board	"
16 ✓	Chief, Agriculture Division, State Planning Board	"
17	Director, Kerala State Remote Sensing and Environment Centre, Thiruvananthapuram	Convenor

[4] Government have examined the matter in detail and are pleased to reconstitute the Executive committee and Governing Body of the Kerala State Remote Sensing and Environment Centre with the above members and orders issued accordingly.

*By order of the Governor,*

**NANCY JOSEPH.P**  
**Additional Secretary**

# GOVERNMENT OF KERALA

## Abstract

Kerala State Remote Sensing and Environment Centre Service Rules - Approved - Orders Issued.

PLANNING AND ECONOMIC AFFAIRS (B) DEPARTMENT

G.O.(MS)No 7/2000/Plg.

Thiruvananthapuram, Dtd: 9./2/2000

Read (1) G.O.(MS) No.22/95/Plg dtd:29-8-95  
(2) Lr.No.A-248/99/KSREC dtd:22-12-99 from the Director, Kerala State Remote Sensing and Environment Centre, Thiruvananthapuram.

## ORDER

The Director, Kerala State Remote Sensing & Environment Centre, as per his letter read as 2<sup>nd</sup> paper above has forwarded a copy of the Kerala State Remote Sensing and Environment Centre Service Rules which consists of two parts viz, A. General Rules and B.Rules for the recruitment of staff (Scientific), as approved by the Governing Body of the 'Centre' in their meeting held on 2<sup>nd</sup> December '99, for approval of Government.

2. Government have examined the Service Rules in detail and are pleased to convey their approval of the 'Kerala State Remote Sensing and Environment Centre Service Rules' with the following modifications.

### 1. A.General Rules

- i) Rule 2 shall be deleted and the subsequent rules renumbered accordingly.
- ii) The existing Rule 3 shall be modified as follows and renumbered as Rule 2.  
"2. The power to modify these Rules and to interpret them in case of doubt is reserved to the Governing Body, subject to the approval of Government."

### 2.B.Rules for the recruitment of staff

- i) The following provision shall be added to item (ix) under Rule 4, Definition  
"subject to provisions contained in Rule 8,2( i) of the Rules and Regulations of the Centre."
- (ii) The post "Scientist 'E2'" shall be deleted from the Rules as no such post has been created so far.
- iii) The following provision shall be added against the item Technical Staff, Administrative Staff and Miscellaneous mentioned after 'category B' under Rule 4, after the words 'Scale of pay as prescribed by the Governing Body from time to time' "subject to the provisions contained in Rule 8(1)(xii) and 8(2)(i) of the Rules and Regulations of the Centre."

- (iv) Rule 5 - Qualifications for Scientific posts.  
'P.G.Degree / PG Diploma in Remote Sensing' shall be included under essential qualifications for the posts of 'Scientist B', 'Scientist C' and 'Scientist E1.'
- (v) Rule 6 - Method of recruitment . The provision under rule 6(e) shall be deleted.
- (vi) Rule 7(i) shall be modified as follows:  
“(i) The Governing Body shall be competent to make appointments by direct recruitment or promotion or on deputation or by transfer or on contract to posts above the grade of Scientific Assistant C, subject to the approval of Government.”
- (vii) The Rule 14 shall be modified as follows:  
“14. Power to amend Rules:  
The Governing Body reserves to themselves the power to modify these Rules as may from time to time deem expedient, subject to the approval of Government.”

3. The modified Rules are appended to this order.

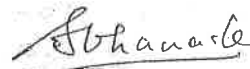
By Order of the Governor

K.N.Kurup  
Secretary to Government

To

1. The Director,  
Kerala State Remote Sensing and Environment Centre,  
Thiruvananthapuram.
2. The Land Use Commissioner,  
Thiruvananthapuram.
- 3.. The Accountant General (A&E/Audit)  
Thiruvananthapuram.
4. The Members of the Governing Body,  
Kerala State Remote Sensing and Environment Centre.
- 5..The Members of the Executive Committee,  
Kerala State Remote Sensing and Environment Centre.  
Stock file/ O.C.

