

FUNDAMENTAL RULES

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- **FR 1:** These rules come into force from 01.01.1922.
- **FR 2:** These rules apply to all Govt. servants paid from the Consolidated Fund of the State and to any other class of Govt. servants to which the Govt. may, by general or special order, declared them to be applicable.
- **FR 3:** These rules do not apply to Govt. servants whose conditions of service are governed by Army or Marine Regulations.
- **FR 5 A:** State Government can relax any of the subsidiary rules framed under F.Rs in the case an officer of any of the services under the control of the President of India.

- **FR 6:** Government may delegate to any of its officers, any powers conferred upon it these rules with the expectations (1) Power to make rules (2) Other powers conferred by rules 6, 9 (6) (b), 44, 45, 83, 108 A, 119, 121 and 127 (c) and 1st proviso to clause (1) of rule 30.
- **FR 7:** No powers may be exercised or delegated under these rules except after consultation with the Finance Department.
- **FR 8:** Powers of interpreting these rules is reserved to the State Government.

Definitions

- **FR 9:** Unless there be something repugnant in the subject or context, the terms defined are used in the rules in the sense here explained:
- **(1) Act:** Government of India Act.
- **(1-A) Allotment:** Grant of a license to a Govt. servant to occupy a house owned, leased or requisitioned by the Govt. or a portion thereof, for use by him as residence.
- **(4) Cadre:** The strength of service or a part of service sanctioned as separate unit.
- **(5) Compensatory Allowance:** Allowance granted to meet personal expenditure necessitated by special circumstances in which duty is performed. It includes T.A.

- **(6) Duty:** (i) Service as a Probationer or Apprentice, such service is followed by confirmation
(ii) Joining Time
(iii) A course of instruction or training in India.
- List of authorized courses of training are given in Annexure – I
- Actual number of days to attend the departmental examination shall be treated as duty. This concession shall not be granted more than twice.
- If the training is for one month or less, spent in campus, the period shall be treated as special C.L.

- If the training is for a longer period, shall be treated a duty.
- Absent for attending interview or medical examination, shall be treated as duty.
- Refresher course for Compounders and Meternity assistants should be limited to three months in each case.
- Compulsory wait for orders of posting, on return from leave should be treated as duty.

- When sent abroad for training, the entire period shall be treated as duty.
- Periods of enforced halts due to break down of communication on account of floods, natural calamities shall be treated as duty by the Dept., of secretariat.
- On appoint as examiner for UPSC/ APPSC etc., three days shall be treated as duty.

- **(7) Foreign Service**: Service in which a Govt. Servants receives his pay with the sanction of Govt. from any source other than the Consolidated Fund.
- **(8) General Revenues of India**: Revenue allocated to State Government,
- **(9) Honorarium**: Recurring or non-recurring payment granted to a Govt. servant from Consolidated Fund for special work of occasional.
- **(10) Joining Time**: The time allowed to a Govt. servant to joined a new post.

- **(12) Leave Salary:** Monthly amount paid by Govt. to a Govt. Servant on leave.
- **(13) Lien:** The title of Govt. Servant to hold substantively, either immediately or on the Termination of Periods of absence, a Permanent Post, a Tenured Post.
- **(14) Local Fund:** Revenue collected by bodies, having force or law, come under the control of Govt.
- **(17) Ministerial Servant:** A Govt. servant of subordinate service whose duties are entirely clerical.

- **(18) Month**: A Calendar month.
- **(19) Officiate**: A Govt. Servant performs duty when another person holds a lien.
- **(21) Pay**: The basic pay drawn by a Govt. Servant every month.
- **(22) Permanent Post**: Post carrying a definite rate of pay sanction with out time limit.
- **(23) Personal Pay**: Additional pay granted to Govt. servant to save him from loss of substantive pay.

- **(24) Presumptive Pay**: pay to which he would be entitled if he held the post substantively.
- **(25) Special Pay**: Additional Pay for special arduous nature of duties.
- Special Pay shall be added to pay when pay fixed in higher post not having spl. Pay from 1-5-75.
- Re-fixation pay under F.R-31(2) is allowed from 1-3-79.
- Adding of spl. Pay to Pay was cancelled from 28-09-97.
- Merger of spl. Pay is allowed to those appointed before 24-8-98.

