



GOVERNMENT OF KERALA

Abstract

Industries Department- The Kerala Ceramics Ltd- Implementation of Long Term Settlement for the period 2016-21 of the Staff and Workers - Sanction accorded- Orders issued.

INDUSTRIES (H) DEPARTMENT

G.O.(Ms)No.14/2026/ID Dated,Thiruvananthapuram, 05-02-2026

Read Letters No.MPA/Estta/1146/20-21dated 29.01.2021, and TKCL/MD/LTA/1120/24-25 dated 13.02.2025 from the Managing Director, The Kerala Ceramics Ltd.

ORDER

As per the letters read as 1st paper above, the Managing Director, The Kerala Ceramics Ltd has furnished the proposal for wage revision as per the Long Term Settlement for the period 2016-21 for the Staff and Workers, based on the discussions held with the Trade Unions and with the approval of the Board of Directors of the company.

2. Government have examined the matter in detail and are pleased to accord sanction for implementation of the Long Term Settlement for the period 2016-21, for the Staff and Workers of The Kerala Ceramics Ltd, as follows.

Existing and Revised scale

STAFF	
Master Scale	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920
Pre Revised scale	Revised Scale

8200-16250	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25170
8710-17980	14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9090-19890	14170-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-30030
10880-24730	17430-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-36270
11540-26730	18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-38730
12740-31090	20220-390-22170-420-24270-450-26250-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920

WORKER

Pre revised scale	Revised scale
8200-15590	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270
8540-16580	13890-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25620
8900-17980	14430-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9660-21090	15570-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620
10660-23290	17100-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470

Rules for fixation shall be as follows :

The following components shall be added to the existing basic pay as in the date of revision:-

(i) 286 points @ Rs 32 of the cost of Living Index will be merged into basic pay (including the previously merged 199 points)

(ii) A fitment benefit of an increase of 10% of the basic pay will be given to all the employees subject to a minimum of Rs 900/-

(iii) Weightage of Rs 20 per completed year of service will be given to all employees subject to a minimum of Rs 50/- and the total of I,II & III will be fixed in the stage in the revised scale.

Dearness Allowance :

286 points of the Cost of Living Index will be merged with existing basic pay as per Cost of Living Index (CLI) in the series 1998-99=100 excluding the 199 points already merged. For the remaining points of Cost of Living Index (CLI) on the basis of 2011 series DA will be paid @ Rs.67/- until 31.12.2017. From 01.01.2018, DA point will be @ Rs.97.

Allowances :

Per year two sets of Uniforms, one set of footwear, protective measures will be given to all staff and workers and 250 gm per soap per month will be issued as agreed in the earlier agreement.

Other Allowances			
Sl. No	Name of Allowance	Existing Rate (Rs.)	Revised Rate (Rs.)
1	HRA for workers (per month)	80	100
2	HRA for staff (per month)	115	150
3	Washing allowance for all staff and workers of company	18	30
4	Night allowance for 4 PM-12MN shift per attendance	8	10
5	Night allowance for 12MN - 8 AM shift per	12	20

	attendance		
6	Stitching allowance for gents per pair of pants & Shirts	125	400
7	Stitching allowance for ladies per paid of blouse /churidar/shirt	100	375
8	a. Canteen allowance for factory employees per duty	4.60	4.60
	b.Canteen allowance for Chittumala pump operators per duty	15	15
	c.Canteen allowance for head office staff per duty	10	10
9	Chemical allowance for all company employees per attendance	10	20
10	Press allowance for employees in filter press section per attendance	8	8

General Conditions

1. The pay revision will be for a period of 5 years. The revised scales of pay shall come into effect from 01.04.2016. But as of now the monetary benefit of the pay revision will be with effect from the date of this pay revision only. Payment of arrears arising from the wage revision will be considered as and when the company turns profitable. Also all allowances mentioned in this will have effect from the month in which the pay revision order is issued.
2. The expenditure on account of the revision will be met from the internal resources of the TKCL and Government will not bear any cost in this regard under any circumstances.
3. Pay revision is applicable only to those employees who are working against the sanctioned posts, created with the approval of Government.
4. The TKCL shall not change the terms and conditions of service of its employees (including leave rules) without prior approval of the Government.
5. No new posts will be created, upgraded or re-designated without the prior approval of the Government.

6. All allowances other than those specified in this revision shall be discontinued forthwith. Allowances which are not specifically mentioned will be treated as withdrawn.
7. The Managing Director/Finance Manager, TKCL will check all cases of fixation of pay in the revised scales and indicate in the Service Books the fact of having checked the pay fixation. In case where fixation or grant of higher grade or payment of increased benefits is found to be incorrect, he shall give instructions to officers to rectify the defects.
8. TKCL must adopt stringent measures to ensure economy in expenditure.
9. Attendance Management System must be introduced at all offices and units (Punching system) and it must be connected with the salary.
10. Appointments (permanent / deputation / temporary / daily waged / provisional) shall be made only in the posts that are validly created by way of Government Order.
11. In case of any doubt regarding pay scales, fixation etc.. prior concurrence of Government should be obtained before arriving at a decision. No stepping up of pay will be allowed under any circumstances. Anomaly, if any, shall be brought to the notice of Government. The TKCL shall not attempt to rectify the anomaly.
12. Any modification to the Rules of Fixation of Scale of Pay / Promotional Avenues etc. shall not be allowed without prior approval of Government.
13. Status quo in TKCL shall be maintained in the case of Employer contribution towards EPF, until a common framework is formulated.
14. All staffs in TKCL must be selected through PSC/KPESRB/only Contract/Daily wage employees must be selected only for a contract period of 179 days only. Contract/Daily wage employees in TKCL cannot be posted permanently. Circular No.55/2022/FIN , dated:08/07/2022 must be strictly followed. If any violation in this regards occur MD, TKCL will be personally responsible for that and strict actions will be taken against them.
15. Interim Relief, if any received will be recovered in installments from the month in which the pay revision order issued.
16. TKCL must strive to invent new markets for marketing their products.
17. While applying this pay revision, if any deviation in any point of this occurred from the side of TKCL, Government will take strict action against the concerned Officers and also the Managing Director, TKCL will be held personally responsible for any kind of discrepancies while implementing this order.

18. Recoveries will be insisted upon where over payments are made. If an officer competent to authorize pay under these orders or approve / countersign the pay fixation has any doubt regarding the application of these orders, he shall seek clarification of the Pay Revision Cell in the Finance Department in Government before approving the pay fixation and disbursing the pay. All employees shall furnish an undertaking in the prescribed form to their DDO in order to get their pay fixed in the revised scale. The undertaking shall be countersigned by the DDO and pasted in the Service Book of the incumbent.

(By order of the Governor)
A P M MOHAMMED HANISH
ADDITIONAL CHIEF SECRETARY

To:

The Managing Director, The Kerala Ceramics Ltd., Kundara, Kollam

The Executive Chairman, Board for Public Sector Transformation,
Thiruvananthapuram

The Principal Accountant General (G&SSA/E&RSA) Kerala,
Thiruvananthapuram

The General Administration (SC) Department
(vide item No. ³⁵⁶³..... dated..21.11.24.)

The Planning & Economic Affairs Department (Vide U.O(f)No.PLGEA-BPE1/83/2019-PLGEA dated 3.10.2025)

The Finance Department (Vide U.O(f)No.E 863968/PU-D2/91/2018-FIN dated 29.05.2025)

Information & Public Relations (Web & New Media) Department

Stock file/Office Copy.

Forwarded /By order

Signed by

Vinitha V R

Section Officer

Date: 05-02-2026 16:40:58



രഹസ്യം

കേരള സർക്കാർ
മന്ത്രിസഭായോഗത്തിന്റെ നടപടിക്കുറിപ്പുകൾ

തീയതി : 21-01-2026

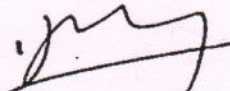
ഫയൽ നം. വ്യവ-എച്ച്2/75/2019/വ്യവ.

ഇനം നം: 3563

വിഷയം : വ്യവസായ വകുപ്പ് - ഡി കേരള സിറാമിക്സ് ലിമിറ്റഡിലെ സ്റ്റാഫിന്റെയും വർക്കർമാരുടേയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ നടപ്പാക്കുന്നത്.

തീരുമാനം : കുറ്റിപ്പിലെ നിർദ്ദേശം (എ) അംഗീകരിച്ചു.

(ഒപ്പ്)
പിണറായി വിജയൻ
മുഖ്യമന്ത്രി
(ശരിപ്പകർപ്പ്)


ഡോ. എ. ജയതിലക്
ചീഫ് സെക്രട്ടറി

അവഗണിക്കാൻ ചീഫ് സെക്രട്ടറി, വ്യവസായ വകുപ്പ്.

GOVERNMENT OF KERALA
(SRI.PINARAYI VIJAYAN MINISTRY)

NOTE FOR THE COUNCIL OF MINISTERS

- 1 File No. : IND-H2/75/2019-IND
- 2 Department : Industries (H) Department
- 3 Subject : Implementation of the long-term agreement of
the Staff and Workers of The Kerala Ceramics
Limited - Reg.
- 4 Date of Chief Minister's order for placing : 19.11.2025
before the Council.
- 5 (i) Does the case involve financial: Yes
commitments/implications
(ii) if the answer to the above is in the: Yes
affirmative, whether Finance Department has
been consulted and their remarks incorporated
in the Council Note?
- 6 Are any other Departments concerned with the : -
case and if so, have they been consulted and:
their remarks incorporated in the Note for the
Council? -
- 7 Name of Additional Secretary who submitted: Smt. M A Rajeeva Beegum
the Draft Note.
- 8 Name of Additional Chief Secretary who: Sri. A.P.M. Mohammed Hanish
approved the Draft Note.
- 9 Date of approval of the Draft Note for the: 13.01.2026
Council by the Additional Chief Secretary
- 10 Name of Chief Secretary who approved the: Dr.A.Jayathilak
Draft Note
- 11 Date of approval of the Draft Note for the: 15.01.2026
Council by the Chief Secretary
- 12 Name of Minister who approved the Draft: Sri. P. Rajeeva
Note
- 13 Date of approval of the Draft Note for the: 16.01.2026
Council by the Minister
- 14 Date of submission of fair copies : 19.01.2026
- 15 Date of decision by the Council of Ministers
- 16 Number and date of the G.O./letter
communicating the decision

Note for the Council of Ministers

This note relates to the implementation of the long-term settlement for the staff and workers of The Kerala Ceramics Limited for the period 2016–21.

2. Based on discussions held with the trade unions of Kerala Ceramics Limited, a proposal for wage revision under the long-term settlement for the employees and workers for the period 2016-21 (Annexure 1) was Submitted by the Managing Director of Kerala Ceramics Limited, with the approval of the Board, to the Government for sanction. The Managing Director of Kerala Ceramics Limited informed that, upon implementing the wage revision in accordance with the long-term settlement signed between Kerala Ceramics Limited and the trade unions on 28.01.2021, monthly an additional financial liability of approximately Rs.2,07,355/- is expected, and that the company would be able to bear the additional financial liability arising from the wage revision by increasing production in the coming years, identifying wider markets, and thereby generating additional revenue.

3. The Finance Department offered the following remarks in the matter:-

"ശമ്പള പരിഷ്കരണ കുടിശ്ശിക സാങ്കല്പികമായി ചുവടെ സൂചിപ്പിക്കും പ്രകാരം കേരള സിറാമിക്സ് ലിമിറ്റഡ് കമ്പനിയിലെ തൊഴിലാളികളുടെ ശമ്പള പരിഷ്കരണം അനുവദിച്ച് നൽകുന്നു.

<u>Existing and Revised scale</u> <u>STAFF</u>

Master Scale	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920
Pre Revised scale	Revised Scale
8200-16250	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25170

8710-17980	14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9090-19890	14170-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-30030
10880-24730	17430-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-36270
11540-26730	18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-38730
12740-31090	20220-390-22170-420-24270-450-26250-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920

WORKER

Prerevised scale	Revised scale
8200-15590	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270
8540-16580	13890-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25620
8900-17980	14430-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9660-21090	15570-330-16770-330-18420-360- 20220-390-22170-420-24270-450-26520-490-28970-530-31620

10660-23290	17100-330-18420-360-20220--20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470
-------------	--

Rules for fixation shall be as follows :

The following components shall be added to the existing basic pay as in the date of revision :-

- (i) 286 points @ Rs 32 of the cost of Living Index will be merged into basic pay (including the previously merged 199 points)
- (ii) A fitment benefit of an increase of **10%** of the basic pay will be given to all the employees subject to a minimum of Rs 900/-
- (iii) Weightage of **Rs 20** per completed year of service will be given to all employees subject to a minimum of **Rs 50/-** and the total of I,II & III will be fixed in the stage in the revised scale.

Dearness Allowance :

286 points of the Cost of Living Index will be merged with existing basic pay as per Cost of Living Index (CLI). For the remaining points Cost of Living Index (CLI) on the base of 2011 series DA will be **@ Rs 36**

Allowances :

Per year two sets of Uniforms, one set of footwear, protective measures will be given to all staff and workers and 250 gm per soap per month will be issued as agreed in the earlier agreement.

Other Allowances

Sl. No	Name of Allowance	Existing Rate (Rs.)	Revised Rate (Rs.)
1	HRA for workers (per month)	80	90
2	HRA for staff (per month)	115	130

3	Washing allowance for all staff and workers of company	18	20
4	Night allowance for 4 PM-12MN shift per attendance	8	10
5	Night allowance for 12MN – 8 AM shift per attendance	12	15
6	Stitching allowance for gents per pair of pants & Shirts	125	140
7	Stitching allowance for ladies per paid of blouse /churidar/shirt	100	110
8	a. Canteen allowance for factory employees per duty	4.6	4.6
	b.Canteen allowance for Chittumala pump operators per duty	15	15
	c.Canteen allowance for head office staff per duty	13	15
9	Chemical allowance for all company employees per attendance	10	11
10	Press allowance for employees in filter press section per attendance	8	8

PROMOTION POLICY

PRINCIPLES

1. Promotions shall be made only to the next higher post in the scales structure.
2. Promotions shall be considered only if there is a vacancy (in the next higher post) in cases where the vacancy is that of a surplus hand over and above the agreed strength such vacancies will not be filled up. However, if the management feel the necessity of filling additional post, it will be filled by promotion from existing employees subject to requisite qualification.
3. A period of 24 months probation will be compulsory for every promotion during which period if the services of the employee is found unsatisfactory in the new post. She /he will be reverted to the old post without losing seniority in the old post.
4. The date of effect of promotion will be that of the employee joining in the new job.
5. Minimum Qualification, qualifying period, grouping and channel of promotion is shown as below :

Name of the Post	Revised Method
Superintendent (P&A)	Promotion from senior most Senior Assistant / Stenographer Grade I /UD Typist with 3 years experience in the above category
Superintendent (Commercial)	Promotion from senior most Senior Assistant / Stenographer Grade I /UD Typist with 3 years experience in the above category
Superintendent (Finance)	Promotion from senior most Senior Assistant / Stenographer Grade I /UD Typist with 3 years experience in the above category
Senior Assistants	By promotion and 3 years experience as Assistant in the company
Assistants	By promotion and 3 years experience as Junior Assistant / Cashier in the company

Attender/Peon	Minimum 8th std with literacy and cycling / Direct recruitment by KPSC
Driver Grade II	Cleaner having 5 years experience in the company with valid driving license in LWV and preference to heavy duty driving license and selection by interview or direct recruitment by KPSC
Junior Officer	By selection from Superintendent / Chemist (Technical Assistant) / Mines Foreman with 1 year experience on the basis of merit
Superintendent (Works)	3 years experience for senior most Supervisor Grade I in the respective department or division
Superintendent (Maintenance)	3 years experience for senior most Supervisor Grade I in the respective department or division
Chemist (Technical Assistant)	Minimum 8 years experience as Assistant Chemist (Work Assistant) in the company
Mines Foreman	Foreman Certificate of Competency (metalliferous) granted mines act or diploma / merit certificate in mining or equivalent qualification from a recognized institution or one year as post diploma trainee under the Directorate of Practical Training in Mining or Promotion from Supervisor Grade I / mines mate having the prescribed qualification of Mines Foreman and having 5 years experience in the company
Supervisor (Works)	Minimum 8 years experience in the company as Charge man / Storekeeper Grade II
Supervisor	Minimum 8 years experience in the company as Chargeman in Maintenance Section / Electrician Grade I

(Maintenance)	
Store Keeper Grade I	8 years experience as Store Keeper Grade 2 / Chageman in the company or Direct recruitment from KPSC having Bsc / Bcom from recognized University
Head Guard	Promotion from guard with literacy and having 5 years experience with good disciplinary record
Charge Man (Works)	Selection from 3rd Grade Workers having 10 years experience and 8th std pass in the same department
Charge Man (Engineering)	ITI with 5 years experience in maintenance department of the company.
Store Keeper Grade II	Minimum 10th std with literacy and 10 years experience in the company or recruitment from KPSC having Bsc/Bcom from a reconized University
Electrical Assistants	Internal promotion from workers having 3 years experience and ITI with Electrical /KGTE / Wireman License /Motor Winding
Driver Grade I	Minimum 3 years experience as Driver Grade II in the company and on the seniority and merit
Senior Grade I	Minimum 3 years of experience in the company as Driver Grade I
Electrical Grade I	Electrical Grade 2 with 5 years experience in that category

6. Records of past services including those on assessment reports, absenteeism, postponement of increment will also be take into consideration while selection.

7. Inter-departmental / Division transfer will be effected as and when exigencies of work require suitable personnel.

8. For periods less than 15 days vacancies will be filled either by detailing the senior in the lower cadre (temporary in charge) for the same work or allocating it to different persons (temporary in charge) by the Head of the Department concerned considering exigencies of situations .

9. Charge allowance will not be paid for vacancies which are filled for periods less than 15 days. For temporary vacancies of more than 14 days orders will be issued to the senior in lower cadre for acting in such vacancies and she/he shall be eligible for charge allowance whichever is lower as under :-

a). In case his/her present basic pay is equal to the minimum salary of the higher cadre. She/he will be paid one increment of the higher cadre as the Charge Allowance.

b) In case his/her present basic pay is higher than the minimum basic pay of the higher cadre. She /he will be paid the difference between his/her present basic pay and the pay at the next higher stage in the higher cadre as Charge Allowance.

OR

a). 10% of the drawing basic pay of the person in charge.

10. If an employee is promoted and posted to a higher cadre and if he /she refuses the promotion to the higher cadre or does not join in the new job stating whatever reason/excuses, she/he will forfeit all future claims to the higher post.

11. Promotion will be deemed to be effective only on the Managing Director or persons authorised by him for issuing written orders to that effect.

12. Period of suspension, period for which the employee was on loss of pay and any other period of break of service will be deducted while calculating the service and seniority.

13. Seniority of employees will be determined as per criteria indicated below in the following order.

(i) Date of appointment in the present post in the the company.

(ii) Date of promotion in the present post in the the company.

(iii) Date of promotion in the previous post in the the company.

(iv) Date of appointment in Kerala Ceramics Ltd.

(v) Finally if all the above dates are identical, seniority will be judged by taking into consideration date of birth of the employees (Older employee will be senior). If the date of birth also happens to be the same, seniority will be determined as per the alphabetical order of their names.

