



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/1146/20-21 dated 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	13370-260-14150-280-15270-300-16770-330-18420-360-20220-39 0-22170-420-24270-450-26520-490-28970-530-31620-570-34470-6 00-37470-630-40620-660-43920
Pre Revised scale	Revised Scale

8200-16250	13370-260-14150-280-15270-300-16770-330-18420-360-20220-39 0-22170-420-24270-450-25170
8710-17980	14150-280-15270-300-16770-330-18420-360-20220-390-22170-42 0-24270-450-26520-490-27500
9090-19890	14170-280-15270-300-16770-330-18420-360-20220-390-22170-42 0-24270-450-26520-490-28970-530-30030
10880-24730	17430-330-18420-360-20220-390-22170-420-24270-450-26520-49 0-28970-530-31620-570-34470-600-36270
11540-26730	18420-360-20220-390-22170-420-24270-450-26520-490-28970-53 0-31620-570-34470-600-37470-630-38730
12740-31090	20220-390-22170-420-24270-450-26250-490-28970-530-31620-57 0-34470-600-37470-630-40620-660-43920

WORKER

Pre revised scale	Revised scale
8200-15590	13370-260-14150-280-15270-300-16770-330-18420-360-20220-39 0-22170-420-24270
8540-16580	13890-260-14150-280-15270-300-16770-330-18420-360-20220-39 0-22170-420-24270-450-25620
8900-17980	14430-280-15270-300-16770-330-18420-360-20220-390-22170-42 0-24270-450-26520-490-27500
9660-21090	15570-300-16770-330-18420-360-20220-390-22170-420-24270-45 0-26520-490-28970-530-31620
10660-23290	17100-330-18420-360-20220-390-22170-420-24270-450-26520-49 0-28970-530-31620-570-34470

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 21.11.2024)

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



സംസ്ഥാന

കേരള സർക്കാർ

മന്ത്രിസഭാധ്യാഗത്തിന്റെ നടപടിക്രമീപ്പുകൾ

തീയതി : 21-01-2026

മയൽ നം. വ്യവ-എച്ച്2/75/2019/വ്യവ.

ഇനം നം: 3563

വിഷയം : വ്യവസായ വകുപ്പ് - ദി കേരള സിറാമിക്സ് ലിമിറ്റഡിലെ ട്രാഫിക്കേറ്റേജും വർക്ക്കോമാസുജമ്പും 2016-21 കാലയളവിലെ നിർബന്ധങ്ങൾ.

കുറുക്കാനം : കുറിപ്പിലെ നിർദ്ദേശം (എ) അംഗീകരിച്ചു.

(ഒപ്പ്)
പിന്നരായി വിജയകുമാർ
മുഖ്യമന്ത്രി
(ശ്രദ്ധിപ്പിക്കപ്പെട്ട്)

ഡോ. എ. ജയതിലക്
ചീഫ് സെക്രട്ടറി

അവധിപ്പണി 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 before the Council. : 19.11.2025

5 (i) Does the case involve financial commitments/implications : Yes
(ii) if the answer to the above is in the 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 the Draft Note: Smt. M A Rajeena Beegum

8 Name of Additional Chief Secretary who approved the Draft Note: Sri. A.P.M. Mohammed Hanish

9 Date of approval of the Draft Note for the Council by the Additional Chief Secretary : 13.01.2026

10 Name of Chief Secretary who approved the Draft Note : Dr.A.Jayathilak

11 Date of approval of the Draft Note for the Council by the Chief Secretary : 15.01.2026

12 Name of Minister who approved the Draft Note : Sri. P. Rajeeve

13 Date of approval of the Draft Note for the Council by the Minister : 16.01.2026

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 കെടിപ്പിക സാക്ഷ്യികമാക്കി ചുവടെ സൂചിപ്പിക്കുന്ന പ്രകാരം കേരള സിരാമിക്കു് ലിമിറ്റഡ് കമ്പനിയിലെ തൊഴിലാളികളുടെ ശമ്പള പരിഷ്കരണം അനുവദിച്ച തക്കക്കനം.

Existing and Revised scale	
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WORKER

Prerevised scale	Revised scale
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- (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). 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

S1. No	Name of Allowance	Existing Rate (Rs.)	Revised Rate (Rs.)
1	HRA for workers (per month)	80	90
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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 he 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 / 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 forgo 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 company.

(ii) Date of promotion in the present post in 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 ഫൂപാർശ ബഹു: മന്ത്രിസഭായോഗത്തിൽ അനുമതിക്കായി സമർപ്പിക്കേണ്ടതും സർക്കാർ ഉത്തരവിൽക്കൂടുതൽ കരട് ധനകാര്യവകുപ്പിൽ സൂക്ഷ്മപരിശോധനകായി 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 അംഗീകരിച്ചു, കേരള സിരാമിക്സ് ലിമിറ്റഡ്(KCL)ലെ ജീവനക്കാരുടെ ശമ്പള പരിജ്ഞരണത്തിലെ കഷാമഖത്ത വ്യവസ്ഥയിൽ താഴെ സൂചിപ്പിക്കുന്ന പ്രകാരം തിരുത്തൽ വരുത്തി അനവദിച്ചു നല്കാവുന്നതാണ്:-
- 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. ഫീറ്റ്‌മെറ്റ്, 2016 ഏപ്രിലിലെ അടിസ്ഥാന ശമ്പളത്തിന്റെ 22% ആക്കണമെന്ന ആവശ്യം പരിഗണിക്കാൻ നിർവ്വാഹമില്ല.
- iv. പുർത്തിയാക്കിയ ഓരോ വർഷ സേവനത്തിനും 2016 ഏപ്രിലിലെ അടിസ്ഥാന ശമ്പളത്തിന്റെ 0.45% സർവീസ് വെയിറേജ് ആയി അനവദിച്ചു നൽകണമെന്ന ആവശ്യം പരിഗണനാർഹമില്ല.

