

**MYSORE STATE ROAD TRANSPORT CORPORATION**

**CENTRAL OFFICES BANGALORE**

No. MST/CO/EST/RULES/1035

Dated:7/8-2-1966

**CIRCULAR NO. 20**

- READ:-
1. C.B.R. No.400 resolving that the MRSTC., Employees Leave Rules 1964 be recommended to Government for approval and the rules deemed to have been brought into force from 1-4-1964.
  2. G.O. No. HD 144 TRE 64 dated Bangalore the 31st March 1965 approving the M.S.R.T.C., Employees Leave Rules, 1964.
  3. C.B.R No. 571 resolving that the MSRTC., Employees Leave Rules, 1964 as approved by Government of Mysore be adopted by the Corporation and published, giving option to the employees either to opt to these Rules or elect to be governed by the existing leave rules.

The M.S.R.T.C. Employees Leave Rules 1964 is hereby published. This Leave Rules 1964 (copy enclosed) are brought into force w.e.f. 1-4-1964. The Unit Heads are requested to see that the Regulations and this Circular are circulated among all the staff and call for options from the employees within THREE MONTHS from the date of issue of this circular to opt to the M.S.R.T.C. Employees Leave Rules 1964 or elect to be governed by the existing leave rules. If no options are received before the date fixed it will be deemed that the employees elect to be governed by the Leave Rules 1964.

Receipt of this will please be acknowledged.

Sd/  
DEPUTY GENERAL MANAGER

Copy to  
All the Unit Heads for information & necessary action.  
All the Sectional Heads & Departmental Heads in C.O., for information and similar action.

## **Proceedings of the Government of Mysore**

Sub: The Mysore State Road Transport Corporation Employees Leave Rules 1964—Approval of

READ-

1. Government Letter No. HD 378 TRE 59 dt. 21-8-61.
2. Government Order No. HD 84 TRE 63 dt. 12-8-63.
3. Correspondence ending with letter No. MST, CO. Rules 35,64, 65, dt. 9-1-65 from the General Manager, Mysore State Road Transport Corporation, Bangalore.

Order No. HD 144 TRE 64,

**Dated Bangalore the 31st March 1965**

As per section 34(1) of the Road Transport Corporations Act 1950 (Central Act. LXIV of 1950) Government are pleased to approve the Mysore State Road Transport Corporation Employees Leave Rules 1964 as approved by the Corporation Board in their meeting held on 20-7-1964. A copy of the leave rules approved by Government is appended to this Order.

By Order and in the name of the Governor of Mysore.

Sd/-

(V. RAMANATHAN)

Under Secretary to Government,  
Home Department

To,  
The General Manager,  
Mysore State Road Transport Corporation, Bangalore  
The Accountant General, through Finance Dept.,  
Copy to Weekly Gazette.

# MYSORE STATE ROAD TRANSPORT CORPORATION

## EMPLOYEES LEAVE RULES, 1964

### Part I (General)

- Short Title:** 1. These rules may be called "The Mysore State Road Transport Corporation Employees leave Rules, 1964".
2. They apply to the categories of employees mentioned in appendix A, B & C to the extent Indicated therein and in the manner prescribed hereinafter.
- Commencement:** 3. These rules shall be deemed to have come into effect from 1-4-1964.

### Part II (Definitions)

4. In these rules unless the context otherwise requires-
- Administration:** (1) 'Administration' means the Mysore State Road Transport Corporation.
- Average Pay:** (2) 'Average Pay' means the average of the pay payable to an employee in the three complete calendar months preceeding the date on which the average pay becomes payable if the employees had worked for three complete calendar months and where such calculation cannot be made, the average pay shall be calculated as the average of the pay payable to a workman during the period he has actually worked.
- Commutated Leave:** (3) 'Commutated Leave' means such leave on half- pay as is commuted into leave on full pay in the ratio of 2:1.
- Completed Year:** (4) 'Completed year's of service' and 'One year's continuous service' mean continuous service of the specified duration and include periods spent on duty and authorised holidays as well as on leave including extraordinary leave.
- Continuous Service:** (5) "Continuous Service" means uninterrupted service and includes service which may be interrupted merely on account of sickness or

authorised leave or an accident or a strike which is not illegal, or a lockout or a cessation of work which is not due to any fault on the part of the employee.

Earned Leave: (6) "Earned Leave" means leave earned in respect of periods spent on duty and shall include privilege leave earned during the old rules.

Half-Pay Leave: (7) 'Half- Pay Leave' means leave earned on respect of completed years of service and includes leave earned under the old rules.

Leave: (8) 'Leave' includes earned leave, half-pay leave, commuted leave, leave not due, extraordinary leave, casual leave, maternity leave and special disability leave.

Local Candidate: (9) 'Local Candidate' means a temporary employee not appointed regularly as per the rules of recruitment.

Old Rules: (10) 'Old Rules' means the leave rules applicable to an employee immediately before these rules come into force and include leave rules of B.S.R.T.C Bangalore Transport Company, Ex-Road Transport Department, Hyderabad and Works Service Rules.

Pay: (11) "Pay" means the amount drawn monthly by an employee as:-  
a) as pay (other than special pay or pay granted in view of his personal qualifications) which has been sanctioned for a post, held by him substantively, or in an officiating capacity, or to which he is entitled by reason of his position in a cadre.  
b) technical pay, special pay and personal pay.  
c) any other emoluments which may be specifically classed as pay by the Administration.

Permanent Employee: (12) 'Permanent Employee' means an employee who has a substantive lien on a permanent appointment.

Regular Employee: (13) 'Regular Employee' means an employee recruited by competent authority in accordance with recruitment regulations whether in a temporary or in a permanent post and includes one who has

completed a period of probation, if any, and had been subsequently confirmed.

Substantive Pay: (14) "Substantive Pay" means pay other than special pay, Personal pay or emoluments classed as pay by the Administration drawn by an employee appointed Substantively to a permanent post.

Temporary Employee: (15) "Temporary Employee" means an employee whose appointment is for a limited period, whether specified or not and whose service can be terminated without notice before the completion of one year's service.

Wages: (16) "Wages" means all remuneration capable of being expressed in terms of money, which would if the terms of employment, express or implied were fulfilled be payable to an employee in respect of his employment or of work done in such employment and includes:-

(a) such allowances(including dearness allowances) as the employee is for the time being entitled to

(b) the value of any house accommodation, or of supply of light, water, medical attendance or other amenity or of any service or of any concessional supply of food grains or other articles: but does not includes.

(i) Any bonus, (ii) any contribution paid or payable to any provident fund, (iii) any gratuity payable under the gratuity regulations, and (iv) any travelling concession.

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(i) Any bonus, (ii) any contribution paid or payable to any provident fund, (iii) any gratuity payable under the gratuity regulations, and (iv) any travelling concession.

### **Part III (General Principles)**

No Claims As of right 5. Leave cannot be claimed as of right, discretion is reserved to the authority empowered to grant leave, to refuse or revoke leave at any time according to the exigencies of service.

Continuous absence 6. Unless the Administration otherwise determines an employee shall cease to be in service if he is continuously absent from duty for one year, whether with or without leave, unless such absence is absence on foreign service.

(Note: An enquiry is necessary before an order is passed under this rule—H.S. Chandrashekar Vs.**G.M.MSRTC 1974(2) Kar. L.J. 431.**)

Combination 7. Any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave(except casual leave).

In cases of retirement 8. No leave shall be granted beyond the date on which an employee must retire.

(1) Provided that the authority empowered to grant leave, may allow any employee, who has been denied in whole or in part on account of the exigencies of service the earned leave which was due to him, pending retirement, the whole or any portion of earned leave so denied, even though it extends to a date beyond the date on which such employee must retire.

(2) Provided further that an employee whose service has been extended in the interests of administration beyond the date of his retirement may similarly be granted, either within the period of extension or after its expiry, any leave which could have been granted to him under the preceding proviso had he retired on that date less the leave if any taken during the period of extension and, in addition such earned leave due in respect of the extension and refused to him on account of the exigencies of service, in determining the amount of earned leave due in respect of the extension with reference to regulation II the earned leave if any admissible, on the date of the retirement shall be taken into account.

Explanation:

For the purposes of this regulation an employee may be deemed to have been denied leave duly if, in sufficient time, before the date on which he must retire or the date on which his duties finally cease, he has either applied for leave in writing and been refused it on the ground of exigencies of service or has ascertained in writing from the sanctioning authority that leave if applied for, would not be granted on the aforesaid ground.

Restriction:

9. Subject to the provisions of rules 5 and 8, an employee may at any time be granted the whole or any part of the earned leave due to him.

#### **Part IV A**

Operative Staff:

10. The rules enumerated in this part IV-A apply to the categories of employees specified in Appendix 'A' and in Appendix 'B'.

Earned Leave

11. The earned leave admissible to a permanent employee is one eleventh of the period spent on duty.

Accumulation	<p>12. An employee will cease to earn such leave when the Earned leave due amounts to *two hundred and forty days.</p> <p>(* Substituted as per CBR No. 5920 dated 26-5-1988 Communicated vide Circular No. 713 dtd. 29-6-1988)</p>
Maximum:	<p>13. The maximum earned leave that may be granted at a time to an employee shall be 90 days.</p>
Calculation:	<p>Note- In calculating “earned leave” the actual number of day of duty performed should first be counted and then multiplied by 1/11<sup>th</sup>, the product expressed in days(and fractions of the day) and limited to the maximum earned leave admissible under the regulations.</p>
Half pay Leave:	<p>14. (i) The half leave admissible to an employee in respect of each completed year of service is twenty days.</p> <p>(ii) The half pay leave due may be granted to an employee on medical certificate or on private affairs.</p> <p>(iii) If an employee is on leave on the day on which he completes a year of service he shall be entitled to half pay leave under these provisions without his having to return to duty.</p>
Commutated Leave:	<p>15. Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate or on private affairs subject to the following conditions:-</p> <p>(a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.</p> <p>(b) When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due.</p> <p>(c) The maximum commuted leave on private affairs that may be granted at a time shall be 120 days. If commuted leave on private affairs is combined with Earned Leave, the total period shall not exceed 180 days.</p>



(d) Where an employee who has been granted commuted leave resigns from service without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered. Such recovery shall not be made in the event of his death.

(Rules 14 and 15 substituted as per CBR No. 5888 dtd. 28-4-1988 Communicated vide Circular No. 710 dtd. 26-5-1988)

Leave not due: 16. Save in the case of leave preparatory to retirement, leave not due may be granted to an employee in permanent employ for a period not exceeding 180 days during his entire service and not more than 90 days at a time. Such leave shall be debited against the half pay leave the employee may earn subsequently.

Note: (1) Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is a reasonable prospect of the employee returning to duty on the expiry of the leave and it should be limited to the half pay leave he is likely to earn there after. Leave not due can be sanctioned only when leave with pay is exhausted.

(2) The half pay leave earned by an employee in respect of a completed year of service can be availed of by him during the course of a spell of leave or during an extension thereof within which that date of anniversary of service falls.

Leave and Allowance: 17. An employee on earned leave is entitled to leave salary equal to greater of the amounts specified below:-

(1) The substantive pay on the day before the leave commences.

OR

(2) The average pay.

18. An employee on half-pay leave or leave not due is entitled to leave allowances equal to half the substantive pay on the day before the leave commences or half the average pay.

19. An employee on commuted leave is entitled to leave allowances equal to twice the amount admissible under the preceding rule.

Maternity  
Leave:

20. (Deleted ad per CBR No.6108 dated 31-8-1989 communicated vide Circular No. 762 dated 3.0.1989.)

Special  
Disability leave:

21. To an employee disabled by injury intentionally inflicted or accidentally caused in the course of discharge of duty, special disability leave may be granted for such period as is certified by a medical board; leave allowance in such cases will be paid for the first three months at average pay and for the remaining period up to 21 months at half average pay. The Medical Board will be such as might be constituted by competent authority.

In case of a person to whom Workmen's Compensation Act, 1923 or E.S.I Act. 1948 apply, the amount of leave allowance payable under this rule shall be reduced by the amount of compensation payable under the Act.

Extra-ordinary  
Leave:

22. Extraordinary leave without pay may be granted in special circumstances when no other leave is admissible.

#### **Part IV B**

Temporary Staff  
and Local candidate

23. The rules enumerated in this part (IV-B) apply to temporary employees and local candidates.

Monthly rated  
Staff:

24. In respect of the first year of service, a temporary employee, is entitled to earned leave at one twenty second of the period spent on duty.

Half-Pay Leave

25. No Half-pay leave may be granted to an employee unless the competent authority has reason to believe that the employee will return to duty on its expiry.

#### **Part IV C**

Apprentices and  
others

26. For employees shown in appendix 'C' only extraordinary leave without allowances is admissible.

**Part—V**

**CONDITIONS FOR LEAVE**

Not to cause evasion:

27. Casual leave shall be granted only when it can be given without inconvenience to service. It must not be granted so as to cause evasion of rules regarding.

