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Handbook 2024

FOR CENTRAL GOVERNMENT STAFF

Golden Jubilee
Edition



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CONTENTS

PAGE

SECTION 1

RECRUITMENT

1. Recruitment Rules	1
2. Methods of Recruitment	1
3. Composite method of recruitment	2
4. Consultation with UPSC	3
5. Direct recruitment to another post in same or different department	3
6. Probation	3
7. Mandatory Induction Training	5
<i>Frequently Asked Questions</i>	5

SECTION 2

RESERVATIONS AND CONCESSIONS IN APPOINTMENTS

1. Reservation for SCs/STs	6
2. Reservations for Socially and Educationally Backward Classes (OBCs)	11
3. Reservations for Economically Weaker Sections (EWSs)	13
4. Post-Based Reservation Rosters	14
5. Reservations for Persons with Benchmark Disabilities	19
6. Reservations for Meritorious Sportspersons	27
7. Reservations for Ex-Servicemen...	28
8. Compassionate Appointments of Dependents	31
<i>Frequently Asked Questions</i>	34

SECTION 3

CONFIRMATION

35

SECTION 4

CONDUCT RULES

1. Do's and Don'ts — for you	36
2. Acts, conduct and commissions which amount to misconduct	40
3. Activities requiring permission / sanction	41
4. Activities not requiring permission / sanction...	44
5. Unauthorized absence — Break in service	45
6. Government servants and politics	46
7. Property Transactions	48
8. Acceptance of Gifts	49

	PAGE
9. Restrictions regarding marriage	50
10. Dowry	51
11. Sexual Harassment of working women	52
12. Assistance to Government servants in legal proceedings	57
13. Annual Return of Assets and Liabilities	58
<i>Frequently Asked Questions</i>	60

SECTION 5
DISCIPLINE RULES

1. Warning / Admonition / Reprimand	61
2. Disciplinary Proceedings	61
3. Appeal, Revision and Review	69
4. Suspension and Subsistence Allowance	71
5. Reinstatement	80
6. Proceedings after Retirement	83
7. Central Administrative Tribunal	84
<i>Frequently Asked Questions</i>	87

SECTION 6
DEPUTATION AND FOREIGN SERVICE

1. Foreign Service — General Principles	88
2. Leave Salary Contribution	89
3. Pension Contribution	90
4. Deputation (Duty) Allowance	91
<i>Frequently Asked Questions</i>	101

SECTION 7
SENIORITY, DPC AND PROMOTION

1. Seniority	102
2. Departmental Promotion Committee (DPC)	107
3. Regular Promotions	111
4. <i>Ad hoc</i> Promotions	113
5. Pro forma Promotions	114
6. Declining of Promotion	115
7. Annual Performance Assessment Reports (APARs)	115
8. Revised procedure from 1-4-2009	120
9. Reflection of work done through Government e-Marketplace (GeM)	121

	PAGE
10. Instructions / Guidelines relating to filling up the integrity column of Annual Performance Assessment Reports ...	122
11. Letters of Appreciation ...	123
<i>Frequently Asked Questions</i> ...	124

SECTION 8

PAY

1. Standard Pay Scales ...	125
2. Pay Matrix ...	125
3. Stepping up of pay to remove anomalies ...	133
4. Increments ...	135
5. Advance Increments ...	137
6. Lumpsum Incentive for acquiring higher qualifications ...	139
7. Attachment for debt and maintenance ...	140
<i>Frequently Asked Questions</i> ...	142

SECTION 9

ALLOWANCES, FEE AND HONORARIUM

1. Dearness Allowance ...	143
2. HRA ...	145
3. List of Classified Cities for HRA... ..	148
4. List of stations where HRA is admissible from 1-9-2008 ...	150
5. Transport Allowance ...	150
6. Special Allowance for Child Care for Women with Disabilities	153
7. Cycle Allowance ...	153
8. Dress Allowance ...	154
9. Overtime Allowance ...	155
10. Fee and Honorarium ...	158
11. Non-Practising Allowance ...	164
12. Conveyance Hire for local journeys ...	165
13. Conveyance Allowance ...	166
14. Conveyance Allowance to Medical Officers ...	167
15. Extra Work Allowance ...	170
16. Split Duty Allowance ...	171
17. Cash Handling Allowance to Cashiers ...	171
18. Night Duty Allowance ...	172
19. Compensatory Allowances ...	173
<i>Frequently Asked Questions</i> ...	182

SECTION 10

GOVERNMENT QUARTERS

1.	Allotment of Quarters	184
2.	Quarters to house-owning employees	187
3.	Separate Pool for certain categories of employees	187
4.	Allotment of alternate accommodation	189
5.	Conditions for Regularization	191
6.	Surrender of an allotment	192
7.	<i>Ad hoc</i> allotment to handicapped employees...	192
8.	Out-of-turn allotment on medical grounds	193
9.	Reservation of Quarters for SC/ST Employees...	193
10.	Retention of Accommodation	194
11.	Compensation in lieu of rent-free accommodation	198
12.	Persons to reside with the allottee	198
13.	Subletting	198
14.	Change of Accommodation	200
15.	Miscellaneous	201
16.	Licence Fee	202
	<i>Frequently Asked Questions</i>	204

SECTION 11

PROVIDENT FUNDS

1.	General Provident Fund	205
2.	Advances from GPF	206
3.	Withdrawals from GPF	208
4.	Contributory Provident Fund	210
5.	Final payment of accumulations in PF	210
6.	Deposit-linked Insurance Scheme	213
	<i>Frequently Asked Questions</i>	214

SECTION 12

LEAVE RULES

1.	General Principles	215
2.	Earned Leave	217
3.	Half Pay Leave	219
4.	Commutated Leave	220
5.	Leave Not Due	220
6.	Extraordinary Leave	221

	PAGE
7. Leave Entitlements for Vacation Department Staff ...	222
8. Maternity Leave	223
9. Special Maternity Leave	224
10. Paternity Leave	224
11. Leave to female Government servant on adoption of child	225
12. Child Care Leave	226
13. Work Related Illness and Injury Leave (WRIL)...	227
14. Special Leave connected with inquiry on Sexual Harassment	227
15. Study Leave	228
16. <i>Ad hoc</i> Employees	230
17. Leave Salary	231
18. Officers appointed on contract	231
19. Casual Leave	231
20. Special Casual Leave	233
<i>Frequently Asked Questions</i>	238

SECTION 13

LEAVE TRAVEL CONCESSION

1. Eligibility	239
2. Salient points	241
3. Types of LTC	242
4. Block years and carry forward of LTC	243
5. Entitlement	244
6. Special Relaxation to visit NER, J&K, Ladakh and A&N ...	245
7. Advance	247
8. Reimbursement	248
9. LTC for Escort	250
10. Misuse of LTC	251
11. Encashment of EL during LTC	251
12. Special Concession for those posted in N-E. Region, etc. ...	252
<i>Frequently Asked Questions</i>	253

SECTION 14

JOINING TIME

1. When Admissible	254
2. Amount of Joining Time	254
3. Calculation from old Headquarters only	255
4. Extension of JT	256

			PAGE
5.	Unavailed JT to be credited to the EL	...	256
6.	Combination with leave / vacation	...	256
7.	Second transfer while in transit	256
8.	JT Pay and Reckoning JT for increment	...	256
9.	Miscellaneous	...	257
	<i>Frequently Asked Questions</i>	...	258

SECTION 15

TRAVELLING ALLOWANCE

1.	Pay level of Government servants	...	259
2.	Daily Allowance	...	259
3.	T.A. on Tour	...	262
4.	Journeys by Air	...	267
5.	Journeys by Sea / River Steamer...	...	268
6.	T.A. for local journeys	...	269
7.	Time-limit for submission of claims for Travelling Allowances	...	270
8.	T.A. when deputed for training	271
9.	T.A. on Temporary Transfer	...	272
10.	T.A. on Transfer	...	273
11.	T.A. on Retirement	...	278
12.	T.A. to the family of a deceased employee	...	280
13.	Advance of T.A. on Tour	...	281
14.	Advance of T.A. on Transfer	...	282
	<i>Frequently Asked Questions</i>	...	282

SECTION 16

CENTRAL GOVERNMENT HEALTH SCHEME

1.	General Provisions	...	283
2.	Contributions	...	288
3.	Medical Advance	...	288
4.	Pensioners / Family Pensioners	...	289
5.	When family alone can avail the facilities	...	291
6.	Facilities available	...	291
7.	Hospital accommodation / Free diet	...	295
8.	Guidelines for settlement of medical claims of pensioners and others	...	302
9.	Check-list of documents for the cases requiring relaxation	...	308

	PAGE
10. Guidelines for issue of medicines to CGHS beneficiaries from CGHS Wellness Centres	309
11. Special provisions to CGHS beneficiaries aged 80 years and above	310
12. Relaxation of consultation norms in respect of CGHS beneficiaries aged 75 years and above	311
13. Guidelines to employees (serving/retired) covered under New Pension Scheme	312
14. Treatment undertaken at private non-empanelled hospital, in case of emergency	312
<i>Frequently Asked Questions</i>	313

SECTION 17

MEDICAL ATTENDANCE RULES

1. General Scope	314
2. Authorized Medical Attendants	317
3. Recognized Hospitals	318
4. Concessions for Family	319
5. Guidelines	321
6. Medical Advance	323
7. T.A. for medical attendance and treatment	325
8. Relaxation of Rules	326
9. Treatment outside India	327
10. Medical claims — Some useful tips	327
<i>Frequently Asked Questions</i>	328

SECTION 18

CHILDREN'S EDUCATION ALLOWANCE

1. General Conditions	329
2. Hostel Subsidy	332
3. Journey fare for children studying at outstations	333
<i>Frequently Asked Questions</i>	334

SECTION 19

ADVANCES

1. Interest-free and Interest-bearing advances	335
2. Personal Computer Advance	335
3. House Building Advance	336
<i>Frequently Asked Questions</i>	345

SECTION 20

MODIFIED ASSURED CAREER PROGRESSION SCHEME

Modified Assured Career Progression Scheme (MACPS) ...	346
<i>Frequently Asked Question</i>	354

SECTION 21

CONCESSIONS WHEN POSTED TO N-E. REGION, ETC.

1. T.A. and Joining Time	355
2. Leave Travel Concession	357
3. Tenure	357
4. Weightage for promotion, etc.	358
5. Children's Education Allowance / Hostel Subsidy	358
6. Benefit of Two HRAs	358
7. Retention of Quarters / Telephone	359
8. Special Allowances	360
<i>Frequently Asked Questions</i>	360

SECTION 22

GFR, PROCUREMENT AND GOVERNMENT e-MARKETPLACE

1. Definition of Goods	361
2. Authorities competent to make procurements	362
3. Modes of Procurement	362
4. Government e-Marketplace (GeM)	364
5. Registration of Suppliers on GeM portal	364
6. Purchase of goods by obtaining bids	365
7. Advance payment to supplier	365
8. Part payment to suppliers	365
9. Code of Integrity	366
10. Definition of Consulting Services	366
11. Identification of sources and award of Contract	367
12. Definition of Non-Consulting Service	367
13. Procurement process	367
14. Payment Procedure in GeM	367

SECTION 23

QUITTING SERVICE — OTHER THAN RETIREMENT

1. Voluntary Retirement	368
--------------------------------	-----

	PAGE
2. Premature Retirement	369
3. Retirement on Medical Grounds	370
4. Absorption in ABs / PSUs, etc.	371
5. Missing employees	373
6. Permanent transfer to and from Central Autonomous / Statutory Bodies — Counting of past service for pension ...	374
7. Absorption in Public Sector Undertakings / Autonomous Bodies under the State Governments / Union Territories ...	376
8. Pensionary terms for Central Government employees absorbed consequent on conversion of Departments into Autonomous Bodies or a PSU	377
9. Extraordinary Pension	379
10. Resignation	383
11. Termination of Temporary Service	386
12. Removal / Dismissal	387
<i>Frequently Asked Questions</i>	388

SECTION 24

RETIREMENT ON SUPERANNUATION

1. Timely payment of retirement benefits — your duties	389
2. General Provisions	390
3. Qualifying Service	392
4. Counting of previous Civil / Military service for pension on re-employment	394
5. Emoluments and Average Emoluments	395
6. Classes of Pension	397
7. Calculation of Pension	398
8. Preparation of Pension Papers	399
9. Gratuity	400
10. Authorization of Pension and Gratuity	404
11. Payment of Pension	405
12. Commutation of Pension	406
13. Encashment of Leave	410
14. Dearness Relief to Pensioners / Family Pensioners	413
15. Nomination for payment of arrears of pension	414
16. Family Pension	414
17. Authorization of family pension	420
18. Entitlements of temporary employee	421
19. Medical Facilities to Pensioners / Family Pensioners	421
20. Pension through Public Sector Banks / Post Office Savings Bank <i>Frequently Asked Questions</i>	422 431

SECTION 25

NATIONAL PENSION SYSTEM

1.	Implementation	432
2.	Registration and Emoluments	433
3.	Contribution	434
4.	Option to avail benefits	435
5.	Benefits on Retirement	435
6.	Effect of resignation / absorption / dismissal	436
7.	Effect of disciplinary or judicial proceedings	437
8.	Entitlement for family on death of a Subscriber	438
9.	Benefits to the families of Government servants who go missing during service	438
10.	Partial Withdrawal	439
11.	Exit / Withdrawal	440
12.	Payment of Gratuity under NPS Rules	441
	<i>Frequently Asked Questions</i>	444

SECTION 26

OTHER SERVICE MATTERS

1.	Service Book	445
2.	Verification of Services	448
3.	Date of Birth and its subsequent alteration	449
4.	Change of Name	450
5.	Forwarding of applications for other employment	450
6.	Petitions to President	453
7.	Representations from Government servants on service matters	455
8.	Casual Labour	456
9.	Bonus	458
10.	Both husband and wife are Central Government servants-What if ?	459
11.	Posting of husband and wife at the same station	461
12.	Posting of Government employees who have differently abled dependants	463
13.	Incentives for Hindi	463
14.	N.O.C. for Passport	470
15.	Staff Associations	472
16.	Use of Staff car for official purposes	479
17.	Use of Staff car for private purposes	480
18.	Holidays	481

19.	Stipend and training expenses not to be recovered when relieved to take up new appointment	483
20.	Commercial Employment after Retirement	484
21.	<i>Ex gratia</i> Pension / Family Pension to CPF Retirees	484
	<i>Frequently Asked Questions</i>	486

SECTION 27

INCOME TAX

1.	Income from Salary	487
2.	Income from house property	496
3.	When salary is received in arrears	497
4.	Filing of Income Tax Returns	498
	<i>Frequently Asked Questions</i>	498

SECTION 28

WELFARE MEASURES

1.	Immediate relief to the family of an employee who dies while in service	499
2.	Group Insurance Scheme, 1980	499
3.	Illustration	504
4.	<i>Ex gratia</i> lumpsum compensation to families of Central Government Civilian employees who die in harness	505
	<i>Frequently Asked Questions</i>	507

SECTION 29

POSTAL TARIFF AND SAVINGS SCHEMES	508
--	------------

SECTION 30

ILLUSTRATIONS

1.	Deputation and Foreign Service...	511
2.	Pay	513
3.	Provident Funds	516
4.	Leave Rules	517
5.	Joining Time	520
6.	Travelling Allowance	522
7.	Advances	526
8.	MACP Scheme	527
9.	Retirement on Superannuation	529
10.	National Pension System	535
11.	Income Tax	536

SWAMY'S PERSONAL ORGANIZER

1. Recruitment

1. Recruitment Rules

[Guidelines on RRs — OM, dated 6-3-2013]

Recruitment Rules are rules notified under proviso to Article 309 or any specific statutes for post(s) prescribing the method of recruitment and eligibility conditions. It contains a notification part having substantive rules and a schedule part. Recruitment Rules are subordinate legislation and so, they are statutory in nature. Recruitment Rules for Group 'A' and 'B' posts / services are amended by the administrative Ministry / Department in consultation with the Department of Personnel and Training, Union Public Service Commission and the Ministry of Law (Legislative Department) and approval of competent authority in the Ministry / Department to be obtained.

Administrative Ministries / Departments are empowered to frame / amend the Recruitment Rules in respect of Group 'C' posts keeping in view the guidelines / Model Recruitment Rules issued by this Department on various aspects. In case of deviation from existing guidelines / Model Recruitment Rules, the concurrence of Department of Personnel and Training is to be obtained.

The minimum educational qualifications and experience required for direct recruitment may be indicated as precisely as possible and if necessary into two parts, viz., "Essential Qualifications" and "Desirable Qualifications" taking into account the pay level and the nature of duties, and the provisions in the approved Recruitment Rules for similar higher and lower posts in the same hierarchy.

2. Methods of Recruitment

The different methods of recruitment are:

- | | |
|------------------------|-------------------------|
| (a) Direct Recruitment | (b) Promotion |
| (c) Deputation | (d) Absorption |
| (e) Re-employment | (f) Short-term contract |

Direct recruitment is the recruitment which is open to all candidates, eligible as per the provisions regarding age, educational qualification / experience etc., as prescribed in Recruitment Rules.

Promotion is method of recruitment from feeder grade post(s) to higher post in the hierarchy as per the provisions of the Recruitment Rules.

If promotion is kept as a method of recruitment, it is also necessary to lay down the number of years of qualifying service before the persons in the field become eligible for promotion. Only regular, and not *ad hoc*, period of service is taken into account for purposes of computing this service.

Deputation is a method of recruitment where officers of Central Government Departments or State / UT Governments from outside are appointed to post(s) in Central Government for a limited period, by the end of which they will have to return to their parent cadres. In case of isolated post, it is desirable to keep the method of recruitment of deputation / short term contract as otherwise the incumbents of such posts, if directly recruited, will not have any avenue of promotion / career progression.

Short-term contract is also a form of deputation where officers from non-Government bodies e.g. universities, research institutions, public sector undertakings for teaching, research, scientific and technical post(s) can come to Central Government posts.

Absorption and deputation are not same. There is a substantial difference between absorption and deputation. The officer, who initially comes on deputation, may be permanently absorbed in the post / grade if recruitment rules prescribe for absorption as mode of recruitment. Such absorption can be effected only in the case of officers who are on deputation from the Central / State Government.

Re-employment.— Armed Forces personnel, including those in the Military, Naval and Air Forces, retire at younger ages compared to other Government employees, as their duties are physically demanding. When they retire, usually between the ages of 35 and 54 depending on their rank, most ex-servicemen require assistance for resettlement. They need a second career because they are still young and active, and their responsibilities and obligations are at their peak when they are compulsorily retired. Considering their dedicated service to the country's safety and security, it is a national obligation to provide necessary facilities for their resettlement. To address this, the Central Government has introduced the "Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules." The recruitment rules regulating the recruitment of persons to Group-C and MTS posts and services under the Central Government shall be subject to the provisions of these rules and shall be construed accordingly.

3. Composite method of recruitment

In cases where the field of promotion or feeder grade consists of only one post, the method of recruitment by "deputation (including short-term contract) / promotion" is prescribed so that the eligible departmental officer is considered along with outsiders. If the departmental candidate is selected for appointment to the post, it is to be treated as having been filled by promotion; otherwise, the post is to be filled by deputation / short-term

contract for the prescribed period of deputation / short-term contract at the end of which the departmental officer will again be afforded an opportunity to be considered for appointment to the post.

The field for deputation / short-term contract / absorption should, as far as possible, consist of officers holding analogous posts on regular basis but may be widened to include officers working in the next lower grade also with the qualifying service on regular basis normally prescribed for promotion.

4. Consultation with UPSC

UPSC is required to be consulted in case of recruitment to all Central Civil Services and Central Civil Posts. Exemption from consultation with UPSC is governed by UPSC (Exemption from Consultation) Regulations, 1958, as amended from time to time.

5. Direct recruitment to another post in same or different department

If a Government servant is appointed to another post by direct recruitment either in the same department or a different department, it may be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. Confirmation in the new entry grade becomes necessary because the new post may not be in the same line or discipline and the job requirements may be quite different from the old post in which he has been confirmed.

6. Probation

A person is appointed on probation to assess their suitability for the job. Probation is not just a formality and does not require a formal declaration. The Appointing Authority can declare successful completion, extend the probation period, or terminate the services based on performance evaluation.

Probation is used for direct recruitment, promotion, or re-employment before superannuation. It should not be excessively prolonged. The power to discharge probationers should be actively used to avoid later termination.

Besides passing exams, the focus should be on evaluating the probationer's outlook, character, and aptitude for the job before confirming their appointment.

During probation, the probationer should work under multiple officers, and their performance should be assessed by each one. Separate probation reports, distinct from regular Annual Performance Appraisal Reports (APARs), should be used for this purpose.

Probation should not be extended for more than a year, except for exceptional reasons, and should not exceed double the normal period.

If a probationer is not progressing satisfactorily, they should be informed of their shortcomings and given an opportunity to improve. Written warning should be given, and discharge should only be considered if there is no substantial improvement.

The Government may require probationers to undergo training, instructions, exams and tests during their probation period. This is a condition for satisfactory completion of probation, including an examination in Hindi, if necessary.

PERIOD OF PROBATION

The period of probation is prescribed for different posts / services in Central Government on the following lines:

Sl. No.	Method of appointment	Period of Probation
PROMOTION		
1.	Promotion from one grade to another but within the same group of posts, e.g. from Group 'C' to Group 'C'	No probation.
2.	Promotion from one Group to another, e.g. Group 'B' to Group 'A'	The period of probation prescribed for the direct recruitment to the higher post. If no period is prescribed, then it should be 2 years.
DIRECT RECRUITMENT		
3.	(i) For direct recruitment to posts except Clause (ii) below	2 years
	(ii) For direct recruitment to posts carrying a Grade Pay of ₹ 7,600 or above or to the posts to which the maximum age-limit is 35 years or above and where no training is involved	1 year
	NOTE.— Training includes 'on the job' or 'Institution training'	
4.	Officers re-employed before the age of superannuation	2 years

Sl. No.	Method of appointment	Period of Probation
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation.

— OM, dated 24-11-2022.

7. Mandatory Induction Training

In all cases of direct recruitment, there should be a mandatory induction training of at least two weeks' duration. Successful completion of the training may be made a prerequisite for completion of probation. The syllabus for the training may be prescribed by the cadre authorities in consultation with the Training Division of DoP&T.

Confirmation is de-linked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation (See Section 3 to know the procedure for Confirmation).

— OM, dated 24-11-2022.

FREQUENTLY ASKED QUESTIONS

1. *Can a Government servant submit application for posts within the Central Government, State Government, Autonomous / Statutory Bodies, CPSE, etc.?*

Permanent employees are given four opportunities in a year to apply for outside posts, except where it is withheld.

2. *When will an application for appointment of a Government servant not be forwarded?*

- (a) When he is under suspension.
- (b) When disciplinary proceedings are pending against him and a charge-sheet is issued.
- (c) Where a sanction for prosecution has been issued by the Competent Authority.
- (d) Where he is undergoing a penalty.
- (e) Where a charge-sheet has been filed in a Court of Law against him for criminal prosecution.

— OM, dated 24-11-2022.

2. Reservations and Concessions in Appointments

1. Reservation for SCs/STs

[Swamy's — Reservations and Concessions — Part - A]

1. Definition of SC/ST.— A person should belong to a Caste or a Tribe declared by the Central Government to be a Scheduled Caste or a Scheduled Tribe for the area of which he/she is a resident.

Further, a person claiming to be SC should profess either the Hindu or the Sikh or the Buddhist Religion. A person of the Scheduled Tribe may profess any religion. A person not belonging to SC/ST by birth will not be deemed to be a member of SC/ST by virtue of marriage with a person belonging to SC/ST. Similarly, a person belonging to SC/ST by birth will continue to belong to that category even after marriage with a person not belonging to SC/ST. If a SC person converted to a religion other than Hinduism / Sikhism / Buddhism reconverts himself back to these religions, he will be deemed to have reverted to his original SC status, if he is accepted by the members of that particular caste as one among them.

2. (a) Certificate to be produced.— A person claiming to belong to SC/ST should produce a certificate in the prescribed form signed by any of the following authorities:—

- (1) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra-Assistant Commissioner.
- (2) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tahsildar.
- (4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides. — Orders 1, 95 and 95-B of Section 2.

If SC/ST/OBC candidates are unable to produce a certificate from the prescribed authorities for the purpose of appointment to posts / services, they may be provisionally appointed with a condition to produce the prescribed certificate within a reasonable time subject to verification.

— Orders 16 and 16-A of Section 1.

(b) **Conditions to be added in the appointment order.**— The appointment order should state that the offer of appointment is subject to verification of SC/ST certificate and if the verification reveals that the claim is false, the services will be terminated forthwith without assigning any further reasons.

— Order 95 of Section 2.

(c) **Action against Government servants who get appointed on the basis of false SC/ST/OBC certificates in case of Permanent Government servants.**— An inquiry as prescribed in Rule 14 of CCS (CCA) Rules, 1965 may be held and if the charges are proved, he/she should be removed or dismissed from service. In no circumstances, should any penalty be imposed.

— Order 16, Section 1.

(d) **Timely verification of caste / community certificate.**— In order to avoid withholding of pensionary benefits due to pendency of verification process, all State / UT Governments to ensure that veracity of caste / community certificate referred to the district authorities is verified and reported to the appointing authority within one month of receipt of request from such authority. It may be ensured that the process of verification is completed within six months of the employee joining service.

— OM, dated 29-3-2023.

While recruiting candidates belonging to OBC community, there may be no objection in accepting caste / community certificate in any of the scheduled languages in addition to the official language. State / UT Governments may make available a digital copy of such certificates online for verification by recruiting organizations.

— OM, dated 13-4-2023.

3. SC candidate to intimate change of religion.— Every SC member should immediately inform the Appointing Authority in the event of any change of his/her religion.

— Order 81 of Section 2.

4. Reservations in Direct Recruitment.—

Sl. No.	Method of Recruitment	% of Reservation	Roster
1.	Direct Recruitment on All India basis by Open Competition	15% for SC 7 ½ % for ST	200-point post-based roster
2.	Organizations receiving candidates from a single common All India list prepared by SSC		
3.	Direct Recruitment on All India basis otherwise than by Open Competition	16 ⅔ % for SC 7 ½ % for ST	120-point post-based roster

Sl. No.	Method of Recruitment	% of Reservation	Roster
4.	Local Recruitment at Delhi	Same as in 1. and 3 above	
5.	Direct Recruitment to Groups 'C' & 'D' posts normally attracting candidates from a locality or a region	Percentages applicable to the respective States	The present 100-point vacancy-based roster should be suitably revised as post-based
6.	Organizations receiving candidates from SSC on the basis of Centre-linked zonal basis		
7.	Organization spreading into more than one State / UT (The roster will be drawn up with the help of Dept. of Per. & Trg., taking into account population of SC/ST in such areas).		

5. Extent of application.—

Applicable to—

- all services / posts in the non-industrial as well as in the industrial establishments under the control of the Government of India;*
- work-charged posts except those required for emergencies like flood /accident relief, etc. Percentage of reservation will be as for Groups 'C' and MTS.*
- daily-rated staff, though reservation orders do not apply in toto, SC/ST candidates will be recruited in such a way that their total representation does not fall below the prescribed percentage.*
— Order 15 and 18, Section 2.
- casual workers appointed against regular posts. Shortfall will be adjusted by appointment of SC/ST candidates from outside.*
- Temporary appointments which are to last for 45 days or more.*
— Order 18-A, Section 2.

Not applicable to—

- posts in Department of Space and trainees under the Department of Atomic Energy;
- ex cadre posts. But if they are in existence for a long time, the question of including such posts in the cadre should be considered.*
- posts filled by deputation. But eligible SC/ST candidates should be duly considered; if the number of posts is fairly substantial, a fair percentage should be filled by SC/ST subject to availability.

- (d) certain categories of Scientific/Technical personnel (earlier exempted from the reservation provisions) in respect of posts up to and including lowest grade in Group 'A'.
- (e) Temporary appointment of less than 45 days' duration.

6. Reservations in Promotions.— Reservation is provided at 15% and 7.5% to SCs and the STs, respectively, (i) in promotions through LDCE in Group 'B', 'C' and 'D' (ii) in promotion by selection in Group 'B', 'C' and 'D' and from Group 'B' to the lowest rung of Group 'A' and (iii) in promotion on the basis of seniority subject to fitness in all Groups, i.e. Group 'A', 'B', 'C' and 'D' (in all these cases). Reservation in posts by promotion, as indicated above, should be made applicable to all grades or services, in which the element of direct recruitment, if any, does not exceed 75%.

It is mandatory on the Ministries / Departments to satisfy following conditions before implementing the policy of reservation in promotions :

- (i) Collection of quantifiable data regarding inadequacy of representation of SCs and STs;
- (ii) Application of this data to each cadre separately;
- (iii) Maintenance of reservation roster, as per OM, dated 2-7-1997;
- (iv) DPC to assess the suitability of officers being considered for promotion to ensure administrative efficiency.

— Para. 5 of OM, dated 14-10-2022.

Reservation for SCs/STs in promotions will continue till such time as the representation of each of the categories in each cadre reaches the prescribed percentages of reservation. — Order 38, Section 2.

7. Promotions / Appointments to Selection Grade posts.— Reservation orders are applicable, as for 'selection-cum-seniority' / 'selection by merit' method or 'seniority-cum-fitness' method.

8. Relaxations/Concessions admissible to SC/ST in direct Recruitment.—

- (i) *Age.*— Maximum age-limit up to five years, for all posts.

(ii) *Minimum standard in Examination / Interview.*— If adequate number of SC/ST candidates satisfying the minimum standard is not available, shortfall will be adjusted by relaxing the minimum standard, provided they are not considered unsuitable. There will be no relaxation in qualification and/or minimum number of marks / grade.

(iii) *Less than minimum standard.*— In the case of non-technical and quasi-technical Groups 'C' and MTS filled by direct recruitment instead of through written examination, if SC/ST candidates are not available even under relaxed standards, shortfall will be adjusted by appointment of the best among the remaining SC/ST candidates with minimum educational qualifications.

(iv) *Exemption from fee.*— Candidates are fully exempted from fees for admission to any examination for recruitment / selection.

(v) *Separate interviews.*— For direct recruitment against reserved vacancies, separate interviews will be held for SC/ST candidates so that they are not adjudged along with general candidates. — Order 11, Section 2.

(vi) In respect of candidates selected by relaxed standards, special training programme including in-service training should be given to enable them to come up to the standards of other candidates.

(vii) The composition of Selection Committees for making recruitment to 10 or more vacancies must have one member each belonging to SC/ST, minority community and OBC. Further one of the members of selection Committee / Board, whether from the general category or Minority Community or SC/ST/BC community should be a lady, failing which a lady member should be co-opted on the Committee / Board. Efforts should also be made to have such members where the number of vacancies is less than 10. — Order 30, Section 2.

9. Relaxations / Concessions in Promotions.—

(i) *Age.*— Where an upper age-limit not exceeding 50 years is prescribed for promotion, it should be relaxed by five years. — Order 42, Section 2.

(ii) *Departmental Competitive Examination.*— SC/ST candidates who have not acquired the general qualifying standard should also be considered for promotion, if they are not considered unfit for such promotion, by relaxing the qualifying standards in their favour.

(iii) *Departmental qualifying examination.*— Suitable relaxation in the qualifying standard in such examinations should be made in the case of SC/ST candidates.

(iv) *Seniority.*— SC/ST Government servants shall, on their promotion by virtue of rule of reservation / roster, be entitled to consequential seniority also. — Order 37, Section 2.

(v) *Ad hoc promotions.*— *Ad hoc* promotions will be considered against vacancies in excess of 45 days. No formal roster is required to be maintained, but a simple register called '*Ad hoc* Promotion Register' will be maintained. — Order 31, Section 2.

(vi) *Adjustment of meritorious candidates against unreserved points.*— SC/ST candidates appointed by promotion on their own merit and seniority and not owing to reservation or relaxation of qualifications will be adjusted against unreserved points of reservation roster, irrespective of the fact whether the promotion is made by selection method or non-selection method. These orders will take effect from 2-7-1997, the date on which post-based reservation was introduced. — Order 12, Section 1.

(vii) *SC/ST candidate to be considered against unreserved vacancy also.*— SC/ST candidates within the normal zone of consideration in the feeder grade will be considered for promotion against an unreserved vacancy along with other candidates treating him as if he belongs to general category. If selected, he will be appointed to the post adjusting him against the unreserved point.
— Order 12, Section 1.

(viii) *Retention of SC/ST status by meritorious candidates.*— SC/ST candidates appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of SC/ST and will be eligible to get benefit of reservation in future / further promotions, if any.
— Order 12, Section 1.

(ix) *Zone of consideration of candidates for promotion.*— When sufficient number of SC/ST candidates are not available in the normal zone of consideration for promotion to selection posts, the normal zone will be extended to five times the number of vacancies in respect of SC/ST candidates only.
— Order 28, Section 2.

10. Liaison Officer.— An Officer in the rank of Deputy Secretary is nominated in each Ministry to ensure compliance of the reservation orders issued in favour of SCs/STs, to ensure prompt disposal of grievances and to scrutinize and consolidate statistical data. Liaison Officers are also to be nominated in the offices of Heads of Departments and in each Attached / Subordinate Offices.
— Order 72, Section 2.

11. Training to Liaison Officer.— Special Training should also be imparted to the Liaison Officer to implement the reservation orders in the Department. Training on Reservation in services for SCs/STs/OBCs especially designed for liaison officers be included in the Training Calendar of ISTM to achieve the following:—

- (i) To sensitize the Liaison Officers with their role, duties responsibilities and powers.
 - (ii) To impart the knowledge and skills for implementation of instructions relating for SCs/STs/OBCs.
 - (iii) To be fully competent for taking charge of the Reservation Cell.
 - (iv) Other functions as deemed necessary for discharging duties efficiently.
- OM, dated 8-5-2014.

2. Reservations for Socially and Educationally Backward Classes (OBCs)

[Swamy's — Reservations and Concessions]

1. Definition.— OBCs for purposes of reservation would comprise of the castes and communities which are commonly mentioned in both the lists in the Mandal Commission Report and the State Governments' lists. A list of such common categories has been brought out by the Ministry of

Welfare. However, from this list, certain persons / sections will be excluded. The rest will be entitled for reservation. — Order 1, Section 3.

2. Reservation for SCs, STs and OBCs in Autonomous Bodies / Institutions, etc.— All the Ministries / Departments, etc., are requested to ensure that suitable provisions of reservation for SCs, STs and OBCs are made in the Statutes / Articles of Association of all the Autonomous Bodies / Institutions under them and such provisions are implemented scrupulously.

— Order 1-A, Section 3.

3. (a) Certificate.— Any candidate claiming to belong to the OBC should obtain a certificate in the prescribed form signed by any of the specified authorities. No other certificate will be accepted. The authority should also certify that the candidate does not belong to any one of the Creamy Layers.

— Order 4, Section 3.

Revision of Income criteria for Creamy Layer.— It has been decided to raise the income limit from ₹ 6 lakhs to ₹ 8 lakhs p.a. for determining Creamy Layer amongst the other backward classes. This limit takes effect from 1-9-2017.

— Orders 12 and 12-A, Section 3.

(b) Conditions to be added in the appointment order.— The appointment order should state that the offer of appointment is subject to verification of OBC certificate and if the verification reveals that the claim is false, the services will be terminated forthwith without assigning any further reasons.

4. Reservations only in direct recruitment.— 27% in civil posts / services are reserved for OBCs. No reservation in promotions.

5. Sub-quota of 4.5% for Minorities with effect from 1-1-2012.— It has been decided to carve out a sub-quota of 4.5% for Minorities as defined under Section 2 (c) of the National Commission for Minorities Act, 1992, from within the 27% reservation for OBCs in Government employment.

— OM, dated 22-12-2011.

EXEMPTIONS.— Scientific/Technical posts for conducting, organizing, guiding and directing research, which are above the lowest Group 'A' grade are exempted from the purview of reservations.— Order 6, Section 3.

6. Relaxations and concessions.—

(i) *Age-limit for direct recruitment.—* Three years, for all posts.

(ii) *Meritorious candidates not to be adjusted against reservation.—* OBC candidates recruited on the basis of merit on the same standards as for general candidates will not be adjusted against the 27% reservation.

(iii) *Minimum standard in examination / interview.—* In respect of written examination / interview for direct recruitment, relaxation of standards will be allowed for OBC candidates as in the case of SC/ST [See Para. 9 (ii) of Subject 1 in this Section.]

7. Separate Liaison Officer for OBC.— Deputy Secretary-in-charge of Administration or an officer of equivalent rank in each Ministry / Department Attached and Subordinate Offices will be appointed as Liaison Officer separately to look after work relating to matters of reservation for OBCs.

— Order 9, Section 3.

3. Reservation for Economically Weaker Sections (EWS)

This reservation benefit will be effective in Direct Recruitment vacancies to be notified on or after 1-2-2019.

1. Percentage of Reservation.— 10% Reservation in direct recruitment in civil posts and services in the Government of India to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs.

2. Exemption.— Scientific and Technical posts which satisfy certain conditions can be exempted from the purview of the reservation orders by the Ministries / Departments.

3. Identification of persons as EWS.— (a) Persons who are not covered under the reservation scheme for SCs/STs/OBCs and whose family has gross annual income below ₹ 8 lakhs. Income shall also include income from all sources, i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application. The income for this purpose will be gross income taken for the purpose of Income Tax.

(b) Persons whose family does not own or possess any of the following assets, irrespective of the family income:-

1. 5 acres of agricultural land and above [Property held in different places / cities would be clubbed];
2. Residential flat and commercial property of 1000 sq. ft. and above;
3. Residential plot of 100 sq. yards and above in notified municipalities;
4. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

4. Family includes.— A person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

5. Certificate.— The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the prescribed Authority. The Officer who issues the certificate should verify all relevant documents following due process as prescribed by the respective State / UT.

6. Condition to be added in the appointment order.— The appointment order should state that the appointment is provisional and is subject to verification and if the verification reveals that the claim is fake / false, the services will be terminated forthwith without assigning any further reasons.

7. *No carry forward of reservation.*— If in any recruitment year any vacancy earmarked for EWS is not filled up due to non-availability of a suitable EWS candidate, such vacancies shall not be carried forward to the next recruitment year as backlog.

8. Persons belonging to EWS selected against the quota for persons with benchmark disabilities / ex-servicemen shall be placed against the roster points earmarked for EWS.

9. *Adjustment of meritorious persons.*— A person belonging to EWS can compete for appointment against an unreserved vacancy. Persons belonging to EWS, selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

10. *Grievance Redressal Officer.*— Every Government establishment shall appoint a senior officer of the Department as the Grievance Redressal Officer. The name, designation and contact details of the Grievance Redressal Officer may be displayed prominently on the website and in the office of the concerned establishment.

11. *Liaison Officer.*— A Liaison Officer may be appointed to monitor the implementation of reservation for EWSs.

— Orders 1 and 2, Section 4 and OM, dated 19-9-2022.

4. Post-Based Reservation Rosters

[Swamy's — Reservations and Concessions]

RESERVATION ROSTERS FROM 1-2-2019

(i) *Direct Recruitment on All India basis by Open Competition.*— (Annexure-II to OM, dated 31-1-2019).

Out of the specified 200 points, the reserved points will be—

For Scheduled Castes — 15% (30 points)

7	41	74	107	140	174
15	47	81	114	147	180
20	54	87	121	154	187
27	61	94	127	162	194
35	68	99	135	168	199

For Scheduled Tribes — 7.5 % (15 points)

14	55	95	136	175
28	69	108	148	188
40	80	120	160	198

For Other Backward Classes — 27% (54 points)

4	26	49	71	93	115	138	161	182
8	30	52	75	97	119	141	163	186
12	34	56	78	100	123	145	167	189
16	38	60	82	104	126	149	171	193
19	42	63	86	109	130	152	176	197
23	45	67	89	112	134	156	178	200

For Economically Weaker Sections — 10% (20 points)

10	50	90	131	170
21	62	98	142	181
31	70	110	150	190
43	83	122	164	196

The remaining 81 points will be unreserved.

- (ii) *Direct Recruitment on All India basis otherwise than by Open Competition.*— 120-point Roster. (Annexure – IV to O.M.)

Out of the specified 120 points, the reserved points will be—

For Scheduled Castes — 16.66 % (20 points)

7	31	56	79	103
13	37	61	85	110
19	43	67	91	115
25	49	73	97	119

For Scheduled Tribes — 7.5 % (9 points)

14	40	68	95	118
27	54	80	107	

For Other Backward Classes — 25.84 % (31 points)

4	24	44	63	82	101	120
8	28	47	66	86	105	
12	32	51	70	90	109	
16	35	55	74	94	113	
20	39	59	78	98	117	

For Economically Weaker Sections — 10% (12 points)

10	50	92
21	60	100
30	71	111
41	81	116

The remaining 48 points will be unreserved.

NOTE.— The principle of 'squeezing' has been kept in view.

(iii) *Local recruitment*.— The present 100-point vacancy-based roster maintained according to the proportionate population of SC/ST in different States is required to be revised suitably as Post-based rosters. Ministries / Departments have to prepare the revised rosters on the same principles.

(iv) *Promotions*.— 200-point roster. (Annexure - III to O.M.)

Out of these 200-points, reservation will be—

SC — 15% (30 points) and ST 7.5 % (15 points)

Points for SC/ST will be the same as prescribed for 200-point roster for All India Recruitment by open competition as in (i) above. No reservation for OBCs; all the remaining 155 points will be Unreserved.

EXPLANATORY NOTES.— Some of the important points of the Explanatory Notes given in Annexure-I to the OM, dated 2-7-1997 are:

(1) These rosters are not for determining seniority.

(2) The two fundamental principles in drawing up these rosters are (i) reservation to be kept within the prescribed percentage and (ii) total reservation not to exceed 50% of the cadre.

(3) The number of points in each roster will be equal to the number of points in the cadre. As and when cadre strength is increased or decreased, the roster will be expanded or contracted.

(4) Separate rosters to be maintained for each type of recruitment, i.e., direct recruitment, promotion, etc. For example, if a 200-personnel cadre is to be filled by direct recruitment and promotion on 50:50 basis, the rosters for direct recruitment and for promotion shall be 100-points each.

(5) Posts filled by transfer/transfer on deputation not to be entered in the roster.

(6) Roster will be operated on the replacement principle and not as a 'running account'. The points in the roster are fixed. Vacancies caused by retirement, etc., are to be filled only by the respective categories.

(7) SCs/STs/OBCs candidates selected on merit will not be shown against the reserved points but shown against Unreserved points.

(8) For initial operation of the roster, actual representation of the reserved categories in the cadre will be worked out and excess / shortage adjusted by future recruitment.

(9) In small cadres of up to 13 posts, please see the following model rosters and instructions given thereunder. The principles of operating these rosters will be found in the explanatory notes.



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I. DIRECT RECRUITMENT ON ALL INDIA BASIS

(A) BY OPEN COMPETITION

Model Roster for cadre strength up to 13 posts

Cadre Strength	Replacement No.													
	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST
2	UR	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST	
3	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST		
4	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST			
5	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST				
6	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST					
7	SC	OBC	UR	EWS	UR	OBC	UR	ST						
8	OBC	UR	EWS	UR	OBC	UR	ST							
9	UR	EWS	UR	OBC	UR	ST								
10	EWS	UR	OBC	UR	ST									
11	UR	OBC	UR	ST										
12	OBC	UR	ST											
13	UR	ST												

(B) OTHERWISE THROUGH OPEN COMPETITION
Roster cadre strength up to 13 posts

Cadre Strength	Initial Recruitment	Replacement No.												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	SC	ST
2	UR	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	SC	ST	
3	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	SC	ST		
4	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	SC	ST			
5	UR	UR	SC	OBC	UR	EWS	UR	OBC	SC	ST				
6	UR	SC	OBC	UR	EWS	UR	OBC	SC	ST					
7	SC	OBC	UR	EWS	UR	OBC	SC	ST						
8	OBC	UR	EWS	UR	OBC	SC	ST							
9	UR	EWS	UR	OBC	SC	ST								
10	EWS	UR	OBC	SC	ST									
11	UR	OBC	SC	ST										
12	OBC	SC	ST											
13	SC	ST												

II. PROMOTION

Model Roster for cadre strength up to 13 posts

REPLACEMENT NO.

Cadre Strength	Initial Recruitment	REPLACEMENT NO.												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	UR	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST
2	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST	
3	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST		
4	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST			
5	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST				
6	UR	SC	UR	UR	UR	UR	UR	UR	ST					
7	SC	UR	UR	UR	UR	UR	UR	ST						
8	UR	UR	UR	UR	UR	UR	ST							
9	UR	UR	UR	UR	UR	ST								
10	UR	UR	UR	UR	ST									
11	UR	UR	UR	ST										
12	UR	UR	ST											
13	UR	ST												

NOTES:— (Common to both Direct Recruitment and Promotion).

1. For cadres of 2 to 13 posts, the roster is to be read from entry 1 under Column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row, i.e., like "L".

2. All the posts of a cadre are to be earmarked for the categories shown under Column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

— Order 1, Section 1.

Other instructions:— (i) *Grouping of posts.*— If the total number of posts in any cadre or grade is below 20, they should be grouped with posts in the same group, i.e., Group 'A', 'B', 'C' or MTS, taking into account the status, salary, qualifications, etc. A group should not ordinarily consist of less than 25 posts. This is applicable for direct recruitment only. Proposals for such grouping requires the approval of the Department of Personnel and Training. If grouping of posts is not found possible, the relevant model roster for cadre strength up to 13 may be adopted.

(ii) *Posts of Safaiwala.*— These are filled generally by SC and should not be grouped with other isolated posts even if they are less than 20.

(iii) *Separate roster for each grade/group.*— A separate roster will be maintained for each grade / group of posts. Again separate rosters are necessary for different methods of recruitment. — Order 1, Section 1.

5. Reservation for the Persons with Benchmark Disabilities

[Swamy's — Reservations and Concessions — Part - B]

Provisions under Rights of Persons with Disabilities Act, 2016

Non-discrimination in employment.—

1. No Government establishment shall discriminate against any person with disability in any matter relating to employment unless any establishment has been exempt from the provisions of this section.
2. Every Government establishment shall provide reasonable accommodation and appropriate barrier free and conducive environment to employees with disability.
3. No promotion shall be denied to a person merely on the ground of disability.

4. No Government establishment shall dispense with or reduce in rank, an employee who acquires a disability during his or her service: Provided that, if an employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits: Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.
5. The appropriate Government may frame policies for posting and transfer of employees with disabilities.

— Section 20, Rights of PwD Act, 2016.

Identification of posts for reservation.— The appropriate Government shall—

- (i) identify posts in the establishments which can be held by respective category of persons with benchmark disabilities in respect of the vacancies reserved;
- (ii) constitute an expert committee with representation of persons with benchmark disabilities for identification of such posts;
- (iii) undertake periodic review of the identified posts at an interval not exceeding three years. — Section 33, Rights of PwD Act, 2016.

1. Quantum of Reservation

- (i) In case of direct recruitment, four per cent of the total number of vacancies to be filled up by direct recruitment, in the cadre strength in each group of posts i.e. Groups A, B and C shall be reserved for persons with benchmark disabilities.
- (ii) Against the posts identified for each disabilities, of which, one per cent each shall be reserved for persons with benchmark disabilities under Clauses (a), (b) and (c) and one per cent, under Clauses (d) and (e), unless otherwise excluded—
 - (a) blindness and low vision;
 - (b) deaf and hard of hearing;
 - (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
 - (d) autism, intellectual disability, specific learning disability and mental illness;
 - (e) multiple disabilities from amongst persons under Clauses (a) to (d) including deaf-blindness.

2. Exemption

If any Ministry/Department in the Central Government considers it necessary to exempt any establishment or any cadre or cadres fully or partly from the provisions of reservation for persons with benchmark disabilities, it shall make a reference to the Department of Empowerment of Persons with Disabilities giving full justification for the proposal, who having regard to the type of work carried out in any Government establishment by notification and subject to such condition, if any, as may be specified in the notification, in consultation with the Chief Commissioner for Persons with Disabilities (CCPD) may exempt any Establishment or any cadre(s) fully or partly from the provisions of reservation for persons with benchmark disabilities.

3. Adjustment against unreserved vacancies

- (i) In the category of posts which are identified suitable for persons with benchmark disabilities, a person with benchmark disability cannot be denied the right to compete for appointment by direct recruitment against an unreserved vacancy. Thus a person with benchmark disability can be appointed by direct recruitment against vacancy not specifically reserved for the persons with benchmark disability, provided the post is identified suitable for persons with benchmark disability of the relevant category.
- (ii) Persons with benchmark disabilities selected without relaxed standards along with other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with benchmark disabilities which will thus comprise of candidates with benchmark disabilities who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards.

4. Certificate of Disability

A person who wants to avail the benefit of reservation will have to submit a certificate of disability issued by a Competent Authority. Such certificate in the event of selection of such person for any post, will be subject to such verification / re-verification as may be decided by the competent authority.

5. Computation of number of posts

- (i) The number of posts to be reserved for persons with benchmark disabilities in case of Group 'C' posts shall be computed on the basis of total number of vacancies in the cadre strength of Group 'C' posts in the establishment, although the recruitment of the persons with benchmark disabilities would only be against the category of posts identified suitable for them. The number of vacancies

to be reserved for the persons with benchmark disabilities in case of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in Group 'C' posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified category of posts under the establishment. Since reservation for Persons with Benchmark Disabilities is provided computing total number of vacancies in the cadre strength in identified category of posts as well as unidentified category of posts, it may be possible that number of persons appointed by reservation in an identified category of post may exceed four per cent.

- (ii) Reservation for persons with benchmark disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in the cadre in all the Group 'A' posts or Group 'B' posts respectively, and the computation of total vacancies shall include vacancies arising in the identified and non-identified category of posts.

6. Maintenance of Rosters

- (i) Every Government establishment shall maintain group-wise a separate vacancy-based 100-point vacancy-based reservation roster register for determining / effecting reservation for the Persons with Benchmark Disabilities - one each for Group 'A', Group 'B' and Group 'C' posts filled by direct recruitment.
- (ii) Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into four blocks, comprising the following points:-
 - 1st Block - point No. 01 to point No. 25
 - 2nd Block - point No. 26 to point No. 50
 - 3rd Block - point No. 51 to point No. 75
 - 4th Block - point No. 76 to point No. 100
- (iii) Points 1, 26, 51 and 76 of the roster shall be earmarked for persons with benchmark disabilities - one point each for four respective categories of disabilities. The Head of the establishment shall ensure that vacancies identified at Sl. Nos. 1, 26, 51 and 76 are earmarked for the respective categories of the persons with benchmark disabilities. However, the Head of the establishment shall decide the placement of the selected candidate in the roster register.
- (iv) All the vacancies arising irrespective of vacancies reserved for Persons with Benchmark Disabilities shall be entered in the relevant roster. If the vacancy falling at point no. 1 is not identified for the

Person with Benchmark Disability or the Head of the establishment considers it desirable not to fill it up by Persons with Benchmark Disabilities or it is not possible to fill up that post by the Persons with Benchmark Disabilities for any other reason, one of the vacancies falling at any of the points from 2 to 25 shall be treated as reserved for the person with benchmark disability and filled as such.

- (v) Likewise, a vacancy falling at any of the points from 26 to 50 or from 51 to 75 or from 76 to 100 shall have to be filled by the Persons with Benchmark Disabilities. The purpose of keeping points 1, 26, 51 and 76 as reserved is to fill up the first available suitable vacancy.
- (vi) There is a possibility that none of the vacancies from 1 to 25 is suitable for any category of the person with benchmark disability. In that case, two vacancies from 26 to 50 shall be filled as reserved for persons with benchmark disabilities. If the vacancies from 26 to 50 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 51 to 75. This means that if no vacancy can be reserved in a particular block, it shall be carried over into the next block
- (vii) After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.
- (viii) If the number of vacancies in a year is such as to cover only one block (say 25 vacancies) or two (say 50 vacancies), the category of the persons with benchmark disabilities should be accommodated as per the roster points. However, in case, the said vacancy is not identified for the respective category, the Head of the establishment shall decide the category on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade / post, etc.

7. *Inter se exchange and carry forward of reservation.*

- (i) Where in any recruitment year any vacancy cannot be filled up due to non availability of a suitable person with benchmark disability or for any other sufficient reason, such vacancy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also suitable person with benchmark disability is not available, it may first be filled by interchange among the **following four** categories of disabilities, at one per cent each to each category:
 - (a) blindness and low vision;
 - (b) deaf and hard of hearing;

- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
 - (d) autism, intellectual disability, specific learning disability and mental illness;
multiple disabilities from amongst persons under Clauses (a) to (d) including deaf-blindness,
- (ii) Only when there is no person with benchmark disability available for the post in that year, the employer shall fill up the vacancy by appointment of a person, other than a person with benchmark disability.
 - (iii) If the nature of vacancies in an establishment is such that a given category of person cannot be employed, the vacancies may be interchanged with the prior approval of Department of Empowerment of Persons with Disabilities, among the above-mentioned four categories.
 - (iv) If any vacancy reserved for any category of benchmark disability cannot be filled due to non-availability of a suitable person with that benchmark disability or, for any other sufficient reason, such vacancy shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.
 - (v) In the subsequent recruitment year, the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that benchmark disability is not available, it may be filled by interchange among the categories of benchmark disabilities identified for reservation. In case no suitable person with benchmark disability is available for filling up the vacancy in the succeeding year also, the employer may fill up the vacancy by a person other than a person with benchmark disability. If the vacancy is filled by a person with benchmark disability of the category for which it was reserved or by a person of other category of benchmark disability by *inter se* exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with benchmark disability in the subsequent recruitment year, reservation shall be carried forward for a further period up to two recruitment years whereafter the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.
 - (vi) The Government establishment shall interchange vacancies only if due process of recruitment, viz. proper advertisement of vacancy to fill up the vacancies reserved for persons with benchmark disabilities has been complied with.

- (vii) In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the persons with benchmark disabilities candidates shall first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the current vacancies would be carried forward if not filled up, provided that in every recruitment, the number of vacancies reserved for Persons with Benchmark Disabilities including carried forward vacancies will be announced beforehand, for the information of all aspirants.

8. Horizontality of Reservation.-

- (i) Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for persons with benchmark disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called interlocking reservation) and persons selected against the quota for persons with benchmark disabilities have to be placed in the appropriate category viz. SC/ST/OBC/Unreserved depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs.

To illustrate, if in a given year there are two vacancies reserved for the persons with benchmark disabilities and out of two persons with benchmark disabilities appointed, one belongs to Scheduled Caste and the other belongs to Unreserved category, then the SC candidate with benchmark disability shall be adjusted against the SC point in the reservation roster and the Unreserved candidate with benchmark disability against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the candidate under benchmark disability belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

- (ii) Since the persons with benchmark disabilities have to be placed in the appropriate category, viz. SC/ST/OBC/Unreserved in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for persons with benchmark disabilities to indicate whether they belong to SC/ST/OBC or Unreserved. Thus, reservation for persons with benchmark disabilities is horizontal.

9. Certificate

- (i) To ensure proper implementation of the provisions of reservation for persons with benchmark disabilities, the requisitioning authority while sending the requisition to the recruiting agency or

authority for filling up of posts shall furnish the following certificate to the recruiting agency:-

"It is certified that the requirements of the THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016' which has become effective from 19th day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no of cycle no of 100 point reservation roster out of which number of vacancies are reserved for persons with benchmark disabilities."

- (ii) At the time of initial appointment against a vacancy reserved for persons with benchmark disabilities, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

10. Relaxation of standard of suitability

- (i) If sufficient number of candidates with benchmark disabilities candidates are not available, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. However, this provision shall not be used to allow any relaxation in the eligibility criteria laid down for the issuance of certificate of disability.
- (ii) Same relaxed standard should be applied for all the candidates with Benchmark Disabilities, whether they belong to Unreserved / SC/ST/OBC. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.

11. Medical Examination

As per FR 10, every new entrant to Government Service on initial appointment is required to produce a medical certificate of fitness issued by a competent authority. In case of medical examination of a person with benchmark disabilities for appointment to a post identified as suitable to be held by a person suffering from a particular kind of disability, the concerned Medical Officer or Board shall be informed beforehand that the post is identified suitable to be held by persons with benchmark disabilities of the relevant category and the candidate shall then be examined medically keeping this fact in view.

12. Annual reports regarding representation

The Ministries/Departments shall continue to upload data on representation of Persons with Benchmark Disabilities along with data on SCs, STs, OBCs in respect of posts/services under the Central Government on the URL

i.e. www.rrcps.nic.in as on 1st January of every year. All Ministries/Departments have been provided respective user code and password with guidelines for operating the URL.

13. Maintenance of Register of Complaints by the Government establishment

- (i) A senior officer of the Department may be appointed as the Grievance Redressal Officer by every Government establishment.
- (ii) The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities .
- (iii) Any person aggrieved with any matter relating to discrimination in employment against any person with disability may file a complaint with the Grievance Redressal Officer of the respective Government establishment.
- (iv) Every complaint shall be inquired into within two months of its registration and outcome thereof or action taken thereon shall be communicated to the complainant / Person with Benchmark Disability.
— Order 1, Section 2.

14. Exemption from payment of application fee and examination fee

Candidates shall be exempted from payment of application fee and examination fee, prescribed in respect of competitive examinations held by the Staff Selection Commission, the Union Public Service Commission, etc., for recruitment to various posts subject to appointment to the post on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the Persons with Benchmark Disabilities) and who enclose with the application form, necessary certificate from a Competent Authority in support of their claim of disability.

— Order 2, Section 2.

6. Reservations for Meritorious Sportspersons

[Swamy's — Reservations and Concessions — Part - A]

1. Eligibility.— (i) Persons who have represented a State or the country in the National or International competition in any of the games / sports listed below.

(ii) Their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of these games.

(iii) The State Schools Teams in the National Sports / Games conducted by the All India School Games Federation in any of these games / sports.

(iv) Persons who have been awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.

List of Games / Sports.— Archery, Athletics, Atya-Patya, Badminton, Ball-Badminton, Baseball, Basketball, Billiards and Snookers, Body-Building, Boxing, Bridge, Carrom, Chess, Cricket, Cycling, Cycle Polo, Deaf Sports, Equestrian, Fencing, Football, Golf, Gymnastics, Handball, Hockey, Ice-Hockey, Ice-Skating, Ice-Skiing, Judo, Kabaddi, Karate, Kayaking and Canoeing, Kho - Kho, Kudo, Mallakhamb, Motor Sports, Net Ball, Para Sports (for sports discipline included in Para Olympics and Para Asian Games), Pencak Silat, Polo, Powerlifting, Shooting, Shooting Ball, Roll Ball, Roller Skating, Rowing, Rugby, Sepak Takraw, Soft Ball, Soft Tennis, Squash, Swimming, Table Tennis, Taekwondo, Tenni-Koit, Tennis, Tenpin Bowling, Triathlon, Tug-of-war, Volleyball, Weightlifting, Wushu, Wrestling, Yachting, Tennis Ball Cricket and Yogasana.
— Appendix-1, Chapter 6 and OM, dated 17-6-2022.

2. Extent of reservation.— No specific percentage of reservation is prescribed. Ministries / Departments can recruit meritorious sportspersons in any year against vacancies not exceeding 5%, in relaxation of the recruitment procedure, provided the overall reservations of all types do not exceed 50% of the total number of vacancies.

3. Posts to which reservation applicable.— Group 'C' post filled by direct recruitment otherwise than through the UPSC. No reservation is permitted in direct recruitment to Group 'A'/'B' posts. Appointing authorities at their discretion may notify vacancies reduced up to 5% for being filled by direct recruitment of sportsperson. No reservation preference is permitted in promotions. The fact may be taken into account in assessing the overall merit.

4. Recruitment procedure.— Ministries / Departments may consider applications received from meritorious sportspersons duly supported by the certificates awarded by the specified authorities. If they are satisfied that the candidate fulfils the eligibility criteria and also the minimum educational qualifications, etc., appointment may be made.

5. Placement in the reservation roster.— Sportsperson so appointed will be adjusted in the reservation roster of SC/ST/OBC/General category to which he belongs. For example, if the candidate belongs to SC, adjustment will be against the point reserved for SC.
— Order 11, Section 6.

6. Age Relaxations.— Maximum age-limit may be relaxed by five years (10 years for SCs/STs and 8 years for OBCs) for appointment to all Groups of Civil posts / services filled otherwise than through competitive examinations conducted by the UPSC.
— Section 6.

7. Reservations for Ex-Servicemen

[Swamy's — Reservations and Concessions — Part - A]

1. Definition.— 'Ex-Serviceman' means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union and the Territorial Army Personnel.

Army Postal service personnel who retire directly from APS without reversion to P & T Department with a pension OR who have been released from such service on medical grounds attributable to military service or circumstances beyond their control and awarded medical / other disability pension are also treated as Ex-Servicemen. — Order 3, Section 5.

It also includes a person who retired, or was released on medical grounds or due to reduction in the establishment, or was released after completing the specific period of engagement.

Short Service Commissioned Officers released from service after completing initial terms of engagement otherwise than by way of dismissal or discharge on account of misconduct or inefficiency and have been given gratuity shall be eligible to the status of Ex-servicemen.

— Notification, dated 13-2-2020.

2. Reservation.— Ten per cent of the vacancies in Group 'C' and twenty per cent in Group 'D' posts are reserved for Ex-Servicemen in direct recruitment only. No reservation is allowed in promotions.

3. Recruitment procedure.— Vacancies will be notified to the DG (R) and the Rajya and Zilla Sainik Boards, as also to Ex-Servicemen Cell. Along with the application, the applicant has to submit an undertaking in the prescribed format that he had been duly released / retired / discharged from the Army Forces.

4. Placement in the Roster.— An Ex-Serviceman selected for appointment should be placed against the category to which he belongs. For example, if he belongs to SC, he should be placed against the point for SC.

5. Reservation benefit only in the first civil employment.— Once an Ex-Serviceman is appointed to a civil post against a reserved vacancy, he ceases to be an Ex-Serviceman, and hence not entitled to the benefit of reservation for other posts subsequently. However, the benefit of age relaxation as prescribed for Ex-Servicemen is admissible to such re-employed persons for securing another employment in a higher grade or cadre in Groups 'C' and 'D'.

5-A. Reservation benefit to Ex-servicemen who apply for various examinations before joining civil posts.— An ex-Serviceman, as soon as he/she joins any civil employment should give self-declaration / undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied before joining the initial civil employment. — Order 11-A, Section 5.

6. Relaxations and concessions.—

(i) **Age.**— (a) Three years over and above the period of service rendered in the Army, Navy and Air Force. Disabled Defence Service personnel eligible for appointment to Group 'C' posts filled through

competition examination will be allowed 3 years age relaxation (8 years in the case of SC/ST). For Group 'C'/D' posts filled through Employment Exchange for such disabled personnel, the maximum age-limit is raised to 45 years (50 years in the case of SC/ST).

(b) For Group 'A'/B' posts filled by direct recruitment by UPSC on All India Competitive Examination, five years relaxation is admissible for Ex-Servicemen and Commissioned Officers including ECOs / SSCOs with 5 years' military service released on completion of assignment, on invalidation and due to physical disability attributable to military service.

(ii) *Educational Qualifications.*— Ex-Servicemen with not less than three years service in the Armed Forces is exempted from possession of the prescribed educational qualifications for Group 'D' posts. For Group 'C', minimum educational qualification may be relaxed at the discretion of the appointing authority, if such minimum qualification is Middle School Standard and the Ex-Servicemen has put in at least three years service in the Army and is otherwise found suitable. A matriculate Ex-Serviceman with 15 years service in the Armed Forces will be considered eligible for posts for which graduation is prescribed, if work experience of technical or professional nature is not essential or if the appointing authority is satisfied that the Ex-Servicemen will perform the duties by undergoing on-the-job training for a short duration. — Order 3, Section 5.

Relaxation of educational qualification as above applies for promotion also.

(iii) *General standard for selection.*— Required standard may be relaxed, if persons for all the vacancies are not available and if such relaxation will not affect the performance by such candidate.

(iv) *Application / examination fee.*— Exempted for examinations conducted by UPSC/SSC and the Institute of Secretariat Training and Management for filling the vacancies reserved for them in various Group 'C' posts.

(v) *Special Concessions for Disabled Ex-Servicemen.*— If the disability is attributed to military service, he will be accorded Priority-I along with a retrenched employee for appointment to Groups 'C' and MTS posts filled by direct recruitment. Up to two members, each of the families of defence service personnel (widow, son/daughter/near relative who agree to support the family) will be granted priority immediately after the disabled Ex-Servicemen, i.e., Priority II-A. Medical Certificate of Fitness granted by a Demobilization Medical Board of the Defence Services would be considered adequate for appointment to all posts. — Order 4, Section 5.

(vi) *T.A. to handicapped Ex-military personnel called for interview.*— The concessions regarding grant of T.A. to SC/ST called for interview are also extended on the same scale. Procedure for drawal and payment will also be the same. — GIOs, SR 132.

7. Liaison Officers.— Officer appointed to look after the reservation matters of SC/ST would also be the L.O. for reservation matters relating to Ex-Servicemen and physically handicapped. — Order 14, Section 5.

8. Compassionate Appointments of Dependants

[Swamy's — Complete Manual on Establishment and Administration and Reservations and Concessions — Part - A]

1. Applicable to a dependent family member of.—

- (a) a Government servant who dies in service (including death by suicide);
- (b) is retired on medical grounds before attaining the age of 55 years (57 years in the case of Group 'D' (MTS) officials);
- (c) a member of the Armed Forces who—
 - (i) dies in service; or (ii) killed in action; or (iii) is medically boarded out and unfit for civil employment.

Service includes extension in service (but not re-employment). Service includes re-employment of Ex-Servicemen in civil post before the normal age of retirement.

Dependent family member means (a) spouse; (b) son / daughter (including adopted son / adopted daughter) and (c) brother or sister in the case of unmarried Government servant / member of the Armed Forces at the time of his death in harness / retirement on medical grounds, as the case may be.

From 25-2-2015, "Married Son" can be considered for Compassionate Appointment, provided he fulfils all other requirements of the scheme and fulfils the criteria laid down in the OM, dated 16-1-2013.

— OMs, dated 25-2-2015 and 5-9-2016.

In the case of a missing employee.— Compassionate appointment can be considered after two years from the date of missing—

- (a) if FIR has been filed and the missing official is not traceable;
- (b) if he had at least two years to retire;
- (c) if he is not suspected to have committed fraud/joined terrorist organization/gone abroad;
- (d) if the Competent Authority feels that the case is genuine; and
- (e) decision is to be taken at the level of Secretary.

Concession of compassionate appointment is admissible to one dependant only.

EXCEPTIONS.— (1) In exceptional circumstances, with the prior approval of the Secretary of the Ministry / Department concerned, the appointment

on compassionate grounds may be considered even when there is an earning member in the family of the deceased.

(2) If the deceased was unmarried, one of the dependent brothers / sisters will be eligible for consideration, on giving an undertaking that he/she will look after the other family members who were dependent on the deceased Government servant.

2. Posts to which appointment made.— Only in Group 'C' posts against the direct recruitment quota.

3. Appointing Authority.—

Ministry / Department	...	Joint Secretary in-charge of the Administration or Secretary
Attached and Subordinate Offices	...	Heads of the Departments under SR 2 (10).
Department of Posts	...	Respective Circle Selection Committee.

4. Conditions.—

- (i) Compassionate appointment can be made only against the direct recruitment quota and
- (ii) Applicants should fulfil all eligibility conditions in Recruitment Rules.

5. Relaxations.—

(i) **Age.**— Maximum age-limit may be relaxed wherever necessary, but no relaxation is permissible in the minimum limit of 18 years. If the ward is below 18 years of age at the time of death of the Government servant and if he alone is available for employment, he should apply as soon as he attains 18 years.

(ii) **Qualifications.**— Hereafter no direct recruitment in the -1S scale will take place. In certain exceptional circumstances like compassionate cases, etc., Government may need to provide employment opportunities to certain classes of persons not immediately meeting the minimum educational standards. Government should recruit them as trainees who will be given the regular Pay Bands and Grade Pay only on acquiring the minimum qualification prescribed under the Recruitment Rules. A person appointed as 'Trainee' has to acquire the minimum educational qualification in 5 years. The emoluments of these trainees, during the period of their training and before they are absorbed in the Government as employees, will be governed by the minimum of the -1S Pay Band without any Grade Pay. In addition, they will be granted all applicable Allowances, like Dearness Allowance, House Rent Allowance and Transport Allowance at the admissible rates.

Fixation of the pay of the pre-revised pay scale of 1S scale granted to candidates appointed as trainees on compassionate grounds in the Seventh Central Pay Commission with effect from 1-1-2016.— Level-1 of the Pay Matrix introduced on implementation of the Seventh CPC Report will be the replacement for the pre-revised -1S scale. The pay of the trainees governed by the 1S scale may be revised by using the Fitment Factor of 2.57 for placement in Level-1 in conformity with the Rule 7 of the CCS (RP) Rules, 2016. All pre-revised pay stages lower than pre-revised pay of ₹ 7,000 in the pre-revised 1S scale shall not be considered for determining the benefit of bunching, on the same lines as has been clarified by this Department's O.M., dated 3-8-2017 on application of the benefit on account of bunching.

— Order 14, Section 7.

A person appointed as 'trainee' on Compassionate Ground is entitled to all kinds of leave, Medical Facilities / Benefits of CGEGIS / CGHS, short-term advances recoverable in 3 instalments, LTC concession, increment at normal rates in pay scale of -1S, CEA, OTA, subject to conditions.

— Order 15, Section 7.

(iii) *Procedure.*— Conditions in the recruitment procedure, viz., clearance from Surplus Cell, recruitment through SSC, Employment Exchange, etc., will be relaxed. Compassionate appointments are exempted from ban orders on filling up of vacant posts.

6. Limitations.— Compassionate appointments can be made only up to 5% of direct recruitment vacancies which may be calculated on the basis of total direct recruitment vacancies for Groups 'C' posts (including technical posts) that have arisen in the year. No compassionate appointment can be made if there is no vacancy.

7. Reservations.— Person selected for compassionate appointment to be adjusted in the recruitment roster against the appropriate category, i.e., SC/ST/OBC / General category, depending upon the category to which he belongs.

8. Procedure for appointment.— Heads of Offices will make the proposal and the Head of Department / Ministry will decide the appointment. Proposal will be made in the prescribed form containing all particulars of the candidate and the specific relaxation required in age, qualifications, etc. The Head of Department / Ministry will take into account all the circumstances of the family, the benefits such as CGEIS payments, GPF / CPF, gratuity, etc., received, the existence of any earning member in the family on the one hand and on the other, size of the family, ages of children, essential needs, liabilities and the financial condition of the family. Financial benefits received need not necessarily be a ground for rejecting the proposal *vis-a-vis* other adverse factors urging acceptance.

9. Other Provisions.—

(i) *Widow in appointment after remarriage.*— There is no bar against a widow appointed on compassionate grounds continuing in the appointment after remarriage.

(ii) *No consideration for change in post.*— Once the compassionate appointment is made, request for a change in the post, on compassionate grounds will not be entertained. The appointee will be treated like his colleagues for career advancement in the normal course. — Section 7.

(iii) *Time-limit for making Compassionate Appointment.*— The provisions / instructions contained in OM, dated 5-5-2003 regarding time-limit for Compassionate Appointment stand withdrawn in view of the Hon'ble High Court of Allahabad judgment, dated 7-5-2010 and the cases of Compassionate Appointment are to be regulated in terms of instructions issued vide OM, dated 9-10-1998 as amended from time to time.— Order 12, Section 7.

FREQUENTLY ASKED QUESTIONS

1. *Will the limit of 50% on reservation apply to candidates who are selected on their own merit in recruitment / promotion?*

For recruitment, the limit will be computed excluding such cases but in promotion they will be included for determining the limit of 50%.

2. *Can a person claim to be a member of SC/ST merely because he or she has married a person belonging to a SC/ST?*

No.

3. *Can a widow appointed on compassionate ground continue in service after getting re-married?*

Yes.

4. *Can an Ex-serviceman, who has already availed the benefit of Ex-servicemen on his first re-employment in civilian post avail the benefit for a second time?*

No.

3. Confirmation

[Swamy's — Complete Manual on Establishment and Administration]

An officer who has successfully completed the probation, as prescribed under relevant recruitment rules, will be considered for confirmation. Confirmation should be given effect from the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation, as the case may be should be communicated to the probationer normally within 6 to 8 weeks.

Probation should not be extended for more than a year and, in no circumstance, an employee should be kept on probation for more than double the normal prescribed period of probation.

The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation.

A Government servant appointed by transfer would duly have been confirmed in the earlier post. In such a case, further confirmation in the new post would not be necessary and he could be treated as permanent in the new post. However, where a Government servant who has not already been confirmed in the old post is appointed by transfer, it would be necessary to confirm him in the new post. In such cases, he may be considered for confirmation after watching him for two years. During that period of two years, the officer would earn two reports in the new grade and the DPC may consider his case for confirmation on the basis of these APARs.

— Order, Chapter 19.

4. Conduct Rules

[Swamy's — CCS (Conduct) Rules]

1. Do's and Don'ts — for you

Do's.—

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Those holding responsible posts — maintain independence and impartiality in the discharge of your duties.
4. Maintain a responsible and decent standard of conduct in private life.
5. Render prompt and courteous service to the public.
6. Observe proper decorum during lunch break.
7. Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
8. Keep away from demonstrations organized by political parties in the vicinity/neighbourhood of Government offices.
9. Maintain political neutrality.
10. Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
11. If any legal proceedings are instituted for the recovery of any debt due from you or for adjudging you as an insolvent, report the full facts of such proceedings to the Competent Authority.
12. Act in accordance with Government policies.
13. Observe courtesy and consideration to Members of Parliament and State Legislatures.
14. In performance of duties in good faith, communicate information to a person in accordance with the 'Right to Information Act, 2005' (22 of 2005) and the rules made thereunder.
15. Commit yourself to and uphold the supremacy of the Constitution and democratic values;
16. Defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality;
17. Maintain high ethical standards and honesty;

18. Promote the principles of merit, fairness and impartiality in the discharge of duties;
19. Maintain accountability and transparency;
20. Maintain responsiveness to the public, particularly to the weaker section;
21. Maintain courtesy and good behaviour with the public;
22. Take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
23. Declare any private interests relating to your public duties and take steps to resolve any conflicts in a way that protects the public interest;
24. Make choices, take decisions and make recommendations on merit alone;
25. Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;
26. Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
27. Maintain discipline in the discharge of your duties and be liable to implement the lawful orders duly communicated to you;
28. Maintain confidentiality in the performance of your official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person;
29. Perform and discharge your duties with the highest degree of professionalism and dedication to the best of your abilities.

— Rule 3.

Don'ts.—

1. Do not make joint representations in matters of common interest.
2. Do not indulge in acts unbecoming of a Government servant.
3. Do not be discourteous, dishonest and partial.
4. Do not adopt dilatory tactics in your dealings with the public.
5. Do not convey oral instructions to subordinates. (If done for unavoidable reasons, confirm them in writing as soon as possible.)
6. Do not practise untouchability.
7. Do not associate yourself with any banned organizations.

8. Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
9. Do not give expression to views on Indian or foreign affairs, while visiting foreign countries.
10. Do not get involved in unauthorized communication of any official document or any part thereof or classified information to any Government servant or any other persons to whom you are not authorized to communicate such document or classified information.
11. Do not join or support any illegal strike.
12. Do not enter into any private correspondence with Foreign Embassies or Missions/High Commissions.
13. Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with you.
14. Do not accept any offer of the cost of passage to foreign countries or hospitality by way of free board and lodging there, if such offers are from foreign firms contracting with Government.
15. Do not accept invitations to you and members of your family for free inaugural flights offered by Air India, Indian Airlines Corporation or Foreign Airlines.
16. Do not give or take or abet giving or taking of dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bridegroom.
17. Do not accept any gift from any foreign firm which is having official dealings.
18. Do not engage yourself in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by the members of your family.
19. Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place yourself under pecuniary obligation with such person, firm or private company.
20. Do not approach your subordinates for standing surety for loans taken from private sources either by you/your relations/friends.
21. Do not undertake private consultancy work.

22. Do not speculate in any stock, share or other investment.
23. Do not purchase shares out of the quota reserved for friends and associates of Directors of Companies.
24. Do not bid at any auction of property where such auction is arranged by your own officers.
25. Do not stay as guest with Foreign Diplomats or foreign nationals in India.
26. Do not invite any Foreign Diplomat to stay with you as your guest in India.
27. Do not accept or permit your wife or dependants to accept passage money or free air transport from a Foreign Mission/ Government or Organization.
28. Do not bring any political influence in matters pertaining to your service.
29. Do not consume any intoxicating drinks or drugs while on duty.
30. Do not appear in public place in a state of intoxication.
31. Do not indulge in any act of sexual harassment of any woman at her work place.
32. Do not employ children below 14 years of age.
33. Do not accept award of monetary benefits instituted by Private Trusts/Foundations, etc.
34. Do not address the higher authority prematurely on the same issue unless it is established that all the points or submissions made earlier have not been fully considered by the immediate superior or Head of Office or any other authority at the lowest level competent to deal with that matter.
35. Do not use your official position or influence directly or indirectly to secure employment for any member of your family in any company or firm.
36. Do not place yourself under any financial or other obligations to any individual or organization which may influence you in the performance of your official duties;
37. Do not misuse your position as civil servant and take decisions in order to derive financial or material benefits for yourself, your family or your friends;

2. Acts, conduct and commissions which amount to misconduct

[Swamy's — CCS (Conduct) Rules]

The following acts, conduct and commissions of a Government servant amount to misconduct:—

1. If the act or conduct is prejudicial or likely to be prejudicial to the interests of the master or to the reputation of the master.
2. If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his master.
3. If the act or conduct of a servant makes it unsafe for the employer to retain him in service.
4. If the act or conduct of the servant is so grossly immoral that all reasonable men will say that the employee cannot be trusted.
5. If the act or conduct of the employee is such that the master cannot rely on the faithfulness of his employee.
6. If the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly.
7. If the servant is abusive or if he disturbs the peace at the place of his employment.
8. If he is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of master and servant.
9. If the servant is habitually negligent in respect of the duties for which he is engaged.
10. If the neglect of the servant, though isolated, tends to cause serious consequences.
11. Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
12. Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the employer's business or property.
13. Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule having the force of law.
14. Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline.

15. Riotous and disorderly behaviour during and after the office hours or in office premises.
16. Habitual late attendance.
17. Negligence or neglect of work or duty amounting to misconduct. Habitual negligence or neglect of work.
18. Habitual absence without permission and overstaying leave.
19. Conviction by a Criminal Court.

NOTE.— The terms 'servant' and 'master' have been used in Court judgments to indicate the relationship between a subordinate Government servant and his superiors in the hierarchy of all Central Government Offices.

— GID (23), Rule 3.

3. Activities requiring permission/sanction

[Swamy's — CCS (Conduct) Rules]

Prior permission/sanction of the prescribed authority is necessary—

1. To join educational institution or course of studies for University degree. — GID (4), Rule 3.
2. To join Civil Defence Service. — GID (7), Rule 3.
3. To enrol as member of St. John Ambulance Brigade. — GID (8), Rule 3.
4. To join Territorial Army. — GID (10), Rule 3.
5. To join Home Guards Organization. — GID (9), Rule 3.
6. To join foreign language classes conducted by Indo-Foreign Cultural Organization. — GID (14), Rule 5.
7. To own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication or electronic media. — Rule 8 (1).
8. To give evidence in connection with any enquiry conducted by any person, committee or authority.

Exception—

- (i) Giving evidence at an enquiry before an authority appointed by Government, Parliament or a State Legislature; or
- (ii) Giving evidence in any judicial enquiry; or
- (iii) Giving evidence at any departmental enquiry ordered by authorities subordinate to the Government.

— Rule 10 (1) to (3).

9. To ask for or accept contributions to or otherwise associate himself in the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever. — Rule 12.
10. To accept gifts from near relatives and personal friends, when the value exceeds prescribed limits. — Rule 13 (2), (3) & (4).
11. To accept membership of Book Clubs run by Foreign Agencies. — GID (8), Rule 13.
12. To receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other Government servant.

Exception—

- (i) To take part in informal farewell entertainment held on occasions like retirement or transfer.
- (ii) To attend and speak at functions and ceremonies performed by others in respect of purely non-political or cultural institutions. — GID (1), Rule 14.
13. To accept International awards. — GID (3), Rule 14.
14. To engage directly or indirectly in any trade or business, or hold an elective office in any body, whether incorporated or not, for a period of two terms or for a period of 5 years, whichever is earlier, when contesting an election in such body, as per existing rules, or canvass for a candidate for an elective office, in any body, or canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family. — GID (19) and Rule 15 (1).
15. To accept fee for work done for any private or public body or person. — Rule 15 (4).
16. Acceptance of a part-time lecturership in an educational institution which is in the nature of a regular remunerative occupation. — GID (2), Rule 15.
17. To enrol himself as an Advocate with the Bar Association (subject to the condition that the Government servant does not engage himself in the legal profession so long as he continues in Government service). — GID (12), Rule 15.
18. To accept remuneration for services rendered regularly to co-operative societies. — GID (4), Rule 15.
19. To undertake medical practice during spare time on purely charitable basis, if registered as a practitioner in any system of medicine. In view of COVID Pandemic, Government servants

holding recognized qualifications and registered under the relevant law can practise or provide teleconsultation service during spare time on charitable basis.

— GIDs (9), (9-A) and (13), Rule 15.

20. To enter into negotiations with private firms to secure commercial employment even while in service. — GID (10), Rule 15.
21. To hold an elective office in co-operative Societies and other bodies and to contest in an election in such body.
— GIDs (16) and (18), Rule 15.
22. To acquire or dispose of any immovable property, either directly or through Power of Attorney by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, if the above transaction is with a person having official dealings with the Government servant. — GID (29), Rule 18 (2).
- 22-A. Regardless of amount involved, where the transaction regarding the material purchases or contract for any repairs or minor construction to an immovable property, is with a person with whom the Government servant concerned has official dealings. Intimation is necessary to incur expenditure on repairs and minor additions to an immovable property with the estimate exceeding two months' Basic Pay. — GID (29), Rule 18.
23. To enter into transactions in movable property, if its value exceeds prescribed limits and if the transaction is with a person having official dealings with the Government servant. — Rule 18 (3).
24. (a) To acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family any immovable property situated outside India.
- (b) To dispose of, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or held by him either in his own name or in the name of any member of his family.
- (c) To enter into any transaction with any foreigner, foreign Government, foreign organization or concern
 - (i) For the acquisition, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family of any immovable property.
 - (ii) For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.
— Rule 18-A.

25. To have recourse to any Court or to the press for the vindication of any official act which has been the subject-matter of adverse criticism or an attack of a defamatory character. — Rule 19 (1).
26. To stay with Foreign Diplomats and foreign nationals abroad.
— Para. 10, Appendix-III.
27. To be members of or actively participate in the activities of Indo-Foreign Cultural Organizations. — Para. 15, Appendix-III.
28. In the case of pensioners who, immediately before retirement, were Group 'A' Officers, to accept any commercial employment before the expiry of one year from the date of retirement.
— CCS (Pension) Rules, Rule 9.

In the case of Items 8, 9, 22, 23, 24 and 25 above, if the permission sought for is not refused within the time-limit specified below, a Government servant is free to assume that the permission sought for has been granted.

Item No.		Time-limit
22, 23	...	30 days.
24	...	60 days. — GID, Rule 8.
25	...	3 months. — Rule 19 (1).

4. Activities not requiring permission/sanction

[Swamy's — CCS (Conduct) Rules]

In the following cases, permission of the prescribed authority is not necessary:—

1. To seek redress in Courts of Law or in Central Administrative Tribunals of grievances arising out of employment or conditions of service.
— GID (11), Rule 3.
2. To participate during spare time in 'Shramdhan' organized by Government Departments or Bharat Sewak Samaj.
— GID (6), Rule 3.
3. To become members of Samyuktha Sadhachar Samithi.
— GID (13), Rule 5.
4. To publish a book himself or through a publisher, in the bona fide discharge of his duties.
— Rule 8 (2).
5. To submit Memoranda before Pay Commissions by individual Government servants in their individual capacity (individual grievances should not be put to the Commission).
— GIDs (3) and (4), Rule 10.

6. To participate in Flag Day Collections on a voluntary basis.
— GID (3), Rule 12.
7. To participate in the fund raising efforts of the "National Foundation for Communal Harmony".
— GID (6), Rule 12.
8. To undertake honorary work of a social or charitable nature.
— Rule 15 (2).
9. To undertake occasional work of a literary, artistic or scientific character.
— Rule 15 (2).
10. To participate in sports activities as an amateur. — Rule 15 (2).
11. To take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or of a club or similar organization or a co-operative society substantially for the benefit of Government servants.
— Rule 15 (2).

5. Unauthorized absence — Break in service

[Swamy's — FR & SR, Part - I]

1. Wilful absence from duty not covered by grant of leave will be treated as *dies non* for all purposes, viz., increment, leave and pension. Such absence without leave standing singly and not in continuation of any authorized leave of absence will constitute an interruption in service entailing forfeiture of past service for the purpose of pension and requires condonation by the Appointing Authority for counting past service for pension. Condonation of such break for pension should be considered *suo motu* and cannot be refused as a matter of course, except in exceptional and grave circumstances. Regularization of unauthorized absence for pension purpose is to be considered under the CCS (Pension) Rules. Only in cases where the Disciplinary Authority is satisfied that the grounds adduced for unauthorized absence are justified, the leave of the kind applied for and due and admissible may be granted to him under the CCS (Leave) Rules.

— OM, dated 28-3-2013.

2. Unauthorized absence after leave, will be debited against his half pay leave account, excess, if any, being treated as extraordinary leave. However, he will not be entitled to any leave salary.

3. All cases of unauthorized absence from duty or in continuation of leave, will render a Government servant liable to disciplinary action, treating it as misconduct.

4. Unauthorized absence will be deemed to cause an interruption or break in service with attendant disabilities—

- (a) During a strike — declared illegal — of employees working in industrial establishments.

- (b) Acting in combination or in concerted manner, such as during a strike of other employees.
- (c) Remaining absent unauthorizedly or deserting of post — by an individual employee.

“Strike” includes a general, token, sympathetic, go-slow, sit-down, pen-down, stay-in, mass abstention from work without permission (which is wrongly described as “mass casual leave”), or similar strike and participation in a bandh or similar activities. — GIO (2), Rule 17-A.

5. Order on break in service is to be invoked under FR 17-A after issuing notice and hearing representation, if any.

6. Disabilities: Ineligibility to LTC, to appear in departmental examinations if prescribed minimum continuous service is affected by the order.

7. The order will not affect special pay and special allowances and promotion through DPC.

8. The Appointing Authority will act on the representation for condonation of break in service in the light of the guidelines prescribed. The fact that break in service has not been condoned for FR 17-A disabilities, should and need not influence adversely in deciding the question of condonation for pension.

9. Dies non.— Only individual cases of unauthorized absence from duty, which is not in pursuance of concerted action by a group of employees acting in combination, is to be treated as *dies non*. *Dies non* does not constitute break in service, but only the days treated as *dies non* are not counted as duty for any purpose.

— CCS (Pension) Rules, FR 17-A & GID thereunder, Rule 27, CCS (Leave) Rules, & GIDs thereunder & Chapter 7, CCS (CCA) Rules, Rule 25.

6. Government servants and politics

[Swamy's — CCS (Conduct) Rules]

Activities considered objectionable.— 1. To be a member of any political party or organization taking part in politics.

2. To be a member or otherwise associated with or having connection with any banned organization and other extremist left parties.

3. Taking part in, subscribing in aid of, or assisting in any way, any political movement in India relating to Indian affairs.

4. Attending meetings organized by political parties not in the nature of a public meeting and held contrary to any prohibitory order or without permission.

5. Taking active part in holding rallies in support of any political party by arranging for crowds and arranging transport for bringing crowds.

6. Getting mixed up with demonstrations organized by political parties held in or passing through the vicinity of the Government office.

7. Speaking at or taking active or prominent part in organizing or conducting meetings of any political party.

8. Proposing or seconding the nomination of a candidate at an election.

9. Canvassing or otherwise interfering with or using his influence in connection with or taking part in an election to any legislature or local body.

10. Acting as election agent, polling agent or counting agent of a candidate at election.

11. Displaying on his person, vehicle or residence of any electoral symbol in connection with an election.

12. A Government servant should endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is (or tends to be directly or indirectly) subversive of the Government. If he is unable to do so, he should make a report to that effect to the Government.

13. Associating with and participating in the activities of Dharma Parcharak Sanstha and Door Darshi Party.

14. Government servant should not bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government.

Activities which are permitted.— 1. In due performance of a duty imposed on him, making normal arrangements during election tours of Ministers to enable them to carry out their responsibilities as Ministers.

2. Exercising his right to vote in an election. He should not give any indication of the manner in which he proposes to vote or has voted.

3. Participating with due permission in the activities of non-official and non-political organizations not interfering with due discharge of his official duties.

4. Occasional attendance in political meetings. — Rule 5 and GIDs.

7. Property Transactions

[Swamy's — CCS (Conduct) Rules]

1. Transactions by Government servant out of own funds.—

(i) *Immovables*.— When a Government servant acquires, or disposes of any immovable property or through Power of Attorney, directly by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, he should give prior intimation to the prescribed authority regarding such transactions.

(ii) *Movables*.— Any transaction in movable property by the Government servant either in his own name or in the name of any member of his family should be reported to the prescribed authority within one month of such transaction, if the value of such property exceeds two months basic pay of the Government servant.

In both the cases, if the transaction is with a person having official dealings with the employee, previous sanction of the prescribed authority is necessary.

— Rule 18 (2) and (3).

Movable property includes—

- (a) Jewellery.
- (b) Insurance Policies, the annual premia of which exceeds two months basic pay of the Government servant.
- (c) Shares, Securities and Debentures.
- (d) Loans advanced or taken by such employees, whether secured or not.
- (e) Motor cars, motor cycles, horses and other means of conveyance, and
- (f) Radios, television sets, radiograms and refrigerators.

— Explanation, Rule 18.

In respect of all Government servants, if the total transactions in shares, securities, debentures, mutual funds scheme, etc., exceeds six months' Basic Pay of a Government servant during the calendar year, intimation is to be sent to the prescribed authority (to be submitted by 31st January of subsequent calendar year).

— GID (31), Rule 18.

Prescribed authority.— The Head of Department for Group 'A' and Group 'B' Officers, and Head of Office for others.— GID (15), Explanation to Rule 18.

2. Transactions of family members.— Transactions entered into by the family members of a Government servant out of their own funds (including stridhan, gifts, inheritance, etc.) in their own names, need not be reported to Government (such transactions do not attract Conduct Rules).

— GID (8), Para. 2 (ii), Rule 18.

3. Annual property returns, by 31st January.— All Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D' Officers shall submit an annual return "as on 31st December" every year giving full particulars of immovable property inherited/owned/acquired/held by them on lease or mortgage either in their own name, or in any of their family member's name, or in any other person's name. If there is no change, in any year, it is enough if an entry "No change" or "same as last year" is made in the return. All these Government servants are required to file their returns by 31st January, in the prescribed forms under CCS (Conduct) Rules, 1964, in terms of Rule 18(4) of the CCS (Conduct) Rules.

— GID (16) and OM, dated 5-1-2016, Rule 18 (1) (ii).

If the officers fail to submit the return by 31st January, vigilance clearance should be denied to them and they should not be considered for empanelment for senior level posts in Government. — GID (30), Rule 18.

4. Transactions with foreigners or in property outside India.— Transaction in immovable property situated outside India and transaction in immovable property with any foreigner/foreign Government/foreign organization/foreign concern require previous sanction of the prescribed authority whether the transaction is in the official's name or in any of his family member's name. — Rule 18-A.

5. Construction of house.— Construction of a house amounts to acquisition of immovable property for which intimation/sanction, is required. This is independent of sanction of Government loan. Same is the case where the expenditure incurred on repairs or minor construction work in respect of any house is estimated to exceed ₹ 10,000. — GID (4), Rule 18.

6. Time-limit for permission.— If the prescribed authority does not communicate/refuse its sanction within sixty days of the receipt of the request in respect of cases covered by 4 above and within thirty days in all other cases, the official is free to assume grant of sanction. — GID, Rule 8.

7. Punitive action.— Non-furnishing of returns in time or furnishing wrong information will be 'good and sufficient reason' for taking disciplinary action against the officer. — GID (23), Rule 18.

8. Participation by Government servants in auctions of property owned or confiscated by Government.— Government servants are prohibited from participating in bidding where auctions are arranged by their own Ministries or Departments. — GID (5), Rule 18.

8. Acceptance of Gifts

[Swamy's — CCS (Conduct) Rules]

1. General order.— Government servants should not accept or permit any member of his family or any other person acting on his behalf to accept any gift except in certain cases.

2. Exception.— (a) *When report necessary.*— Customary gifts may be accepted from near relatives and personal friends having no official dealings on occasions such as weddings, anniversaries, funerals, or religious functions. In such cases, the Government servant should report to the Government if the value of the gift exceeds the following limits:—

Cadre	From near relatives and from personal friends having no official dealings
Group 'A'	₹ 25,000
Group 'B'	₹ 15,000
Group 'C'	₹ 7,500

— Rule 13 (2).

(b) *When sanction necessary.*— In any other case, including from any firm other than those referred to in Item 4 below, if the value of the gift exceeds ₹ 5,000 in respect of Group 'A'/Group 'B' Officers and ₹ 2,000 in respect of Group 'C' officers, it should not be accepted except with the sanction of the Government. — GID (16), Rule 13 (3).

If the sanction sought for is not refused within 30 days, it may be assumed that the sanction sought for has been granted. — GID, Rule 8.

3. From foreign dignitaries.— Government servants, being members of Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries in accordance with the provisions of The Foreign Contribution (Acceptance or Retention of Gifts or Presentation) Rules, 2012, as amended from time to time. — GID (16), Rule 13 (4).

4. From foreign firms.— Government servants should not accept any gift from any foreign firm which is either contracting with the Government or is one with which they had, have or likely to have official dealing.— Rule 13 (5).

5. Gift.— Gift includes free transport, boarding, lodging, or other service or any other pecuniary advantage provided by any person other than a near relative or personal friend having no official dealings with the Government servant. — Explanation, Rule 13 (1).

6. From Private Trusts.— Government servants should not accept any awards of monetary benefits instituted by Private Trusts/Foundations. — GID (2), Rule 14.

9. Restrictions regarding marriage

[Swamy's — CCS (Conduct) Rules]

1. Before appointment.— Bigamous marriage being a disqualification, the following persons are ineligible for appointment under Government:—

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or

- (b) Who, having a spouse living, has entered into or contracted a marriage with any person.

Prescribed declaration in this regard is required to be obtained from every new entrant to Government service.

A person will be exempted from the above restrictions only if Government is satisfied that such a marriage is permissible under the personal law applicable to such a person and the other party to the marriage and there are other grounds for so doing.

2. After appointment.— Similar restrictions continue even after appointment in Government service. A Government servant should not —

- (a) enter into or contract a marriage with a person who has already a living spouse; or
(b) enter into or contract a marriage with any person if the Government servant has a spouse living.

3. If an employee not governed by the Hindu Marriage Act, desires to contract a marriage while the spouse is living, he has to apply to the Government for permission to marry either under the personal law applicable to him or on other grounds. Such applications will be scrutinized by the Competent Authority as to the adequacy of the grounds for allowing an exception to Government's general policy and orders issued.

4. Any employee, governed by the Hindu Marriages Act, whose spouse is living cannot enter into or contract a second marriage unless the earlier marriage is terminated by means of divorce obtained from a competent Court of Law. Even a marriage which is legally null and void by reason of there being a spouse living at the time of the marriage, would disqualify the person concerned for appointment to/continuation in Government service.

5. A divorcee need not seek permission to contract a second marriage with a divorcee or a person having no spouse living.

6. When a Government servant marries or is married to a foreign national, the fact should be intimated to the Government.— GIDs (1) and (2), Rule 21.

10. Dowry

[Swamy's — CCS (Conduct) Rules]

1. Dowry prohibited.— A Government servant shall not—

- (a) give or take or abet the giving/taking the dowry.
(b) demand any dowry directly or indirectly from the parent or guardian of a bride/bridegroom. — Rule 13-A.

2. "Dowry" defined.— Dowry means any property or valuable security given or agreed to be given either directly or indirectly—

- (a) by one party to a marriage to the other party; or
- (b) by the parents of either party to a marriage or by any other person to either party to the marriage or to any other person at or before or any time after the marriage in connection with the marriage of the said parties.

It does not include dower or mahar under the Muslim personal law.

— Section 2, Dowry Prohibition Act, 1961 (Act 28 of 1961).

"Valuable Security" denotes a document which is or purports to be a document whereby any legal right is created/extended/transferred/restricted / extinguished/released or whereby any person acknowledges that he lies under legal liability or has not a certain legal right.

— Section 30, Indian Penal Code (45 of 1860).

3. Wedding Gifts.— Voluntary gifts given at the time of marriage to the bride/bridegroom are permissible; but a signed list of such presents should be maintained. The presents should be of a customary nature and their value should be commensurate with the financial status of the giver.

— Section 3 (2) of Dowry Prohibition Act, 1961.

4. Consequences of violation.— Any violation of the Dowry Prohibition Act by a Government servant will constitute a good and sufficient reason for instituting disciplinary proceedings against him, in addition to such legal action as may be taken against him in accordance with the provisions of the Act.

5. Dowry Death.— If a Government servant is involved in a case of "Dowry Death", it is a serious offence. For action to be taken, see under the subject "Suspension" in the Chapter "Discipline Rules".

11. Sexual Harassment of working women

[Swamy's — CCS (Conduct) Rules]

1. Sexual Harassment defined.— Unwelcome sexually determined behaviour, whether directly or by implication, such as:—

1. Physical contact and advances.
2. Demand or request for sexual favours.
3. Sexually coloured remarks.
4. Showing pornography.
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

1-A. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:—

- (i) implied or explicit promise of preferential treatment in employment, or
- (ii) implied or explicit threat of detrimental treatment in employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

1-B. 'Workplace' includes:—

- (i) any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central Government;
- (ii) hospitals or nursing homes;
- (iii) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;
- (iv) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;
- (v) a dwelling place or a house;

— Rule 3-C.

2. Unbecoming of a Government servant.— Any act of sexual harassment of women employees attracts the provisions of Rule 3 (1) (iii) of Conduct Rules as an act unbecoming of a Government servant and amounts to misconduct.

3. Criminal Proceedings.— If such an act of sexual harassment amounts to any specified offence under the Indian Penal Code or under any other law, complaint should be made to the appropriate authority for taking criminal action for such misconduct.

4. Complaint Mechanism.— (i) An appropriate complaint mechanism should be created in every organization for redress of such complaints and time-bound treatment of the complaints should be ensured. Victims or witnesses should not be victimized or discriminated against while dealing with such cases. The report of the Complaints Committee shall be treated as an enquiry report. — GIDs (25) and (25-A to 25-D), Rule 3-C.

(ii) An online complaint management system titled "Sexual Harassment electronic-Box (SHe-Box)" has been launched. Complaints filed in SHe-Box will be sent directly to the Internal Complaint Committee of the Ministry/ Department / PSU / AB concerned, which has the jurisdiction to inquire into the complaint. Progress of inquiry can also be monitored.

— GID (25-K), Rule 3-C.

5. Composition of the Complaints Committee.— It should be headed by a woman and not less than half of its members should be women. To prevent the possibilities of any undue pressure or influence from senior levels, the committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.— GID (25-C), Rule 3-C.

5. (a) The mechanism of the complaints committee, provided under Vishakha guidelines relating to sexual harassment should be strictly in accordance with the judgment, to ensure that the committee is effective and functional at all times.

The Complaints Committee, shall at all times be in existence and any changes in composition of committee should be publicized.

— GID (25-F), Rule 3-C.

It is clarified that there is no bar either in the CCS (CCA) Rules or under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 to the Chairperson of the Complaints Committee being junior to the suspect officer or the charged officer. — GID (25-H), Rule 3-C.

6. Request Transfer.— The victims of sexual harassment have the option to seek transfer of the perpetrator or their own transfer. — Rule 3-C.

Steps for Conduct of Inquiry in Complaints of Sexual Harassment

1. Internal Complaints Committee is to be set up at every workplace, headed by a woman having at least half of its members being women. To prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committees should involve a third party, either an NGO or some other body which is familiar with the issue of sexual harassment.

2. The Committee will have the powers to recommend:—

- (a) to transfer the aggrieved woman or the charged officer to any other workplace; or
- (b) to grant leave to the aggrieved woman up to a period of three months. (The leave will not be deducted from her leave account.)

3. The Complaints Committee inquiring into such complaints shall be deemed to be the Inquiring Authority appointed by the Disciplinary Authority and shall hold the inquiry as far as practicable in accordance with the procedure laid down in the Rule 14.

4. As per Section 9 (1) of the Act, the aggrieved woman or complainant is required to make a complaint within three months of the incident and in case there has been a series of incidents, three months of the last incident. The Complaints Committee may however extend the time-limit for reasons to be recorded in writing, if it is satisfied that the circumstances were such which prevented the complainant from filing a complaint within the stipulated period.

5. On receipt of a complaint, facts of the allegation are required to be verified. This is called preliminary enquiry/fact-finding enquiry or investigation. The Complaints Committee conducts the investigation. They may then try to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. If it becomes necessary to issue a charge-sheet, Disciplinary Authority relies on the investigation for drafting the imputations, as well as for evidence by which the charges are to be proved. Therefore, this is a very important part of the investigation.

6. The Complaints Committee would normally be involved at two stages. The first stage is investigation already discussed in the preceding para. The second stage is, when they act as Inquiring Authority. It is necessary that the two roles are clearly understood and the inquiry is conducted as far as practicable as per Rule 14 of CCS (CCA) Rules, 1965. Failure to observe the procedure may result in the inquiry getting vitiated.

7. The Complaints Committee when investigating the allegations should make recommendations on whether there is a *prima facie* substance in the allegations which calls for conducting a formal inquiry. They should avoid making any judgmental recommendations or expressing views which may be construed to have prejudiced their views while conducting such inquiry.

8. On receipt of the Investigation Report, the Disciplinary Authority should examine the report with a view to see as to whether a formal charge-sheet needs to be issued to the Charged Officer. As per Rule 14 (5), a decision on conducting the inquiry has to be taken after consideration of the reply of the Charged Officer.

9. If the Charged Officer admits the charges clearly and unconditionally, there will be no need for a formal inquiry against him and further action may be taken as per Rule 15 of the CCS (CCA) Rules.

10. If the Charged Officer denies the charges, Formal Inquiry is then conducted.

11. The Complaints Committee would, thereafter, summon the Presenting Officer and the Charged Officer. The Charged Officer is also entitled to engage a Defence Assistant.

12. Examination and Cross-examination of witnesses are done.

13. The Inquiring Authority would also maintain a document called Daily Order Sheet.

14. Defence evidence would be taken.

15. Both the Presenting Officer and the Charged Officer may be allowed reasonable time for submission of their brief.

16. Inquiry Report is then submitted by the Complaints Committee along with their recommendations.

— GID (13), Rule 14, CCS (CCA) Rules.

Guidelines regarding prevention of Sexual Harassment of Women at the work place.— In cases of allegations of Sexual Harassment, the following procedure shall be adopted:—

- I. Where a Complaint Committee has not recommended any action against the employee against whom the allegations have been made in a case involving allegations of sexual harassment, the Disciplinary Authority shall supply a copy of the Report of the Complaint Committee to the complainant and shall consider her representation, if any submitted, before coming to a final conclusion. The representation shall be deemed to be an appeal under Section 18 (1) of the Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

— GID (25-G), Rule 3-C.

- II.
 - (1) All Ministries/Departments shall include in their Annual Reports information related to the number of such cases and their disposal.
 - (2) The inquiry in the cases should be completed within 1 month and in no case it should take more than 90 days as per the limit prescribed under this Act.
 - (3) For a period of five years after a decision in a proven case of sexual harassment, a watch should be kept to ensure that she is not subjected to vendetta. She should not be posted under the Respondent, or any other person where there may be a reasonable ground to believe that she may be subjected to harassment on this account. In case of any victimization, the complainant may submit a representation to the Head of the Organization. The representations should be dealt with sensitivity, in consultation with the Complaints Committee and a decision taken within 15 days of the submission of the same.

— GID (25-I), Rule 3-C.

12. Assistance to Government servants in legal proceedings

[Swamy's — CCS (Conduct) Rules]

1. Matters unconnected with official duties.— Government will not give any financial assistance to a Government servant in the conduct of any legal proceedings on matters not connected with his official position or duties.

2. Matters connected with official duties.— Government assistance will, however, be admissible in the conduct of legal proceedings instituted against him or by him regarding matters connected with his official position or duties, to the following extent:—

(i) *Cases filed by Government against the Government servant.*— No assistance is admissible in such proceedings — civil or criminal. In case the proceedings conclude in the employee's favour, reimbursement of the whole or any reasonable proportion of the expenses will be considered by the Government, if it is satisfied that he was subjected to the strain of the proceedings without proper justification.

(ii) *Cases filed by private parties against the Government servant.*— If it is considered in public interest that Government itself should arrange for the conduct of the proceedings, it may do so, on the Government servant agreeing to it. Otherwise, reimbursement to the Government servant of reasonable cost incurred by him in conducting his defence will be considered by the Government, not merely if the proceedings conclude in his favour but on consideration how far the Court has vindicated the acts of the Government servant. An interest-free advance equal to his substantive pay for three months and advance from his GPF are, however, admissible, for the purpose of his defence.

(iii) *Cases filed by a Government servant on his being required to vindicate his official conduct.*— Interest-free advance will be sanctioned to him for the purpose. The extent of reimbursement by the Government will be decided considering to what extent the Court has vindicated the acts of the Government servant in the proceedings.

(iv) *Cases filed by a Government servant to vindicate his conduct requiring prior sanction of Government.*— In deserving cases, Government will sanction interest-free advance for the conduct of the proceedings; but no part of the expenses will be reimbursed by the Government even if the Government servant succeeds in the proceedings.

If permission sought for is not refused within 3 months, the Government servant is free to assume that the permission sought for has been granted.

(v) *In a civil suit where both the Government servant and the Government are impleaded.*— The Government servant for his liability to damages

for negligence in discharge of official duties of civil nature and the Government for its vicarious liability — if the defence is substantially the same for both — Government will arrange for its employee's defence also.

(vi) *Cases filed against the Government servant by another Government servant in respect of matters connected with the former's official position / duties.*— Same as at Item (ii) above. This will not apply if he is impleaded as co-respondent in suits against the Government in regard to conditions of service, seniority, etc. — GIDs (1), (2), Rule 19 and Appendix-I.

3. Complaints against Secretaries to the Government of India, procedure for handling.— In order to scrutinize the complaints carefully and to take appropriate action, a group under the Chairmanship of the Cabinet Secretary will take a view on such complaints. If after scrutiny, it is felt that there is some substance in the complaint, the group will decide the nature of investigation and recommend to the Disciplinary Authority for action deemed fit. — GID (3), Rule 19.

4. Anonymous/Pseudonymous complaints in Ministries/Departments.— No action is required to be taken on anonymous/pseudonymous complaints subject to instructions of OMs, dated 29-6-1999 and 31-1-2002 and such complaints should be filed. — GIDs (4) and (6), Rule 19.

5. Clarifications on action on Anonymous/Pseudonymous Complaints.—

- (i) Where the action was initiated on anonymous/pseudonymous complaints prior to the issue of CVC's Circular, dated 29-6-1999 and was pending as on 29-6-1999, it can be pursued further to its logical end.
- (ii) Where action was initiated between the period 11-10-2002 and 25-11-2014 with prior concurrence of CVC but is pending, further action is permissible on such complaints.
- (iii) Material/evidence gathered during the investigation/verification of anonymous complaints when the action was prohibited on such complaints (i.e. between 29-6-1999 and 11-10-2002), or where such enquiry was initiated without the approval of CVC, can be utilized for further initiation of disciplinary proceedings on misconduct noticed in such verification/enquiry.

— GID (7), Rule 19.

13. Annual Return of Assets and Liabilities

[Swamy's — Lokpal and Lokayuktas Act]

I. Every public servant should furnish the Annual Return of Assets and Liabilities in the prescribed format on first appointment or as on 31st March of every year in Forms I to IV.

II. Details of Forms in which the Annual Returns are to be filed are as follows:—

Form No. I : Details of public servant, his/her spouse and dependent children.

Form No. II : Statement of movable property like Cash and Cash Balance, etc., valuing individually over two months' basic pay or ₹ 1 lakh.

NOTE 1.— Details of deposits in the foreign banks to be given separately.

NOTE 2.— Investments above ₹ 2 lakhs to be reported individually. Investments below ₹ 2 lakhs may be reported together.

NOTE 3.— Value indicated in the first return is not to be revised in subsequent returns as long as no new composite item had been acquired or no existing items had been disposed of during the relevant year.

Form No. III : Statement of immovable property like Lands, House, Shops, Other Buildings, etc. held by the public servant, his/her spouse and dependent children.

Form No. IV : Statement of Debts and other liabilities of the Government servant, his/her spouse and dependent children.

NOTE 1.— Individual items of loans not exceeding two months' basic pay or ₹ 1 lakh in other items, should not be included.

NOTE 2.— Loans and advances (exceeding two months' basic pay and ₹ 1 lakh in other items) taken from banks, companies, financial institutions, Central/State Government and from individuals should be included.

III. Exemption of assets from filing the information.— The Competent Authority can exempt from filing the information of any asset, if the value of such Asset does not exceed four months' basic pay of the public servant or ₹ 2 lakhs, whichever is higher.

— GID, OM, dated 26-12-2014, Rule 45 and Sec. I.

IV. Submission of first return under Lokpal Act.— All Central Government servants (Group 'A', 'B', 'C' and erstwhile Group 'D') should file the first return of assets and liabilities as on 1-8-2014 and 31-3-2015, on or before the 31st day of December, 2016.

— GIDs (1), (3) and OMs, dated 27-4-2015, 23-7-2015, 12-4-2016 and 29-7-2016.

V. The date for submission of Annual Return for each year.— The Annual Return as on 31st March every year should be submitted on or before 31st July of that year.

— GID (8), Rule 4 and Sec. IV.

FREQUENTLY ASKED QUESTIONS

1. *Is it necessary for a Government servant to obtain permission while seeking redress in the Court of law for grievances arising out of their employment or service?*

Permission is not necessary.

2. *What is the special leave provision available to an aggrieved woman during an inquiry on sexual harassment?*

Leave up to a maximum of 90 days may be granted in addition to the leave which she is otherwise entitled to.

3. *Can a Government servant be allowed to enrol with the Bar Association and engage in legal profession?*

A Government servant can be permitted to enrol as an Advocate but should not engage in legal profession as long as in service.

4. *Should a Government servant intimate to the Government regarding the fixed deposits in a Bank?*

Fixed Deposits in a Bank made by a Government servant out of his salary or accumulated savings do not come under the purview of Rule 18 (2).

5. *Can a Government servant contest in an election on behalf of any political party?*

No.

5. Discipline Rules

1. Warning/Admonition/Reprimand

[Swamy's — Compilation on Confidential Reports]

1. There may be occasions when a superior officer may find it necessary to criticize adversely his subordinate's work or call for an explanation bringing the defects to the notice and giving him an opportunity to explain. If the lapse is not serious enough, like negligence, carelessness, lack of thoroughness, etc., to justify the imposition of the formal punishment of censure, but calls for some formal action such as the communication of a written warning/admonition/reprimand, it may be administered and a copy of such a warning, etc., should be kept in the personal file of the subordinate.

2. Written warning, admonition or reprimands should not be administered or placed on record unless the authority is satisfied that there is good and sufficient reason to do so.

3. If in the reporting officer's opinion, despite the warning, etc., the official concerned has not improved, he may make appropriate mention against the relevant column in the Annual Performance Assessment Report (APAR). This will constitute an adverse entry and requires to be communicated.

4. Where a copy of the warning is also kept in the APAR Dossier, it will be taken to constitute an adverse entry and the officer concerned has the right to represent against the same.

5. Warning should not be issued as a result of regular disciplinary proceedings. If it is found that some blame attaches to the official, then the penalty of censure at least should be imposed.

6. Warning is not a punishment and cannot be equated to a formal censure.
— Order No. 19.

7. Warning, letter of caution, reprimands or advisories administered to Government servants do not amount to a penalty and, therefore, will not constitute a bar for consideration of such Government servants for promotion.
— Order No. 19-A.

2. Disciplinary Proceedings

[Swamy's — CCS (CCA) Rules]

The procedure to be followed in disciplinary cases against Government servants is laid down in detail in the CCS (CCA) Rules.

1. Penalties.— The following are the penalties that may be imposed on a Government servant:—

Minor Penalties.—

- (i) Censure;
- (ii) Withholding of promotions;
- (iii) Recovery from pay of the whole or part of any pecuniary loss to Government caused by the official's negligence or breach of orders;
- (iii-a) Reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension;
- (iv) Withholding of future increments of pay.

Major Penalties.—

- (v) Reduction to a lower stage in the time-scale of pay other than (iii-a);
- (vi) Reduction to a lower time-scale of pay, grade, post or service for a period to be specified in the order of penalty;
- (vi-a) Order should also specify as to whether the period of reduction will have the effect of postponing future increments and if so to what extent.
- (vi-b) Whether the Government servant will regain his original seniority in the higher grade/post.
- (vii) Compulsory retirement;
- (viii) Removal from service;
- (ix) Dismissal from service.

— Rule 11.

2. Inquiry Mandatory.— Inquiry as laid down in the CCS (CCA) Rules should be held in the following cases:—

1. To impose any of the major penalties (in respect of those charges which are not accepted); or
2. In minor penalty proceedings, after representation, if it is proposed—
 - (a) to withhold increment for a period exceeding three years; or
 - (b) to withhold increment with cumulative effect for any period; or
 - (c) to withhold increment which is likely to affect adversely the pension admissible to the official; or
3. When the Disciplinary Authority decides that an inquiry should be held, even though proceedings have been initiated for imposition of minor penalties only. — Rules 14 (2) and 16 (1-A).

3. Initiation of Departmental Proceedings.— Whenever a disciplinary case file is submitted to the Disciplinary Authority, seeking the approval of the Disciplinary Authority for initiation of departmental proceedings against a Government servant, a draft of the articles of charge, complete in all respects, along with the imputations in support and the list of witnesses and documents, should be submitted to the Disciplinary Authority for its consideration. Similarly, whenever a case is referred to the Central Vigilance Commission for its first stage advice, a draft of the articles of charge, complete in all respects, as proposed by the Ministry/Department should be submitted to the CVC for its consideration. — GID (52), Rule 14.

4. Procedure — Major Penalties.—

1. The charged official should be served with a charge-sheet together with a statement of imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article or charge is proposed to be sustained. DA has to approve the charge-sheet.

On receipt of articles of charge, the Government servant shall be required to submit his written statement of defence or whether to be heard in person within 15 days which may be extended to further 15 days at a time up to a maximum of 45 days from the date of receipt of articles of charge.

— Notfn., dated 2-6-2017 and GID (53) below Rule 14.

2. Inquiry is a must to consider charges refuted by him. It must be conducted by the Disciplinary Authority or an Inquiry Officer appointed by it. It should also appoint a Presenting Officer to present the charges. It may use the Serving Officers as Inquiry Officer and Presenting Officer.
3. The delinquent official has a right—
 - (a) to inspect documents referred to in the annexure to the charge-sheet;
 - (b) to engage any other serving or retired Government servant to assist him;
 - (c) to engage a legal practitioner, if the Presenting Officer is a legal practitioner. In other cases, the Disciplinary Authority may permit such an engagement, having regard to the circumstances of the case.
4. If at the inquiry the Government servant pleads guilty to any of the article of charge, the Inquiry Officer should record a finding of guilt in respect of those articles and hold inquiry only in respect of the remaining, if any.
5. Government side has the first priority to present the case and produce witnesses and evidence.

6. Delinquent official will be allowed to offer his defence witnesses and evidence.
7. Witnesses on both sides may be examined, cross-examined and re-examined.
8. The defendant may examine himself as a witness in his own behalf, if he so desires. If he has not done so, the Inquiry Officer may generally question him to enable him to properly explain the circumstances cited in the evidence against him.

Based on a reference from an inquiring authority, seeking the issuance of a notification by the Central Government/Competent Authority under Section 4 of the Departmental Enquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, 1972, the Inquiry Officer is empowered to exercise powers of Civil Court for enforcement of attendance of witness and production of documents. — GID (52), Rule 14.

The Inquiry Officer shall strictly follow the procedures laid down in Rule 14 (18) before closing the Inquiry. Rule 8 of CCS (Pension) Rules also states that the departmental proceedings initiated against a Government servant shall be continued and concluded by the same authority which commenced them. — GID (24), Rule 14.

9. Defence may be in writing or oral. Oral defence will be recorded, got signed and a copy supplied to the Presenting Officer.
10. Thereafter, Inquiry Officer will hear arguments on both sides or take written briefs from both. Presenting Officer's brief will be taken first, copy thereof supplied to the defendant and his reply brief obtained thereafter.

Once a regular hearing in a departmental proceeding is started, such hearing should, as far as practicable, be continued on a day-to-day basis, unless in the opinion of the Inquiry Officer, for the reasons to be recorded in writing, an adjournment is unavoidable in the interest of justice. — GID (52), Rule 14.

11. Entire proceedings should be recorded in writing, every page to be signed by the respective witness, the defendant and the Inquiry Officer, and copies furnished to the defendant and the Presenting Officer.
12. If the delinquent official does not attend, *ex parte* inquiry may be conducted, observing the procedure in full.

Ex parte inquiry can be resorted to only when following conditions are satisfied—

- a. Articles of charge should have been delivered.

b. The Charged Officer had failed to submit the written statement of defence on or before specified date.

13. On completion, the Inquiring Officer will submit his report and his findings on each article of the charges to the Disciplinary Authority.
14. The report of the Inquiring Authority should be submitted within six months from the date of receipt of order of his appointment as Inquiring Authority.

He may seek extension of time by citing reasons in writing and may be allowed an additional time of six months, at a time.

— Notfn., dated 2-6-2017.

15. Disciplinary Authority may accept or disagree (recording reasons for disagreement), record its own findings and make a final order.
16. If the Disciplinary Authority who initiated the case is competent to award only minor penalties, and is of the opinion that major penalty is to be imposed, it should send the entire records and findings without recording any opinion with regard to the imposition of the penalty to the Competent Disciplinary Authority which will record its findings and pass orders as deemed fit.
17. The Disciplinary Authority should forward a copy of the report of the Inquiring Authority together with its tentative reasons for disagreement, if any, with the findings to the Government servant giving him fifteen days time to make any representation/submission.
18. The representation, if any, submitted by the Government servant should be considered before passing final orders.

— Rules 14, 15 and GIDs.

19. Along with the final orders, the Government servant should be supplied with—
 - (i) a copy of the findings on each article of charge;
 - (ii) a copy of the advice, if any, given by the UPSC.
 - (iii) where the Disciplinary Authority has not accepted the advice, a brief statement of reasons for such non-acceptance.

— Rule 17.

20. Disciplinary Authority should take final decision on the enquiry report within 3 months.
21. All Ministries/Departments should ensure that all major penalty proceedings against Government servants under their control are completed and final orders are passed by the concerned Disciplinary Authority within 18 months from the date of delivery of charge-sheet on the delinquent Government servant.

— GID (52) and OM, dated 8-11-2021, Rule 14.

5. Procedure — Minor Penalties.—

1. The Government servant should be given a copy of the charge-sheet with a statement of imputations of misconduct.
2. He should be given reasonable time and opportunity to submit his defence.
3. On receipt of the defence, the Disciplinary Authority may pass appropriate orders, or may hold an inquiry if—
 - (i) it is of the opinion that such inquiry is necessary, or
 - (ii) the inquiry is mandatory in view of the punishment proposed.

The procedure for the inquiry will be as for major penalty.— Rule 16.

6. When prescribed procedure need not be followed.— Following are the special circumstances where the prescribed procedure for inquiry need not be followed:—

- (1) Where a penalty is due to conviction on a criminal charge, or
- (2) Where the Disciplinary Authority is satisfied (reasons should be recorded in writing) that it is not reasonably practicable to hold an enquiry in the manner provided, or
- (3) Where the President is satisfied that in the interest of the security of the State, it is not expedient to hold an enquiry in the manner provided.

In cases under Category (1), the Disciplinary Authority has to peruse the judgment of the Criminal Court and take into account the gravity of the misconduct committed, its impact on the administration and other extenuating circumstances or redeeming features. Once it is concluded that the Government servant's conduct is blameworthy and punishable, it may impose such penalty as it is competent to do. The penalty should neither be grossly excessive, nor out of proportion to the offence committed or one not warranted by the facts and circumstances of the case.

Regarding Category (2), detailed guidelines have been laid down in this regard. Inquiry should not be dispensed with lightly or arbitrarily or out of ulterior motives or merely in order to avoid the holding of an inquiry or because the Department's case is weak and is, therefore, bound to fail. Further, it is a constitutional obligation that the Disciplinary Authority should record in writing (preferably in the order itself) the reasons for its satisfaction that it was not reasonably practicable to hold the inquiry. The reason, though brief, should not be vague or not just a repetition of the language of the relevant rule.

In both the cases, the Government servant should be given an opportunity of making representation against the penalty proposed.

— GIDs below Rule 19.

7. If the delinquent Government servant dies during the pendency of the disciplinary proceedings, the proceedings should be dropped.

8. **Streamlining of conduct of disciplinary proceedings to reduce delay.**— The following measures have been prescribed to ensure that disciplinary cases are not unduly delayed:—

- (i) Cases should be carefully studied to decide whether major/minor proceedings are required to be initiated;
- (ii) Delay in framing charges should be avoided; responsibility should be fixed for inordinate delay in framing charges without valid reasons;
- (iii) To ensure that the charged officer submits written statement within the time-limit;
- (iv) The departmental officers appointed as Inquiry Officers are relieved from their normal duties for a period up to 20 days in two spells for completion of inquiry on full-time basis and submit report.
— GID (22), Rule 14.