- **(27) Subsistence Allowance:** Monthly grant made to a Govt. servant who is not in receipt pay or leave salary.
- **(28) Substantive Pay:** Pay other than Spl. Pay, Personal Pay or Emoluments which a Govt. servants is entitled on account of his Substantive Position.
- **(30) Temporary Post:** Post carrying a definite rate of pay sanctioned for limited time.

- **(30-A) Tenure Post:** A Permanent post which a Govt. servant may not hold for more than a limited period.
- **(31) Time Scale of Pay:** Pay raises by periodical Increments from a minimum to a maximum.

$$\text{Avg. Pay} = \text{Min} + (\text{Max} - \text{Min}) \left[\frac{3}{4} - \frac{x}{60} \right]$$

- **(32) Traveling Allowance:**
Allowance granted to a Govt. Servant to cover the expenses which he incurs in traveling in the interest of public service. It includes allowance for maintenance of conveyance.

- **F.R.10**: No person except a military person may be appointed to a permanent post under Govt. on production of medical certificate of health.
- **F.R.11**: The whole time of a Govt. servant is at the disposal of the Govt. which pays him, he may be employed in any manner required by proper authority without claim for additional remuneration.
- **F.R.12(a)**: Two or more Govt. servants cannot be appointed substantively to the same permanent post at the same time.
 - (b)** A Govt., servant cannot be appointed substantively except as a temporary measure, to two or more permanent posts at the same time.
 - (c)** A Govt. servant cannot be appointed substantively to a post on which another Govt. servant holds a lien.

- **F.R.12-A:** A Govt. servant on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
- **F.R.13:** Unless his lien suspended or transferred a Govt. servant holding substantively a permanent post retains a lien on that post:
 - (a) while performing the duties of that post.
 - (b) on foreign service or in temporary post or in officiating post.
 - (c) during joining time.
 - (d) while on leave.
 - (e) while on suspension.

- **F.R. 14 (a):** Lien on a permanent post which a Govt. servant holds substantively is suspended if he is appointed in a substantive capacity to a tenure post or to a post on which another Govt. servant holds lien.

(b) Lien is suspended if transferred in an officiating capacity to a post in another cadre.

(c) Lien on a tenure post in no circumstances be suspended. If he is appointed to another permanent post, his lien on the tenure post be terminated.

(d) If lien on a post is suspended, the post may be filled substantively.

- **F.R-15(a)**: Govt., may transfer a Govt., servant from one post to another, except on account of inefficiency or misbehavior or on his written request.
- **F.R-16**: A Govt., servant may be required to subscribe to a provident fund, a family pension fund or other similar fund in accordance with such rules as may by order prescribe.
- **F.R-17**: An officer shall begin to draw the pay and allowances attached to his tenure of a post, w.e.f. the date when he assumes the duties of that post, and shall cease to draw them as soon as he ceases to discharge those duties.

- **F.R-18:** No Govt., servant shall be granted leave of any kind for a continuous period exceeding five years.

Willful absence from duty not covered by grant of any leave will be treated as a 'dies-non' for all purposes viz., increments, leave and pension.

E.O.L. on M.C. up to 36 months counts as qualifying service.

Unauthorized absence to duty for a continuous period exceeding one year, the penalty of removal from service shall be imposed.

- **F.R-18-A:** A Government servant shall be deemed to have resigned from the service if he –
 - (a) is absent without authorization for a period exceeding 'one year' (or)
 - (b) remains absent from duty for a continuous period exceeding five years with or without leave (or)
 - (c) continues on foreign service beyond the period approved by the State Government

- **F.R-19**: Fixation of pay under the “Next Below” Rule.
- **F.R-20**: For any period treated as duty Govt., may grant such pay as consider equitable.

Absence from duty for undergoing training is treated as duty.

- **F.R – 22 (a) (i):** When a Government Servant promoted / appointed to a higher post which involves assumption of duties and responsibilities of greater importance than those attached to such permanent post, he will draw as initial pay the stage of the time scale next above his substantive pay in respect of the old post.