- i) Date of reckoning allowances
- ii) Charge of Offices
- iii) Commencement and end of leave
- iv) return to duty.

It shall not ordinarily be granted in continuation of other leave, but it may be combined in any manner with Sundays and other authorised holidays, provided that not more than seven days Casual Leave, exclusive of such Sundays and holidays. Shall be taken during one period of absence shall not exceed ten days in all.

Combination:

28. Leave without allowances cannot be granted in continuation of casual leave and in cases where leave without allowances is granted in continuation of such leave, the casual leave already granted should be treated as cancelled and the leave without allowances should commence from the date the employee ceased to perform his duties:

Not absent

29. An employee on casual leave is not treated as absent from duty, and his salary is not intermitted.

Maternity Leave:

30. Maternity Leave shall be granted as per the Maternity Benefit Act, 1961.  
(Inserted as per CBR No. 6108 dtd. 31-8-1989 communicated vide Circular No. 762 dated 3-10-1989),

Special disability leave:

31. (1) Special disability leave shall not be granted unless the disability manifests itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice. But if the General Manager is satisfied as to the cause of the disability he may permit leave to be granted in cases where the

disability manifested itself more than three months after the occurrence of its cause.

To be certified (2) The period of leave granted shall be such as certified by a medical board to be necessary. It shall not be extended except on the certificate of a medical board and shall in no case exceed 24 months.

Combination: (3) Such leave may be combined with leave of any other kind.

If aggravated : (4) Such leave may be granted more than once if the disability is aggravated or reproduced on similar circumstances at a later date, but not more than twenty four months of such leave shall be granted in consequence of any one disability.

Not counting for leave: (5) Special disability leave will count as duty in calculating service for gratuity but it will not count as service for leave. It will not be regarded as interrupting service for leave under the ordinary regulations nor as diminishing the amount of such leave at the employee's credit nor as part of the maximum leave admissible to him, except that commuted leave taken under rule 24 will be reckoned as half-pay leave.

Commutation: 32. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

Consideration: 33. If in the interests of service, all applications for leave cannot be completed with the authority competent to sanction leave will have full discretion in deciding which should be granted, and in so doing, may take into consideration the following circumstances:-

- 1) The employee who can, for the time being to conveniently spared;
- 2) the leave due to various competing applicants.
- 3) the amount and character of the previous continuous service that they have rendered.
- 4) the fact that an employee was compulsorily recalled from the leave last taken by him.

Pending Punishment	<p>5) the fact that an employee has been refused leave in the interests of work.</p> <p>34. Leave shall not be granted to an employee whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from the <b>service.</b></p>
On reinstatement	<p>35. An employee who is dismissed or removed from service but is reinstated on appeal or revision is entitled to count his former service for leave.</p>
Commencement and end of leave:	<p>36. Ordinarily, leave begins on the day on which the transfer of charge is effected or if charge is transferred in the afternoon, on the following day. Similarly such leave ordinarily ends on the day preceding that on which charge is resumed, or if charge is resumed in the afternoon on that day. But if a Sunday or off day or one or more holidays fall on the day immediately preceding that on which the leave begins or on the day on which the leave or the joining time between two appointments ends, an employee may leave his station at the close of the day before or return to it at the end of such holidays, provided his departure on return does not involve.</p> <p>(i) The immediate transfer of an employee from or to another station, or the loss of his appointment by an employee appointed temporarily;</p> <p>(ii) The taking over of money, unless, subject to the condition that the departing employee remains responsible for the money in his charge, the administration specially allows transfer of charge to take place before or after the holidays.</p>
For leave Allowances:	<p>37. If holidays are as above prefixed to leave, the leave and the consequent re-arrangement of allowances if any take effect, from the first day after the holidays on which the office is open, and if holidays are affixed to leave or joining time.</p>
Note--	<p>i) In cases in which the application of above rules as to prefixing and suffixing off days or holidays to leave is doubtful or inequitable, the administration shall decide which employee shall be held to have been in charge and to whom the salary of the office for the Sunday or off day or holiday shall be paid.</p> <p>(ii) For the purpose of this rule, the office is regarded as closed only on Sundays, and declared</p>

holidays. For employees having off days other than on Sundays such off days will be holidays and in such cases Sundays will be working days for them.

Explanatory Note:-- The intention of the above rule is that Sundays, off days and declared holidays may be affixed and suffixed both to leave as well as to joining time.

As on duty: 38. As regards the regulation of pay and allowances during holidays prefixed and or suffixed to leave, pay and allowances during such holidays are to be granted as if the employee concerned is on duty.

**Part—VI (PROCEDURE)**

Leave Account: 39. In respect of employees governed by these leave rules, leave account shall be maintained in their service books. The leave at credit at the end of the month previous to the rules coming into force should be noted on the top of the page containing the leave account and be carried forward.

Medical certificate 40 No Employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the prescribed form. The authority sanctioning leave, may require a similar certificate in the case of an employee who has been granted for reason of health, even though such leave was not actually granted on a medical certificate.

On recall 41. If any employee is recalled from leave, he is entitled to be treated as on duty from the date on which he starts for the station to which he is ordered and to draw travelling allowance for the journey, but to draw until he joins his post, leave salary only.

Lien 42. An employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited to his leave account as though it were half-pay leave to the extent, such leave is due and as extraordinary leave to the extent the period of half- pay leave falls short of the period of such absence, unless the leave is extended by a Competent Authority. Absent from duty after the expiry of leave will render an employee liable to disciplinary action for misconduct except when he establishes to the satisfaction of the Authority Competent to sanction leave that he was unable to join duty for reasons beyond his control.

Combination	43. The authority competent to sanction leave may- (1) Grant to an employee an kind of leave admissible under these rules(including extraordinary leave without allowance) in combination with any other kind of leave so admissible or in continuation of leave so admissible or in continuation of any kind already taken.
Commutation	(2) Commute the whole or any portion of any leave granted under these rules retrospectively into any other kind of leave which was admissible when the original leave was granted, and
Retrospectively	(3) Commute retrospectively periods of absence without leave into leave without allowances.
Note:	Extraordinary leave without allowance cannot be converted retrospectively into leave on Medical certificate, but leave may be given on medical certificate in continuation of extraordinary leave without allowances.
Explanatory Note:	Casual Leave once utilised cannot be commuted retrospectively into leave of any other kind at later date after the return of the employee to duty. In the case however of an employee who avails of casual leave and before he return to duty applies for earned leave or other leave, the casual leave already applies for should be treated as cancelled, and the leave sanctioned will have effect from the date the employee concerned ceases to perform his duties.
Refusal:	44. The General Manager may sanction refusal of earned leave applied for prior to retirement up to 120 days and permit its utilisation after the date of superannuation.
During extension:	45. In cases where extension of service has been granted by the Competent Authority, the General Manager may grant leave(either refused before superannuation or earned during the period of extension) up to 120 days in the aggregate.
Note:	The refusal of leave should be only on account of exigencies of service.
Prohibition of Other occupation:	46. Save in very exceptional circumstances, no employee should be granted leave whether with or without allowances, to allow of his practising at the Bar or pursuing any other profession or calling.

Fee: 47. An employee who is already on leave may not take service or accept any employment which involves the receipt of a fee or honorarium, without obtaining the previous sanction of the Administration.

Note : If an employee who has proceeded on leave preparatory to retirement before the date of superannuation is required for further service, and he is agreeable to return to duty and the unexpired portion of his leave from the date of his rejoining duty will be cancelled. The leave so cancelled will be treated as leave refused and subject to the provision of rules 54, it may be granted from the date of Superannuation of the employee.

Fixed T.A 48. Fixed travelling allowance, conveyance allowance, or consolidated batta, is not admissible during leave and may be drawn by the substitute.

Officers  
Class I and II: 49. The leave accounts of Class I & II Officers shall be maintained by or under the direction of the Chief Accounts Officer.

Staff  
Class III & IV: 50. The leave accounts of the other classes of employees shall be maintained by the heads of officer concerned.

Application  
Form: 51. Applications for leave (other than for casual leave) shall be in Form I appended to these regulations in the case of Class I & II Officers of class and Form II in the case of other Classes of employees.

For extension: 52. An application for leave or for an extension of leave must be made through the official superiors(if any) to the authority competent to grant such leave or extension.

Resumption  
Of duty: 53. An employee returning from leave is not entitled in the absence of specific orders to that effect to resume as a matter of course the post which he held before going on leave. He must report his return to duty and await orders.

Note: Competent Authority should provide for the expected return of an employee from leave by seeing that the employee to be relieved is at headquarters in due time to give over charge.



Medical Certificate:	54. For obtaining leave on medical certificate employees, should produce medical certificate as prescribed in Appendix 'D'.
Contents:	55. The medical certificate should distinctly state the nature of illness, its symptoms, causes and duration , and the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health.
Availment:	56. In case of emergency Class I and Class II Officers may be allowed to proceed on leave by the General Manager but leave can be finally sanctioned only on receipt of a report from the Chief Accounts Officer as to the admissibility of the leave applied for.
Reference Service Book	57. Before leave is sanctioned to any Class III and IV employee, authority sanctioning the leave should consult the service book of such employee or the leave account, if it is casual leave, and satisfy himself that the leave admissible.
Leave Allowance	58. Leave allowance are payable after the end of each calendar month, subject to recovery of advance paid, if any.
Limit of validity	59. When leave is sanctioned with retrospective effect or when one kind of leave is commuted retrospectively into any other kind of leave admissible under these rules after the lapse of one year from the date of relief, the leave allowances shall not become payable without the sanction of the General Manager.
Leave Allowance Advance	60. Employees proceeding on leave for a period of 30 days and more at a stretch will be granted one month's leave salary (rounded to the nearest rupee), in advance. The grant of advance is however subject to the following conditions:-  (1) the advance should be restricted to the net amount of leave salary for the first month of leave after deduction on account of provident fund, insurance, installment towards advance etc.  (2) the advance should be adjusted in full in the pay bill in which the leave salary for the period in question, is claimed.

(3) the advance may be sanctioned by the Head of the office or by any other subordinate officer to whom the power is delegated.

(4) Officers who are heads of Offices may sanction the advances to themselves.

Sd/-  
(V.RAMANATHAN)  
Under Secretary to Government  
Home Department.

**APPENDIX 'A'**  
**(Rule 10)**  
**Categories of employees entitled to leave other than**  
**Casual Leave**

1. Artisan A &B
2. Asst. Artisan
3. Helpers A & B/Checker & packer
4. Compositors
5. Machine man
6. Binders
7. Watchman
8. Gate Keeper
9. Sweepers
10. Khalasis/ Mazdoors/ Gardeners
11. Drivers
12. 3Conductors
13. Traffic Controllers.

As per the Clause 20 (a) a Memorandum of Settlement dated 17-7-1989, (Communicated vide Circular No.752 dated 28-7-1889, all class of employees (Sl. No 1 to 13) are entitled for 15 days Casual Leave in a Calendar year commencing from 1-1-1989.)

**APPENDIX 'B'**  
**(Rule 10)**

**Employees eligible for leave inclusive of Casual Leave**

1. Class I and II Officers
2. All Ministerial Staff
3. Mechanical Staff of Head Artisan's grade and above
4. Supervisory Staff of Asst. Traffic Inspectors' grade & above
5. Naiks, Peons and Attenders
6. Security and Civil Engineering Staff.

**APPENDIX 'C'**  
**(Rule 26)**  
**Other Classes of employees**

1. Probationers
2. Trainees
3. Apprentices
4. Unpaid apprentices
5. Part time Employees
6. Casual Workers

**APPENDIX 'D'**  
**(Rule 54)**  
**Medical Certificate for obtaining leave on  
Medical grounds**

- 1) In respect of an employee/ Officer whose pay is not less than \*Rs. 1500/- (Rupees one thousand and five hundred) only per men sum the Senior Medical Officer of KSRTC/ the District Surgeon/Civil Surgeon or the medical Officer appointed by Government to attend to its Officers in the station.
- 2) In respect of an employee/ Officer whose pay is less than \* Rs. 1500/- /-(Rupees one thousand and five hundred) only a Medical Officer of L.F. Dispensary of Government Hospital not below the rank of Class II/KSRTC Medical Officer/Registered Medical Practitioner.
- 3) Medical Certificate issued by E.S.I. Medical Officers or E.S.I Hospital in respect of employees covered by E.S.I Act.

The grant of leave to the employees/officers of the Corporation on medical grounds may be regulated accordingly. This will not apply to the employees who have attained the age of 54 years in terms of clause 20(b) of Memorandum of Settlement dated 27-9-1981.

\*(Substituted as per CBR No. 5700 dated 25-6-1987 Communicated Vide Circular No. 677 dated 30-7-1987)

**FORM- I**  
**(Rule- 51)**  
**Application for Leave for Class I & II Officers**

1. Name of the Applicant
2. Leave applied for under rule
3. Post held
4. Branch/Office
5. Pay
6. Conveyance Allowance and other allowances  
Drawn in the present post
7. Nature and period of leave applied for and date from which required.
8. Grounds on which leave is applied for
9. Date of return from last leave and the nature and period of that leave

Place.....