9. **Adherence to time-limits in processing of disciplinary cases.**— Delay in decision-making by authorities in processing vigilance cases would be construed as a misconduct and would be liable to attract penal action.

— GID (9), Rule 14.

10. **Consultation with CVC in cases of action under Rule 19 (i).**— Consultation with CVC in the disciplinary cases under Rule 19 (i) is not necessary/required in such cases where Government servants are convicted by Courts of Law on criminal charge.

— GID (6), Rule 19.

11. **In all disciplinary cases where the UPSC is to be consulted, the following procedure may be adopted.**— (a) The Disciplinary Authority shall forward or cause to be forwarded to UPSC for its advice:—

- (i) a copy of the report of the Inquiring Authority together with its own tentative reasons for disagreement, if any, with the findings of Inquiring Authority on any article of charge; and
- (ii) comments on the representation of the Government servant on the Inquiry Report and disagreement note, if any, with all the case records of the inquiry proceedings.

(b) On receipt of the UPSC advice, the Disciplinary Authority shall forward or cause to be forwarded a copy of the advice to the Government servant who shall be required to submit if he so desires, his written representation/submission to the Disciplinary Authority within fifteen days. The Disciplinary Authority shall consider such representation and take action as prescribed in sub-rules (4), (5) and (6) of Rule 15 of CCS (CCA) Rules, 1965.

Similarly, in matters relating to Appeal/Revision/Review, a copy of the UPSC advice, consulted, may be supplied to the Government servant and his representation, if any, thereon may be considered by the Appellate/Revisionary/Reviewing Authority before passing final orders. — GID (5), Rule 32.

While sending the requisite information / documents to the Commission, the revised Pro forma / Check-list must be used so as to ensure that there are no shortcomings. It is also expected that the complete reference is sent to the Commission at least three months prior to the retirement of the Charged Officer in case of minor penalty proceedings and at least six months prior to retirement in case of major penalty proceedings in order to get advice of the Commission and the implementation thereof. Wherever the time is less than three months / six months from the retirement of the Government servant, cogent reasons justifying late submission of case to UPSC are also required to be indicated.

— GID (40-A), Rule 14.

When there is a case of disagreement with the advice of the UPSC in a disciplinary matter, a reference shall be made to the Department of Personnel and Training (Establishment Division) indicating reasons. The final decision will also be conveyed to the UPSC along with reasons for non-acceptance.

— GIDs (44) and (45), Rule 14.

Advice of the UPSC is to be communicated to the delinquent Government servant when a penalty is set aside with effect from 16th March, 2011 subject to conditions.

— GID (6), Rule 32.

12. Procedure for dealing with cases of disagreement between Disciplinary Authority and CVC — Instructions regarding consultation with UPSC thereof.—

- (i) All cases, where the Disciplinary Authority (DA) decides to impose a penalty after conclusion of the proceedings and where UPSC consultation is required as per existing rules/instructions, shall not be referred to the CVC for second stage consultation.
- (ii) The CVC Circular 8/12/14 of 3rd December, 2014 stipulates that all such cases where the DA proposes to take any action on variance with the Commission's first stage advice would continue to be referred to the CVC for obtaining second stage advice. In this regard, CVC clarified that the above circular applies only to the disciplinary cases of non-Presidential appointees including officials of CPSEs, Public Sector Banks and Autonomous Bodies, etc. The above instructions, do not apply to the Group 'A' Officers of the Central Government, All India Services (AIS) and other categories of officers of the Central Government where consultation with UPSC is necessary before imposition of any of the prescribed penalties.

Where, on conclusion of the departmental proceedings, DA is of the tentative view that no formal penalty needs to be imposed and refers the case for second stage consultation with CVC and if CVC advises imposition of a penalty which the DA on consideration decides not to accept, then it becomes a case of disagreement between DA and CVC and requires resolution by DoP&T. — GID (49), Rule 14.

13. Implementation of second penalty imposed during currency of first penalty on serving charged officers.—

The Disciplinary Authority should clearly indicate in the punishment order whether the two penalties (or multiple penalties) would run concurrently or consecutively, while awarding second or subsequent penalties during currency of earlier penalty / penalties.

In cases where such a specific mention has not been made, the two / all penalties should run concurrently and the higher penalty, even though ordered later, should be implemented immediately and after expiry of its period, if the currency of the period of earlier punishment still continue, the same may be implemented for the balance period.

— OM, dated 28-10-2022.

3. Appeal, Revision and Review

[Swamy's — CCS (CCA) Rules]

1. Appeal

1. An appeal is one which is preferred to the appropriate Appellate Authority against an order of penalty. Right of appeal has been provided in certain other cases also, like, (i) suspension, (ii) payment of subsistence allowance during suspension, (iii) regulation of pay and allowances for period of suspension and/or unemployment, on reinstatement and (iv) withholding/withdrawing pension or part thereof, by an order of the Appointing Authority, when a pensioner is found guilty of grave misconduct or is convicted of a serious crime by a Court of Law. Even supersession in promotion which denies/varies to disadvantage pay, allowances, pension and conditions of service, is appealable.

2. Appeal has to be preferred within forty-five days of receipt of the order appealed against, direct to the Appellate Authority, who may condone delay, if valid reasons are given.

3. The appeal should contain all material statements and arguments on which the appellant relies and should be complete in itself. It should not be in disrespectful or improper language.

4. A copy of the appeal should be sent to the authority who passed the order, who has to forward the same along with the complete records and his comments to the Appellate Authority without any avoidable delay.

5. The Appellate Authority is to consider (i) whether procedure laid down in the rules has been complied with and if not, whether such non-compliance has resulted in violation of the provisions of the Constitution/ in the failure of justice, (ii) whether findings of the Disciplinary Authority are warranted in the circumstances of the case and (iii) whether the penalty imposed is adequate, inadequate or severe. The word "consider" has been held to imply "due application of mind" and the Appellate Authority should pass a speaking order. It is necessary that all the points raised by the appellant are summarized in the order and are also logically discussed to show how they are not tenable or acceptable.

6. In an appeal against a major penalty, if the appellant specifically requests for a personal hearing, taking the assistance of a defence assistant also, this may be granted by the Appellate Authority at its discretion.

7. If the Appellate Authority proposes to enhance the penalty, it can do so only after holding an inquiry if one is required to be held but not held earlier and after issue of a show-cause notice. In cases where an inquiry has already been held, the appellant should be given a reasonable opportunity to represent against the proposed enhanced penalty.

8. In respect of an appeal against any other order, the Appellate Authority may pass such order as it deems just and equitable considering the facts and circumstances of the case. — GIDs, Rules 22 to 28.

2. Revision

1. Even after disposal of appeal, or having failed to avail of appeal facility, further departmental remedy is available to an aggrieved official by way of revision.

2. The power of revision is vested with the President, the Comptroller and Auditor-General, the Member (Personnel) Postal Services Board, Adviser (Human Resources Development), Department of Telecommunications, the Head of a Department, the relevant Appellate Authority or any other authority specified in this behalf.

3. In the case of the Appellate Authority, it should convey its intention to revise the orders and call for the records within six months of the date of the order to be revised. No time-limit has been prescribed in respect of others.

4. Revisional Authorities can start the proceedings either on their own motion or "on an application" from the official. Revision proceedings cannot be commenced until after the expiry of the period of limitation for an appeal or the disposal of appeal, if one has been preferred.

5. If the Revisional Authority comes to the provisional conclusion that the punishment awarded is not adequate, he can impose higher penalty only after—

- (a) issuing show-cause notice to the Government servant and considering his reply thereto; and

- (b) holding regular inquiry if an enquiry had not been held earlier, if a major penalty is proposed.

6. An application for revision has to be dealt with in the same manner as an appeal. — GIDs, Rule 29.

3. Review

The President can make a review of any order passed earlier, including an order passed in revision, when any new fact or material which has the effect of changing the nature of the case, comes to his notice. However, imposing or enhancing of any penalty can be done only after giving the Government servant concerned a reasonable opportunity of making representation and holding of an inquiry, in cases where one is required to be held under the rules but had not been held. — Rule 29-A.



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4. Suspension and Subsistence Allowance

[Swamy's — CCS (CCA) Rules, Swamy's FR & SR — Part-I and Swamy's CCS (Pension) Rules]

1. **When resorted to.**— Suspension, in the context of disciplinary proceedings, may be defined as temporary withdrawal of duties from a Government servant, pending inquiry into his/her conduct, with simultaneous reduction in pay and withdrawal of some rights/privileges.

2. The provisions relating to suspension are scattered across several rules. The main provisions are contained in Rule 10 of CCS (CCA) Rules, 1965 (or corresponding rules governing the Government servant concerned) and FRs 53, 54 and 55.

3. Suspension, though not a penalty, is to be resorted to sparingly. Whenever a Government servant is placed under suspension not only does the Government lose his services but also pays him for doing no work. It also has a stigma attached to it. Therefore, the decision to place a Government servant under suspension must be a carefully considered decision and each case would need to be considered on merits. A Government servant may be placed under suspension, in the following circumstances:

- (a) where, a disciplinary proceeding against him is contemplated or is pending;

or

- (b) where, in the opinion of the competent authority, he has engaged himself in activities prejudicial to the interest of the security of the State;

or

- (c) where, a case against him in respect of any criminal offence is under investigation, inquiry or trial.

— GID (1), Rule 10 (1), Chapter 3.

4. A Disciplinary Authority may consider it appropriate to place a Government servant under suspension in the following circumstances. These are only intended for guidance and should not be taken as mandatory:—

- (i) Cases where continuance in office of the Government servant will prejudice the investigation, trial or any inquiry (e.g. apprehended tampering with witnesses or documents);
- (ii) where the continuance in office of the Government servant is likely to seriously subvert discipline in the office in which the public servant is working;
- (iii) where the continuance in office of the Government servant will be against the wider public interest [other than those covered by (i) and (ii)] such as there is public scandal and it is necessary to place the Government servant under suspension to demonstrate the policy of the Government to deal strictly with officers involved in such scandals, particularly corruption;
- (iv) where allegations have been made against the Government servant and preliminary inquiry has revealed that a prima facie case is made out which would justify his prosecution or is being proceeded against in departmental proceedings, and where the proceedings are likely to end in his conviction and/or dismissal, removal or compulsory retirement from service.

NOTE:

- (a) In the first three circumstances, the Disciplinary Authority may exercise his discretion to place a Government servant under suspension even when the case is under investigation and before a prima facie case has been established.
- (b) Suspension may be desirable in the circumstances indicated below:—
 - (i) any offence or conduct involving moral turpitude;
 - (ii) corruption, embezzlement or misappropriation of Government money, possession of disproportionate assets, misuse of official powers for personal gain;

- (iii) serious negligence and dereliction of duty resulting in considerable loss to Government;
- (iv) desertion of duty;
- (v) refusal or deliberate failure to carry out written orders of superior officers. In respect of the types of misdemeanour specified in sub-clauses (iii) and (v), discretion has to be exercised with care.

— GIDs (1) and (2), Rule 10 (1), Chapter 3.

5. Reasons for suspension, if not indicated in the suspension order itself, should be communicated within three months.

6. Deemed Suspension

A Government servant shall be deemed to have been placed under suspension by an order of appointing authority—

- (a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;
- (b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

EXPLANATION.— The period of forty-eight hours referred to in Clause (b) shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- (c) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant under suspension is set aside in appeal or on review and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (d) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant is set aside or declared or rendered void in consequence of or by a decision of a Court of Law and the Disciplinary Authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the Government servant shall be deemed to have been placed

under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders:

Provided that no such further inquiry shall be ordered unless it is intended to meet a situation, where the Court has passed an order purely on technical grounds without going into the merits of the case.

— GID (1), Rule 10 (2), (3) and (4), Chapter 3.

7. Authority competent to place a Government servant under suspension

The Appointing Authority or any authority to which it is subordinate or the Disciplinary Authority or any other authority empowered in that behalf by the President, by general or special order, may place a Government servant under suspension.

Provided that, except in case of an order of suspension made by the Comptroller and Auditor-General in regard to a member of the Indian Audit and Accounts Service and in regard to an Assistant Accountant General or equivalent (other than a regular member of the Indian Audit and Accounts Service), where the order of suspension is made by an authority lower than the Appointing Authority, such authority shall forthwith report to the Appointing Authority, the circumstances in which the order was made.

— Rule 10 (1).

8. Review of Suspension

An order of suspension made or deemed to have been made may, at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

— Rule 10 (5) (c).

An order of suspension made or deemed to have been made shall be reviewed by the authority competent to modify or revoke the suspension, before expiry of ninety days from the effective date of suspension, on the recommendation of the Review Committee constituted for the purpose and pass orders either extending or revoking the suspension. Subsequent reviews shall be made before expiry of the extended period of suspension. Extension of suspension shall not be for a period exceeding one hundred and eighty days at a time.

An order of suspension made or deemed to have been made shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days.

Provided that no such review of suspension shall be necessary in the case of deemed suspension, if the Government servant continues to be under detention at the time of completion of ninety days of suspension

and the ninety days period in such case will count from the date the Government servant detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his Appointing Authority, whichever is later.

— GIDs (26) and (27), Rule 10 (6) and (7), Chapter 3.

In a case where no charge-sheet is issued, the total period under suspension or deemed suspension, as the case may be, including any extended period shall not exceed-

- (a) 270 days from the date of order of suspension, if disciplinary proceeding is contemplated or is pending against the Government servant
- (b) two years from the date of order of suspension, if in the opinion of the Competent Authority the Government servant has engaged in activities prejudicial to the interest of the security of the State or where a case against him in respect of any criminal offence is under investigation, inquiry or trial
- (c) two years from the date the Government servant detained in custody is released or the date on which the fact of his release from detention is intimated to his appointing authority, whichever is later, in case of deemed suspension.— OM, dated 19-10-2022.

The suspension cannot be continued for long and that in spite of the instructions of DoP&T, the Disciplinary Authorities are not finalizing the disciplinary proceedings within the stipulated time. Also, in such cases, the Government is unnecessarily paying subsistence allowance without extracting any work and if on the culmination of the disciplinary proceedings, the charged officer is exonerated from the charges, the Government has to unnecessarily pay the full salary and treat the period of suspension as on duty, etc. It is, therefore, desirable that timely review of suspension is conducted in a just and proper manner and that the disciplinary proceedings are finalized expeditiously.

— GIO (28), Chapter 3.

9. Subsistence Allowance

A Government servant under suspension is not paid any pay but is allowed a Subsistence Allowance at an amount equivalent to the leave salary which the Government servant would have drawn if he had been on leave on half average pay or half pay and in addition dearness allowance, if admissible on the basis of such leave salary.

— GIO (1) of CCS (CCA), Chapter 4, FR 53 1 (ii) (a).

Subsistence Allowance to be reviewed after 3 months and may be increased by up to 50 % of the allowance during the first 3 months or reduced by up to 50% of the allowance during the first 3 months.

— FR 53 1 (ii) (a) - (i) and (ii).

10. Headquarters during Suspension

An officer under suspension is regarded as subject to all other conditions of service applicable generally to Government servants and cannot leave the station without prior permission. As such, the headquarters of a Government servant should normally be assumed to be his last place of duty. The order placing an officer under suspension should clearly indicate what his headquarters would be.

However, where an individual under suspension requests for a change of headquarters, there is no objection to a competent authority changing the headquarters if it is satisfied that such a course will not put Government to any extra expenditure like grant of T.A. etc., or other complications.

— GID (8), Chapter 3.

11. Promotion during suspension

Officer under suspension shall be considered by the DPC along with others. However, the recommendations in respect of those under suspension shall be placed in a sealed cover. The sealed cover shall be opened/not acted upon depending on the outcome of the disciplinary proceedings.

If an officer is suspended subsequent to the meeting of the DPC but before he is actually promoted, then the recommendations would be deemed to have been placed in the sealed cover.

— GID (20), Chapter 3.

12. LTC

A Government servant under suspension cannot avail of LTC as he cannot get any leave including casual leave during the period of suspension. As he continues to be in service during the period of suspension, members of his family are entitled to LTC.

— GID (7), Chapter 4.

13. Leave

Leave may not be granted to a Government servant under suspension.

— FR 55.

14. Recoveries from Subsistence Allowance

A. Compulsory Deductions to be enforced

- (a) Income Tax
- (b) House Rent (Licence Fee) and allied charges
- (c) Repayment of loans and advances taken from Government — Rate of recovery to be determined by Head of Department.
- (d) CGHS contribution
- (e) CGEGIS subscription

B. Deductions at the option of the suspended officer

- PLI premia

- Amounts due to Co-op stores/Societies
- Refund of GPF advance

C. *Deduction NOT to be made*

- GPF subscription
- Amounts due to court attachments
- Recovery of loss to Government — GID (4), Chapter 4.

15. Forwarding of applications, etc.

Application of a Government servant for appointment, whether by Direct Recruitment, transfer on deputation or transfer, to any other post should not be considered/forwarded if he is under suspension.

— GID (19), Chapter 3.

Vigilance clearance may not be granted to an officer under suspension for deputation, empanelment, etc.— DoP&T, O.M. No. 11012/11/2007-Estt. (A), dated 14-12-2007 and 21-6-2013.

Vigilance clearance may not be granted to an officer under suspension for obtaining Passport. — OM, dated 28-3-2018.

16. Voluntary Retirement/Resignation

(a) **Notice of Voluntary Retirement Under FR 56 (k) or Rule 43 of CCS (Pension) Rules, 2021—**

It shall be open to the Appropriate Authority to withhold permission to a Government servant under suspension who seeks to retire under either of these rules.

— Proviso (c) of FR 56 (k) (1) (c) and Rule 43 (3) of CCS (Pension) Rules, 2021.

(b) **Voluntary Retirement under Rule 43 of Pension Rules—**

A notice of voluntary retirement given after completion of twenty years' qualifying service will require acceptance by the Appointing Authority if the date of retirement on the expiry of the notice would be earlier than the date on which the Government servant concerned could have retired voluntarily under the existing rules applicable to him [e.g., FR 56 (k), Rule 42 of the CCS (Pension) Rules, 2021, Article 459 of CSRs or any other similar rule]. Such acceptance may be generally given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the Government servant concerned for the imposition of a major penalty and the disciplinary authority, having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case, or (b) in which prosecution is contemplated or may have been launched in a Court of Law against the Government servant

concerned. If it is proposed to accept the notice of voluntary retirement even in such cases, approval of the Minister-in-charge should be obtained in regard to Group 'A' and Group 'B' Government servants and that of the Head of the Department in the cases of Group 'C' and MTS Government servants. Even where the notice of voluntary retirement given by a Government servant requires acceptance by the Appointing Authority, the Government servant giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless, the competent authority issues an order to the contrary before the expiry of the period of notice.

— GID below Rule 43 of Swamy's CCS (Pension) Rules, 2021.

(c) Resignation—

The competent authority should examine, with reference to the merit of the disciplinary case pending against the Government servant, whether it would be in the public interest to accept the resignation. Normally, as officers are placed under suspension only in cases of grave delinquency, it would not be correct to accept the resignation of an officer under suspension. Exceptions would be where the alleged offence does not involve moral turpitude or where the evidence against the officer is not strong enough to justify that departmental proceedings, if continued would result in removal from service/dismissal or where departmental proceedings are likely to be so protracted that it would be cheaper for the exchequer to accept the resignation.

— GID (14), Chapter 3.

(d) Retirement

A Government servant who retires while under suspension is entitled to provisional pension equal to the maximum pension on the basis of qualifying service up to the date immediately preceding the date on which he was placed under suspension.

Gratuity will not be paid until the conclusion of disciplinary proceedings except where the proceedings are under Rule 16 of CCS (CCA) Rules (for imposition of minor penalty)

— GIDs (8) and (9), Chapter 4.

17. Revocation of Suspension

An order of suspension made or deemed to have been made may be modified or revoked at any time by the authority who made it (or deemed to have made) or any authority to which such authority is subordinate.

— Rule 10 (5) (c).

An order of suspension made or deemed to have been made shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days.

Provided that no such review of suspension shall be necessary in the case of deemed suspension, if the Government servant continues to be

under detention at the time of completion of ninety days of suspension and the ninety days period in such case will count from the date the Government servant detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his appointing authority, whichever is later. — Rule 10 (7).

18. On Conclusion of Proceedings

A. If Exonerated

- (a) Where the Competent Authority is of the opinion that the suspension was wholly unjustified, the Government servant may be paid full pay and allowances.
- (b) Where the Competent Authority is of the opinion that the proceedings were delayed for reasons directly attributable to the Government servant, it may after notice to the Government servant and considering his representation, if any, order a reduced amount to be paid.
- (c) The period of suspension will be treated as period spent on duty for all purposes. — FR 54-B (3) & (4).

B. Minor Penalty is imposed

Where the proceedings result only in minor penalty being imposed, then the suspension is treated as wholly unjustified. — GID (8), Chapter 6.

C. Other than exoneration/minor penalty

- (a) The competent authority shall determine the amount to be paid, after notice to Government servant and considering his representation, if any. — FR 54-B (5).
- (b) The period of suspension shall not be treated as duty unless the competent authority specifically directs that it shall be so treated for any specified purpose.
- (c) If the Government servant so desires, the period of suspension may be converted into leave of the kind due and admissible. (NOTE: Such leave can be in excess of 3 months in case of temporary Government servants or 5 years in case of permanent Government servants). — FR 54-B (7).

NOTE.— As per FR 54-B (9), wherever the amount allowed is less than full pay and allowances, it shall not be less than the Subsistence Allowance already paid.

D. Death while under suspension

Where a Government servant under suspension dies before the disciplinary proceedings or the court proceedings against him are concluded,

the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowances to which he would have been entitled had he not been suspended, for that period subject to adjustment of Subsistence Allowance already paid.

— FR 54-B (2).

19. Serving of Charge Sheet, etc.

- (a) Suspension order should normally indicate the grounds for suspension.
- (b) Where the suspension is on grounds of contemplated proceedings, charge-sheet should be served upon the Government servant within 3 months.
- (c) Where charge-sheet is not served within 3 months, the reasons for suspension should be communicated to the Government servant immediately on expiry of 3 months from the date of suspension.

— GIDs (10) and (11) and Chapter 3.

20. Appeal

Order of Suspension is appealable under Rule 23 (i) of CCS (CCA) Rules, 1965.

— GID (10), Chapter 3.

5. Reinstatement

[Swamy's — FR & SR, Part-I and CCS (CCA) Rules]

1. Circumstances of reinstatement in service of an official after suspension/compulsory retirement/removal/dismissal—

- (a) If detention in Police custody, erroneous or without basis, ends in release without prosecution, deemed suspension ceases.
- (b) When under suspension pending departmental proceedings, on the withdrawal of proceedings for any reason, or on the award of penalty other than compulsory retirement/removal/dismissal.
- (c) When under suspension pending criminal proceedings, if acquitted by a Court of Law and if it is decided not to proceed further departmentally.
- (d) On the setting aside of an award of compulsory retirement/removal/dismissal by a Court of Law or by the Appellate/Revising Authority.

Reinstating Authority's orders should include (i) specific decision on treatment of period of suspension up to reinstatement, compulsory retirement, removal or dismissal as spent on duty or not and (ii) a specific decision on the quantum of pay and allowances for the said period.

These two decisions are independent. Neither flows from the other.

2. Full pay and allowances admissible.— (1) Reinstatement on full exoneration in departmental proceedings, when the charged official is not held responsible for delay in the termination of the proceedings against him.

(2) Reinstatement on an official's acquittal on merits of the case in Court proceedings and no further departmental enquiry is held.

(3) Reinstatement when suspension is held to be wholly unjustified and when the charged official is not held responsible for delay in the termination of the proceedings against him.

(4) When minor penalty is awarded.

(5) If detention under a law providing for preventive detention is held by the Competent Authority to be unjustified.

(6) In case of deemed suspension on grounds of detention found to be erroneous and no prosecution is launched.

(7) In case of arrest for debt, if the liability is proved to be due to circumstances beyond the official's control.

(8) Official's death while under suspension.

3. Proportionate (less than whole) pay and allowances.— (1) Even in cases of full exoneration in departmental proceedings, when it is held that the termination of the proceedings instituted against an official had been delayed for reasons directly attributable to him, for such period of suspension and/or dismissal, etc., as may be directed by the Reinstating Authority.

(2) In cases of departmental proceedings where the official is not fully exonerated or the earlier order is set aside solely on the ground of non-compliance with the requirements of Article 311 of the Constitution.

(3) In Court cases where the order is set aside solely on the ground of non-compliance with the requirements of Article 311 or when exoneration is not on merits.

(4) Even in cases where the suspension is held to be wholly unjustified when it is held that the termination of the proceedings instituted against an official had been delayed for reasons directly attributable to him, for such period of suspension as may be directed by the Reinstating Authority.

(5) In cases of detention under a law providing for preventive detention, when it is held that the detention was not unjustified and in cases of arrest for debt, where the liability is proved to be due to circumstances within the official's control, for such period as may be directed by the Reinstating Authority.

(6) In cases where the suspension is not held to be wholly unjustified.

In all these cases, the proportionate pay and allowances payable should be determined only after giving an opportunity/notice to the official to make his representation against the proposal and after considering his representation, if any. The amount so determined should not be less than what was paid as subsistence allowance.

In all cases of payment of pay and allowances — either in full or in part — for past period, certificate of non-employment, as in the case of payment of subsistence allowance, is essential.

The payment is also subject to adjustment of any amount earned by the Government servant through any employment during the period. Where the pay and allowances admissible are equal to or less than the amounts earned during the employment elsewhere, nothing is payable to the Government servant.

4. When period of suspension is treated as duty.— (1) On reinstatement due to full exoneration in departmental proceedings.

(2) On reinstatement due to the official's acquittal on merits of the case in Court proceedings and no further departmental inquiry is held.

(3) On reinstatement when suspension is held to be wholly unjustified.

(4) When minor penalty is awarded.

(5) If detention in police custody, erroneous or without basis, ends in release without prosecution and if the Competent Authority concludes that suspension was wholly unjustified.

(6) If the detention under a law providing for preventive detention is held by the Competent Authority to be unjustified.

(7) In cases of arrest for debt, if the liability is proved to be due to circumstances beyond the official's control.

(8) Official's death while under suspension.

5. Period of suspension treated as non-duty (unless otherwise decided for any specific purpose).— (1) In cases of departmental proceedings where the Government servant is not fully exonerated or the earlier order is set aside solely on the ground of non-compliance with the requirements of Article 311.

(2) In Court cases under similar circumstances.

(3) In cases where suspension is not considered wholly unjustified.

In cases of these types, the official has the option to get the period converted into leave of any kind due and admissible under the Competent Authority's order which shall be absolute.

6. Proportionate pay and allowances cannot be denied for any period.— Even in cases where a dismissed official is reinstated by Competent Authority on compassionate grounds and the period from the date of dismissal to the date of reinstatement ordered to be treated as 'non-duty', payment of proportionate pay and allowances for that period is mandatory.

7. Review of the period of suspension revoked pending proceedings.— If an order has been passed before conclusion of the departmental/Court proceedings as to pay and allowances for and treatment of the period of suspension revoked before conclusion of the inquiry/Court case, it is only a provisional order. After conclusion of the inquiry/Court case, the said order should be reviewed on its own motion and a final order passed under the directive principles mentioned at headings 2 to 6 *ante*.

— FRs 54, 54-A, 54-B and Chapter 6, CCS (CCA) Rules.

6. Proceedings after Retirement

[Swamy's — Pension Compilation]

1. Future good conduct of the pensioner is the implied condition of every grant of pension and its continuance under the rules. — Rule 7 (1).

2. Withdrawal/Withholding of pension or gratuity, or both, in full or part, either permanently or for a specified period, if—

- (a) the pensioner is convicted of a serious crime by a Court of Law. The Appointing Authority is competent to issue orders straightaway in the light of the judgment.
- (b) the pensioner is found guilty of grave misconduct. The Appointing Authority will pass orders after issuing a notice to the pensioner and considering his representation, if any. — Rule 7.

3. If in any departmental or judicial proceedings initiated prior to or after retirement, the pensioner is found guilty of grave misconduct or negligence during the period of his service including service rendered on re-employment after retirement, whole or part of any pecuniary loss caused to the Government may be recovered from the pension or gratuity. The power to issue orders will rest with the President. — Rule 8.

4. From 1-1-2006 by withholding/withdrawing part of the pension, the pension should not be reduced below the amount of minimum pension (₹ 9,000). — Second Proviso to Rule 8 (1).

5. Departmental proceedings initiated while in service, but not concluded, will be continued after the official's retirement and concluded. In the light of the findings of the Disciplinary Authority arrived at as a result of

holding a full-fledged inquiry, final orders will be passed in the name of the President, after due consultation with the UPSC. If in such proceedings the Disciplinary Authority comes to the conclusion that action under the rule is not justified, it is within the full competence of such authority to drop the proceedings initiated by him. — Rule 8 (2) (a) and GID thereunder.

6. Departmental proceedings after retirement cannot be instituted in respect of any event which took place or the cause of action arose more than four years before such institution. The sanction of the President is necessary to institute departmental proceedings after retirement.

— Rule 8 (2) (c).

7. Entitlements to Government servants retiring while departmental or judicial proceedings are pending:

(i) Provisional pension equal to the maximum admissible on the basis of qualifying service up to the date of suspension/retirement, if not under suspension. — Rule 8.

(ii) 'Encashment of leave' on retirement. The Competent Authority can withhold whole or part of cash equivalent of leave salary if, in its opinion, there is a possibility of some money becoming due from the employee on conclusion of the proceedings. On conclusion of the proceedings, the amount so withheld may be paid after adjustment of Government dues, if any.

— Rule 39 (3), CCS (Leave) Rules.

8. Not entitled to—

(a) Retirement Gratuity. — Rule 63 (5).

(b) Commutation of provisional pension. — Rule 4, CCS (CP) Rules; until conclusion of the proceedings.

9. (a) Interest on delayed payment of gratuity is payable if exonerated fully. — Rule 65 (5) (c).

(b) Period of one year for commutation without medical examination will be from the date of issue of final orders. — Rule 13 of CCS (CP) Rules.

7. Central Administrative Tribunal

[Swamy's — Compilation on Central Administrative Tribunal]

1. Constitution and Jurisdiction.— The Central Administrative Tribunal has been established for providing speedy and inexpensive relief for persons in services and posts under the Union, by adjudicating in service matters. The Tribunal has its Principal Bench at New Delhi with Benches at Ahmedabad, Allahabad, Bangalore, Chandigarh, Chennai, Cuttack, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Jammu, Jodhpur, Kolkata, Lucknow, Mumbai, Patna and Srinagar. Jurisdiction of each Bench has been defined.

A person aggrieved by any order pertaining to any matter will have to make an application before that Bench within whose jurisdiction for the time being he is posted or the cause of action has arisen. An application may, however, be filed in the Principal Bench with the permission of its Chairman.

— Notification, dated 17-11-2021.

2. 'Service matters' has been defined to mean all matters relating to the conditions of service, viz.,—

- (i) Recruitment, selection and appointment including compassionate appointment.
- (ii) Pay, fixation of pay, granting of increments, stepping up of pay, etc.
- (iii) Confirmation, seniority, promotion.
- (iv) Pension including family pension.
- (v) Disciplinary matters, adverse entries in confidential records.
- (vi) Transfer, posting.
- (vii) Allotment of quarters, recovery of rent, eviction from Government accommodation.
- (viii) Claims for Medical Reimbursement, LTC, Leave and Joining Time.
- (ix) Grant or refusal to grant of advances/loans.
- (x) Any other matters.

3. Filing of application.— Normally, only an individual has to file an application (filing fee for each being ₹ 50). More than one person may join together and file a single application, with the permission of the Tribunal, if it is satisfied, having regard to the cause of action and the nature of relief prayed for, that they have a common interest in the matter. A separate application seeking for such permission is required to be filled.

The application should contain the prayer of the applicant specifying relief sought for, explaining the grounds for such relief and the legal provision, if any, relied upon. The application should be based upon a single cause of action and may seek one or more reliefs, provided they are consequential to one another. Interim relief, if any, prayed for, pending final decision on the application, should be incorporated in the application itself.

4. Conditions.— An application has to be filed within one year from the date on which the initial final order has been made. Where an appeal/representation has been submitted in the matter and the authority competent to pass final order has not passed the said order, application has to be filed after the expiry of a period of six months from the submission of such application/representation and within one year from the date of expiry of the said period of six months. Tribunal has power to admit an application in relaxation of the above limitation, if sufficient cause is shown, supported by an affidavit, for not making the application within the stipulated period.

5. Exhausting remedies.— An application will not ordinarily be admitted unless the Tribunal is satisfied that the applicant had availed of all the remedies available to him under the relevant service rules as to redressal of grievance. Remedies available are deemed to have been availed if final order has been passed on the appeal/representation by the highest Competent Authority, or, if no such order is passed, after lapse of a period of six months from the date of appeal/representation. The Tribunal has discretionary powers in the matter which is exercised sparingly in extraordinary circumstances.

6. Disposal of applications.— After due scrutiny of the applications at the registry and rectification of defects, if any, applications are posted for hearing before the Bench consisting of two members — Judicial Member and Administrative Member. Certain cases have been listed for being heard and decided by a Bench consisting of a Single Member.

Applications are decided on a perusal, by the Members, of the documents filed by both the sides, written representations made and hearing the oral arguments advanced at the time of hearing. The Tribunal has been vested with power to hold an enquiry as provided in the Act, if necessary.

Applications are decided according to the opinion of the majority of the Members. In case of difference of opinion, the issue is referred to the Chairman for decision, either by himself or by constituting a larger Bench.

7. Ex parte hearing.— In the event of the respondent Department/Ministry not represented at the hearing, the Tribunal may decide the application *ex parte*. If the respondent subsequently makes an application for setting aside the order, giving sufficient cause to the satisfaction of the Tribunal, it may set aside the *ex parte* order and hear the case afresh. However, if the applicant is not present or representing at the hearing, the Tribunal, after hearing the counsel for the respondent and perusing the records, may consider the applicant's grievance with reference to the grounds urged in the application and decide the application on merits.

8. Action on judgment.— The order of the Tribunal is final and binding on both the parties. It should be complied with within the time-limit prescribed in the order or within six months of the receipt of the order, if no time-limit is prescribed. Failure to implement the order in time may give rise to cause of action for initiating contempt proceedings.

9. Review provision.— If the applicant and/or the respondent are not satisfied with the judgment, it is open to them to seek review of the judgment by filing a petition within thirty days of the communication of the order. Review petition would lie only when there is a glaring omission, patent mistake or grave error in the judgment. It will be disposed of by the same Bench either by circulation or after hearing the parties.

Once review petition is dismissed, there is no provision for further review. The matter has to be agitated before the Supreme Court, through Special Leave Petition.

AUTHORS' NOTE.— A special seven-Judge Bench of the Supreme Court has unanimously ruled that the decisions of tax and Administrative Tribunals would be subject to judicial scrutiny of the High Courts and Section 28 of the Administrative Tribunals Act excluding the writ jurisdiction of the High Court is unconstitutional. The Apex Court has held that the judgments of the Administrative Tribunals can be challenged before a Division Bench of the High Court within whose jurisdiction the Tribunals concerned falls.— Government's orders and amendment to the Administrative Tribunals Act are awaited.

10. Publication of orders.— Decisions which are deemed fit for publication may be published in "Indian Law Report"— Central Administrative Tribunal (ILR—CAT). Other orders of the CAT which are deemed fit for publication in any other authoritative report or the press, may be released for such publication as may be decided by the Chairman.

FREQUENTLY ASKED QUESTIONS

1. *State the maximum number of cases in which a retired Government servant can act as a defence assistant at a particular time.*
Seven.
2. *Is an Inquiring Authority competent to issue a formal charge-sheet?*
No.
3. *Can an order of dismissal be passed with retrospective effect?*
No. Orders of dismissal / removal should be made effective only from the date of issue of orders.
4. *If a Disciplinary Authority, after imposition of a penalty under CCS (CCA) Rules, discovers any procedural irregularities, can he revise or cancel his own order in revision?*
No. In case the order requires any revision or cancellation, it should be reported to the Appellate Authority / Reviewing Authority.
5. *Will a Government servant be granted permission to appear in a departmental examination when FR 17-A disabilities are imposed?*
No. Permission to appear in departmental examination will not be given unless and until the disabilities are removed by an order on the appeal.

6. Deputation and Foreign Service

[Swamy's — FR & SR, Part-I]

1. Foreign Service — General Principles

Foreign service means the service of a Government servant, with the sanction of Government under a non-Government employer. While in such service, the Government servant is allowed to maintain his claim to pension and leave benefits, as if he continued in Government service.

(a) Important conditions governing foreign service:

1. All the terms and conditions of a Government servant's transfer to foreign service should be settled well in advance in consultation with the foreign employer and communicated to the foreign employer, the Accounts Officer and the Government servant concerned before relief.

2. If foreign service involves assumption of duties and responsibilities of greater importance, pay should be fixed with due regard to such duties and also to his status and pay in Government service.

3. Foreign service commences from the date of relief from Government service and ends on the date of taking over charge on reversion from foreign service. Pay will be drawn from the foreign employer during the entire foreign service.

4. If a Government servant is transferred to foreign service during leave, foreign service commences from the date of the order and no leave salary will be paid after this date.

5. No gratuity or pension should be received from the foreign employer without the sanction of the Government.

6. Contributions at the prescribed rates have to be paid to Government for pension/contributory provident fund and leave salary. The contributions are not payable during leave taken while in foreign service. Leave salary contribution is payable only when the foreign service is in India and is not normally payable when it is out of India.

7. During foreign service out of India when no leave salary contributions are recovered, leave and/leave salary may be granted by the foreign employer. In such cases, the period of foreign service will not count for earning leave and the leave granted by the foreign employer during foreign service will not be debited to his leave account.

8. A Government servant deputed on foreign service for three years or more to the United Nations Secretariat or other United Nations Bodies, the International Monetary Fund, the International Bank for Reconstruction and Development and the Asian Development Bank or the Commonwealth Secretariat has an option to pay the pension contribution to Government and count such service as qualifying for pension or avail of the retirement benefits under the rules of the aforesaid Organizations and not count such service as qualifying for pension.

9. A Government servant deputed on foreign service for one year or more, but less than three years to the aforesaid Organizations, will be allowed to receive from the foreign employer withdrawal benefits admissible under their rules.

10. While Central Government Officers on foreign service to the Governments of developing countries of Asia, Africa and Latin America have the option to pay pension contribution to the Government of India and count the foreign service for pension, they will be allowed to receive gratuity payable by those Governments which is not a pensionary benefit.

11. A Government servant on foreign service is entitled to pro forma promotion in his parent department under the "next below rule" on "one-for-one" principle. — FRs. 110 to 122.

(b) **Special provisions regarding recognized All India Unions.**— Pension contributions to be made by recognized All India Associations/Unions/Federations are waived for not more than two serving employees at a time on foreign service with each such Association, etc. Leave salary contribution can be waived subject to the following conditions:—

1. The Association, etc., should bear the leave salary of the concerned employees for leave earned during service with them.
2. The employees should forgo claim for leave from Government for the period of such service.
3. Leave taken during the foreign service will be regulated under the rules of the Association, etc.
4. Leave salary will be paid by the Association for leave granted by them.
5. Leave will not be debited against the official's leave account.
6. Balance of leave, if any, earned during foreign service will lapse on reversion to Government service.
7. The period of foreign service will not count for any kind of leave under the Government. — GIO (1), FR 115.

2. Leave Salary Contribution

Rate of Contribution.— 1. The monthly rate of leave salary contribution in respect of all classes of Government servants governed by the Central Civil Services (Leave) Rules is 11% of Basic Pay in Pay Level drawn in foreign service.

2. If the foreign employer pays contributions, the percentage is applied to the pay actually drawn in foreign service.

3. If the contributions are paid by the Government servant himself, the percentage is applied to the net Pay in Pay Level drawn during foreign service. Net pay means the Pay in Pay Level that would be left after meeting the pension and leave salary contributions. In such cases, the percentage of leave salary contribution is not applied directly on the actual pay drawn during foreign service, but an element of compensation is taken into account for both the contributions before the percentage for leave salary contribution is calculated.

4. Three types of cases may arise and three different formulae can be applied in such cases—

(a) *Where pension contribution alone is paid by the employee—*

$$L = (F - P) \times \frac{r}{100}$$

(b) *Where leave salary contribution alone is paid by the employee—*

$$L = F \times \frac{r}{100 + r}$$

(c) *Where both the contributions are paid by the employee—*

$$L = (F - P) \times \frac{r}{100 + r}$$

where L is the leave salary contribution,

F is the Pay in Pay Level actually drawn in foreign service,

P is the pension contribution, and

r is the rate of leave salary contribution.

— Appendix-2.

3. Pension Contribution

Pension contribution payable by a Government servant during the active period of foreign service shall be based on the basic pay in the Level (in Pay Matrix) of the post held by him/her at the time of proceeding on foreign service; and in case of grant of pro forma promotion / financial upgradation while on foreign service, the same shall be based on basic pay in the Level (in Pay Matrix) fixed on such pro forma promotion / financial upgradation.

For employees covered under Old Defined Benefit Pension Scheme

Period of Foreign Service	Rate of monthly contribution expressed as %
1-1-2016 to 31-3-2019	14% of Basic Pay plus DA
From 1-4-2019	18% of Basic Pay plus DA

For employees covered under National Pension Scheme

Period of Foreign Service	Rate of monthly contribution expressed as %
1-1-2016 to 31-3-2019	24% of Basic Pay plus DA employee's contribution - 10% employer's contribution - 10% + 4% for gratuity
From 1-4-2019	28% of Basic Pay plus DA employee's contribution - 10% employer's contribution - 14% + 4% for gratuity

- (a) These pension contributions would be in addition to the leave salary contributions for the period of foreign service, in respect of both NPS employees and the employees under Old Defined Benefit Pension Scheme.
- (b) In case of employees covered under NPS, during the period of active foreign service, the borrowing organization shall make its part of contribution mandatorily to the NPS Account of the employee.
— GIO (3), Appendix -2.

4. Deputation (Duty) Allowance

(a) **Deputation.**— 'Deputation' for purpose of drawal of 'Deputation (Duty) Allowance' will cover appointments made in public interest outside the normal field of deployment—

- (i) on a temporary transfer basis to other posts in the same or other Central Government Departments and State Governments; and
- (ii) on temporary transfer on foreign service to Bodies (incorporated or not) wholly or substantially owned or controlled by Government and Organizations, e.g., Municipalities, Universities, etc.

Deputation (Duty) Allowance is treated as 'Special Pay' as defined in FR 9 (25).

(b) **Period of Deputation.**— The period of deputation/foreign service shall be as per the Recruitment Rules of the *ex cadre* post or 5 years in case no tenure regulations exist for the *ex cadre* post.

In case where the period of deputation/foreign service prescribed in the Recruitment Rules of the *ex cadre* post is 5 years or less than 5 years, the Administrative Ministry/borrowing organization may grant extension up to the 6th year after obtaining orders of their Secretary (in the Central Government)/ Chief Secretary (in the State Government) / equivalent officer (in respect of other cases) and for the 7th year with the approval of the Minister of the borrowing Ministry/ Department and in respect of

other organizations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

— Para. 8, Appendix 5.

(c) Deputation of Central Government servants to posts in Central Autonomous Bodies.— Appointment of Central Government employees to posts in Central Autonomous Bodies on deputation basis is allowed without seeking exemption from the rule of immediate absorption, subject to conditions.

— GIOs (2) and (3), Section VI, Appendix 5.

Ministries/Departments/Borrowing Organizations may extend deputation tenure up to 7 years in cases of deputations covered by OM, dated the 17th June, 2010, subject to fulfilment of terms and conditions, with effect from 17-2-2016. The above provision is not applicable to CVOs in CPSEs and other Organizations under Ministries / Departments as they are governed under separate guidelines.

— Order (5), Section I, Appendix 5.

Deputation Allowance is admissible only as per Para. 8.3.2 of the OM, dated 17-6-2010, i.e. only up to the fifth year, if the deputationist has opted to draw Deputation (Duty) Allowance.

— Orders (2) and (4), Section I, Appendix 5.

(d) Proper Monitoring of deputation by the lending departments.— Normally, the deputationist officer is deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals, extended the period of deputation, in writing, prior to the date of its expiry. However, the Parliamentary Standing Committee has observed *inter alia* that policy on deputation envisages mobility of personnel between Departments, etc., so that the employee as well as the Departments benefit from the process. The tendency of treating deputation as a tool to ensure more comfortable, or even hometown postings is required to be discouraged. The instrument of deputation serves public interest only when there is a rational connection with the qualifications and work experience of the deputationist, and the deputation continues for a reasonable period. This would also ensure that both the lending as well as the borrowing department benefit from the experience/exposure of deputationist officer.

All the Ministries/Departments are therefore advised to ensure that deputations are strictly monitored by lending Government Departments. Requests of the borrowing authorities for no objection to extension of deputations should be closely scrutinized to curb tendency to allow extensions on extraneous grounds, and overstay.

These instructions are in addition to the previous OMs on the subject, and in no way dilute the responsibility of the deputationist and borrowing departments to ensure that the deputationists are relieved in time on completion of their approved tenures.

— Order (8), Section I, Appendix 5.

(e) Extension.— Proposals for extensions beyond the period prescribed in the Recruitment Rules should be sent to the Department of Personnel and

Training only in rare and exceptional circumstances where extension in the period of deputation is considered absolutely necessary. The proposal should be sent with the approval of the Minister of the borrowing department six months before the expiry of the extended tenure, with full particulars.

— OMs, dated 3-11-2004, 19-9-2005 and 25-2-2009.

In respect of Group 'C' and 'D' officials, the Secretary of the Borrowing Authority / Administrative Department can approve the extension of deputation period for the 4th year or the first year beyond the normal period of deputation and thereafter by the Minister of borrowing department subject to other conditions.

— OM, dated 7-1-2008.

If the concurrence of the UPSC is required for extension of deputation beyond 1st/2nd year of normal deputation period, the proposal should be sent at least 2 months prior to the end of the deputation tenure.

— OM, dated 19-9-2005.

There shall be a mandatory "cooling off" period of three years after every period of deputation/foreign service for Joint-Secretary and below level officers and one year for Additional Secretary level officers. The requirement of "cooling off" shall, however, not be insisted upon for appointment in personal staff of Union Ministers. However, those officers who have not completed the required "cooling off" period from previous deputation and are posted in personal staff of Minister will have to revert to their parent cadre once their term in the personal staff of Minister ends for whatever reason.

If an officer is appointed from the personal staff of one Minister to the personal staff of another Minister, the cooling off shall not be insisted upon subject to overall ceiling of 10 years in personal staff of Minister and sub-ceiling of 5 years as PS/OSD.

Officers who are appointed in the personal staff of Minister after completion of required "cooling off" period from the previous deputation can be appointed to another deputation, in continuation of deputation in the personal staff of Ministers, if duly selected, subject to overall ceiling of deputation, other conditions relating to deputation and NOC of the parent cadre/ organization. The admissibility of Deputation (Duty) Allowance will, however, be only up to 5th year counting from the initial deputation.

— Para. 8.4, Section I, Appendix 5.

A Central Government employee shall be eligible for deputation/foreign service to State Government/State Government Organizations/Government of UTs/Government of UTs Organizations/International Organizations/Autonomous Bodies, trusts, societies, PSUs, etc., not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle and has not dealt with the borrowing organization in the last five years. Such deputation/foreign service shall be limited to a maximum period of seven years in the entire service of a Central Government servant.

— OM, dated 25-2-2009.

Relaxation.— Ministries / Departments may consider allowing relaxation with the approval of their Minister-in-charge in the following cases-

- (a) A Central Government employee after completion of 7 years of service may go on deputation to NER, J&K, UT of A&N and Lakshadweep or on foreign service to any entity controlled by or located in the above places.
- (b) Central Government employees may be allowed to go on deputation to State Governments / UTs or on foreign service to any entity controlled by and located in above states / UTs on spouse ground after completion of 6 years of service in the cadre.

Only cases covered by above dispensation will be considered for relaxation with effect from 18-10-2018.— Order (18), Section I, Appendix 5.

Any proposal for premature repatriation and extension in tenure beyond the approved tenure in respect of officers who have shifted from a CSS post and are now working on a Non-CSS post should be referred to DoP&T for approval/orders of the Competent Authority.

— Order (7), Section II, Appendix 5.

(f) **Overstayal.**— In the event of officer overstaying for any reason whatsoever, he is liable to disciplinary action and other adverse Civil/Service consequences which would include that the period of unauthorized overstay shall not count against service for the purpose of pension and that any increment due during the period of unauthorized overstay shall be deferred, with cumulative effect, till the date on which the officer rejoins his parent cadre.

— Orders (12) and (13), Section I, Appendix 5.

It is primarily the responsibility of the borrowing organizations to ensure that deputationists are relieved on the date of expiry of their deputation tenure. Any proposal for extension of the tenure of deputation under rules should be initiated sufficiently before the expiry of the tenure. Besides, the responsibility rests with the deputationist and the lending organizations as well, to bring to the notice of the borrowing organization about the expiry of the deputation tenure.

— OM, dated 22-3-2023.

(g) **Option.**— An employee on deputation may elect to draw either pay in the scale of pay of the deputation post fixed under the normal rules [FR 22 (I) (a) (1); (I) (a) (2), etc.], or his basic pay in the parent department from time to time *plus* personal pay, if any, and Deputation (Duty) Allowance. In the case of deputation/foreign service to CPSEs, this option will not be allowed and their pay will be governed by the orders issued by the Department of Public Enterprises. The borrowing authority should obtain the option within one month from the date of joining the *ex cadre* post unless the employee has himself furnished the option.

The option once exercised shall be final. However, the employees may revise the option under the following circumstances which will be effective from the date of occurrence of the same:—

- (a) when he receives pro forma promotion or is appointed to Non-Functional Selection Grade in his parent cadre;
- (b) when he is reverted to a lower grade in parent cadre;
- (c) when the scale of pay of the parent post is revised either prospectively or from a retrospective date;

Pay in the deputation post to be refixed on promotion/appointment to Non-Functional Selection Grade and revision of scales of pay in parent cadre post, on the basis of revised/same option of the employees. If the initial option was for pay scale of deputation post and no change in option envisaged, pay already drawn in deputation post will be protected if the pay refixed is less.

Revision in the rates of DA, HRA or other allowances either in the parent or borrowing organization shall not be an occasion for fresh option.

If the pay in cadre post undergoes downward revision, deputation pay is also liable to be refixed.

(h) Rates of Deputation (Duty) Allowance with effect from 1-7-2017.—

Within the same station - 5% of Basic Pay subject to maximum of ₹ 4,500 p.m.
In other cases - 10% of Basic Pay subject to maximum of ₹ 9,000 p.m.

The ceilings will further rise by 25 per cent each time DA increases by 50 per cent. — Resoln. No. 11-1/2016-IC, dated 6-7-2017 and Order (15).

NOTE.— Same station means, where the person was on duty before proceeding on deputation and where there is no change in the Headquarters with reference to the last post held and places falling within the same urban agglomeration of the old Headquarters.

Basic Pay *plus* Deputation (Duty) Allowance shall not exceed the Basic Pay in the Apex Level i.e. ₹ 2,25,000. In the case of Government servants receiving Non-Practising Allowance, their Basic Pay *plus* Non-Practising Allowance *plus* Deputation (Duty) Allowance shall not exceed the average of Basic Pay of the revised scale applicable to the Apex Level and the Level of the Cabinet Secretary i.e. ₹ 2,37,500.

Basic Pay in the revised pay structure means the pay drawn by the deputationist, from time to time, in the prescribed level in the Pay Matrix of the post held by him substantively in the parent cadre, but does not include any other pay like personal pay, etc.

In cases where the basic pay in parent cadre has been upgraded (up to Level 13-A) on account of Non-Functional Upgradation (NFU), Modified Assured Career Progression Scheme (MACP), Non-Functional Selection Grade (NFSG), etc., and the officer has opted for such upgraded pay of the parent cadre, in that event, the upgraded basic pay under such upgradations

shall not be taken into account for the purpose of Deputation (Duty) Allowance. In such cases, the Deputation (Duty) Allowance will be calculated taking the basic pay of the parent cadre which the officer was getting before such upgradation and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

If the upgradation is to Level 14 or above, he shall be given the option to draw the upgraded basic pay under such upgradations without Deputation (Duty) Allowance or the pay which he was drawing before such upgradation with Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer.

In the case of **Pro forma Promotion** under Next Below Rule (NBR), if such a **Pro forma Promotion** (up to Level 13-A) is in a Level of the Pay Matrix which is higher than that of the *ex cadre* post, and the officer has opted for the upgraded pay of the Pro forma Promotion, the basic pay under such Pro forma Promotion shall not be taken into account for the purpose of Deputation (Duty) Allowance. Deputation (Duty) Allowance will be calculated taking into account the basic pay which the officer was getting before such Pro forma Promotion. The amount of Deputation (Duty) Allowance would be calculated on the basis of the pre-upgraded presumptive pay that the officer was drawing prior to Pro forma Promotion and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

If such a Pro forma Promotion under NBR is in a Level of the Pay Matrix which is equal to or below that of the *ex cadre* post, Deputation (Duty) Allowance shall be admissible on the basic pay of the parent cadre post allowed under the Pro forma Promotion, if opted by the deputationist.

If the upgradation is to Level 14 or above of the Pay Matrix, he shall be given the option to draw the upgraded basic pay under such Pro forma Promotion without Deputation (Duty) Allowance or the pay which he was drawing before grant of Pro forma Promotion with Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer. The amount of Deputation (Duty) Allowance would be calculated on the basis of pre-upgraded presumptive pay that the officer was drawing prior to the grant of Pro forma Promotion and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay. — OM, dated 15-3-2021.

In case of Reverse Foreign Service, if the appointment is made to post whose pay structure and/or Dearness Allowance (DA) pattern is dis-similar to that in the parent organization, the option for electing to draw the Basic Pay in the parent cadre [along with the Deputation (Duty) Allowance thereon and the personal pay, if any] will not be available to such employee.

— Order (15), Section I, Appendix 5.

(i) **Pay fixation.**— When an employee on deputation / Foreign Service elects to draw pay in the Level (in Pay Matrix) attached to the *ex cadre* post, his/her pay may be fixed as under:-

(i) *Deputation from Central Government to Central Government*

If the Level (in Pay Matrix) of the *ex cadre* post is higher than that of the parent cadre post, an increment shall be given in the Level (in Pay Matrix) of parent cadre post and he/she shall be placed at a Cell equal to the figure so arrived at in the Level (in Pay Matrix) of the *ex cadre* post; and if no such Cell is available in the Level (in Pay Matrix) of the *ex cadre* post, he/she shall be placed at the next higher cell in that Level. In case Levels (in Pay Matrix) of the *ex cadre* post and the parent cadre post of the employee are identical, the employee would continue to draw his/her basic pay.

The basic pay from time to time after pay fixation should not exceed the maximum of the pay in the level of the *ex cadre* post.

(ii) *In Foreign Service / Reverse Foreign Service*

- (a) When the Level (in Pay Matrix) / Pay Scale of the post in the parent cadre and that attached to *ex cadre* post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.
- (b) If the appointment is made to a post whose pay structure and/ or Dearness Allowance (DA) pattern is dis-similar to that in the parent organization, pay may be fixed by adding one increment to the basic pay of the substantive post in the parent cadre, (and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised *plus* Dearness Allowance (and additional or *ad hoc* Dearness Allowance, Interim Relief, etc., if any) with emoluments comprising of basic pay *plus* DA, ADA, Interim Relief, etc., if any, admissible, in the borrowing organization and the pay may be fixed at the stage in the Pay Scale / Level (in Pay Matrix) of the *ex cadre* post at which total emoluments admissible in the *ex cadre* post as above equal the emoluments drawn in the cadre and if there is no such stage, pay may be fixed at the next higher stage.

In case of reverse foreign service, if the appointment is made to post whose pay structure and/or DA pattern is dis-similar to that in the parent organization, the option for electing to draw the basic pay in the parent cadre along with the Deputation (Duty) Allowance thereon and the personal pay, if any will not be available to such employee. It is also clarified that terms and conditions in case of appointment on deputation made prior to 1-7-2017 shall be continued as per the mutually agreed terms and conditions already set.

- (c) The basic pay from time to time after pay fixation should not exceed the maximum of the pay in the level of the *ex cadre* post.

— OM, dated 2-3-2021.

(iii) *Officers holding ad hoc posts deputed in the personal staff of Union Ministers.*— An officer who was holding a post on *ad hoc* basis prior to proceeding on deputation in the Personal Staff of the Union Ministers will proceed on such deputation on the basis of the regular post held by him in the parent cadre.

During such deputation, the *ad hoc* promotion in the parent cadre and consequent pay which he would have been entitled to, had he continued on such *ad hoc* post in the parent cadre, will be notionally continued for the purpose of fixation of his pay on repatriation from deputation. On repatriation, the officer will revert back to the post which he would have held had he continued in the parent cadre without proceeding on such deputation. However, in case any situation arises of termination of his *ad hoc* appointment in the parent cadre during his deputation, his pay on deputation will be revised with reference to his pay on such reversion to regular post in the parent cadre, and in that case, after his repatriation from deputation, the officer will go back to the post held on regular basis in the lower grade, and his pay will be fixed accordingly.

— GIO (19), Section I, Appendix 5.

(j) **General.**— 1. Promotion to another post in the borrowing department will require prior concurrence of the parent department.

2. In the case of an employee getting pro forma promotion under 'Next Below Rule', his pay in the Pay Band will be fixed with reference to the pay of his immediate junior in the cadre of his service but he will draw the grade pay attached to his deputation post for the remaining period of deputation.

— OM, dated 13-9-2008.

3. If during the period of deputation/foreign service, on account of pro forma promotion in the parent cadre, the employee becomes entitled to a higher Pay Scale/Pay Band and Grade Pay in the parent cadre *vis-a-vis* that of the *ex cadre* post, the employee should complete his/her normal/extended tenure of deputation with the approval of the Competent Authority. The pay shall be regulated as under:—

- (a) If the Grade Pay of the Officer in the parent cadre becomes higher than that of the deputation post after getting pro forma promotion, he may be allowed the pay in the Pay Band *plus* Grade Pay of the post to which he is promoted, if he so opts. In such cases, extensions in deputation after an employee has received the pro forma promotion may be considered as per the instructions contained in Paras. 8.1 to 8.3.2 of OM, dated 17-6-2010.

— GIO (1), Section I, Appendix 5.

- (b) If he draws the pay in the Pay Band *plus* Grade Pay attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department *plus* the Grade Pay attached to it.

- (c) If the Grade Pay of the employee in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP Scheme, the employee may be allowed to draw the pay in the Pay Band *plus* Grade Pay to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para. 27 of Annexure I to the DoP&T, O.M. No. 35034/3/2008-Estt. (D), dated the 19th May, 2009.

4. If during deputation an employee's basic pay exceeds the maximum of the scale of the deputation post, he should be reverted to his parent department within six months from the date such excess arises.

5. No appointment on deputation / foreign service shall be made from/to Central Government / an organization where the scale of pay and DA pattern in the parent cadre post and *ex cadre* post are dis-similar, if the basic pay in the parent cadre increased by one increment *plus* Dearness Allowance(s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay *plus* Dearness Allowance(s) including interim relief, if any, at the maximum of the Pay Level in the Pay Matrix / Pay Scale of the *ex cadre* post i.e., the last cell of any Level in the Pay Matrix.

Illustration: - In case of an appointment on deputation basis, from an organization to an *ex cadre* post in the Central Government in Level 7, where the pay scale and DA pattern of the parent cadre post and *ex cadre* post are dis-similar, no appointment can be made to such post, if the basic pay in the parent cadre increased by one increment *plus* Dearness Allowance(s) including interim relief, if any, admissible in the parent cadre post exceeds ₹ 1,42,400 *plus* DA, including interim Relief, if any. — OM, dated 12-4-2021.

6. On appointment from one *ex cadre* post to another *ex cadre* post where the employee opts to draw pay in the Level (in Pay Matrix) / Pay Scale of the *ex cadre* post, the pay in the second or subsequent *ex cadre* post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to *ex cadre* posts carrying Level (in Pay Matrix) / Pay Scale identical to that of the *ex cadre* post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.

7. If the second or subsequent *ex cadre* post(s) is in a higher Level (in Pay Matrix) / Pay Scale than that of the previous *ex cadre* post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous *ex cadre* post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the Level (in Pay Matrix) / Pay Scale attached to the *ex cadre* posts. — OM, dated 2-3-2021.

8. If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one *ex cadre* post to another *ex cadre* post in the same or another organization without reverting to

his parent cadre, and if the second *ex cadre* post is at the same station as the first one, the rate of Deputation (Duty) Allowance would remain unchanged.

9. In cases where a person on deputation / foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him, the rate of Deputation (Duty) Allowance will be refixed.

10. Deputation (Duty) Allowance is not admissible for the second year in excess of the prescribed period or for the fifth year of deputation. However, employees opting to draw pay in *ex cadre* posts will continue to draw pay in that scale during the extended tenure also.

11. Deputation (Duty) Allowance drawn while on deputation with another department of the Government will not count as emoluments for pension.
— Section I, Appendix-5.

12. Maximum age-limit in case of appointment by deputation / deputation (including short-term contract).—

(i) *For posts in the SAG level and above (i.e. Level-14 of the Pay Matrix and above):-* Not exceeding fifty-eight years as on the closing date of receipt of application.

(ii) *For posts below the SAG level (below Level-14 of the Pay Matrix):-* Not exceeding fifty-six years as on the closing date of receipt of application.
— Order (11), Section I, Appendix 5.

13. An employee holding a post in a higher Grade Pay/scale of pay is ineligible for appointment on deputation to a lower Grade Pay/scale of pay, if the deputation is from Central Government to Central Government and also in cases where the scale of pay and Dearness Allowance in the parent cadre post and *ex cadre* post are similar.
— OM, dated 26-3-2009.

14. In case of reverse deputation, the employer's share of Contributory Provident Fund for the period on deputation has to be borne either by the employee himself or the Central Government depending on the terms of deputation. A clear mention of above stipulation has to be made in the terms of deputation.
— GIO (1), Section I, Appendix 5.

15. Wherever special rates of Deputation (Duty) Allowance is admissible under separate orders on account of arduous or unattractive condition of living area, the same will be given to the employees deputed to that area, if the same is more favourable to them than the normal rate of Deputation (Duty) Allowance.

(k) **Premature reversion of deputationist to parent cadre.**— After giving an advance notice of at least three months to the lending Ministry/ Department, the employee may be reverted back to his/her parent cadre.

(l) **Restriction on deputation of Government Officers to Central Public Enterprises.**— Deputation of all Government Officers including those belonging to Defence Services, to all posts (whether Board-level or

below Board-level) in Central Public Enterprises shall be only on immediate absorption basis. However, deputation may be permitted for a maximum period of three years in the case of Chief Executives and Regional/Zonal Chief of Central Public Enterprises who require continuous liaison and Co-ordination with State Governments and where expertise acquired in the State Government is needed for organizational efficiency.

The policy of joining on immediate absorption basis will also apply to employees of one Public Sector Undertaking joining another Public Sector Undertaking, regardless of the level of posts involved. Exemptions from the principle of immediate absorption in Central Public Enterprise will have to be obtained from the Department of Public Enterprises.

— BPE OM, dated 6-3-1985 and Dept. of P. & P.W., OM, dated 25-4-2005.

FREQUENTLY ASKED QUESTIONS

1. *Can a Government servant be transferred to foreign service against his will?*

No Government servant may be transferred to foreign service against his will.

2. *Can an officer be allowed to accept employment in the form of assignment / consultancy when the period of the same is covered by grant of leave due and admissible, in view of provisions of Rule 13 of CCS (Leave) Rules which prohibits the same?*

In cases where the officer is permitted to take up foreign assignment / consultancy with the UN and other bodies, permission by Competent Authority to accept foreign assignments would automatically carry with it permission under Rule 13 of CCS (Leave) Rules.

3. *In the case of foreign service out of India, what is the currency in which the Government servant will repay the balance towards any loans and advances?*

Repayment of outstanding loans and advances should be made in the foreign currency in which his salary is paid. The official accounting rates will be the exchange rate applicable.

4. *How will the medical facilities be regulated while on deputation / foreign service?*

Medical facilities will be regulated in accordance with the rules of the borrowing organization.

5. *Can an officer deputed abroad for training be eligible for HRA if the period of deputation is less than a year?*

Yes.

7. Seniority, DPC and Promotion

[Swamy's — Complete Manual on Establishment and Administration]

1. Seniority

A. Seniority of Direct Recruits

1.1. *Determination of Seniority.*— The seniority of direct recruits is based on the order of merit in which they are selected for appointment. Candidates selected earlier hold higher seniority than those selected later. The previous practice of determining seniority based on the date of confirmation has been discontinued since November 4, 1992.

1.2. *Inter se Seniority from Reserve Panels.*— The *inter se* seniority of candidates nominated from reserve panels is determined based on the consolidated merit given by the selecting authority, such as the Union Public Service Commission (UPSC) or Staff Selection Commission (SSC). Reserve panels are maintained by the UPSC, and if a vacancy arises due to non-joining or early resignation / death of a candidate, a request for nomination from the reserve list can be made. Similar procedures apply to reserve panels maintained by other recruiting agencies.

1.3. *Clarification for Multiple Selection Panels.*— In cases where the UPSC or other selecting authorities send two panels of direct recruits on the same date in response to separate requisitions, determining *inter se* seniority becomes challenging. Efforts should be made to avoid simultaneous panel recommendations, but if it occurs, the following criteria are considered: (i) chronology of recommendation letter, (ii) chronology of interview board reports, and (iii) chronology of requisition made by the respective Ministries / Departments. In the case of recruitment through examinations, the date of result publication / announcement determines the seniority.

B. Seniority of Promotees

2.1. *Seniority Assessment.*— When promotions are made based on DPC recommendations, an officer's seniority in the promoted grade is the same as their seniority in the feeder grade. If a person is considered unfit for promotion and is superseded by a junior, they do not gain seniority over the juniors who superseded them when subsequently promoted. The seniority order follows the principle that persons appointed through an earlier selection hold higher seniority than those appointed through a subsequent selection. The practice of determining seniority based on the date of confirmation in the promotion grade was discontinued from November 4, 1992.

2.2. *Promotions from Multiple Feeder Grades.*— When promotions are made from multiple feeder grades with specific quotas, eligible persons are arranged in separate lists based on their relative seniority in their respective grades. The DPC assesses officers' fitness and interpolates them in the prescribed ratio for each grade as per the recruitment rules.

2.3. *Promotions without Quotas.*— In cases where promotions are made from multiple grades without fixed quotas due to a small number of posts in the promotion grade, a combined eligibility list is prepared. The list considers the *inter se* seniority of candidates from various feeder grades. The recruitment rules issued by the cadre controlling authorities specify the criteria for preparing the combined eligibility list, such as the date of completion of qualifying service in the relevant and feeder-to-feeder grades.

C. Relative Seniority of Direct Recruits and Promotees

Guidelines for determining the relative seniority of direct recruits and promotees in Government service covers the maintenance of a vacancy register, the rotation of quotas between promotion and direct recruitment, and the principles for fixing seniority. Determination of *inter se* seniority based on the year of appointment and the provisions for cases where an adequate number of direct recruits or promotees are not available is explained below. Additionally, the seniority list placement in situations where multiple selections or panels are involved is also explained.

1. Vacancy Register and Rotation of Quotas

1.1. *Vacancy Register.*— A vacancy register must be maintained, following the prescribed format to track the number of vacancies arising and being filled each year under different recruitment methods as specified in the Recruitment Rules. The register ensures a balanced distribution of vacancies between promotion and direct recruitment.

1.2. *Starting a New Vacancy Register.*— A new vacancy register should be started in two cases:

- (i) when the recruitment rules are notified in the Gazette, and
- (ii) when there is an amendment to the Recruitment Rules that changes the percentage allocation for various modes of recruitment.

2. Determination of Relative Seniority

2.1. *Rotation of Vacancies.*— The relative seniority of direct recruits and promotees is determined based on the rotation of vacancies allocated for each recruitment method as specified in the Recruitment Rules.

2.2. *Inadequate Direct Recruits.*— If an adequate number of direct recruits is not available in a particular year, the rotation of quotas for determining seniority is limited to the available direct recruits and promotees. The unfilled direct recruitment vacancies are carried forward to the next year and added to the corresponding direct recruitment vacancies.

2.3. *Supreme Court Order.*— Starting from November 19, 2019, the *inter se* seniority of direct recruits and promotees is governed by the principles outlined in the order of the Hon'ble Supreme Court of India in the *K. Meghachandra Singh* case. These principles include the determination of seniority based on the year of appointment and the delinking of seniority from the year of vacancy.

2.4. *Actual Year of Appointment.*— The seniority of direct recruits and promotees is determined based on the year they are appointed or formally issued an appointment order and joined the cadre.

2.5. *Joining in Subsequent Years.*— If the appointment year is different from the recruitment year, the seniority of the appointees is assigned according to the year of actual joining, and they do not receive seniority from earlier years.

2.6. *Rotation of Quotas.*— Rotation between promotees and direct recruits for determining *inter se* seniority occurs only to the extent of available direct recruits and promotees in a particular year.

2.7. *Insufficient Direct Recruits or Promotees.*— If an adequate number of direct recruits or promotees is not available in a given year, the rotation of quotas for determining seniority stops after the available candidates are assigned their positions.

2.8. *Bunching of Candidates.*— If no direct recruits are available in a year, the available promotees are grouped together based on their position in the promotion panel, and vice versa if no promotees are available. The seniority is determined within each group.

2.9. *Multiple Selections or Panels.*— In cases where direct recruits or promotees from multiple selections or panels join in the same year, those appointed as a result of an earlier selection / panel are placed higher in the seniority list than those from subsequent selections / panels.

D. Seniority of Absorbees

1.1. *Relative Seniority.*— The relative seniority of individuals appointed through absorption from subordinate offices of the Central or State Government shall be determined based on the order of their selection for absorption.

1.2. *Rotation of Vacancies.*— When absorptions occur against specific quotas prescribed in the Recruitment Rules, the relative seniority of absorbees in relation to direct recruits or promotees is determined through the rotation of vacancies among available direct recruits, promotees, and absorbees based on the quotas specified in the Recruitment Rules.

1.3. *Carry Forward of Vacancies.*— If vacancies in any quota are carried forward, the principles stated in Paragraph 2.2 relating to carry forward will apply *mutatis mutandis* to determine the *inter se* seniority of appointees.

2. Selection of Multiple Absorbees

2.1. *Inter se Order of Merit.*— In cases where two or more persons are selected from different sources on the same occasion and the selection process spans multiple days, the authorities responsible for approving appointments through absorption must indicate the *inter se* order of merit of the selected persons to determine their seniority.

E. Seniority of Absorbees after Deputation

Absorption after Deputation.— When a person is initially taken on deputation and later absorbed (as specified in the recruitment rules), their seniority in the grade of absorption will usually be counted from the date of absorption. If the person already held the same or equivalent grade on a regular basis in their parent department on the date of absorption, their regular service in that grade will also be considered in fixing their seniority. The seniority will be given from the earlier of the two dates: the date of holding the post on deputation or the date of appointment on a regular basis to the same or equivalent grade in the parent department.

F. Seniority of Direct Transfers without Deputation

Direct Transfers without Deputation.— For individuals transferred and absorbed directly without being on deputation (as provided in the recruitment rules), the same principles as contained above will be applicable in determining their seniority.

G. Seniority in Special Types of Cases

1. Seniority of Re-employed Ex-T.B., Ex-Pleurisy and Ex-Leprosy Patients

1.1. *Counting Previous Service.*— Ex-T.B., ex-Pleurisy, and ex-Leprosy patients declared non-infective and medically fit for Government service, when re-employed in the same posts from which they were discharged, should have their actual previous service counted for seniority. Seniority in other posts will be fixed in consultation with the Department of Personnel and Training.

2. Seniority of Officers Under Suspension or facing Enquiries

2.1. *Suspension Cases.*— If an officer under suspension is completely exonerated after the conclusion of departmental proceedings, the officer should be promoted in the first available vacancy, and their seniority in the next higher grade should be fixed based on their position in the select list. The period during which junior officers were promoted to the higher grade will be counted towards the minimum period of service required for promotion.

2.2. *Enquiries Pending.*— If an officer has been recommended for promotion by a Departmental Promotion Committee (DPC) despite the

imposition of a minor penalty, the officer will be promoted after the expiry of the penalty based on the DPC's recommendation, and their seniority will be fixed according to their position in the panel.

3. Seniority of reverted and promoted officers

3.1. *Penalty of Reversion.*— In cases where a Government servant is reverted to a lower post, grade, or service as a penalty and subsequently promoted to a higher post, the order imposing the penalty should specify the period of reduction and whether the Government servant will regain their original seniority upon re-promotion.

3.2. *Reversion without future Increment postponement.*— If the reduction is for a specified period and does not affect future increments, the Government servant's seniority upon re-promotion may be fixed as if the reduction had not occurred.

3.3. *Reversion with future Increment postponement.*— If the reduction is for a specified period and affects future increments, the Government servant's seniority upon re-promotion may be fixed by considering the period of service rendered in the higher grade.

4. Seniority of Surplus Staff and Re-deployment

4.1. *Surplus Employees.*— Surplus employees, when re-deployed in a new organization, are not entitled to count their past service in the previous organization for determining their seniority or promotions. They are treated as fresh entrants.

4.2. *Inter se Seniority of Surplus Employees.*— When multiple surplus employees of a particular grade in an office are selected on different dates for absorption in another office, their *inter se* seniority in the new office will be the same as in their previous office, provided no direct recruit or promotee has been selected for that grade in between the dates of their selection.

4.3. *Simultaneous Re-deployment.*— If multiple surplus employees of a particular grade in an office are simultaneously selected for redeployment in another office, their *inter se* seniority in the new office will be the same as it was in their previous office.

4.4. *Seniority of a Person Transferred to a Lower Post under FR-15-A.*— When a Government employee voluntarily requests a transfer to a lower post under FR 15 (a) (2), it is neither considered a penal action nor a transfer to a lower post in public interest. In such cases, as the person was already promoted to a higher grade, returning to the lower post at the top of the seniority list would adversely affect existing officers and undermine the purpose of the transfer. Therefore, officers opting for transfer to a lower post under FR-15, upon their own request, will be placed below all officers regularly appointed to the lower grade on the date of transfer.

4.5. *Seniority of Meritorious Sportspersons appointed with relaxation of Recruitment Rules.*—

4.5.1. *Recruitment through Employment Exchange or Direct Advertisement.*— When Sportspersons are recruited along with general category candidates, their seniority can be assigned based on their placement in the selection panel.

4.5.2. *Recruitment through Staff Selection Commission.*— If Sportspersons are recruited by the department itself through a selection conducted by the Staff Selection Commission, they should be placed junior to candidates recommended by the Commission. The *inter se* seniority of sportspersons will be in the order of their selection.

4.6 *Seniority of Persons appointed on Compassionate Grounds.*—

4.6.1. *Inter se Seniority.*— Persons appointed on compassionate grounds should have their seniority determined based on their date of appointment. Their *inter se* seniority with direct recruits / promotees should also be established according to their date of appointment, without disturbing the *inter se* seniority of direct recruits / promotees.

4.6.2. *Placement in Seniority List.*— Individuals appointed on compassionate grounds in a particular year should be placed at the bottom of the seniority list, below all candidates recruited / appointed through direct recruitment or promotion in that same year, regardless of the date of joining.

4.7 *Seniority of Persons Selected for Different Posts in the Same Grade.*—

4.7.1. *General Principles of Seniority.*— In Central Services, the relative seniority of direct recruits is determined by the order of merit in which they are selected on the recommendation of the UPSC or other selecting authority. Those appointed through an earlier selection hold seniority over those appointed through a subsequent selection.

4.7.2. *Consolidated Order of Merit.*— When persons are selected for different posts in the same grade requiring different qualifications, the UPSC and other selecting authorities should be requested to recommend candidates in a consolidated order of merit.

4.7.3. *Determination of Seniority.*— The seniority of persons appointed to such posts will be based on the order in which their names appear in the consolidated list.
— Chapter 36 and OM, dated 16-9-2022.

2. Departmental Promotion Committee (DPC)

(a) **Composition of DPC.**— The Departmental Promotion Committee [DPC] should be formed in each Ministry / Department / Organization to assess suitability of officers for considering Promotion in an objective manner.

(b) **Frequency of DPC.**— The DPCs should be convened at regular annual intervals to draw panels for making promotions against the vacancies occurring during the course of the vacancy year. From the year 2018 onwards, vacancy year stands shifted to calendar year. From 2019 onwards, the crucial date for determining eligibility is the 1st of January of the vacancy year.

(c) **Model Calendar for Conducting Departmental Promotion Committees (DPCs).**—

1. ACC cases:

Sl. No.	Events	Transitional year (1-4-2018 to 31-12-2018)	Calendar-year based	2019
1.	Vacancy year	2018-19	2018	2019
2.	Crucial date for determining eligibility	1 April, 2018	1 January, 2018	1 January, 2019
3.	Compilation of ACRs/Integrity Certificates/Vigilance Clearance / Seniority List / Penalty and Vacancy Position, etc., and forwarding DPC proposal to UPSC	April - 15 July, 2017	January - 15 April, 2017	January - 15 April, 2018
4.	Last date for sending complete proposal along with relevant Recruitment/Service Rules to the UPSC. (Effort should be made to send the proposal to the UPSC as soon as possible without waiting for the last date)	15 July, 2017	15 April, 2017	15 April, 2018
5.	DPC to be held	15 July - November, 2017	15 April - August, 2017	15 April August, 2018
6.	On receipt of DPC minutes from the UPSC, post DPC follow-up action by the administrative Ministry/ Department.	December, 2017	September, 2017	September, 2018

Sl. No.	Events	Transitional year (1-4-2018 to 31-12-2018)	Calendar-year based	2019
7.	Approval of the ACC including communication of its approval to the administrative Ministry/ Department.	January - March, 2018	October - December, 2017	October - December, 2018
8.	Last date for getting ready the approved select panel by the administrative Ministry/ Department.	31 March, 2018	31 December, 2017	31 December, 2018

2. Non-ACC cases:

Sl. No.	Events	Transitional year (1-4-2018 to 31-12-2018)	Calendar-year based	2019
1.	Vacancy year	2018-19	2018	2019
2.	Crucial date for determining eligibility	1 April, 2018	1 January, 2018	1 January, 2019
3.	Compilation of ACRs/ Integrity Certificates /Vigilance Clearance/Seniority List/Penalty and Vacancy Position, etc., and forwarding DPC proposal	April - July 2017	January - April, 2017	January - April, 2018
4.	Last date for sending complete proposal along with relevant Recruitment/Service Rules to the DPC. (Effort should be made to send the proposal to the DPC as soon as possible without waiting for the last date)	31 July, 2017	30 April, 2017	30 April, 2018
5.	DPC to be held	August, 2017 - January, 2018	May - October, 2017	May - October, 2018

Sl. No.	Events	Transitional year (1-4-2018 to 31-12-2018)	Calendar-year based	2019
6.	On receipt of DPC minutes, post-DPC follow-up action (including approval of the Competent Authority) by the administrative Ministry/ Department	February - March, 2018	November - December, 2017	November - December, 2018
7.	Last date for getting ready the approved select panel by the administrative Ministry/ Department.	31 March, 2018	31 December, 2017	31 December, 2018

NOTE.— Dates/periods suggested in the Model Calendar for DPCs put no bar on earlier completion of various pre-post DPC related actions. Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested by the Model Calendar for DPCs. — Order (2), Chapter 54.

(d) **Statement of Penalties.**— A statement indicating the penalties imposed on the officers included in the zone of consideration during a period of ten years preceding the year in which DPC is held, including till the date of DPC should be forwarded by Ministries / Departments.

(e) **Consideration of officers on deputation.**— The names of officers who are on deputation to an *ex cadre* post either on their own volition or in public interest (including foreign service), will also be included in the list submitted to the DPC for consideration for promotion in case they come within the field of choice for promotion and fulfil the prescribed eligibility conditions. Similarly, the names of the officers on deputation should also be included in the list of names to be considered by the DCC for confirmation, in case they are eligible for confirmation and come within the range of seniority.

Each Departmental Promotion Committee will devise its own method and procedure for objective assessment of the suitability of the candidates.

(f) **Cases of additional vacancies.**— Where a DPC has already been held in a year and further vacancies arise during the same year due to death, resignation, voluntary retirement, etc. or because the vacancies were not intimated to the DPC due to error or omission on the part of the Department concerned, another meeting of the DPC should be held for drawing up a panel for these vacancies as these vacancies could not be anticipated at the time of holding the earlier DPC.

(g) **Processing of recommendations of DPC.**— The recommendations of the DPC are advisory in nature and should be duly approved by the appointing authority.

(h) **Procedure to be followed when the Appointing Authority does not agree with Recommendations of DPC.**— There may be certain occasions when the appointing authority may find it necessary to disagree with the recommendations of the DPC. Where the appointing authority, being lower than the President of India, does not agree with the recommendations of the DPC, such appointing authority should indicate the reasons for disagreeing and refer the entire matter to the DPC for reconsideration of its earlier recommendations. In case the DPC reiterates its earlier recommendations, giving also reasons in support thereof, the appointing authority may accept the recommendations, if the reasons adduced by the DPC are convincing; if that authority does not accept the recommendations of the DPC, it shall submit the papers to the next higher authority with its own recommendations. The decision of the next higher authority shall be final.

Where the appointing authority is the President of India, the recommendations of the DPC should be submitted to the Minister-in-Charge of the Department concerned for acceptance or otherwise of the recommendations. In case the circumstances do necessitate, the Minister may refer the matter again to the DPC for reconsideration of its earlier recommendations. If the DPC reiterates its earlier recommendations giving also reasons in support thereof, the matter should be placed before the Minister for his decision. The decision taken by the Minister either to accept or to vary the recommendations of the DPC shall be final.

(i) **Order in which promotions to be made.**— Promotion of whatever duration should as far as possible be made in the order in which the names of the officers appear in the panel.

(j) **Date from which promotion is treated as regular.**— The general principle is that, promotion of officers included in the panel would be regular from the date of validity of the panel or the date of their actual promotion, whichever is later.
— OM, dated 27-3-2023.

3. Regular Promotions

(a) **Assessment of vacancies.**— Actual number of existing vacancies to be filled by promotion will be ascertained from Establishment Register, Incumbency Register and Vacancy Register / Roster Register prescribed in D.P. & Trg., O.M. No. 35014/2/80, Estt. (D), dated 7-2-1986. Expected vacancies due to retirement, new posts, etc., will be added. Vacancies arising out of deputation for periods of more than a year will also be added, with reduction for deputationists expected to return. Vacancies may be calculated on financial yearwise where APARs are written financial yearwise and calendar yearwise where APARs are written on Calendar yearwise.

(b) Minimum eligibility service for promotion as per Seventh CPC.—

Sl. No.	Level		Minimum qualifying service for promotion
	From	To	
1.	Level 1	Level 2	3 Years
2.	Level 2	Level 3	3 Years
3.	Level 2	Level 4	8 Years
4.	Level 3	Level 4	5 Years
5.	Level 4	Level 5	5 Years
6.	Level 4	Level 6	10 Years
7.	Level 5	Level 6	6 Years
8.	Level 6	Level 7	5 Years
9.	Level 6	Level 8	6 Years
10.	Level 6	Level 9	8 Years
11.	Level 6	Level 10	10 Years
12.	Level 6	Level 11	12 Years
13.	Level 7	Level 8	2 Years
14.	Level 7	Level 9	3 Years
15.	Level 7	Level 10	5 Years
16.	Level 7	Level 11	9 Years
17.	Level 8	Level 9	2 Years
18.	Level 8	Level 10	4 Years
19.	Level 8	Level 11	8 Years
20.	Level 9	Level 10	2 Years
21.	Level 9	Level 11	7 Years
22.	Level 10	Level 11	5 Years
23.	Level 11	Level 12	5 Years
24.	Level 11	Level 13	10 Years
25.	Level 12	Level 13	5 Years
26.	Level 12	Level 13-A	6 Years
27.	Level 13	Level 13-A	2 Years
28.	Level 13	Level 14	3 Years
29.	Level 13-A	Level 14	2 Years
30.	Level 14	Level 15	3 Years
31.	Level 15	Level 16	1 Year
32.	Level 15	Level 17	2 years
33.	Level 16	Level 17	1 Year

(c) **Reservations.**— Reservations at 15% for SCs, 7 ½ % for STs for all posts and 1% each for blind, deaf-mute, and orthopaedically handicapped in Groups 'C' and MTS posts only are admissible in cases of promotions in grades / services / posts in which the element of direct recruitment, if any, does not exceed 75%. There are no reservations in promotions for any other categories, OBCs, Ex-Servicemen, etc.

(d) *Crucial date for eligibility.*— Please refer Para. (b) under DPC in this Section.

Out-of-turn Promotion for Sportspersons.— The medal winning performance in sports events to be eligible for out-of-turn promotion will be restricted to regular disciplines of:—

- (i) Olympic Games,
- (ii) Commonwealth Games,
- (iii) Asian Games
- (iv) World Championships and
- (v) Record breaking medal winning performance in National Games conducted by Indian Olympic Association in the regular disciplines of Olympics, Commonwealth Games, Asian Games and World Championships.
- (vi) The Scheme will also cover differently-abled sportspersons for equivalent events / games organized for them.

A maximum of three out-of-turn promotions in the entire service career, subject to following conditions can be allowed to sportspersons for excellence in International / National Sports events.

— Chapter 31, Paras. III and IV below C.

4. *Ad hoc* Promotions

I. General Principle

Ad hoc appointment or promotion is deemed a last resort, used under exceptional circumstances where the post cannot be left vacant due to functional requirements. *Ad hoc* appointments need to be replaced with regular appointments through direct recruitment, promotion, or deputation at the earliest opportunity.

II. Grounds for making *ad hoc* Appointment / Promotion

Ad hoc appointments or promotions may be made under the following conditions:-

1. *Legal Challenges to Regular Promotions.*— If the process of regular promotions is contested in any Tribunal / Court and the case is pending, *ad hoc* promotions may be considered.

2. *Short-time Vacancies.*— If the regular incumbent has proceeded on leave for more than 45 days, or on short-term deputation of less than one year, the vacant post may be filled on an *ad hoc* basis.
3. *Unfilled Direct Recruitment Quota.*— If the Direct Recruitment quota has not been filled and the RRs do not provide the filling it by transfer on deputation temporarily, the post may be filled on an *ad hoc* basis. — Chapter No. 20 and OM, dated 2-9-2022.

5. Pro forma Promotions

Next Below Rule.— An officer serving outside his regular cadre (deputation, training, etc.,) should be considered for promotion, when due in his cadre. This is termed as 'Pro forma Promotion'.

Conditions to be fulfilled.—

- (i) The officer concerned should have been found fit for promotion in his line.
- (ii) All his seniors and at least one junior should have been promoted in his regular line.
- (iii) Even if no junior officer is eligible, Pro forma Promotion may be made, provided (a) the post in the cadre remains unfilled for want of eligible person junior to the officer and (b) the post is not filled on *ad hoc* basis till the release of the next panel when a junior becomes eligible for promotion.
- (iv) The benefit should be allowed to only one officer, the seniormost eligible officer, though more than one officer may be serving outside the cadre.
- (v) When such seniormost eligible officer does not require the benefit, it will be passed on to the next officer.
- (vi) A purely fortuitous promotion given to the junior will not entitle the senior to this benefit.
- (vii) Once the Pro forma Promotion is given, the officer's pay will be fixed with reference to the pay in the Pay Band of his immediate junior in the cadre of his service and continue to draw the grade pay attached to the deputation post for the remaining period of deputation.
- (viii) Such officiating pay drawn in the higher post should not exceed the maximum of the pay scale in *ex cadre* post. If it exceeds, officer will be reverted to his cadre within six months.
- (ix) Benefit of Pro forma Promotion will be given only against a vacancy of more than 90 days. For this purpose, chain of vacancies will not be considered.

Benefit in other cases.— Admissible to an officer during training / instruction in India / deputation abroad for training / deputation to Territorial Army on annual training / course of instruction / emergency.

Not admissible to one who is deputed to hold a regularly constituted *ex cadre* post abroad and whose pay is regulated under special orders.

Competent Authority.— Ministries are empowered to grant benefit under Next Below Rule and the Comptroller and Auditor-General for IAAD staff. — Chapter 51

6. Declining of Promotion

An officer declining promotion for reasons acceptable to the Appointing Authority, will not be promoted for one year or till a vacancy arises, whichever is later. If by then the next DPC meets, his case will be considered afresh and he will forgo his seniority in the first panel. His seniority will be counted from the date of his promotion, if the promotion is after one year, though from the same panel. If the promotion is from the subsequent panel, his seniority will be with reference to his position in that panel.

If the reasons for declining are not acceptable to the Appointing Authority, the promotion may be enforced. If promotion is still declined, disciplinary action may be taken for refusal to obey the order.— Chapter 50.

7. Annual Performance Assessment Reports (APARs)

1. Purpose and importance.— APARs is an objective assessment of the work and conduct of a Government servant. Assessment of APARs is the main criteria for Confirmation, Promotion, Review under FR 56 (j) for premature retirement, etc. Writing and maintenance of APARs, therefore, assumes importance, not only in the interest of service but also in the interest of the employee.

2. Applicability.—

- (i) APARs to be written for all categories of Group 'A', 'B' and 'C' employees, contract officers, categories of Group 'D' posts of sensitive nature (such categories to be decided by each Ministry / Department).
- (ii) Not to be written for (a) other categories of Group 'D', (b) honorary and part-time officers and (c) those who had worked for less than three months during the year.

3. Reporting Officer / Reviewing Officer.— APARs to be written by the Reporting Officer immediately superior to the employee concerned

and reviewed by next higher authority. In both the cases, they should have supervised the work of the employee for not less than three months. For computing the period of three months, any leave for a period of more than 15 days should be deducted. If they are under suspension, they should write / review the Reports within two months of date of suspension or one month of due date of completion of APARs, whichever is later. Writing / Reviewing not permissible after this time-limit. If, however, they are under suspension during major part of the writing / reviewing period, they should NOT write the APARs. If the employee concerned happens to be a relative, Reporting or Reviewing, as the case may be, to be done by the next higher authority.

4. History Sheet.— A History Sheet in the prescribed form to be placed at the bottom of the APAR folder. In the case of Group 'A' officers, passport size photograph to be affixed at the right hand top corner of History Sheet. History Sheet will contain all the details of the officer concerned, viz., name, age, qualifications, record of service, etc. Any changes occurring after completion of History Sheet to be promptly added.

Entry of punishments in APARs.— A record of punishment imposed on the Government servant as a result of disciplinary proceedings should be recorded in his/her APAR.

5. Self-Appraisal or Self-Assessment.— APARs to be performance-oriented. Groups 'A', 'B' and 'C' officers required to submit brief resume not exceeding 300 words as Self-Appraisal, relating to the period of Report. Submission of lengthy notes in separate sheets to be avoided. To be completed and submitted before due date, duly signed and dated.

The following column is to be added in the Self-Appraisal form as Column 4 in the case of Groups 'A' and 'B' Officers only:—

"Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date, i.e., 31st January of the year following the calendar year. If not, the date of filing the return should be given."

6. APAR-Forms.— APAR formats for different levels of posts have been prescribed with changes duly made after introduction of Self-Appraisal system for Groups 'C' and 'B' also. Departments to follow these model forms and prescribe formats suitably for other categories under their control. Departments have also been asked to introduce bilingual forms.

6-A. The format of Annual Performance Assessment Report (APAR) for the post of Joint Secretary appointed on Lateral Recruitment shall be similar to the APAR format applicable to Central Secretariat Service officers of equivalent status and the APAR of such officers may be recorded online to the extent possible.

— OM, dated 19-8-2020.

7. Periodicity.— APARs are written annually according to financial year, i.e., 1st April to 31st March (in some departments, calendar year system is still continued).

8. Part Reports.— Part Reports necessary—

- (i) if the official is transferred to the control of another Reporting Officer in the same or other office during the year. Reports are to be written by the respective Reporting Officers for the relevant periods.
- (ii) if the Reporting Officer is transferred during the year. He should write APARs for all the staff under his control up to the date of his transfer, within 3-5 weeks of his transfer.
- (iii) if the Reviewing Officer is transferred and if new Reviewing Officer is not likely to have at least three months to supervise the work of the employees concerned.

9. Reason for the gap in the report to be indicated.— Where part reports are written and any periods in a year are not covered by Reports for the reasons stated in Para. 8 above, a Certificate or a Note in the form given below to be placed on file, duly signed by the present Reporting / Reviewing Officer.

"Certified that there is no report for the period from to due to change of Reporting Officer, etc."

10. Guidelines for reporting from Reporting Year 2009-10.—

- (i) Overall assessment to reflect the pen picture of the officer reported upon by the Reporting Officer to be done in a box in the APAR. A column is added in the section relating to the Reviewing Authority for giving his remarks on the pen picture reflected by the Reporting Officer.
- (ii) Reviewing Officer to indicate specifically the differences, if any, with the Reporting Officer along with reasons in the APAR.
- (iii) Numerical grading on a scale of 1 — 10 will be awarded by Reporting and Reviewing Authorities. Grade 1 refers to the lowest grade and 10, the highest. The overall grading will be based on addition of the mean value of 40% weightage on assessment of work output, 30% on personal attributes and functional competency.
- (iv) Wherever accepting authority has been prescribed in the existing system, he will also give his comments on the remarks of Reporting / Reviewing Authority with difference of opinion, if any and reasons. Overall grading on a score of 1 — 10 will also be made.

— OM, dated 23-7-2009.

- (v) While writing the APARs, affixing strips of papers typed, cut to size and pasted in the APAR should not be resorted to under any circumstances. — Order 26-A, Section 2.

11. Guidelines for Reviewing.—

(i) *Period of Report.*— Reviewing Officer to have watched the work and conduct of the official at least for three months in the year. Hence the Report for the entire year can be reviewed if the Reviewing Officer had observed the working for a short period of 3-4 months. No part report necessary in such cases. (In some cases where the Reviewing Officer has no contact with the official, he should verify the correctness of the remarks of the Reporting Officer after making necessary enquiries.)

(ii) *To ensure correct Reporting.*— Reviewing Officer to carefully see that Reporting has been done as per instructions / guidelines. If any vague / ambiguous remarks are contained, the report to be returned to the Reporting Officer for necessary revision. If the Reviewing Officer disagrees with any part of the report, he may state so with suitable remarks. If he “agrees with the assessment of the Reporting Officer”, his remarks should not be at variance with the report.

(iii) *Reviewing Officer's remarks final.*— Where the Reviewing Officer disagrees and gives his own remarks duly substantiated, such remarks treated as ‘final’ and only these will be taken into account by DPC, etc.

12. Custody and handling of APARs.— APARs to be in the custody of the designated officers. To ensure safe custody, a Register to be maintained to show the APARs files on hand, their movements, etc. Proper handing over / taking over to be ensured when the officer concerned is transferred, etc. (Not only contents of APARs but their movements also to be kept confidential.)

APARs or a copy of APARs should not be given to the Government servants who have quitted the Government service or after his / her retirement.

Whenever an outside authority required the APARs of a Government servant, only photocopy or duplicate copy (if the APARs is maintained in duplicate) should be supplied.

13. Maintenance of APAR Files.— APAR files are to be kept in safe custody. It should be ensured that each file is complete in all respects, i.e., all reports due are received and filed properly. An Index is kept in each APAR file and entries made as and when fresh reports are received and filed. There are time-limits prescribed for consideration of Promotion cases, etc., when complete APARs are seen by DPCs. Up-to-date maintenance of APAR files is therefore necessary.

14. Providing copies of ACRs/APARs to Retired Officers.— From Reporting Year 2008-2009, the whole contents of the APAR including the overall grading will be provided to the retired officer concerned on specific written request for information/making a representation, if any, to the Competent Authority. — Order 48-A, Section 2.

15. Time-Schedule for preparation / completion of APARs.— Prescribed time-schedule is given below:

**TIME-SCHEDULE FOR ONLINE GENERATION
AND RECORDING OF APAR FOR THE YEAR 2022-23**

Sl. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31st March. (This may be completed even a week earlier.)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15th April
3.	Forwarding of report by Reporting Officer to Reviewing Officer	30th June
4.	Forwarding of report by Reviewing Officer to Administration or APAR Section/Cell or accepting authority, wherever provided.	31st July
5.	Appraisal by accepting authority, wherever provided.	31st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority.	1st September
	(b) Disclosure to the officer reported upon where there is accepting authority.	15th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication
8.	Forwarding of representations to the Competent Authority.	
	(a) where there is no accepting authority for APAR.	21st September
	(b) where there is accepting authority for APAR.	6th October

Sl. No.	Activity	Date by which to be completed
9.	Disposal of representation by the Competent Authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the Competent Authority on the representation by the APAR Cell.	15th November
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30th November

16. If a reporting officer has failed to initiate action to complete APAR before 30th June of the year in which the financial year ended, he forfeits his right to enter any remarks in the APAR and should submit all APARs to the Reviewing Officer on the next day. Similarly, the Reviewing Officer forfeits his right to enter any remarks in APAR beyond 31st August of the year in which the financial year ended. The explanation of the officers concerned should be called for and in the absence of proper justification for the delay, a written warning for the delay should be placed in their APARs. In respect of APARs which do not contain the remarks of Reporting / Reviewing Officer due, forfeiting of their rights to enter remarks in the APAR, a certificate to that effect should be added in the APAR for the relevant period.

— Order 55, Section 2.

8. Revised procedure from 1-4-2009

1. The full APAR including the overall Grade and assessment of integrity shall be communicated to the concerned officer with the remarks of the Reviewing Officer and Accepting Authority.

2. The Section entrusted with maintenance of APARs after its receipt shall disclose the same to the officer reported upon.

3. The concerned officer shall be given the opportunity to make any representation against the entries within 15 days from the date of receipt of APAR.

4. The representation should be restricted to specific factual observations leading to assessment of the officer in terms of attributes, work output, etc.

5. In case no representation is received within 15 days, it shall be deemed that he/she has no representation to make.

6. If the APAR section does not receive any information within 15 days from the date of disclosure, the APAR will be treated as final.

7. The Competent Authority for considering adverse remarks under the existing instructions may consider the representation in consultation with the Reporting / Reviewing Officer.

8. He shall decide the matter objectively based on the material placed.

9. This work should be completed within a period of thirty days from the date of representation.

10. The Competent Authority after due consideration may reject / accept / modify the APAR accordingly.

11. The decision of the Competent Authority and final grading shall be communicated to the officer within 15 days of receipt of the decision of the Competent Authority by the APAR Section. — OM, dated 14-5-2009.

12. ACRs prior to period 2008-2009 which are reckonable for the purpose of promotion by the next DPC and contain grading below the bench-mark should be communicated to the employee concerned for his representation within 15 days of such communication. Thereafter, only the ACRs shall be placed before the DPC. — Orders 24 and 24-A, Section 2.

13. It is reiterated that only such below benchmark ACRs prior to the reporting period 2008-09 need to be disclosed to the officer reported upon for his representation, as are reckonable for assessment of fitness in future DPCs. In other words, below benchmark grading in the ACRs for the period prior to 2008-09 need not be disclosed to the officer reported upon, if the same are not reckonable for future DPCs.— OM, dated 21-4-2020.

9. Reflection of work done through Government e-Marketplace (GeM)

(Applicable from the Reporting Year 2019-20 onwards)

1. A reflection of the work done through GeM by the Officer Reported Upon (ORU) shall be made in the APAR of Group 'A', Group 'B' and Group 'C' Officers belonging to Central Civil Services (other than All India Services).

2. The ORU, who are handling procurement from GeM portal, while recording self-appraisal in APAR form, against the column 'Targets/Objectives/Goals' shall specify the 'Total budget allocated for procurement by the Ministry/Department/Division/Section' (as may be applicable in the case of the ORU) and against the corresponding column 'Achievements'.

The ORU shall indicate—

- (i) the 'Total procurement through GeM portal' made by him/her during the period of report,
- (ii) specifying the % of procurement through GeM portal,
- (iii) the procurements made outside GeM and the reasons therefor, and
- (iv) steps taken for promotion of GeM in the Ministry/ Department/ Division/Section.

3. The Reporting and Reviewing officers, shall, while recording the numerical grading under 'Work Output', 'Personal Attributes' and 'Functional Competency' in the APARs, wherever applicable, take into account the performance of the ORU for procurement of goods and services through GeM, in accordance with the extant instructions in force during the period of report. The Reporting and Reviewing Officers may take into account the remarks recorded by the ORU while according numerical grading for functional competency. A reflection of the performance of the ORU with reference to procurement through GeM or otherwise may also be recorded by the Reporting Officer in the Pen Picture.

4. The APAR format may be modified accordingly for self-appraisal section and reporting section from the Year 2019-20 onwards.

— OM, dated 24-9-2019.

10. Instructions / Guidelines relating to filling up the integrity column of Annual Performance Assessment Reports

(a) Supervisory Officers should maintain a confidential diary to record instances which create suspicion about the integrity of a subordinate. At the time of recording the annual confidential report, this diary should be consulted and the material in it utilized for filling the column about integrity.

(b) The column pertaining to integrity in the character roll should be left blank and a separate secret note about the doubts and suspicions regarding the officer's integrity should be recorded simultaneously and followed up.

(c) A copy of the secret note should be sent together with the character roll to the next superior officers who should ensure that the follow-up action is taken with due expedition.

(d) If, as a result of the follow-up action, an officer is exonerated, his integrity should be certified and an entry made in the character roll. If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the officer concerned.

(e) In all cases, where a Reporting Officer cannot in fairness to himself and to the officer reported upon, either certify integrity or make an adverse entry, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the officer's work for sufficient time to be able to make any definite remark or that he has heard nothing against the officer's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

(f) There may be cases in which after a secret report / note has been recorded expressing suspicion about an officer's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case, the officer's conduct should be watched for a further period, and, in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices.

3. The remarks against the integrity column of APARs of the officer reported upon shall be made by the Reporting Officer in one of three options mentioned below:—

- (a) Beyond doubt.
 - (b) Since the integrity of the officer is doubtful, a secret note is attached.
 - (c) Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.
- Order 18-A, Section 2.

11. Letters of Appreciation

1. Government policy in general discourages granting letter of appreciation or note of commendation to its employees and placing it in the APAR Dossier. Appreciation of work should more appropriately be recorded in APAR rather than in letters of appreciation which do not give complete perspective of the Government servant's good and bad points.

2. Letters of appreciation issued in the following cases by the authorities specified therein, may, however, be kept in the APAR Dossier of the Government servants concerned:—

- (a) Issued by the Government or a Secretary or Head of Department in respect of any outstanding work done.
- (b) Issued by special Bodies or Commissions or Committees, etc., or excerpts of their reports expressing appreciation for a Government servant by name.
- (c) From individual non-officials or from individual officials (other than a Secretary / Head of Department) if confined to expressing appreciation for services rendered far beyond the normal call of duty: provided the Secretary or the Head of the Department so directs.

3. The mere fact that a stray letter of appreciation goes into the APAR does not give the officer undue advantage in the matter of promotion which is governed more by consideration of general and consistently high performance than occasional flashes of good work.

— M.H.A., O.M. No. 51/14/60-Ests. (A), dated 31-10-1961 and
C.S., O.M. No. 51/5/72-Ests. (A), dated 20-5-1972.

FREQUENTLY ASKED QUESTIONS

1. *How will the seniority of persons appointed on compassionate grounds be determined?*

Persons appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited / appointed through direct recruitment, promotion, etc., in that year irrespective of the date of the joining of the candidate on compassionate ground.

2. *Define "Pro forma Promotion".*

An officer serving outside his regular cadre (deputation, training, etc.) should be considered for promotion, when due in his cadre. This is termed as "Pro forma Promotion".

3. *Explain the association of UPSC with the Departmental Promotion Committee.—*

UPSC should be associated with DPCs in respect of all Central Civil Services / Posts belonging to Group 'A' where promotion is based on principles of 'Selection-cum-Seniority' and 'Selection by Merit' unless decided by the Government not to associate the UPSC. If promotion is based on 'Seniority-cum-Fitness', the UPSC need not be associated.

4. *Can an officer on study leave be considered by a DPC?*

If the study leave was duly sanctioned by the Competent Authority and certified that he would have continued to officiate but for proceeding on study leave, he can be considered by a DPC.

5. *State the circumstances when vigilance clearance is denied for promotion?*

- (i) When Government servants are under suspension.
- (ii) Government servants in respect of whom a charge-sheet has been issued and DP is pending.
- (iii) Government servants in respect of whom prosecution for a criminal charge is pending.

6. *If a Government servant refuses to accept promotion and the reasons adduced for refusal are acceptable to the Appointing Authority, when will an offer of appointment on promotion be made in such cases?*

After a period of one year from the date of refusal of promotion or till a next vacancy arises, whichever is later.

7. *The validity of the panel for promotion drawn up by the DPC would normally be for one year commencing from the date on which the DPC meets. In case the DPC meets on more than one occasion, what will be the date of commencement of the validity of the panel?*

The last date of the meeting would be the date of commencement of the validity.

8. Pay

1. Standard Pay Scales

[Swamy's — CCS (Revised Pay) Rules, 2016 and
Swamy's FR & SR, Part-I — General Rules]

On the recommendation of the Seventh Pay Commission, the existing system of Pay Bands and Grade Pay has been dispensed with and new functional levels have been arrived at by merging the Grade Pay with the pay in the Pay Band. All the existing levels have been subsumed in the new structure. The new pay structure has been devised in the form of a PAY MATRIX to provide complete transparency regarding pay progression.

The "Pay Matrix" comprises two dimensions. It has a Horizontal Range in which each level corresponds to a functional role in the hierarchy and has been assigned the numbers 1, 2 and 3 and so on till 18. The vertical range for each level denotes Pay Progression within that level. The starting point of the Matrix is the minimum pay. The scales existing from 1-1-2006 have been replaced by the Pay Matrix with effect from 1-1-2016.

— CCS (Revised Pay) Rules, 2016.

(Pay Matrix table on Pages 126 and 127)

2. Pay Matrix

1. Pay Fixation in the new Pay Structure.—

The basic pay on the date of implementation i.e., 1-1-2016 is multiplied by a factor of 2.57, rounded off to the nearest rupee and the figure arrived at is to be located in the new Pay Matrix (Refer Pages 126 and 127) in the level that corresponds to the employee's grade pay on the date of implementation, except in cases where the commission has recommended a change in the existing Grade Pay. If such an identical figure corresponds to any cell in the applicable Level of the Pay Matrix, the same shall be the Pay. If no such cell is available in the applicable Level, the immediate next higher cell would be the new pay.

— Rule 7 of CCS (Revised Pay) Rules, 2016.

2. Clarifications for fixation in Level 13.—

- (i) The fitment factor for fixation of Pay in Level-13 is 2.57 only and not 2.67.

(Contd. on Page 128)

PAY MATRIX (CIVILIAN EMPLOYEES)

Pay Band	5200-20200					9300-34800				15600-39100			37400-67000			67000-79000	75500-80000	80000	90000		
	Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000					
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13-A	14	15	16	17	18		
1.	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	123100	131100	144200	182200	205400	225000	250000		
2.	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	126800	135000	148500	187700	211600				
3.	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	130600	139100	153000	193300	217900				
4.	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	134500	143300	157600	199100	224400				
5.	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	138500	147600	162300	205100					
6.	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	142700	152000	167200	211300					
7.	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	147000	156600	172200	217600					
8.	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	151400	161300	177400	224100					
9.	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	155900	166100	182700						
10.	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	160600	171100	188200						
11.	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	165400	176200	193800						
12.	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	170400	181500	199600						
13.	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	175500	186900	205600						
14.	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	180800	192500	211800						
15.	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	186200	198300	218200						
16.	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	191800	204200							
17.	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	197600	210300							
18.	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	203500	216600							

Pay Band	5200-20200					9300-34800				15600-39100			37400-67000			67000-79000	75500-80000	80000	90000
	Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000			
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13-A	14	15	16	17	18
19.	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	209600						
20.	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	215900						
21.	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400							
22.	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700							
23.	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100							
24.	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600							
25.	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300							
26.	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100							
27.	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100							
28.	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200							
29.	41100	45700	50000	58500	66600	81200	102800	109100	121300	128200	155300	180500							
30.	42300	47100	51500	60300	68600	83600	105900	112400	124900	132000	160000	185900							
31.	43600	48500	53000	62100	70700	86100	109100	115800	128600	136000	164800	191500							
32.	44900	50000	54600	64000	72800	88700	112400	119300	132500	140100	169700	197200							
33.	46200	51500	56200	65900	75000	91400	115800	122900	136500	144300	174800	203100							
34.	47600	53000	57900	67900	77300	94100	119300	126600	140600	148600	180000	209200							
35.	49000	54600	59600	69900	79600	96900	122900	130400	144800	153100	185400								
36.	50500	56200	61400	72000	82000	99800	126600	134300	149100	157700	191000								
37.	52000	57900	63200	74200	84500	102800	130400	138300	153600	162400	196700								
38.	53600	59600	65100	76400	87000	105900	134300	142400	158200	167300	202600								
39.	55200	61400	67100	78700	89600	109100	138300	146700	162900	172300	208700								
40.	56900	63200	69100	81100	92300	112400	142400	151100	167800	177500									

PAY

(Contd. from Page 125)

- (ii) If pay re-fixed in the modified Level-13 works out to be lower than the pay fixed in the earlier Level-13, any recovery of overpayment on account of re-fixation during the period up to 30-6-2017 shall be waived.
- (iii) The cases of employees who retired on or after 1-1-2016 and up to 30-6-2017 and covered under (ii) above, shall be processed as per Rule 66 of CCS (Pension) Rules.
- (iv) Re-exercise of option for coming over to the revised pay structure in case of modified Level-13 is admissible to the employees who were entitled to Level-13 on 1-1-2016, within 3 months from 28-9-2017. — GID (7), Rule 7 of CCS (RP) Rules, 2016.

3. Revision of pay of employees stagnating at the maximum of the Pay Band and Grade Pay or scale in pre-revised structure.— In case of persons who had been drawing maximum of the applicable Pay Band and Grade Pay or scale for more than two years as on 1-1-2016, one increment in the applicable Level in the Pay Matrix shall be granted on 1-1-2016 for every two completed years of stagnation at the maximum of the said Pay Band and Grade Pay or scale. Grant of additional increment(s) shall be subject to condition that the pay arrived at after grant of such increment does not exceed the maximum of the applicable Level in the Pay Matrix.

After fixation of pay on 1-1-2016, the date of increment shall be regulated as per the provisions of Rule 10 of Central Civil Services (Revised Pay) Rules, 2016. — GIO (7), FR 22.

4. Bunching of stages in the Revised Pay structure.— In cases where in revision of pay, the pay of Government servants drawing pay at two or more stages in pre-revised Pay Band and Grade Pay or scale, as the case may be, get fixed at same cell in the applicable Level in the new Pay Matrix, one additional increment shall be given for every two stages bunched and the pay of Government servant drawing higher pay in pre-revised structure shall be fixed at the next vertical cell in the applicable Level.

2. For this purpose, pay drawn by two Government servants in a given Pay Band and Grade Pay or scale where the higher pay is at least 3% more than the lower pay shall constitute two stages. Officers drawing pay where the difference is less than 3% shall not be entitled for this benefit.

— GIO (6), FR 22.

3. All pay stages lower than the Entry Pay in the Sixth CPC pay structure as indicated in the Pay Matrix contained in the Seventh CPC Report are not to be taken into account for determining the extent of bunching.

— GIO (6), FR 22.

Where consequent upon fixation of pay in terms of Rule 7 (1) (A) (i) of the CCS (RP) Rules, 2016, two different pay drawn in the pre-revised pay

structure before 1-1-2016, which were separated by one another by 3% of the previous stage, are fixed at the same cell of the applicable level of the Pay Matrix from 1-1-2016, then the benefit of bunching by way of one additional increment as on 1-1-2016 shall be admissible in respect of the pay which is more than 3% of the previous pay. — GIO (6-C), FR 22.

5. Fixation of Pay on Promotion on or after 1-1-2016 from one Level to another.—

(i) One increment shall be given in the level from which the employee is promoted and he shall be placed at a cell equal to the figure so arrived at in the level of the post to which promoted and if no such cell is available in the level to which promoted, he shall be placed at the next higher cell in that level.

(ii) In case of Government servant receiving NPA, their Basic Pay *plus* NPA shall not exceed the average of Basic Pay of the revised scale applicable to the Apex Level and the Level of the Cabinet Secretary, i.e. ₹ 2,37,500.

— Rule 13 of CCS (Revised Pay) Rules, 2016 and GIO (2), FR 9 (21).

6. Fixation of pay on promotion from the Date of Next Increment (DNI).—Option is available under provisions of FR 22 (I) (a) (1) for fixation of pay from DNI. From the date of promotion till his DNI, he/she shall be placed in the next higher cell in the Level to which he/she is promoted. Subsequently on DNI, his/her pay will be re-fixed and two increments may be granted in the Level from which promoted and shall be placed at a cell equal to, if available or at the next higher cell in that Level of the post to which he/she is promoted. — GIO (2-A), FR 22.

Option is available for fixation of pay on MACP from the Date of Next Increment in the lower post and fixation of pay from DNI, will be done as illustrated above. — GIO (2-C), FR 22.

7. Transfer from a higher post to a lower post at request under FR 15 (a).—In case of transfer to a lower Level of post in the Pay Matrix under FR 15 (a) on his/her own request with effect from 1-1-2016, the pay of the Government servant holding a post on regular basis will be fixed at the stage equal to the pay drawn by him/her in the higher Level of post held regularly. If no such stage is available, the pay will be fixed at the stage next below in the lower Level with respect to the pay drawn in the higher Level of post held regularly and the difference in the pay may be granted as personal pay to be absorbed in future increment(s). If maximum of the vertical range of pay progression at the lower Level in which he/she is appointed, happens to be less than the pay drawn by him/her in the higher Level, his/her pay may be restricted to that maximum under FR 22 (I) (a) (3). — GIO (2), FR 15 (a).

8. On granting financial upgradation under MACP Scheme.—Benefit of pay fixation available at the time of normal promotion shall be allowed at the time of financial upgradations under the scheme. Thus the employee will be placed in the immediate next higher level in the Pay Matrix.

9. Option to choose the date for fixation of pay.— In case of employees promoted between 1-1-2016 and 25-7-2016, if the option submitted by them turns out to be disadvantageous, revised option shall be exercised within one month from 29-9-2016. — GIO (8), FR 22.

This option is not available if the appointment/promotion is to an *ex cadre* post or on *ad hoc* basis or on direct recruitment basis. — FR 22 (I).

10. Grant of option to retired Government servant for fixation of pay.— If a Government servant retires as *ad hoc* before being regularized and later found fit by the Competent Authority during the regularization process, he shall be given the option for fixation of pay along with his juniors, who are still in service and are eligible to avail the option facility. The retired employee shall exercise his option within three months from the date on which his junior becomes eligible to avail the option. — FR 22.

11. Revision of option.— Government servants are given an opportunity to re-exercise their option within three months from 12-12-2018 in terms of Rules 5 and 6. Arrears on account of revised pay already drawn from 1-1-2016 up to the date from which they opt to come over to the revised pay structure shall be recovered. — GID, Rule 6 of CCS (RP) Rules, 2016.

12. Fixation of pay on appointment to an *ex cadre* post.— A Central Government servant appointed on deputation to an *ex cadre* post may elect to draw either the pay in the scale of pay of the *ex cadre* post or his Basic Pay in the parent cadre from time to time *plus* Deputation (Duty) Allowance at the prescribed rate thereon *plus* personal pay, if any. If he elects to draw pay of the *ex cadre* post which is higher than his cadre post, his pay in the *ex cadre* post will be fixed under FR 22 (I) (a) (1). If the *ex cadre* post is not higher, pay in the *ex cadre* post will be fixed under FR 22 (I) (a) (2). If he elects to draw his Basic Pay in the parent cadre *plus* Deputation (Duty) Allowance, the question of fixation of his pay in the *ex cadre* post does not arise. — Para. 5.1, Order No. 1 of Section I, Appendix-5.

13. On transfer/appointment from one *ex cadre* post to another *ex cadre* post.— If an employee on appointment or transfer to an *ex cadre* post had opted to draw pay in the scale of the *ex cadre* post, his pay in the second or subsequent *ex cadre* posts, will be fixed under FR 22 (I) (a) (1) or (a) (2), as the case may be, with reference to his pay in the parent cadre only and not with reference to his pay in the *ex cadre* post. If the second or subsequent *ex cadre* post is in a higher scale than that of the previous *ex cadre* post and the pay fixed in the second or subsequent *ex cadre* post happens to be less than the pay drawn in the previous *ex cadre* post, the difference will be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on each occasion the employee should have opted to draw pay in the scale of pay attached to the *ex cadre* post.

— Paras. 5.2. and 5.3, Order No. 1 of Section I, Appendix-5.

14. Promotion to a higher post in the parent department on reversion from ex cadre post.— The pay in the higher post will be fixed under FR 22 (I) (a) (1) with reference to the presumptive pay he would have drawn in the cadre post but for deputation to the ex cadre post and not with reference to the pay drawn by him in the ex cadre post. — FR 22 (IV).

15. On re-appointment to the same post held earlier / to the post with same or identical time scale of the post held earlier.— The pay will be fixed under FR 22 (I) (a) (1) or FR 22 (I) (a) (2), as the case may be, subject to the condition that the pay so fixed shall not be less than the pay he drew on the last occasion, and he shall count the period he drew that pay on a regular basis on such last and previous occasions for increment in the stage of the time-scale equivalent to that pay. — Prov. to FR 22 (I).

16. On re-appointment after a break in service.— His initial pay in the re-appointed post will be fixed at the minimum of the time-scale prescribed for that post. However, if the break in service is not due to resignation or removal or dismissal, and the post in which he is re-appointed is the same post which he held earlier or a post with the same or identical time-scale of the post held earlier, his initial pay in the post shall not be less than the pay he drew on the last occasion, and he shall count the period during which he drew that pay on a regular basis on such last and any previous occasions for increment in the stage of the time-scale equivalent to that pay. [Fixation of pay of re-employed pensioners is regulated under CCS (Fixation of Pay of Re-employed Pensioners) Orders, 1986 and not by FR 22.]

17. On reduction to a lower stage in a time-scale.— The authority ordering reduction of pay of a Government servant to a lower stage in his time-scale as a measure of penalty shall state (a) the stage to which the pay has been reduced, (b) the period for which the reduction will be effective, (c) whether the period of reduction will have the effect of postponing his future increments or not and (d) whether the employee will earn increments during the period of reduction and (e) whether the employee will regain his original seniority in the higher service, grade or post on his restoration to the service, grade or post from which he was reduced. The period of reduction cannot be indefinite.

If the order of reduction lays down that the period of reduction will not operate to postpone future increments, on restoration the employee will be entitled to the pay he would have drawn but for the order of reduction. If, on the other hand, the order of reduction lays down that the reduction should operate to postpone future increments for a specified period, then the pay will be fixed as indicated above, but after treating the period for which the increment is to be postponed as not counting for increment.

— GIO (2), FR 29 and OM, dated 10-12-2013.

18. On reduction to a lower grade or post or lower time-scale.— The reduction to a lower grade or post or lower time-scale as a penalty could be

for a specified period or unspecified or indefinite period. If the reduction is to be imposed for a specified period, then the order of penalty should clearly state the period in terms of years and months and also the extent, if any, in terms of years and months to which it will operate to postpone future increments. The authority ordering reduction should also specify the stage in the time-scale of the lower post at which the pay should be fixed. If this is not specified in the order, the pay in the lower post will be fixed under FR 22 (I) (a) (2). On expiry of the punishment period, his pay in the scale of pay of the post from which he is reduced, will automatically be fixed as stated in the case of 'reduction to a lower stage in a time-scale'.

If the period of reduction is not specified, there will be no automatic restoration to the old post. In such cases, the Government servant when re-appointed to the higher post will have his pay fixed under FR 22 (I) (a) (1).

— GIO (3), FR 29.

19. Pay revision of employees of Quasi-Government, Autonomous Organizations, Statutory Bodies, etc.—The revised pay scales as per the Pay Matrix, as contained in Part-A of the Schedule of the CCS (RP) Rules, 2016 as well as the principle of pay fixation as contained in the said rules, may be extended to the employees of such organizations, subject to the following stipulations:—

- (i) The conditions of service of employees of these organizations, especially those relating to hours of work, payment of OTA, etc., are exactly similar to those in case of the Central Government employees.
- (ii) The revised pay structure shall be admissible to those employees who opt for the same in accordance with the extant Rules.
- (iii) Deductions on account of Provident Fund, Contributory Provident Fund or National Pension System, as may be applicable, will have to be made on the basis of the revised pay with effect from the date an employee opts to elect the revised pay structure.

Applicability of revised pay scale shall not be automatic and shall be based on an examination by the Administrative Ministry submitted to Ministry of Finance.

— OM, dated 13-1-2017.

20. Technical Resignation — Pay Protection, eligibility of past service for reckoning of the minimum period for grant of Annual Increment.— In cases of appointment of a Government servant to another post in Government on acceptance of technical resignation, the protection of pay is given in terms of the Ministry of Finance O.M. No. 3379-E.III (B)/65, dated the 17th June, 1965 read with proviso to FR 22-B. Thus, if the pay fixed in the new post is less than his pay in the post he holds substantively, he will draw the presumptive pay of the pay he holds substantively as defined in FR 9 (24). Past service rendered by such a Government servant is

taken into account for reckoning of the minimum period for grant of annual increment in the new post/ service /cadre in Government under the provisions of FR 26 read with Rule 10 of CCS (RP) Rules, 2016. In case the Government servant rejoins his earlier posts, he will be entitled to increments for the period of his absence from that post.— GIO (2), FR 22-B.