"ഈതിനു ബഹു. ധനകാര്യ വകുപ്പ് 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 പിട്ടെന്നും ആരക്കൂല്യത്തിന് ആരപാതികമായ വർദ്ധനവ് ശമ്പള പരിഷ്കരണത്തിന്റെ തുടർന്നുള്ള കാലയളവിലും ഉണ്ടായിരിക്കേണ്ടതാണ്. ഈ വിഷയം പരിശോധിച്ചതിൽ, 2018-ൽ അനുവദിച്ച ഡി.എ നിരക്കിലെ വർദ്ധനവിലെ അപരാജീതയാണ് അപ്രകാരമുള്ള കവിന് കാരണമാകുന്നത് എന്ന കാണുന്ന. 2022-23 വർഷം വരെയുള്ള കമ്പനിയുടെ സംഖിത നഷ്ടവും എൽ.ടി.എ നടപ്പിലാക്കിയാലുണ്ടാകാവുന്ന പ്രതിമാസ ബാധ്യതയും പരിഗണിച്ചും ഒരു ശമ്പള പരിഷ്കരണ കാലയളവിൽ 2 ഡി.എ നിരക്കുകൾ അനുവദിച്ച നൽകുന്നത് കുമേണ

എക്കീകരിച്ച കൊണ്ട് വരേണ്ടുണ്ടന്നു കൗത്തിയുമാണ് 01.01.2018 മുതലുള്ള ഡി.എ നിരക്കിൽ നേരിയ കവർ വരുത്തി യഥാർമ്മത്തിൽ അർഹമായതും ശ്രീപാർശ്വ ചെയ്തുമായ നിരക്കായ 01.01.2018 മുതൽ ഓരോ പോയിന്റിന് 97 രൂപയിൽ നിന്നും 85 രൂപ എന്ന നിരക്കിലേയ്ക്ക് കുറച്ചത്. എന്നാൽ അത് ശമ്പള പരിജ്ഞാനത്തിന്റെ ആനപാതിക വർദ്ധനവ് നില നിർത്തുന്നതിൽ പരാജയമാണെന്നതിനാലാണ് തൊഴിലാളികൾ അപ്രകാരം ഉത്തരവു പുറപ്പെടുവിക്കുന്നതിനെ എതിർക്കുന്നത്. പോയിന്റിന് 97 രൂപ നിരക്കിൽ അനവഭിച്ചാൽ വർദ്ധനവിന്റെ ശതമാനം 8 ശതമാനത്തിനു മുകളിലേയ്ക്ക് വരുന്നതാണ്. മേൽ വർദ്ധനവിനു പുറമെ 31/03/2016-ൽ ജീവനക്കാർക്ക് ലഭിച്ചുകൊണ്ടിരുന്ന എല്ലാ അലവൻസുകൾക്കും, മറ്റൊരു ആനുകൂല്യങ്ങൾക്കും ഉത്തരവ് തീയതി മുതൽ പത്ത് ശതമാനം വർദ്ധനവ് സർക്കാർ അനവഭിച്ചു നല്കിയിട്ടുണ്ട്. അവയെല്ലാം പരിഗണിച്ചാൽ ആകെ വർദ്ധനവ് 10% തേതാളം വരുന്നതാണ്. ആയതിനാൽ നിലവിലെ കമ്പനിയിലെ തൊഴിൽ സാഹചര്യം മെച്ചപ്പെടുത്തുന്നതിന് ക്ഷാമബന്ധത്ത് നിരക്ക് സംബന്ധിച്ച് ധനകാര്യ വകുപ്പിന്റെ 02.11.2024 തീയതിയിലെ അഭിപ്രായത്തിൽ ആവശ്യപ്പെട്ടു 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-II.

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 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.

THE KERALA CERAMICS LTD

KUNDARA



LONG TERM AGREEMENT OF STAFF & WORKERS

2016-21

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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.

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.

ALLOWANCES

For 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 4FM-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

- i. 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.
- ii. 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.
- iii. 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 remainder of the provision of the agreement.
- iv. Any dispute, difference, disagreement or controversy of any nature or character regarding interpretation and implementation of the agreement

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between the unions during the life time of the agreement shall be referred by either party separately or by the company and the unions together for arbitration by the Labor Commission, Asst. Labor Commissioner (Central) and their decision shall be final and binding upon the company and the unions.

- v. If any anomaly is created by which a junior hand receive more pay than a senior hand as part of the implementation of revised salary, in such cases, the basic pay of the senior will be stepped up to that of the junior with effect from the date on which the junior draws more pay subject to following condition (1) the senior and junior employees should belong to the same category (2) the senior employee at the time of pay revision has been drawing equal or more pay than the junior (3) the anomaly has arisen directly as a result of the introduction of the revised scale of pay and fixation rules. (4) The anomaly should not have arisen due to any advance increment granted to the junior or due to increased service weightage gained by the junior (5) the next increment shall be granted only on completion of one year of service required to earn an increment from the date of such step up.
- vi. Notwithstanding the termination of the period of validity of this agreement, it shall continue in effect thereafter until amended by mutual agreement or terminated by the company or the unions by the written notice at least two calendar months to the other party.

GENERAL SERVICE RULES

1. The probation of a probationer to any post is liable either to be extended or to be terminated by the Management, if his work and conduct are not found satisfactory. If such probationer was appointed by transfer from some other post or appointed by promotion from a feeder-post, he is liable to be reverted to his previous post, without assigning any reasons. A probationer will be confirmed in the post on satisfactory completion of his probation subjected to declaration of completion of probation by competent authority.
2. Where a post is to be filled up by promotion, it shall be done in accordance with the criteria laid down in promotion policy, grouping of categories described in annexure IV, Qualification and method of recruitment described in annexure V etc. of this agreement taken together.

POSTS AND PAY

1. The number of posts in each class, grade or category shall be as per the staff pattern shown in annexure III.

2. An employee is said to be appointed permanently to a post when he is confirmed in that post. Only one person can be appointed permanently against one permanent post at a time.
3. A person is said to act in a post when he is appointed to a post in which there is no incumbent or the incumbent of which is on leave temporarily for any reason.
4. A person holding a permanent post, who is posted in an acting capacity to a higher post or is on deputation to another post, shall retain his claim in his permanent post and shall revert to such permanent post on expiry of his acting or deputation period.

TRANSFERS

Employees are liable to be transferred from one post to another in the same pay, in the interests of the company, subject to the condition that a person so transferred shall be eligible for any promotion or revision of salary he would have been eligible for before his transfer.

COMMENCEMENT OF SERVICE

The service of an employee shall commence from the date on which he/she assumes charge of a post and shall cease on the date on which he/she relinquishes charge. He/she will be entitled to draw pay and allowances from the date on which he/she assumes charge to the date on which he/she relinquishes charge.

SABSTITUTE ARRANGEMENTS

1. A post falling vacant may be filled up in the following manner.
2. A permanent vacancy may be filled up by (i) promotion from among eligible candidates or (ii) by direct recruitment in accordance with the procedure fixed for such appointment as per existing practice.
3. If the vacancy is not of a permanent nature, either a person in a lower category may be appointed to act in such vacancy, or a person in a lower category or the same category may be put in additional charge of the vacant post as the Management deems fit, subjected to the condition of fulfilling the eligibility. Chain acting arrangements in the post will however be avoided.
4. Inter-departmental/Division transfer will be effected as and when exigencies of work require suitable personnel.
5. For periods less than 15 days, vacancies will be filled either by detailing the senior in the lower cadre for the same work or allocating it to different

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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 Cary 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. (P) No No.61/2018/Fin for a period of 180 days from the date of its commencement. As per G.O (P) 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.

