

## CONDITIONS OF SERVICE OF EMPLOYEES

6. *Conditions of service.*—(1) The rules relating to casual leave and eligible leave shall apply to the employees of the Board. Leave shall be sanctioned by the Chief Executive Officer or an officer authorized by him.

(2) The employees of the Board shall be entitled to Pay, Dearness Allowance, Daily Allowance, House rent allowance and City Compensatory allowance, etc., at such rate, as applicable to State Government Servants for the permanent posts specified in Chapter IV of the Regulation.

(3) The employees of the Board shall be entitled to leave, leave salary, travelling allowance and joining time as provided in Kerala Service Rules, 1959.

(4) The officers and employees appointed to the service of the Board shall be liable to serve in any office of the Board within the State and the postings shall be made in conformity with the staff pattern specified in the Regulation.

7. *Seniority.*—(1) Seniority of a person in a category or grade shall, unless he has been reduced to a lower rank as punishment, be determined by the date of the order of his first appointment to such category or grade:

Provided that the direct recruit shall be entitled for rank and seniority from the date of his first effective advice.

(2) In all matters relating to qualifying service and determination of seniority, except or otherwise expressly provided in these regulation herein above, the rules and decisions in the Kerala State Subordinate Service Rules, 1958 shall *mutatis mutandis* apply in relation to the appointments made by the Board.

(3) The Chief Executive Officer shall prepare a draft seniority list in accordance with these regulations within one month from the date of commencement of these regulations.

(4) The draft seniority list shall be circulated among the employees and the employees shall be entitled to submit their objections, if any, to the seniority list within 15 days from the date of circulation.

The Chief Executive Officer shall on the expiry of the said 15 days place the draft seniority list and the objections, if any, received from the employees before the next meeting of the Board. The Board shall consider and pass appropriate orders on the draft seniority list after considering the objections received, if any, from the employees, in accordance with these regulations.

(5) The Chief Executive Officer shall finalise a seniority list in accordance with the decisions of the Board within 30 days from the date of decision of the Board, which shall be published at the Head Office and other offices of the Board.

(6) The Chief Executive Officer shall publish the seniority list of employees every five years in accordance with the procedure laid down herein before.

(7) The Administrative-cum-Accounts Officer shall maintain an incumbency Register, made up-to-date.

(8) The Administrative-cum-Accounts Officer shall maintain a service book in respect of each employee of the Board. The confidential reports in respect of the employees of and above the rank of Head Clerks shall be prepared by the Chief Executive Officer. The Confidential reports of other employees shall be prepared by the Divisional Waqf Officer in the Divisional Offices and the Administrative-cum-Accounts Officer in the Head Office.

(9) The promotion to the post of and above the rank of Head Clerks shall be made on the basis of seniority and merit. The promotion to the post up to Head Clerks will be made on the basis of seniority.

(10) A promotion committee consisting of the Chairperson, the Chief Executive Officer and two members including the officer appointed under clause (e) of sub-section (1) of section 14 of the Waqf Act nominated by the Board shall assess the merit of each candidate in the manner as hereinafter provided:

(a) Every candidate shall be entitled to grace mark for promotion based on the performance in the existing post subject to a maximum of 10 marks performance based evaluation of the incumbent/officer in the post he has been holding will be done for avoiding grace mark while considering him for promotion to the higher post.

- (b) The promotion committee shall award marks to every candidate based on their past work record, subject to a maximum of 25 marks. The work record shall be assessed based on their confidential reports in respect of the candidate for the preceding 3 years:

Provided that no adverse remarks in respect of any candidate shall be considered unless the candidate is informed of the adverse remarks against him and has been given an opportunity to explain.

- (c) The promotion committee shall award marks to the candidates based on their performance in the interview, their personal ability and personality subject to a maximum of 15 marks.
- (d) A select list shall be prepared based on the marks obtained by each candidate and the appointment shall be made in accordance with the said select list.

(11) The scale of pay and age of retirement of an employee shall be as applicable to a State Government Servant. However, the employees of the Board who are in the service of the Board prior to the publication of this regulation will be allowed to continue in the service till 58 years subject to the condition that their service after 56 years will not be counted as qualifying service for calculating pension, gratuity, etc. The period of retention beyond the normal date of superannuation in all the above cases will be treated as the period spent on duty for the limited purpose of claiming pay and allowances restricted to what he was entitled to on the normal date of his superannuation and his pensionary claims will be settled reckoning service and emoluments up to the normal date of superannuation and pension will be sanctioned only from the day after the date of final quittance. The incumbent will not be eligible for further increment, promotions, on account of Pay Revision, etc., except when allowed by a decree of a competent court or under special orders of Government.

(12) The scales of pay and other allowances of the employees in the Board shall be prescribed by the Government from time to time.