21. Guidelines for fixation of pay of candidates working in Public Sector Undertakings, etc., on their appointment as direct recruits on or after 1-1-2016.— Pay shall be fixed at a stage in the Level of the post so that the pay and Dearness Allowance as admissible in the Government, protects the pay and Dearness Allowance drawn in the PSU, etc. If there is no such stage in the post, the pay shall be fixed at the stage next below that pay. If the maximum pay in the Level applicable to the post in which the person is appointed is less than such pay arrived at, his initial Basic Pay shall be fixed at such maximum pay of the post. If the minimum pay in the Level applicable to the post in which such person is appointed is more than such pay arrived at, his initial Basic Pay shall be fixed at such minimum pay of the post. The pay fixed under this formulation will not exceed the highest cell value applicable for the Level of the post in the Pay Matrix, to which he is appointed. — GIO (31), FR 22.

The benefit of pay protection will be available to Direct Recruits appointed in Central Government to those posts for which the relevant Recruitment Rules prescribe a requirement of minimum number of years of experience in a specified area from the field sources (Autonomous Bodies, PSUs, etc.) for appointment under the method of Direct Recruitment. The benefit will be allowed irrespective of whether the post is filled by the recruiting agency on the basis of interview or open competitive exam or combination of both with effect from 13-8-2020. — GIO (31-A), FR 22.

3. Stepping up of pay to remove anomalies

[Swamy's — CCS (RP) Rules, 2016]

General.— In cases where a senior Government servant promoted to a higher post before the 1st day of January, 2016 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of January, 2016, the pay of senior Government servant in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such stepping up shall be done with effect from the date of promotion of the junior Government servant.

— Rule 7 (10).

The anomaly of a Government servant promoted or appointed to a higher post on or after 1-1-2016 drawing lower pay than his junior promoted or appointed subsequently to another identical post, shall also stepped up equal to the pay of the junior with effect from the date of promotion or appointment of the junior. — OM, dated 26-10-2018.

Conditions.— 1. Both the senior and junior employees should belong to the same cadre and the posts to which they have been promoted or appointed should be identical and in the same cadre.

2. The junior and the senior should have held identical scales in the lower post and should hold identical scales in the higher post.

3. The anomaly should directly arise from application of FR 22 or any other relevant rule/order.

4. The stepping up of pay is admissible with reference to the first junior (not necessarily immediate junior) on only one occasion; but if the junior concerned gets his pay stepped up at par with one junior to him, then the pay of the senior may again be stepped up.

5. The junior should not have been drawing more pay than the senior from time to time in the lower post.

6. Advancement of DNI (Item 4) of senior is admissible only if he was drawing more pay than the junior in the pre-revised scale and his pay in the revised scale is fixed at the same stage as that of his junior.

Stepping up of pay of departmental candidate from the DNI of direct recruit whose training period was counted for increment.— In respect of direct recruits, the period of training before appointment counts for increments and this does not count for increment in case of departmental candidates. This may result in the departmental promotee's drawing less pay than a direct recruit junior to him. This anomaly may arise either from the date of his promotion or from the date of next increment of the direct recruit, and may be removed by stepping up the pay of the departmental promotee employee from the date of next increment of direct recruit junior to him.

— GIO (24), FR 22.

Instances which do not constitute anomaly for stepping up of pay.— The following instances do not constitute an anomaly of junior drawing more pay than the senior and stepping up of pay will not be admissible in such cases:—

- (i) Extraordinary Leave resulting in postponement of the date of next increment with consequent drawal of less pay than the junior in the lower grade itself; pay parity cannot be claimed even if promoted earlier to the higher grade.
- (ii) A senior forgoing/refusing promotion leading to the promotion of junior earlier and drawal of higher pay than the senior; increased pay drawn by a junior due to *ad hoc* officiating/regular service rendered in the higher posts for periods earlier than the senior.
- (iii) A senior joining higher post later than the junior and drawing less pay.

- (iv) A senior appointed later than the junior in the lower post itself and drawing less pay than the junior, when promoted to the higher post earlier than the junior.
- (v) A senior direct recruit drawing less pay than a junior promotee whose pay has been fixed with reference to the pay drawn in the lower post.
- (vi) When a junior gets more pay due to additional increments earned on acquiring higher qualifications. — GIO (26), Para. 3, FR 22.
- (vii) If a senior is on deputation while junior avails of the ad hoc promotion in the cadre, the increased pay drawn by the junior due to ad hoc / officiating and/or regular promotion following such ad hoc promotion in the higher posts vis-a-vis senior, is not an anomaly in strict sense of the term.
- (viii) Where an employee is promoted from lower post to a higher post, his pay is fixed with reference to the pay drawn by him in the lower post under FR 22 (I) (a) (1) read with Rule 13 of CCS (RP) Rules, 2016 and due to his longer length of service in the lower grade, his pay may get fixed at a higher stage than that of a senior direct recruit appointed to the same higher grade and whose pay is fixed under different set of rules. For example, a Senior Secretariat Assistant (SSA) on promotion to the post of Assistant Section Officer (ASO) gets his pay fixed under FR 22 (I) (a) (1) with reference to the pay drawn in the post of SSA, whereas the pay of ASO (DR) is fixed under Rule 8 of CCS (RP) Rules, 2016 at the minimum pay or the first Cell in the Level, applicable to ASO to which he is appointed. In such a case, the senior ASO (DR) cannot claim pay parity with that of the promotee junior ASO.

— GIO 26 and OM, dated 26-10-2018.

4. Increments

[Swamy's — CCS (RP) Rules, 2016 and FR & SR, Part-I]

Increment.— The annual increment shall be as specified in the vertical cells of the applicable Level in the Pay Matrix.

There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July, provided that an employee shall be entitled to only one increment either on 1st January or 1st July depending on the date of his appointment, promotion or grant of financial upgradation.

The increment in respect of an employee appointed or promoted or granted financial upgradation under Modified Assured Career Progression Scheme (MACPS) during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and

the increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACPS during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

— Rules 9 and 10 of CCS (Revised Pay) Rules, 2016.

In case an employee is promoted or granted financial upgradation including upgradation under the MACP scheme on 1st January or 1st July, where the pay is fixed in the Level applicable to the post on which promotion is made in accordance with the Rule 13 of the CCS (Revised Pay) Rules, 2016, the first increment in the Level applicable to the post on which promotion is made shall accrue on the following 1st July or 1st January, as the case may be, provided a period of 6 months' qualifying service is strictly fulfilled. The next increment thereafter shall, however, accrue only after completion of one year.

— GIO (15), FR 26.

Accrual of next increment on 1st July / 1st January in respect of employees getting promotion on 1st January / 1st July, provided 6 months' qualifying service is strictly fulfilled is also allowed to employees who have exercised the option for pay fixation under FR 22 (I) (a) (1) when promoted on regular basis / granted financial upgradation on any date other than the date of his/her annual increment in lower grade. The next increment, thereafter, shall however, accrue only after completion of one year. It has also been approved that the employees who have been regularly promoted or granted financial upgradation on or after 1-1-2016 and desire to exercise / re-exercise option for pay fixation under FR 22 (I) (a) (1) shall be given an opportunity to exercise or re-exercise of the option thereunder.

— GIO (15-A), FR 26.

Another opportunity for exercising / re-exercising of option for pay fixation is granted for a period of three months from 4-7-2023.

— OM, dated 4-7-2023.

Employees appointed / promoted / granted financial upgradation between 2-1-2015 and 1-7-2015 will not be entitled to grant of increment on 1-1-2016.

— GIO (8), FR 22.

Periods which count for increment.— The following service in the stage of a time-scale counts for increment at that stage:—

- (1) All periods of duty.
- (2) Service in another post, other than a post carrying less pay.
- (3) All kinds of leave, other than extraordinary leave.
- (4) EOL granted—
 - (a) on medical certificate.
 - (b) otherwise than on medical certificate due to the inability of the Government servant to join duty on account of civil commotion.
 - (c) for prosecuting higher technical and scientific studies.

- (5) Deputation out of India.
- (6) Foreign service.
- (7) Joining time.
- (8) Period of training before appointment on stipend or otherwise.

In the case of Government servants proceeding on leave or going on deputation out of India while officiating in a post, a certificate from the competent authority to the effect that the Government servant would have continued to officiate but for proceeding on leave/going on deputation out of India is necessary to count the periods at (3), (4) and (5) above.

Withholding of increment.— A competent disciplinary authority can impose the punishment of withholding increment of a Government servant in two ways, i.e., with cumulative effect or without cumulative effect. If it is with cumulative effect, the entire period of the punishment is lost so far as earning further increment is concerned and will put the Government servant to a recurring loss. If it is without cumulative effect, the loss will be for a temporary period of the punishment, and after the punishment is over, the withheld increments will be restored and the future increments drawn on due dates.

Qualifying period for earning an increment is 6 months on 1st July.

However, a Government servant who is promoted/appointed on 1st January of a year, joins that post on the first working day of the year due to Sunday or a Gazetted holiday falling on 1st January, is deemed to have completed six months of service on 1st July of that year for drawal of annual increment. — GIO (15), FR 26.

Qualifying service of less than six months between 1st July of previous year and 30th June of the year on account of EOL (without MC) will have the effect of postponing the increment except under conditions laid down in OM, dated 18-2-1986. — GIO (3), FR 26.

5. Advance Increments

[Swamy's — FR & SR, Part-I]

Competent Authority.— An Authority who is competent to create a post, whether temporary or permanent, may grant advance increment(s) [otherwise called premature increment(s)] not only to the incumbent of the post created under his own powers but also to those appointed to other posts in the same cadre on the same scale of pay, created with the concurrence of the higher authorities. This power to grant advance increment is invoked also in cases where the pay of a Government servant has to be fixed under certain circumstances and also to remove anomalies in fixation of pay.

Grant of advance increments to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/120 w.p.m., after 1-1-2016 consequent upon implementation of CCS (RP) Rules, 2016.— The Stenographer who is recruited on the basis of speed test in the shorthand at

80 w.p.m. may be granted one advance increment on qualifying speed test in shorthand at 100 w.p.m. and one more advance increment on qualifying speed test in shorthand at 120 w.p.m. while in service. However, if a Stenographer who is recruited on the basis of speed test in the shorthand at 80 w.p.m. directly qualifies the speed test in shorthand at 120 w.p.m. while in service, he/she may be granted two advance increments.

1. The Stenographer, who is recruited on the basis of speed test in the shorthand at 100 w.p.m., may be granted one advance increment on qualifying speed test in shorthand at 120 w.p.m., while in service.
2. These speed tests shall be conducted by properly constituted Authorities including Departmental Authorities.
3. These advance increments shall be granted from the date of passing the test.
4. These advance increments shall not be absorbed in future increments and the date of next increment after the grant of these advance increments shall remain the same. No option for fixation of pay from the Date of Next Increment shall be available / allowed for fixation of pay on account of these advance increments.
5. The amount of these advance increments shall be treated as a separate element in addition to the basic pay and it should be counted as pay for all purposes. Further, once these advance increments are taken into account for the purpose of fixation of pay on promotion or being placed in a higher scale on grant of MACP or due to revision of Pay Scale or Pay Structure etc., these advance increments no longer continue as a separate element.
6. In respect of the Stenographers, who become eligible for grant of these advance increments consequent upon the implementation of CCS (RP) Rules, 2016, they may be granted one / two advance increments (as the case may be) in the vertical level, in which the Government servant is placed on the date of passing the test.
7. Benefit of these advance increments will not be treated as an anomaly for the purpose of stepping-up of pay of seniors.

— GIO (6), FR 27.

Cases where powers to grant advance increment not to be invoked.—

This power should not be used to grant advance increment(s)—

- (i) as reward for meritorious work;
- (ii) in disregard of the advice given by the Ministry of Finance in any individual case of fixation of pay;
- (iii) in disregard of the normal rules governing fixation of pay except in cases of hardship or where the circumstances are unusual; or

- (iv) while fixing initial pay on appointment to a post to compensate for the loss of certain perquisites, special allowance or deputation allowance admitted in the previous post. — GIOs, FR 27.

6. Lumpsum Incentive for acquiring higher qualifications

[Swamy's — FR & SR, Part-I]

A one time lumpsum incentive for acquiring fresh higher qualification by a Government employee on or after 1-7-2017 for courses in fields that are directly relevant to the employees job will be admissible with effect from 1-7-2017 as under—

Sl. No.	Qualification	Amount (₹)
1.	Ph.D. or equivalent.	30,000
2.	PG Degree / Diploma of duration more than one year, or equivalent.	25,000
3.	PG Degree / Diploma of duration one year or less, or equivalent.	20,000
4.	Degree / Diploma of duration more than three years, or equivalent.	15,000
5.	Degree / Diploma of duration three years or less, or equivalent.	10,000

Criteria / guidelines

1. The incentive will not be available for the qualifications which are laid down as essential or desirable qualifications in the Recruitment Rules for the post.
2. No incentive shall be allowed for acquiring higher qualification purely on academic or literary subjects. The acquisition of the qualification should be directly related to the functions of the post held by him/her, or to the functions to be performed in the next higher post. There should be direct nexus between the functions of the post and the qualification acquired and that it should contribute to the efficiency of the Government servant.
3. The quantum of incentive will be uniform for all posts, irrespective of their classification or grade or the department.
4. The incentive shall not be admissible where the Government servant is sponsored by the Government or he/she avails study leave for acquiring the qualification.
5. The incentive would be given only for higher qualification acquired after induction into service.
6. No incentive would be admissible if an appointment is made in relaxation of the educational qualification. No incentive

would be admissible if employee acquires the requisite qualification for such appointment at a later date.

7. The qualifications meriting grant of incentive should be recognized by University Grants Commission, respective regulatory bodies like AICTE, Medical Council of India, etc. set up by Central / State Government or recognized by the Government.
8. The incentive shall be limited to maximum two times in an employee's career, with a minimum gap of two years between successive grants.
9. The Government servant should prefer the claim within six months from the date of acquisition of the higher qualification.

— GIO (12), FR 27.

7. Attachment for debt and maintenance

[Swamy's — CGA (R&P) Rules]

The extent to which pay and allowances of a Government servant are exempt from Court attachment is as follows:—

- (1) Salary to the extent of the first one thousand rupees and two-thirds of the remainder in execution of any decree other than a decree for maintenance.

Where such salary or portion has been under attachment continuously or intermittently for a total period of twenty-four months, such portion shall be exempt from attachment until the expiry of further period of twelve months and where such an attachment has been made in execution of one and the same decree shall, after the attachment has continued for a total period of twenty-four months, be finally exempt from attachment in execution of that decree.

- (2) One-third of the salary in execution of any decree for maintenance.
- (3) The following allowances are exempt from attachment:—
 - (i) All kinds of travelling allowances.
 - (ii) All kinds of conveyance allowances.
 - (iii) All allowances granted for meeting the cost of uniforms and rations.
 - (iv) Allowances granted as compensation for higher cost of living in localities considered by Government to be expensive localities including hill stations.
 - (v) All house rent allowances.
 - (vi) All allowances granted to provide relief against increased cost of living.

- (vii) A foreign allowance or, in the case of Heads of Diplomatic Mission, *trais de representation* assigned to officers serving in posts abroad.
- (viii) Children's Education Allowance, whether described as such or as Children's Educational Assistance or in any other manner.
- (ix) All amounts paid by way of reimbursement of medical expenses.
- (x) Dearness pay, which is really a part of the Dearness Allowance and is treated as pay for certain specific purpose only.
- (xi) Subsistence allowance paid while under suspension.

(4) The net amount attachable = $\frac{(x - y) - 1,000}{3}$

The total gross emoluments earned by the Government servant are represented by 'X', and the allowances declared to be exempt from attachment and, if the Government servant is under suspension, any subsistence grant or allowance made to him are represented by 'Y'.

[Rules 174 and 175, Postal FHB, Vol. I, Rule 2.4 (7) (f) of R & P Rules and Rules 225 and 226 of CTR.]

- (5) If an order of attachment against Government servant is received before a previous order of attachment against the same Government servant has been fully complied with, the recoveries shall be made by the Disbursing Officer so long as the total amount recoverable with reference to the attachment order is within the maximum limit prescribed above.
- (6) If a new attachment order has the result of increasing the amount beyond the maximum limits prescribed, the Disbursing Officer shall return the attachment order to the Court concerned with a statement showing—
 - (i) Particulars of the existing attachment;
 - (ii) Particulars of the amount withheld and paid into the Court concerned up to date; and
 - (iii) Amount remaining uncovered.

[Rule 176 (1), Postal FHB, Vol. I, Rule 2.4 (7) (g), R & P Rules and Rule 226-A, CTR.]

- (7) The amount recoverable should be deducted at the time of actual disbursement of pay or leave salary to the Government servant and only the net amount should be paid to him. The amount recovered should be remitted without delay to the Court concerned.
- (8) In the case of an attachment order issued by a Court in India against a Government servant whose pay and allowances are

to be disbursed outside the local limits to which the Code of Civil Procedure extends, the Drawing and Disbursing Officer of the concerned Ministry/Department in India will be responsible for drawing the amounts recoverable monthly in compliance with the attachment order and remitting them to the Court concerned, unless timely intimation is received by him of the death of the Government servant or of any other event necessitating the discontinuance of such payments.

- (9) In cases in which a judgment-debtor does not sign the Acquittance Roll and intentionally allows his pay to remain undischarged in order to evade payment on account of an attachment order issued by a Court of Law, the Head of the Office may draw the pay of the judgment-debtor in satisfaction of the attachment order, subject to the prescribed restrictions, and remit the amount to the Court concerned.
- (10) The amounts drawn under Paras. 8 and 9 above shall be treated in the accounts as paid to the Government servant concerned, and the Court's order shall be noted against the item as authority for the charge. The Court's receipt shall be filed safely.

[Rule 178, Postal FHB, Vol. I, Rule 2.4 (7) (h) (i) of R & P Rules and Rule 228, CTR.]

NOTE.— The cost, if any, of remittance to a Court, of money realized under its attachment order shall be deducted from the amount realized and the net amount remitted to the Court.

[Rule 179, Postal FHB, Vol. I, Rule 2.4 (7) (j) of R & P Rules and Rule 229, CTR.]

FREQUENTLY ASKED QUESTIONS

1. *Is Overtime Allowance paid to Parliament assistants for the calendar months in which the Parliament is in session?*

No.

2. *If a Government employee, who is promoted, opts to get his pay fixed on the date of next increment, how will his pay be fixed?*

On DNI, his pay will be re-fixed and two increments will be granted in the Level from which promoted and fixed at a cell equal to or next higher, if no equal cell is available in the Level of the post to which promoted.

3. *In case of transfer to a lower post on own request, while fixing the pay, if no such stage is available in the lower level, how will the pay be fixed?*

The pay will be fixed at a stage next below in the lower level and the difference in pay will be granted as personal pay to be absorbed in future increment(s).

9. Allowances, Fee and Honorarium

1. Dearness Allowance

[Swamy's — FR & SR, Part-IV]

1. Basis of DA.— With effect from October, 2020, Dearness Allowance is granted to compensate the price increase above [261.42 Points (Base Year 2016 = 100)], to which the revised pay scales relate. This will be sanctioned twice a year, payable from 1st January and 1st July, reckoned on the following basis:—

- The twelve monthly average price index above 261.42 Points is determined twice in a year for the period ending December and June.
- The percentage increase is taken in whole numbers only and the fraction ignored.
- Neutralization will be 100% uniformly for all employees.

2. Rates of Dearness Allowance.—

Date from which payable	Rate		
	% of Basic Pay + NPA		
1-1-2019	12%
1-7-2019 to 30-6-2021	17%
1-7-2021	31%
1-1-2022	34%
1-7-2022	38%
1-1-2023	42%
1-7-2023	46% (Expected)

— OMs, dated 25-10-2021, 31-3-2022, 3-10-2022 and 3-4-2023.

3. Calculation of DA.—

- DA is paid on the Basic Pay as defined in FR 9 (21) (a) (i) + NPA, if any. (Personal Pay, Special Pay, etc., not included). — Para. (i).
- Fractions of 50 paise and above to be rounded off to the next higher rupee and less than 50 paise ignored. — Para. (ii).

- (iii) For part of a month, rate of DA to be applied on the rate of pay *plus* NPA and then DA for the number of days calculated.
- (iv) In the case of daily-rated worker, monthly pay reckoned at 26 times his basic daily wages. Hence for part of a month, calculation of DA will be on monthly pay $\div 26 \times$ number of days. — Para. (i).

4. Regulation of DA.—

(1) **During Leave.**— DA is paid on the element of Basic Pay *plus* NPA forming part of leave salary. During "Leave Preparatory to Retirement", DA is admissible for the first 300 days of leave spent in India. DA is not admissible during extraordinary leave or for any period of leave preparatory to retirement spent outside India. — Para. (ii).

(2) **During Joining Time.**— Based on joining time pay. — Para. (iii).

(3) **During Suspension.**— Based on the Subsistence Allowance.— Para. (iv).

(4) **During deputation abroad.**— (a) For deputation in any one country, DA may be paid for the first six months at the rate at which it would have been drawn, had the official not gone on deputation.

(b) For stay in more than one country, DA will be drawn at the above rate in respect of stay in each country.

(c) On deputation for training under officially sponsored training schemes, DA will be drawn for the period of stay in one or more countries at the rate admissible, had the official not proceeded on deputation.

(d) DA will not be admissible to officers posted ex-India to special posts, e.g., Consular posts abroad, if allowed to draw foreign allowance instead of daily allowance at split or all-inclusive rates. — Para. (v).

(5) **During Foreign service.**— Subject to the terms of appointment, DA admissible on the basis of pay in foreign service. — Para. (vii).

(6) **To re-employed pensioners.**— Re-employed pensioners allowed to draw pension in addition to pay will be eligible for DA as under—

(a) For officers whose pay in civil post is fixed without taking into account his entire pension, the DA will be based on the pay actually drawn.

(b) For officers whose pay in civil post is fixed after taking into account portion / full pension, the DA will be based on pay *plus* such pension taken into account for pay fixation. If pay *plus* pension exceeds the maximum pay of the post, the DA will be based on that maximum.

(c) For officers on leave, the DA will be based on the leave salary *plus* non-ignorable part of pension.

"Pension" will be the uncommuted value of pension. — Para. (xii).

2. HRA

[Swamy's — FR & SR, Part - IV]

House Rent Allowance

1. Classification of cities and rates.—

Classification of cities / towns	Population Criteria ₹	Rates of HRA per month as a percentage of Basic Pay only*	
		From 1-7-2017 to 30-6-2021	From 1-7-2021
(i) 'X'	50 lakhs and above	24 %	27 %
(ii) 'Y'	5 lakhs to 50 lakhs	16 %	18 %
(iii) 'Z'	Below 5 lakhs	8 %	9 %

HRA shall not be less than ₹ 5,400, ₹ 3,600, ₹ 1,800 for X, Y and Z class cities respectively.

* The above rates of HRA will be revised to 27%, 18% and 9% when DA crosses 25 per cent, and further revised to 30 %, 20 % and 10 % when DA crosses 50 points.

The term 'Basic Pay' in the revised pay structure means the pay drawn in the prescribed Pay Levels in the Pay Matrix and does not include NPA, MSP, etc. or any other type of pay like special pay, etc.

— Resoln. No. 11-1/2016-IC, dated 6-7-2017, OMs, dated 7-7-2017 and 30-12-2022.

2. Orders applicable for HRA.—

General Principles.— House Rent Allowance is payable with reference to Basic Pay. (Special Pay / Personal Pay, etc., not to be included).

In the case of re-employed pensioners, the non-ignorable portion of pension to be added with actual pay, subject to the total limit of maximum of pay scale. — Para. 6.7.

3. HRA with reference to place of duty.— Admissible with reference to the place of duty irrespective of the place of residence. — Para. 3.1.

4. During leave / vacation.— Admissible during leave of all kinds including Extraordinary Leave, child care leave and also during vacation, at the rate admissible before proceeding on leave, for the first 180 days of combined period of leave / vacation / holidays. Beyond this period, allowances can be claimed by furnishing prescribed certificates.

— Paras. 6.1.1 and 6.1.3.

5. During Study Leave.— Admissible at the place of study without production of the prescribed certificate. — Para. 6.1.7.

6. Leave with medical certificate.— Allowances admissible up to 8 months. Controlling Officers to decide payment of the allowances beyond this period subject to furnishing requisite certificate. — Para. 6.1.6.

7. When the official does not join after leave.— If it is due to invalidation/ death, HRA paid for the leave period not to be recovered. In case of resignation, recovery to be effected before accepting resignation.

— Paras. 6.1.2 and 6.1.4.

8. Leave Preparatory to Retirement.— Admissible on furnishing prescribed certificates. — Para. 6.1.1.

9. During suspension.— Admissible for the first 180 days. Beyond this period, payment will be subject to furnishing the required certificates.

— Para. 6.6.

10. During Joining Time.— Admissible at the same rates as at the old station. — Para. 6.2.

11. During Temporary Transfer.— Admissible up to 90 days at the rates applicable at the old station and beyond this period at the rates applicable for the new station. — Para. 4.9.

12. During deputation abroad.— Admissible at the rates applicable to headquarters. Allowances can be drawn on furnishing certificate if family resides at headquarters. — Para. 6.3.

13. During training in India.—

(i) *When DA not drawn.*— Admissible at the rates applicable to the headquarters station or training station, whichever is more favourable.

(ii) *When DA drawn.*— Admissible at the rates applicable to headquarters only, even when no DA is drawn for the period beyond 180 days. — Para. 6.5.

14. During training abroad.— Admissible at the rates applicable at headquarters subject to furnishing certificates. Not admissible during leave taken while on training or immediately thereafter. — Para. 6.4.

15. Drawal of HRA.— Without reference to quantum of rent paid. No rent receipt necessary. — OM, dated 23-9-1986.

16. No HRA if occupying Government accommodation.— HRA not admissible to those provided with Government accommodation, female employees staying in Government-run hostels, employees allotted hostel accommodation run by Autonomous and Semi-Autonomous Organizations at subsidized rent and officers staying in Inspection quarters. — Para. 4.

17. Dispensation of "No Accommodation Certificate" for drawal of HRA.— With effect from 5-3-2019, furnishing of "No Accommodation

Certificate" is dispensed with for drawal of HRA for all places in respect of GPRA controlled by Directorate of Estates.

This provision may be adopted by Ministries / Departments having separate pool of Residential Accommodation for their employees other than GPRA, wherever feasible. — OMs, dated 5-3-2019 and 8-4-2019.

18. Refusal of accommodation.— HRA not admissible from the date of allotment of Government accommodation on their refusal of allotted accommodation. — Para. 4.3.

19. Surrender of accommodation.— HRA, if otherwise admissible, will be payable from the date of such surrender. — Para. 4.3.

20. Date of discontinuance of HRA.— From the date of actual handing-over of accommodation in immediate habitable condition to the Government servant. In the case of refusal, from the date of allotment. — Para. 4.3.

21. On transfer.— (a) HRA admissible for 8 months only at new station, if Government accommodation at old station retained at normal / penal / market rent. — Para. 4.6.

(b) HRA for employee not in occupation of Government accommodation at old station, if he leaves family at old station and not allotted Government accommodation at new station is admissible for 6 months till Government accommodation is allotted at the new station. In such cases, HRA shall be regulated as per the place of duty. — Para. 4.7.

22. Persons owning houses.— Certificate to be furnished by an employee living in a house owned by him/his wife / children / father / mother. Also admissible if he owns a house but lives in a rented house.— Para. 7.2.1.

23. Sharing rent-free accommodation.— HRA not admissible if an employee shares rent-free accommodation allotted to another Government servant. — Para. 5.1 (i).

24. Residing in accommodation allotted to a relative.— HRA not admissible if the employee resides in accommodation allotted to his/her parents, son/daughter by the Central/State Government, Autonomous Bodies, Public Sector Undertaking or semi-Government Organization, e.g., Municipality, Port Trust, Nationalized Bank, LIC, etc. — Para. 5.1 (ii).

25. HRA is not admissible if his wife / her husband has been allotted accommodation at the same station by the Central Government, State Government, an Autonomous Public Undertaking or semi-Government Organization such as Municipality, Port Trust, etc., whether he/she resides in that accommodation or he/she resides separately in accommodation rented by him / her. — Para. 5.1 (iii).

26. Double HRA for employees posted in N-E. Region, Andaman, Nicobar and Lakshadweep Island, etc.— See the relevant subject under Section 21.

27. HRA in lieu of Rent-free accommodation.— See Section 10 (Government Quarters).

28. Drawal of HRA when both husband and wife are Government servants and are living in hired / owned accommodation.— Normal amount of HRA is admissible as per their entitlement subject to fulfilment of other conditions for drawal of HRA. — Para. 5.4.

29. Reimbursement of rent to Government servants during their temporary stay (up to a maximum period of six months) in State Bhavans / Guest Houses / Departmental Guest Houses run by Central Government / State Governments / Autonomous Organizations, etc.— Rent paid by them is reimbursable up to a maximum period of six months subject to fulfilment of conditions and no HRA is admissible during this period.

— Para. 5.5.

30. During Tour.— Admissible with reference to Headquarters.

— Para. 6.9.

3. List of Classified Cities for HRA

[Swamy's — FR & SR, Part - IV]

[Effective from 1-4-2015]

Name of State / U.T.	CLASS OF CITIES	
	'X'	'Y'
1	2	3
Andhra Pradesh / Telangana	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Greater Visakhapatnam, Guntur (UA), Nellore (UA)
Assam	...	Guwahati (UA)
Bihar	...	Patna (UA)
Chandigarh	...	Chandigarh (UA), S.A.S. Nagar, Mohali**
Chhattisgarh	...	Durg-Bhilai Nagar (UA), Raipur (UA)
Delhi	Delhi (UA)	...
Gujarat	Ahmedabad (UA)	Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
Haryana	...	Faridabad*, Gurgaon (UA)*
Jammu and Kashmir	...	Srinagar (UA), Jammu (UA)
Jharkhand	...	Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokaro Steel City (UA)

Name of State / U.T.	CLASS OF CITIES	
	'X'	'Y'
1	2	3
Karnataka	Bangalore / Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad, Mangalore (UA), Mysore (UA), Gulbarga (UA)
Kerala	...	Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA), Thrissur (UA), Malappuram (UA), Kannur (UA), Kollam (UA)
Madhya Pradesh	...	Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain
Maharashtra	Greater Mumbai (UA), Pune (UA)	Amravati, Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur, Kolhapur (UA), Vasai-Virar City, Malegaon (UA), Nanded-Waghala, Sangli (UA)
Odisha	...	Cuttack (UA), Bhubaneswar (UA), Rourkela (UA)
Puducherry (Pondicherry)	...	Puducherry / Pondicherry (UA)
Punjab	...	Amritsar (UA), Jalandhar (UA), Ludhiana
Rajasthan	...	Bikaner, Jaipur, Jodhpur (UA), Kota, Ajmer (UA)
Tamil Nadu	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA)
Uttarakhand	...	Dehradun (UA)
Uttar Pradesh	...	Moradabad, Meerut (UA), Ghaziabad (UA)*, Aligarh (UA), Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur@, Noida*, Firozabad, Jhansi (UA), Mathura-Vrindavan Municipal Corporation\$
West Bengal	Kolkata (UA)	Asansol (UA), Siliguri (UA), Durgapur (UA)

* Only for the purpose of extending HRA on the basis of dependency.

** Special dispensation allowed at par with Chandigarh.

@ With effect from 1-6-2011.

\$ With effect from 1-3-2020

NOTE.— The remaining cities / towns in various States / UTs which are not covered by classification as "X" or "Y" are classified as "Z" for the purpose of HRA. — OMs, dated 29-8-2008, 21-7-2015, 3-2-2017, 15-7-2019 and 25-2-2020.

4. List of stations where HRA is admissible from 1-9-2008 under OM, dated 29-8-2008

[Swamy's — FR & SR, Part - IV]

Faridabad Complex, Ghaziabad Municipality, Gurgaon MC, Noida Township	HRA	At 'X' class city rates
Jalandhar Cantt., Shillong, Goa, Port Blair, Panchkula	HRA	At 'Y' class city rates

Any special dispensation allowed in the past to cities / towns for grant of HRA at higher rates and not specifically mentioned in OMs, dated 21-7-2015 and 7-7-2017, shall continue to apply, if the same has not been superseded / dispensed with or the existing classification of such city has not been revised to a higher classification on account of the population criteria *vide* OMs *ibid*. — OM, dated 15-7-2019.

5. Transport Allowance

[Swamy's — FR & SR, Part - II]

All employees are entitled to Transport Allowance as below:—

Pay Level	Rate of Transport Allowance	
	Higher TPTA Cities* (₹ p.m.)	Other Places (₹ p.m.)
9 and above	7,200 + DA	3,600 + DA
3 to 8	3,600 + DA	1,800 + DA
1 and 2	1,350 + DA	900 + DA

— Order 2, Appendix 5.

*Ahmedabad (UA), Bengaluru (UA), Chennai (UA), Coimbatore (UA), Delhi (UA), Ghaziabad (UA), Greater Mumbai (UA), Hyderabad (UA), Indore (UA), Jaipur (UA), Kanpur (UA), Kochi (UA), Kolkata (UA), Kozhikode (UA), Lucknow (UA), Nagpur (UA), Patna (UA), Pune (UA) and Surat (UA).

Central Government employees posted at Faridabad, Gurgaon, Ghaziabad and Noida are entitled to Transport Allowance at the rates applicable to "other places". — Order Nos. 2 and 9, Appendix-5.

With effect from 1-7-2017, Central Government employees who are drawing pay of ₹ 24,200 and above in Pay Levels 1 and 2 of the Pay Matrix, shall be eligible for grant of Transport Allowance @ ₹ 3,600 *plus* DA thereon at the cities eligible for higher rates and @ ₹ 1,800 *plus* DA thereon at all Other Places. — Order 2, Appendix 5.

Regulation / Conditions**1. Not admissible to—**

- (i) Employees who have been provided with facility of Government transport.
- (ii) Employees during absence from duty for a full calendar month due to leave / training / tour, etc. If the absence covers more than one month, it will not be admissible for calendar month(s) wholly covered by absence. If the absence covers part of any calendar month, it will be admissible for the full month.
- (iii) Employees who could not attend office in whole calendar month during lockdown, who worked from home, who were exempted from attending office, non-entitled officials who were temporarily provided official car for commuting between office and residence on account of non-availability of public transport.

— OM, dated 1-12-2020.

2. During training treated as duty.— Admissible if no transport facility / T.A. / D.A. is provided for attending the Training Institute. During official tour in the training course, the allowance will not be admissible when the period of tour covers the whole calendar month. During training abroad, the allowance is not admissible when the period of such training covers the whole calendar month.

3. During suspension.— Not admissible when suspension covers full calendar month(s). This position will hold good even if the suspension period is finally treated as duty. When the suspension period covers a calendar month partially, the allowance payable for that month will be reduced proportionately.

4. During deputation abroad.— The allowance will not be admissible during the period of deputation abroad.

5. During inspection/survey duty by Members of Special Parties within the city but exceeding 8 kms from the Headquarters OR during field duty either in or outside the Headquarters.— Transport Allowance is given to compensate for the expenditure incurred for commuting both to and fro between the place of duty and residence. In case when one gets Road Mileage/Daily Allowance or free transportation for field/inspection/survey duty or tour for a period covering the whole calendar month, he/she will not be entitled to Transport Allowance for that month.

6. To Vacation Staff.— If no free transport facility is given, then they are entitled to Transport Allowance. However, the allowance shall not be admissible if such spell covers whole calendar months including all kinds of leave.

7. Officers availing Staff Car facility.— Officers in Pay Level 14 and higher, who are entitled to the use of official car, will have the option to avail themselves of the existing facility or to draw the TPTA at the rate of ₹ 15,750 *plus* DA p.m. The option exercised by the officer will be examined by the Administrative Ministry and his/her entitlement for use of official car will be certified by the Competent Authority. If they opt for Transport Allowance, the staff car facility will be withdrawn from the date they opt for the allowance and he/she will not be allowed to change the option during the remaining period of his/her current assignment.

8. Handicapped employees.— Conveyance Allowance to handicapped employees as per OM, dated 31-8-1978 is withdrawn. Instead, such of those physically disabled employees eligible for conveyance allowance will draw Transport Allowance at double the rates prescribed above, subject to a minimum of ₹ 2,250 p.m. *plus* DA thereon.

Transport Allowance at double the normal rates *plus* DA thereon can be drawn irrespective of whether they are residing within the campus – housing the place of work and residence or Government or private accommodation within one km. of office. — Order 10, Appendix 5.

Employees with the following categories of disabilities as mentioned in Rights of Persons with Disabilities (RPwD) Act, 2016 shall be paid Transport Allowance at double the normal rates subject to fulfilment of the stipulated conditions:

Sl. No.	Name of Disability
i	Blindness
ii	Locomotor disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack victims, Muscular Dystrophy and Spinal Deformity, etc.
iii	Deaf and Dumb and hearing impairment
iv	Autism Spectrum disorder, Intellectual disability
v	Chronic Neurological conditions : (a) Multiple Sclerosis (b) Parkinson's disease
vi	Blood Disorder: (a) Haemophilia (b) Thalassemia (c) Sickle Cell disease
vii.	Multiple disabilities from amongst persons under Clauses (i) to (vi)

Employees with Benchmark disability having valid certificate of disability shall be eligible to draw Transport Allowance at double the normal rates.

The condition of recommendation of the concerned Head of Department of the Government Hospital, is **done away with** in terms of guidelines. The Certificate of Disability issued by the Certified Medical Authority may suffice. Employees covered under the preceding table above shall apply for grant of Transport Allowance at double the normal rates to the Administrative Authority of their Departments on the basis of Certificate of Disability issued by the Certified Medical Authority in terms of guidelines for the purpose of assessing the extent of specified disability notified on 4-1-2018 by D/o. EPwD. The allowance may be granted with effect from the date the certificate of disability is received by the Administrative Authority in the concerned Ministry / Department.

— Order Nos. 2, 6, 7 and 8, Appendix 5 and OM, dated 15-9-2022.

6. Special Allowance for Child Care for women with Disabilities

1. Women with disabilities shall be paid ₹ 3,000 per month as Special Allowance for Child Care. The allowance shall be payable from the time of the child's birth till the child is two years old.

— Order No. 26 of Appendix-8, FR & SR — Part-I.

2. It shall be payable for a maximum of two children.

3. The above limit would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.

4. Disability means a person having a minimum Disability of 40% as elaborated in Ministry of Welfare's Notification No. 16-18/97-NI.I, dated 1-6-2001.

5. In the case of multiple births at the time of first child birth, the woman employee is not entitled to the allowance at double the rates for multiple births.

6. These orders shall be effective from 1st July, 2017.

— Order No. 26 of Appendix 8, FR & SR — Part-I.

7. Cycle Allowance

[Swamy's — FR & SR, Part-II]

1. **Admissibility.**— Where the duties assigned to a post require extensive travelling at or near the headquarters and the maintenance of a bicycle is essential for the purpose.

2. **Rate.**— ₹ 180 per month with effect from 1-7-2017.

3. **Conditions.**—

- (i) The allowance will not be admissible for the calendar month(s) wholly covered by leave, training or temporary transfer.

- (ii) The official concerned should maintain and use his own cycle for his official journeys.
- (iii) Not admissible during joining time, leave, temporary transfer, during holidays prefixed / suffixed to leave / joining time.
- (iv) Not admissible for any period of more than one month at a time during which the official does not maintain a cycle or the cycle remains out of order or is not used for official purpose for any other reason.

4. Entitlement to T.A.—

(i) For journeys within a radius of 8 km from usual place of duty.	No T.A.
(ii) For journeys beyond a radius of 8 km but not exceeding 16 km from the usual place of duty—	
(a) if the point falls within the local jurisdiction.	No T.A.
(b) if the point falls outside the local jurisdiction.	T.A. admissible under the normal rules if the journey is performed otherwise than on a cycle.
(iii) For journeys beyond a radius of 16 km from the usual place of duty.	T.A. admissible under the normal rules.

5. Sanction.— The sanction is with reference to post and not the incumbent. Sanction issued initially for two years and renewed thereafter.

6. In the Departments of Posts / Telecom.— The Heads of Divisions are competent to sanction Cycle Allowance. The allowance may also be sanctioned when maintenance of cycle is considered necessary for the efficient discharge of duty and prompt execution of service, though there may not be extensive touring.

— GIO (4), SR 25.

8. Dress Allowance

With effect from 1-7-2017, Uniform Allowance and Washing Allowance have been subsumed in a single Dress Allowance as below.—

1. Admissibility.— Categories of staff who were supplied uniforms and are required to wear them regularly like Trackmen, Running Staff of Indian Railways, Staff Car Drivers, MTS, Canteen Staff of Non-Statutory Departmental Canteens, etc.

2. Rate.— ₹ 5,000 per year. The amount shall be credited to the salary of employees directly once a year in the month of July.

3. The rate of this Allowance will be increased by 25% whenever the Dearness Allowance payable on the revised pay scale goes up by 50%.

—OM, dated 2-8-2017.

4. The admissibility of uniform allowances / washing allowances / stitching charges / shoe allowance, etc., to common categories of Group 'C' and erstwhile Group 'D' employees of various Ministries / Departments, including attached / subordinate offices who are supplied uniforms and are required to wear them regularly will be at ₹ 5,000 per year as Dress Allowance. All other conditions stipulated in OM, dated 2-8-2017 are same. —OM, dated 31-8-2017.

9. Overtime Allowance

[Swamy's — OTA to Central Government Employees
and Compilation of Staff Car Rules]

The Seventh Pay Commission recommended that OTA should be abolished (except for operational and industrial employees who are governed by statutory provisions). Rates of OTA not to be revised upwards. Ministries/Departments to prepare a list of staff coming under the category of 'Operational Staff'.

1. **Operational Staff.**— All non-ministerial non-Gazetted Central Government servants directly involved in smooth operation of the office including those tasked with operation of some electrical or mechanical equipment.

2. The concerned Administration Wing of the Ministries/Departments will prepare a list of Operational Staff with full justification based on the above parameters for inclusion of a particular category of staff in the list of Operational Staff with the approval of JS (Admn.) and Financial Adviser of the concerned Ministry/Department.

3. With effect from 1-7-2017, the grant of OTA may be linked to biometric attendance subject to the conditions mentioned below :-

- (a) OTA should be paid only when his/her senior officer directs the concerned employee(s) in writing for staying back in office to attend urgent nature of work.
- (b) The OTA will be calculated on the basis of biometric attendance.
- (c) The OTA for Staff Car Drivers should be linked with biometric system as normally, the designated parking is allotted in the office building. However, in cases where the parking lot is provided far from office, the Staff Car Driver would mark his/her attendance while leaving from his office and a grace time of not exceeding 2 hours should be allowed to cover the distance travelled after leaving office, including the time to drop the officer and then reaching the parking lot. In such cases, calculation can be done from log books, duly verified by the officer concerned.
- (d) The OTA to field officials should be calculated on the basis of biometric attendance, as normally, such officers are given facility

of official transport to attend the field work. Such officers are supposed to report in office before proceeding to field. In cases, where officials are required to attend the field work directly from home, they may be extended facility of official transport from home in lieu of Transport Allowance and OTA may be given on the basis of the log book of that vehicle, duly verified by their senior officers.

— Resoln. No. 11-1/2016-IC, dated 6-7-2017, OMs, dated 19-6-2018 and 8-7-2020.

I. General Orders

1. For applying 'Pay' / 'Pay Slabs' in the existing orders, 'notional pay' admissible in pre-revised scales to be taken into account.

— Rule 2, GID thereon.

2. **Eligibility.**— Non-Gazetted staff drawing pay up to ₹ 2,200 p.m. [including special pay, personal pay, etc., under FR 9 (21) (a)] are eligible.

3. **Emoluments.**— 'Pay' as defined under FR 9 (21) (a) plus DP/DA/CCA/Composite Hill Compensatory Allowance.

II. Office Staff

1. **Rates.**— As minimum emoluments exceed ₹ 2,201, the rate of OTA for the earlier slabs is not printed.

Emoluments pre-revised scale	Overtime Allowance per hour	
	For the first one hour in excess of the prescribed hours of work	Thereafter ₹
₹ 2,201 and above	Nil	12.50

2. Conditions.—

(i) *First one hour free.*— One hour to be deducted as free duty from extra duty performed, either before or after office hours, beyond prescribed hours of work. If an official is recalled for O.T. duty from residence, such deduction not to be made.

(ii) *Lunch-break.*— Actual time taken for lunch-break to be deducted from O.T. duty.

(iii) *Late attendance.*— If an employee comes late on the day when put on O.T. duty, the time by which he came late to be deducted in addition to the usual one hour free work.

(iv) *Rounding.*—

(a) Fraction of half-an-hour to be rounded to next half hour, e.g., if O.T. duty beyond one hour free work is for 2 hrs. 10 minutes, it should be rounded to 2 ½ hrs.

- (b) Calculation of OTA for each day to be rounded to the nearest multiple of 5 paise. Total claim for a month to be rounded to the nearest rupee as per general orders.
- (v) *Maximum limit.*— OTA in a month not to exceed one-third of monthly working hours.
- (vi) *Other forms of compensation not admissible.*— Compensation like conveyance charges, etc., not admissible in respect of O.T. duty for which OTA is drawn. In case of recall from residence for O.T. duty, conveyance charges / free conveyance admissible.
- (vii) *Tour / Temporary transfer.*— OTA admissible for the O.T. duty performed at the place of duty.

III. Operative Staff

Categories of staff identified as such by the concerned Departments, drawing 'pay' as defined in FR 9 (21) (a) up to ₹ 2,200 per month*.

Rates.—

Emoluments	Rate of OTA per hour					
	For working days			For Sundays, weekly off days and effective holidays		
	For those with 48 hrs. duty	For those with 44 hrs. duty	For those with 42½ hrs. duty	For those with 48 hrs. duty	For those with 44 hrs. duty	For those with 42½ hrs. duty
(1)	(2)	(3)	(4)	(5)	(6)	(7)
₹	₹	₹	₹	₹	₹	₹
2,201 and above	15.85	17.25	19.90	21.15	23.05	22.85

In respect of operative staff whose prescribed hours of weekly duty is less than 48 hours, the proportionate rates with reference to the aforesaid rates for 48 hours have to be prescribed by the concerned Ministries / Departments. The rates given in Columns (3) and (6) above are those prescribed by the Department of Telecommunication and those at Columns (4) and (7) are prescribed by the Departments of Posts and Telecommunication.

IV. Staff Car Drivers—

1. Rates.—

Emoluments	Rate of OTA per hour	
	Up to the first one hour in excess of the prescribed hours of duty	Thereafter (₹)
₹ 2,201 and above	Nil	16.50

The above rates are not applicable to Staff Car Drivers working in the Departments of Posts and Telecommunication. For them, the rates of OTA

* IV Pay Commission Pay Scale.

as admissible to other categories of staff working in the offices to which they are attached are applicable.

2. Conditions—

- (i) Total OTA payable to a Driver in a month should not exceed 100 hours.
- (ii) On Sundays/Holidays, OTA duty should not be for more than 8 hours per day.
- (iii) On Working days, OTA duty should not be for more than 6 hours a day.

3. When a Driver cannot return to Headquarters the same day and the journey involves absence of at least one night, he will be entitled to draw Daily Allowance, in addition to OTA.

4. As the duties of Drivers are intermittent, no OTA is admissible if they are required to be on duty during lunch interval.

5. When a Driver is detained for duty at odd hours and has hardly any time left to rejoin duty in time after going home and finishing his meals, he may be granted the normal OTA, if the intervening period is less than 1½ hours.

— Rules 26 to 28, Staff Car Rules.

V. Casual Employees

Casual employees have been classified into three categories for the purpose of OTA—

	Category	Hourly rate of OTA
(i)	Casual employees drawing minimum of wages as notified by the Ministry of Labour or the State Government / UT Administration, whichever is higher.	$\frac{1}{8}$ th of the daily wage.
(ii)	Casual employees drawing $\frac{1}{30}$ th of the pay at the minimum of the relevant pay scale plus DA for work of 8 hours a day.	Minimum of the relevant pay scale plus DA admissible at the rates divided by (30 x 8).
(iii)	Casual workers having temporary status.	As admissible for office staff as in Para. II above.

Conditions regarding deduction of one hour as free duty over and above the prescribed hours per day to duty, ceiling on earning of OTA, etc., applicable to regular staff shall equally apply to the casual staff. — GIO, Rule 7.

10. Fee and Honorarium

[Swamy's — FR & SR, Part - I]

Fee

1. Definition.— Any remuneration for work or service rendered, received by a Government servant from a source other than the Consolidated Fund of India / State / Union Territory is termed as 'Fee'.

Income from the property, dividends, interests on securities, income from literary, cultural, artistic, scientific or technological efforts, participation in sports activities as amateur do not come under the purview of the term 'fee'.

2. Permission necessary.— Government servants should obtain prior permission of the Competent Authority for undertaking the work or service and also for acceptance of fee, i.e., remuneration for such work or service. Failure to obtain such permission would amount to breach of Conduct Rules.

3. Share of the fee payable to Government.— One-third of any fees in excess of ₹ 5,000 in a financial year subject to a minimum of ₹ 5,000 being retained by the Government servant. The Competent Authority may, however, grant permission exempting the employee from payment of share to Government.
— Notfn., dated 15-11-2021.

4. Items of 'Fees' subject to payment of share to Government—

- (i) Sale proceeds or royalties on a book which is a mere compilation of Government rules, regulations and procedures. However, requirement of $\frac{1}{3}$ rd deduction can be relaxed, with the concurrence of Department of Personnel and Training, if certified by Ministry / Department that "such a book is not a mere compilation of Government rules, regulations and procedures but it reveals the author's scholarly study of the subject";
- (ii) Fees received to perform, with permission, clerical, administrative or technical work of an occasional or casual nature for a private body including a private body engaged in literary, cultural, artistic, scientific, charitable or sports activities as also co-operative societies and other registered societies;
- (iii) Income received for publishing a book or contributing an article on subjects other than literary, cultural, technological and scientific subjects (including management sciences);
- (iv) Income received from regular remunerative occupation in the nature of part-time employment, with permission under Rule 15 of Conduct Rules; and
- (v) Income received for exploitation of a patent taken out without permission.

5. Items of 'Fees' not subject to payment of share to Government.—

1. Scholarship or stipend received during study leave for prosecuting a course of study or receiving specialized training in professional or technical subject.

2. Writing reports, papers or study reports on selected subjects for International Bodies like UNO, UNESCO, etc.

3. Fees received from recognized Universities and other Statutory Bodies, Public Sector Undertakings, etc.

4. Income derived from exploitation of patent for invention taken out with permission.

5. When the work is undertaken by the Government and payment is made to the Government servants assigned for the work.

— SR 12 and GIO thereunder.

Honorarium

1. Definition.— Remuneration for special work of an occasional or intermittent character paid to an employee from the Consolidated Fund of India / State / Union Territory.

2. Prior sanction necessary.— Prior sanction of the Competent Authority is necessary before the work is undertaken. Amount of remuneration to be settled in advance.

3. Not admissible.— (i) For any temporary increase in work, e.g., due to holding meetings / conferences, etc., or for attending to duties of another post in addition to normal duties.

(ii) For work connected with setting up of companies / corporations, etc.

(iii) If OTA has been paid for the particular work.

(iv) For contribution of articles or broadcast of talks as a part of the normal duties.

4. No share to Government.— Amount of Honorarium sanctioned can be retained in full by the employee and no portion need be credited to Government.

5. Honorarium admissible for specific cases.—

(i) *For performing duties of Driver.*—

(a) MTS / Group 'D' staff / Despatch Riders to work as Staff Car Driver or to work as Drivers of other 4 wheeled vehicles ₹ 20 per day.

(b) MTS / Group 'D' staff to work as Despatch Rider / Driver of two and three wheeled vehicles. ₹ 10 per day.

— GIO (7), FR 46.

(ii) *For work as Gestetner Operator.*—

Group 'D' staff engaged as Gestetner Operator in the absence of regular Gestetner Operator (No special pay is admissible) ₹ 1 per day

(iii) *For translation.*— From regional language to English / Hindi and vice versa—

- | | |
|---|--|
| (a) For ordinary material | ₹ 120 per thousand words for the version in which translation is rendered. |
| (b) For technical material (including work of translation of Codes and Manuals) | ₹ 130 per thousand words. |

— GIO (9-A), FR 46.

(iv) *Conditions for grant of honorarium payable to part-time inquiry / presenting officers in disciplinary cases.*—

- (a) The Competent Authority should exercise its utmost care in the matter of grant of honorarium and may do so only in absolutely deserving case.
- (b) The number of disciplinary cases should be restricted to 10 cases in a year with not more than 2 cases at a time for serving Government servants. For retired Government servants empanelled as Inquiry Officers, it should be restricted to 8 cases in a year and 4 cases at a time.
- (c) Before payment is made, all case records and inquiry report should be handed over to the Disciplinary Authority by Inquiry / Presenting Officer. — FR 46, GIOs thereunder.

The honorarium payable to IO / PO for conducting inquiry in departmental proceedings would be outside the purview of the general delegation under FR 46-B. — GIO (13-A), FR 46.

(d) *Rate of honorarium payable to serving officers.*—

	Rate per case
Presenting Officer :	An amount equal to 10% of monthly basic pay drawn
Inquiry Officer :	An amount equal to 15% of monthly basic pay drawn

(e) *Rates of honorarium and other allowances payable to retired officers appointed as Inquiry Officer in the panel.*— The rates of honorarium and other allowances payable to the retired officers

not below the rank of Deputy Secretary in Central Government and equivalent officer in the State Government / PSUs:—

Items	Category		Rate per case (in rupees)
Honorarium	I	Where the number of witnesses cited in the charge-sheet is more than 10	90% of monthly basic pension drawn
	II	Where the number of witnesses cited in the charge-sheet are between 6-10	70% of monthly basic pension drawn
	III	Where the number of witnesses cited in the charge-sheet is less than 6	60% of monthly basic pension drawn
Transport Allowance	₹ 40,000 per case subject to the condition that for outstation journey, the actual expenses for air travel / railways journey will be reimbursed in addition as per their entitled class at the time of their retirement (further subject to the approval of the Competent Authority and in compliance of the instructions issued by DoP&T / DoE from time to time for air travel regarding booking of air tickets through authorized agencies and cheapest available fare).		
Daily Allowance	Same as the officer was entitled to immediately prior to retirement		
Secretarial Assistance	I	Where the number of witnesses cited in the charge-sheet is more than 10	₹ 40,000
	II	Where the number of witnesses cited in the charge-sheet are between 6-10	₹ 30,000
	III	Where the number of witnesses cited in the charge-sheet is less than 6	₹ 20,000

50% will be paid on submission of the Inquiry Report. Remaining amount will be paid within 45 days. In case it is not possible to proceed with the matter due to stay by courts, etc., the Inquiry Officer may be discharged from his/her duties and payment of honorarium and other allowances will be made on pro rata basis.

In case of common disciplinary proceedings, an additional amount of honorarium of ₹ 5,000 will be payable to the Inquiry Officer (both serving and retired) for every additional charged officer.

- (f) Before the payment is received by the Inquiry Officer, it will be his/her responsibility to ensure that:-
- (i) All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the office of Disciplinary Authority.
 - (ii) The report returns findings on each of the Articles of Charge which has been enquired into should specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.
 - (iii) There should not be any ambiguity in the inquiry report and therefore every care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules / instructions of Disciplinary and Appeal Rules to which the delinquent Government officials are governed.

— GIO (13-B), FR 46 and OM, dated 16-11-2022.

(v) *For delivering lectures in Hindi Workshops.—*

- | | | |
|---|--------|---------|
| (a) For a guest lecturer / Central Government Officers / Employees per hour | | ₹ 240 |
| (b) Maximum for a lecturer in a workshop | | ₹ 2,400 |
| (c) Maximum for all lecturers in one workshop | | ₹ 7,200 |

— GIO (10), FR 46.

For Guest Faculty in Central Training Establishments.—

For Group 'A' Services :

₹ 500 per session for serving officers.

₹ 1,000 per session for non-serving officers.

₹ 4,000 per session for experts / eminent resource persons.

The rates of Fees / Honorarium, if required for revision for guest speakers should be decided by the respective Ministries / Departments in consultation with their IFD.

— GIO (11-A), FR 46.

The annual ceiling of ₹ 5,000 stands amended for in-service guest faculty to provide for a ceiling of up to 30 days or 60 sessions in a year, whichever is lower.

— GIO (11), FR 46.

- (vi) For Master Trainers and Recognized Trainers for conducting courses under Trainer Development Programme (TDP) sponsored by the Department of Personnel and Training.

The rates of honorarium for the above courses are as under, with effect from 6-7-2012.

Sl. No.	Duration of Course	Existing Payment Structure ₹	Revised Payment Structure ₹
1.	For up to 1 week	3,000	5,000
2.	For up to 2 weeks	5,000	7,500
3.	For up to 3 weeks	5,000	10,000
4.	For up to 4 weeks	5,000	12,500

There would be a ceiling of up to 30 days or 60 sessions in a year, whichever is lower, for the officers / trainers deputed to conduct courses under TDP.

Further, the MTs / RTs who are working in a training institution and drawing Training Allowance therein and are conducting TDP courses in their own institution shall not be entitled to get the aforesaid honorarium.

— GIO (11-B), FR 46.

11. Non-Practising Allowance

[Swamy's — FR & SR, Part-I]

Non-Practising Allowance.— Admissible to Central Health Service Officers and Veterinary Doctors at the rate of 20% of Basic Pay with effect from 1-7-2017, subject to the condition that Basic Pay *plus* NPA should not exceed ₹ 2,37,500.

The term 'Basic Pay' shall mean 'Basic Pay' as defined in Rule 3 (x) of CCS (RP) Rules, 2016, i.e. pay drawn in the prescribed Level in the Pay Matrix.

— GIO (2), FR 9 (21).

In the case of NPA to Veterinary Doctors, the allowance will be admissible only in respect of Veterinary posts for which minimum qualification of Degree of B.V.Sc. and A.H. with registration with Veterinary Council of India is required.

The following conditions shall also be fulfilled:—

- The post is a clinical one.
- The post is a whole-time post.
- There is ample scope for private practice, and
- It is necessary to prohibit private practice in public interest.

The allowance will count as "Pay" for all service benefits.

— GIO (3), FR 9 (21).

12. Conveyance Hire for local journeys

[Swamy's — FR & SR, Part-II]

1. Actual conveyance charges for journeys performed in public interest is reimbursable as under—

Gazetted employees:

- (i) The place visited should be within the municipal limits of the city in which his headquarter is situated.
- (ii) A Staff Car was not available for the journey. The Controlling Officer should certify to this effect.

Non-Gazetted employees:

- (i) When despatched to a place at some distance from his office within the municipal limits of the city in which his office is situated; or
- (ii) If summoned to office outside the ordinary hours of duty by special order of a Gazetted Officer.

If T.A. is admissible for such a journey, the Gazetted / non-Gazetted employee may claim either reimbursement of conveyance hire or T.A.

2. General Conditions:

- (i) The total amount of conveyance hire reimbursed in any one month should not exceed ₹ 300 per individual.
— OM, dated 26-5-2010.
- (ii) The charges reimbursable will be the fare by bus, local train or a combination of them, if the places visited are connected by any or a combination of these public conveyances. If, on such routes, any other conveyance is used, reimbursement will be on a certificate that hiring of such a conveyance was necessary in public interest / due to urgency of the work.
- (iii) Reimbursement of conveyance hire will be in accordance with the scheduled scale of charges, for the conveyance used.
- (iv) If own conveyance is used, reimbursement is admissible at the rate of mileage allowance under the T.A. Rules.
- (v) Not admissible when the official is granted any compensatory leave or special remuneration for the duty performed.
- (vi) Admissible in addition to OTA, when recalled from his residence to perform overtime work.
- (vii) Group 'A' Officers are eligible for taxi/scooter/bus fare while those of Groups 'B', 'C' and 'D' are entitled for scooter/bus fare.

3. 'Local Journey'.— *Definition:* 'Local Journey' means journey within the municipal limits or city in which the duty point is located. It includes journeys performed within the limits of suburban or other Municipalities, Notified Areas or Cantonments contiguous to the Municipality/Corporation of the town or city in which the duty point is located. Journeys within the limits of an urban agglomeration within which a Government servant's headquarters are located are also treated as 'local journeys'. — GIO (3), SR 71.

4. Competent Authority.— Ministries / Departments of the Government of India and the Heads of Departments for Gazetted Officers, and Heads of Offices for others.
— SR 89.

13. Conveyance Allowance

[Swamy's — FR & SR, Part-II]

When admissible.— Conveyance allowance is admissible to an employee who is required to travel extensively at or within a short distance from his headquarters but cannot claim Travelling Allowance. For grant of the allowance—

1. The average monthly travelling on duty should exceed 200 km.
2. Journeys between residence and normal place of work will not be included.
3. Journeys on foot or by bicycle will not qualify.

Initial fixation.— 1. The employee concerned should maintain for at least three months a logbook of journeys on duty qualifying for the allowance. The logbook should contain the details regarding place(s) visited, distance covered, purpose of visit, and mode of conveyance used. The sanctioning authority after scrutinizing the logbook may sanction the allowance at the appropriate rate from the date the logbook is maintained or from later date.

2. Only journeys within 16 km of the place of work in the employee's jurisdiction at the headquarters should be recorded.

3. The allowance will be determined for specific post(s) on the basis of "controlled travelling" and the incumbent of the post will draw the allowance.

4. The condition of maintaining logbooks may be waived for officials whose nature of duties requires maintenance of a Car; but in such cases the allowance will be at the lowest rates prescribed in Column (2) of the table below. Claim for a higher rate should be supported by the logbook as above.

5. Conveyance Allowance at the rates in Column (2) of the table below is not admissible to officers drawing pay less than ₹ 2,800 p.m. (*pre-revised scale*.)

Rates of allowance with effect from 1-7-2017

Average monthly travel on official duty	Rates per month for Journey by	
	Own Motor Car ₹	Other Conveyance ₹
201-300 kilometres	1,680	556
301-450 kilometres	2,520	720
451-600 kilometres	2,980	960
601-800 kilometres	3,646	1,126
Above 800 kilometres	4,500	1,276

The rate of this Allowance will be increased by 25% whenever the Dearness Allowance payable on the revised pay scale goes up by 50%.

Periods during which conveyance allowance is not admissible

1. Joining time, leave and any period of temporary transfer including holidays prefixed / suffixed to leave.

2. Period(s) of tour, temporary duty, etc., for 15 days or more.

3. In the case of officials owning a motor car, during any period exceeding 15 days—

(i) When the official does not maintain a car; or

(ii) When the car maintained by him is not used due to disorder or any other reason.

Review.— Allowance will be granted for a period not exceeding two years at a time and its continuance should be reviewed at the end of each such period. The procedure for review will be as for the initial grant.

— GIO (1), SR 25.

14. Conveyance Allowance to Medical Officers

[Swamy's — FR & SR, Part-II]

1. Conveyance Allowance is admissible to the following officers who belong to both Central Health Service and non-CHS / CHS for (1) visiting the hospital outside the duty hours; (2) visiting the patients at their residences; and (3) performing other official duties:—

(a) Medical (including Dental) Officers;

(b) General Duty Officers; and

(c) Specialists.

2. Rates of Conveyance Allowance to CHS doctors working in Hospitals / Dispensaries / Stores in CGHS units under Central Government with effect from 1-7-2017.—

Mode of Conveyance	Maximum p.m. ₹	Minimum p.m. ₹
(i) For those who maintain their own motor car	7,150	350
(ii) For those who maintain scooter / motor cycle	2,350	175
(iii) For those who do not maintain either car or motor cycle / scooter	1,950	130

— OM, dated 1-12-2021.

Rates of Conveyance Allowance for Non-CHS doctors*.—

Mode of Conveyance	Maximum p.m. ₹	Minimum p.m. ₹
(i) For those who maintain their own motor car	550	80
(ii) For those who maintain scooter / motor cycle	180	40
(iii) For those who do not maintain either car or motor cycle / scooter	150	30

* Revised Rates awaited.

3. General conditions.— (i) No Conveyance Allowance will be admissible during joining time, leave or any period of temporary transfer.

(ii) Specialists / Medical Officer in receipt of Conveyance Allowance will not be entitled to draw any Daily Allowance or Mileage Allowance for journeys on official duty, whether, within or beyond a radius of eight kilometers within the city municipal limits.

(iii) For entitlement to the maximum amount of Conveyance Allowance mentioned in Para. 2 above, every Specialist / General Duty Medical Officer is required to pay on an average (to be computed for a three month period) a minimum of 20 visits in a month to the hospital or 20 domiciliary visits outside his normal duty hours. Where the number of visits falls short of this minimum limit of 20 but not below 6, there should be a proportionate reduction in the Conveyance Allowance, subject to minimum grant of Conveyance Allowance of ₹ 350, ₹ 175 and ₹ 130 p.m. The limit fixed for the minimum number of 20 visits will not however detract a Specialist / Medical Officer from their responsibility towards the patients to render visit to the hospital or paying domiciliary visits if the situation so warrants.

(iv) In case of number of visits falling below six in number, no conveyance will be admissible.

(v) The amount of the Conveyance Allowance will go up by 25 per cent each time DA rises by 50 per cent as would be done in respect of other DA linked allowances.

(vi) Medical Officers / Specialists who draw Conveyance Allowance at the minimum rate specified in Para. 2 above and those who do not maintain a Motor Car or Motor Cycle / Scooter and draw Conveyance Allowance @ ₹1,950 or ₹ 130 p.m., as the case may be, will be required to furnish a certificate along with the monthly pay bill, to the effect that the expenditure incurred by them by way of transport / conveyance hire in connection with domiciliary visits / official duty was not less than the amount claimed by them as Conveyance Allowance.

(vii) In case the conveyance is not maintained or is not available for use, owing to its being out of order or is not used for official journeys / hospital visit for any other reason, for a period of more than 15 days at a time, Conveyance Allowance will be admissible during such period at the rate prescribed in 2 (iii) above.

(viii) In the case of Medical Officers / Specialists posted to Hospital Departments in the Dr. Ram Manohar Lohia Hospital and Safdarjung hospital under the CGHS, Conveyance Allowance in terms of this order will be admissible to those Medical Officers / Specialist who have been allotted a number of CGHS dispensaries and are also available for consultation at the residence of the beneficiaries attached to those dispensaries.

Other Medical Officers / Specialists posted to the aforesaid hospitals under the CGHS who are normally not expected to visit dispensaries but occasionally pay domiciliary visits in their zone will be granted Conveyance Allowance on the basis of log book maintained by them.

(ix) In order to ensure genuineness of claims of conveyance allowance by CHS doctors, the following statements are required to be submitted.—

ANNEXURE - A

To

The Additional Director
CGHS

1. Certified that I am entitled to get Conveyance Allowance for making domiciliary visits and the maintaining Motor Car / Scooter *vide* office sanction No., dated, at the rate of ₹ per month *vide* O.M. No. A-45012/03/2008-CHS-V, dated the 28th April, 2009 issued by Ministry of Health and Family Welfare.

2. Certified that I have made domiciliary visits for the quarter ending as detailed below:-

Month	No. of Visits
.....
.....
.....

3. Certified that Motor Car/Scooter No. rate was maintained by me and was available for use during the period for which Conveyance Allowance has been claimed in this bill.
Certified that no motor vehicle was maintained by me and Conveyance Allowance at flat rate has been claimed in this bill.
4. Certified that I was attached to Hospital / CGHS Wellness Centre during the period for which Conveyance Allowance has been claimed by me.
5. Certified that I have not availed leave during this period/I have availed leave with effect from to during this period.
6. Certified that an amount of ₹ has been worked out as Conveyance Allowance for the period mentioned above and proportionate deductions have been made for the shortage of visits/ leave period.
7. Certified that no daily allowance or mileage allowance for journeys on official duty, whether within or beyond (within a radius of eight kms.) city / Municipal has been drawn by me for the period mentioned above.

(Signature of Claimant)

Name (in Block letters)

Date

Designation of claimant

Place of posting

Allowed in terms of General Order *vide* which Conveyance Allowance is admissible and is in order.

H.O.D., Hospital / CMO i/c of CGHS Wellness Centre

Addl. Director, CGHS

ANNEXURE - B

Statement showing details of the domiciliary visits during the quarter to

Name of the doctor		Designation		
Sl. No.	Date and time of visit	Name of patient	CGHS Card No. / Ben. ID No.	Treatment / advice given

— Appendix-6 and OMs, dated 28-4-2009, 30-11-2009, 12-4-2013, 2-12-2018 and 1-12-2021.

15. Extra Work Allowance

Caretaking Allowance, Extra Duty Allowance, Flag Station Allowance, Flight Charge Certificate Allowance, Library Allowance, Rajbhasha Allowance and Special Appointment Allowance stand abolished and eligible employees will be covered under a new "Extra Work Allowance":—

- (a) Extra Work Allowance will be paid at a uniform rate of 2% of Basic Pay per month.

- (b) An employee may receive this allowance for a maximum period of one year, and there should be a minimum gap of one year before the same employee can be deployed for similar duty again.

So far as the task of caretaking of office building is concerned, if no suitable employee is available for performing caretaking function, the same employee may continue caretaking function and shall also be paid Extra Work Allowance at prescribed rates.

— Order 23, Appendix 8.

- (c) This allowance should not be combined, i.e., if same employee is performing two or more such duties, and is eligible for 2% allowance for each add-on, then the total Extra Work Allowance payable will remain capped at 2%.

- (d) These orders shall be effective from 1st July, 2017.

—Order 24, Appendix 8.

16. Split Duty Allowance

Sweepers and Farashes in the Central Secretariat allied offices performing split duties with break in between the shifts of not less than two hours and who have not been provided residential accommodation within periphery of one km from the place of their duty will be entitled to ₹ 450 p.m.

This allowance will be increased by 25% whenever the Dearness Allowance payable on revised pay scale goes up by 50%.

—Order 25, Appendix 8.

17. Cash Handling Allowance to Cashiers

[Swamy's — FR & SR, Part-I]

Power of Sanction.— Ministries and Heads of Department may at their discretion appoint LDCs / UDCs / Assistants to perform the duties of Cashiers. An allowance is admissible to such person at rates given below.

Conditions.— (i) The amount of allowance will depend on the average amount of monthly cash disbursed, excluding payments by cheques. The amount of receipts should not be taken into account.

(ii) The allowance should be reviewed every financial year and sanctioned on the basis of the average amount of disbursements during the previous financial year.

(iii) Every official appointed to work as Cashier, unless he is exempted by a Competent Authority, should furnish security of the required amount.

(iv) The allowance will be granted from the date of appointment as Cashier or from the date risk is covered through one of the accepted forms of security, whichever is later.

(v) Only one official should be allowed the allowance in an Office / Department.

(vi) The allowance is not admissible to UDC-cum-Cashiers as cash handling is part and parcel of the duties of this post.

(vii) The rate will be increased by 25% every time the DA payable on revised pay scales goes up by 50%.

The Allowance has been subsumed in Cash Handling and Treasury Allowance.

Rates of allowance.— The following will be the rates of allowance to be adopted:—

Amount of average monthly cash disbursed	Rate per month
< = ₹ 5,00,000	₹ 700
Over ₹ 5,00,000	₹ 1,000

— Orders 1 and 6, Appendix 6.

18. Night Duty Allowance

Night Duty Allowance is granted to eligible employees as weightage for work done during night :

- (i) Night Duty will be defined as duty performed between 22:00 hours and 6:00 hours.
- (ii) A uniform weightage of 10 minutes shall be given for every hour of night duty performed.
- (iii) With effect from 1-7-2017, the ceiling of basic pay for entitlement of Night Duty Allowance shall be ₹ 43,600 per month.
- (iv) The hourly rate of NDA equal to $[(BP+DA)/200]$ will be paid and the basic pay and DA for the calculation of NDA rates shall be the basic pay and DA prevalent as per 7th CPC.
- (v) This formulation will extend to all employees across all Ministries / Departments who were already in receipt of NDA.
- (vi) Wherever the working hours have been arrived at after taking into account the night weightage factor, no further compensation may be admissible.
- (vii) The amount of NDA will be worked out separately for each employee depending upon the basic pay the concerned employee

is drawing on the date of performing the night duty. The existing practice for giving same rate of NDA to all employees with a particular Grade Pay has been discontinued.

- (viii) A certificate should be given by the supervisor concerned that Night Duty is essential. — OM, dated 13-7-2020.

19. Compensatory Allowances

Consequent upon implementation of Seventh CPC special compensatory allowances have been subsumed in Tough Location Allowance.

Basic Pay in the revised pay structure for the grant of allowances will mean the pay drawn in the prescribed level in the Pay Matrix but does not include any other type of pay like Special Pay, etc. The rate of these allowances shall automatically increase by 25% whenever the DA goes up by 50% except Special (Duty) Allowance, Island Special (Duty) Allowance and Hard Area Allowance.

A. Tough Location Allowance

[Swamy's — FR & SR, Part - IV]

Special Compensatory Allowances which have been subsumed in Tough Location Allowance are admissible as under :—

Sl. No.	Name of the Allowance	Category	Cell Name	Pay Level in Pay Matrix	Rate per month (in ₹)
(I)	Special Compensatory (Remote Locality) Allowance:	Tough Location Allowance-I	R3H1	> = 9	5,300
	(i) Special Compensatory (Remote Locality) Allowance. Places covered under Part-A and B (Annexure I & II)			< = 8	4,100
	(ii) Special Compensatory (Remote Locality) Allowance. Places covered under Part-C (Annexure III)	Tough Location Allowance-II	R3H2	> = 9	3,400
	(iii) Special Compensatory (Remote Locality) Allowance. Places covered under Part-D (Annexure IV)	Tough Location Allowance-III	R3H3	> = 9	1,200
(II)	Bad Climate Allowance	Tough Location Allowance-III	R3H3	> = 9	1,200
				< = 8	1,000
(III)	Tribal Area Allowance	Tough Location Allowance-III	R3H3	> = 9	1,200
				< = 8	1,000

Sl. No.	Name of the Allowance	Category	Cell Name	Pay Level in Pay Matrix	Rate per month (in ₹)
(IV)	Sunderban Allowance	Tough Location Allowance-III	R3H3	> = 9 < = 8	1,200 1,000

These rates shall increase by 25% whenever DA goes up by 50%.

In the unlikely event of a place falling in more than one category, the higher rate of Tough Location Allowance will be applicable.

The entire structure has been fitted into a table called Risk and Hardship Matrix.

— Order 2, Chapter 17.

Risk and Hardship Matrix

RH-Max Level > = 9: ₹ 42,500 pm Level < = 8: ₹ 30,000 pm		HARDSHIP		
		High	Medium	Low
RISK	High	R1H1 Level > = 9: ₹ 25,000 pm Level < = 8: ₹ 17,300 pm	R1H2 Level > = 9: ₹ 16,900 pm Level < = 8: ₹ 9,700 pm	R1H3 Level > = 9: ₹ 5,300 pm Level < = 8: ₹ 4,100 pm
	Medium	R2H1 Level > = 9: ₹ 16,900 pm Level < = 8: ₹ 9,700 pm	R2H2 Level > = 9: ₹ 10,500 pm Level < = 8: ₹ 6,000 pm	R2H3 Level > = 9: ₹ 3,400 pm Level < = 8: ₹ 2,700 pm
	Low	R3H1 Level > = 9: ₹ 5,300 pm Level < = 8: ₹ 4,100 pm	R3H2 Level > = 9: ₹ 3,400 pm Level < = 8: ₹ 2,700 pm	R3H3 Level > = 9: ₹ 1,200 pm Level < = 8: ₹ 1,000 pm

— Resoln. No. 11-1/2016-IC, dated 6-7-2017.

The construct of the Risk and Hardship Matrix, proposed above, is a new paradigm intended to rationalize the myriad allowances, their categories and sub-categories that exist today. It would make the administration of these allowances simple and provide a framework for the Government for future inclusion of any new allowance, which can be placed in the appropriate cell depending upon the severity of the risk and hardship involved.

Salient features of the Matrix.—

- The matrix is divided into 9 cells based on Low, Medium and high risk juxtaposed with low, medium and high hardship.
- One extra cell has been added to the top for Siachen Allowance, i.e., R.H. Max.
- The risk and hardship in Siachen area is the maximum that any Government employee faces.

- (iv) The rates in each cell are in the nature of Rupees per month (₹ p.m.). The rates will increase by 25% each time DA rises by 50%.
- (v) The matrix is symmetrical. Equal weightage has been given to Risk and Hardship.
- (vi) If the severity of risks / hardship decreases, we move from left to right or top to bottom and the rates of allowance follow the same path.
- (vii) The matrix only aims to compensate for risk and hardship faced. It does not determine status in any way.

— Paras. 8.10.62 to 8.10.66 of VII CPC Report

Areas eligible for grant of Special Compensatory (Remote Locality) Allowance subsumed in Tough Location Allowance - I

AREAS INCLUDED IN PART 'A'

Sl. No.	Name of States	Areas covered
1.	ANDAMAN AND NICOBAR ISLANDS	Middle Andamans, North Andaman, Little Andaman, Nicobar and Narcondum Islands.
2.	ARUNACHAL PRADESH	Difficult Areas of Arunachal Pradesh
3.	HIMACHAL PRADESH	<p>1. Chamba District</p> <p>(a) Pangi Tehsil</p> <p>(b) Following Panchayats and Villages of Bharmour Tehsil:</p> <p>(i) <i>Panchayats:</i> Badgaun, Bajol, Deol Kugti, Nayagam and Tunda.</p> <p>(ii) <i>Villages:</i> Ghatu of Gram Panchayat Jagat, Kanarsi of Gram Panchayat Chauhata.</p> <p>2. Kinnaur District</p> <p>(a) Asrang, Chitkul and Hango Kuno/Charang Panchayats.</p> <p>(b) 15/20 Area comprising the Gram Panchayats of Chhota Khamba, Nathpa and Rupi.</p> <p>(c) Pooh sub-Division, excluding the Panchayat Areas specified above.</p> <p>3. Kullu District</p> <p>15/20 Area of Nirmand Tehsil, comprising the Gram Panchayats of Kharga, Kushwar and Sarga.</p> <p>4. Lahaul and Spiti District</p> <p>Entire area of Lahaul and Spiti</p> <p>5. Shimla District</p> <p>15/20 Area of Rampur Tehsil comprising of Panchayats of Koot, Labana-Sadana, Sarpara and Chandi-Branda.</p>

Sl. No.	Name of States	Areas covered
4.	JAMMU AND KASHMIR	<p>1. Kathua District Niabat Bani, Lohi, Malhar and Macchodi.</p> <p>2. Udhampur District (a) Dudu Basantgarh, Lander Bhamag Illaqa, Thakrakote and Nagote. (b) All Areas in Mahore Tehsil other than those included in Part 'B'.</p> <p>3. Doda District Illaqas of Padder and Niabat Nowgam in Kishtwar Tehsil. — OM, dated 17-1-2019.</p> <p>4. Leh District (a) Noyama and Nobre. (b) Zanskar (c) All other places in the District.</p> <p>5. Baramulla District Entire Gurez-Nirabat, Tangdar Sub-Division and Keran Illaqa.</p>
5.	LAKSHADWEEP	Entire Union Territory.
6.	MIZORAM	Chimtuipui District and Areas beyond 25 km from Lunglei Town in Lunglei District.
7.	SIKKIM	Entire State.
8.	UTTARAKHAND	Areas under Chamoli, Pithoragarh, Uttarkashi, Rudraprayag and Champavat Districts.

AREAS INCLUDED IN PART 'B'

Sl. No.	Name of the States	Areas covered
1.	ANDAMAN AND NICOBAR ISLANDS	South Andaman (Including Port Blair).
2.	ARUNACHAL PRADESH	Throughout Arunachal Pradesh other than those declared as Difficult Areas.
3.	HIMACHAL PRADESH	<p>1. Chamba District Bharmour Tehsil, excluding Panchayats and Villages included in Part 'A'.</p> <p>2. Kangra District Areas of Bara Bhangal and Chhota Bhangal.</p> <p>3. Kinnaur District Entire District other than Areas included in Part 'A'</p> <p>4. Shimla District (a) Dodra-Kawar Tehsil. (b) Gram Panchayats of Darkali in Rampur, Kashapath Tehsil and Munish. (c) Ghorī Chaibis of Pargana Sarahan.</p>

Sl. No.	Name of the States	Areas covered
4.	JAMMU AND KASHMIR	1. Udhampur District Areas up to Goel from Kamban side and Areas up to Arnas from Keasi side in Tehsil Mahore 2. Baramulla District Matchill
5.	MIZORAM	Entire Lunglei District excluding Areas beyond 25 km from Lunglei Town
6.	NAGALAND	Entire State.
7.	TRIPURA	Difficult Areas of Tripura.

Areas eligible for grant of Special Compensatory (Remote Locality) Allowance subsumed in Tough Location Allowance - II

AREAS INCLUDED IN PART 'C'

Sl. No.	Name of the States	Areas covered
1.	HIMACHAL PRADESH	<p>1. Chamba District</p> <p>(a) Jhandru Panchayat in Bhartiya Tehsil.</p> <p>(b) Churah Tehsil</p> <p>(c) Dalhousie Town (including Banikhet proper)</p> <p>2. Kullu District</p> <p>(a) Outer Seraj (excluding Villages of Jakat-Khana and Buraw in Nirmand Tehsil).</p> <p>(b) Entire District (excluding Outer Seraj area and Pargana of Pandrabis but including villages Jakat-Khana and Buraw of Tehsil Nirmand).</p> <p>3. Mandi District</p> <p>(a) Chhuhar Valley (Jogindernagar Tehsil).</p> <p>(b) Following Panchayats in Thunag Tehsil: Bagraa, Chhatri, Chhotdhar, Garagushain, Gattoo, Gharyas, Janjheli, Jaryar, Johar Kalhani Kalwan, Kholanal, Loth, Silibagi, Samachan, Thachdhar, Tachi and Thana.</p> <p>(c) Following Panchayats of Dharampur Block: Binga, Kamlah, Saklana, Tanyar and Tarakholah.</p> <p>(d) Following Panchayats of Karsog Tehsil: Balidhar, Bagra, Gopalpur, Khajol, Mahog, Mehudi, Manj, Pekhi, Sainj, Sarahan and Teban.</p> <p>(e) Following Panchayats of Sundernagar Tehsil: Bohi, Batwara, Dhanyara, Paura-Kothi, Seri and Shoja.</p> <p>4. Kangra District</p> <p>(f) Dharamsala Town and the following offices located outside its Municipal limits but included in Dharamsala Town for purposes of eligibility to Special Compensatory [Remote Locality] Allowance: (a) Women's ITI, Dari.</p>

Sl. No.	Name of the States	Areas covered
		<p>(b) Mechanical Workshop, Ramnagar, (c) Child Welfare and Town and Country Planning Offices, Sakoh. (d) CRSF Office at lower Sakoh. (e) Kangra Milk Supply Scheme, Dugiari. (f) H.R.T.C. Workshop, Sudher. (g) Zonal Malaria Office, Dari. (h) Forest Corporation Office, Shamnagar. (i) Tea Factory, Dari. (j) I.P.H. Sub-Division, Dari. (k) Settlement Office, Shamnagar, (l) Binwa Project, Shamnagar.</p> <p>(II) Palampur Town, including HPKVV Campus at Palampur and the following offices located outside its Municipal limits but included in Palampur Town for this purpose: (a) H.P. Krishi Vishwavidhyalaya campus. (b) Cattle Development Office/Jersey Farm, Banuri. (c) Sericulture Office/Indo-German Agriculture Workshop/HPPWD Division, Bundla. (d) Electrical Sub-Division, Lohna. (e) D.P.O. Corporation, Bundla. (f) Electrical HPSE Division, Ghuggar.</p> <p>5. Shimla District (I) (a) Chopal Tehsil. (b) (i) Ghoris, Panjaon, Patsnau, Naubis and Teen Koti of Pargana Sarahan. (ii) Deothi Gram Panchayat of Taklesh Area. (iii) Pargana Barabis. (iv) Kasba Rampur and Ghori Nog of Pargana Rampur of Rampur Tehsil.</p> <p>(II) Shimla Town and its suburbs (Dhalli, Jatog, Kasumpti, Mashobra, Taradevi and Tutu)</p> <p>6. Sirmaur District (a) Following Panchayats: (i) Bani, Bakhali (Pachhad Tehsil) (ii) Bharog, Bheneri (Paonta Tehsil) (iii) Birla (Nahan Tehsil) (iv) Dibber (Pachhad Tehsil) (v) Thana Kasoga (Nahan Tehsil) (b) Thansgiri Tract</p> <p>Solan District Mangal Panchayat</p>
2.	JAMMU AND KASHMIR	(a) Areas in Poonch and Rajouri Districts excluding the towns of Poonch and Rajouri and Sunderbani and other Urban areas in the two Districts.

Sl. No.	Name of the States	Areas covered
		(b) Areas not included in Parts 'A', 'B' and (a) of Part 'C' above, but which are within a distance of 8 km from the line of actual control or at places which may be declared as qualifying for Border Allowance from time to time by the State Government for their own staff.
3.	MANIPUR	Entire State.
4.	MIZORAM	Entire Aizwal District.
5.	TRIPURA	Entire State other than areas declared as difficult ones and Included in Part 'B'.

Areas eligible for grant of Special Compensatory (Remote Locality) Allowance subsumed in Tough Location Allowance - III

AREAS INCLUDED IN PART 'D'

1.	ASSAM	Entire State.
2.	HIMACHAL PRADESH	The remaining Areas of Himachal Pradesh not included in any of the Parts 'A', 'B' and 'C'
3.	MEGHALAYA	Entire State.

— Order 2, Chapter 17.

B. Special (Duty) Allowance

[Swamy's — FR & SR, Part-I]

1. Admissibility.— To Central Government civilian employees on posting to any station in the North-Eastern Region, viz., Assam, Meghalaya, Manipur, Nagaland, Arunachal Pradesh, Mizoram, Sikkim and Tripura and Ladakh irrespective of whether the transfer (including initial appointment) is from outside the Region or from another area of the region. Also admissible to officers posted to N-E. Council, when they are stationed in N-E. Region.

2. Rate admissible.— 10% of Basic Pay with effect from 1-7-2017.

3. Other Special Allowances.— Special Duty Allowance will not be admissible along with Tough Location Allowance. Employees have the option to avail the benefit of Special Compensatory (Remote Locality) Allowance at pre-revised rates along with SDA at revised rates. Construction Allowance and Project Allowance can be drawn separately.

4. ST Officers.— Scheduled Tribe Officers exempted from payment of Income Tax also eligible to draw Special (Duty) Allowance under these orders.

5. Not admissible during leave, etc.— Not admissible during the periods of leave / training beyond full calendar month(s), in case the employee is outside the NER and Ladakh, and during Suspension / Joining Time.

6. Not treated as 'Special Pay'.— Special (Duty) Allowance is to be treated as allowance and not as Special Pay. — Part-I, Order 1, Appendix-9

C. Island Special (Duty) Allowance

[Swamy's — FR & SR, Part-I]

1. Admissibility.— Central Government civilian employees on their posting to the Andaman and Nicobar Islands and the Lakshadweep. This is in lieu of Special (Duty) Allowance. In addition to above allowance, Hard Area Allowance is also admissible. In places where more than one Special Compensatory Allowance are admissible, employees may choose the allowance which benefits them the most.

2. Rates admissible.— With effect from 1-7-2017.

	Areas	Rate per month
(i)	<i>Areas within the distance of 8 kms. of municipal limits of Capital Towns: (Port Blair in A & N Islands, Kavaratti and Agatti in Lakshadweep.)</i>	10% of Basic Pay
(ii)	<i>Difficult areas: (North and Middle Andaman, South Andaman, excluding Port Blair, all Islands in Lakshadweep except Kavaratti, Agatti and Minicoy.)</i>	16% of Basic Pay
(iii)	<i>More Difficult areas: (Little Andaman, Nicobar group of Islands, Narcondam Islands, East Islands in A & N Islands, Minicoy in Lakshadweep.)</i>	20% of Basic Pay

3. Regulation for drawal / conditions.— Same as for Special (Duty) Allowance. — Part V, Appendix-9

D. Project Allowance

[Swamy's — FR & SR, Part - IV]

1. Admissibility.— This is granted to compensate the employees for lack of amenities such as schools, markets, housing and dispensaries at the places of construction of major projects.

2. Rates.—

Pay Level	Cell Name	Rate per month ₹
Level > = 9	R3H2	3,400
Level < = 8	R3H2	2,700

3. Central Government employees of other Departments whose offices have been located in the project area not specifically for the work of project authorities shall be allowed Project Allowance at 50% of the above rates. — Orders 1 and 2, Chapter 20.

E. Hard Area Allowance

Central Government employees posted in the Nicobar Group of Islands and Minicoy in Lakshadweep Islands are entitled to Hard Area Allowance at the following rates:—

	Place where posted	Rate per month
(i)	Nicobar Group of Islands and Minicoy in Lakshadweep Islands	20% of Basic Pay
(ii)	Lakshadweep Group of Islands (Kiltan, Andrott, Kalpeni, Chetlat, Kadmat, Amini and Bithra Islands)	12% of Basic Pay

(a) The term 'Basic Pay' in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix but does not include any other type of pay like Special Pay, etc.

(b) In places where more than one Special Compensatory Allowances are admissible, the Central Government employees posted in such stations will have the option to choose the allowance which benefits them the most, i.e. Hard Area Allowance or one of the Special Compensatory Allowances subsumed under Tough Location Allowance Category-I, II and III.

(c) The Hard Area Allowance shall be admissible in addition to the Island Special Duty Allowance, where admissible. —Chapter 25.

F. Risk Allowance

1. Admissibility.—Granted to the following categories of employees:—

- (i) Those engaged in duties involving greater hazards or whose health is liable to be adversely affected progressively over a long period of time because of the particular avocation.
- (ii) Sweepers/Safaiwalas engaged in cleaning of underground drains and sewer lines.
- (iii) Those working in trenching grounds and Infectious Diseases Hospitals.

2. Rate with effect from 3-11-2020.— The existing rate has been multiplied by 2.25.

Sl. No.	Categories of employees	Revised Rates in Rupees per month
1.	Unskilled workers	90
2.	Semi-skilled workers	135
3.	Skilled workers	180
4.	Supervisors	225
5.	Non-Gazetted Officers engaged in Nitro-Glycerine preparation	405

Sl. No.	Categories of employees	Revised Rates in Rupees per month
6.	Gazetted Officers engaged in Nitro-Glycerine preparation	675
7.	Danger Building Officers	900

— Order 2, Chapter 22.

3. Not treated as 'Pay'.— Risk Allowance is not to be treated as pay for any purpose. — Chapter 22.

G. Sunderban Allowance

Sunderban Allowance categorized as Tough Location Allowance-III is admissible to civilian employees working in Sunderban areas South of Dampier Hodge's line, namely, Bhagatush Khali (Rampura), Kumirmari (Bagna), Jhinga Khali, Sajnakhali, Gosaba, Amlamathi (Bidya), Canning, Kultali, Piyali, Nalgaraha, Raidighi, Bhanchi, Pathar Paratima, Bhagabatpur, Saptamukhi, Namkhana, Sikarpur, Kakdwip, Sagar, Mousini, Kalinagar, Haroa, Hingalganj, Basanti, Kuemari, Kultola, Ghusighata (Kulti) area. The allowance shall be admissible only up to the period for which the Government of West Bengal continues to pay this allowance to its employees. — Chapter 21.

FREQUENTLY ASKED QUESTIONS

1. *If the headquarters of a Government servant is a 'X' class city but he resides in a nearby village outside the municipal limit, what will be the rate of HRA that he will be eligible for?*

HRA is admissible with reference to the headquarters of the Government servant and therefore he will be eligible to draw HRA at the rate applicable for 'X' class city.

2. *What is the entitlement of HRA of a Government servant who shares an accommodation allotted to his/her spouse?*

He/She will not be eligible for HRA.

3. *A Government servant resides in his own house. Is he eligible for HRA?*

Yes.

4. *How is DA regulated during suspension of an employee?*

DA will be regulated on the Subsistence Allowance.

5. *Can a woman employee be granted HRA during Child Care Leave, when taken in continuation of Maternity Leave?*

HRA during CCL in excess of first 180 days of leave, if otherwise admissible, can be drawn subject to furnishing of certificate prescribed in Para. 8 (d) of OM, dated 27-11-1965.

6. *The Cash Handling Allowance was recommended for abolition by the Seventh CPC. Has it been abolished?*

No, it has been subsumed in Cash Handling and Treasury Allowance.

7. *What is the duration for which special allowance for child care for women with disabilities is paid?*

The allowance is paid from the time of the child's birth till the child is two years old.

8. *What is the rate of extra work allowance and is there any limit to drawal of the same?*

Extra work allowance is paid at 2% of the Basic Pay and will remain capped at 2%.

9. *Name the allowances that are subsumed in "Tough Location Allowance".*

Special Compensatory Allowances viz. Special Compensatory (Remote Locality) Allowance, Bad Climate Allowance, Scheduled / Tribal Area Allowance and Sunderban Allowance are the allowances that are subsumed in Tough Location Allowance.

10. *When a place falls in more than one category of Tough Location Allowance, how will the allowance be regulated?*

In the event of a place falling in more than one category, the higher rate of Tough Location Allowance will be applicable.

11. *What is the criteria adopted for determining the category of staff exposed to risk for drawal of Risk Allowance?*

The criteria adopted for determining the category of staff exposed to risk is—

- (a) those engaged in duties of hazardous nature or whose health is liable to be affected adversely.
- (b) staff engaged in cleaning of drains, sewers and infectious diseases hospitals.

12. *Is Island Special Duty Allowance admissible during suspension and Joining Time?*

No.

13. *In which cell of the Tough Location Matrix does Special Compensatory (Hill Area) Allowance fall ?*

Special Compensatory (Hill Area) Allowance has been abolished with effect from 1st July, 2017 for civilian employees paid from Defence Service Estimates.

10. Government Quarters

[Swamy's—Allotment and Licence Fee of Government Residences and Swamy's—FR & SR, Part-I]

1. Allotment of Quarters

Eligibility.— The applicant shall be eligible for allotment of residence as per the level in the Pay Matrix corresponding to the type of residence.

Priority date.— In respect of Type I to Type IV accommodation, the date of joining the Central Government service and the eligibility for the type of accommodation will be their Level in the Pay Matrix. An applicant can bid for one type lower accommodation than his eligibility.

An applicant serving at a station for five years as on 1st January shall be given one year edge over and above his date of joining for calculation of his date of priority in the waiting list.

The date of priority for Type IV (S) and above accommodation shall be determined on the date from which the applicant is continuously eligible as per the level in the Pay Matrix.

The *inter se* seniority for Type IV(S) and above shall be considered as :—

- (i) if the date of priority of two or more applicants is same, applicant having higher level pay in level will be senior ;
- (ii) if the date of priority and pay in level of two or more applicants are same, date of joining will determine seniority;
- (iii) if the date of priority, pay in the level and date of joining of two or more applicants are the same, date of retirement will determine seniority.

Personal Pay, NPA, MSP or any other such component of pay shall not be considered for determining *inter se* seniority. — Rule 8 (3), (4) and (5).

Allotment of GPRA to Officers on deputation.— The Officers, who are not covered under the Rule 28 or 29 of CGGPRA Rules, 2017 or whose pay have been fixed by Departments on the basis of fixation of pay level on account of NFU, MACP, NFSG, etc., in the 7th CPC context, as the case may be, are eligible under General Pool (GP Pool) only. — OM, dated 8-3-2022.

No allotment of quarters to an officer whose spouse has been allotted quarters.— Government quarters will not be allotted to an officer

whose spouse has been allotted a quarter, except under specific circumstances. When two allottees in occupation of separate accommodation marry each other, they shall within one month of marriage, surrender one of the accommodation. — Rule 24 (1) and (2).

The past service rendered by a re-employed pensioner shall be counted for determining the date of priority. — Rule 25.

Application for accommodation.— (1) The applications for allotment of accommodation under General Pool Residential Accommodation can be made online/manually through his office to the Directorate of Estates. No application shall be entertained for accommodation within six months of the date of superannuation.

(2) Applications received prior to the specified bidding date shall be included in the respective unified waiting list and considered for allotment in the next bidding cycle subject to fulfilment of Terms and Conditions for allotment as per these rules.

(3) The applicant shall furnish various particulars in form specified by the Directorate of Estates which shall be verified by the office of the applicant and in case of any discrepancy in the application or furnishing of incorrect information in the application, the applicant and the verifying officer shall be liable for furnishing of incorrect information and disciplinary action shall be taken against them including cancellation of allotment of accommodation if allotment was made based on incorrect information.

— Rule 10.

Preparation of waiting lists for various Types of accommodation.—

(1) A unified waiting list shall be prepared for each Type of accommodation except for Type VII (General pool) and Type VIII (General Pool) accommodation.

(2) A unified waiting list shall have names of the applicants applied for initial as well as for change of accommodation and shall be prepared as per entitlement for a Type of accommodation.

(3) The names of applicants entitled for Type V and above accommodation shall be included in all unified waiting lists of below Types of accommodation for which they are eligible.

(4) The names of applicants entitled for Types II, III, IV and IV(S) accommodation shall be included in all unified waiting lists of one Type below accommodation for which they are eligible.

— Rule 11.

Names of Applicants who have neither updated their personal data nor opted for any quarters during past one year shall automatically be deleted from waiting list. They can again activate their names by filing prescribed form online and shall be considered in the unified waiting list.

— Rule 12.

Offer of Allotment.— Accommodation will be allotted from the unified waiting list for that type of accommodation.

— Rule 13.

Period for which allotment subsists.— An allotment shall be effective from the date on which it is accepted by the allottee and shall continue till in the Government service or in force until:—

- (a) the expiry of the concessional period permissible under these rules after the allottee ceases to be on duty in an eligible office;
- (b) it is cancelled by the Directorate of Estates or is deemed to have been cancelled under any provisions in these rules;
- (c) it is surrendered by the allottee;
- (d) the allottee ceases to occupy the accommodation. — Rule 14.

Acceptance of allotment.— (1) An offer of allotment of an accommodation shall be accepted by the allottee within eight days from the date of allotment of the accommodation through automated system or by manual system of allotment, as the case may be.

(2) The allottee may accept the allotment of the accommodation by himself or through an authorized representative before the next bidding cycle.

— Rule 15.

Non-acceptance of allotment or failure to occupy.— Non-acceptance within eight days or failure in taking possession within five days of receipt of letter of authorization will debar the allottee to apply for a period of three months from the date of non-acceptance subject to payment of one month's normal licence fee.

If an allottee occupying a lower type of accommodation refuses to accept an offer of the type to which he is eligible, he shall be permitted to continue in the previously allotted accommodation.

— Rule 17.

Reconsideration.— Request for reconsideration in cases of non-acceptance within the specified time shall be considered if the application is made before the next bidding cycle in cases like intervening Gazetted holidays, delay from office concerned, etc.

— Rule 18.

Allotment to an allottee under suspension.— The allotment of accommodation to an allottee under suspension shall be made as if suspension has not taken place.

— Rule 19.

Allotment of garages for Type V accommodation in Delhi.— An allottee to a Type V-A or Type V-B accommodation to which a garage is not attached shall be eligible for allotment of a garage in the same locality. Allotment of garages shall be made based on the application by the officer who is eligible and has a registration certificate of the Motor Car. Online applications will be accepted through ASA.

— GIO, Rule 20.

Allotment on unsafe/dangerous grounds.— If the residential accommodation is unsafe or dangerous, the allottee may make an application for alternate accommodation.

— Rule 21.

Allotment of GPRA to employees of State / UT posted in Delhi.— On the recommendation of the Chief Secretary, a maximum of 6 GPRA shall be allotted to employees of State Government and 3 GPRA to employees of UT Government. Such allotments will be restricted to Type VI-A (C-II) only. The accommodation will not be earmarked for them. — GIO, Rule 83.

2. Quarters to house-owning employees

1. An employee who owns a house either in his name or in the name of any member of his family in the station of his posting shall inform the fact to the Directorate of Estates at the time of applying. Enhanced Licence Fee as fixed by Government is applicable in each case. — Rule 23.

2. **Not eligible for *ad hoc* allotment.**— Officer / employee who owns a house either in his name or in the name of any member of his family in the station of his posting or in the adjoining municipal area is not entitled to *ad hoc* allotment of accommodation. They are also not entitled to *ad hoc* allotment on grounds such as retirement, death, vacation of Departmental Pool Accommodation, medical grounds, physical handicap, special compassionate grounds, etc.

Exception.— House-owning employees who are personal staff of Ministers (and equivalent dignitaries/VIPs) may be sanctioned *ad hoc* allotment of quarters, one type below their entitlement.

3. Provisions of retention of accommodation in special cases on payment of enhanced licence fee are not applicable to house-owning officers / employees on any ground. — GIO, Rule 23.

3. Separate Pool for certain categories of employees

(a) **Ladies' Pool of Accommodation.**— All lady employees are eligible for allotment in the entitled type from the ladies pool.

(b) **Widow to be treated as 'Single Lady Officer'.**— A widow with or without children is to be treated as a 'Single Lady Officer' for the purpose of allotment of residential accommodation from "Lady Officers' Pools". — Explanation below Rule 27.

(c) **'Lady Officers Pool'** is maintained separately for allotment of GPRA to married lady officers and single lady officers in the ratio of 2:1. — GIO (1), Rule 27.

'Lady Officers Pool' introduced within Secretary Pool (SG) to enable Lady Officers to get accommodation on priority basis, subject to conditions. — GIO (2), Rule 27.

(d) **Secretaries Pool for Secretaries to Government of India in Delhi.**— A Secretaries Pool shall be maintained to provide residential accommodation to Secretaries. — Rule 30.

Officers empanelled as equivalent to Secretaries and posted in the rank and pay of Secretary to DoP&T on the approval of ACC shall be eligible to apply under SG Pool. — GIO (4), Rule 30.

- (e) **Legal Officers' pool of accommodation.**— A pool of houses has been created for allotment to Attorney-General of India, Solicitor-General of India and Additional Solicitor-Generals of India subject to conditions. — Rule 31.
- (f) **Allotment in Transit Hostel Pool to Officers who join as Deputy Secretary or Director under Central Staffing Scheme.**— A transit Hostel Pool will be maintained exclusively for allotment to officers manually and shall be valid for six months. — Rule 32.
- (g) **Allotment to personal staff to Ministers and dignitaries.**— An entitled type of accommodation will be allotted on out-of-turn basis as below to personal staff of—
- | | | |
|----------------------------|-----|---------------------------|
| Vice-President, |] — | not exceeding seven units |
| Vice-President Secretariat | | |
| Chairman, Rajya Sabha | — | not exceeding three units |
| Speaker, Lok Sabha | — | not exceeding three units |
| Cabinet Minister | — | not exceeding three units |
| Minister of State | — | not exceeding two units |
| Chief Justice of India | — | not exceeding seven units |
- One type below the entitled type of accommodation may be allotted on out-of-turn basis to the personal staff of—
- | | | |
|------------------------------|---|---------------------------|
| Vice-Chairman, NITI Aayog | — | not exceeding three units |
| Deputy Chairman, Rajya Sabha | — | not exceeding three units |
| Judges of Supreme Court | — | not exceeding two units |
- Rule 33.
- (h) **Allotment to doctors and paramedical staff posted to Emergency Medical Relief Units [EMRU] of Prime Minister or VVIPs.**— Shall be regulated as per guidelines issued from time to time. — Rule 34.
- (i) **Allotment of General Pool Residential Accommodation to the Officers and Employees of the Supreme Court Legal Services Committee (SCLSC).**— The officers and employees working in SCLSC at Delhi will be eligible for allotment of quarters under GPRA. — GIO (2), Rule 31.

Allotment of General Pool Residential Accommodation to the temporary status employees.— Temporary Status employees under "Casual Labourers" are eligible for allotment of GPRA subject to certain conditions.

— Rule 38.

Automatic transfer of Type 'VI-B'(C-I) Secretaries Pool (SG).— Type 'VI-B' (C-I) accommodations remaining unallotted for two months, in Secretaries Pool (SG) will be transferred to General Pool in Automated System of allotment before the last day of each month. — GIO (2), Rule 30.

4. Allotment of alternate accommodation

(a) **Allotment of alternate accommodation or regularization of accommodation in the name of certain person in case of death of an allottee.**— (1) In the event of death of an allottee, the same accommodation may be regularized in the name of the spouse or ward of the deceased allottee, if the spouse or ward is entitled for it.

(2) In case, the entitlement of the spouse or ward is a lower Type than the accommodation allotted to deceased allottee, an alternate entitled Type of accommodation may be regularized in the name of spouse or ward.

(3) In case, the spouse or ward is entitled for higher Type of accommodation than the accommodation allotted to the deceased allottee, an alternate one Type below the entitled accommodation may be allotted to the spouse or ward subject to a maximum of Type V accommodation on payment of normal licence fee or fulfilment of the following conditions, namely:—

- (i) the spouse or ward had been residing with the deceased allottee for at least three years prior to the death of the allottee and has not drawn house rent allowance for this period and in case such spouse or ward is in the service of Central Government for less than three years, then he has not drawn house rent allowance since the date of his joining the Central Government service;
- (ii) the spouse or the ward joins the Central Government service within a period of two years after the death of the allottee and the accommodation in occupation has not been vacated.

“Ward” shall include—

- (i) a married daughter, working in an eligible office, irrespective of the fact that the deceased allottee is having a son, who is also employed in an eligible office, and he is in a position to maintain the parents;
- (ii) a daughter-in-law, working in an eligible office. — Rule 49.

(b) **Allotment of alternate accommodation or regularization of accommodation in the name of certain persons in retirement cases.**— (1) In the event of retirement of an allottee, the same accommodation may be regularized in the name of the spouse or ward of the retired allottee, if the spouse or ward is entitled for it.

(2) In case, the entitlement of the spouse or ward is a lower Type than the accommodation allotted to retired allottee, an alternate entitled Type of accommodation may be regularized in the name of spouse or ward.

(3) In case, the spouse or ward is entitled for higher Type of accommodation than the accommodation allotted to the retired allottee, an alternate one Type below the entitled accommodation may be allotted to the spouse or ward subject to a maximum of Type V accommodation on payment of normal licence fee and on fulfilment of the following conditions:—

- (i) the spouse or ward has been residing continuously for at least three years with the retiring allottee prior to his retirement and has not drawn House Rent Allowance for this period and in case such spouse or ward is in the service of Central Government for less than three years, then, he has not drawn House Rent Allowance since the date of his joining the Central Government service.
- (ii) The spouse or ward joins the Government service within the permissible period of retention and the accommodation in occupation has not been vacated.

(4) In case of more than one eligible ward, the retiring official will have option to exercise his choice in favour of his wards.

“Ward” shall include—

- (i) a married daughter, working in an eligible office, irrespective of the fact that the retiring allottee is having a son, who is also employed in an eligible office, and he is in a position to maintain the parents;
- (ii) a daughter-in-law, working in an eligible office. — Rule 50.

(c) Allotment of alternate accommodation or regularization of accommodation in the name of certain persons in transfer cases.—(1) In the event of transfer of an allottee to another station, the same accommodation may be regularized in the name of eligible spouse of the transferred allottee, if the spouse is entitled for it.

(2) In case, the entitlement of the spouse is a lower Type than the accommodation allotted to transferred allottee, an alternate entitled Type of accommodation may be regularized in the name of spouse.

(3) In case, the spouse is entitled for higher Type of accommodation than the accommodation allotted to transferred allottee, an alternate one Type below the entitled accommodation may be allotted to the spouse subject to a maximum of Type V accommodation on payment of normal licence fee.

(4) The application for regularization or allotment shall be submitted before the expiry of the permissible period of retention after the date of transfer of the allottee or, from the date of appointment of the spouse, whichever is later.

(5) All dues outstanding in respect of the accommodation occupied by the transferred allottee shall be cleared before submission of the application for regularization or alternate allotment.

(6) The pay of the spouse shall be taken into account for determining the entitled Type of accommodation as per these rules on the date of regularization of the spouse.

(7) The alternate allotment in the name of the spouse will be made, to the extent possible, in the same area, failing which in a nearby area.

— Rule 51.

5. Conditions for Regularization

(1) The facility of regularization or allotment of alternate accommodation shall be admissible under Rules 49 and 50 irrespective of the date of priority of the spouse or ward.

(2) The application for regularization or allotment shall be submitted before the expiry of the permissible period of retention after the date of death or retirement of the allottee or from the date of appointment of the spouse or ward in Government service, whichever is later.

(3) All dues outstanding in respect of the accommodation occupied by the deceased or retired allottee shall be cleared before submission of the application for regularization or alternate allotment.

(4) The pay of the spouse or ward shall be taken into account for determining the entitled Type of accommodation as per these rules on the date of regularization of the spouse or ward.

(5) The alternate allotment in the name of the spouse or ward will be made, to the extent possible, in the same area, failing which in a nearby area.

(6) A No Objection Certificate shall be obtained from the spouse of the deceased allottee in death cases, and from the retired allottee in retirement cases, for regularization or allotment of alternate accommodation to the ward.

(7) The ward in whose name regularization of alternate accommodation is to be made shall give an undertaking to the extent that the spouse of the deceased allottee or the retired allottee, as the case may be, shall reside with such ward in the allotted accommodation after regularization or after allotment of alternate accommodation.

— Rule 52.

Non-admissibility for regularization or alternate accommodation.—

The facility of regularization or allotment of alternate accommodation under Rules 49, 50 and 51 shall not be admissible in the following cases:—

- (a) where the allottee or any member of his family owns a house at the place of posting where regularization is being sought:

Either one Type below accommodation or same accommodation may be regularized in the name of spouse or ward whose date of priority is covered on the date of retirement of the retiring allottee or on the date of death of the deceased allottee, irrespective of being a house-owner at the place of their posting subject to such conditions as applicable to house-owning allottees and as per the guidelines issued by the Directorate of Estates from time to time; and

- (b) where the allottee has become ineligible for allotment of accommodation, due to any reason, on or before the date of his death or retirement.
- (c) in the event of resignation from Government service. — Rule 53.

Regularization of allotment on re-transfer to the last place of posting.—

Regularization of accommodation under retention in case of re-transfer to the last place of posting shall be considered only in cases where re-transfer takes place within the permissible period of retention and any retention beyond the permissible period shall be treated as unauthorized occupation.

In the case of retention beyond the permissible period, regularization of the same accommodation shall be considered only if the date of priority is covered, subject to fulfilment of conditions. — Rule 54.

The allottees who have retained General Pool Residential Accommodation (GPRA) at their last place of posting due to their transfer/posting at non-family stations in violation of the provision of the CGGPRA Rules, 2017 or the extant guidelines, shall not be considered for regularization of GPRA at their last place of posting. — GIO (1), Rule 54.

Regularization of accommodation to eligible ward or spouse in case of missing persons.—Regularization may be considered in cases where based on a First Information Report (FIR) lodged by the family, the police authorities have reported the missing person as untraceable, subject to conditions. — Rule 55.

6. Surrender of an allotment

An allottee may surrender an allotment at any time during the allotment period. He shall not be considered again for allotment at the same station for a period of one year of such surrender. — Rule 57.

7. *Ad hoc* allotment to handicapped employees

Ad hoc allotment of quarters to handicapped employees may be considered in the following cases:—

1. The blind, i.e., those who suffer from either of—
 - (a) Total absence of sight.
 - (b) Visual Acuity not exceeding 6/90 or 20/200 (snellen) in the better eye with correcting lenses.

- (c) Impression of the field of the vision subtending an angle of 20 degrees or worse.
2. The deaf, having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.
 3. The orthopaedically handicapped to the extent of 40% and above disability.
 4. Mentally handicapped / spastic dependants. — GIO below Rule 33.

8. Out-of-turn allotment on medical grounds

Reservation.— In the General Pool Accommodation, 5% of vacancies is reserved for *ad hoc* allotment on medical grounds and for physically handicapped.

For heart ailments.— Government servants suffering from heart ailment will be considered for *ad hoc* allotment on medical grounds and the concession will be restricted to self-ailment only, i.e., if the Government servant himself is suffering from cardiac ailment.

For TB and Cancer.— In case of pulmonary TB and Cancer, illness of the Government servant and his own family, i.e., wife / husband and the children should alone be considered for the concession of *ad hoc* allotment.

Committee for consideration of out-of-turn allotment of Quarters.— Requests for out-of-turn allotment of accommodation by relaxation under SR 317-B-25 will be considered by constituting a separate Committee for (1) allotment of Types I to IV and (2) allotment of Type IV Special and higher types of accommodation. The Committee shall meet at least once in three months and after scrutiny of the requests, recommend the cases for consideration and orders of the Minister. — GIO below Rule 33.

9. Reservation of Quarters for SC/ST Employees

10 % in Types 'I' and 'II' and 5 % in Types 'III' and 'IV' of General Pool Accommodation is reserved for SC/ST employees subject to their eligibility for allotment in their entitled types and in their turn from the separate waiting list to be maintained for the purpose. Vacancies available in the quota reserved for them would be allotted in the ratio of 2:1 to the SC and ST employees respectively. If there is no SC employee, the quota reserved for SC would be allotted to ST employee.

A 60-point roster will be maintained for the purpose of allotment of quarters. For Types 'I' and 'II' accommodation, vacancies at point Nos. 10, 20, 40 and 50 will be for SC employees and point Nos. 30 and 60 for ST employees; for Types 'III' and 'IV' accommodation, point Nos. 20 and 40 will be for SC employees and point No. 60 for ST employees. SC/ST employees will also be considered for allotment in their turn along with general category employees.

The SC/ST Officers, who are already in occupation of lower type of General Pool residential accommodation are also eligible for allotment of higher type accommodation from the quota reserved for SC and ST employees.
— Rule 37.

10. Retention of Accommodation

Concessional period of retention.— (1) The allottee may, subject to the conditions laid down in these rules, be permitted to retain the accommodation on the happening of any of the events specified in Column (2) of the table below, for the period specified in the corresponding entry in Column (3) thereof, provided that the accommodation is required for the bona fide use of the allottee or members of his family:—

Sl. No.	Events	Permissible period for retention of accommodation
(1)	(2)	(R) (3)
(i)	Resignation, dismissal or removal from service, termination of service or unauthorized absence without permission, compulsory retirement [under CCS (CCA) Rules, 1965] and for non-regular Government servants.	One month on normal licence fee
(ii)	Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement [under FR 56 (j)], retirement on deputation from ineligible organizations during the initial constitution of such organization, technical resignation, death of allottee on re-employment (irrespective of retention availed on retirement) and death of an allottee who is not a regular Government servant or deputation outside India.	Six months on normal licence fee
(iii)	Transfer to a place outside from the existing place, transfer to an ineligible office in the same station, on proceeding on foreign service in India, temporary transfer in India or transfer to a place outside India or deputation within India.	Two months on normal licence fee <i>plus</i> six months on double licence fee.
(iv)	To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which Police authority have certified the employee is missing).	Twelve months on normal licence fee and for a further period of twelve months on normal licence

Sl. No.	Events	Permissible period for retention of accommodation
(1)	(2)	(3)
(v)	Study Leave	<p>fee, provided the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation.</p> <p>Actual period of leave or two years, whichever is earlier.</p>
(vi)	<p>All authorized and sanctioned leave except extraordinary leave without medical grounds, on proceeding on training, on mandatory posting under Central Staffing Scheme to Lok Sabha or Rajya Sabha Secretariat on certificate from Establishment Officer, Department of Personnel and Training, and on transfer to a non-family station abroad declared by Ministry of External Affairs (provided the allottee or members of family does not own a house at the last place of posting)</p>	<p>For the full period of leave/ posting on normal licence fee</p>
(vii)	<p>On transfer or deputation to Public Sector Undertakings, Statutory and Autonomous bodies on their initial constitution.</p>	<p>Sixty months on normal licence fee <i>plus</i> House Rent Allowance drawn by the allottee from the organization.</p>
(viii)	<p>Leave preparatory to retirement or refused leave granted under FR 86 or Earned leave granted to Government servant who retired under FR 56 (j).</p>	<p>For the full period of leave on full average pay subject to a maximum period of one hundred and eighty days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement on normal licence fee.</p>

Sl. No.	Events	Permissible period for retention of accommodation
(1)	(2)	(3)
(ix)	<p>(i) On mandatory posting to Public Sector Undertakings, Statutory and Autonomous Bodies under Central Staffing Scheme on certificate from Establishment Officer, Department of Personnel and Training or from Other Ministries or Departments of the Government of India; and</p> <p>(ii) On mandatory posting at the same station to Public Sector Undertakings, Statutory and Autonomous Bodies under Non-Central Staffing Scheme on certificate from Establishment Officer, Department of Personnel and Training for balance period of central deputation after serving four years under Central Staffing Scheme.</p>	Full period of posting on normal licence fee <i>plus</i> House Rent Allowance drawn by the allottee from the organization.

(2) The licence fee-free allottees of General Pool Residential Accommodation shall be allowed to retain the accommodation for a period of one month on retirement:

Provided that on expiry of one month period, the allottee shall pay licence fee for retention of accommodation as prescribed in these rule.

(3) All allottees of General Pool Residential Accommodation shall furnish a self-certificate to the Directorate of Estates in case they are on leave for more than six months and retention of accommodation is required for family.

— Rule 40.

Retention/allotment of GPRA on re-appointment in an eligible Central Government Office or fresh appointment/re-appointment in statutory/autonomous/quasi-judicial bodies, etc.— The officers re-employed by the ACC to continue in the same post after superannuation for the extended period shall be permitted to continue in the residential accommodation occupied by them till the end of the tenure and they will be further eligible for retention of the said accommodation as per the provisions of Rule 40 on completion of tenure. If officers are re-employed by the ACC in any other post, further retention of the said accommodations as per provisions of Rule 40 will not be allowed. Further retention of three months only will be granted on completion of the tenure of re-appointment.

— GIO (9), Rule 40.

Retention of GPRA extended to the officers and staff of CPWD on posting to Border Works Projects.— The concession for retention of GPRA

has been extended up to 31-3-2022 to the officers and staff of CPWD posted to border fencing, flood lighting, road works, projects, etc., in Rajasthan, Punjab, Gujarat and J&K at Indo-Pakistan Border, in Uttarakhand and Sikkim at Indo-China Border, Indo-Bangladesh Border and Indo-Myanmar Border.

— GIO (10), Rule 40.

Retention of accommodation on death, retirement and transfer of an allottee posted to a non-family station and re-transfer to any place in India.— (1) In the event of retirement or transfer of an allottee during his posting to a non-family station, the allottee shall be allowed the facility of retention of accommodation under occupation at the last place of posting prior to transfer to a non-family station for the period permissible under these rules on payment of prescribed licence fee.

(2) In the event of death of an allottee during his posting to a non-family station, the family of the allottee shall be allowed the facility of retention of accommodation under occupation at the last place of posting prior to transfer to a non-family station for the period permissible under these rules on payment of prescribed licence fee:

Provided that the extended period of retention under these rules shall not be allowed in the event of death of an allottee in cases where the deceased allottee or his dependent family members own a house at the last place of posting.

— Rule 41.

Retention of accommodation by allottee availing leave and Joining Time.— (1) The allottee on transfer shall be allowed to retain the accommodation for two months or for the period of their leave not exceeding four months, whichever is more, if the leave has been sanctioned before relinquishment of charge:

Provided that an allottee availing joining time after expiry of leave at the old station, may be allowed to retain the accommodation until the expiry of the period of joining time.

(2) Normal licence fee shall be charged for the period of retention at the old station.

(3) In case leave is sanctioned after the allottee joined duty at new station, this period may not be taken into account for the purpose of cancellation of allotment and retention may be allowed for a period of two months only.

— Rule 42.

Retention granted on posting to non-family stations.— Retention granted to allottees (including AGMUT cadre officers) of GPRA at their last place of posting in case of their posting to different non-family stations for bona fide use of their family members under different guidelines of Government of India issued from time to time, will be restricted to a maximum of three years.

— Rule 43.

11. Compensation in lieu of rent-free accommodation

Employees entitled for rent-free accommodation but not provided are entitled to compensation at the following rates:—

- (i) Lowest amount charged as Licence Fee for the entitled type of accommodation as fixed with effect from 1-7-2010 and with effect from 1-7-2013 *plus*
- (ii) HRA admissible to corresponding employees in that classified city.
— GIO (17), FR 45-A.

12. Persons to reside with the allottee

The allottee shall reside in the accommodation allotted to him with his family and immediate relations. In case any relationship ceases by any order of Court of law, such relation shall not reside with the allottee.

Family.— The wife or husband of allottee, children, step-children, legally adopted children, parents, brothers or sisters as ordinarily residing with and are dependent on the allottee.

Immediate relations.— The following relations will be treated as immediate relations:—

- (i) Grandfather, Grandmother, Grandsons, Granddaughters.
- (ii) Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law.
- (iii) Relationship established by legal adoption.

— Rules 2 (k), 2 (o).

13. Subletting

Subletting means letting out of GPRA partly or wholly by an allottee to any person outside allottee's family and immediate relations. — Rule 2 (v).

- (i) An allottee shall not sublet the whole or part of accommodation including garage allotted to him.
- (ii) If he unauthorizedly sublets the accommodation, the Directorate of Estates may cancel the allotment from the date of inspection.
- (iii) Where an action to cancel the allotment is taken, a direction shall be issued by the Directorate of Estates to the administrative office of the allottee for initiation of departmental proceedings and for imposition of major penalty.
— Rule 67.

Consequences of breach of Allotment Rules.— (1) Allotment will be cancelled in addition to the disciplinary action that may be taken against the allottee if he / she—

- (a) commits breach of rules;
- (b) uses the accommodation or any portion thereof for any purposes other than for which it is meant;

- (c) tampers with the electric or water connections;
- (d) puts the residence into improper use;
- (e) has knowingly furnished incorrect information for securing allotment of the residence;
- (f) breaches terms and conditions of allotment. — Rule 71.

Action against subletting of GPRA and Garage and misuse of Garage.—

When an officer sublets a residence allotted to him or any portion thereof or any of the out-houses, garages or stable appurtenant thereto, damages will be charged and the Directorate of Estates shall issue show-cause notice to stop the misuse within 15 days. — Rule 72.