17. Special leave for organ transplantation & heart operations: Special leave as per G.O(P) No 181/2018/Fin & G.O (P) no.56/2020/Fin will be applicable to all regular employees of the company subject to the conditions mentioned in the referred appropriate GO in a calendar year as under:

18.

- a. 45 days special casual leave for heart operations.
- b. 30 days special casual leave for angioplasty.
- c. 90 days special casual leave for organ transplantation.

19. Special casual leave for parents of physically challenged children: As per G.O(P) No. 160/2018/Fin, employees of the company who have physically/mentally challenged children, will have eligibility for 15 days special casual leave in a calendar year subjected to conditions mentioned in the Government Order.

PROMOTION POLICY

1. Promotions shall be made only to the next higher post in the scale structure.
2. Promotion 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
3. A period of 12 month probation will be compulsory for every promotion during which period, if the service 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 as described in annexure IV and V.
6. For internal recruitment to certain staff category, selection will be made from among the experienced, qualified employees according to qualification and experiences as shown in the Annexure V.
7. Records of past services including those on assessment reports, absenteeism, postponement of increment, disciplinary action etc. will also be taken in to consideration while selection.
8. If an employee is promoted and posted to a higher cadre and if she/he refuses the promotion to the higher cadre or does not join duty in the new job statin(g

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.

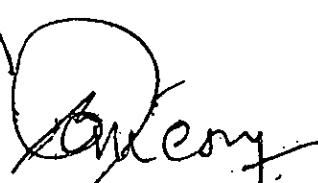
IN WITNESS WHEREOF the parties hereto have caused their names to be subscribed by their duty authorized officers and representatives on this Twenty Eighth January of Two Thousand Twenty one.

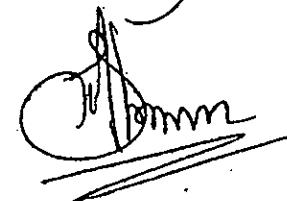
Representing for Employer

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

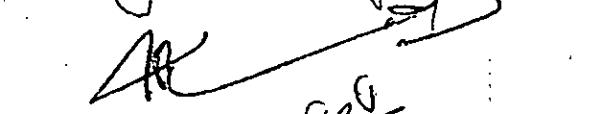
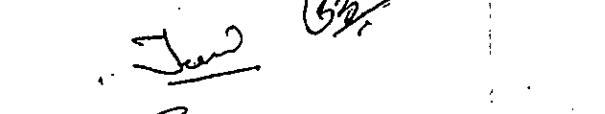
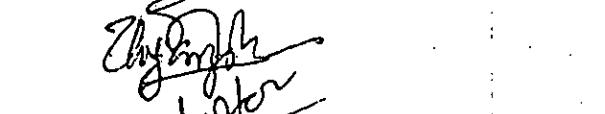
Representing for Staff & Workers Union

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





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

- 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 – IMT 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.

Handwritten signatures and initials are scattered across the page, including:

- S. J. S.
- K. M. K.
- S. C. S.
- T. S.
- A. K.
- B. M.
- R. M.
- T. S. S.
- A. M. S.
- A. M. S.
- A. M. S.

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 & Administra- tion	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	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

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	-				
2.2		Bleaching	-	4	4	4	12
2.3		Press Tank	-				
2.4	Settling & Bleaching	II Grade Process	2	-	-	-	2
3.1		Press	-	1	1	1	3
3.2		Kneading	-	1	1	1	3
4.1		V Tank	-	1	1	1	3
4.2	Dryer	D Tank	-				
4.3		Drier	-	2	2	2	6
5.1		50 kg	-	4	2	-	6
5.2	Packing	1000 kg	-				
6.1		Material Handling	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)					Total
		G/I	II	III	R		
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 No 10: 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 No 11: 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 No 13. 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.

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.

Post No 28. Junior Officer (Head Office)

Method of appointment: Promotion by selection

Qualification: For graduates 10 year experience and for non – graduates 15 year experience in the company out of which 1 year experience as Superintendent in any of the administrative departments of the company.

Number of post: 1

Post No. 29. Junior Officer (Works)

Method of appointment: By Selection from Superintendent/Technical Asst. /Mines Foreman

Qualification: Candidate should have minimum one year experience in the company in the post of Superintendent (production/maintenance) /Technical Assistant/ Mines Foreman

Number of post: 1

**scale of pay mentioned in the agreement refers to the new revised scale.*

SELECTION OF CLEANER, PUMP OPERATOR (Worker Category)

1. Cleaners will be selected by internal selection from the list of

Mode of selection: Based on inter-

Mode of Selection: Based on interview
Qualification: should have LMV/HMV license. Preference to persons who Possess HMV license.

2. Pump operators will be selected by internal selection from the 1100-1000.

Mode of selection: based on: *+*

Mode of selection: based on interview
Eligibility: second grade workers in the 30

A. SHANAVAS KHAN 01/12/2021
PRESIDENT - INTUC.

D. Sudhakaran President
Kerala Ceramics Employees Union AT THE
Kerala Ceramics Employees Congress INTUC
Treasurer
Jose. At the service
of the people.
1980

അമാവസ്യാ 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	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 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.

കേരള സർക്കാർ
(എ.പി.സി.ഒ. വിജയൻ മന്ത്രിസഭ)
മന്ത്രിസഭാധ്യാഗത്തിന്റെ കുറിപ്പ്

1 ഫയൽ നമ്പർ : വ്യവ-എച്ച് 2/75/2019/വ്യവ

2 വകുപ്പ് : വ്യവസായ (എച്ച്) വകുപ്പ്

3 വിഷയം : ദി കേരള സിറാമിന്റെ ലിംഗ്രൂവിലെ സ്കാഫിന്റെയും വർക്കർമാത്തെയും 2016-21 കാലയളവിലെ ദിർഘകാല കരാർ നടപ്പാക്കുന്നത് സംബന്ധിച്ച്.

4 മന്ത്രിസഭാധ്യാഗത്തിൽ സമർപ്പിക്കാനെത്തുടർന്ന് സമർപ്പിക്കാനെത്തുടർന്ന് : 19.11.2025

മുഖ്യമന്ത്രിയുടെ ഉത്തരവ് തീയതി

5 (i) ഇത് സാമ്പത്തിക ബാധ്യതയുള്ളതാണോ? : ഉണ്ട്
 (ii) സാമ്പത്തിക ബാധ്യതയുള്ളതാണെങ്കിൽ ധനകാര്യ വകുപ്പുമായി ആലോച്ചിട്ടുണ്ടോ;
 ഉണ്ടെങ്കിൽ അവയുടെ അഭിപ്രായം
 മന്ത്രിസഭാധ്യാഗത്തിന്റെ കുറിപ്പിൽ ഉണ്ട്
 ഉൾക്കൊള്ളിച്ചിട്ടുണ്ടോ?