Date.....

SIGNATURE OF THE  
APPLICANT

\* Remarks and/or recommendation of the Controlling Authority.

Date.....

Signature  
Designation

Report of Chief Accounts Officer.

Date.....

Signature  
Designation

Orders of the Sanctioning Authority.

Date.....

Signature  
Designation

**FORM- II**  
**(Rule- 51)**  
**APPLICATION FOR LEAVE**

Note:- Item 1 to 8 must be filled in by all applicants, item 9 applies only when leave on average pay on medical certificate is applied for.

1. Name of the Applicant
2. Post held
3. Section/Branch/Office
4. Pay
5. Conveyance Allowance or other compensatory allowance drawn in the present post
6. Nature and period of leave applied for and date from which required.
7. Grounds on which leave is applied for
8. Date of return from last leave and the nature and period of that leave.
9. I undertake to refund, by deduction from my P.F./Pension if necessary the difference, if any, between average pay and hals average pay for the period admissible otherwise than on medical certificate if I retire from S.T. Service at the end of this leave or of on extension of it.
10. Address while on leave.

Signature of the applicant.

Date.....

11. Remarks and/or recommendation of the Head of the Branch

Date.....

Signature - Designation

12. Certified that earned leave for .....  
Months and ..... Days from ..... 19

19 is admissible under rules..... of the leave rules.

Date.....

Signature - Designation

13. Orders of the Sanctioning Authority.

Date.....

Signature - Designation

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No.KST/CO/EST/P 2/60/74-75

dated 8-4-1974

CIRCULAR No. 185

Sub: Encashment of Leave—Implementation thereof

Under the memorandum of Settlement signed on 18-3-1974 between the Management of Karnataka State Road Transport Corporation and the Karnataka State Road Transport Corporation Employees' Federation Bangalore and Mysore State Road Transport Corporation Employees' Federation Bangalore, provision has been made for encashment of leave vide Clause-8 of the Settlement.

All the regular Class-III & IV Employees of this Corporation will be eligible for this benefit of Encashment of leave as enumerated in the Settlement, with effect from 1-4-1973.

All the Departmental Heads and Sectional Heads in Central Offices and Unit Heads who are empowered to sanction Leave to Class-III and IV Employees working under them are requested to implement Clause-8 of the Settlement forthwith whenever employees prefer their leave Application in the Form prescribed for grant of Earned Leave as per leave Rules applicable to them for such encashment of leave. Extract of Clause-8 is reproduced.

**8. Encashment of leave**

The Employees of Corporation shall be entitled to the facility of Encashment of leave as outlined below:-

i) An employee(Class—III and IV) who avails Earned leave/Privilege leave for a period of not less than thirty days, shall, at his option, be allowed to surrender the balance of the Earned leave/ Privilege leave or any portion thereof to his credit on the date of commencement of the leave, subject to maximum of 30 days and he shall be granted leave salary and allowances for the period of the leave so surrendered.

ii) Where an employee(Class—III and IV) applied for Earned- leave/ Privilege leave for a period of not less than thirty days and such leave is refused in public interest, he shall, at his option, be allowed to surrender the leave so refused or any portion thereof, subject to a maximum of thirty days and he shall be granted leave salary and allowances for the period of the leave so surrendered.

iii) The authorities who are empowered to sanction Earned leave/ Privilege leave will be competent to accept the surrender of leave.

iv) Application for surrender of Earned leave/ Privilege leave shall be made along with the application for grant of leave.

v) The number of days Earned leave/ Privilege leave surrendered under this agreement shall be reckoned as surrendered on the date of actual availment of leave or the date on which the leave would have commenced but for refusal of leave as the case may be, and shall be deducted from the leave account of the employees on that date.

vi) The Concession of encashment of Earned leave/ Privilege leave shall be allowed once in a block period of two years commencing from 1-4-1973. Thus the blocks will be 1-4-1973 to 31-3-1975 and 1-4-1975 to 31-3-1977 and so on.

vii) The total Earned leave/ Privilege leave actually availed of and the Earned leave/ Privilege leave Surrendered shall not exceed the maximum leave that may be granted to an employee at a time under the leave Rules application to the Employees.

viii) In the case of an employee who is on the verge of Retirement the period of the leave surrendered shall not exceed the period of duty between the date of expiry of Earned leave/ Privilege leave actually availed of and the date of compulsory Retirement.

ix) The leave salary and allowances admissible for the leave surrendered shall be equivalent to that which the employee would have received had he actually availed of the leave so surrendered. x) Leave Salary for the period of surrendered leave shall be paid in full immediately after the date of commencement of leave or the date on which the leave would have commenced but for refusal of leave. It is not liable to any deductions on account of Provident Fund subscriptions, Insurance premium, House Rent and repayment of any dues to Co- operative.

xi) The benefit of this provision shall be admissible to an employee who is in foreign service or on deputation to Government of India or to any other State Government.

xii) The benefit of surrender of leave shall not be allowed in respect of leave sanctioned either as leave preparatory to retirement or as refused leave under the Standing Orders/ Service Conditions applicable to the employee.

xiii) An Employee who is permitted to surrender his leave after availment shall in no case be permitted to rejoin duty before the expiry of the leave sanctioned to him.

xiv) Where an employee is compulsorily recalled to duty he may be allowed to enjoy the unexpired portion of the sanctioned leave as soon as his services can be spared.



xv) In order to guard against any omission in posting a debit of the leave surrendered in the leave account of an employee details of the surrendered leave shall be noted in his Service Book and in the Leave Account at the time the leave salary is drawn. A certificate to the effect that necessary entries have been made in the Service Book and the leave Account shall be recorded by Drawing officer in the bill in which the leave salary for the surrendered leave is drawn.

Any employee who is on Earned leave/ Privilege leave (other than leave preparatory to retirement or refused leave referred to in Sub para (xii) above on the date of signing of this Agreement shall be entitled to apply for surrender of Earned leave, provided he avails himself of a minimum of thirty days Earned leave/Privilege leave.

Receipt of this Circular shall be acknowledged.

Sd/-  
(J.ALEXANDER)  
General Manager

Copy to:-

The Deputy General Manager & Divisional Controller, K.S.R.T.C Hubli/  
Belgaum/Bijapur/Gulbarga/Raichur/Bellary/Kolar/Hassan/Mysore/  
Bangalore/B.T.S./N.K. Division, Sirsi.

All the Departmental Heads & Sectional Heads in Central Office.

The Deputy General Manager & Works Manager, KSRTC Hubli/Bangalore.

The Deputy General Manager & Executive Engineer, KSRTC., C.E Division,  
Hubli/Bangalore/Gulbarga.

The Officer Printing & Stationery, K.S.T. Press Bangalore

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST/CO/EST/P 2/3843/74-75

dated 15-1-1975

CIRCULAR No. 197  
(Issued in Establishment Branch)

Sub: Encashment of Leave—Implementation thereof

- Read: 1. Circular No. 185 of 1974 issued under No. KST/CO/EST/ P 2/60/74-75 dated 8-4-1974 implementing the provisions of Clause-8 of the memorandum of settlement dated 18-3-1974.
2. Proceedings of the Implementation Committee Meeting held on 3-9-1974, directing to obtain the procedure adopted in the Government and to implement the same into in the Corporation in respect of Class-III and IV employees.

In the Implementation Committee Meeting held on 3-9-1974 , it has been decided that the benefit of encashment of leave extended under Clause- 8 of the Industrial Truce dated 18-3-1974 be operative from the date of signing the Industrial Truce i.e., 18-3-1974.

Some of the Unit Heads have raised queries as to whether an employee who got the benefit of encashment for the refused leave during the block period of two(2) years under the provisions of the Industrial Truce be granted leave, if applied for, during the remaining block period of two(2) years. It was also sought for clarification whether the grant leave and the Surrender of leave for availment of encashment be one after the other or otherwise.

After discussion in the Implementation Committee Meeting on 3-9-1974, it was agreed to follow the procedure obtaining in the State Government, in respect of such cases. It is, therefore, Clarified that the following procedure may be adopted in respect of the 2 points raised above on the pattern of Government procedure.

The period of leave actually availed of and the leave surrendered for encashment should run concurrently, the leave account being debited to the extent of the quantum of leave actually availed and the leave surrendered. Hence, there will be no separate period as such for the earned leave surrendered for the purpose of encashment.

The refusal of leave for the purposes of encashment during the block period of 2 years may be deemed to have totally deprived the employee of the

benefit of encashment of the leave, if the Competent Authority refuses the leave in the interest of the Corporation and that the employees cannot normally avail any leave during the remaining period of the relevant block period of 2 years. If, however, leave is required by the employee for reason beyond his control such as illness or urgent private affairs during the remaining part of the block period of 2 years leave may be sanctioned by the appropriate Competent Authority.

The above instructions shall come into force with effect from 18-3-1974.

Sd/-  
(J.ALEXANDER)  
General Manager

Copy to:-  
All Unit/Department Heads in Central Offices, for information and necessary action.

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST:CO:EST:P 1:448:76-77

dated 13-5-1976

CIRCULAR No. 208  
(Issued in Establishment Branch)

Sub:- Grant of encashment of Earned Leave/ Privilege leave to  
the officers of KSRTC.

The Government of Karnataka vide Order No. HD 9 TRE 76 dated 4th May 1976(copy enclosed) have approved the proposal of extending the benefit of encashment of leave to the officers of KSRTC recommended by the Corporation vide Resolution No. 3226 dated 20-12-1975. The principles of encashment of leave are as detailed in the Annexure to Government Order.

All the Class-I and II officers of the Corporation will be eligible for this benefit of encashment of leave as enumerated in the annexure to this circular.

The period of leave actually availed of, and the leave surrendered for encashment shall run concurrently, the leave account being debited to the extent of the quantum of leave actually availed and the days of leave surrendered. There will be no separate period as such for the Earned/Privilege surrendered leave for the purpose of encashment as the encashment is for days of leave surrendered and is not related to any period.

The refusal of leave for the purposes of encashment during the block period of two years may be deemed to have totally deprived the officer of the benefit of availment of the leave, if the Competent authority refuses the leave in the interest of the corporation and that the officers cannot normally avail any leave during the remaining period of the relevant block period of two years. If however, leave is required by the officers for reasons beyond their control such as illness or urgent private affairs during the remaining part of the block period of two years i.e., including the period for which leave is refused, leave may be sanctioned by the appropriate competent authority, as a special case.

All the Departmental Heads and Unit Heads are requested to forward the leave application of the officers to this office, in the form prescribed for the grant of Earned Leave/Privilege Leave, as also for encashment duly recommended or refused in the same form, whenever the officers apply for leave encashment.

Leave salary and allowances for the period of surrendered leave accepted by the Competent Authority, will be authorized by the Chief Account Officer, after taking a note in the Audit Register and the leave account of the officer on the basis of which the same may be drawn by the officer.

Receipt of this Circular shall be acknowledged.

Sd/-  
(S.M. PATNAIK)  
General Manager

Encl:2

Copy for information to:-

- 1) The Commissioner for Home Affairs & Secretary to the Government of Karnataka, Home Department, Vidhana Soudha, Bangalore
- 2) The private Secretary to the Hon'ble Minister for Transport and Tourism, Vidhana Soudha, Bangalore, (for kind perusal of the Hon'ble Minister for Transport.
- 3) All Department Heads in Central offices, Bangalore
- 4) All the Unit Heads.
- 5) The Chief Accounts officer/ Secretary Corporation., KSRTC Central Offices Bangalore.
- 6) The AO/AAO (Est/Adm/Rules/Dfi/ISS Cell/Rct. Cell).  
KSRTC Central Offices., Bangalore
- 7) The PA to Chairman/Vice- Chairman/General Manager. KSRTC Central Offices., Bangalore
- 8) The Senior Stenographer to the Dy.General Manager (Adm.)  
KSRTC Central Offices., Bangalore
- 9) G2/P3/S2/S1/P2/S3/G3 compilations
- 10) Circular File Case file.

## **Proceedings of the Government of Karnataka**

Sub: Grant of encashment of Earned Leave/ Privilege Leave to the officers of Karnataka State Road Transport Corporation

Read: Letter No.KST/CO/EST/P-1/5746/75-76 dated 30-1-1976, from the General Manager, KSRTC.

Order No. HD 9 TRE 76 Bangalore dated 4th May 1976.

The Corporation Board of Karnataka State Road Transport Corporation has in resolution No. 3226 dated 20-12-1975 resolved to extend the benefit of encashment of Earned Leave/ Privilege Leave to the Officers of the Corporation. The General Manager has requested approval of Government for the same.