14. The normal annual increment will be given irrespective of the date of promotion.

Leave Policy

Eligible leave application to the employees of the company will be as following:

WORKERS	
Eligible casual leave per calendar year	18
Eligible leave with wages	One each for every 20 days attendance as per existing practice
STAFF	
Eligible casual leave per calendar year	18 as per existing practice
Eligible sick leave per calendar year	14 as per existing practice
Eligible earned leave	One for each 11 days attendance excluding sick leave and availed earned leave as per existing practice

General Conditions

1. The pay revision will be for a period of 5 years. The revised scales of pay shall come into effect from 01.04.2016. But the monetary benefit of the pay revision will be with effect from the date of this pay revision only. Before that period the pay revision will be notional. Only pay fixation will be done. Also all allowances mentioned in this have will effect from the month in which the pay revision orders issued only. *Also the arrears of VDA will be notional.*
2. *The expenditure on account of the revision will be met from the internal resources of the KCL and Government will not bear any cost in this regard under any circumstances.*
3. *Pay revision is applicable only to those employees who are working against the sanctioned posts, created with the approval of Government.*
4. *The KCL shall not change the terms and conditions of service of its employees (including leave rules) without prior approval of the Government.*
5. *No new posts will be created, upgraded or re-designated without the prior approval of the Government.*
6. *All allowances other than those specified in this revision shall be discontinued forthwith. Allowances which are not specifically mentioned will be treated as withdrawn.*
7. *The Administrative Officer, KCL will check all cases of fixation of pay in the revised scales and indicate in the Service Books the fact of having checked the pay fixation. In case where fixation or grant of higher grade or payment of increased benefits is found to be incorrect, he shall give instructions to officers to rectify the defects.*
8. *Recoveries will be insisted upon where over payments are made. If an officer competent to authorize pay under these orders or approve / countersign the pay fixation has any doubt regarding the application of these orders, he shall seek clarification of the Pay Revision Cell in the Finance Department in Government before approving the pay fixation and disbursing the pay. All employees shall furnish an undertaking in the prescribed form to their DDO in order to get their pay fixed in the revised scale. The undertaking shall be countersigned by the DDO and pasted in the Service Book of the incumbent.*
9. *KCL must adopt stringent measures to ensure economy in expenditure.*

10. Attendance Management System must be introduced at all offices and units (Punching system) and it must be connected with the salary.

11. Appointments (permanent / deputation / temporary / daily waged / provisional) shall be made only in the posts that are validly created by way of Government Order.

12. In case of any doubt regarding pay scales, fixation etc.. prior concurrence of Government should be obtained before arriving at a decision. No stepping up of pay will be allowed under any circumstances. Anomaly, if any, shall be brought to the notice of Government. The KWA shall not attempt to rectify the anomaly.

13. Any modification to the Rules of Fixation of Scale of Pay / Promotional Avenues etc. shall not be allowed without prior approval of Government.

14. Employer contribution towards EPF will be as per the central government notification from time to time. Now maximum Employer contribution towards EPF is 12% of Rs. 15000/-. This must be strictly followed.

15. All staffs in KCL must be selected through PSC only. Contract/Daily wage employees must be selected only for a contract period of 179 days only. Contract/Daily wage employees in KCL cannot be posted permanently. Circular No.55/2022/FIN , dated:08/07/2022 must be strictly followed. If any violation in this regards occur MD, KCL will be personally responsible for that and strict actions will be taken against them.

16. Interim Relief, if any received will be recovered in installments from the month in which the pay revision order issued.

17. KCL must strive to invent new markets for marketing their products.

18. While applying this pay revision, if any deviation in any point of this occurred from the side of KCL, Government will take strict action against the concerned parties and also the Managing Director, KCL will be held personally responsible for any kind of discrepancies while implementing this order.

ശമ്പള പരിഷ്കരണ ശുപാർശ ബഹു: മന്ത്രിസഭായോഗത്തിന്റെ അനുമതിക്കായി സമർപ്പിക്കേണ്ടതും സർക്കാർ ഉത്തരവിന്റെ കരട് ധനകാര്യവകുപ്പിൽ സൂക്ഷ്മപരിശോധനയ്ക്കായി സമർപ്പിക്കേണ്ടതുമാണ് .

ഇതിന് ബഹു: ധനകാര്യ മന്ത്രിയുടെ അംഗീകാരമുണ്ട് .”

4. The matter was placed before the Public Enterprises Board (PEB) in its meeting held on 03.05.2023 and the PEB deferred the matter for further consideration, as the Managing Director, The Kerala Ceramics Ltd raised certain objections and requested for re-consideration of the Finance Department.

5. On further consultation, the Finance Department offered the following remarks.

- i. ധനവകുപ്പ് അംഗീകരിച്ച, കേരള സിറാമിക്സ് ലിമിറ്റഡ്(KCL)ലെ ജീവനക്കാരുടെ ശമ്പള പരിഷ്കരണത്തിലെ ക്ഷാമബത്ത വ്യവസ്ഥയിൽ താഴെ സൂചിപ്പിക്കും പ്രകാരം തിരുത്തൽ വരുത്തി അനുവദിച്ചു നൽകാവുന്നതാണ്:-
- ii. " Dearness Allowance : 286 points of the Cost of Living Index will be merged with existing basic pay as per Cost of Living Index (CLI) in the series 1998-99=100 excluding the 199 points already merged. For the remaining points of Cost of Living Index (CLI) on the basis of 2011 series DA will be paid @ Rs. 67/- until 31.12.2017. From 01.01.2018, DA point will be @ Rs.85."
- iii. ഫിറ്റ്മെന്റ്, 2016 ഏപ്രിലിലെ അടിസ്ഥാന ശമ്പളത്തിന്റെ 22% ആക്കണമെന്ന ആവശ്യം പരിഗണിക്കാൻ നിർവാഹമില്ല.
- iv. പൂർത്തിയാക്കിയ ഓരോ വർഷ സേവനത്തിനും 2016 ഏപ്രിലിലെ അടിസ്ഥാന ശമ്പളത്തിന്റെ 0.45% സർവീസ് വെയിറ്റേജ് ആയി അനുവദിച്ചു നൽകണമെന്ന ആവശ്യം പരിഗണനാർഹമല്ല.

"ഇതിനു ബഹു. ധനകാര്യ വകുപ്പു മന്ത്രിയുടെ അംഗീകാരമുണ്ട്."

6. The proposal was forwarded for the consideration of the Public Enterprises Board with the following observations of Administrative Department.

Approval was granted to conduct discussions for implementing the Long Term Agreement (LTA) for the 2016-2021 period. However, after a delay of 3½ years, the Finance Department has granted approval for the LTA submitted on 29/01/2021 only after reducing several

benefits and salary scales included in the original agreement. It appears that various High Court judgments regarding the LTA were also not considered. In this context, the Public Enterprises Board (PEB) must examine the following points:

i). The qualifications for various posts, other eligibility criteria, and promotion policies for employees of Kerala Ceramics Ltd. should not be included as part of the employees' LTA. These should be issued as a separate order by the Administrative Department. The PEB should provide clarity on this matter.

ii). The Finance Department approved the current LTA proposal with certain changes based on the PEB's directions, after it was found that the previous proposal considered by the Board would have resulted in lower salaries for employees after the revision. The Board must ensure that the provision requiring a minimum 10% increase for every employee after salary revision has been followed.

iii). The current LTA proposal concerns the salary revision of Kerala Ceramics employees for the 2016–2021 period. The Finance Department's opinion that no arrears will be paid for this revision, sanctioned in 2024 is unacceptable. Provisions should be considered to pay the arrears in installments with prior government approval once the Public Sector Undertaking (PSU) becomes profitable. It is unreasonable to completely deny the arrears they are entitled to.

iv). The increases in allowances approved by the Finance Department are nominal. For example, an increase of ₹10 in HRA and ₹2 in Washing Allowance is not contemporary. Furthermore, it is unclear on what basis the Stitching Allowance for a pair of pants and shirt was increased from ₹125 to only ₹140. The PEB should specifically examine the fact that the long delay of nearly 7 years taken to implement the salary revision is not reflected in the increase of allowances. In this regard, the increases as per the original LTA agreement should be implemented.

7. The PEB meeting held on 01.02.2025 reconsidered the proposal and deferred it for further consideration, pending rectification of the anomalies pointed out by the company and the administrative department, in consultation with the Finance Department.

8. On further consultation the Finance Department offered the following remarks in the matter.

"മറ്റ് പ്രത്യേക സാഹചര്യങ്ങൾ നിലവിലില്ലെങ്കിൽ ശമ്പള പരിഷ്കരണം അനുവദിക്കുന്ന സമയത്തെ ഫിറ്റ്മെന്റ് ആനുകൂല്യത്തിന് ആനുപാതികമായ വർദ്ധനവ് ശമ്പള പരിഷ്കരണത്തിന്റെ തുടർന്നുള്ള കാലയളവിലും ഉണ്ടായിരിക്കേണ്ടതാണ്. ഈ വിഷയം പരിശോധിച്ചതിൽ, 2018-ൽ അനുവദിച്ച ഡി.എ നിരക്കിലെ വർദ്ധനവിലെ അപര്യാപ്തതയാണ് അപ്രകാരമുള്ള കുറവിന് കാരണമാകുന്നത് എന്നു കാണുന്നു. 2022-23 വർഷം വരെയുള്ള കമ്പനിയുടെ സഞ്ചിത നഷ്ടവും എൽ.ടി.എ നടപ്പിലാക്കിയാലുണ്ടാകാവുന്ന പ്രതിമാസ ബാധ്യതയും പരിഗണിച്ചും ഒരു ശമ്പള പരിഷ്കരണ കാലയളവിൽ 2 ഡി.എ നിരക്കുകൾ അനുവദിച്ചു നൽകുന്നത് ക്രമേണ

ഏകീകരിച്ചു കൊണ്ടു വരേണ്ടതുണ്ടെന്നു കരുതിയുമാണ് 01.01.2018 മുതലുള്ള ഡി.എ നിരക്കിൽ നേരിയ കുറവ് വരുത്തി യഥാർഥത്തിൽ അർഹമായതും ശിപാർശ ചെയ്തതുമായ നിരക്കായ 01.01.2018 മുതൽ ഓരോ പോയിന്റിനും 97 രൂപയിൽ നിന്നും 85 രൂപ എന്ന നിരക്കിലേയ്ക്ക് കുറച്ചത്. എന്നാൽ അത് ശമ്പള പരിഷ്കരണത്തിന്റെ ആനുപാതിക വർദ്ധനവ് നില നിർത്തുന്നതിൽ പരാജയമാണെന്നതിനാലാണ് തൊഴിലാളികൾ അപ്രകാരം ഉത്തരവു പുറപ്പെടുവിക്കുന്നതിനെ എതിർക്കുന്നത്. പോയിന്റിന് 97 രൂപ നിരക്കിൽ അനുവദിച്ചാൽ വർദ്ധനവിന്റെ ശതമാനം 8 ശതമാനത്തിനു മുകളിലേയ്ക്ക് വരുന്നതാണ്. മേൽ വർദ്ധനവിനു പുറമെ 31/03/2016-ൽ ജീവനക്കാർക്ക് ലഭിച്ചുകൊണ്ടിരുന്ന എല്ലാ അലവൻസുകൾക്കും, മറ്റെല്ലാ ആനുകൂല്യങ്ങൾക്കും ഉത്തരവ് തീയതി മുതൽ പത്ത് ശതമാനം വർദ്ധനവ് സർക്കാർ അനുവദിച്ചു നൽകിയിട്ടുണ്ട്. അവയെല്ലാം പരിഗണിച്ചാൽ ആകെ വർദ്ധനവ് 10%ത്തോളം വരുന്നതാണ്. ആയതിനാൽ നിലവിലെ കമ്പനിയിലെ തൊഴിൽ സാഹചര്യം മെച്ചപ്പെടുത്തുന്നതിന് ക്ഷാമബത്ത നിരക്ക് സംബന്ധിച്ച് ധനകാര്യ വകുപ്പിന്റെ 02.11.2024 തീയതിയിലെ അഭിപ്രായത്തിൽ ചുവടെപ്പയ്യും പ്രകാരം ഭേദഗതി വരുത്താൻ അനുമതി നൽകുന്നു.

"Dearness Allowance :286 points of the Cost of Living Index will be merged with existing basic pay as per Cost of Living Index (CLI) in the series 1998-99=100 excluding the 199 points already merged. For the remaining points of Cost of Living Index (CLI) on the basis of 2011 series DA will be paid @ Rs.67/- until 31.12.2017. From 01.01.2018, DA point will be @ Rs.97."

ഇതിനു ബഹു.ധനകാര്യ വകുപ്പ് മന്ത്രിയുടെ അംഗീകാരമുണ്ട്."

9. The Public Enterprises Board (PEB), in its meeting held on 18.09.2025, considered and approved the proposal with the following observations.

1. De-linking Promotion Policy- PEB recommends the suggestion that separate order be issued incorporating the eligibility of various posts, qualifications, promotion policy of employees of TKCL.

2. Payment of Arrears- PEB considered the financial situation of the company which shows that TKCL is incurring continuous loss and accumulated loss is around Rs.161 Crores. Hence, opined that further financial burden on the company on account of payment of arrears has to be considered with utmost

prudence. PEB recommends that the matter of Payment of arrears can be taken up once the company attains profit.

3. Allowances – As difference exists in the rates approved by Finance and that suggested by Hon'ble Minister for Industries, PEB opined that the deviation suggested be taken up by the Administrative Department to the competent authority for approval.

4. EPF Contribution - PEB considered the fact that the issue regarding employer contribution to EPF is being considered by the Government separately and hence decided that the status-quo on the same be maintained.

10. When the file relating to the implementation of the long-term settlement for the staff and workers of The Kerala Ceramics Limited for the period 2016–21 was circulated to the Hon'ble Chief Minister through the Hon'ble Minister for Industries, the Hon'ble Chief Minister has ordered to place the matter for the consideration of the Council of Ministers.

POINT FOR DECISION

(A) Whether the long-term settlement for the employees and workers of Kerala Ceramics Limited for the period 2016-21, as approved by the Finance Department and as decided by the Public Enterprises Board, may be implemented with modification as stated below?

- i. The promotion criteria and Leave Policy included in the proposal (Annexure-I) submitted by the Company and approved by the Finance Department may be excluded from the Long Term Settlement as per the recommendation of the Public Enterprises Board and the same may be examined later and may be issued as a separate order.

ii. By overruling the remarks of the Finance Department and in accordance with the decision of the Public Enterprises Board, status quo regarding EPF contribution in the Kerala Ceramics Limited may be maintained.

iii. By overruling the remarks of the Finance Department and as recommended by the Public Enterprises Board, the payment of salary revision arrears may be considered once the company becomes profitable.

iv. By overruling the remarks of the Finance Department and as considered by the Public Enterprises Board, the increase in allowances as proposed in the Long Term Settlement submitted by the company(Annexure -1) may be granted.

v. By incorporating the amendments mentioned in points (i) to (iv) above, and based on the approval of the Finance Department and Public Enterprises Board on other matters including salary scales, Long Term Settlement for the employees and workers of Kerala Ceramics Limited for the period 2016-21 may be implemented as per Annexure-I1.

OR

(B) Whether the long-term settlement for the employees and workers of Kerala Ceramics Limited for the period 2016-21, as approved by the Finance Department and as approved by the Public Enterprises Board with modifications, may be implemented?

Annexure II**Existing and Revised scale**

STAFF	
Master Scale	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920
Pre Revised scale	Revised Scale
8200-16250	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25170
8710-17980	14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9090-19890	14170-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-30030
10880-24730	17430-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-36270
11540-26730	18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-38730
12740-31090	20220-390-22170-420-24270-450-26250-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920
WORKER	

Prerevised scale	Revised scale
8200-15590	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270
8540-16580	13890-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25620
8900-17980	14430-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9660-21090	15570-330-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620
10660-23290	17100-330-18420-360-20220--20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470

Rules for fixation shall be as follows :

The following components shall be added to the existing basic pay as in the date of revision :-

(i) 286 points @ Rs 32 of the cost of Living Index will be merged into basic pay (including the previously merged 199 points)

(ii) A fitment benefit of an increase of 10% of the basic pay will be given to all the employees subject to a minimum of Rs 900/-

(iii) Weightage of Rs 20 per completed year of service wil be given to all employees subject to a minimum of Rs 50/- and the total of I,II & III will be fixed in the stage in the revised scale.

Dearness Allowance :

286 points of the Cost of Living Index will be merged with existing basic pay as per Cost of Living Index (CLI) in the series 1998-99=100 excluding the 199 points already merged. For the remaining points of Cost of Living Index (CLI) on the basis of 2011 series DA will be paid @ Rs.67/- until 31.12.2017. From 01.01.2018, DA point will be @ Rs.97.

Allowances :

Per year two sets of Uniforms, one set of footwear, protective measures will be given to all staff and workers and 250 gm per soap per month will be issued as agreed in the earlier agreement.

Other Allowances			
Sl. No	Name of Allowance	Existing Rate (Rs.)	Revised Rate (Rs.)
1	HRA for workers (per month)	80	100
2	HRA for staff (per month)	115	150
3	Washing allowance for all staff and workers of company	18	30
4	Night allowance for 4 PM-12MN shift per attendance	8	10
5	Night allowance for 12MN – 8 AM shift per attendance	12	20
6	Stitching allowance for gents per pair of pants & Shirts	125	400
7	Stitching allowance for ladies per paid of	100	375

	blouse /churidar/shirt		
8	a. Canteen allowance for factory employees per duty	4.60	4.60
	b.Canteen allowance for Chittumala pump operators per duty	15	15
	c.Canteen allowance for head office staff per duty	10	10
9	Chemical allowance for all company employees per attendance	10	20
10	Press allowance for employees in filter press section per attendance	8	8

General Conditions

1. The pay revision will be for a period of 5 years. The revised scales of pay shall come into effect from 01.04.2016. But as of now the monetary benefit of the pay revision will be with effect from the date of this pay revision only. Payment of arrears arising from the wage revision will be considered as and when the company turns profitable. Also all allowances mentioned in this will have effect from the month in which the pay revision order is issued.

2. The expenditure on account of the revision will be met from the internal resources of the TKCL and Government will not bear any cost in this regard under any circumstances.

3. Pay revision is applicable only to those employees who are working against the sanctioned posts, created with the approval of Government.

4. The TKCL shall not change the terms and conditions of service of its employees (including leave rules) without prior approval of the Government.

5. No new posts will be created, upgraded or re-designated without the prior approval of the Government.

6. All allowances other than those specified in this revision shall be discontinued forthwith. Allowances which are not specifically mentioned will be treated as withdrawn.

7. The Managing Director/Finance Manager, TKCL will check all cases of fixation of pay in the revised scales and indicate in the Service Books the fact of having checked the pay fixation. In case where fixation or grant of higher grade or payment of increased benefits is found to be incorrect, he shall give instructions to officers to rectify the defects.

8. TKCL must adopt stringent measures to ensure economy in expenditure.

9. Attendance Management System must be introduced at all offices and units (Punching system) and it must be connected with the salary.

10. Appointments (permanent / deputation / temporary / daily waged / provisional) shall be made only in the posts that are validly created by way of Government Order.