6 മറ്റൊരെങ്കിലും വകുപ്പുമായി ആലോച്ചിട്ടുണ്ടോ; : -
 ഉണ്ടെങ്കിൽ അവയുടെ അഭിപ്രായം
 മന്ത്രിസഭാധ്യാഗത്തിന്റെ കുറിപ്പിൽ
 ഉൾക്കൊള്ളിച്ചിട്ടുണ്ടോ;

7 കരട് കുറിപ്പ് സമർപ്പിച്ച അധികാരിയാണ് : ശ്രീമതി. എം എ റജീന ബിഗം
 സെക്രട്ടറിയുടെ പേര്

8 കരട് കുറിപ്പ് അംഗീകരിച്ച അധികാരിയാണ് ചീഫ് : ശ്രീ.എ.പി.എം.മുഹമ്മദ് ഹനീഫ്
 സെക്രട്ടറിയുടെ പേര്

9 മന്ത്രിസഭയുള്ള കരട് കുറിപ്പ് അധികാരിയാണ് ചീഫ് : 13.01.2026
 സെക്രട്ടറി അംഗീകരിച്ച തീയതി

10 കരട് കുറിപ്പ് അംഗീകരിച്ച ചീഫ് സെക്രട്ടറിയുടെ : ഡോ.എ.ജയതിലക്
 പേര്

11 മന്ത്രിസഭയുള്ള കരട് കുറിപ്പ് ചീഫ് സെക്രട്ടറി : 15.01.2026
 അംഗീകരിച്ച തീയതി

12 കരട് കുറിപ്പ് അംഗീകരിച്ച മന്ത്രിയുടെ പേര് : ശ്രീ.പി.രാജീവ്

13 മന്ത്രിസഭയുള്ള കരട് കുറിപ്പ് മന്ത്രി അംഗീകരിച്ച : 16.01.2026
 തീയതി

14 കുറിപ്പിന്റെ പകർപ്പുകൾ സമർപ്പിച്ച തീയതി : 19.01.2026

15 മന്ത്രിസഭാധ്യാഗം തീരുമാനമെടുത്ത തീയതി : -

16 തീരുമാനം പുറപ്പെടുവിച്ച സർക്കാർ :
 ഉത്തരവ്/കത്തിന്റെ നമ്പറും തീയതിയും

മന്ത्रിസഭായോഗത്തിന്തുള്ള കരിപ്പ്

ഡി കേരള സെറാമിക്സ് ലിമിറ്റഡ് (The Kerala Ceramics Limited) ജീവനക്കായുടെയും തൊഴിലാളികളുടെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ നടപ്പിലാക്കുന്നത് സംബന്ധിച്ചതാണ് ഈ കരിപ്പ്.

2. കേരള സീറാമിക്സ് ലിമിറ്റഡിലെ ഭേദ യൂണിയനകളുമായി നടത്തിയ ചർച്ചകളുടെ അടിസ്ഥാനത്തിൽ, ജീവനക്കായുടെയും തൊഴിലാളികളുടെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ പ്രകാരമുള്ള ശമ്പള പരിഷ്കരണത്തിനായുള്ള നിർദ്ദേശം (അന്നബന്ധം 1), ബോർഡ് അംഗീകാരത്തോടെ കേരള സീറാമിക്സ് ലിമിറ്റഡ് മാനേജിംഗ് ഡയറക്ടർ സർക്കാർ അനുമതിക്കായി സമർപ്പിച്ച ഡി കേരള സീറാമിക്സ് ലിമിറ്റഡ്. ഭേദ യൂണിയനകളും തമ്മിൽ 28.01.2021 ന് ഒപ്പുവെച്ച ദീർഘകാല കരാർ പ്രകാരം ശമ്പള പരിഷ്കരണം നടപ്പാക്കേംബോൾ പ്രതിമാസം ഒന്നുക്കേശം 2,07,355/- രൂപയുടെ അധിക സാമ്പത്തിക ബാധ്യതയാണ് പ്രതീക്ഷിക്കുന്നതെന്നും വരുംകാലങ്ങളിൽ ഉൽപ്പാദനം വർധിപ്പിക്കുന്നതിലൂടെ കൂടുതൽ വിപണി കണ്ടുതുകയും, ആയതുവഴി ഉണ്ടാകുന്ന അധിക വരുമാനത്തിലൂടെ ശമ്പളപരിഷ്കരണം മൂലം ഉണ്ടാകുന്ന അധിക സാമ്പത്തിക ബാധ്യത കമ്പനിക്ക് വഹിക്കുവാൻ സാധിക്കുന്നതാണെന്നും ഡി കേരള സീറാമിക്സ് ലിമിറ്റഡ് മാനേജിംഗ് ഡയറക്ടർ അറിയിക്കുകയുണ്ടായി.

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

“ശമ്പള പരിഷ്കരണ കടിശ്ശീക സാക്ഷ്മീകരാക്കി ശ്വേത സൂചിപ്പിക്കുന്ന പ്രകാരം കേരള സീറാമിക്സ് ലിമിറ്റഡ് കമ്പനിയിലെ തൊഴിലാളികളുടെ ശമ്പള പരിഷ്കരണം അനുവദിച്ച് നൽകുന്ന

Existing and Revised scaleSTAFF

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/-

4. (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 he 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 (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 (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 forgo 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 ഫൂപാർശ ബഹു: മന്ത്രിസഭാധ്യാഗത്തിന്റെ അനാമതിക്കായി സമർപ്പിക്കേണ്ടതും സർക്കാർ ഉത്തരവിന്റെ കരട് ധനകാര്യവകുപ്പിൽ സൂക്ഷ്മപരിശോധനകായി സമർപ്പിക്കേണ്ടതുമാണ്.

ഇതിന് ബഹു: ധനകാര്യ മന്ത്രിയുടെ അംഗീകാരമുണ്ട്."

4. 03.05.2023-ൽ ചേർന്ന പബ്ലിക് എസ്റ്റർപ്പ്രോസസ് ബോർഡ് യോഗം ഈ വിഷയം പരിഗണിച്ചുകൂടിയും കേരള സെറാമിക്സ് ലിമിറ്റഡ് മാനേജിംഗ് ഡയറക്ടർ ചീഫ് ആക്ഷേപങ്ങൾ ഉന്നയിക്കുകയും ധനകാര്യ വകുപ്പിന്റെ നിർദ്ദേശങ്ങൾ പുനഃപരിശോധിക്കണമെന്ന് അഭ്യർത്ഥിക്കുകയും ചെയ്തിനെന്നുള്ളടർന്ന്, ബോർഡ് ഈ വിഷയം പിന്നീട് പരിഗണിക്കുന്നതിനായി മാറ്റിവെച്ചു

5. വീണ്ടും അഭിപ്രായം തെടിയപ്പോൾ ധനകാര്യ വകുപ്പ് താഴെ പറയുന്ന പ്രകാരം അഭിപ്രായപ്പെടു:—