2. Government are pleased to approve the proposals of extending the benefit of encashment of Earned Leave/ Privilege Leave to the Officers of the Karnataka State Road Transport Corporation as contained in the Corporation Board Resolution No. 3226 dated 20-12-1975. The Principles of encashment leave is detailed in the Annexure appended to this order.

3. This order issues with the concurrence of Finance Department vide their U.O. No. FD 878/SI/76 dated 14-4-1976.

By order and in the Name of the  
Governor of Karnataka,

Sd/-

(K.P.RAMAKRISHNA)

Under Secretary to Government  
Home Department

Copy to:-

The General Manager, Karnataka State Road Transport Corporation,  
Bangalore,

The Accountant General, Bangalore,

The Finance Department.

**Annexure to Government Order No. HD 9TRE 76**  
**Dated: 4-5-1976**

**Principle of Encashment of Earned Leave/Privilege Leave for the  
Officers of Karnataka State Road Transport Corporation**

The Officers of Corporation shall be entitled to the facility of encashment of leave as outlined below:-

i) An Officer (Class-I and II) who avails Earned Leave/Privilege Leave for a period of not less than thirty days, shall at his option be allowed to surrender the balance of the Earned Leave/Privilege Leave or any portion thereof to his credit on the date of commencement of the leave subject to a maximum of 30 days and he shall be granted leave salary and allowance for the period of the leave so surrendered.

ii) Where an Officer (Class-I and II) applies for Earned Leave/Privilege Leave for a period of not less than thirty days and such leave is refused in public interest, he shall, at his option, be allowed to surrender the leave so refused or any portion thereof, subject to a maximum of thirty days and he shall be granted leave salary and allowances for the period of the leave so surrendered.

iii) The authorities who are empowered to sanction Earned Leave/Privilege Leave will be competent to accept the surrender of Leave.

iv) Application for surrender of Earned Leave/Privilege Leave shall be made along with the application for grant of leave.

v) The number of days of Earned Leave/Privilege Leave surrendered under this agreement shall be reckoned as surrendered on the date of actual availment of leave or the date on which the leave would have commenced but for refusal of leave, as the case may be, and shall be deducted from the leave account of the employees on the date.

vi) The Con cession of encashment of Earned Leave/Privilege leave shall be allowed once in a block period of two years commencing from 1-4-1975. Thus the block will be 1-4-1975 to 31-3-1977 and 1-4-1977 to 31-3-1979 and so on.

vii) The Total Earned Leave/Privilege Leave actually availed of and the Earned Leave/Privilege leave surrendered shall not exceed the maximum leave that may be granted to an employee at a time under the Leave Rules applicable to the officers.

viii) In the case of an officer who is on the verge of retirement the period of leave surrendered shall not exceed the period of duty between the date of expiry of Earned Leave/Privilege Leave actually availed of and the date of compulsory retirement.

ix) The leave salary and allowances admissible for the leave surrendered shall be equivalent to that which the officer would have received had he actually availed of the leave so surrendered.

x) Leave salary for the period of surrendered leave shall be paid in full immediately after the date of commencement of leave or the date on which the leave would have commenced but for refusal of leave, it is not liable to any deductions on account of Provident Fund subscriptions, Insurance Premier, House Rent and repayment of any dues to Co-operative Societies etc.

xi) The benefit of this provision shall be admissible to an officer who is in foreign service or on deputation to Government of India or to any other State Government.

xii) The benefit of surrender of leave shall not be allowed in respect of leave sanctioned either as leave preparatory to retirement or as refused leave under the Standing Orders/ Service conditions applicable to the officers.

xiii) An officer who is permitted to surrender of leave after availment shall in no case be permitted to rejoin duty before the expiry of the leave sanctioned to him.

xiv) Where an officer is compulsorily recalled to duty he may be allowed to enjoy the unexpired portion of the sanctioned leave as soon as his services can be spared.

xv) In order to guard against any omission in posting a debit of the leave surrendered in the leave account of an officer details of the surrendered leave shall be noted in his service book and in the leave account at the time the leave salary is drawn. A Certificate to the effect that necessary entries have been made in the Service Book and the leave Account shall be recorded by the Drawing officer in the bill in which the leave salary for the surrendered leave is drawn.

Any officer who is an Earned Leave/Privilege leave (other than leave preparatory to retirement or refused leave referred to in sub-para. (xii) above on the date of the Resolution of the Corporation shall be entitled to apply for surrender of Earned Leave, Provided he avails himself of a minimum of thirty days Earned Leave/Privilege leave.



**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST/CO/ADM/RULES/88/1007/2662/81-82 dated 16-11-1981

CIRCULAR No. 452  
(Issued in Rules Section)

Sub: Encashment of Leave—Implementation thereof.

- Ref: 1. Circular No. 185 issued vide No. KST/CO/EST/P-  
2/60/74-75 dated 8-4-1974 and
2. Circular No. 197 issued vide No. KST/CO/EST/P-  
2/3843/74-75 dated 15-1-1975.

Instructions have been issued vide Circulars cited above to implement Clause-8 of the Memorandum of Settlement dated 18-3-1974 regarding encashment of leave in respect of Class- III and IV employees.

Under Clause-21 of the Memorandum of Settlement signed on 27-9-1981 between the Management of KSRTC and the KSRT Employees Federation and MSRT Employee Federation, the existing provision of leave having to be refused for availing encashment benefit is removed. Under the said Clause, the leave encashment benefit can be availed even without availing leave, only once in block period of two years. Provided an employee has got 30 days or more E.L. or P.L. at credit, Extract of Clause-21 is reproduced below:-

“ 21. Encashment of Earned Leave/Privilege Leave without Availment:

This existing provision of Leave having to be refused for availing the encashment benefit is hereby removed. The leave encashment benefit can be availed even without availing leave, only once in a block period of two years, provided an employee has got 30 days or more earned or privilege leave at credit.”

The above provision shall come into force from the date of signing the Memorandum of Settlement, viz., 27-9-1981, and is applicable to all the Class III and IV employees who have not availed the encashment benefit during the block period ending 31-3-1983 and onwards.

All the Departmental Heads and Section Head in Central Offices, Regional Managers and Unit Heads who are empowered to sanction leave to Class III & IV employees working under their administrative controls are requested to implement Clause-21 of Memorandum of Settlement dated 27-

9-1981, whenever employees prefer their applications for surrender of 30 Days E.L/P.L for grant of leave encashment.

Receipt of this Circular should be acknowledged.

Sd/-  
For General Manager

Copy to:-

The Departmental Heads/Regional Managers/Unit Heads for information and necessary action.

The Assistant Administrative Officer (EST/ADM), KSRTC, Central Offices, Bangalore.

The Personal Assistants to the Chairman/General Manager, KSRTC, Central Offices, Bangalore.

The Senior Stenographer 'A' to Deputy General Manager (Adm), KSRTC, Central Offices, Bangalore.

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST:CO:ADM:RULES:88:1207/3861/81-82

dated 23-3-1982

CIRCULAR No. 470  
(Issued by Rules Section)

Sub:- Encashment of Leave—Clarification thereof:-

- Ref:- 1. Circular No. 452 issued under No. KST:CO:ADM: Rules:88:1007:2662:81-82 dated 10-11-1981 8-4-1974 and  
2. Corporation Resolution No. 4875 dated 4-3-1982  
Instructions have been issued under the above cited circular regarding encashment of Earned Leave/Privilege Leave to the extent of 30 days without availment in terms of Clause-21 of Memorandum of Settlement signed 27-9-1981.

The issue regarding payment towards encashment of E.L./P.L. surrendered by the employees in terms Clause-21 of Memorandum of settlement signed on 27-9-1981 was examined in detail and the matter was placed before the Corporation in its meeting held on 4-3-1982. The Corporation in its Resolution No. 4875 dated 4-3-1982, has accorded approval for adoption of the principles as prevalent in Government to the KSRTC., employees in respect of encashment of leave without prejudice to the terms of agreement.

The principles are enunciated hereunder:-

1. The leave encashment benefit can be availed even without availing leave only once in a block period of two years provided an employee has got 30 days or more E.L./P.L. as credit.
2. An employee may apply for surrender of E.L./P.L. while on duty or in combination with or in continuation of any kind of leave due and admissible under the leave rules.
3. An Application for surrender of E.L./P.L shall be made in the prescribed leave application form one month in advance of the due date of surrender, The date of surrender shall be specifically indicated in the application for surrender of E.L./P.L.
4. The order sanctioning the surrender of E.L./P.L. shall specifically indicate the date from which the employee concerned is permitted to surrender E.L./P.L. so that entries could be made in his Service Book. The number of days E.L./P.L.surrendered shall be reckoned as surrendered on this date.

5. The Leave salary and allowances admissible for the leave surrendered shall be calculated and paid at the rate of 1/30th of the monthly pay and allowances of each day of surrender irrespective of the number of days in the month in which the leave is surrendered and irrespective of the fact whether the employee is on duty or on leave.

6. The employee who is unauthorisedly absence or who is under suspension is not entitled to surrender E.L./P.L for encashment.

7. The above instructions will come into force with immediate effect.

All the Departmental Head and Sectional heads in Central Offices, Regional Managers and the unit Heads shall follow the above instructions while granting encashment of leave.

Sd/-  
For General Manager

Copy to:-

The Departmental Heads/Regional Managers/Unit Heads.

The Mechanical Engineer (Operations), KSRTC South/North.

The Asst. Administrative Officer (Est./Adm.) KSRTC., Central Offices.  
Bangalore.

The Personal Assistants to the Chairman/General Manager/Chief Security Officer and Chief Personnel Manager KSRTC, Central Offices, Bangalore.

The Senior Stenographer to Dy.G.M.(Adm.) KSRTC, Central Offices,  
Bangalore.

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST :CO :ADM :RULES: 1026: 80-81

Dated 9-6-1980.

CIRCULAR No. 411  
(Issued from Rules Section)

Sub:- Encashment of Earned Leave on superannuation or retirement.

The Government of Karnataka, in their Order No. FD 25 SRP(3) 76 dated 21-10-1976, have been pleased to order that a Government employee may at his option, be given the benefit of encashing the earned leave at his credit at the time of Superannuation, subject to a maximum period of 120 days; the cash payment being the equivalent of the leave salary the Government employee would have been entitled to receive, had he actually been sanctioned the leave for the said period, as on the date of his actual retirement. Also, in the case of Government employee who dies while in Government service, the person who is entitled to receive family pension shall be paid the cash equivalent of the leave salary calculated on the same lines as indicated above in respect of the Earned Leave at the credit of the Government employee on the date of his death subject to a maximum of 120 days. This benefit has been extended to Government employees Compulsorily/Voluntarily retired under Rules 285 of the KCSR, retiring on invalid pension; and re-employed or given extension of service on the date of their superannuation.

The Above benefit is not extended to those who are compulsorily retired or removed or dismissed from service as a measure of penalty or to those who resign from Government service.

The Government of Karnataka, have in their Order No. FD 36 SRS78, dated 3-7-1978 have been pleased to clarify that Government servant who was governed by Mysore Service Regulations and who has opted to the leave rules contained in KCSR, 1958, can be granted Furlough Leave on average pay, as leave preparatory to retirement under Note-2 below rule 120 II (b) of the KCSR 1958, in combination with the benefit of encashment of earned leave on superannuation as admissible under G.O. No. FD 25 SRP 25(3) 76 dated 21-10-1976, subject to the condition that the leave preparatory to retirement and the leave encashed do not together exceed six months Further in the case of a Government servant who is governed by the Mysore Service Regulations the period of leave preparatory to retirement or refused leave granted under Article 154 thereof together with the period of privilege leave encashed on superannuation according to Government Order. No. FD 25 SRP(3) 76 dated 21-10-1976, read with Government Order No. FD 64 SRP (3) 77 dated 14-3-1977 should not exceed six months.

The Corporation, vide Resolution No. 4378 dated 10-5-1980, has accorded approval to extend the benefits contemplated in the above two Government Orders to the employees of KSRTC., restricting the encashment benefit to the maximum admissible under the various leave rules by which the employees are governed. Copied of the Government Order Nos. (1) FD 25 SRP 376 dated 21-10-1976 and (2) FD 36 SRS 78 dated 3-7-1978 are enclosed herewith for guidance and for taking necessary action accordingly.

This benefit encashment is also applicable to the employees who retired from the service on the last days of the month as contemplated on Corporation Resolution No. 4347 dated 12.3-1980.

Receipt of this Circular should be acknowledged.

Sd/-  
(ABRAHAM VARGHESE)  
General Manager

Copy to:--

All Unit Heads and Departmental Heads in Central Offices, KSRTC  
Bangalore.

Encl: as above.

**GOVERNMENT OF KARNATAKA  
Finance Department**

Recommendations of the Karnataka Pay Commission- Encashment of Earned Leave at the time of retirement or death in service of State Government Employees.