Forwarded/By Order

  
Section Officer

## KERALA STATE REMOTE SENSING AND ENVIRONMENT CENTRE

### SERVICE RULES

#### A. GENERAL RULES

1. These Rules may be called the Kerala State Remote Sensing and Environment Centre Employees' Service Rules.
2. The power to modify these Rules and to interpret them in case of doubt is reserved to the Governing Body, subject to the approval of Government.

#### DEFINITIONS

#### 3. In these Rules

- i) **Appointing authority:** means the authority competent to make appointment under the Rules of the Centre.
- ii) **Committee:** means the Executive Committee of the Centre.
- iii) **Compensatory Allowance:** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes travelling allowance.
- iv) **Competent Authority:** means, unless otherwise specifically provided, the Director.
- v) **Day:** means a calendar day
- vi) **Director:** means the Director of the Centre.
- vii) **Duty:** includes
  - i) Period of probation declared to have been completed satisfactorily;
  - ii) Joining time; and
  - iii) All periods which are specially ordered to be treated as duty by the appointing authority.
- viii) **Employee:** means an employee under the whole-time employment of the Centre.
- ix) **Holiday:** means a day notified or declared as holiday by the Centre.

- x) Honorarium: means a recurring or non-recurring payment made to an employee from the funds of the Centre by the competent authority as remuneration for special work on an occasional or intermittent character.
- xi) Centre: means the Kerala State Remote Sensing and Environment Centre.
- xii) Joining time: means the time allowed to an employee to join a new post.
- xiii) Leave salary: means the monthly amount paid by the Centre to an employee on leave.
- xiv) Medical Certificate: means medical certificate from any medical officer serving under the State/Central Government or any medical practitioner registered in Part 'A' of the Register of Modern Medicines or in Class 'A' of the Register of Indigenous Medicines or Homeopathic Medicines.
- xv) Month: means a calendar month. In calculating a period expressed in terms of month and days, complete calendar months; irrespective of the number of days in each, should first be calculated and the odd numbers of days calculated subsequently.

Note: Whenever it is necessary to calculate a period in calendar months, the period shall be taken to end either on the day of the month corresponding to the day before the day on which the period begins or if there is no such corresponding day in the month, then on the last day of the month.

- xvi) Pay: means the amount drawn monthly by an employee as:
  - i) Pay in the time scale attached to the post in or against which he is working;
  - ii) Personal pay, special pay and dearness pay and
  - iii) Any other emoluments which may be specially classed as pay by the Committee.

Note: Pay for the purpose of Travelling Allowance shall be the pay an employee would have actually received, had he been on duty at the time of the forward journey.

- xvii) Personal Pay: means additional pay granted to an employee
  - i) to save him from a loss of pay due to revision of scale of pay or transfer to another post otherwise than as a disciplinary measure, or
  - ii) in exceptional circumstances on other personal considerations

Note: Personal pay granted under Clause (i) shall be absorbed in any future increase in the basic pay by way of promotion.

- xviii) Probation: An employee on probation is one appointed initially against a post with specific conditions to determine his fitness for eventual continuance in the post against which he is appointed.

- xix) Special pay: means an addition, in the nature of pay to the emoluments of a post or of an employee granted in consideration of:
  - i) the specially arduous nature of the duties of a post, or



- 3
- ii) a specific addition to the work or responsibility including in lieu of a higher time scale of pay.
  - xx) Subsistence Allowance: means a monthly grant <sup>to</sup> paid to an employee who is not in receipt of pay or leave salary.
  - xxi) Time Scale of pay: means pay subject to such conditions that may be prescribed, rises by periodical increments from a minimum to a maximum. It also includes the class of pay known as progressive.
  - xxii) Transfer: means the movement of an employee from one headquarters station in which he is employed to another such station, either
    - i) to take up the duties of a new post, or
    - ii) in consequence of a change of his headquarters
  - xxiii) Family: means employees' wife/husband, children including step-children and legally adopted children and parents residing with and wholly dependent on the employee.
  - xxiv) Fee: means a recurring or non-recurring payment to an employee from a source other than the funds of the Centre but does not include unearned income such as income from property, dividends, interests on securities and income from literary, cultural or artistic efforts.
- Note: Unless the Committee by special order otherwise direct, half of any fee in excess of Rs.5000/- received by an employee in a year shall be credited to the funds of the Centre.
- xxv) Governing Body: means the Governing Body of the Centre.
  - xxvi) Public Conveyance: means a train, bus, steamer, boat or other conveyance which plies regularly for the conveyance of passengers.
  - xxvii) Salary: Includes the monthly pay and allowances attached to a post held by an employee and drawn by him.