ധനവകുപ്പ് അംഗീകരിച്ച കേരള സീറാമിക്സ് ലിമിറ്റഡ് (KCL)ലെ ജീവനക്കാരുടെ ശമ്പള പരിഷ്കരണത്തിലെ ക്ഷാമബന്ധത്തെ വ്യവസ്ഥയിൽ താഴെ സൂചിപ്പിക്കുന്ന പ്രകാരം തിരുത്തൽ വരുത്തി അനവാദിച്ച നല്കാവുന്നതാണ്:—

- 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. ഫീറ്റ്‌മെന്റ്, 2016 ഏപ്രിലിലെ അടിസ്ഥാന ശമ്പളത്തിന്റെ 22% ആക്കണമെന്ന ആവശ്യം പരിഗണിക്കാൻ നിർവ്വാഹിക്കു

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

“ഇതിനും ബഹു. ധനകാര്യ വകുപ്പ് മന്ത്രിയുടെ അംഗീകാരമുണ്ട്”

6. ഭരണ വകുപ്പിന്റെ താഴെ പറയുന്ന അഭിപ്രായത്താട്ട പണ്ഡിക്ക് എന്തുമുള്ള പ്രൈവറ്റേസ്റ്റ് ബോർഡിന്റെ പരിഗണനയ്ക്കായി ഇക്കാര്യം വീണ്ടും സമർപ്പിച്ചു

2016-2021 കാലഘട്ടത്തിലെ തീർഘടകാല സേവന കരാർ നടപ്പിലാക്കുന്നതിനുള്ള ചർച്ചകൾക്ക് അനുമതി നൽകിയതനുസരിച്ച് 29/1/2021 - തെ സമർപ്പിച്ച തീർഘടകാല കരാറിന് 3 ലോറ്റ് വർഷത്തെ കാലതാമസത്തിനും ശേഷം LTA കരാറിൽ ഉൾപ്പെടുത്തിയ നിരവധി ആനുകൂല്യങ്ങളിലും ശമ്പള സ്കൂളിലിലും കുറവ് വരുത്തിയാണ് ധനകാര്യ വകുപ്പ് അനുമതി നൽകിയിരിക്കുന്നത്. LTA കരാർ സംബന്ധിച്ചുള്ള വിവിധ വൈദക്കോട്ടി വിധി നൂറ്റാണ്ടിലും പരിഗണിച്ചതായി കാണുന്നില്ലെങ്കിൽ സാഹചര്യത്തിൽ ആവശ്യം പറയുന്ന കാര്യങ്ങൾ PEB പരിശോധിക്കേണ്ടതാണ്.

- i. കേരള സ്ഥിരാമിക്സ് ലിമിറ്റഡിലെ ജീവനക്കാരുടെ വിവിധ തസ്തികയിലേക്കുള്ള യോഗ്യത, മറ്റ് യോഗ്യതകൾ, പ്രമോഷണൽ നയം മുതലായവ ജീവനക്കാരുടെ LTA യുടെ ഭാഗമായി ഉൾപ്പെടുത്തേണ്ടതില്ലെങ്കിൽ ആയത് ഭരണ വകുപ്പ് പ്രത്യേക ഉത്തരവായി പുരപ്പെടുവിക്കേണ്ടതാണ്. ആയതിൽ PEB വൃക്തത വരുത്തേണ്ടതാണ്.
- ii. മുൻപ് പണ്ഡിക്ക് എന്തുമുള്ള പ്രൈവറ്റേസ്റ്റ് ബോർഡ് പരിഗണിച്ച LTA പ്രാപ്നോസൽ ശമ്പളപരിഷ്കരണത്തിനും ശേഷം ജീവനക്കാർക്ക് കുറവായ ശമ്പളം ലഭിക്കുന്നതായി കണ്ടത്തിയതിനെ തുടർന്നാണ് PEB - യുടെ നിർദ്ദേശ പ്രകാരം വീണ്ടും ചില മാറ്റങ്ങളോടെ ധനകാര്യ വകുപ്പ് അംഗീകരിച്ചിരിക്കുന്നത് ശമ്പള പരിഷ്കരണത്തിനും ശേഷം ഓരോ ജീവനക്കാർക്കും മിനിമം 10%

വർദ്ധനവ് ഉണ്ടായിരിക്കണമെന്ന വ്യവസ്ഥ പാലിച്ചിട്ടെങ്കാം ബോർഡ് ഉറപ്പ് വരുത്തേതണ്ടതാണ്.

iii. നിലവിലെ LTA നിർദ്ദേശം 2016-21 കാലത്തെ കേരള സിറാമിസ്റ്റിലെ ജീവനക്കാരുടെ ശമ്പള പരിജ്ഞരണം സംബന്ധിച്ചുള്ളതാണ് 2024- തോന്തരവാചിച്ചിട്ടുള്ള പ്രസ്തുത പരിജ്ഞരണത്തിലെ കടിച്ചിക നേരംതന്നെ ജീവനക്കാർക്ക് നൽകില്ലായെന്ന ധനകാര്യ വകുപ്പിന്റെ നിർദ്ദേശം അംഗീകരിക്കുവാൻ കഴിയുന്നതല്ല പൊതുമേഖലാ സ്ഥാപനം ലാഭകരമാകുന്ന സമയത്ത് സർക്കാരിന്റെ മുൻകൂർ അനുമതിയോടെ കടിച്ചിക തുക ഗധുകളായി നൽകാമെന്ന കാര്യം പരിഗണിക്കേണ്ടതാണ്. ജീവനക്കാർക്ക് അവകാശപ്പെട്ട കടിച്ചിക തുക പുർണ്ണമായും നിഷ്പയിക്കുന്നത് യുക്തിസഹമല്ല.

iv. ജീവനക്കാർക്ക് ലഭിക്കുന്ന അലവൻസുകളിലെ വർദ്ധനവ് നാമമാത്രമായിട്ടാണ് ധനകാര്യ വകുപ്പ് അംഗീകരിച്ചിരിക്കുന്നത്. ഉദാഹരണമായി HRA യിലെ വർദ്ധനവ് 10 ത്രുപ്പയും, വാഷിംഗ് അലവൻസിന്റെ വർദ്ധനവ് 2 ത്രുപ്പയും എന്നത് കാലാനന്നുതമല്ല. തുടാനെ സ്റ്റിച്ചിംഗ് അലവൻസ് 1 ജോഡി പാസ്റ്റസിനും ഷർട്ടിനും 125 ത്രുപ്പയിൽ നിന്ന് 140 ത്രുപ്പയായി വർദ്ധിപ്പിച്ചത് എന്ത് മാനദണ്ഡത്തിന്റെ അടിസ്ഥാനത്തിലാണെന്ന് വ്യക്തമല്ല ശമ്പളപരിജ്ഞരണം. നടപ്പിലാക്കുന്നതിന് 7 വർഷത്തോളമെടുത്ത തീർജ്ജലമായ കാലതാമസം. അലവൻസുകളിലെ വർദ്ധനവിൽ പ്രതിഫലിച്ചിട്ടുള്ള കാര്യം PEB പ്രത്യേകമായി പരിശോധിക്കേണ്ടതാണ്. ഇക്കാര്യത്തിൽ LTA കരാർ പ്രകാരമുള്ള വർദ്ധനവ് നടപ്പിലാക്കാവുന്നതാണ്.