**PREAMBLE:**

The Karnataka pay Commission has recommended, that in respect of Earned Leave at the credit of the leave account of an employee at the time of retirement, cash payment may be made at the rate of retiring pay for every 30 days subject to a maximum of 120 days and that in the case of death of an employee while in service, a similar amount similarly calculated and subject to the same maximum be paid to the person entitled to receive family pension on his/her death.

Government consider, that the cash equivalent of the leave to be so permitted to be encashed at the time of retirement/death should be calculated at the rate of the leave salary, which the employee would have been entitled to receive, had he actually been/sanctioned the leave for the said person as on the date of his retirement/ death; Government accept the recommendation of the pay commission with the above modification.

ORDER No. FD 25 SRP(3) 76, Bangalore, dated 21st October 76  
Government are accordingly pleased to direct that:-

(1)A Government employee may at his option, be given the benefit Benefit of encashing the earned to leave at his credit at the time of superannuation, subject to a maximum period of 120 days; the cash payment being the equivalent of the leave salary, the Government employee would have been entitled to receive, had he actually been sanctioned the leave for the said period, as on the date of his actual retirement.

(2) In case of a Government employee who dies while in Government Service, the person who is entitled to receive family pension shall be paid the cash equivalent of the leave salary calculated on the same lines as indicated above in respect of the Earned leave at the credit of the Government employee on the date of his death, subject to a maximum of 120 days.

(3) The benefit at (1) above, would also be admissible to Government employees:-

- (a) Compulsorily retired under rule 285 of the K.C.S. Rs.
- (b) Voluntarily retiring under rule 285 of the K.C.S. Rs.
- (c) Retiring on invalid pension; and
- (d) Re-employed or given extension of service, on the date of their superannuation.

(4) The benefit referred to at (1) above, would not however apply to those who are compulsorily retired or to those who resign from Government Service.

2. This order shall come into force with effect from 1st November 1976.

3. Necessary amendments to the K.C.S.R.S will issue separately.

By order and in the name of  
Government of Karnataka

Sd/-  
S.B. MUDDAPPA  
Joint Secretary to Government  
Finance Department



**GOVERNMENT OF KARNATAKA  
Finance Department**

Encashment of Earned Leave on superannuation or retirement clarification reg.

OFFICIAL MEMORANDUM

No. FD 36 SRS 78, Bangalore dated 3-7-1978

According to order issued in Office Memorandum No. FD 66 SRS 77 dated 30th March 1978 a Government servant who was governed by the Mysore Service Regulations and who had opted to the leave rules contained in Karnataka Civil Services Rules, 1958, can be granted Furlough leave on average pay as leave preparatory to retirement under Note-2 below rule 120 II(b) of the Karnataka Civil Services Rules, 1958 in combination with the benefit of encashment of earned leave on superannuation as admissible under Government Order No. FD 25 SRP (3) 76 dated 21st October 1976 subject to the condition that the Furlough Leave on average pay granted as leave preparatory to retirement is not encashable.

In the context of the application of the above doubts have been raised on the following Points:-

a). Whether a Government Servant who was governed by the Mysore Service Regulations and who has opted to the leave rule contained in Karnataka Civil Services Rules, 1958 can be granted six months Furlough leave on average pay as leave preparatory to retirement under Note-2 below rule 120 II(b) of Karnataka Civil Service Rules, 1958 in Combination with the encashment of Earned leave of 120 days on superannuation when such leave is at his credit at the time of superannuation or retirement.

(b) Whether a Government Servant who had not opted to the leave rules contained in Karnataka Civil Service Rules, 1958, can be permitted to encash the privilege leave at credit subject to the prescribed limits in addition to availment of Furlough Leave on average pay as leave preparatory to retirement under Article 154 of Mysore Service Regulations subject to the limits prescribed therein.

The following clarifications are issued on the above points:

a). A Government Servant who was governed by Mysore Service Regulations and who has opted to the leave rules contained in Karnataka Civil Service Rules, 1958, can be granted Furlough Leave on average pay as leave preparatory to retirement under Note- 2 below rule 120 II (b) of the Karnataka Civil Services Rules, 1958 in combination with the benefit of encashment of earned leave on superannuation as admissible under Government Order No. FD 25 SRP(3) 76 dated 21st October 1976, subject to

the condition at the leave preparatory to retirement and the leave encashed do not together exceed six months.

b). In the case of a Government Servant, who is governed by the Mysore Service Regulations, the period of leave preparatory to retirement or refused leave granted under Article 154 thereof together with the period of privilege leave encashed on superannuation according to Government order No. FD 25 SRP (3) 76 dated 21st October 1976, read with Government Order No. FD 64 SRP (3) 77 dt. 14th March 1977 should not exceed six months.

Sd/-  
Under Secretary to Government  
Finance Department (Expenditure-IV)

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST/CO/ADM/RULES/2169/80-80

Dated 12-11-1980

CIRCULAR No. 428  
(Issued from Rules Section)

Sub:- Encashment of Earned Leave on superannuation or retirement

Ref:- Circular No. 411 issued under No. KST: CO: ADM: RULES: 1026:80-81 Dated-9-6-1980.

Government of Karnataka vide order No. FD 8 SRS 80 dated 19-2-1980, have modified the Instructions issued vide Government Order No. FD. 25 SRP (3) 76 dated: 21-10-1976 and directed that the authority competent to sanction leave shall suo-motto sanction encashment of E.L. or leave corresponding thereto without insisting upon any formal application for leave or exercise of option.

The competent authorities who are empowered to sanction leave are hereby directed not to insist upon any formal application for leave or exercise of option, as contemplated vide Circular No. 411 dated 9-6-1980, which is effective from 10-5-1980. Other instructions contained in the Circular No. 411 dated 9-6-1980 remain unaltered.

Receipt of this Circular should be acknowledged.

Sd/-  
(ABRAHAM VARGHESE)  
General Manager

Copy to:-

The Departmental Heads in Central Offices Regional Managers/Unit Heads for information and necessary action.

The Assistant Administrative Officer (EST/RCT/ADM)/ Super Intendent I.S.S. Cell., KSRTC., Central Offices. Bangalore.

The Personal Assistant to the Chairman/General Manager, KSRTC, Central Offices, Bangalore

The Senior Stenographer 'A' to Deputy General Manager(Administration) KSRTC., Central Offices, Bangalore

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST:CO:ADM:RULES: 75:2262:1959 85-86      Dated 18-11-1985

CIRCULAR No. 634  
(Issued by Rules Section)

Sub:- Encashment of Earned Leave on superannuation or retirement.  
Ref:- 1) Circular No. 411 dated. 9-6-1980 and  
2) Circular No. 428 dated. 12-11-1980 .

The Government of Karnataka vide order No. FD 7 SRS 81 dated 25-11-1981 have regulated the leave salary payable for encashment of Earned Leave on superannuation or death while in service as per the formula given below:-

Cash Payment	=	Pay as admissible on the date of retirement (or death while in Service)+DA+HRA+CCA <hr style="width: 100px; margin-left: auto; margin-right: 0;"/> X	Number of days of E.L. or corresponding leave at credit subject to a maximum number of days specified
		30	

The Government vide O.M. No. FD 1 SRS 85 dated. 15-4-1985 have raised the maximum limit of encashment of E.L. on retirement/death while in service from 120 days to 180 days with effect from 21-3-1985.

Pursuant to the Corporation Board Resolution No. 4378 dated 10-5-1980, The formula prescribed in G.O. No FD 7 SRS 81 dated 25-11-1981 and the raising of ceiling of E.L. from 120 days to 180 days by Government vide O.M. No. FD. 1 SRS 85 dated. 15-4-1985 shall come into force in K.S.R.T.C w.e.f 25-11-1981 and 15-4-1985 respectively.

Further, the grant of benefit of encashment of Earned leave to the retiring/retired employees of K.S.R.T.C., shall be in the following proforma :-

**Karnataka State Road Transport Corporation**

No. /KST/

Division/Unit.....

Date.....

ORDER

In pursuance of Circular No. 411 dated 9-6-1980 read with Circular No. 428 dated 12-11-1980 sanction is hereby accorded for the payment of cash equivalent to the leave salary for the period of..... day E.L. at credit of Sri.....(Designation)..... who is retiring/has retired from service with effect from .....

Signature and Designation of the  
Competent Authority

Receipt of this Circular may be acknowledged.

Sd/-  
(N. VISWANATHAN)  
Vice-Chairman and Managing Director

Copy to:-

All Unit Heads/ Regional Managers/Head of Department.

The P.S. to V.C & MD/PA to CPM/Steno to Dy. CPM.

The General Secretaries of two recognized Federation for information.

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST: CO: ADM: RULES: 75: 2970:182 88-89

Dated 29-6-1988

CIRCULAR No. 713  
(Issued by Rules Section)

Sub:- Encashment of ceiling limit on accumulation of Earned Leave under Rule-12 of KSRTC. Employees leave rules, 1964 and encashment of Earned leave on superannuation or Retirement thereof.

Ref:- 1) Circular No. 634 dated. 18-11-1985

The Board of Directors in Resolution No. 5920 dated 26-5-1988 has accorded approval:

- 1) to enhance the existing ceiling limit on Earned Leave from 180 days to 240 days under Rule-12 of KRSTC Employees Leave Rules, 1964 read with Clause-20 of Memorandum of Settlement dated- 27-9-1981.
- 2) to extend the benefit of encashment of Earned leave to the employees on retirement/ superannuation restricting such encashment benefit to the maximum admissible under the various leave rules by which the employees are governed subject to the condition that the total number of days E.L. encashed does not exceed 240 days and to calculate the encashment of E.L. as in the Government Notification No. FD 9 SRS 87 dated 15-5-1987.

Copy of the Notification No. FD 9 SRS 87 dated 15-5-1987 issued by the Government is enclosed herewith for reference for calculating the encashment of Earned leave on Superannuation/Retirement.

These instructions shall come into force with effect from 15-5-1987.

Sd/-  
(R.P. PRABHU)

Vice- Chairman and Managing Director

Encl as above

Copy to:-

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

The Administrative Officers/Asst. Administrative Officers, KSRTC. Central Offices, Bangalore.

The P.S. to Chairman/VC & MD/Executive Director, KSRTC, Central Offices, Bangalore.

The Steno to Director (Personnel)/ CPM/Dy. CPM/KSRTC., Central Offices, Bangalore.

## **Finance Secretariat**

### **Notification No. FD 9 SRS 87 Bangalore dated 15th May 1987**

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India, I Asokanath Banerji, Governor of Karnataka hereby make the following rules further to amend the Karnataka Civil Service Rules, namely:-

#### **1. Title and Commencement:-**

1. These rules may be called the Karnataka Civil Services(Second Amendment) Rules. 1987.
2. They shall come into force from the date of their publication in the Official Gazette, except as otherwise provided.

#### **2. Amendment of rule 112:-**

- i. Sub rule (3) of Rules 112 Karnataka Civil Service Rules (hereinafter referred to as the Rules) shall be substituted by the following, namely,

“The leave at credit of Government servant at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year does not exceed two hundred and forty days”.

- ii. Clause (c) of sub-rule(9) of Rule 112 of the rules shall be Substituted by the following namely:-

“Two hundred and forty days leave preparatory to retirement”:

- iii. Clause (d) of sub-rule (9) of Rule 112 of the rules shall be substituted by the following, namely:-

“A Government servant may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding two hundred and forty days”.

- iv. The above provisions shall be deemed to have come into force with effect from 1st January 1987.

#### **3. Amendment of rule 118-A:-**

Rule 118-A of the rules shall be substituted by the following namely:-

1 (a) where a Government servant retires on attaining the normal age of retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo-motto issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of the Government servant, subject to a maximum of two hundred and forty days.

(b) The cash equivalent under clause (a) shall be calculated as follows and shall be payable in one lump sum as a one-time settlement. No house rent allowance or city compensatory allowance shall be payable.

Cash equivalent =	$\frac{\text{Basic pay admissible on the date of retirement + Dearness Allowance Admissible thereon on that date}}{30} \times$	No. of Days of unutilized earned leave at credit on the date of retirement, subject to a maximum of 240 Days.
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2. The authority competent to grant leave may with hold whole or part of the cash equivalent of earned leave in the case of a Government servant who retires from service on attaining the age of retirement, while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him, On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of Government dues, if any.

3(a). Where the service of a Government servant has been extended in the interest of public service beyond the date of his retirement, he may granted

(i). during the period of extension, any earned leave due in respect of the period of such extension plus the earned leave which was at his credit on the date of his retirement, subject to a maximum of 120 days/180 days as the case may be, as prescribed under clause (a) and (b) of sub-rule (9) of Rules 112.

(ii) after expiry of the period of extension, cash equivalent in the manner provided in sub-rule (1) in respect of earned leave at his credit on the date of retirement, plus the earned leave earned during the period of extension, reduced by the earned leave availed of during such period, subject to a maximum of 240 days.

(b) The cash equivalent payable under sub-clause (ii) of clause(a) of this sub rule shall be calculated in the manner indicated in clause (b) of sub-rule(1) above.