### CONDITIONS OF SERVICE

4. These Rules shall apply to the whole-time employees of the Centre other than those appointed on daily wage, monthly wage, fixed tenure or on ad-hoc basis. These Rules shall not apply to those who are on deputation with the Centre.
5. Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Centre and he/she may be employed in any manner required by proper authority without claim for additional remuneration.

6. In the interest of the Centre an employee shall be transferred from one post to another by competent authority, but not to a post carrying lower time scale of pay otherwise than as a disciplinary measure or on account of inefficiency or mis-behaviour.
7. An employee shall be required to subscribe to a provident fund in accordance with the rules of such provident fund.
8. An employee shall begin to draw pay and allowances attached to a post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

Note: If the charge is assumed/relinquished in the forenoon/afternoon, drawal of pay and allowances shall commence/cease from the same day/from the following day.

9. If an Officer is placed under suspension, he or she will be entitled for subsistence allowance as follows.

For the first year of suspension, subsistence allowance at an amount equal to the leave salary which the officer would have drawn had he been on leave on half pay on the date of suspension; but the benefit of any increase in pay due to increment falling due during the period of suspension will not be admissible during the period, and for any period subsequent thereto at three-quarters of such amount. In addition, he may be granted to such extent and subject to such conditions as the authority ordering his suspension may direct.

Dearness allowance and Dearness pay not exceeding the amount admissible as such had he been on leave or on leave salary equal to the rate of subsistence allowance payable from time to time.

Any other compensatory allowance of which he was in receipt on the date of suspension.

Notwithstanding anything contained in the above rules where an officer is placed under suspension for participation in a strike or for committing any act during the period of such strike he shall not be eligible for any subsistence allowance for the period of such suspension.

10. Unauthorised absence from duty may be treated as misbehavior. Such absence may constitute an interruption in service entailing forfeiture of past service, unless, otherwise regularised by the appointing authority.

Note: The forfeiture of past service shall have the effect of losing the benefit of increments earned by an employee in the whole service and forfeiting leave at his credit as on the date of interruption.

11. Unless the Committee, in view of the exceptional circumstances of the case otherwise decide, an employee who was away from duty without permission for more than three years continuously, shall be deemed to have resigned and shall accordingly cease to be on the employment of the Centre.

- 5 -

TENURE

12 Probation:

- i) Every person appointed to a post direct shall be on probation for period of two years on duty within a continuous period of service of three years and by promotion, for a period of one year on duty within a continuous period of two years in the same post or in a higher post for determining his fitness for eventual continuance in that post. The appointing authority may extend the period of probation for a further period not exceeding one year if the said authority is satisfied that the employee has not established his fitness for eventual continuance in the post against which he is appointed.
- ii) If the appointing authority decides that a person is suitable for continuing in the post to which he is appointed on probation and has completed the prescribed period of probation satisfactorily, it shall, as soon as possible issue an order declaring him to have satisfactorily completed his probation for eventual continuance in that post.
- iii) Where a person appointed direct or by promotion to a post on probation is found unsuitable to post during the period of probation or during the extended period of probation or has not completed the prescribed period of probation satisfactorily, the appointing authority may,
  - a ) if he is a direct recruit, terminate his service without notice
  - b ) if he is a person appointed by promotion, revert him to the post held by him immediately before such appointment.

13. Retirement

- i) An employee shall retire from service with effect from the afternoon of the last day of the month in which he attains the age of 55 years in the case of administrative and technical staff, and 60 years in the case of scientific staff, provided that the continuance in service of an employee beyond the age of fifty five years shall be at the discretion of the appointing authority, who shall review the suitability of the employee before the age of fifty five, to continue in service beyond that age and that the employee shall be allowed to continue in service on his satisfying that the employee is suitable and fit to continue in the post and that his continuance is necessary in the interest of the Centre and that the ground for such satisfaction are recorded in writing.
- ii) An employee with the prior sanction of the appointing authority, may voluntarily retire from service on completing ten years of service qualifying for gratuity or at the age of fifty whichever is earlier.