7. 01.02.2025-ൽ ചേരുന്ന പണ്ഡിക്ക് എന്തുംപെപ്പുസ്സ് ബോർഡ് (PEB) യോഗം ഈ വിഷയം വിഞ്ഞും പരിഗണിക്കുകയും, കമ്പനിയും ഭരണ വകുപ്പ് ആണിക്കാണിച്ച

അപാക്തകൾ ധനകാര്യ വകുപ്പുമായി വിണ്ട് കൂടിയാലോചിച്ച്
സമർപ്പിക്കുന്നതിനായി മാറ്റിവെങ്കകയും ചെയ്തു.

8. വിണ്ട് കൂടിയാലോചിച്ചപ്പോൾ ഈ വിഷയത്തിൽ ധനകാര്യ വകുപ്പ് ഘട്ടം
പറയുന്ന അഭിപ്രായം രേഖപ്പെടുത്തി—

"മറ്റ് പ്രത്യേക സാഹചര്യങ്ങൾ നിലവിലില്ലെങ്കിൽ ശമ്പള പരിശീലനം
അനവാദിക്കുന്ന സമയത്തെ ഫീറ്റ്‌മെറ്റ് ആനുകൂല്യത്തിന് ആനപാതികമായ
വർദ്ധനവ് ശമ്പള പരിശീലനത്തിന്റെ തുടർനാളുള്ള കാലയളവിലും
ഉണ്ടായിരിക്കേണ്ടതാണ് ഈ വിഷയം പരിശോധിച്ചതിൽ, 2018-ൽ അനവാദിച്ച
യി.എ നിരക്കിലെ വർദ്ധനവിലെ അപര്യാപ്തതയാണ് അപ്രകാരമുള്ള കുറവിന്
കാരണമാക്കുന്നത് എന്ന കാണം. 2022-23 വർഷം വരെയുള്ള കമ്പനിയുടെ
സാമ്പത്തിക നഷ്ടവും എൽ.ടി.എ നടപ്പിലാക്കിയാലുണ്ടാകാവുന്ന പ്രതിമാസ ബാധ്യതയും
പരിശീലിച്ചും ഒരു ശമ്പള പരിശീലന കാലയളവിൽ 2 ഡി.എ നിരക്കകൾ
അനവാദിച്ച നൽകുന്നത് കുമേണ എക്കീകരിച്ച കൊണ്ടു വരേണ്ടതുണ്ടോ
ക്കുത്തിയുമാണ് 01.01.2018 മുതലുള്ള ഡി.എ നിരക്കിൽ നേരിയ കുറവ് വരുത്തി
യാർക്കുമ്പത്തിൽ അർഹമായതും ശ്രീപാർശ ചെയ്തുമായ നിരക്കായ 01.01.2018 മുതൽ
ഓരോ പോയിന്റിനും 97 ശതമാനം അപേക്ഷാ നിന്നും 85 ശതമാനം നിരക്കിലേയ്ക്ക് കുറച്ചത്.
എന്നാൽ അത് ശമ്പള പരിശീലനത്തിന്റെ ആനപാതിക വർദ്ധനവ് നില
നിർത്തുന്നതിൽ പരാജയമാണെന്നതിനാലാണ് തൊഴിലാളികൾ അപ്രകാരം
ഉത്തരവു പുറപ്പെടുവിക്കുന്നതിനെ എതിർക്കുന്നത്. പോയിന്റിനും 97 ശതമാനം നിരക്കിൽ
അനവാദിച്ചാൽ വർദ്ധനവിന്റെ ശതമാനം 8 ശതമാനത്തിനു മുകളിലേയ്ക്ക്
വരുന്നതാണ്. മെൽ വർദ്ധനവിനു പുറമെ 31/03/2016-ൽ ജീവനക്കാർക്ക്
പാഠിച്ചുകൊണ്ടിരുന്ന എല്ലാ അലവൻസുകൾക്കും മറ്റൊരു ആനുകൂല്യങ്ങൾക്കും
ഉത്തരവ് തീയതി മുതൽ പത്ത് ശതമാനം വർദ്ധനവ് സർക്കാർ അനവാദിച്ച
നല്ലിയിട്ടുമണ്ഡ്. അവയെല്ലാം പരിശീലിച്ചാൽ ആകെ വർദ്ധനവ് 10% തോളം
വരുന്നതാണ്. ആയതിനാൽ നിലവിലെ കമ്പനിയിലെ തൊഴിൽ സാഹചര്യം

മെച്ചപ്പെടുത്തുന്നതിന് ക്ഷാമബന്ധത്ത് നിരക്ക് സംബന്ധിച്ച് ധനകാര്യ വകുപ്പിൽ 02.11.2024 തീയതിയിലെ അഭിപ്രായത്തിൽ ആവശ്യപ്പെട്ടു. 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 എസ്റ്റർപ്പെസസ് ബോർഡ് (PEB) യോഗം ഈ നിർദ്ദേശം പരിഗണിക്കുകയും, താഴെ പറയുന്ന നിരീക്ഷണങ്ങളോടെ അംഗീകാരം നൽകുകയും ചെയ്യും.

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 ജീവനക്കാരത്തെയും തൊഴിലാളികളെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ നടപ്പിലാക്കുന്നത് സംബന്ധിച്ച പ്രയത്ന ബഹുവ്യവസായ വകുപ്പ് മന്ത്രി മുഖ്യമന്ത്രിക്ക് ചംക്രമണം ചെയ്യപ്പോൾ, ഈ വിഷയം മന്ത്രിസഭയുടെ പരിശീലനത്തോടു സമർപ്പിക്കാൻ ബഹുമുഖ്യമന്ത്രി ഉത്തരവായി

തീയമാനിക്കേണ്ട വിഷയം

(എ) ധനകാര്യ വകുപ്പ് അംഗീകാരം നൽകിയതും പബ്ലിക് എൻ്റർപ്രൈസസ് ബോർഡ് തീയമാനിച്ച പ്രകാരമുള്ള കേരള സെറാമിക്സ് ലിമിറ്റഡ് ജീവനക്കാരത്തെയും തൊഴിലാളികളെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ ചൂചുന്ന പരിധി പരിശീലനത്തോടു സമർപ്പിക്കാമോ?