Charging of damages from unauthorized occupants of General Pool Accommodation.— (1) Revised rates of damages for unauthorized occupation of General Pool Residential Accommodation for various cities and other stations in the country with effect from 1-7-2016.—

Station	Type of Accommodation and Rates of Damages to be charged for the first month				
	Type I to IV	Type IV (Special) to Type VI and Hostel	Type VII and Type VIII	Servant Quarters	Garages
Delhi	40 times	50 times	55 times	50 times	50 times
Mumbai					
(a) Hyderabad Estate, Belvedere, Pedder Road, BD Road, Malabar Hill, Colaba and Prabhadevi	120 times	120 times	--	50 times	50 times
(b) Rest of Mumbai including Hostel at Antop Hill	50 times	50 times	--	50 times	50 times

Station	Type of Accommodation and Rates of Damages to be charged for the first month			
	Type I to IV	Type V and above and Hostel	Servant Quarters	Garages
Stations other than Delhi and Mumbai	40 times	50 times	50 times	50 times

(2) **Damages for unauthorized Occupation:** The damages will be charged from the date of cancellation of allotment to the date the GPRA is vacated by the unauthorized allottee and the rate of damages for unauthorized occupation for each type of General Pool Residential Accommodation shall increase in telescopic method from second month onwards i.e. for second month - damages + 10% of rate of damages; for third month - damages + 20%

of rate of damages; for fourth month - damages + 40% of rate of damages; and so on, limiting to the maximum 5 times of rates of damages charged during the first month of unauthorized occupation.

(3) **Damages for subletting:** Telescopic method will be made applicable for unauthorized occupation in proved subletting cases with effect from 1-7-2016 on all unauthorized occupants as on 1-7-2016 and who will be declared unauthorized henceforth. The rates of damages will be calculated as two times of damages for first month; two times of damages + 10% two times of damages for second month; two times of damages + 20% two times of damages for third month; two times of damages + 40% two times of damages for fourth month and so on, limiting to the maximum 5 times of damages charged in such proved subletting cases during the first month.

(4) Water charges, Furniture charges, etc., if applicable, will be charged apart from the above-mentioned damages at the normal rates only.

— GIO (15-B), FR 45-A.

14. Change of Accommodation

(1) An allottee may apply for a change to another same Type of accommodation only after taking physical possession of accommodation allotted under initial allotment.

(2) Only one change shall be allowed in the same Type of accommodation to the allottee.

(3) An allottee, shall make an application in the form specified by the Directorate of Estates, and thereafter, the name of such allottee shall be included in the concerned Type unified waiting list.

(4) The date of priority or the *inter se* seniority of the allottees in the waiting list for change of accommodation in respect of Type I to Type VI and VII (Secretaries Pool) shall be as applicable to initial allotment.

(5) The change of same Type of accommodation shall be offered as per the priority and having regard to the allottee's preference but no change in the same Type of accommodation shall be allowed to an allottee within six months of the date of superannuation.

(6) If an allottee fails to accept a change of accommodation offered to him within eight days of the issue of such offer or allotment, he shall not be considered again for a change of accommodation for one year from the date of non-acceptance for that Type of accommodation.

(7) An allottee who, after accepting a change of accommodation fails to take possession of the same, shall be charged one month licence fee for such accommodation in addition to the normal licence fee for the accommodation already in his possession the allotment of which shall continue to subsist, but if the CPWD fails to make the accommodation offered

on change habitable within the prescribed time period, allottees will be exempted from payment of licence fee for the intervening period in such cases on furnishing of a certificate.

The allottee may retain the former accommodation on payment of normal licence fee for a period of thirty days for shifting to the newly allotted accommodation.

Shifting of allottee from existing accommodation to the accommodation offered on change are subject to conditions. — Rule 44.

15. Miscellaneous

1. Additions / Alterations in Housing Upgradation Scheme, 2018 (HUS-2018) for General Pool Residential Accommodation (GPRA).— It has been decided to provide the prescribed facilities i.e. Civil and Electrical works under Housing Upgradation Scheme, 2018 (HUS-2018) subject to availability of funds in all GPRA quarters as well as quarters in other pools which are being maintained by CPWD, whether occupied or vacant (except for Type I Quarters) in each colony with the consent of the concerned allottees. — GIO (1), Rule 58.

2. Reporting of vacancies to the Directorate of Estates.— All the Ministries/Departments are to ensure that the transfer of allottees to other station/ineligible offices or about Voluntary Retirement/Death are reported to the Directorate of Estates immediately on occurrence of such events along with details of General Pool residences occupied by such allottees. They may furnish a monthly statement of such cases to the Directorate of Estates. Copies of transfer orders may also be endorsed to the Directorate of Estates indicating the details of Government accommodation occupied by them, to avoid unauthorized stay and to improve the availability of residential accommodation for allotment to wait-listed officials. In case of transfers, LPC may be issued only after getting an acknowledgement intimation of the transfer of the allottee to other office from the Directorate of Estates. HRA may not be paid to the official at the new station without production of 'NO DUES CERTIFICATE' from the Directorate of Estates. Accounts of employees resigned / dismissed / removed from service may not be settled without a 'No dues Certificate' from the Directorate of Estates.

Application form online, on vacation of quarter after retirement duly filled in and forwarded by their office, shall be accepted for issue of 'No Demand Certificate' by the Directorate of Estates.

— GIO (2), Rule 75 and OM, dated 6-12-2004.

2-A. Online Issuance of 'Clearance Certificate' and 'No Demand Certificate' against quarter(s) allotted to a Government servant.— Request for issuance of No Demand Certificate / Clearance Certificate to be made by allottees by availing online facility only with effect from 2-9-2015.

— GIO (3), Rule 74.

16. Licence Fee

A. RESIDENTIAL ACCOMMODATION

From 1-7-2023

Type of Accommodation	Range of living Area in Sq. mtr.	Level in the Pay Matrix	Existing flat rates of Licence fee as per 2017 revision ₹	Revised rates of Licence fee effective from 1-7-2023, rounded to nearest 10 ₹
1	2	3	4	5
I	Up to 30	1	180	210
II	26.5 to 50	2,3,4,5	370	440
III	44 to 65	6,7,8	560	660
IV	59 to 91.5	9,10,11	750	880
IV (Special)	59 to 91.5	11	790	930
V A	Up to 106	12	1,400	1,650
V B	Beyond 106	13, 13-A	1,490	1,750
VI A	Up to 159.5	14	1,840	2,170
VI B	Beyond 159.5	15 (Index numbers 1 to 4 in the level)	2,200	2,590
VII	189.5 to 224.5	15 (Index Nos. 5 to 8 in the level), 16	2,580	3,040
VIII	243 to 522	17, 18	4,610	5,430

For Servant Quarters and Garages

Sl. No.	Particulars	Existing Rates (p.m.)	Revised Rates (p.m.) effective from 1-7-2023 rounded off to nearest 10
1.	Servant Quarters	₹ 80	₹ 90
2.	Garages	₹ 50	₹ 60

Hostel Accommodation

Sl. No.	Category of Suite	Living Area (Sq. mtr.)	Existing rates	Level in the Pay Matrix in 7th CPC	Revised Rates effective from 1-7-2023 rounded to ₹ 10 (p.m.)
1.	Single Room (without Kitchen)	21.5 to 30	₹ 470	6 and 7	₹ 550
	Single Room (with Kitchen)	30.5 to 39.5	₹ 660	8	₹ 780
2.	Double Room	47.5 to 60	₹ 910	9 and above	₹ 1,070

— GIO, Rule 74 (1) and (2).

These rates would be subject to a maximum ceiling of 10% of monthly emoluments of the allottee.

The above rates of licence fee for "Hostel Accommodation" are also applicable in respect of Transit Pool Accommodation throughout the country.

— OM, dated 28-4-2011, SR 317-B-5, FR 45-A.

Special Licence Fee under FR 45-B to be charged from allottees for short / temporary allotment of GPRA on special purposes.

— GIO 1 (b) below FR 45-A.

Revised higher rates of rent to be charged under FR 45-B for the period of overstay in the Government accommodation in respect of Ministers / Supreme Court Judges with effect from 26-2-2016. — GIO (5), FR 45-B.

Working Girls Hostel.— All lady officers without limit of emoluments will be eligible.

Licence fee in case of allotment of higher accommodation.— Where, due to adequate availability of quarters of a particular type, a Government servant is allotted accommodation of a type higher than his entitlement, only flat rate of licence fee relevant to that type of accommodation is to be charged from such allottee. However, if an allotment of a higher type is made out of turn, at their own request, despite there being no surplus quarters in that higher type, three times the normal rate of licence fee is to be charged. — OMs, dated 13-10-2003, 28-10-2010 and 12-1-2012.

Allottees need not wait for clearing the licence fees dues of previous occupied accommodation in the event of allotment of higher type of accommodation allotted or on change request. — GIO (1), Rule 81.

Payment of Licence Fee.— (1) When an allotment of accommodation or alternate accommodation is accepted, liability for licence fee will commence from the date of occupation or the eighth day from the date of receipt of the allotment, whichever is earlier.

(2) An allottee shall be personally responsible for the licence fee payable and for any damages caused to the accommodation.

(3) In case the licence fee is not received continuously for four months, the allotment shall be cancelled. — Rule 73.

Coverage of date of priority for GPRA in certain matters such as regularization, calculation of licence fee, etc.— After introduction of Automated System of Allotment of GPRA, in cases of regularization, calculation of licence fee, the date of priority of an officer will be considered to have been covered in a particular area / locality if any junior officer has been earlier allotted the same type of accommodation, on regular allotment. — OM, dated 23-7-2015.

FREQUENTLY ASKED QUESTIONS

1. *When will a change of accommodation on medical grounds be granted to an allottee?*

Change of accommodation on medical grounds shall be given only when the allottee has already availed of one change in the same type of accommodation. Requests for change will be entertained if the allottee or a member of his family has developed any disease after the change in accommodation. The request must be supported by a medical certificate.

2. *Can an allottee be debarred for picking up a quarrel with his neighbours?*

If the examination of a complaint proves an allottee guilty under Rule 47 for picking up a quarrel repeatedly, he shall be debarred for a period varying from one to two years.

3. *What are the conditions governing allotment of accommodation to a spouse of a deceased allottee who is eligible for a higher type of accommodation?*

(i) The spouse must have been residing with the deceased allottee for at least three years prior to his death and must not have drawn HRA for this period or from date of joining if it is less than 3 years.

(ii) The spouse joins Central Government service within two years after the death of the allottee and the accommodation is not vacated.

4. *Can an allottee request for a change in accommodation when he has only five months for superannuation?*

No.

5. *An allottee who proceeds on leave may appoint any member of his family or immediate relations as a caretaker. What is the maximum period up to which a caretaker can be accommodated?*

Six months.

11. Provident Funds

[Swamy's — GPF (CS) Rules and CPF (India) Rules]

1. General Provident Fund

1. Applicability.— The GPF Rules are applicable to those Central Government employees who have been appointed on or before 31-12-2003.

2. Eligibility.— Temporary Government servants after continuous service of one year, re-employed pensioners and permanent Government servants shall subscribe to GPF compulsorily. Temporary Government servants may subscribe to GPF even before completion of one year's service. — Rule 4.

3. Amount of subscription.— A sum (in whole rupees) as fixed by the subscriber, subject to a minimum of 6 per cent of emoluments and not more than his total emoluments. — Rule 8 (1).

4. "Emoluments" means pay, leave salary and any remuneration of the nature of pay received in foreign service. Does not include DA. — Rule 2 (1) (b).

NOTE.— Whole or part of the bonus amount (*ad hoc* or productivity linked) may be deposited in the Provident Fund. — GID (2), Rule 7.

5. Minimum and maximum subscription.— (a) Should be fixed at not less than 6% of his / her emoluments on the 31st March of the preceding year and in the case of new subscribers to the emoluments on the date of joining the Fund.

(b) The sum of the monthly subscription during a financial year together with the amount of arrear subscriptions deposited in that financial year shall not exceed Rupees five lakhs. — GID (2), Rule 8.

6. Enhancement / Reduction.— Subscription may be increased twice and/or reduced once at any time during the year. — Rule 8 (4).

7. Suspension of subscription.— Subscription to the fund shall be stopped during suspension, and at the option of the Government servant during leave on half pay, leave without pay and *dies non*. Proportionate subscription to be recovered for the period of duty and any leave other than HPL / EOL. — Rule 7 (1) and Rule 8.

8. Recovery to be stopped 3 months before retirement on superannuation.— No subscription should be recovered during the last three months of his service.
— GID (1), Rule 7.

9. Interest.— 1-1-2023 to 30-9-2023 @ 7.1%

— Resolns., dated 3-1-2023, 10-4-2023 and 4-7-2023.

10. Nomination.— A subscriber can nominate one or more persons conferring the right to receive his GPF amount in the event of his death. If more than one person is nominated, the amount or share payable to each should be indicated clearly. A subscriber may at any time cancel a nomination by due notice and send a fresh nomination. A subscriber having a family can nominate only members of his family. Subscriber having no family can nominate any person / persons, including a Company / Association / Body of individuals / a Charitable or other Trust or Fund. Subject to its validity, a nomination / notice of cancellation takes effect from the date of its receipt by the Accounts Officer.
— Rule 5.

NOTE.— A nomination submitted to the Head of Office is valid even if the subscriber dies before it reaches the Accounts Officer.

— C & A.G.'s Decision (2), Rule 5.

11. Family.— "Family" includes wife/wives except judicially separated wife, husband (unless expressly excluded), parents, a paternal grandparent when no parent is alive, children (including adopted children), minor brothers, unmarried sisters and deceased son's widow and children. A ward under the "Guardians and Wards Act, 1890", who lives with the Government servant and to whom the Government servant has given through a special will the same status as that of a natural child, will also be treated as a member of the family.
— Rule 2.

2. Advances from GPF

Purposes:

- (i) Illness of self, family members or dependants,
- (ii) Education of family members or dependant of the subscriber. Education will include primary, secondary and higher education, covering all streams and educational institutions,
- (iii) Obligatory expenses, viz. betrothal, marriage, funerals, or other ceremonies,
- (iv) Cost of legal proceedings,
- (v) Cost of defence,
- (vi) Purchase of consumer durables,
- (vii) Pilgrimage and visiting places of eminence. This will include any travel and tourism related activities.

Amount of advance permissible:

1. 12 months of pay or three-fourth of the amount at credit, whichever is less.

2. The amount of advance will be recoverable in a maximum of 60 instalments. — GID (16), Rule 12 (1).

3. *Consolidation of advances.*— When an advance is granted before complete repayment of an earlier advance, the outstanding balance will be added to the new advance and instalments for recovery refixed with reference to the consolidated amount. — Rule 12 (3).

Sanctioning Authority:

- (i) Advance may be sanctioned by the declared Head of Office.
- (ii) The declared Head of the Department is competent to sanction an advance from the fund for reasons not covered above.

Time-limit:

1. Maximum time-limit of fifteen days is being prescribed for sanction and payment of an advance from the Fund.
2. In case of emergencies like illness, etc., the time-limit is restricted to seven days.
3. For all the above cases of advance, no documentary proof is required. A simple declaration explaining the reasons for advance would be sufficient. — GIDs (1-A) to (1-C), Rule 12.

Recovery:

Recovery should commence with issue of pay for the month following the one in which the advance was drawn, e.g., for advance drawn in April, recovery should commence from pay for May payable on 31st May.

— Rule 13 (2).

When balance of the previous advance is consolidated with the amount of new advance, the recovery of previous advance will continue till the next month and the recovery against the consolidated amount commences thereafter.

— GID (8), Rule 12.

Suspension of Recovery:

Recovery not to be made except with official's consent in cases of suspension, or on leave for ten days on HPL or LWP in a calendar month.

When advance of pay is being recovered, recovery may not be made on subscriber's written request.

— Rule 13 (2).

3. Withdrawals from GPF

Purposes:

1. *Education*.— This will include primary, secondary and higher education, covering all streams and institutions.
2. Obligatory expenses, viz. betrothal, marriage, funerals, or other ceremonies of self or family members and dependants.
3. Illness of self, family members or dependants.
4. Purchase of consumer durables.
5. Housing including building or acquiring a suitable house or a ready built flat for his residence.
6. Repayment of outstanding housing loan.
7. Purchase of house site for building a house.
8. Constructing a house on a site acquired.
9. Reconstructing or making additions on a house already acquired.
10. Renovating, additions or alterations of ancestral house.
11. Purchase of motor car/motor cycle/scooter, etc. or repayment of loan already taken for the purpose.
12. Extensive repairs/overhauling of motor car.
13. Making deposit to book a motor car/motor cycle/scooter, moped, etc. — Rule 12 (1).
14. *Charges for conversion* from leasehold to freehold of property allotted / transferred by Delhi Development Authority / State Housing Boards / House Building Co-operative Societies. — Rule 15.
15. Within two years before retirement on superannuation *without assigning any reason*. — Rule 15 (1) (B).

Limits:

1. *Items 1, 2 and 4*.— Up to 12 months' pay or three-fourth of the amount standing at credit, whichever is less.
2. *Item 3*.— Up to 90% of the amount standing at credit.
3. *Items 5 to 10*.—
 - (a) Subscriber may be allowed to withdraw up to 90% of the amount standing at credit.
 - (b) The condition of depositing back the amount withdrawn for a house, which has been sold subsequently has been done away with.

(c) GPF withdrawal for housing purpose will no longer be linked with the limits prescribed under HBA Rules.

4. *Items 11 to 13.*— Subscriber may be permitted to withdraw three-fourth of the amount standing at credit or cost of the vehicle, whichever is less.
— Rule 12.

5. For *Items 14 and 15*, up to 90% of balance at credit only once during service.
— GID (3), Rule 15 and Rule 16 (1).

Eligibility:

1. For *Items 1 to 4* : After completion of 10 years of service.

2. For *Items 5 to 10* : Any time during the service.

3. & 4. For *Items 11 to 13* : After completion of 10 years of service.

5. For *Item 14*: All officials.

6. For *Item 15*: Those due for retirement on superannuation within two years.
— Rule 15 (1) (D).

NOTE 1.— Only one withdrawal can be allowed for the same purpose. Marriage or education of different children or illness on different occasions or a further addition / alteration to a house / flat covered by a fresh plan — these are treated as for different purposes.
— Note 7, Rule 15 (1).

NOTE 2.— Betrothal and Marriage are treated as separate purposes.

— GID (2), Rule 16.

NOTE 3.— Both advance and withdrawal should not be sanctioned for one and the same purpose at the same time.
— Note 8, Rule 15 (1).

For all the above cases, no documentary proof is required from the subscriber. A simple declaration form explaining the reasons for withdrawals would be sufficient.

Maximum time-limit of 15 days is being prescribed for sanction and payment of withdrawal from the Fund.

In case of emergencies like illness, etc., the time-limit is restricted to seven days.
— Rule 12.

Sanctioning Authority.— Authority competent to sanction advance for special reasons as in Fifth Schedule.

Conversion of advance into withdrawal.— A subscriber may have the balance outstanding against an advance sanctioned to him converted into final withdrawal on his satisfying the conditions laid down for such withdrawal.
— Rule 16-A.

4. Contributory Provident Fund

[*Applicable to those Central Government employees who have been appointed on or before 31-12-2003*]

The rules for GPF and CPF are the same, except for the following differences:—

1. Emoluments.— Includes also any wages paid by Government to employees not remunerated by fixed monthly pay. — Rule 2 (1) (ii) (b).

2. Admission to the Fund.— Every non-pensionable Government servant is to compulsorily subscribe to the Fund. — Rule 4.

3. Amount of subscription.— Any sum (in whole rupees) as fixed by the subscriber subject to a minimum of 10 per cent of emoluments and not more than his emoluments. — Rule 8 (1).

4. Contribution by Government.— Government's contribution at the percentage prescribed (10 per cent) to the subscriber's account on the 31st March of each year. For any period the subscriber does not subscribe, there will be no contribution from the Government also. Government's contribution will be rounded off to the nearest whole rupee (fifty paise counting as the next higher rupee). — Rule 11.

5. Advances and Withdrawals.— 3 months' pay or half the amount of subscription and interest thereon at credit, whichever is less, in the case of normal advance / withdrawal. No such limit, in the case of special advance / withdrawal. Recovery in not more than 24 equal monthly instalments if the advance is within 3 months' pay and 36 instalments, if it exceeds 3 months' pay. — Rules 13, 14, 16 to 19.

6. All other matters.— No difference except that the corresponding CPF Rules have to be referred to.

5. Final payment of accumulations in PF

The amount standing at credit shall become payable when the subscriber—

1. quits service;
2. is dismissed / removed from service;
3. proceeds on leave preparatory to retirement;
4. retires from service / permitted to retire or declared by a Competent Medical Authority to be unfit for further service.

When a dismissed subscriber is reinstated in service, he should repay the amount received by him, if so required by Government, along with interest at the rate prescribed, either in cash or securities or partly in cash

and partly in securities, by instalments or otherwise by recovery from his emoluments or as directed by the Competent Authority.

The same procedure applies also for a subscriber who returns to duty after proceeding on leave preparatory to retirement.

When a Government servant is transferred without any break in service to a new post under State Government or in another Department under Central Government covered by GPF Rules, his subscription together with interest thereon will, and in the case of those governed by CPF Rules, the Government contribution as well, be transferred to his account under the Central / State Government, as the case may be.

Transfer to State / Central Government Department includes cases of resignation from service in order to take up a new appointment under Body Corporate owned or controlled by Government or an Autonomous Organization, with proper permission of the Central Government.

Technical Resignation — GPF transfer.— Transfer of GPF on technical resignation would be governed by Rule 35 of the General Provident Fund (Central Services) Rules, 1960. — GID (2), Rule 35, GPF Rules.

Interest.— If the payment cannot be made within one month after retirement or after the date of receipt of application in the prescribed form, whichever is later, due to administrative reasons, interest is payable on the balance up to six months for the period beyond one month. Interest can be allowed up to one year by the Head of Accounts Office and beyond that period by the immediate superior to the Head of Accounts Office.

— Rule 11 (4), GID (2) below Rule 34, GPF Rules & Rule 12 and Note thereunder, CPF Rules.

Timely payment of GPF final payment to the retiring Government servant.— To ensure timely final payment of GPF and to avoid unnecessary financial burden on account of interest beyond retirement, responsibility will be fixed at all levels to take appropriate action against the Government servant / servants who are found responsible for the delay in the payment of General Provident Fund. — GID (2), Rule 34.

Missing credits in GPF accumulations.— It is mandatory for all offices maintaining GPF accounts to intimate the particulars of missing credits, once every financial year, to the concerned subscriber. Also, a complete statement of all credits, debits and interest since inception of the account shall be provided to every subscriber compulsorily two years before the date of retirement. Any subscriber can make a representation on the statement provided to him and the office maintaining the GPF account shall resolve the issue within 60 days from the date of the receipt. — GID (6), Rule 39.

Issuance of Annual Statement.— The Annual Statement of GPF in Form 49, which includes details of missing credit / debit should be despatched to the subscribers latest by the 31st of July every year. — GID (7), Rule 39.

Government dues not recoverable.— Amount due to the Government or amount misappropriated by the Government servant is not recoverable from the PF final payment to the subscriber.

In case of payment to nominees, if the nominees are liable to the Government by incurring any debt after the death of the subscriber, the amounts payable to the nominees are liable to attachment and if the debts are due to the Government, they may be made good by adjusting from the PF dues to the nominees.

When a subscriber dies while in service.— The amount standing to his credit is payable to the nominee(s) / members of family in the following manner:—

- (a) *Leaves a family:*— If nomination subsists — to the nominee(s) in the proportion specified.

If no nomination subsists or same relates to part of the amount — payable to members of family in equal shares leaving out any part covered by the nomination. Sons who have attained majority, sons of a deceased son who have attained majority, married daughters whose husbands are alive, and married daughters of a deceased son, whose husbands are alive, will not be eligible, if there is any member of the family other than those four categories.

- (b) *Leaves no family:*— If nomination subsists — to the nominee(s) in the proportion specified.

Payment on behalf of minor.— Payment of Provident Fund money up to ₹ 10,000 can be made to the natural guardian or where there is no natural guardian to the person considered fit by the Head of Office to receive payment on behalf of the minor(s) without requiring any guardianship certificate. — GIDs, GPF Rules 31, 32, 33 and GIDs, CPF Rules 33, 34, 35.

Final payment of balance in cases of employees missing / disappearing.— When a subscriber is suddenly missing or disappearing and whose whereabouts are not known, the balance at credit of his GPF account can be paid to his family having regard to the nomination made by the employee subject to the following conditions:—

- (1) The family must lodge a report with the Police Station concerned and obtain a report that the employee has not been traced after all efforts had been made by the Police.
- (2) An Indemnity Bond should be taken from the nominee / dependants of the employee that the payment will be adjusted against the payments due to the employee in case he appears on the scene and makes any claim.

Interest will be allowed on the balance at credit up to six months from the date the report has been obtained by the family from the Police Department

that the employee has not been traced after all efforts have been made by the Police.
— GID (7), Rule 11, GPF Rules.

The same procedure should apply to those governed by CPF Rules.

6. Deposit-linked Insurance Scheme

1. When a GPF / CPF subscriber dies after having put in five years service, the person receiving the Fund balance will be paid an additional amount if the balance at credit had not fallen below the undermentioned limits at any time during the 3 years preceding the month of death:

GPF (VI Pay Commission Scale)		CPF (IV Pay Commission Scale)	
If the subscriber was drawing	Minimum monthly balance during the period	If the subscriber has held for the greater part of the aforesaid three years a post, the maximum of the pay scale of which is	Minimum monthly balance during the period
	₹		₹
Grade Pay of ₹ 4,800 p.m. or more	25,000	₹ 4,000 or more	12,000
Grade Pay of ₹ 4,200 p.m. or more but less than ₹ 4,800 p.m.	15,000	₹ 2,900 to ₹ 3,999	7,500
Grade Pay of ₹ 1,400 p.m. or more but less than ₹ 4,200 p.m.	10,000	₹ 1,151 to ₹ 2,899	4,500
Grade Pay less than ₹ 1,400 p.m.	6,000	Below ₹ 1,151	3,000

Revised rates based on Sixth Pay Commission pay scales awaited for CPF.

— Rule 33-B, GPF Rules.

2. The additional amount will be equal to the average balance in the account during the period of 36 months preceding the month of death, subject to a maximum of ₹ 60,000 in the case of GPF subscribers and ₹ 30,000 for CPF. The maximum limit is to be applied after arriving at the average of 36 months and not at every stage.

3. The balance for March every year and for the last month of the three-year period will be inclusive of interest.

4. In the case of CPF, 'balance' and 'average balance' would mean only employee's subscription and interest thereon.

5. Payments will be made by Accounts Officer (Head of Office in the case of MTS) without formal sanction and in whole rupees, fraction being rounded to the nearest rupee.

6. In the case of persons appointed on tenure basis / re-employed pensioners, service rendered from the date of appointment / re-employment, as the case may be, only will count.

7. This scheme does not apply to persons appointed on contract basis.

8. Admissible on death after the working hours of the last working day but before 12 midnight as this will be treated as "death while in service".

9. In the case of missing employees, payment can be made to the nominee / legal heirs after expiry of a period of seven years following the month of disappearance of the subscriber on production of a proper proof of death or a Decree of the Court that the employee shall be presumed to be dead as laid down in Section 108 of the Indian Evidence Act.

— GID (1) and Notes thereunder, Rules 33-B (GPF), 35-B (CPF).

FREQUENTLY ASKED QUESTIONS

1. *If the house for which GPF withdrawal has been availed is sold with the permission of the Head of Department, should the amount withdrawn be deposited back?*

No.

2. *Is there any minimum years of service prescribed for withdrawal of 90% of balance from GPF?*

Yes, 10 years.

3. *A GPF subscriber needs to withdraw 90% of the fund for purchase of a house. What are the documentary evidences that are to be submitted?*

A simple declaration form by the subscriber is sufficient and no documentary proof will be required.

4. *GPF amount is to be paid to a retiring Government servant on the date of superannuation. In case the GPF balance is not paid on retirement, is interest paid for the period beyond the date of retirement?*

Yes.

5. *Are Central Government servants with CPF benefits, who retire other than superannuation, eligible for ex gratia payment?*

No.

12. Leave Rules

[Swamy's — FR & SR, Part - III]

1. General Principles

1. Leave cannot be claimed as a matter of right. — Rule 7 (1).

2. The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for. — Rule 7 (2).

Earned Leave should not ordinarily be denied during the last ten years of service. — GID (2), Rule 7.

3. Leave of one kind taken earlier may be converted into leave of a different kind at a later date at the request of the official and at the discretion of the authority who granted the leave. For example, extraordinary leave may be retrospectively converted into leave not due and earned leave into half pay leave or earned leave on MC into commuted leave, as the case may be. The Government servant should apply for such conversion within thirty days of completion of the relevant spell of leave. This, however, cannot be claimed as a matter of right by the official.

— Rule 10 (1) and Proviso.

4. Conversion of one kind of leave into leave of a different kind is permissible only when applied for by the official while in service and not after quitting service. — GID below Rule 10.

5. Leave sanctioning authority may commute retrospectively periods of absence without leave into Extraordinary leave. — Rule 32 (6).

6. No leave of any kind can be granted for a continuous period exceeding five years except with the sanction of the President. Without a valid reason, a Government servant who remains absent for continuous period exceeding five years other than foreign service, with or without leave, should be deemed to have resigned from Government service.

— Rule 12.

7. An official on leave should not take up any service or employment elsewhere without obtaining prior sanction of the Competent Authority.

— Rule 13.

8. *Grant of Leave on Medical grounds.*— Government servant (Gazetted or non-Gazetted) — (1) who is a CGHS beneficiary and residing within

the limits of CGHS at the time of illness should produce medical certificate/fitness certificate from a CGHS doctor.

(2) In respect of Government servant who has opted out of CGHS facilities and availing the medical facilities provided by his/her spouse's employer, the medical certificate for availing the commuted leave issued by the hospitals/medical practitioners approved by that employer is allowed.

— GID (4), Rule 19.

(3) Who is not a CGHS beneficiary and CGHS beneficiaries who proceed outside the Headquarter on duty, leave, etc., should produce the certificate from AMA, and in such cases, a non-Gazetted Government servant may produce certificate from RMP if there is no AMA available within a radius of 8 kms of his residence.

— Rule 19 (1).

(4) Where a non-Gazetted Government servant finds it difficult to obtain MC/FC from CGHS/AMA, the leave sanctioning authority may consider grant of leave on the basis of the certificate from a RMP after taking into account the circumstances of the case.

(5) In the case of hospitalization/indoor treatment permitted in a private hospital recognized under the CGHS/CS (MA) Rules, a Government servant (Gazetted or non-Gazetted) may produce MC/FC from the authorized Doctor in such a hospital in case his hospitalization/indoor treatment is on account of the particular kind of disease (e.g., heart, cancer, etc.) for the treatment of which the concerned Hospital has been recognized. This relaxation is not admissible in case of any day-to-day/outdoor treatment or indoor treatment in respect of any other disease.

— Rule 19 (1).

9. Leave sanctioning authority may secure second medical opinion, if considered necessary.

— Rule 19 (3).

10. A Government servant who is on leave on medical certificate will be permitted to return to duty only on production of a medical certificate of fitness from the AMA/CGHS Doctor/Registered Medical Practitioner, as the case may be.

— Rule 24 (3) and Rule 19.

11. Overstayal of leave without proper sanction, will be debited against the HPL account of the Government servant to the extent HPL is due and the excess treated as EOL. No leave salary is admissible for the entire period of overstayal and the period of such overstayal will not count for increment, leave and pension.

— Rule 25 (1) and Audit Instruction.

12. Wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.

— Rule 25 (2).

13. Absence without leave not in continuation of any authorized leave will constitute an interruption of service unless it is regularized.

— Audit Instruction under Rule 25 (1).

14. *Permanently incapacitated Government servants not to be invalided.*— A Government servant who has been permanently incapacitated from Government service on account of mental or physical disability shall not be invalided or reduced in rank. If he is not suitable for the present post, he could be shifted to some other post with the same pay scale and service benefits. If not possible to adjust, he may be kept on a supernumerary post until a post becomes available or his superannuation, whichever is earlier. No promotion shall be denied. — GID (1), Rule 20 (2).

Leave applied on MC due to disability should not be refused/revoked without reference to a Medical Authority. The ceiling on maximum leave under Rule 12 will not be applied. Any leave debited after Government servant is incapacitated shall be remitted back. Family member may submit leave application/medical certificate, if Government servant is unable to submit the same.

The Certificate of Disability is required to be issued in Form 3-A which should be signed by a Government doctor of a Government medical board. Further, a Government servant who is granted leave in accordance with the provisions of Clause (b) of sub-rule (1) of Rule 20, the provisions of Section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) shall, suo motu apply. — GID (2), Rule 20.

15. *Transfer to foreign service.*— If a Government servant is transferred to foreign service while on leave, he ceases, from the date of such transfer, to be on leave and to draw leave salary. — GID, Rule 21.

2. Earned Leave

1. *Credit.*— Credit will be afforded in advance at a uniform rate of 15 days on the 1st of January and 1st of July every year. The credit to be afforded will be reduced by $\frac{1}{10}$ th of extraordinary leave availed and/or period of *dies non* during the previous half-year, subject to a maximum of 15 days and to the extent of such credit only. — GID (2), Rules 26 (1) and 27 (3).

2. *Accumulation.*— Earned leave can be accumulated up to 300 days in addition to the number of days for which encashment has been allowed along with LTC.

3. While limiting the maximum of 300 days, where the balance at credit is 286-300 days, further advance credit of 15 days on 1st January/1st July will be kept separately and set-off against the EL availed of during that half-year ending 30th June/31st December. However, if the leave availed is less than 15 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of that half-year. — GID (2), Rule 26.

4. The credit for the half-year in which a Government servant is appointed will be afforded at the rate of 2 $\frac{1}{2}$ days for each completed

calendar month of service which he is likely to render in the calendar half-year in which he is appointed. — Rule 27 (1).

5. The credit for the half-year in which a Government servant is due to retire or resigns from the service will be afforded at the rate of 2 ½ days for each completed calendar month in that half-year up to the date of retirement / resignation. — Rule 27 (2) (a).

6. The credit for the half-year in which a Government servant is removed/ dismissed from service will be afforded at the rate of 2 ½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed/dissmised. In the case of death of a Government servant while in service, credit will be afforded at the rate of 2 ½ days per completed calendar month up to the date of death. — Rule 27 (2) (b) and (c).

7. If a Government servant retires/resigns/is removed/is dismissed/ dies in the middle of a calendar year, the earned leave credited should be reduced at the rate of ¼th of any extraordinary leave taken in that half-year and the leave account regularized. — GID (1), Rule 27.

8. While affording credit, fractions of a day should be rounded off to the nearest day, e.g. 7 ½ days to be rounded as 8 days. — Rule 27 (4).

9. *E.L. on account of Unavailed Joining Time.*— Unavailed joined time, i.e., the number of days admissible (subject to a maximum of 15 days) reduced by the actual number of days availed, shall be credited to the earned leave account subject to the following conditions:—

- (a) The Government servant is ordered to join the new post without availing full admissible joining time; or

He proceeds alone to the new place and joins the post without availing full joining time and takes his family later within the permissible time for claiming travelling allowance for the family.

— Rule 26.

- (b) The credit of earned leave *plus* the unavailed joining time credited should not exceed 300 days (in addition to the number of days for which encashment has been allowed along with LTC).

— Rule 26 (1) (a) (ii) and proviso thereunder.

- (c) The concession of showing advance credit separately in the leave account is not applicable. — GID (3), Rule 26.

10. One day joining time admissible for transfer within the same station, if not availed, cannot be credited to the EL Account.— Appendix 10, GIO (5)

11. Earned leave can be availed up to 180 days at a time. — Rule 26 (2).

EXCEPTION:

- (a) Earned leave exceeding 180 days but not exceeding 300 days at a time may be granted to Group 'A' and Group 'B' Officers, if at least the quantum of leave in excess of 180 days is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan.
— Rule 26 (3).
- (b) Earned leave may be taken at a time up to 300 days as leave preparatory to retirement.
— Rule 38 (1).

3. Half Pay Leave

1. *Up to 31-12-1985.*— Calculated at 20 days for each completed year of service. Service includes periods of duty and leave including extraordinary leave with or without MC, but does not include periods of suspension treated as *dies non*, overstays of leave/joining time unless otherwise regularized.

2. *From 1-1-1986*, half pay leave is credited in advance at the rate of 10 days on the 1st of January and 1st of July every year. The advance credit for the half-year in which a Government servant is appointed will be at the rate of $\frac{5}{3}$ days for each completed calendar month of service he is likely to render in the half-year in which he is appointed.

3. The half pay leave to be credited every half-year will be reduced at the rate of one-eighteenth of the period of *dies non*/suspension treated as *dies non*, during the preceding half-year, subject to a maximum of ten days.

4. The credit for the half-year in which a Government servant is due to retire/resign will be afforded at the rate of $\frac{5}{3}$ days for each completed calendar month of service in that half-year up to the date of retirement/resignation.

5. The credit for the half-year in which a Government servant is removed/dismissed from service will be afforded at the rate of $\frac{5}{3}$ days per completed calendar month up to the end of the calendar month preceding the last calendar month of service. In the case of death of a Government servant while in service, credit will be afforded at the rate of $\frac{5}{3}$ days per completed calendar month up to the date of death.
— Rule 29 (2) (c) and (ca).

6. Half pay leave can be availed either with or without medical certificate.
— Rule 29 (4).

7. The grant of half pay leave to a temporary official is subject to the sanctioning authority satisfying himself that the official will return to duty after its expiry. This condition is not applicable where such official is declared completely and permanently incapacitated for further service.

— Proviso to Rule 29.

8. While affording credit, fraction shall be rounded off to the nearest day. — Rule 29 (5).

4. Commuted Leave

1. Commuted leave not exceeding half the amount of half pay leave due can be taken on medical certificate. — Rule 30 (1).

2. Commuted leave can be taken without medical certificate—

(a) up to a maximum of 90 days in the entire service if utilized for an approved course of study certified to be in public interest. — Rule 30 (1-A).

(b) up to a maximum of 60 days by a female Government servant if it is in continuation of maternity leave. — Rule 43 (4).

(c) up to a maximum of 60 days by a female Government servant with less than two living children if she adopts a child less than one year old. — Rule 43-B.

3. Commuted leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of the Government servant returning to duty on its expiry. So it cannot be granted as leave preparatory to retirement. — Rule 30 (1) (a).

4. If commuted leave is taken, twice the number of days availed should be debited in the half pay leave account. — Rule 30 (1) (d).

5. Where a Government servant granted commuted leave quits service voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the excess leave salary recovered. If the retirement is by reason of ill-health incapacitating him for further service or in the event of death, recovery should not be made. — Rule 30 (2).

6. Commuted leave may be granted at the request of the Government servant even when earned leave is available. — Note below Rule 30.

7. Commuted Leave on medical grounds may be allowed to a Government servant who has opted out of CGHS, on the basis of certificates issued by Hospitals/Medical Practitioners approved by the employer of the spouse. — GID (5), Rule 30.

5. Leave Not Due

1. Leave Not Due may be granted to a permanent Government servant with no half pay leave at credit.

2. Temporary officials with minimum of one year's service and suffering from TB, Leprosy, Cancer or Mental illness may also be granted LND if the post from which the official proceeds on leave is likely to last till his return.

— Rule 31 (1-A).

3. It is granted on medical certificate (Exception : 4 below) if the leave sanctioning authority is satisfied that there is a reasonable prospect of the Government servant returning to duty on its expiry. — Rule 31 (1).
4. It may be granted without medical certificate—
- (a) in continuation of maternity leave. — Rule 43 (4).
 - (b) to a female Government servant with less than two living children on adoption of a child less than a year old. — Rule 43-B.
5. The amount of leave should be limited to the half pay leave that the Government servant is likely to earn subsequently. — Rule 31 (1) (b).
6. LND during the entire service is limited to a maximum of 360 days. — Rule 31 (1).
7. LND will be debited against the half pay leave that the Government servant earns subsequently. — Rule 31 (1) (c).
8. It cannot be granted in the case of 'Leave Preparatory to Retirement'. — Rule 31 (1).
9. When a Government servant granted leave not due resigns from service or is permitted to retire voluntarily without returning to duty, the leave not due should be cancelled. The resignation or retirement will take effect from the date on which such leave had commenced and the leave salary should be recovered. — Rule 31 (2) (a).
10. Where a Government servant, who having availed himself of Leave Not Due, returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently. — Rule 31 (2) (b).
11. In cases of 9 and 10 above, leave salary will not be recovered if the retirement is due to ill-health, incapacitating the Government servant for further service or in the event of death or is retired prematurely under FR 56 (j) or FR 56 (l) or Rule 48 (1) (b), CCS (Pension) Rules. — Proviso to Rule 31 (2).
12. It can be granted to an officer whose leave account shows a debit balance in consequence of the grant of LND on a previous occasion. — A.G.'s Decision under Rule 31.

6. Extraordinary Leave

Extraordinary leave is granted to a Government servant—

- (a) when no other leave is admissible;
- (b) when other leave is admissible, but the Government servant applies in writing for extraordinary leave. — Rule 32 (1).

Extraordinary leave cannot be availed concurrently during the notice period, when going on voluntary retirement. — GID (2), Rule 32.

Limit.— 1. No leave of any kind can be granted to a Government servant for a continuous period exceeding five years. Subject to this limitation, any amount of EOL may be sanctioned to a permanent Government servant.

— Rule 12.

2. For temporary officials, the limit on any one occasion is—

(a) *All Officials.*— Up to 3 months with or without medical certificate.
— Rule 32 (2) (a).

(b) *Officials with a minimum of one year continuous service.*— Up to 6 months with medical certificate for common ailments.
— Rule 32 (2) (b).

Up to 18 months with medical certificate for cancer, mental illness, pulmonary tuberculosis or pleurisy of tubercular origin, tuberculosis of any part of the body and leprosy. — Rule 32 (2) (d).

(c) *Officials with three or more years' continuous service.*— Up to 24 months, where the leave is required for the purpose of prosecuting studies certified to be in public interest.
— Rule 32 (2) (e).

(d) *Officials belonging to Scheduled Castes/Scheduled Tribes.*— Heads of Departments may grant leave exceeding three months for attending the pre-examination training course at the centres notified by the Government from time to time. — Rule 32 (4).

3. Two spells of extraordinary leave, intervened by any other kind of leave, should be treated as one continuous spell for the purpose of applying the maximum limit.
— Rule 32 (5).

4. EOL may also be granted to regularize periods of absence without leave retrospectively.
— Rule 32 (6).

7. Leave Entitlements for Vacation Department Staff

1. The leave account of employees serving in a Vacation Department (other than a military officer) shall be credited with earned leave, in advance in two instalments of five days each on the first day of January and July of every calendar year.

2. If, in any year, he avails a portion of the vacation, he shall be entitled to additional earned leave in such proportion of twenty days, as the number of days of vacation not taken bears to the full vacation, provided the total earned leave credited shall not exceed thirty days in a calendar year.

3. If, in any year, the Government servant does not avail any vacation, earned leave will be as per Rule 26.

4. 'Year' means twelve months of actual duty and not 'calendar year'.

5. The non-availing of vacation should be due to general or a special order of a higher authority asking him to forgo the vacation. If he is prevented by such an order from enjoying more than 15 days of the vacation, he shall be considered to have availed of no portion of the vacation.

6. Employees serving in a Vacation Department are not entitled to Half Pay Leave. — Rule 28 and GID (10).

7. Vacation can be combined with any kind of leave; but the duration of vacation and earned leave combined should not exceed the amount of EL due and admissible. — Proviso to Rule 28 (2).

8. Vacation can be combined with casual leave. — GID (3), Rule 28.

9. The facility of crediting unavailed portion of joining time under Rule 26 (1) (a) (ii) is also admissible to persons serving in Vacation Departments. — Note below Rule 28 (3).

10. *Benefit of leave to teachers in Vacation Departments.*— Persons serving in Vacation Departments (including Teachers) have been extended the benefit of leave under the provisions of Rule 28 of Leave Rules, for the duration in which such staff have been utilized for school works/activities during vacations. — GID (9), Rule 28.

8. Maternity Leave

1. Admissible to married/unmarried female employees during—

(a) *Pregnancy*: 180 days from 1-9-2008.— Admissible only to employees with less than two surviving children. — Rule 43 (1).

(b) *Miscarriage/Abortion (induced or otherwise)*: Total of 45 days in the entire service excluding any such leave taken prior to 16-6-1994. Admissible irrespective of number of surviving children. Application should be supported by a certificate from a Registered Medical Practitioner for NGOs and from AMA for GOs. — Rule 43 (3).

2. The leave is not debited to the leave account. — Rule 43 (5).

3. It is granted on full pay. — Rule 43 (2).

4. It may be combined with leave of any other kind. — Rule 43 (4).

5. Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to two years in continuation. — Rule 43 (4) (b).

6. Counts as service for increments. — FR 26 (b).

7. Counts as service for pension. — Rule 21 of CCS (Pension) Rules.

8. In the case of officials to whom the provisions of Employees' State Insurance Act apply, the leave salary will be reduced by the benefit admissible under the Act for the corresponding period.

— Note below Rule 43 (2).

9. Not admissible for 'threatened abortion'. — GID (4), Rule 43.

10. Admissible for induced abortion. — GID (2), Rule 43.

9. Special Maternity Leave

A Special Maternity Leave is granted to a female Central Government servant in case of death of a child soon after birth / stillbirth.

Duration: 60 days from the date of expiry of child soon after birth / stillbirth.

In case Maternity Leave has already been availed and her leave continues till the date of expiry of child soon after birth / stillbirth, the maternity leave already availed till death of the child may be converted into any other kind of leave available in her leave account without insisting for a medical certificate and a Special Maternity Leave of 60 days may be granted from the date of expiry of child soon after birth / stillbirth.

In case the maternity leave has not been availed, 60 days of Special Maternity Leave may be granted.

The condition for death of a child soon after birth may be defined as up to 28 days after birth. A baby born with no signs of life at or after 28 weeks of gestation may be defined as stillbirth.

Eligibility: Admissible only to a female Central Government servant with less than 2 surviving children and for child delivery only in an authorized hospital.

"Authorized Hospital" is defined as Government Hospital or Private Hospital empanelled under Central Government Health Scheme (CGHS). In case of emergency delivery in non-empanelled private hospital, production of emergency certificate is mandatory. — OM, dated 2-9-2022.

10. Paternity Leave

Eligibility: Male Government servant with less than two surviving children during the confinement of his wife for childbirth or on accepting a child in pre-adoption foster care or on valid adoption of a child below the age of one year. Apprentices are also eligible.

Duration: Fifteen days during wife's confinement, i.e., up to 15 days before, or up to six months from the date of delivery of the child and for 15 days within six months from the date of accepting the child in pre-adoption foster care or from the date of valid adoption of a child.

Leave Salary: Equal to last pay drawn.

Not to be debited to the leave account. May be combined with any other kind of leave except casual leave. In a case where the pre-adoption foster care is not followed by valid adoption, paternity leave availed shall be debited from any other kind of leave available.

Not to be refused normally.

To be applied up to fifteen days before or up to six months from date of delivery or from the date of valid adoption. If the leave is not availed of within this period, it should be treated as lapsed.

— Rules 43-A, 43-AA and Notfn., dated 15-5-2023.

Child includes a child taken as ward under the Guardians and Wards Act, 1890 subject to conditions. — Rule 43-AA, Note 2.

11. Leave to female Government servant on adoption of child

1. Granted to a female employee, with fewer than two surviving children, on accepting a child in pre-adoption foster care or on valid adoption of a child below the age of one year, for a period of 180 days immediately after accepting the child in pre-adoption foster care or from the date of valid adoption. Child includes a child taken as ward under the Guardians and Wards Act, 1890 subject to conditions.

2. Leave salary will be equal to the pay drawn immediately before proceeding on leave.

3. This may be combined with leave of any other kind.

4. In continuation of Child Adoption Leave, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of Medical Certificate) for a period up to one year reduced by the age of the adopted child on the date of legal adoption without taking into account the period of Child Adoption Leave.

5. Facility not admissible to the female employee already having two surviving children at the time of adoption.

6. Leave not debited against the leave account. If the pre-adoption foster care is not followed by valid adoption, leave already availed shall be debited from any other kind of leave available.

— Rule 43-B and Notfn., dated 15-5-2023.

12. Child Care Leave

Women employees and single male employees having minor children may be granted Child Care Leave by an authority competent to grant leave for a maximum period of 730 days during their entire service for taking care of up to two eldest surviving children, whether for rearing or to look after any of their needs like examination, sickness, etc.

Conditions for grant of Child Care Leave (CCL).—

- (i) CCL requires prior sanction.
- (ii) Child means a child below the age of eighteen years. In respect of a child with a minimum disability of forty per cent, it is permitted for an offspring of any age subject to submission of certificates.
- (iii) A single male Government servant means an unmarried or widower or divorcee Government servant.
- (iv) CCL shall not be granted for more than three spells in a calendar year; in case of a single female Government servant, the grant of leave shall be extended to six spells in a calendar year.
- (v) Not ordinarily to be granted during the probation period except during certain extreme situations where the leave sanctioning authority is satisfied about the need and a minimal leave is sanctioned.
- (vi) CCL may not be granted for a period less than five days at a time.
- (vii) Intervening holidays will count as CCL as in the case of EL.
- (viii) During the period of CCL, salary shall be paid one hundred per cent for the first 365 days, and at eighty per cent for the next 365 days.
- (ix) CCL may be combined with leave of any other kind. Leave of the kind due and admissible (including Commuted Leave not exceeding sixty days and Leave Not Due) may be allowed for the third year in continuation of CCL without production of MC.
- (x) CCL shall not be debited against the leave account.
- (xi) May be availed during LTC.
- (xii) An employee on CCL may be permitted to leave headquarters with prior approval of Competent Authority. Employee may also proceed on foreign travel with clearance from appropriate Competent Authorities in advance.
- (xiii) CCL is also admissible to civilian female industrial employees working in Defence establishment subject to conditions.

- (xiv) CCL is also admissible to civilian female industrial employees of the Central Government at par with the civilian female industrial employees of Defence establishment, with effect from 1-9-2008 subject to conditions. — GIDs, Rule 43-C.

13. Work Related Illness and Injury Leave (WRIL)

Hospital Leave, Special Disability Leave and Sick Leave subsumed in a new Leave named Work Related Illness and Injury Leave (WRIL).

With effect from 11-12-2018, the authority competent to grant leave may grant Work Related Illness and Injury Leave (WRIL) to a Government servant (whether permanent or temporary), who suffers illness or injury that is attributable to or aggravated in the performance of her or his official duties or in consequence of her or his official position subject to the provisions contained in sub-rule (1) of Rule 19 of the rules.

1. Full pay and allowances will be granted to all employees during the entire period of hospitalization on account of WRIL.

2. Beyond hospitalization, WRIL will be governed as follows:—

Full pay and allowances for the 6 months immediately following hospitalization and Half Pay only for 12 months beyond that. The Half Pay period may be commuted to full pay with corresponding number of days of Half Pay Leave debited from the employee's leave account.

3. In the case of persons to whom the Workmen's Compensation Act, 1923 applies, the amount of leave salary payable under WRIL shall be reduced by the amount of compensation payable under the Act.

4. No Earned Leave or Half Pay Leave will be credited during the period that the employee is on WRIL. — GIDs, Rule 44

14. Special Leave connected with inquiry on Sexual Harassment

- (i) Leave up to maximum of 90 days shall be granted to an aggrieved female Government servant, during the period of pendency of inquiry on the recommendations of the Internal Committee or Local Committee.
- (ii) The leave so granted, shall not be debited against the leave account. — Rule 48.

15. Study Leave

1. Granted to Government servants with not less than five years' service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties or being capable of widening his mind in a manner likely to improve his ability as a civil servant.

— Rule 50 (1) and (2).

2. Sanctioning Authority.— Ministry/Department of the Central Government/Administrator/Comptroller and Auditor-General of India.

— First Schedule, Sl. No. 3.

3. Course should be certified to be of definite advantage to Government from the point of view of public interest.

— Rule 50 (3).

4. The particular study or study tour should be approved by the authority competent to grant leave.

— Rule 50 (2).

5. The official on his return should submit a full report on the work done during study leave.

— Rule 50 (2).

6. Not granted.—

(a) for studies out of India if facilities for such studies exist in India.

— Rule 50 (4);

(b) to an official due to retire within three years (five years in case of CHS officers granted 36 months' study leave) of return from the study leave.

— Rule 50 (5);

(c) to same official with such frequency as to remove him from contact with his regular work or cause cadre difficulties owing to his absence on leave.

— Rule 50 (6).

7. The official should have satisfactorily completed period of probation and rendered not less than five years of regular continuous service including the period of probation.

— Rule 50 (5).

8. Maximum period is 36 months for CHS Officers and 24 months for others in the entire service and may be granted at a stretch or in different spells.

— GIDs (1) and (2), Rule 51.

9. This will not be debited to the leave account. May be combined with any other leave due, but maximum period of continuous absence, including vacation, if any, but excluding extraordinary leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.

— Rule 54.

10. Requisite Bonds in the prescribed forms are required to be executed by the official.

— Rule 53 (4).

11. Before grant of leave outside India, Finance Ministry's agreement for release of foreign exchange is necessary. — Rule 50 (3).

12. If the course falls short of the study leave, the official should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.

— Rule 55.

13. **Leave Salary.**— (a) *Outside India:* Pay last drawn plus Dearness Allowance and House Rent Allowance; (b) *In India:* Leave salary will be equal to pay last drawn plus Dearness Allowance and House Rent Allowance. No Study Allowance admissible. Stipend, scholarship or remuneration for any part-time employment during the period of study leave should be adjusted against the leave salary subject to the condition that the leave salary will not be less than that admissible during half pay leave.

— Rule 56 (1) and (2).

14. Officials granted study leave shall not be paid T.A. but President may sanction T.A. in exceptional cases. — Rule 61.

15. **Cost of fees paid for study** shall ordinarily be met by the Government servant; but in exceptional cases the President may sanction the grant of such fees. In no case the cost of fees will be paid, if he is in receipt of scholarship or stipend from whatever source or if he is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

— Rule 62.

Fellowships offered by the following institutions are eligible for Study Leave—

- (a) Jawaharlal Nehru Memorial Fellowship.
- (b) K.K. Birla Foundation.
- (c) Indian Institutes of Management.
- (d) Management Development Institute, Gurgaon.
- (e) Lok Nayak Jayaprakash Narayan National Institute of Criminology and Forensic Sciences. — GID (4), Rule 51.

Terms:

1. Study leave will be granted for the entire period of fellowship.
2. The official will be entitled to the benefits under the fellowship in addition to leave salary equal to pay last drawn and Dearness Allowance, appropriate to the leave salary. No other allowance is admissible.
3. Where considered necessary, the official may be allowed to retain the officially allotted residential telephone but must pay the bills for the rental and call charges. — GID (3), Rule 51.

Resignation or retirement after study leave or not completing the course of study.— An official, who after availing of study leave resigns from service or otherwise quits within three years after return to duty or does so without returning to duty at all from study leave, or fails to complete the course of study, should refund (i) the actual amount of leave salary, study allowance, cost of fees, T.A., and other expenses, if any, incurred by the Government, and (ii) the actual amount, if any, of the cost incurred by other agencies such as Foreign Governments, Foundations, Trusts in connection with the course of study, with interest thereon at the prescribed rates. In exceptional cases, the President may waive or reduce such recoveries. — Rule 63.

Study Leave to CHS Officers.— CHS Officers will be granted permission/ study leave for pursuing PG Degree/Diploma/DNB Courses conducted by National Board of Examinations as well, though may not be recognized by the Government of India at the recommendations of Medical Council of India, subject to the condition that PG allowance shall be granted only for possession of PG degree/Diploma/DNB qualifications which are recognized by Medical Council of India. — GID, Rule 50.

16. *Ad hoc* Employees

1. In non-Vacation Departments.— (i) Employees whose appointment is treated as *ad hoc* for purely technical reasons will be entitled to benefits of CCS (Leave) Rules, 1972, on par with temporary Government servants.

(ii) In all other cases of *ad hoc* appointments, for brief periods, the *ad hoc* employees will be entitled to earned leave at the rate of 2 ½ days per month of completed service. The leave will be granted for full days. No encashment is admissible on termination of service.

(iii) If *ad hoc* employees appointed initially for brief periods continue beyond three years without break, they will be entitled to the benefits of CCS (Leave) Rules, 1972, at par with temporary employees from the date of initial appointment. — GID (3), Rule 2.

2. In Vacation Departments.— (i) *Staff categorized as 'Vacation Staff'.*— Staff whose appointment is treated as *ad hoc* for purely technical reasons and hence, not allowed vacation — as for those in 1 (ii) above subject further to the conditions that—

- (a) their services are utilized by the Administration on which they are borne during the period of vacation; and
- (b) if their services cannot be utilized during vacation for any reason, their services should be terminated on the commencement of vacation.

If they are allowed vacation with usual pay and allowances/leave salary, no leave is admissible.

(ii) *Staff not categorized as 'Vacation Staff'.*— As in 1 above.

— GID (7), Rule 28.

17. Leave Salary

1. During Earned Leave and Commuted Leave.— Equal to pay drawn immediately before proceeding on leave. — Rule 40 (1) and (4).

2. During half pay leave or leave not due.— Equal to half the amount of leave salary on earned leave. — Rule 40 (3).

3. Extraordinary leave.— Not entitled to any leave salary. — Rule 40 (5).

4. 'Pay' means 'pay' as defined in FR 9 (21) and includes Deputation Allowance and NPA.

18. Officers appointed on contract

1. Earned Leave, HPL and Commuted Leave will be admissible as per CCS (Leave) Rules, 1972.

2. Extraordinary leave—

Tenure up to 1 year	...	Nil.
Tenure for more than 1 year up to 5 years	...	As for temporary officials but total limited to 90 days for whole tenure.
Tenure for more than 5 years	...	As for temporary officials.
Tenure indefinite	...	As for permanent officials.

3. Encashment of Earned Leave at credit to officers appointed on contract in various posts under the Central Government will be allowed on the date of termination of contract, subject to the condition that for each completed year of service put in by him in the post in such contract appointment, not more than 10 days benefit of earned leave encashment shall be permissible. While calculating the encashment of leave in such a contract appointment, the number of days of leave for which encashment had been allowed in previous appointment, if any, under the Government shall not be taken into account. — Appendix - II.

19. Casual Leave

Casual Leave is not a recognized form of leave and is not subject to any rules made by the Government of India. An official on Casual Leave is not treated as absent from duty and pay is not intermitted.

1. Casual Leave can be combined with Special Casual Leave/Vacation but not with any other kind of leave.

2. It cannot be combined with joining time.

3. Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual Leave.

4. Sundays/public holidays/restricted holidays/weekly offs can be prefixed/suffixed to Casual Leave.

5. Casual Leave can be taken while on tour, but no daily allowance will be admissible for the period.

6. Casual Leave can be taken for half-day also.

7. Essentially intended for short periods. It should not normally be granted for more than 5 days at any one time, except under special circumstances.

8. LTC can be availed during Casual Leave.

9. Entitlement (per calendar year)—

For those entitled to 17 holidays.— 8 days:— For employees with disabilities, additional 4 days as Special Casual Leave for specific requirements relating to the disability of the official.

— Appendix-III 'E' Miscellaneous Order No. (13).

For those not entitled to 17 holidays.— 10 days.

10. The entitlement of casual leave as per Para. 9 above is also admissible to the industrial and non-industrial employees of all Army DTES at par with other employees of MoD.— Appendix-III, OM, dated 16-2-2018.

11. Individuals appointed and joining duty during the middle of a year may avail of Casual Leave proportionately or to the full extent at the discretion of the Competent Authority.

Half-day's Casual Leave.— Government servants who have got some urgent work but do not require one day's leave can avail of half-day's Casual Leave. The dividing line will be the lunch break. If the leave is for the forenoon, the official can attend office immediately after the lunch break and if it is for the afternoon, can leave office at the commencement of the lunch break.

Late attendance.— Half-day's Casual Leave should be debited to the Casual Leave account for each late attendance. However, late attendance up to an hour for not more than two occasions in a month can be condoned by the Competent Authority, if convinced that it is due to unavoidable reasons.

Disciplinary Action.— In cases where even debiting half-day's Casual Leave does not ensure punctual attendance of the official, disciplinary action can be taken in addition to debiting half-day's Casual Leave.— Appendix - III.

Combining with EL.— Officials who have got only half-day's Casual Leave at credit, when applying for half-day's Casual Leave for the afternoon

of a day should ensure that they attend office the next day, since Casual Leave cannot be combined with Earned Leave. However, if due to sickness or other compelling grounds, he is not able to attend the next day, combining with Earned leave can be permitted as an exception. Officials who have already applied for and got sanctioned the leave due and admissible from a particular day, should not be granted half-day's Casual Leave for the previous afternoon. — GID (2), Rule 11.

20. Special Casual Leave

Seventh Pay Commission Recommendations.—

Seventh Pay Commission recommends to consider the following in granting Special Casual Leave as under.—

1. Review the purposes for which SCL is presently granted.
2. Limit the number of purposes for which an employee can be granted SCL in a year.
3. Limit the total number of days that an employee can be granted SCL in a year. — Para. 9.2.33 of VII CPC Report.

1. In Sports Events.— (a) Admissible up to a maximum of 30 days in a calendar year for attending—

- (1) coaching or training camps under Rajkumari Amrit Kaur Coaching Scheme or similar All India coaching or training schemes;
- (2) coaching or training camps at the National Institute of Sports, Patiala;
- (3) coaching camps in sports organized by National Sports Federation/ Sports Boards recognized by Government (Department of Youth Affairs and Sports);
- (4) Participating in programme of adventure sports/similar activities conducted by Central Civil Services Cultural and Sports Board (CCSCSB). — Appendix-III.

Technical officials concerned with the administration of events (1) to (3) above and also mountaineering/trekking expeditions, will be given the facility of Special Casual Leave.

(b) Admissible up to a maximum of 10 days in any one year for participating in inter-Ministerial and inter-Departmental tournaments and sporting events held in and outside Delhi.

Period in excess of 30/10 days in a year will be treated as a regular leave.

Players injured during sporting events.— Special Casual Leave may also be granted to a sportsperson getting seriously injured or being

hospitalized during the Telecom Sporting events subject to the overall ceiling of 30 days in a calendar year admissible for sporting events.

2. In Cultural Activities.— (a) Admissible to employees taking part in cultural activities like dance, drama, music, poetic symposium, etc., of an All India, or Inter-State character organized by or on behalf of the Central Secretariat Sports Control Board or on its behalf subject to the overall limit of 30 days in one calendar year.

(b) Admissible to employees participating in dancing and singing competitions at Regional, National or International level, organized by Government of India/Government-sponsored Bodies, i.e., Institutions and Organizations which are substantially controlled by Government and receive substantial assistance from the Government in the form of grant-in-aid, subject to a maximum of 15 days in a calendar year.

3. Mountaineering/Trekking Expeditions.— Admissible for participating in mountaineering/trekking expeditions approved by the Indian Mountaineering Foundation or organized by Youth Hostels Association of India, up to a maximum of 30 days in one calendar year and subject to the overall limit of 30 days for one calendar year for participation in sporting events.

— Appendix-III.

4. For Family Planning :

(a) *Male employee :*

- (i) Maximum of 5 working days admissible for vasectomy operation. If he undergoes the said operation for a second time due to failure of the first, another five working days will be admissible on the production of medical certificate.
- (ii) Maximum of 21 days for undergoing recanalization operation.
- (iii) Maximum of 3 working days if his wife undergoes tubectomy or sterilization operation by laparoscopic method. The leave should follow the date of operation.
- (iv) Maximum of 7 days if wife undergoes Tubectomy / Salpingectomy after Medical Termination of Pregnancy.

(b) *Female employee :*

- (i) Maximum of 10 working days admissible for tubectomy/laparoscopy. If she undergoes the operation for a second time due to failure of the first, maximum of 10 working days will be admissible for the second time.
- (ii) Maximum of 10 working days admissible for salpingectomy operation after Medical Termination of Pregnancy (MTP). Not admissible if maternity leave is availed.

- (iii) Admissible for one day on the day of IUCD/IUD insertion/reinsertion.
- (iv) Maximum of 21 days admissible for undergoing recanalization operation.
- (v) Admissible for one day on the day of operation when her husband undergoes vasectomy operation.

Extension/Additional Special Casual Leave is admissible for the period of hospitalization if the concerned employee is hospitalized on account of post-operational complications. — Appendix-III.

Not admissible to Temporary Status Casual labourers.— Special Casual Leave for sterilization operation is not admissible to casual labourers with temporary status since the benefit is admissible to regular employees only.

— G.I., Dept. of Posts, Lr. No. 45-56/92-SPB-I, dated 15-3-1995 in Appendix III, Special Casual Leave 'B' — Order No. 10.

5. To Re-employed Ex-Servicemen.— Heads of Departments may grant Special Casual Leave up to 15 days in a year to re-employed Ex-Servicemen for—

- (i) appearing before Medical Re-survey Boards for assessment of disability pension; and
- (ii) attending Artificial Limb Centres for replacement of artificial limb(s) or for treatment of injuries sustained during operation.

The maximum of 15 days includes transit time both ways on the basis of medical discharge certificates.

6. Union/Association Activities.— The maximum number of days of Special Casual Leave admissible is 20 days in a calendar year (i.e., the annual period followed by the Association/Union/Federation). Subject to the above maximum number of days—

- (i) 20 days to the office-bearers of recognized Service Associations/Unions for participation in the activities of Associations/Unions;
- (ii) 10 days to outstation delegates/members of Executive Committees for attending its meetings.
- (iii) 5 days to local delegates and local members of Executive Committees for attending its meetings.

Leader of the Staff Side of JCM and a Secretary from the Staff Side at above Departmental Joint Council level, may be granted Special Casual Leave up to a maximum of 10 days in a year for preparing Staff Side cases.

Staff Sides members of the Departmental/Regional/Local Council may be granted a day's Special Casual Leave to attend JCM meetings.

7. Union/Association activities in P & T Department.— Special Casual Leave up to a maximum of 20 days in a year is admissible to—

- (i) delegates to All India Conferences/Circle Conferences, members of Executive Councils, members of Circle and Divisional Executive Committees to attend such conferences/meetings;
- (ii) members from outstations to attend monthly meetings with Heads of Circles; and
- (iii) members from outstations to wait on deputation on the Minister/Minister of State/Deputy Minister and Director-General.

Special Casual Leave up to a maximum of 12 days in a year allowed to not more than 2 members of the Unions coming from outstations to attend monthly meetings with Departmental Officers at Divisional level. Special Casual Leave is allowed for the day/days of the meeting and the actual time taken in the journey.

This will not be in addition to the 20 days referred to above. Local members will be given suitable off for the duration of the meeting.

8. Natural Calamities, Bandhs, etc.— Heads of Departments may grant Special Casual Leave to employees residing at places 3 miles away from their office, when they are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs, etc. If the absence was due to picketing or disturbances or curfew, Special Casual Leave may be granted irrespective of the distance from residence to office.

If, however, the official had applied, or applies, for leave for genuine reasons, e.g., medical grounds, etc., for the day/days of the bandh, he may be granted the leave admissible including Casual Leave, and not Special Casual Leave.

— Appendix-III.

9. Meetings connected with Co-operative Societies.— Members, Delegate Members, Managing Committee Members and Office Bearers of Co-operative Societies formed exclusively with the Central Government employees and posted outside Headquarters of the societies are eligible for the grant of Special Casual Leave up to a maximum period of ten days in a calendar year *plus* the minimum period required for the journeys to attend such meetings. For those posted at the same station, the Special Casual Leave will be restricted to cover the actual period of such meetings, i.e., either full day or F.N. or A.N., as the case may be. Can be combined with C.L. only and not with other kind of leave. Sundays/Holidays intervening will form part of Special C.L.

10. Activities in connection with Kendriya Sachivalaya Hindi Parishad.— Special Casual Leave may be granted for participating in certain activities of the Parishad subject to a maximum of twenty days in a year, including the period of journeys involved.

11. During Elections.— During General Elections/by-elections to Lok Sabha/State Assembly, employees enrolled as voters in a constituency but having offices in another constituency, are entitled to a day's Special Casual Leave on the day of Election in their home constituency to enable them to exercise their franchise if their offices are not closed on that day.

12. Differently-abled Central Government employees.— Special Casual Leave not more than 10 days in a calendar year may be granted to attend Conferences/ Seminars/Training/Workshop related to Disability and Development-related programmes organized at National and State level agencies. Absence in excess of 10 days may be treated as regular leave due and admissible and it can also be combined with regular leave.

— Appendix-III.

Additional casual leave of 4 days to be treated as Special Casual Leave vide Chapter "Casual Leave".

— AUTHORS

13. Other purposes.— Special Casual Leave may also be granted for—

1. Training and duty as members of officially sponsored Auxiliary Police Organizations, such as Home Guards, National Volunteer Corps, etc.

2. Training as a member of St. John Ambulance Brigade (to the extent not covered by ordinary Casual Leave due).

3. Periods spent in camp to join the Urban Units of Territorial Army, not exceeding 14 days.

4. Interview/Medical examination at the time of actual recruitment/commissioning in the Urban Unit of the Territorial Army (to the extent not covered by ordinary Casual leave due).

5. Training with P & T Units of Territorial Army.

6. Participants in Republic Day Parades and rehearsals thereof as members of St. John Ambulance Brigade.

7. Donating blood to recognized Blood Banks on working days—for that day only.

A maximum of 4 times in a year for blood donation or for apheresis (blood components such as red cells, plasma, platelets, etc.) donation at licensed Blood Banks on a working day (for that day only) on submission of valid proof of donation.

— GIO (14), Appendix III.

8. Members of Lok Sahayak Sena who have won certificates of merit when required to participate in the Republic Day Parade — period of stay not exceeding 14 days *plus* journey time to Delhi and back to headquarters.

9. Attending Courts of Law as jurors and assessors with the permission of Heads of Departments.

10. Members of the Indian Institute of Public Administration residing outside Delhi when required to attend meeting of the Institute—period not exceeding 6 working days in a calendar year *plus* journey time.

— Notes on Office Procedure, Chapter II.

11. While performing duties as members of St. John Ambulance Association to provide first-aid cover on occasions like festivals, natural calamities, major accidents, sports meet, etc.— not exceeding seven days per year.

12. Maximum 42 days for donating their organ(s) to another human being as a special welfare measure in public interest, subject to conditions.

— OM, dated 25-4-2023.

14. Combination of Casual/regular leave with Special Casual Leave.— Combination of Casual Leave or regular leave (e.g., EL, HPL, etc.) with Special Casual Leave is permissible, but combination of both Casual Leave and regular leave with Special Casual Leave is not permissible.

15. LTC during Special Casual Leave.— LTC can be availed of during Special Casual Leave.

— Rule 7 (2), LTC Rules.

FREQUENTLY ASKED QUESTIONS

1. *Is Child Care Leave admissible to a single male Government servant who has adopted a child of age 5 years?*

Yes.

2. *Can Maternity Leave be granted during the third month of pregnancy?*

Maternity Leave is granted any time from its commencement and can be granted during the third month of pregnancy.

3. *What is the tax implication for cash equivalent of leave salary?*

Leave encashment received at the time of retirement is exempt from tax whereas it is taxable if received while in service.

4. *Is it necessary to submit a medical certificate to avail Maternity Leave?*

No.

5. *Will leave be granted to a Government servant during suspension?*

No.

6. *Is leave granted to a Government servant for donating their organ to another person?*

Yes. Special Casual Leave of up to 42 days is granted to all donors, subject to conditions.

13. Leave Travel Concession

[Swamy's — LTC Rules]

1. Eligibility

1. Any employee with one year of continuous service on the date of journey performed by him/his family is eligible.

Example.— An official appointed on 31-12-2022 will be eligible for the two-year block 2024-2025, but those appointed on or after 1-1-2025, will not be eligible for that block. — Rule 2.

2. Period of unauthorized absence, declared so under FR 17-A, will be treated as break in service for calculating the continuous period of service, unless the break is condoned by the Competent Authority.

3. **LTC to Railway employees.**— Railway employees (and employees whose spouses are Railway servants) are also allowed the facility of LTC in lieu of their free passes on the following conditions:—

- (a) No hometown LTC will be admissible to Railway employees. Only "All India" LTC will be granted once in a block of four years.
- (b) All India LTC will be purely optional.
- (c) For availing LTC, privilege passes admissible to them in the calendar year in which they intend to avail LTC will have to be surrendered.
- (d) If the employee has already availed of a pass in any year, then LTC will not be allowed in that year.
- (e) If both spouses are Railway servants, then both will surrender privilege passes. — GID (2), Rule 1.

The orders shall be applicable to (i) Railway servants entitled to PPs; (ii) Other Government Department's officials serving in Railways on deputation and entitled to PPs; (iii) Other officials serving in Railways and entitled to PPs; and (iv) Officials of Audit Department (Railway) entitled to PPs. These orders would not be applicable to those who are undergoing minor penalty of stoppage of even a single PP at the time of application for availing AILTC.

The officials, who opt for AILTC facility, would be issued a "Privilege Pass Surrender Certificate" (PPSC) i.e. a prerequisite for availing AILTC. The "Pass Issuing Authority" (PIA) shall issue the PPSC. — GID (3), Rule 1.

While availing AILTC, it is mandatory to commence onward journey on or before 31st December of the calendar year and return journey can be

performed in the following calendar year. In case of last calendar year of a four year block, onward journey can also be performed on or before 31st December of next calendar year and return journey can be performed in the following calendar year.

— OM, dated 16-11-2022.

4. Scope.— LTC will cover the Government servant and his family.

'Family' means.—

- (i) the Government servant's wife or husband and two surviving unmarried children or stepchildren wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not;
- (ii) married daughters divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and wholly dependent on the Government servant.
- (iii) parents and/or stepparents (stepfather and stepmother) wholly dependent on the Government servant, whether residing with the Government servant or not;
- (iv) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

EXPLANATIONS.—

1. The restriction of the concession to only two surviving children or stepchildren shall not be applicable in respect of (i) those employees who already have more than two children prior to 20-10-1998; (ii) where the number of children exceeds two as a result of second child birth resulting in multiple births.

2. Only one wife is included in the term "Family" for LTC Rules. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of "Family".

3. It is not necessary for family to reside with the Government servant so as to be eligible for the concession. Full reimbursement as per entitlement shall be allowed for journeys on LTC by family members from any place in India to Headquarters and back. When journey is performed from Home town, the LTC will be counted against 'Home town LTC'; otherwise against 'All India LTC'.

— GID (23), Rule 7.

4. Children of sisters who are divorced, abandoned, separated from their husbands or widowed are not included in the term "Family".

5. A member of the family whose income from all sources, does not exceed the amount of minimum family pension prescribed in Central Government (i.e. ₹ 9,000 p.m.) and Dearness Relief thereon is deemed to be wholly dependent on the Government servant.

— Rule 4 (d) Explanations and GID (2), Rule 4.

6. *Condition of dependency not applicable on the husband and wife.*— Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.

— GID (3), Rule 4.

2. Salient Points

(a) **Home Town.**— 1. A Government servant may declare a home town which may be accepted by his Controlling Officer. The declaration made by the Government servant may be accepted and a detailed check may be applied only when he seeks a change. In exceptional circumstances, the Head of the Department may authorize a change in such declaration, only once during entire service.

— GIDs, Rule 5.

2. When both the husband and wife are Central Government servants—

- (a) they can declare separate Home towns independently;
- (b) they can claim LTC for their respective families, viz., while the husband can claim for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters;
- (c) either of the parents can claim the concession for the children in a particular block;
- (d) the husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for SELF.

— GID (18), Rule 7.

(b) **Declaration of place of visit.**— When it is proposed to avail All India LTC, the Government servant shall declare the place of visit to his controlling officer. The declared place can be changed before commencement of the journey with the approval of the controlling officer but after commencement of the journey except under exceptional circumstances beyond the control of the Government servant. This relaxation may be made by the Administrative Ministry / Department or the Head of the Department.

— Rule 6.

(c) LTC can be availed during any period of leave, including casual leave and special casual leave but not during weekend holidays without availing any leave.

— Rule 7.

(d) **Class of journey.**— The class to which a Government servant and his family will be entitled to is the class to which he belongs at the time the journeys are undertaken.

— GID (1), Rule 7.

(e) Special cases.—

- (i) *Reimbursement of outward journey only.*— A dependent son / daughter getting employment or getting married after going to home town. Family performing journey to home town without any intention to return, provided the Government servant foregoes in writing the concession for the return journey, if performed at a later date.
- (ii) *Reimbursement of return journey only.*— A newly married wife coming from home town to headquarters, a dependent son / daughter returning with parents from home town where he / she was prosecuting studies or living with grandparents, etc., a child previously below 5 or 12 years of age but completes 5 or 12 years at the time of return journey, a child legally adopted by Government servant while at home town. — GID (5), Rule 7.

(f) LTC can be combined with transfer / tour. — GID (9), Rule 7.

(g) LTC during study leave.—

- (i) *For self.*— Government servant can avail LTC from place of study to home town / any place in India but reimbursement will be restricted to fare admissible between headquarters and home town / place of visit or actual expenditure, whichever is less.
- (ii) *For family members.*— When family members are residing with the Government servant at the place of his study leave — *same as for self.*

When not residing at the place of study leave — reimbursement will be as under normal rules. — GID (17), Rule 7.

(h) **LTC during suspension.**— If an official is under suspension, he cannot avail LTC but his family can avail LTC. — GID (20), Rule 7.

(i) **LTC during LPR.**— LTC to home town and any place in India will be allowed, provided the return journey is completed before the expiry of leave preparatory to retirement. — GID (21), Rule 7.

3. Types of LTC

1. LTC to home town.—

(a) Admissible to all employees irrespective of distance between headquarters and his home town.

(b) Admissible once in a block of two calendar years. The present blocks are 2022-2023, 2024-2025 and so on.

(c) An employee whose family lives away from his headquarters can avail this concession for himself every year in lieu of all concessions.

(d) Government employees whose headquarters and home town are same are not eligible for home town LTC. — Rule 8.

2. LTC to any place in India.—

(a) This concession is admissible in lieu of one of the two concessions to home town in a block of four years.

(b) The present block is 2022-2025.

(c) Officials availing LTC to home town for self alone every year are not entitled to LTC to any place in India. — Rule 8.

3. Entitlements of a fresh recruit.— Fresh recruits are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility is available for the first two blocks of four years after joining the Government for the first time.

(i) The first two blocks of four years will apply with reference to the initial date of joining. The first two blocks of four years will be personal to them. On completion of eight years they will be treated at par with other regular employees.

(ii) No carry-over of LTC is allowed for a fresh recruit. A fresh recruit whose home town and headquarters are same cannot avail LTC to home town. — GID (4), Rule 8.

4. Block years and carry forward of LTC

A Government servant and his family may avail LTC in different groups at different times during a block year of two or four years. The concession will be counted against the block of two or four years within which the outward journey commenced. — Rule 9.

A Government servant who is unable to avail LTC within a particular block of two or four years can avail the same within the first year of the next block of two or four years.

In respect of officials entitled to Home town LTC, the concession can be carried forward to the first year of the next block only if the official is entitled to a carried forward LTC to Home town for that year.

Example.— Suppose an official is entitled to two concessions during the two blocks of 2022-2023 and 2024-2025.

1. In respect of 2022-2023, he can avail the concession to Home town before the grace period, i.e., by 31-12-2024. Then he is entitled to carry forward his LTC to anywhere in India to be availed before the grace period, i.e., by 31-12-2026.

2. In the above case, suppose the official avails of LTC to Home town after 31-12-2024, this will be debited against the block 2024-2025 and hence he will not be entitled to "anywhere in India LTC". In this case, he will lose his entitlement for 2022-2023 by not availing it before the grace period. — Rule 10.

The Government servant and his family can visit either the same place or different places. — Rule 11.

5. Entitlement

(a) **Journey by Air / Rail / Steamer.**— Same as on Tour / Transfer but the facility of Air Travel for LTC is admissible only from Level 9.

(b) **Travel by premium trains.**— From 1-7-2017, travel by premium trains / premium tatkal trains / suvidha trains is permissible and the tatkal or premium charges shall also be reimbursable.

(c) **Journey by road.**— Entitlements will be the same as in case of journeys undertaken on transfer. Reimbursement shall be admissible for journeys performed in a vehicle operated by the Government or any corporation in the public sector run by Central or State Government or a local body. In case of journey between places not connect by any public transport, the Government servant shall be reimbursed as per his entitlement for a maximum limit of 200 kms for a to and fro journey (100 kms each side) covered by a private / personal transport based on a self certification.

In cases where the members of the family avail LTC separately, they are also eligible for reimbursement of taxi fare / private transport separately, as per OM, dated 9-2-2017. — GID (11-A), Rule 13.

(d) **Journey by Air.**—

- (i) Government servants entitled to travel by air on LTC may travel by private airlines.
- (ii) Booking of tickets are to be done directly from three authorized travel agents viz. Balmer and Lawrie and Company Ltd., Ashok Travels and Tours and IRCTC or from self-booking tool / online booking website / portal of 3 authorized agencies.
- (iii) The choice of travel agent for booking of ticket is left open to the official based on convenience and service quality. No agency charges will be paid. Tickets are to be booked 21 days prior to the intended date of travel.
- (iv) Employees may choose **best available fare** on their entitled class which is the cheapest fare, preferably non-stop flight.

— OM, dated 16-6-2022.

- (v) Employees may book flight tickets at least 21 days prior to the intended date of travel on LTC. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of a self-declared justification by the employee.
- (vi) Employees should book only one ticket for each leg of intended travel on LTC. — OM, dated 29-8-2022.
- (vii) Government servants not entitled to travel by air may travel by any airlines and claim reimbursement of train fare by the entitled class.
- (viii) Effective from 9-9-2016, the dynamic fare component shall not be admissible where non-entitled Government servant travels by air and claim reimbursement of entitled class of Rajdhani / Shatabdi / Duronto trains. Reimbursement will be for fare after deducting the dynamic fare component.

Reimbursement for tour packages operated by IRCTC including those involving air travel is allowed. The tour packages conducted by SPORTS to Lakshadweep Islands on the ships owned and operated by Lakshadweep Administration shall be allowed for the purpose of LTC journey subject to conditions. — GIDs, Rule 12.

6. Special Relaxation to visit NER, J&K, Ladakh and A&N

A scheme allowing Government servants to travel by air to North-East Region (NER), Jammu and Kashmir (J&K), Ladakh and Andaman and Nicobar Islands (A&N) is extended for a further period of two years, with effect from 26th September, 2022 till 25th September, 2024 as under:

1. LTC for visiting NER, J&K, Ladakh and A&N in lieu of a Home Town LTC.
2. Facility of air journey to non-entitled Government servants for visiting NER, J&K, Ladakh and A&N.
3. Permission to undertake journey to J&K, Ladakh, NER and A&N by private airlines.

Terms and conditions:

1. All eligible Government servants may avail LTC to visit any place in NER / A&N / J&K / Ladakh against the conversion of their one Home Town LTC in a four year block.
2. Government servants, whose Home Town and Headquarters / place of posting is the same, are not allowed the conversion.
3. The Government servant whose Hometown is situated in NER / A&N / J&K / Ladakh will also be allowed conversion of Hometown

LTC for availing this scheme to visit any place in any one of three regions out of the above mentioned four regions except the region wherein his / her Hometown is situated.

4. Fresh Recruits are allowed conversion of one of the three Home Town LTCs in a block of four years, applicable to them.

One additional conversion of Home Town LTC to travel by air to any place in Union Territory of Jammu and Kashmir, Union Territory of Ladakh in each block of four years is allowed.

— GID (4) and OM, dated 11-10-2022, Rule 12, Part-C.

5. Government servants entitled to travel by air may avail this concession from their Headquarters in their entitled class of air by any airlines.
6. Government servants not entitled to travel by air are allowed to travel by air in Economy class by any airlines in the following sectors:
 - (a) Between Kolkata/Guwahati and any place in NER.
 - (b) Between Kolkata/Chennai/Visakhapatnam and Port Blair.
 - (c) Between Delhi/Amritsar and any place in J&K / Ladakh.

Journey for these non-entitled employees from their Headquarters up to Kolkata / Guwahati / Chennai / Visakhapatnam / Delhi / Amritsar shall be undertaken as per their entitlement.

In case of direct air travel by a non-entitled Government employee on LTC from his Headquarters to the place of visit in NER / J&K / Ladakh / A&N, reimbursement shall be regulated to the entitled class rail fare from the Headquarters / place of posting to the nearest relevant railhead (i.e. Kolkata / Guwahati / Delhi / Amritsar / Chennai / Visakhapatnam) based on the place of visit (in NER / J&K / A&N) + Economy class air fare from the same railhead to the place of visit in NER / J&K / Ladakh / A&N or the actual air fare from the Headquarters to the place of visit, whichever is less.

— GID (5), Rule 12, Part C.

6. Air travel by Government employees to NER, J&K and A&N as mentioned in Paras. 4 and 5 above is allowed whether they avail the concession against Anywhere in India LTC or in lieu of the Home Town LTC as permitted.

7. Air Tickets are to be purchased by utilizing the service of Authorized Travel Agents viz. 'M/s. Balmer Lawrie & Company', 'M/s. Ashok Travels & Tours' and 'IRCTC'. Booking of tickets through other agencies is not permitted.

— GID (4), Rule 12, Part C.

Non-entitled Government employees travelling by air under Special Dispensation Scheme directly from their Headquarters / place of posting

to the place of visit in NER/J&K/A&N/Ladakh, must take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati / Delhi / Amritsar / Chennai / Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print-out of the details of the flights available in the next slot may be retained.

In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.

Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time-limit. However, the reimbursement will be restricted to the actual air fare or the entitled train / bus fare for the shortest route, whichever is less.

— OM, dated 29-8-2022.

8. Unmarried Government servants, who are eligible for LTC to visit home town may avail the facility of converting one occasion of home town LTC in a block of four years to travel to NER, A&N or J&K, Ladakh under the special dispensation scheme.

— GID (5), Rule 8.

7. Advance

1. Up to 90% of the fare can be taken. Advance admissible for both outward and return journeys if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.

The time-limit for drawal of LTC advance is 125 days (i.e. 4 months and 5 days) in case of journey by train.

Cases where LTC journey is proposed to be undertaken by other modes viz. air/sea/road, the time-limit for drawing LTC advance shall remain 65 days only.

— GID (1), Rule 15.

2. The official should furnish Railway ticket numbers, PNR No., etc., to the Competent Authority within ten days of drawal of the advance.

3. Advance can be drawn separately for self and family.

4. Employees entitled for air travel, may apply for advance with the print-out of the concerned webpage of ATA having suitable flight and fare details while tracking the fare of the flight under the three hour time slot at least 30 days prior to the intended date of journey.

Employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with

reference to Rail / Bus fare. If they wish to travel by air under the Special Dispensation Scheme, they may apply for advance with reference to Rail / Bus fare from their Headquarters / place of posting up to Kolkata / Guwahati / Chennai / Visakhapatnam / Delhi / Amritsar *plus* air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata / Guwahati / Chennai / Visakhapatnam / Delhi / Amritsar till the place of visit in NER / UT of J & K/ U T of A & N / Ladakh. — OM, dated 29-8-2022.

Claim.— 1. When advance is taken, (a) the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lumpsum and the claim will be treated as one where no advance is sanctioned. Further, penal interest at 2% over GPF interest on the entire advance from the date of drawal to the date of recovery will be charged.

(b) When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawal to the date of recovery.

(c) When a part of the advance becomes excess drawal due to genuine reasons beyond the control of the Government servant, the Administrative Authority may, if satisfied, exempt charging of interest.

2. When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

AUTHORS' NOTE.— Revised orders are awaited from the Nodal Ministry for change in time-limit to sixty days based on Rule 292 of GFR, 2017.

3. Relaxation.— Ministry / Department with the concurrence of Financial Advisor can relax the time-limit subject to conditions.

— Rule 14 and GID thereon.

8. Reimbursement

(a) No daily allowance shall be admissible on LTC.

(b) Any incidental expenses and expenditure on local journeys shall not be admissible. — GID (1-B), Rule 12.

(c) Fares for journeys between duty station and home town, both ways, will be reimbursed by Government in full. Reservation charges are reimbursable; but telegram charges for reservation of onward / return journeys, etc., are not reimbursable.

— GIDs (3) and (4), Rule 13.

(d) **By longer route in same / different modes of conveyance.**— When journey is performed by a longer route (not the cheapest) in two different classes of rail accommodation, the entitled

class rate will be admissible for the corresponding proportion of the shortest / cheapest route and the lower class rate for the remaining mileage by such route. Where journey is performed by a longer route in different modes of transport, reimbursement will be made proportionately in respect of journey performed by rail and for the remaining shortest distance, as per entitlement by rail or the actual fare paid for journey by road, whichever is less. The claim has to be worked out on proportional basis for each / actual mode of journey / distance covered with reference to the distance by the shortest route. — GID (1), Rule 13.

- (e) Actual rail fare as per the choice of rail tickets purchased by the Government servant for children aged between 5 years and under 12 years is reimbursable for LTC. — GID (12), Rule 13.
- (f) **Catering charges in respect of rail journey.**— If the Government servant has to compulsorily avail the catering facility and the cost is included in the rail fare for Rajdhani / Shatabdi / Duronto trains, the fare charged shall be reimbursable in full as per entitlement / eligibility. — GID (13), Rule 13.
- (g) **Cancellation / Reschedule charges.**— One-time relaxation for reimbursement of cancellation / rescheduling charges of air / train tickets for LTC journeys has been provided to those who had booked tickets in advance for journey during lockdown between 21-3-2020 to 31-5-2020 but were not able to perform the journey. In cases where airlines have kept the refund amount in credit shell, period of repayment of LTC advance may be allowed till 30-11-2021 or till such time the amount in credit shell is utilized, whichever is earlier. No penal interest will be charged on LTC advance taken by the Government servant on LTC journey scheduled during the lockdown period.
— GID (22), Rule 13.
- (h) **Reimbursement of leave when Government servant decides to forgo his claim.**— Where the Government employees undertake journeys on private vehicles in areas connected by public transport or the Government servant himself decides to forgo his claim resulting in 'Nil' claim on journeys performed, encashment will be admissible if-
- (i) Government servant intimates his intention to avail LTC in advance and gets the leave sanctioned.
 - (ii) A request for leave encashment is submitted before commencement of journey.
 - (iii) A self-declaration is submitted that he has actually travelled to the declared place of visit and is not claiming the fare reimbursement for the entire LTC journey.

— OM, dated 29-3-2023.

Procedural requirements for easy settlement of claims

- (i) Submit your application for leave before LTC journey is undertaken.
- (ii) Check your eligibility before applying for LTC. A retiring Government employee is eligible to avail LTC but the return journey should be completed before his date of retirement.
- (iii) Journey should be undertaken in your entitled class only.
- (iv) You can apply for an advance 65 days (125 days if journey is by train) before the proposed date of journey.
- (v) If you draw an advance, you must produce the tickets within ten days of drawal of advance.
- (vi) Government employees entitled to travel by air and not entitled to travel by air may travel by any airlines but reimbursement will be restricted to the fare of the entitled class or actuals, whichever is less.
- (vii) Booking of air tickets is to be done through approved travel agencies only.
- (viii) Submit your claim within three months after completion of return journey, if no advance is drawn and within one month after completion of journey, if advance is drawn. Belated claims can be processed by Ministries / Departments with the concurrence of the Financial Advisor by relaxing the provisions.

— GID (13), Rule 13.

9. LTC for Escort

Escort to single handicapped employee.— LTC is admissible to an escort accompanying a handicapped Government servant proceeding on LTC journey provided that—

- (a) The nature of physical disability is such as to necessitate an escort.
- (b) The physically handicapped employee does not have an adult family member.
- (c) Any other employee entitled to LTC does not accompany the physically handicapped employee on the journey.
- (d) Prior approval of the Head of Department is obtained on each occasion.
- (e) Concessions, if any, allowed by the Railways/Bus services should be availed.

— GID (19), Rule 7.

10. Misuse of LTC

Misuse of LTC.—1. Disciplinary action will be taken and during its pendency—

- (a) the disputed claim will be withheld; and
- (b) further LTC facility will not be allowed.

2. When disciplinary proceedings are over—

- (a) If found not guilty—
 - (i) the withheld claim will be admitted; and
 - (ii) any LTC facility fell due but not allowed will be allowed as additional set(s) in the future blocks of years irrespective of the provisions relating to lapsing of unavailed LTC. Such additional set(s) also should be availed before the date of superannuation.
- (b) If found guilty—
 - (i) the withheld claim will be disallowed;
 - (ii) next two sets — one to Home town and one to any place in India — will be forfeited; and
 - (iii) in case of grave misuse, the Competent Authority may disallow even more than two sets;

in addition to any penalty under disciplinary rules.

— Rule 16.



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11. Encashment of EL during LTC

[Swamy's — FR & SR — Part-III]

1. Encashment of earned leave while availing LTC.— Will be admissible subject to the following conditions.—

1. Limited to 10 days of earned leave on one occasion without linkage to the number of days and nature of leave availed and 60 days in the entire career.

2. Will **not** be deducted while computing the maximum admissible for encashment at the time of quitting service.
3. The balance at credit should be not less than 30 days after deducting the total of leave, if any availed *plus* leave for which encashment was availed. — Rule 38-A.
4. Where both husband and wife are Government servants, encashment of leave will continue to be available to both, subject to maximum limit of 60 days to each of them.
5. Government servants may encash earned leave up to 10 days at the time of availing both types of LTCs i.e., 'Home town' and 'anywhere in India'. — GID (2-B), Rule 38-A.
6. Within the same block, when one type of LTC, i.e., 'Home town' or 'anywhere in India' is being availed of by the Government servant and his family members separately, encashment of leave would be restricted to one occasion only. — GID (8-A), Rule 15.

2. The Government servants who are availing LTC facilities provided to their spouses employed in PSUs/Corporation/Autonomous Bodies, etc., and who are availing privilege passes/concessional tickets provided to their spouses employed in Indian Railways/National Airlines are also entitled to leave encashment subject to conditions. — GID (10), Rule 15.

3. Encashment of LAP for Railway employees on surrender of privilege passes while availing LTC.— Railway employees have been allowed optional AILTC in accordance with CCS (LTC) Rules, 1988. Railway servants availing the facility of AILTC may be allowed to encash LAP up to 10 days. The spouse of the Government employee working in Railways may be allowed to avail encashment of leave of 10 days on the AILTC availed by the Government employee. — GID (12), Rule 15.

4. A re-employed pensioner, if he is entitled to LTC, can avail encashment of leave up to the limit of 60 days including the number of days already availed for encashment for LTC while in service. — GID (11), Rule 15.

5. If the Government servant fails to avail the LTC within prescribed time, he should refund the entire amount of leave encashment along with the interest at the rate of two per cent above the rate of interest allowed on Provident Fund balances and he is also entitled for credit back of leave so debited for encashment. — Rule 38-A (5) of CCS (Leave) Rules.

12. Special Concession for those posted in N-E. Region, etc.

LTC to those posted in N-E. Region, A & N Islands and Lakshadweep Islands and concession to travel by air.— See Section 21.

FREQUENTLY ASKED QUESTIONS

1. *List the Levels of the Pay Matrix for which Air Travel is allowed on LTC and their eligible class—*

Level	Class
9	Economy
10	
11	
12	
13	
13-A	
14	Business / Club
15	
16	
17	
18	

2. *How will the journey on LTC performed by a private / personal transport be regulated, assuming that the place is not connected by any public transport?*

For journey between places not connected by any Public / Government means of transport, reimbursement as per entitlement for a maximum of 200 kms. for a to and fro journey (100 kms. each side) will be allowed. Expenditure for distance beyond 200 kms. should be borne by the Government servant.

3. *Can employees travel by private airlines on LTC ?*

Consequent to disinvestment in Air India, employees can travel by private airlines on LTC.

4. *What is the time-limit for drawal of LTC advance ?*

The time-limit for drawal of LTC advance is 125 days for journeys by train and 65 days for journeys by other modes of transport, viz. air / road / sea.

5. *Can a recovery of advance be made in instalments?*

No.

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).

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.

FREQUENTLY ASKED QUESTIONS

1. *What is the maximum number of unavailed Joining Time that can be credited to the EL account of a Government servant who has 295 days at credit?*

5 days.

2. *Can the benefit of increment be granted during Joining Time?*

No, it will be granted only after he joins duty.

3. *Can Joining Time be combined with Casual Leave ?*

No.

4. *If a Government servant requests for transfer, how will the period of transit be treated?*

Regular leave may be sanctioned to cover the transit period excluding intervening holidays.

5. *Which is the allowance not allowed during Joining Time?*

Conveyance allowance or permanent travelling allowance.

15. Travelling Allowance

1. Pay Level of Government servants

[Swamy's — FR & SR, Part-II]

The 'Pay Level' for determining the TA/DA entitlement is as indicated in Central Civil Service (Revised Pay) Rules, 2016. 'Pay' refers to Basic Pay drawn in the Pay Level in the Pay Matrix and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like Special Pay, etc.

If the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course for the higher entitlements.

In transit between two posts.— An employee in transit from one post to another ranks in the lower of the two. —SR 19.

2. Daily Allowance

[Swamy's — FR & SR, Part-II]

(i) DA on Tour.—

Pay Level in Pay Matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to ₹ 7,500 per day. Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding ₹ 1,200 per day.
12 and 13	Reimbursement for hotel accommodation/guest house of up to ₹ 4,500 per day Reimbursement of AC taxi charges of up to 50 km per day for travel within the city. Reimbursement of food bills not exceeding ₹ 1,000 per day.

Pay Level in Pay Matrix	Entitlement
9 to 11	Reimbursement for hotel accommodation/guest house of up to ₹ 2,250 per day. Reimbursement of non-AC taxi charges of up to ₹ 338 per day for travel within the city. Reimbursement of food bills not exceeding ₹ 900 per day.
6 to 8	Reimbursement for hotel accommodation/guest house of up to ₹ 750 per day. Reimbursement of non-AC taxi charges of up to ₹ 225 per day for travel within the city. Reimbursement of food bills not exceeding ₹ 800 per day.
5 and below	Reimbursement for hotel accommodation/guest house of up to ₹ 450 per day, Reimbursement of non-AC taxi charges of up to ₹ 113 per day for travel within the city, Reimbursement of food bills not exceeding ₹ 500 per day.

—GIO (1), SR 51.

NOTE.— The TA/DA entitlements of Officers in Level 13-A (pre-revised Grade Pay of ₹ 8,900) shall be equivalent to Officers in Pay Level 13.

—GIO (1-A), SR 34.

(ii) **Reimbursement of Hotel charges.**— For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be ₹ 1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25% whenever DA increases by 50%.

(iii) **Reimbursement of Taxes / GST.**— The entitlement prescribed in respect of hotel accommodation/Guest House is exclusive of all Taxes / GST. Taxes will be reimbursed over and above the entitlement, calculated on the actual charges paid within the entitlement. —GIO (1-B), SR 51.

(iv) **Reimbursement of Travelling charges.**— Similar to reimbursement of staying accommodation charges, for Levels 11 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. From 22-12-2020, the condition of

production of receipts / vouchers for officials in Level 9 to 11 is also done away with. —GIO (1-A), SR 51.

The ceiling for Levels 11 and below will further rise by 25 % whenever DA increases by 50%. For journeys on foot, an allowance of ₹ 12 per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(v) **Admissibility of DA in case of free boarding / lodging.**— If any expenses are incurred on local travel, the same may be claimed as per Paras. (i) and (ii) above. The earlier system of giving 25% of DA has been discontinued. DA at Fifth CPC rates is done away with. —GIO (1-A), SR 51.

(vi) **Reimbursement of Food charges.**— There will be no separate reimbursement of food bills. Instead, the lumpsum amount payable will be as per Table (i) above and, depending on the length of absence from headquarters, would be regulated as per Table (vii) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates), i.e. Lumpsum amount payable. The lumpsum amount will increase by 25% whenever DA increase by 50%.

(vii) **Timing restrictions.**—

Length of absence	Amount Payable
If absence from headquarters is < 6 hours	30% of Lumpsum amount
If absence from headquarters is between 6-12 hours	70% of Lumpsum amount
If absence from headquarters is >12 hours	100% of Lumpsum amount

Absence from Headquarter will be reckoned from midnight to midnight and will be calculated on a per day basis. —GIO (1), SR 71.

(viii) In case of stay/journey on Government ships, boats, etc. or journey to remote places on foot/mules, etc. for scientific/data collection purposes in organization like FSI, Survey of India, GSI, etc., Daily Allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/Controlling Officer.

NOTE.— DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs.

1. For local journey, DA is only at half the rate. —GIO (2), SR 71.

2. For enforced halts *en route* treated as duty, due to breakdown of communications caused by flood, rain, etc., D.A. is admissible.

—GIO (4) (a), SR 51.

3. D.A. is admissible for period of absence at tour station regularized as special casual leave due to disturbances, imposition of curfew, etc.

— GIO (4) (b), SR 51.

4. No D.A. for Sundays and Holidays unless the employee is actually and not merely constructively on camp. No D.A. for leave and restricted holidays availed while on tour.

— GIO (1), SR 72.

5. Full D.A. is admissible for the first 180 days of continuous halt at a station on tour / temporary transfer / training. No D.A. beyond 180 days.

— GIO (1), SR 73.

6. Tour ends on return to headquarters. If a second journey commences on the same day on which an official returns from tour, each tour may be calculated separately but the total D.A. for a day should be limited to one.

— GIO (1), SR 71.

3. T.A. on Tour

[Swamy's — FR & SR, Part-II]

Entitlement.— T.A. on tour is from duty point / residence at headquarters to duty point at the distant station and vice versa. It comprises—

- (i) Fare for journeys by rail / road / air / sea;
- (ii) Road mileage for road journey otherwise than by bus;
- (iii) D.A. for the entire period of absence from headquarters including journey period.

Employees living in cities with UA eligible for reimbursement of to and fro Taxi / Scooter charges from the residence in the UA to the Railway Station / Bus Station / Airport.

— GIO (6), SR 46.

Entitlements for Journeys on Tour or Training.—

A. (i) *Travel Entitlements within the Country :*

Pay Level in Pay Matrix	Travel Entitlement
14 and above	Business/Club Class by air or AC-I by train
12 and 13-A	Economy Class by air or AC-I by train
6 to 11	Economy Class by air or AC-II by train
5 and below	First Class/AC-III/AC Chair car by train

(ii) Government officials are allowed travel by Premium Trains/ Premium Tatkal Trains/Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duronto Trains while on official tour/training.

Reimbursement of Tatkal Seva Charges which has fixed fare, will continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/Suvidha/Shatabdi/ Rajdhani/Duronto Trains will be as under:—

Pay Level in Pay Matrix	Travel Entitlements in Premium/Premium Tatkal/ Suvidha/Shatabdi/Rajdhani/Duronto Trains
12 and above	Executive/AC 1st class (In case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2nd Class/Chair Car (In Shatabdi Trains)
5 and below	AC 3rd Class/Chair Car

(iii) Employees are allowed to travel by Tejas Express Trains for journey on Tour / Training / Transfer / Retirement, in addition to the Trains above. Travel entitlement in Tejas Express Trains would be same as that of Shatabdi Trains. —GIO (1-B), SR 34.

(iv) *The revised Travel entitlements are subject to the following:—*

- In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe / Ordinary bus for others is allowed.
- In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.
- All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
- In case of non-availability of seats in entitled class, Government servants may travel in the class below their entitled class.

—GIO (1), SR 34 and SR 48-B.

B. International Travel Entitlement :

Pay Level in Pay Matrix	Travel Entitlement
17 and above	First class
14 to 16	Business/Club Class
13-A and below	Economy Class

—GIO (6), SR 48-B.

C. Entitlement for journeys by Sea or by River Steamer :

(i) For places other than A & N Group of Islands and Lakshadweep Group of Island :

Pay Level in Pay Matrix	Travel Entitlement
9 and above	Highest class.
6 to 8	Lower class if there be two classes only on the steamer.
4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class.
3 and below	Lowest class.

(ii) For travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited :—

Pay Level in Pay Matrix	Travel Entitlement
9 and above	Deluxe class
6 to 8	First / 'A' Cabin Class
4 and 5	Second 'B' Cabin Class
3 and below	Bunk class

—GIO (1), SR 40.

D. Mileage Allowance for Journeys by Road :

(i) At places where specific rates have been prescribed :—

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates for autorickshaw for journeys by autorickshaw, own car, scooter, motorcycle, moped, etc.
6 to 13-A	Same as above with the exception that journeys by AC taxi will not be permissible.

Pay Level in Pay Matrix	Entitlements
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for autorickshaw for journeys by autorickshaw, own car, scooter, motorcycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for autorickshaw for journeys by autorickshaw, own scooter, motor cycle, moped, etc.

(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighbouring States:—

For journeys performed in own car/taxi	₹ 24 per km
For journeys performed by autorickshaw, own scooter, etc.	₹ 12 per km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 % whenever DA increases by 50%.— GIO (1), SR 46.

1. Sharing of auto / taxi.— For travel by shared taxi / auto, the entitlement will be the actual share limited to half the mileage otherwise admissible.

— GIO (1), Note 7, SR 46.

2. Journey by Tonga, etc.— Tonga, autorickshaw, cycle rickshaw and man-driven rickshaw are equated to journey by scooter / motor cycle. For travel by a friend's scooter as a pillion rider, the amount admissible will be half the prescribed rate or the actual cost of propulsion, whichever is less.

— GIO (1), Notes 5 and 6, SR 46.

3. Journey by road between places not connected by rail.— May travel by the entitled conveyance or public transport system at their discretion. Mode of conveyance needs no approval from higher authority. The entitlement will be the road mileage at the rates indicated above.

4. Reservation charges.— For seat / sleeper berth are reimbursable.

— GIO (7) (d), SR 34 and GIO (15), SR 46.

5. Internet / e-ticketing charges.— Reimbursable for the tickets booked through the website of Indian Railways.

— GIO (7) (h), SR 34.

6. Conveyance charges for collecting tickets.— Charges admissible by public transport is reimbursable for collecting air / rail tickets from Railway stations / booking offices, etc.

— GIO (7) (f), SR 34.

7. Agency Charges.— Service charges levied by the Traveller's Service Agents recognized by the Zonal Railways is reimbursable.— GIO (8), SR 34.

8. Cancellation charges.— For official journeys cancelled in public interest, cancellation and reservation charges are reimbursable and are to be claimed in the normal T.A. Bill form. — GIO (7) (e), SR 34 and GIO (16), SR 4.

9. Service Tax and Education Cess.— Element of Service Tax, Education Cess and other similar levies charged on travel by Air / Road / Rail / Steamer are reimbursable. — GIO (7) (i), SR 34.

10. Levy of Facilitation Fee.— The levy of Facilitation Fee by the authorized travel agents is withdrawn with immediate effect.

No fee / service charges (by whatever nomenclature), which are not included in the tariff charged by Airlines will be paid to the authorized travel agents. — GIO (20), SR 48-B.

11. T.A. for Attendant / escort during tour / training.— T.A. (only Mileage Allowance) is allowed to the Attendant / escort for accompanying a Government servant with disabilities during travel while on tour / training, subject to conditions. — SR 22, GIO (1).

12. T.A. to Probationers on Training.— The following rules govern the claims of TA while on Foundation Training by Probationers as prescribed in GIO (2) below SR 164:—

1. (i) No TA is allowed for onward journey to Training Institute.
- (ii) No TA is allowed for probationers who are taken to outstation for training activity.
- (iii) They have to pay boarding / lodging / transport charges from their pocket.
- (iv) No daily allowance is admissible.
- (v) One side TA only is allowed on completion of training to report for duty.

2. Any reimbursement already made may be recovered.

— GIO (3), SR 164.

13. TA to employees participating in competitions / events in Music, Dance and Drama.— Participation by employees in events conducted by CCSCSB or under its aegis will be treated as duty and considered for travel entitlements for Journey on Tour. — OM, dated 11-2-2020.

14. Participation in sports events and tournaments of National / International importance.— Entitlement of TA to travel to a station other than their headquarters for participating in any of the events will be in accordance with the TA Rules applicable to them. — GIO (3), SR 34.

4. Journeys by Air

[Swamy's — FR & SR, Part - II]

(a) Employees working in Tripura may travel by Air between Agartala and Kolkata on tour / transfer only. — GIO (4) (f), SR 48-B.

(b) In other cases, Secretaries of the Administrative Ministries can authorize air travel, if the expenditure is kept within funds allotted.

Special cases.— (a) One member (non-entitled) of the personal staff of Minister may be permitted to travel with him on tour — whether official or private.

(b) One non-entitled officer may accompany VIPs / Foreign delegations as a protocol requirement — to be cleared by Financial Adviser; and if more than one — Finance Ministry's approval required.

(c) Sportsmen, Managers, Coaches, Masseurs and Doctors selected for sporting events of international importance held outside India, may travel by economy class.

Entitled class.—

	Pay Level	Entitlement
(a)	<i>Within India—</i>	
	14 and above 6 to 13-A	Business / Club Class Economy Class
(b)	<i>Outside India—</i>	
	17 and above	First Class
	14 to 16	Business / Club Class
	13-A and below	Economy Class

— GIOs (1) and (6), SR 48-B.

Guidelines on Air Travel

1. With effect from 1-1-2022, in all cases of Air Travel where Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.

1. M/s. Balmer Lawrie and Company Limited (BLCL).
2. M/s. Ashok Travels and Tours (ATT).
3. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. The travel agents are expected to provide to the Government employees the "best available fare" on the date of booking on the basis of tour programme as per their entitlement.

3. Tickets to be booked atleast 21 days prior to intended date of travel to avail most competitive fares. Cancellations to be avoided. One ticket for each leg of travel to be booked.

4. The choice of the Travel agents for booking of ticket is left to the Ministry / Department. Tickets may be arranged by the office or by the employee himself. No agency charges will be paid to the agency.

5. In unavoidable circumstances where booking of Air ticket is done from unauthorized travel agent / website, the Financial Advisers of the Ministry / Department and Head of the Department not below the rank of Joint Secretary in subordinate / attached offices are authorized to grant relaxation.

6. Undertaking in prescribed pro forma is to be submitted within 7 days of completion of journey in order to ensure timely payment to the agency. TA bill may be submitted as per time-limit prescribed (See Para. 7 in this Section).
— OM, dated 31-12-2021 and GIO (16), SR 48-B.

7. Submission of Boarding Pass along with TA Bill.— When a Government servant is unable to submit the Boarding Pass along with TA Bill, he can submit a self-declaration certificate in lieu of Boarding Pass along with TA Bill. The pro forma for self certificate needs to be countersigned by the Controlling Officer in case of officials below the Under Secretary level (i.e. from Pay Level 10 and below). — GIO (6), SR 195.

8. Reimbursement of annual maintenance charges of credit card.— The cost of maintaining the credit card by the individual officer is reimbursable with the approval of FA if such card is utilized for booking the air-tickets in advance on discounted fare for providing larger savings to the Government.
— GIO (12), SR 48-B and OM, dated 1-8-2006.

"The Cash Back" received on purchase of Air Tickets by using Credit-Cards should be deposited with the Government by the official.

— GIO (12), SR 48-B.

5. Journeys by Sea / River Steamer

[Swamy's — FR & SR, Part-II]

Entitlement for journeys by sea or by river steamer

Kind of Travel	Level	Travel entitlement
Entitlement for journeys by Sea or by River Steamer	9 and above 6 to 8	Highest Class Lower Class, if there be two classes only on the steamer

Kind of Travel	Level	Travel entitlement
Entitlement for travel between the mainland and the A&N and Lakshadweep Groups of Islands by ships operated by the Shipping Corporation of India Limited	4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If four classes, the third class.
	3 and below	Lowest Class
	9 and above	Deluxe Class
	6 to 8	First / 'A' Cabin Class
	4 and 5	Second / 'B' Cabin Class
	3 and below	Bunk Class

— GIO (1), SR 40.

6. T.A. for local journeys

[Swamy's — FR & SR, Part-II]

Local Journeys mean journeys on duty on any day beyond 8 km from the duty point at Headquarters and within the limits of suburban or other Municipalities, Notified Areas or Cantonments contiguous to the Municipality/ Corporation of the Town or City in which the duty point is located. Journeys performed within the limits of an Urban Agglomeration within which the employee's headquarter is located will also be treated as 'local journeys'.

— GIO (3), SR 71.

1. **T.A. for local journeys:** Mileage allowance for the journeys performed on all the days spent on temporary duty and in addition 50% of the admissible D.A. Option is available either to claim reimbursement of conveyance hire charges under Delegation of Financial Powers Rules or to claim normal T.A. as above.

— GIO (3) (b) (2), SR 71.

2. T.A. for a local journey is admissible if the temporary place of duty is beyond 8 km from the normal place of duty, irrespective of whether the journey is performed from residence or from the normal place of duty.

3. Local journeys should normally be performed in the same way as journey to duty point, i.e., by bus, local trains or own conveyance. Where travel by special means like taxi, scooter, etc., is considered necessary, prior permission of superior authority is necessary. If more than one official is deputed for duty at the same point, they should, as far as possible, travel together by sharing the hire charges of the taxi or scooter or other conveyance, if necessary, by assembling at the normal duty point.

For journeys to temporary duty point within a distance of eight kilometres from the residence, if performed by public conveyances, such as bus, local trains, trams and ferries, fares paid will be reimbursed. In case of travel by 'Whiteline buses' plying in Delhi / New Delhi, reimbursement will be made

on production of tickets. If such journeys are performed by taxi / autorickshaw / own car / scooter, no mileage allowance is admissible.

4. The bus / rail fare / mileage allowance for local journeys should be based on the actual distance travelled or the distance between the normal duty point and temporary duty point, whichever is less. — GIO (11), SR 46.

5. If provided with conveyance free of charge, D.A. only will be admissible.

6. **DA for local journeys.**— For local journey beyond 8 kms, the following may be admissible—

(a) *Hotel accommodation* : Not Applicable.

(b) *Travel within the City / Mileage Allowance* : As per his/her eligibility.

(c) *Food charges* : 50 % of amount payable on tour as mentioned in Para. 2 (E) (v) of OM, dated 13-7-2017 as follows:-

Length of absence	Amount payable on Local journey (50% of amount payable on tour)
If absence from headquarters is < 6 hours	15% of Lumpsum amount
If absence from headquarters is between 6-12 hours	35% of Lumpsum amount
If absence from headquarters is >12 hours	50% of Lumpsum amount

— GIO (1-A), SR 71.

7. **180 days limit.**— An official required to perform duty at a temporary duty point, will be paid D.A. for the first 180 days only. Beyond 180 days, no D.A. will be admissible.
— GIO (1), SR 73.

7. Time-limit for submission of claims for Travelling Allowances

[With effect from 13-3-2018]

1. Time-limit for submission of claim for Travelling Allowance (TA) has been changed from one year to sixty days succeeding the date of completion of the journey. The claim of a Government servant to Travelling Allowance/Daily Allowance on Tour/Transfer/Training is forfeited or deemed to have been relinquished if the claim for it is not preferred within sixty days succeeding the date of completion of the journey.

With effect from 15-6-2021, the time-limit for submission of claims for TA on Retirement is 180 days (six months), succeeding the date of completion of the journey.
— OM, dated 15-6-2021.

2. In respect of claim for Travelling Allowance for journey performed separately by the officer and members of his family, the dates should be reckoned separately for each journey and the claim shall be submitted within sixty days succeeding the date of completion of each individual journey. Similarly, TA claims in respect of transportation of personal effects and conveyance shall be submitted within sixty days succeeding the date on which these are actually delivered to the Government servant at the new station.

3. The date of submission of the claims shall be determined as indicated below :-

(i)	In the case of Officers who are their own Controlling Officer.	The date of presentation of the claim at the Treasury / Cash Section.
(ii)	In the case of Officers who are not their own Controlling Officer.	The date of submission of the claim to the Head of Office / Controlling Officer.

4. In the case of claims falling under Category 3 (ii), which are presented to the Treasury after a period of sixty days succeeding the date of completion of journey, the date of submission of the claim will be counted from the date when it was submitted by the Government servant to the Head of office / Controlling Officer within prescribed time-limit of sixty days.

5. A claim for Travelling Allowance of a Government servant which has been allowed to remain in abeyance for a period exceeding one year should be investigated by the Head of the Department concerned. If the Head of Department is satisfied about the genuineness of the claim on the basis of the supportive documents and there are valid reasons for the delay in preferring the claims, the claims should be paid by the Drawing and Disbursing Officer or Accounts Officer, as the case may be, after usual checks.

— GIO (7), SR 194-A.

8. T. A. when deputed for training

[Swamy's — FR & SR, Part-II]

1. An employee deputed to undergo a course of training in India (refresher/in-service/pre-promotional) is entitled to draw T.A. and D.A. as on tour as follows:-

When boarding and lodging not provided—

First 180 days	Full D.A.
Beyond 180 days	Nil

Training Institutes where boarding and lodging facilities exist (including mess run on co-operative basis at the training centre)

First 30 days	Full D.A.
Next 150 days	Half D.A.
Beyond 180 days	Nil

2. If the training exceeds 180 days, option to draw either T.A. as on transfer or tour T.A. *plus* D.A. for the first 180 days is available.

3. If theoretical training and practical training are given in two different stations, D.A. in the second station will commence afresh irrespective of whether D.A. was drawn for 180 days or less in the first station. If both theoretical and practical trainings are at the same station, D.A. will be admissible for the first 180 days only.
— GIO (4), SR 164.

4. An employee on training at a particular station going on tour to another station will be entitled to draw D.A. at full rate for stay in the touring station, but this period will also be taken into account for computing 180 days of halt at the training station.

5. No T.A. / D.A. is admissible for training at the headquarters irrespective of the distance between normal duty point and the training centre.

6. Officials deputed for training to the institutions which are located within the Urban Agglomeration of Government servant's headquarters are not entitled to any T.A. / D.A. irrespective of the distance.

— GIO (1), SR 164 and GIO (3) SR 71.

7. An employee drawing D.A. during training will be entitled to draw HRA only at the rates admissible at his headquarters from where he has been deputed to the training. Even beyond 180 days when no D.A. is admissible, the HRA will be admissible only at the rates admissible at his headquarters.
— GIOs and HRA Orders, SR 164.

9. T.A. on Temporary Transfer

[Swamy's — FR & SR, Part-II]

1. In all cases of transfers for short periods not exceeding 180 days, the journeys from headquarters to the station of deputation and back will be treated as on tour and D.A. granted for the first 180 days only.

— GIO (3), SR 114.

2. Joining time is not admissible. Only actual transit time as for tour allowed.

— Rule 4 (1), Appendix-10, FR, Part - I.

3. No advance of pay is admissible.

4. If a transfer originally made for a period more than 180 days is reduced to 180 days or less later, the T.A. claim originally allowed should not be changed to the disadvantage of the official.

5. If a temporary transfer originally made for a period of 180 days or less is later extended beyond 180 days, the T.A. already drawn shall be adjusted in the transfer T.A. claim; but D.A. is admissible up to the date of issue of the revised orders.

— GIO (3), SR 114.

10. T.A. on Transfer

[Swamy's — FR & SR, Part-II]

(a) **Transfer** means the movement of an employee from one headquarter station in which he is employed to another such station, either to take up the duties of a new post, or in consequence of a change of his headquarters. — SR 2 (18).

(b) **Admissibility.**— Admissible only if the transfer is in the public interest and not at one's own request.

(c) **Department of Posts.**— Posting to a place of choice on completion of full tenure may not be normally termed as transfer on own request under SR 114. Officials transferred after completion of full tenure as prescribed from time to time to the place of their choice will be entitled for T.A. and transit. — Dept. of Posts, No. 17-3/94-PAP, dated 18-12-1995.

(d) **Transfer T.A. entitlement.**— Transfer T.A. comprises of the following elements:—

- (i) a Composite Transfer Grant equal to 80 per cent of last month's Basic Pay; No other add-ons should be allowed in Basic Pay while calculating CTG. (Not admissible if no change of residence is involved even where the distance between the two stations is more than 20 kms.). For transfer to and from the island territories of Andaman, Nicobar and Lakshadweep, CTG may continue to be paid at 100 per cent. — GIOs (1) and (4), SR 116.
- (ii) Travel entitlement for self and family for journey by rail/steamer/air;
- (iii) road mileage for journey by road between places not connected by rail;
- (iv) cost of transportation of personal effects from residence to residence; and
- (v) cost of transportation of conveyance possessed by the employee.

While the grade of the Government servant is determined with reference to the facts on the date of his transfer, the number of fares admissible is to be determined with reference to the facts on the date of journey. No travelling allowance is admissible for any member added to the family after the date of transfer. — SR 116 (b) (iii).

(e) Admissibility of CTG and Transportation of personal effects on Transfer will be regulated as under:—

- (i) In case the employee has been transferred prior to 1-7-2017 and has assumed charge prior to 1-7-2017, the employee will be eligible for CTG at pre-revised scale of pay. If the personal effects

have been shifted after 1-7-2017, revised rates for transportation of personal effects will be admissible.

- (ii) In case the employee has been transferred prior to 1-7-2017 and has assumed charge on/after 1-7-2017, the employee will be eligible for CTG at revised scale of pay. As the personal effects would be shifted after 1-7-2017, revised rates for transportation of personal effects will be admissible. — GIO (1-A), SR 116.

In addition to the above, the employee will be entitled for an additional fare by the entitled class for self for both onward and return journeys, if he has to leave his family behind due to non-availability of Government accommodation at the new place of posting. Officials who could not take family members along with him / her on their second trip due to genuine reasons are also entitled to an additional to and fro fare by the entitled class. — GIO (5), Para. VI, SR 116.

An employee whose family does not accompany him to the new station while joining on transfer, has an option to claim for him

either for the first journey undertaken to join the new post

or for the journey subsequently undertaken along with family members. — GIO (12), SR 116.

(f) At the Same Station—

(i) No T.A. if no change of residence is involved.

(ii) If there is compulsory change of residence solely due to the transfer—

(a) actual cost of conveyance for self and family limited to the road mileage and actual cost of transportation of personal effects admissible subject to the prescribed limits and

(b) Composite Transfer Grant equal to one-third of 80% of Basic Pay. — GIO (20), SR 116.

(g) Between two stations within a short distance of not more than 20 km.—

(i) No T.A. if no change of residence is involved

(ii) If change of residence is involved—

(a) Full Transfer T.A. will be allowed and

(b) Composite transfer grant equal to one-third of 80% of Basic Pay. — GIO (20), SR 116.