11. In case of any doubt regarding pay scales, fixation etc., prior concurrence of Government should be obtained before arriving at a decision. No stepping up of pay will be allowed under any circumstances. Anomaly, if any, shall be brought to the notice of Government. The TKCL shall not attempt to rectify the anomaly.

12. Any modification to the Rules of Fixation of Scale of Pay / Promotional Avenues etc. shall not be allowed without prior approval of Government.

13. Status quo in TKCL shall be maintained in the case of Employer contribution towards EPF, until a common framework is formulated.

14. All staffs in TKCL must be selected through PSC/KPESRB/only Contract/Daily wage employees must be selected only for a contract period of 179 days only. Contract/Daily wage employees in TKCL cannot be posted permanently. Circular No.55/2022/FIN , dated:08/07/2022 must be strictly followed. If any violation in this regards occur MD, TKCL will be personally responsible for that and strict actions will be taken against them.

15. Interim Relief, if any received will be recovered in installments from the month in which the pay revision order issued.

16. TKCL must strive to invent new markets for marketting their products.

17. While applying this pay revision, if any deviation in any point of this occured from the side of TKCL, Government will take strict action against the concerned Officers and also the Managing Director, TKCL will be held personally responsible for any kind of discrepancies while implementing this order.

THE KERALA CERAMICS LTD

KUNDARA



LONG TERM AGREEMENT OF STAFF & WORKERS

2016-21

CONTENT

Memorandum of settlement-----	3
Revision of work load-----	4
Wage revision-----	4
Allowances-----	5
General Service rules-----	6
Posts and pay-----	6
Leave rules-----	9
Promotion policy-----	11
Annexures	
Annexure1: Existing and revised work norms-----	14
Annexure2: Modified salary scale-----	18
Annexure 3: Staff pattern-----	19
Annexure4: Grouping of categories-----	24
Annexure 5: Qualification and method of recruitment for promotion posts }	25

LONG TERM AGREEMENT

MEMORANDUM OF SETTLEMENT OF LTA

Representing for Employer

1. Sri. VAYOLI MUHAMMED MASTER(Chairman)
2. Sri. SATEES KUMAR.P (Managing Director)

Representing for Staff & Workers Union

1. Kerala Ceramics Employees Federation
2. Kerala Ceramics Employees Union
3. Kerala Ceramics Employees Congress

The period of the long Term Agreement entered into between the management of the Kerala Ceramics Ltd., Kundara and the employees representing the workers and staff by the above unions expired on 31-03-2016 and there upon the unions submitted charter of demands for a fresh Long Term Agreement. In the meeting held on 28/01/2021, between the management and the unions, the following decisions are arrived at in full and final settlement of the demands raised by the unions.

TERMS OF SETTLEMENT

Agreement made and entered into this the Twenty eighth January, Two Thousand twenty one between the Management of the Kerala ceramics Limited Kundara, and the employees representing the workers and staff by the above unions.

1. The terms of the settlement shall apply to all permanent employees in the staff and worker category of the company including probationers and who are if any enrolled thereafter as permanent employees during the life of this agreement.
2. It is agreed that the unions shall give full support and co-operation to the company in all matters like securing improvement in productivity, Maintaining discipline, Good Order and Safety, Introducing improved production methods to expand production facilities, Shift assignment, Work allotment, Inter departmental transfers, Inter divisional transfers, Promotions etc. and development of man power irrespective of staff and workers based on requirement subject to the existing and modified promotion policy.

45

[Signatures and stamps of representatives]

3. It is agreed that a certified standing orders in force at present will be respected and any violation of it will amount to a punishable offence which will not be encouraged by the unions. It is agreed that in view of the enhanced work load the management agreed to give an increase in wages/salary to all the permanent employees including probationers, who are on the rolls of the company as on 31.03.2016. The increase is based on the salary of April 2016 as detailed below.
4. Arrears will be paid from April 2016 subject to the approval of Government and after deducting the salary advance paid.

REVISION OF WORKLOAD

It is agreed to enhance the workload as shown in annexure I with immediate effect.

WAGE REVISION

It is agreed that the existing pay scale will be revised as per annexure II. To obtain the revised basic pay in the revised scale:-

- i. 286 points @ Rs.32(in 1998-99 series) of the cost of living Index will be merged into basic pay (including the previously merged 199 points).
- ii. A fitment benefit of an increase of 22% of the basic pay will be given to all the employees ensuring minimum Rs.2300.00
- iii. Service weightage 0.45% of basic pay per each completed year of service will be given to all employees.
- iv. Total of i, ii & iii will be fixed in the stage in the revised scale. However limiting the total of fitment benefit and Service weightage to Rs. 4000.00

Dearness Allowance

It is agreed that 286 points of the cost of Living index will be merged with existing basic pay as per cost of Living Index (CLI) in the series 1998-99 including all the points already merged. For the remaining points Cost of Living Index (CLI) on the base of 2011 series DA will be paid @Rs67/-until 31.12.2017. From 1/01/2018, DA point will be @ Rs.@97

Service for the purpose of this rule means full time regular service including broken periods of service qualifying for normal increments in the scale of pay. Time spent on leave/suspension/disciplinary action/Loss of Pay not counting for normal increment shall not be reckoned. Service during the period of bar on increment, without cumulative effect will be reckoned.

File No. IND-H2/75/2019-IND (Comp. No. 18, 1938980)

ALLOWANCES

Per year two sets of Uniforms, one set of footwear, protective measures will be given to all staff and workers and 250 gm soap per month will be issued as agreed in the earlier agreement.

Allowances

Sl no	Name of allowances	Existing rate.(Rs)	Revised Rate.(Rs)
1	HRA for workers(per month)	80.00	100.00
2	HRA for staff(per month)	115.00	150.00
3	Washing allowance For all staff and workers of company per month	18.00	30.00
4	Night allowances for 4PM-12MN shift per attendance	8.00	10.00
5	Night allowance for 12MN-8AM shift per attendance	12.00	20.00
6	Stitching allowance for gents per pair of pants & shirts	125.00	400.00
7	Stitching allowance for ladies per pair of blouse /churidar/shirt	100.00	375.00
8	Canteen allowance for factory employees per duty	4.60	4.60
	Canteen allowance for chittumala pump operators per duty	15.00	15.00
	Canteen allowance for head office staff per duty	10.00	10.00
9	Chemical allowance for all company employees per attendance	13.00	20.00
10	Press allowance for employees in filter press section per attendance	8.00	8.00

General conditions

- The agreement is for a period of 5 years and the term of the agreement shall be effective from 1-4-2016, subject to the approval of the Government.
- It is agreed that during the life of this agreement there shall be no demand for any further increase in emoluments or any revision of terms and conditions of employment covered by the agreement.
- In the event of any provision of this agreement, becoming legally invalid or unenforceable or superseded by a subsequent act, award, and order of agreement between the parties such invalidity, enforceability or suppression shall not affect the reminder of the provision of the agreement.
- Any dispute, difference, disagreement or controversy of any nature or character regarding interpretation and implementation of the agreement

[Signatures and stamps of various officials]

persons by the Head of the Department concerned considering exigencies of situations.

6. Charge allowance will not be paid for vacancies which are filled for periods less than 15 days. For temporary vacancies of more than 14 days, orders will be issued to the senior in lower cadre for acting in such vacancies and he/she shall be eligible for charge allowances whichever is lower as under.

- a. In case his/her present basic pay is equal to the minimum salary of the higher cadre, he/she will be paid one increment of the higher cadre as the charge allowance. In case his/her present basic pay is higher than the minimum basic of the higher cadre, he/she will be paid the difference between his/her present basic pay and the pay at the next higher stage in the higher stage in the higher cadre as Charge Allowance.

Or

- b. 20% of the drawing basic pay of the person in charge

Or

- c. 20% of the minimum basic pay of the higher cadre. Mere acting in a higher cadre will not entitle a person for promotion. Charge allowance will be paid up to one year ordinarily.

7. Whenever an employee is put in additional charge of another post, orders sanctioning charge allowance will be issued from the Personnel Department after verification of eligibility /duration etc.
8. In normal case, acting/charge allowance shall not be drawn for more than six months continuously. However in special cases it can be continued subjected to ratification from Board of Directors.
9. The fact that a person has acted in a higher post or that he has held additional charge of a higher post will not confer on him any claim for promotion to a higher post.
10. Increments will be granted every year, in accordance with the provisions in the Standing Orders.
11. Periods of long leave sanctioned to employees for accepting jobs abroad/study leave or absence of similar nature will not count as service for purposes of any service benefits/increments during the course of and for the entire duration of their leave on loss of pay.

LEAVE RULES

Eligible leave applicable to the employees of the company will be as following:

Workers	
Eligible casual leave per calendar year	18
Eligible leave with wages (LWW)	1 each for every 20 days duty(as per existing practice.)
Staff	
Eligible casual leave per calendar year	18 as per existing practice
Eligible sick leave per calendar year	14 as per existing practice
Eligible earned leave	1 for each 11 days attendance excluding sick leave and availed earned leave (as per existing practice.)

1. Leave of absence will be granted to employees in accordance with the provisions of the certified standing orders.
2. Staff category employees will be entitled to en-cash the earned leave that has accrued to their credit and which has not been availed. The part of the leave for which cash payment has been received will be treated as leave surrendered, and debited to their leave account as such.
3. Worker category employees can carry over un-availed quantity of LWW to the forthcoming years. Encashment facility of the unutilized portion of LWW is available only at the time retirement as a terminal benefit.
4. The maximum limit of Earned Leave/LWW that can be accumulated to the credit of an employee shall be 300 days.
5. Un-availed Casual Leave or Sick Leave cannot be Carry forwarded to the subsequent years.
6. Leave salary payable for such surrender of leave shall be at the rate of the sum of basic pay, DA and HRA for the previous month of surrender. A month will generally a calendar month of 30 days.

Illustration: Last pay drawn x no. of days for which encashment allowed

30

7. The maximum amount of Earned Leave/LWW that can be granted to an employee shall be 180 days during a year. However, under exceptional circumstances, Competent Authority may grant Earned Leave for a period exceeding 180 days to an employee.

8. EL may be taken at a time up to 300 days as leave preparatory to retirement.
9. Probationers, trainees, temporary employees, etc. will not be entitled to apply for this leave.
10. An employee who is released on acceptance of his/her resignation shall be allowed encashment of Earned Leave/LWW standing to his/her credit as on the date of release, after adjusting the notice period not served if any.
11. ON DISMISSAL OR REMOVAL: The encashment of leave will not be admissible on dismissal or removal from service of an employee.
12. Leave encashment for such un-availed earned leave will be permissible twice in a calendar year.
13. All employees are permitted to take Casual Leave/Sick Leave/LWW in proportionate basis only.
14. If the weekly off day of an employee falls on a Festival Holiday, he will be granted another day as compensatory off in lieu of the Festival holiday and such compensatory off shall be availed of within the succeeding 30 days.
15. In case an employee works on weekly off day which falls on a Festival holiday, he shall be entitled for one additional wages, with a compensatory off which may be availed of within 30 days.
16. Maternity and Paternity leave: -A female employee in regular service shall be granted maternity leave on full pay as per G.O. (F) No No.61/2018/Fin for a period of 180 days from the date of its commencement. As per G.O (F) No.78/2020/Fin, all male regular employees will be eligible for Paternity Leave for a period up to 10 days during the confinement of his wife for two deliveries with full pay. The grant of such leave shall be subject to the following conditions, namely:-
 - a. That the leave will be granted for a period up to 10 days before or within three months after the date of delivery.
 - b. That the leave will be granted only if the request for leave is supported by a certificate from the Medical Officer showing either the expected date of delivery or the exact date of delivery, depending on whether the leave commences before or after delivery, as the case may be.
 - c. That the leave will be allowed to be combined with other kinds of leave in the leave rules of Company.
 - d. That such leave will not be debited against the leave account but its details shall be entered in the Personal File of the employee.

52

[Handwritten signatures and initials are present over the page number and bottom of the page.]

whatever reason/excuses, he/she will have to forfeit all future claims to the higher post.

9. Promotion will be deemed to be effective only on the Managing Director or persons authorized by him for issuing written orders to that effect.
10. Period of suspension, period for which the employees was on loss of pay and any other period of break of service will be deducted while calculating the service and seniority.
11. Seniority of employees will be determined as per criteria indicated below in the following order.
 - i. Date of appointment in the present post in the company.
 - ii. Date of promotion to the present post in the company.
 - iii. Date of promotion to the previous post in the company.
 - iv. Date of appointment in the Kerala Ceramics Ltd.

Finally if all the above dates are identical, seniority will be judged by taking into consideration the date of birth of the employees (Older employee will be senior). If the date of birth also happens to be the same, seniority will be determined as per the alphabetical order their names.

12. The normal annual increment will be given irrespective of the date of promotion.
13. The promotion policy will be effective from the date of approval from the Government.
14. Employees who have not got any promotion as per this promotion policy and who are continuing for 8 years or more in a particular cadre/scale will be granted the next higher grade scale of pay. By the introduction of master scale, there may be cases where the stage in the higher grade scale equates with the total of basic pay in the lower grade scale and an annual increment. *In such cases*, employees will be given one additional notional increment and his pay will be fixed in the next higher grade. The incumbents will continue to do their earlier job.
15. An employee promoted to a higher post will be granted an increment in the lower post before fitment in the higher post. His next increment in the higher post will fall due on the date on which his increment would have fallen due in the lower post before for his promotion.

54

Handwritten signatures and initials are present below the text, including "Bui", "Anthon", "Rajesh", "Romy", and others.

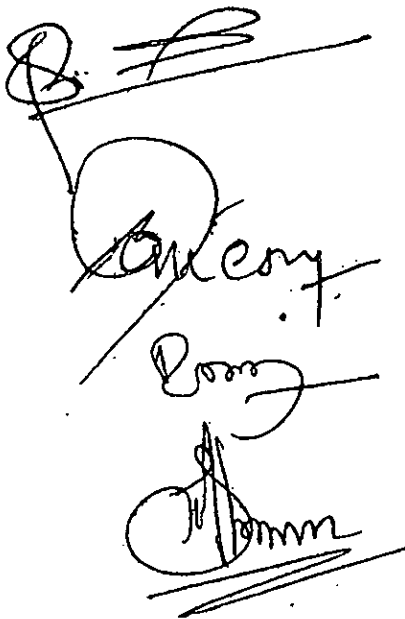
IN WITNESS WHEREOF the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives on this Twenty Eighth January of Two Thousand Twenty one.

Representing for Employer

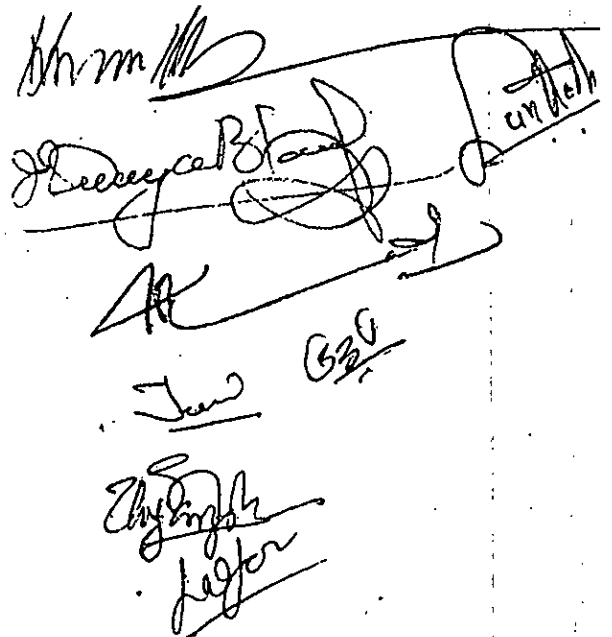
1. Sri. VAYOLI MUHAMMED MASTER(CHAIRMAN)
2. Sri. SATEES KUMAR.P (Managing Director)

Representing for Staff & Workers Union

1. Kerala Ceramics Employees Federation
2. Kerala Ceramics Employees Union
3. Kerala Ceramics Employees Congress



Handwritten signatures of representatives for the Employer and Staff & Workers Union. The signatures are written in black ink on a white background. The first signature is a stylized 'B' followed by a horizontal line. The second signature is a large circle followed by the word 'cony'. The third signature is a stylized 'B' followed by a horizontal line. The fourth signature is a stylized 'B' followed by a horizontal line.



Handwritten signatures of representatives for the Employer and Staff & Workers Union. The signatures are written in black ink on a white background. The first signature is a stylized 'B' followed by a horizontal line. The second signature is a stylized 'B' followed by a horizontal line. The third signature is a stylized 'B' followed by a horizontal line. The fourth signature is a stylized 'B' followed by a horizontal line. The fifth signature is a stylized 'B' followed by a horizontal line. The sixth signature is a stylized 'B' followed by a horizontal line. The seventh signature is a stylized 'B' followed by a horizontal line. The eighth signature is a stylized 'B' followed by a horizontal line. The ninth signature is a stylized 'B' followed by a horizontal line. The tenth signature is a stylized 'B' followed by a horizontal line.

ANNEXURE I
EXISTING AND REVISED WORK NORMS

Section	Existing Work Norms	Revised Work Norms
Blunger & Refining Sections		Feeding & Processing 70MT raw clay sufficient/equivalent to produce 24 MT Finished Product per shift which require volume equivalent to fill 3 Settling tanks (Slurry with minimum specific gravity 1060) in existing plant condition as per attached detailed SOPs
Settling		Filling, processing & Second grade removal of 3 S Tanks per shift in present plant as per attached detailed SOPs
Bleaching & Press tanks		Filling & Processing of 2 W and P Tanks per shift in present plant as per attached detailed SOPs
Press	27 press per shift	4 press per shift (new plant) as per attached detailed SOPs
Kneading		4 press per shift having moisture % of kneaded slurry 35% maximum (as per attached detailed SOPs)
Drier		Carrying out various operations of spray drier as per attached detailed SOPs
Packing	17 MT by 2 persons per shift	18.5 MT by 2 persons per shift (50 Kg Bag) as per attached detailed SOPs
		34 MT by 2 worker and 1 Fork lift operator per shift (1MT Jumbo Bag) as per attached detailed SOPs

Stacking	20 MT BY 2 persons per shift	12.5 MT BY 1 person per shift (Crew strength minimum 2) as per attached detailed SOPs
Loading	17 MT per person per shift	18 MT per person per shift (crew strength 7) as per attached detailed SOPs

Annexure: Detailed Standard Operating Procedures (SOPs) of various sections

Blunger & Refining Section

- Operate the Transfer Pump in accordance with the slurry level in collection tank.
- Check the specific gravity of slurry (1070-1090) in the C tank and give instruction to Driver
- Clear the spillages & overflows of the blunger section
- Routine patrolling of classifier platform to ensure smooth operation.
- Operate 10' & 3' cyclone pumps in accordance with the slurry tank levels.
- Periodic inspection and cleaning of filters for 10' & 3' cyclone tanks
- Remove sludge (waste material) and clear the blockages in the jet nozzles for smooth operation of cyclone
- Periodic inspection of Vibro screens (5 Nos)
- Clear the spillages & overflows of the Hydrocyclone platform.
- Cleaning of vibro screens (5 Nos)

Settling & Bleaching Section

- Operate the pumps for the transfer of slurry from S1,S2,S3 tanks to S4,S5,S6 & S7 Tanks and decanting of water to attain required specific gravity (Above 1100)
- Giving slurry sample to Laboratory and add chemicals (Sodium Silicate & Soda ash) as per Lab instruction.
- Operate the Pumps/Valves for bleaching and re-bleaching process
- Transfer the quality approved slurry to press tank through vibroscreen.
- Initiate water cutting/SO₂ process for removing excess chlorine
- Clean the tanks after each batch
- Periodic inspection and cleaning of Vibroscreens

Filter Press Section

- Operation of Filter Press as per the instructions given.
- Checking the P1,P2,& P3 Tanks for slurry level, decant water and giving slurry sample to Laboratory .
- Checking the Primary and Secondary Pumps (Valve position, providing gland water etc) before starting.
- Move the plates of filter press one by one for the discharge of cakes
- Inspection of filter cloth, Grommet etc.
- Discharge the filter cake and clean the filter press plate using spatula
- Setup the filter press for next cycle by operating hydraulic system.
- Operate the cutter and conveyor in accordance with the kneader tank agitator drive.
- Prepare, transfer and regulate the chemicals used for kneading operation.
- Prepare the slurry in kneader tank and transfer it to the dryer section.