Note: 1. An employee seeking voluntary retirement shall give three months notice to the appointing authority informing his intention to do so.

2. Permission to retire shall be given in all cases except those in which a disciplinary proceedings or Vigilance enquiry is pending against the officer.

- i) An employee shall be retired compulsorily by the appointing authority
  - a) as a penalty, or
  - b) on being declared medically unfit for service by a medical board-constituted for the purpose by the appointing authority.

#### 14. Resignation

Subject to acceptance by the appointing authority, an employee may resign from service by notice of one month or on payment of one month's pay in lieu thereof.

Note: At the request of an employee where resignation is accepted from a date before the completion of the notice period, the pay for the period so fallen short in the notice period shall be recovered from the employee.

- i) An employee who resigned or who is dismissed from service, shall forfeit his past service.
- ii) An employee dismissed from service shall not be eligible for any appointment in the Centre.

#### 15 General:

In all instances other than those specifically mentioned in the preceding paras, the Rules under the Kerala Service Rules will be applicable with mutatis mutandis.

### B. RULES FOR THE RECRUITMENT OF STAFF

#### General

1. These Rules shall be called the Kerala State Remote Sensing and Environment Centre (Recruitment of Staff) Rules.
2. These Rules shall be applicable to the recruitment of persons to various posts coming under administrative, scientific and technical staff of the Centre. These Rules shall not however apply to the appointment of persons on deputation to the Centre from the State Governments, Government of India and other institutions, or on contract, unless and otherwise expressly stated therein. These shall also not apply to the appointments on daily and monthly wages.
3. In the matter of any dispute as to the interpretation or application of any of these Rules, the matter shall be referred to the Governing Body and the decision of the Governing Body shall be final. It shall however be competent to the Committee of the Centre to take decisions in matters which are of urgent nature and where there is no time to seek the advice of the Governing Body; but the decision so taken shall be placed before the Governing Body at its next meeting for ratification.

## 4. Definitions:

Unless there be something repugnant in the subject or context, the terms defined below are used in the Rules in the sense here explained.

- i) '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, unless otherwise stated, be the authority in whom the power to appoint such employee has been or is vested from time to time by the governing Body.
- ii) 'Committee' means the Executive Committee of the Centre.
- iii) 'Director' means the Director of the Centre.
- iv) 'Governing Body' means the Governing Body of the Centre.
- v) 'Centre' means the Kerala State Remote Sensing and Environment Centre.
- vi) 'Scientific Staff' means those who are engaged in Scientific and/or research work and shall include, Scientist and Scientific Assistant, and such other posts as are included under this category from time to time, by the Committee.
- vii) 'Technical Staff' means those who are engaged in works of technical nature and shall include Librarian, Library Assistants, Draftsman, Cartographer, Cartographic Assistant and such other posts as are included under this category from time to time, by the Committee.
- viii) 'Administrative Staff' means those who are engaged in administrative work and shall include administrative and contingent staff and any other staff included under this category from time to time by the Committee.
- ix) The Composition of the different categories of staff shall ordinarily be as given below. It shall be competent to the Committee to add, delete or make alterations in the list in any other way, as may be expedient, from time to time. **subject to the provisions contained in Rule 8(2)(i) of the Rules and Regulations of the Centre.**

*Scientific Staff*

## A. Scientific Assistants

Scientific Assistant B	(Rs.4500 - 7000)
Scientific Assistant C	(Rs.5500 - 9000)

6500-10650

**B. Scientists**

Scientist B	(Rs.8000 - 13500)
Scientist C	(Rs.10000 - 15200)
Scientist E <sub>1</sub>	(Rs.12000 - 16500)

7850 - 13-500

N.B. The flexible complementing system would be applicable within each category mentioned as A & B under Scientific staff, i.e. Scientific Assistant 'C' cannot become Scientist 'B' through assessment, selection and promotion scheme.