- i. കമ്പനി സമർപ്പിച്ചിരുന്ന അന്വണ്ടിയം 1 പ്രോപ്പോസലിൽ ഉൾപ്പെട്ടിരുന്നതും ധനകാര്യ വകുപ്പ് അംഗീകരിച്ചതുമായ പ്രോമോഷൻ മാനദണ്ഡങ്ങളും ലീവ് പോളിസിയും പബ്ലിക് എൻ്റർപ്രൈസസ് ബോർഡിന്റെ ശ്രിപാർശ അംഗീകരിച്ച് ദീർഘകാല കരാറിൽ നിന്ന് ഒഴിവാക്കാവുന്നതും അവ പിന്നീട് പരിശോധിച്ച് പ്രത്യേകമായി ഉത്തരവ് പുറപ്പെട്ടവികാവുന്നതുമാണ്.
- ii. ധനകാര്യ വകുപ്പിന്റെ അഭിപ്രായം മരിക്കുന്നതുകാണും. പബ്ലിക് എൻ്റർപ്രൈസസ് ബോർഡ് തീയമാനിച്ച പ്രകാരവും ഇ.പി.എഫ് വിഹിതത്തിന്റെ കാര്യത്തിൽ കേരള സെറാമിക്സ് ലിമിറ്റഡ് ജീവനക്കാരത്തെയും തൊഴിലാളികളെയും 2016-21 കാലയളവിലെ നിലവിലെ സമിതി തുടരാവുന്നതാണ്.

iii. ധനകാര്യ വകുപ്പിന്റെ അഭിപ്രായം മരിക്കുന്നതുകൊണ്ടും പബ്ലിക് എൻ്റർപ്രൈസസ് ബോർഡ് ശ്രീപാർശ്വ ചെയ്ത പ്രകാരവും ശമ്പള പരിഷ്കരണം മൂലം നൽകേണ്ടി വയന കടിച്ചിക്കുക കമ്പനി ലാഭത്തിലാക്കുന്ന മുത്തു നൽകുന്നത് പരിഗണിക്കാവുന്നതാണ്.

iv. ധനകാര്യ വകുപ്പിന്റെ അഭിപ്രായം മരിക്കുന്നതുകൊണ്ടും പബ്ലിക് എൻ്റർപ്രൈസസ് ബോർഡ് പരിഗണിച്ച പ്രകാരവും കമ്പനി സമർപ്പിച്ച ദീർഘകാല കരാറിൽ (അനബന്ധം I)നിർദ്ദേശിച്ചിട്ടുള്ള പ്രകാരം വർദ്ധിപ്പിച്ച അലവൻസുകൾ അനവദിക്കാവുന്നതാണ്.

v. മുകളിൽ (i) മുതൽ (iv) വരെയുള്ള ഭേദഗതികൾ വയത്തിലും ശമ്പള സൗഖ്യിലുകൾ ഉൾപ്പെടെയുള്ള മറ്റ് കാര്യങ്ങളിൽ ധനകാര്യ വകുപ്പ് പബ്ലിക് എൻ്റർപ്രൈസസ് ബോർഡും അംഗീകരിച്ച പ്രകാരവും തയ്യാറാക്കിയിട്ടുള്ള അനബന്ധം - || പ്രകാരം കേരള സെറാമിക്സ് ലിമിറ്റഡിലെ ജീവനക്കായടെയും തൊഴിലാളികളുടെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ നടപ്പിലാക്കാവുന്നതാണ്.

അഭ്യർത്ഥിക്കിൽ

(ബി) ധനകാര്യ വകുപ്പ് അംഗീകരിച്ചതും പബ്ലിക് എൻ്റർപ്രൈസസ് ബോർഡ് ഭേദഗതി നിർദ്ദേശങ്ങളോടെ അംഗീകരിച്ചതു പ്രകാരമുള്ള കേരള സെറാമിക്സ് ലിമിറ്റഡിലെ ജീവനക്കായടെയും തൊഴിലാളികളുടെയും 2016-21 കാലയളവിലെ ദീർഘകാല കരാർ നടപ്പിലാക്കാമോ?

THE KERALA CERAMICS LTD

KUNDARA



LONG TERM AGREEMENT OF STAFF & WORKERS

2016-21

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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.

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.

ALLOWANCES

For 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 4FM-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

- i. 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.
- ii. 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.
- iii. 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 remainder of the provision of the agreement.
- iv. Any dispute, difference, disagreement or controversy of any nature or character regarding interpretation and implementation of the agreement

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between the unions during the life time of the agreement shall be referred by either party separately or by the company and the unions together for arbitration by the Labor Commission, Asst. Labor Commissioner (Central) and their decision shall be final and binding upon the company and the unions.

- v. If any anomaly is created by which a junior hand receive more pay than a senior hand as part of the implementation of revised salary, in such cases, the basic pay of the senior will be stepped up to that of the junior with effect from the date on which the junior draws more pay subject to following condition (1) the senior and junior employees should belong to the same category (2) the senior employee at the time of pay revision has been drawing equal or more pay than the junior (3) the anomaly has arisen directly as a result of the introduction of the revised scale of pay and fixation rules. (4) The anomaly should not have arisen due to any advance increment granted to the junior or due to increased service weightage gained by the junior (5) the next increment shall be granted only on completion of one year of service required to earn an increment from the date of such step up.
- vi. Notwithstanding the termination of the period of validity of this agreement, it shall continue in effect thereafter until amended by mutual agreement or terminated by the company or the unions by the written notice at least two calendar months to the other party.

GENERAL SERVICE RULES

1. The probation of a probationer to any post is liable either to be extended or to be terminated by the Management, if his work and conduct are not found satisfactory. If such probationer was appointed by transfer from some other post or appointed by promotion from a feeder-post, he is liable to be reverted to his previous post, without assigning any reasons. A probationer will be confirmed in the post on satisfactory completion of his probation subjected to declaration of completion of probation by competent authority.
2. Where a post is to be filled up by promotion, it shall be done in accordance with the criteria laid down in promotion policy, grouping of categories described in annexure IV, Qualification and method of recruitment described in annexure V etc. of this agreement taken together.

POSTS AND PAY

1. The number of posts in each class, grade or category shall be as per the staff pattern shown in annexure III.

2. An employee is said to be appointed permanently to a post when he is confirmed in that post. Only one person can be appointed permanently against one permanent post at a time.
3. A person is said to act in a post when he is appointed to a post in which there is no incumbent or the incumbent of which is on leave temporarily for any reason.
4. A person holding a permanent post, who is posted in an acting capacity to a higher post or is on deputation to another post, shall retain his claim in his permanent post and shall revert to such permanent post on expiry of his acting or deputation period.

TRANSFERS

Employees are liable to be transferred from one post to another in the same pay, in the interests of the company, subject to the condition that a person so transferred shall be eligible for any promotion or revision of salary he would have been eligible for before his transfer.