(h) **When both husband and wife are transferred from one and the same station to another same station.—** When both husband and wife are transferred from one and the same station to another same station within six months but after 60 days of the transfer of the spouse, the spouse transferred earlier will get full composite transfer grant while the

spouse transferred later will get 50% of composite transfer grant. However, if both the transfers are ordered within 60 days, the second transfer grant of 50% is not admissible. — GIO (1), Para. II (c), SR 116.

(i) **Definition of family.**— Family includes—

(1) Spouse residing with the employee. (Need not be dependent). Only one wife is included in the term 'family'.

(2) Legitimate children and stepchildren, residing with and wholly dependent. Children includes major sons, legally adopted children and widowed daughters, residing with and wholly dependent. Restricted to two children with effect from 1st January, 1999. However, this restriction does not apply to existing employees with more than two children including those born up to 31-12-1998. Does not apply also to employees with no / one child on 31-12-1998 but next confinement resulting in multiple births thereby increasing the number to more than two. — GIO (1), SR 2 (8).

(3) Married daughter, if divorced, abandoned or separated from her husband and residing with and financially dependent on the parent.

(4) Parents, stepmother, unmarried sisters and minor brothers residing with and wholly dependent. (Major brothers are not included.)

(5) Stepfather not included in the definition of family.— *M.F. letter, dated 20-11-2008 to Swamy Publishers (P) Ltd.* — GIO (2), SR 2 (8).

(6) Widowed sisters residing with and wholly dependent (provided their father is either not alive or is himself wholly dependent on the employee.). — GIO (2), SR 2 (8).

EXPLANATION.— In the case of wife / husband, the necessary condition is — 'residing with'. Other members of the family should satisfy both conditions 'residing with' and 'wholly dependent'. — SR 2 (8).

Children studying in educational institutions away from their parents at the time of transfer but joining their parents at the time of vacation, are treated as members of family subject to other conditions for drawal of T.A.

— GIO (11), SR 116.

Wards.— Children taken as wards by the Government servant under the "Guardians and Wards Act, 1890" will be treated as Government servant's children if the Government servant treats the ward as member of the family and through a special will gives the ward the same status as that of natural children. — GIO (1), SR 2 (8).

(j) **Definition of dependant.**— The income limit for dependency is the minimum amount of family pension i.e., ₹ 3,500 p.m. (now ₹ 9,000) — *M.F. letter, dated 18-2-2009 to Swamy Publishers (P) Ltd.* — GIO (3), SR 2 (8).

(k) **For journeys by Rail / Road / Air / Steamer** entitlement will be as for journeys on tour.

(l) **By road between places not connected by rail.**— For journey by public bus, actual bus fare for self and each member of family is admissible and if the journey is performed otherwise than by public bus, mileage allowance at the appropriate rate will be admissible as follows:—

- (i) One mileage for self / self and one additional member;
 - (ii) Two mileages if two members of family accompany;
 - (iii) Three mileages if more than two members of family accompany.
- GIO (5), Para. IV, SR 116.

(m) **By road between places connected by rail.**— Road mileage limited to rail mileage by the entitled class.

(n) **Option to family.**— The family may travel—

- (i) from the old headquarters to the new headquarters; or
- (ii) from any other station to the new headquarters; or
- (iii) from the old headquarters to any other station.

But the claim will be restricted to that admissible from the old to the new headquarters. — SR 116 (b).

(o) **Time-limit.**— The members of the family should perform the journey not earlier than one month prior to the date of relief at the old station or within six months of his taking over charge at the new station. This time-limit can be extended in deserving cases by Head of Department.

— SR 116 (b) (iii).

Entitlements at a glance

Level	Composite Transfer Grant	Personal effects	
		By Train / Steamer	Rate for Transportation by Road
12 and above	80% of last month's Basic Pay	6000 kg by goods train / 4 wheeler wagon / 1 double container	₹ 50 per km
6 to 11	-do-	6000 kg by goods train / 4 wheeler wagon / 1 single container	50 per km
5	-do-	3000 kg	25 per km
4 and below	-do-	1500 kg	15 per km

The rates for personal effects will further increase by 25% each time DA rises by 50%.

The rates for transportation by road are on a per km basis and consideration of class of city have been done away with. — GIO (1), SR 116.

(p) **By Steamer.**— The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India.— Item III, GIO (4), SR 116.

NOTE.— Service tax and education cess included in the transportation bill are reimbursable up to the admissible limit of the claim. — GIO (10), SR 116.

The claim for reimbursement shall be admissible subject to the production of actual receipts/vouchers by the Government servant. Production of receipts/vouchers is mandatory in respect of transfer cases of NER, A&N and Lakshadweep also.

(q) **Transport of Conveyance.**— The possession of the conveyance (either at the old or at the new station) need not be in public interest.

— Item V, GIO (1), SR 116.

Level	Reimbursement
6 and above	One motor car etc. or one motorcycle / scooter
5 and below	One motorcycle / scooter / Moped / bicycle

— GIO (1), SR 116.

Transport by rail :

- By Passenger: Actual freight charged by the Railway.
- By Goods: Cost of packing, cost of transporting the packed car, motor cycle to and from the goods-shed, cost of crating the car, loading and unloading charges, cost of ropes, etc., are all reimbursable. Claim to be limited to the amount under (a) above.
— Note 3, SR 116 (a) I (iv).
- One Second Class fare by the shortest route between the stations from and to which the car is actually transported by rail can be drawn for a Chauffeur or Cleaner. — Note 1, SR 116 (a) I (iv).

Transport by road :

(a) **Car / scooter or motor cycle / moped**

Mode of transportation	Between places connected by rail	Between places not connected by rail
(i) When the conveyance is sent loaded on a truck.	Actual expenses / amount at the prescribed rate* / cost of transportation by passenger train, whichever is the least.	Actual expenses limited to the Amount at the prescribed rate.*
(ii) When the conveyance is sent under its own propulsion.	Amount at the prescribed rate* limited to cost of transportation by passenger train.	Amount at the prescribed rate*.

*Prescribed rate.— The rate prescribed for journey by taxi / auto-rickshaw, as the case may be, by the Director of Transport at the starting point.

NOTE.— When the conveyance is sent under its own propulsion, the Government servant / members of family travelling in the car will not be entitled to separate fare by air / rail / road mileage. Separate air / rail / road mileage will be admissible for the Government servant and/or members of family if they travel otherwise than by the conveyance being transported under its own propulsion.

(b) **Bicycle.**— Between the places connected by rail, actual cost of transportation limited to the freight charges by passenger train; between places not connected by rail, mileage at the rate of ₹ 1.20 per km.

— Note 8, SR 116.

11. T.A. on Retirement

[Swamy's — FR & SR, Part-II]

1. Entitlements.— *When the retired employee settles down in a station other than the last station of duty.*— Same as on transfer including lumpsum Composite Transfer Grant. Travel by air is also admissible.

The retired employee and family may travel from the last headquarters to the declared Home town, or to any other selected place of residence where he wishes to settle. — GIO (1), SR 147.

When the person settles down in the last station of duty or other than last station but with a change of residence—

- | | |
|----------------------------------|--|
| (a) Self and family | Actual cost of conveyance not exceeding the road mileage allowance admissible for transfer. |
| (b) Personal effects | Actual cost of transportation not exceeding the amount admissible for transfer. |
| (c) Transportation of Conveyance | An allowance at the rates prescribed by the Director of Transport for journey by taxi / autorickshaw, as the case may be. Where the above allowance is claimed, no mileage will be admissible for self. If the family also travels by the same conveyance, they will also not be entitled to mileage allowance. |
| (d) Composite Transfer Grant | Amount equal to 80% of his last month's Basic Pay. Self-declaration Certificate regarding change of residence in prescribed format is to be submitted. In case of settlement to and from the Island Territories of Andaman and Nicobar and Lakshadweep, CTG shall be paid at the rate of 100% of last month's Basic Pay. |

— GIO (1), SR 116 and OM, dated 6-1-2022.

In case of retirement, if an employee has retired prior to 1-7-2017, the employee will be eligible for CTG at pre-revised scale of pay. If the

personal effects have been shifted after 1-7-2017, revised rates for transportation of personal effects will be admissible. — GIO (1-A), SR 116.

NOTE.— The last station of duty means and includes the areas falling within the Urban Agglomeration of such station.

2. T.A. not admissible on resignation, dismissal, etc.— The concession is admissible only to persons who retire on retiring pension or on superannuation, invalid or compensation pension. It is not admissible to employees who quit service by resignation or who may be dismissed or removed from service. The concession is also not admissible to persons who are compulsorily retired as a measure of punishment. — GIO (1), SR 147.

3. Admissible to temporary employees.— The concession will be admissible also to temporary employees who have put in a total service of not less than ten years under the Central Government and

- (a) who retire on attaining the age of superannuation; or
- (b) who are invalided; or
- (c) who are retrenched from service without being offered alternative employment. — GIO (1), SR 147.

4. Time-limit.— The concession should be availed by the employee during leave preparatory to retirement or within one year of the date of his retirement which can be relaxed by Administrative Ministries / Department with the approval of the F.A. concerned.

— Para. 2 (iii) of GIO (1), SR 147.

5. Advances.— Advances may be sanctioned only when the journey is performed during leave preparatory to retirement. Advance will be limited to the amount to which the employee may be entitled under the rules, and will be adjusted in full on submission of the T.A. Bill. No advance is admissible when the journey is performed after retirement.— GIO (6), SR 147.

6. Admissibility of TA to persons re-employed in Government service.— Pensioners re-employed to posts, where holding of a post under the Central Government is a prerequisite for such re-employment or where the Recruitment Rules of post to which the pensioner is re-employed provides this as one of the qualifications, would be entitled to TA as given below, subject to certain conditions -

- (a) Where the pensioner is re-employed and TA on retirement has already been claimed by him from the office / organization from where he retired / superannuated :
 - (i) TA shall be allowed for such appointment if such appointment is made at station other than place of settlement or it necessitates change of residence at place of settlement.
 - (ii) TA shall also be allowed to him after completion of his term of re-employment.

In both cases, the TA would be reimbursed by the office / organization where the pensioner is re-employed.

- (b) In case the re-employed pensioner has not claimed TA on retirement within one year of his retirement and he is re-employed under the Central Government before the expiry of one year from the date of retirement :
- (i) TA shall be allowed to him for such appointment in case such appointment is made at station other than last station of duty or such appointment necessitates change of residence at last station of duty.
 - (ii) TA shall also be allowed to him after completion of his term of re-employment.

The expenditure for TA on joining such appointment shall be borne by the organization from where the pensioner is retired / superannuated with reference to the post held at the time of retirement. On completion of term of re-employment, the TA would be reimbursed by the office / organization where the pensioner is re-employed.

- (c) In case of appointment of a re-employed person from other than Central Government, TA shall be allowed to him as per the provision at Para. (a) (i) above, in accordance with the equivalence given to the post in Central Government.

— GIO (1), SR 107 and OM, dated 24-1-2022.

12. T.A. to the family of a deceased employee

[Swamy's — FR & SR, Part - II]

1. Entitlements.— Same as for retirement.

2. The family of an employee who dies in service may travel from the last headquarters of the employee to the Home town, or to any other selected place of residence where the family wishes to settle down.

3. If at the time of the death of the employee any member of his family happens to be at a station other than his headquarters, such member may travel from that station to the Home town or selected place of residence. But the claim will be restricted to what is admissible from the last headquarters to the Home town or selected place of residence, as the case may be.

4. If any member of the employee's family proceeds from the last headquarters to a place other than the selected place of residence, the claim will be restricted to what is admissible from the last headquarters to the selected place of residence.

5. The journey should be completed within one year after the date of death.

Powers to extend the time-limit of one year will be exercised by the Administrative Ministries/Departments with the approval of the FA concerned, in individual cases attendant with special circumstances.

— GIO (2), SR 148.

6. The concession is not admissible to families of —

- (a) Employees who die while on leave preparatory to retirement;
- (b) Retired employees who are re-employed; and
- (c) Temporary employees who have not rendered three years of continuous service.

— GIO (1), SR 148.

7. Advance of T.A.— (a) Amount.—Limited to three-fourths of the probable amount of travelling expenses admissible under the rules.

(b) Conditions.— (1) Only one member of the family can receive on behalf of all. (2) Only one advance is admissible. (3) Surety of a permanent employee of comparable or higher status is necessary. (4) An undertaking from the person receiving the advance to abide by the conditions for recovery is also necessary.

(c) Recovery.— (1) Account should be rendered within one month of the completion of the journey if the family travels in one batch. (2) If the family travels in more than one batch, account to be rendered within one month of completion of the journey by the last batch. (3) In any case, the journeys should be completed within one year and account rendered within one month thereof. Otherwise, the amount should be refunded.

— GIO (3), SR 148.

13. Advance of T.A. on Tour

Amount.— (1) An amount sufficient to cover the official's personal travelling expenses for a month, viz., daily allowance, road / rail / air fares, for journeys both ways. (2) In the case of prolonged tour in the interior, to places difficult of access, an amount sufficient to cover daily allowance, road / rail / air fares and contingent charges such as for the hire of conveyance, conveyance of records, tents, etc., for six weeks.

Eligibility.— All cases where T.A. is admissible as for a journey on tour.

Conditions.— The advance should be adjusted within fifteen days of completion of the tour / rejoining duty if gone on leave immediately on completion of tour. A second advance cannot be sanctioned until an account has been given of the first except when a second journey is required to be undertaken soon after the completion of the first leaving no time for the employee to prefer his T.A. Bill in respect of the first advance.

Recovery.— By adjustment from the T.A. Bill submitted after completion of the journey.

— OM, dated 7-10-2016.

14. Advance of T.A. on Transfer

Advance of T.A. as admissible under the rules, for self and family. This can be drawn either in one instalment or separately for self and family in two instalments.

— GID (3), Rule 40.

Eligibility.— 1. Employees under orders of transfer, including those on leave.

2. Employees proceeding on foreign service in India or on reversion from such service.

3. Not admissible when the transfer is at official's request and not in public interest.

4. Not admissible when the transfer is within the same station.

Recovery.— Advance of T.A. should be recovered in full from the T.A. Bill.

— OM, dated 7-10-2016.

FREQUENTLY ASKED QUESTIONS

1. *State whether the DA entitlement of hotel accommodation / guest house is inclusive of taxes / GST.*

No. The entitlement prescribed is exclusive of all Taxes / GST. Taxes incurred will be reimbursed over and above the prescribed entitlement.

2. *How will the journeys on tour by air by non-entitled officers be regulated between places where Rajdhani / Shatabdi trains operate?*

Reimbursement of Rajdhani / Shatabdi rates will be allowed. If the fare paid on travel is less than the fare charged for Rajdhani / Shatabdi type trains, reimbursement would be limited to the actual expenditure.

3. *What is the condition for grant of one-third of Composite Transfer Grant in cases of transfer within the same city?*

There should actually be a change of residence.

4. *How does the classification of cities / towns affect the rates for transportation of personal effects?*

The classification of cities / towns for the purpose of transportation of personal effects has been done away with and therefore does not affect the rates in any way.

5. *While claiming mileage allowance for journeys on road performed in own car / scooter, etc., is it necessary that the vehicle should be registered in the name of the Government servant?*

No.

16. Central Government Health Scheme

[Ministry of Health & FW — A Compilation of the CGHS]

1. General Provisions

The following cities are covered under CGHS as notified by Government:—

1. Agartala
2. Agra
3. Ahmedabad
4. Aizwal
5. Ajmer
6. Aligarh
7. Allahabad (Prayagraj)
8. Ambala
9. Amritsar
10. Baghat
11. Bengaluru
12. Bareilly
13. Berhampur
14. Bhopal
15. Bhubaneswar
16. Chandrapur
17. Chandigarh
18. Chhatrapati Sambhaji Nagar (Aurangabad)
19. Chennai
20. Chhapra
21. Coimbatore
22. Cuttack
23. Darbhanga
24. Dhanbad
25. Dehradun
26. Delhi & NCR: Delhi, Faridabad, Ghaziabad, Greater Noida, Noida, Gurgaon, Indirapuram, Sahibabad
27. Dibrugarh
28. Gandhinagar
29. Gangtok
30. Gaya
31. Gorakhpur
32. Guwahati
33. Guntur
34. Gwalior
35. Hyderabad
36. Imphal
37. Indore
38. Jabalpur
39. Jaipur
40. Jalandhar
41. Jammu
42. Jodhpur
43. Kannur
44. Kanpur
45. Kohima
46. Kolkata (including Ishapore)
47. Kochi
48. Kota
49. Kozhikode
50. Lucknow
51. Meerut
52. Moradabad
53. Mumbai
54. Muzaffarpur
55. Mysuru
56. Nagpur
57. Nashik
58. Nellore

59. Panaji	70. Silchar
60. Panchkula	71. Siliguri (including Jalpaiguri)
61. Patna	72. Sonapat
62. Puducherry	73. Srinagar
63. Pune	74. Thiruvananthapuram
64. Raipur	75. Varanasi (Benaras)
65. Ranchi	76. Tiruchirapalli (Trichy)
66. Rajahmundry	77. Tirunelveli
67. Saharanpur	78. Vadodara
68. Shillong	79. Vijayawada
69. Shimla	80. Vishakhapatnam

Demarcation of CGHS covered areas under CGHS Wellness Centre:—

- (i) The coverage of CGHS shall be limited to the areas within 5 km (approx.) radius of the CGHS Wellness Centres, in all CGHS covered cities, where such demarcations were not specified. The Additional-Director, CGHS concerned city shall notify such areas covered under CGHS Wellness Centres.
- (ii) The serving Central Government employees residing outside the CGHS covered areas shall be covered under CS (MA) Rules. However, in all CGHS covered cities, the serving Central Government employees residing within the Municipal limits of the city, shall be given a one-time choice to opt for CGHS [instead of CS (MA) Rules] from the nearest CGHS Wellness Centre.

— OM, dated 6-4-2018.

Applicable to.— 1. All employees paid from Civil Estimates (other than those employed in Railway services and those employed under Delhi Administration) having their headquarters and their family members in the cities mentioned above.

2. Central Government pensioners (excluding Railways and Armed Forces pensioners) and those retiring with Contributory Provident Fund benefits and their families.

3. Retired Divisional Accountants on the condition that the expenditure on cost-to-cost basis would be recouped from each State Government every year.

4. Widows/Child getting Family Pension, including minor brothers and sisters of such child.

5. Delhi Police employees and their families in Delhi only.

6. Railway Board employees.

7. Ex-Governors and Lt.-Governors and their families.

8. Ex-Vice Presidents and their families.
9. Civilians of the Defence Services at all stations (except Mumbai) where the scheme is in operation.
10. PSU absorbees who had commuted 100% of their pension and have been restored $\frac{1}{3}$ rd portion of their pension after 15 years.
— OM, dated 18-8-2009.
11. Central Government employees who got absorbed in Statutory Bodies / Autonomous Bodies and who are in receipt of Central Civil Pension are eligible to avail CGHS facility on their retirement.
— OM, dated 17-2-2011.
12. The employees of Indian Pharmacopoeia Commission and their family members.
— OM, dated 14/15-9-2011.
13. The employees of Supreme Court Legal Services Committee.
— OM, dated 5-8-2011.
14. Central Government employees who are on deemed deputation to Autonomous Bodies/Statutory Bodies of the Central Government and retiring while on such deemed deputation are eligible for CGHS facility, provided they are receiving Central Civil Pension and are not availing the medical facility provided by ABs/SBs after their retirement.
— OM, dated 7-10-2011.
15. From 1-8-2013, serving employees and pensioners of Department of Posts and Department of Telecom residing or settled at Ahmedabad, Bhopal, Bhubaneshwar, Dehradun, Guwahati, Jaipur, Jammu, Jabalpur, Lucknow, Pune, Ranchi and Shillong and beneficiaries of Postal Dispensaries will be covered under CGHS, following the merger of 19 Postal Dispensaries with CGHS.
— OM, dated 9-7-2013.
16. Central Government employees on short-term deputation to SB/AB will be allowed to avail CGHS facilities during their tenure of deputation. They can opt for medical facilities provided by CGHS or by the organization.
— OM, dated 9-6-2014.
17. Defence Industrial Employees of Naval Dock Yard, Central Ordnance Depot and AFMSD can avail CGHS facilities in Mumbai at par with the Defence Industrial employees.
— OM, dated 21-4-2017.
18. Retired employees of Central Council for Research in Yoga and Naturopathy (CCRYN), Lalit Kala Akademi (LKA), Indira Gandhi National Centre for the Arts, Indian Council for Cultural Relations (ICCR) and Indian Red Cross Society, Central Social Welfare Board (CSWB), National Seeds

Corporation Ltd., Gandhi Smriti and Darshan Samiti can avail CGHS facilities only in Delhi / NCR, subject to certain conditions.

— OMs, dated 16-7-2015, 15-10-2015, 2-12-2015, 1-4-2016, 20-9-2016, 14-6-2017 and 26-7-2018.

19. The eligible permanent retired / retiring employees of Air India Ltd., post disinvestment by the Government, subject to terms and conditions.

— OM, dated 15-3-2023.

A. Accrual of CGHS benefits.— The benefits of CGHS accrue from the date on which the Government servant applies for a CGHS card. CGHS is a compulsory scheme for all Central Government employees residing within the areas covered by CGHS dispensaries. As soon as a person joins Central Government service and intimates his residential address which is within a CGHS covered area, CGHS contribution at the appropriate rate should be recovered whether the CGHS card is issued or not. But in such cases, the offices concerned should ensure that the employee applies for a card and if he is not applying despite intimation, suitable action should be taken.

— OM, dated 15-6-2004.

NOTE 1.— The Government servant should reside in the area covered by the Scheme. Pensioners can get their names registered with any of the dispensaries, whether they were residing in that city or not.

NOTE 2.— An employee covered by the Scheme whose spouse is employed in Defence or Railway Services, State Government or Corporations or Bodies financed partly or wholly by the Central Government or State Government, Local Bodies and Private Organizations which provide medical facilities can opt out of the Scheme and avail of the medical facilities provided by the employer of the spouse.

NOTE 3.— If an employee or a member of his family covered under CGHS falls ill at a place not covered under CGHS, treatment shall be admissible under CS (MA) Rules.

— OM, dated 2-6-1995.

B. Validity of CGHS Card.— For serving beneficiaries and their dependants, 5 years from the date when the Department approved the application for plastic card of the main cardholder. For pensioners except whole life card from the date of approval of application by Additional Director of the City / Headquarter in Delhi till the period covered by the subscription.

— OM, dated 10-2-2021.

CGHS Card is valid at any CGHS Wellness Centre in the country for availing CGHS benefits as per the details given under:-

- i. CGHS Card is valid in any Wellness Centre in India and no additional document / attachment is required.

- ii. Medicines shall be issued for up to 3 months, in case of beneficiaries undergoing treatment for chronic illnesses.
- iii. Referral / endorsement for treatment from private HCOs empanelled under CGHS shall be issued from any Wellness Centre.

— OM, dated 1-5-2023.

C. Renewal of Card.—Beneficiaries should apply for renewal of plastic cards 3 months from the date of expiry of existing card.

In case any beneficiary becomes ineligible for availing CGHS facilities, it shall be the responsibility of the main cardholder to inform the Additional-Director / CMO i/c either through the Department or directly, failing which benefits will be withdrawn in addition to other action by appropriate authority. Department will be responsible for retaining and getting deleted from the database the employees transferred to non-CGHS area / organizations or on resignation / retirement.

— OM, dated 10-2-2021.

D. Family.— For definition, see Subject 4 under Section 17.

If both husband and wife contribute to the CGHS, eligible parents of both may avail the benefits.

Irrespective of age, the permanently disabled unmarried sons (both physical and mental/schizophrenia illness) who are financially dependent on CGHS beneficiary and residing with CGHS beneficiary and suffering from 40% or more of disabilities are eligible to avail CGHS facilities. After every five years, the CGHS beneficiary should furnish a disability certificate issued by the appropriate authority to CGHS.

— OMs, dated 2-8-2010, 3-9-2010, 4-11-2010, 26-5-2011 and 7-5-2018.

Sons above the age of 25 years, where the disability has occurred after attaining the age of 25 years can be considered as dependent for availing medical facilities under CGHS subject to fulfilment of conditions as mentioned in OM, dated 7-5-2018.

— OM, dated 1-1-2020.

Permanently disabled unmarried brothers who are financially dependent on and residing with the principal CGHS Cardholder and suffering from 40% or more of disabilities are also eligible to avail CGHS facilities subject to fulfilment of other conditions.

— OM, dated 25-7-2013.

(i) **With effect from 19-1-2012.**— Minor children of widowed/separated daughters who are residing with and dependent upon CGHS beneficiary are also eligible for medical facilities up to the age of 18 years (i.e.) the age of their becoming major.

— OM, dated 19-1-2012.

(ii) **Income limit for dependants with effect from 8-11-2016.**— The income limit for the purpose of dependency for members of family (other than spouse) is ₹ 9,000 per month *plus* the amount of Dearness Relief

thereon as on the date of consideration. The amount of Dearness Relief stands for the amount drawn and not the amount due on the date of consideration.

— OM, dated 8-11-2016.

2. Contributions

(From 1-2-2017)

Sl. No.	Corresponding levels in the Pay Matrix as per Seventh CPC	Contribution (₹ Per month)
1.	Level 1 to 5	250
2.	Level 6	450
3.	Level 7 to 11	650
4.	Level 12 and above	1,000

(a) **For Pensioners/Family Pensioners.**— The rate of contribution will be with reference to the level of pay that he/she would have drawn in the post held by him/her (at the time of his/her retirement/death) had he/she continued to be in service now but for his/her retirement/death.

— OM, dated 9-1-2017 and 13-1-2017.

Pensioners applying for CGHS Pensioner Card on annual/lifetime basis after 31-1-2017 will have to pay as per the revised rates effective from 1-2-2017.

— OM, dated 9-2-2017.

When both husband and wife are Central Government servants covered by the Scheme, the contribution will be recovered from only one of them whose pay is higher. The recovery of contribution is effected through monthly salary of bills. It is recoverable during the period of duty, suspension and leave (other than EOL) not exceeding four months. In respect of leave exceeding four months, the employee has the option not to pay the contribution in which case the facilities under the scheme will not be available to him and his family members.

(b) **Deduction of CGHS Contribution on change of Grade Pay by virtue of Promotion/Grant of NFSG.**— Any change in CGHS contribution, by virtue of promotion/grant of NFSG, and change in grade pay retrospectively, the change of contribution is payable only from the date of issue of the order, and not from the date from which his pay is being effected.

— OM, dated 10-12-2015.

3. Medical Advance

(a) *For indoor treatment.*— 90% Medical Advance of the approved CGHS package rates for all indoor treatments, irrespective of major or minor diseases, on receipt of a certificate from the treating Physician of Government / recognized hospital.

(b) *For outdoor treatment.*— Advance is limited to 90% of the total estimated expenditure, if total estimate of expenditure including tests/ investigation is more than ₹ 10,000.

Advance to be released within 10 days of receipt of the request for advance by the Administrative Department / Ministry / Office.

— OM, dated 17-10-2016.

(c) *Clarification on grant of advance* —

- (i) In case of treatment procedures without package rates, the admissible amount is calculated item-wise at CGHS rate. Items for which there are no CGHS rates, AIIMS rates shall be considered. If there is no CGHS / AIIMS rate, actual estimate for the procedure will be considered.
- (ii) The hospital seeking advance shall provide item-wise break-up of the estimate to facilitate processing of request for medical advance.
- (iii) 90% of the admissible rates arrived at as above, would be considered for grant of medical advance. — OM, dated 30-9-2021.

4. Pensioners/Family Pensioners

(a) **Eligibility.**— All Central Government pensioners/family pensioners (except Railways/Armed Forces pensioners/family pensioners) including those who retired with Contributory Provident Fund Benefits, who were eligible for availing Central Government Health Scheme facilities while in service are eligible for availing CGHS facilities after retirement irrespective of whether they were or were not availing CGHS facilities while in service. It is not necessary that these pensioners/family pensioners should be living in the areas covered under the CGH Scheme.

Family pensioners can avail CGHS facilities only for the dependants of the deceased CGHS beneficiary.

— OM, dated 26-5-1999.

Retired employees of Post and Telegraph Department can avail CGHS facilities, irrespective of whether they were members of CGHS prior to retirement or not, subject to payment of prevalent subscription.

— OM, dated 19-7-2017.

Pensioners residing in CGHS covered areas, can avail both OPD and IPD facility by registering in CGHS dispensary after making requisite contribution. They are not eligible for FMA.

Pensioners residing in non-CGHS covered areas, can avail FMA or can avail CGHS (OPD and IPD) by registering in the nearest CGHS city or avail FMA for OPD treatment and CGHS for IPD treatment, after making the required subscription as per CGHS guidelines.

— OMs, dated 18-12-2019 and 23-3-2022.

(b) **Registration.**— The pensioners/family pensioners have the option to get their names registered with any of the dispensaries in the above-mentioned cities. They should make an application in the prescribed pro forma to the Additional Director, CGHS concerned stationed in the above cities who will issue CGHS Identity card.

Compassionate appointees holding family pensioner CGHS card can apply for serving CGHS Cards, as per their present higher entitlement, subject to certain conditions.
— OM, dated 19-9-2016.

(c) **Registration fee.**— A retired employee who does not join the CGHS immediately after retirement has to pay a registration fee of ₹ 30, if he subsequently desires to get himself registered with the CGHS and apply for the CGHS identity card as mentioned in the preceding para.

The pensioners/family pensioners have an option to pay contribution based on the pay last drawn by them/deceased employee and avail of the facilities available to serving employees or to pay contribution based on their pension/family pension and avail limited facilities. They have to deposit contributions for one year in advance for the period ending December of the year, with the concerned PAO.

Permanent/Whole-life CGHS pensioner card will be issued to avail of the facilities for life—

- (i) to a Government servant who pays at the time of his retirement lumpsum equal to 10 years contribution, in advance;
- (ii) to a Pensioner-beneficiary, who pays in lump balance contribution for the remaining period out of 10 years; and
- (iii) to a Pensioner who had already subscribed for 10 years and over after retirement.

Pensioners while on re-employment shall pay normal contribution like other serving employees.
— OM, dated 29-8-1995.

An Official can give application for issue of Pensioner CGHS card three months before the due date for retirement, but the pensioner card will be issued to him only after the date of superannuation/retirement from service.

— OM, dated 23-2-2011.

(d) **For employees who got absorbed in SB/AB from Central Government and then retired.**— The contributions to be made will be with reference to the Grade Pay that they would have now drawn in the Government in the post held by them but for their absorption in Statutory Bodies/Autonomous Bodies.

— OM, dated 17-2-2011.

(e) **Nomination facility.**— Principal CGHS cardholder can nominate a person, in the prescribed form, to claim reimbursement of medical expenses in the event of his/her unfortunate death, subject to conditions.

— OM, dated 25-9-2013.

5. When family alone can avail the facilities

An employee transferred to another CGHS station or goes to serve abroad leaving his family at the old station, may continue to pay the contribution, in which case his family can continue to receive the benefits at the old station for that duration. However, if the transfer is to a non-CGHS station, this facility is admissible only for six months.

6. Facilities available

(i) Medical attendance including consultation with the AMA at a CGHS Dispensary, Polyclinic or CGHS Wing of the Hospital, or at recognized hospitals.

(ii) X-ray, Laboratory and other diagnostic facilities at CGHS laboratories or other laboratories or recognized hospitals.

(iii) Supply of drugs prescribed by the AMA, administration of injections / dressing/minor surgical procedures in the dispensaries or specialists centres.

(iv) Hospitalization facilities.— Antenatal/confinement/postnatal care facilities.

(v) Treatment at a specialized hospital (even though not recognized under the Scheme) if the Director, CGHS, certifies that such treatment is essential for the recovery/prevention/checking of deterioration of the patient's conditions.

(vi) Special treatment for diseases like TB, Cancer, etc.

(vii) Specialist consultation in selected centres and Polyclinics / Hospitals, etc.

(viii) Super speciality treatment, e.g., Kidney Transplant and Coronary Artery Bypass Graft (CABG), etc.

(ix) Facilities for Dental treatment.

(x) Intra-ocular lens implantation/treatment and cost of spectacles after cataract operation as in Subject 1 under Section 17.

(xi) Reimbursement of charges for undergoing Angioplasty/PTCA in the recognized hospitals with prior permission of CGHS subject to the ceiling rates fixed, which include the cost of CD record and the medical report.

— OMs, dated 7-2-2013 and 4-3-2013.

(xii) Reimbursement of cost of (i) Digital Hearing-Aid, (ii) Cyper Stents up to a maximum of three (serving and retired), (iii) CPAP/BIPAP Machines (once in a lifetime) for domestic use, (iv) TAXUS stent (Paclitaxal excluding

stent) up to a maximum of three (serving and retired) and (v) Replacement period of hearing aids will be 3 years in the case of child below 12 years.

(xiii) Issue of Glucometer to diabetic patients suffering from diabetic gangrene and Insulin (analogue) penfil/vial/cartridges.

(xiv) Post-operative treatment relating to Neurosurgery, Cardiac Diseases, Cancer, Kidney transplantation and hip/knee replacement surgery in the same institutions/hospitals where the surgery was earlier carried out with prior permission of CGHS. — OM, dated 20-9-1995.

(xv) For OPD treatments, beneficiaries should get the medicines only from CGHS Dispensary concerned and the cost of medicines purchased from outside is not reimbursable. In case of emergency, the beneficiaries can purchase the medicines directly from the authorized/registered chemist shops and claim reimbursement through their respective Head of the Department/Ministry in the case of serving employee and for all other beneficiaries through their Additional/Joint /Deputy Director of CGHS concerned, provided hospitalization is not involved for which separate provision exists. — OMs, dated 24-7-1995 and 18-2-2000.

No permission is required for OPD consultation / treatment from any of the Government hospitals including AYUSH hospitals and medicines will be issued by the Wellness Centre. — OM, dated 21-8-2019.

(xvi) Reimbursement of cost of Neuro-implants, viz., Deep Brain Stimulation Implants, Intra-thecal Beclofen pump, Intra-thecal Morphine Pump, Spinal Cord Stimulators.

(xvi-a) Competent Authority can allow for reimbursement of cost of Neuro-implants subject to conditions stipulated in OM, dated 4-12-2008.

— OMs, dated 23-6-2006, 4-12-2008, 8-12-2014 and 9-7-2018.

(xvii) Reimbursement of the cost of cochlear implant subject to prescribed conditions. — OM, dated 12-6-2009.

(xviii) Reimbursement of Ambulance charges subject to conditions.

— OM, dated 17-1-2011.

(xix) CGHS Pensioners and their eligible dependent family members, holding a valid CGHS card and residing in non-CGHS area are eligible to avail medical facilities (both emergency and non-emergency) for in-patient treatment and post-operative follow-up treatment subject to conditions. Similarly, CGHS beneficiaries and their eligible dependent family members (both Pensioners and serving employees) on visit to non-CGHS area are eligible to obtain treatment under emergency subject to conditions.

— OM, dated 27-4-2011.

NOTE.— Beneficiaries drawing basic pay/pension/family pension of ₹ 33,480 and above per month may have direct consultation with Specialists in Central Government/State Government/Municipal Hospitals.

— OM, dated 20-5-2009.

(xx) Reimbursement of rates subject to the ceiling fixed for domiciliary rehabilitation intervention viz., physiotherapy, occupational therapy, speech therapy and certified care-giver. — OM, dated 1-6-2011.

(xxi) Reimbursement of expenses of In-Vitro Fertilization (IVF) treatment subject to conditions. — OM, dated 22-11-2011.

(xxii) Reimbursement of cost of various Coronary/Vascular Stents implanted in the case of CGHS beneficiary subject to the ceiling rates mentioned in the OM.

— OMs, dated 31-10-2011, 7-2-2013, 21-2-2013 and 29-4-2014.

(xxiii) Reimbursement of cost of Liver Transplant Surgery in Government Hospitals/Private Hospitals, which are registered under the Transplantation of Human Organs Act, 1994 with prior permission subject to ceiling rates and conditions. — OM, dated 16-1-2013.

(xxiv) Reimbursement of cost of surgery of Photo Selective Vaporization of Prostate (PVP) using Green Light HPS Fibre (Angled Delivery Device).

— OM, dated 8-8-2013.

(xxv) Reimbursement for Bariatric surgery charges subject to fulfilment of conditions. — OM, dated 6-11-2013.

(xxvi) Reimbursement of cost of artificial appliances, subject to fulfilment of eligibility conditions. — OM, dated 8-7-2014.

(xxvii) Reimbursement of cost of cardiac pacemaker, AICD, etc., subject to terms and conditions. — OMs, dated 22-7-2014 and 6-8-2018.

(xxviii) Reimbursement of revised rates for various treatments, viz., Gynae. and Obst.; Nephrology and Urology ; General Surgery; Ophthalmology; Imaging investigation; Cardiology. — OM, dated 18-2-2015.

(xxix) Revision of rates for reimbursement of expenses on purchase of Hearing Aid under CGHS. — OM, dated 26-5-2015.

(xxx) Revised rates for Cancer surgery for hospitals empanelled under CGHS. — OM, dated 7-9-2015.

(xxxi) Reimbursement of revised rates for Knee and Hip Implants for hospitals empanelled under CGHS. — OM, dated 26-9-2017.

(xxxii) CGHS beneficiaries have the option to avail consultation from Specialists / Investigations / treatment procedures from any Government Hospital, Central / State.

- (a) "Government hospital" includes any hospital of Central, State Government, Railways, Atomic Energy Commission, etc., as also hospitals of PSUs and hospitals under Municipalities, etc.
- (b) In case any Government hospital charges for certain treatments, the same can be reimbursed as per CGHS approved rates.
- (c) Reimbursement will be as per the ward entitlement as prescribed in case of AIIMS. In other Government hospitals, where only General ward and Nursing home facility are available, CGHS beneficiaries, who are eligible for semi-private ward and higher are eligible for treatment in Nursing Home wards.
- (d) Reimbursement for Implants shall be limited to CGHS prescribed ceiling rates. The other treatment charges are applicable item-wise as per eligible ward entitlement.
- (e) In case of treatment at ILBS, New Delhi, NIMS Hyderabad, the reimbursement shall be as per CGHS rates.
- (f) Submission of Medical claims for reimbursement -
- Pensioners, ex-MPs, etc. - concerned CGHS Wellness Centre
 - Serving employees - concerned Ministry / Department / Office
 - Members of Parliament - Rajya Sabha Secretariat / Lok Sabha Secretariat
 - Beneficiaries of Autonomous Bodies - concerned Autonomous Body.
- OM, dated 9-10-2020.

(xxxiii) The revised rates for Consultation Fee, Intensive Care Unit and room rent reimbursable in respect of treatment rendered to CGHS beneficiaries in all HCOs empanelled under CGHS are as under:

(a) Consultation Fee -

OPD Consultation - ₹ 350

IPD Consultation - ₹ 350

(For both NABH and Non-NABH accredited HCOs)

(b) ICU Charges -

₹ 5,400 for all categories of ward entitlement

(General ward / Semi-private ward / Private ward)

(For non-NABH accredited hospitals, the charges shall be 15% less)

ICU charges are inclusive of Room Rent.

(c) Room Rent -

General ward - ₹ 1,500

Semi-private ward - ₹ 3,000

Private ward - ₹ 4,500

(For both NABH and Non-NABH accredited HCOs)

— OM, dated 12-4-2023.

(xxxiv) Reimbursement for availing treatment for Occupational Therapy, Speech Therapy and Applied Behaviour Analysis (ABA)-based behavioural therapy in individuals with Autism Spectrum Disorder (ASD) / Non-autistic person / children with ADHD and specific learning disabilities, subject to conditions.

— OM, dated 1-5-2023.

(xxxv) Reimbursement for Continuous Subcutaneous Insulin Infusion (CSII) Pump Therapy, subject to conditions.

— OM, dated 16-5-2023.

7. Hospital accommodation/Free diet

Pay limits for entitlement of Hospital accommodation/Nursing home facilities and Free diet:

(a) Entitlement of accommodation.—

Sl. No.	Corresponding Basic Pay drawn by the Officer in Seventh CPC	Ward entitlement	
		Private Hospitals empanelled under CGHS	AIIMS, New Delhi
1.	Up to ₹ 36,500	General	General
2.	₹ 36,501 to ₹ 50,500	Semi-private	General
3.	₹ 50,501 to ₹ 63,100	Private	General
4.	₹ 63,101 to ₹ 80,900	Private	Private
5.	₹ 80,901 and above	Private	Deluxe/Private

Nursing Home facilities in Government/State Government/Municipal Hospitals available for those drawing Pay/Pension/Family Pension ₹ 47,600 p.m. and above.

(b) Free diet.—

For those who are undergoing treatment in Central Government hospitals for TB or Mental disease.	For those who are drawing pay/pension/ family pension subject to a monetary limit of ₹ 69,700.
Others	Up to ₹ 44,900.

— OMs, dated 9-1-2017 and 28-10-2022.

(c) Procedure for referral to recognized hospitals.— The beneficiaries (including pensioners) will have the option of availing specialized treatment

at CGHS recognized hospitals of his/her choice after a Specialist of CGHS/ Government hospital recommends for the same. A certificate regarding non-availability of beds in Government hospital would not be required. The terms "Government hospital" would include any hospital of a State Government/ Government Departments such as Railways, Atomic Energy Commission, etc., as also hospitals of PSUs. In non-emergency cases, once the recommendation (regarding line of treatment) has been obtained, the procedure for obtaining Administrative approval would be as follows:—

- (i) Permission letter should always be issued before the patient visits the private recognized hospitals/diagnostic centres and not after the patient is admitted in the hospital as is happening in various CGHS cities.
- (ii) Following documents should be taken from beneficiary for issuing permission letter:—
 - A photocopy of valid CGHS token card.
 - A request letter from the beneficiary indicating the choice of hospital.
 - A photocopy of prescription from Government Hospital Specialist/CGHS specialist.
- (iii) Permission given should be strictly for a procedure and not for general management. No permission is required in case of emergency, where the beneficiary can avail treatment in a private empanelled hospital, as per existing instructions.
- (iv) If CMO In-charge can diagnose, he can refer to private recognized hospital for that specific procedure (like eye cataract). However, in specialized disease like heart, joint replacement, organ transplant, a specialist's opinion/CGHS specialist opinion must be taken before issuing the permission letter.
- (v) If no CGHS specialist or PG GDMO is available in a city, CMO in-charge should make a provisional diagnosis and refer the patients to private empanelled hospital for specialists' consultation.
 - OM, dated 11-6-2010.
- (vi) In the case of admission of a CGHS beneficiary in emergency in a Private Recognized Hospital/Diagnostic Centre, the concerned Hospital/ Diagnostic Centre will be responsible for intimating the same to the concerned Additional/Joint Director, CGHS within 24 hours.
- (vii) OPD treatment is not allowed in Private Hospitals/Diagnostic Centres. However, follow-up treatment is allowed in following conditions:—
 - (a) Neurosurgery

- (b) Cardiac Surgery including CABG, Angioplasty and various implants.
- (c) Cancer Surgery, Chemotherapy and Radiotherapy.
- (d) Kidney Transplantation.
- (e) Joint Replacement.
- (f) Accidental cases. — OM, dated 16-12-2003.

(viii) The expenditure to be reimbursed by the CGHS Directorate, would be restricted to the package deal rates/rates approved by the Government. Excess expenditure, if any, would have to be borne by the beneficiary.

(ix) In case the beneficiary, inspite of the facility being available in the city still chooses to get treatment in another city, permission of the CGHS authorities of the city would have to be obtained. In such cases, no T.A./D.A. will be paid.

(x) *In case of pensioners*, for treatment in another city when such facilities are not available in the same city, Head of the CGHS may grant permission on the specific advice of the Specialist. T.A. may be limited to referral hospitals available in the nearest city for the shortest route.

(xi) Where there is no prescribed CGHS rates for procedures/ investigations, the Head of the Department/CGHS of the city may grant up to ₹ 20,000 as per the recommended rates of the Government Specialist, limited to the AIIMS rates. If the AIIMS have not fixed any rate for any particular procedure/investigation/ test, reimbursement may be made as per actuals.

(xii) Delegation of power for settlement of medical reimbursement/ to accord permission/grant of medical advances:—

₹ 2,000 for OPD and ₹ 5,000 for IPD	}	— Under Secretaries declared as Heads of Offices*
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Up to ₹ 2 lakhs (in case of serving employees)	— Head of Department
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Up to ₹ 2 lakhs (in case of Pensioners CGHS beneficiaries)	— Head of concerned CGHS covered city
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Claims exceeding limit of ₹ 2 lakhs to ₹ 5 lakhs worked as per rate list.	— Heads of Departments / Ministries without consultation of Internal Finance Division (IFD).
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Claims exceeding ₹ 5 lakhs worked as per rate list.	— Ministry / Department in consultation with Internal Finance Division (IFD).
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— OMs, dated 27-12-2006, 11-1-2011, 20-6-2014 and 23-11-2016.

* In Offices where the HoD are at New Delhi or at any other place far away, the cases may be decided by the Head of Office not below the rank of Joint Secretary to Government of India. — OM, dated 10-12-2015.

(xiii) *Simplification of procedure for treatment at private hospitals empanelled under CGHS.—*

- (a) CGHS beneficiaries are allowed to undergo treatment at private hospitals empanelled under CGHS of specific treatment procedures listed under CGHS rate list as advised by a Specialist in a Central Government / State Government Specialist hospital or a CGHS Medical Officer without any requirement of any other referral (permission) letter.
- (b) Private empanelled hospitals shall perform the treatment on cashless basis in respect of pensioners, ex-MPs, Freedom Fighters, Regular employees (both CGHS and CS (MA) beneficiaries) of this Ministry and other categories of CGHS beneficiaries, who are presently eligible for credit facility and shall enclose the prescription issued by Government Specialist or a CGHS Medical Officer, in original (or a self-attested photocopy) along with the hospital bill submitted to the competent authorities.
- (c) Serving Government employees shall enclose the prescription issued by a Government Specialist or a CGHS Medical Officer in original (or a self-attested photocopy), while submitting the medical claim to the concerned Ministry/ Department/Office for reimbursement.
- (d) CGHS Medical Officer/Government Specialist shall not refer the beneficiaries to any particular empanelled hospital by name but, shall **specify the treatment procedure** and mention '**referred to any CGHS empanelled centre**'.
- (e) These orders are applicable only in respect of treatment procedures for which CGHS rates are available.
— OM, dated 9-11-2017.
- (f) The private HCOs empanelled under CGHS shall provide quality service to CGHS beneficiaries and care may be taken to avoid inconvenience, especially for the Senior Citizens, cancer patients and terminally ill patients. Private HCOs shall avoid any discrimination to CGHS beneficiaries.
— OM, dated 27-9-2018.
- (g) A CGHS beneficiary can get admission in any CGHS empanelled hospital without any prior permission. Refusal to provide treatment to bona fide CGHS beneficiaries in emergency cases and other eligible categories of beneficiaries on credit basis, without valid ground, would attract disqualification for continuation of empanelment. In emergency, the empanelled hospitals will not refuse admission or demand an advance payment from the CGHS beneficiary or his family member and will provide credit facilities to the patient.
— OM, dated 13-9-2019.

(xiv) *Simplification of referral system:-*

- (i) All CGHS beneficiaries (in all CGHS cities) shall be permitted for seeking OPD consultation from Specialists at Private hospitals empanelled under CGHS after being referred by any Medical Officer of CGHS Wellness Centre. The referral may be mentioned on the computer-generated prescription slip. After consultation at empanelled hospital, beneficiary shall report back to concerned Wellness Centre, where MO / CMO would endorse listed investigation / listed treatment procedure and issue medicines as per the guidelines mentioned in the OM, dated 15-1-2018. For unlisted investigations / unlisted treatment procedures, CMO Incharge shall submit the prescription to Competent Authority for consideration in case of pensioner beneficiaries. Serving employees shall seek permission for unlisted investigation / unlisted treatment procedure from their department as per prevailing guidelines.
— OM, dated 31-7-2018.

Referral from CGHS Medical Officer / CGHS Specialist for consultation with Specialists at private hospitals empanelled under CGHS shall be valid for 30 days in the same hospital. Referral shall be valid for consultations up to 3 times in the same hospital within 30 days. Similarly, referral shall be valid for consultation with a maximum of 3 different Specialists, if required during a single visit. Advice of the CGHS Medical Officer / CGHS Specialist for listed investigations shall be valid for a period of 30 days.

— OM, dated 10-12-2018.

- (i-a) *Referral to empanelled hospitals when beneficiaries are not in a position to visit wellness centres* - On a request submitted through a representative, CGHS Medical Officer shall issue referral based on documents submitted considering the request as justified, without insisting on the physical presence.

If the CGHS Medical Officer is not satisfied with the papers submitted, he may avail the option of contacting the beneficiary through video call or making a domiciliary visit, without insisting on the physical presence.
— OM, dated 31-3-2023.

- (ii) The medicines prescribed by specialists shall be supplied by CGHS as per the available generic name at the CGHS Wellness Centre.

An alternative brand name having the same composition, shall be supplied at CGHS Wellness Centre.

If the medicine prescribed by the Specialist is not available at CGHS Wellness Centre either by generic name or alternate brand name, it shall be indented by the same brand name through Authorized Local Chemist.

- (iii) Validity of the advice of Central Government / State Government Specialist / CGHS Medical Officer for listed treatment procedures shall be treated as valid for three months unless mentioned otherwise and no other referral (permission) letter is required to undergo the treatment procedure at any of the empanelled Hospitals. Once a specific treatment procedure (listed) has been advised by a Specialist of Central Government / State Government or a CGHS Medical Officer, it is the option of CGHS beneficiary to undergo at any of the CGHS empanelled hospitals of his/her choice and it is not compulsory that Specialist / CGHS Medical Officer shall refer the beneficiary for treatment to any CGHS recognized hospitals.

Advice of the CGHS Medical Officer / CGHS Specialist for listed treatment procedure shall be valid for a period of 3 months. If any listed investigation advised by Specialist of empanelled hospital is required urgently as a medical emergency and certified as such, may be undertaken at the same hospital. Hospitals are empanelled under CGHS for the Specialists available and not by the name of Specialists. The referral of CGHS Medical Officer / Specialists may be issued through Computers or even manually with proper stamp of referring doctor.
— OM, dated 10-12-2018.

All private hospitals empanelled under CGHS must ensure that CGHS beneficiaries referred by Government Specialists / CGHS Medical Officers are provided OPD consultation facilities by Specialists and they shall not charge more than the CGHS consultation charges.
— OM, dated 21-2-2019.

- (iv) In case of Haemo-Dialysis, the advice for treatment can be made up to six months and in such cases the advice shall be valid for up to six months.
- (v) In case of Radiotherapy/Chemotherapy advised by a Government Specialist, the advice shall be valid for all the cycles of Radiotherapy/Chemotherapy. The specialist has to specify the specific Radiotherapy procedure. Self-attested (by beneficiary) photocopies of the permission letter is required to be submitted.
- (vi) In case of post-operative follow-up treatment in six conditions as specified in OM, dated 10-4-2001, permission for follow-up treatment shall be required from Competent Authority.
- (vii) In case of non-listed investigations / treatment procedures, permission from Competent Authority is required to be obtained.
— OM, dated 15-1-2018.
- (viii) Once a specific listed treatment procedure / investigation has been advised by Government Specialist / CGHS Medical Officer, no other permission letter is required and the hospitals and diagnostic centres shall not insist on permission letter.

Such treatments / investigations shall be provided on cashless basis in respect of pensioners, ex-MPs, Freedom-fighters, Hon'ble Members of Parliament (Rajya Sabha) and Hon'ble Members of Parliament (Lok Sabha) and other categories of CGHS beneficiaries, who are presently eligible for credit facility and the empanelled hospitals and diagnostic centres shall not ask for any permission letter separately. — OM, dated 18-7-2018.

Permission for post-operative follow-up treatment in respect of the following post-operative conditions requiring frequent consultations from Specialists at private hospitals empanelled under CGHS, need not be re-validated from time to time and follow-up treatment may be undertaken at CGHS rates without time-limit.

1. The consultation/investigations are permitted under these follow-up cases. The conditions covered are:

- (a) Post-Cardiac Surgery Cases including Coronary Angioplasty
- (b) Post-Organ Transplant Cases (Liver, Kidney, Heart, etc.)
- (c) Post-Neuro Surgery Cases / Post Brain Stroke cases requiring regular follow-up treatment
- (d) End Stage Renal Disease / follow-up cases of Liver Failure
- (e) Cancer treatment
- (f) Auto-immune disorders like Rheumatoid Arthritis requiring regular follow-up
- (g) Neurological disorders like Dementia, Alzheimer's disease, Parkinsonism, etc.

Medicines prescribed are to be procured from CGHS Wellness Centre.

2. The beneficiaries shall have to submit a self-attested photo copy of the permission letter to the hospital to enable the hospitals to provide credit facility in respect of pensioners and other categories of CGHS beneficiaries entitled for credit facility. Serving employees (and their dependants) who may not be entitled for cashless facilities shall enclose a self-attested photo copy of permission letter to claim reimbursement from the concerned Ministry / Department.

3. Permission in respect of Pensioner CGHS beneficiaries, Ex-MPs (and other categories of CGHS beneficiaries, whose medical expenditure is borne by CGHS), etc., shall be granted by CGHS. Permission in respect of Hon'ble Members of Parliament shall be granted by Rajya Sabha Secretariat / Lok Sabha Secretariat, as the case may and by concerned Ministry / Department in respect of serving beneficiaries and by concerned Autonomous Body / Statutory Body in respect of serving / pensioner beneficiaries.

4. However, if any non-listed investigations / procedures are advised, permission from Competent Authority shall be required, except in emergency.

— OM, dated 29-5-2019.

(d) Powers delegated to the Additional Directors of CGHS Cities/Zones in respect of CGHS pensioner/ex-MPs/freedom fighters, etc. beneficiaries, without involving relaxation of rules.—

- (i) **Permission/ex post facto approval in non-empanelled hospitals/ diagnostic Labs/Imaging Centre:** Requests for elective treatment/investigations, subject to the reimbursement being restricted to CGHS package rates or actual expenditure, whichever is less.
- (ii) **Permission/ex post facto approval in cases involving procedural lapse:** Requests for approval of elective treatment/investigations in empanelled hospitals/diagnostic centres without recommendation of Government Specialist or CMO and without prior permission, subject to the reimbursement being restricted to CGHS rates or actual expenditure, whichever is less.
- (iii) **Delegation of Powers for Settlement of Medical Reimbursement Claims (at approved rates) of Individual Pensioner Beneficiary, etc.:**

	Settlement of medical reimbursement claims	Settlement of Hospital Bills (at approved rates)	Claims/Hospital Bills in respect of Unlisted procedures / implants*
	₹	₹	₹
Additional-Director, CGHS of City/Zone	7,00,000	7,00,000	1,00,000
Director, CGHS	15,00,000	15,00,000	1,50,000
Additional Secretary and DG, CGHS	25,00,000	25,00,000	1,50,000

*If there is no CGHS package rates for treatment/CGHS ceiling rate for implant, approval shall be granted as per AIIMS package rate (if only procedural charge, it shall not be considered as package rates)/AIIMS rate for implant and if there is no CGHS/AIIMS rate, approval shall be granted as per actual rate.

— OM, dated 5-10-2016.

8. Guidelines for settlement of medical claims of pensioners and others

1. New Timelines for settlement of the Medical Claims

The new timelines prescribed for settlement of normal medical claims are 30 days from the date of submission to the payment by Pay and Accounts Office. Every effort must be made to avoid delay at any stage. Proper calculation sheet must be prepared in the file, so that the same could be shared with the beneficiaries, if there are requests for reasons for the deductions.

2. Full reimbursement case/ Cases for relaxation of Rules

As per the new guidelines, they fall into two categories:

- (a) Full reimbursement - Non-HPC (Non- High Power Committee) cases
- (b) Full reimbursement - HPC (High Power Committee) cases

(a) Full reimbursement - Non-HPC cases

The following cases fall under this category:-

- (i) Treatment was obtained in a private unrecognized hospital under emergency and the patient was admitted by others when the beneficiary was unconscious or severely incapacitated and was hospitalized for a prolonged period.
- (ii) Treatment was obtained in a private unrecognized hospital under emergency and was admitted for prolonged period for treatment of Head Injury, Coma, Septicemia, Multi-organ failure, etc.
- (iii) Treatment was obtained in a private unrecognized hospital under emergency for treatment of advanced malignancy.
- (iv) Treatment was taken under emergency in higher type of accommodation as rooms as per his/her entitlement are not available during that period.
- (v) Treatment was taken in higher type of accommodation under specific conditions for isolation of patients to avoid contracting infections.
- (vi) Treatment was obtained in a private unrecognized hospital under emergency when there is a strike in Government hospitals.
- (vii) Treatment was obtained in a private unrecognized hospital under emergency while on official tour to non-CGHS covered area.

Although the new OM has not mentioned about STC recommendation, it is advisable to have Expert Committee meetings under the Chairperson of Additional DGHS (as in the case of earlier STC meetings) in respect of item Nos. (i) (ii) (iii) and (v) before arriving at a decision. The conditions mentioned at Nos. (iv), (vi) and (vii) are administrative in nature and do not require meetings of expert committees and may be recommended by Additional-Director, if conditions are satisfied.

In Delhi, the expert committee meetings shall be organized by respective CMO (R&H) and by AD (R&H) in case of claims of serving employees of Delhi. Such meetings in respect of other cities shall be organized by Sr. CMO in the office of Additional DDG (HQ).

The requests for full reimbursement as examined by Additional-Director (HQ)/Additional DDG (HQ), in consultation with expert committee meetings, wherever deemed necessary and recommended for full reimbursement shall be submitted to Director, CGHS and concurrence of

IFD may be obtained after approval of AS&DG, CGHS before seeking the approval of Secretary for reimbursement in excess of CGHS rates.

If the above criteria are not satisfied (including the regrets by expert committees), the requests may be regretted by Additional-Director of concerned city, with a covering letter explaining the reasons and referring to the concerned OM.

In case there is a representation to consider as a special case, then only it may be placed before the High Power Committee.

Additional-Directors shall prepare a self-contained note giving details of case and submit the files with relevant documents to Director, CGHS through AD (HQ)/Additional DDG (HQ).

If the proposal is approved by AS & DG, CGHS, concurrence of IFD and approval of Secretary, Health and Family Welfare are solicited for reimbursement in excess of approved rates.

(b) Full reimbursement - HPC cases

The Composition of High Power Committee, shall be as under:-

- | | |
|--|----------------------|
| 1. Special Director-General | ... Chairperson |
| 2. Directorate-General, CGHS or his Nominee | ... Member |
| 3. Additional-Director, CGHS (HQ) / Addl. DDG (HQ), CGHS | ... Member |
| 4. Addl.-Director, CGHS (R&H) | ... Member Secretary |
| 5. One Government Specialist (of concerned Speciality) | ... Member |

The High Powered Committee shall consider the representations of only those CGHS beneficiaries having a valid CGHS Card.

The High Powered Committee shall consider representations received from CGHS beneficiaries holding valid CGHS cards only at the time of treatment, in respect of the following conditions:-

1. Approval for airfare with or without attendant on the advice of treating doctor for treatment in another city even though he is not eligible for air travel/treatment facilities are available in city of residence.
2. Representations from CGHS beneficiaries seeking full reimbursements under special circumstances.
3. Relaxation of Rules.

High Powered Committee shall meet once in a month and action on the decisions taken shall be completed within seven days of meeting, with the concurrence of the IFD, wherever, it is deemed necessary.

Additional-Directors shall submit the files with relevant documents to the AD (HQ)/Additional DDG (HQ) for placing the representations before High Power Committee.

AD (R&H) shall be Member Secretary, who shall with the help of Sr. CMO of the Office of Additional DDG (HQ) shall issue meeting notices including notices to concerned Government Specialists and organize meeting for the Meetings of High Power Committee.

The requests received up to the 15th of the month shall be placed before the Committee.

If the High Power Committee does not recommend, the regret letters shall be issued explaining the reasons.

If the High Power Committee recommends full reimbursement/relaxation of rules, concurrence of IFD and approval of Secretary (H&FW) shall be obtained within 7 days.

3. In addition there are expert committees to consider several cases

Expert Committee meetings for other purposes shall continue to be held as in the past in the following cases:-

Expert Committee meetings for consideration of Liver Transplant cases, Bariatric Surgery.

Bone-marrow/Stem Cell Transplant, Justification of treatment/Implants in selected cases shall continue as before.

Standing Committee meetings for Cochlear Implant shall continue as before.

Expert Committee meetings for approval of Drugs, etc., shall continue.

— OMs, dated 22-5-2018 and 6-6-2018.

4. Prescription of Timelines for settlement of medical claims of Pensioners CGHS beneficiaries.—

Medical claims not requiring special approvals

Pensioner CGHS beneficiaries shall submit the medical claims to the CMO in-charge of the CGHS Wellness Centre, where the CGHS Card is enrolled. They shall also submit claims (MRCs) to CGHS of city, where the treatment was taken. CMO in-charge of CGHS Wellness Centre issues Serial Number and sends the claim papers to the office of the Additional-Director, CGHS for processing. The Bills shall be processed by the Dealing Assistants and CMO and after the approval by the Additional-Director, the bill for payment shall be sent to the Pay and Accounts Office for payment to the beneficiary by ECS. The payment shall be completed within 30 days of submission of the Medical claim papers at the CGHS Wellness Centre.

— OM, dated 8-5-2023.

Medical claims requiring approval of higher authorities

Total time	within 45 days in Delhi
Total time	within 60 days in other cities

Medical claims requiring opinion of specialists

Total time	45 days
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2. Chief Medical Officer in-charge shall thoroughly check the papers initially for the completeness of the requisite documents before accepting the claim papers to ensure that the claim papers are not returned subsequently for want of some documents.

3. If approval of Directorate or Ministry is involved, the Additional Directors shall submit only e-file with self-contained note and recommendation, enclosing only relevant scanned documents. Care shall be taken not to reject medical claims of pensioner CGHS beneficiaries on minor technical objections if they fall under procedural lapses, which can be condoned.

— OM, dated 14-5-2018.

- (i) CGHS beneficiaries who have subscribed to Medical Insurance Policies can claim reimbursement both from Insurance Company and CGHS / Department subject to condition that the reimbursement should not exceed the total expenditure on treatment. — OM, dated 19-2-2009.
- (ii) Heads of Departments of Ministries/Departments can accord *post facto* approval/permission in genuine cases, where a Government servant or his family members have gone directly to an empanelled institution after due prescription by a Government specialist but without obtaining prior permission from his/her Ministry/Department and the reimbursement in such cases has to be limited to financial ceilings and procedures outlined in O.M., dated 27-12-2006 (*Sl. No. (xii) under Para. 7 above*). — OM, dated 20-5-2009.
- (iii) Permission/*Ex post facto* approval can be given by the HoD to CGHS beneficiaries, taking treatment in non-emergency cases at non-empanelled hospitals, subject to prescribed conditions. — OM, dated 30-12-2014.
- (iv) The treatment taken and expenditure incurred thereon within the grace period of three months from the date of retirement will be reimbursable subject to fulfilment of conditions stipulated. The expenditure incurred on the treatment taken after the grace period of three months from the date of retirement will not be reimbursable. However, on fulfilment of the conditions stipulated in the OM, it is reimbursable. — OM, dated 15-9-2011.
- (v) CGHS beneficiaries, who are allowed to undergo investigations at CGHS empanelled hospitals/diagnostic laboratories/imaging

centres, after specific investigations have been advised by a CGHS Medical Officer or a Government Specialist, need not obtain a separate referral (permission) letter from the CGHS.

The medical prescription issued by a CGHS Medical Officer/ Government Specialist prescribing diagnostic tests/investigations is valid for a single use within a period of two weeks from the date of prescription unless specifically provided otherwise by them in the prescription. — OMs, dated 1-1-2013 and 15-1-2013.

CGHS Medical Officer/Government Specialist shall not refer the beneficiaries to any particular diagnostic laboratory or imaging centre by name but, shall specify the investigation and mention 'referred to CGHS empanelled centre'. — OM, dated 1-1-2013.

- (vi) Medical Officers of CGHS can issue the same medicines to beneficiaries prescribed by the Specialists even after the expiry of the validity of the prescription in chronic diseases, where the clinical condition is stable and CGHS shall not insist on immediate revalidation by Specialists.

In cases of Chemotherapy and immunosuppressant treatment, regular follow-up from Specialists would be advisable.

— OM, dated 1-5-2018.

1. In chronic cases where diagnosis has been made and line of treatment has been decided by the Specialist of CGHS / Government / empanelled hospital, there is no need to refer the patients just for extension of validity period of prescription. The prescriptions in such cases may be repeated by the concerned doctor of CGHS Wellness Centre.
2. Only in such cases, wherein there is a need for modification of the diagnosis and/or modification of the line of treatment, beneficiaries should be referred to the concerned specialist.
3. However, in case of specific anti-cancer and other immunosuppressant drugs, medicines may be issued only for such periods as advised by the concerned specialists.

— OM, dated 17-6-2019.

- (vii) In case of CGHS beneficiaries, medicines can be allowed for post hospitalization period up to 7 days after discharge from empanelled private hospitals subject to the prescribed conditions.

— OM, dated 20-6-2014.

- (viii) The Medical Claims which are incomplete in documentation shall be examined for any minor deficiencies, which can be resolved to process the claims by Additional-Directors. These include Photocopy of CGHS Card and validity, Emergency Certificate, issue of Bed-Ticket at Hospital, etc. If empanelled hospital has not

provided credit facility, explanation if any, shall be called for from empanelled hospital. In case of Chemotherapy, processing of the claims shall not be delayed. If some deficiencies still persist in documentation, Additional-Director, CGHS shall send a letter to the beneficiary by speed-post clearly indicating requisite documents within five working days of receipt of claim papers at the office of Additional-Director, CGHS. The beneficiary shall also be informed by telephone / e-mail to submit the same to the Office of Additional-Director, CGHS. As per the existing guidelines, the medical claims of beneficiaries aged 80 years and above shall be processed on priority out of turn.
— OM, dated 18-9-2019.

- (ix) The time-limit for submission of final claims for reimbursement of medical expenses has been revised to 6 months.

Only the cases in which the bills are submitted after 6 months from the date of completion of medical treatment / discharge of the patient from the hospital are required to be taken up for condonation. The power of condonation of such delays and other terms and conditions would be same as enumerated in the O.M. No. S. 14025/8/99-MS, dated 25-5-1999. — OM, dated 12-6-2020.

9. Check-list of documents for the cases requiring relaxation

- (i) The case should be referred to this Ministry with the specific recommendations of the concerned Joint Secretary/HoD of the concerned Ministry/Department along with all supporting documents.
- (ii) Justification for full reimbursement along with the details of the patient including name of the patient, Beneficiary ID, a copy of the CGHS card and name of primary card holder (if other than patient).
- (iii) Amount of expenditure incurred on the treatment and item-wise break-up and hospital-wise break-up. In case of implants/appliances, if used, copy of purchase invoice of hospital/outer pouch sticker.
- (iv) Amount admissible under CGHS/CS (MA) rates.
- (v) Photocopy of the medical reimbursement claim form of CGHS / CS (MA) Rules, submitted by the beneficiary.
- (vi) Copy of the permission letter/sanction order issued for advance/reimbursement of expenses, if any.
- (vii) Amount of advance released, if any.
- (viii) Name of the hospital from where treatment taken, duration of treatment along with its status of recognition of hospital under CGHS/CS (MA).

- (ix) Photocopy of the bill from the hospital reflecting the statement of expenditure.
 - (x) Copy of the permission letter issued by the Department for the treatment taken/to be taken in recognized/non-recognized hospitals, if any.
 - (xi) Photocopy of the Discharge summaries, Investigation reports (a copy of progress report in case of prolonged stay in the hospital).
 - (xii) Photocopy of the certificate of emergency treatment issued by the hospital.
 - (xiii) Name, Designation, Mobile No. and Telephone No. of the officer who can provide additional information in the case of necessity.
- OM, dated 1-1-2016.

10. Guidelines for issue of medicines to CGHS beneficiaries from CGHS Wellness Centres

CMO In-charge of CGHS dispensaries have been permitted to issue medicines for a maximum period of 3 (three) months at a time against a valid prescription of Government specialist to CGHS beneficiaries suffering from chronic illness like diabetes, tuberculosis, heart ailment, hypertension, I.H.D, epilepsy, etc.

CMO In-charge of CGHS Wellness Centres are competent to revalidate the prescription on the request of patient, after professionally satisfying himself/herself about the medical condition of the patient and repeat the medicines prescribed by Government specialist to beneficiaries for another three months subject to the following conditions:—

- (a) Medicines shall be issued against a valid original prescription from a Government specialist advising the same.
- (b) CMO in-charge may issue the medicines prescribed by a Government specialist for three months at a time during the entire treatment period indicated clearly (e.g., six months/ one year) on the prescription.
- (c) CMO in-charge may examine and advise the patient on whether to continue with the same medicines as prescribed by the Government specialist or may refer him to the Government specialist for fresh consultation, if required medically.
- (d) CGHS GDMOs of the Wellness Centre may prescribe routine diagnostic tests to the patients before their follow-up consultation with the specialist. They should however, use discretion and not to advise specialized tests/investigations as they can only be advised by the specialists, wherever required.

- (e) Beneficiaries will be issued medicines for maximum three months period at a time. In such cases, where the advice of specialist is only for three months and the CMO in-charge is satisfied after professional examination that the same medicines are required to be continued for treatment, the prescription may be revalidated and medicines can be issued for another 3 (three) months, i.e., to a total of 6 (six) months. After six months, the beneficiaries will have to consult the Government specialist and obtain fresh prescription or get the prescription revalidated from the Government specialist in cases where the treatment period is not clearly indicated on the prescription. — OM, dated 28-3-2014.
- (f) Medicines can be issued for up to 6 months, for those CGHS beneficiaries, going abroad. — OM, dated 21-10-2014.

The CMO in-charge of the concerned CGHS Wellness Centre shall permit issue of OPD medicines subject to submission of the following :-

- (i) Copy of valid CGHS Card
 - (ii) Valid prescription for six months
 - (iii) Documentary proof of going abroad like ticket, visa, etc. — OM, dated 19-8-2019.
- (g) The medicines are to be issued as per CGHS formulary and guidelines issued by the Ministry in this behalf.
- (h) If the prescribed medicines are not available at the CGHS formulary but are essential for the treatment, CGHS Wellness Doctors can issue/indent medicines, based on the valid prescription of the authorized specialist, subject to conditions.
- (i) In case of anti-cancer drugs and other life-saving drugs that are not approved by the DCGI for use in India, each case should be considered by the Experts Committee of Special DG (DGHS).
- (j) Reimbursement for unlisted procedures/implants will be made at the rates approved by AIIMS/GB Pant Hospital/actuals, whichever is less. — Sl. Nos. (g) to (j) OM, dated 23-12-2014.
- (k) Every Physician of CGHS Wellness Centre should prescribe drugs with generic name legibly and preferably in Capital Letters and he/she shall ensure that there is a rational prescription and use of drugs. — OM, dated 8-9-2017.

11. Special provisions to CGHS beneficiaries aged 80 years and above

- (a) Consultation of Doctor at CGHS Wellness Centre without standing in Queue.

- (b) CGHS Doctors shall enquire by phone, at least once in a month to enquire about their well being/make a home visit if residing within 5 kms. of CGHS WC.
- (c) Settlement of medical claims on priority out of turn.
- (d) Follow-up treatment from same specialist in non-empanelled hospital from where he/she was earlier taking treatment — as a special case in view of advanced age and difficulty to change physician subject to the reimbursement limited to CGHS rates and collection of medicines as per CGHS guidelines.

— OM, dated 11-7-2017.

12. Relaxation of consultation norms in respect of CGHS beneficiaries aged 75 years and above

- (i) CGHS beneficiaries aged 75 years and above shall be permitted to seek direct OPD Consultation from Specialists of private hospitals empanelled under CGHS without referral from CGHS Wellness Centre.
- (ii) If any investigations / procedures are advised and are required in emergency, no other authorization is required and the same may be undertaken. However, in non-emergency conditions, approval of Competent Authority is required if any non-listed investigations / procedures are advised. Medicines prescribed are to be procured from CGHS Wellness Centre.
- (ii-a) It is clarified that there is no provision to undergo investigations at CGHS empanelled diagnostic laboratories and imaging centres without advice from Government specialists / CGHS Medical Officer / Specialists of empanelled hospitals. In case of unlisted investigations, approval of Competent Authority is necessary before undergoing such investigations. — OM, dated 1-10-2021.
- (iii) Private hospitals empanelled under CGHS shall provide such facilities on cashless basis at CGHS rates to pensioners, ex-MPs, Members of Parliament and such other categories of CGHS beneficiaries, who are eligible for treatment/investigations on credit basis. More than 75 year old dependants of serving CGHS beneficiaries, who are otherwise not eligible for cashless treatment shall claim the reimbursement from concerned Ministry/ Department. Beneficiaries of Autonomous Bodies / Statutory Bodies covered under CGHS shall claim reimbursement from the respective organization. — OM, dated 29-5-2019.
- (iv) Primary cardholder beneficiaries aged 75 and above shall be permitted to undergo 'Annual Health Check-up' at empanelled hospitals for which permission will be granted by CMO Incharge

of the Wellness Centre. Private hospitals empanelled under CGHS shall perform the Annual Health Check-up at CGHS rates and extend cashless facility. — OM, dated 19-8-2019.

13. Guidelines to employees (serving/retired) covered under New Pension Scheme

- (a) Minimum years of qualifying service for eligibility of CGHS membership after retirement— 10 years.
- (b) No minimum qualifying years of service for availing CGHS facilities in case of death/disability.
- (c) In case of absorption into AB/SBs, NPS subscribers can avail CGHS after their retirement only if the SB/AB where they were absorbed is covered for their retired employees, subject to condition (a) above.
- (d) In case of deputation to AB/SBs, no CGHS coverage till such period of deputation continues unless the entity to where the employee has been transferred is covered by CGHS.
- (e) *Status quo* to be maintained for serving NPS subscribers subject to conditions at (c) and (d) above.
- (f) Other conditions such as definition of family, CGHS contributions, conditions of dependency, etc., will be applicable as per existing rules. — OM, dated 28-3-2017.

14. Treatment undertaken at private non-empanelled hospital, in case of emergency

- (a) CGHS beneficiaries and other Central Government employees including their eligible family members under CS (MA) Rules have the option to go to a nearby Government hospital / empanelled private hospital or **even any private hospital, in case of emergency**. In case of treatment undertaken at private non-empanelled hospitals under emergency, reimbursement will be limited to CGHS rates or actual, whichever may be lower.
- (b) Beneficiaries may decide to use their own health insurance cards for the hospitalization. In such cases, they are eligible for dual claim as per rules where the first claim is made to the insurance company. A set of certified documents submitted / issued by the insurer may then be submitted to the Office for reimbursement as per rules. The limitation being the CGHS rates in force, and in any case, shall not exceed the total expenditure incurred.

- (c) In case of emergency treatment in empanelled private hospital, NIC provides a letter to the concerned hospital, through the beneficiaries, on certification by the concerned wellness centres / nodal officers, to provide the necessary credit facility, stating that "the bills shall be paid as per rules". — OM, dated 26-4-2021.

FREQUENTLY ASKED QUESTIONS

1. *Are CGHS beneficiaries allowed to undergo treatment at any empanelled private hospital without a referral (permission) letter?*

CGHS beneficiaries are allowed to undergo treatment at private hospitals empanelled under CGHS of specific treatment procedures listed under CGHS rate list without any referral letter.

2. *Can a beneficiary holding a valid CGHS card get treatment at a private empanelled hospital during an emergency?*

Yes.

3. *A spouse of a Central Government employee is also employed under Central Government and is eligible for a separate card. Is it necessary for them to obtain separate CGHS cards?*

No. The spouse drawing higher pay shall obtain the card and the other spouse can avail CGHS benefits as a member.

4. *Is an unmarried son aged 26 and not employed but wholly dependent on a Government servant eligible for CGHS benefits?*

No. Unmarried sons below the age of 25 years are only eligible.

5. *Can a Central Government employee, residing outside a CGHS covered area, who is covered by CS (MA) Rules, opt for CGHS facility?*

Yes, a one-time option is given to all serving Central Government employees to opt for CGHS facility from the nearest Wellness Centre.

6. *Can a CGHS beneficiary continue his subscription when posted on foreign assignment?*

Yes. The cards of such employees are kept active to provide CGHS facilities to them and their families.

17. Medical Attendance Rules

[Swamy's — Medical Attendance Rules]

1. General Scope

Employees and their family members are entitled to reimbursement for medical attendance and treatment. Serving Central Government employees residing outside the CGHS covered areas shall be covered under CS (MA) Rules. However, in all CGHS covered cities the serving Central Government employees, residing within the municipal limits of the city, shall be given a one time choice to opt for CGHS (instead of CS (MA) Rules) from the nearest CGHS Wellness Centre. —OM, dated 6-4-2018.

The reimbursement is for the following medical facilities:—

In India only:—

1. Avitaminosis and Hypovitaminosis.
2. Correction of squint (eye).
3. Disease(s) causing general debility and secondary anaemia.
4. Treatment for immunizing and prophylactic purposes — in the case of communicable diseases only.
5. Venereal diseases and Delirium Tremens.
6. Treatment of sterility.
7. Operation for sterilization.
8. Medical termination of pregnancy performed at Government hospital/recognized institution.
9. Confinement including at residence if attended by Child Welfare and Maternity Centres staff; pre-natal and post-natal treatment.
10. Testing of eyesight for glasses (once in three years) — For employees only.
11. Blood and blood transfusion charges.
12. Dental treatment — (only in Government hospitals, private recognized hospitals) Surgical operations needed for removal of Odontomes and impacted wisdom-tooth; Treatment of gum boils; Extraction.
Scaling and gum treatment including Pyorrhoea and Gingivitis,
Filling of teeth (cost of denture reimbursable), Root canal treatment.

- 12-A. Dental treatment can be availed by CS (MA) beneficiaries in any private hospital recognized under CGHS/CS (MA) Rules and the hospitals recognized by the State Government subject to conditions. — GID (2-A), Rule 8.
13. Anti-rabic treatment.
 14. Cost of Hepatitis Vaccine B, C & D.
 15. In-Vitro Fertilization (IVF) treatment.
 16. Reimbursement of cost of Liver Transplant Surgery.
 17. Reimbursement of cost of surgery of Photo Selective Vaporization of Prostate (PVP) using Green Light HPS Fibre (Angled Delivery Device).
 18. Reimbursement of Bariatric Surgery charges, subject to fulfilment of conditions. — GID (28-A), Rule 8.
 19. The rate for rt PCR Test for COVID-19 prescribed by ICMR or the rate prescribed for the State by the concerned State Government or actual, whichever is less, shall be admissible for reimbursement. — GID (31), Rule 8.
 20. Cost of pulse oximeter, one per family, subject to a ceiling of ₹ 1,200 to beneficiaries who have been tested COVID positive.
 21. Occupational Therapy, Speech Therapy and Applied Behaviour Analysis-based behaviour therapy for Autism Spectrum Disorder / Non-autistic person / children with ADHD and learning disabilities.
 22. Cost of continuous subcutaneous Insulin Infusion Pump Therapy. — GID (32), Rule 8.

Outside India also—

1. Cardio vascular surgery.
2. Kidney transplant.
3. Other organ transplant.
4. Joint replacement and surgery.
5. Bone-marrow transplant.
6. Certain types of medical and oncological disorder, such as Leukaemia and neoplastic conditions.
7. Micro vascular surgery and neuro surgery.
8. Treatment with Laser which obviates the need of open surgery.
9. Treatment with Argon, Krypton and Yag Laser in Ophthalmic cases.
10. Extra corporeal stone disintegration by ultrasonic shock waves.

Medical treatment abroad requires a certificate from the Standing Committee established for the purpose. — Rules 8 and 11.

Reimbursement of charges for special nursing.— The charges incurred for any special nursing during in-patient treatment, shall be reimbursed to the extent which is in excess of 25% of the pay of the employee for the period for which special nursing was necessary. The ceiling rates for reimbursement for Special Nurse is ₹ 150 per shift of 12 hours and for Ayah/Attendant is ₹ 75 per shift of 12 hours. However, the expenses incurred on the engagement of special nurse/attendant/ayah at the residence of the patients are not reimbursable. — GIDs (29) and (30), Rule 2.

Surgical/Clinical charges incurred for Kidney Donors.— Government servants are eligible for reimbursement of expenses incurred on the surgery and post-operative care of the donor of the kidney to them or to a member of their family for transplantation. If undertaken at private recognized hospital, reimbursement will be restricted to CGHS approved rates.— GID (14), Rule 8.

Intra-Ocular Lens Implantation.— (a) Actual cost of Implantation/conventional operation for cataract patients and treatment thereto reimbursable if undertaken at Government hospital; if undertaken at private recognized hospitals reimbursement for the different types of IOL implants will be at the rates mentioned below or actual cost, whichever is less.

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| 1. Hydrophilic Foldable IOL
(Multi-piece/Single-piece Aspheric) | — | ₹ 5,800 |
| 2. Hydrophilic Acrylic IOL | — | ₹ 4,500 |
| 3. PMMA IOL (A/c Pc) | — | ₹ 500 |
| 4. Scleral Fixated IOL | — | ₹ 3,500 |
- (i) Reimbursement for LASIK Surgery and INTACS Rings is not recommended.
- (ii) Therapeutic and Bandage Contact Lenses for Keratoconus of Corneal Ulcers can be considered on a case-to-case basis.
- GID (16), Rule 8.

(b) For conventional cataract operation, cost of spectacles for correction of distant/near vision limited to ₹ 200 reimbursable. Replacement of such spectacles if advised by AMA admissible every three years.

— Section 1, GID (15), Rule 8.

(c) Admissible for members of family also.

Artificial Appliances.— Reimbursement if prescribed by specialist of Government and recognized hospitals admissible in the following cases:—

- Procurement/Adjustment/Repair of Artificial Orthopaedic Appliances. — GID (8), Rule 8.
- do- Digital Hearing Aid. — GID (10), Rule 8.

3. Cost of Heart Pacemaker and Replacement of Pulse Generator.
— GID (18-A) and (18-B), Rule 8.
4. Replacement of diseased Heart Valves, Artificial Electronic Larynx.
5. Cost of knee and hip implants. — GID (19) and (19-A), Rule 8.
6. Cost of Nebulizer.
7. Cost of Oxygen Concentrator. — GIDs (6) to (11), (17), (18), (19), (20), (26), (26-A) and (26-B), Section 1, Rule 8.
8. Cost of CPAP Machine and BIPAP Machine for domiciliary use of beneficiaries subject to the prescribed conditions.
— GID (24), Rule 8.
9. Cost of Neuro-Implants viz., Deep Brain Stimulation Implants, Intra-theal Beclofen Pump, Intra-theal Morphine Pump, Spinal Cord Stimulators.
— GIDs (25), (25-A), (26), (26-B), (26-C) and (26-D), Rule 8.
10. Cost of cochlear implant subject to prescribed conditions.
— GID (27), Rule 8.
11. Cost of various coronary stents subject to prescribed conditions.
— GIDs (26-B) and (26-C), Rule 8.
12. Cost of stainless steel bare metal coronary stents subject to prescribed conditions. — GID (26-A), Rule 8.

NOTE.— For other artificial appliances for which reimbursement is admissible, see Annexure to GIDs (8) and (8-A), Rule 8.

2. Authorized Medical Attendants

1. A Department of the Central Government or Head of Department as specified in SR 2 (10) is empowered to appoint Medical Officers under the employ of the Central Government, State Governments and Union Territories, as also Medical Officers not in Government employ, i.e., private registered medical practitioners as Authorized Medical Attendants. Under the CS (MA) Rules, if no such Medical Officer is appointed, the following are AMAs:—

- (a) *For Group 'A' Officers and others drawing pay not less than ₹ 2,500 p.m. — Principal Medical Officer of the District;
- (b) *For officers drawing pay less than ₹ 2,500 p.m. but above ₹ 1,200 p.m. — Assistant Surgeons, Grade I, in the station; and
- (c) For the rest — Assistant Surgeons, Grade II (Medical Licentiate), or if he is not available, Assistant Surgeon, Grade I (Medical Graduate).

* In the pre-1996 pay scales.

2. Private Medical Practitioners are appointed as AMAs where adequate number of Government Doctors in various systems of medicines are not available or when their services are not available within a radius of five kilometres or because of the remoteness of the area.

3. The AMA of a Government servant is determined with reference to the place at which he falls ill, irrespective of whether it is the permanent/temporary residence or a place of casual stay.

4. In places where AMAs have been appointed, they should be consulted. If no AMA has been appointed in a suburban area, treatment may be had from AMA employed in a Government hospital in the adjoining city, but not from private medical practitioner appointed as AMA outside the place of duty.

— GIDs, Rule 2 (a).

Reference to Specialist/Other Medical Officer.— If the condition of the patient so requires, the AMA can—

- (1) send the patient to the nearest Specialist or other Medical Officer; or
- (2) summon the Specialist/Medical Officer to attend on his patient who is too ill to travel. — Rule 5.

3. Recognized Hospitals

General Treatment

1. All State Government hospitals, including those maintained by Municipal Committees and District Boards;
2. All hospitals, primary health centres and dispensaries recognized by State Governments for treatment of their employees and/or members of their families;
3. All hospitals/dispensaries attached to Public Sector Undertakings/Projects/Port Trusts;
4. All maternity and child welfare centres with facilities for indoor treatment and recognized by State Governments;
5. Cantonment hospitals in cantonment areas where there are no Government hospitals, for treatment of Government servants and members of their families residing in those areas and also in the adjoining areas outside cantonment limits;
6. All Railway hospitals;
7. Pay clinics in Bihar, Punjab, Haryana, Uttar Pradesh, Madhya Pradesh, Rajasthan and Chandigarh; and

8. All Hospitals recognized by the State Government/CGHS Rules / CS (MA) Rules.

9. All Hospitals fully funded by the Central Government or State Government.

10. Simplification of procedure for treatment at private hospitals empanelled under CS (MA) Rules.— Refer Para. (xiii) under Sl. No. 7 in Section 16. — GID (12-A), Rule 2.

Special Diseases

1.	Cancer; Hodgkin's Disease; Leukaemias	Hospitals where specialized treatment for cancer is available and recognized for the purpose. Any multi-speciality general purpose hospital that provides treatment to cancer patients. — Section 3 - Para. 1.
2.	Mental Diseases	Recognized mental hospitals
3.	Poliomyelitis; Cerebral Palsy; Spastics	Hospitals where specialized treatment for poliomyelitis is available and recognized for the purpose.
4.	Tubercular Diseases	
5.	Leprosy	In-patient institutions recognized for the purpose and all institutions/hospitals/clinics, etc., providing facilities for treatment of leprosy, which are directly administered by the State/Central Government.
6.	Thalassaemia Major	All institutions/hospitals/clinics, etc., providing facilities for treatment of Thalassaemia Major which are directly administered by the State Government or attached to Public Sector Undertakings / Projects.
7.	Diabetes	All Recognized Hospitals.
8.	Chronic Active Hepatitis, Subset of Hepatitis 'B', 'C' & 'D' infection	All Recognized Hospitals.

— Appendices - I to VI and Section 3.

4. Concessions for Family

1. **Definition.**— 'Family' means employee's—

- (i) *Husband/Wife* including more than one wife and also judicially separated wife.

(ii) *Parents and Stepmother.*

In the case of adoption, only the adoptive and not the real parents.

If the adoptive father has more than one wife, the first wife only.

A female employee has a choice to include either her parents or her parents-in-law; option exercised can be changed only once during service.

(iii) *Children* including legally adopted children, stepchildren and children taken as wards subject to the following conditions:—

Unmarried Son ... Till he starts earning, or attains the age of 25 years, whichever is earlier.

Daughter ... Till she starts earning or gets married, whichever is earlier, irrespective of age-limit.

Son suffering from permanent disability of any kind (physical or mental) ... No age-limit.

(iv) Widowed daughters and dependent divorced/separated daughters.— irrespective of age-limit.

(v) Sisters including unmarried/divorced/abandoned or separated from husband/widowed sisters.— irrespective of age-limit.

(vi) Minor brothers

(vii) Permanently disabled dependent brother ... No age-limit.

— Order 1, Section 4.

2. Dependency.— The income limit for dependency of the family members (other than spouse) is ₹ 9,000 *plus* the amount of Dearness Relief admissible on ₹ 9,000 on the date of consideration of the claim.

— Section 4, Order 2 (b).

Parents residing with either the Government servant or the rest of the family members in a station other than the employee's headquarters are eligible for reimbursement.

3. When both husband and wife are employed.— (a) The spouse employed in a State Government, Defence/Railways or Corporation/Bodies financed partly/wholly by the Central/State Government, local bodies and private organizations, which provides medical services, may choose either the facilities under the Central Government rules or facilities provided by the organization in which the spouse is employed.

(b) Where both are Central Government servants, either of them may prefer claim for self and eligible members of their family, according to his/her status.

(c) In both the types of cases, a joint declaration is required to be furnished as to who will be preferring the claim. In the absence of joint declaration in the case coming under (b), the concession is to be availed of by the wife and family members according to the status of the husband. Declaration may be changed as oftentimes as the circumstances like promotion, transfer, resignation, etc., require.

(d) If judicially separated, pending decision on guardianship, reimbursement for children may be allowed to either spouse.

(e) If the spouse is in receipt of fixed medical allowance, the Government servant can avail medical facilities under Medical Attendance Rules for himself and members of family residing with him except for the spouse.

— Section 4.

5. Guidelines

1. The treatment at the consulting room of AMA is limited to ten days with a maximum of four consultations and normally ten injections. The number of injections may go up to fifteen depending on patient's ailment.

2. The limit of ten days treatment at the consulting room of AMA may be increased to forty days if the treatment is had in Indian system of Medicines and in Homoeopathy. The total number of consultations will, however, remain four at an interval of ten days.

3. The limit of four consultations within ten days is applicable for attendance with a Specialist/other Medical Officer and will count from the date from which the Specialist/other Medical Officer, is consulted.

4. Cases of medical treatment requiring hospitalization have to be referred to Government/recognized hospital.

5. If hospitalization is not considered necessary, but treatment is expected to be prolonged requiring more than four consultations or more than a course of fifteen injections, as the case may be, either separately or concurrently, the patient should be referred to out-patient department of Government/recognized hospital.

6. If, for want of accommodation, admission to a hospital is not possible, reimbursement of expenses incurred on treatment is permissible to the extent otherwise admissible.

7. Separate claim is to be preferred for each spell of illness or an entirely new disease.

8. To justify a claim for a second time, for the recurrence of the same disease, there should be a reasonable gap between the closing of the first spell and the recurrence of the second spell.

9. When a patient consults the same AMA in regard to the superimposition of another disease during the course of treatment of one disease, it is regarded as a fresh consultation and charged for at full rates.

10. Every consultation after the first for the same illness of the same patient with the same AMA is treated as subsequent consultation and charged for at the prescribed lower rates.

11. If at the time of consultation the Medical Officer consulted also administers injections, he will be entitled to charge fees both for the consultation and for the injection at the prescribed rates. However, if at a later stage the Medical Officer administers injections prescribed at the previous consultation, fees should be charged for injections only.

12. Consultation on the tenth day of treatment is permissible, if no medicine is prescribed on that consultation.

— Section 1, GIDs and OM, dated 13-2-2003, Rules 2 and 3.

13. Purchase of Allopathic medicines and drugs can be made from any chemist/druggist licensed under the Drugs and Cosmetics Act and rules framed thereunder. Purchase of Ayurvedic/Siddha/Unani medicines can be made only from approved pharmacies.

14. The Controlling authorities should ensure that the prices charged and reimbursed are in accordance with the Drugs Price Control Order issued from time to time, i.e., as indicated in the labels, cartons, etc. — Appendix-IX.

15. The claim for reimbursement should be received within 6 months. However, subject to certain conditions, the Departments/Ministries may condone the delay beyond 6 months. — Section 1, GIDs (8-A) and (9), Rule 11.

16. Reimbursement of medical claims of Government servants who are admitted in the Hospitals before retirement but discharged after their retirement should be made by their own Office/Department/Ministry concerned.
— GID (5), Rule 1.

17. Government servants who have subscribed to Medical Insurance Policies can claim reimbursement from both Insurance Company and department subject to condition that the reimbursement should not exceed the total expenditure on the treatment. — GID (7), Rule 6.

18. Delegation of Powers to HoD for settling permission cases and for approval:—

- (i) HoD may grant permission for indoor treatment in a private hospital on the prescription of concerned AMA.
- (ii) HoD may decide cases of reimbursement of treatment obtained in emergency at private hospital/nursing home/clinic, subject to item-wise ceiling as per rates prescribed, up to the limit of ₹ 2 lakhs.

- (iii) In Offices where the HoD are at New Delhi or at any other place far away, the cases may be decided by the Head of Office not below the rank of Joint Secretary to Government of India up to the limit of ₹ 2 lakhs. — GID (9-B), Rule 11.
- (iv) Reimbursement exceeding ₹ 2 lakhs to be settled in consultation with IFD. Only cases for relaxation may be referred to the Ministry. — GID (9-A), Rule 11.

19. The medical prescription issued by an AMA/Government Specialist prescribing diagnostic tests/investigation is valid for a single use within a period of two weeks from the date of prescription unless specified by them in the prescription as valid beyond two weeks.

The medical prescription would require revalidation or issue of a fresh prescription from the prescribing AMA/Government specialist for getting the prescribed tests done after expiry of the validity period.

— GID (24-A), Rule 2.

6. Medical Advance

Admissibility.— 1. Admissible to all Government servants irrespective of pay limit.

2. An advance may be paid for in-patient treatment in a recognized hospital.

3. May also be paid for treatment of TB, Cancer, Acute Myeloid Leukemia and Chronic Active Hepatitis 'B', 'C' & 'D' at the consulting room of the Medical Officer, at the residence of the Government servant or as an out-patient.

4. For purchase/replacement, repair and adjustment of admissible artificial appliances.

5. Application for advance should be accompanied by necessary certificate from the Medical Officer/Specialist indicating the duration of treatment and the anticipated cost thereof, under the rules.

6. For temporary officials, surety from permanent Government servant is required.

Amount of advance.— 1. (a) *For indoor treatment.*— 90% Medical advance of the approved CGHS package rates for all indoor treatments, irrespective of major or minor diseases, on receipt of a certificate from the treating Physician of Government/recognized hospital.

(b) *For outdoor treatment.*— Advance is limited to 90% of the total estimated expenditure, if total estimate of expenditure including tests/investigation is more than ₹ 10,000.

Advance to be released within 10 days of receipt of the request for advance by the Administrative Department/Ministry/Office.

— Section 2, Order (2-A).

Clarification on grant of advance. — See Para. (c) under Section 19.

— OM, dated 30-9-2021.

(c) *For TB where the duration of treatment is more than 3 months.*— 80% of the estimated cost or ₹ 36,000, whichever is less, on the certificate of the hospital authority as to the duration and cost of treatment.

— Order (2), Section 2.

2. The advance may be paid in one or more instalments for the same illness or injury, subject to the limit prescribed.

3. There is no limit for the number of advances payable to an official with reference to himself and to each member of his family and for each case of illness.

Adjustment of advance.— Advance paid to the official is to be adjusted against the relevant claim and balance, if any, recovered from pay in four instalments. In cases of prolonged treatment, reimbursement may continue to be allowed on the basis of necessary certificate in this regard, the advance being adjusted in the final claim.

When advance is paid direct to the hospital, the employee should submit the adjustment bills for final settlement within one month from the date of his discharge from hospital. The Head of Office will correspond direct with the hospital for refund of the unutilized balance, if any.

When Government servant is too ill to apply.— In case of serious illness/accidents where the official is unable to apply, the advance may be sanctioned on an application in writing made on his behalf by his wife or other legal heir.

Special provisions.— In the case of the following artificial appliances, once the instrument/equipment is prescribed by the Specialist in a Government/recognized hospital, the Administrative Ministries/Departments would make the payment direct to the supplying agency and not to the Government servant:—

- (i) Supply of the Heart Pacemaker and the replacement of its Pulse Generator.
- (ii) Replacement of diseased Heart Valves.
- (iii) Artificial Electronic Larynx.
- (iv) Artificial Hearing Aid. — Section 1, GIDs (6) to (10), Rule 8.

7. T.A. for medical attendance and treatment

Employees and members of their families are entitled to T.A. for their journeys to obtain appropriate medical attendance and treatment if it is certified by the AMA/Specialist/Medical Officer attached to the Hospital to whom the patient was referred, that the journey was unavoidably necessary to obtain treatment. The entitlements are as under—

1. Journey by rail/road/sea/air.— The patient (Government servant or member of his family) and also attendant (wherever recommended) entitled to T.A. *plus* D.A. for the period of journey undertaken by rail, road, sea (ship, steamer, etc.) and air (within and outside the country). No D.A. for halt.

2. Journey within same city and the distance travelled is more than 8 kilometres each way.— Actual conveyance charges limited to mileage allowance at tour rates for the Government servant and at half the tour rates to family members.

3. Special provision.— Refund of air fare paid in individual cases will be considered on merits if Government is satisfied that air travel was absolutely essential and that travel by any other means would have definitely endangered the life of the patient/involved a risk of serious aggravation of his condition. Patients from Imphal and other similarly placed stations and Tripura referred for treatment to Kolkata and back are eligible for air travel facility.

— Appendix - VII.

4. Ambulance charges (reimbursement).—

- (i) The ambulance should be used within the same city.
- (ii) The ambulance should belong to Government or local fund or a social service organization such as Red Cross Society, etc.
- (iii) The ambulance is used to convey a patient to a place of treatment or from one hospital to another for purposes of certain medical examination, etc.
- (iv) It should be certified that the conveyance of the patient by any other means would definitely endanger his/her life or grossly aggravate the conditions of his/her health.

5. Attendant/Escort.— T.A. as for family member for journeys both ways, if it is certified that it is unsafe for the patient to travel unattended and that an attendant/escort is necessary to accompany him to the place of treatment.

T.A. as above will also be admissible if it becomes necessary for an attendant/escort to travel again to fetch the patient and so certified.

6. Travelling Expenses incurred for Kidney Donor.— Government servants are eligible for reimbursement of travelling expenses of the donor

of a kidney to them or to a member of their family for the journeys made in connection with the transplantation at the following rates:—

- (a) If the donor is a private person, T.A. is admissible at the rates of the recipient Government servant;
- (b) If the donor is another Government servant or his family member, T.A. is admissible at the rates applicable to the donor Government servant.

— Appendix - VII.

8. Relaxation of rules

In cases of serious accidents or illness, an employee or a member of his family may be admitted for emergent treatment in the nearest private hospital in the absence of a Government or recognized hospital nearer than the private hospital. Reimbursement of expenditure may be allowed in such cases by the Heads of Departments as defined in Rule 3 (1) (f), *Delegation of Financial Powers Rules*, subject to the following guidelines:—

1. The persons on the spot may use their discretion for taking the patient to the private hospital. The question whether it was a case of real emergency necessitating admission in a private institution will be decided on merits by the controlling authorities.

2. Medical expenses incurred in a private hospital are reimbursable without any distinction between private hospitals and private clinics/nursing homes; but treatment in private clinics/nursing homes of AMAs is not permissible.

3. There is no limit on the amount that can be reimbursed, but individual ceilings prescribed for various items of treatment under different systems of medicine have to be applied.

4. In a case where the expenditure likely to be incurred on the treatment of Government servant or member of his family admitted to a private hospital in emergent circumstances (under the relaxation provision) is beyond the paying capacity of the employee, the Department of the Government of India may authorize the controlling authority to meet directly the expenditure incurred on admissible items of treatment subject to the prescribed limits. The Controlling Officer may make advance payments or advance deposits to the hospital, if demanded.

— Appendix - VIII.

5. Medical expenses incurred in a non-empanelled private hospital are reimbursable as per the prevailing non-NABH CGHS rates as applicable to a CGHS covered city and non-NABH rates applicable to the nearest CGHS covered city in case of non-CGHS city, as the case may be, or the actuals, whichever is less.

— Appendix - VIII, Order (8).

6. Check-list of documents to be submitted by the referring Ministry/ Department for the cases requiring relaxation of procedures for medical reimbursement (see Sl. No. 9 under Section 16 of this Handbook).

— Order (12), Rule 8.

9. Treatment outside India

Medical treatment outside India is permissible for treatment for certain ailments (see list in Subject 1) for which facilities are not available in India. The Standing Committee constituted for this purpose by the Ministry of Health and Family Welfare will give approval for treatment and reimbursement. Prior approval of the Committee is essential. However, if approval could not be obtained due to circumstances beyond the control of the employee, reimbursement may be allowed subject to fulfilment of other conditions.

The Committee, if satisfied, authorizes an attendant to accompany the patient, he/she is entitled for to and fro air fare. The expenditure on this account also will be reimbursable. — GID, Rule 11.

10. Medical claims — Some useful tips

1. Your pay and place of illness will determine who your AMA is.
2. Consult your AMA first and proceed according to his advice.
3. Ensure that you purchase only the reimbursable medicines from the approved pharmacy in case of treatment under Ayurvedic, Siddha and Unani systems. Consult *Swamy's latest List of Medicines — admissible and inadmissible*.
4. Support your claims with all the prescribed certificates.
5. Ensure that you get cash vouchers correctly and properly and get the countersignature of the AMA on each of them.
6. Ensure that the Essentiality Certificate given by the AMA is correctly filled in.
7. Ensure that the AMA's designation, qualification and Registration Number are correctly given.
8. If you go to a hospital for treatment as in-patient either for yourself or a family member, inform the Medical Officer-in-charge of your pay so that he may allot accommodation according to your status.
9. Once you are admitted as in-patient, follow the rules and procedure of the hospital. Rules vary from hospital to hospital.

10. Before leaving the hospital after treatment, get the hospital bills, receipts, vouchers, essentiality certificates, etc., duly signed or countersigned by the AMA or by the Medical Officer-in-charge of the hospital, as the case may be, for claiming refund.

11. You need not consult your AMA for getting in-patient treatment for yourself or family members from a hospital where you are normally entitled to the treatment. Female members may, however, be admitted in any recognized women's hospital.

12. Ensure that the claim is preferred within 6 months of completion of treatment.
— Section 1, GID (8-A), Appendix-X.

FREQUENTLY ASKED QUESTIONS

1. *What is the age-limit of an unmarried son and an unmarried daughter who are wholly dependent on a Government servant for reimbursement of medical claims?*

Unmarried son : 25 years *Unmarried daughter* : No age-limit

2. *How is the eligibility of family members of a Central Government employee determined with reference to the income limit, for availing medical facilities?*

The income limit is ₹ 9,000 plus Dearness Relief drawn as on the date of consideration.

3. *Is it necessary to obtain a referral letter for undergoing treatment at private hospitals empanelled under CGHS ?*

No, the prescription in original (or a self-attested photocopy) along with hospital bill is sufficient for treatment procedures for which CGHS rates are available.

4. *What is the amount of advance granted to serving beneficiaries for indoor treatment?*

90% of approved CGHS package rates.

5. *What is the validity period for a private hospital recognized under CS (MA) Rules?*

As per the instant guidelines, private hospitals are recognized for a fixed period of 4 years from the date of issue of OM.

18. Children's Education Allowance

[Swamy's — Children's Educational Assistance]

1. General Conditions

Scope.— Applicable to all Central Government servants without any pay-limit including State Government servants on deputation to Central Government, industrial employees of Central Government and Civilian employees paid from Defence Estimates; also applicable to Government servants on deputation to State Governments or on foreign service, if provisions are made in the terms of deputation or foreign service.— Order 1.

"Child" means employee's child (including step/adopted child) wholly dependent on the Government servant.

Recognized School.— The assistance is admissible only if the children study in a recognized school. — Orders 1 and 7.

If both husband and wife employed.— If both are Central Government servants, assistance will be admissible to one of them only. If the husband or wife is employed outside the Central Government, the assistance is admissible only if that spouse is not entitled to the benefit from his/her employer and a declaration to that effect is furnished by the official. — Order 1.

During leave/suspension, etc.— Admissible while on duty or on leave (including extraordinary leave) or under suspension. Not admissible for the period treated as dies non. — Order 5 (vii).

Maximum limit.— The number of children for whom the CEA/Hostel Subsidy is drawn at a time should not exceed three in respect of children born up to 31-12-1987 and two in respect of children born thereafter. However, if the second child birth results in twins or multiple births, assistance shall be admissible to all the children. — Orders 1 and 5.

In case of failure of sterilization operation, the CEA / Hostel Subsidy is admissible to children born out of the first instance of such failure.

— Order 1.

Children Education Allowance :—

1. (a) Children Education Allowance and Reimbursement of Tuition Fee which were hitherto payable separately will be merged and will henceforth be known as 'Children Education Allowance Scheme'.

(b) Under the Scheme of Children Education Allowance, reimbursement can be availed by Government servants for the two eldest surviving children only except when the number of children exceeds two due to second child birth resulting in multiple birth.

Reimbursement of Children Education Allowance is admissible for the first child born after failure of sterilization operation beyond two children.

(c) Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e., for children from classes nursery to twelfth, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education and two years Diploma course in Polytechnic.

(d) No minimum age for any child, including children with disabilities, for claiming reimbursement.

The 'classes nursery to twelfth' will include Classes I to XII, *plus* 2 classes prior to Class I irrespective of the nomenclature. In respect of Schools / Institutions at nursery, primary and middle level not affiliated to any Board of Education, the reimbursement under the Scheme may be allowed for the children studying in a recognized School/Institution. Recognized School/Institution in this regard means a Government school or any educational institution, whether in receipt of Government aid or not, recognized by the Central or State Government or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the Institution is situated.

Children Education Allowance/Hostel Subsidy for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College after passing 10th Standard is reimbursable subject to the condition that the Government servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11th and 12th Standards.

(e) Henceforth, the reimbursement of Children Education Allowance shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall not be stopped.

(f) The amount for reimbursement of Children Education Allowance will be ₹ 2,250 per month (fixed) per child, irrespective of the actual expenses incurred by the Government servant. In order to claim reimbursement of CEA, the Government servant should produce a certificate issued by the Head of the Institution for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained, self-attested copy of the report card or self-attested fee receipt(s) [including e-receipt(s)] confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA.

For academic years ending March, 2020 and March, 2021, claims may also be considered through a self-certification made by the concerned employees or through a print-out of e-mail / sms of result / report card / fee payment in addition to the prescribed modes. The period/year means academic year i.e. twelve months of complete academic session.

— Orders 1, 2 and OM, dated 1-7-2021.

(g) Rate of Children Education Allowance with effect from 1-7-2017 :—

Component	Rate
Children Education Allowance	₹ 2,250 p.m.
Hostel subsidy	₹ 6,750 p.m.

Whenever DA increases by 50%, CEA and Hostel subsidy shall increase by 25%. — Orders 1 and 2.

(h) Both hostel subsidy and Children Education Allowance can be availed concurrently.

(i) Day-boarding children are not eligible to draw hostel subsidy.

(j) In the case of Government servant who ceases to be in service due to retirement, discharge, dismissal or removal from service, Children Education Allowance/Hostel Subsidy is payable till the end of academic year by the office in which the Government servant worked last.

(k) In the case of death of Government servant while in service, the Children Education Allowance/Hostel Subsidy is payable till such time the Government servant would have actually received the same subject to fulfilling of other conditions by the office in which the Government servant was working prior to death, provided the spouse of Government servant is not employed in the Central/State Government, Autonomous Body, PSU, Semi-Government Organization such as Municipality, Port Trust Authority or any organization partly or fully funded by the Government. — Order 1.

(l) The age-limit for claiming Children Education Allowance for the children other than disabled children is 20 years or till the time of passing XII class, whichever is earlier.

(m) Children Education Allowance is also admissible for children studying through Correspondence or Distance Learning.

(n) Fees paid to organizations/institutions other than schools or private tutors are not reimbursable. Fees charged by the school directly from the student is only reimbursable.

2. (a) For physically/mentally handicapped children studying in any institution i.e., aided or approved by Central/State/UT or whose fees are

approved by any of these authorities, CEA paid is reimbursable irrespective of whether the institution is recognized or not.

(b) In case where the *Divyaang* child is not able to attend school, reimbursement of CEA will be made for availing education / special education at residence, on production of payment receipt by teacher / instructor and self-certification by the Government servant.

— OM, dated 17-2-2023.

In such cases, the benefits will be admissible up to 22 years without any minimum age.

Fee charged directly by the School/Institution for catering to the special needs of child with disabilities duly certified by the school authorities is also reimbursable in addition to items mentioned in Para. 1 (e) of OM, dated 2-9-2008.

3. For *Divyaang* children, reimbursement will be at double the normal rates.

With effect from 1-7-2017, the annual ceiling for reimbursement of CEA for differently abled children is fixed to ₹ 54,000. — Order 3.

4. The above rates would automatically raise by 25% every time the DA goes up by 50%.

5. In the case of spouse employed/earning, the Government servant has to furnish an undertaking that reimbursement of CEA has not been claimed in respect of the child by any person other than the claimant.

6. Reimbursement will be done once a year, after completion of the financial year. — Order 2.

2. Hostel Subsidy

Admissible.— Hostel Subsidy is reimbursable to the Government servant for keeping his/her children in the Hostel of a residential school away from the station he/she is posted/or is residing irrespective of any transfer liability. — Orders 8 and 14.

Hostel Subsidy means expenses incurred by the Government servant if he/she keeps his/her children in a hostel of a residential school/institution located beyond a distance of 50 kilometres from his/her residence.

— Order 14.

Rate.— The amount of ceiling of Hostel Subsidy is ₹ 6,750 p.m. In order to claim reimbursement of Hostel Subsidy for an academic year, a similar certificate from the Head of Institution confirming that the child studied in the school will suffice, with additional requirement that the certificate should mention the amount of expenditure incurred by the Government

servant towards lodging and boarding in the residential complex. In case such certificate cannot be obtained, self-attested copy of the report card and original fee receipt(s)/e-receipt(s) which should indicate the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The expenditure on boarding and lodging or the ceiling of ₹ 6,750 as mentioned above, whichever is lower, shall be paid to the employee as Hostel Subsidy. The period/year will mean academic year i.e., twelve months of complete academic session.

— Order 1.

Payable up to 10 *plus* 2 stage, where the pattern of 10 + 2 + 3 exists and up to Higher Secondary/Senior Secondary stage in other places, whether the children study in Kendriya Vidyalaya or any other recognized school.

— Order 1.

Admissible.— For a child to whom Children's Education Assistance is drawn.

— Order 1.

3. Journey fare for children studying at outstations

Scope.— Applicable to all Central Government Civilian employees, State Government employees on deputation to Central Government, Industrial/Work-charged employees on regular establishment posted in India. Not applicable to persons employed in Railways, Armed Forces, India Based Staff serving in Missions abroad, and part-time/contingent employees.

Admissible.— To legitimate children/stepchildren/adopted children, who are studying in a recognized educational institution at a place in India away from the residence of the Government servant or his family. Not admissible if the children reside at the same place as the family is residing.

Entitlement.— Once in a calendar year during vacation declared by the institution in which the child is studying for journeys from the place of study to the employee's headquarters and back. The concession is not admissible if the child does not return to the institution after the vacation.

Concession.— Reimbursement of the fare by rail restricted to Second Class fare at student's concessional rate from the Railway Station nearest to the place where the child is studying, to the Railway Station nearest to the employee's headquarters by the shortest route and back. If these stations are not connected by rail, the reimbursement will be restricted to the fare for journey by ordinary bus/lowest class by ship/steamer.

When both husband and wife are Central Government servants.— Only one of them is eligible for the concession.

During transfer.— The Government servant may either avail of the concession under this scheme or claim for the children the T.A. admissible on transfer for outward journey. If the concession under this scheme is availed

of, a certificate to the effect that no T.A. claim will be preferred for the same child in his Transfer T.A. bill should be furnished by the Government servant.

Time-limit.— The claim should be preferred in the prescribed form within three months of the completion of the return journey along with the required certificate from the educational institution concerned. Otherwise, the claim will be forfeited. — Section 4, Order 1.

FREQUENTLY ASKED QUESTIONS

1. *Can CEA or hostel subsidy be claimed for a third child if not claimed for first or second child? Elaborate the cases when CEA can be claimed for a third child.*

No. CEA or hostel subsidy cannot be claimed for a third child even if the same was not claimed for the first or second child because CEA is admissible for the two eldest surviving children only.

Claim will be admissible for a third child if the second childbirth resulted in multiple birth or in cases of failure of sterilization operation.

2. *Can CEA be claimed for the same class twice?*

CEA can be claimed for the same class twice only when the child fails in a particular class. If the child is admitted to the same class due to other reasons, CEA cannot be claimed twice for the same class.

3. *A Government servant's wilful absence for 10 days was treated as dies non. How will the period of dies non impact his claim for CEA?*

For any period which is treated as 'dies non', the Government servant is not eligible for allowance / reimbursement / subsidy.

4. *Can a Government servant claim CEA for children studying through 'correspondence or distance learning'?*

Yes.

5. *When will reimbursement be made and what are the maximum limits for CEA and Hostel Subsidy per year?*

Reimbursement will be made once a year, after the completion of the financial year. The limits for CEA is ₹ 27,000 and Hostel Subsidy is ₹ 81,000 and will be automatically raised by 25% every time DA goes up to 50%.

19. Advances

1. Interest-free and Interest-bearing advances

[Swamy's — Compilation on Advances]

Interest-free advances:

1. Advance of T.A. on tour/transfer.
2. Advance of T.A. to the family of a deceased Government servant.
3. Advance of LTC.
4. Advance in connection with medical treatment.

— OM, dated 7-10-2016.

All interest-free advances except those mentioned above at Sl. Nos. 1 to 4 have been abolished by the Seventh Central Pay Commission.

Interest-bearing advances:

1. Advance for purchase of Personal Computer. iPad can also be purchased. — OM, dated 7-10-2016 and 13-6-2022.
2. Advance for construction/purchase of house/flat/enlargement of living accommodation.

[Rates of interest are prescribed for each financial year for Item 1 and periodically for Item 2.]

All interest-bearing advances except those mentioned above at Sl. Nos. 1 and 2 have been abolished by the Seventh Central Pay Commission.

2. Personal Computer Advance

[Swamy's — Compilation on Advances]

1. Eligibility.— All Government employees are eligible for grant of Personal Computer Advance of ₹ 50,000 or actual price of the PC or iPad, whichever is lower. — OM, dated 7-10-2016.

2. Sanctioning Authority.— The authority competent to sanction the advance is Department of Central Government/Administration/Head of Department. — Rule 15 (1).

3. Conditions.— (1) An application for the grant of advance for the purchase of a Personal Computer shall be made in Form VI of the compendium.

(2) A second or subsequent advance for the purchase of a Personal Computer cannot be granted before the expiry of 3 years from the date of drawal of the earlier advance. May be allowed maximum five times in entire service.

(3) Advance not admissible for payment of customs duty on the Personal Computer. — Rule 21 (5).

4. Mortgage.— The Make, Model and No. of the Personal Computer should be entered in Form IV of the compendium.

5. Interest.— At the rate of 9.1% for the year 2023-2024.

— OM, dated 29-3-2023.

6. Repayment.— In not more than 150 monthly instalments. Total recoveries on account of all advances including computer advance, taken by a Government servant shall not exceed 50% of the total emoluments.

— Rule 21 (5).

3. House Building Advance

[Swamy's — House Building Advance Rules]

1. Eligibility.—

- (1) All permanent Government employees.
- (2) All other employees with at least 5 years of continuous service, provided they do not hold permanent appointment under a State Government and the sanctioning authority is satisfied about their likely retention in service till the house is built and mortgaged.
- (3) Members of All India Services deputed for service under the Central Government/Company/Association/Body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government or an International Organization and Autonomous Body not controlled by Government or Private Body.
- (4) Employees of Union Territories and North-East Frontier Agency.
- (5) Staff / Artistes of the All India Radio who fulfil the condition prescribed at (2) above and have been appointed in long-term contracts extending to the age as per extant rules.
- (6) Central Government employees governed by The Payment of Wages Act, 1936.
- (7) Central Government employees on deputation to another Department or on Foreign Service. Such cases to be processed by the Head of the Office of the Parent Department.

- (8) Extant rules for eligibility conditions of Ex-servicemen and of Central Government employees under suspension remains unchanged.
- (9) In cases where both the spouses are Central Government employees and are both eligible for grant of House Building Advance, the advance will be admissible to both of them jointly/separately. — Rule 3.

2. Purposes.—

HBA is admissible for only one of the following purposes:—

- (1) Constructing a new house on the plot owned by the employee or the employee and the employee's wife / husband jointly with the clear title of the plot.
- (2) Purchasing a plot and constructing a house thereon.
- (3) Purchasing a plot under co-operative Schemes and constructing a house/flat thereon or acquiring a house through membership of Co-operative Group Housing Societies.
- (4) Purchase/construction of house under the self-financing schemes of Delhi, Bangalore, U.P., Lucknow, etc.
- (5) Outright purchase of a new ready-built house/flat from Housing Boards, Development Authorities and other statutory or semi-Government bodies and from registered builders i.e., registered private builders, architects, house building societies, etc., but not from private individuals.
- (6) Expansion of living accommodation of an existing house owned by the employee or jointly with spouse. The total cost of the existing structure (excluding cost of land) and the proposed additions should not exceed the prescribed cost ceiling under these rules.
- (7) Repayment of loan or advance taken from a Government or HUDCO or private sources even if the construction has commenced, subject to certain conditions.
- (8) Existing employees who have already taken Home Loans from Banks and other financial institutions are allowed to migrate to this scheme, subject to fulfilment of following conditions:-
 - (a) Before grant of HBA, the Head of the Department—
 - (i) should satisfy himself that the home loans were taken by the Government employee entirely for the purpose of construction / purchase of new house / flat.
 - (ii) should ensure that the HBA sanctioned is limited to the amount of loan still due to be repaid by the Government employee.

- (b) HBA can be availed for repayment of bank loan taken for the purpose of construction/purchase of new house/flat.
- (c) HBA can be granted on the date the Government servant obtained loans from Banks and other financial institutions, irrespective of whether they applied for HBA before raising the loan.
- (d) HBA for repayment of loans can be granted in one lumpsum and the Government employee shall produce the Utilization Certificate within one month from release of HBA.
- (e) Employee to satisfy other provisions of HBA Rules.

— GIO (15), Rule 2.

- (9) Constructing only residential portion of the building on a plot earmarked for a shop-cum-residential plot, in a residential colony, subject to prescribed cost ceiling. — Rule 2.

3. Conditions.— (1) The official should not have availed of any loan or advance for the purpose from any other Government source, Housing Board, other semi-Government or Local Bodies, Development Authorities, etc. Where such loan has been availed of, HBA can be granted if the Government servant undertakes to repay the outstanding loan forthwith in one lumpsum.

(2) The official or spouse or minor child should not already own a house in the town/urban agglomeration where the house is proposed to be constructed or acquired.

(3) If the official is a member of HUF, which owns a house at the same place, he may be granted advance restricted to 60% of the normal entitlement.

— GIO (3), Rule 4.

(4) The title to the land should be clear.

(5) Advance for ready-built house or flat is admissible for outright purchase only.

4. Cost ceiling.— (i) Cost of the house to be built / purchased (excluding the cost of plot) should not exceed 139 times of the basic pay of the employee subject to a maximum of ₹ 1 crore (one crore) only.

(ii) The cost ceiling may be relaxed up to 25% in individual cases by the Head of the Department based on merit of the cases, if satisfied by the Administrative Ministry concerned. — Rule 4.

(iii) Minimum cost-ceiling need not be insisted. — GIO (4), Rule 4.

(iv) If both husband and wife are employed in Central/State Government, Public Undertakings, semi-Government Institutions or Local Bodies,

the pay of both of them will be taken into consideration for calculating the cost ceiling. — GIO (2), Rule 4.

(v) In the case of enlargement to existing accommodation, the total cost of the existing structure and the cost of enlargement should not exceed the limit in **4. Cost Ceiling** above. — Rule 2 (vi).

(vi) If GPF withdrawal is also taken for house building, the total amount of GPF withdrawal and the House Building Advance should not exceed the cost-ceiling limit (**4. Cost Ceiling** above). — Rule 2 (a).

(vii) If the advance is for constructing residential part of the building on a shop-cum-residential plot situated in a residential colony—

(a) the cost of land and the cost of superstructures of the proposed residential portion and shop(s) should not exceed the ceiling limit.

(b) the entire property including the shop(s) and the residential portion should be mortgaged.

(c) the entire building including the shop(s) should be insured against fire, lightning, floods, etc. — GIO (1), Rule 4.

(viii) House/Flat constructed/acquired with the help of HBA to be used for residential purpose only. — GIO (14), Rule 2.

(ix) No enhancement of HBA in case of subsequent revision of DCRG limits. — GIO (2), Rule 5.

5. Amount of advance.— (i) Only one advance shall be sanctioned to the Government servant during his / her entire service.

(ii) The maximum amount of advance shall be:

(a) 34 months' basic pay subject to a maximum of ₹ 25 lakhs only (Rupees Twenty-five lakhs), or cost of the house/flat, or the amount according to repaying capacity, whichever is the least for construction/purchase of new house/flat.

(b) For expansion of existing house, the amount of HBA will be limited to 34 months' basic pay subject to maximum of ₹ 10 lakhs only (Rupees Ten lakhs), or the cost of the expansion, or the amount according to repaying capacity, whichever is the least.

(c) The amount of the advance shall be restricted to 80% of true cost of the land and construction of house or cost of expansion of living accommodation in the case of construction in rural areas. This can be relaxed and 100% can be sanctioned if the Head of the Department certifies that the concerned rural area falls within the periphery of town or city.

- (iii) Family Pension at normal rates drawn by a Government servant will be clubbed with basic pay for computing amount of advance as well as cost ceiling.
- (iv) The amount of advance sanctioned can be reduced at the request of the Government servants to avail of the reduced rate of interest, if the entire advance has not been drawn.— GIOs, Rule 5.

