

KARNATAKA STATE ROAD TRANSPORT CORPORATION:

CENTRAL OFFICES: BANGALORE:

No. KST/CO/ADM/SR/303/ 215 /98-99.

Date: 31-3-1999

CIRCULAR No. 1192
(Issued in Service Rules Section)

Sub: Grant of Extraordinary Leave without pay and Allowance, to the employees of the Corporation Intending to start an Industry in the State of Karnataka/ Prosecute higher studies/ taking up a job/going Abroad- retaining lien in the Corporation-Scheme there on.

Ref: (1) Circular No. 362 issued under No. KST/CO/RCT/RULES/58/ 78-79, dtd: 5.1.1979.
(2) Circular No. 17 issued under No. KST/CO/HRD/331/98-99, dtd: 10.8.98.

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The Karnataka State Road Transport Corporation Employees (Deputation outside India) Regulations, 1977 was introduced in the Corporation vide Circular No. 362 dtd 5.1.1979, cited at (1) above, in order to facilitate and encourage the employees of the Corporation to acquire vast/profound knowledge in specialized areas, for higher education even by going abroad and to avail the services of such professionals, to improve the efficiency and functioning of the Corporation. For this Purpose, a provision has been made for grant of leave at the credit of the employees and Leave without Allowances beyond the period of leave at credit, subject to a maximum of Two years and to a maximum of Three Years in cases where the employees have to acquire Ph. D, with certain conditions stipulated therein.

Further, certain Financial Assistance has also been extended to the Employees of the Corporation for prosecuting higher studies vide Circular No. 17 dtd: 10.8.1998, cited at (2) above, subject to the conditions stipulated therein.

On further examination of the matter, with a view to give more encouragement to the eligible employees, besides the existing facilities as mentioned above, the Board of Directors vide Resolution no. 7775 dtd: 22.12.1998, has accorded approval for grant of "Extra- Ordinary Leave", without pay and allowances, for a maximum of Five (5) years to the employees of the Corporation intending to start an Industry in the State of Karnataka / to prosecute higher studies/taking up a job/

assignment / going abroad , retaining lien in the Corporation, subject to the terms and conditions enclosed to this Circular, in addition to those indicated below:-

1. The Competent Authority for this purpose will be Managing Director or any other Functionaries authorised by the Managing Director.
2. The Competent Authority reserves the right to grant or reject the request for Extraordinary Leave.
3. Grant of Extraordinary Leave will be selective in the interest of the Corporation.

The contents of this Circular shall be brought to the notice of all the employees by displaying the same on the Notice Boards.

This Circular comes into force with immediate effect.

Encls: As above

Sd/-
(N.GOKUL RAM)
MANAGING DIRECTOR

Copy to:-

All Functional Directors, KSRTC., Central Offices, Bangalore , for information.

The Managing Director, BMTC, Bangalore/ NWKRTC. Hubli, for information.

The General Manager (Technical/ Traffic), KSRTC C.O. Bangalore, for information.

All Heads of Department/ Unit Heads for information and necessary action.

Senior PS to the Chairman/Vice- Chairman/ Managing Director, for information.

All Administrative Officers/Asst. Admnv. Officers, KSRTC. Central Offices, Bangalore, for information and necessary action.

The Editor, Sarige Sampada, KSRTC, Central Office, Bangalore. For information.

The Resident Audit Officer, KSRTC, C.O. Bangalore, for information

CHIEF PERSONNEL MANAGER

(Enclosure to Circular No 1192 dtd 31-3-99)

TERMS AND CONDITIONS.

