

14. Joining Time

[CCS (Joining Time) Rules — Swamy's FR & SR, Part - I, Appendix - 10]

1. When Admissible

1. To join on transfer in public interest, a new post either at the same or a new station.
— Rule 4 (1).
2. To permanent / temporary employees and permanent / provisionally permanent State Government employees on appointment on the results of a competitive examination / interview open to Government servants and others, if such Government servants opt for having their past service in the Central Government or State Government counted for all purposes in the Central Government.
— Rule 4 (4).
3. To surplus staff transferred from one post to another under the Scheme regulating redeployment of surplus staff.
— Rule 4 (2).
4. To officials discharged due to reduction of establishment in one office and appointed in another office if the orders are received while working in the old post. If they are appointed to the new post(s) after discharge, the period of break may be treated as joining time without pay, if it does not exceed 30 days, and the officials concerned have rendered not less than 3 years' continuous service.
— Rule 4 (3).
5. Once in a calendar year, while proceeding on leave from a place in a remote locality or to a place in a remote locality.
6. Once in a calendar year, while returning from leave from a place in a remote locality or to a place in a remote locality.
7. Once in a calendar year, to officials domiciled in the Union Territories of Andaman and Nicobar Islands, Lakshadweep, while proceeding on leave to their home town in another Island on the Union Territory and returning from home town.
— GIO (1), Rule 10.

Temporary Transfer.— JT not admissible but only actual transit time, as on tour, is admissible.
— Rule 4 (1).

2. Amount of Joining Time

Same Station.— One day is admissible on transfer to join a new post within the same station or in another station which does not involve change of residence. "Same Station" means the area within the same Municipality

or Corporation, and its contiguous suburban Municipalities, notified areas or cantonments. — Rule 5 (3).

One station to another.— (i) One day is admissible if change of residence is not involved. (ii) If change of residence is involved, joining time will be admissible with reference to the distance between the old and new stations by direct route and ordinary mode(s) of travel, as given below:—

Distance between the old and new Headquarters	Joining time admissible	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 km
1,000 km or less	10 days	12 days
More than 1,000 km and up to 2,000 km	12 days	15 days
More than 2,000 km	15 days*	15 days

* In cases of travel by air, the maximum joining time admissible is 12 days.— Rule 5 (4).

In the cases of stations in a remote locality, additional days of joining time over and above the number of days indicated will be granted under Rule 10. — GIO (1), Rule 10.

Actual and not weighted distance.— Distance should be calculated on actual distance travelled and not on the weighted one for which fare is charged by Railways in some sections.

In case of transfer of a Government servant to or from North-Eastern Region, including Sikkim, Andaman and Nicobar Islands, Lakshadweep and Ladakh, two days additional time shall be admissible over and above the normal joining time reckoned on the basis of actual distance between their old and new place of posting. — Rule 5 (4).

Holidays.— When holiday(s) follow(s) joining time, the normal joining time shall be deemed to have been extended to cover such holiday(s). However, holidays cannot be prefixed to joining time. — Rule 5 (4).

3. Calculation from old Headquarters only

To be calculated from the old headquarters in all cases, including—

- Where an employee receives the orders in a place other than his headquarters;
- Where charge of the old post is made over in a place other than the headquarters.
- Where the headquarters is changed while on tour to the station of tour itself; and

- (d) Where the temporary transfer is converted into permanent transfer.
— Rule 5 (2).

4. Extension of JT

Extension of joining time can be granted up to a maximum of 30 days by Heads of Departments and beyond 30 days by the Departments of the Government of India, based on the guiding principle that the total should be approximately equal to 8 days for preparation *plus* reasonable transit time *plus* holidays, if any following.

— Rule 5 (5).

5. Unavailed JT to be credited to the EL

The period of unutilized joining time shall be regulated in terms of the provisions of sub-clause (ii) of Clause (a) of sub-rule (1) of Rule 26 of the Central Civil Service (Leave) Rules, 1972.

— Rule 6 (1).

6. Combination with leave / vacation

Joining time may be combined with vacation, or leave of any kind or duration except casual leave.

— Rule 6 (2).

7. Second transfer while in transit

An employee in transit on transfer directed to proceed to a place different from that indicated in the original transfer orders, shall be entitled to fresh joining time in addition to the joining time already availed. The fresh joining time will be calculated from the place at which he got the revised orders to the new place of posting.

— Rule 6 (3).

8. JT Pay and Reckoning JT for increment

Joining Time Pay.— 1. Joining time is regarded as duty and pay equal to the pay drawn before relinquishment of charge in the old post is admissible during joining time. In addition, Dearness Allowance appropriate to the pay and House Rent Allowance as applicable to the old headquarters, are admissible. — Rule 7.

Permanent Travelling Allowance and Conveyance Allowance are not admissible during joining time. — Rule 7.

The sanction of the admissible joining time shall be accorded by the Competent Authority exercising the administrative control over the Government servant proceeding on transfer.

However, the joining time pay shall be paid for by the new Administrative Authority where such Government servant joins on transfer.

— Rule 7, Notes 1 and 2.

Reckoning Joining Time for Increment. — 1. Joining time will count for increment in the substantive post and the post for which pay is paid during that period. — FR 26 (e).

2. Joining time in continuation of leave counts for increments in the time-scale applicable to the post/posts on which the last day of leave before commencement of joining time counts for increments. — FR 26 (e) (ii).

3. Journey period availed on transfer at one's own request not regularized as leave is treated as *dies non* and does not count for increment, leave or pension. — FR 26.

4. When an increment falls due during the period of JT, the increased pay will be drawn only on joining duty after JT, but the period will count for next increment.

9. Miscellaneous

When transfer is cancelled.— When the order of transfer is cancelled after the employee has handed over charge of the old post but before taking over charge of the new post, the period intervening between the dates of handing over and taking over is treated as joining time.

— Appendix-10, C & A.G. D (1).

Transfer at own request.— No joining time is admissible. Regular leave may be availed of to cover the period from the date of relinquishing charge of the old post to the date of assumption of charge of the new post. If, however, holiday(s) intervene(s) between the date of relief at the old station and joining at the new station, the intervening holidays may be availed as 'holidays' and the employee need not take any leave for such period. The pay for the period so availed will be borne by the Department / Office where the official joins after transfer. — GIO (6), Appendix-10.

However, officials posted to their station of choice after completion of full tenure will be entitled to joining time.

— DG, P&T's Instruction No. 4 below SR-114.

Joining time concession while proceeding on / returning from leave in the case of those serving in N-E. Region, etc.

— See relevant Topic under Section 21.