6. Enhancement of ceiling of HBA sanctioned on or after 1-1-2016 but before 9-11-2017.—

An enhancement of House Building Advance, if applied for, would be granted for an amount equivalent to the difference between the previously sanctioned amount and the new eligible amount determined on the basis of basic pay as per Seventh CPC, subject to complying following conditions: -

- (i) The employee should not have drawn the entire amount of HBA sanctioned under earlier orders and/or where construction is not completed/full cost towards acquisition of house/flat is yet to be paid.
- (ii) There will be no deviation from the approved plan of construction on the basis of which the original sanction of House Building Advance was accorded. The revised cost of the original plan can, however, be considered for determining the additional amount, subject to the prescribed maximum limits.
- (iii) Supplementary Mortgage Deed, Personal Bond and Sureties will be drawn and executed at the expense of the loanee.
- (iv) The actual entitlement will be restricted to the repaying capacity computed on the basis of the formula at **4. Cost ceiling** above. It should be ensured that the entire amount of advance with interest is recovered before retirement of the Government servant.
- (v) The new rate of interest of 8.5% would be chargeable only on collective amount that would remain outstanding on grant of enhancement of HBA, i.e., the unpaid portion of previously sanctioned HBA plus the enhancement so granted. Thus, the amount of HBA that has already been repaid on old rates will not attract the fresh interest charges.
- (vi) However, the existing limit of maximum admissible amount of ₹ 25 lakhs for the purpose of construction/purchase of new house / flat and ₹ 10 lakhs for expansion of existing house/flat would remain unchanged. In other words, the sum total of previously sanctioned House Building Advance and the enhancement granted under these orders cannot exceed the aforesaid limits. In any case, not more than one enhancement is admissible to a Government employee.

- (vii) The applications for enhanced House Building Advance should be submitted within six months from 29-6-2018.

— GIO (5), Rule 5.

7. Repaying Capacity.—

The repaying capacity of the official will be computed on the following basis:—

	Length of remaining service	Repaying Capacity
(a)	In cases of employee retiring after 20 years.	40% of Basic Pay.
(b)	In cases of employee retiring after 10 years but not later than 20 years.	Up to 40% of basic pay. 65% of DCR Gratuity may also be adjusted.
(c)	In cases of employee retiring within 10 years.	Up to 50% of basic pay. DCR Gratuity up to 75% can be adjusted.

— Rule 6.

8. Disbursement of advance and time-limits for utilization.—

(a) **For purchase of ready built house.**— In one lumpsum as soon as the applicant executes an agreement in the prescribed form. The employee should ensure that the house is purchased and mortgaged to the Government within 3 months of drawal of the advances. — Rule 8 (i).

(b) **For purchase / construction of new flat.**— Either in one lumpsum or in convenient instalments at the discretion of the Head of Department. The employee should execute the agreement in prescribed form before the advance/first instalment of advance is paid to him/her. The amount drawn by the employee should be utilized for the purchase/construction of the flat within one month. — Rule 8 (ii).

(c) **For construction / expansion of living accommodation, etc.**— Payable in two instalments of 50% each. The first instalment will be paid after the plot and proposed house/existing house is mortgaged and the balance on the construction-reaching plinth level. — Rule 8 (iii).

(d) **For expansion to be carried out on the upper storey of the house.**— Disbursed in two instalments, first instalment on executing the mortgage deed and the second instalment on the construction reaching roof-level. — Rule 8 (iv).

(e) **For purchase of plot and construction of house.**—

- (i) **Single Storeyed House:** After agreement in prescribed form is executed on production of surety bond, 40% of the advance or actual cost will be disbursed for purchase of plot. The balance

amount will be disbursed in two equal instalments, first after the mortgage is executed and second on the construction reaching plinth level.

- (ii) **Double Storeyed House:** 30% of advance for cost of plot will be disbursed on executing the agreement. The balance amount will be disbursed in two equal instalments, the first on executing the mortgage deed and the second on construction reaching plinth level. — Rule 8 (v).

9. Interest.— (1) The advances carry simple interest from the date of payment of the first instalment and is calculated on the balance outstanding on the last day of each month.

(2) No interest is chargeable beyond the date of retirement/death of the Government servant. — GIO (1), Rule 7.

(3) **Rates of interest.**— The Interest rate on House Building Advance shall be as under:-

Period	Percentage rate
From 1-10-2020 to 31-3-2022	7.9%
From 1-4-2022 to 31-3-2023	7.1%
From 1-4-2023 to 31-3-2024	7.5%

— OMs, dated 19-4-2021, 1-4-2022 and 27-3-2023, Rule 7.

(4) Interest rebate to HBA beneficiaries for promoting small family norms will cease to exist with effect from 1-7-2017.— OM, dated 31-1-2018.

10. Mortgage.— (1) House should be mortgaged on behalf of the President of India. — Rule 9.

In case if HBA is availed by both husband / wife jointly,

- (i) HBA Mortgage paper, insurance paper and other papers regarding property shall be submitted to one of the loan sanctioning authorities of their choice.
- (ii) A **No Objection Certificate** may be obtained from the 2nd loan sanctioning authority.
- (iii) The property mortgaged on behalf of President of India, shall be reconveyed on the prescribed form to the Central Government employee concerned (or their successors in interest, as the case may be), after the advance together with interest thereon, has been repaid to Government in full and after obtaining **No Demand Certificate** in respect

of HBA loan sanctioned by the 2nd loan sanctioning authority. — Rule 9.

11. Insurance.—

(a) Immediately on completion of construction / purchase of house / flat, the employee shall insure the house with the recognized institutions as approved by Insurance Regulatory and Development Authority (IRDA), for not less than the amount of advance and shall keep it so insured against damage by fire, flood and lightning till the advance together with interest thereon is repaid in full and deposit the policy documents with the Head of the Department (HoD). Renewal of insurance will be done every year and premium receipts produced for inspection of the HoD regularly.

(b) Penal interest of 2% over and above existing rate of interest will be recovered from the employee for those periods which are not covered by insurance of the house. — Rule 10.

(c) Separate insurance of flats/houses acquired through membership of Co-operative Group Housing Societies not necessary.— GIO (5), Rule 10.

12. Second Mortgage.—

(a) **Creation of Second charge.**— If an employee wants to avail of a further loan (in addition to the HBA) from any recognized financial institution, he may declare the same and obtain NOC. **NOC for second charge will be given along with sanction order of HBA :—**

- (1) Loan to be obtained should be from recognized financial institutions like Banks, Government Financial Corporations, Co-operative Housing Finance Institutions, Public Companies formed and registered in India with the specific purpose of financing housing like Housing Development Finance Corporation Limited.
- (2) The total HBA taken *plus* the amount of loan now raised should not exceed the prescribed cost ceiling.
- (3) Second charge can be created in respect of loan for meeting the balance cost of the house/flat.
- (4) Second charge can be created also for enlargement of living accommodation in the house constructed/acquired with HBA, if two years have elapsed after completion of the house constructed with HBA.
- (5) Prior permission of the Head of Department should be obtained.

— Rule 9.

13. Assignment of employee's interest in Group Insurance Scheme, 1980.— An employee who is a member of the Central Government

Employees' Group Insurance Scheme, 1980, can assign his interest in the insurance cover and accumulation in the Savings Fund as a security to the financial institution for obtaining additional loan from them for acquiring/building a flat/house subject to conditions 1 to 4 above.

The communication of acceptance of the assignment should be entered in the Service Record in red ink.
— Para. 13.2 of CGEGIS.

14. Repayment of advance.— (i) The entire amount of advance together with interest is repayable in 20 years, 180 monthly instalments for principal and 60 instalments for interest.
— Rule 7.

Existing pattern of recovery:

- (a) In the case of construction of new house or enlarging living accommodation, recovery will commence from the pay for the month following the completion of the house or the pay for the 18th month after the date of payment of the first instalment, whichever is earlier.
- (b) In the case of advances taken partly for purchase of land and partly for construction, recovery will commence from the pay for the month following the completion of the house or the pay for the 24th month after the date on which the instalment for purchase of land was drawn by the official, whichever is earlier.
- (c) In the case of ready-built house or flat, recovery will commence from the pay for the month following that in which the advance is taken.

(ii) **Adjustment of a portion from retirement/death gratuity.**— In the case of employees retiring within 20 years, a portion of the advance and/or interest may be left to be adjusted from the retirement/death gratuity if a suitable clause to that effect is inserted in the mortgage deed.

(iii) **Failure to repay.**— If the officials fail to repay the balance of the advance on or before the date of retirement, Government may enforce recovery from retirement/death gratuity or by sale of the house or in any other manner.

(iv) **Manner of recovery.**— Recovery will be effected through monthly pay/leave salary or subsistence allowance bills. Recovery cannot be postponed without the prior concurrence of Government.

15. Reconveyance of properties.— (1) The property mortgaged to Government should be reconveyed to the Government servant in the prescribed form after the advance together with interest has been repaid to Government in full.

(2) Reconveyance Deed should be executed by the Head of Department on behalf of the President.

(3) The Deed should be got registered.

(4) The expenses in connection with the execution/registration should be borne by the loanee unless the execution/registration of the deed by the Central Government is exempt. — GIO (2), Rule 9

FREQUENTLY ASKED QUESTIONS

1. *Define an interest-free advance and enumerate its maximum limit.*

An advance for LTC can be drawn for up to 90% of the estimated cost of travel including both outward and return journeys.

2. *What is the maximum cost of the house for which you can avail a House Building Advance?*

The maximum cost of the house to be built / purchased (excluding the cost of the plot) should not exceed ₹ 1 crore.

3. *Can a second charge be created on a property for which HBA is already availed?*

A Government servant who has obtained a House Building Advance from the Government is permitted to create a second charge on the property with the permission of the Head of the Department to meet the balance cost of the house / flat from recognized financial institutions.

4. *How many times can a Government servant avail computer advance?*

A Government servant can avail computer advance for five times in his entire service.

5. *An officer availed computer advance in January, 2022. Again he applies for computer advance in 2024 but the application is rejected. Comment.*

A subsequent advance for purchase of a computer can be granted only on the expiry of 3 years from the drawal of the earlier advance.

20. Modified Assured Career Progression Scheme

[Swamy's Seniority and Promotion]

Modified Assured Career Progression Scheme (MACPS)

The Modified Assured Career Progression Scheme, in the light of the recommendations of the Seventh CPC accepted by the Government, will continue to be administered as before and applicable to all employees up to Higher Administrative Grade (HAG) level. Changes according to Seventh Central Pay Commission will be effective from 25th July, 2016.

1. The Scheme:

The MACPS will continue to be administered at 10, 20 and 30 years as before. Under the Scheme, the employee will move to immediate next Pay Level in the new Pay Matrix.

The Scheme shall continue to be applicable to all regularly appointed Group "A" (except officers of the Organized Group "A" Services), "B", and "C" Central Government Civilian Employees. Casual employees, including those granted 'temporary status' and employees appointed in the Government on *ad hoc* or contract basis shall not qualify for benefits under the aforesaid Scheme.

Conditions for grant of benefits :

1. There shall be three financial upgradations under the MACPS, counted from the direct entry grade on completion of 10, 20 and 30 years services, respectively, or 10 years of continuous service in the same Level in Pay Matrix, whichever is earlier.

2. The MACPS envisages merely placement in the immediate next higher level in the hierarchy of the Pay Matrix as given in PART-A of Schedule of the CCS (Revised Pay) Rules, 2016. Thus, the level at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive Pay Levels, be lower than what is available at the time of regular promotion. In such cases, the higher level attached to the next promotion post in the hierarchy of the concerned cadre/organization will be given only at the time of regular promotion.

3. The financial upgradations under the MACPS would be admissible up to Level 15 in the Pay Matrix, corresponding to the Higher Administrative Grade (HAG).

4. (i) Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme [as prescribed in Para. 13 of CCS (Revised Pay Rules), 2016].
- (ii) There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same pay level as granted under MACPS.
- (iii) However, at the time of actual promotion if it happens to be in a post carrying higher pay level than what is available under MACPS, then he shall be placed in the level to which he is promoted at a cell in the promoted level equal to the figure being drawn by him on account of MACP. If no such is available in the level to which promoted, he shall be placed at the next higher cell in that level. The employee may have an option to get this fixation done either on the date of promotion or with effect from the date of next increment as per the option to be exercised by him.

In cases where promotion was given between 1-1-2006 to 31-12-2015 to a post having an element of direct recruitment and if on the date of their regular promotion the pay fixed happened to be lower than the minimum entry level pay prescribed for direct recruits under Section II of Part-A of First Schedule of CCS (RP) Rules, 2008, refixation of pay on the date of their regular promotion at the stage equivalent to the minimum entry level pay is allowed.

— OM, dated 8-9-2020.

5. Promotions earned/upgradation granted under the MACP Scheme in the past to those grades which are in the same Level in the Pay Matrix due to merger of pay scales/upgradations of posts recommended by the Seventh Pay Commission shall be ignored for the purpose of granting upgradations under Modified ACPS. The benefit of merger will accrue with effect from the date of notification of the Recruitment Rules for the relevant post.

6. Fixation of pay on grant of financial upgradation under MACPS on or after 1-1-2016 shall be made as per Rule 13 of CCS (RP) Rules, 2016 issued *vide* Department of Expenditure notification, dated the 25th July, 2016 and in terms of provisions contained in DoP&T, O.M. No. 13/02/2017-Estt. (Pay-I), dated 27-7-2017.

6.1 In cases where financial upgradation had been granted to Government servants in the next higher Grade Pay in the hierarchy of Grade Pays as per the provisions of the MACP Scheme of 19th May, 2009, but whereas as a result of the implementation of Seventh CPC's recommendations, substantive post held by him in the hierarchy of the cadre has been upgraded by granting a higher Pay Level, in such cases the MACP already granted to him prior to 7th CPC shall be refixed in the revised pay structure at the next higher level of Pay Matrix. To illustrate, in the case of Postal Inspector

(GP ₹ 4,200) in Department of Posts, who was granted 1st MACP in the Grade Pay of ₹ 4,600 in PB-2, he will now be granted (Grade Pay of ₹ 4,800 in the pay band PB-2) Level 8 of the Pay Matrix consequent upon upgradation of the post of Postal Inspector from GP of ₹ 4,200 to GP of ₹ 4,600 / Level 7 in the Pay Matrix. However, all the financial upgradations under the Scheme should be done strictly in accordance with the hierarchy of Levels in the Pay Matrix as notified *vide* CCS (Revised Pay) Rules, 2016.

7. With regard to fixation of his pay on grant of promotion/financial upgradation under MACP Scheme, a Government servant has an option under FR 22 (I) (a) (1) to get his pay fixed in the higher post/Pay Level either from the date of his promotion/upgradation or from the date of his next increment viz. 1st July or 1st January, subject to provisions in the Scheme.

8. Promotions earned in the post carrying same Pay Level in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.

9. 'Regular service' for the purposes of the MACPS shall commence from the date of joining of a post in direct entry grade on a regular basis either on direct recruitment basis or on absorption/re-employment basis. Service rendered on casual, *ad hoc*/contract basis before regular appointment on pre-appointment training shall not be taken into reckoning. However, past continuous regular service in same/another Central Government Department in a post carrying same pay level in the Pay Matrix prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purposes of MACPS only (and not for the regular promotions). However, benefits under the MACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.

10. Past service rendered by a Central Government employee in a State Government/Statutory Body/Autonomous body/Public Sector organization, before appointment in the Central Government shall not be counted towards Regular Service.

11. 'Regular service' shall include all periods spent on deputation/foreign service, study leave and all other kinds of leave, duly sanctioned by the competent authority.

12. The MACPS shall also be applicable to work-charged employees, if their service conditions are comparable with the staff of regular establishment.

13. Existing time-bound promotion scheme, including *in situ* promotion scheme, or any other kind of promotion scheme existing for a particular category of employees in a Ministry/Department or its offices, may continue to be operational for the concerned category of employees, if it is decided by the concerned administrative authorities to retain such Schemes, after necessary consultations or they may switch over to the MACPS. However, these Schemes shall not run concurrently with the MACPS.

14. The MACPS is directly applicable only to Central Government Civilian employees. The Scheme may be extended to employees of Central Autonomous/Statutory Bodies under the administrative control of a Ministry/ Department subject to fulfilment of conditions prescribed in DoP&T's, O.M. No. 35034/3/2010-Estt. (D), dated 3-8-2010.

15. If a financial upgradation under the MACPS is deferred and not allowed after 10 years in a level, due to the reason of the employees being unfit or due to departmental proceedings, etc., this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of first financial upgradation.

16. On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status. However, financial and certain other benefits which are linked to the pay drawn by an employee such as HBA, allotment of Government accommodation shall be permitted.

17. (i) For grant of financial upgradation under the MACP Scheme, the prescribed Benchmark shall be 'Very Good', for all levels. This shall be effective for upgradations under MACPS falling due on or after 25-7-2016 and the revised benchmark shall be applicable for the APARs for the year 2016-17 and subsequent years.

(ii) While assessing the suitability of an employee for grant of MACP, the Departmental Screening Committee (DSC) shall assess the APARs in the reckoning period. The benchmark for the APARs for the years 2016-17 and thereafter shall be 'Very Good'. The benchmark for the years 2015-16 and earlier years shall continue be as per the MACP guidelines issued *vide* DoP&T, OM, dated 19-5-2009 :

"The financial upgradation would be on non-functional basis subject to fitness in the hierarchy of grade pay within the PB-1. Thereafter for upgradation under the MACPS, the benchmark of 'Good' would be applicable till the grade pay of ₹ 6,600 in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of ₹ 7,600 and above".

For example, if a particular MACP falls due on or after 25-7-2016, the following benchmarks for APARs are applicable:

APAR for the year	Benchmark grading for MACP for Level 11 and below	Benchmark grading for MACP for Level 12 and above
2013-14 and earlier years	Good	Very Good
2014-15	Good	Very Good
2015-16	Good	Very Good
2016-17	Very Good	Very Good
2017-18 and subsequent years	Very Good	Very Good

18. In the matter of disciplinary/ penalty proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued thereunder.

19. The MACPS contemplates merely placement on personal basis in the immediate higher Pay Level/ grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Therefore, no reservation orders/ roster shall apply to the MACPS, which shall extend its benefits uniformly to all eligible SC/ ST employees also. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to associate members of SC/ ST in the Screening Committee meant to consider cases for grant of financial upgradation under the Scheme.

20. Financial upgradation under the MACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the grade has got higher pay/ Level under the MACPS. However, in cases where a senior Government servant granted MACP to a higher Grade Pay before the 1st day of January, 2016 draws less pay in the revised pay structure than his junior who is granted MACP to the higher Level on or after the 1st day of January, 2016, the pay of senior Government servant in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such stepping up shall be done with effect from the date of MACP of the junior Government servant subject to the fulfilment of the following conditions, namely: -

- (a) both the junior and the senior Government servants belong to the same cadre and they are in the same pay Level on grant of MACP;
- (b) the existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay are identical;
- (c) the senior Government servants at the time of grant of MACP are drawing equal or more pay than the junior;
- (d) the anomaly is directly as a result of the application of the provisions of Fundamental Rule 22 or any other rule or order regulating pay fixation on such grant of MACP in the revised pay structure:

Provided that if the junior officer was drawing more pay in the existing pay structure than the senior by virtue of any advance increments granted to him, the provisions of this sub-rule shall not be invoked to step up the pay of the senior officer.

21. Pay drawn in the level of Pay Matrix under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.

22. In case an employee is declared surplus in his/her organization and appointed in the same pay scale or lower scale of pay in the new organization, the regular service rendered by him/her in the previous organization shall be counted towards the regular service in his/her new organization for the purpose of giving financial upgradation under the MACPS.

23. In case of transfer 'including unilateral transfer on request', regular service rendered in previous organization/office shall be counted along with the regular service in the new organization/office for the purpose of getting financial upgradations under the MACPS. However, financial upgradation under the MACPS shall be allowed in the immediate next higher Pay Level in the Pay Matrix as given in CCS (Revised Pay) Rules, 2016. Wherever an official, in accordance with terms and conditions of transfer on own volition to a lower post, is reverted to the lower Post/Grade from the promoted Post/Pay Level before being relieved for the new organization/office, such past promotion in the previous organization/office will be ignored for the purpose of MACPS in the new organization/office.

24. If a regular promotion has been offered but was refused by the employee before becoming entitled to an upgradation under the scheme, no financial upgradation shall be allowed as the employee has not stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and in such case, the second or next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal of promotion.

25. Cases of persons holding higher posts purely on *ad hoc* basis shall also be considered by the Screening Committee along with others. They may be allowed the benefit of financial upgradation on reversion to the lower post.

26. Employees on deputation need not revert to the parent Department for availing the benefit of financial upgradation under the MACPS. They may exercise a fresh option to either draw pay in the level of Pay Matrix attached to the post held by them on deputation or the pay in the pay level admissible to them under the MACPS, whichever is beneficial. In case the employee opts to draw pay in the pay level admissible to him/her under the MACPS, the Deputation (Duty) Allowance shall be regulated in terms of the instructions issued by DoP&T *vide* O.M. No. 2/11/2017-Estt. (Pay II), dated 24-11-2017, as amended from time to time.

27. Illustrations

- A. (i) If a Government servant in Level 2 gets his first regular promotion in the Level 4 on completion of 8 years of service and then continues in the Level for further 10 years without any promotion, then he would be eligible for 2nd financial upgradation under the MACPS in the Level 5 after completion of 18 years (8+10 years).
- (ii) (a) In case he does not get any promotion thereafter, then he would get 3rd financial upgradation in the Level 6 on completion of further 10 years of service i.e. after 28 years (8+10+10).
- (b) However, if he gets 2nd promotion after 5 years of further service to the grade, say in the Level 7 [i.e. on completion of 23 years (8+10+5 years)], then he would get 3rd financial upgradation in Level 8 after completion of 30 years.
- (iii) (a) If he gets 2nd promotion before 20th year (say 19th year), then he gets 3rd MACP, at the end of 29th year, (i.e. 10 years from 2nd promotion), provided he does not get 3rd promotion.
- (b) If he gets 2nd promotion after 20th year (say in 23rd year), and there is no 3rd promotion before 30 years, then he may be allowed 3rd MACP at the end of 30 years.

B. If a Government servant in Level 2 is granted 1st financial upgradation under the MACPS on completion of 10 years of service in the Level 3 and 5 years later he gets 1st regular promotion in Level 4, the 2nd financial upgradation under MACPS (in the next level with reference to level held by Government servant) will be granted in Level 5 on completion of 20 years of service. On completion of 30 years of service, he will get 3rd MACP in the Level 6. However, if two promotions are earned before completion of 20 years, only 3rd financial upgradation would be admissible on completion of 10 years of service in Level from the date of 2nd promotion or at 30th year of service, whichever is earlier.

C. If a Government servant has been granted either two regular promotions or 2nd financial upgradation under the ACP Scheme of August, 1999 after completion of 24 years of regular service, then only 3rd financial upgradation would be admissible to him under the MACPS on completion of 30 years of service, provided that he has not earned third promotion in the hierarchy.

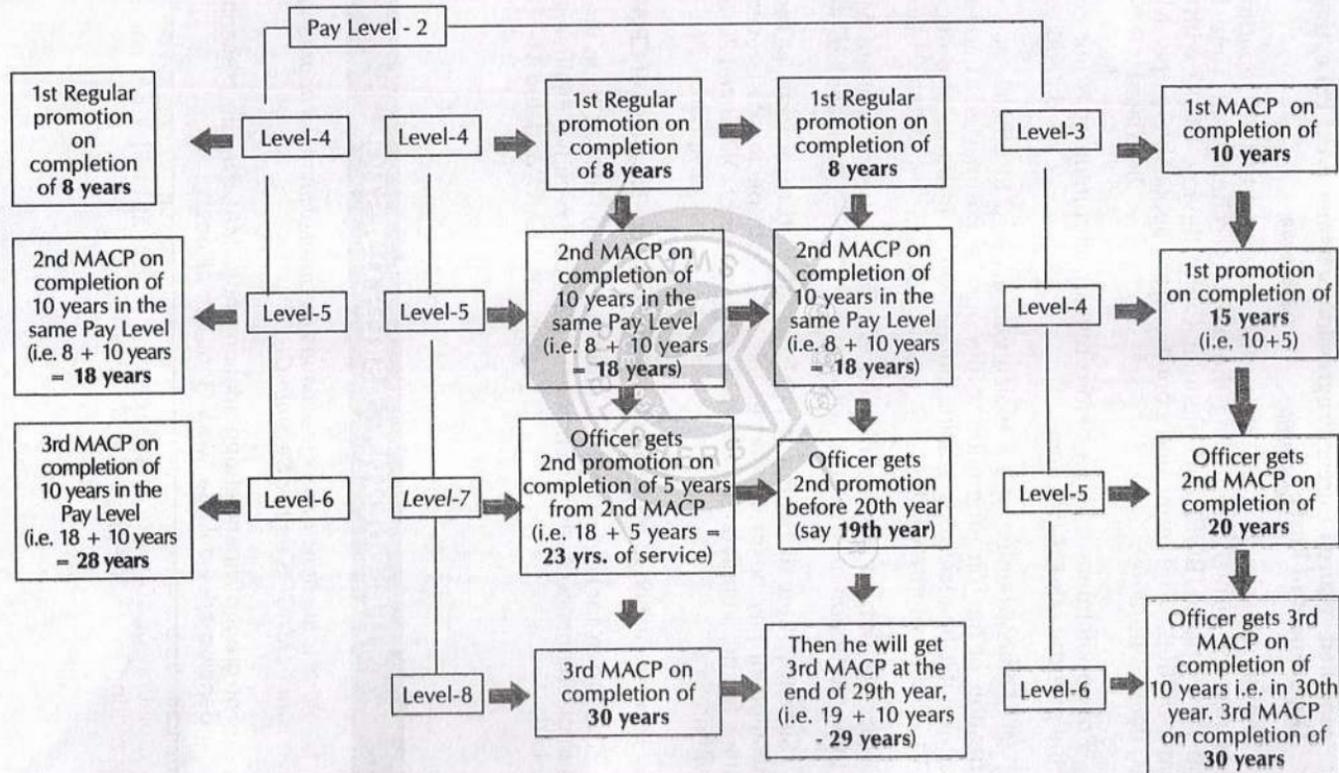
ILLUSTRATIONS

PARA. 27 (A) (i) AND (ii) (A)

PARA. 27 (A) (ii) (B)

PARA. 27 (A) (iii) (A)

PARA. 27 (B)



— OM, dated 22-10-2019.

2. Modified Assured Career Progression Schemes (MACPS) extended to Department of Posts:

The above scheme (MACPS) is also extended to the Department of Posts (except Drivers) replacing the existing schemes of Time Bound One Promotion (TBOP) and Biennial Cadre Review (BCR) with effect from 1-9-2008. The terms and conditions are applicable as per MACPS, OM, dated 19-5-2009. — OM, dated 18-9-2009.

Pre-appointment training before regular appointment is not counted for the purpose of MACP Scheme. — OM, dated 2-7-2018.

(a) Fitment benefit of 3% which was allowed to officials at the time of fixation of pay on promotion to the post of Postmaster, Grade-I even after availing financial upgradation under MACP, in terms of order, dated 15-10-2018 is withdrawn. — OM, dated 21-11-2019.

(b) 3% fitment benefit allowed to officers already granted MACPs, on their promotion to AAO also withdrawn. — OM, dated 26-4-2021.

Similarly, fitment benefit which was allowed to officials at the time of fixation of pay on promotion to the post of Inspector Posts even after availing financial upgradation under MACP in terms of OM, dated 20-8-2018 is withdrawn. — OM, dated 29-6-2021.

3. Implementation of MACPS to the Cadre of Junior Engineers of CPWD:

The orders for keeping hold the implementation of MACPS to the cadre of Junior Engineers/Assistant Engineers/*Ad hoc* Executive Engineers were revoked. — Min. of UD, OM, dated 11-11-2013.

FREQUENTLY ASKED QUESTION

1. *What is the bench-mark prescribed for grant of financial upgradation under MACPS as per Seventh CPC?*

For grant of financial upgradation under MACPS, the prescribed bench-mark would be "Very Good" for all posts.

21. Concessions when posted to North-Eastern Region, etc.

[Swamy's — FR & SR, Part - I]

Certain special concessions and service benefits are admissible to officers transferred to the North-Eastern Region and Union Territories listed below and to officers posted to North-Eastern Council when they are stationed in the North-Eastern Region. These concessions are also admissible to those on deputation to State Governments of Manipur and Tripura.

- | | | |
|--------------|----------------------|--------------------------------|
| 1. Assam | 5. Tripura | 8. Andaman and Nicobar Islands |
| 2. Meghalaya | 6. Arunachal Pradesh | 9. Lakshadweep (L & M) Islands |
| 3. Manipur | 7. Mizoram | 10. Sikkim |
| 4. Nagaland | | |

1. T.A. and Joining Time

(a) **On first appointment.**— For journeys to take up initial appointment, T.A. will be admissible to the Government servant and his family for the total distance as below—

For journey by rail	...	Second Class fare.
For journey by road	...	Ordinary bus fare.
For journey to take up appointment in A & N/L & M Islands	...	Free passage <i>plus</i> rail / bus fare as above for journey within main land up to the port of embarkation.

(b) **On transfer.**— If the family does not accompany the Government servant, he will be paid T.A. on tour for self only for the transit period and will be permitted to carry personal effects up to $\frac{1}{3}$ rd of his entitlement at Government cost; or can have the cash equivalent of carrying $\frac{1}{3}$ rd of his entitlement or the difference in weight of the personal effects he is actually carrying and $\frac{1}{3}$ rd of his entitlement, as the case may be, in lieu of the cost of transportation of baggage. Composite Transfer Grant will be admissible in any case. Production of receipt / voucher is **not mandatory** to claim $\frac{1}{3}$ rd of his entitlement.

If the family accompanies him, he can draw the existing T.A., including the cost of transporting personal effects to his maximum entitlement. Production of receipts/vouchers is **mandatory** in respect of transfer cases of North-Eastern Region, Andaman and Nicobar Islands, Lakshadweep and Ladakh.

— OM, dated 16-6-2022.

These provisions apply also for the return journey on transfer back from the North-Eastern Region/Union Territory.

This concession is admissible only in cases where the Government servant is transferred from a station outside the region to a station in the N-E. Region and vice versa; the same is not applicable from one station to another station within the region.

In case of transfer to or from N-E 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.

— Appendix 10, Note 2 below Rule 5.

(c) **Road mileage for transportation of personal effects.**— Higher rate of allowance as for 'X' class cities, limited to the actual expenditure, will be admissible to all Government servants for transportation of personal effects on transfer between two different stations in the North-Eastern Region / Union Territory not connected by rail irrespective of the fact whether they are having All India transfer liability or not.

(d) **Joining time while proceeding on / returning from leave.**— Government servants proceeding on leave from the place of posting in the Region to a place outside the Region are entitled for the joining time as follows:—

(a) *If the place of posting in the Region is not a remote locality.*—

- | | |
|--|--|
| (i) When the journey time between the place of posting and the place outside the Region is 2 days or less. | No joining time is admissible. |
| (ii) When the journey time referred to in (i) above is more than 2 days. | Journey time in excess of 2 days is allowed as joining time. |

(b) *If the place of posting in the Region is a remote locality.*—

- | | |
|---|---|
| (i) Period of travel from the remote locality to the specified station. | Journey time as prescribed is allowed as free joining time. |
| (ii) Period of travel from the specified station to a place outside the Region. | Journey time in excess of 2 days is allowed as additional joining time. |

This concession is also admissible when the Government servants return from leave.

(e) **Central Government employees posted in Ladakh region of the Union Territory.**— The concessions related to Travelling Allowance on First Appointment, Travelling Allowance for Journey on Transfer, Road Mileage for Transportation of Personal Effects on Transfer as per Department's

O.M. No. 11 (2)/97-E. II (B), dated 22-7-1998, as amended from time to time is extended to the Civilian Central Government employees posted in Ladakh region of the State of Jammu and Kashmir also.

Takes effect from 1-9-2008.

— Para. (vi), Part-I, Appendix 9.

2. Leave Travel Concession

(a) Government servant who leaves his family behind and does not avail transfer T.A. for the family will have the option to choose—

Either: The existing LTC to Home Town once in a block of two calendar years and/or one 'Anywhere in India' LTC in a block of four years under the normal LTC Rules;

Or: The concession for himself / herself once a year from the station of posting to his Home Town or place where the family is residing, *and in addition* concession for the family (restricted to the spouse and dependent children as per definition of 'family' under LTC Rules to travel once a year from the place of residence to the employee's station of posting.

(b) In addition, Government servants and families posted in the Region will be entitled to LTC on two additional occasions during their entire service career as "Emergency Passage Concession" and intended to enable them and families (spouse and two dependent children) to travel to their Home Town or to the last place of duty from the station of posting or vice versa in an emergency. These additional passages will be admissible by the entitled mode and class of travel as for normal LTC.

Emergency Passage Concession can be availed by Government employees posted in N-E. Region, A&N, Lakshadweep Islands and Union Territory of Ladakh to visit any one of the destinations, i.e., Home Town or any selected place of residence of the family declared by them for the duration of their posting / transfer to these regions.

(c) The splitting of Home Town LTC is allowed in case of employees posted in North-East, Ladakh and Island Territories of Andaman, Nicobar and Lakshadweep. This will enable these employees and their families to meet more often.

— Para. (ix-a), Part-I, Appendix 9.

3. Tenure

(a) **Fixed Tenure—**

- | | |
|---|-------------|
| (i) For staff with service of 10 years or less | Three years |
| (ii) For staff with more than 10 years of service | Two years |

Period of leave, training, etc., in excess of 15 days per year will be excluded in counting the tenure period. However, the period may be extended in exceptional cases in exigencies of public service or when the

employee concerned is prepared to stay longer. Deputation allowance will be admissible during the extended period also.

(b) **Station of choice on completion of tenure.**— On completion of the fixed tenure, officers may be considered for posting to a station of their choice as far as possible.

4. Weightage for promotion, etc.

- (a) Eligible officers shall be given due recognition in the matter of—
- (i) promotion in cadre posts;
 - (ii) deputation to Central tenure posts; and
 - (iii) courses of training abroad.

(b) The general requirement of at least three years service in a cadre post between two Central tenure deputations may be relaxed to two years in deserving cases of meritorious service in the North-East.

(c) **Entry in CR.**— A specific entry shall be made in the CR of all employees who render full tenure of service in the North-Eastern Region.

5. Children's Education Allowance / Hostel Subsidy

If the children do not accompany the employee, CEA will be admissible up to class XII to children studying at the last station of posting or any other station where they reside. If such children are put in hostels, Hostel Subsidy will be admissible without other restrictions. The concession is admissible to the officials transferred from one place to another within the North-Eastern Region also.

6. Benefit of Two HRAs

Central Government employees posted to the specified States/ Union Territories from outside the N-E. Region who are keeping their families in rented houses or in their own houses at the last place of posting outside the N-E. Region, will be entitled to HRA admissible to them at the old station at revised rates with effect from 1-7-2017, and also at the rates admissible at the new place of posting in case they live in hired private accommodation irrespective of whether they have claimed transfer T.A. for family or not subject to the condition that hired private accommodation or owned house at the last station of posting is put to bona fide use of the members of the family. These concessions are admissible also to those posted to Andaman and Nicobar Islands Lakshadweep and Ladakh. Revised rates will not be admissible to such employees who were transferred out of NER, A&N, Lakshadweep and Ladakh before 1-7-2017.

The benefit of two HRAs is admissible also to those employees who on their transfer keep their families in the previous station in own / hired

accommodation after vacating Government accommodation due to their transfer to N-E. Region, etc. — Para. (vii), Part-III, Appendix 9.

Clarification.— With effect from 1-7-2017, additional HRA at old duty station will be granted to all those Central Government civilian employees who have been transferred to North-Eastern Region, Andaman and Nicobar Islands, Lakshadweep Islands and Ladakh, prior to 1-7-2017 or after 1-7-2017 and continue to remain posted there after 1-7-2017, as under:-

- (i) In case of civilian employees of Central Government transferred to and posted from a date prior to 1-7-2017 who leave their families behind at the old duty station, the HRA of the old duty station will be calculated on the **revised pay drawn on 1-7-2017 with the percentage rates of HRA effective on 1-7-2017 as per O.M. No. 2/5/2017-E. II (B), dated 7-7-2017.**
- (ii) In case of civilian employees of Central Government transferred to and posted from a date on or after 1-7-2017 who leave their families behind at the old duty station, the HRA of the old duty station will be calculated on the **revised pay drawn on the date of transfer with the percentage rates of HRA effective on the date of transfer.** — Para. (vii-a), Part-III, Appendix 9.

Those employees who have not been posted to the N-E. Region *from outside the N-E. Region* are not entitled to this benefit.

7. Retention of Quarters / Telephone

(a) **Government accommodation.**— The facility of retention of Government accommodation will continue to be available. Licence Fee will be charged at normal rates whether the accommodation retained is the entitled type or below the entitled type. The facility of retention will be admissible for three years beyond the normal permissible period of retention.

The facility of concessional retention of GPRA at the last place of posting is admissible only when the allottee is transferred to a place in NER, Sikkim, A&N Islands, Lakshadweep and to J & K from other places and not when repatriated back to his/her parent office in the above places on completion of their deputation. — Order A-3, Part-II, Appendix-9.

(b) **Residential telephone in the last station.**— Residential telephone at the last station will be allowed to be retained on the condition that the rental and all other charges are paid by the officer concerned. — Appendix-9.

- (i) This facility is also extended to the Civilian Central Government Employees posted in Ladakh region of the State of Jammu and Kashmir. This order will take effect from 1-9-2008.

— Order (xii), Part-I, Appendix-9.

8. Special Allowances

(a) **Tough Location Allowance.**— Please see Section 9.

(b) **Special (Duty) Allowance / Island Special Allowance.**— All Employees on posting to (i) any station in the North-Eastern Region comprising the States of Assam, Meghalaya, Manipur, Nagaland, Tripura, Arunachal Pradesh, Sikkim, Mizoram and Ladakh will be granted Special (Duty) Allowance, and (ii) any station in the Island Territories of Andaman, Nicobar and Lakshadweep will be granted Island Special Allowance. (For rates and conditions governing the grant of these allowances see under 'Compensatory Allowances' in Section 9).

From 1-9-2008, Special (Duty) Allowance is admissible to Central Government employees irrespective of whether the transfer (including on initial appointment) is from outside the NER or from another area of that region. The existing condition that employees should have All India Transfer Liability has been dispensed with. — Para. (iii), Part-I, Appendix-9.

FREQUENTLY ASKED QUESTIONS

1. *How is the period of leave or training treated while reckoning the tenure period?*

Periods of leave, training, etc., in excess of 15 days per year will be excluded in counting the tenure period of 2 or 3 years.

2. *Is production of receipts / vouchers necessary to claim reimbursement of charges for transportation of personal effects?*

If family does not accompany — Not mandatory to claim 1/3rd entitlement.

If family accompanies — Mandatory to claim admissible amount.

3. *With regard to the T.A. allowed on first appointment, is there any limitation on distance of station from which the journey is undertaken?*

T.A. concession is admissible irrespective of the station from which the journey commences.

4. *For the officers who own houses at the last place of posting, is the concession of retention of accommodation admissible to keep his family when he is posted to NER?*

Yes.

5. *If a Government servant, on transfer to North-East Region vacates Government quarters and keeps his family in a rented or own house at the old station, will he be eligible for additional HRA ?*

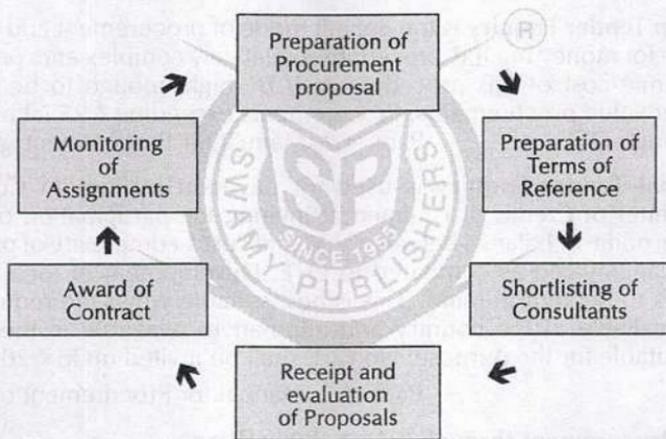
Yes.

22. GFR, Procurement and Government e-Marketplace

[Swamy's General Financial Rules, Manual for Procurement of Goods and Manual for Procurement of Consultancy and Services]

The general rules applicable to all Ministries or Departments, regarding procurement of goods and services required for use in the public service are governed by Rules 142 to 206 of General Financial Rules.

Public Procurement Cycle



1. Definition of Goods

The term 'goods' includes all articles tangible like material, commodity, furniture, a group of machineries comprising of an integrated production process or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of Government but excludes books, publications, periodicals, etc. for a library. It also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

— Rule 143, GFR.

Every authority procuring goods in public interest shall have the responsibility and accountability to ensure efficiency, economy and transparency in public procurement and equitable treatment of suppliers.

2. Authorities Competent to make procurements

Authorities competent to make procurements according to provisions of DFPR shall follow the procedures contained in GFR. The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods and services, that are not available on GeM (Government e-Marketplace). Common use Goods and Services are required to be procured mandatorily through GeM. — Rules 145 and 147, GFR.

3. Modes of Procurement

The various modes of procurement used in public procurement are:

(i) Open Tenders

- (a) Open Tender Enquiry (OTE); and
- (b) Global Tender Enquiry (GTE)

Open Tender Enquiry is the default mode of procurement and gives the best value for money but the procedure is relatively complex and prolonged. The systemic cost of this procedure may be high enough to be unviable for smaller value procurements. Procurements exceeding ₹ 25 lakhs may be done through OTE. — Para. 4.2, Manual for Procurement of Goods.

Global Tender Enquiry is used for payment in Foreign Currencies through letter of Credit. It is aimed at inviting the participation of foreign firms. The point of balance between VfM and cost / complexity of procedure is further aggravated as compared to OTE. Development of local industry also needs to be kept in mind. This is best suitable when the requirements are not available in the country and alternatives available in the country are not suitable for the purpose. No GTE shall be invited up to ₹ 200 crores.

— Para. 4.3, Manual for Procurement of Goods.

(ii) Procurement through Selected Suppliers

- (a) Limited Tender Enquiry - LTE (up to ₹ 25 (Rupees Twenty-five) lakh); and
- (b) Special Limited Tender Enquiry (SLTE above ₹ 25 (Rupees Twenty-five) lakh under special circumstances)

LTE is a restricted procurement method where a preselected list of vendors is directly invited to bid. Unsolicited bids from uninvited bidders are generally not accepted, except in special circumstances. LTE offers a simple and quick procedure but may not provide the same value for money as open tendering. It is a suitable option for procurements below a certain threshold. LTE should be the default procurement mode when the estimated value of procurement is between ₹ 2.5 lakh to ₹ 25 lakh. The bidding documents should be concise, typically consisting of a single page with terms and conditions.

— Para. 4.4, Manual for Procurement of Goods.

In **Special LTE**, the tendering process would be same as in the case of a normal LTE but the bidding documents are more detailed as in the case of Special LTE; — Para. 4.5, Manual for Procurement of Goods.

(iii) **Nomination Basis Tenders**

- (a) Proprietary Article Certificate (PAC); and
- (b) Single Tender Enquiry (STE) without PAC

Proprietary Article Certificate.— In procurement of goods, certain items are procured only from Original Equipment Manufacturers (OEMs) or manufacturers having proprietary rights (or their authorized dealers / stockists) against a PAC certificate signed by the appropriate authority. Once a PAC is signed at the designated level as per SoPP, the powers of procurement are the same as in normal conditions as per the delegation of powers.

— Para. 4.6, Manual for Procurement of Goods.

Single Tender Enquiry (STE).— A tender invitation to one firm only without a PAC certificate is called a single tender. It should be resorted to only in a case of existing or prospective emergency relating to operational or technical requirements to be certified by the indentor, the reason for such decision being recorded and approval of the competent authority obtained and for standardization of machinery or components or spare parts to be compatible to the existing sets of machinery / equipment (on the advice of a competent technical expert and approved by the competent authority) where the required goods are to be purchased only from a selected firm. — Rule 166 of GFR and Para. 4.7, Manual for Procurement of Goods.

(iv) **Procurements without Calling Tenders**

- (a) Withdrawals against Rate Contracts (RC);
- (b) Direct Procurement without Quotation;
- (c) Direct Procurement by Purchase Committee;
- (d) Purchases through Central Purchase organization (DGS&D) or other such agencies.

Rate Contract is essentially a price agreement with the vendors for supply at a specified price and terms and conditions during the period covered by the RC. — Para. 4.8, Manual for Procurement of Goods.

Purchase of goods without quotation.— Purchase of goods up to the value of ₹ 25,000 on each occasion, ₹ 50,000 for common use goods and Rupees one lakh for scientific equipments and computers in case of Scientific Ministries / Departments can be made without inviting quotations or bids on the basis of a personal certificate to be recorded by the competent authority. — Rule 154, GFR and Para. 4.9, Manual for Procurement of Goods.

Purchase of goods by Purchase Committee.— In case of items not available on the GeM portal, purchase of goods costing above ₹ 25,000 and up to ₹ 2,50,000 on each occasion may be made on the recommendations

of a Local Purchase Committee consisting of three members as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Purchase order will be placed on the recommendation of the members of the committee, who will jointly record a certificate.

— Rule 155, GFR and Para. 4.10, Manual for Procurement of Goods.

Purchases through Central Purchase organization.— Although *ad hoc* procurement by DGS&D has been decentralized, Departments / organizations, who have not built-up their own infrastructure for purchase, may send its indents to the Central Purchase organization (e.g., DGS&D) for procurement on its behalf with the approval of its Secretary (or an officer to whom such powers have been re-delegated). Similarly Indents may also be placed on other canalized agencies authorized by the Government or other Government Ministries / Departments, if mutually agreed.

— Para. 4.11, Manual for Procurement of Goods.

(v) **Mandatory Procurement of Goods and Services for Goods or Services available on GeM.**

4. Government e-Marketplace (GeM)

Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. The Procurement of Goods and Services by Ministries or Departments will be mandatory through GeM. The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates. GeM Portal:<https://gem.gov.in>.

For direct on-line purchases, GeM portal shall be utilized as under:

	Limit
Any of the available suppliers meeting the requisite quality, specification and delivery period	Up to ₹ 25,000
Seller having lowest price amongst the available sellers of 3 different manufacturers	Above ₹ 25,000 and up to ₹ 5,00,000
In case of Automobiles	₹ 30,00,000
Supplier having lowest price after obtaining bids	Above ₹ 5,00,000

To avoid such procurement process on GeM or the necessity of obtaining the sanction of higher authorities, the demand for goods shall not be divided into small quantities to make piecemeal purchases.

— Rule 149, GFR.

5. Registration of Suppliers on GeM portal

Registration of the supplier is done following a fair, transparent and reasonable procedure. Credentials, manufacturing capability, quality control systems, past performance, after-sales service, financial background, etc., of

the suppliers are verified before registration. Registration is done for a fixed period of 1 to 3 years depending on the nature of goods. — Rule 150, GFR.

6. Purchase of goods by obtaining bids

In all other cases purchases may be made by following the standard method of obtaining bids in:

- (i) Advertised Tender Enquiry
- (ii) Limited Tender Enquiry
- (iii) Two-Stage Bidding
- (iv) Single Tender Enquiry
- (v) Electronic Reverse Auctions

It is mandatory for all Ministries / Departments of the Central Government, their attached and Subordinate Offices and Autonomous / Statutory Bodies to publish their tender enquiries, corrigenda thereon and details of bid awards on the Central Public Procurement Portal (CPPP). — Rule 158 and 159, GFR.

7. Advance payment to supplier

Payments for services rendered or supplies made can ordinarily be released only after the services have been rendered or supplies made. It may become necessary to make advance payments in the following types of cases :-

- (i) Advance payment demanded by firms holding maintenance contracts for servicing of Air-conditioners, computers, other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts, turnkey contracts etc.

Such advance payments should not exceed the following limits:

- (a) Thirty per cent of the contract value to private firms;
- (b) Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
- (c) in case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

The ceilings may be relaxed by Ministries or Departments in consultation with their Financial Advisers concerned. While making any advance payment as above, adequate safeguards in the form of bank guarantee, etc., should be obtained from the firm. — Rule 172 (1), GFR.

8. Part payment to suppliers

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contract. — Rule 172 (2), GFR.

9. Code of Integrity

(i) No official of a procuring entity or a bidder shall act in contravention of the codes which prohibits-

- (a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- (b) any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- (c) any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
- (d) improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- (e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
- (f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- (g) obstruction of any investigation or auditing of a procurement process.
- (h) making false declaration or providing false information for participation in a tender process or to secure a contract;

(ii) disclosure of conflict of interest.

(iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (i) with any entity in any country during the last three years or of being debarred by any other procuring entity.

If the procuring entity concludes that a bidder has contravened the code of integrity, he may take appropriate measures. — Rule 175, GFR.

10. Definition of Consulting Services

The term 'Consulting Services' refer to a specific area of procurement that involves non-physical, project-specific, intellectual, and procedural processes. These services focus on providing outcomes and deliverables that can vary from one consultant to another. Consulting Services encompass professional, intellectual, training, and advisory services, or any other service classified or declared as such by a procuring entity. However, it excludes the direct engagement of a retired Government servant.

Examples of Consulting Services include management consulting, policy consulting, communications consulting, advisory services, and project-related services such as feasibility studies, project management, engineering services, finance, accounting and taxation services, training and development.

— Rule 177, GFR.

11. Identification of sources and award of Contract

For an estimated cost of up to ₹ 25 lakhs, a list of potential consultants will be prepared on the basis of enquiries from other Ministries or Departments or Organizations involved in similar activities, Chambers of Commerce and Industry, Association of consultancy firms, etc. If the estimated cost is above ₹ 25 lakhs, 'Expression of Interest' from consultants will be sought by publishing on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on GeM. A minimum of 3 Consultants, meeting the requirements will be shortlisted for consideration. Request for proposal will be issued to the shortlisted consultants. The proposals will be evaluated by following any one of the methods given in Rules 192 to 194, appropriate for the circumstances.

— Rules 183 to 194, GFR.

12. Definition of Non-Consulting Service

'Non-Consulting Service' means procurement distinguished from 'Consultancy Services', involving physical, measurable deliverables / outcomes, where performance standards can be clearly identified and consistently applied, other than goods or works, except those incidental or consequential to the service, and includes maintenance, hiring of vehicle, outsourcing of building facilities management, security, photocopier service, janitor, office errand services, drilling, aerial photography, satellite imagery, mapping, etc.

— Rule 197, GFR.

13. Procurement process

Suitable contractors will be identified, and bids invited, evaluated and contract placed.

— Rules 198 to 204, GFR.

14. Payment Procedure in GeM

It is obligatory to make payments without any delay for purchases made on GeM. Within 10 days of receipt of goods the consignee is required to issue an online digitally signed consignee receipt and acceptance certificate. The payments are to be released within ten days from generation of CRAC. The timelines after Consignee Receipt and Acceptance Certificate (CRAC) issued online and digitally signed by Consignee will be two (2) working days for Buyer, one (1) working day for concerned DDO and two (2) working days for concerned PAO for triggering payment through PFMS / Government Financial System / Banks for crediting to the supplier's account. The payment should not exceed ten days including holiday.

— Para. 4.17.7, Manual for Procurement of Goods.

23. Quitting Service — Other than Retirement

1. Voluntary Retirement

[Swamy's — FR & SR, Part-I and Pension Compilation]

1. An employee has the right to retire and get pensionary benefits by giving three months notice to the Appointing Authority—

(i) *After attaining the age of 50 years:*

Groups 'A' and 'B' Officers who had entered service before attaining the age of 35 years.

(ii) *After attaining the age of 55 years:*

Groups 'A' and 'B' Officers other than (i) above;
All Group 'C' employees.

(iii) *On completion of 30 years qualifying service:*

All employees.

Retirement becomes effective on the expiry of notice period, without awaiting appointing authority's approval, unless the official is under suspension or if a charge-sheet has been issued and the disciplinary proceedings are pending; or if judicial proceedings on charges which may amount to grave misconduct are pending. — FR 56; Rule 42.

2. Employees have the option to retire voluntarily on completion of 20 years qualifying service by giving three months notice, which requires acceptance by the Appointing Authority.

Retirement will take effect on expiry of notice period, unless before expiry thereof, permission for retirement is refused by the Appointing Authority. — Rule 43.

If applied while on extraordinary leave other than on medical grounds, the notice period need not be insisted upon and his request may be accepted immediately. — GID (1), Rule 43.

3. Notice can be withdrawn with the permission of the Appointing Authority not less than fifteen days before the intended date of retirement.

— Rule 43, FR 56.

4. The Appointing Authority, at its discretion can accept a notice of less than three months; but commutation of pension can be applied for only after the expiry of normal notice period of three months.

— FR 56, Rules 42 and 43.

5. Notice can be given before attaining the age specified or completing the required years of qualifying service; but the effective date of retirement should be after the attainment of the prescribed age or completion of years of qualifying service. — Note 2, FR 56.

If a Government servant on account of hardship faced due to disability applies for voluntary retirement on medical grounds without knowing the protection provided by the Section 47 of the PwD Act, 1955, the superior officers should explain the correct legal position and the legal rights available under Section 47 so as to enable to take a correct decision to continue in service or apply for voluntary retirement. — Rule 43 (5).

Whenever a Government servant seeks voluntary retirement citing medical grounds, or when the said VRS notice has been submitted due to a disability, the Administrative Authorities shall examine as to whether the case is covered under Section 20 (4) of RPWD Act, 2016. In case the provisions are applicable, the Government servant shall be advised that he/she has the option of continuing in service with the same pay scale and service benefits. In case a disabled Government servant reconsiders his decision and withdraws the notice for voluntary retirement, his case shall be dealt with the aforesaid provisions of Section 20 of RPWD Act, 2016. If however, in spite of being so advised, such Government servant still wishes to take voluntary retirement, the request may be processed as per the applicable rules. — OM, dated 7-9-2020.

2. Premature Retirement

[Swamy's — FR & SR, Part-I and Pension Compilation]

1. Premature retirement is distinct from (i) compulsory retirement ordered as penalty, and (ii) voluntary retirement.

2. **Conditions.**— The Appointing Authority has the absolute right to retire an employee from service if it considers necessary to do so in public interest by giving him notice of not less than three months in writing or pay and allowances in lieu thereof, in the following circumstances:—

(a) *After attaining the age of 50 years:*

Groups 'A' and 'B' Officers who had entered service before attaining the age of 35 years.

(b) *After attaining the age of 55 years:*

(i) Groups 'A' and 'B' Officers other than above.

(ii) All Group 'C' employees.

(c) *On completion of 30 years qualifying service:*

All employees.

3. Restrictions.— The power should NOT be exercised—

- (a) to retire an employee on grounds of misconduct or as a short-cut to avoid formal disciplinary proceedings; or
- (b) for reduction of surplus staff or for effecting general economy without following the instructions relating to retrenchment.

4. Appeal.— An employee served with a notice/order of premature retirement may represent within three weeks from the date of service of such a notice/order of premature retirement for consideration by the appropriate committee.

5. Premature retirement benefits.— Normal pensionary benefits.

— Rule 42, Appendix-5 and FR 56 (j).

6. Notice can be given before attaining the age specified or completing the required years of qualifying service; but the effective date of retirement should be after the attainment of the prescribed age or completion of years of qualifying service.

— FR 56, Note 2.

3. Retirement on Medical Grounds

[Swamy's — Pension Compilation]

A Central Government employee who suffers on account of any bodily or mental infirmity which permanently incapacitates him for the service may retire from service with pensionary benefits. He will be granted Invalid Pension, Retirement Gratuity, encashment of leave and family pension to the members of his family in the event of his death.

Conditions:

1. The employee should submit an application to the Head of his Office for the grant of invalid pension.
2. A Government servant, who retires from service on account of any bodily or mental infirmity which permanently incapacitates him for the service before completing qualifying service of ten years, may also be granted invalid pension in accordance with proviso to Rule 44 (1) subject to the conditions that the Government servant—
 - (a) has been examined by the appropriate medical authority either before his appointment or after his appointment to the Government service and declared fit by such medical authority for Government service; and
 - (b) fulfils all other conditions mentioned in this rule for grant of invalid pension;

— Rule 39.

3. The condition of qualifying service of ten years for grant of invalid pension under Rule 39 of the CCS (Pension) Rules, 2021 is dispensed with. Invalid Pension at the rate of 50% of emoluments or average emoluments, whichever is more beneficial, subject to a minimum of ₹ 9,000 p.m. and maximum of ₹ 1,25,000 p.m. is admissible to a Government servant who retires under Rule 39 of CCS (Pension) Rules, 2021 even before completing a qualifying service of ten years. — Rule 39 (9).
4. The Head of the Office shall direct the applicant to appear before the appropriate Medical Authority for medical examination and recommendation.
5. If the Medical Authority recommends that the applicant is not fit to continue in service, he will be granted invalid pension.
6. If the Medical Authority recommends that the applicant is fit for further service of less laborious character than that which he had been doing and if he is not willing to be so employed, or if there is no means of employing him in a lower post, he will be granted invalid pension.
7. The amount of invalid pension is subject to the condition that it should not be less than normal rate of family pension admissible to him.
8. A certificate of incapacity for service obtained by the employee without the prior knowledge of the Head of his Office is not valid.

For commutation of invalid pension, medical examination is necessary.

— Rule 39.

4. Absorption in ABs/PSUs, etc.

[Swamy's — Pension Compilation]

Central Government employees are often sent on deputation in public interest to Central Public Sector Undertakings/Autonomous Bodies or go on their own volition applying in response to advertisements and get permanently absorbed there. Orders of permanent absorption have to be issued by the undertaking in consultation with the parent employer. Retrospective absorption is not permissible. Nationalized Banks, Reserve Bank of India, State Bank of India and its Subsidiary Banks, LIC, GIC of India and its four subsidiaries, viz., National Insurance Company Ltd., New India Assurance Company Ltd., Oriental Insurance Company Ltd., and United India Insurance Company Ltd., are treated as 'Central Autonomous Bodies'.

1. Deemed Retirement/Resignation.— Such an employee is deemed to have retired/resigned from service from the date of such absorption. For service in the Government, they would be eligible for Service Gratuity/Pension and Retirement Gratuity admissible under relevant rules.

2. Retirement Benefits.— Monthly pension and retirement gratuity on the basis of qualifying service up to the date of permanent absorption will be admissible.

3. Commutation of pension.— Is entitled to commutation without medical examination if application is made within one year from the date of permanent absorption.

4. Encashment of 'Earned Leave' and 'Half Pay Leave'.— The Government servant is entitled to encashment of earned leave and half pay leave to his credit on the date of such absorption subject to the total of earned leave / half pay leave at credit not exceeding 300 days in addition to the number of days for which encashment was availed along with LTC.

— GID (5-C), Rule 39-D, CCS (Leave) Rules.

5. Transfer of PF Balances.— In respect of an employee opting for service with any of the Bodies mentioned above, the amount of subscription (including Government contribution in case he is a subscriber to CPF) together with interest thereon standing to his credit in the PF account will be disposed of in the following manner:—

Refunded to him ... If the enterprise does not operate a PF or the PF of the enterprise does not accept such balances.

Transferred to the new PF Account ... If the enterprise agrees for the transfer of the balance.

6. Family Pension.— On permanent absorption (except of those with less than ten years' qualifying service), benefit of family pension under CCS (Pension) Rules is admissible, if no family pension scheme exists in the organization or if the employee is not eligible under their Scheme or on his request if he is specifically exempted by the Central Provident Fund Commissioner from the coverage of family pension scheme of the organization. The family pension will be based on the Pay drawn in the Level of the Pay Matrix at the time of absorption.

7. Miscellaneous.— (1) Retirement benefits are applicable on permanent absorption in Public Sector Undertakings/Autonomous Bodies also under State Governments' and Union Territories' control.

— See Subject No. 7 in this Section.

(2) In respect of Joint Sector Undertakings, these benefits are also admissible on absorption if it is wholly under the joint control of Central Government and State Government(s)/Union Territory or under the joint control of two or more State Governments/Union Territories and not under one Government and a private/foreign body.

— Appendix-7 of Pension Rules.

5. Missing employees

[Swamy's — Pension Compilation and Group Insurance Schemes]

If an employee is reported missing and the whereabouts are not known, the family can apply for the grant of retirement benefits to the Head of Office where the employee had last served. Missing employees include those kidnapped by insurgents/terrorists but does not include those who disappear after committing frauds/crime, etc. For this purpose, the family must lodge a report with the concerned Police Station in the FIR or Daily Diary Entry, whichever is the latest and obtain a report.

1. **Benefits payable in the first instance.**— Salary due, leave encashment due and the amount of GPF as per nominations made by the employee, on filing of a police report and submission of an indemnity bond.
2. **Retirement Gratuity.**— Retirement gratuity will not be paid to the family before the expiry of a period of six months' from the date of lodging of report with concerned police station. In case of any delay, the interest shall be paid at the applicable rates and responsibility for delay shall be fixed.
3. **After six months.**— Family Pension and/or retirement gratuity will be sanctioned by the Administrative Ministry/Department after observing the following formalities:—
 - (i) The family must lodge a report with the concerned Police Station in the FIR or Daily Diary Entry and obtain a report from the Police, that the employee/pensioner/family pensioner has not been traced despite all efforts made by them. The report may be a First Information Report or any other report such as a Daily Diary/General Diary Entry, whichever is the latest.
 - (ii) An Indemnity Bond in Form 8 along with a copy of each of the report lodged with concerned Police Station should be taken from the nominee/dependants of the employee/pensioner/family pensioner that all payments will be adjusted against the payments due to the employee/pensioner/family pensioner in case she/he appears on the scene and makes any claim.
4. **After death is established/seven years.**— The difference between the death gratuity and retirement gratuity shall be payable after the death of the employee is conclusively established or on the expiry of the period of seven years from the date of the police report.

5. Before sanctioning the payment of gratuity, the Head of Office will assess all Government dues outstanding against the employee/pensioner and effect their recovery in accordance with Rule 67 of the CCS (Pension) Rules, 2021 and other instructions in force for effecting such recoveries.
6. The family pension, at the ordinary or enhanced rate, as applicable, will accrue from the expiry of leave or the date up to which pay and allowances have been paid or the date of the police report, whichever is later.
7. In case of missing pensioner/family pensioner, it will accrue from the date of the police report or from the date immediately succeeding the date till which pension/family pension had been paid, whichever is later.
8. The benefits to be sanctioned to the family/nominee of the missing employee/pensioner will be based on and regulated by the emoluments drawn by him/her and the rules/orders applicable to him/her as on the last date he/she was on duty including authorized periods of leave.

— Sub-rules 4 to 9 of Rule 51.

When missing after committing fraud.— Benefits will be sanctioned only on the employee being acquitted by the court or after conclusion of disciplinary proceedings.

— Sub-rule 10 and 11 of Rule 51.

6. Permanent transfer to and from Central Autonomous/Statutory Bodies — Counting of past service for pension

[Swamy's — Pension Compilation]

1. Scope.— This subject deals with the benefit of counting past service for retirement benefits in the case of employees (permanent or temporary) of the following categories initially going on deputation and then getting permanently absorbed—

- (1) From a Central Government Department to a Central Autonomous Body.
- (2) From a Central Autonomous Body to a Central Government Department.
- (3) From one Central Autonomous Body to another.

2. "Central Autonomous Body" means a Body which is financed wholly or substantially from cess or Central Government Grants. "Substantially" means that more than 50 per cent of the expenditure of the Autonomous Body is met through cess or Central Government Grants. It includes a Central Statutory Body or a Central University.

However, Public Undertakings, Nationalized Banks, RBI, SBI and its subsidiary Banks, LIC, General Insurance Corporation of India and its four subsidiaries are not treated as "Central Autonomous Bodies" for this purpose.

3. From a Central Government Department to a Central Autonomous Body where pension scheme is in operation.— The Government servant will have an option (a) to receive retirement benefits or (b) continue to have the benefit of combined service under the Government and in the Autonomous Body. The option should be exercised within six months. If he elects the alternative (b), the service rendered under Government will be allowed to be counted towards pension under the Autonomous Body. In the case of temporary Government servant, pensionary benefits will accrue only when he is confirmed in the Autonomous Body. If he retires as a temporary employee from the Autonomous Body, terminal benefits as are available under the Government will only be admissible to him. Employees who are appointed on or before 31-12-2003 and submit technical resignation on or after 1-1-2004, will be governed by CCS (Pension) Rules, 2021.

From a Central Autonomous Body to a Central Government Department.—The above procedure will apply.

The Government/Autonomous Body will discharge its pension liability by paying in lumpsum the pension/service gratuity/terminal gratuity and retirement gratuity for the service up to the date of absorption. Lumpsum amount of pension will be determined with reference to Commutation Table laid down in CCS (Commutation of Pension) Rules.

A Central Government employee with Contributory Provident Fund benefits on permanent absorption in an Autonomous Body will have the option either to receive the CPF benefits which have accrued to him from the Government and start his service afresh in that Body or count service rendered in Government as qualifying service for pension in the Body by forgoing Government's share of CPF Contributions with interest, which will be paid by the Government to the Body concerned. The option should be exercised within one year from the date of absorption, failing which he will be deemed to have opted to receive the CPF benefits. Employees who are absorbed on or after 1-1-2004 cannot join the old pension scheme under CCS (Pension) Rules, 2021 as the entry to the said scheme closed with effect from 31-12-2003.

4. From a Central Government Department to a Central Autonomous Body where pension scheme is not in operation.— A permanent Central Government employee borne on pensionable establishment on absorption in the Central Autonomous Body will be eligible for retirement benefits as given in Subject No. 4. A temporary employee will be paid the terminal gratuity admissible on the date of permanent absorption in the Autonomous Body. In the case of temporary Central Government employee with CPF benefits, the amount of his subscriptions and the Government's contribution together with interest thereon will be transferred to his new Provident Fund account with the consent of that Body.

From a Central Autonomous Body to a Central Government Department.— An employee of a Central Autonomous Body on permanent absorption under the Central Government will have the option either to receive CPF benefits from the Autonomous Body and start his service afresh in Government or count service rendered in the Autonomous Body for pension in Government by forgoing employer's share of CPF contributions with interest thereon, which will be paid by the Autonomous Body to the concerned Government Department. The option should be exercised within one year from the date of absorption, failing which he will be deemed to have opted to receive CPF benefits.

5. Absorption of employees of one Central Autonomous Body in another Central Autonomous Body.— The provisions enumerated in the preceding paragraphs will apply *mutatis mutandis* in respect of employees going from one Central Autonomous Body to another.

6. Applicability.— These provisions will apply ~~only~~ in cases where the transfer of the employee from one organization to another is with the consent of the organization under which he was serving earlier including cases where the individual had secured employment directly on his own volition, provided he had applied through proper channel/with proper permission of the Administrative Authority concerned. — Appendix-7.

7. Encashment of Earned Leave and HPL

8. Transfer of PF balances

9. Family pension

} Same as in Subject No. 4
in this Section.

7. Absorption in Public Sector Undertakings / Autonomous Bodies under the State Governments / Union Territories

[Swamy's — Pension Compilation]

Scope.— Permanent Central Government employees who are deputed to the Public Sector Undertakings and Autonomous Bodies, wholly or substantially owned or controlled by the various State Governments/Union Territories and are subsequently absorbed permanently in such organizations with the prior permission of the parent department of Central Government, are allowed retirement benefits as are admissible in the case of absorption under PSUs/Autonomous Bodies controlled by the Central Government. This benefit may also be extended to those seeking permanent absorption in Joint Sector Undertakings wholly owned by Central and/or State Governments.

Central Government employees would be required to join PSU/ABs, etc., under the control of the State Government on immediate absorption basis. If it is on deputation/foreign service terms, lien shall be retained

by the Central Government for the permissible period. In case of absorption in an AB under the State Government having a pension scheme on the Central Government pattern, the employee will have an option to count the service for pension, if there are reciprocal arrangements between the State Government concerned and the Central Government; otherwise he is entitled to retirement benefits only.

Encashment of Earned Leave.— The benefit of encashment of earned leave and half pay leave at credit on the date of permanent absorption subject to overall limit of 300 days is admissible.

— Appendix 7, CCS Pension Rules.

8. Pensionary terms for Central Government Employees absorbed consequent on conversion of Departments into Autonomous Body or a PSU

[Swamy's — Pension Compilation]

1. All Government servants of the concerned Department will be transferred *en masse* to the PSU/AB on terms of foreign service without any Deputation Allowance till such time they get absorbed in the said PSU/AB. The absorption will be from such date as may be notified by the Government.

2. The PSU will frame its rules and regulations within five years.

3. The transferred Government servants will have an option (to revert back to the Government or to seek permanent absorption in the PSU/AB) to be exercised within a period of three months.

4. The permanent absorption shall take effect from the date on which their options are accepted by the Government and from that date such absorbed employees shall be deemed to have retired from Government service. The posts which they were holding in the Government before such absorption will stand abolished.

5. Employees who opt to revert back to Government service will be redeployed through the Surplus Cell within two years.

6. All employees (excluding casual labourers) who opt for permanent absorption in the PSU/AB will be governed by the regulations or by-laws of the PSU/AB from the date of such absorption.

7. The Government servant who has been absorbed in a PSU may opt either—

- a. to receive pension and service gratuity and retirement gratuity for service rendered under Central Government or
- b. to count the service rendered in Central Government in that PSU.

8. A permanent Government servant who has been absorbed in the PSU/AB and has opted for option (b) his family shall be eligible for pensionary

benefits (including Commutation of Pension, Gratuity, Family Pension or Extraordinary Pension) on the basis of his combined service, i.e., service in the Government and service in the PSU/AB put together in accordance with the formula for calculation of such pensionary benefits as may be in force in the Central Government at the time of his retirement from the PSU. In addition, they will also be entitled to Dearness Relief based on the Industrial DA pattern.

9. The Government will create a Pension Fund in the form of a Trust to pay the pensionary benefits of such absorbed employees. The Trust will be managed by a Board of Trustees with the Secretary of concerned Administrative Ministry as Chairperson.

10. The Government will discharge its pensionary liability in lumpsum as a one-time payment to the Pension Fund, the pension or Service Gratuity and Retirement Gratuity for the service up to the date of absorption of the Government servant. Lumpsum amount of pension will be calculated on the basis of Commutation Table in the CCS (Commutation of Pension) Rules, 1981.

11. The PSU/AB shall make pensionary contributions to the Pension Fund at the rates determined by the Board of Trustees so that the Pension Fund shall be self-supporting. If for any reasons, the Trust is unable to discharge its liability from the Pension Fund, and the PSU/AB is also not able to meet the shortfall, the Government shall be liable to meet such expenditure which will be debited either to the Fund or to the PSU/AB.

12. Payment of pensionary benefits of the pensioners of the Government Department on the date of conversion into PSU/AB will be the responsibility of the Government and the mechanism for sharing its liabilities on this account will be determined by the Government.

13. The balance of Provident Fund at the credit of the employees on the date of absorption will be transferred to the new Provident Fund Account of the PSU/AB.

14. Earned Leave and Half pay leave at credit will be transferred to the PSU/AB.

15. Dismissal or removal of any absorbed employee by the PSU/AB after his absorption will not forfeit his Retirement Benefits for his service in the Government up to the date of absorption. Such dismissal/removal will also be subject to confirmation by the Administrative Ministry concerned.

16. A permanent Government servant or a temporary/quasi-permanent Government servant who has been confirmed subsequent to his absorption shall be eligible to seek Voluntary Retirement after completing 10 years of qualifying service with the Government and the Public Sector Undertaking taken together, and he/she shall be eligible for pensionary benefits on the basis of combined qualifying service;

17. If on a later date, the Government disinvests its equity to the extent of fifty-one per cent or more, the employees' interests will be safeguarded, which includes an option for Voluntary Retirement Benefits, etc. — Rule 37.

9. Extraordinary Pension

[Swamy's — Extraordinary Pension Rules]

If an employee sustains injuries, diseases or dies and the injury, disease or death is attributable to Government service, he/his family becomes eligible for the grant of an award under the Central Civil Services (Extraordinary Pension) Rules, 1939 which are applicable to all employees except to those to whom the Workmen's Compensation Act, 1923, applies.

I. For determining the compensation payable for death or disability under different circumstances, the cases are categorized in five distinct categories as under:

Category 'A'.— Death or disability due to natural causes not attributable to Government service. Examples would be chronic ailments like heart and renal diseases, prolonged illness, accidents while not on duty, etc.

Category 'B'.— Death or disability due to causes which are accepted as attributable to or aggravated by Government service. Diseases contracted because of continued exposure to a hostile work environment, subjected to extreme weather conditions or occupational hazards resulting in death or disability would be examples.

Category 'C'.— Death or disability due to accident in the performance of duties. Some examples are accidents while travelling on duty in Government's vehicles or public transport, a journey on duty is performed by service aircraft, mishaps at sea, electrocution while on duty, etc.

Category 'D'.— Death or disability, attributable to acts of violence by terrorists, antisocial elements, etc., whether in their performance of duties or otherwise. Apart from cases of death or injury sustained by personnel of the Central Police Organizations while employed in aid of the civil administration in quelling agitation, riots or revolt by demonstrators, other public servants including police personnel, etc., bomb blasts in public places or transport, indiscriminate shooting incidents in public, etc., would be covered under this category.

Category 'E'.— Death or disability arising as a result of (a) attack by or during action against extremists, antisocial elements, etc. and (b) enemy action in international war or border skirmishes and warlike situations, including cases which are attributable to (i) extremists acts, exploding mines, etc., while on way to an operational area, (ii) kidnapping by extremists, and (iii) battle inoculation as part of training exercises with live ammunition.

Scales of the Family Pension and Disability Pension under various categories, as under, with effect from 1-1-2016:—

II. 1. Family Pension:

(i) For cases covered under Category 'A':—

Family Pension is payable in terms of provisions contained in CCS (Pension) Rules, 2021.

(ii) For cases covered under Categories 'B' and 'C':—

If the death is attributable to Government service, the wife/husband of the deceased employee is eligible for the grant of extraordinary family pension. In the absence of wife/husband, the family pension will be granted to the child. The death gratuity, if any, admissible under CCS (Pension) Rules, 2021 or under CCS (TS) Rules, as the case may be, shall also be paid. The quantum of monthly extraordinary family pension shall be—

(a) *Where the deceased Government servant was not holding a pensionable post:*

40% of notional pay as on 1-1-2016 subject to a minimum of ₹ 11,700 per month.

(b) *Where the deceased Government servant was holding a pensionable post:*

60% of notional pay as on 1-1-2016 subject to a minimum of ₹ 18,000 per month. — GID 6 (I) below Rule 13.

Period for which family pension is payable.— The family pension is payable to the widow up to the date of her remarriage or death, whichever is earlier. In case where the widow dies or remarries, the children shall be paid family pension at the rates mentioned at (a) or (b) above, as applicable, and the same rate shall also apply to fatherless/motherless children. In both cases, family pension shall be paid to children for the period during which they would have been eligible for family pension under the CCS (Pension) Rules. Dependent parents/brothers/sisters, etc., shall be paid family pension one-half the rate applicable to widows/fatherless or motherless children.

III. Family Pension under Categories 'D' & 'E'

(a) Family pension to the widow shall be equal to the notional pay as on 1-1-2016.

(b) If the Government servant is not survived by his widow but is survived by child/children only, all children together shall be eligible for family pension at the rate of 60% of the notional pay as on 1-1-2016 subject to a minimum of ₹ 18,000.

(c) If the Government servant dies as a bachelor or as a widower without children, family pension will be admissible to parents

without reference to pecuniary circumstances, at the rate of 75% of the notional pay as on 1-1-2016, if both parents are alive, and at the rate of 60% if only one of them is alive.

— GID 6 (II) below Rule 13.

IV. 1. Disability Pension:

Criteria for grant of award of disability/lumpsum compensation.—

- (a) When disablement of Government employee is conceded as due to Government service, he shall be awarded disability pension or lumpsum compensation in accordance with the percentage of a disability (suffered by him) as certified by the Medical Authority concerned.
- (b) If the Government employee is boarded out of Government service on account of his disablement, the quantum of disability pension for cent per cent disability shall be as specified for Categories 'B' to 'E'. For lower percentage of disability, the quantum of disability shall be "proportionately lower" in terms of Rule 8.
- (c) If the Government employee is retained in service in spite of such disablement, he shall be paid a compensation in lumpsum (in lieu of the disability pension) on the basis of disability pension admissible to him by arriving at the capitalized value of such disability pension with reference to the Commutation Table, in force from time to time:

Provided that the broadbanding in terms of Rule 8 (3) shall not be applicable in such cases. — Rule 9, CCS (EOP) Rules.

V. Disability Pension for Categories 'B' & 'C'

- (a) Disability pension would comprise of a service element equal to 50% of the notional pay as on 1-1-2016 plus disability element equal to 30% of the same notional pay, for 100% disability.
- (b) For disability less than 100%, disability element shall be reduced proportionately subject to the provisions of Rule 8 of CCS (EOP) Rules and subject to minimum disability pension of ₹ 18,000 per month.

VI. Disability Pension for Category 'D'

- (a) Disability pension would comprise of a service element equal to 50% of the notional pay as on 1-1-2016 and disability element equal in amount to normal family pension.
- (b) For lower percentage of the disability, the disability pension would be proportionately lower subject to the provisions of Rule 8 of CCS (EOP) Rules and subject to a minimum disability pension of ₹ 18,000 per month.

VII. Disability Pension for cases under Category 'E'

- (a) Disability pension would comprise of a service element equal to 50% of the notional pay as on 1-1-2016 and disability element equal to the same notional pay as on 1-1-2016 for 100% disability.
- (b) For lower percentage of the disability, the disability element shall be proportionately lower subject to the provisions of Rule 8 of CCS (EOP) Rules.

It has also been decided that the higher of the two formulations, i.e. the disability pension/family pension under CCS (EOP) Rules already revised in accordance with this Department's O.M. No. 38/37/2008-P&PW(A) (ii), dated 4-8-2016 or revised disability pension/family pension under CCS (EOP) Rules worked out by notionally fixing the pay in the Pay Matrix recommended by the Seventh CPC shall be granted to pre-2016 disability pensioners/family pensioners under CCS (EOP) Rules with effect from 1-1-2016. In cases, where disability pension/family pension being paid with effect from 1-1-2016 in accordance with this Department's O.M. No. 38/37/2008-P&PW(A) (ii), dated 4-8-2016 happens to be more than the disability pension/family pension as worked out in accordance with Paras. V, VI and VII above, the disability pension/family pension already being paid shall be treated as revised disability pension/family pension under CCS (EOP) Rules with effect from 1-1-2016. — GIDs (5) and (6).

The ceiling of pension/family pension applicable in cases of pension/family pension under CCS (Pension) Rules will not apply in cases of disability pension/family pension under CCS (EOP) Rules. — GID (4).

VIII. The extent of disability or functional incapacity will be determined in the following manner for purposes of computing the disability element forming part of benefits:—

Percentage of disability assessed by Medical Board	Percentage to be reckoned for computation of disability element
Up to 50	50
51 to 75	75
76 to 100	100

Provided that the above broadbanding shall not be applicable to Government employees who are retained in service.

— Rule 8 (3), CCS (EOP) Rules.

IX. Constant Attendant Allowance:

For 100% disability, where the individual is completely dependent on somebody else for day-to-day functions, a Constant Attendant Allowance of ₹ 6,750 p.m. shall be allowed in addition to the disability pension subject to conditions. Further, this allowance shall be increased by 25% every time Dearness Allowance on the revised pay in the Pay Matrix increases by 50%.

— GIDs (11) and (12), Rule 9-A, CCS (EOP) Rules.

X. Additional benefits under the Workmen's Compensation Act, 1923 for Categories 'D' and 'E' :

Eligible for the awards under this rule also. Where the benefit admissible under this rule is more than the benefits admissible under the Workmen's Compensation Act, 1923, (VIII of 1923), the compensation admissible under the said Workmen's Compensation Act, 1923, shall not be separately payable. However, if the sum admissible under this rule is less than the amount payable as compensation under (i) the Personal Injuries (Emergency Provision) Act, 1962, (59 of 1962) as amended by the Personal Injuries (Emergency Provision) Amendment Act, 1971, (74 of 1971) and (ii) the Personal Injuries (Compensation Insurance) Act, 1963, (37 of 1963) as amended by the Personal Injuries (Compensation Insurance) Amendment Act, 1971, (75 of 1971), they shall have a right to receive an amount equal to the difference between the sum admissible under this rule and the amount of compensation payable under the said Acts. For the purpose of determining such difference, the latter amount shall be converted, if necessary, into a recurring monthly payment as in the illustration, by applying the table given in CCS (EOP) Rules.

Illustration

Suppose the lumpsum amount is ₹ 2,437 and the age last birthday of the beneficiary is 49 years. The factor given in Column (2) against age 49 of the table enclosed is 0.00722304. The equated monthly instalment will be equal to ₹ 2,437 x 0.00722304, i.e., ₹ 17.60 (rounded to the nearest paisa).

10. Resignation

[Swamy's — Complete Manual on Establishment and Administration and Swamy's — Pension Compilation]

1. Resignation should be clear and unconditional. It should be submitted to the Appointing Authority in respect of the service or post in question who is competent to accept it.

2. Resignation from service will generally be accepted straightaway.

EXCEPTIONS:—

- (a) When the officer concerned is engaged on work of importance and alternative arrangements for filling up the post may take time.
- (b) Officials against whom inquiry / investigation is pending (whether under suspension or not).

3. In cases covered by (a), resignation should be accepted only when alternative arrangements have been made.

In cases covered by (b), resignation will not be accepted if it is in the public interest to pursue the disciplinary case. The Competent Authority may, however, accept the resignation—

- (i) if the case does not involve moral turpitude and public claims, or
- (ii) if the available evidence does not have a base strong enough to lead eventually to dismissal or removal from service, or
- (iii) if further pursuit of the case may get so protracted as to render acceptance of resignation cheaper for the exchequer.

Acceptance of resignation in cases at (b) above, is subject to prior approval of the Minister-in-charge in respect of Groups 'A' and 'B' and Head of Department in respect of Group 'C' employees. In the case of officers of all the Groups in the Indian Audit and Accounts Department, resignation may be accepted by the Heads of Departments as designated by the C. & A.G. of India.

4. In all cases of acceptance of resignation, prior vigilance clearance from the Competent Authority is mandatory and this clearance should be accorded expeditiously.

5. Resignation should not be accepted until all the departmental dues are fully adjusted.

6. The accepting authority will decide the date from which the resignation should become effective.

7. A resignation becomes effective not merely when it is accepted by the authority concerned, but only when the officer is actually relieved of his duties.

8. An official quitting his post before receiving intimation of acceptance of his resignation is liable to be proceeded against both legally and departmentally.

9. A Government servant quitting service on resignation will not be entitled to any pension, gratuity or terminal benefits. He will, however, be paid *suo motu*, cash equivalent to the extent of half of earned leave at his credit on the date of cessation of service, subject to a maximum of 150 days. HPL will lapse.

— Rule 26 (1) of CCS (Pension) Rules and
Rule 39 (6) (a) (ii) of CCS (Leave) Rules.

10. When a Government servant applies for post in the same or another department through proper channel and on selection he is asked to resign the previous post for administrative reasons—

- (i) the resignation will be treated as a "technical formality";
- (ii) the benefit of past service, if otherwise admissible under the rules, will be allowed for purposes of fixation of pay in the new post;

- (iii) leave at credit will be carried forward; and
- (iv) the past service will be counted for pension to the same extent it would, but for the resignation, only in respect of employees appointed on or before 31-12-2003.

A Government servant who had applied for a post elsewhere before joining Government service, should intimate the details of such application as soon as he joins Government service to qualify for the above benefits.

If a permanent employee is selected on the basis of his application for the posts in other Central Government Department / Offices / State Government, his lien may be retained in the parent Department for a period of 2 years. The official, who joined a department / office where he is not confirmed within a period of 2 years due to some reason may be permitted to retain the lien in the parent Department / Office for one more year.

— OMs, dated 26-12-2013 and 17-8-2016.

11. A Government servant selected for a post in a Central Public Sector Enterprise / Central Autonomous Body will be released after obtaining and accepting his resignation from Government service. Such a resignation will not entail forfeiture of service for purposes of retirement / terminal benefits. In such cases, the Government servant shall be deemed to have retired from service from the date of such resignation and he will be eligible to retirement / terminal benefits admissible under the relevant rules applicable to him, in his parent organization.

12. Withdrawal of resignation in the following circumstances:—

- (i) *Before acceptance.*— The resignation will be deemed to have been automatically withdrawn and there is no question of accepting the resignation.
- (ii) *After acceptance, but before relief.*— Withdrawal should normally be accepted. If rejected, grounds for such rejection should be recorded and intimated to the Government servant.
- (iii) *After relief* (i.e., after it became effective).— The Appointing Authority may permit withdrawal in the case of permanent employees subject to the following conditions:—
 - (a) Availability of the vacated post or other comparable post.
 - (b) The resignation was tendered by the Government servant for some compelling reasons which did not involve any reflection on his integrity, efficiency or conduct.
 - (c) The request for withdrawal has been made as a result of material change in the circumstances which originally compelled him to tender the resignation.

- (d) The resignation was not tendered with a view to take up an appointment in a private commercial company or under a corporation, company, body, controlled or financed by the Government.
- (e) The period of absence from duty between relief on resignation and resumption of duty, is not more than 90 days. — Rule 26 of Swamy's Pension Compilation.
- (f) In exceptional cases, Department of Personnel and Training, will entertain any request to relax the limit of 90 days under Rule 86 *ibid.* — GID (3), Rule 26 and OM, dated 4-12-2007.

In other cases, the withdrawal of resignation which has become effective can be accepted only with the sanction of the Government. — Chapter 43.

11. Termination of Temporary Service

[Swamy's — CCS (TS) Rules]

Termination of service.— The services of a temporary Government servant may be terminated at any time by a notice of one month on either side by the Government servant or the Appointing Authority. The Appointing Authority has also the option to pay the Government servant his pay and allowance for the period of one month or for the period by which such notice falls short of one month and terminate his services immediately. On the other hand, the Government servant has no such option, but has necessarily to give one month's notice. — Rule 5.

Heads of Departments may review cases of termination.— The Central Government or any other authority specified by the Central Government in this behalf or a Head of Department, if the Appointing Authority is subordinate to him, may, on its own motion or otherwise, reopen such cases and order —

- (i) confirming the action taken by the Appointing Authority, or
- (ii) withdrawing the notice; or
- (iii) reinstating the employee in service, or
- (iv) making such other order in the case as it may consider proper.

Terminal gratuity (applicable to employees appointed on or before 31-12-2003).— A temporary Government servant who is discharged from service under Rule 5 of CCS (TS) Rules, 1965 is eligible for payment of terminal gratuity at the rate of half month's emoluments for every completed six monthly period of qualifying service.

— Rule 45, GID (3), CCS (Pension) Rules.

Encashment of cash equivalent of leave salary.— Cash equivalent of leave salary in respect of both earned leave and half pay leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days in addition to number of days for which encashment was availed along with LTC. — Rule 39 (6) (a) (1), CCS (Leave) Rules.



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12. Removal / Dismissal

[Swamy's — CCS (CCA) Rules]

Removal / Dismissal from service of a Government servant are the major penalties which can be imposed upon a Government servant by the Competent Authority for good and sufficient reasons, after observing the procedure prescribed in the Central Civil Services (Classification, Control and Appeal) Rules, 1965. The penalty 'removal from service' is not a disqualification for future employment under the Government whereas 'dismissal from service' shall ordinarily be a disqualification for such employment. — Rule 11, CCS (CCA) Rules.

Forfeiture of past service.— A Government servant removed or dismissed from service shall forfeit his past service and shall not be entitled to pension / gratuity.

Compassionate Allowance.— If the case of the Government servant who is removed or dismissed from service deserves special consideration, the authority competent to remove or dismiss him from service may sanction a Compassionate Allowance not exceeding two-thirds of pension or gratuity or both which would have been admissible to him if he had retired on compensation pension. The Compassionate Allowance shall not be less than ₹ 9,000 per month. Dearness Relief is also admissible on the Compassionate Allowances.

— Rule 41, CCS (Pension) Rules.

The minimum pension is ₹ 9,000 per month from 1-1-2016.

The Compassionate Allowance is also a kind of pension and commutation is admissible.

— Rule 3 (1) (j), CCS (Commutation of Pension) Rules.

FREQUENTLY ASKED QUESTIONS**1. *What is Constant Attendant Allowance?***

Constant Attendant Allowance is granted to pensioners who retire on disability pension with 100% disability and are completely dependent on somebody for day-to-day function.

2. *Is there any minimum amount of invalid pension?*

Yes, it should not be less than the normal rate of family pension.

3. *Is the benefit of encashment of Earned Leave allowed to permanent Central Government employees deputed to PSUs / ABs and subsequently absorbed permanently?*

Yes, subject to overall limit of 300 days.

4. *What are the pensionary / terminal benefits admissible to a Government servant quitting service on resignation?*

A Government servant quitting service on resignation will not be entitled to any pension, gratuity or terminal benefits.

5. *What is the maximum cash equivalent of leave salary admissible to a Government servant who resigns with leave at his credit on the date of cessation of service?*

He will be paid cash equivalent to the extent of half of earned leave at his credit on the date of cessation of service, subject to a maximum of 150 days. HPL will lapse.

6. *What is the period of retention of lien in the parent department in case of a permanent Government servant appointed in another Central Government Office / State Government?*

His lien may be retained in the parent department for a period of 2 years. If the official is not confirmed within a period of 2 years due to some reason, he may be permitted to retain the lien in the parent department for one more year.

7. *Who can impose major penalties such as Removal / Dismissal from service?*

Removal / Dismissal of a Government servant from service can be imposed by the Competent Authority.

8. *State whether Commutation of Compassionate Allowance is permissible?*

Yes.

24. Retirement on Superannuation

1. Timely payment of retirement benefits — your duties

[Swamy's — FR & SR, Part-I, Pension Compilation]

It is in your own interest to ensure that your Service Book and leave accounts are maintained by your employer properly and to ensure that—

1. an entry exists in your Service Book that you have been medically examined and found fit on your initial appointment;
2. the date of birth and the date of confirmation in a service or post is properly recorded in the Service Book;
3. the annual certificates of verification of service with reference to pay bills are regularly recorded in the Service Book and are continuous;
4. entry has been made in the Service Book regarding counting the period of extraordinary leave as qualifying for pension;
5. an entry is made in the Service Book if the pre-break service would qualify or amount to forfeiture of past service;
6. entry is made in the Service Book regarding recovery of leave and pension contributions for foreign service, if any, specifying the period;
7. nomination for Retirement / Death Gratuity is kept in safe custody by the Head of Office or other responsible officer and that a clear note has been made in the Service Book as to what nominations and related notices have been received and where they have been lodged for safe custody;
8. nomination for GPF is kept by your Accounts Officer and an entry is made to that effect in the Service Book;
9. nomination for Group Insurance Scheme is kept in Part-II of your Service Book and an entry is made to that effect in the Service Book;
10. list of family members is kept in Part-II of your Service Book and an entry is made to that effect in the Service Book;
11. the list of family members is kept current by intimating changes, if any, from time to time;
12. if you have already made nominations, you should check if they become invalid or would require to be cancelled and fresh nominations made because of changes in the family, e.g., birth, death, divorce, etc.;

13. you preserve copies of the nominations made by you in your personal custody or in safe deposit along with your other important personal documents so as to be easily located in any contingency;

14. you inspect your Service Book every year and affix your signature in token of having inspected the same as provided for in SR 202 to ensure the accuracy in entries, etc.

15. in January each year, you should hand over your copy of the Service Book to your office and ensure up to date entries are made and returned to you within thirty days of its receipt as provided under Rule 288 (3) of GFR, 2017.

16. Undertaking may be obtained by the Head of Office from the retiring Government servant for refund of excess payment made by pension disbursing bank along with Format 9 and other documents before his retirement.

— Rule 60 (1) (i).

2. General Provisions

[Swamy's — FR & SR, Part - I and Pension Compilation]

1. The age prescribed for retirement on superannuation is 60 years for all Government servants.

Retirement is effective from the afternoon of the last day of the month in which age of superannuation is attained.

EXCEPTION.— An employee whose birth date is the first of the month shall retire on the afternoon of the last day of the preceding month.

The day on which a Government servant is retired or discharged or is allowed to resign from service, is treated as a working day.

In case the Government servant was absent from duty on leave or otherwise or was under suspension, the day of retirement or death shall be part of leave or suspension.

— FR 56; Rule 5, Pension Rules.

2. Relinquishment of charge on a Holiday.— The Government servant retiring on superannuation should formally relinquish charge of office on the afternoon of that day itself even if it happens to be closed holiday. The cash, stores, etc., may be made over by the retiring officer on the close of the previous working day. The actual relinquishment of charge of office shall be made in the prescribed form on the last day of service for which the physical presence of the officer in the office need not be insisted.

— GIO (3), FR 56.

3. Regulation of claims to pension or family pension.— Any claim for Pension / Gratuity / Family Pension benefits will be regulated on the basis of the rules in force on the date on which the employee ceases to be in service due to retirement or death.

— Rule 5.

4. Limitations on number of pensions.— A Government servant is not eligible for two pensions in the same service or post at the same time or by the same continuous service. A pensioner receiving superannuation or retiring pension and re-employed subsequently is not eligible for a separate pension and gratuity for the period of his re-employment. — Rule 6.

5. Pension and family pension subject to future good conduct.— Future good conduct is an implied condition for every grant of pension and its continuance. If the pensioner is convicted of a serious crime or is found guilty of grave misconduct, the whole or part of the pension may be withheld or withdrawn by a written order of the appointing authority, whether permanently or for a specified period. — Rule 7.

6. Power to withhold or withdraw pension.— The President has the right to withhold a pension or gratuity or both or withdraw a pension or part thereof but the pension shall not be reduced below the minimum pension. He can also order recovery from a pension or gratuity of the whole or part of any pecuniary loss caused to the Government, if, in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or negligence during the period of his service, including re-employment after retirement.

If departmental proceedings are instituted under CCA Rules while the Government servant was in service and continued after retirement, it will have no effect on the pension and gratuity of the pensioner. If the departmental proceedings are not instituted while he was in service, it cannot be instituted, -

- (a) without the sanction of the President;
- (b) in respect of any event which took place more than four years before such institution; and

It shall be conducted by such authority and in such place as the President may direct and in which an order of dismissal from service could be made in relation to the Government servant during his service. — Rule 8.

7. Commercial Employment immediately after retirement.— A retired Group 'A' Government servant should not accept any 'Commercial Employment' within one year from the date of his retirement without the previous sanction of the Government. If he accepts such employment without the previous sanction, the Government may withhold whole or part of his pension. — Rule 9.

8. Employment after retirement under a Foreign Government.— A retired Group 'A' Government servant should not accept any employment under any Government outside India without the prior sanction of the Central Government. If accepted without prior permission, no pension is payable during the period of such appointment or for a longer period as may be ordered by the Government. If any employment is taken with the prior

sanction during leave preparatory to retirement, no further permission is required for continuance after retirement.

— Rule 10.

3. Qualifying Service

[Swamy's — Pension Compilation]

1. Qualifying service of a Government servant commences from the date he takes charge of the post to which he is first appointed in a permanent capacity. Temporary service followed by confirmation without interruption will also qualify.

— Rule 11.

2. General condition.— The service of a Government servant shall not qualify unless his duties and pay are regulated by the Central Government. However, if a State Government servant is appointed on deputation to a post under the Central Government and subsequently transferred permanently to the Central Government, the continuous service rendered by him under the State Government will qualify.

3. Periods counting as qualifying service.— The following periods of service count as qualifying service:—

- (i) Duty and periods treated as 'duty'.
- (ii) All kinds of leave with leave salary.
- (iii) Deputation and Foreign service.
- (iv) Extraordinary leave on medical certificate and Extraordinary leave without medical certificate granted due to inability of the employee to join / rejoin duty on account of civil commotion or for prosecuting higher technical and scientific studies. This period automatically counts as qualifying service without an express sanction for this purpose.
- (v) Pre-appointment training followed immediately by appointment as Groups 'C' and 'D' (now MTS) employees.
- (vi) Service on probation followed by confirmation.
- (vii) Service as SAS Apprentice.
- (viii) Suspension followed by minor penalty.
- (ix) Suspension followed by major penalty; absence from duty including suspension if any, if the reinstating authority orders that it shall count.

4. Periods not counting as qualifying service.— The following periods will not count as qualifying service:—

- (i) Service rendered before attaining the age of 18 years.
- (ii) Service as Apprentice except SAS Apprentice.

- (iii) Unauthorized absence treated as '*dies non*'.
- (iv) Overstayal of leave / joining time not regularized as leave with leave salary.
- (v) EOL without MC other than the circumstances specified in (iv) of Para. 3 above.
- (vi) Suspension followed by major penalty, if the reinstating authority does not order that it shall count as qualifying service.

5. Service in State Governments.— The continuous service rendered by a Government servant belonging to a State Government, in an officiating or temporary or substantive capacity, who was initially appointed in a pensionable establishment of the State Government on or before 31-12-2003 and who is permanently transferred to a service or post to which these rules apply, shall qualify. — Rule 13.

6. Service in autonomous bodies.— A person who was initially appointed, on or before 31-12-2003, in an autonomous body under the Central Government or a State Government having a non-contributory pension scheme similar to these rules and who is subsequently appointed with proper permission to a service or post in the Central Government to which these rules apply, after acceptance of his resignation from the said autonomous body, the service rendered under the said autonomous body in an officiating or temporary or substantive capacity shall qualify. — Rule 14.

7. Counting of service rendered in temporary status by casual labourers.— Half of the period will count as qualifying service if the employees are conferred temporary status on or before 31-12-2003 and subsequently regularized. — Rule 15.

8. Counting of service on contract.— A person initially engaged on a contract for a specified period and subsequently appointed on or before 31-12-2003 to the same or another post in a permanent capacity in pensionable establishment has the option to refund Government's contribution to Contributory Provident Fund with interest thereon including any other compensation for that service. In such a case, the period of the initial contract service will qualify. — Rule 18.

9. Counting of pre-retirement Civil / Military Service.— In the case of re-employed Civil / Military personnel, the pre-retirement Civil / Military service will count as qualifying service under certain conditions. — Rules 19 and 20.

10. Rounding off.— Qualifying service for pension / gratuity is calculated and expressed in completed half-years. Fractions equal to

three months and above shall be treated as one half-year. Fraction of less than 3 months will be ignored, e.g.—

Period of Service			Six-monthly periods	Period of Service			Six-monthly periods
Years	Months	Days		Years	Months	Days	
9	8	29	19	9	9	00	20
19	8	20	39	19	9	00	40
24	7	15	49	24	10	00	50
32	5	25	65	32	9	00	66

— Rule 44 (7).

11. Intimation to employees about their qualifying service.— The Head of Office in consultation with the Accounts Officer is required to issue a certificate regarding qualifying service after completion of 18 years of service and again 5 years before the date of retirement of an employee. Further, the verification done under this rule shall be treated as final and shall not be re-opened except under certain conditions. The service verification certificate should invariably be issued to the Government servant in Format 4.

— Rule 30.

4. Counting of previous Civil / Military service for pension on re-employment

[Swamy's — Pension Compilation]

1. On re-employment in civil posts under Central Government.—

- (i) Employees who had retired on superannuation / retirement pension are NOT eligible for confirmation and pensionary benefits for re-employed service. They are taken as temporary employees.
- (ii) Employees who retired on compensation pension (gratuity) or invalid pension (gratuity) was re-employed and appointed on or before 31-12-2003 to a service or post are eligible for confirmation.
- (iii) The Appointing Authority, while issuing confirmation orders should require the employee in writing to exercise either of the options mentioned below within three months of the date of issue of the orders.
- (iv) Employees who retired from military service before attaining the age of superannuation and were re-employed in a civil service or post on or before 31-12-2003 are eligible for confirmation. The Appointing Authority while issuing orders of appointment should direct the employee in writing to exercise the option within one year of the date of his re-employment.

2. Option.—

- (i) to retain all the gratuities received for the former service and, if pensioners, continue drawing the pension and NOT to count the former service for future pensionary benefits; OR
- (ii) to refund all the gratuities received for the former service and in addition, if pensioners, to cease drawing the pension and refund the commutation amount, if any, and to count the former service for future pensionary benefits, *vide* Para. 3 below.

3. If the re-employed pensioners exercise option as at 2 (ii) above.—

(1) They should stop drawing any pension forthwith. The element of pension ignored while fixing the initial pay in the re-employed post and drawn from the date of re-employment to the date of cessation of drawal of pension, the value received for the commutation of pension, if any, and the retirement gratuity received for the previous service should be refunded to Government within one month of the receipt of communication from the Government, with interest at the rate as applicable to GPF deposits from the date of receipt of pensionary benefits to the date of their refund. Penal interest @ 2% p.a. shall be charged on delayed payments in addition to normal rate of interest mentioned above if the amount with interest is not refunded within one month. The pension drawn prior to the date of re-employment is not required to be refunded. — GID, Rule 18.

(2) The right to count former service for future pension will not revive until the whole amount due [referred to in (1) above] has been refunded to Government.

(3) If the individual dies before completion of the refund, the balance unrefunded gratuity will be adjusted against the death gratuity payable to his family.

4. When option not exercised.— If no option is exercised, the employee will be deemed to have opted to continue to draw pension or retain the gratuity, without counting the former service for future pension. — Rule 19.

5. Emoluments and Average Emoluments

[with effect from 1-1-2016]

[Swamy's — Pension Compilation]

Emoluments for pension include only 'Pay in Pay Level of Pay Matrix' (substantive or officiating) and non-practising allowance, but does not include special allowance, personal pay, deputation (duty) allowance, etc. For service gratuity / retirement / death gratuity, D.A. on the date of retirement / death will also be taken as emoluments. — Rule 31.

Average emoluments is the average of the emoluments drawn during the last ten months of service. — Rule 32.

Service / Retirement / Death Gratuity is based on the emoluments drawn at the time of retirement / death while in service. However, Retirement / Death Gratuity will be based on the 'average emoluments' if the emoluments have been reduced during the last ten months of service otherwise than as penalty.

— Rule 45 and Proviso to Rule 45 (6).

Emoluments / Average Emoluments during absence from duty.—

1. If an employee immediately before retirement or death in service had been on leave with leave salary, the emoluments which he would have drawn had he not been on leave will be taken as 'emoluments'.

2. If an employee immediately before his retirement or death while in service, was on leave, and earned an increment which was not withheld, such increment, though not actually drawn, shall be taken as emoluments.

3. If he had been under suspension and subsequently reinstated in service without forfeiture of service or was on EOL on MC, the emoluments which he would have drawn had he not been under suspension or absent from duty will be taken as emoluments.

4. If he had been on extraordinary leave, the period whereof does not count as service, emoluments drawn immediately before proceeding on such leave will be taken as emoluments.

5. For the period of leave with leave salary while officiating in a higher post, the emoluments drawn in the higher post will be taken as 'emoluments' only if it is certified that he would have continued to officiate in the higher post but for proceeding on leave.

6. Pay drawn by an employee while on deputation to an *ex cadre* post in the same or some other Department of the Government or to the Armed Forces of India shall be treated as emoluments.

7. In the case of an employee while on leave after release from the *ex cadre* post on completion of the period of deputation, the pay which he would have drawn in the parent department had he not been on leave shall be treated as emoluments.

8. If the pay of a Government servant is notionally increased with retrospective effect in any of the following circumstances after his retirement, such notional pay shall be treated as emoluments :—

- (i) the pay scale of the post from which the pensioner retired is increased with retrospective affect from a date when the pensioner was in service and his pay in the higher pay scale is fixed from such date on notional basis;
- (ii) the retired Government servant is promoted from a retrospective date on the recommendation of a Review DPC or on exoneration in any departmental proceedings or in compliance of a Court

order and the benefit of fixation of pay is allowed on notional basis from the date of such promotion.

9. If a Government servant dies during the currency of a penalty which has the effect of reducing his pay only during the currency of that penalty and on expiry of which he would have regained the pay admissible to him without any impact of the said penalty, the notional pay on the date of death ignoring the effect of such penalty shall be treated as emoluments.

10. In calculating 'average emoluments', the period(s) of extraordinary leave, *dies non*, overstayal of leave or joining time and suspension not counting for pension falling within the last ten months will be ignored and a corresponding period added before ten months. — Rules 31 and 32.

11. **Average emoluments in respect of Government servants absorbed in PSUs / ABs.**— Pension shall be calculated on the basis of pay drawn by the absorbed employee during the last 10 months in the PSU prior to retirement and wherever the absorbed employee is drawing pay in IDA scale during this period, his pay in IDA scale will be taken into account for calculation of average emoluments. Dearness Relief as per IDA pattern is also admissible. — Rule 37 (15).

6. Classes of Pension

[Swamy's — Pension Compilation]

Pension is admissible to permanent employees who retire or are retired with a qualifying service of not less than ten years. Temporary employees who retire on superannuation or invalidation after rendering not less than ten years of service or retire voluntarily after 20 years' continuous service are also eligible for pension. The different classes of pension are—

1. **Superannuation pension** on retirement after superannuation.

— Rule 33.

2. **Retiring Pension** on voluntary or premature retirement before superannuation.

— Rule 34.

3. **Pension on absorption in or under a State Government** from the date of such absorption.

— Rule 35.

4. **Pension on absorption in or under a Corporation, Company or Body**, owned or controlled or financed by the Government, if the absorption is permitted by the Government.

— Rule 36.

5. **Pension on absorption consequent upon conversion** of a Government department into a Public Sector Undertaking.

— Rule 37.

6. **Pension on absorption consequent upon conversion** of a Government department into a Central Autonomous Body.

— Rule 38.

7. Invalid pension on retirement after being declared by the competent medical authority to be permanently incapacitated for further service even before completing qualifying service of ten years. — Rule 39.

8. Compulsory retirement pension on compulsory retirement as a measure of penalty. Such pension or gratuity or both will not be less than two-thirds and not more than full superannuation pension or gratuity or both admissible on the date of compulsory retirement. — Rule 40.

9. Compassionate allowance on dismissal or removal, sanctioned by the Competent Authority in a case deserving of special consideration. This is also pension but the amount should not exceed two-thirds of pension or gratuity or both, which would have been admissible to him if he had retired on superannuation pension. — Rule 41.

10. Minimum amount of any class of pension will be ₹ 9,000 p.m. with effect from 1-1-2016 and maximum will be one lakh twenty-five thousand rupees per month. — Rule 44 (1).

7. Calculation of Pension

[Swamy's — Pension Compilation]

Full pension is admissible to an employee retiring with minimum qualifying service of not less than 10 years. The amount of pension will be 50% of the average emoluments or 50% of emoluments drawn on the date of retirement, whichever is more beneficial.

The amount of pension shall be subject to a minimum of ₹ 9,000 per month and the maximum pension of ₹ 1,25,000 p.m. — Rule 44 (1).

In no case, a pension (including compassionate allowance), granted shall be less than ₹ 9,000 per mensem.

For all classes of pension (including compassionate allowance), the method of determination of pension is the same. — Rule 44.

Besides, additional quantum of pension shall be payable as and when the pensioner attains the age of 80 years and above as detailed below:—

Age of Pensioner	Additional Pension / Additional Compassionate Allowance
80 years to less than 85 years	20% of Basic Pension / Compassionate Allowance
85 years to less than 90 years	30% of Basic Pension / Compassionate Allowance
90 years to less than 95 years	40% of Basic Pension / Compassionate Allowance

Age of Pensioner	Additional Pension / Additional Compassionate Allowance
95 years to less than 100 years	50% of Basic Pension / Compassionate Allowance
100 years or more	100% of Basic Pension / Compassionate Allowance

Additional pension shall be paid from the first day of the month in which it falls due. — Rule 44 (6).

Rounding off.— The amount of pension should be rounded off to the next higher rupee. Payment of pension for part of a month, if worked out in fraction of a rupee should also be rounded off to the next higher rupee.

— Rule 44 (9) and (10).

8. Preparation of Pension Papers

[Swamy's — Pension Compilation]

1. List of retiring Government servants.— Every Head of the Department shall have a list prepared by 15th day of every month of all Government servants who are due to retire within the next 15 months of that date and forward the same to the Accounts Office responsible before the last day of every month for issue of Pension Payment Order.

— Rule 54.

2. Intimation to Directorate of Estates.— Every Head of Office will obtain details of Government accommodation occupied by the retiring Government servant and send the details to the Directorate of Estates for issuance of 'No Demand Certificate'.

— Rule 55.

3. Preparation of pension papers.— One year in advance of the date on which the Government servant is due to attain the age of superannuation or the date of his anticipated retirement, if earlier, the Head of Office would undertake the work of preparing pension papers, including verification of service.

— Rule 56.

4. Furnishing of particulars of qualifying service, etc., to retiring Government servant.— Before eight months to the date of retirement, the Head of Office shall furnish to the retiring Government servant a certificate regarding the length of qualifying service proposed to be admitted for pension and gratuity as also the emoluments and average emoluments proposed to be reckoned with for retirement gratuity and pension. He shall also advise the retiring Government servant to submit Form 4 and Form 6 along with an undertaking to the Bank in Format 9, a common nomination form for arrears of pension and commuted value of pension in Form A appended to

the Payment of Arrears of Pension (Nomination) Rules, 1983 and an option form for availing Fixed Medical Allowance or out-patient medical facility provided by the Government, and to return the same duly completed so as to reach the Head of Office not later than six months prior to the date of his retirement.

— Rule 57 (c) (i) and (iii).

5. Forwarding of pension papers to the Accounts Officer.— The Head of Office, not later than four months of the date of retirement of the Government servant, shall forward to Accounts Officer—

- (i) copies of Form 4, Form 6 and an undertaking to the Bank in Format 9, signed and submitted by the Government servant; and
- (ii) copies of Form 7 (including the check-list and the pension calculation sheet) and the covering letter in Format 10,

along with Service Book of the Government servant duly completed up to date, and any other documents relied upon for the verification of service. He should prepare the 'Pension Calculation Sheet' in the prescribed Form in triplicate and forward it to the Accounts Officer along with pension papers.

— Rules 60.

6. Intimation of Government dues to Accounts Officer.— The Head of Office after ascertaining and assessing the Government dues, shall furnish the particulars thereof to the Accounts Officer promptly.

— Rules 60, 61 and 67.

7. Processing of Pension cases mandatorily through Bhavishya.— All Heads of Offices will mandatorily process all pension cases only through Bhavishya unless otherwise exempted.

— Rule 53.

9. Gratuity

[Swamy's — Pension Compilation]

1. Service Gratuity.— No pension is admissible to a permanent employee who retires before completion of 10 years qualifying service. Instead, a lumpsum payment known as Service Gratuity at the rate of half-month's emoluments for every completed six-monthly period of qualifying service is admitted. 'Emoluments' means basic pay, non-practising allowance, if any and includes dearness allowance admissible on the date of retirement.

— Rule 44 (2) and (3).

This gratuity is in addition to retirement gratuity admissible to those who have completed 5 years qualifying service.

— Rule 45 (1).

2. Retirement Gratuity is admissible to all employees who retire after completion of 5 years of qualifying service at the rate of 'one-fourth' of emoluments for each completed six-monthly period of qualifying service

subject to a maximum of 16 ½ times 'the emoluments' or ₹ 20 lakhs from 1-1-2016.

The ceiling on gratuity may increase by 25 per cent whenever DA rises by 50 per cent. Emoluments include DA on the date of cessation of service.

— Rule 45, Rule 10 (1-B), CCS (TS) Rules, 1965 and GID (4), Rule 45, Pension Rules.

3. Death Gratuity is admissible in the case of death in service of an employee at the following rates:—

	Length of Service	Rate of Death Gratuity
(i)	Less than one year	2 times of monthly emoluments
(ii)	One year or more but less than 5 years	6 times of monthly emoluments
(iii)	5 years or more but less than 11 years	12 times of monthly emoluments
(iv)	11 years or more but less than 20 years	20 times of monthly emoluments
(v)	20 years or more	Half month of emoluments for every complete six monthly period of qualifying service subject to a maximum of 33 times of emoluments.

Emoluments include DA on the date of death.

— Rule 45 (1) (b) and 45 (6).

4. Rounding off.— The amount of gratuity should be rounded off to the next higher rupee.

— Proviso to Rule 45 (1) (b).

Government employees covered by National Pension System shall be eligible for the benefit of **Retirement Gratuity and Death Gratuity**.

— Rule 22 of Payment of Gratuity under NPS.

5. Residuary Gratuity.— When an employee dies within five years after retirement, and the total amount actually received by him on account of pension (or service gratuity), dearness relief on pension, retirement gratuity, commutation amount, is less than 12 times the 'emoluments' drawn at the time of retirement, the deficiency is granted to his nominee / family. This is 'Residuary Gratuity'.

— Rule 45 (3).

6. Death gratuity is payable to the nominee(s) / eligible member(s) of the family of the deceased employee.

— Rule 47 (3).

Minor's whole share of gratuity is to be paid to the natural guardian of the minor, and in the absence of a natural guardian, to the person who furnishes a guardianship certificate.

— Rule 47 (6).

Payment of an amount not exceeding twenty per cent of minor's share of gratuity may be made to the guardian in the absence of a natural guardian, without the production of a guardianship certificate but on production of an indemnity bond in Format 7 and the balance amount may be paid to the guardian on production of the certificate of guardianship.

— Rule 47 (7).

7. Nomination.— Every employee should make a nomination in the prescribed form conferring on one or more persons the right to receive the Death/Retirement Gratuity amount in the event of his death in service/ after retirement before receiving retirement gratuity. Nomination has to be made in the following manner:—

(A) If the official has a family.— Only in favour of member(s) of the family.

(B) If the official has no family.— Can be in favour of any person(s) or a body of individuals, whether incorporated or not. Such a nomination will, however, become automatically invalid when the employee acquires a family, and then he has to make a fresh nomination in favour of any person(s) as in (A) above.

In both cases (A) and (B), if the nomination is in favour of more than one person, the share of gratuity payable to each has to be specified.

The employee may specify the person(s) to whom the right conferred on nominee(s) shall pass in the event of death of the nominee(s).

The employee may provide in the nomination the contingency on the happening of which the nomination will become invalid.

In such a case, the employee should furnish fresh nomination without delay after the occurrence of the specified contingency. — Rule 46.

8. Family means—

- (i) wife or wives including judicially separated wife or wives, in the case of a male employee;
- (ii) husband including judicially separated husband, in the case of a female employee;
- (iii) sons including stepsons and adopted sons;
- (iv) unmarried daughters including stepdaughters and adopted daughters;
- (v) widowed or divorced daughters including stepdaughters and adopted daughters;
- (vi) father including adoptive parents in the case of individuals whose personal law permits adoption;
- (vii) mother including adoptive parents in the case of individuals whose personal law permits adoption;

- (viii) brothers including stepbrothers who are suffering from any disorder or disability of mind including the mentally retarded or physically crippled or disabled without any limit of age and brothers, including stepbrothers, below the age of eighteen years, in other cases;
- (ix) unmarried sisters, widowed sisters and divorced sisters including stepsisters;
- (x) married daughters; and
- (xi) children of a pre-deceased son. — Explanation to Rule 45.

9. Payment when there is no nomination / valid nomination.— Retirement gratuity remaining unpaid at the time of death / death gratuity due is payable in equal shares to all the surviving members of the family as in Clauses (i), (ii), (iii), (iv) and (v) in Para. 8 above. If there is none under this category, it will then be paid in equal shares to all the surviving members of the family as in Clauses (vi), (vii), (viii), (ix), (x) and (xi) *ibid.* — Rule 47 (1) (b).

10. A nominee is debarred to receive RG/DG.— When convicted for the murder or abetting in the murder of the employee, his/her share will be paid to the other eligible members of the family. — Rule 48.

11. RG / DG lapses.— When an employee dies in service or dies after retirement before receiving the amount and leaves behind no family and had made no nomination or the nomination, if any, does not subsist, the RG / DG shall be payable to the person in whose favour a Succession Certificate in respect of the gratuity in question has been granted by the Court of Law. Otherwise it lapses. — Rule 49.

12. 'Emoluments' for the purpose of retirement/death gratuity means 'pay' as defined in FR 9 (21) (a) (i), i.e., basic pay (substantive or officiating), non-practising allowance and dearness allowance on the date of retirement / death. When there is reduction in the 'emoluments' during the last ten months of service, gratuity may be based on 'average emoluments' for the last ten months instead of 'emoluments'. — Rule 45 (6).

13. Recovery from RG / DG of Government dues is permissible without the consent of the employee or, if he is not alive, of his nominee/family members. — Rules 67.

14. Withholding of 10% of gratuity from the retiring Government servant.— When it is not possible for the Directorate of Estates to determine the outstanding licence fee, that Directorate shall inform the Head of Office to withhold **ten per cent** of the gratuity pending receipt of further information. The recovery of licence fee and damages will be the responsibility of the Directorate of Estates and the withheld amount of gratuity shall be paid immediately on production of 'No Demand Certificate' from the Directorate of Estates after actual vacation of the Government accommodation. The 'No Demand Certificate' should be given within

fourteen days after actual vacation of the Government accommodation, failing which interest on excess withheld gratuity will be payable.

— Rule 68 (7).

15. No Income Tax on RG/DG.— *IT Act, Section 10 (10) (i).*

16. Court attachment.— **RG/DG** is not liable to be attached.

— Section 60, Code of Civil Procedure.

10. Authorization of Pension and Gratuity

[Swamy's — Pension Compilation]

1. Issue of PPO and authority for payment of gratuity.— The Accounts Officer responsible for issue of Pension Payment Order, on receipt of pension papers from the Head of Office, shall apply necessary checks, record the account encasement and assess the amount of pension and gratuity and issue the Pension Payment Order not later than two months in advance of the date of retirement on superannuation of the Government servant.

The amount of gratuity as determined by the Accounts Officer shall be intimated to the Head of Office with the remarks that the amount of gratuity may be drawn and disbursed to the retired Government servant after adjusting the Government dues, if any.

— Rule 63 (2).

2. Payment of provisional pension / gratuity.— If, for any special reasons, it has not been found possible to complete and forward the pension papers to the Accounts Officer responsible for issue of PPO within the prescribed time-limit or if the pension papers have been returned by the Accounts Officer eliciting further information and the Accounts Officer is not able to issue PPO two months before the date of retirement on superannuation, the Head of Office shall take steps to authorize payment of provisional pension and provisional gratuity by the first of the month in which it is due. The provisional pension will be 100% of pension calculated with the available information. The provisional gratuity will also be 100% of gratuity calculated with the available information; but 10% thereof should be withheld for adjustment towards unassessed Government dues. — Rule 62.

A sanction for provisional pension shall be issued not later than 10 days after the date of retirement of Government servant.

— Rule 62 (4).

All assessed Government dues should be deducted from the provisional gratuity. The payment of provisional pension should not continue beyond six months from the date of retirement. Within this period, the Accounts Officer will determine the final pension / gratuity and issue PPO, authorize the Head of Office for payment of the difference, if any, in the amount of gratuity. If the provisional pension paid is more than the pension finally determined, the excess can be recovered either out of the withheld amount of gratuity or by short payment of future pension. On the other hand, if the provisional gratuity disbursed is more than the amount

of gratuity determined finally, the excess amount disbursed will not be asked to be refunded. — Rule 62 (6).

3. Provisional pension where departmental or judicial proceedings may be pending.— In the case of Government servant who has retired on superannuation or otherwise and against whom departmental or judicial proceedings are instituted or continued, the Accounts Officer shall authorize the provisional pension equal to the maximum pension which would have been admissible on the basis of qualifying service up to the date of suspension / retirement. No gratuity shall be paid until the conclusion of the departmental or judicial proceedings and issue of final orders thereon except in cases where allegations of misconduct are under investigation or where departmental or judicial proceedings are contemplated but have not actually been instituted or deemed to have been instituted till the date of retirement of the Government servant. The provisional pension will be adjusted against final retirement benefits sanctioned upon conclusion of the proceedings; but no recovery shall be made if the pension finally sanctioned is less than the provisional pension already paid or reduced or withheld. — Rules 8 (4) and (5).

4. Revision of pension after final authorization.— Except in cases covered by Rules 7 and 8 of CCS (Pension) Rules, 2021, pension once authorized after final assessment should not be revised to the disadvantage of the Government servant, unless such revision becomes necessary on account of detection of a clerical error subsequently. If such error is detected after a period of two years from the date of authorization of pension, concurrence of Department of Pension and Pensioners' Welfare is necessary for the revision, if it is to the disadvantage of the pensioner. — Rule 66.

11. Payment of Pension

[Swamy's — Central Treasury Rules and Pension Compilation]

Pension Payment Order.— The Accounts Officer responsible for issuing Pension Payment Order will issue authority, i.e., Pension Payment Order to the pension disbursing authority from whom the pension / family pension is desired to be drawn monthly. He will also send an intimation to the pensioner along with a certified copy of 'Pension Calculation Sheet' duly countersigned. The PPO will consist of two halves, i.e., Disburser's half and Pensioner's half. On the first appearance of the pensioner, the pension disbursing authority will, after necessary check, hand over the pensioner's half to the pensioner and start payment of the monthly pension / family pension.

Pension disbursing authority.— Pension is disbursed through Treasuries, Pay and Accounts Offices, Post Offices and selected Nationalized Banks.

Due date.— Pensions fixed at monthly rates are payable on the last working day of the month to which they relate except in the case of pension

for the month of March which shall be paid on or after the first working day of April. — Rule 339 CTR.

Payable in rupees only.— All pensions and gratuities shall be payable in rupees in India only. — Rule 82, Pension Rules.

Interest payable on delayed payment of DCRG.— If the payment of DCRG has been delayed beyond three months from the date of retirement, an interest at the rate applicable to GPF deposits determined from time to time will be paid to the retired employee / dependants of deceased employee. Responsibility will be fixed and the amount of interest recovered from the concerned Dealing Official, Supervisor and Head of Office in proportion of their salary. — GID, Rule 18 and GID (1), Rule 65.

12. Commutation of Pension

[Swamy's — Pension Compilation — Appendix - 1]

1. Eligibility.— Every pensioner is eligible to commute a percentage of his monthly pension for a lumpsum payment which is the commuted value of that percentage of the pension. Commutation of a percentage of compassionate allowance is also admissible. An employee or pensioner against whom departmental or judicial proceedings are pending is not eligible to commute a percentage of his pension till completion of such proceeding. — Rules 4 and 5, Appendix-1.