- **F.R-22(a)(ii):** When appointed to the new post does not involve responsibilities of greater importance he will draw as initial pay the stage of the time scale which is equal to his substantive pay in respect of the old post.
- **F.R-22(a)(iii):** When appointed to the new post on his own request, if the maximum pay in the time scale of that post is less than his substantive pay in respect of the old post, he will draw that maximum as initial pay.

- **F.R-22(a) (iv)**: Pay shall be fixed in the new post at a stage not lower than the pay drawn in the earlier post.
- Protection of date of increment in the previous post is not allowed.
(Memo:No.14497/188/A1/F.R.II/2000, Dt.15-10-2004).

- **F.R-22(b)**: The Basic Pay of the employee is fixed at the minimum of the time scale of pay attached to the post to which he is appointed.
- **F.R-22 B**: This rule came into force with effect from 25th December, 1982 as per the orders issued by the Government vide G.O.Ms. No. 239 Fin & Plg. (FW.FR.II) Department, Dt.23-8-1983, read with G.O. Ms. No. 332 Fin & Plg. Department. Dated 13-12-1983.

- The Pay in the promotion post is fixed at a stage above the notional pay which is arrived by increasing the pay in the lower post by an increment.

Option to be exercised- 1.Promotion date
2.Increment date

- Option to be exercised with in one month from the date of assuming charge.
- If promoted after exhausting (3/5) stagnation increments in the lower post, FR-22-B can not be allowed.

- **F.R-23:** The holder of a post, the pay of which is changed shall be treated as if he were transferred to a new post on the new pay; provided that he may at his option retain his old pay until the date on which he has earned his next or any subsequent increment on the old scale, or until he vacates his post or ceases to draw pay on that time scale. The option once exercised is final.

- **F.R-24**: Increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a Govt., servant by the Govt., or by any authority to whom the State Govt., may delegate this power if his conduct has not been good, or his work has not been satisfactory. In ordering the withholding of an increment the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments.

- **F.R-25:** Where an efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be given to a Government servant without the specific sanction of the authority empowered to withhold increments.

INCREMENT

- **F.R-26:** As the experience and efficiency of an employee grows with service, he will be able to turn out better and more work. Increments are granted every year to employees to compensate the increased volume of work they will be able to render as their service continues. Increment is not a charity conferred on the Government Servant. He earns increment as a right with the increase in their efficiency and capacity to put up more volume of work as their experience grows with every year of service.

SERVICE THAT COUNTS FOR INCREMENT

- All periods of duty in a post on a time-scale count for increment in that time-scale.FR-26.
- Service in substantive post. FR-26(b)(i).
- Service in officiating post. FR-26 (c).
- All kinds of leave other than E.O.L. FR-26(b)(ii).
- EOL on MC or for prosecuting higher studies and technical studies with an undertaking to serve the Govt., for 5 years- HOD can count (6) months period for grant of increment. FR-26(b)(ii), Delegation under FR-26.
- Period of Deputation. FR-26(b)(ii).
- Foreign Service. FR-26 (c).

SERVICE DOES NOT COUNTS FOR INCREMENT

- Period of suspension treated as not - duty. FR-26 (a a).
- Period of E.O.L. on private affairs - FR-26 (a a)
- Period of E.O.L. on M.C. or prosecuting higher and technical studies exceeding 6 months.
- Over stayal of leave not regularised.
- Break in service. F.R-26.

- **F.R-26(aa)** The pay of a Govt., servant whose date of seniority/promotion has been revised and fixed from an earlier date, pay may be refixed on the basis of notional duty in the post from time to time.
- **F.R-27:** An authority may grant a premature increment to a Govt., servant on a time scale of pay, if it has power to create a post in the same cadre on the same scale of pay.

- **F.R-28:** If a Govt., servant is transferred from a higher grade to a lower grade as penalty, he may be allowed to draw pay not exceeding the maximum of the lower grade post.
- **F.R-29(1):** If a Govt., servant is reduced, as a measure of penalty, to a lower stage in his time-scale, the authority ordering such reduction shall state the period for which it shall be effective, and whether, on restoration, is viz., the period of reduction, shall operate to postpone future increments, and, if so, to what extent.