Spray Drier Section

- Periodic inspection and removal of lumps of Vibroscreens (3 Nos)
- Communicate with kneader section for the transfer of slurry for filtration.
- Operation the pumps (2Nos) for transferring slurry from V, D and Service Tanks.
- Periodic inspection and clear coarse bits from dryer sieve and conveyor
- Collect periodic samples for quality control
- Monitor the lubricant levels of atomizer once in an hour and topup if needed.
- Inspect scrubber tank and maintain the water level and specific gravity as per instructions.
- Maintain log readings of all parameters in the dryer section.
- Monitor the LPG stock and water levels for vaporizer in the LPG plant
- Load LPG cylinders when due for replacement
- Periodic inspection of Spray Drier Main Panel.
- Periodic Inspection of Cyclones, ID fan, FD fan, Bucket Elevator, Shuttle conveyor etc.
- Operate the bin gates to fill the finished product in appropriate Bins as per instruction.
- LNG control room operations will be managed by duty engineer and section chargeman will supervise LNG unloading

Packing Section – 50Kg Bags

- Counting and collecting empty bags from general store

[Handwritten signatures and initials are present over the Packing Section list item and below it.]

58

[Handwritten signature: Greory]

[Handwritten signature: Sunthesh]

[Handwritten signature: B. S. V.]

[Handwritten signature: 7/12/2025]

ANNEXURE II MODIFIED SALARYSCALE

STAFF

Master Scale	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920
Pre Revised scale	Revised scale
8200-16250	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25170
8710-17980	14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9090-19890	14710-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-30030
10880-24730	17430-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-36270
11540-26730	18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-38730
12740-31090	20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920

WORKER

Master Scale	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470
Pre Revised scale	Revised scale
8200-15590	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270
8540-16580	13890-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25620
8900-17980	14430-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9660-21090	15570-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620
10660-23290	17100-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470

ANNEXURE III STAFF PATTERN

Staff pattern at Head Office

Sl. No.	Department/Section		Job Title	Strength
1	Personnel & Administration		Superintendent	1
			Jr. Assistant/ Assistant/ Sr. Assistant	1
			Record Keeper	1
2	Finance		Jr. Assistant/ Assistant/ Sr. Assistant	3
			Assistant (on contract)	-
			Office Attendant	1
3	Commercial	Sales	Superintendent	1
			Jr. Assistant/ Assistant/ Sr. Assistant	1
			Assistant (on contract)	-
4		Purchase	Jr. Assistant/ Assistant/ Sr. Assistant	2
			Assistant (on contract)	-
5		MD's & GM's Office	Jr. Assistant/ Assistant/ Sr. Assistant	1
			Driver	1
			Attendant (Plant Worker)	-
			Attendant	1
Total				14

Staff pattern of Staff & Workers at Kaolin Plant

Sl. No.	Designation	Staff (Production)					
		G	I	II	III	R	T
1	Superintendent (Works)	1	-	-	-	-	1
2	Supervisor (Loading & Despatch)	1	-	-	-	-	1
3	Chargeman (Works)	1	3	3	3	4	14
4	Attendant	1	-	-	-	-	1
Total		4	3	3	3	4	17

Sl. No.	Designation	Driver (Production)					
		G	I	II	III	R	T
1	Driver JCB/Forklift	1	1	1	1	1	5
Total		1	1	1	1	1	5

Sl. No.	Designation	Staff (Quality Control)				
		G/I	II	III	R	T
1	Technical Assistant	1	-	-	-	1
2	Work Assistant	1	1	1	-	3
Total		2	1	1	-	4

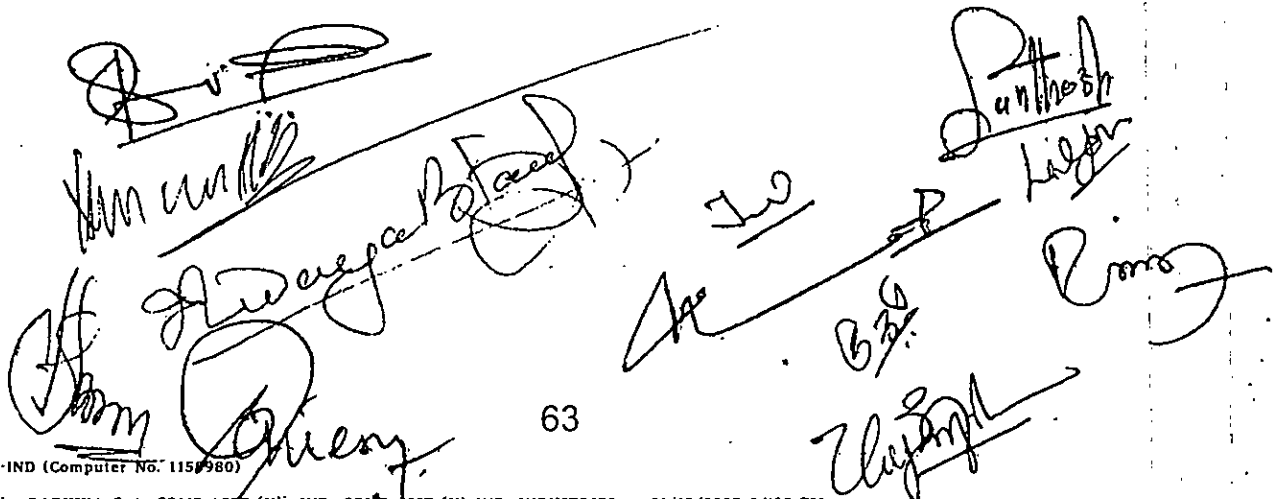
[Handwritten signatures and initials]

62

Sl. No.	Designation	Staff (Maintenance Department)				
		G/I	II	III	R	T
1	Superintendent (Maintenance)	1	-	-	-	1
2	Supervisor (Maintenance)	1	-	-	-	1
3	Chargeman (Maintenance)	1	-	-	-	1
4	Electrician	-	1	1	-	2
5	Electrical Assistant	1	-	-	1	2
Total		4	1	1	1	7

Sl. No.	Designation	Staff (Security Department)				
		G/I	II	III	R	T
1	Head Guard	1	-	-	-	1
2	Senior Guard	1	-	-	-	1
3	Guard	1	2	2	2	7
Total		3	2	2	2	9

Sl. No.	Designation	Staff (Mines Department)					
		G	I	II	III	R	T
1	Mines Forman	1	-	-	-	-	1
Total		1	-	-	-	-	1



Proposed allocation of Stores							
Sl. No.	Designation	Proposed Allocation					
		G	I	II	III	R	T
1	Store keeper	1	-	-	-	-	1
2	Store Attender	1	-	-	-	-	1
Total		2	-	-	-	-	2
Proposed allocation of Time Office							
Sl. No.	Designation	Proposed Allocation					
		G	I	II	III	R	T
1	Time keeper	1	-	-	-	-	1
2	Record keeper	1	-	-	-	-	1
Total		2	-	-	-	-	2

Sl. No.	Section	Work Position	Proposed Allocation of Workers (Production)				
			G	I	II	III	T
1.1	Blunger	Blunger	-	1	1	1	3
1.2		Feed Tank	-	1	1	1	3
1.3		Cyclone	-	1	1	1	3
2.1	Settling & Bleaching	Settling	-	4	4	4	12
2.2		Bleaching	-				
2.3		Press Tank	-				
2.4		II Grade Process	2	-	-	-	2
3.1	Press	Press	-	1	1	1	3
3.2		Kneading	-	1	1	1	3
4.1	Dryer	V Tank	-	1	1	1	3
4.2		D Tank	-	2	2	2	6
4.3		Drier	-				
5.1	Packing	50 kg	-	4	2	-	6
5.2		1000 kg	-				
6.1	Material Handling	Loading Unloading	7	-	-	-	7
7.1	QC Lab	Worker	-	1	1	1	3

8.1	Mines	Mine Worker	1	-	-	-	1
9.1	General	Water Carrier	2				
9.2		Gardening & Agriculture activities	1				
9.3		House keeping	4				
9.3		Tailor	1				
Sub Total			18	45			63
Relievers			3	16			19
Grand Total			82				

Sl. No.	Designation	Proposed Allocation of workers(Maintenance)				
		G/I	II	III	R	Total
1	Fitter	3	1	1	2	7
2	Pump Operator	2	1	-	1	4
3	Instrument Mechanic	1	-	-	-	1
4	Welder	1	-	-	-	1
5	Turner	1	-	-	-	1
6	Diesel Mechanic	1	-	-	-	1
7	Carpenter	-	-	-	-	-
8	Mason	1	-	-	-	1
9	Maintenance Helper/Carpenter	1	-	-	-	1
10	Vehicle Cleaner	1	-	-	-	1
11	Scavenger	1	-	-	-	1
Total		13	2	1	3	19

ANNEXURE IV GROUPING OF CATEGORIES

For the purpose of promotion, all the categories of staff will be grouped as shown below:

HEAD OFFICE.

Group	From	To
Group A	Guard/Office attender/peon	Senior Guard/Record Keeper
Group B	Junior Assistant/Record Keeper/ Senior Guard	Assistant/Time Keeper/Head Guard
Group C	Assistant	Senior Assistant
Group D	Senior Assistant	Superintendent
Group E	Superintendent	Junior Officer

FACTORY

Group	From	To
Group A	Electrical Assistant	Electrician Gr2
Group B	Electrician Gr2/Driver Grade 2	Electrician Gr1/ Driver Grade 1
Group C	Electrician Gr1/ Charge man/Store keeper Gr2/ Time Keeper/ Driver Grade 1	Supervisor Gr1/Storekeeper Gr1/ Senior Driver
Group D	Supervisor Gr1/Store keeper Gr1/Mines mate/Work assistant	Superintendent(Production &Engineering)/Mines Foreman/Technical assistant
Group E	Superintendent(Production &Engineering)/ Mines Foreman/ Technical assistant	Junior officer

ANNEXURE V
QUALIFICATION & METHOD OF RECRUITMENT (PROMOTION POSTS)

Post No1: Attender/peon

Scale of Pay: Rs.8200-16250

Method of appointment: Internal promotion from workers having minimum 3 year experience in the company through selection or direct recruitment through KPSC.

Qualification: Minimum 8th standard pass, literacy and two wheeler license.

Post No 2: Electrical Assistant

Scale of Pay: Rs.8200-16250

Method of appointment: Internal promotion from workers through selection.

Qualification: workers having 3 year experience and ITI in Electrician trade /KGTE/Wireman License/ Motor winding.

PostNo3. Driver Gr2

Scale of Pay: Rs.8710-17980

Method of appointment: Through PSC or Internal promotion by selection

Qualification for internal candidates: Candidate should be cleaner having 5 year experience in the company with valid LMV driving license and preference to heavy driving license (selection by interview)

Qualification for direct recruitment: SSLC, Driving license LMV (Heavy duty preferred)

Post No.4 Senior Guard

Scale of Pay: Rs.8710-17980

Method of appointment: By internal Promotion based on seniority

Qualification: Candidate should be Guard having 5 year experience in that cadre.

Number of posts: 1

Post No5. Record Keeper

Scale of Pay: Rs.8710-17980

Method of appointment: Internal promotion based on seniority

Qualification: candidate should be office attender/peon having 7 year experience in the company.

Post No 6. Driver Gr. I

Scale of Pay: Rs. 9090-19890

Method of appointment: Promotion from Driver Gr. II and on the seniority and merit.

Qualification: Minimum 3 year experience as Driver grade 2 in the company

Number of posts: 1

Post No 7. Electrician Grade I

Scale of Pay: Rs.9090-19890

Method of appointment: Promotion from Electrician Gr. II

Qualification: Minimum 5 year experience as Electrician Gr. II in the company

Post No 8: Charge man (Production)

Scale of Pay: Rs.9090-19890

Method of appointment: Internal Promotion by selection

Qualification:

Workers having 5 year experience in the company& department with academic qualification ITI/Plus two pass.

-Or-

Workers having 8 year experience in the company with academic qualification 8th Standard pass.Post No 9: Charge man (Maintenance)

Scale of Pay: Rs.9090-19890

Method of appointment: Internal Promotion by selection

Qualification: ITI with 5 year experience in maintenance department of the company.

Post No10: Head Guard

Scale of Pay: Rs.9090-19890

Method of appointment: Internal promotion from senior guard

Qualification: Senior guard having minimum five year experience in that cadre.

Post No11: Assistant

Scale of Pay: Rs.9090-19890

Method of appointment: Internal promotion based on seniority.

Qualification: 5 year experience as Junior Assistant/Cashier/Record Keeper in the company.

Post No 12. Time Keeper

Scale of Pay: Rs.9090-19890

Method of appointment: Internal Promotion from Jr. Assistant/Record Keeper or by direct recruitment

Qualification for internal candidate: 5-year experience as Jr. Assistant/ Record Keeper

Post No13. Senior Assistant

Scale of Pay: Rs.10880-24730

Method of appointment: Promotion from Assistant based on seniority

Qualification: 5 year experience as Assistant in the company.

Post No 14.Senior Driver

Scale of Pay: Rs. 10880-24730

Method of appointment: Promotion from Driver Gr. I and on the seniority and merit.

Qualification: Minimum 3 year experience in the company as Driver grade 1

Number of posts: 1

Post No 15. Supervisor (Production)

Scale of Pay: Rs.10880-24730

Method of appointment: Promotion from Charge man (Works) based on seniority.

Qualification: Minimum 5 year experience in the Company as Charge man

Post No 20. Supervisor (Maintenance)

Scale of Pay: Rs. 10880-24730

Method of appointment: Internal promotion from Chargeman (Maintenance)/Electrician Grade 1 based on seniority.

Qualification: Minimum 5 year experience in the company as charge man in maintenance section/ Electrician grade 1

Post No 21. Store Keeper grade 1

Scale of Pay: Rs.10880-24730

Method of appointment: By internal promotion

Qualification: 5 year experience as charge man (Production)/Charge man (maintenance)/ Electrician Grade 1 in the company.

Post No 22. Superintendent (office)

Scale of Pay: Rs. 11540-26730

Method of appointment: Promotion from Senior Assistant based on seniority

Qualification: Senior most senior assistant with 3 year experience in the above category.

Handwritten signatures and stamps are present at the bottom of the page, including a large signature on the left, a circular stamp in the center, and several other signatures on the right. The text 'to' is written in the center, and 'Bh' is written on the right.

Post No 23. Superintendent (Production)

Scale of Pay: Rs.11540-26730

Method of appointment: Internal Promotion from Supervisor (Works) based on seniority.

Qualification: 3 year experience as Supervisor (Production)

Post No 24. Superintendent (Maintenance)

Scale of Pay: Rs.11540-26730.

Method of appointment: Internal Promotion from Supervisor (maintenance) based on seniority.

Qualification: 3 year experience as Supervisor (Maintenance).

Post No 25. Mines Foreman

Scale of Pay: Rs. 11540-26730

Method of appointment: Internal Promotion from Mines Mate by selection or direct recruitment through PSC

Qualification: Foreman certificate of Competency (Metalliferous) granted under Mines act

Post No 26. Technical Assistant

Scale of Pay: Rs.11540-26730

Method of appointment: Promotion from Work Assistant by selection

Qualification: Minimum 8 year experience as work Assistant

Post No 27. Superintendent (Special Grade)

Scale of Pay: Rs.12740-31090

Method of appointment: Grade Promotion

Qualification: 8 year experience as Superintendent In the company.

File No. IND-H2/75/2019-IND (Computer No. 1158-80)

Existing and Revised scale

STAFF	
Master Scale	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920
Pre Revised scale	Revised Scale
8200-16250	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25170
8710-17980	14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9090-19890	14170-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-30030
10880-24730	17430-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-36270
11540-26730	18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-38730
12740-31090	20220-390-22170-420-24270-450-26250-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920

WORKER	
Prerevised scale	Revised scale
8200-15590	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270
8540-16580	13890-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25620
8900-17980	14430-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9660-21090	15570-330-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620
10660-23290	17100-330-18420-360-20220-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470

Rules for fixation shall be as follows :

The following components shall be added to the existing basic pay as in the date of revision :-

- (i) 286 points @ Rs 32 of the cost of Living Index will be merged into basic pay (including the previously merged 199 points)*
- (ii) A fitment benefit of an increase of 10% of the basic pay will be given to all the employees subject to a minimum of Rs 900/-*
- (iii) Weightage of Rs 20 per completed year of service wil be given to all employees subject to a minimum of Rs 50/- and the total of I, II & III will be fixed in the stage in the revised scale.*

Dearness Allowance :

286 points of the Cost of Living Index will be merged with existing basic pay as per Cost of Living Index (CLI) in the series 1998-99=100 excluding the 199 points already merged. For the remaining points of Cost of Living Index (CLI) on the basis of 2011 series DA will be paid @ Rs.67/- until 31.12.2017. From 01.01.2018, DA point will be @ Rs.97.

Allowances :

Per year two sets of Uniforms, one set of footwear, protective measures will be given to all staff and workers and 250 gm per soap per month will be issued as agreed in the earlier agreement.

Other Allowances			
Sl. No	Name of Allowance	Existing Rate (Rs.)	Revised Rate (Rs.)
1	HRA for workers (per month)	80	100
2	HRA for staff (per month)	115	150
3	Washing allowance for all staff and workers of company	18	30
4	Night allowance for 4 PM-12MN shift per attendance	8	10
5	Night allowance for 12MN – 8 AM shift per attendance	12	20
6	Stitching allowance for gents per pair of pants	125	400

	& Shirts		
7	Stitching allowance for ladies per paid of blouse /churidar/shirt	100	375
8	a. Canteen allowance for factory employees per duty	4.60	4.60
	b.Canteen allowance for Chittumala pump operators per duty	15	15
	c.Canteen allowance for head office staff per duty	10	10
9	Chemical allowance for all company employees per attendance	10	20
10	Press allowance for employees in filter press section per attendance	8	8

General Conditions

1. The pay revision will be for a period of 5 years. The revised scales of pay shall come into effect from 01.04.2016. But as of now the monetary benefit of the pay revision will be with effect from the date of this pay revision only. Payment of arrears arising from the wage revision will be considered as and when the company turns profitable. Also all allowances mentioned in this will have effect from the month in which the pay revision order is issued.