2. Amount admissible.— Not exceeding 40% of monthly pension. Any fraction in the amount offered for commutation will be ignored.

There is no provision for commutation of a percentage of basic pension on a second or subsequent occasion within overall maximum limit of 40%. — OM, dated 31-10-2022.

Illustration.— Emoluments ₹ 31,500. Retired after qualifying service of 12 years.

$$\text{Pension } \frac{31,500}{2} = ₹ 15,750.$$

The Maximum amount of pension admissible for commutation will be—

$$₹ 15,750 \times \frac{40}{100} = ₹ 6,300 \quad \text{— Rule 5.}$$

3. Commutation without medical examination.— Persons in receipt of the following kinds of pension (including provisional pension) can commute up to 40% of their pension without undergoing medical examination, if they apply for commutation before the expiry of one year reckoned from—

- (i) the date of retirement in the case of Superannuation pension, Retiring pension, Compensation pension.

- (ii) the date of issue of retirement orders in the case of Pension on absorption in a Corporation, Company or Body, etc.
- (iii) the date of issue of final orders in the case of Pension granted on finalization of departmental / judicial proceeding and issue of final orders thereon. — Rule 12.

4. Commutation after medical examination.— The following categories of pensioners can commute a portion of their pension only after they have been medically examined and declared fit by the appropriate medical authority:—

- (i) retired on invalidation;
- (ii) retired compulsorily as a measure of penalty;
- (iii) in receipt of compassionate allowance; and
- (iv) all pensioners applying for commutation after one year from the date of retirement. — Rule 18.

5. Competent Medical Authority.—

- (a) Medical Officer not lower in status than that of a Civil Surgeon or a District Medical Officer.
- (b) Medical Board—
 - (i) commutation of invalid pension;
 - (ii) in all cases of a second medical examination for commutation of pension. — Rule 22.

6. Withdrawal of application for commutation on Medical Examination.—

- (i) Permissible before medical examination;
- (ii) Permissible after medical examination, if pensioner declines to accept addition to actual age directed in the medical report, within 14 days of its receipt;
- (iii) Treated as withdrawn if pensioner fails to take the medical examination. — Rules 24 and 28.

7. Second Medical Examination.— A pensioner who has declined to accept commutation on the basis of addition of years to his actual age as recommended by the Medical Authority or has been refused commutation on medical ground is eligible to take medical examination for commutation after one year from the date of the first medical examination. However, the second medical examination may be held even before the expiry of one year, if the pensioner appeals to his last Head of Office against the medical verdict and seeks review thereof by a second Medical Authority. The appeal should be preferred within a month of receipt of certificate by the pensioner. — Rules 26 and 27.

8. When commutation becomes absolute.— The commutation becomes absolute and the commuted value of pension becomes payable on the date—

- (i) following the date of retirement in the case where the application for commutation of superannuation pension is received by the Head of Office on or before the date of superannuation;
- (ii) of receipt by the Head of Office of the application for commutation of pension without medical examination before the expiry of one year as mentioned in Para. 3 above;
- (iii) on which the Medical Authority signs the medical report for commutation;
- (iv) on which the first Medical Authority recorded its opinion when its decision is set aside or modified on appeal. — Rules 6 and 27 (7).

9. Calculation of Commutation Amount.—

$$\text{Lumpsum payable} = \frac{\text{Commutation factor offered for}}{\text{commutation}} \times 12 \times \text{amount of pension}$$

The product should be rounded off to the next higher rupee.

The commutation factor is taken from the Commutation Table as relevant to the age next birthday. The age next birthday will be determined with respect to (i) the date of superannuation in cases where commutation is required along with PPO, (ii) the date of receipt of application in other cases where medical examination is not necessary, and (iii) the date of medical examination when it is necessary.

COMMUTATION TABLE (Effective from 1-1-2006)

Age next birthday	Commutation value expressed as number of year's purchase	Age next birthday	Commutation value expressed as number of year's purchase	Age next birthday	Commutation value expressed as number of year's purchase
29	9.176	43	9.040	57	8.512
30	9.173	44	9.019	58	8.446
31	9.169	45	8.996	59	8.371
32	9.164	46	8.971	60	8.287
33	9.159	47	8.943	61	8.194
34	9.152	48	8.913	62	8.093
35	9.145	49	8.881	63	7.982
36	9.136	50	8.846	64	7.862
37	9.126	51	8.808	65	7.731
38	9.116	52	8.768	66	7.591
39	9.103	53	8.724	67	7.431
40	9.090	54	8.678	68	7.262
41	9.075	55	8.627	69	7.083
42	9.059	56	8.572	70	6.897

The revised commutation table will be used for all commutations which become absolute from the 2nd September, 2008 and in the case of pensioners, whose commutation of pension became absolute on or after 1-1-2006, but before 2-9-2008, the pre-revised commutation table will be used for payment of commutation based on pre-revised pay / pension and in respect of such pensioners, the revised commutation table will be used for commutation of the additional amount of pension that has become commutable on account of retrospective revision of pay / pension. — Notfn., dated 9-11-2010.

10. Payment will be made by Head of Office who disbursed the last pay, if the official retiring after superannuation applies for commutation on or before date of retirement and by the pension disbursing authority on the order issued by the Accounts Officer, in other cases.— Rules 13 and 15.

11. Reduction of pension on commutation.— The reduction in the amount of pension on commutation will become operative from the date of receipt of the commuted value by the pensioner or at the end of three months after issue of authority for payment, whichever is earlier. If the pension is drawn through Bank, the reduction in pension becomes operative from the date of credit of the amount in the Bank Account.

To persons who retire on superannuation and apply for commutation before the date of retirement, the commuted value becomes payable on the day following the date of retirement and reduction in pension becomes operative from the same date. Where, however, payment of the commuted value is not made within the first month after retirement, the difference of pension for the period between the day following the date of retirement and the date preceding the date on which the commuted value is deemed to have been paid in terms of Rule 49 of the Central Government Accounts (Receipts and Payments) Rules, 1983, shall be authorized by the Accounts Officer.

— Rule 6.

12. Payment of difference in commuted amount on revision of pension.— When pension is revised upward retrospectively, payment of commuted value of the quantum of increase in pension may be authorized without further application from the pensioner. Further reduction in pension will become operative from the date of receipt of difference amount by the pensioner or at the end of three months after issue of authority for payment, whichever is earlier.

— Rules 10 and 31.

Pensioners who retired between 1-1-2016 and 4-8-2016 may be given an option not to commute the pension which has become additionally commutable on revision of Pay/Pension in relaxation of Rule 10 of CCS (Commutation of Pension) Rules, 1981.

— GID (1), Rule 10.

13. Nomination.— Nomination in the prescribed form should accompany application for commutation conferring on one or more persons the right to receive the commuted value in the event of applicant's death before receiving it.

— Rule 7.

14. Restoration of commuted portion.— Commuted portion of pension will be restored on the expiry of 15 years from the date of retirement, if the commutation amount is received in the first month of retirement; in other cases, the commuted portion of pension will be restored after fifteen years from the date of receipt of commutation amount.

If the commuted value of pension is paid in two instalments due to retrospective revision of pension *vide* Rule 10, CCS (Commutation of Pension) Rules, the date of restoration of that portion will also be same as for original commutation. — GIDs (3) and (3-A), Rule 10-A.

The commuted amount of the pension will be restored on completion of fifteen years from the date the reduction of pension on account of commutation becomes operative in accordance with Rule 6; but if the commutation amount was paid on more than one occasion on account of upward revision of pension, the respective commuted amount of the pension will be restored on completion of fifteen years from the respective dates. — Rule 10-A.

Restoration of commuted portion of pension after 15 years is to be made automatically by bank. Pensioner will not be asked to make application for restoration of commuted portion of pension. In cases where the date of commutation is not readily available in the PPO, the bank will obtain the information from the Accounts Officer who issued the PPO through Central Pension Accounting Office before restoring the commuted portion of pension. The amount of commuted pension will not be deducted from family pension. — Para. (x) and OM, dated 15-5-2020.

In cases where the pensioner dies before the restoration of commuted pension, the monthly commuted amount of pension is not deducted from the family pension and family pension is paid in full without any deduction on account of commutation. — OM, dated 25-10-2022.

15. Restoration of full pension of absorbee pensioners.— All absorbee Pensioners who had taken 100% lumpsum amount in lieu of pension on absorption in PSUs /Autonomous Bodies in accordance with the existing Rule 37 and in whose case $\frac{1}{3}$ rd pension had been restored after 15 years, may be allowed restoration of full pension after expiry of commutation period of 15 years from the date of payment of 100% lumpsum amount.

The absorbee pensioners whose full pension is restored would also be entitled to revision of their pension in accordance with instructions on implementation of the recommendations of the Pay Commissions, including the Seventh Central Pay Commission. — GID (9-E), Rule 10-A.

13. Encashment of Leave

[Swamy's — FR & SR, Part-III]

Encashment of Earned Leave.— From 1-1-2006, the authority competent to sanction leave should automatically grant lumpsum cash equivalent

of leave salary admissible for the number of days of earned leave and half pay leave at the credit of the employee on the last day of his service, subject to overall limit of 300 days.

The half pay leave component will not be commuted to make up for the shortfall in earned leave. No deduction will be made from the cash equivalent.

1. On retirement after attaining the age of superannuation;
2. When the service is extended in public interest beyond superannuation, after extension;
3. When an employee retires on superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, the whole or part of cash equivalent of leave salary may be withheld to meet recoveries from him possibly arising on conclusion of the proceedings. On conclusion of the proceedings, payment may be released after adjustment of Government dues, if any;
4. On termination of service by notice / payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment;
5. On termination of service of officials re-employed after retirement. In this case, the maximum will include the period for which encashment of leave was allowed at the time of previous retirement;
6. When an employee is invalidated from service on medical grounds;
7. When an employee resigns or quits service on his own accord, the lumpsum cash payment will be only to the extent of half of the *earned leave at his credit* subject to a maximum of 150 days, on the date of cessation from service. HPL will lapse;
8. On premature retirement under FR 56 (j) or (l) or Rule 42 of CCS (Pension) Rules;
9. On voluntary retirement under FR 56 (k) or (m) or Rule 42 or 43 of CCS (Pension) Rules;
10. On compulsory retirement as a measure of penalty.
11. Industrial employees covered by CCS (Leave) Rules, 1972 are entitled to encashment of Earned Leave and Half Pay Leave, subject to overall limit with effect from 7-11-2006. — GID (5-A), Rule 39-D.
12. Persons re-employed after retirement may be granted leave encashment up to a maximum of 300 days including the period from which encashment was allowed at the time of retirement.

Death while in service.— From 1-1-2006, if an employee dies while in service, the cash equivalent of leave salary for earned leave and half pay leave due and admissible to the deceased on the date immediately following the date of death will be paid to his family in the manner specified in Rule 39-C.

Benefit of increment during leave.— If a Government servant dies while on any kind of leave for which leave salary is payable and an increment falls due during the leave period, the difference between the amount of cash equivalent based on the actual pay drawn immediately before proceeding on leave and the cash equivalent which would have been admissible, if the benefit of the increment falling due during currency of that leave period was allowed from its due date will be paid as *ex gratia* payment to be sanctioned by the Head of Department. —GID (3), Rule 39-D.

Amount payable.— The lumpsum will consist of (i) leave salary and (ii) DA only. It will not include HRA / Special Allowance.

To whom payable.— On death of a Government servant while in service or after retirement or quitting service but before actual receipt of cash equivalent of leave salary, the cash equivalent of leave salary shall be payable to a member of his family in the following order of preference:—

1. widow or the eldest surviving widow (with reference to the date of marriage) or husband;
2. the eldest surviving son or an adopted son;
3. the eldest surviving unmarried daughter;
4. the eldest surviving widowed daughter;
5. the father;
6. the mother;
7. the eldest surviving married daughter; and
8. the eldest surviving brother below the age of 18 years;
9. the eldest surviving unmarried sister;
10. the eldest surviving widowed sister;
11. the eldest child of the eldest predeceased son.

The amount is payable to a member, only if member of the preceding category is not available. — Rule 39-C, Leave Rules.

Method of calculation.— The cash equivalent of leave salary shall be calculated as follows:—

Retirement / Death while in service

(a) **For Earned Leave—**

$$\frac{\text{Pay + DA admissible on the date of cessation of service}}{30} \times \text{No. of days of unutilized earned leave at credit subject to a maximum of 300 days}$$

(b) For Half Pay Leave—

$$\frac{\text{Half Pay Leave salary + DA on that date}}{30} \times \text{No. of days of Half Pay Leave at credit subject to the total of earned leave and HPL at credit not exceeding 300 days}$$

The overall limit for encashment of leave including both earned leave and Half Pay Leave shall not exceed 300 days. To make up for the shortfall in earned leave, no commutation of Half Pay Leave shall be admissible.

— Rule 39, Leave Rules.

14. Dearness Relief to Pensioners / Family Pensioners

[Swamy's — FR & SR, Part - IV]

1. Dearness Relief is granted to compensate for the increase in cost of living, twice in a year, from 1st January and 1st July. From October, 2020, it is based on the price rise beyond the average CPI 261.42, to all pensioners/family pensioners.

2. Admissible on original pension before commutation and also the additional pension / family pension based on the old age.

3. Fraction of a rupee shall be rounded off to the next higher rupee.

4. Dearness Relief will be admissible to the pensioner who is employed / re-employed under Central / State Government or re-employed / employed / permanently absorbed in the Central or a State Government Company, Corporation, Undertaking or Autonomous Body or in RBI or in a Public Sector Bank or in GIC / LIC, etc., if he did not hold a post included or classified as Group 'A' at the time of his retirement and whose pay on re-employment is fixed at the minimum of the pay scale.

5. Dearness Relief will be admissible from 18-7-1997 to employed family pensioners also.

— GIDs, Rule 52, Pension Rules.

6. For pensioners / family pensioners in receipt of more than one pension, the Dearness Relief will be calculated on the total of all pensions taken together.

7. Rates of Dearness Relief:

Date from which payable	Rate of Dearness Relief per month
1-1-2019	12%
1-7-2019 to 30-6-2021	17%
1-7-2021	31%
1-1-2022	34%
1-7-2022	38%
1-1-2023	42%
1-7-2023	46% [Expected]

— OMs, dated 22-7-2021, 27-10-2021, 5-4-2022, 8-10-2022 and 6-4-2023.

15. Nomination for payment of arrears of pension

[Swamy's — Pension Compilation]

Payment of Arrears of Pension (Nomination) Rules, 1983 provide for any Central Government pensioner to nominate any other person conferring the right to receive, after the death of the pensioner, all moneys payable to the pensioner on account of pension which remain unpaid at the time of his death.

2. Every employee who is due to retire shall, submit the nomination in triplicate in the prescribed form to the Head of Office from where he is retiring within three months before or after the date of retirement.

3. The Head of Office, after verifying the particulars furnished in the nomination form with reference to the records of the establishment, will—

- (i) retain one copy for his office record;
- (ii) return one copy to the Government servant / pensioner duly acknowledged; and
- (iii) forward one copy to the Accounts Officer issuing the PPO for onward transmission to the Pension Disbursing Authority.

4. Any notice of modification of nomination (including cases where the nominee predeceases the pensioner) should be submitted by the pensioner in the prescribed Form A in triplicate to the Pension Disbursing Authority who will return one copy to the pensioner duly attested. — Appendix - 6.

5. Pensioners drawing their pension through Public Sector Banks / Post Office Savings Bank Account can avail the nomination facilities available in the Banks / Post Office Savings Bank for depositors.

— Appendix - 6.

16. Family Pension

[Swamy's — Pension Compilation]

1. Admissibility.—

Family pension is payable to the family of a Government servant if he dies—

- (i) after completion of one year of continuous service; or
- (ii) before completion of one year of continuous service, provided immediately prior to his appointment to the service or post, he/she was examined by the appropriate medical authority and declared fit by that authority for Government service; or
- (iii) after retirement from service and was on the date of death in receipt of a pension, or compassionate allowance.

The family of the deceased shall be entitled to a family pension from the date following the date of death. — Rule 50 (1)

2. Normal rate of family pension.— The monthly family pension is based on the 'pay' drawn on the date of death or on the date of retirement, as the case may be, and is admissible at a uniform rate of 30% of pay last drawn, subject to a minimum of ₹ 9,000 p.m. and a maximum of ₹ 75,000 p.m.

In some cases, the family pension will be based on the 'average of emoluments' drawn during the last ten months.

'Pay' includes Pay drawn and NPA. — Rules 31 and 50 (2) (a) (i).

3. Higher rate of family pension.— Enhanced family pension at 50% of the pay is payable for a period of 10 years if the Government servant dies while in service.

If a retired Government servant dies, **enhanced family pension** is payable till the date on which the pensioner would have attained 67 years of age or for a period of 7 years, whichever is shorter. — Rule 50 (2) (a).

4. Rounding off.— The monthly rate of family pension / additional family pension is expressed in whole rupees, fraction of a rupee being rounded off to the next higher rupee. Where family pension is payable to more than one person, each share containing a fraction of a rupee should be rounded off to the next higher rupee. — Rule 50 (4) and (7) (b).

5. Additional Family Pension.— Additional Family Pension is payable on attaining the age of 80 years and above. The additional family pension will be admissible from the 1st day of the month in which the date of birth falls, i.e., only on completion of the age of 80 years and so on.

Age of family pensioner	Additional family pension
From 80 years to less than 85 years	20 per cent of basic family pension.
From 85 years to less than 90 years	30 per cent of basic family pension.
From 90 years to less than 95 years	40 per cent of basic family pension.
From 95 years to less than 100 years	50 per cent of basic family pension.
100 years or more	100 per cent of basic family pension.

— Rule 50 (3).

6. Limitation.— When an award of family pension under the EoP Rules, 1939 is authorized, no family pension shall be payable during the currency of award.

The family pension payable shall not be subject to any limitation with reference to the family pension admissible to a member of the family in respect of the same Government servant or pensioner for the service

rendered by him in any other organization, including the service rendered in the armed forces.

— Rule 50 (5).

7. Dearness Relief.— Dearness Relief is payable on the family pension and additional family pension based on old age. For rates see Sl. No. 14 in this section.

— Rule 52.

8. Order of preference to be followed for payment of pension.—

Family Pension shall be payable to not more than one member at the same time. If payable to more than one member at the same time, it will be paid in equal shares. Family Pension will be payable to the members of the family of the deceased Government servant in the following order :—

- (i) **widow or widower** (including a post-retiral spouse and judicially separated wife or husband), legally wedded to the deceased Government servant or pensioner,
- (ii) **children**, step children and children born after retirement of the pensioner),
- (iii) **dependent parents** (including adoptive parents) of the deceased Government servant or pensioner,
- (iv) **dependent siblings** (i.e. brother or sister) of the deceased Government servant or pensioner, suffering from a mental or physical disability.

— Rule 50 (6).

9. Eligibility and Conditions.— Family pension is payable at a uniform rate of 30% of pay subject to a minimum of ₹ 9,000 and a maximum of ₹ 75,000. It is paid only to one member of the family at a time in the order given below—

Member of family	Period	Eligibility	Other conditions
Widow or Widower (including a post-retiral spouse and judicially separated wife or husband)	Up to the date of death or re-marriage, whichever is earlier	Eligibility for family pension shall not be affected by the amount of her or his income from other sources	<p>If survived by more than one widow, shall be paid in equal shares.</p> <p>On the death or ineligibility of a widow, her share will be payable to her child or children, subject to eligibility.</p> <p>On re-marriage by the childless widow, family pension will continue till her income equals or exceeds minimum family pension and DR thereon.</p>

Member of family	Period	Eligibility	Other conditions
Children (including adopted children, stepchildren and children born after retirement of the pensioner)			<p>Paid in the order of their birth.</p> <p>To a minor through the guardian.</p> <p>To twin children, in equal share.</p> <p>If a Minor child, family pension will be paid through guardian.</p> <p>Children of void / voidable marriage also eligible for family pension.</p>
Son	Till marriage or he attains the age of 25 or starts earning his livelihood, whichever is earliest	Unmarried, below the age of twenty-five years and not earning his livelihood	<p>If suffering from a mental or physical disability (including adopted son or daughter, step son or daughter and son or daughter born after retirement of the pensioner) payable for life even after attaining the age of 25 years.</p> <p>Disability must have existed before the death of the Government servant or pensioner and his or her spouse.</p>
Daughter	Till marriage or starts earning her livelihood, whichever is earlier	Unmarried or widowed or divorced and not earning her livelihood	<p>Marriage by a child who is suffering from a disability will not render him or her ineligible for family pension.</p>
Parents (Paid to the Mother first, failing which to the Father)	For life	If not survived by a widow or widower or a child eligible for family pension or if the widow or widower and all children cease to be eligible for family pension.	<p>(1) If the parents were dependent on the Government servant or pensioner immediately before his or her death.</p> <p>(2) Parents receiving Family Pension are required to furnish a certificate to the PDA once in a year that they have not started earning their livelihood. If started to earn their livelihood, Family Pension payable to the parents should be stopped.</p> <p>— OM, dated 26-10-2022.</p>

Member of family	Period	Eligibility	Other conditions
Dependent Siblings	For life	If suffering from a mental or physical disability.	For life, if the siblings were wholly dependent up on the Government servant immediately before his or her death and the disability existed before the death of the Government servant or pensioner.

— Rule 50.

While determining eligibility for a family pension admissible consequent on death of a Government servant or pensioner, the family pension already drawn shall not be considered as income. —Rule 50 (12).

10. When both husband and wife are Government servants and one of them dies, family pension is payable to the surviving spouse. Thus a Government servant/pensioner can draw family pension in addition to salary/pension. On the death of both, the children of the deceased couple will be granted two family pensions, subject to the maximum of ₹ 1,25,000 if both or any one of the family pension is/are payable at enhanced rates. ₹ 75,000 if they are payable at normal rates. — Rule 50 (13).

11. If the Government servant dies while under suspension.— In such cases, the period of suspension will be treated as duty for all purposes including payment of pay and allowances. The family pension is payable to the eligible member of the family as in the case of death while in service. — FR 54-B.

12. Suspension of family pension when person is charged with the offence of murder of Government servant.— When the first eligible member of the family to receive family pension is charged with the offence of murdering the Government servant or for abetting in the crime and the payment of family pension to him/her remains suspended till conclusion of criminal proceedings. Family pension may be allowed to other eligible member of the family from the date following the date of death of Government servant during the period. When the spouse of the Government servant is charged with the offence of murdering the Government servant or for abetting in the commission of such an offence and the other eligible family member is a minor child of the deceased Government servant, the family pension to such minor child shall be payable through a duly appointed guardian, and the mother or father of the minor child (who is charged with the offence) shall not act as guardian for the purpose of drawal of family pension.

If the first eligible member is subsequently acquitted of the charge, the family pension shall become payable to that person from the date of such

acquittal and the family pension to other member of the family shall be discontinued from that date. The above provision shall also apply for the family pension becoming payable on the death of a Government servant after his retirement. — Rule 50 (14).

13. Co-authorization in PPO.— Permanently disabled child / children or sibling can be co-authorized in PPO issued to the retiring Government servant, if there is no other eligible prior claimant for family pension other than the spouse. The authorization shall be made in the PPO or by issuing a revised authority if a child / children or sibling is authorized for family pension after issue of the PPO. Only details of disabled child or sibling along with disability certificate will suffice, for processing the case of such a dependant for co-authorization in the PPO for family pension.

— GID, Rule 50.

14. Grant of family pension to a disabled child / sibling.— In case of grant of family pension to a disabled child, a disability certificate issued after the death of the employer / pensioner or his or her spouse for a disability which existed before their death may be accepted if he suffered from such disability on the crucial date i.e., on the date of death of pensioner / employee / spouse, whichever was later. The criteria for disabled sibling is same as above.

— GID, Rule 50.

15. Payment of two family pensions.— With effect from 24-9-2012, payment of two family pensions on death attributable to Government service of a re-employed pensioner.— Clarification.—

1. When a military / civil pensioner re-employed in civil service, dies and his death is attributable to Government service, family pension under CCS (EOP) Rules in respect of service in re-employment is admissible in addition to ordinary family pension in respect of the previous military / civil service.
2. Where, however, on death of a re-employed civil Government servant, the family is eligible for special/extraordinary family pension under the EOP Rules in respect of the first spell of service, family pension for the second spell of service will be admissible under the CCS (Pension) Rules, 1972 only.
3. The extraordinary family pension shall be granted only in one service. In no case, both the family pensions shall be granted under EOP Rules.

— GID (16), Rule 50.

16. Eligibility for two family pensions.— There is no restriction in CCS (Pension) Rules, 2021 on grant of family pension to a family member from two different sources in respect of the same Government servant / pensioner in the following cases :-

1. Military pensioner opted for family pension for the military service rendered by him.

2. A person who was already in receipt of family pension or was eligible therefor under any other rules of the Central Government or a State Government and or Public Sector Undertaking / Autonomous Body / Local Fund under the Central or a State Government.

However, the entitlement of two family pensions consequent to death of two different Government servants / pensioners shall be subject to the restrictions that the sum of both family pensions shall not exceed ₹ 1,25,000 p.m. / ₹ 75,000 p.m., as the case may be. — GID (20), Rule 50.

17. Family pension is admissible to post-retiral spouse / children born after retirement.— The family pension is admissible also to post-retiral spouses and children born / adopted legally after retirement.

— GID, Rule 50 (6).

18. Family pension to the family of a Missing Government servant / Pensioner / Family pensioner.— Family pension shall be payable from the date following the date up to which leave was sanctioned to the Government servant before he went missing / from the date following the date up to which pension or family pension has been paid to the pensioner or family pensioner who went missing or from the date on which a report was lodged with the concerned Police Station in the form of First Information Report or a Daily Diary Entry or a General Diary Entry, whichever is later.

The above will not apply in the case of a Government servant or a pensioner or a family pensioner who disappears and against whom allegation of fraud or embezzlement or any other crime is under investigation or who has been charged or convicted for such crimes. — Rule 51.

19. Family pension to the families of Central Government Employees absorbed permanently in Autonomous Bodies and Public Sector Undertakings.— The families of the employees are eligible for family pension under these Rules subject to certain conditions. — Order 9, Appendix-7

17. Authorization of Family Pension

[Swamy's — Pension Compilation]

Payment of provisional family pension on death of a Government servant during service.— If a claim for family pension has been received and the Head of Office is satisfied about the eligibility of that claim, he shall sanction provisional family pension within 15 days. The Head of Office shall issue a sanction letter endorsing a copy to the Accounts Officer.

The amount of provisional family pension shall not exceed the maximum family pension as admissible under Rule 50 of CCS (Pension) Rules.

The Head of Office shall draw the provisional family pension in the same manner as Pay and Allowances of the establishment are paid.

— Rule 75.

18. Entitlements of temporary employee

[Swamy's — Temporary Service Rules]

Same as for permanent employees

19. Medical Facilities to Pensioners / Family Pensioners

[Ministry of H & FW — A Compilation of the CGHS]

1. Central Government Health Scheme.— See Section 16.

2. Pensioners not covered by CGHS.— Pensioners who are not residing in areas covered by CGHS are entitled to medical allowance of ₹ 1,000 per month with effect from 1-7-2017. This will be drawn on the basis of the form for availing medical facilities under CGHS or Fixed Medical Allowance after retirement and an undertaking in the prescribed format given by the pensioner.

2-A. All the Pension Disbursing Authorities are required to obtain the above undertaking along with the Form, from pensioners before sanctioning Fixed Medical Allowance. An entry to this effect should also be made in their PPOs.
— OMs, dated 19-7-2017 and 31-1-2018.

2-B. Pensioners residing in non-CGHS covered areas, can avail FMA, can avail CGHS (OPD and IPD) by registering in the nearest CGHS city or avail FMA for OPD treatment and CGHS for IPD treatment, after making the required subscription as per CGHS guidelines.

— OMs, dated 18-12-2019 and 12-9-2022.

Clarification.— It is clarified that in cases where the existing pensioner / family pensioner was in receipt of Fixed Medical Allowance, the family pensioner next-in-line may be allowed Fixed Medical Allowance from the SAME DATE FROM WHICH HE BECOMES ELIGIBLE for family pension (NOT from the date of authorization of Family Pension) if he/she otherwise fulfils the conditions for grant of Fixed Medical Allowance.

— OM, dated 2-5-2014.

3. All Postal Dispensaries in India are converted into CGHS Wellness Centres.
— OM, dated 9-7-2013 and 29-7-2019.

4. Procedure for one time change of option from FMA to CGHS (OPD) facility and vice versa.—

- (i) *Pensioner / family pensioner residing in non-CGHS area shifting to a CGHS covered city -* He/she no longer remains eligible for FMA irrespective whether he/she avails the CGHS facility or not. It will be the responsibility of the Pensioner / Family Pensioner that on shifting from a non-CGHS area to a CGHS covered area and while requesting for change of address, he/she will apply to the

Bank in Form 2 for discontinuation of his/her FMA. The pension disbursing banks will automatically stop the FMA being paid to the Pensioner / Family Pensioner, irrespective whether or not the Pensioner / Family Pensioner has requested in Form-2 for stoppage of his/her FMA. Thereafter, it will be open to the Pensioner / Family Pensioner to apply to the CGHS authorities for issue of a CGHS card for both OPD and IPD facility, by payment of requisite CGHS contributions.

- (ii) *Pensioner / family pensioner residing in non-CGHS and availing FMA in lieu of OPD intends to avail CGHS for both OPD and IPD - same as (i) above.*
- (iii) *Pensioner / family pensioner availing CGHS / medical facility for both IPD and OPD, intends to avail FMA while residing or on shifting of residence to a non-CGHS area - He/she may apply to the CGHS authorities for surrender of OPD facility under CGHS. Thereafter, the Pensioner / Family Pensioner will submit an application to the Head of Office along with copy of the surrender certificate issued by CGHS authorities for issue of a revised pension payment authority for payment of FMA. Payment of FMA will be made from the date of issue of surrender certificate.*

— OM, dated 23-3-2022.

20. Pension through Public Sector Banks / Post Office Savings Bank

[Swamy's — Central Treasury Rules, Vol. I]

1. The facility to draw pension / family pension through Public Sector Banks is available to all Central Government Pensioners / family pensioners including pensioners / family pensioners of Department of Posts.

2. The facility to draw pension / family pension through Post Office Savings Bank is available to the pensioners / family pensioners of Departments of Posts, Telecommunication and Railways.

3. A retiring employee desiring to draw his pension through a branch of a Public Sector Bank authorized to disburse Government pensions should indicate in his application for pension (Form 6) the name of the Bank and the branch through which he wishes to draw his pension.

Simplification of pension procedure — submission of undertaking by along with pension papers—

- (i) The required undertaking (i.e. for refunding any excess payment made by the pension disbursing Bank) may be obtained by the Head of Office from the retiring Government servant along with Form 6 and other documents.

- (ii) The undertaking shall be forwarded to the pension disbursing bank with the PPO by the Accounts Officer / CPAO.
- (iii) The Bank shall credit the pension to the account of the pensioner as soon as the undertaking is received along with pension documents.
- (iv) The pensioner would no longer be required to visit the Bank to activate the first payment of pension.
- (v) There is no provision of submission of life certificate at the time of first credit of pension. Therefore banks are requested to advise their CPPC not to insist upon the life certificate from the pensioners at the time of first credit. — OM, dated 28-7-2014.
- (vi) The pensioner's copy of PPO may be handed over to the pensioner at the time of retirement along with other retirement dues after ascertaining that the Bank's copy has been despatched by CPAO.
- (vii) Employee posted at a location away from the office of Head of Office or any other reasons, may inform his option in writing while submitting his pension papers to the Head of Office to obtain the PPO from the Bank.

— GID (4), Rule 60 of CCS (Pension) Rules, 2021.

The pensioner should open a Savings / Current Account in his own name (not "joint" or "either or survivor" account) if he does not have a similar account already.

The pension may also be credited into a joint account operated by pensioner with his/her spouse in whose favour an authorization for family pension exists in the PPO. — OM, dated 9-6-2005 and Notfn., dated 12-7-2007.

On the death of a pensioner who has a joint bank account, the spouse may inform the bank through a simple letter, without Form 10 and request for commencement of family pension, along with a copy of death certificate, PPO, proof of own age / date of birth and an undertaking for recovery of excess payment.

Where the pensioner and his / her spouse do not have a joint bank account, the spouse of the deceased pensioner, will be required to provide death certificate along with Form 10 copy of PPO, if available and proof of age / date of birth. — GID (1), Rule 79 of CCS (Pension) Rules, 2021.

In cases where, on the death of pensioner and spouse, family pension has to pass over to another family member, procedure above should be followed if the family member has been co-authorized in the PPO. Otherwise, he may be advised to approach the office in which the pensioner last served for issue of a fresh PPO.

— GID (2), Rule 79 of CCS (Pension) Rules, 2021.

4. A retiring employee of the Railway, Posts and Telecommunication Department desiring to draw his pension through Post Office Savings Bank should apply in duplicate in the prescribed form through his Head of Office to the Post Office through which he desires to draw his pension after retirement, for opening a Savings Bank Pension Account in his name in that Post Office with an undertaking that excess payments credited to his account can be recovered by the Postal Department.

The authority issuing the PPO will forward both halves of PPO (only disburser's half in the case of Railway) along with the specimen signature and letter of undertaking of the retiring employee to the concerned Post Office through the Director of Postal Accounts concerned.

When the pensioner attends the Post Office, the Head / Sub-Postmaster will, on proper identification of the pensioner, open a separate Savings Bank Pension Account with the credit of the first pension payment observing the normal procedure of opening an SB Account. The Pensioner's half of PPO will be returned to the pensioner after making necessary entries.

5. **Monthly crediting is automatic.**— The pensioner need not present any bill. The Bank / P.O. will automatically credit the pensioner's account with pension including Dearness Relief, on the last working day of every month (and in any case, not later than the 7th of the month following) except for the month of March. For March, the credit will be on the first working day or within the 7th of April.

However, the pension including Dearness Relief for November and onwards will not be credited by the Bank / P.O. in case the pensioner fails to submit life certificate on due date. In case of failure to submit non-employment or employment/ re-employment certificate on due date, Dearness Relief for November and onwards will not be credited by the Bank / P.O. but pension will be credited.

6. **Life Certificate.**— Digital Life Certificate based on Aadhaar Bio-metric Authentication to be followed by Banks / POs. — OM, dated 14-11-2014.

The life certificate of Civil Pensioners / Family Pensioners is to be obtained by the authorized banks in a revised format from the pensioners, in November every year. The information like current address and telephone numbers collected are to be updated in the bank master data and the same is required to be sent to CPAO not later than the last week of December every year.

— OM, dated 31-10-2014.

To facilitate bank authorities, CPAO has prescribed a modified format of life certificate providing acknowledgement of the receipt of life certificate submitted by the pensioner in November every year. The acknowledgement is part of the format of life certificate which can be detached and given to the pensioner by the bank.

— OM, dated 16-10-2015.

All the Pensioners / Family Pensioners to register for Aadhaar and furnish information to the Pension Disbursing Authority to enable them update the 'Jeevan Pramaan'. — OM, dated 31-3-2015.

In order to update the Jeevan Pramaan, the following information should be furnished by the pensioner, for incorporation of Aadhaar Number in PPO Booklet.

1. PAN
2. Aadhaar No. (if available)
3. Mobile No. (if available)
4. e-mail ID (if available).

— OM, dated 2-6-2015.

In order to promote ease of living for Pensioners and minimize the cases of non-submission of Life Certificate by the pensioners and ensure uninterrupted disbursement of pension to them, all Pension disbursing banks shall send SMSs / E-mails to the pensioners on 24th October, 1st November, 15th November and 25th November, every year reminding them to submit their Annual Life Certificate by the stipulated date, i.e. 30th November.

They shall prepare an exception list as on 1st December every year, send SMS / e-mail to the pensioners to submit the Life Certificate, collect the Life Certificate through a doorstep visit by not charging above ₹ 60, if the Pensioner is interested. — OM, dated 17-1-2020.

7. Dearness Relief.— On receipt of Government's orders sanctioning increase in Dearness Relief, the Bank / P.O. will credit the amount due to the pensioners' account.

8. Payment of commutation amount.— On receipt of payment authority from the Accounts Officer concerned, the Bank / P.O. will credit the amount in the pensioner's account under advice to him.

9. Revision of pension.— When pension is revised, the Bank / P.O. on receipt of the amendment letter from the authority who issued the PPO, will obtain the pensioner's half from the pensioner and carry out the corrections in both the halves of PPO. The pensioner's half of PPO will be returned to the pensioner. The additional amount due will be credited in the account of the pensioner.

10. Additional amount of Retirement Gratuity.— Additional amount of retirement gratuity due to the pensioner as authorized by the authority issuing the PPO will be credited by the Bank / P.O. to the account of the pensioner under advice to him.

11. Arrears of pension on the death of the pensioner.— Pension is payable for the day of death of the pensioner. The Bank / P.O. will, on receipt of the death certificate of the pensioner, verify his account and recover overpayment, if any, made. Arrears of pension due will be disbursed to the nominee,

if the deceased pensioner had left behind a nomination either under Payment of Arrears of Pension (Nomination) Rules, 1983 or under P.O.S.B. Banks / Bank's Deposit Rules. If no such nomination exists, the Bank will seek instructions of the Accountant-General concerned, the P.O. will seek instructions of pension sanctioning authority regarding payment of arrears to the heir(s) of the deceased pensioner.

12. Family pension.— Family pension is authorized in the PPO itself. The claimant should furnish—

- (i) death certificate of the pensioner,
- (ii) application in the prescribed form for family pension,
- (iii) two copies of his / her photograph, and
- (iv) in the case of P.O., a letter of authority and undertaking in the prescribed form, for opening a SB Pension Account in his/her name.

All pension payment authorities (Banks) can accept self-certification from Family Pensioners in respect of their marital status as per format prescribed by CPAO.

— OM, dated 4-6-2015.

13. List of documents to be submitted by a claimant member of family (other than spouse) along with Form 10 for FP.— In a very rare case where the name of the claimant member is not available in the records of the Head of Office as well as Pay and Accounts Officer concerned and the claimant member also fails to submit a copy of PPO or Form 4 containing 'Details of Family' submitted earlier by the deceased employee / pensioner, the certificates prescribed in Form 10 may be accepted without attestation by the Gazetted Officers. In addition to these certificates, PAN Card, Matriculation Certificate, Passport, CGHS Card, Driving Licence, Voter's ID Card and Aadhar Number may also be accepted.

— OM, dated 8-12-2011 and GID (1),
Rule 79 of CCS (Pension) Rules, 2021.

14. Fixed medical allowance of ₹ 1,000 p.m.— The fixed medical allowance of ₹ 1,000 p.m. admissible to eligible pensioners / family pensioners will also be credited along with monthly pension / family pension.

15. Certificates / Declarations to be furnished by the pensioners / family pensioners to the Bank / P.O.—

- (i) Life certificate in November each year. Managers of Bank / Post-masters are empowered to issue life certificate.
- (ii) Senior pensioners aged 80 years and above shall be allowed to give their Life Certificate with effect from 1st October every year instead of November which would be valid till 30th November of the subsequent year.

The remaining pensioners below the age of 80 years may continue to give their Life Certificate in November as per existing provisions of CPAO Scheme booklet. — OM, dated 18-7-2019.

- (iii) The different modes available to a pensioner for submission of Annual Life Certificate, manually or digitally, are summarized below-
- (a) Can be recorded by Pension Disbursing Banks (PDBs), if the pensioner physically appears before PDA.
 - (b) When the pensioner submits the form signed by any 'designated official' specified for signing the Life Certificate, personal appearance will not be required.
 - (c) Pensioners can submit online from home through 'Jeevan Pramaan Portal'.
 - (d) India Post Payments Bank (IPPB) of Department of Posts along with Meity provide the facility of 'Doorstep service for submission of Digital Life Certificate through Postman and GDS'.
 - (e) DoP&PW has roped in an alliance comprising 12 Public Sector Banks for 'Door Step Banking' for collection of Life Certificates under the umbrella of Doorstep Banking through any of the 3 channels i.e., Mobile App, Website or Toll Free Number. — OM, dated 20-9-2021.
 - (f) Pensioners can also submit Life Certificates using the Face Authentication technology system based on UIDAI Aadhaar software whereby a Digital Life Certificate is generated from any Android-based smart phone by capturing the live photograph of the pensioner for online submission on the Jeevan Pramaan mobile application.— OM, dated 30-9-2022.
- (iv) Non-employment or employment / re-employment certificate in the month of November each year.
- (v) Those who retired as Group 'A' Officers, a declaration in May and November each year about (a) acceptance/non-acceptance of commercial employment within one year from the date of retirement and (b) acceptance / non-acceptance of employment under any Government outside India / an International Organization of which Government of India is not a member.
- (vi) Those pensioners / family pensioners drawing fixed medical allowance of ₹ 1,000 p.m., an undertaking to the effect that they are residing in area not covered by CGHS or other similar scheme administered by Central Government and form for availing FMA.
- (vii) Unmarried son(s) / daughter(s), dependent parents receiving family pension should furnish annual certificate to the effect

that their earning is not more than the minimum family pension along with Dearness Relief thereon.

- (viii) Unmarried son(s) / daughter(s) receiving family pension should furnish six-monthly certificate in regard to their marital status.
- (ix) Childless widow receiving family pension should furnish six-monthly certificates in regard to her income from other sources.

16. Pensioners / Family Pensioners residing abroad.— (a) For submission of Life Certificate, the following methods can be followed:-

1. If he/she is drawing pension through any bank included in the Second Schedule to the Reserve Bank of India Act, 1934, the life certificate may be signed by an officer of the Bank.
2. An authorized official of the Embassy of India / High Commission of India / Indian Consulates may issue the life certificate.
3. In case the pensioner is unable to visit the Embassy / Consulate, he/she may submit requisite documents by post to the Embassy / Consulate, including Doctor's Certificate showing the pensioner's inability to present himself / herself in person. Embassy of India / High Commission / Indian Consulate may also assist pensioners / family pensioners in submission of the Life Certificate.
4. A Pensioner, not resident in India, in respect of whom a duly authorized agent produces a Life Certificate, signed by a magistrate or a notary or an officer of an Indian authorized Bank or Diplomatic Representative of India, is exempted from personal appearance.
5. There have been complaints that life certificate submitted over the counter of pension paying branches are misplaced causing delay in payment of monthly pension. In order to alleviate the hardship faced by pensioners, agency banks are instructed to mandatorily issue duly signed acknowledgements. They were also advised to consider entering the receipt of life certificate in CBS and issue a system-generated acknowledgements which would serve the twin purpose of acknowledgement as well as real time update of records.
6. Pensioner / Family Pensioner can provide Digital Life Certificate online through Aadhaar based biometric authentication system, <https://jeevanpramaan.gov.in/>. — OM, dated 22-9-2021.

(b) For commencement of family pension, after demise of a pensioner residing abroad, following procedure will be followed —

1. In case the pensioner and spouse are holding a joint account, the requirement of Form 14 (now Form 10 of CCS (Pension) Rules, 2021) has been dispensed with. The spouse may inform the pension disbursing Bank of the death of the pensioner

and request the bank for commencement of family pension, through a simple letter. He/she may enclose a copy of death certificate of the pensioner, PPO, proof of his/her own age / date of birth and an undertaking for recovery of excess payment. In other cases, i.e., where the pension is not being credited to the joint bank account of the pensioner, Form 14 (now Form 10 of CCS (Pension) Rules, 2021) will be continued to be obtained by the banks from the family pensioner. However, the condition of attestation of Form 14 (now Form 10 of CCS (Pension) Rules, 2021) has been done away with and witnessing by two persons has been considered as sufficient.

2. In case of family pensioners who are unable to visit to India for personal identification, they may be allowed pension/family pension on the basis of a certificate to be issued by an authorized official of the Embassy of India/High Commission of India/Indian Consulate in the country where the pensioner is residing. This certificate is to be issued on verification of Pensioner/Family Pensioner on the basis of the photograph available in the PPO or on the basis of the photograph available on the Passport.
— OM, dated 20-2-2020.

17. Instructions for Pension Disbursing Authorities.—

- (i) The pensioner is no longer required to visit bank in person for credit of his first pension. The undertaking with regard to recovery of overpayment from pensioner is forwarded to concerned bank CPPC through CPAO along with the PPO. Bank will not insist for the presence of pensioner in order to activate their pension account.
- (ii) On death of a pensioner, the spouse is not required to submit Form 14 (now Form 10 of CCS (Pension) Rules, 2021), if he/she was having a joint account with the pensioner and authorization for payment of family pension exists in the Pension Payment Order (PPO) in his/her favour. In such cases, spouse will be required to provide only a copy of the death certificate to the pension paying branch in order to commence his/her family pension.
- (iii) Banks will not insist for opening a new account when the spouse was having a joint account with the pensioner and authorization for payment of family pension exists in the Pension Payment Order (PPO) in his/her favour.
- (iv) The declaration for taking up commercial employment after retirement is required from pensioners who have retired from Group 'A' services / posts. This declaration is required only in the first year after retirement of a Group 'A' Officer. If a pensioner declares that he has taken up commercial employment within

- one year from the date of retirement without obtaining permission of Government, pension disbursing bank will seek the orders of the Government through the CPAO before making further pension payments.
- (v) A pensioner is required to furnish a re-employment declaration once in a year i.e. in the month of November every year, if a pensioner is re-employed under the Central or State Government, or a Corporation / Company / Body / Bank.
 - (vi) A family pensioner, other than spouse, has to submit a declaration of non-earning his/her livelihood every year in the month of November. The declaration is, however, not required from the spouse for continuing his/her family pension.
 - (vii) A family pensioner, other than spouse, has to submit a declaration of non-marriage / non re-marriage every six months. If the spouse is a recipient of family pension, no certificate of remarriage is required to be furnished by him/her. At the time of commencement of family pension, an undertaking will be obtained from him/her to the effect that in the event of his/her remarriage, he/she will report the fact to the pension disbursing bank promptly. However, childless widow of deceased Government servant and disabled child of a pensioner / Government servant will continue to get family pension even if they get married / re-married.
 - (viii) If family pension has been sanctioned to a disabled child and the disability is temporary, the guardian of such disabled child shall produce disability certificate once in every 5 years to the effect that he/she continues to suffer from such disorder / disability in order to continue family pension. No fresh certificate of disability would be required in the case of a child with permanent disability. A disabled child will also be required to self-certify every year that he/she has not started earning his/her livelihood.
 - (ix) Restoration of commuted portion of pension after 15 years is to be made automatically by bank. Pensioner will not be asked to make application for restoration of commuted portion of pension. In cases where the date of commutation is not readily available in the PPO, the bank will obtain the information from the Accounts Officer who issued the PPO through Central Pension Accounting Office before restoring the commuted portion of pension. The amount of commuted pension will not be deducted from family pension.
 - (x) The additional quantum of pension / family pension will be paid on attaining the age 80 years and above. Additional pension is

paid from the first day of the month in which a pensioner / family pensioner completes the age of 80 years and above. Bank will not insist for any request / application from pensioners / family pensioners in order to pay additional pension to them.

— OMs, dated 18-7-2019 and 15-5-2020.

FREQUENTLY ASKED QUESTIONS

1. *Under what circumstance is a nominee debarred from receiving Retirement Gratuity / Death Gratuity?*

When a nominee is convicted for murder or abatement of murder of the employee, his/her share of gratuity will be paid to the other members of the family.

2. *What is the minimum period of service which should have been rendered by a deceased Government servant to be eligible for higher rate of family pension?*

From 1-10-2019, whereof a Government servant who died within 10 years before 1-10-2019, there is no condition of minimum service to be eligible for enhanced family pension.

3. *In the event of the dependent parents becoming directly eligible to receive family pension, when the deceased Government servant is not survived by a widow / widower or a child, are they eligible for family pension at enhanced rates?*

No, parents are eligible for family pension at ordinary rate only.

4. *Can the family of a Government servant be given the benefit of commutation of pension if the pensioner dies before exercising option?*

No.

5. *When a pensioner dies before completion of 15 years from the date of retirement, will the commuted portion of pension be recovered from the family pension?*

No. Family Pension will be paid in full.

25. National Pension System¹

[Swamy's — New Pension Scheme]

1. Implementation

The New Pension Scheme is applicable to all Central Government servants except the Armed Forces who are appointed on or after 1-1-2004.

— Notfn., dated 22-12-2003.

Central Government employees whose selection for appointment was finalized before 1-1-2004 after being declared successful for recruitment in the results declared on or before 31-12-2003 against vacancies occurring on or before 31-12-2003 will be covered under CCS (Pension) Rules, 1972, subject to exercising of option before 31-5-2020. — OM, dated 17-2-2020.

Coverage under Central Civil Services (Pension) Rules, 1972, in place of National Pension System in terms of DoP&PW's OM, dated 17-2-2020 - Clarifications.—

Sl. No.	Issue raised	Clarification
1.	A Government servant joined in a Department / Office of the Central Government on or after 1-1-2004 on the basis of results declared before 1-1-2004 against vacancies occurred prior to 1-1-2004 and thereafter joined another Central Government Department / Office with proper permission after tendering technical resignation. Can the option exercised by such a Government servant be considered in accordance with the OM, dated 17-2-2020 and, if so, which Department / office	Such a Government servant is also eligible to exercise option under OM, dated 17-2-2020. A decision on the option shall be taken by the appointing authority of the post in the Department / Office for which such option is exercised by Government servant. In case the Government servant has submitted his option in his latest Department / Office, that Department / Office shall forward the option to the concerned Department / Office, for taking an appropriate decision. The decision taken by the concerned Department / Office shall be communicated to his latest Department. In such cases, the instructions relating to mobility as contained in this Department's O.Ms. No. 28/30/2004-P&PW(B), dated 26-7-2005 and 28-10-2009 shall also be applicable and further action for counting of past service for pension / gratuity shall

1. G.I., Min. of Law and Justice, OM, dated 18 / 19-9-2013.

Sl. No.	Issue raised	Clarification
2.	<p>will take a decision on such option?</p> <p>Will the instructions contained in the OM, dated 17-2-2020 be applicable in the case of Government servants who joined on or after 1-1-2004 on appointment on compassionate grounds. If so, how will the eligibility of such Government servants to exercise option under OM, dated 17-2-2020 be determined?</p>	<p>be taken in accordance with the CCS (Pension) Rules, 1972 by the latest Department / Office.</p> <p>Government servant, who joined on or after 1-1-2004 on appointment on compassionate grounds, shall be eligible to exercise option in terms of the OM, dated 17-2-2020, if the competent authority had taken the decision on the recommendation of the Screening / Selection Committee to appoint the Government servant on compassionate grounds before 1-1-2004.</p>

— Clarification 1 & 4, GIO (21-B).

2. Registration and Emoluments

1. Registration into NPS.— Immediately on joining service, a Government employee must submit his application along with option. The Central Recordkeeping Agency shall complete registration process and allocate a Permanent Retirement Account Number (PRAN). The Head of Office shall intimate the PRAN to the Subscriber and record the same in the Service Book. — Rule 4.

2. Emoluments.— ‘Emoluments’ for the purpose of determining the amount of mandatory contribution under the NPS includes basic pay as defined in FR 9 (21) (a) (i), NPA and DA.

Re-employed retired Subscriber.— Where pay on re-employment has been reduced by an amount not exceeding his monthly pension, the element of monthly pension by which his pay is reduced shall be included in emoluments.

On leave.— Leave salary actually drawn. When leave is granted to the Subscriber on medical ground or due to his inability to join or rejoin duty on account of civil commotion, or for pursuing higher studies, and during such leave, leave salary is not payable or is payable at a rate which is less than full pay, notional emoluments will be taken.

On deputation. — the pay drawn.

On suspension. — the subsistence allowance drawn.

On Foreign service.— the pay which he would have drawn had he not been on foreign service. — Rule 5 and OM, dated 25-10-2022.

3. Contribution

3. Contribution by subscriber.—

- a. With effect from 1-4-2019, the monthly contribution would be **ten per cent** of the Basic Pay *plus* Dearness Allowance (DA) to be paid by the employee and the contribution shall be rounded off to the next higher rupee. Recovery will commence from the month following the month of joining the Government service.
- b. During suspension, if he elects to pay for the period of suspension, the subscription will be based on emoluments allowed for the period of suspension. The difference of the amount of contribution to be deposited and the amount of contribution already deposited shall be credited to the individual pension account along with interest.
- c. During HPL, the subscription will be based on leave salary.
- d. During EOL including on medical grounds, no contribution either from Government servants or from Government.
- e. Subscriber shall contribute during probation. — Rule 6.
- f. Pension Contribution during foreign service.— Refer Sl. No. 3 of Section 6. **Deputation and Foreign Service.**

4. Contribution by the Government.— The Government shall make contribution of **fourteen per cent** of the emoluments of a Government servant every month. The amount of contribution shall be rounded off to the next higher rupee. — Rule 7.

The above is extended to the employees of Central Autonomous Bodies covered under NPS. — OM, dated 26-8-2021.

5. Interest on delayed deposit of contributions.— The interest shall be credited to the Individual Pension Account of the employee within a period of thirty days of the crediting of the amount of contribution. The rate of interest for this purpose would be the rate of interest, as decided by the Government from time to time, for the Public Provident Fund deposits. — Rule 8.

6. Investment of the Accumulated Pension Corpus.— The Accumulated Pension Corpus in respect of a Subscriber shall be invested by such pension fund or funds and in such manner as may be notified by the Authority. — Rule 9.

4. Option to avail benefits

7. Option to avail benefits on death or invalidation or disability of Subscriber during service.—

- a. At the time of joining service, every Government servant must submit an option along with details of family for availing benefits under the NPS or under the Pension Rules or EOP Rules in the event of his death or boarding out on account of disablement or retirement on invalidation.
- b. The option exercised may be revised any number of times by the Subscriber before his retirement by making a fresh option.
- c. In the case of death of a Subscriber while in service, the last option exercised before his death shall be treated as final and the family shall have no right to revise the option.
- d. If no option is exercised and he dies before completion of fifteen years of service or within three years of the notification of these rules, his family will be granted family pension in accordance with the provisions of the Pension Rules or Extraordinary Pension Rules, as the case may be, as a default option.
- e. When discharged from service on invalidation or disability before completion of service of fifteen years or within three years of the notification of these rules without exercising an option, and is also not in a position to exercise an option at the time of discharge, he will be granted invalid pension or disability pension in accordance with the provisions of Pension Rules or Extraordinary Pension Rules, as the case may be, as default option.
- f. In all other cases, where no option was exercised by the Subscriber, the claim of the Subscriber on discharge from the service and that of the family on death of the Subscriber, shall be regulated in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015, as default option.
- g. In cases where the option exercised by the deceased Subscriber for benefit under Pension Rules or Extraordinary Pension Rules becomes infructuous on account of non-availability of an eligible member of the family for grant of family pension, such option would be deemed to have become invalid and the benefits admissible under the National Pension System shall be granted to the legal heir(s) of the employee. — Rule 10.

5. Benefits on Retirement

8. **Retirement on superannuation.**— On superannuation he shall be entitled to benefits as admissible under the Pension Fund Regulatory and

Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015. — Rule 11.

9. Retirement on completion of twenty years' regular service.— On completion of 20 years service, he may retire by giving notice of not less than three months in writing to the Appointing Authority.

“Regular service” shall mean service commencing from the date of joining of a post in the Central Government on a regular basis, whether on direct recruitment or absorption or re-employment basis, and shall include past regular service, in the same or another Central Government Department, a State Government or an autonomous or statutory body, before joining the present service with proper permission, if such past service is allowed to be counted as qualifying service for the purpose of gratuity in accordance with the orders issued by the Government from time to time. It includes period spent on all kinds of leave (including study leave and extraordinary leave), deputation or foreign service, duly sanctioned by the Competent Authority but does not include service rendered on casual, *ad hoc* or contract basis, before appointment on regular basis, in the same or another Central Government Department, a State Government or an autonomous or statutory body.

1. The notice of voluntary retirement shall require acceptance by the Appointing Authority.
2. Subscriber, may withdraw his notice with the specific approval of such authority if the request for withdrawal is made at least fifteen days before the intended date of his retirement.
3. The Subscriber, on voluntary retirement from service, shall be entitled to benefits admissible under the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 to the Subscriber retiring on superannuation.
4. If the Subscriber intends to continue his Individual Pension Account or to defer payment of benefits under the National Pension System beyond the date of retirement, he shall exercise an option in this regard in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015. — Rule 12.

6. Effect of resignation / absorption / dismissal

10. Resignation from Government service.— On resignation, unless it is allowed to be withdrawn in the public interest by the appointing authority, the lump sum and the annuity out of the Subscriber's accumulated pension corpus shall be paid to him in accordance with the regulations notified by the Authority as admissible in the case of exit of a Subscriber from the National Pension System before superannuation after a period of

ninety days from the date on which the resignation becomes effective and the Subscriber is relieved of his duty. If he dies before the expiry of a period of ninety days from the date on which the resignation becomes effective, the payment shall be made to the person eligible to receive such payment as admissible in the case of exit of a Subscriber from the NPS before superannuation.

If the resignation has been submitted, with proper permission to take up another appointment, whether temporary or permanent, in the same or any other Department of the Central Government or the State Government and the employees of such Department are covered by the NPS, the Subscriber shall continue to subscribe to the NPS. — Rule 14.

11. Benefit on absorption in or under a corporation, company or body.— A Subscriber who has been permitted to be absorbed shall be eligible to receive benefits as admissible in the case of exit of Subscriber on superannuation. — Rule 15

12. Effect of compulsory retirement or dismissal or removal.— When compulsorily retired from service as a penalty or is dismissed or removed from Government service, the lumpsum and the annuity out of his accumulated pension corpus shall be paid to him as admissible in the case of exit of a Subscriber from the National Pension System before superannuation.

— Rule 18.

7. Effect of disciplinary or judicial proceedings

Proceedings which were instituted while the Subscriber was in service but are not concluded before retirement or the judicial proceedings instituted after retirement of the Subscriber, shall not affect the benefits payable to the Subscriber and the lumpsum and the annuity out of his accumulated pension corpus shall be paid to him in accordance with the regulations notified by the Authority as admissible in the case of exit of a Subscriber from the National Pension System on superannuation.

Further, as per Rule 5 of the CCS (Payment of Gratuity under NPS) Rules, 2021 that if, in any departmental or judicial proceedings instituted while the Government servant was in service, he is found guilty of grave misconduct or negligence, his gratuity may be withheld either in full or in part, and recovery may be ordered from gratuity of the whole or part of any pecuniary loss caused to the Government.

After the retirement of the Government servant, the departmental proceedings shall be deemed to be proceedings under Rule 5 and shall be continued and concluded by the authority by which they were commenced in the same manner as if the Government servant had continued in service. No gratuity shall be payable to the Government servant until the conclusion of the proceedings and issue of final orders thereon.

— Rule 19 and OM, dated 27-10-2022.

8. Entitlement for family on death of a Subscriber

On death of a subscriber, action will be taken by the Head of Office for disbursement of benefits in accordance with the Central Civil Services (Pension) Rules, 1972. If the death is attributable to Government service, further action will be taken by the Head of Office for disbursement of benefits in accordance with Extraordinary Pension Rules. The Government contribution and returns thereon in the accumulated pension corpus of the Subscriber shall be transferred to Government account. The remaining accumulated pension corpus shall be paid in lumpsum to the person(s) in whose favour a nomination has been made. If there is no such nomination or if the nomination made does not subsist, the amount of remaining accumulated pension corpus shall be paid to the legal heir(s). — Rule 20.

9. Benefits to the families of Government servants who go missing during service

When a Government servant goes missing, the benefits of family pension may be paid to the family if he had exercised option for benefits under CCS (Pension) Rules on death or discharge from service on disability / invalidation. The benefit of arrears of salary, retirement gratuity and leave encashment shall be paid to the family in all cases where a Government employee covered under NPS goes missing during service, irrespective of whether the employee had exercised option for benefits under CCS (Pension) Rules or under the PFRDA (Exits and Withdrawals under NPS) Regulations, 2015. Payment of the benefits to the family of the missing Government servant would, however, be subject to the conditions and procedural requirements, as mentioned in this Department's OM, dated 25-6-2013.

If a Government servant goes missing during service and his family is given family pension under CCS (Pension) Rules or CCS (EOP) Rules, the PRAN under National Pension System would remain suspended till he re-appears or till he is declared dead in accordance with the law. In the event of his re-appearance, the NPS account would be re-activated and the same account under NPS will become operative. Recoveries of payments made to the family of missing NPS employee would be made from the indemnifier as provided under OM, dated 25-6-2013. However, in the event of Government servant being declared dead at any time or after seven years, Government contribution and returns thereon from the accumulated pension corpus under NPS would be transferred to the Government account and remaining corpus comprising of employees' contribution and returns thereon would be paid to the nominee or legal heir, as the case may be in accordance with CCS (Implementation of NPS) Rules, 2021 and family will keep getting benefits as per CCS (Pension) Rules or CCS (EOP) Rules, as the case may be.

Interest on delayed payment of retirement gratuity would be paid at the rates and manner applicable for Public Provident Funds deposits from time to time.

In all those cases where on re-appearing of Government servant whose whereabouts were not known, and where benefits under DoP&PW., OM, dated 25-6-2013 have been paid, the quantum of family pension awarded exceeds the recoverable emoluments, the matter needs to be settled in consultation with Department of Pension and Pensioners' Welfare and Department of Expenditure. — OM, dated 28-4-2022.

10. Partial Withdrawal

Following are the conditions of Partial Withdrawal:-

- (a) Subscriber should be in NPS system for 3 years.
- (b) Withdrawal amount will not exceed 25% of the contributions made by the Subscriber.
- (c) Withdrawal is allowed only against the specified reasons-
 - (i) Higher education of children.
 - (ii) Marriage of children.
 - (iii) For the purchase / construction of residential house or flat in his or her own name or in a joint name with his or her legally wedded spouse. In case the Subscriber already owns either individually or in the joint name a residential house or flat, other than ancestral property, no withdrawal under these regulations shall be permitted.
 - (iv) For treatment of specified illnesses - suffered by Subscriber, his legally wedded spouse, children including a legally adopted child and dependent parents.
- (d) A Subscriber is allowed to withdraw to a maximum of three times during the entire tenure of subscription.
- (e) *Ease of Partial withdrawal of NPS subscribers through self-declaration.*- The subscribers shall be allowed partial withdrawal based on self-declaration and thereby doing away with the submission of supporting documents to substantiate the reasons for partial withdrawal, subject to fulfilment of all other process as per OM. — OM, dated 14-1-2021.

Permission of partial withdrawals towards treatment of specified illnesses — COVID-19 as a pandemic.— As "COVID-19" has been declared as a critical illness which is life-threatening in nature (a) The partial withdrawals shall be permitted to fulfil financial needs of the subscribers, if required to him/her against the request placed for partial withdrawals towards treatment

of illness of subscriber, his legally wedded spouse, children, including a legally adopted child or dependent parents as mentioned in Regulation 8 (1) (A) (d) of the said regulations.

(b) The other terms and conditions as prescribed under Regulation 8 of the PFRDA (Exits and Withdrawals under NPS) Regulations, 2015 and amendments thereto shall continue to be applicable regarding defining of limits and frequencies.

(c) Documentation

The Nodal Office/PoPs/Aggregators would ensure that the subscriber has provided the following documents before authorizing partial withdrawals.-

- (1) Medical Certificate
- (2) Formal request for partial withdrawal.

— PFRDA, Circular, dated 9-4-2020.

11. Exit / Withdrawal

Norms for lumpsum payment of corpus

Category	Limit for lumpsum payment (lakhs)	Government Sector
Premature Exit (Exit before 60 years / Superannuation) For building a long-term retirement wealth in an optimum manner, the subscribers may prefer to contribute under NPS till normal exit	2.5	<ol style="list-style-type: none"> a. If the corpus is equal to or below 2.5 lakh, lumpsum is payable. b. If the corpus is higher than 2.5 lakh, at least 80% of the accumulated pension wealth has to be utilized for purchase of an Annuity providing for monthly pension to the Subscriber. The balance 20% is payable as lumpsum to the Subscriber.
Normal exit (60 years or beyond and Superannuation)	5	<ol style="list-style-type: none"> a. Lumpsum withdrawal allowed if the corpus is equal to or below 5 lakhs. b. If the corpus is more than 5 lakhs, at least 40% of the accumulated pension wealth of the Subscriber has to be utilized for purchase of an Annuity providing for monthly pension to the Subscriber. The balance 60% is paid as lumpsum.
Unfortunate Death of Subscriber	5	<ol style="list-style-type: none"> a. Lumpsum is payable to nominees / legal heirs if the corpus is less than or equal to 5 lakhs. b. If the corpus is higher than 5 lakhs, at least 80% of the accumulated pension wealth of the Subscriber has to be utilized for purchase of Default Annuity* by dependants and the balance 20% is paid as lumpsum to the nominee / legal heir.

Category	Limit for lumpsum payment (lakhs)	Government Sector
		c. If none of the dependent family members (spouse, mother and father) are alive unfortunately, 20% is to be paid as lumpsum to the nominee/legal heir. The balance corpus i.e. 80 % is payable to the surviving children of the Subscriber or to the legal heirs.

*Default Annuity Scheme provides for Annuity for life of the Subscriber and the spouse with provision for return of purchase price of the Annuity. Upon the demise of such annuitants, the Annuity be re-issued to the family members. After the coverage of the family members, the purchase price shall be returned to the surviving children of the Subscriber and in the absence of children, the legal heirs of the Subscriber, as may be applicable.

— PFRDA, Circular, dated 21-9-2021.



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12. Payment of Gratuity under NPS Rules

(Swamy's Payment of Gratuity under NPS Rules, 2021)

1. Retirement Gratuity.— A Government servant, who has completed five years' qualifying service and-

- retires on attaining the age of superannuation, or on invalidation, or is retired, in advance of the age of superannuation in accordance with FR 56 or Rule 12 of the CCS (Implementation of National Pension System) Rules, 2021; or
- on being declared surplus to the establishment in which he was serving, opts for Special Voluntary Retirement Scheme relating to voluntary retirement of surplus employees; or
- has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or a State Government or in or under a body controlled or financed by the Central Government or a State Government,

shall be granted retirement gratuity equal to $\frac{1}{4}$ th of his emoluments for each completed six monthly period of qualifying service, subject to a maximum of $16\frac{1}{2}$ times the emoluments. Amount of gratuity shall not exceed ₹ 20 lakhs.

— Rule 22 (1).

2. Death Gratuity.— The family of a Government servant, who dies while in service, shall be paid death gratuity at rates given below -

Sl. No.	Length of qualifying service	Rate of death gratuity
(i)	Less than one year	Two times of emoluments.
(ii)	One year or more but less than five years	Six times of emoluments.
(iii)	Five years or more but less than eleven years	Twelve times of emoluments.
(iv)	Eleven years or more but less than twenty years	Twenty times of emoluments.
(v)	Twenty years or more	Half of emoluments for every completed six monthly period of qualifying service, subject to a maximum of thirty-three times of emoluments.

Amount of gratuity shall not exceed ₹ 20 lakhs. — Rule 22 (2).

In the event of discharge of a Government servant covered under NPS from service on account of invalidation or disablement and who has availed benefits from his accumulated pension corpus, in addition to the benefits available under NPS, death gratuity will also be admissible to him.

— OM, dated 28-10-2022.

3. Rounding off.— The amount of Gratuity should be rounded off to the next higher rupee.

4. Residuary Gratuity.— When an employee dies within five years after retirement, and the total amount actually received by him on account of such annuity under National Pension System together with the retirement gratuity admissible are less than the amount equal to twelve times of his emoluments, a residuary gratuity equal to the deficiency is granted to his family. This is 'Residuary Gratuity'.

— Rule 22 (4).

5. Family means.—

- (i) wife or wives including judicially separated wife or wives in the case of a male Government servant;
- (ii) husband, including judicially separated husband in the case of a female Government servant;
- (iii) sons including stepsons and adopted sons;
- (iv) unmarried daughters including stepdaughters and adopted daughters;

- (v) widowed or divorced daughters including stepdaughters and adopted daughters;
- (vi) father, including adoptive parents in the case of individuals whose personal law permits adoption;
- (vii) mother, including adoptive parents in the case of individuals whose personal law permits adoption;
- (viii) brothers below the age of eighteen years including stepbrothers;
- (ix) unmarried sisters and widowed sisters including stepsisters;
- (x) married daughters, and
- (xi) children of a pre-deceased son. — Rule 22 (5).

6. Nomination.— Every employee should make a nomination in Form 2, conferring on one or more persons the right to receive the retirement gratuity or death gratuity. Nomination to be made in the following manner -

(A) *If the official has a family.*— Only in favour of any person or persons of his family

(B) *If the official has no family.*— Can be in favour of a person or persons, or a body of individuals, whether incorporated or not. Such nomination should specify the amount of share payable to each of the nominees, and should cover the entire amount of gratuity. The nomination made shall become invalid in the event of the Government servant subsequently acquiring a family.

Nomination made should be entered in the Service Book. — Rule 23.

7. Payment where there is no nomination.— Retirement gratuity remaining unpaid will be paid in equal shares to all such members, if there are one or more surviving members of the family as specified in Clauses (i), (ii), (iii), (iv) and (v) of Para. 5 above. If there are none in that category, but there are one or more members as specified in Clauses (vi), (vii), (viii), (ix), (x) and (xi) *ibid*, to all such members in equal shares. — Rule 24.

8. Emoluments for the purpose of retirement / death gratuity means the basic pay as defined in FR 9 (21) (a) (i), which a Government servant was receiving immediately before his retirement or on the date of his death and shall also include DA and NPA. If the emoluments have been reduced during the last ten months of service otherwise than as a penalty, average emoluments shall be treated as emoluments. — Rules 6 and 7.

9. Invalid gratuity.— Invalid Gratuity will be granted to a Government servant who retires from the service on account of any bodily or mental infirmity which permanently incapacitated him for the service and who had exercised option or in whose case the default option under Rule 10 of CCS (Implementation of NPS) Rules, is for availing benefits under National Pension System. If the official had opted for availing benefits under the CCS (Pension) Rules or the CCS (EOP) Rules and in whose case the

provisions of the Rights of Persons with Disabilities Act, 2016 are not applicable, further action will be taken by the Head of Office for disbursement of benefits in accordance with the CCS (Pension) Rules or the CCS (EOP) Rules.

— Rule 28.

10. Gratuity on compulsory retirement.— A Government servant compulsorily retired from service as a penalty will be granted gratuity at a rate not less than two-thirds of gratuity admissible.

— Rule 29.

11. Gratuity in case of missing employee.— Where a Government servant is missing, retirement gratuity will be paid to the family after lodging FIR and applying to the Head of Office after 6 months, observing the formalities.

— Rule 33.

12. Recovery of Government dues.— Government dues as ascertained and assessed by the Head of Office outstanding can be adjusted against the amount of the retirement gratuity.

— Rule 45.

FREQUENTLY ASKED QUESTIONS

1. *What is a PRAN? Can a Subscriber obtain more than one PRAN?*

PRAN is the short form of Permanent Retirement Account Number, a unique number provided to each subscriber under NPS which is portable across locations and employments. A Subscriber is permitted to obtain only one PRAN which is unique, permanent and portable across employments.

2. *Is it mandatory to make a nomination under NPS?*

A Subscriber, at the time of joining NPS is required to make a nomination mandatorily, in the prescribed form, conferring on one or more persons the right to receive the amount.

3. *What are the documents to be submitted for partial withdrawal?*

Type of withdrawal	Documents required
For Higher Education.	Copy of admission letter along with Fee schedule.
For marriage of children.	Self-declaration.
For purchase or construction of a house or flat in his/her name or jointly along with a legally wedded spouse.	Photocopy of title documents, approved plan and self-declaration OR Loan offer letter and self-declaration.
For treatment of specified illnesses of Subscriber, spouse, children or dependent parents.	Certificate from Doctor.

26. Other Service Matters

[Swamy's — FR & SR, Part-I]

1. Service Book

1. Service Book maintenance.— (a) Necessary for all non-Gazetted officials except those appointed against temporary vacancies of not more than a year and for all Gazetted Officers. The Service Book will be opened from the date of the first appointment in the prescribed form.

— SRs. 196, 197.

(b) It should be maintained in duplicate. First copy should be retained and maintained by the Head of the office and the second copy given to the Government servant for safe custody. In January every year, the Government servant shall hand over his copy to his office for updation, which should be returned within thirty days of its receipt. Fee for replacement of a lost copy to the Government servant is ₹ 500.

— Rule 288 (1) to 288 (5) of GFR 2017.

(c) Creation and Maintenance of Service Records in e-format available in e-Office under e-governance may also be considered.— OM, dated 23-10-2013.

(d) Maintenance of Service Book in electronic format in e-Service Book module available under the e-Office Mission Mode Project has been implemented.

— GID (2), Rule SR-198.

(e) The Service Book of a Government servant is to be transferred from parent Department to present Department on Technical Resignation.

— GID (3), Rule SR-198.

2. Entries and Attestation.— Every step in official's career should be recorded and each entry attested by Head of Office who will ensure that the entries are correct and also that there is no erasure, overwriting, etc. Entries/attestation in the Service Book of Head of Office will be made by next higher authority. Head of Office may also authorize a junior officer to attest Service Book entries on his behalf. In such cases, entries/attestation in the Service Book of such authorized officer will be made by Head of Office.

— SR 199.

3. Certain Special Entries.—

(i) *Suspension.*— Period of every suspension and other interruption of service should be entered with full details of its duration, reference to Order, etc. Entry should be made across the page and duly attested.— SR 200.

(ii) *Reduction to a lower post.*— Reason for reduction should be briefly recorded. — SR 201.

(iii) *Technical resignation.*— Against the entry of a technical resignation, it should be clearly indicated that the benefit(s) under Rule 26 (3) of Pension Rules are admissible. No separate orders are required in this regard. However, reference to the Order will be given together with the entry for relief of the official. — GIO (5), Rule 26 (3) of Pension Rules.

4. GPF account number.— To be entered on the right hand top of Page 1 by means of a rubber stamp as soon as the official is admitted to GPF. — GIO (6), SR 199.

5. Home Town.— Declaration submitted under LTC Scheme to be kept in Service Book. — GIO (9), SR 199.

6. CGEGI Scheme.— (i) Nomination under the Central Government Employees' Group Insurance Scheme will be pasted in Service Book, duly countersigned by Head of Office. — GIO (7), SR 199.

(ii) Sufficient number of Form No. 13 will be pasted in Service Book and the entries for recoveries, etc., made. Every year, in the month of January, Head of Office will record a certificate in Column 7 in the following form.

"Subscription at the rate of ₹ appropriate to Group of the Scheme recovered from pay and allowance for the period from January to December". — GIO (8), SR 199.

7. Need for proper maintenance of Service Book.— Proper maintenance of Service Book is necessary to eliminate possible delay in authorization/ payment of pension. Orders of Competent Authority will be obtained in cases of breaks in service, etc., invariably at the same time as the occasion arises and noted in Service Book. In the case of EOL, it should be specified if it is with MC or for prosecution of studies, etc. — GIO (2), SR 202.

8. Service Book to be shown to the official every year.— Service Book is required to be shown to the official every year and his signature obtained. The Government servant will ensure that his services have duly been verified and certified as such, before affixing his signature. Signature of official in foreign service will be obtained after the Accounts Officer has made necessary entries connected with foreign service. Head of Office will furnish a certificate to the next higher authority every year that this requirement, i.e., showing the Service Book to the official and obtaining his signature therein has been complied with in respect of the previous financial year in all cases. — SR 202.

9. Practical guidelines on the maintenance of Service Book.— Instructions/guidelines contained on the inner cover pages of the printed

Service Book will be followed. In addition, some practical guidelines are below:—

(i) *Opening of Service Book.*— Name to be written both in English and in Hindi on the outer cover. Reference to the original documents verified to be made for (a) Date of Birth, (b) Educational Qualifications, (c) Technical Qualifications and (d) Caste Certificates for SC/ST/OBCs.

(ii) *Permanent home address.*— To be mentioned in Column 11 as declared in the Attestation Forms. (This is different from Home Town Declaration under LTC Rules.)

(iii) *Opening entries in Part-IV.*— In Column 2, date of appointment with clear indication 'forenoon' or 'afternoon' to be entered. In Column 4, designation, scale of pay and name of office to be entered. Pay (normally minimum of the scale for new entrants) to be mentioned in Column 6. Entries in Column 5 to be made only after the official is confirmed. In Column 7, reference to appointment order should be given. Attestation to be made in Column 8.

(iv) *Entries in Columns 2 & 3.*— Entry in Column 3 against entry already made in Column 2 will arise on the grant of annual increment or relief on transfer, etc. If entry in Column 3 is for annual increments, simultaneous entry under Column 2 as next entry to be made. (Example: for increment on 1st January, entry in Column 3 will be 31st December and in Column 2 as next entry will be 1st January with the new pay shown in Column 6 or 5, as the case may be). Same principle followed for promotions/reversions, etc.

(v) *Leave entries.*— In the new form of Service Book, leave entries also to be made under Column 7. Entries to be as brief as possible to utilize minimum space. In the case of EOL indication whether 'with MC' or 'without MC', etc., to be clearly made.

(vi) *Special kinds of leave.*— Maternity Leave, Study Leave, Child Adoption Leave, Child Care Leave, Paternity Leave, etc., which do not affect leave account to be entered in the Remarks Column (Column 11).

(vii) The leave account for child care leave to be maintained in the pro forma prescribed in DoP&T., OM, dated 29-9-2008 and should be kept along with the Service Book.

(viii) *Entries in the body of the Service Book.*— Important events, e.g., suspension, reversion as a penalty, confirmation, termination of probation, fixation of pay in revised scale, stepping up of pay, etc., to be entered in the body of the Service Book giving reference to authority. Also specific entry as to whether period(s) of EXOL/Suspension will or will not count as qualifying service for pension should be made.

(ix) Respective Aadhaar Number of all Government employees shall be entered in their Service Books.— GIO (10) and OM, dated 5-8-2015, SR-199.

10. Stock of Service Books and periodical verification.— For safe custody of Service Book, maintenance of 'Register of Service Books' is necessary. Entries should be made in this Register as and when new Service Books are opened or received from other offices, etc., and when they are sent to other offices. Service Books of officials who have retired or otherwise ceased to be in service should be retained for at least three years. Such cases may be entered in a separate register or on separate pages in the same register. Stock of Service Books should be verified annually and certified.

2. Verification of Services

[Swamy's — FR & SR, Part-I and Pension Compilation]

1. Annual verification of services.— Verification of services will be completed annually along with pay bills for the month of April every year and certificate of verification recorded in the Service Book after ensuring correctness of the entries.
— GIO (1), SR 202.

2. Procedure for verification.— Main record will be Pay Bills/Pay Bills Register. Pay drawn during the year as entered in Pay Bills Register or Office copies of Pay Bills should agree with entries in Service Book. In some cases, leave salary drawn would have been noted in Pay Bills but leave entry omitted in Service Book. In some cases, leave entries are made in Service Book and leave salary adjustment would not have been made in Pay Bills in the case of HPL /EOL, etc. All such adjustments are required to be made before verification certificate is recorded. Wherever necessary, personal files, leave files, etc., will be verified, particularly in the case of suspensions to see whether period counts as duty or not for pension.

3. Recording of certificate.— After verification, certificate to be recorded and attested in the following form:

"Certified that services up to verified with Pay Bills and other records."

It should be ensured that verification is done from the date following the date mentioned in the earlier certificate, so that no period is left uncovered.

4. In the case of transfers.— Certificate will be recorded for the period up to the date for which pay is drawn by the office, even if it is part of the month/year. The new office should verify whether certificate has been recorded correctly and agrees with LPC.

5. Foreign service.— No certificate will be recorded by the departmental officers. Certificate will be recorded by the Accounts Officers only as per SR 203.

6. Verification and communication of qualifying service after 18 years of service or 5 years before retirement.— Verification of services of the Government servant should be completed on completion of 18 years of service or 5 years before date of retirement and a certificate

in the prescribed Format 4 issued to him. Qualifying service indicated in this certificate will be treated as final up to that date and it will not be re-opened except when necessitated due to change of rules, etc.

— Rule 30 of CCS (Pension) Rules, 2021.

7. Verification for the remaining period.— Before submitting pension papers to the pension sanctioning authority, verification will be completed for the remaining period of service up to retirement.

3. Date of Birth and its subsequent alteration

[Swamy's — Complete Manual on Establishment and Administration]

1. Declaration of Date of Birth.— Every new entrant to Government service should declare his Date of Birth by the Christian era at the time of initial appointment with documentary evidence, viz., Matriculation Certificate, Municipal Birth Certificate.

In the absence of such proof, he may declare approximate age or year or month and year of birth; assumed date of birth will be arrived at as under:

- (i) If the approximate age only is declared, the number of years representing the age declared to be deducted and the assumed date arrived at.
- (ii) If the year of birth only is declared, assumed date will be 1st July of the year.
- (iii) If the month and the year are declared, assumed date will be 16th of that month of the year.

2. Entry of Date of Birth in Service Records.— The actual date or assumed Date of Birth determined as above will be recorded in the Service Book or other Service Records. Once entered, it cannot be altered, without prior order of Head of Department, except in the case of a clerical error.

3. Subsequent alteration of Date of Birth.— An alteration of date of birth can be made, with the sanction of a Ministry/Department or the C. & A.G. in the case of IAAD or an Administrator of a Union Territory, if—

- (a) an employee makes a request in this regard within five years of his entry into Government service;
- (b) it is clearly established that a genuine bona fide mistake had occurred; and
- (c) the date of birth so altered would not make him ineligible to appear in any School or University or UPSC examination in which he had appeared, or for entry into Government service on the date on which he first appeared at such examination or on the date of entry into Government service.

4. Belated claims for alteration in Date of Birth to be rejected.— Government policy regarding rejection of belated claim for alteration in date of birth is reinforced by the Apex Court judgments in two cases. It will not be appropriate to consider any request for alteration in Date of Birth if the conditions stipulated in Para. 3 above are not strictly fulfilled.

— OM, dated 19-5-1993 and OM, dated 16-12-2014, Chapter 58.

4. Change of Name

[Swamy's — Complete Manual on Establishment and Administration]

1. Addition/Deletion or change in name/surname.— If a Government employee wishes to adopt a new name or effect any modification in his/her existing name, he/she should first execute a Deed in the prescribed form.

After execution of the Deed, the Government servant should have the change of name published in a prominent local newspaper as well as in the Gazette of India at own expense. On the submission of copy of Deed, Advertisement and Gazette Notification, change of name will be entered in the Service Records.

2. Addition/Change in surname on account of marriage/remarriage of a female Government employee.— No Deed is necessary. Only intimation of her marriage, particulars of the husband and request for change in her surname should be submitted to the office for making necessary changes in the Service Records.

3. Deletion of surname or reversion to maiden name on divorce/separation or death of the husband of female Government employee.— Change may be permitted if the female employee gives an intimation regarding change in marital status and a formal request for reversion to her maiden name.

[There is no prescribed form for (2) and (3)].

— Chapter 57.

5. Forwarding of applications for other employment

[Swamy's — Complete Manual on Establishment and Administration and O.M. No. 28011/1/2013-Estt. (C), dated 23-12-2013]

1. General Principles.— Applications from employees will be forwarded as a rule except in cases where they can be withheld in public interest. Applications from employees belonging to SC/ST and employees suffering from disability should be readily forwarded except in very rare and exceptional cases. "Public interest" will be interpreted strictly. Ordinarily, an employee including scientific/technical personnel is permitted to apply for an outside post up to four times in a year excluding applications to UPSC. Applications not in response to advertisements or circulars will not be forwarded to the employer.

2. Applications for appointment in the same or other Departments.—

(i) *In the case of permanent Government servants.*— Applications for appointment in the same or other Central Government Departments can be forwarded; in the event of their appointment, lien will be retained for a period of two years which may be extended by one more year, if there is delay in confirmation in such Departments. Thereafter, they should either revert to parent department or resign. An undertaking to this effect will be taken from the applicant while forwarding applications.

(ii) *In the case of temporary Government servants.*— An undertaking will be obtained while forwarding applications, that they would resign in the event of their selection in other Departments.

[These instructions do not apply to Ministry of Railways and Civilians in Defence Services.]

3. Applications for appointment in PSUs.—

(i) *In the case of permanent employees.*— Applications for appointments in Public Sector Undertakings, incorporated or not, wholly or substantially owned by the Central/State Government and in Autonomous, semi-Government Organizations may be forwarded on immediate absorption basis. No lien will be retained in his parent cadre. All his connections with the Government will be severed on his release for appointment in an enterprise and he will not be allowed to revert to his parent cadre.

The relieving order should indicate the period within which the official should join the Public Sector Undertaking/Autonomous Body. Normally this period should not be more than 15 days. This period may be extended by the competent authority for reasons beyond the control of the official. Necessary notification/orders accepting the resignation of the Government servant from Government service should be issued from the actual date of his/her joining the Public Sector Undertaking/Autonomous Body. The period between the date of relieving and the date of joining Public Sector Undertaking/Autonomous Body can be regulated as leave of the kind due and admissible and if no leave is due, by grant of extraordinary leave. In case he/she is not able to join the Public Sector Undertaking/Autonomous Body within the period allowed by the competent authority, he/she should report back to the parent office forthwith.

(ii) *In the case of temporary employees.*— An undertaking to the effect that they will resign in the event of selection by the Undertakings will be obtained before forwarding the applications.

4. **Applications to UPSC.**— Applications for posts advertised by UPSC can be sent direct by the employee under intimation to the Head of Office giving details of the examination/post applied for and requesting the Head of Office to communicate the permission to the Commission directly. If the Head of Office/Department, considers it necessary to withhold permission,

UPSC will be intimated accordingly within thirty days of the closing date for receipt of applications by UPSC. If no intimation is received by UPSC within this time, permission will be presumed.

5. Release on selection by UPSC.— Once an application is forwarded to UPSC, the release in the event of selection should be as a matter of rule, except under special circumstances where relief may not be possible. In such cases, the fact should be communicated immediately to the Commission as well as to the employee.

6. Applications from employees under disciplinary proceedings.— Application for appointment, by direct recruitment, deputation or absorption will not be considered/forwarded, if—

- (i) the employee is under suspension; or
- (ii) disciplinary proceedings are pending against him and a charge-sheet has been issued; or
- (iii) sanction for prosecution, where necessary, has been accorded by the Competent Authority; or
- (iv) where a prosecution is not necessary, a charge-sheet has been filed in a Court of Law against him for criminal prosecution.
- (v) where he is undergoing a penalty — no application should be forwarded during the currency of such penalty.

When the conduct of a Government servant is under investigation, but the investigation has not reached the stage of issue of charge-sheet or prosecution sanction or filing charge-sheet for criminal prosecution in a Court, his application may be forwarded with brief comments on the nature of allegations. It should be made clear that, in the event of actual selection, he would not be released for taking the new appointment, if by that time charge-sheet is issued/filed in a Court of Law.

The above procedure is applicable for applications forwarded to UPSC also.

7. Registration with Employment Exchange.—

(i) *Temporary employees.*— May be allowed to register with the Employment Exchange under intimation to the Head of Office. Objection, if any, will be communicated by the Head of Office to the employee and the Exchange in which case the employee will not be nominated for any post.

(ii) *Permanent employees.*— May be allowed to register with the Employment Exchanges, only if the registration is for a higher post on production of 'No Objection Certificate' from the Head of Office. In case of selection by Government Departments, benefit of retention of lien for two/three years allowed. After reversion to parent department, the employee will not be given a 'No Objection Certificate' for at least two years.

8. Applications for employment in private or industrial firms.— The employee is required either to resign or retire before applying for a post in private sector. He may submit resignation/voluntary retirement notice in case he is eligible, and ask for permission to apply for employment in the private sector pending the acceptance of resignation or expiry of the notice of retirement, as the case may be. Permission may be granted, if his retention in Government service is not necessary in the public interest. There is no question of forwarding application for a private employment. While permission is given to persons proceeding on voluntary retirement, it should be made clear that such permission should not be taken as permission for commercial employment after retirement.

Commercial employment after retirement would be governed under Rule 9 of CCS (Pension) Rules, 2021. — Chapter 45.

6. Petitions to President

[Swamy's — Complete Manual on Establishment and Administration]

Instructions governing the submission, receipt and transmission of petitions addressed to the President in respect of service matters

1. Form and manner of petition.— The petition (which includes a memorial, representation, letter or an application of the nature of a petition) should be (i) legible preferably in typescript or print, (ii) signed by the petitioner, and (iii) in the official language of the Union or any of the regional languages specified in the Eighth Schedule to the Constitution. If the petition or enclosures are in regional languages, a translated copy in English or Hindi should be furnished.

2. Time-limit for submission of petition.— Within six months of date of communication of the order against which the petition is submitted. Satisfactory reasons should be explained for delay beyond this period.

3. Contents.— (i) Should be complete in all respects duly supported by copy of the order complained against as well as copies of orders, if any, passed by subordinate authorities; (ii) to contain all material statements and arguments relied upon; (iii) should not contain any disloyal, disrespectful or improper language, and (iv) if it is Review Petition under CCS (CCA) Rules, it should mention how the Revision Petition was disposed of. The petition should finally end with a specific prayer.

4. Method of submission of petition.— To be submitted to the Prescribed Authority through the Head of Office. (Prescribed Authority: Head of Department in the case of Attached/Subordinate Offices, Secretary in the case of Ministries/Departments, Chief Commissioner/Lt.-Governor in the case of Union Territories, and the appropriate Principal Staff Officer

at the Army/Navy / Air Force Headquarters, the Engineer-in-Chief, Army Headquarters in respect of Civilian Personnel of Military Engineering Service.)

5. Forwarding of the petition by the Department.— Head of Office/ Department will forward the same through the usual official channel, to the Prescribed Authority, with a concise statement of the facts material thereto and all relevant papers, and an expression of his opinion, unless there are special reasons to the contrary.

6. Withholding of petitions by Prescribed Authority.— In the following circumstances, a petition can be withheld by the Prescribed Authority:—

- (i) if the petitioner has not complied with any of the prescribed provisions; or
- (ii) if the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition, and where the delay is not satisfactorily explained; or
- (iii) if a previous petition on the same subject has already been disposed of by the President, and if the present petition does not disclose any new facts or circumstances for reconsideration; or
- (iv) if the petition is against a decision which is final by any law, statutory rule; or
- (v) if the application for redress has not been made to the authority competent to pass orders on such cases.

7. Petitioner to be informed when a petition is withheld.— Withholding of petition and reasons therefor should be intimated to the petitioner.

8. Procedure for transmission of petitions not withheld.— If the Prescribed Authority is the Head of Department, he will forward the petition to the Secretary of the Ministry with all relevant material, papers, etc., and his opinion, unless there are special reasons to the contrary. If the Prescribed Authority is the Secretary of the Ministry, he will consider the petitions received by him as also the petitions forwarded by Head of Department in accordance with the provisions of the Rules made by President for the transaction of the business of the Government of India.

9. Final orders and action thereon.— On receipt of final orders, the Prescribed Authority will himself give effect to the same or ensure action by the competent authorities. If the Prescribed Authority is the Head of Department, he should submit a compliance report to the Secretary within three months of receipt of the final orders.

7. Representations from Government servants on service matters

(1) **Treatment of Representations from Government servants on service matters.**— The representations from Government servants on service matters may be broadly classified as follows:—

- (1) Representations / complaints regarding non-payment of salary / allowances or other dues;
- (2) Representations on other service matters;
- (3) Representations against the orders of the immediate superior authority; and
- (4) Appeals and petitions under statutory rules and orders (e.g., Classification, Control and Appeal Rules and the petition Instructions).

The time-limits prescribed for disposal of various types of representations.—

In regard to representations of the type mentioned at (1) and (2) above, if the individual has not received a reply thereto within a month of its submission, he could address, or ask for an interview with the next higher officer for redress of his grievances. Such superior officer should immediately send for the papers and take such action as may be called for, without delay.

Representations of the type mentioned at (3) above, would be made generally only in cases where there is no provision under the statutory rules or orders for making appeals or petitions. Such representations also should be dealt with as expeditiously as possible. The provisions of the preceding paragraph would apply to such representations also, but not to later representations made by the same Government servant on the same subject after his earlier representation has been disposed of appropriately.

In regard to the representations of the type mentioned at (4) above, although the relevant rules or orders do not prescribe a time-limit for disposing of appeals and petitions by the competent authority, it should be ensured that all such appeals and petitions receive prompt attention and are disposed within a reasonable time. If it is anticipated that an appeal or a petition cannot be disposed of within a month of its submission, an acknowledgement or an interim reply should be sent to the individual within a month.

— OM, dated 20-12-1968.

(2) **Submission of representation to higher authorities.**— Submission of representations directly to higher authorities by-passing the prescribed channel of communication, has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these

instructions as it can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1) (iii) of the CCS (Conduct) Rules, 1964.

— OMs, dated 1-11-1999 and 6-6-2013.

(3) Representation on service matters by relatives should be discouraged.— Provision of Rule 20 of CCS (Conduct) Rules, 1964 prohibits Government servants from bringing outside influence in respect of matter pertaining to his service matter (with some exceptions). Representation by relatives of Government servant is also treated as outside influence.

— OMs, dated 19-9-1963 and 31-8-2015.

(4) Direct representations of officials to Secretary / J.S, DoP&T.— Addressing letters directly to Secretary (P) / Joint Secretary, DoP&T without following the due channels are not in consonance with the CCS (Conduct) Rules and may attract disciplinary proceedings under the provision of these rules.

— OM, dated 28-10-2009.

(5) Instructions for submission of representations by Government servants.— When representations have already been considered and replied, further representations exceeding two on the same issue will be ignored. A Government servant may make a representation to an Authority higher than the lowest Competent Authority only when he is able to establish that all the points or submissions made therein have not been fully and properly considered by his immediate official superior, or the Head of Office concerned or such other authority at the lowest level competent to deal with the matter. Government servants should desist from prematurely addressing the higher authorities.

— OM, dated 19-4-2010 read with Corrigendum, dated 5-5-2010.

8. Casual Labour

[Swamy's — Complete Manual on Establishment and Administration]

1. Guidelines for recruitment of casual labour.—

- (i) Not to be recruited for work of regular nature, but only for work of casual or seasonal or intermittent nature or not of full-time nature, for which regular posts cannot be created.
- (ii) Review should be made to see whether the work presently done by casual labour could be entrusted to regular staff and action should be taken for revision of norms or for creation of additional posts.
- (iii) Administrative Departments concerned to reassess the work presently done by regular staff for output and productivity, so that work done by casual worker could be entrusted to regular employees.

— OM, dated 14-6-2016.

- (iv) Where work of more than one type is to be performed throughout the year, a multifunctional post may be created with the concurrence of Ministry of Finance.

2. Daily Wages.— If the nature of the casual workers and regular employees is the same, casual workers should be paid at $\frac{1}{30}$ th of pay at the minimum of pay scale of the regular post *plus* D.A. (HRA will not be taken into account).

If the nature of work is different, minimum wage as notified by the State Government/UT as per the Minimum Wages Act, 1948, is payable.

3. Weekly off.— One paid weekly off after six days of continuous work. Casual workers in offices having a five-day week may be allowed one day paid weekly off, provided they have worked for a minimum of 40 hours during the week.

— OM, dated 4-6-2016.

4. National Holidays.— Daily wage is admissible for National Holidays falling on a working day for them.

5. No payment for other days of absence.— Except on weekly off days and National holidays, no payment is admissible when duty is not performed.

6. Appointment in Group 'D' posts (Now MTS).— Casual labourers not registered with Employment Exchange should not be appointed in regular posts. Those appointed through Employment Exchange and possessing minimum 2 years continuous service as casual labour in the office/establishment are eligible for appointment to regular post without further reference to Employment Exchange. Those recruited directly without reference to Employment Exchange should register and then put in 2 years service for becoming eligible for regular appointment if nominated by Employment Exchange.

7. Two years' continuous service.— The benefit referred to in previous Para. will be available if the casual labourer has put in at least 240 days of service (206 days in the case of offices observing 5-day week) including broken periods of service during each of the two years service.

8. Ban on engagement of casual workers for duties of Group 'C'.— There is complete ban on engagement of casual workers for duties of Group 'C' posts.

— Chapter 22.

9. Casual Labourers who have been granted temporary status under the Scheme and have completed 3 years of continuous service after that are entitled to contribute to GPF.

— Order 15, Chapter 22.

10. Clarification on modalities of transfer of the NPS contribution to casual labourer with temporary status to their GPF accounts.— The employees' share of the NPS subscription with interest should be withdrawn

and deposited in the GPF accounts if these CL-TS regularized after 31-12-2003 and the Government share with interest accrued under NPS should be deposited in Government's account. — OM, dated 11-10-2018.

11. Applicability of Seventh CPC pay scales to casual labourers with temporary status.— The wages with effect from 1-1-2016 will be drawn as per provisions of the Casual Labourers (Grant of Temporary Status and Regularization) Scheme, worked out on the basis of the pay scales of Group 'C' as per Level-1 of the Pay Matrix, provided they are matriculates.

— Order 14-B, Chapter 22.

9. Bonus

[Swamy's — Master Manual for DDOs and Head of Offices - Part – I]

(i) **Productivity-Linked Bonus**

(ii) *Ad hoc Bonus*

Conditions common to both the type of Bonus :

1. Eligibility.— Admissible to all non-Gazetted employees (including non-Gazetted Group 'B' employees) without any pay limit.

2. Quantum of Bonus.— Every year bonus granted as equivalent to emoluments for certain number of days for the relevant financial year.

3. Emoluments.— 'Emoluments' include basic pay, special pay, personal pay, deputation (duty) allowance, dearness allowance, special allowance and training allowance paid to faculty members of training institutions. (Other allowances not included.)

4. Average Emoluments.— Quantum of bonus for the number of days declared every year to be calculated on the average emoluments drawn for the relevant financial year, i.e., emoluments for April to March next.

5. Maximum limit.— Restricted to that admissible for the emoluments of ₹ 7,000 p.m. as per payment of Bonus Act with effect from 1-4-2014.

— OM, dated 29-8-2016.

6. Suspension.— Period excluded from calculation for the year, but will be taken into account if the period is regularized as duty.

Conditions applicable for PLB:

Pro rata PLB.— If the employee leaves service on resignation/retirement, etc., during the year, pro rata PLB to be calculated for the number of days in service.

Conditions applicable for *ad hoc* Bonus :

1. Applicability.— Eligible employees in departments not covered by PLB.

2. Eligibility.— Employee should have been in service on the last day of the relevant financial year, i.e., 31st March and should have rendered at least six months of continuous service during the relevant financial year. In the case of retirement/death during the year, pro rata *ad hoc* Bonus admissible, if a minimum service of six months is put in during the year. Fraction of a month after minimum six months to be rounded to the nearest month. (There is no provision for *ad hoc* Bonus in cases of resignation.)

3. *Ad hoc* employees.— Eligible, if they have completed minimum 6 months' service on 31st March.

4. EOL/dies non/Suspension.— Periods to be excluded while calculating the completed months of service during the year. However, if suspension period is regularized as duty, this will be taken into account.

5. Casual Labour.— Eligible if they have worked for at least 240 days in offices following 6-day week and 206 days in offices following 5-day week in each year for three or more years as on 31st March of the relevant financial year. Quantum of Bonus determined on a notional monthly wage of ₹ 1,200 irrespective of actual monthly wages. Condition of being in service on 31st March not applicable.

General :—

1. Rounding off.— The amount of bonus calculated in all cases to be rounded to the nearest rupee.

2. Accounting.— Payment chargeable under the head "Salaries".

— OM, dated 16-9-1998 read with OM, dated 30-9-2004.

10. Both husband and wife are Central Government servants — What if ?

1. Medical Attendance/Treatment.— (1) The couple together with all family members form a single unit for medical claims unless they are judicially separated. The husband and wife should furnish a joint declaration as to who will prefer the claim for reimbursement in respect of the spouse and family members. The declaration may be revised in the event of promotion, transfer, resignation, etc., of either.

(2) In the absence of a declaration, the husband will prefer the claim.

(3) When the wife elects to prefer claim, she will be free to choose either her parents or parents-in-law for purposes of medical benefits. The declaration

in this regard may be changed as often as the circumstances require, taking into account the change of place of posting.

— Section 4, Order (4), Swamy's — Medical Attendance Rules.

(4) Judicially separated couple are treated as separate entities for preferring the claim. Either of them may include the children in the declaration of family. — Section 4, Order (5), Swamy's — Medical Attendance Rules.

2. House Building Advance.— (1) If both of them are eligible for the advance, the advance will be admissible to both of them jointly / separately.

— Swamy's — HBA Rules, Rule 3.

(2) The total of their pay will be taken into account only for the purpose of computation of cost-ceiling limits but not for the quantum of advance.

— Swamy's — HBA Rules, GID (2), Rule 4.

3. Children's Educational Allowance Scheme.— (1) Children's Education Allowance/Hostel Subsidy, will be admissible to any one parent only.

(2) If the spouse is employed outside Central Government, allowance/Reimbursement/subsidy can be drawn only if the spouse is not entitled to similar benefit from his/her employer. A declaration is required to be obtained to this effect. — Order 1, Children Education Allowance Scheme.

4. Leave Travel Concession.— They can declare separate Home Towns and may claim the concession separately for the members of their respective families. Children will be eligible for the benefit in one particular block as members of the family of one of the parents only. If husband or wife avails the facility as a member of the family of the other, he or she is not entitled for claiming the concession for self independently.

— GID (18), Rule 7, CCS (LTC) Rules.

5. Travelling Allowance.— If transferred at the same time or within six months from one and the same old station to one and the same new station in public interest, either may prefer the claim, the other being treated as a member of the family. Only one lumpsum grant will be payable. If a husband or wife is transferred after 60 days of the transfer of the spouse, but within 6 months, 50% of transfer grant is admissible. But the cost of transportation of personal cars of both husband and wife will be reimbursed if they require separate cars in public interest. — GIOs (1), (13) and (14), SR 116.

6. Family Pension.— (1) A Government servant/pensioner can receive family pension in addition to own pay or pension, if the spouse dies.

(2) In the event of such surviving husband/wife also dying, the child/children of the deceased parents will be granted two family pensions subject to the limits prescribed. — Rule 50 (13), CCS (Pension) Rules.

7. House Rent Allowance.— (1) Both are entitled to draw HRA even if they work in the same station and live together but not provided with Government accommodation.

(2) A Government servant whose spouse is allotted accommodation at the same station by Central/State Government, an Autonomous Public Undertaking or semi-Government Organization will not be eligible for house rent allowance irrespective of whether or not the non-allottee employee resides in that accommodation. — FR & SR, Part - IV.

8. Central Government Health Scheme.— (1) The spouse drawing higher pay will contribute to the Scheme. Parents of the non-contributing employee will not be eligible for the Scheme's benefits.

(2) However, a female contributor has the option to include her parents-in-law, instead of her parents, in the family for availing of the medical benefits.

— G.I., M.H., O.M. No. F. 6 (1)-54-Hosp., dated 31-5-1954 and F. 4 (1)-18/63-H, dated 3-3-1966.

(3) If both the Government servants contribute, parents of both will be eligible for the benefits.

(4) Judicially separated couple are treated as separate entities.

— G.I., M.H., O.M. No. F. 21-12/63-H. (M), dated 16-12-1964.

9. Allotment of Residence.— (1) The title of each of them will be considered independently.

(2) Only one residence will however, be allotted, except in the case of judicial separation.

(3) If two allottees in occupation of separate accommodations allotted under these rules marry each other, they shall, within one month of marriage, surrender one of the accommodation.

(4) If the husband/wife who is an allottee of a residence is subsequently allotted a residential accommodation in the same station from a Pool to which these Rules, do not apply, he/she should surrender any one of the residences within one month. This condition will not, however, apply if they do not reside together due to judicial separation.

— Swamy's — GPRA Rules, Rule 24.

11. Posting of husband and wife at the same station

[Swamy's — Complete Manual on Establishment and Administration]

The Government has laid down the following guidelines for the cadre controlling authorities to consider requests of husband and wife when both are Government servants and employees of Public Sector Undertakings for posting at the same station, with utmost sympathy:

(1) *Where the spouses belong to the same All India Service or two of the All India Services, namely, IAS, IPS and IFS (Group 'A') :*

The spouse will be transferred to the same Cadre by providing for a Cadre transfer of one spouse to the Cadre of the other spouse on the request

of the member of service subject to the member of service not being posted under this process to his/her home cadre. Postings within the Cadre will, of course, fall within the purview of the State Government.

(2) *Where one spouse belongs to one of the All India Services and the other spouse belongs to one of the Central Services :*

The Cadre controlling authority of the Central Services may post the officer to the station, or if there is no post in that station to the State where the other spouse belonging to the All India Service is posted.

(3) *Where the spouses belong to the same Central Service :*

The Cadre controlling authority may post the spouses to the same station.

(4) *Where one spouse belongs to one Central Service and the other spouse belongs to another Central Service :*

The spouse with the longer service at a station may apply to the appropriate Cadre controlling authority who may post the said officer to the station, or if there is no post in that station to the nearest station where the post exists. In case that authority after consideration of the request, is not in a position to accede to the request on the basis of non-availability of vacant post, the spouse with lesser service may apply to the appropriate Cadre authority and that authority will consider such requests for posting the said officer to the station or if there is no post in that station to the nearest station where the post exists.

(5) *Where one spouse belongs to an All India Service and the other spouse belongs to a Public Sector Undertaking :*

The spouse employed under the PSU may apply to the competent authority who may post the person to the station, or if the PSU has no post therein, to the State where the other spouse serves.

(6) *Where one spouse belongs to a Central Service and the other spouse belongs to a PSU :*

The PSU spouse may apply to the competent authority who may post the officer to the station, or if the PSU has no post therein, to the station nearest to the station where the other spouse serves. If, however, the request cannot be granted because the PSU has no post in the said station, then the Central Service spouse may apply to the appropriate Cadre controlling authority who may post the person to the station, or if there is no post in the station, to the station nearest to the station where the PSU spouse serves.

(7) *Where one spouse is employed under the Central Government and the other spouse is employed under the State Government :*

The Central Government spouse may apply to the competent authority who may post the person to the station, or if there is no post in that station, to the State where the other spouse serves.

(8) The husband and wife, if working in the same Department and if the required level of post is available, should invariably be posted together in order to enable them to lead a normal family life and look after the welfare of their children especially till the children attain 18 years of age. This will not apply on appointment under the Central Staffing Scheme. Where only wife is a Government servant, the above concessions would be applicable to the Government servant.

2. These are only illustrative and not exhaustive. Cases not covered by the guidelines have to be dealt with in the spirit of the guidelines and the objective of enabling a husband and wife to lead a normal family life and ensuring the education and welfare of their children — as far as possible and within the constraints of administrative convenience. — Chapter 62.

12. Posting of Government employees who have differently abled dependants

A Government servant who is a care giver of his disabled child may be exempted from the routine exercise of transfer/rotational transfer subject to administrative constraints.

— OMs, dated 6-6-2014, 7-11-2014 and 5-1-2016.

A Government employee who is a care-giver of dependent daughter / son / parents / spouse / brother / sister with specified disabilities, as certified by the authority as a person with Benchmark disability as defined under Section 2 (r) of the Rights of Persons with Disabilities Act, 2016 is exempted from exercise of transfer/rotational transfer subject to the administrative constraints.

— OM, dated 8-10-2018.

13. Incentives for Hindi

[Appendix 7 of Swamy's — FR & SR, Part-I — General Rules and Complete Manual on Establishment and Administration]

1. Cash Awards for passing the examination, through training classes, under Hindi Teaching Scheme.— All employees are eligible for Cash Awards on the basis of marks obtained:—

Rates effective from 29-7-2011.—

Marks obtained	Prabodh Exam. ₹	Praveen Exam. ₹	Pragya Exam. ₹
70 % or more marks	1,600	1,800	2,400
60 % or more but less than 70 %	800	1,200	1,600
55 % or more but less than 60%	400	600	800

— Order (2).

Not eligible.—

An employee from a non-Hindi speaking State/UT who has studied Hindi up to Matric level as a second/third language or as a combined subject with any other language and obtained less than 33% marks shall be deemed to have acquired knowledge of Hindi up to Prabodh level. On passing Praveen examination, he will not be entitled for personal pay; but eligible for cash award. If such an employee had secured 33% or more marks, he will be deemed to have acquired knowledge of Hindi up to Praveen level. On passing Pragma examination, he will be eligible for personal pay as well as cash awards. — O.M. No. 14034/36/2001-OL (Trg.), dated 19-10-2001.

Those employees whose mother tongue is Telugu, Tamil, Kannada, Malayalam, Mizo, Manipuri and English and do not possess knowledge of Hindi even of the primary level are eligible for incentives on passing Prabodh, Praveen and Pragma. Those employees whose mother tongue is Oriya, Bangla, Assamiya, Sindhi, Nepali, Marathi, Gujarati and who do not possess knowledge of Hindi even of the middle level are eligible for incentives on passing Praveen and Pragma. Those employees whose mother tongue is Punjabi, Urdu, Kashmiri and Pushto are eligible for incentives on passing Pragma only.

2. Cash Awards will be in addition to Lumpsum Awards/Personal Pay admissible under Paras. (5) and (10).

3. Cash Awards for acquitting creditably in Hindi Typewriting and Hindi Stenography examinations/electronic Typewriters, Computers / Word Processors under the Hindi Teaching Scheme.— Non-Gazetted employees eligible on the basis of marks obtained:—

Rates effective from 29-7-2011.—

Hindi Typing	Hindi Stenography	Cash prize of each
97% or more marks	95% or more marks	₹ 2,400
95% or more marks but less than 97%	92% or more but less than 95%	₹ 1,600
90% or more marks but less than 95%	88% or more but less than 92%	₹ 800

— Order (3).

Not eligible.—

An employee (a) who knows Hindi Typewriting/Stenography even before joining service, (b) who has received training or passed the Hindi Typewriting/Stenography Test from a recognized institution and (c) for whom training in Hindi Typewriting/Stenography is not obligatory, is not eligible.

4. (1) Cash Awards admissible even to those who qualify by making use of Electronic Typewriters, Computers, Word Processors. (Effective from January, 1996.)

(2) Admissible in addition to Lumpsum Awards/Personal Pay admissible under Paras. (5) and (10).

(3) On receipt of the results of the examinations from the Deputy Director (Examination) Hindi Teaching Scheme, Examination Branch, Janpath 'A' Barrex, New Delhi, Ministries/Departments to obtain particulars of their meritorious candidates for deciding Cash Awards and issue sanctions in favour of eligible candidates.

(4) Cash awards are exempted from Income Tax.

5. Lumpsum Awards for passing the examinations through own efforts.— Lumpsum Awards as under admissible (a) to operational staff, and (b) to those posted at places where there are no training centres under the HTS or where there are no arrangements for imparting training in the concerned classes, for passing, through one's own efforts, the examination of the HTS and such Hindi examinations conducted by the recognized Voluntary Hindi Organizations.

Rates effective from 29-7-2011 to 31-12-2015.—

(1) Prabodh Examination of the Hindi Teaching Scheme	₹ 1,600
(2) Praveen Examination of the Hindi Teaching Scheme	₹ 1,500
(3) Pragya Examination of the Hindi Teaching Scheme	₹ 2,400
(4) Hindi Typewriting Examination of the Hindi Teaching Scheme	₹ 1,600
(5) Hindi Stenography Examination of the Hindi Teaching Scheme	₹ 3,000

Remarks.— The candidates who qualify the Hindi Language, Typewriting and Stenography Examinations of the Hindi Teaching Scheme through own efforts will be eligible for the above-mentioned benefits even if they secure 5% less marks than the prescribed percentage, while granting them the Cash Award in addition to Lumpsum award. — Order (1).

(6) Such Hindi Examination conducted by the Voluntary Hindi Organization recognized by the Government of India as equivalent to or higher than the Matriculation examination.	₹ 1,200
(7) Hindi Diploma Course Examination of the Central Hindi Directorate.	₹ 1,200

6. Conditions.—

(1) Lumpsum Awards admissible in addition to Cash Awards under Paras. 1 and 3.

(2) The prescribed examination to be passed within fifteen months of first appearance at the said examination.

Not eligible:—

(1) Employees (a) who have passed Matriculation/equivalent/higher examination with Hindi as a subject in any form or through Hindi medium

or (b) whose mother tongue is Hindi, or (c) who have been exempted from the in-service training in Hindi are not eligible for Cash Award for passing any Hindi examination.

(2) Those who have passed the Middle (Class VIII)/equivalent/higher examination with Hindi as a subject in any form or through Hindi medium are not eligible for Cash Awards for passing the Prabodh/Praveen examination.

(3) Those who have passed the Primary (Class V)/equivalent/higher examination with Hindi as a subject in any form or through Hindi medium are not eligible for the award for passing Prabodh examination.

(4) An employee is not eligible for the award for passing Hindi Typewriting / Stenography examination, if (a) he had a speed of 25 w.p.m. in Hindi Typewriting/80 w.p.m. in Hindi Stenography before joining Government service, or (b) he received training and passed a test in Hindi Typewriting/Hindi Stenography from a recognized institution, and (c) training in Hindi Typewriting/Stenography is not obligatory.

(5) Employees who pass an examination higher than the one prescribed for them as the final examination, will not be eligible for lumpsum award thereto.

(6) Employees (other than operational staff attending training class occasionally) who had received training at any HTS centre even for a small period not eligible for lumpsum award on passing the examination pertaining to that training.

7. Sanctions.— To be issued by the Ministries/Departments and the Heads of Departments to whom the powers have been delegated.

8. Free text books for private candidates.— Will be provided to those preparing privately for examinations conducted by HTS only, as in the case of trainee attending Hindi classes. Concession not admissible for examinations conducted by Voluntary Hindi Organizations or the Central Hindi Directorate.

9. Grant of advance for payment of fees for training in Hindi Typewriting/ Stenography at private institutions.—

(1) Employees eligible for lumpsum awards on passing Hindi Typewriting/ Stenography may be granted advance of ₹ 100/₹ 200 respectively.

(2) Amount of advance limited to 6 months fees for Typewriting and 12 months fees for Stenography training.

(3) Advance to be granted after three months of admission in the private institution and after obtaining certificate about regular attendance/satisfactory progress of the employee.

(4) Advance recoverable from lumpsum award admissible on passing the examination. If he does not pass Typewriting Examination within one year/

Stenography examination within 1½ years, advance to be recovered in four equal instalments.

10. Hindi Personal Pay.— Personal Pay equal to one increment for 12 months granted for passing the Hindi/Hindi Typewriting/Hindi Stenography examination of HTS, and securing marks as under, in the examination prescribed as a final course of study. Personal pay will be admissible only to those employees (Gazetted/Non-Gazetted) for whom the particular course has been prescribed as the final course of study.

Prescribed Examination	Gazetted	Non-Gazetted
Pragya	Mere Pass	Mere Pass
Praveen	60% or more	55% or more
Prabodh	...	55% or more
Hindi Typewriting	...	Mere Pass
Hindi Stenography	90% or more	Mere Pass

11. Conditions.—

- (1) Conditions for grant of Cash Awards applicable for Personal Pay also.
- (2) Stenotypists and Stenographers (both Gazetted and non-Gazetted) whose mother tongue is not Hindi, eligible for grant of two increments (absorbable in future increments) on passing Hindi Stenography examination.
- (3) Option to be exercised within 3 months from the date of declaration of results (or date of joining if results declared while on leave), for drawal of increment either from the first of the month following the announcement of results, or from the date of annual increment falling due after the results. Personal Pay will not be granted if option not exercised within 3 months. Extension of time may be allowed in special cases.
- (4) For those passing all the examinations in quick succession, Personal Pay admissible separately for each examination for 12 months.
- (5) For LDCs during training in Hindi Typewriting or before results are declared or after results are declared but before they start drawing the Personal Pay, the rate and the period will be as applicable as if they had not been promoted.
- (6) On promotion from a non-Gazetted post to a higher non-Gazetted post, the Personal Pay will be continued at the same rate and for the full periods. On promotion from a non-Gazetted post to a Gazetted post, Personal Pay will be continued for the remaining period only, if he would have drawn it in the Gazetted post. The rate and the period will be as if he had not been promoted to the higher post.
- (7) Employee granted Personal Pay while holding a higher post will draw the same, on reversion, at the rate equal to increment in the lower post for

the remaining period, subject to the condition that pay *plus* Personal Pay do not exceed the maximum of pay scale of the lower post.

(8) Employee at the maximum of his grade pay eligible for Personal Pay equal to the last increment for 12 months or till he/she gets promotion. In special cases, Personal Pay continued for full period even after promotion. Personal Pay granted to non-Hindi speaking English Stenographers for passing Hindi Stenography examination not admissible after promotion to higher post.

(9) Personal Pay also admissible on passing such Hindi examinations conducted by the Voluntary Hindi Organizations recognized by the Government as equivalent to or higher than Matriculation and the Parichaya examination of the Central Hindi Directorate.

(10) Personal Pay sanctioned by the respective Ministries/Departments/Offices/UT Administrations and expenditure borne by them.

12. Conveyance charges for non-Gazetted staff/for attending Hindi classes.—

(a) *For proceeding from/return to office.—*

Actual bus/tram/train fare between the office and the classes if the distance each way is more than 1.6 km paid under contingencies after obtaining certificate of attendance from the Instructor. In the absence of public transport, two trainees may hire a rickshaw or four trainees a tonga and claim proportionate charges at the fixed rates.

(b) *For proceeding from/return to residence.—*

If the place of duty is on the way from residence to training centre and the distance between residence and training centre exceeds distance from place of duty to training centre by more than 1.6. km. Fare from office to training centre or difference of fares between residence to training centre and residence to place of duty and also fare for return journey from training centre to place of duty.

If the place of duty is not on the way from residence to training centre and the distance between residence and training centre exceeds distance from place of duty to training centre by more than 1.6. km — Fare from residence to training centre and back.

13. Conveyance charges/T.A. for attending Hindi examination.— If the officials do not attend office on the examination days and proceed to examination centre direct from residence.—

(i)	Where the office and residence are at a distance of more than 1.6 km but less than 8 km.	Actual conveyance charges by public conveyance from office to examination centre limited to actual expenses incurred.
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(ii)	Where the distance between the office and the the examination centre is more than 8 km and the distance between residence and examination centre is more than 1.6 km but less than 8 km.	Actual conveyance charges by public conveyances.
(iii)	If distance between examination centre and office and examination centre and residence both exceed 8 km.	T.A. admissible under SR 130.

14. Conveyance charges for attending Hindi examination while on leave.— T.A. under SR 130 admissible if office and residence are at a distance of more than 8 km from examination centre. In other cases, conveyance charges by public conveyance allowed, if distance between examination centre and the office/residence is more than 1.6 km.

15. Attending Hindi examination treated as duty.— During the day(s) of examination and the reasonable time for the journey, Government servants appearing for Hindi examinations may be treated as on duty. However, if the examination is on the forenoon or afternoon only, the employee may be required to attend office in the afternoon/forenoon unless exempted in any case specifically.

16. Incentive Scheme for doing work in Hindi.—

(i) *Eligibility.*— Officers/employees of all categories doing official work wholly or partly originally in Hindi, who write at least 20,000 words in Hindi in a year in Regions 'A' and 'B' (i.e., Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan, Uttar Pradesh, Gujarat, Maharashtra and Punjab States and U.T. of Andaman and Nicobar Islands, Delhi and Chandigarh) and at least 10,000 words in Hindi in a year in Region 'C' (i.e., other than Regions 'A' and 'B' mentioned above). Besides original noting/drafting, this includes such other items of work done in Hindi which can be verified, e.g., entries in registers, preparation of lists, accounting work, etc. Stenos./Typists covered by some other scheme for encouraging use of Hindi in official work not eligible, as also Hindi Officers/Translators.

(ii) *Prizes.*— Cash Awards given to the participants every year as under:

	Independently for each Ministry/Department/Attached Office	Independently for each Subordinate Office
I Prize (2 prizes)	₹ 1,000 each	₹ 800 each
II Prize (3 prizes)	₹ 600 each	₹ 400 each
III Prize (5 prizes)	₹ 300 each	₹ 300 each

An Assessment Committee formed for the purpose will examine the record of work done in Hindi by each competitor in the prescribed pro forma and recommend sanction of prizes. The Head of Department can sanction the

same and a list of prize winners sent to the Home Ministry. The Assessment Committee will allot 70 marks for the quantum of work and 30 marks for clarity in expression of thought. An additional weightage of 20 marks will be given to the competitors whose mother tongue is Tamil, Telugu, Kannada, Malayalam, Bengali, Oriya or Assamese.

17. Incentives to officers for giving dictation in Hindi.— General guidelines for preparation of the scheme to be followed by the Ministries/ Departments are—

- (i) All officers having stenographic assistance can participate.
- (ii) The scheme to be operated on financial year basis.
- (iii) Officers participating in the scheme to maintain a record of dictation in Hindi in the prescribed pro forma.
- (iv) An award of, say ₹ 1,000, may be prescribed. The number of awards may be two as well one for officers having their declared Home Town in Regions 'A' and 'B' and the other for those with declared Home Town in Region 'C'.
- (v) Award to be given on the recommendations of a senior officer nominated as Assessment Officer for this purpose or a Committee constituted.

— Chapter 72.

14. N.O.C. for Passport

[Swamy's — Complete Manual on Establishment and Administration]

Revised guidelines for passport issuance

1. Prior Intimation letter for Passport.— All Government servants, PSU/AB employees and others, while applying for Passport shall submit an intimation letter to the Controlling/Administrative Authority. In case the Authority has any objection regarding issuance of Passport to the employee, he may revert back to the concerned Regional Passport Office. However, decision taken by the Regional Passport issuing authority is final.

2. Documents that can be submitted by applicants of Passport.—

- (a) Copy of prior Intimation to Controlling/Administrative Authority or
- (b) NOC from Controlling/Administrative Authority or
- (c) Identity Certificate from Controlling/Administrative Authority

Validity of above documents is six months from date of issue.

Spouse and dependent children up to 18 years have an option to submit IC for issue of Passport. Provisions relating to issue of above—

- (i) IC should be on official stationery. NOC can be on plain paper with signature/stamp. PI is to be submitted on plain paper.