*Technical Staff*

- Cartographer }
- Draftsman }
- Librarian }
- Library Assistant }
- Cartographic Assistant }

*Administrative Staff*

- Administrative-cum-Accounts Officer }
- P.A. to Director }
- Office Assistants }
- Confidential Assistant }
- Typist }
- Peon }

} Scale of Pay as prescribed by the  
 } Governing Body from time to time  
 } Subject to the provisions contained  
 in Rule 8(1) c (xii) and 8(2)(i)  
 } the Rules and Regulations of the

*Miscellaneous*

- Driver }
- Watchman }
- Sweeper }

- 9 -

5. Qualification for Scientific posts:

1. Scientific Assistant – B.

Essential: First Class Bachelor Degree in the relevant subject.

Desirable: Experience in the relevant discipline in Central/State Dept. / Govt. Agency.

Age: Should not be more than 35 years with usual relaxation to the Backward, Scheduled Caste and Scheduled Tribe candidates applicable to State Government from time to time.

2. Scientific Assistant – C - By promotion through Assessment from Scientific Assistant-B.

Eligibility: a) Five years' experience in the Centre as Scientific Assistant-B in the relevant discipline.

b) Should be cleared for promotion by the competent Assessment Committee.

3. Scientist – B.

By Direct Recruitment.

Essential:

- i) Candidate should possess a First Class Degree in M.Sc.(Ag.)/M.Tech./M.Sc. in other relevant subjects.
- ii) Post Graduate Degree/Post Graduate Diploma in Remote Sensing from a recognised University/Institute.

Desirable:

Experience in relevant discipline in a State, or Central Government Department, or Government Agency.

Age: Should not be more than 35 years with usual relaxation to the Backward, Scheduled Caste and Scheduled Tribe candidates, applicable to State Government Service from time to time.

4. Scientist – C. Deleted

1. By promotion through assessment from the Scientist B in the same discipline/subject in the Centre.

Eligibility

- i) M.Sc.(Ag.)/M.Tech./M.Sc. in other relevant subject.
- ii) A Post Graduate Degree/Post Graduate Diploma in Remote Sensing from a recognised University/Institute.
- iii) Five years experience in the Centre as Scientist-B in the respective discipline.
- iv) Should be cleared for promotion by the competent Assessment Committee based on the performance in the Centre.

In the absence of eligible candidates for promotion as (1) above;

2) By Direct Recruitment.

Essential:

- i) First Class in M.Sc.(Ag.)/M.Tech./M.Sc. in relevant subjects.
- ii) A minimum of five years experience in the respective field in a State/Central Government Agency.
- iii) A Post Graduate Degree/Post Graduate Diploma in Remote Sensing from a recognised University/Institute.

OR

Essential:

- i) Ph.D in the relevant discipline.
- ii) P.G.Degree/P.G.Diploma in Remote Sensing from a recognised University/Institute with experience in the relevant discipline in a Central/State Department or Government Agency.

Age: Below 40 years with usual relaxation to the Scheduled Caste/Scheduled Tribe and Backward class candidates, applicable to State Government service, from time to time.

5. Scientist-E1

*Delet*

- 1. By promotion through assessment from the eligible Scientist-C in the same discipline/subject in the centre.

Essential:

- i) Ph.D in relevant subject.
- ii) A Post Graduate Degree/Post Graduate Diploma in Remote Sensing from a recognised University/Institute.
- iii) A minimum of five years service as Scientist-C in the Centre.
- iv) Should be cleared for promotion by the Assessment Committee on the basis of the performance in the Centre.

In the absence of eligible candidates for posting as (1) above,

2. By Direct Recruitment.

Essential:

- i) A Doctorate Degree in the concerned subject in the respective discipline.
- ii) A minimum of 5 years experience in the relevant discipline in a Central/State Department/Govt. Agency.
- iii) A Post Graduate Degree/Post-Graduate Diploma in Remote Sensing from a recognised University/Institute.



Age: Below 45 years with usual relaxation to Scheduled caste/Scheduled tribe/  
Backward class categories applicable to State Government service from  
time to time.