2. The expenditure on account of the revision will be met from the internal resources of the TKCL and Government will not bear any cost in this regard under any circumstances.

3. Pay revision is applicable only to those employees who are working against the sanctioned posts, created with the approval of Government.
4. The TKCL shall not change the terms and conditions of service of its employees (including leave rules) without prior approval of the Government.
5. No new posts will be created, upgraded or re-designated without the prior approval of the Government.
6. All allowances other than those specified in this revision shall be discontinued forthwith. Allowances which are not specifically mentioned will be treated as withdrawn.
7. The Managing Director/Finance Manager, TKCL will check all cases of fixation of pay in the revised scales and indicate in the Service Books the fact of having checked the pay fixation. In case where fixation or grant of higher grade or payment of increased benefits is found to be incorrect, he shall give instructions to officers to rectify the defects.
8. TKCL must adopt stringent measures to ensure economy in expenditure.
9. Attendance Management System must be introduced at all offices and units (Punching system) and it must be connected with the salary.
10. Appointments (permanent / deputation / temporary / daily waged / provisional) shall be made only in the posts that are validly created by way of Government Order.
11. In case of any doubt regarding pay scales, fixation etc., prior concurrence of Government should be obtained before arriving at a decision. No stepping up of pay will be allowed under any circumstances. Anomaly, if any, shall be brought to the notice of Government. The TKCL shall not attempt to rectify the anomaly.
12. Any modification to the Rules of Fixation of Scale of Pay / Promotional Avenues etc. shall not be allowed without prior approval of Government.
13. Status quo in TKCL shall be maintained in the case of Employer contribution towards EPF, until a common framework is formulated.

14. All staffs in TKCL must be selected through PSC/KPESRB/only Contract/Daily wage employees must be selected only for a contract period of 179 days only. Contract/Daily wage employees in TKCL cannot be posted permanently. Circular No.55/2022/FIN , dated:08/07/2022 must be strictly followed. If any violation in this regards occur MD, TKCL will be personally responsible for that and strict actions will be taken against them.

15. Interim Relief, if any received will be recovered in installments from the month in which the pay revision order issued.

16. TKCL must strive to invent new markets for marketting their products.

17. While applying this pay revision, if any deviation in any point of this occurred from the side of TKCL, Government will take strict action against the concerned Officers and also the Managing Director, TKCL will be held personally responsible for any kind of discrepancies while implementing this order.

കേരള സർക്കാർ
(ശ്രീ.പിണറായി വിജയൻ മന്ത്രിസഭ)
മന്ത്രിസഭായോഗത്തിനുള്ള കുറിപ്പ്

- 1 ഫയൽ നമ്പർ : വ്യവ-എച്ച് 2/75/2019/വ്യവ
- 2 വകുപ്പ് : വ്യവസായ (എച്ച്) വകുപ്പ്
- 3 വിഷയം : ദി കേരള സിറാമിക്സ് ലിമിറ്റഡിലെ സ്റ്റാഫിന്റെയും വർക്കർമാരുടെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ നടപ്പാക്കുന്നത് - സംബന്ധിച്ച്.
- 4 മന്ത്രിസഭായോഗത്തിൽ സമർപ്പിക്കാനുള്ള : 19.11.2025
 മുഖ്യമന്ത്രിയുടെ ഉത്തരവ് തീയതി
- 5 (i) ഇത് സാമ്പത്തിക ബാധ്യതയുള്ളതാണോ? : ഉണ്ട്
 (ii) സാമ്പത്തിക ബാധ്യതയുള്ളതാണെങ്കിൽ ധനകാര്യ വകുപ്പുമായി ആലോചിച്ചിട്ടുണ്ടോ, ഉണ്ടെങ്കിൽ അവരുടെ അഭിപ്രായം മന്ത്രിസഭായോഗത്തിനുള്ള കുറിപ്പിൽ ഉണ്ട് ഉൾക്കൊള്ളിച്ചിട്ടുണ്ടോ?
- 6 മറ്റേതെങ്കിലും വകുപ്പുമായി ആലോചിച്ചിട്ടുണ്ടോ, : -
 ഉണ്ടെങ്കിൽ അവരുടെ അഭിപ്രായം മന്ത്രിസഭായോഗത്തിനുള്ള കുറിപ്പിൽ - ഉൾക്കൊള്ളിച്ചിട്ടുണ്ടോ,
- 7 കരട് കുറിപ്പ് സമർപ്പിച്ച അഡീഷണൽ : ശ്രീമതി. എം എ റജീന ബിഗം സെക്രട്ടറിയുടെ പേര്
- 8 കരട് കുറിപ്പ് അംഗീകരിച്ച അഡീഷണൽ ചീഫ് : ശ്രീ.എ.പി.എം.മുഹമ്മദ് ഹനീഷ് സെക്രട്ടറിയുടെ പേര്
- 9 മന്ത്രിസഭയ്ക്കുള്ള കരട് കുറിപ്പ് അഡീഷണൽ ചീഫ് : 13.01.2026 സെക്രട്ടറി അംഗീകരിച്ച തീയതി
- 10 കരട് കുറിപ്പ് അംഗീകരിച്ച ചീഫ് സെക്രട്ടറിയുടെ : ഡോ.എ.ജയതിലക് പേര്
- 11 മന്ത്രിസഭയ്ക്കുള്ള കരട് കുറിപ്പ് ചീഫ് സെക്രട്ടറി : 15.01.2026 അംഗീകരിച്ച തീയതി
- 12 കരട് കുറിപ്പ് അംഗീകരിച്ച മന്ത്രിയുടെ പേര് : ശ്രീ.പി.രാജീവ്
- 13 മന്ത്രിസഭയ്ക്കുള്ള കരട് കുറിപ്പ് മന്ത്രി അംഗീകരിച്ച : 16.01.2026 തീയതി
- 14 കുറിപ്പിന്റെ പകർപ്പുകൾ സമർപ്പിച്ച തീയതി : 19.01.2026
- 15 മന്ത്രിസഭായോഗം തീരുമാനമെടുത്ത തീയതി :
- 16 തീരുമാനം പുറപ്പെടുവിച്ച സർക്കാർ : ഉത്തരവ്/കത്തിന്റെ നമ്പരും തീയതിയും

മന്ത്രിസഭായോഗത്തിനുള്ള കറിപ്പ്

ദി കേരള സെറാമിക്സ് ലിമിറ്റഡ് (The Kerala Ceramics Limited) ജീവനക്കാരുടെയും തൊഴിലാളികളുടെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ നടപ്പിലാക്കുന്നത് സംബന്ധിച്ചതാണ് ഈ കറിപ്പ്.

2. കേരള സിറാമിക്സ് ലിമിറ്റഡിലെ ട്രേഡ് യൂണിയനുകളുമായി നടത്തിയ ചർച്ചകളുടെ അടിസ്ഥാനത്തിൽ, ജീവനക്കാരുടെയും തൊഴിലാളികളുടെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ പ്രകാരമുള്ള ശമ്പള പരിഷ്കരണത്തിനായുള്ള നിർദ്ദേശം (അനുബന്ധം 1), ബോർഡ് അംഗീകാരത്തോടെ കേരള സിറാമിക്സ് ലിമിറ്റഡ് മാനേജിംഗ് ഡയറക്ടർ സർക്കാർ അനുമതിക്കായി സമർപ്പിച്ചു. ദി കേരള സിറാമിക്സ് ലിമിറ്റഡും ട്രേഡ് യൂണിയനുകളും തമ്മിൽ 28.01.2021 ന് ഒപ്പുവെച്ച ദീർഘകാല കരാർ പ്രകാരം ശമ്പള പരിഷ്കരണം നടപ്പാക്കുമ്പോൾ പ്രതിമാസം ഏകദേശം 2,07,355/- രൂപയുടെ അധിക സാമ്പത്തിക ബാധ്യതയാണ് പ്രതീക്ഷിക്കുന്നതെന്നും വരുമാനങ്ങളിൽ ഉൽപാദനം വർദ്ധിപ്പിക്കുന്നതിലൂടെ കൂടുതൽ വിപണി കണ്ടെത്തുകയും ആയതുവഴി ഉണ്ടാകുന്ന അധിക വരുമാനത്തിലൂടെ ശമ്പളപരിഷ്കരണം മൂലം ഉണ്ടാകുന്ന അധിക സാമ്പത്തിക ബാധ്യത കമ്പനിക്ക് വഹിക്കുവാൻ സാധിക്കുന്നതാണെന്നും ദി കേരള സിറാമിക്സ് ലിമിറ്റഡ് മാനേജിംഗ് ഡയറക്ടർ അറിയിക്കുകയുണ്ടായി.

3. ഈ വിഷയത്തിൽ ധനകാര്യ വകുപ്പ് ചുവടെ പറയുന്ന അഭിപ്രായം രേഖപ്പെടുത്തി:-

"ശമ്പള പരിഷ്കരണ കടിശ്ശിക സാങ്കല്പികമാക്കി ചുവടെ സൂചിപ്പിക്കും പ്രകാരം കേരള സിറാമിക്സ് ലിമിറ്റഡ് കമ്പനിയിലെ തൊഴിലാളികളുടെ ശമ്പള പരിഷ്കരണം അനുവദിച്ചു നൽകുന്നു.

Existing and Revised scale

STAFF

Master Scale	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920
Pre Revised scale	Revised Scale
8200-16250	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25170
8710-17980	14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9090-19890	14170-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-30030
10880-24730	17430-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-36270
11540-26730	18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-38730
12740-31090	20220-390-22170-420-24270-450-26250-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920

WORKER

Prerevised scale	Revised scale
8200-15590	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270
8540-16580	13890-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25620
8900-17980	14430-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9660-21090	15570-330-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620
10660-23290	17100-330-18420-360-20220-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470

Rules for fixation shall be as follows :

The following components shall be added to the existing basic pay as in the date of revision :-

- (i) 286 points @ Rs 32 of the cost of Living Index will be merged into basic pay (including the previously merged 199 points)
- (ii) A fitment benefit of an increase of 10% of the basic pay will be given to all the employees subject to a minimum of Rs 900/-

(iii) Weightage of **Rs 20** per completed year of service will be given to all employees subject to a minimum of **Rs 50/-** and the total of I,II & III will be fixed in the stage in the revised scale.

Dearness Allowance :

286 points of the Cost of Living Index will be merged with existing basic pay as per Cost of Living Index (CLI). For the remaining points Cost of Living Index (CLI) on the base of 2011 series DA will be **@ Rs 36**

Allowances :

Per year two sets of Uniforms, one set of footwear, protective measures will be given to all staff and workers and 250 gm per soap per month will be issued as agreed in the earlier agreement.

Other Allowances

Sl. No.	Name of Allowance	Existing Rate (Rs.)	Revised Rate (Rs.)
1	HRA for workers (per month)	80	90
2	HRA for staff (per month)	115	130
3	Washing allowance for all staff and workers of company	18	20
4	Night allowance for 4 PM-12MN shift per attendance	8	10

5	Night allowance for 12MN – 8 AM shift per attendance	12	15
6	Stitching allowance for gents per pair of pants & Shirts	125	140
7	Stitching allowance for ladies per paid of blouse /churidar/shirt	100	110
8	a. Canteen allowance for factory employees per duty	4.6	4.6
	b.Canteen allowance for Chittumala pump operators per duty	15	15
	c.Canteen allowance for head office staff per duty	13	15
9	Chemical allowance for all company employees per attendance	10	11
10	Press allowance for employees in filter press section per attendance	8	8

PROMOTION POLICY

PRINCIPLES

1. Promotions shall be made only to the next higher post in the scales structure.
2. Promotions shall be considered only if there is a vacancy (in the next higher post) in cases where the vacancy is that of a surplus hand over and above the agreed strength such vacancies will not be filled up. However, if the management feel the necessity of filling additional post, it will be filled by promotion from existing employees subject to requisite qualification.
3. A period of 24 months probation will be compulsory for every promotion during which period if the services of the employee is found unsatisfactory in the new post. She /he will be reverted to the old post without losing seniority in the old post.
4. The date of effect of promotion will be that of the employee joining in the new job.
5. Minimum Qualification, qualifying period, grouping and channel of promotion is shown as below :

Name of the Post	Revised Method
Superintendent (P&A)	Promotion from senior most Senior Assistant / Stenographer Grade I /UD Typist with 3 years experience in the above category
Superintendent (Commercial)	Promotion from senior most Senior Assistant / Stenographer Grade I /UD Typist with 3 years experience in the above category

Superintendent (Finance)	Promotion from senior most Senior Assistant / Stenographer Grade I /UD Typist with 3 years experience in the above category
Senior Assistants	By promotion and 3 years experience as Assistant in the company
Assistants	By promotion and 3 years experience as Junior Assistant / Cashier in the company
Attender/Peon	Minimum 8th std with literacy and cycling / Direct recruitment by KPSC
Driver Grade II	Cleaner having 5 years experience in the company with valid driving license in LWV and preference to heavy duty driving license and selection by interview or direct recruitment by KPSC
Junior Officer	By selection from Superintendent / Chemist (Technical Assistant) / Mines Foreman with 1 year experience on the basis of merit
Superintendent (Works)	3 years experience for senior most Supervisor Grade I in the respective department or division
Superintendent (Maintenance)	3 years experience for senior most Supervisor Grade I in the respective department or division
Chemist	Minimum 8 years experience as Assistant Chemist (Work

(Technical Assistant)	Assistant) in the company
Mines Foreman	Foreman Certificate of Competency (metalliferious) granted mines act or diploma / merit certificate in mining or equivalent qualification from a recognized institution or one year as post diploma trainee under the Directorate of Practical Training in Mining or Promotion from Supervisor Grade I / mines mate having the prescribed qualification of Mines Foreman and having 5 years experience in the company
Supervisor (Works)	Minimum 8 years experience in the company as Charge man / Storekeeper Grade II
Supervisor (Maintenance)	Minimum 8 years experience in the company as Chargeman in Maintenance Section / Electrician Grade I
Store Keeper Grade I	8 years experience as Store Keeper Grade 2 / Chargeman in the company or Direct recruitment from KPSC having Bsc / Bcom from recognized University
Head Guard	Promotion from guard with literacy and having 5 years experience with good disciplinary record
Charge Man (Works)	Selection from 3rd Grade Workers having 10 years experience and 8th std pass in the same department

Charge Man (Engineering)	ITI with 5 years experience in maintenance department of the company.
Store Keeper Grade II	Minimum 10th std with literacy and 10 years experience in the company or recruitment from KPSC having Bsc/Bcom from a reconized University
Electrical Assistants	Internal promotion from workers having 3 years experience and ITI with Electrical /KGTE / Wireman License /Motor Winding
Driver Grade I	Minimum 3 years experience as Driver Grade II in the company and on the seniority and merit
Senior Grade I	Minimum 3 years of experience in the company as Driver Grade I
Electrical Grade I	Electrical Grade 2 with 5 years experience in that category

6. Records of past services including those on assessment reports, absenteeism, postponement of increment will also be take into consideration while selection.

7. Inter-departmental / Division transfer will be effected as and when exigencies of work require suitable personnel.

8. For periods less than 15 days vacancies will be filled either by detailing the senior in the lower cadre (temporary in charge) for the same work or allocating it to different persons (temporary in charge) by the Head of the Department concerned considering exigencies of situations .

9. Charge allowance will not be paid for vacancies which are filled for periods less than 15 days. For temporary vacancies of more than 14 days orders will be issued to the senior in lower cadre for acting in such vacancies and she/he shall be eligible for charge allowance whichever is lower as under :-

a). In case his/her present basic pay is equal to the minimum salary of the higher cadre. She/he will be paid one increment of the higher cadre as the Charge Allowance.

b) In case his/her present basic pay is higher than the minimum basic pay of the higher cadre. She /he will be paid the difference between his/her present basic pay and the pay at the next higher stage in the higher cadre as Charge Allowance.

OR

a). 10% of the drawing basic pay of the person in charge.

10. If an employee is promoted and posted to a higher cadre and if he /she refuses the promotion to the higher cadre or does not join in the new job stating whatever reason/excuses, she/he will forfeit all future claims to the higher post.

11. Promotion will be deemed to be effective only on the Managing Director or persons authorised by him for issuing written orders to that effect.

12. Period of suspension, period for which the employee was on loss of pay and any other period of break of service will be deducted while calculating the service and seniority.

13. Seniority of employees will be determined as per criteria indicated below in the following order.

- (i) Date of appointment in the present post in the the company.
- (ii) Date of promotion in the present post in the the company.
- (iii) Date of promotion in the previous post in the the company.
- (iv) Date of appointment in Kerala Ceramics Ltd.
- (v) Finally if all the above dates are identical, seniority will be judged by taking into consideration date of birth of the employees (Older employee will be senior). If the date of birth also happens to be the same, seniority will be determined as per the alphabetical order of their names.

14. The normal annual increment will be given irrespective of the date of promotion.

Leave Policy

Eligible leave application to the employees of the company will be as following :

WORKERS	
Eligible casual leave per calendar year	18
Eligible leave with wages	One each for every 20 days attendance as per existing practice
STAFF	

Eligible casual leave per calendar year	18 as per existing practice
Eligible sick leave per calendar year	14 as per existing practice
Eligible earned leave	One for each 11 days attendance excluding sick leave and availed earned leave as per existing practice

General Conditions

1. The pay revision will be for a period of 5 years. The revised scales of pay shall come into effect from 01.04.2016. But the monetary benefit of the pay revision will be with effect from the date of this pay revision only. Before that period the pay revision will be notional. Only pay fixation will be done. Also all allowances mentioned in this have will effect from the month in which the pay revision orders issued only. Also the arrears of VDA will be notional.
2. The expenditure on account of the revision will be met from the internal resources of the KCL and Government will not bear any cost in this regard under any circumstances.
3. Pay revision is applicable only to those employees who are working against the sanctioned posts, created with the approval of Government.
4. The KCL shall not change the terms and conditions of service of its employees (including leave rules) without prior approval of the Government.

5. No new posts will be created, upgraded or re-designated without the prior approval of the Government.
6. All allowances other than those specified in this revision shall be discontinued forthwith. Allowances which are not specifically mentioned will be treated as withdrawn.
7. The Administrative Officer, KCL will check all cases of fixation of pay in the revised scales and indicate in the Service Books the fact of having checked the pay fixation. In case where fixation or grant of higher grade or payment of increased benefits is found to be incorrect, he shall give instructions to officers to rectify the defects.
8. Recoveries will be insisted upon where over payments are made. If an officer competent to authorize pay under these orders or approve / countersign the pay fixation has any doubt regarding the application of these orders, he shall seek clarification of the Pay Revision Cell in the Finance Department in Government before approving the pay fixation and disbursing the pay. All employees shall furnish an undertaking in the prescribed form to their DDO in order to get their pay fixed in the revised scale. The undertaking shall be countersigned by the DDO and pasted in the Service Book of the incumbent.
9. KCL must adopt stringent measures to ensure economy in expenditure.
10. **Attendance Management System** must be introduced at all offices and units (Punching system) and it must be connected with the salary.
11. Appointments (permanent / deputation / temporary / daily waged / provisional) shall be made only in the posts that are validly created by way of Government Order.