4. A Government servant who retires by giving notice to Government or who is retired by Government by giving him notice or pay and allowances in lieu of such notice in accordance with the provisions of rule 285, may be granted, suo-motto by the authority competent to grant leave, cash equivalent of the leave salary in respect of earned leave at his credit, subject to a maximum of 240 days.

5. In case of a Government servant dies while in service, the cash equivalent of the leave salary in respect of earned leave at the credit of the deceased Government servant on the date of his death, subject to a maximum of 240 days shall be paid to his family.

6. A Government servant who is declared by a medical authority to be completely and permanently incapacitated for further service may be granted suo-motto, by the authority competent to grant leave, cash equivalent of the leave salary in respect of earned leave due and admissible on the date of his invalidation from service, subject to a maximum of 240 days.

7. The cash equivalent payable under sub-rule (4), (5) and (6) shall be calculated in the manner indicated in clause (b) of sub-rule (1) above.

#### **4. Amendment of rule 150:-**

The note below rule 150 of the rules shall be substituted by the following namely:-

“The authority competent to grant leave may grant cash equivalent of earned leave earned by the re-employed Government servant during the period of re-employed and at his credit on the date of termination of the period of re-employment. The cash equivalent payable under this rule shall be calculated in the manner indicated in Clause (b) of sub-rule (1) of Rule 118-A of the rules”.

ASOKANATH BANERJI  
Governor of Karnataka.

By Order and in the name of the  
Governor of Karnataka

N.T. MANNUR  
Under Secretary to Government,  
Finance Department (II)

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST: CO: ADM: RULES: 75: 3028:380 88-89

Dated 18-10-1988

CIRCULAR No. 727  
(Issued by Rules Section)

Sub:- Encashment of ceiling limit on accumulation of E.L.  
under Rule-12 of KSRTC. Employees Leave Rules, 1964  
and encashment of Earned Leave on superannuation or  
Retirement there of.

Ref:- Circular No. 713 dated. 29-6-1988.

The Board of Directors in Resolution No. 5978 dated 29-9-1988 has accorded approval to extend the benefits of enhancement of ceiling limit of Earned Leave from 180 days to 240 days for encashment of Earned Leave on superannuation/ retirement to the employees of the Corporation as communicated under item (2) of Circular No. 713 dated 29-6-1988, with effect from 26-5-1988.

In all other respects, the instructions issued in Circular under reference remains unaltered.

Sd/-  
(N.A. MUTHANNA)

Chairman and Managing Director  
Copy to:-

All the Directors/ Heads of Department/ Regional Managers/Unit Heads for information and necessary action.

The Administrative Officers/Assistant Administrative Officers, KSRTC  
Central Offices, Bangalore.

The Personal Secretary to Chairman and Managing Director/Executive Director, KSRTC, Central Offices, Bangalore.

The Personal Assistant to Director (Personnel)/ Chief Personnel Manager  
KSRTC, Central Offices, Bangalore.

The Senior Steno to Deputy Chief Personnel Manager, Central Offices,  
Bangalore.

**Karnataka State Road Transport Corporation**  
**Central Offices Bangalore**

No. KST: CO: ADM: RULES: 100: 1206: 3854/ 81

Dated 23-3-1982

CIRCULAR No. 469

(Issued by Rules Section)

Sub:- Adoption of Rules regulating the grant Special Casual Leave under Annexure-B d(ii) of Karnataka Civil Service Rules.

Ref:- Corporation Resolution No. 4861 dated. 4-3-1982.

The Corporation vides Resolution No. 4861 dated. 4-3-1982 has resolved to adopt Rules regulating the grant of Special Casual Leave under Annexure-B d(ii) of Karnataka Civil Service Rules, copy of which is enclosed.

In terms of the said Rules, Special Casual Leave not exceeding seven days may be allowed to married employees of both sexes in any one calendar year who undergo Vasectomy or Tubectomy operation on the strength of the Medical Certificate granted by the Medical Officers performing such operation.

A male employee whose wife undergoes a Gynec Sterilisation (Tubectomy with delivery) may also be granted special Casual Leave not exceeding seven days. The grant of such special Casual Leave shall be subject to production of a Medical Certificate from the Doctor who actually performs the operation and certifies to the effect that the presence of the employee is essential for the period of leave to look after his wife who has undergone Gynec Sterilisation. The Special Casual Leave granted under this rule may be combined with ordinary casual leave or other kinds of leave i.e., Earned leave, Privilege leave and Half pay leave, and can also be combined in any manner with Sundays and other authorized holidays not exceeding three days.

In the event of failure of a sterilisation operation if the employee undergoes vasectomy operation for the second time, he shall be granted special casual leave of six days again on production of Medical Certificate from the Medical Officer Performing such an operation to the effect that the first operation was a failure and the second operation was actually performed.

The above provision will come into force from 4-3-1982.

Receipt of this Circular may be acknowledged.

Sd/-

For General Manager

Copy to:-

The Departmental Heads and Sectional Heads in Central Offices/Regional Managers/Unit Heads.

The Mechanical Engineer (Operation), North/ South, KSRTC.

The Asst. Administrative Officer (Est./Adm.), KSRTC. Central Office, Bangalore.

The Personal Assistants to the: Chairman/General Manager/CSO & CPM

The Senior Stenographer to 'A' to the Dy. G.M.(Adm.) Central Office, Bangalore.

**EXTRACTS OF RULES REGULATING THE GRANT OF SPECIAL CASUAL LEAVE UNDER ANNEXURE-B d (11) (OF FOURTH EDITION-1980) OF KARNATAKA CIVIL SERVICE RULES.**

2. (ii). Special Casual Leave not exceeding seven days may be allowed to married Government servants of both sexes in any other calendar year who undergo Vasectomy or Tubeligation operation on the strength of the medical certificate granted by the Medical Officers performing such operation.

A male Government Servant whose wife undergoes a Gynaea Sterlisation (Tubectomy operation with delivery) may also be granted special Casual Leave not exceeding 7 days. The grant of such special Casual Leave shall be subject to production of a Medical Certificate from the doctor who actually performs the operation and certifies to the effect that the presence of the Government Servant is essential for the period of leave to look after his wife who has undergone Gynac Sterlisation. The Special Casual Leave granted under this Rule may be combined with ordinary casual leave or other kinds of leave i.e., Earned leave, Privilege leave and Half pay leave, and can also be combined in any manner with Sundays and other authorized holidays not exceeding three days.

3. In the event of failure of a sterilization operation, if the Government Servant undergoes Vasectomy operation for the second time, he shall be granted special casual leave of six days again on production of Medical Certificate from the Medical Officer Performing such an operation to the effect that the first operation was s failure and the second operation was actually performed.

2. Inserted by Govt. Order No. FD. 131 SRS 59 dated 26-5-1959.

Amended by Govt. Order No. FD 94 SRS 69 dated 24-9-1969.

3. Inserted by Govt. Order No. FD 212 SRS 74 dated 25-2-1975.

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST: CO: ADM: RULES: 2540: 83-84

Dated 31-3-1984

The Works Manager,  
KSRTC, Regional Workshops, HUBLI.

Sir,

Sub:- Grant of Special Casual Leave for Anti Rabies treatment.

Ref:- No. KST: RWH: LEST: E1: 193 Dated 23-1-1984

With reference to the above, the entire matter has been examined in depth. That the overwhelming spirit of granting special Casual Leave for anti Rabies treatment should be clearly seen and understood, Bite by a rabid animal is almost a death warrant. Treatment should be quick and immediate otherwise it will not be effective whenever the employee is bitten whether on duty in headquarters or while he is availing leave and out of headquarters he should get treatment quickly. The human concern is more important here than grumbling on technicalities.

Every employee who reports that he has been bitten by a rabid animal and who wants to take treatment for that shall be given the special casual leave of 14 days, immediately and without further question.

The treatment for this shall be only a course of Anti Rabies injection from a recognized Government Institution. No ayurvedic/ Unani / Homeopatho treatment is available and acceptable. The 14 days leave shall be regularized subject to the condition that the employee produces a Certificate for having taken Anti Rabies treatment from the Recognised Government Hospital.

If any certificate is produced by the employee for having availed the treatment other than the recognized Government Hospital it shall not be accepted.

Sd/-  
(R. JAGANNATHAN)  
Managing Director

Copy to:-

All Unit Heads/ Regional Managers / Heads of Department for information and similar action. A Copy of the letter No. KST: RWH: EST: E1: 193: dtd. 23-1-1984 from the Works Manager, Regional Workshops, HUBLI is enclosed.

## **Karnataka State Road Transport Corporation**

### **Central Offices Bangalore**

No. KST: CO: RULES:1387: 79-80

Dated 5-9-1979

CIRCULAR No. 381/79-80

Sub:- Rule 6 of the KSRTC Leave Rules, 1964, conducting inquiry in the light of the order rendered by the High Court of Karnataka in W.P.No.2590 of 1971 Sri H.S. Chandrashekar vs The KSRTC on 16-7-1974.

The KSRTC Leave Rules 1964, which were promulgated with effect from 1-4-1964 ,Rule 6 adumbrated in Part III are reproduced hereunder:-

#### **“Continuous absence”:-**

6. Unless the Administration otherwise determines, an employee shall cease to be service if he is continuously absent from duty for one year, whether with or without leave, unless such absence is absence on foreign service.

A reading of the above rule shows that is open to an employee even when he and absented continuously for one year to show to the administration that he should not be treated as a person not in the service in view of certain circumstances that prevented him from attending to duty during the relevant period. It may also be possible for an employee to show that he was not in fact continuously absent from duty for one year. Even though Rule 6, envisages that an employee shall cease to be in service if he is continuously absent from duty one year, the Competent Authority cannot be absolved of its responsibility to hold an inquiry into the question whether an employee ahs ceased to be in service or not. Because there is scope for KSRTC to take a contrary decision having regard to the peculiar facts and circumstances of a given case. It may be that when at the conclusion of the inquiry the Competent Authority comes to the conclusion \ that there is no ground to take a contrary view an employee would be declared as having ceased to be in service of the Corporation. But since there is sufficient scope for the employee appealing to the Administration to retain him in service notwithstanding the fact that he had not attended to duty for one year, in view of the circumstances explained above, that holding of an inquiry into the cause of the concerned employee’s absence would still be necessary.

The Competent Authorities are directed to hold an enquiry and decide the question whether the concerned employees services should be treated as having ceased by reason of his continued absence from one year. They are also directed to consider whether in the circumstances of the case, it was possible to condone the absence of the concerned employee and to take him back to duty subject to such condition like denial of salary for the period during which he has not worked for the Corporation. The question whether

he is entitled to any salary or allowances shall be governed by the result of the inquiry.

A Copy of the order passed by the Hon'ble High Court of Karnataka in W.P. No 2590/71, on 16-7-1974, has already been circulated to all the concerned, vide No. KST/CO/RCT/WP/83/76 dated 16-1-1976.

The above principles should be scrupulously followed and any violation will be very seriously and responsibility will be on the concerned.

Sd/-  
General Manager

To  
All the Unit Heads and all the Departmental Heads in Central Offices,  
Bangalore.

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST: CO: ADM: RULES:3803:86-87 Dated 16-6-1986

CIRCULAR No. 652  
(Issued by Rules Sections)

Sub:- Rule 6 of the KSRTC Leave Rules, 1964, conducting inquiry in the light of the order rendered by the High Court of Karnataka in W.P. No.2590 of 1971 Sri H.S. Chandrashekar vs The KSRTC on 16-7-1974.

Ref: Circular Instructions issued in reference No. KST: CO: ADM: RULES: 1387: 79-80 dated 5-9-1979.

Following the Judgement Karnataka High Court in W.P. No 2590/71 (H.S. Chandrashekar vs KSRTC) holding that an inquiry should be directed into the determination of the question whether an employee had ceased to be in service or not, even when he was absent continuously for a period of one year or more, detailed instructions were issued under reference at (1) above, suggesting that Rule 6 of KSRTC Leave Rules, 1964 does not provide for termination without due inquiry and therefore, a departmental inquiry should be conducted providing due opportunity to the employee, proceeding the termination.

In spite of the above, it is noticed that employees are terminated by invoking Rule 6 of KSRTC Leave Rules, 1964, without holding a Departmental inquiry. This is highly irregular.

All the Unit Heads/ Authorities vested with power of imposing penalty of termination are reminded to note that all cases of employees remaining absent for a period of one year and above continuously, their services cannot be terminated without holding due inquiry in the manner provided under Regulation 23 of Conduct and Discipline Regulations.

Any Violation of the said instructions will be viewed seriously.

Sd/- (N.VISWANATHAN)  
Vice- Chairman & Managing Director.

To  
The all Heads of Department/ Regional Managers/Unit Heads.

Copy to:-

The Director(Personnel/Traffic/Technical)  
The Personal Secretary to Chairman/VC & MD.,  
The A.O/DLO (Adm.)/ A.A.O (Adm./Rct/Est/SS). KSRTC, Central Offices,  
Bangalore.