- (ii) Telephone, fax and e-mail id of the Controlling/Administrative Office should be indicated in all the three documents.
- (iii) Military/Air Force/Navy personnel with C/o. APO address may submit applications at their station of posting or at their permanent address. Spouse (adult children, if spouse expired/divorced) can receive passport with authority letter.
- (iv) If employees are transferred after submission of passport application, the same may be re-despatched, on request along with copy of transfer order to new address. If police verification was required and not completed, it will be done at the new place.

3. Guidelines for issue of NOC.—

- (i) *Particulars to be furnished by the employee.—*
 - (a) The country to be visited.
 - (b) The object of the visit.
 - (c) The time of the visit.
- (ii) *Points to be considered and verified by the department.—*
 - (a) The nature of work the Government servant is handling in the Department and other subsidiary factors like general behaviour, associations, etc.
 - (b) Whether any disciplinary/vigilance case is pending or contemplated against him.
 - (c) Whether there are grounds to believe that the applicant could figure adversely on the security records of the Government.

If the employee does not attract any of the above grounds, an 'NOC' may be invariably issued in his favour.

4. Authorities competent to issue 'NOC'.— Decision to grant 'NOC' to be taken at the level of an Officer not below the rank of Director/Joint Secretary to Government or equivalent, or Head of Office though he may be of lower rank. An Officer not below the rank of Under Secretary to the Government or equivalent to be authorized to sign the 'NOC'.— Chapter 71.

5. Guidelines for grant of vigilance clearance to the Government servant for obtaining Indian Passport.—

1. Vigilance clearance can be withheld only under the following circumstances:-

- (i) The officer is under suspension;
- (ii) Charge-sheet has been filed in a Court by the Investigating Agency in a criminal case or after grant of sanction by the Competent Authority under PC Act or any other criminal matter and taken cognizance of by the Court of Law. — OM, dated 18-2-2020.

15. Staff Associations

[Swamy's — Complete Manual on Establishment and Administration]

RECOGNITION OF SERVICE ASSOCIATIONS

1. CCS (RSA) Rules, 1993.— Central Civil Services (Recognition of Service Associations) Rules, 1993, came into force from 5-11-1993 in supersession of 1959 Rules.

2. Application.— Applicable to Service Associations of all Central Government servants covered by CCS (Conduct) Rules, 1964, including civilian employees in Defence Services. Not applicable to industrial employees of the Ministry of Railways and workers in Defence Installations for whom separate rules exist.

3. Conditions for recognition.—

- (i) Application to be submitted with Memorandum of Association, Constitution, Bye-laws, Names of Office-bearers, etc.
- (ii) Primary object of the Association to be of promoting common service interest of members of a distant category.
- (iii) Association to be organized centrally on All Ministry/Department basis and to represent at least 35% of total number of employees in that particular category. There is provision to have a second association with at least 15% of total number of employees. Such central association can have branches and the minimum percentage would not apply to branches.
- (iv) Membership to be restricted to a distinct category of employees and all such employees being eligible for membership.
- (v) Employees in service to be members or office-bearers. However, as a transit measure, retired/ex-employees permitted to continue up to two years from the date of recognition.
- (vi) Service Association not to represent interests of any caste, tribe, religion, etc.
- (vii) Funds, exclusively of subscriptions and Government grants, if any, to be applied only for the objects of the Association.

4. Conditions for continuance of recognition.—

- (i) The Association to abide by the Constitution/Bye-laws. Any amendment to the same requires Government's prior approval.
- (ii) Representations, only on matters of common interest to members, but not individual cases, to be submitted through proper channel, and not to contain any disrespectful/improper language.

(iii) List of Members/Office-bearers, up-to-date copy of the rules and audited accounts to be furnished to the Government annually before 1st July.

(iv) Should not maintain any political fund or propagation of the views of any political party.

(v) Should not publish any periodical/magazine/bulletin without Government permission.

(vi) Should not act or assist any member to act in contravention of CCS (Conduct) Rules, 1964.

5. Check-off system of verification.— Subscription to be deducted from payrolls on written consent of the official in favour of a particular association. Subscription to more than one association not allowed. Check-off system of verification followed to verify the membership of an Association on the basis of deduction of subscriptions. Other guidelines and schedule for conduct of verification on membership of Association to be followed.

6. Withdrawal of Recognition.— Can be done after giving opportunity to the Association, on its failure to comply with any of the conditions.

7. Guidelines on the features of Constitution/Bye-laws of a Service Association.—

(i) Accounting year — 1st April to 31st March.

(ii) Elections for office-bearers/members of Executive Committee to be conducted by the Association. (Periodicity to be mentioned). Department not to associate with the Elections, except that an official may act as an observer, if so desired by the Association.

(iii) Office-bearers to have fixed term not exceeding two years and number of office-bearers/members of Executive Committee to be proportionate to the total membership.

(iv) Provision to be made in the Constitution that any amendment to be done only after Government approval.

(v) Rate of subscription to be deducted from pay.

(vi) Number of delegates from branches/units for attending Annual General Meeting to be specified; number of branches also to be specified. No separate recognition necessary for branches.

— Chapter 33.

JOINT CONSULTATIVE MACHINERY

1. Scope.— Scheme covers all regular Central Government civil employees, except (i) Members of Group 'A' Services, (ii) Group 'B' Services other than CSS and other comparable service in the Headquarters

organization, (iii) persons in industrial establishments in managerial/administrative capacity, and those in supervisory capacity in the Grade Pay of ₹ 4,200, (iv) employees of Union Territories and (v) Police personnel.

2. Constitution.— The Scheme is of a 3-tier Council, (i) Joint Council at National level, (ii) Departmental Council and (iii) Regional/Office Council.

3. National Council.— Consists of (i) Official Side up to 25 members nominated by Government which will include Cabinet Secretary, Secretaries of Ministries of Home Affairs, Labour, Communications, Defence, Finance (Department of Expenditure and Revenue) and Railways, and (ii) Staff Side up to 60 members nominated by the recognized Unions/Associations. Cabinet Secretary will be the Chairman and Staff Side to have a leader. Each side will have its own Secretary/Secretaries.

National Council will deal with matters affecting employees generally, e.g., minimum remuneration, Dearness Allowance, Pay of common categories. Matters of interest to employees of a single Department will not be dealt with by National Council. Meetings to be held at least once in 4 months. Special meeting can be held by the Chairman on his own, or on request of Official/Staff Side. The meetings at periodical intervals are essential as they help in resolving differences between the Government and the Staff Side. — OM, dated 24-4-2018.

4. Departmental Council.— Constituted at the headquarters of each department, with Official Side 5 to 10 members and Head of Ministry/Department as Chairman and Staff Side 20 to 30 members nominated by the recognized Associations/Unions of the Department concerned.

Departmental Council will deal with only matters affecting employees in the department. To hold at least three meetings in a year.

5. Regional/Office Council.— Where structure of department permits, Regional/Office Councils constituted with Official/Staff Sides. Strength to be determined by side of the employees in a Region/Office. Meetings to be held once in two months. Head of Region/Office will be Chairman.

6. Tenure of Staff Side Members of JCM.— Unions/Associations to nominate their representatives for a 3-year term. Renomination of same member permissible. Vacancies caused by death, retirement, resignation, etc., filled for the unexpired term.

7. Jurisdiction and Functions of JCM.— All matters relating to conditions of service and work, welfare of employees and improvement of efficiency and standards of work. In regard to recruitment, promotion and discipline, matters limited to general principles only and not to include individual cases.

8. Compulsory Arbitration.— The scheme provides for compulsory arbitration when the matter cannot be settled by negotiations in the National/

Departmental Councils in respect of (i) Pay and Allowances, (ii) Weekly hours of work and (iii) Leave of class or grade of employees.

9. Non-arbitrable issues.— Issues other than those mentioned in Para. (8) above are not arbitrable. Government can take action on its own judgment. In case of disagreement, Staff Side can place their view points before a Committee of Ministers, consisting of concerned Minister, Labour Minister and Minister-in-charge of Ministry of Personnel.

10. Arbitrable issues.— If no agreement is reached on arbitrable issues, the matter to be transmitted to a Committee of the Council for further examination and report. Final disagreement can be recorded only after Cabinet's approval, and the matter referred to arbitration on a specific request by the Official or Staff Side. The Board of Arbitration consisting of three members, one from a panel of five names submitted by the Official Side, one from a similar panel submitted by the Staff Side and a Chairman, an independent person, will then be appointed. The Award by the Board shall be binding on both the Official and Staff Sides. The Parliament, however, has the authority to modify or reject the award on grounds of national economy or social justice.

11. Government orders on the Awards.— Government orders on the recommendations/Awards of the Board of Arbitration to remain in force for three years except where otherwise specified or modified by mutual agreement. Matters decided by Government on the recommendations of the Central Pay Commission will not be subject to arbitration for 5 years from the date of recommendations.

— Chapter 34.

FACILITIES ADMISSIBLE TO STAFF SIDE MEMBERS UNDER JCM

1. Travelling Allowance to Members of National/Departmental Council.—

(i) *Purposes.*— For attending—

- (a) Meeting of the National Council/Departmental Councils;
- (b) Meeting held for finalization of the agenda of the meetings of the National/Departmental Councils;
- (c) Meetings of Committees set up by the National/Departmental Councils;
- (d) Meetings held for finalization of the Minutes of the meetings of the National/Departmental Council or its Committees; and
- (e) Meetings or discussions attended by Staff Side members in pursuance of the decisions taken on disagreement recorded on non-arbitrable items.

(ii) *Time spent for attending meeting.*— Treated as duty including time for travel and also when called earlier or detained after meeting for informal consultation.

(iii) **Entitlements.**— TA/DA entitlement as admissible to officers in Pay Level 12 and 13 as under:-

- (a) Travel entitlement within the country - Economy class by Air or AC-1 Class by Train including travel in Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains.
- (b) Reimbursement for Hotel Accommodation of up to ₹ 4,500 per day.
- (c) Reimbursement of food bills not exceeding ₹ 1,000 per day.
- (d) Reimbursement of AC Taxi Charges of up to 50 kms per day.

— Order 10.2, Chapter 34.

2. T.A./D.A./Conveyance Hire for attending meeting held at the place of the headquarters:—

A. MEMBERS WHO ARE SERVING EMPLOYEES

1. For Journeys within 8 km of place of duty:

(a)	Where meetings are held on holidays	Conveyance hire at scheduled rate (i.e., actual expenses) by the mode of conveyance actually used.
(b)	Where meetings are held outside office hours on working days and the employee comes from his residence to attend the meeting.	Conveyance hire as at (a) above from residence to the place of meeting and back to office or residence, as the case may be.
(c)	Where meetings are held outside office hours and the employee goes to the meeting from the place of duty.	Conveyance hire at Scheduled rate (i.e., actual expenses) by the mode of conveyance actually used from place of duty to the place of meeting and from there to residence.
(d)	Where meetings are held during office hours.	Conveyance hire at Scheduled rate (i.e., actual expenses) by the mode of conveyance used from place of duty to place of meeting/and from there to place of duty or residence according as he goes back to his place of duty or to his residence.

2. For Journeys beyond 8 km of place of duty (within Municipal limits).

(a)	When the member goes to the place of meeting from the place of duty.	½ D.A.
(b)	When the member goes to the place of meeting from residence and attends office or after the meeting.	½ D.A.
(c)	When the member attends meeting from his residence and does not attend office on that day—	
(d)	(i) Where the distance from residence to place of meeting <i>minus</i> distance from residence to the place of duty is less than 8 km.	Conveyance hire at Scheduled rates from residence to place of meeting and back.
	(ii) Where the difference of the distance in (i) is more than 8 km.	½ D.A.

B. MEMBERS WHO ARE RETIRED EMPLOYEES OR EX-EMPLOYEES

(a)	Where meeting is held beyond 8 km. from residence.	½ D.A. admissible.
(b)	Where meeting is held within 8 km. from residence.	Conveyance hire at Scheduled rates (i.e., actual expenses) by the mode of conveyance actually used from residence to place of meeting and back.

3. T.A. to Regional/Office Council Members.—

(i) Purpose: For attending the meetings of the Third Level/Regional Councils.

(ii) TA/DA entitlement as admissible to officers in Pay Level 11 as under :-

(a) Travel entitlement within the country - Economy Class by Air or AC-II Class including Rajdhani/Shatabdi Express, etc.

(b) Reimbursement for Hotel Accommodation of up to ₹ 2,250 per day.

(c) Reimbursement of food bills not exceeding ₹ 900 per day.

(d) Reimbursement of non-AC taxi charges of up to ₹ 338 per day for travel within the city.

4. For retired/ex-employees.— T.A. reckoned on the distance from the place of normal residence to the place of meeting or on such shorter distance actually travelled.

5. Advance of T.A.— Admissible under the normal rules applicable to the member. Payment from imprest also permissible. In the case of retired / ex-employees, T.A. up to 75% of their entitlement admissible subject to their furnishing an undertaking in the prescribed form.

6. Ex-employees who are Members of Parliament.— T.A. admissible at the highest rates allowed for Government servants of the first grade.

7. Special Casual Leave.— See Subject under Section 12.

8. Union functionaries of JCM not to be shifted from main administrative Office to Subordinate Office.— The President and General Secretary of the Branch Unit of the recognized Union/Association who are members of the Staff Council should not, except for special reasons, be shifted from main Administrative Office to Subordinate Office (including other offices or buildings). — Chapter 34.

FACILITIES FOR TRADE UNION ACTIVITIES

1. Holding meetings in Office Premises.— Recognized Unions/Associations normally permitted to hold meetings on open land outside the Security Zone of Office/Factory premises; also within the premises if sufficient space can be spared for the purpose without detriment to security/office work.

2. Display of Notices in the office premises.— Recognized Unions/Associations allowed to have their own Notice Boards in the office premises and to display notices relating to (i) meetings, (ii) statements of accounts, (iii) elections, (iv) reminders to membership in a general way about the dues and (v) announcements relating to matters of general interest to members but not in the nature of criticism, subversive of discipline, objectionable/offensive language or attacks on individuals directly or indirectly.

3. Foreign service to full time functionaries of Unions/Associations.— On request from recognized Trade Unions/Associations, a Government employee can be released on foreign service terms to serve as a full-time Union functionary. Eligibility, duration, etc., regulated under FRs.

4. Transfer of the Union Executive to the Headquarters.— The Chief Executive of the Union/General Secretary may be brought on transfer to the Headquarters of the Administrative Head as far as possible. — Chapter 35.

5. Flying Union Flags in office premises not allowed.— Erecting of flag masts and flying union flags either in office premises or in the vicinity of Telecommunications Buildings is not a trade union facility.

— Dept. of Telecom., OM, dated 23-6-1989.

16. Use of Staff car for official purposes

[Swamy's — Staff Car Rules]

1. Modalities for purchase of Staff Cars

Cars up to Net Dealer Price of purchase of ₹ 6,00,000 (Rupee Six Lakhs), available on GeM only shall be considered for purchase as staff car for official use, in consultation with the Financial Adviser based on parameters including price, availability, ease of maintenance, service facility in the specific location of the office, fuel economy, eco-friendliness.

The decision to purchase the staff car will be taken at the level of Administrative Secretary of Ministry / Department in consultation with the Financial Adviser. Petrol and diesel cars hired by Ministries / Departments in their Secretariats and attached offices (located in Delhi) through contractors may be replaced by electric cars for mobility in Delhi.

— Para. 1 of OM, dated 1-9-2022

2. Entitlement of staff car

- Officers of the rank of Joint Secretary to Government of India and above;
- Heads of Departments, drawing pay in the Senior Administrative Grade and above.

Staff car facility will be withdrawn if they opt for drawing admissible Transport Allowance.

— Para. 4 of OM, dated 1-9-2022.

(c) **Tour Journeys** : An entitled officer can avail of the facility of staff car during training for journeys from residence to Training Institute / place subject to the following conditions:

- If the officer is still in the sanctioned strength of posts of the Ministry / Department;
- The officer is entitled for staff car facility as per entitlement of car;
- Training period is treated as on duty;
- Place of Training / Training Institute is within the territory of headquarters / place of work;
- The officer has not availed of similar facility from the training institute.

3. Use of staff car

For bona fide official purpose only. The bona fide official purpose will be determined by the Department of the Central Government. Staff Cars will not be used for official journeys outside headquarters, without the approval of the Competent Authority.

Duty journeys shall have preference over non-duty journeys.

Officials may not keep staff cars belonging to Government undertakings or of Quasi-Government / Autonomous Organizations / PSUs at their disposal except when on tour.

4. Control of staff cars and responsibilities of Controlling Officers

The staff car will be under the administrative control of an officer not below the rank of an Under Secretary who will act as a Controlling Officer in respect of the car.

The Controlling Officer shall maintain a Logbook, a record of repairs and replacements, a register showing cost of petrol, etc., consumed and all incidental receipts and expenditure and an inventory of the equipment.

— Para. 3 of OM, dated 1-9-2022

5. Economizing expenditure on running cost of staff cars

The ceiling for fuel consumption for each staff car is fixed at **250 litres per month**. Payment for over the stipulated limit shall be made only with the approval of Administrative Secretary and the concurrence of Financial Adviser.

Parking of Government cars in the residence of officers or drivers should be avoided keeping in mind the consumption of dead mileage.

6. General Instructions

Private / Personal vehicles owned by the Government employees shall not be permitted to mention "Government of India" on the vehicle.

Staff cars hired / owned by GoI should prominently display stickers in the front and at the rear indicating that they are staff cars of a specified Ministry or Department.

7. Compensation may be paid to victims of road accidents involving staff cars and the Drivers of such staff cars are liable for departmental action for recovery of loss/criminal action, if considered necessary.

— Para. 8 of OM, dated 1-9-2022.

17. Use of staff car for private purposes

[Swamy's — Staff Car Rules]

1. The use of staff cars for non-duty journeys is completely banned.
2. Entitled Officers are allowed the use of official cars for private purposes up to 500 km per month on payment of ₹ 3,000 per month and also foregoing the entitled Transport Allowance.

Beyond 500 kms. usage, following rate will be payable:—

Amount payable per km. ₹ 24

— Para. 6 of OM, dated 1-9-2022.

18. Holidays

[Swamy's — OTA to CG Employees]

Central Government offices will observe 17 holidays in a calendar year.

Fixed holidays.— Of these 17 holidays, following 14 holidays will be compulsorily observed in all Central Government offices throughout India:—

1. Republic Day
2. Independence Day
3. Mahatma Gandhi's Birthday
4. Buddha Purnima
5. Christmas Day
6. Dussehra (Vijaya Dashami)
7. Diwali (Deepavali)
8. Good Friday
9. Guru Nanak's Birthday
10. Idu'l Fitr
11. Idu'l Zuha (Bakrid)
12. Mahavir Jayanti
13. Muharram
14. Prophet Mohammed's Birthday (ID-E-MILAD)

Remaining three holidays.— The Employees' Co-ordination Committee in the State Capital shall decide the three holidays, if necessary, in consultation with other Co-ordination Committees functioning in the same state, get prior approval of the Ministry of Personnel and Training and then notify the same. The list so notified will apply uniformly to all the Central Government Offices in the State and any change thereafter can be made only with the prior approval of the Ministry of Personnel and Training.

The holidays should be decided on the basis of local importance of the occasions and in consultation with the staff representatives, out of the following festive occasions:—

1. An additional day for Dussehra
2. Holi
3. Janmashtami (Vaishnavi)
4. Rama Navami

5. Maha Shivaratri
6. Ganesh Chaturthi/Vinayak Chaturthi
7. Makarasankranti
8. Rath Yatra
9. Onam
10. Pongal
11. Sripanchami/Basant Panchami
12. Vishu/Vaisakhi/Vaisakhadi/Bahag Bihu/Mashadi/Ugadi /Chaitra Sukladi/Cheti Chand/Gudi Padava/1st Navratra/Nauraj, Chhath Pooja/Karva Chouth.

— Order (1), Appendix-III and OMs, dated 28-12-1998, 10-6-2020, 8-6-2021 and 16-6-2022.

Change in date of Muslim Holidays.— Any change in date of holiday in respect of Idu'l Fitr, Idu'l Zuha, Muharram and Id-e-Milad depending upon sighting of the Moon, would be notified by—

- (i) the Ministry of Personnel and Training, for officers in Delhi/ New Delhi; and
- (ii) the CGE Welfare Co-ordination Committees or the Heads of Offices (where such Committees are not functioning) based on the decision of the concerned State Government/Union Territories.
- (iii) If the change has to be notified at a very short notice, it could be announced through PIB/AIR/TV/Newspaper and the Central Government offices may take action accordingly without waiting for formal orders about the change of date.

— Order (2), Appendix-III.

Diwali (Deepavali).— The date may be changed to the date of holiday declared by the concerned State Government. — Order (2), Appendix-III.

Industrial/Commercial/Trading Establishments.— Central Government Organizations which include Industrial, Commercial and Trading Establishments would avail three national holidays as compulsory holidays and select the remaining 13 holidays themselves on year-to-year basis.

Restricted holidays.— Two restricted holidays may be availed of from a list drawn up each year to include occasions of local importance in addition to the occasions left out in the 12 optional holidays listed above.

These orders are applicable to administrative staff and staff in operative offices. — D.G., Telecom, No. 12/15/77-TE, dated 31-12-1997.

Some categories of employees (excluded and other categories) not getting the 17 holidays should be allowed at least 12 holidays inclusive of 3 National Holidays. — Order (5), Appendix-III.

Declaration of holidays on election days.— When General Elections to Lok Sabha/State Assemblies are held on a day other than a Sunday or closed holidays, the day of polling will be declared as a holiday for Central Government Offices. For by-election to Lok Sabha/State Assembly, special casual leave should only be sanctioned to such of those employees who are bona fide voters and also to such of those employees who are resident of the Constituency but his/her offices are located outside the constituency.

— Order (4-A), Appendix-III.

19. Stipend and training expenses not to be recovered when relieved to take up new appointment

[Swamy's — Complete Manual on Establishment and Administration]

1. A Central Government servant, an employee of a Central Public Enterprise or an employee of an Autonomous Body wholly or substantially owned /financed/controlled by the Central Government, receiving scientific and technical training at the expenses of the Government/Enterprises/ an Autonomous Body is required to execute a Bond undertaking to repay the stipend and training expenses in the event of his failure to serve the organization for a stipulated period after completion of training.

2. The term of the Bond in this regard is not to be enforced against such an employee, who leaves service of the Government/Enterprise/Autonomous Body to secure, with proper permission, employment under the Central Government, or a State Government, or an Autonomous Body wholly or substantially owned/financed/controlled by the Central Government. In such a case, a fresh Bond will be taken to ensure that he serves the new employer for the balance of the Bond period. In case he fails to serve the new department/organization, etc., or leaves it before completion of the original Bond period, for a job, where exemption from Bond obligations is not available, the proportionate Bond money should be realized from the individual and refunded to the first department / organization, etc., with whom he originally executed the Bond.

3. These orders cover all aspects of training, including apprenticeship. The exemption from recovery of expenses applies to all types of expenditure — direct and indirect — including payments made as Training Allowance and stipend.

4. These orders will also apply to cases where an employee of the Central Government, a Central Public Enterprise/an Autonomous Body wholly or substantially owned/financed/controlled by the Central Government is selected for a post/service (other than private employment), for which he has applied before joining the department/organization, etc., with whom he has executed a Bond. — Chapter 60.

20. Commercial Employment after Retirement

[Swamy's — Pension Compilation]

Retired Group 'A' Officers should not accept any commercial employment before the expiry of one year from the date of their retirement without obtaining prior sanction. They are required to apply for permission in the revised Form 1. If they accept such appointments without prior sanction, Government may withhold the whole or part of the pension for such periods. Group 'A' Officers who are declared as 'surplus' and retire under the "Special Voluntary Retirement Scheme for surplus Central Government Employees" are exempted from the operation of this rule. — Rule 9.

Retired Group 'B' Officers need not get prior sanction of the Government. They should intimate the office they served last before retirement if they take up any commercial employment within one year of their retirement. The intimation should contain information as to whether or not they have had any official dealing while in Government service, with the private employer, with whom they are taking up the employment.— GID (5), Rule 9.

Retired Engineers of Gazetted rank and other Gazetted Officers employed as engineering administrators who seek commercial employment as Contractors in connection with Government works or as employees of such Contractors within one year of their retirement should obtain prior permission. — GID (1), Rule 9.

21. *Ex gratia* Pension/Family Pension to CPF Retirees

[Swamy's — FR & SR, Part - IV]

Central Government employees in receipt of pay up to ₹ 500 p.m. who had rendered not less than 20 years of continuous service and retired prior to 18th November, 1960 with Contributory Provident Fund benefits are eligible for the grant of *ex gratia* pension.

Central Government employees who had rendered not less than 20 years of continuous service and retired with CPF benefits during the period from 18th November, 1960 to 31st December, 1985 are also eligible for the grant of *ex gratia* pension at the rate of ₹ 600 p.m. from 1-11-1997.

All CPF beneficiaries who retired voluntarily or on medical invalidation before 1-1-1986 after completing 20 years of continuous service are also eligible for grant of *ex gratia* payment. — OM, dated 26-6-2013.

The widows and dependent children of the deceased CPF beneficiaries who had retired from service prior to 1-1-1986 are eligible for the grant of *ex gratia* family pension. In the case of widow/widower, it is payable till death or remarriage, whichever is earlier. In the case of dependent son, it is payable till he attains the age of 25 years or gets employed, whichever is earlier. In the case of dependent unmarried daughter, it is payable till

she attains the age of 25 years or gets employed or gets married, whichever is the earliest.

Rates of *ex gratia* pension/family pension p.m. from 4-6-2013:

Sl. No.	Categories of beneficiaries	Group of service to which CPF retirees belonged at the time of retirement	Enhanced amount of basic monthly <i>ex gratia</i>
A.	Widows and dependent children of the deceased CPF beneficiary		₹ 645
B.	Those retired prior to 1-1-1986	Group 'A' service	3,000
		Group 'B' service	1,000
		Group 'C' service	750
		Group 'D' service	650

Dearness *ex gratia* equal to 50% of the enhanced amount of *ex gratia* and Dearness Relief, as notified from time to time, on the sums of enhanced amounts of *ex gratia* and dearness *ex gratia* shall also be admissible to them.

— OM, dated 28-6-2013.

Dearness Relief at the following rates will be admissible on the amount of *ex gratia* pension/family pension:—

From 1-4-2004, Dearness Relief equal to 50% of *ex gratia* is treated as Dearness *ex gratia* and Dearness Relief is to be calculated on (*ex gratia plus* Dearness *ex gratia*).

From	To	Dearness <i>ex gratia</i>		Dearness Relief	
		For 'A' and 'B'	For 'A'	For 'A'	For 'B'
1-1-2010	30-6-2010	50%	79%		87%
1-7-2010	31-12-2010	50%	95%		103%
1-1-2011	30-6-2011	50%	107%		115%
1-7-2011	31-12-2011	50%	119%		127%
1-1-2012	30-6-2012	50%	131%		139%
1-7-2012	31-12-2012	50%	143%		151%
1-1-2013	30-6-2013	50%	158%		166%
1-7-2013	31-12-2013	50%	175%		183%
1-1-2014	30-6-2014	50%	192%		200%
1-7-2014	31-12-2014	50%	204%		212%
1-1-2015	30-6-2015	50%	215%		223%
1-7-2015	31-12-2015	50%	226%		234%
1-1-2016	30-6-2016	50%	237%		245%
1-7-2016	31-12-2016	50%	248%		256%
1-1-2017	30-6-2017	50%	256%		264%

From	To	Dearness ex gratia		
		For 'A' and 'B'	For 'A'	For 'B'
1-7-2017	31-12-2017	50%	260%	268%
1-1-2018	30-6-2018	50%	266%	274%
1-7-2018	31-12-2018	50%	276%	284%
1-1-2019	30-6-2019	50%	287%	295%
1-7-2019	30-6-2021	50%	304%	312%
1-7-2021	31-12-2021	50%	360%	368%
1-1-2022	30-6-2022	50%	373%	381%
1-7-2022	31-12-2022	50%	388%	396%
1-1-2023	30-6-2023	50%	404%	412%

— OMs, dated 31-10-2022 and 6-7-2023.

FREQUENTLY ASKED QUESTIONS

1. *Can the date of birth of a Government servant be altered during his service?*

An alteration of date of birth can be made with the sanction of the appropriate authority subject to conditions stipulated in Note 6 below FR 56 being fulfilled.

2. *With regard to applicability of Seventh CPC pay scales to casual labourers with temporary status, will the benefit of revised wages with effect from 1-1-2016 be extended to non-matriculate casual labourers?*

The benefit of revised wages may be extended only after imparting the requisite training by the respective Ministries / Departments.

3. *Can house building advance be granted to both the spouses if both are Central Government employees ?*

Yes, if both of them are eligible for the advance.

4. *In cases of grant of vigilance clearance for issuance of a Passport, should clearance be withheld if an FIR is filed against an officer by a private complaint?*

No, unless a charge-sheet has been filed in a Court by the investigating agency in a criminal case.

5. *What is the tenure of the staff member of JCM?*

3 years.

27. Income Tax

[Swamy's — Income Tax on Salaries]

[Based on Finance Act, 2023]

1. Income from Salary

Income.— Income is classified under the following heads:—

1. Salaries.
2. Income from House Property.
3. Profits and Gains of business or profession.
4. Capital gains and
5. Income from other sources.

We are dealing with (1) and (2) only.

Tax deduction at source.— Every employer should deduct income tax at source in monthly instalments on the salaries disbursed by him, final adjustment being made from the last salary payable before the end of March. For this purpose, the employer has to take into account only the income under "Salaries" excepting cases where additional income is permitted to be taken into account, like income from house property.

Filing of return.— Every person whose taxable income exceeds the maximum amount which is not chargeable to tax has to file a return with the Income Tax Officer in the appropriate form including the income from other heads, if any, and pay balance of tax, if any, as self-assessed tax. Where he has income from other sources and by adding them with salaries, his tax liability exceeds by 33 ½ % of tax liability on salaries alone, he should file an estimate of his total income and pay the difference in tax as advance tax in three equal instalments. This will apply only if the advance tax so payable exceeds ₹ 5,000 for the year.

Definition of salary.— Salary includes all kinds of pay, DA, overtime allowance, bonus, leave salary, compensatory allowance, transport allowance (except the exempted amount paid to an employee, who is blind or deaf or dumb or orthopaedically handicapped with disability of lower extremities), value of rent-free quarters, fees, honoraria, reimbursement of tuition fees, pension, subsistence allowance, interim relief, reimbursement of expenditure actually incurred towards medical treatment for self and family members, house rent allowance to the extent not exempted under Section 10 (13-A) and Government's or any other employer's contribution to the New Pension Scheme.

However, 'salary' does not include—

1. T.A. granted on transfer / tour.
- *2. Composite Hill Compensatory Allowance.
- *3. Any special compensatory allowance in the nature of Border Area Allowance or Remote Locality Allowance or Difficult Area Allowance or Disturbed Area Allowance.
- *4. Tribal Area Allowance.
- *5. Special allowance granted to those working in any transport system to meet their personal expenditure.
- *6. Children Educational Assistance.
- *7. Hostel Subsidy.

Salary Income.— Salary due, whether paid or not and arrears of salary paid will be chargeable to income tax for that year. Interest credited to Provident Fund to the extent it relates to contribution made in excess of ₹ 5,00,000 in a financial year, if the employee contributes to a fund in which there is no contribution by the employer.

Arrears of salary is taxable on receipt basis, but relief can be claimed on accrual basis, if it is advantageous to the employee. — Sections 15 and 89

Salary received from any United Nations Organization is not taxable.

Incomes which are fully exempt from tax.— Incomes listed below become fully exempt from tax in the case of Government servants — Death / Retirement Gratuity. — Section 10 (10)

Pension received by an individual who has been in service and has been awarded Gallantry Award. Family pension received by a member of his/her family is also exempt. — Section 10 (18)

Commuted value of pension (including commutation on full pension on permanent absorption in PS Undertakings).

Any payment in commutation of pension received from a fund under Clause (23-AAB) of Section 10 of I.T. Act. — Section 10 (10-A)

Cash equivalent of leave salary paid on quitting service, subject to a maximum of ₹ 25 lakhs. — Section 10 (10-AA) and Notfn., dated 24-5-2023

Leave Travel Concession. — Section 10 (5)

Income received from Sukanya Samriddhi Accounts, Swachh Bharat Kosh, Clean Ganga Fund. — Section 10 (11-A) and (23-C)

House Rent Allowance.— If the employee is living in a rented house, exemption is allowed to the extent of the least of the following:—

- (a) the actual amount of HRA received;

* Subject to the maximum limits prescribed.

(b) rent paid in excess of 10% of the salary.

(c) 50% of the salary if the residence is at Mumbai, Kolkata, Delhi or Chennai; 40% of salary if the residence is situated at any other place.

If an employee lives in his own house, or in a house where he does not pay any rent / pays rent not exceeding 10% of salary, no exemption available, and the entire amount of HRA drawn by him is taxable.

— Section 10 (13-A)

NOTE.— 'Salary' for this purpose is Pay, DA, where DA is taken into account for pensionary benefits, CPF, etc.

Rent-free accommodation.— If the employee is living in a rent-free accommodation (unfurnished), an amount equal to the licence fee which would have been paid by an official of similar status not entitled to rent-free accommodation should be added to the salary. If the accommodation is furnished, there will be a further addition equal to 10 per cent per annum of the original cost of furniture provided or actual hire charges payable, if such furniture is hired from a third party.

From the total income so arrived at, the following deductions to the extent permissible, are allowed:—

- (a) Profession tax paid. — Section 16 (i)
- (b) Standard deduction of ₹ 50,000 or the amount of salary, whichever is less. — Section 16 (ia)
- (c) Entertainment Allowance received by a Government servant limited to one-fifth of salary or ₹ 5,000, whichever is less. — Section 16 (ii)
- (d) (i) Life Insurance premia payment, limited to 10% of the sum assured and in case of persons with disability, severe disability, suffering from disease or ailment, the premia payment limited to 15% of the sum assured for a policy issued on or after 1-4-2013;
- (ii) Effect or keep in force a contract for deferred annuity;
- (iii) Contribution to Provident Fund (does not include repayment of advances / loans);
- (iv) Contribution to approved superannuation fund;
- (v) Subscription to any such security / deposit scheme of the Central Government;
- (vi) Subscription to any such Savings Certificate as the Government may specify;
- (vii) Contribution to Unit Linked Insurance Plan;

- (viii) Subscription to units of any Mutual Fund;
- (ix) Contribution to any Pension Fund set up by any Mutual Fund;
- (x) Subscription to any such Deposit Scheme of National Housing Bank as may be notified by Central Government;
- (xi) Subscription to any such deposit scheme of a public sector company of any authority constituted in India which is engaged in long-term financing for construction / purchase of houses for residential purposes or any authority constituted in India for purpose of planning, development, improvement of cities, etc.
- (xii) Tuition fees paid limited to two children;
- (xiii) Any instalment or part-payment of the amount borrowed for construction / purchase of residential property from Government / Bank / LIC / Co-operative Bank / Housing Board / Development Authority, etc.
- (xiv) Subscription to equity shares / debentures forming part of any "eligible issue of capital". — Section 80-C
- (xv) Term deposit for a fixed period of not less than five years in the State Bank of India or Public Sector Bank or Scheduled Bank.
- (xvi) Senior Citizens Saving Scheme, 2004.
- (xvii) Post Office Five Year Time Deposit Scheme. — Section 80-C
- (xviii) Being an employee of the Central Government, as a contribution to a specified account, referred to in PFRDA Act, of the Pension Scheme referred to in Section 80-CCD, for a fixed period of not less than 3 years. — Section 80-C
- (e) Contribution up to ₹ 1,50,000 per annum to the new pension fund introduced by the LIC or any other insurer notified by the Central Government. — Section 80-CCC
- (f) (i) Contribution to the account under a Pension Scheme notified by the Central Government as does not exceed—
 - (a) in the case of an employee, 10% of his salary;
 - (b) 14%, where such contribution is made by the Central / State Government;
 - (c) in any other case, 20% of gross total income.
- (ii) A deduction not exceeding fifty thousand rupees is allowed as deduction apart from (i) above. — Section 80-CCD

The aggregate amount of deductions under Sections 80-C, 80-CCC and sub-section (1) of 80-CCD should not exceed one lakh fifty thousand rupees.
— Section 80-CCE

(g) Deduction in respect of	Individual and his family (none of them is a senior citizen)	Parents of individual (none of them is a senior citizen)	Individual and his family (if senior citizen)	Parents of individual (if senior citizen)
	₹	₹	₹	₹
Health Insurance	25,000	25,000	50,000	50,000
Contribution to CGHS	25,000	—	25,000	—
Preventive health check-up	5,000	5,000	5,000	5,000
Medical expenditure if no amount is paid in respect of health insurance	—	—	50,000 (only in case of senior citizen)	50,000 (only in case of senior citizen)
Maximum deduction	25,000	25,000	50,000	50,000

— Section 80-D

- (h) An amount of ₹ 75,000 for assesseees who incur expenditure in medical treatment (including nursing), training and rehabilitation of any dependant being a person with disability and ₹ 1,25,000 in the case of severe disability.
— Section 80-DD
- (i) Special deduction of actual expenditure limited to ₹ 40,000 to the patient or a dependant suffering from Cancer or AIDS involving considerable expenditure on treatment and ₹ 1,00,000 if such a dependant is a senior citizen, i.e., who is of the age of 60 years or more. This will, however, be subject to deduction of any amount received through medical insurance, if any.
— Section 80-DDB
- (j) If an assessee has taken any loan from any financial institution or charitable institution for purpose of his higher education or higher education of spouse / children or for a student to whom the assessee is a legal guardian, the amount of interest paid during the year can be deducted from the taxable income till the loan including interest is cleared or for a period of eight years, whichever is earlier.
— Section 80-E
- (k) Deduction in respect of interest on loan taken for residential house property not exceeding ₹ 50,000 subject to following conditions:—
- (a) The loan has been sanctioned during the period from 1-4-2016 to 31-3-2017.

- (b) amount of loan sanctioned must not exceed ₹ 35 lakhs.
- (c) Value of residential property must not exceed ₹ 50 lakhs.
- (d) The assessee must not own any residential property on the date of sanction of the loan. — Section 80-EE

(l) Deduction in respect of interest payable on loan taken for acquisition of a residential house property, not exceeding ₹ 1,50,000, subject to the following conditions:-

- (a) loan must be sanctioned during the period from 1-4-2019 to 31-3-2022.
- (b) stamp value of the property not to exceed ₹ 45 lakhs.
- (c) the assessee should not own any residential house property on the date of sanction of the loan. — Section 80-EEA

(m) Deduction in respect of interest payable on loan taken for purchase of an electric vehicle, subject to the following:-

- (a) deduction shall not exceed ₹ 1,50,000.
- (b) loan must be sanctioned during the period from 1-4-2019 to 31-3-2023. — Section 80-EEB

(n) A deduction up to ₹ 10,000 is allowed for interest from savings bank account. — Section 80-TTA

(o) A deduction of ₹ 50,000 is allowed on any income by way of interest on deposits for senior citizens. — Section 80-TTB

AUTHORS' NOTE.— Interest earned on savings deposits and fixed deposit, both shall be eligible under this provision.

Donations.— Donations for charitable purposes fall under two categories, (a) those which can be taken into account by the Disbursing Officer and (b) those for which assesseees can get refund only through their Annual Income Tax Return from the ITO concerned.

In respect of some donations, the entire amount can be claimed as deduction while for others, only 50% of the donated amount will be taken into account.

Donations which can be taken into account by the Disbursing Officer.

1. Prime Minister's Drought Relief Fund ... Fifty per cent of the total donation to be deducted from the taxable income

2. National Defence Fund
3. Prime Minister's National Relief Fund
4. Prime Minister's Armenia Earthquake Relief Fund
5. Africa (Public Contribution — India) Fund
6. National Foundation for Communal Harmony
7. A University or any Educational Institution of National eminence as may be approved by the prescribed authority in this behalf.
8. National Blood Transfusion Council or any State Blood Transfusion Council, having its sole object to the control, supervision, regulation or encouragement in India of the services related to operation and requirements of blood banks.
9. The Army Central Welfare Fund or the Indian Naval Benevolent Fund or the Air Force Central Welfare Fund established by the Armed Forces of the Union.
10. The Andhra Pradesh Chief Minister's Cyclone Relief Fund.
11. The National Illness Assistance Fund.
12. The Chief Minister's Relief Fund or the Lieutenant-Governor's Relief Fund in respect of any State or Union Territory, as the case may be.
13. The National Sports Fund.
14. The National Cultural Fund.
15. The Fund for Technology Development and Application.
16. The National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities.
17. National Children's Fund.
18. Swachh Bharat Kosh.
19. Clean Ganga Fund.
20. National Fund for Control of Drug Abuse.

Whole amount of donation to be deducted from the taxable income

In respect of any other donations to approved institutions/charitable trusts under Section 80-G, the employees has to claim refund from the ITO.

— Section 80-G and CBDT Circular regarding deduction of tax at source.

Any donation for charitable purposes paid by any mode other than cash for any sum exceeding two thousand rupees. — Section 80-G

Deduction in the case of assessee who are partially / totally blind or physically handicapped resident persons.— A sum of ₹ 75,000 may be deducted from the total income of the assessee, if he is a person with disability and ₹ 1,25,000 if he is a person with severe disability.

— Section 80-U

Tax on Income.— An option has been given to the assessee from the Assessment Year beginning from 1st April, 2021 to compute tax on income under Section 115-BAC, provided he does not avail any exemption or deductions under Chapter VI-A other than sub-section (2) of Section-80-CCD.

— Section 115-BAC

Inter-changeability of PAN and Aadhaar and mandatory quoting in prescribed transactions.— Every person, who has not been allotted a PAN, shall apply to the Assessing Officer for allotment of PAN. Every person who is required to furnish or intimate or quote his PAN and who, has not been allotted a PAN but possesses the Aadhaar number, may furnish or intimate or quote his Aadhaar number in lieu of PAN and such person shall be allotted a PAN in the prescribed manner; every person who has been allotted a PAN and who has linked his Aadhaar number may furnish or intimate or quote his Aadhaar number in lieu of a PAN.

Consequence of not linking PAN with Aadhaar.— The PAN allotted to a person shall be deemed to be invalid, in case the person fails to intimate the Aadhaar number, on or before the notified date. If a person fails to intimate the Aadhaar number, the PAN allotted to such person shall be made inoperative in the prescribed manner. This amendment will take effect from 1st September, 2019.

— Section 139-AA

Requirement to furnish Permanent Account Number.— The deductee shall furnish his Permanent Account Number to the deductor, failing which tax shall be deducted at the higher rates as specified in this section.

— Section 206-AA

Taxable income is arrived at by subtracting the above admissible deductions from the total income and is rounded off to the multiple of ten rupees, rupees five and above being rounded off to the next higher ten rupees.

— Section 288-A

On the total taxable income arrived at, the income tax is worked out on the basis of the tariff current for the year and rounded off to the nearest rupee.

— Section 288-B

Income Tax rates.—**I. Table indicating income slabs and tax rates under Section 115-BAC (1-A)-**

Total income	Rate of tax
Up to ₹ 3,00,000	Nil
From ₹ 3,00,001 to ₹ 6,00,000	5 per cent*
From ₹ 6,00,001 to ₹ 9,00,000	10 per cent*
From ₹ 9,00,001 to ₹ 12,00,000	15 per cent
From ₹ 12,00,001 to ₹ 15,00,000	20 per cent
Above ₹ 15,00,000	30 per cent

* Tax rebate of up to ₹ 25,000 available under Section 87-A for income up to ₹ 7 lakhs. Tax rebate of the amount of tax in excess of the difference between total income and ₹ 7 lakhs is allowed for income more than ₹ 7 lakhs.

II. Table indicating income slabs and tax rates under the First Schedule.-

Income Slab	Income Tax rate under old Regime		
	Individuals below 60 years	Individuals > 60 years and < 80 years	Individuals > 80 years
Up to ₹ 2,50,000	Nil	Nil	Nil
₹ 2,50,010 to ₹ 3,00,000	5% of total income exceeding ₹ 2,50,000*	Nil	Nil
₹ 3,00,010 to ₹ 5,00,000	5% of total income exceeding ₹ 2,50,000*	5%*	Nil
₹ 5,00,010 to ₹ 7,50,000	₹ 12,500 + 20% of total income exceeding ₹ 5,00,000	20%	20%
₹ 7,50,010 to ₹ 10,00,000	₹ 12,500 + 20% of total income exceeding ₹ 5,00,000	20%	20%
₹ 10,00,010 to ₹ 12,50,000	₹ 1,12,500 + 30% of total income exceeding ₹ 10,00,000	30%	30%
₹ 12,50,010 to ₹ 15,00,000	₹ 1,12,500 + 30% of total income exceeding ₹ 10,00,000	30%	30%
₹ 15,00,010 and above	₹ 1,12,500 + 30% of total income exceeding ₹ 10,00,000	30%	30%

* Tax rebate of ₹ 12,500 available under Section 87-A.

Health and Education Cess: 4% on Income Tax payable for all assesseees.

Surcharge.—

Total Income (excluding income by way of dividend or income under the provisions of Sections 111-A, 112 and 112-A)	Surcharge on tax
> ₹ 50 lakhs and < ₹ 1 crore	10 %
> ₹ 1 crore and < ₹ 2 crores	15 %
> ₹ 2 crores and < ₹ 5 crores	25 %
> ₹ 5 crores	37 %*

* Where the income of a person is chargeable to tax under sub-section (1-A) of Section 115-BAC, the rate of surcharge shall not exceed twenty-five per cent.

Tax Rebate.-

- (a) Rebate of up to ₹ 12,500 towards tax in respect of individuals having total income of up to ₹ 5 lakhs for the individuals who opt for old regime.
- (b) For those who opt for new regime, if the total income-

- (i) does not exceed ₹ 7 lakhs, he shall be entitled to a deduction from income tax, of an amount equal to the tax or ₹ 25,000, whichever is less.
- (ii) exceeds ₹ 7,00,000 and the income tax payable exceeds the amount by which the total income is in excess of ₹ 7 lakhs, a deduction of an amount by which the tax payable is in excess of the amount of which the income exceeds ₹ 7 lakhs is allowed as rebate. — Section 87-A.

2. Income from house property

Under the Income Tax Act, the employer is required to deduct at source the tax on salary only after allowing the permissible deductions. It is for the employee to include income under other heads, if any, and submit his annual return to the Income Tax Officer, paying balance of tax.

Where an employee has income under any other head, viz., income from house property, dividend, interest, etc., he can furnish the particulars of such income and tax deducted at source thereon to his employer in the prescribed form and the employer can compute the total tax liability taking into account such income also and deduct appropriate tax from salary. Such computation should not reduce the tax deductible from the salary had other income not been taken into account. However, the loss under the head "Income from House Property" can be taken into account by the DDO.

'Loss' under the head 'Income from house property'.— In the case of let-out property, if the net income happens to be a loss, it can be set off

against the income under other heads. In the case of self-occupied property, interest on borrowed capital can be set off against income under any other head, subject to a maximum of ₹ 30,000 or ₹ 2 lakhs, as the case may be.

If the house property was acquired / constructed with capital borrowed on or after 1-4-1999 and acquisition / construction completed within five years of the financial year in which the capital was borrowed, interest up to ₹ 2,00,000 can be set off against income under any other head.

— Section 24

COMPUTATION OF INCOME FROM LET-OUT HOUSE PROPERTY

1. Gross Annual Value:	
Amount for which the property might reasonably be let out or annual municipal valuation or actual rent received, whichever is the highest	A
2. Less: Corporation / Municipal Tax actually paid by the owner in the year	B
3. Net Annual Value (A – B)	C
4. Deduction u/s 24 30% of C	<u>D</u>
5. Net chargeable income (C – D)	<u>E</u>

NOTE 1.— If 'E' is a minus figure, the loss can be set off against other income of the particular assessment year.

NOTE 2.— In respect of purchase / construction of residential house property, deduction is allowable towards repayment of principal under Section 80-C.

3. When salary is received in arrears

For the purpose of chargeability to tax, salary includes arrears of salary received in the year, irrespective of the years to which such arrears relate, if not taxed earlier on accrual basis. However, the recipient can claim relief which is computed in the following manner:—

1. Calculate the tax payable on the total income, including the arrears, in the year in which the same is received A
2. Calculate the tax payable on the total income, excluding the arrears, in the year in which the same is received B
3. Difference between the tax at 1 and 2, i.e., A – B C
4. Compute the tax on the total income after excluding the arrears in the year to which the same relates D
5. Compute the tax on the total income after including the arrears in the year to which the same relates E

6. Difference between the tax at 4 and 5, i.e., E – D F
 7. Excess of tax computed at 3 over tax computed at 6,
 i.e., C – F G

G is the amount of relief admissible under the Act.

If G is a minus figure, no relief is admissible.

If the recipient of arrears of salary is an employee of the Government or any Public Sector Undertaking, he can furnish the prescribed particulars to his employer (Disbursing Officer) who will grant relief according to the provisions of Section 89 (1).

If the arrears relate to more than one year, they should be spread over the relevant years to which they pertain in the manner explained above and the amount of relief arrived at. — Rule 21-A and Sections 89 (1) & 192 (2-A)

4. Filing of Income Tax Returns

Every person whose total income exceeds the maximum amount not chargeable to tax, should file annual income tax return irrespective of their tax liability.

FREQUENTLY ASKED QUESTIONS

- What is the amount of standard deduction allowed to individuals on total income?*
 ₹ 50,000 or the amount of salary, whichever is less.
- What is the quantum of Transport Allowance exempt from tax?*
 ₹ 3,200 per month of Transport Allowance granted to an employee who is blind, deaf, dumb or orthopaedically handicapped with disability of lower extremities is exempt from tax.
- What is the tax rebate allowed under new regime to individuals whose total income is ₹ 7 lakhs?*
 ₹ 25,000
- Does family pension come under salary income for the purpose of taxation?*
 No. It is taxable as income from other sources.
- Is standard deduction applicable to family pensioners?*
 No.

28. Welfare Measures

1. Immediate relief to the family of an employee who dies while in service

[Swamy's — Pension Compilation]

1. **Immediate relief.**— If an employee dies while in service, his family will be eligible for immediate monetary relief equal to two months' Basic Pay of the deceased Government servant subject to a maximum of ₹ 25,000. — Appendix 2.

2. **Timely payment.**— Sanctioned immediately by the Head of Office or the Gazetted Officer at the lowest level under whom the deceased official was last working and payment made expeditiously either from imprests or from other sources or by drawing money from the Bank. No formal application from the bereaved family is necessary.

3. **Payment in cash.**— DDOs are permitted to draw and disburse the amount of relief in cash. — OM, dated 30-4-2021.

4. **Payable** to the person(s), in the same manner as payment of death gratuity, if the deceased was governed by Pension Rules, or the balance in the Contributory Provident Fund Account, if the deceased was a subscriber to the CPF.

5. **Undertaking to be obtained.**— Before making the payment, a separate undertaking should be obtained from each person to whom the payment is made that he/she agrees to the amount of advance being recoverable from any amounts payable to the family due to the death of the Government servant.

6. **Officials on Foreign Service.**— If an official dies while on foreign service, the advance may be sanctioned by the parent Department.

7. **Adjustment of the Advance.**— The advance should be adjusted within six months against the arrears of pay and allowances, leave salary, death gratuity, balance in Contributory / General Provident Fund or any other payment due in respect of the deceased official.

— Appendix-2, Pension Compilation.

2. Group Insurance Scheme, 1980

[Swamy's — Group Insurance Scheme]

1. **Scope.**— The Scheme, which is compulsory to all the Central Government employees, (including Departmental Canteen employees)

provides at a low cost and on contributory and self-financing basis, the twin benefits of an insurance cover to help their families in the event of death in service and a lumpsum payment to augment their resources on retirement.

— Para. 2.

2. Insurance and Savings Funds.— A portion of the subscription is credited to the Insurance Fund and the other portion to the Savings Fund which earns interest at the prescribed rate compounded quarterly. — Para. 8.2.

3. Simplification of procedure for payment of Central Government Employees' Group Insurance Scheme dues.— In order to ease the process of payment of Savings Fund on account of CGEGIS at the time of retirement of a Central Government employee, in all cases where the service of the retiring Central Government employee has been verified, payment of the accumulation under Savings Fund of CGEGIS be made without awaiting confirmation of deduction of each monthly subscription of CGEGIS, as service verification is carried out based on the monthly salary payment and the CGEGIS subscriptions are mandatory deductions from these payments.

— GID, Para. 11.11.

The apportionment ratio is 70:30 towards Savings Fund and Insurance Fund respectively, at the assumed mortality rate of ₹ 3.60 per thousand per annum. CGEGIS Tables of Benefit is under review for modification.

— Para. 8.2.

4. Membership.— Employees are enrolled as members of the Scheme only from 1st January every year. If an employee enters service on or after 2nd January in any year, he is enrolled as a member only from 1st January of the next year. From the actual date of appointment to 31st December, he will be entitled only to Insurance Cover.

— Paras. 4.3 and 6.

NOTE.— Re-employed Defence personnel availing of the extended insurance cover under the Group Insurance Scheme applicable to the members of the Armed Forces shall not be admitted to this Scheme until expiry of the extended Insurance Cover.

— Para. 3.2.

5. Monthly subscription and amount of Insurance Cover:—

Group to which the employee belongs	(A) For those who subscribe at the old rates		(B) For those who subscribe at the revised rates		
	Rate of subscription	Amount of Insurance Cover	Rate of subscription		Amount of Insurance Cover
			Before enrolment as a member	After enrolment as a member	
	₹	₹	₹	₹	₹
'A'	80	80,000	40	120	1,20,000
'B'	40	40,000	20	60	60,000

Group to which the employee belongs	(A) For those who subscribe at the old rates		(B) For those who subscribe at the revised rates		
	Rate of subscription	Amount of Insurance Cover	Rate of subscription		Amount of Insurance Cover
			Before enrolment as a member	After enrolment as a member	
	₹	₹	₹	₹	₹
'C'	20	20,000	10	30	30,000
*'D'	10	10,000	5	15	15,000

* The rate of subscription to the erstwhile Group 'D' employees placed in PB-1 with Grade Pay of ₹ 1,800 and classified as Group 'C' is at ₹ 30 per month from January, 2011 onwards.

— GIO (1), Para. 5.4.

(A) Applicable to all employees who were members of the Scheme on 31-1-1989 and have opted to continue to subscribe at the old rates.

(B) Applicable to all employees who were members of the Scheme on 31-1-1989 and have opted to subscribe at the revised rate with effect from 1-1-1990 and to those who joined service on or after 1-2-1989.

— Paras. 5.1 and 5.2.

The Group to which an employee belongs will be determined with reference to the post held by him on a regular basis on the 1st January.

— Paras. 5.1 and 5.2.

6. Promotion during the year.— On regular promotion of a member to a higher Group after the 1st January in any year, his subscription will be raised only from the 1st January of the next year. As for example, a Group 'C' employee is promoted to Group 'B' on 2-1-2021. His subscription and Insurance Cover will be ₹ 30 p.m. and ₹ 30,000 till the end of December, 2021 and will be raised to ₹ 60 p.m. and ₹ 60,000 respectively from January, 2022. Once an employee is admitted to the higher group, his subscription and Insurance Cover will continue to be at the same rate, even if he is subsequently reverted to the lower group for any reason.

— Paras. 5.3 and 5.4.

7. Recovery of subscription for a month will be effected from the pay for that month, i.e., for January, from the pay for January payable on the last day of January.

— Para. 9.3.

Subscription is payable till the end of service including the month in which an employee retires, dies, resigns, or is removed from service. If an employee dies during a month before recovery of subscription for that month, his dues will be paid after deducting the subscription.

— Paras. 9.4 and 11.10.

8. Interest on arrears of subscription.— Arrears of subscriptions of an employee who was on extraordinary leave for any period will be recovered

with interest due under the scheme from his salary for the month following the month in which he resumes duty in not more than three instalments. If an employee dies while on extraordinary leave, the arrears of subscription due from him will be recovered with compound interest at 8% per annum rounded to the nearest whole rupee from the amount payable under the scheme.

— Para. 9.7.

No interest will be levied on the arrears if the non-recovery is due to delayed payment of salary.

— Para. 9.6.

9. Benefits payable.— (a) *Retirement, resignation, etc.*: The employee will be paid as per the Table of Benefits—

- (i) lumpsum due to him out of the Savings Fund for entire period of membership in the lowest group; and
- (ii) amount(s) due to him for the additional units by which subscription was raised due to promotion — for the period from which the rate was raised, to the date of cessation of membership.

(b) *Death while in service*: The nominee/heir will be paid—

- (i) the amount of appropriate Insurance Cover to which the employee was entitled at the time of death; and
- (ii) lumpsum and amount(s) as in the case of (a) above, for the period till the date of death;
- (iii) only the Insurance Cover, if death takes place before becoming a member.

— Paras. 11.7, 11.8 and 11.9.

10. To whom payable.— (a) When there is a valid nomination to the nominee(s), in the manner indicated in the nomination.

Nomination: If the employee has a “family”, he shall make such nomination only in favour of a member or members of his “family”. However, a female subscriber can exclude her husband from her family for the purpose of this Scheme by a notice in writing to the Head of Office.

“Family” means husband, wife or wives, parents, children, a ward, minor brothers, unmarried sisters, deceased son’s widow and children, and where none of the parents of the members of the Scheme is alive, a paternal grandparent.

If any of the nominated members of the family subsequently ceases to be the member of the family under any circumstances, nomination made in favour of such member would become invalid — for example, a minor brother on attaining majority or an unmarried sister on getting married. Their share of insurance amount in such cases, will be paid to other nominated members of the family in equal shares.

— Paras. 19.3, 19.4, 19.5 and 19.9.

(b) In the absence of valid nomination under the Scheme, nomination made under GPF / CPF Rules, may be accepted for this purpose.

— Para. 19.10.

(c) When there is no nomination even for GPF/CPF, the amount will be paid in equal shares to the widow / widows, minor sons and unmarried daughters. In the case of minor sons and daughters, their mother, who is not a Muslim lady will be deemed to be the natural guardian and their shares can be paid to the mother without production of guardianship certificate. Guardianship certificate is necessary in the case of Muslims. In the absence of any of the above members, payment will be made in equal shares to other members of the family. In the absence of any eligible member of the family, the payment may be made to other legal heirs on production of succession certificate issued by a competent Court of Law. — Paras. 19. 10 and 19.11.

11. Debarring an eligible person from receiving insurance amount.—

If a person who, in the event of death of a Government servant while in service, is eligible to receive the insurance amount, is charged with the offence of murdering the Government servant or for abetting in the commission of such an offence, his/her claim to receive insurance amount will be suspended till the conclusion of the criminal proceedings instituted against him/her. On the conclusion of the criminal proceedings, the person, if convicted, will be debarred from receiving the share of insurance amounts, which will be paid in equal shares to other eligible persons. If acquitted, his/her share will be paid without any interest. — Para. 11.3.

12. When whereabouts not known.— In case an employee's whereabouts are not known despite efforts by Police on due complaint to them, the accumulation from the Savings Fund will be payable to the nominees or heirs after one year following the month of disappearance of the employee; the insurance amount will be paid after elapse of seven years following the month of disappearance, on production of a proper and indisputable proof of death or a Decree of the Court presuming the employee to be dead as per Section 108 of Indian Evidence Act. Full subscription for one year following the month of disappearance and at the reduced rate of insurance premium alone for the next six years or till the month in which insurance cover is paid, whichever is later, together with interest shall be recovered from the heirs / nominees of the missing employee, when the dues become payable. — Paras. 11.4 and 11.5.

13. Recovery of Government dues not permissible.— The Scheme is in the nature of a contract between an employee and the Government. No recovery from the amount payable under the Scheme can be made excepting the dues under the Scheme or as specifically authorized by the employee. It is legally not permissible to adjust Government dues against the payment due to the employee or his nominee under the Scheme.

— Para. 21.2.

14. Financing from GPF / CPF is permissible only in exceptional circumstances when the financial position of an employee does not permit him to contribute both to GPF / CPF and Group Insurance Scheme. He may be permitted a non-refundable withdrawal from his GPF / CPF account of an amount equivalent to one year's subscription paid towards the Scheme. — Para. 10.1.

15. Income tax rebate is admissible for the amount of subscriptions paid under the Scheme as in the case of GPF/CPF contributions, Life Insurance premia, etc., except to the extent of the amount withdrawn from the GPF / CPF on account of such subscriptions. — Para. 10.2.

16. No withdrawals/loans/advances are permissible out of the Insurance/ Savings Fund. Accumulated benefits are payable only on the cessation of membership from the Scheme on account of death, retirement, resignation, etc. — Paras. 13.1, 12.1 and 12.2.

17. Assignment of Insurance and Savings Funds.— A member can be permitted by the Head of the Department to assign the Insurance cover and accumulations in the Savings Fund in favour of a recognized Financial Institution as security for obtaining loans for construction / purchase of house / flat / ready-built house in his / her name or in the name of his / her spouse or any other member of the family. — Paras. 13.2 to 13.5.

TABLE OF BENEFITS — 2023

Table of Benefits is being issued on quarterly basis commencing from 1-1-2017. The tables for the third and fourth quarter will be published in *Swamysnews* as and when received

3. Illustration

Employee joined the Scheme with effect from	...	1-1-1982
Retiring on superannuation on	...	30-6-2023
Entitlement of the employee:		

(1) If he was a Group 'D' employee throughout:

(i) *When continued to subscribe at the old rate:*
Amount as per table for cessation on 30-6-2023 ₹ 41,914.68

(ii) *When subscribed at the old rate up to 31-12-1989 and at the new rate from 1-1-1990:*

Amount as per table for cessation on 30-6-2023 ₹ 50,467.67

(2) If he was a Group 'D' employee up to 31-12-1986 and a Group 'C' employee from 1-1-1987:

(i) *When continued to subscribe at the old rate:*

Amount as per table for cessation on 30-6-2023 for a monthly subscription of ₹ 10 ...	₹ 41,914.68
Amount as per table for cessation on 30-6-2023 for an additional monthly subscription of ₹ 10 (20 — 10) from 1-1-1987 ...	₹ 23,994.35
Total	₹ 65,909.03

(ii) *When subscribed at the old rate up to 31-12-1989 and at the new rate from 1-1-1990:*

Amount as per table for cessation on 30-6-2023 for a monthly subscription of ₹ 10/15 ...	₹ 50,467.67
Amount as per table for cessation on 30-6-2023 for an additional monthly subscription of ₹ 10/15 from 1-1-1987 ...	₹ 32,551.82
Total	₹ 83,019.49

4. *Ex gratia* lumpsum compensation to families of Central Government Civilian employees who die in harness

[Swamy's — CCS (Extraordinary Pension) Rules]

The families of Central Government Civilian employees who die in harness in the performance of their bona fide official duties under various circumstances, shall be paid the following *ex gratia* lumpsum compensation.

- | | |
|--|------------|
| (a) Death occurring due to accidents in the course of performance of duties ... | ₹ 25 lakhs |
| (b) Death occurring in the course of performance of duties attributable to acts of violence by terrorists, anti-social elements, etc. ... | ₹ 25 lakhs |
| (c) Death occurring during (a) enemy action in international war or border skirmishes and (b) action against militants, terrorists, extremists, etc. ... | ₹ 35 lakhs |
| (d) Death occurring while on duty in the specified high altitude, inaccessible border posts, etc., on account of natural disasters, extreme weather conditions ... | ₹ 35 lakhs |

- (e) Death occurring during enemy action in war or such war like engagements, which are specifically notified by Ministry of Defence and death occurring during evacuation of Indian Nationals from a war-torn zone in foreign country ... ₹ 45 lakhs

— Chapter 2.

The compensation is intended to provide an additional insurance and security to employees, who are required to function under trying circumstances and are exposed to different kinds of risks in the performance of their duties.

Conditions governing payment of lumpsum compensation.—

1. The death of the employee concerned should have occurred in the actual performance of bona fide official duties. In other words, a casual connection should be established between the occurrence of death and Government service.
2. Even, if an employee had died in such circumstances that a medical report could not be secured, the nexus and causal connection with Government service would need to be adequately established in determining the entitlement to the *ex gratia* lumpsum payment. All evidence (both direct and circumstantial) shall be taken into account and the benefit of reasonable doubt given to the claimant.
3. The *ex gratia* lumpsum compensation is not admissible if the death of the employee is due to accidents while travelling on duty by commercial aircraft, national or private.
4. The *ex gratia* lumpsum compensation is admissible if the death of the employee is due to accidents while travelling on duty by service aircraft without prejudice to the Bond required to be executed by the employees indemnifying the Government against any claims on account of death while travelling by service aircraft.
5. In the case of death of an employee while travelling on duty by Railways due to train accidents, the amount of *ex gratia* lumpsum compensation admissible will be reduced by the compensation, if any, received by the next of kin of the employee from the Railways.

From 1-1-2006, there will be no ceiling for grant of *ex gratia* lumpsum compensation paid from sundry Government sources such as the Prime Minister's Relief Fund, Chief Minister's Relief Fund, etc., to the families of deceased Government servants.

— OM, dated 12-7-2010.

***Ex gratia* lumpsum compensation is in addition to other benefits.—**

Admissible in addition to such other benefits as may be admissible under CCS (Extraordinary Pension) Rules, or the Liberalized Pensionary Awards

Scheme, CCS (Pension) Rules, 2021, General / Contributory P.F. Rules, Central Government Employees' Group Insurance Scheme.

Sanctioning Authority.— Concerned Administrative Ministries in consultation with their Financial Advisers. — OM, dated 11-9-1998.

Nomination to receive *ex gratia* lumpsum compensation.— On death of a Government servant in the performance of bona fide duty, nomination in Form 1 is to be made. The nomination is subject to the provisions as applicable in the case of gratuity under Rule 46 of the CCS (Pension) Rules, 2021. Since the *ex gratia* lumpsum payment is payable to the family only, no nomination shall be made in favour of a person who is not a member of the family, even where the Government servant has no family. If no nomination has been made or the nomination made by the Government servant does not subsist, the *ex gratia* lumpsum compensation will be shared equally by all eligible family members, as in the case of Gratuity, in accordance with Rule 47 of the CCS (Pension) Rules.

— OM, dated 30-9-2021.



FREQUENTLY ASKED QUESTIONS

1. *What is the apportioned ratio fixed towards Savings Fund and Insurance Fund from the subscription of a member under Group Insurance Scheme?*

The apportionment ratio was recommended by Seventh CPC to be enhanced to 75:25 towards Savings Fund and Insurance Fund respectively, but currently it is 70:30.

2. *From which date are employees enrolled as members of Group Insurance Scheme?*

Employees are enrolled as members of the scheme only from 1st January every year.

3. *What is the intention to provide *ex gratia* lumpsum compensation?*

The compensation is intended to provide an additional insurance and security to employees, who are required to function under trying circumstances and are exposed to different kinds of risks in the performance of their duties.

29. Postal Tariff and Savings Schemes

INLAND POSTAL TARIFF

1. Postcard	₹ P.				
(a) Meghdoot	0.25			(c) Every additional 100 g. or fraction thereof	₹ P. 0.20
(b) Single	0.50				
(c) Reply	1.00			9. Registered Newspapers (More than one copy of the same issue)	
(d) Printed	6.00			(a) Not exceeding 100 g.	0.50
(e) Competition	10.00			(b) Every additional 100 g. or fraction thereof	0.20
2. Inland Letter Card	2.50			10. Registration	
3. Embossed Envelope	5.00			(a) Fee for each article	17.00
4. Letter Post (Maximum 2 kg.)				(b) Concessional registration fee for VPP containing printed books up to ₹ 50	2.50
For every 20 g. or fraction thereof	5.00			(c) Fee for acknowledgement	3.00
5. Book Packets containing printed books only (Maximum 5 kg.)				(d) Registration Envelope (Large)	22.00
For every 100 g. or fraction thereof	1.00			(Small)	21.50
6. Book Pattern and Sample Packets (Maximum 2 kg.)				(e) Attested copy of addressee's receipt	2.00
(i) First 50 g. or fraction thereof	4.00			11. Parcels (Maximum 4 kg.)	
(ii) Additional 50 g. or fraction thereof	3.00			(a) Postage for first 500 g.	19.00
7. Book packets containing periodicals registered with Press Registrar of India (Maximum 5 kg.)				For additional 500 g. or fraction thereof	16.00
Value of the periodicals				(b) Home delivery fee for each parcel weighing more than 5 kg.	5.00
	Up to ₹ 20	₹ 21 to ₹ 50	Above ₹ 50	12. Insurance Fee	
For the first 100 g.	2.00	4.00	8.00	(a) Where the value of insurance does not exceed ₹ 200	10.00
For additional 100 g. or fraction thereof	3.00	5.00	9.00	(b) For every additional ₹ 100 or fraction thereof	6.00
[Compact Discs, Floppies, etc., not permissible]				[Cash up to ₹ 20,000 value of articles up to 1 lakh]	
8. Registered Newspapers (Single Copy) (Maximum 5 kg.)				13. Value Payable Articles	
(a) Up to 50 g.	0.25			(a) VPP Fee	
(b) Exceeding 50 g. but not exceeding 100 g.	0.50			(i) Up to ₹ 20	2.00

	₹ P.		₹ P.
(ii) Exceeding ₹ 20 but not exceeding ₹ 50	3.00	(ii) For every additional 100 g. or fraction thereof up to 2000 gms.	45.00
(iii) Exceeding ₹ 50	5.00		
(b) Warehousing charges per day (beyond 7 days)		(b) Registration Charges	
(i) For letters	2.00	(i) Letters, Air Letters, Postcards, Packets	70.00
(ii) For parcels	3.00	(ii) Bulk Bags	350.00
(c) Cost of VP MO Form	0.25		
(d) Enquiry Fee per article	1.00		
14. Recall of Postal articles		18. Electronic Money Order (Maximum value ₹ 5,000 per money order)	
Fee for each article	6.00	Commission for every ₹ 20 or part thereof	1.00
15. Late fee for each article		19. I.P.O Commission for each Postal Order	
(a) Unregistered articles	2.00	(a) Value up to ₹ 10	1.00
(b) Registered articles	3.00	(b) ₹ 20	2.00
16. Fee for Identity Card		(c) ₹ 50	5.00
Valid for 3 years from the date of issue	9.00	(d) ₹ 100	10.00
17. Air Mail Fee			
(a) Small Packets (Other than Letters, Postcards and Parcels)			
(i) For the first 100 g. or fraction thereof	60.00		

20. Inland Speed Post Tariff :—

Weight		Local (within Municipal Limits)	Up to 200 kms	201 to 1000 kms	1001 to 2000 kms	Above 2000 kms
		₹	₹	₹	₹	₹
(i)	Up to 50 grams	18	41	41	41	41
(ii)	51 grams to 200 grams	30	41	47	71	83
(iii)	201 grams to 500 grams	35	59	71	94	106
(iv)	501 grams to 1000 grams	47	77	106	142	165
(v)	1001 grams to 1500 grams	59	94	142	189	224
(vi)	1501 grams to 2000 grams	71	112	177	236	283
(vii)	2001 grams to 2500 grams	83	130	212	283	342
(viii)	2501 grams to 3000 grams	94	148	248	330	401
(ix)	3001 grams to 3500 grams	106	165	283	378	460
(x)	3501 grams to 4000 grams	118	183	319	425	519
(xi)	4001 grams to 4500 grams	130	201	354	472	578
(xii)	4501 grams to 5000 grams	142	218	389	519	637

POST OFFICE SAVINGS SCHEMES AT A GLANCE

510

SWAMY'S HANDBOOK — 2024

Savings Scheme	Interest*	Limits	Tax benefits
Post Office Savings Account	4.0 % per annum on individual / joint accounts	Minimum INR ₹ 500 for opening.	Interest earned is tax free up to ₹ 10,000 per year.
5-Year Post Office Recurring Deposit Account (RD)	6.5 % per annum (quarterly compounded)	Minimum INR ₹ 100 per month or any amount in multiples of INR ₹ 10. No maximum limit.	
Post Office Time Deposit Account (TD)	Interest payable annually but calculated quarterly. 1 yr. A/c 6.9 % 2 yr. A/c 7.0 % 3 yr. A/c 7.0 % 5 yr. A/c 7.5 %	Minimum INR ₹ 1000 and in multiples of 100. No maximum limit.	The investment under 5 years TD qualifies for the benefit of Section 80-C of the IT Act from 1-4-2007.
Post Office Monthly Income Scheme Account (MIS)	7.4 % per annum payable monthly.	In multiples of INR ₹ 1,000. Maximum investment limit is INR ₹ 9 lakh in single account and INR ₹ 15 lakh in joint account.	
Senior Citizen Savings Scheme (SCSS)	8.2 % per annum	In multiples of INR ₹ 1,000 maximum not exceeding INR ₹ 30 lakh.	Investment under this scheme qualifies for the benefit of Section 80-C of the IT Act from 1-4-2007.
15-year Public Provident Fund Account (PPF)	7.1 % per annum (compounded yearly).	Minimum INR ₹ 500. Maximum INR ₹ 1,50,000 in a Financial Year.	Deposits qualify for deduction from income under Section 80-C of IT Act.
National Savings Certificates (NSC)	7.7 % compounded annually but payable at maturity.	Minimum of ₹ 1,000 and in multiples of ₹ 100. No Maximum limit.	Deposits qualify for tax rebate under Section 80-C of IT Act.
Kisan Vikas Patra (KVP)	7.5 % compounded annually.	Minimum of ₹ 1,000 and in multiples of ₹ 100. No Maximum Limit.	
Sukanya Samridhhi Accounts	Rate of interest 8.0 % per annum calculated on yearly basis, compounded yearly.	Minimum INR ₹ 250 and Maximum INR ₹ 1,50,000 in a Financial Year. Subsequent deposit in multiple of INR ₹ 50. Deposits can be made in lumpsum. No limit on number of deposits either in a month or in a Financial Year.	Deposits qualify for deduction from income under Section 80-C of IT Act.

* Interest rates are effective from 1-7-2023.

30. Illustrations

(1)

DEPUTATION AND FOREIGN SERVICE

A. Fixation of Pay on deputation

A Government servant drawing the pay of ₹ 92,700 in Pay Level 10 is deputed to a post in Level 11 within the same station from 1-4-2023. Fix his Pay on deputation—

(a) If he opts to draw his Pay in the ex cadre post.	₹
Pay in Level 10 ...	92,700
Pay after adding increment in Level 10 ...	95,500
Pay in Level 11 at a stage equal to or next higher ...	96,600

NOTE.— DA and HRA admissible on ex cadre pay.

(b) If he opts to draw deputation allowance.	₹
Pay in Level 10 ...	92,700
Deputation allowance at 5% of pay ₹ 4,635 limited to ₹ 4,500 ...	4,500

NOTE. - DA and HRA not admissible on deputation allowance. Hence in this case opting for cadre pay will be more beneficial.

B. Calculation of Pension and Leave Salary Contributions

A Government servant whose date of birth is 15-6-1983 entered Central Government service as a Group 'C' employee on 1-7-2002. He was holding a Group 'A' post in the pay of ₹ 84,900 in Pay Level 10 from 1-7-2021. He was sent on deputation on foreign service terms to a Public Sector Undertaking to a post in the Pay Level 11 for a period of one year from 1-1-2022. He opted to draw his Pay plus Deputation (Duty) Allowance @ 10%. Calculate the Pension and leave salary contributions payable by the foreign employer to the Government.

Ans:

Date of Birth	15-6-1983
Date of entry in service	1-7-2002
Period of foreign service	1-1-2022 to 31-12-2022

Pension Contribution:

Period	Pay in the Pay Level at the time of proceeding on foreign service <i>plus</i> DA	% of Contribution	Monthly rate of Pension contribution	Months	Amount
1-1-2022 30-6-2022	₹ 84,900 + 28,866	18	₹ 20,478	6	₹ 1,22,868
1-7-2022 31-12-2022	84,900 + 32,262	18	21,089	6	1,26,534
Total					2,49,402

Leave Salary Contribution:

Period	Pay in the Pay Level + 10% of Depn. Allowance	Pay in F. S.	% of Contribution	Monthly rate	Months	Amount
1-1-2022 30-6-2022	₹ 84,900 + 8,490	₹ 93,390	11	₹ 10,273	6	₹ 61,638
1-7-2022 31-12-2022	87,400 + 8,740	96,140	11	10,575	6	63,450
Total					1,25,088	

Total Contribution payable:

Pension ₹ 2,49,402

L.S. ₹ 1,25,088

Total ₹ 3,74,490

C. Fixation of pay on deputation to a post where the pay scale and DA pattern are dissimilar to that in the parent cadre

A person drawing emoluments as Basic Pay - ₹ 36,000 and Dearness Allowance - ₹ 50,400 (DA @ 140%) with increment @ 3% per annum on the basic pay is appointed in Central Government in the Level 11 of Pay Matrix (in Seventh CPC) with DA @ 15% on deputation basis. What will be his pay in the *ex cadre* post?

Ans:

- (a) Adding one increment to the basic pay in the substantive post in parent cadre:

Pay in parent cadre post = ₹ 36,000.

Increment = 3% of ₹ 36,000 = ₹ 1,080.

Adding one increment = ₹ 37,080 [i.e. ₹ 36,000 *plus* ₹ 1,080]

- (b) Pay and DA admissible in parent cadre:

DA @ 140% on basic pay = ₹ 51,912 (140% of ₹ 37,080).

Total emoluments in the parent cadre = ₹ 88,992 (₹ 37,080 plus ₹ 51,912).

- (c) Now, fixing pay in ex cadre post in Level 11 of Pay Matrix (with DA @ 15%) on the basis of emoluments drawn in parent cadre:

Pay in ex cadre i.e. ₹ 88,992 shall comprise of ₹ 77,384 (Basic Pay) plus ₹ 11,608 (DA @ 15%).

Since there is no cell in Level 11 of Pay Matrix matching ₹ 77,384 pay will be fixed at ₹ 78,500, i.e. next cell in higher stage. So, the pay in ex cadre post will be fixed at ₹ 78,500.

(2)

PAY**A. Fixation of pay on promotion**

1. An official drawing a pay of ₹ 39,200 from 1-1-2023 in Level 5 is promoted to a post in Pay Level 6 on 1-4-2023. Fix his pay on the date of promotion.

Ans:

His pay on promotion will be fixed as follows:—

	₹
Pay from 1-1-2023	39,200
Pay in Pay Level 5 after adding one increment	40,400
Pay on date of promotion in the Level 6 at a Level equal to or next higher as compared to ₹ 40,400	41,100

2. An official drawing a pay of ₹ 64,100 on 1-1-2023 in Level 7 is promoted to a post in Pay Level 9 on 1-5-2023. He opts to fix his pay from the date of next increment. Fix his pay and indicate his DNI.

Ans:

His pay on promotion will be fixed as follows:—

Pay from 1-1-2023	₹ 64,100
Pay from date of promotion till 30-6-2023	₹ 65,200
Pay in Level 7 after adding two increments on DNI	₹ 68,000
Pay on DNI i.e., 1-7-2023 in Level 9 at a Level equal to or next higher as compared to ₹ 68,000	₹ 69,200
Date of next increment in the promoted post	1-1-2024

3. An official drawing pay of ₹ 56,900 in Level 7 from 1-7-2024 is promoted on 1-9-2024 to a post in Level 10. He opts for fixation of pay from the date of promotion. Fix his pay and indicate his DNI.

Ans.

Pay on 1-7-2024	...	₹ 56,900
Pay on 1-9-2024 i.e., date of promotion in Level 10		₹ 59,500
Date of next increment in the promoted post	...	1-7-2025

B. Court Attachment

1. An Officer was drawing the Pay in the Pay Matrix at the Level 7 of ₹ 60,400 from 1-7-2023. A Court attachment order for the first time in his service for the recovery of ₹ 4,86,650 from his salary was received in August, 2023. The attachment order is not for maintenance. Calculate the amount recoverable each month and the total amount that can be recovered [DA 42%, HRA 18%].

Ans.

All the allowances, except pay, are exempt from attachment by order of the Court. Hence, the amount that can be recovered from the salary of the officer in satisfaction of the decree will be—

1-8-2023 to 30-6-2024 (Salary for August, 2023 to June, 2024)

	₹	₹
Emolument	...	60,400
Deduct first ₹ 1,000	...	(-) 1,000
Remainder	...	59,400
Deduct $\frac{2}{3}$ rd of the remainder exempted	...	(-) 39,600
Amount recoverable	...	19,800 p.m. x 11
1-7-2024 to 30-6-2025		2,17,800
Emolument	...	62,200
Deduct first ₹ 1,000	...	(-) 1,000
Remainder	...	61,200
Deduct $\frac{2}{3}$ rd of the remainder exempted	...	40,800
Amount recoverable	...	20,400 p.m. x 12
July, 2025 — Emolument	...	64,100
Deduct first ₹ 1,000	...	(-) 1,000
Remainder	...	63,100
Deduct $\frac{2}{3}$ rd of the remainder exempted	...	42,067
Amount recoverable	...	21,034 p.m. x 1
		21,034
Total amount recoverable in respect of the decree =		<u>4,83,634</u>

Under Section 60 (1) of Code of Civil Procedure, the portion of the salary which is under attachment either continuously or intermittently for a total period of 24 months shall be exempt from attachment until the expiry of a further period of 12 months. The same attachment order cannot be enforced again after the expiry of 12 months. Though the attachment is for ₹ 4,86,650, the total amount that can be recovered from the salary of the officer will be only ₹ 4,83,634.

2. Calculate the maximum amount recoverable on 30-9-2023 from the salary of a Government servant against whom a Court attachment order for ₹ 63,000 was received on 15-9-2023. Particulars of his pay, etc., are as follows:—

Pay ₹ 43,600 p.m. in Level 6, DA 46%.

HRA ₹ 7,848; Transport Allowance ₹ 3,600 plus DA.

A sum of ₹ 2,600 p.m. was being attached from his salary for a period of 24 months till December, 2023 in satisfaction of a decree in another case.

Ans.

Emoluments for September payable on 30-9-2023—	₹
Pay	43,600
DA 46%	20,056
HRA 18%	7,848
Transport Allowance	5,256
Total	<u>76,760</u>

Less: Amount exempt from attachment—	₹
DA	20,056
HRA	7,848
Transport Allowance	<u>5,256</u>
Net emoluments	<u>43,600</u>

$$\text{Amount attachable} = \frac{(\text{₹ } 43,600 - 1,000)}{3} = 14,200$$

Less: Portion of salary under attachment continuously for 24 months	=	<u>2,600</u>
Balance attachable	=	<u>11,600</u>

Recovery:

₹ 11,600 × 4 (Sep. to Dec. 2023)	...	46,400
₹ 14,200 × 1 (Jan. 2024)	...	14,200
Balance (Feb. 2024)	...	<u>2,400</u>
		<u>63,000</u>

NOTE 1.— The amount of ₹ 2,600 which was under attachment for a period of twenty-four months continuously shall be exempt from attachment until the expiry of a further period of twelve months reckoned from January, 2023 to December, 2023 — *vide* Section 60 (1) of the Code of Civil Procedure, 1908.

(3)

PROVIDENT FUNDS

Calculate the interest on GPF with the following particulars.—

- (i) Closing balance as on 31-3-2023 ₹ 95,000
 (ii) Monthly subscription ₹ 3,500
 (iii) Rate of interest 7.1 %
 (iv) Taken an advance of ₹ 10,000 during June, 2022 recoverable in 20 equal instalments
 (v) Taken an advance of ₹ 6,000 during June, 2023 recoverable in 10 equal instalments including the outstanding advance.

A - For a full year

Closing Balance as on 31-3-2023 ₹ 95,000

Month	Subscription	Refund	Advance / Withdrawal	Balance
2023	₹	₹	₹	₹
April	3,500	500		99,000
May	3,500	500		1,03,000
June	3,500	500	6,000	1,01,000
July	3,500	500		1,05,000
August	3,500	1,000		1,09,500
September	3,500	1,000		1,14,000
October	3,500	1,000		1,18,500
November	3,500	1,000		1,23,000
December	3,500	1,000		1,27,500
2024				
January	3,500	1,000		1,32,000
February	3,500	1,000		1,36,500
March	3,500	1,000		1,41,000
		Total		14,10,000

Interest ₹ 14,10,000 × $\frac{1}{12}$ × $\frac{7.1}{100}$ = ₹ 8,342.50 = ₹ 8,343.

NOTE.— Repayment towards the advance of ₹ 10,000 taken in June, 2022, will be from the pay of July, 2022 which has to be accounted for in August, 2022. Balance amount will be of ₹ 4,000 in June, 2023 which is to be added with the advance taken in June, 2023 and the consolidated advance of ₹ 10,000 (₹ 4,000 + ₹ 6,000) has to be recovered in 10 instalments starting from the pay of July, 2023.

B - For part of a year

If in the above example, if the Government servant retired on superannuation on 30-11-2023, then.—

Closing Balance as on 31-3-2023 ₹ 95,000

Month	Subscription	Refund	Advance / Withdrawal	Balance
2023	₹	₹	₹	₹
April	3,500	500	₹	99,000
May	3,500	500		1,03,000
June	3,500	500	6,000	1,01,000
July	3,500	500		1,05,000
August	3,500	1,000		1,09,500
September	3,500	1,000		1,14,000
October		1,18,500
November		1,18,500
		Total		8,68,500

Interest ₹ 8,68,500 $\times \frac{1}{12} \times 7\frac{1}{100} = ₹ 5,138.63 = ₹ 5,139$.

NOTE 1.— As per GID (1) below Rule 7 (4) of GPF (CS) Rules, as the Government servant is to retire on 30-11-2023, the subscription and recovery of advance has to be compulsorily stopped from the pay of September, 2023.

NOTE 2.— Interest has been calculated assuming that the interest rate for the year 2023-2024 is @ 7.1%.

(4)

LEAVE RULES

(a) Calculation of Earned Leave and Half Pay Leave

Date of appointment	6-2-2018
Availed EL for 50 days followed by 15 days commuted leave from	1-8-2021
Availed HPL for 44 days from	1-2-2021

Dies non for 19 days from 6-11-2021

Availed EL for 15 days for availing LTC and also
encashed EL for 10 days 1-3-2022

Find out Earned Leave and Half Pay Leave at credit on 1-7-2024.

	Number of Days		
	Earned	Availed	Balance
Earned Leave			
Credit on 6-2-2018 at 2 ½ days per completed month of service likely to render up to 30-6-2018 ($2\frac{1}{2} \times 4 = 10$)	10	...	10
Credits 1-7-2018 ; 1-1-2019 1-7-2019 ; 1-1-2020 1-7-2020 ; 1-1-2021 and 1-7-2021 } (7 x 15)	105	...	115
EL 1-8-2021 to 19-9-2021	...	50	65
Credit on 1-1-2022 (15 days less $\frac{1}{10}$ th of <i>Dies non</i> during previous half year) ($15 - 19 \times \frac{1}{10} = 13.1$ rounded to 13 days)	13	...	78
EL 1-3-2022 to 15-3-2022	...	15	63
Leave encashed	...	10	53
Credits 1-7-2022 ; 1-1-2023 1-7-2023 ; 1-1-2024 and 1-7-2024 } (5 x 15)	75	...	128
Half Pay Leave			
Credit on 6-2-2018 at $\frac{5}{3}$ days per completed month of service likely to render up to 30-6-2018 $\frac{5}{3} \times 4 = 6.66$ rounded to 7 days	7	...	7
Credits 1-7-2018 ; 1-1-2019 1-7-2019 ; 1-1-2020 1-7-2020 ; 1-1-2021 } (6 x 10)	60	...	67
1-2-2021 to 15-3-2021	...	44	23
Credit 1-7-2021	10	...	33
Commuted leave from 20-9-2021	...	30	3
Credit 1-1-2022 (10 days less $\frac{1}{18}$ th of 19 days <i>Dies non</i>) $10 - 1.06 = 8.94$ rounded to 9 days	9	...	12
Credits 1-7-2022 ; 1-1-2023 1-7-2023 ; 1-1-2024 1-7-2024 ; } (5 x 10)	50	...	62

Leave at credit as on 1-7-2024 E.L. 128 days. H.P.L. 62 days.

(b) Calculation of leave encashment

Date of birth	15-10-1963
Date of retirement	31-10-2023
Leave at credit as on 1-6-2023			
Earned Leave	298 days
Half Pay Leave	102 days
Pay in the Pay Level 8 as on 1-6-2022	₹ 53,600
Leave availed EL - 8 days from 27-6-2023			
HPL - 12 days from 1-8-2023			

Calculate the leave encashment as on date of retirement.

Earned Leave Account

Period	Number of Days		
	Earned	Availed	Balance
Credit as on 1-6-2023	298
27-6-2023 to 30-6-2023	...	4	294
1-7-2023 Credit ($2\frac{1}{2} \times 4$)	10	...	294 + 10
1-7-2023 to 4-7-2023	...	4	294 + 6
31-10-2023	300

Half Pay Leave Account

Period	Number of Days		
	Earned	Availed	Balance
Credit as on 1-6-2023	102
1-7-2023 Credit ($\frac{5}{3} \times 4$)	7	...	109
1-8-2023 12-8-2023	...	12	97
31-10-2023	97

Leave encashment :

EL at credit 300 days

Basic Pay at Level 8 as on 31-10-2023 ₹ 55,200

DA 46% ₹ 25,392

₹ 80,592

Cash equivalent =

$$\frac{80,592 \times 300}{30} = ₹ 8,05,920$$

The overall limit of cash equivalent of leave including both earned leave and half pay leave shall not exceed 300 days.

(c) Calculation of EL for Vacation Department Staff

(i) When the employee avails a portion of the vacation

Full Vacation	70 days
Availed	25 days

Credit of Earned Leave will be calculated as given below -

On 1st January and 1st July @ 5 days each ... 10 days

Credit for unavailed portion of vacation

$45/70 \times 20 = 12.8$... 13 days

Total EL for the calendar year ... 23 days

(ii) When the employee does not avail any vacation

On 1st January and 1st July @ 15 days each ... 30 days

Total EL for the calendar year ... 30 days

(5)

JOINING TIME

1. An officer was transferred from Station 'A' to Station 'B' and was relieved on 5-3- (A.N.). While in transit at Station 'X' en route, he received an order on 14-3- (F.N.) for his transfer to Station 'C' in cancellation of the order for his transfer to Station 'B'. Calculate the joining time admissible

from the following data and state when the officer should join his new post at Station 'C' at the latest:

		Distance in km.
Station 'A' to Station 'X'	...	902
Station 'X' to Station 'Y' river steamer (the steamer took 3 days to complete the journey)	...	370
Station 'Y' to Station 'Z' (towards Station 'C' by rail)	...	690
Thereafter by motorable road	...	160
Thereafter by ordinary road negotiable by horse-drawn vehicle		68

Holidays	Saturdays	Sundays
16-3-	6-3-	7-3-
	13-3-	14-3-
	20-3-	21-3-
	27-3-	28-3-

Ans.

Date of Relief 5-3- (AN)

As per Rule 6 (3) of CCS (JT) Rules, if an official in transit on transfer is directed to proceed to a place different from the initial orders, he will be entitled to joining time afresh from the date following the date of receipt of the revised orders. The fresh joining time will be calculated from the place where he received the revised orders. In this case, the official will be entitled to a fresh spell of 15 days' joining time from 15-3 to 29-3-, in addition to the 9 days already availed. He should join his new post on 30-3- (F.N.).

Since the distance involves continuous travel by road for more than 200 km., the officer is entitled to a joining time of 15 days.

2. Shri 'X', a permanent Government servant has been transferred from Station 'A' to Station 'B' on Promotion from Level 7 to 8. The distance between the two stations is 2,150 kms.

Calculate the following:—

- (i) Total period of joining time.
- (ii) Pay and Allowance payable during the joining time.
- (iii) The date by which the official should join his new post, if he was relieved on the afternoon of 2-12-2023.

The Pay and Allowances of the official are as under:—

	Station 'A' ₹	Station 'B' ₹
Pay in Level 7	49,000	50,500 [in Level 8]
DA @ 46%		
HRA	13,230	4,545
Rate of HRA	27%	9%

(i) As per Rule 5 (4) of CCS (Joining Time) Rules, the official is entitled to 15 days' joining time, since the distance is more than 2,000 km.

(ii) As per Rule 7 of CCS (Joining Time) Rules, during joining time, an official will draw the pay drawn at the time of relinquishing the old post and HRA at the rate drawn at the old station. In this case, the official will draw—

Pay ₹ 49,000, DA @ 46% - ₹ 22,540 and HRA ₹ 13,230.

(iii) The official should join the new post on the expiry of fifteen days joining time. Since he was relieved on the afternoon of 2-12-2023, he should join the new post on the forenoon of 18-12-2023.

(6)

TRAVELLING ALLOWANCE

1. Calculate the tour T.A. admissible for the month of June, 2024 to an Officer in Pay Level 10 from the following particulars:—

Station Head-quarters	Departure		Arrival			Remarks
	Date	Hours	Stn.	Date	Hours	
Hqrs. A	5-6	18.30	B	6-6	05.30	525 kms by rail Residence to Railway Station – distance 6 kms.
B	7-6	23.00	C	8-6	08.15	520 kms by rail (RS to office at 'C' 4 kms.) Distance between Station 'C' and Hqrs. 'A' is 5 kms.
			Hqrs. A	9-6	19.00	5 kms by taxi

(a) All the road journeys were performed in full taxi.

- (b) Railway fares:— AC 2-Tier
- | | |
|---------|---------|
| 525 km. | ₹ 1,890 |
| 520 km. | ₹ 1,850 |
| 175 km. | ₹ 760 |
- (c) Taxi rate: ₹ 24 per km.
- (d) He spent on the following items for the period from 5-6 to 7-6:
- For Hotel stay, he incurred ₹ 2,250 per day and produced self-certified claim indicating period of stay, name of dwelling.
 - For food he spent an amount of ₹ 1,150 per day.
 - For travelling within the city, an amount of ₹ 338 per day incurred for which a self-certified claim furnished with period of travel and vehicle number.

Ans.

Pay Level	...	10	
Class by rail	...	AC 2-Tier	
Road mileage	...	Taxi	
Rate of D.A.	Reimbursement for:—		
	(i) Hotel Accommodation	₹ 2,250 per day	
	(ii) Lumpsum amount	₹ 900 per day	
	(iii) Charges for travel within city	Up to ₹ 338 per day	
	(iv) Road mileage by Taxi	₹ 24	
			₹
5-6	Road Mileage at 'A' (6 kms x ₹ 24)	...	144
	'A' to 'B' rail fare AC 2-Tier	...	1,890
6-6	Local journeys @ halting Station 'B' by Taxi (₹ 338 x 2 days)	...	676
7-6	Road Mileage at 'B' (4 kms x ₹ 24)	...	96
	'B' to 'C' rail fare AC 2-Tier	...	1,850
9-6	Road Mileage from 'C' to 'A' (5 kms x 24)	...	120
			<hr/>
			4,776
	Hotel accommodation for 2 days x ₹ 2,250	...	4,500

Daily Allowance:

₹

Period of absence from headquarters 18.30 hrs.
on 5-6 to 08.15 hrs. on 8-6.

5-6 – 30%	0.30
6-6 to 7-6	2.00
8-6 – 70%	0.70

3.00 D.As.

Food Bills i.e. lumpsum amount for 3 DAs x ₹ 900	2,700
Total	<u>11,976</u>

- NOTE.— 1. Station 'C' is within 8 km. from headquarters 'A' and no D.A. is admissible for his halt / stay at 'C'.
2. For local journeys at tour station, mileage allowance is admissible *vide* GIO (1), SR 46.
3. The ceiling for reimbursement of lumpsum amount (food bill) is restricted to ₹ 900 *vide* GIO (1), SR 51.

2. Calculate the transfer travelling allowance admissible to a Central Government Group 'A' officer drawing pay of ₹ 99,800 in Pay Level 12 on his transfer during July from 'X' to 'Y' from the following particulars:—

- (i) His family consisted of his wife, two sons aged 14 years and 11 years, two dependent brothers aged 25 years and 16 years and a widowed sister, having a rental income of ₹ 14,000 p.m. residing with him.
- (ii) Distance between residence and Railway Station is 10 kms. and at Station 'Y' is 5 kms.
- (iii) He travelled by AC first class on 5-7 by Rajdhani Express, leaving 'X' Station on 5-7- at 16.30 hrs. and reached 'Y' Station on 6-7- at 08.30 hrs. He could not take his family with him due to non-availability of accommodation at Station 'Y'.
- (iv) The officer returned to 'X' Station on 6-8 by Air.
- (v) On 12-8 the officer accompanied by his wife, sons and sister left for 'Y' Station by train AC 2 tier, leaving at 8.00 hrs and reached on 13-8 at 8.30 hrs.
- (vi) His brothers left on 3-9 for 'Y' Station by train AC 2 Tier, leaving at 8.00 hrs and reached on 4-9- at 7.30 hrs.
- (vii) His personal effects weighing 6,500 Kgs. were transported by road and ₹ 57,425 was paid to a private transport company. Distance from Station 'X' to Station 'Y' is 1,600 kms.

(viii) The officer's car was transported in a truck for which he paid ₹ 28,750. The fare for transportation of the car by train is ₹ 32,500. Approved road mileage is ₹ 20 per km.

(ix) Air fare between 'X' and 'Y'	₹ 7,740
Rail fare - Rajdhani AC I Class	₹ 5,090
- Mail / express AC I Class	₹ 4,230
- AC 2 Tier	₹ 2,490

Ans.

Pay in Level 12 for June	₹ 96,900
Rail Class	AC I-Class / Economy Class by Air
Rate for transportation of personal effects by Road	₹ 50 per Km.
Road mileage	₹ 20

Self:

			₹
Composite Transfer Grant 80% of ₹ 96,900	77,520
Train fare by Rajdhani	5,090
Air fare	7,740
Train fare by AC 2 Tier	2,490

Family:

Train fare ₹ 2,490 x 3½ (for wife, sons and brother aged 16 years)	8,715
--	-----	-----	-------

Personal effects:

Actual expenditure	...	57,425 (a)	
Entitled ₹ 50 x 1,600 Kms.		80,000 (b)	
(a) being less is admissible	57,425

Conveyance:

Transport of car by Rail ₹ 32,500			
limited to actual expenditure ₹ 28,750	28,750
		Total	<u>1,88,730</u>

NOTE.— Members of family viz., major brother is not included in the definition of family vide GIO (2) SR2 (8).

Widowed sister having an income exceeding minimum pension of ₹ 9,000 is also not included in the definition of 'Family' vide GIO (2), SR 2 (8).

One additional fare for to and fro journey is allowed to the Government servant vide GIO (1) (VI), SR 116.

Road mileage between residence and Railway Station is not admissible separately as the same are included in Composite Transfer Grant, which is paid at 80% of last month's basic pay.

(7)

ADVANCES

1. House Building Advance

A Government servant drawing a basic pay of ₹ 31,100 was sanctioned an advance of ₹ 9,00,000 which was paid in two instalments in March, 2023 and August, 2023. The advance to be repaid in 100 instalments of ₹ 9,000 each. Rate of interest 7.1% per annum. Recovery of the advance commenced from the pay of January, 2024. If the official wants to repay the advance with interest on 25-4-2025, calculate the amount payable by the official.

Month		Amount paid ₹	Amount recovered ₹	IBB ₹
March	2023	4,50,000	—	4,50,000
April	2023	—	—	4,50,000
May	2023	—	—	4,50,000
June	2023	—	—	4,50,000
July	2023	—	—	4,50,000
August	2023	4,50,000	—	9,00,000
September	2023	—	—	9,00,000
October	2023	—	—	9,00,000
November	2023	—	—	9,00,000
December	2023	—	—	9,00,000
January	2024	—	—	9,00,000
February	2024	—	9,000	8,91,000
March	2024	—	9,000	8,82,000
April	2024	—	9,000	8,73,000
May	2024	—	9,000	8,64,000
June	2024	—	9,000	8,55,000
July	2024	—	9,000	8,46,000
August	2024	—	9,000	8,37,000

Month	Amount paid ₹	Amount recovered ₹	IBB ₹
September 2024	—	9,000	8,28,000
October 2024	—	9,000	8,19,000
November 2024	—	9,000	8,10,000
December 2024	—	9,000	8,01,000
January 2025	—	9,000	7,92,000
February 2025	—	9,000	7,83,000
March 2025	—	9,000	7,74,000
April 2025	—	9,000	—
	9,00,000	1,35,000	1,93,05,000

Interest:

$\frac{1,93,05,000}{12} \times \frac{7.1}{100}$	= ₹ 1,14,221.25	= ₹ 1,14,221
Principal outstanding	= ₹ 9,00,000 – 1,35,000	= ₹ 7,65,000
	Total amount payable	= ₹ <u>8,79,221</u>

NOTE: Rate of interest is based on the prevailing rate at the time of payment of first instalment of Advance, i.e., March, 2023. No interest is payable for April, 2025, as there will be no balance outstanding on the last day of that month. The last instalment recoverable on 31-3-2025 and accountable on 1-4-2025 has been taken into account to arrive at the outstanding balance on 25-4-2025.

(8)

MACP SCHEME

1. An official drawing a pay of ₹ 55,200 from 1-7-2023 in Level 6 is granted his II MACP on 29-6-2024. His DNI is 1-7-2024.

(a) Fix his pay on the date of MACP and indicate his DNI.

(b) Fix his pay if he opts for fixation of pay on DNI.

Ans:

(a) His pay on grant of II MACP will be fixed as follows:—	₹
Pay from 1-7-2023	55,200
Pay in Level 6 after adding one increment	56,900
Pay on grant of MACP in Level 7 at a cell equal to or next higher as compared to ₹ 56,900	56,900
His DNI will be 1-1-2025.	

(b) His pay on fixation from DNI will be as follows:—

Pay from 1-7-2023	...	55,200
Pay on date of II MACP i.e., 29-6-2024	...	56,900
Pay in Level 7 after adding two increments on DNI	...	58,600

His DNI will be 1-1-2025.

NOTE.— Option for fixation of pay from DNI will be more beneficial in this case.

2. An official appointed on 1-7-2007 is drawing a pay of ₹ 34,000 in Level 3 from 1-7-2016. He is promoted to Level 5 on 1-8-2016. If he continues in Level 5 without any further promotion, when will he get his II MACP? Fix his pay on the date of MACP.

Ans:

His pay on promotion will be fixed as follows:—

		₹
Pay from 1-8-2016	...	35,900
Date of II MACP (9 + 10 years)	...	1-7-2026
Pay on date of II MACP in Level 6 at a Level equal to or next higher as compared to ₹ 48,200	...	49,000

3. An official is granted 3rd MACP to Level 7 and subsequently promoted on 1-5-2024 to a post carrying Pay Level 8, higher than what was available under MACPS. He was drawing pay at ₹ 72,100 and his DNI is 1-7-2024. He opted for fixation from the date of promotion. How will his Pay be fixed?

Ans:

His pay on promotion will be fixed as follows:—

		₹
Pay drawn up to 30-4-2024 in Level 7	...	72,100
Pay fixed on 1-5-2024 in Level 8	...	72,100
Pay drawn up to 30-6-2024 in Level 8	...	72,100
Increment in Level 8 on 1-7-2024	...	74,300
Date of Next Increment	...	1-7-2025

[Vide Para. 4 (iii) of OM, dated 22-10-2019.]

4. An official is drawing pay of ₹ 51,100 in Level 5 after availing 3rd MACP on 1-8-2023. His DNI is on 1-7-2024. He is promoted on 2-6-2024 to Level 7. He opted to fix his pay on the date of increment. How will his pay be fixed?

			₹
Pay drawn on 1-8-2023 in Level 5	51,100
Pay from 2-8-2023 to 30-6-2024] in Level 5	...	51,100
		...	51,100
Pay on Increment date 1-7-2024	...		52,600
Pay refixed on 1-7-2024 in Level 7	...		53,600

[Para. 4 (iii) of OM, dated 22-10-2019.]

(9)

RETIREMENT ON SUPERANNUATION

1. Average Emoluments

With the following particulars, calculate the average emoluments for the purpose of pension:—

- (i) Date of voluntary retirement ... 1-6-2024 FN.
- (ii) Was drawing a basic pay of ₹ 50,500 in Level 6 from 1-7-2023 till retirement except from 24-1-2024 to 12-2-2024 during which period he drew a higher pay of ₹ 52,000.
- (iii) Was on Extraordinary Leave for 12 days from 21-2-2024 to 4-3-2024.
- (iv) Unauthorized absence on 16-5-2024 which is treated as '*dies non*'.

Ans.

Period of calculation of Average Emoluments: 20-7-2023 to 31-5-2024.

Period	Emoluments ₹	Months	Amount ₹
20-7-2023] 31-7-2023]	50,500	$12\frac{3}{31}$	19,548.39
1-8-2023] 31-12-2023]	50,500	5	2,52,500.00
1-1-2024] 23-1-2024]	50,500	$23\frac{3}{31}$	37,467.74

Period	Emoluments ₹	Months	Amount ₹
24-1-2024 } 31-1-2024 }	52,000	$\frac{8}{31}$	13,419.35
1-2-2024 } 12-2-2024 }	52,000	$\frac{12}{30}$	20,800.00
13-2-2024 } 20-2-2024 }	50,500	$\frac{8}{30}$	13,466.67
21-2-2024 } 4-3-2024 }	EOL		
5-3-2024 } 30-4-2024 }	50,500	$1 \frac{27}{30}$	95,950.00
1-5-2024 } 15-5-2024 }	50,500	$\frac{15}{30}$ (R)	25,250.00
16-5-2024	<i>Dies non</i>		
17-5-2024 } 31-5-2024 }	50,500	$\frac{15}{30}$	25,250.00
Total		10	5,03,652.15

Average Emoluments: ₹ 50,365.22

AUTHORS' NOTE — 1. First determine the period of calculation of Average Emoluments and make sure that all the broken spells added together make up 10 full months by applying FR 9 (18) and the AI thereunder. Then while calculating the amounts, you take August, 2023, February, 2024, March 2024 and May 2024, in which the broken spells occur as 30 days. Note that January, 2024 is not taken as a broken month. There are no non-qualifying periods in this month but only a variation of pay. It is a full month.

2. Emoluments for fractional periods are computed by multiplying emoluments by the factor $\frac{13}{30}$, $\frac{12}{30}$, $\frac{8}{30}$, $\frac{27}{30}$, $\frac{15}{30}$ and $\frac{15}{30}$ irrespective of the number of days in the month. If such a month happens to consist of 31 days, the calculation will give a benefit to the Government servant. If it happens to be February consisting of 28 or 29 days, the formula may be disadvantageous to him. Government have clarified in Rule 32 (3) of CCS (Pension) Rules, 2021 that the formula should be uniformly applied in the case of all months containing 28, 29, 30 or 31 days.

2. Pension

Date of retirement	31-1-2024	A/N
Qualifying service	(i)	33 Years
			(ii)	31 ½ Years
Basic Pay in Level 12	From 1-4-2023	₹ 1,91,500
			From 1-7-2023	₹ 1,97,200

Average Emoluments (1-4-2023 to 31-1-2024)

[₹ 1,91,500 x 3 + ₹ 1,97,200 x 7] ÷ 10

(₹ 5,74,500 + ₹ 13,80,400) ÷ 10 = ₹ 1,95,490

Pension for qualifying service of 33 years:

50% of Average Emoluments, i.e., ₹ 1,95,490 x $\frac{50}{100}$ = ₹ 97,745

or

50% of last pay drawn
whichever is more beneficial. = ₹ 98,600

Pension admissible = ₹ 98,600 p.m.

(i) For calculation of Pension and Family Pension, 'Basic Pay', and 'Non-Practising Allowance' (sanctioned to medical posts) will be taken into account. In the case of re-employed pensioner, the element of pension by which his pay is reduced will also be taken into account. For calculating Retirement / Death Gratuity, in addition to the above, Dearness Allowance admissible on the date of retirement / death while in service will be treated as 'emoluments'.

(ii) With effect from 1-1-2006, Pension is payable at 50% of pay last drawn or average emoluments, whichever is more beneficial to the Government servant.

(iii) In cases where retirement is on or after 1-1-2006, linkage of full pension with 33 years of qualifying service is dispensed with. Hence pension is payable at 50% of pay last drawn or average emoluments, whichever is more beneficial on completion of qualifying service of 31 ½ years also vide Rule 44 (1).

3. Retirement Gratuity

Pay in Pay Matrix at Level 9	...	₹ 82,600
Dearness Allowance @ 46% of Basic Pay	...	₹ 37,996

Emoluments:

Pay in Pay Matrix at Level 9 = ₹ 82,600 + DA ₹ 37,996 = ₹ 1,20,596

Retirement Gratuity admissible in the case of an official who has put in—

- (a) 33 years or more of qualifying service.
 (b) 22 ½ years of qualifying service.

(a) Retirement Gratuity ₹ 1,20,596 × ¼ × 66 = ₹ 19,89,834

(b) Retirement Gratuity ₹ 1,20,596 × ¼ × 45 = ₹ 13,56,705

Rate of Retirement Gratuity is ¼ th of the 'emoluments' last drawn for each completed six-monthly period of qualifying service subject to a maximum of 16 ½ times of the 'emoluments' or ₹ 20 lakhs, whichever is less. No ceiling on reckonable emoluments for calculation of retirement gratuity.

— Rule 45 (1) and proviso thereunder.

4. Commutation of Pension

Formula.— Amount to be commuted × Commutation value × 12.

Commutation Value for different ages is given in a Table under the CCS (Commutation of Pension) Rules (*with effect from 1-1-2006*).

An official retires with a pension of ₹ 57,000. The maximum amount that he can commute is 40% of his pension, i.e., ₹ 22,800 ignoring the balance which is in fraction. The commutation amount will be as follows according to his age next birthday:—

Age next birthday	Commutation value as per table	Calculation	Commutation Amount
48	8.913	22,800 × 8.913 × 12	= ₹ 24,38,597
52	8.768	22,800 × 8.768 × 12	= ₹ 23,98,925
57	8.512	22,800 × 8.512 × 12	= ₹ 23,28,884
58	8.446	22,800 × 8.446 × 12	= ₹ 23,10,826
59	8.371	22,800 × 8.371 × 12	= ₹ 22,90,306
60	8.287	22,800 × 8.287 × 12	= ₹ 22,67,324
61	8.194	22,800 × 8.194 × 12	= ₹ 22,41,879

The 'age next birthday' for the purpose of finding out commutation value should be reckoned with reference to the date on which the commutation becomes absolute. Commutation amount should be expressed in whole rupees and where the final calculation of commutation amount contains a fraction of a rupee, it shall be rounded off to the next higher rupee.

5. Family Pension

(a) A Central Government servant drawing Pay in Pay Matrix at Level 8 of ₹ 74,300 from 1-8-2024 died on 31-10-2024 while in service. His date of birth is 6-6-1965. His family is eligible for payment of family pension as detailed below:—

- (i) At enhanced rate from 1-11-2024 to 31-10-2034
- (ii) At normal rate from 1-11-2034 onwards.

Family pension:

Normal rate:

30% of Pay in Pay Matrix at Level 8 last drawn:

₹ 74,300 × $\frac{30}{100}$ = ₹ 22,290 p.m. subject to a minimum of ₹ 9,000 p.m.

Enhanced rate:

50% of Pay last drawn in Pay Matrix ... ₹ 74,300 × $\frac{50}{100}$ = ₹ 37,150
Level 8

Dearness Relief will also be admissible on Family Pension.

The family pension at enhanced rate is payable for a period of 10 years from the day following the date of death.

(b) A Central Government servant drawing ₹ 87,400 Pay in Pay Matrix at Level 10 retired on superannuation on 30-9-2024, his date of birth being 10-9-1964. He was granted pension of ₹ 43,700 p.m. He died on 12-10-2024. His family is eligible for the payment of family pension as detailed below:—

- (i) At enhanced rate from 13-10-2024 to 9-9-2031 (Attains the age of 67 years on 9-9-2031).
- (ii) At normal rate from 10-9-2031 onwards.

Family Pension :

Normal rate:

30% of Pay last drawn subject to a minimum of ₹ 9,000 and maximum of ₹ 75,000 p.m. ... ₹ 87,400 × $\frac{30}{100}$ = ₹ 26,220 p.m.

Enhanced rate:

50% of Pay last drawn. ... ₹ 87,400 × $\frac{50}{100}$ = ₹ 43,700 p.m.

The family will be eligible for grant of family pension:

From 13-10-2024 to 9-9-2031 @ ₹ 43,700 p.m.

From 10-9-2031 onwards — ₹ 26,220 p.m.

Dearness Relief on family pension is admissible as per the rates prescribed from time to time.

6. Death Gratuity

Pay and allowances last drawn:

	₹
Pay in Pay Matrix at Level 9	82,600
Dearness Allowance @ 46% of Basic Pay	37,996

Emoluments:

Pay in Pay Matrix at Level 9 = ₹ 82,600 + DA ₹ 37,996 = ₹ 1,20,596

Death Gratuity admissible in the case of permanent or temporary official who dies while in service after having put in—

- (a) 33 years or more of service. (b) 10 years of service
(c) 22 ½ years of service. (d) 2 years of service.

(a) Death Gratuity = ₹ 1,20,596 × ½ × 66 = ₹ 39,79,668
limited to ₹ 20,00,000

(b) Death Gratuity = ₹ 1,20,596 × 12 = ₹ 1,44,716

(c) Death Gratuity = ₹ 1,20,596 × ½ × 45 = ₹ 27,13,410
limited to ₹ 20,00,000

(d) Death Gratuity = ₹ 1,20,596 × 6 = ₹ 7,23,576

Rate of Death Gratuity for the service of 20 years or more is 'half of emoluments for every completed six-monthly period of service' subject to a maximum of 33 times of emoluments or ₹ 20 lakhs, whichever is less. For the length of service less than 20 years, the rate of Death Gratuity is—

Length of Service	Rate of Gratuity
Less than one year	2 times of emoluments. Limited to ₹ 20 lakhs
One year or more but less than 5 years	6 times of emoluments.
5 years or more but less than 11 years	12 times of emoluments.
11 years or more but less than 20 years	20 times of monthly emoluments.
20 years or more	Half month emoluments for every complete six monthly period of qualifying service subject to a maximum of 33 times of emoluments.

— Rule 45 (1) (b) and Proviso 1 thereon.

(10)

NATIONAL PENSION SYSTEM**1. Average emoluments****With the particulars given, calculate the average emoluments:-**

- (i) Date of retirement : 31-5-2024
 (ii) Pay drawn ₹ 37,600 in Level 6 from 1-7-2023.
 (iii) From 2-2-2024 to 15-3-2024, he was on EOL.

Ans:

Period of calculation of average emoluments:

18-6-2023 to 31-5-2024

	₹		₹
18-6-2023]	36,500	$1\frac{13}{30}$	15,816.67
30-6-2023]			
1-7-2023]	37,600	7	2,63,200
31-1-2024]			
1-2-2024]	37,600	$\frac{1}{30}$	1,253.33
2-2-2024]	EOL		
15-3-2024]			
16-3-2024]	37,600	$2\frac{16}{30}$	95,253.33
31-5-2024]			
			<u>3,75,523.33</u>

Average Emoluments : ₹ 37,552.33

NOTE.— 1. First determine the period of calculation of average emoluments and make sure that the broken spells add up to make full 10 months by applying Rule 7 (3) of Payment of gratuity under NPS Rules.

2. Emoluments for fractional periods are calculated by multiplying emoluments by the factor $1\frac{13}{30}$, $\frac{1}{30}$ and $2\frac{16}{30}$ irrespective of the number of days in the month.

2. Retirement Gratuity

Pay in Level 10	...	₹ 57,800
Dearness Allowance @ 46% of Basic Pay	...	₹ 26,588

Emoluments :

Pay in Level 10 = ₹ 57,800 plus DA ₹ 26,588 = ₹ 84,388

Retirement gratuity is admissible at $\frac{1}{4}$ th of emoluments for each completed six monthly period of qualifying service, subject to a maximum of $16 \frac{1}{2}$ times the emoluments or ₹ 20 lakhs, whichever is less.

— Rule 22 (1).

Qualifying service	...	18 years	
Retirement gratuity	...	₹ 84,388 x $\frac{1}{4}$ x 36 =	₹ 7,59,492

3. Death Gratuity

Pay and allowances last drawn.

Pay in Level 9	₹ 87,700
DA @ 46%	₹ 40,342

Emoluments :

Pay in Level 9 = ₹ 87,700 plus DA ₹ 40,342 = ₹ 1,28,042

Qualifying service :

- (a) 4 years, 4 months (b) 11 years (c) 20 years

Death gratuity is payable at the rates specified below :

(a) 6 times of emoluments = $6 \times ₹ 1,28,042 = ₹ 7,68,252$

(b) 20 times of emoluments = $20 \times ₹ 1,28,042 = ₹ 25,60,840$

limited to ₹ 20 lakhs

(c) $\frac{1}{2}$ of emoluments for every completed six-monthly period of qualifying service subject to a maximum of 33 times emoluments = $\frac{1}{2} \times ₹ 1,28,042 \times 40 = ₹ 25,60,840$
limited to ₹ 20 lakhs

— Rule 22 (2), NPS Rules

(11)

INCOME TAX

Calculate the Income Tax payable by Shri 'A' who is governed by New Pension Scheme for the year 2023-24—

- A. If the assessee calculates tax under existing regime.
B. If the assessee calculates tax under Section 115-BAC, i.e., new tax regime.

Gross salary income – ₹ 22,02,660 including DA, HRA and Government contribution to NPS.

Staying at his own house.

Contribution to New Pension Scheme @ 10% of Salary.

Professional Tax paid ₹ 2,500 p.a.

CGEGIS ₹ 120 p.m.

Contribution to CGHS ₹ 650 p.m.

A. Calculation of tax under existing regime:

		₹
Gross salary income	...	22,02,660
<i>Deductions</i>		
Standard deduction – Sec. 16 (ia)		50,000
Professional Tax recovered ₹ 2,500 – Sec. 16 (iii)		2,500
		<u>21,50,160</u>
<i>Under Section 80-C</i>		
	₹	
CGEGIS ₹ 120 x 12	1,440	
<i>Under Section 80-CCD (1)</i>		
Employee's contribution to New Pension Scheme	1,56,616	
	<u>1,58,056</u>	
<i>Section 80-CCE</i>	...	1,50,000
		<u>20,00,160</u>
<i>Under Section 80-CCD (2)</i>		
Government's contribution to New Pension Scheme	...	2,19,658
		<u>17,80,502</u>
<i>Under Section 80-D</i>		
CGHS Contribution ₹ 650 x 12	...	7,800
		<u>17,72,702</u>
Net taxable income rounded off	...	17,72,700
<i>Income Tax payable:—</i>		
		₹
First ₹ 2,50,000	...	Nil
₹ 2,50,001 to ₹ 5,00,000 @ 5%	...	12,500
₹ 5,00,001 to ₹ 10,00,000 @ 20%	...	1,00,000
Balance ₹ 7,72,700 @ 30%	...	2,31,810
		<u>3,44,310</u>
Health and Education Cess @ 4% ₹ 13,772.40		13,772
		<u>3,58,082</u>
Total tax payable	...	<u>3,58,082</u>

NOTE 1.— Government contribution to New Pension Scheme should be included in the salary income and a maximum of 14% of his salary is also allowed as deduction under Section 80-CCD (2). This deduction is excluded from the limit of ₹ 1.50 lakh under Section 80-CCE (Total deductions under Sections 80-CCC and 80-CCD).

NOTE 2.— The employee's contribution to New Pension Scheme is allowed as deduction under 80-CCD (1).

B. Calculation of tax under Section 115-BAC, new regime :		₹
Total Income as computed in (A)		22,02,660
<i>Deductions</i>		
Standard deduction – Sec. 16 (ia)	=	50,000
		<u>21,52,660</u>
<i>Under Section 80-CCD (2)</i>		
Government's contribution to New Pension Scheme		2,19,658
		<u>19,33,002</u>
Taxable income	...	<u>19,33,002</u>
Net taxable income rounded off	...	19,33,000
<i>Income Tax payable:—</i>		
		₹
First ₹ 3,00,000	...	Nil
₹ 3,00,001 to ₹ 6,00,000	@ 5%	15,000
₹ 6,00,001 to ₹ 9,00,000	@ 10%	30,000
₹ 9,00,001 to ₹ 12,00,000	@ 15%	45,000
₹ 12,00,001 to ₹ 15,00,000	@ 20%	60,000
Balance ₹ 4,33,000	@ 30%	1,29,900
		<u>2,79,900</u>
Health and Education Cess @ 4% - ₹ 11,196	...	11,196
Total tax payable	...	<u>2,91,096</u>

NOTE 1.— The Assessee may opt for tax calculation under new regime which is beneficial to him. He saves an amount of ₹ 66,986.

NOTE 2.— Individuals and HUFs may opt for calculation of tax under Section 115-BAC if they do not have any business income.

NOTE 3.— Standard deduction under Section 16 (ia) is allowed from the financial year 2023-2024 to individuals and HUFs who opt for calculation of tax under Section 115-BAC also.

NOTE 4.— Tax is calculated without allowing any exemptions or deductions under Chapter VI-A except Section 80-CCD (2). Also deductions under Sections 10, 10-AA are not allowed.

NOTE 5.— The rates of surcharge and cess are same as those existing in the old (existing) regime.

NOTE 6.— The option to pay tax under Section 115-BAC can become invalid for the relevant financial year, if the individual fails to satisfy the conditions mentioned in Section 115-BAC.



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2024

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Index of Sections

1. Recruitment
2. Reservations and Concessions in Appointments
3. Confirmation
4. Conduct Rules
5. Discipline Rules
6. Deputation and Foreign Service
7. Seniority, DPC and Promotion
8. Pay
9. Allowances, Fee and Honorarium
10. Government Quarters
11. Provident Funds
12. Leave Rules
13. Leave Travel Concession
14. Joining Time
15. Travelling Allowance
16. Central Government Health Scheme
17. Medical Attendance Rules
18. Children's Education Allowance
19. Advances
20. Modified Assured Career Progression Scheme
21. Concessions when posted to N-E. Region, etc.
22. GFR, Procurement and Government e-Marketplace
23. Quitting Service – Other than Retirement
24. Retirement on Superannuation
25. National Pension System
26. Other Service Matters
27. Income Tax
28. Welfare Measures
29. Postal Tariff and Savings Schemes
30. Illustrations



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