(2) If a Govt., servant is reduced, as a measure of penalty, to lower service, grade or post, or to a lower time scale, the authority ordering the reduction may or may not specify the period for which the reduction shall be effective, but where the period is specified, that authority shall also state whether, on restoration, the period of reduction shall operate to postpone, future increments, and if so, to what extent.

- **F.R-29-A:** Where an order of penalty of withholding of increment or a Govt., servant or his reduction to a lower service, grade or post or to a lower time-scale, of to a lower stage in a time-scale is set aside or modified by a competent authority on appeal or review, the pay of the Govt., servant shall, be regulated:
(a) If the said order is set aside, he shall be given, for the period such order has been in force, the difference between the pay to which he would have been entitled had that order not been made and the pay he had actually drawn;

(b) If the said order is modified, the pay shall be regulated as if the order as so modified had been made in the first instance.

■ **F.R-30**: Pay of officiating Govt., servants

(1) If appointed to officiate in a post, shall not draw pay higher than his substantive pay. If the officiating post involves assumption of duties and responsibilities of greater importance, he will draw higher pay.

- **F.R-31(1):** If a Govt., servant is appointed to officiate in a post will draw presumptive pay of that post.
(2) On an enhancement in the substantive pay as a result of increment or other wise, the pay of such Government servant shall be re-fixed from the date of such enhancement, as if he was appointed to officiate in that post on that date where such re-fixation is to his advantage.

- F.R-31-A: A probationer or approved probationer in a service on duty shall draw pay:
 - (a) A probationer,
 - (i) While undergoing a course of training, the pay specified in the special rules,
 - (ii) After completion of training, pay of the lowest grade (or) the minimum pay in the time-scale.
 - (b) If holding permanent post,
 - (i) If appointed as probationer in a corresponding state service, shall draw the minimum pay of the post such minimum pay is lower than his substantive pay, pay shall be fixed at equal stage.

(c) An approved probationer shall draw:

1) If probation is for two years, he will draw 1st increment, and the second increment, after declaration of probation,

2) If probation is for one year, he will draw increment after declaration of probation.

- **F.R-31-B:** The pay of a Govt., servant whose promotion or appointment to a post is found to be erroneous, shall be regulated in accordance with rules in force.

- **F.R-33**: When a Govt., Servant officiates in a post the pay of which has been fixed at a rate personal to another Govt., servant, the Govt., may permit him to draw pay at any rate not exceeding the rate so fixed or, if the rate so fixed be a time-scale, may grant him initial pay not exceeding the lower stage or that time scale and future increments not exceeding those of the sanctioned scale.
- **F.R-35**: The Head of the Department may fix the pay of an officiating Govt., servant at an amount less than admissible to dispense with charge allowance.

- **F.R-36:** Govt., may issue orders allowing acting promotions, to those who are on duty.
- **F.R-37: Personal Pay:** Personal Pay shall be reduced by any amount by which the recipients pay may be increased and shall cease as soon as his pay is increased by an amount equal to his Personal Pay.
- **F.R-39: Pay of temporary posts:-** When a temporary post is created which may have to be filled by a person not already in Govt., service, the pay of the post shall be fixed with reference to the minimum that is necessary to secure the services of a person capable of discharging efficiently the duties of the post.

- **F.R-40**: When a temporary post is created which will probably be filled by a person who is already a Govt., servant its pay should be fixed by the Govt., with regard to:
 - a) the character and responsibility of the work to be performed, and
 - b) the existing pay of Govt., servants of a status, sufficient to warrant their selection for the post.

Additions to Pay

- **F.R-44:** Compensatory Allowances:
Subject to the general rule that the amount of compensatory allowance should be so regulated that the allowance is not on the whole a source of profit to the recipient, the Govt., may grant such allowances to any Govt., servant under its control and may make rules prescribing their amounts and the conditions under which they may be drawn.

(1) Compensatory Allowances Include,
House Rent Allowances
Local Allowances
Other misc. allowances
Traveling Allowance.