**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST: CO: ADM: RULES:89: 1007: 2853 81-82     Dated 24-11-1981

CIRCULAR No.453  
(Issued by Rules Sections)

Sub:- KSRTC Employees Leave Rules, 1964, implementation of Clause 20 and 22 of Memorandum Settlement dated 27-9-1981 thereof—

Ref:- Circular No. 364 of 79 issued under No. KST: CO: RCT: 57:78-79 Dated 11-1-1979

1. Under Rule 12 of KSRTC Employee Leave Rules, 1964, the ceiling has been fixed for accumulation of Earned Leave at 120 days.

2. Under Rule 15(a) to (e) ceiling limit for commuted leave on Medical grounds during entire service is fixed at 240 days which can be utilised at 120 days at a time.

3. Under Rule 54 (Appendix D) read with Circular No. 364 dated 11-1-1979, the employee whose pay is not less than Rs. 1000/- has to obtain Medical treatment and produce Medical Certificate to that effect from the Civil Surgeon or Principal Medical Officer appointed by Government and the employee whose pay is less than Rs. 1000/- has to treatment from a Medical Officers Class-II similarly appointed KSRTC Medical Officers/Registered Medical Practitioner holding a degree of MBBS/LMP or a medical certificate issued by ESI. Medical Officer or ESI Hospital in case he is covered under ESI Act.

4. Under Clause 20 (a), (b) and (c) of the Memorandum Settlement signed on 27-9-1981 between the Management of KSRTC and KSRTC Employees Federation and MSRT Employees Federation, the accumulation limit of Earned Leave has been enhanced from 120 days to 180 days, and the Corporation employees on attaining the age of 54 years will be entitled to commute the H.P.L. even on private grounds, Subject to the limit specified in the KSRTC Employees Leave Rules 1964. In case commutation on medical grounds, the Medical Certificates issued by the Medical officers attached to KSRTC Dispensary and the Principal Medical Officer or Medical Officer attached to Government Hospitals/ Dispensary are to be accepted for grant of leave on medical grounds in respect of Class III and IV employees whose salary is more than Rs. 1000/-.

5. The above benefits are applicable to the employees who are governed by the KSRTC Employees Leave Rules, 1964.

6. Further, vide Clause 22 of the Memorandum of Settlement dated

27-9-1981 opportunity is given to the employees to opt for KSRTC Employees Leave Rules, 1964, to avail the above benefits subject to the condition that the option will be prospective and without recasting the leave account. The maximum Commuted Leave shall however be limited to 240 days less Furlough Leave or Commuted Leave already utilized under the old Rules.

7. The provisions of Clause 20 (a), (b), (c) and Clause 22 of the Memorandum of Settlement dated 27-9-1981 are reproduced hereunder:-

## **20. LEAVE FACILITIES**

### **(a) Accumulation of Earned Leave to the extend of 180 days instead of 120 days as at present:**

The limit of Accumulation of Earned Leave shall be 180 days instead of 120 days as at present, in respect of employees governed by the KSRTC Leave Rules, 1964.

### **(b) Grant of Commuted Leave even on private grounds:-**

The Corporation employees on attaining the age of fifty four will be permitted to commute half pay leave even on private grounds, subject to the limit specified in the KSRTC Employees' Leave Rules, 1964.

### **(c) Medical Certificate for grant of leave:**

The Medical Certificate issued by the Medical Officer attached to the KSRTC Dispensary and the Principal Medical Officer or the Medical Officer attached to the Government Hospital/Dispensary, will be accepted for grant of leave on medical grounds, in respect of employees whose Salary is more than Rs. 1000/-

## **22. OPPORTUNITY TO OPT FOR KSRTC LEAVE RULES, 1964**

One more opportunity will be given to the employees to opt for New Leave Rules, 1964, subject to the condition that option will be prospective and without recasting the leave account.

The Maximum commuted leave shall however be limited to 240 days, less furlough leave or commuted leave already utilized under the old leave rules.

8. The above provisions are effective from 27-9-1981 to the employees governed under KSRTC Employees Leave Rules, 1964, and are applicable prospectively to the employees who opt to the KSRTC Employees Leave Rules, 1964.

9. The Unit Heads/ Regional Managers/ Departmental Heads and Sectional Heads in Central Offices, are requested to give wide publicity to all Class- III and IV employees working under them and obtain the dated signature of employees who are not governed by the KSRTC Employees Leave Rules 1964 in token of having noted the content of this Circular and call for option from such of the employees who are not governed under the KSRTC Employees Leave Rules, 1964, within three months from the date of issue of this Circular to opt to the KSRTC Employees Leave Rules, 1964 or remain in the Leave Rules by which they are presently governed.

10. The option to be obtained shall be in the proforma enclosed to this Circular and the option once exercised will be final and cannot be reversed/ revoked under any circumstances.

11. Receipt of this Circular should be acknowledged immediately and compliance regarding options shall be reported after the expiry of threemonths time specified in this Circular.

Sd/- (R. JAGANNATHAN)  
General Manager

Encl :One

Copy to:

The Departmental Heads and Sectional Heads in Central Offices/Regional Managers/Unit Heads for information and necessary action.

The Assistant Administrative Officer (Est./Adm.) ,KSRTC. Central Officer, Bangalore.

The Personal Assistants to the Chairman/General Manager , KSRTC. Central Offices, Bangalore.

The Senior Stenographer to 'A' to the Deputy General Manager(Adm.) KSRTC., Central Offices, Bangalore.

**Karnataka State Road Transport Corporation**

OPTION FORM  
(For Leave Rules)

I.....(name) employed as.....  
(designation) attached to.....(place of working) do hereby opt to the KSRTC Employees Leave Rules 1964 on and from the date of exercising this option by me/elect to continue to be governed by the existing Leave Rules.

I exercise this option this day..... month.....  
year .....

I further declare that this option is final and I am aware that it is not revocable/ alterable at any later date.

Signature/Thumb Impression  
Of the employee.

WITNESS

1. Signature.....  
(Name).....

Designation and  
Place of working

2. Signature.....  
(Name).....

Designation and  
Place of working

Signature of the Attesting Authority  
Designation Status

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST: CO: ADM: RULES:89: 1007/3145/ 81-82      Dated 1-1-1982

CIRCULAR No.461

(Issued by Rules Sections)

Sub:- KSRTC Employees Leave Rules, 1964, implementation of Clause 20  
and 22 of Memorandum Settlement dated 27-9-1981.

Ref:- Circular No. 453 issued under No. KST: CO: ADM:RULES:  
89:1007: 2853: 81-82    dated 24-11-1981.

The KSRTC Employees Leave Rules, 1964, have been brought into force with effect from 1-4-1964 in respect of Officers and Officials of the Corporation, duly calling for the options from the Officers and Officials who were employed in KSRTC, prior to 1-4-1964.

As per Clause 20 of Memorandum of Settlement dated 27-9-91 the ceiling limit for accumulation of E.L. has been raised from 120 days to 180 days, and the half-pay-leave can be commuted on private grounds by the employees on attaining the age of 54 years subject to the limit specified in the KSRTC Employees Leave Rules, 1964. Further it is agreed to accept the Medical Certificates issued by the Medical Officers attached to the KSRTC Dispensary and the Principal Medical Officer or Medical Officer attached to Government Hospitals/Dispensary for commutation of half pay-leave on Medical grounds.

Rules-15 and 54 of the KSRTC Employee Leave Rules, 1964 will have to be amended suitably so as to incorporate the provisions of Clause-20 of the Memorandum of Settlement dated 27-9-1981.

Pending amendments to the said Leave Rules, 1964 it is necessary to apply the principles contained in the Memorandum of Settlement dated 27-9-1981 (communicated vide Circular No. 453 dated 24-11-1981) to Class-I and II Officers of KSRTC also, so as to maintain uniformity in respect of sanction of leave to Officers and officials of the Corporation covered under the KSRTC Employees Leave Rules, 1964.

The Unit Heads/Regional Managers/Departmental Heads and Sectional Heads in Central Offices, are requested to give wide publicity to all Officers working under them and obtain the dated signature of Officers who are not governed by the KSRTC Employees Leave Rules, 1964 in token of having noted the contents of this Circular and call for options from such of the Officers who are not governed under the KSRTC Employees Leave Rules, 1964, within 23-2-1982 to opt the KSRTC Employees Leave Rules, 1964 or remain in the Leave Rules by which they are presently governed.

The option to be obtained shall be in the proforma enclosed to this Circular and the option once exercised will be final and cannot be reversed/revoked under any circumstances.

Receipt of this Circular should be acknowledged immediately and compliance regarding options shall be reported after the expiry of time specified in this Circular.

Sd/- General Manager.

Encl: One

Copy to:-

The Departmental Heads and Sectional Heads in Central Offices/Regional Managers/Unit Heads for information and necessary action.

The Assistant Administrative Officer (EST./Adm.) KSRTC. Central Officer, Bangalore.

The Personal Assistants to the Chairman/General Manager, KSRTC. Central Offices, Bangalore.

The Senior Stenographer to 'A' to the Deputy General Manager (Adm.) KSRTC. Central Offices, Bangalore.

**Karnataka State Road Transport Corporation**

OPTION FORM  
(For Leave Rules)

I.....(name) employed  
as.....(designation) attached to.....(place  
of working) do hereby opt to the KSRTC Employees Leave Rules 1964 on and  
from the date of exercising this option by me/elect to continue to be  
governed by the existing Leave Rules.

I exercise this option this  
day.....month.....year.....

I further declare that this option is final and I am aware that it is not  
revocable/ alterable at any later date.

Signature of the officer.

WITNESS

1. Signature.....

(Name).....

Designation & Place of working

2. Signature.....

(Name).....

Designation & Place of working

Signature of the Attesting Authority  
Designation  
Status

**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST: CO: ADM: RULES: 177: 3194: 381: 89-90          3-10-1989

CIRCULAR No.762  
(Issued by Rules Sections)

Sub:- Grant of Maternity leave to employees of Karnataka  
State Road Transport Corporation.3

As per clause-20 (b) of the Memorandum of Settlement dated 17-7-1989, Maternity Leave shall be granted as per the Maternity Benefit Act. 1961.

In view of the above, the Board of Directors vide Resolution No. 6108 dated 31-8-1989 has accorded approval to delete the existing Rule 20 from the KSRTC Employees Leave Rules 1964 and to modify the existing Rule 30 of the said Leave Rules 1964 to read as under:-

Rule 30 Maternity Leave shall be granted as per the Maternity  
Benefit Act 1961.

The above modification shall be incorporated in the KSRTC Employees Leave Rules, 1964 and the Maternity Leave shall be granted to the employees as per Maternity Benefit Act, 1961 with effect from 1-1-1988.

A. MUTHANNA)  
Chairman and Managing Director

Copy to:-

The Director (Personnel)/(Traffic)/General Manager(Technical)/Heads of Department/Regional Managers/Unit Heads for information and necessary action.

The Administrative Officers/ Training Manager/Assistant Administrative Officers, KSRTC. Central Offices, Bangalore.

The Personal Secretary to CMS/CS and VO.

The PA to Director (Personnel) CPM/Steno to Dy.CPMs for information and necessary action.

The Editor, Sarige Sampada, Central Offices, Bangalore.



**Karnataka State Road Transport Corporation  
Central Offices Bangalore**

No. KST/CO/ ADM/RULES/177/ 3682/470/ 91-92      Dated 3-12-1991

CIRCULAR No. 846  
(Issued from Rules Section)

Sub:- Grant of Maternity leave to employees of KSRTC.

Ref:- Circular No.762 dated 3-10-1989.

The Board of Directors vide Resolution No. 6546 dated 28-9-1991 has accorded approval to withdraw the modification to Rules 20 and 30 of the KSRTC Employees Leave Rules, 1964, communicated vide Circular No. 762 dated 3-10-1989.

In view of the above, Rules 20 and 30 of the KSRTC Employees Leave Rules, 1964 shall be deemed to have been restored. Rules 20 and 30 of the said KSRTC Employees Leave Rules, 1964 are as under:-

**Maternity Leave**

20. Maternity leave may be granted on full pay to married woman employee who have completed one year's continuous service) for a period not exceeding two months.

**Maternity Leave**

30. Maternity leave of absence from duty may be granted on full pay by the Managing Director to married woman employees (who have completed one year's continuous service) for a period which shall not ordinarily exceed two months, but which may be extended to three months in special cases on Production of medical certificate at the discretion of the Managing Director. in no case shall maternity leave extend beyond six weeks from the dated of Confinement.

**Combination: Note**

Maternity leave may be combined with leave of any other kind but any leave applied for in continuation of the former may be granted only if the request be supported by a Medical Certificate.

**Miscarriage**

2. Maternity leave may able be granted in cases of miscarriage, including abortion, subject to the condition that the leave granted does not exceed six Weeks and the application in supported by a Medical Certificate.