COMMENCEMENT OF SERVICE

The service of an employee shall commence from the date on which he/she assumes charge of a post and shall cease on the date on which he/she relinquishes charge. He/she will be entitled to draw pay and allowances from the date on which he/she assumes charge to the date on which he/she relinquishes charge.

SABSTITUTE ARRANGEMENTS

1. A post falling vacant may be filled up in the following manner.
2. A permanent vacancy may be filled up by (i) promotion from among eligible candidates or (ii) by direct recruitment in accordance with the procedure fixed for such appointment as per existing practice.
3. If the vacancy is not of a permanent nature, either a person in a lower category may be appointed to act in such vacancy, or a person in a lower category or the same category may be put in additional charge of the vacant post as the Management deems fit, subjected to the condition of fulfilling the eligibility. Chain acting arrangements in the post will however be avoided.
4. Inter-departmental/Division transfer will be effected as and when exigencies of work require suitable personnel.
5. For periods less than 15 days, vacancies will be filled either by detailing the senior in the lower cadre for the same work or allocating it to different

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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 Cary 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. (P) No No.61/2018/Fin for a period of 180 days from the date of its commencement. As per G.O (P) 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.

17. Special leave for organ transplantation & heart operations: Special leave as per G.O(P) No 181/2018/Fin & G.O (P) no.56/2020/Fin will be applicable to all regular employees of the company subject to the conditions mentioned in the referred appropriate GO in a calendar year as under:

18.

- a. 45 days special casual leave for heart operations.
- b. 30 days special casual leave for angioplasty.
- c. 90 days special casual leave for organ transplantation.

19. Special casual leave for parents of physically challenged children: As per G.O(P) No. 160/2018/Fin, employees of the company who have physically/mentally challenged children, will have eligibility for 15 days special casual leave in a calendar year subjected to conditions mentioned in the Government Order.

PROMOTION POLICY

1. Promotions shall be made only to the next higher post in the scale structure.
2. Promotion 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
3. A period of 12 month probation will be compulsory for every promotion during which period, if the service 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 as described in annexure IV and V.
6. For internal recruitment to certain staff category, selection will be made from among the experienced, qualified employees according to qualification and experiences as shown in the Annexure V.
7. Records of past services including those on assessment reports, absenteeism, postponement of increment, disciplinary action etc. will also be taken in to consideration while selection.
8. If an employee is promoted and posted to a higher cadre and if she/he refuses the promotion to the higher cadre or does not join duty in the new job stating

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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.

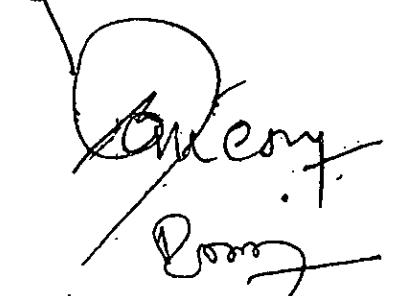
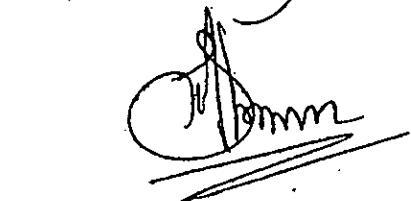
IN WITNESS WHEREOF the parties hereto have caused their names to be subscribed by their duty authorized officers and representatives on this Twenty Eighth January of Two Thousand Twenty one.

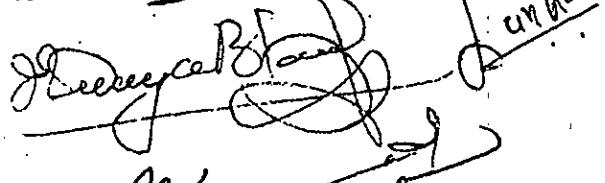
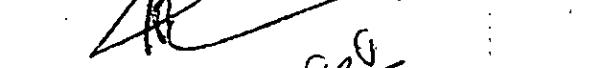
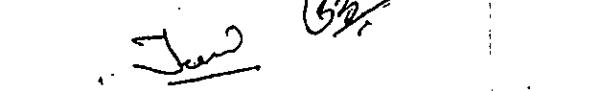
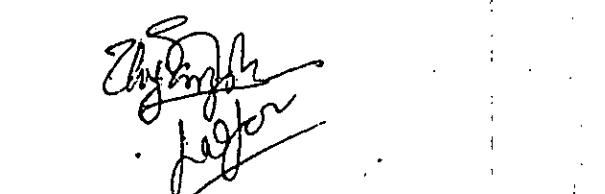
Representing for Employer

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

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

- 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 – IMT 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.

Handwritten signatures and initials are scattered across the page, including:

- S. J. S.
- K. M. K.
- S. C. S.
- T. S.
- A. K.
- B. M.
- R. M.
- T. S. S.
- A. M. S.
- A. M. S.
- A. M. S.

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 & Administra- tion	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	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

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	-				
2.2		Bleaching	-	4	4	4	12
2.3		Press Tank	-				
2.4	Settling & Bleaching	II Grade Process	2	-	-	-	2
3.1		Press	-	1	1	1	3
3.2		Kneading	-	1	1	1	3
4.1		V Tank	-	1	1	1	3
4.2	Dryer	D Tank	-				
4.3		Drier	-	2	2	2	6
5.1		50 kg	-	4	2	-	6
5.2	Packing	1000 kg	-				
6.1		Material Handling	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)					Total
		G/I	II	III	R		
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 No 10: 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 No 11: 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 No 13. 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.

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.

Post No 28. Junior Officer (Head Office)

Method of appointment: Promotion by selection

Qualification: For graduates 10 year experience and for non – graduates 15 year experience in the company out of which 1 year experience as Superintendent in any of the administrative departments of the company.

Number of post: 1

Post No. 29. Junior Officer (Works)

Method of appointment: By Selection from Superintendent/Technical Asst. /Mines Foreman

Qualification: Candidate should have minimum one year experience in the company in the post of Superintendent (production/maintenance) /Technical Assistant/ Mines Foreman

Number of post: 1

**scale of pay mentioned in the agreement refers to the new revised scale.*

SELECTION OF CLEANER, PUMP OPERATOR (Worker Category)

1. Cleaners will be selected by internal selection from the list of

Mode of selection: Based on inter-

Mode of Selection: Based on interview
Qualification: should have LMV/HMV license. Preference to persons who Possess HMV license.

2. Pump operators will be selected by internal selection from the 1100-1

Mode of selection: based on: *+*

Mode of selection: based on interview
Eligibility: second grade workers in the 30

A. SHANAVAS KHAN 01/12/2021
PRESIDENT - INTUC.

D. Sudhakaran President
Kerala Ceramics Employees Union AT THE
Kerala Ceramics Employees Congress INTUC
Treasurer
Jose. At the service
of the people.
1980

അമാവസ്യാ 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	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 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.