12. In case of any doubt regarding pay scales, fixation etc., prior concurrence of Government should be obtained before arriving at a decision. No stepping up of pay will be allowed under any circumstances. Anomaly, if any, shall be brought to the notice of Government. The KWA shall not attempt to rectify the anomaly.
13. Any modification to the Rules of Fixation of Scale of Pay / Promotional Avenues etc. shall not be allowed without prior approval of Government.
14. Employer contribution towards EPF will be as per the central government notification from time to time. Now maximum Employer contribution towards EPF is 12% of Rs. 15000/-. This must be strictly followed.
15. All staffs in KCL must be selected through PSC only. Contract/Daily wage employees must be selected only for a contract period of 179 days only. Contract/Daily wage employees in KCL cannot be posted permanently. Circular No.55/2022/FIN, dated:08/07/2022 must be strictly followed. If any violation in this regards occur MD, KCL will be personally responsible for that and strict actions will be taken against them.
16. Interim Relief, if any received will be recovered in installments from the month in which the pay revision order issued.
17. KCL must strive to invent new markets for marketing their products.
18. While applying this pay revision, if any deviation in any point of this occurred from the side of KCL, Government will take strict action against the concerned parties and also the Managing Director, KCL will be held personally responsible for any kind of discrepancies while implementing this order.

ശമ്പള പരിഷ്കരണ ശുപാർശ ബഹു: മന്ത്രിസഭായോഗത്തിന്റെ അനുമതിയോടെ സമർപ്പിക്കേണ്ടതും സർക്കാർ ഉത്തരവിന്റെ കരട് ധനകാര്യവകുപ്പിൽ സൂക്ഷപരിശോധനയ്ക്കായി സമർപ്പിക്കേണ്ടതുമാണ്.

ഇതിന് ബഹു: ധനകാര്യ മന്ത്രിയുടെ അംഗീകാരമുണ്ട്."

4. 03.05.2023-ൽ ചേർന്ന പബ്ലിക് എൻ്റർപ്രൈസസ് ബോർഡ് യോഗം ഈ വിഷയം പരിഗണിച്ചെങ്കിലും കേരള സിറാമിക്സ് ലിമിറ്റഡ് മാനേജിംഗ് ഡയറക്ടർ ചില ആക്ഷേപങ്ങൾ ഉന്നയിക്കുകയും ധനകാര്യ വകുപ്പിന്റെ നിർദ്ദേശങ്ങൾ പുനഃപരിശോധിക്കണമെന്ന് അഭ്യർത്ഥിക്കുകയും ചെയ്തതിനെത്തുടർന്ന്, ബോർഡ് ഈ വിഷയം പിന്നീട് പരിഗണിക്കുന്നതിനായി മാറ്റിവെച്ചു.

5. വീണ്ടും അഭിപ്രായം തേടിയപ്പോൾ ധനകാര്യ വകുപ്പ് താഴെ പറയുന്ന പ്രകാരം അഭിപ്രായപ്പെട്ടു:-

ധനവകുപ്പ് അംഗീകരിച്ച, കേരള സിറാമിക്സ് ലിമിറ്റഡ് (KCL)ലെ ജീവനക്കാരുടെ ശമ്പള പരിഷ്കരണത്തിലെ ക്ഷാമബത്ത വ്യവസ്ഥയിൽ താഴെ സൂചിപ്പിക്കും പ്രകാരം തിരുത്തൽ വരുത്തി അനുവദിച്ചു നൽകാവുന്നതാണ്:-

- I. " Dearness Allowance : 286 points of the Cost of Living Index will be merged with existing basic pay as per Cost of Living Index (CLI) In the series 1998-99=100 excluding the 199 points already merged. For the remaining points of Cost of Living Index (CLI) on the basis of 2011 series DA will be paid @ Rs. 67/- until 31.12.2017. From 01.01.2018, DA point will be @ Rs.85."
- II. ഫിറ്റ്മെന്റ്, 2016 ഏപ്രിലിലെ അടിസ്ഥാന ശമ്പളത്തിന്റെ 22% ആക്കണമെന്ന ആവശ്യം പരിഗണിക്കാൻ നിർവാഹമില്ല.

III. പൂർത്തിയാക്കിയ ഓരോ വർഷ സേവനത്തിനും 2016 ഏപ്രിലിലെ അടിസ്ഥാന ശമ്പളത്തിന്റെ 0.45% സർവീസ് വെയിറ്റേജ് ആയി അനുവദിച്ചു നൽകണമെന്ന ആവശ്യം പരിഗണനാർഹമല്ല.

"ഇതിനു ബഹു. ധനകാര്യ വകുപ്പു മന്ത്രിയുടെ അംഗീകാരമുണ്ട്."

6. ഭരണ വകുപ്പിന്റെ താഴെ പറയുന്ന അഭിപ്രായത്തോടെ പബ്ലിക് എൻറൈപ്രൈസസ് ബോർഡിന്റെ പരിഗണനയ്ക്കായി ഇക്കാര്യം വീണ്ടും സമർപ്പിച്ചു. 2016-2021 കാലഘട്ടത്തിലെ ദീർഘകാല സേവന കരാർ നടപ്പിലാക്കുന്നതിനുള്ള ചർച്ചകൾക്ക് അനുമതി നൽകിയതനുസരിച്ച് 29/1/2021 - ൽ സമർപ്പിച്ച ദീർഘകാല കരാറിന് 3 ½ വർഷത്തെ കാലതാമസത്തിനു ശേഷം LTA കരാറിൽ ഉൾപ്പെടുത്തിയ നിരവധി ആനുകൂല്യങ്ങളിലും ശമ്പള സ്കെയിലിലും കുറവ് വരുത്തിയാണ് ധനകാര്യ വകുപ്പ് അനുമതി നൽകിയിരിക്കുന്നത്. LTA കരാർ സംബന്ധിച്ചുള്ള വിവിധ ഹൈക്കോടതി വിധി ന്യായങ്ങളും പരിഗണിച്ചതായി കാണുന്നില്ല. മേൽ സാഹചര്യത്തിൽ ചുവടെ പറയുന്ന കാര്യങ്ങൾ PEB പരിശോധിക്കേണ്ടതാണ്.

- i. കേരള സിറാമിക്സ് ലിമിറ്റഡിലെ ജീവനക്കാരുടെ വിവിധ തസ്തികയിലേക്കുള്ള യോഗ്യത, മറ്റ് യോഗ്യതകൾ, പ്രമോഷൻ നയം മുതലായവ ജീവനക്കാരുടെ LTA യുടെ ഭാഗമായി ഉൾപ്പെടുത്തേണ്ടതില്ല. ആയത് ഭരണ വകുപ്പ് പ്രത്യേക ഉത്തരവായി പുറപ്പെടുവിക്കേണ്ടതാണ്. ആയതിൽ PEB വ്യക്തത വരുത്തേണ്ടതാണ്.
- ii. മുൻപ് പബ്ലിക് എൻറൈപ്രൈസസ് ബോർഡ് പരിഗണിച്ച LTA പ്രൊപ്പോസൽ ശമ്പളപരിഷ്കരണത്തിനു ശേഷം ജീവനക്കാർക്ക് കുറവായ ശമ്പളം ലഭിക്കുന്നതായി കണ്ടെത്തിയതിനെ തുടർന്നാണ് PEB - യുടെ നിർദ്ദേശ പ്രകാരം വീണ്ടും ചില മാറ്റങ്ങളോടെ ധനകാര്യ വകുപ്പ് അംഗീകരിച്ചിരിക്കുന്നത്. ശമ്പള പരിഷ്കരണത്തിനു ശേഷം ഓരോ ജീവനക്കാർക്കും മിനിമം 10%

വർദ്ധനവ് ഉണ്ടായിരിക്കണമെന്ന വ്യവസ്ഥ പാലിച്ചിട്ടുണ്ടെന്ന് ബോർഡ് ഉറപ്പു വരുത്തേണ്ടതാണ്.

iii. നിലവിലെ LTA നിർദ്ദേശം 2016-21 കാലത്തെ കേരള സിറാമിക്സിലെ ജീവനക്കാരുടെ ശമ്പള പരിഷ്കരണം സംബന്ധിച്ചുള്ളതാണ്. 2024- ൽ അനുവദിച്ചിട്ടുള്ള പ്രസ്തുത പരിഷ്കരണത്തിലെ കുടിശ്ശിക ഒന്നുതന്നെ ജീവനക്കാർക്ക് നൽകില്ലായെന്ന ധനകാര്യ വകുപ്പിന്റെ നിർദ്ദേശം അംഗീകരിക്കുവാൻ കഴിയുന്നതല്ല. പൊതുമേഖലാ സ്ഥാപനം ലാഭകരമാകുന്ന സമയത്ത് സർക്കാരിന്റെ മുൻകൂർ അനുമതിയോടെ കുടിശ്ശിക തുക ഗഡുക്കളായി നൽകാമെന്ന കാര്യം പരിഗണിക്കേണ്ടതാണ്. ജീവനക്കാർക്ക് അവകാശപ്പെട്ട കുടിശ്ശിക തുക പൂർണ്ണമായും നിഷേധിക്കുന്നത് യുക്തിസഹമല്ല.

iv. ജീവനക്കാർക്കു ലഭിക്കുന്ന അലവൻസുകളിലെ വർദ്ധനവ് നാമമാത്രമായിട്ടാണ് ധനകാര്യ വകുപ്പ് അംഗീകരിച്ചിരിക്കുന്നത്. ഉദാഹരണമായി HRA യിലെ വർദ്ധനവ് 10 രൂപയും, വാഷിംഗ് അലവൻസിന്റെ വർദ്ധനവ് 2 രൂപയും എന്നത് കാലാനുസൃതമല്ല. കൂടാതെ സ്റ്റീച്ചിംഗ് അലവൻസ് 1 ജോഡി പാന്റ്സിനും ഷർട്ടിനും 125 രൂപയിൽ നിന്നും 140 രൂപയായി വർദ്ധിപ്പിച്ചത് എന്ത് മാനദണ്ഡത്തിന്റെ അടിസ്ഥാനത്തിലാണെന്ന് വ്യക്തമല്ല. ശമ്പളപരിഷ്കരണം നടപ്പിലാക്കുന്നതിന് 7 വർഷത്തോളമെടുത്ത ദീർഘമായ കാലതാമസം അലവൻസുകളിലെ വർദ്ധനവിൽ പ്രതിഫലിച്ചിട്ടില്ലെന്ന കാര്യം PEB പ്രത്യേകമായി പരിശോധിക്കേണ്ടതാണ്. ഇക്കാര്യത്തിൽ LTA കരാർ പ്രകാരമുള്ള വർദ്ധനവ് നടപ്പിലാക്കാവുന്നതാണ്.

7. 01.02.2025-ൽ ചേർന്ന പബ്ലിക് എൻ്റർപ്രൈസസ് ബോർഡ് (PEB) യോഗം ഈ വിഷയം വീണ്ടും പരിഗണിക്കുകയും, കമ്പനിയും ഭരണ വകുപ്പും ചൂണ്ടിക്കാണിച്ച

അപാകതകൾ ധനകാര്യ വകുപ്പുമായി വീണ്ടും കൂടിയാലോചിച്ച് സമർപ്പിക്കുന്നതിനായി മാറ്റിവെക്കുകയും ചെയ്തു.

8. വീണ്ടും കൂടിയാലോചിച്ചപ്പോൾ ഈ വിഷയത്തിൽ ധനകാര്യ വകുപ്പ് ചുവടെ പറയുന്ന അഭിപ്രായം രേഖപ്പെടുത്തി:-

"മറ്റ് പ്രത്യേക സാഹചര്യങ്ങൾ നിലവിലില്ലെങ്കിൽ ശമ്പള പരിഷ്ക്കരണം അനുവദിക്കുന്ന സമയത്തെ ഫിറ്റ്മെന്റ് ആനുകൂല്യത്തിന് ആനുപാതികമായ വർദ്ധനവ് ശമ്പള പരിഷ്ക്കരണത്തിന്റെ തുടർന്നുള്ള കാലയളവിലും ഉണ്ടായിരിക്കേണ്ടതാണ്. ഈ വിഷയം പരിശോധിച്ചതിൽ, 2018-ൽ അനുവദിച്ച ഡി.എ നിരക്കിലെ വർദ്ധനവിലെ അപര്യാപ്തതയാണ് അപ്രകാരമുള്ള കുറവിന് കാരണമാകുന്നത് എന്നു കാണുന്നു. 2022-23 വർഷം വരെയുള്ള കമ്പനിയുടെ സഞ്ചിത നഷ്ടവും എൽ.ടി.എ നടപ്പിലാക്കിയാലുണ്ടാകാവുന്ന പ്രതിമാസ ബാധ്യതയും പരിഗണിച്ചും ഒരു ശമ്പള പരിഷ്ക്കരണ കാലയളവിൽ 2 ഡി.എ നിരക്കുകൾ അനുവദിച്ചു നൽകുന്നത് ക്രമേണ ഏകീകരിച്ചു കൊണ്ടു വരേണ്ടതുണ്ടെന്നു കരുതിയുമാണ് 01.01.2018 മുതലുള്ള ഡി.എ നിരക്കിൽ നേരിയ കുറവ് വരുത്തി യഥാർത്ഥത്തിൽ അർഹമായതും ശുപാർശ ചെയ്തതുമായ നിരക്കായ 01.01.2018 മുതൽ ഓരോ പോയിന്റിനും 97 രൂപയിൽ നിന്നും 85 രൂപ എന്ന നിരക്കിലേയ്ക്ക് കുറച്ചത്. എന്നാൽ അത് ശമ്പള പരിഷ്ക്കരണത്തിന്റെ ആനുപാതിക വർദ്ധനവ് നില നിർത്തുന്നതിൽ പരാജയമാണെന്നതിനാലാണ് തൊഴിലാളികൾ അപ്രകാരം ഉത്തരവു പുറപ്പെടുവിക്കുന്നതിനെ എതിർക്കുന്നത്. പോയിന്റിന് 97 രൂപ നിരക്കിൽ അനുവദിച്ചാൽ വർദ്ധനവിന്റെ ശതമാനം 8 ശതമാനത്തിനു മുകളിലേയ്ക്ക് വരുന്നതാണ്. മേൽ വർദ്ധനവിനു പുറമെ 31/03/2016-ൽ ജീവനക്കാർക്ക് ലഭിച്ചുകൊണ്ടിരുന്ന എല്ലാ അലവൻസുകൾക്കും മറ്റെല്ലാ ആനുകൂല്യങ്ങൾക്കും ഉത്തരവ് തീയതി മുതൽ പത്ത് ശതമാനം വർദ്ധനവ് സർക്കാർ അനുവദിച്ചു നൽകിയിട്ടുണ്ട്. അവയെല്ലാം പരിഗണിച്ചാൽ ആകെ വർദ്ധനവ് 10% ത്തോളം വരുന്നതാണ്. ആയതിനാൽ നിലവിലെ കമ്പനിയിലെ തൊഴിൽ സാഹചര്യം

മെച്ചപ്പെടുത്തുന്നതിന് ക്ഷാമബത്ത നിരക്ക് സംബന്ധിച്ച് ധനകാര്യ വകുപ്പിന്റെ 02.11.2024 തീയതിയിലെ അഭിപ്രായത്തിൽ ചുവടെപ്പറയും പ്രകാരം ഭേദഗതി വരുത്താൻ അനുമതി നൽകുന്നു.

"Dearness Allowance :286 points of the Cost of Living Index will be merged with existing basic pay as per Cost of Living Index (CLI) in the series 1998-99=100 excluding the 199 points already merged. For the remaining points of Cost of Living Index (CLI) on the basis of 2011 series DA will be paid @ Rs.67/- until 31.12.2017. From 01.01.2018, DA point will be @ Rs.97."

ഇതിനു ബഹു.ധനകാര്യ വകുപ്പ് മന്ത്രിയുടെ അംഗീകാരമുണ്ട്."

9. 18.09.2025-ൽ ചേർന്ന പബ്ലിക് എൻ്റർപ്രൈസസ് ബോർഡ് (PEB) യോഗം ഈ നിർദ്ദേശം പരിഗണിക്കുകയും, താഴെ പറയുന്ന നിരീക്ഷണങ്ങളോടെ അംഗീകാരം നൽകുകയും ചെയ്തു.

1. De-linking Promotion Policy- PEB recommends the suggestion that separate order be issued incorporating the eligibility of various posts, qualifications, promotion policy of employees of TKCL.
2. Payment of Arrears- PEB considered the financial situation of the company which shows that TKCL is incurring continuous loss and accumulated loss is around Rs.161 Crores. Hence, opined that further financial burden on the company on account of payment of arrears has to be considered with utmost prudence. PEB recommends that the matter of Payment of arrears can be taken up once the company attains profit.
3. Allowances – As difference exists in the rates approved by Finance and that suggested by Hon'ble Minister for Industries, PEB opined that the deviation suggested be taken up by the Administrative Department to the competent authority for approval.

4. EPF Contribution - PEB considered the fact that the issue regarding employer contribution to EPF is being considered by the Government separately and hence decided that the status-quo on the same be maintained.

10. ദി കേരള സെറാമിക്സ് ലിമിറ്റഡ് ജീവനക്കാരുടെയും തൊഴിലാളികളുടെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ നടപ്പിലാക്കുന്നത് സംബന്ധിച്ച ഫയൽ ബഹു വ്യവസായ വകുപ്പ് മന്ത്രി മുഖേന ബഹു. മുഖ്യമന്ത്രിക്ക് ചംക്രമണം ചെയ്തപ്പോൾ, ഈ വിഷയം മന്ത്രിസഭയുടെ പരിഗണനയ്ക്ക് സമർപ്പിക്കാൻ ബഹു മുഖ്യമന്ത്രി ഉത്തരവായി.

തീരുമാനിക്കേണ്ട വിഷയം.

