

Annexure B: Approved Amendments in KPITB Employee Service Regulations 2018

| S. No. | Section No. | Present | Proposed |
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| 1. | 2.(ee) | "Regular employee means an employee of the Board, appointed against a regular post and does not include,-" | "Regular employee means an employee of the Board, appointed against a regular post with an ongoing contract governed by the master and servant relationship, after the successful completion of probation period, and does not include,-" |
| 2. | 12.(1).ii | "in accordance with Chapter 10 of these regulations" | "On two months' notice or pay in lieu thereof after successful completion of probation" |
| 3. | 12.(3) | New clause | <p>The service of a regular employee may be terminated if:</p> <p>(i) his/her performance is not satisfactory;</p> <p>(ii) he/she has been consistently underperforming for 6 months and failed to improve performance despite receipt of two written notices for bringing improvement, issued with two months' interval; and</p> <p>(iii) he/she has failed to meet assigned targets/key performance indicators (KPIs) during past 6 months period.</p> <p>Provided that, the employee has to be informed in writing, by his/her reporting officer with prior approval of the Managing Director, at least 4 months prior to termination of his/her employment contract, on the areas where he/she</p> |

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| | | | has been underperforming, non-completion of assigned targets/KPIs and improvements expected. After passing of 2 months from the first notice, second and last notice with 2 months' timeline will be served giving specific reasons and required areas of improvement. In case of no improvement, the employment contract will be terminated on completion of two months period from second and final notice. The appointing authority or the committee (Appointment Authority, Human Resource and Remuneration Committee and/or the Board) that hired or promoted that specific employee, will also act as final authority to decide termination of employment contract in case of unsatisfactory performance. |
| 4. | Section 15.1 | "A regular employee is required to serve a written notice period of thirty days on tendering a resignation from service" | "A regular employee is required to serve a written notice period of sixty days on tendering a resignation from service" |
| 5. | Chapter 3: Section 22.(2) | "Creation of new posts: - any new regular post(s) for creation shall be recommended by Human Resource and Remuneration Committee and approved by the Competent Authority" | "Creation and Deletion of New posts: - any new regular post(s) for creation or existing post for deletion, justified by sufficient grounds, shall be recommended by the Human Resource and Remuneration Committee and Approved by the Competent Authority" |