6. Method of Recruitment:

Recruitment to the posts shall be made

- a) by direct recruitment
- b) by promotion
- c) by appointment on deputation of persons working in State Governments, Government of India and other institutions
- d) by appointment on contract, and
- e) by transfer

7. Appointing Authorities

- i) The Governing Body shall be competent to make appointments by direct recruitment or promotion or on deputation or by transfer or on contract to posts above the grade of Scientific Assistant-C, subject to the approval of Government.
- ii) The Committee shall be competent to make appointments by direct recruitment or promotion or on deputation or on contract to posts in the grade of Scientific Assistant-C and below.
- iii) The Director shall be competent to appoint, on contract basis, Project Scientists for a maximum period of one year or till the completion of the specific project for which they are appointed, whichever is earlier, with remuneration not exceeding Rs. 5000/- (consolidated) per month in parity with their qualifications as prescribed by CSIR, ICAR and other similar institutions under STEC, Kerala.

8. Procedure to be followed in filling up posts by Direct Recruitment:

- i) The appointment by direct recruitment to all 'Scientific' posts and to 'Technical' and 'Administrative' posts coming under the Gazetted Cadre and above shall be made by inviting applications by means of an advertisement in newspapers having wide circulation in and outside Kerala State.
- ii) a) The appointment by direct recruitment to 'Technical' and 'Administrative' posts in the Non-gazetted Cadre shall be made ~~from~~<sup>from</sup> the nominees of Employment Exchanges.  
b) In case where Employment Exchanges are not in a position to advise candidates with requisite qualifications prescribed by the Centre, appointment shall be made by means of an advertisement in newspapers having wide circulation in and outside Kerala State.
- iii) In case a post has to be filled up immediately in the interest of the Centre and where filling up the same after following the procedure prescribed in these Rules will cause delay, the appointing authority shall be competent to fill up the post as a temporary measure through the local Employment Exchange or appoint a qualified person on daily wage or on consolidated salary on contract basis for a period not exceeding six months. The appointing authority shall also take action simultaneously to fill up the post as prescribed in these Rules.
- iv) Notwithstanding anything contained in these Rules, it shall be competent to Governing Body to appoint qualified persons on negotiation as Scientist.

9. Appointment by promotion for Technical and Administrative Posts:

- i) Appointment to a post by promotion shall be made, whether in a substantive or officiating capacity from amongst the employees serving in the post which is in the next lower grade to the post to which promotion is to be made.
- ii) Every appointment by promotion shall be strictly on the basis of merit, ability and record of service, seniority being given consideration only when merit and ability are equal or approximately equal.
- iii) Persons who have put in a minimum service of 3 years in the Centre and who are approved probationers in the post in the next lower grade to which promotion is to be made shall be considered for promotion.

10. Selection Board:

- i) Appointment to the posts by direct recruitment or promotion shall be made by the competent authority on the recommendation of a Selection Board constituted for the purpose, wherever necessary.

ii) a) Where it is proposed to fill up posts by direct recruitment, the appointing authority (Chairman of the Committee/Director)

shall scrutinise, the applications received or the details furnished by the Employment Exchange and prepare a list of candidates to be called for test and or interview provided that where the number of applicants who possess the prescribed qualifications is unduly large having regard to the number of vacancies, existing and likely to arise during the validity of the select list, appointing authority may restrict the number of candidates to be called for test and or interview to such extent as it may decide. In such cases the list of candidates to be called for test and or interview shall be prepared on the basis of any one or more of the following criteria:

1. Higher qualification
2. Higher experience
3. Suitability for the post

(b) The Selection Board shall interview the candidates in the list, in the manner deemed fit by them, and prepare the select list of candidates recommended for appointment, in the order of merit and send it to the Director for appropriate action.

(c) The list shall be published in the notice board of the Centre or otherwise announced and such list shall be valid only for a period of one year from the date of publication/announcement.

Note: In the case of appointments to be made through the nominees of Employment Exchanges, the select list of candidates recommended for appointment shall be prepared observing the Communal reservation rules followed by the State Government. Such list shall be valid only for filling up the vacancy for which the candidates have been interviewed and included in the select list.

iii) In cases where the Technical and Administrative posts are proposed to be filled up by promotion, the Selection Board shall prepare a select list of persons in the order of merit from among the employees in the next lower grade, found suitable for promotion, after scrutiny of record of service and interview, and send it to the Director for further action.

iv) For Scientific post, promotion shall be on flexible complementing system

v) The assessment committee for the Scientific Staff shall be constituted as follows:

a) For the posts above the grade of Scientific Assistant C.