(എ) ധനകാര്യ വകുപ്പ് അംഗീകാരം നൽകിയതും പബ്ലിക് എന്റർപ്രൈസസ് ബോർഡ് തീരുമാനിച്ച പ്രകാരവുമുള്ള കേരള സെറാമിക്സ് ലിമിറ്റഡിലെ ജീവനക്കാരുടെയും തൊഴിലാളികളുടെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ ചുവടെ പറയും പ്രകാരം ഭേദഗതികളോടെ നടപ്പിലാക്കാമോ?

i. കമ്പനി സമർപ്പിച്ചിരുന്ന അനുബന്ധം 1 പ്രൊപ്പോസലിൽ ഉൾപ്പെട്ടിരുന്നതും ധനകാര്യ വകുപ്പ് അംഗീകരിച്ചതുമായ പ്രൊമോഷൻ മാനദണ്ഡങ്ങളും ലീവ് പോളിസിയും പബ്ലിക് എന്റർപ്രൈസസ് ബോർഡിന്റെ ശുപാർശ അംഗീകരിച്ച് ദീർഘകാല കരാറിൽ നിന്ന് ഒഴിവാക്കാവുന്നതും അവ പിന്നീട് പരിശോധിച്ച് പ്രത്യേകമായി ഉത്തരവ് പുറപ്പെടുവിക്കാവുന്നതുമാണ്.

ii. ധനകാര്യ വകുപ്പിന്റെ അഭിപ്രായം മറികടന്നുകൊണ്ടും പബ്ലിക് എന്റർപ്രൈസസ് ബോർഡ് തീരുമാനിച്ച പ്രകാരവും ഇ.പി.എഫ് വിഹിതത്തിന്റെ കാര്യത്തിൽ കേരള സെറാമിക്സ് ലിമിറ്റഡിലെ നിലവിലെ സ്ഥിതി തുടരാവുന്നതാണ്.

iii. ധനകാര്യ വകുപ്പിന്റെ അഭിപ്രായം മറികടന്നുകൊണ്ടും പബ്ലിക് എന്റർപ്രൈസസ് ബോർഡ് ശുപാർശ ചെയ്ത പ്രകാരവും ശമ്പള പരിഷ്കരണം മൂലം നൽകേണ്ടി വരുന്ന കടിശ്ശിക, കമ്പനി ലാഭത്തിലാകുന്ന മുറയ്ക്ക് നൽകുന്നത് പരിഗണിക്കാവുന്നതാണ്.

iv. ധനകാര്യ വകുപ്പിന്റെ അഭിപ്രായം മറികടന്നുകൊണ്ടും പബ്ലിക് എന്റർപ്രൈസസ് ബോർഡ് പരിഗണിച്ച പ്രകാരവും കമ്പനി സമർപ്പിച്ച ദീർഘകാല കരാറിൽ (അനുബന്ധം I) നിർദ്ദേശിച്ചിട്ടുള്ള പ്രകാരം വർദ്ധിപ്പിച്ച അലവൻസുകൾ അനുവദിക്കാവുന്നതാണ്.

v. മുകളിൽ (i) മുതൽ (iv) വരെയുള്ള ഭേദഗതികൾ വരുത്തിയും ശമ്പള സ്കെയിലുകൾ ഉൾപ്പെടെയുള്ള മറ്റ് കാര്യങ്ങളിൽ ധനകാര്യ വകുപ്പും പബ്ലിക് എന്റർപ്രൈസസ് ബോർഡും അംഗീകരിച്ച പ്രകാരവും തയ്യാറാക്കിയിട്ടുള്ള അനുബന്ധം - II പ്രകാരം കേരള സെറാമിക്സ് ലിമിറ്റഡിലെ ജീവനക്കാരുടെയും തൊഴിലാളികളുടെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ നടപ്പിലാക്കാവുന്നതാണ്.

അല്ലെങ്കിൽ

(ബി) ധനകാര്യ വകുപ്പ് അംഗീകരിച്ചതും പബ്ലിക് എന്റർപ്രൈസസ് ബോർഡ് ഭേദഗതി നിർദ്ദേശങ്ങളോടെ അംഗീകരിച്ചതു പ്രകാരവുമുള്ള കേരള സെറാമിക്സ് ലിമിറ്റഡിലെ ജീവനക്കാരുടെയും തൊഴിലാളികളുടെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ നടപ്പിലാക്കാമോ?

THE KERALA CERAMICS LTD

KUNDARA



LONG TERM AGREEMENT OF STAFF & WORKERS

2016-21

CONTENT

Memorandum of settlement-----	3
Revision of work load-----	4
Wage revision-----	4
Allowances-----	5
General Service rules-----	6
Posts and pay-----	6
Leave rules-----	9
Promotion policy-----	11
Annexures	
Annexure1: Existing and revised work norms-----	14
Annexure2: Modified salary scale-----	18
Annexure 3: Staff pattern-----	19
Annexure4: Grouping of categories-----	24
Annexure 5: Qualification and method of recruitment for promotion posts }	25

LONG TERM AGREEMENT

MEMORANDUM OF SETTLEMENT OF LTA

Representing for Employer

1. Sri. VAYOLI MUHAMMED MASTER(Chairman)
2. Sri. SATEES KUMAR.P (Managing Director)

Representing for Staff & Workers Union

1. Kerala Ceramics Employees Federation
2. Kerala Ceramics Employees Union
3. Kerala Ceramics Employees Congress

The period of the long Term Agreement entered into between the management of the Kerala Ceramics Ltd., Kundara and the employees representing the workers and staff by the above unions expired on 31-03-2016 and there upon the unions submitted charter of demands for a fresh Long Term Agreement. In the meeting held on 28/01/2021, between the management and the unions, the following decisions are arrived at in full and final settlement of the demands raised by the unions.

TERMS OF SETTLEMENT

Agreement made and entered into this the Twenty eighth January, Two Thousand twenty one between the Management of the Kerala ceramics Limited Kundara, and the employees representing the workers and staff by the above unions.

1. The terms of the settlement shall apply to all permanent employees in the staff and worker category of the company including probationers and who are if any enrolled thereafter as permanent employees during the life of this agreement.
2. It is agreed that the unions shall give full support and co-operation to the company in all matters like securing improvement in productivity, Maintaining discipline, Good Order and Safety, Introducing improved production methods to expand production facilities, Shift assignment, Work allotment, Inter departmental transfers, Inter divisional transfers, Promotions etc. and development of man power irrespective of staff and workers based on requirement subject to the existing and modified promotion policy.

45

[Signatures and stamps of representatives]

3. It is agreed that a certified standing orders in force at present will be respected and any violation of it will amount to a punishable offence which will not be encouraged by the unions. It is agreed that in view of the enhanced work load the management agreed to give an increase in wages/salary to all the permanent employees including probationers, who are on the rolls of the company as on 31.03.2016. The increase is based on the salary of April 2016 as detailed below.
4. Arrears will be paid from April 2016 subject to the approval of Government and after deducting the salary advance paid.

REVISION OF WORKLOAD

It is agreed to enhance the workload as shown in annexure I with immediate effect.

WAGE REVISION

It is agreed that the existing pay scale will be revised as per annexure II. To obtain the revised basic pay in the revised scale:-

- i. 286 points @ Rs.32(in 1998-99 series) of the cost of living Index will be merged into basic pay (including the previously merged 199 points).
- ii. A fitment benefit of an increase of 22% of the basic pay will be given to all the employees ensuring minimum Rs.2300.00
- iii. Service weightage 0.45% of basic pay per each completed year of service will be given to all employees.
- iv. Total of i, ii & iii will be fixed in the stage in the revised scale. However limiting the total of fitment benefit and Service weightage to Rs. 4000.00

Dearness Allowance

It is agreed that 286 points of the cost of Living index will be merged with existing basic pay as per cost of Living Index (CLI) in the series 1998-99 including all the points already merged. For the remaining points Cost of Living Index (CLI) on the base of 2011 series DA will be paid @Rs67/-until 31.12.2017. From 1/01/2018, DA point will be @ Rs.@97

Service for the purpose of this rule means full time regular service including broken periods of service qualifying for normal increments in the scale of pay. Time spent on leave/suspension/disciplinary action/Loss of Pay not counting for normal increment shall not be reckoned. Service during the period of bar on increment, without cumulative effect will be reckoned.

File No. IND-H2/75/2019-IND (Comp. No. 18, 1938980)

ALLOWANCES

Per year two sets of Uniforms, one set of footwear, protective measures will be given to all staff and workers and 250 gm soap per month will be issued as agreed in the earlier agreement.

Allowances

Sl no	Name of allowances	Existing rate.(Rs)	Revised Rate.(Rs)
1	HRA for workers(per month)	80.00	100.00
2	HRA for staff(per month)	115.00	150.00
3	Washing allowance For all staff and workers of company per month	18.00	30.00
4	Night allowances for 4PM-12MN shift per attendance	8.00	10.00
5	Night allowance for 12MN-8AM shift per attendance	12.00	20.00
6	Stitching allowance for gents per pair of pants & shirts	125.00	400.00
7	Stitching allowance for ladies per pair of blouse /churidar/shirt	100.00	375.00
8	Canteen allowance for factory employees per duty	4.60	4.60
	Canteen allowance for chittumala pump operators per duty	15.00	15.00
	Canteen allowance for head office staff per duty	10.00	10.00
9	Chemical allowance for all company employees per attendance	13.00	20.00
10	Press allowance for employees in filter press section per attendance	8.00	8.00

General conditions

- The agreement is for a period of 5 years and the term of the agreement shall be effective from 1-4-2016, subject to the approval of the Government.
- It is agreed that during the life of this agreement there shall be no demand for any further increase in emoluments or any revision of terms and conditions of employment covered by the agreement.
- In the event of any provision of this agreement, becoming legally invalid or unenforceable or superseded by a subsequent act, award, and order of agreement between the parties such invalidity, enforceability or suppression shall not affect the reminder of the provision of the agreement.
- Any dispute, difference, disagreement or controversy of any nature or character regarding interpretation and implementation of the agreement

[Signatures and stamps of various officials]

LEAVE RULES

Eligible leave applicable to the employees of the company will be as following:

Workers	
Eligible casual leave per calendar year	18
Eligible leave with wages (LWW)	1 each for every 20 days duty(as per existing practice.)
Staff	
Eligible casual leave per calendar year	18 as per existing practice
Eligible sick leave per calendar year	14 as per existing practice
Eligible earned leave	1 for each 11 days attendance excluding sick leave and availed earned leave (as per existing practice.)

1. Leave of absence will be granted to employees in accordance with the provisions of the certified standing orders.
2. Staff category employees will be entitled to en-cash the earned leave that has accrued to their credit and which has not been availed. The part of the leave for which cash payment has been received will be treated as leave surrendered, and debited to their leave account as such.
3. Worker category employees can carry over un-availed quantity of LWW to the forthcoming years. Encashment facility of the unutilized portion of LWW is available only at the time retirement as a terminal benefit.
4. The maximum limit of Earned Leave/LWW that can be accumulated to the credit of an employee shall be 300 days.
5. Un-availed Casual Leave or Sick Leave cannot be Carry forwarded to the subsequent years.
6. Leave salary payable for such surrender of leave shall be at the rate of the sum of basic pay, DA and HRA for the previous month of surrender. A month will generally a calendar month of 30 days.

Illustration: Last pay drawn x no. of days for which encashment allowed

30

7. The maximum amount of Earned Leave/LWW that can be granted to an employee shall be 180 days during a year. However, under exceptional circumstances, Competent Authority may grant Earned Leave for a period exceeding 180 days to an employee.

8. EL may be taken at a time up to 300 days as leave preparatory to retirement.
9. Probationers, trainees, temporary employees, etc. will not be entitled to apply for this leave.
10. An employee who is released on acceptance of his/her resignation shall be allowed encashment of Earned Leave/LWW standing to his/her credit as on the date of release, after adjusting the notice period not served if any.
11. ON DISMISSAL OR REMOVAL: The encashment of leave will not be admissible on dismissal or removal from service of an employee.
12. Leave encashment for such un-availed earned leave will be permissible twice in a calendar year.
13. All employees are permitted to take Casual Leave/Sick Leave/LWW in proportionate basis only.
14. If the weekly off day of an employee falls on a Festival Holiday, he will be granted another day as compensatory off in lieu of the Festival holiday and such compensatory off shall be availed of within the succeeding 30 days.
15. In case an employee works on weekly off day which falls on a Festival holiday, he shall be entitled for one additional wages, with a compensatory off which may be availed of within 30 days.
16. Maternity and Paternity leave: -A female employee in regular service shall be granted maternity leave on full pay as per G.O. (F) No No.61/2018/Fin for a period of 180 days from the date of its commencement. As per G.O (F) No.78/2020/Fin, all male regular employees will be eligible for Paternity Leave for a period up to 10 days during the confinement of his wife for two deliveries with full pay. The grant of such leave shall be subject to the following conditions, namely:-
 - a. That the leave will be granted for a period up to 10 days before or within three months after the date of delivery.
 - b. That the leave will be granted only if the request for leave is supported by a certificate from the Medical Officer showing either the expected date of delivery or the exact date of delivery, depending on whether the leave commences before or after delivery, as the case may be.
 - c. That the leave will be allowed to be combined with other kinds of leave in the leave rules of Company.
 - d. That such leave will not be debited against the leave account but its details shall be entered in the Personal File of the employee.

52

[Handwritten signatures and initials are present over the page number and bottom of the page.]

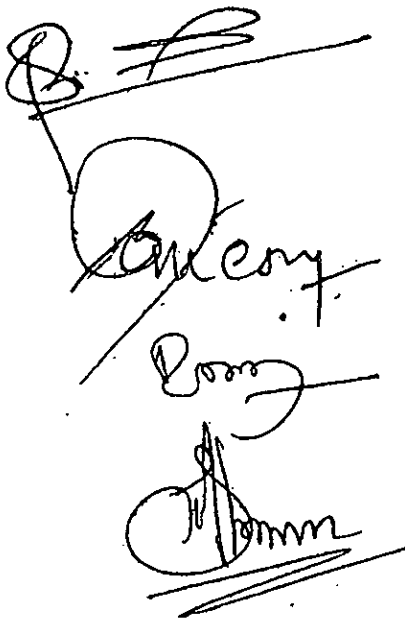
IN WITNESS WHEREOF the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives on this Twenty Eighth January of Two Thousand Twenty one.

Representing for Employer

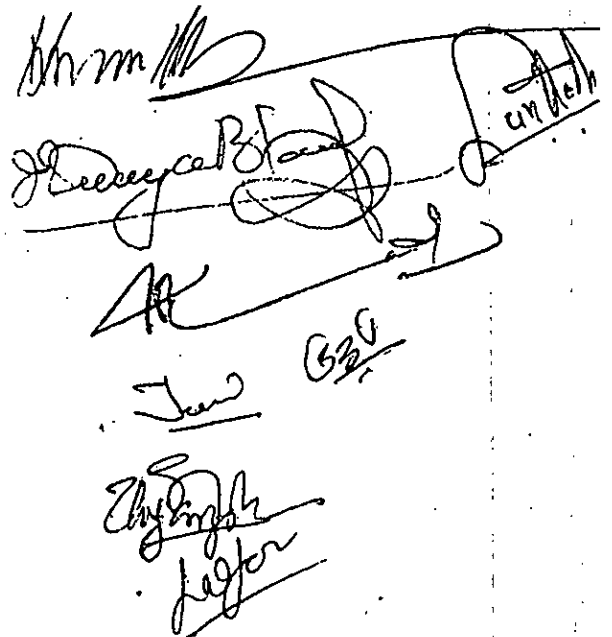
1. Sri. VAYOLI MUHAMMED MASTER(CHAIRMAN)
2. Sri. SATEES KUMAR.P (Managing Director)

Representing for Staff & Workers Union

1. Kerala Ceramics Employees Federation
2. Kerala Ceramics Employees Union
3. Kerala Ceramics Employees Congress



Handwritten signatures of representatives for the Employer and Staff & Workers Union.



Handwritten signatures of representatives for the Employer and Staff & Workers Union.

ANNEXURE I
EXISTING AND REVISED WORK NORMS

Section	Existing Work Norms	Revised Work Norms
Blunger & Refining Sections		Feeding & Processing 70MT raw clay sufficient/equivalent to produce 24 MT Finished Product per shift which require volume equivalent to fill 3 Settling tanks (Slurry with minimum specific gravity 1060) in existing plant condition as per attached detailed SOPs
Settling		Filling, processing & Second grade removal of 3 S Tanks per shift in present plant as per attached detailed SOPs
Bleaching & Press tanks		Filling & Processing of 2 W and P Tanks per shift in present plant as per attached detailed SOPs
Press	27 press per shift	4 press per shift (new plant) as per attached detailed SOPs
Kneading		4 press per shift having moisture % of kneaded slurry 35% maximum (as per attached detailed SOPs)
Drier		Carrying out various operations of spray drier as per attached detailed SOPs
Packing	17 MT by 2 persons per shift	18.5 MT by 2 persons per shift (50 Kg Bag) as per attached detailed SOPs
		34 MT by 2 worker and 1 Fork lift operator per shift (1MT Jumbo Bag) as per attached detailed SOPs

Stacking	20 MT BY 2 persons per shift	12.5 MT BY 1 person per shift (Crew strength minimum 2) as per attached detailed SOPs
Loading	17 MT per person per shift	18 MT per person per shift (crew strength 7) as per attached detailed SOPs

Annexure: Detailed Standard Operating Procedures (SOPs) of various sections

Blunger & Refining Section

- Operate the Transfer Pump in accordance with the slurry level in collection tank.
- Check the specific gravity of slurry (1070-1090) in the C tank and give instruction to Driver
- Clear the spillages & overflows of the blunger section
- Routine patrolling of classifier platform to ensure smooth operation.
- Operate 10' & 3' cyclone pumps in accordance with the slurry tank levels.
- Periodic inspection and cleaning of filters for 10' & 3' cyclone tanks
- Remove sludge (waste material) and clear the blockages in the jet nozzles for smooth operation of cyclone
- Periodic inspection of Vibro screens (5 Nos)
- Clear the spillages & overflows of the Hydrocyclone platform.
- Cleaning of vibro screens (5 Nos)

Settling & Bleaching Section

- Operate the pumps for the transfer of slurry from S1,S2,S3 tanks to S4,S5,S6 & S7 Tanks and decanting of water to attain required specific gravity (Above 1100)
- Giving slurry sample to Laboratory and add chemicals (Sodium Silicate & Soda ash) as per Lab instruction.
- Operate the Pumps/Valves for bleaching and re-bleaching process
- Transfer the quality approved slurry to press tank through vibroscreen.
- Initiate water cutting/SO₂ process for removing excess chlorine
- Clean the tanks after each batch
- Periodic inspection and cleaning of Vibroscreens

Filter Press Section

- Operation of Filter Press as per the instructions given.
- Checking the P1,P2,& P3 Tanks for slurry level, decant water and giving slurry sample to Laboratory .
- Checking the Primary and Secondary Pumps (Valve position, providing gland water etc) before starting.
- Move the plates of filter press one by one for the discharge of cakes
- Inspection of filter cloth, Grommet etc.
- Discharge the filter cake and clean the filter press plate using spatula
- Setup the filter press for next cycle by operating hydraulic system.
- Operate the cutter and conveyor in accordance with the kneader tank agitator drive.
- Prepare, transfer and regulate the chemicals used for kneading operation.
- Prepare the slurry in kneader tank and transfer it to the dryer section.

Spray Drier Section

- Periodic inspection and removal of lumps of Vibroscreens (3 Nos)
- Communicate with kneader section for the transfer of slurry for filtration.
- Operation the pumps (2Nos) for transferring slurry from V, D and Service Tanks.
- Periodic inspection and clear coarse bits from dryer sieve and conveyor
- Collect periodic samples for quality control
- Monitor the lubricant levels of atomizer once in an hour and topup if needed.
- Inspect scrubber tank and maintain the water level and specific gravity as per instructions.
- Maintain log readings of all parameters in the dryer section.
- Monitor the LPG stock and water levels for vaporizer in the LPG plant
- Load LPG cylinders when due for replacement
- Periodic inspection of Spray Drier Main Panel.
- Periodic Inspection of Cyclones, ID fan, FD fan, Bucket Elevator, Shuttle conveyor etc.
- Operate the bin gates to fill the finished product in appropriate Bins as per instruction.
- LNG control room operations will be managed by duty engineer and section chageman will supervise LNG unloading

Packing Section – 50Kg Bags

- Counting and collecting empty bags from general store

58

- Writing batch number in each bag. Position empty bag and collect 50 kg kaolin powder and Bag stitching
- Move the filled and stitched bag and place it in designated area
- Return the unused bags if any to the general stores
- Periodic inspection & lubrication of bag closer
- Periodic inspection and counter checking of weighing balance with standard weight.