- **F.R-45:** Govt., may make rules laying down the principles governing the allotment to officers serving under its administrative control, for use by them as residences, of such buildings owned or leased by it, or such portions thereof, as the Govt., may makes available for the purposes. Such rules may lay down different Principles for observance in different localities or in respect or different class or residences, and may prescribe the circumstances in which such an officer shall be considered to be in occupation of residence.

- **F.R-45-A-I**: This rule applies to work charged employees, persons paid from contingencies, holders of special posts such as I.A.S.
- **F.R-45-A-II**: Assessment of license fee the capital cost of a residence, shall include value of sanitation, water supply, electrical installation, fittings etc.,
- **F.R-45-A-III**: Standard rent shall be calculated basing on maintenance repairs, Municipal Tax etc.,

- **F.R-45-A-IV:** Allotment should be made as per the status of the officer.
- **F.R-45-A-V:** Under special circumstances Govt., may grant rent free accommodation.
- **F.R-45-A-VI:** If the residence is supplied with furniture, tennis court, or garden maintained by Govt., cost shall be charged in addition to rent.
- **F.R-45-B:** Standard License Fee is calculated and recovered from the occupant.

- **F.R-46(a) Fees:** A Govt., servant may be permitted if this can be done without detriment to his official duties and responsibilities, to perform a specified service or a series of services for private person or body or from a public body, including a body administering a Local Fund and to receive a remuneration therefor, if the service be material, a non-recurring or a recurring fee.

Honoraria: Govt., may grant, or permit a Govt., servant to receive an honorarium as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward.

- **F.R-48:** A Govt., servant is eligible to receive without special permission,
 - a) the premium awarded for an essay or plan in public competitions
 - b) any reward offered for the arrest of a criminal or for information or special service in connection with the Administration of Justice
 - c) any reward payable in accordance with the provisions of Act or Regulation or rules framed there under
 - d) any reward sanctioned for services in connection with the administrative of the customs and excise laws: and
 - e) any fees payable to a Govt., servant for duties which he is required to perform in his official capacity under any special or local law or by order of the Govt.

- **F.R-48-A:** A govt., servant whose duties involve the carrying out of Scientific or technical research shall not apply for or obtain, or cause or permit any other person to apply for, or obtain a patent for an invention made by him, save with the permission of Govt., and in accordance with such conditions as the Govt., may impose.
- **F.R-48-B:** If a question arises, whether a Govt., servant is a govt., servant to whom rule 48-A applies, the decision of Govt., shall be final.

Combination of appointments

- **F.R-49**: The Govt., may appoint one Govt., servant to hold substantively as a temporary measure, or to officiate in not more than two independent posts at one time.
- The higher pay, to which he would be entitled if his appointment to one of the posts stood alone, may be drawn on account of that post.
- For the other post he draws pay not exceeding half the presumptive pay.
- If compensatory allowances are attached to one or more of the posts, shall be limited to total of compensatory allowances attached to all the posts.

- The competent authority will declare whether to officiate or hold full additional charge or discharge only current duties of the second post.
- Additional pay should not exceed one fifth of his officiating pay.
- For discharging current duties, pay should not exceed one tenth of his officiating pay.
- Period of additional charge should be more than 14 working days.
- Period of discharge of current duties should be more than one month.

- Period of additional charge should not exceed 6 month.
- The rate of additional pay for the first 3 months is $\frac{1}{5}$ of his officiating pay.
- The rate for the remaining 3 months is $\frac{1}{10}$ of his officiating pay.
- The H.O.D will sanction additional pay for the first 3 months.

Deputation out of India

- **F.R-50:** No deputation of a Govt., servant out of India shall be sanctioned without the previous approval of the Central Govt.,
- **F.R-51(1):** When a Govt., servant is, with proper sanction, temporarily deputed for duty out of India either in connection with the post held by him in India or in connection with any special duty on which he may be temporarily be placed, he may be allowed by the President to draw during the period of deputation the same pay which he would have drawn had he remained on duty in India

- **F.R-51(2):** A Govt., servant on deputation may also be granted a compensatory allowance in a foreign country of such amount as the President may think fit.
- **F.R-51(3):** The foreign exchange equivalent of the pay, honorarium or compensatory allowance admissible shall be calculated at such rate or exchange as the President may by order prescribe.