- i. Secretary to Government of Kerala, Department of Planning and Economic Affairs.
- ii. Director of the Kerala State Remote Sensing and Environment Centre
- iii. At least one Expert on the subject.

The Chairman of the Committee shall nominate this Expert.

- b) For the posts, below the Grade of Scientific Assistant C.
- i. Director of the Kerala State Remote Sensing and Environment Centre.
  - ii. Head of the Division in the Centre to which the appointment to be made.
  - iii. An expert on the subject.

The Director shall nominate the Expert on the subject.

vi) Selection Board for Technical and Administrative Staff shall be constituted as follows

a) For posts coming under Gazetted cadre.

- i. Secretary to Government of Kerala, Department of Planning and Economic Affairs.
- ii. Director of the Kerala State Remote Sensing and Environment Centre.
- iii. An expert in the particular field.

b) For posts under Non-gazetted cadre.

- i. Director of Kerala State Remote Sensing and Environment Centre.
- ii. Head of a Division in the Centre.
- iii. A member from outside the Centre.

Note: It shall not be necessary that all the members of the Assessment Committee be present for interviewing the candidates and preparing the select list.

- iv. The Chairman of the Committee/Director shall have the powers to co-opt any to serve on the Assessment Committee which they can constitute if deemed necessary.
- v. The Director shall notify vacancies, receive applications and arrange interviews by the Assessment Committee, <sup>where</sup> whenever necessary.

#### 11. Fitness:

- i.) No person may be appointed by direct recruitment to a post in the Centre without producing a medical certificate of health in the form given as Annexure.
- ii.) No person shall be appointed to any post unless the appointing authority is satisfied he possesses good character and antecedents.

#### 12. Appointment on Deputation or on Contract.

- i. The appointing authority shall have powers, on mutual agreement with the lending authority, to decide upon the terms and conditions of deputation of persons working in State Governments, Government of India and other Institutions.
- ii. The appointing authority shall also have the powers to decide the terms and conditions of appointment on contract.

Note: The institution and award of fellowships to persons of eminence, falls within powers of the Governing Body and the terms and conditions of such fellowships be decided by it.

ment Centre.  
ent to be made

ed as follows:-

**13. Eligibility of the staff of the Centre to apply for the posts notified by it:**

and Economic

re.

The staff of the Centre shall be eligible to apply for the posts notified by it, for appointment by direct recruitment, provided that they possess the qualification prescribed for the posts applied for. They shall, however, be eligible to get exemption under age to the extent of their service in the Centre subject to a maximum of five years.

nmittce shal

o-opt anyone

e if deemed

**14. Power to amend Rules:**

ge interview

The Governing Body reserve to themselves the power to modify these Rules as may from time to time deem expedient, subject to the approval of Government.

tre without

atisfied that

.....

he lending

as rking

erms and

within the

ships shall

- 13 -

ANEXURE

( Form of Medical Certificate of Health)

FORM

I do hereby certify that I have examined Shri./Smt.....  
a candidate for employment in the Kerala State Remote Sensing and Environment Centre and  
cannot discover that he/she has any disease, constitutional affection or bodily infirmity  
except.....

I do not consider this a disqualification for employment in the Kerala State Remote Sensing and  
Environment Centre.

.....age is according to his own statement..... years and  
by appearance .....years.

Shri/Smt.....has been re-vaccinated/vaccinated or has had Smallpox.

Note: The Certificate prescribed above must ordinarily be signed by a Civil Medical Officer of rank  
not lower than a Civil Surgeon or Honorary Medical Officer of Civil Surgeon's rank or the Director  
of Indigenous Medicine; but in the case of a person whom it is proposed to appoint to a post, the  
maximum pay of which is not more than Rs.9000/- and who cannot conveniently be brought  
before an officer of higher rank, a certificate from an Assistant Surgeon with M.B.B.S. Degree  
may, at the discretion of the appointing authority, be accepted.