Packing Section -- 1MT Bags

- Counting and collecting empty bags from general store
- Writing batch number in each bag .Open the empty bag and attach it to the chute using ropes. Fill the bag and untie the ropes
- Take sample for testing
- Shake bag with forklift and tie the bag
- Move bag to designated area using fork lift
- Return the unused bags if any to the general stores
- Periodic inspection and counter checking of weighing balance with standard weight.

Stacking – 50Kg Bags

- Transfer 50 kg bag on to palette from floor
- Transfer the palette to godown using fork lift/JCB
- Stack 50 kg bag in godown from palette as per instruction.

Loading – 50Kg Bags

- Lift the 50 kg from the floor for head loading
- Transfer the bag to truck on head
- Lift the 50 kg from the truck platform for head loading
- Transfer & stack the bag on truck.

Note: The above SOPs refer to present plant condition. In addition to the above, various related other works which may occur in later stage will be added to the above SOPs in consultation and discussion with trade unions and management.

File No. IND-H2/75/2019-IND (Computer No. 1158980)

ANNEXURE II MODIFIED SALARYSCALE

STAFF

Master Scale	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920
Pre Revised scale	Revised scale
8200-16250	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25170
8710-17980	14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9090-19890	14710-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-30030
10880-24730	17430-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-36270
11540-26730	18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-38730
12740-31090	20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920

WORKER

Master Scale	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470
Pre Revised scale	Revised scale
8200-15590	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270
8540-16580	13890-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25620
8900-17980	14430-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9660-21090	15570-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620
10660-23290	17100-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470

ANNEXURE III STAFF PATTERN

Staff pattern at Head Office

Sl. No.	Department/Section		Job Title	Strength	
1	Personnel & Administration		Superintendent	1	
			Jr. Assistant/ Assistant/ Sr. Assistant	1	
			Record Keeper	1	
2	Finance		Jr. Assistant/ Assistant/ Sr. Assistant	3	
			Assistant (on contract)	-	
			Office Attendant	1	
3	Commercial	Sales	Superintendent	1	
			Jr. Assistant/ Assistant/ Sr. Assistant	1	
			Assistant (on contract)	-	
4		Purchase	Jr. Assistant/ Assistant/ Sr. Assistant	2	
			Assistant (on contract)	-	
5		MD's & GM's Office		Jr. Assistant/ Assistant/ Sr. Assistant	1
				Driver	1
				Attendant (Plant Worker)	-
				Attendant	1
Total				14	

[Handwritten signature]

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]
[Handwritten signature]

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]

[Handwritten signature]
[Handwritten signature]

Staff pattern of Staff & Workers at Kaolin Plant

Sl. No.	Designation	Staff (Production)					
		G	I	II	III	R	T
1	Superintendent (Works)	1	-	-	-	-	1
2	Supervisor (Loading & Despatch)	1	-	-	-	-	1
3	Chargeman (Works)	1	3	3	3	4	14
4	Attendant	1	-	-	-	-	1
Total		4	3	3	3	4	17

Sl. No.	Designation	Driver (Production)					
		G	I	II	III	R	T
1	Driver JCB/Forklift	1	1	1	1	1	5
Total		1	1	1	1	1	5

Sl. No.	Designation	Staff (Quality Control)				
		G/I	II	III	R	T
1	Technical Assistant	1	-	-	-	1
2	Work Assistant	1	1	1	-	3
Total		2	1	1	-	4

[Handwritten signatures and initials]

62

Sl. No.	Designation	Staff (Maintenance Department)				
		G/I	II	III	R	T
1	Superintendent (Maintenance)	1	-	-	-	1
2	Supervisor (Maintenance)	1	-	-	-	1
3	Chargeman (Maintenance)	1	-	-	-	1
4	Electrician	-	1	1	-	2
5	Electrical Assistant	1	-	-	1	2
Total		4	1	1	1	7

Sl. No.	Designation	Staff (Security Department)				
		G/I	II	III	R	T
1	Head Guard	1	-	-	-	1
2	Senior Guard	1	-	-	-	1
3	Guard	1	2	2	2	7
Total		3	2	2	2	9

Sl. No.	Designation	Staff (Mines Department)					
		G	I	II	III	R	T
1	Mines Forman	1	-	-	-	-	1
Total		1	-	-	-	-	1

Proposed allocation of Stores							
Sl. No.	Designation	Proposed Allocation					
		G	I	II	III	R	T
1	Store keeper	1	-	-	-	-	1
2	Store Attender	1	-	-	-	-	1
Total		2	-	-	-	-	2
Proposed allocation of Time Office							
Sl. No.	Designation	Proposed Allocation					
		G	I	II	III	R	T
1	Time keeper	1	-	-	-	-	1
2	Record keeper	1	-	-	-	-	1
Total		2	-	-	-	-	2

Sl. No.	Section	Work Position	Proposed Allocation of Workers (Production)				
			G	I	II	III	T
1.1	Blunger	Blunger	-	1	1	1	3
1.2		Feed Tank	-	1	1	1	3
1.3		Cyclone	-	1	1	1	3
2.1	Settling & Bleaching	Settling	-	4	4	4	12
2.2		Bleaching	-				
2.3		Press Tank	-				
2.4		II Grade Process	2	-	-	-	2
3.1	Press	Press	-	1	1	1	3
3.2		Kneading	-	1	1	1	3
4.1	Dryer	V Tank	-	1	1	1	3
4.2		D Tank	-	2	2	2	6
4.3		Drier	-				
5.1	Packing	50 kg	-	4	2	-	6
5.2		1000 kg	-				
6.1	Material Handling	Loading Unloading	7	-	-	-	7
7.1	QC Lab	Worker	-	1	1	1	3

8.1	Mines	Mine Worker	1	-	-	-	1
9.1	General	Water Carrier	2				
9.2		Gardening & Agriculture activities	1				
9.3		House keeping	4				
9.3		Tailor	1				
Sub Total			18	45			63
Relievers			3	16			19
Grand Total			82				

Sl. No.	Designation	Proposed Allocation of workers(Maintenance)				
		G/I	II	III	R	Total
1	Fitter	3	1	1	2	7
2	Pump Operator	2	1	-	1	4
3	Instrument Mechanic	1	-	-	-	1
4	Welder	1	-	-	-	1
5	Turner	1	-	-	-	1
6	Diesel Mechanic	1	-	-	-	1
7	Carpenter	-	-	-	-	-
8	Mason	1	-	-	-	1
9	Maintenance Helper/Carpenter	1	-	-	-	1
10	Vehicle Cleaner	1	-	-	-	1
11	Scavenger	1	-	-	-	1
Total		13	2	1	3	19

ANNEXURE IV GROUPING OF CATEGORIES

For the purpose of promotion, all the categories of staff will be grouped as shown below:

HEAD OFFICE.

Group	From	To
Group A	Guard/Office attender/peon	Senior Guard/Record Keeper
Group B	Junior Assistant/Record Keeper/ Senior Guard	Assistant/Time Keeper/Head Guard
Group C	Assistant	Senior Assistant
Group D	Senior Assistant	Superintendent
Group E	Superintendent	Junior Officer

FACTORY

Group	From	To
Group A	Electrical Assistant	Electrician Gr2
Group B	Electrician Gr2/Driver Grade 2	Electrician Gr1/ Driver Grade 1
Group C	Electrician Gr1/ Charge man/Store keeper Gr2/ Time Keeper/ Driver Grade 1	Supervisor Gr1/Storekeeper Gr1/ Senior Driver
Group D	Supervisor Gr1/Store keeper Gr1/Mines mate/Work assistant	Superintendent(Production &Engineering)/Mines Foreman/Technical assistant
Group E	Superintendent(Production &Engineering)/ Mines Foreman/ Technical assistant	Junior officer

ANNEXURE V
QUALIFICATION & METHOD OF RECRUITMENT (PROMOTION POSTS)

Post No1: Attender/peon

Scale of Pay: Rs.8200-16250

Method of appointment: Internal promotion from workers having minimum 3 year experience in the company through selection or direct recruitment through KPSC.

Qualification: Minimum 8th standard pass, literacy and two wheeler license.

Post No 2: Electrical Assistant

Scale of Pay: Rs.8200-16250

Method of appointment: Internal promotion from workers through selection.

Qualification: workers having 3 year experience and ITI in Electrician trade /KGTE/Wireman License/ Motor winding.

PostNo3. Driver Gr2

Scale of Pay: Rs.8710-17980

Method of appointment: Through PSC or Internal promotion by selection

Qualification for internal candidates: Candidate should be cleaner having 5 year experience in the company with valid LMV driving license and preference to heavy driving license (selection by interview)

Qualification for direct recruitment: SSLC, Driving license LMV (Heavy duty preferred)

Post No.4 Senior Guard

Scale of Pay: Rs.8710-17980

Method of appointment: By internal Promotion based on seniority

Qualification: Candidate should be Guard having 5 year experience in that cadre.

Number of posts: 1

Post No5. Record Keeper

Scale of Pay: Rs.8710-17980

Method of appointment: Internal promotion based on seniority

Qualification: candidate should be office attender/peon having 7 year experience in the company.

Post No 6. Driver Gr. I

Scale of Pay: Rs. 9090-19890

Method of appointment: Promotion from Driver Gr. II and on the seniority and merit.

Qualification: Minimum 3 year experience as Driver grade 2 in the company

Number of posts: 1

Post No 7. Electrician Grade I

Scale of Pay: Rs.9090-19890

Method of appointment: Promotion from Electrician Gr. II

Qualification: Minimum 5 year experience as Electrician Gr. II in the company

Post No 8: Charge man (Production)

Scale of Pay: Rs.9090-19890

Method of appointment: Internal Promotion by selection

Qualification:

Workers having 5 year experience in the company& department with academic qualification ITI/Plus two pass.

-Or-

Workers having 8 year experience in the company with academic qualification 8th Standard pass.Post No 9: Charge man (Maintenance)

Scale of Pay: Rs.9090-19890

Method of appointment: Internal Promotion by selection

Qualification: ITI with 5 year experience in maintenance department of the company.

Post No10: Head Guard

Scale of Pay: Rs.9090-19890

Method of appointment: Internal promotion from senior guard

Qualification: Senior guard having minimum five year experience in that cadre.

Post No11: Assistant

Scale of Pay: Rs.9090-19890

Method of appointment: Internal promotion based on seniority.

Qualification: 5 year experience as Junior Assistant/Cashier/Record Keeper in the company.

Post No 12. Time Keeper

Scale of Pay: Rs.9090-19890

Method of appointment: Internal Promotion from Jr. Assistant/Record Keeper or by direct recruitment

Qualification for internal candidate: 5-year experience as Jr. Assistant/ Record Keeper

Post No13. Senior Assistant

Scale of Pay: Rs.10880-24730

Method of appointment: Promotion from Assistant based on seniority

Qualification: 5 year experience as Assistant in the company.

Post No 14.Senior Driver

Scale of Pay: Rs. 10880-24730

Method of appointment: Promotion from Driver Gr. I and on the seniority and merit.

Qualification: Minimum 3 year experience in the company as Driver grade 1

Number of posts: 1

Post No 15. Supervisor (Production)

Scale of Pay: Rs.10880-24730

Method of appointment: Promotion from Charge man (Works) based on seniority.

Qualification: Minimum 5 year experience in the Company as Charge man

Post No 20. Supervisor (Maintenance)

Scale of Pay: Rs. 10880-24730

Method of appointment: Internal promotion from Chargeman (Maintenance)/Electrician Grade 1 based on seniority.

Qualification: Minimum 5 year experience in the company as charge man in maintenance section/ Electrician grade 1

Post No 21. Store Keeper grade 1

Scale of Pay: Rs.10880-24730

Method of appointment: By internal promotion

Qualification: 5 year experience as charge man (Production)/Charge man (maintenance)/ Electrician Grade 1 in the company.

Post No 22. Superintendent (office)

Scale of Pay: Rs. 11540-26730

Method of appointment: Promotion from Senior Assistant based on seniority

Qualification: Senior most senior assistant with 3 year experience in the above category.

[Handwritten signatures and stamps are present in this section, including names like "B. P.", "M. M.", "R. M.", "J. P.", "S. P.", "D. P.", "A. P.", "K. P.", "L. P.", "M. P.", "N. P.", "O. P.", "P. P.", "Q. P.", "R. P.", "S. P.", "T. P.", "U. P.", "V. P.", "W. P.", "X. P.", "Y. P.", "Z. P."]

Post No 23. Superintendent (Production)

Scale of Pay: Rs.11540-26730

Method of appointment: Internal Promotion from Supervisor (Works) based on seniority.

Qualification: 3 year experience as Supervisor (Production)

Post No 24. Superintendent (Maintenance)

Scale of Pay: Rs.11540-26730

Method of appointment: Internal Promotion from Supervisor (maintenance) based on seniority.

Qualification: 3 year experience as Supervisor (Maintenance).

Post No 25. Mines Foreman

Scale of Pay: Rs. 11540-26730

Method of appointment: Internal Promotion from Mines Mate by selection or direct recruitment through PSC

Qualification: Foreman certificate of Competency (Metalliferous) granted under Mines act

Post No 26. Technical Assistant

Scale of Pay: Rs.11540-26730

Method of appointment: Promotion from Work Assistant by selection

Qualification: Minimum 8 year experience as work Assistant

Post No 27. Superintendent (Special Grade)

Scale of Pay: Rs.12740-31090

Method of appointment: Grade Promotion

Qualification: 8 year experience as Superintendent In the company.

[Handwritten signatures and initials are present at the bottom of the page, including "B. P.", "Rm", "Jw", "G.S.", "D. Anthod", "G. S.", "7/11/2021", and "G. S."]

Existing and Revised scale

STAFF	
Master Scale	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920
Pre Revised scale	Revised Scale
8200-16250	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25170
8710-17980	14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9090-19890	14170-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-30030
10880-24730	17430-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-36270
11540-26730	18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470-600-37470-630-38730
12740-31090	20220-390-22170-420-24270-450-26250-490-28970-530-31620-570-34470-600-37470-630-40620-660-43920

WORKER	
Prerevised scale	Revised scale
8200-15590	13370-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270
8540-16580	13890-260-14150-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-25620
8900-17980	14430-280-15270-300-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-27500
9660-21090	15570-330-16770-330-18420-360-20220-390-22170-420-24270-450-26520-490-28970-530-31620
10660-23290	17100-330-18420-360-20220-20220-390-22170-420-24270-450-26520-490-28970-530-31620-570-34470

Rules for fixation shall be as follows :

The following components shall be added to the existing basic pay as in the date of revision :-

- (i) 286 points @ Rs 32 of the cost of Living Index will be merged into basic pay (including the previously merged 199 points)
- (ii) A fitment benefit of an increase of 10% of the basic pay will be given to all the employees subject to a minimum of Rs 900/-
- (iii) Weightage of Rs 20 per completed year of service wil be given to all employees subject to a minimum of Rs 50/- and the total of I, II & III will be fixed in the stage in the revised scale.

Dearness Allowance :

286 points of the Cost of Living Index will be merged with existing basic pay as per Cost of Living Index (CLI) in the series 1998-99=100 excluding the 199 points already merged. For the remaining points of Cost of Living Index (CLI) on the basis of 2011 series DA will be paid @ Rs.67/- until 31.12.2017. From 01.01.2018, DA point will be @ Rs.97.

Allowances :

Per year two sets of Uniforms, one set of footwear, protective measures will be given to all staff and workers and 250 gm per soap per month will be issued as agreed in the earlier agreement.

Other Allowances			
Sl. No	Name of Allowance	Existing Rate (Rs.)	Revised Rate (Rs.)
1	HRA for workers (per month)	80	100
2	HRA for staff (per month)	115	150
3	Washing allowance for all staff and workers of company	18	30
4	Night allowance for 4 PM-12MN shift per attendance	8	10
5	Night allowance for 12MN – 8 AM shift per attendance	12	20
6	Stitching allowance for gents per pair of pants	125	400

	& Shirts		
7	Stitching allowance for ladies per paid of blouse /churidar/shirt	100	375
8	a. Canteen allowance for factory employees per duty	4.60	4.60
	b.Canteen allowance for Chittumala pump operators per duty	15	15
	c.Canteen allowance for head office staff per duty	10	10
9	Chemical allowance for all company employees per attendance	10	20
10	Press allowance for employees in filter press section per attendance	8	8

General Conditions

1. The pay revision will be for a period of 5 years. The revised scales of pay shall come into effect from 01.04.2016. But as of now the monetary benefit of the pay revision will be with effect from the date of this pay revision only. Payment of arrears arising from the wage revision will be considered as and when the company turns profitable. Also all allowances mentioned in this will have effect from the month in which the pay revision order is issued.

2. The expenditure on account of the revision will be met from the internal resources of the TKCL and Government will not bear any cost in this regard under any circumstances.

3. Pay revision is applicable only to those employees who are working against the sanctioned posts, created with the approval of Government.
4. The TKCL shall not change the terms and conditions of service of its employees (including leave rules) without prior approval of the Government.
5. No new posts will be created, upgraded or re-designated without the prior approval of the Government.
6. All allowances other than those specified in this revision shall be discontinued forthwith. Allowances which are not specifically mentioned will be treated as withdrawn.
7. The Managing Director/Finance Manager, TKCL will check all cases of fixation of pay in the revised scales and indicate in the Service Books the fact of having checked the pay fixation. In case where fixation or grant of higher grade or payment of increased benefits is found to be incorrect, he shall give instructions to officers to rectify the defects.
8. TKCL must adopt stringent measures to ensure economy in expenditure.
9. Attendance Management System must be introduced at all offices and units (Punching system) and it must be connected with the salary.
10. Appointments (permanent / deputation / temporary / daily waged / provisional) shall be made only in the posts that are validly created by way of Government Order.
11. In case of any doubt regarding pay scales, fixation etc., prior concurrence of Government should be obtained before arriving at a decision. No stepping up of pay will be allowed under any circumstances. Anomaly, if any, shall be brought to the notice of Government. The TKCL shall not attempt to rectify the anomaly.
12. Any modification to the Rules of Fixation of Scale of Pay / Promotional Avenues etc. shall not be allowed without prior approval of Government.
13. Status quo in TKCL shall be maintained in the case of Employer contribution towards EPF, until a common framework is formulated.

14. All staffs in TKCL must be selected through PSC/KPESRB/only Contract/Daily wage employees must be selected only for a contract period of 179 days only. Contract/Daily wage employees in TKCL cannot be posted permanently. Circular No.55/2022/FIN , dated:08/07/2022 must be strictly followed. If any violation in this regards occur MD, TKCL will be personally responsible for that and strict actions will be taken against them.

15. Interim Relief, if any received will be recovered in installments from the month in which the pay revision order issued.

16. TKCL must strive to invent new markets for marketting their products.

17. While applying this pay revision, if any deviation in any point of this occurred from the side of TKCL, Government will take strict action against the concerned Officers and also the Managing Director, TKCL will be held personally responsible for any kind of discrepancies while implementing this order.