1. The employees submitting their applications for grant of Extraordinary Leave shall be declare the specific purpose and the period of the Extraordinary Leave required. No employee shall be eligible for such Extraordinary Leave more than once during the entire period of his/ her service in the KSRTC.
2. The employees should have put in atleast Ten (10) years of continuous service in the Corporation.
3. The employees should have successfully completed the probationary period by fulfilling all the conditions stipulated.
4. Extraordinary Leave sanctioned under this scheme shall not be combined with any other kind leave.
5. The employees should have completed the Agreement period wherever such condition is stipulated at the time of or during the course of appointment in the Corporation.
6. This Scheme shall not be applicable to the employees who are working in the Corporation on contract/ deputation from Government or any other Organization on temporary basis.
7. Before proceeding on Extraordinary Leave, the employees should clear all the dues payable to the Corporation, If any dues are detected later on, the same will be recovered from the terminal benefits payable to such employees, in cases where they do report back for duty.
8. The Extraordinary Leave is admissible to start their own Industry by the employees within the State of Karnataka, in accordance with and by duly complying with the statutory requirement or for prosecuting higher studies or to take up an Assignment or Job in India or abroad, provided that such Assignment/ Job shall not be against the interest of the Corporation.
9. The employees who are desirous of availing the Extraordinary Leave under this scheme should inform the Competent Authority all relevant important details such as: the ownership, location, amount of investment, the source, name of the Industry, approximate man power and turnover, source of raw and input materials, products, market etc., in the cases of employees who are going to start an Industry; AND the relevant details like the University, Course, Employer, Assignment,

Compensation, Pay etc., in cases of those are desirous of availing the leave for the purpose of prosecuting higher studies / Foreign or Inland Assignments/ Jobs, as the cases may be.

10. During the currency of the Extraordinary Leave under this Scheme, the KSRTC will not have any vicarious liability of the employees on account of any legal implication arising out of any acts, deeds or conduct of the employees, Status would be as if there is no relationship between the master and servant, To that effect the employees shall give an Indemnity Bond proceeding on Extraordinary Leave.
11. There should not be any pending enquiry against the employees.
12. No Leave will be granted beyond the period of five (5) years (inclusive of any extension of such Extraordinary Leave).
13. If the employee does not return on expiry of the sanctioned period of Extraordinary Leave, his/her services will stand automatically terminated with effect from the date on which he/ she first proceeding on Extraordinary Leave.
14. It will be well open to the employee who has proceeded on Extraordinary Leave sanctioned under the Scheme, to resign from the services of the Corporation at any time during the period of such leave. For this purpose the employee shall submit his/her letter of resignation to the Competent Authority in the manner and according to the existing rules in the Corporation.
15. The employee who desired to report back to his/ her duties in the Corporation, in the middle of the Extraordinary Leave granted to him/ her for a specific period, has to await for posting without any limitation of period (not exceeding the period of Extraordinary Leave grant to him/ her.) Till such time his/ her posting is given the period will be treated as on Extraordinary Leave.
16. The employee who is an Extraordinary Leave shall not be taken back to duty unless he / she furnished to the KSRTC, at the time of reporting back to the Corporation, the important details pertaining to the period of the sanctioned Extraordinary Leave availed, relating and applicable to:-
 - i. The Higher Studies completed, Period University, Scholarships Earned, Expenses incurred, Assets and Liabilities statements etc.,

- ii. The Industry he/ she started or owns, the products, the market for the products, the profits and loss statement, the Balance Sheet, Assets and Liabilities statement and the details like who is managing that Industry thereafter and
 - iii. The Jobs/ Assignment under taken, the employer, the salary, perks allowances , honorarium etc., earned and the Assets and Liabilities statement.
17. In case the employee had applied for Extraordinary Leave for a period of less than five (5) years and it was sanctioned accordingly, where after the employee has proceed on such leave, it shall be open to the employee to seek for further extension (in continuation) of the sanctioned leave (on which he/ she proceeded) for a further specific period which if sanctioned shall not make the total of such Extraordinary Leave period to exceed the total period of five (5) years. However, the discretion to sanction in the normal course, the extension of leave sought for or to reject it for any good and compelling reasons shall vest with the Competent Authority. During the period of Extraordinary Leave, the employees does not earn any kind of leave and will also be not eligible for encashment of leave during that period.
18. The seniority of the employee who proceeds on Extraordinary Leave is not affected in the normal course. The employee on such leave is promoted as per his/her turn subject to other requirements, but he/she gets the monitory benefits in the higher posts only from the date he/ she reports back to duties in the Corporation.
19. In case of failure to comply with the above conditions, the services of the employee will be terminated with effect from the date of expiry of five (5) years or such Extraordinary Leave period, without any benefit.
20. The employee should not expect any financial assistance from the Corporation at any time during the period of Extraordinary Leave.

Sd/-
(N.GOKUL RAM)
MANAGING DIRECTOR

CHIEF PERSONNEL MANAGER