However, the maternity leave shall be granted as per Maternity Benefit Act, 1961 in terms of Clause 20(b) of memorandum of Settlement dated 17-7-1989.

Sd/- Chief Personal Manager.

Copy to:-

The Executive Director/General Manager (Technical)/Heads of Departments/ Regional Managers/Unit Heads for information and necessary action.

The Administrative Officers/ Asst. Administrative Officers, KSRTC. Central Offices, Bangalore, for information.

The Sr. P.S to chairman/VC & MD/ P.S to Director (Personnel)/CPM

The Editor, Sarige Sampada, KSRTC. C.O. Bangalore for information.

The General Secretary, KSRTC Staff and Workers Federation, No. 25 1st Floor, 4<sup>th</sup> Cross, Sampige Road, Malleswaram, Bangalore- 560003 for information.

**Mysore State Road Transport Corporation  
Central Offices Bangalore**

No. KST/CO/RULES/36/64

dated 1/2-9-1964

CIRCULAR

M.S.R.T.C. Employees Casual Leave Rules

In supersession of all existing circulars, Rules and instructions in respect of the grant of Casual Leave, the Corporation Board in its Resolution No. 405 dated 20-7-1964 has resolved that with effect from 1st January, 1964 grant of Casual Leave to employees be regulated as follows:-

1. Casual Leave may be granted to employees of the Corporation in the following categories for 15 days in each calendar year but not more than seven(7) days at a time.
  - i. Officers Class I and II.
  - ii. Traffic Staff... Asst. Traffic Inspectors and above.
  - iii. All Ministerial Staff and all Class IV Office Staff.
  - iv. Workshop Staff-Head Artian and above.

**Rules:**

1. Casual leave is not admissible to a daily wage earner or Casual Workers.
2. Casual leave to temporary staff will be granted in the same manner as to those holding permanent appointments but in the case of new entrants who have not put in at least one year service. Casual leave will be granted in proportion to their service at the rate of 1 day for every completed month's service.
2. Casual leave may be granted only when it can be without inconvenience to the administration. It should not be granted so as to ensu evasion of the rule regarding(i) date of reckoning allowance(ii) charge of Office (iii) commencement and end of leave (iv) return to duty.
3. It shall not be granted in continuation of any other leave, it may be Combined in any manner with Sundays and other authorized holidays, provided that not more than seven(7) days casual leave exclusive of such Sundays and Holidays shall be taken during one period of absence and provided also that such period of absence shall not exceed ten days in all.
4. Leave without allowances cannot be granted in continuation of Casual leave and in cases where leave without allowance is granted in continuation of such leave .the casual leave already granted should be treated as cancelled and the leave without allowance should commence from the date of the casual leave commenced.
5. An employee on Casual leave is not treated as absent from duty and his salary is not intermitted.

6. The following are the Competent Authorities to sanction Casual Leave.

- |                                 |   |
|---------------------------------|---|
| (i). For Class III and IV staff | The Unit heads in the Divisional Office and Officer not below the rank of Class-II Junior in Workshops and Depots. In respect of Central Offices the respective Departmental Heads. |
| (ii). Class I and II Officers   | General Manager.  |

7. The Rules shall be deemed to have to come into force from 1st January 1964.

8. Any kind of leave other than Casual leave granted to an employee prior to The date of issue of this Circular shall under no circumstances be adjusted to Casual leave that an employee may get entitled to under the above Rules.

Sd/- B.S. MUDDAPPA  
General Manager

Copy to:-

All Unit Heads/Sectional Heads in Central Offices, for necessary action and to notify all employees concerned.

**Mysore State Road Transport Corporation  
Central Offices Bangalore**

No. MST: CO:RULES:36-A64:/64/65                      dated 2nd/4th January 1965

CIRCULAR

Read:

- 1) Circular No. MST CO RULES:36/64 dated 1st/2nd September 1964.
- 2) Corporation Board Resolution No. 429.

Para 6 of the Circular. cited above in respect Competent Authorities to Sanction Casual leave is amended as follows:-

**Para 6**

The following are the Competent Authorities to sanction Casual leave.

- |        |   |  |
|--------|---|--|
| (i).   | Class III and IV  | An officer not below the rank of Class II Junior under whom the employees are working.<br><br>In respected of Depots 'B' and 'C' the respective Class- III Depot Managers. |
| (ii).  | Class-II Officers   | Respective Unit Heads/<br>Departmental Head in Central Office.   |
| (iii). | Class I Officers &<br>Class II Officers who<br>are incharge of<br>Departments in C.O. | General Manager  |

Sd/- B.S. MUDDAPPA  
General Manager

Copy to:-

All Unit Heads/Departmental and Sectional Heads in Central Offices, for information and necessary action.

**Mysore State Road Transport Corporation  
Central Offices Bangalore**

No. MST/CO/ EST/P1/V/(24)/67-68

dated 4-8-1967

CIRCULAR

Sub: Mysore State Road Transport Corporation Employees  
Casual leave Rules.

Ref:- Circular No. MST CO. Rules 36: 64 dates 1st /2nd  
September 1964.

The Corporation Board in its Meeting held on 27th June, 1967, has resolved that the following amendment to regulation 2 of the Mysore State Road Transport Corporation Employees Casual leave Regulation be added with immediate effect.

Casual leave of half-a-day effective up to or from 1-30 P.M. on any working day except Saturdays, be granted subject to the prescribed limit of 15 days.

The Casual shall be added to Clause 2(i) of the Mysore State Road Transport Corporation Employee Casual leave Regulation issued vide MST. CO: Rules: 35: 64, dated 1/2- 9- 1964.

On implementation the half-a-day Casual leave, the practice of granting permission to attend office late or leaving the office early shall be discontinued.

The receipt of the Circular may be acknowledged.

Sd/-  
Deputy General Manager

Copy to:-

All Unit Heads/Sectional Heads in Central Offices, for information  
And guidance.

**Mysore State Road Transport Corporation  
Central Offices Bangalore**

No. MST/CO/ EST/P1:V/(23)/6978/68

dated 29th April 1968

- 1) Circular No. MST: CO: EST: P1:V (23): 67-68 dated : 4th August 1967.
- 2) Circular letter No. MST: CO: EST: P1-V(23)/7120 dated 14-9-1967 issuing clarification regarding grant of half-a-day's Casual Leave.

With the issue of Circular Vide No. MST:CO:EST:P1-V(23) 67-68 dated 4-8-1967, regarding grant of half-a-day's Casual leave effective upto or from 1-30 p.m. on any working day except Saturdays some Unit Heads have requested for issue of clarifications as to how the late attendance on Saturdays it to be treated and accordingly clarifications are given as under:-

1. Under no circumstances, permission for late attendance or leaving the office early should be granted and all such cases are to be regularized by granting half-a-day's Casual leave, on all working days' except on Saturdays.
2. On Saturdays, the leave so applied for will have to be treated as a full Day, Casual leave. If no Casual leave is due to the credit of a Particular employee, the same will have to be treated as leave due to the credit of an employee.
3. If an employee attends late and if there is no Casual leave to his credit, the same will have to be treated as leave due to him for that day.
4. It is now hoped that the Unit Heads will have no difficulty in granting Half-a-day's Casual leave to the employees, as per said Circular with the above clarifications.

Receipt of this Circular may be acknowledged.

Sd/-  
Deputy General Manager

Copy to:-

All Unit Heads/Sectional Heads in Central Offices, Bangalore for information and guidance.

**Mysore State Road Transport Corporation**  
**Central Offices: Bangalore**

No. KST: CO: EST: 1:930:72  
Bangalore, 1-3-1972

CIRCULAR No.133

Sub: Treating Casual leave taken on Saturday s as half-a-day's  
Casual leave.

Ref:- Circular No.61 dated 1-5-1968.

Instructions have been issued vide this office Circular cited above that Casual leave applied for Saturday s will have to be treated as full day's Casual leave and that if no Casual leave is to the credit of a particular employee, the same will have to be treated as leave due to the credit of an employee.

In supersession of the above instructions, the Corporation in its meeting held on 8th February, 1972 has resolved that Casual leave taken by the employee of the Corporation of Saturday s which are now working days be treated as half-a-day's Casual leave and if there is no Casual leave at credit of a particular employee, the absence on such days be treated as full day's Earned leave or leave of any other kind which is at the credit of the employee, since there is no Provision for sanctioning half-a-day's Earned leave or leave of other kinds.

The above procedure will come into force with immediate effect.

Receipt of this circular may be acknowledged.

Sd/- N.R. SCINDHIA  
Deputy General Manager(A)

Copy to:-  
All the Unit Heads/Departmental Heads in Central Offices, information and guidance.



**Karnataka State Road Transport Corporation**  
**Central Offices: Bangalore**

No. KST: CO: RULES: 459:74

Dated 7-5-1974

CIRCULAR NO. 244  
(Issued by Rules Section)

- Read:-
1. Circular No. MST:CO: Rules: 36 dated 1/2 -9-64
  2. Circular No. MST:CO: Rules: 36-A/64-65 dated 2/4-1-65
  3. Circular No. MST:CO:EST: P1:V(23)/67-68 dated 4-8-67
  4. Circular No. 61 dated 1-5-68
  5. Circular No.133 MST:CO: EST:P1:930:72 dated 1-3-72
  6. Memorandum of settlement dated 18-3-74

In the Memorandum of settlement dated 18-3-1974 it had been agreed to grant 8 days Casual leave in a calendar year to categories of the employees mentioned in item 7 of the Memorandum of settlement.

The procedure, conditions for grant of and authorities to grant casual leave prescribed in the Circulars at 1 to 5 above are mutatis mutandis applicable for granting of casual leave to categories of staff enumerated in item 7 of the Memorandum of settlement.

Sd/-  
Deputy General Manager(A).

To:-

All the Unit Heads/Departmental Heads in Central Offices, Bangalore.

**Karnataka State Road Transport Corporation**  
**Central Offices: Bangalore**

No. KST/CO/ADM/RULES/66/3180/231/89-90

Dated 28-7-1989

CIRCULAR NO. 752

(Issued by Rules Section)

Sub:- Grant of casual leave as per Clause 20(a) of Memorandum  
of settlement Dated 17-7-1989.

Ref: - Circular No.244 dated 7-5-1974.

In terms of Clause 20(a) of Memorandum of settlement dated 17-7-1989 all class of employees of the Corporation shall be entitles to 15 days Casual Leave in a calendar year.

This shall be deemed to have come into force with effect from 1-1-1989.

Sd/-

(N.A. MUTHANNA)

Chairman and Managing Director

Copy to:-

The Director (Personnel)/(Traffic)/General Manager(Technical)/Heads of Department/Regional Managers/Unit Heads for information and necessary action.

The Administrative Officers/Asst. Administrative Officers, KSRTC. Central Officer, Bangalore.

The Personal Secretary to the Chairman and Managing Director/ Chief Security and Vigilance Officer.

The Personnel Assitanst to Director (Personnel) CPM/Steno to Dy.CPM for information and necessary action.

The Editor, Sarige Sampada, Central Office, Bangalore.

**Karnataka State Road Transport Corporation**  
**Central Offices: Bangalore**

No. KST: CO: RCT: RULES/306/75

Dated 27-5-1975

CIRCULAR No. 284  
(Issued in Administration /Rules Section)

Sub:- Grant of Special Casual Leave for Anti Rabies treatment.

Corporation vide Resolution No. 3080 dated 16-4-1975 has resolved making provision for the grant of Special Casual Leave for enabling the employees to take treatment when bitten by rabid animals. Following instructions are issued in this behalf.

An employee of the Corporation who has been bitten by a rabid animal may, to enable him to take treatment to proceed from Headquarters to take treatment (if the anti-rabies treatment is not available at the Headquarters of the employees) be granted Special Casual Leave for the actual period of treatment i.e., 14 days and for the number of days for forward and backward journeys , if such Journey is required for the purpose of treatment in case treatment is not available at the Headquarters of the employee. Any leave required in excess of this Special Casual Leave availed will be treated as earned leave or privilege leave or Half pay leave as the case may be. This Special Casual leave of 14 days plus journey period is not dubitable to regular Casual Leave. An employee may be permitted to go on Leave immediately he reports that he has been bitten by rabid animal, but Special Casual Leave shall be sanctioned only after the employee furnishes a certificate issued by the medical Authority who has treat him to the effect that he has received the anti-rabies treatment and the number of days for which he has received the treatment. Special Casual Leave granted for anti-rabies treatment is not dubitable to regular Casual Leave. Special Casual Leave should not be granted in combination with ordinary Casual Leave Special Casual Leave may be granted in combination with Earned leave, privilege Leave, half pay leave, leave with allowance etc. and with Sundays and other authorized holidays, not exceeding 3 days.

Receipt of the Circular may please be acknowledged.

General Manager.

Copy to:-

All Unit Heads/Departmental Heads in Central Office, Bangalore.  
All Sectional Heads in Central Offices, Bangalore.