- **F.R-51-A:** When a Government servant is with proper sanction deputed for duty out of India to hold a regularly constituted permanent or quasi-permanent post, other than a post borne on the cadre of the service to which he belongs, his pay shall be regulated by the orders of the Central Government.

Dismissal, Removal and Suspension

- **F.R-52**: The pay and allowances of a Govt., servant who is dismissed or removed from service cease from the date of such dismissal or removal.
- **F.R-53(1)**: A Govt., servant under suspension, or deemed to have been placed under suspension by an order of the appointing authority shall be entitled to a subsistence allowance at an amount equal to the leave salary which the Govt., servant would have drawn if he had been on leave on half average pay or on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary.

- (i) The amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible during the period of first three months.
- (ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty percent of the subsistence allowance admissible during the period of the first three months, if, in the opinion of the said authority the period of suspension has been prolonged, due to reasons to be recorded in writing directly attributable to the Govt., servant.
- (iii) The rate of D.A will be based on the increased or as the case may be, the decreased amount of subsistence allowance.

(iv) The amount of subsistence allowance shall be restricted to 50% in all cases where a prima-facie case is established on charges of corruption, misappropriation and demand or acceptance of illegal gratification until finalization of the disciplinary case.

(b) Any other compensatory allowances admissible from time to time on the basis of pay of which the Govt., servant was in receipt on the date of suspension, subject to the fulfillment of other conditions laid down for the drawl of such allowance.

(2) No payment shall be made unless the Government servant furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

- Where a penalty of dismissal, removal, or compulsory retirement imposed upon a govt., servant is set aside and he is deemed to have been placed or to continue to be under suspension from the date of such dismissal, removal or compulsory retirement, and he fails to produce such certificate, shall be entitled to subsistence allowance equal to the amount by which his earnings falls short.

- Arrears of subsistence allowance should not be withheld, but paid after adjusting Income-tax, House rent, repayment of loans and advances.
- Over payments. Recoveries should not be made at a rate greater than one third of subsistence allowance, exclusive of DA.
- If a govt., servant under suspension is dismissed or removed from service, arrears of subsistence allowance should be paid to him upto the date of termination.

- Full additional charge arrangements shall be made in the vacancies arising due to placing of a govt., servant under suspension.
- A govt., servant under suspension whether he is lodged in prison or released on bail on his conviction pending consideration of his appeal be paid subsistence allowance.

F.R-54(1): When a Govt., servant, who has been dismissed, removed or compulsorily retired is reinstated as a result of appeal or review or would have been so reinstated but for his retirement on superannuation, the authority competent to order reinstatement shall consider and make a specific order (a) regarding the pay and allowances to be paid, (b) the said period shall be treated as duty or not.

(2) If the reinstating authority is of the opinion that the govt., servant is completely exonerated, he shall be paid the full pay and allowances.

(3) The period of suspension, dismissal, removal or compulsory retirement, as the case may be treated as duty for all purposes.

- A govt., servant who retires from service while under suspension, or when any disciplinary or criminal cases are pending against him, the authority competent may withhold whole or part of encashment of E.L

- **F.R-105:** Joining time may be granted to a Govt. servant, to enable him to join a new post to which he is appointed while on duty.
- On return from E.L. of not more than four months
- Not had sufficient notice of his appointment to the new post, on return from leave.
- When posted to a remote locality, not easy to access

- Surplus staff transferred from one post to another.
- No joining time for temporary transfer for not exceeding 180 days. Transit is allowed.
- **F.R-106:** When appointed to a post does not involve change of residence one day Joining Time is allowed.
- No Joining Time is allowed when the transfer does not involve actual change of office.
- When holidays follows joining time, normal joining time may be extended to cover such holidays.
- Six days are allowed for preparation.

- Actual journey time is allowed in addition to joining time.
- Joining time including journey time should not exceed 30 days.
- **F.R-107**: joining time shall be regarded as on duty.
- Joining time pay is equal to the pay of old station.
- Other allowances such as H.R.A, C.C.A admissible at old station are allowed.

- **F.R-108**: If not joined the new post with in joining time, he is not entitled for pay or leave salary.
- May be treated as mis-behaviour.
- **F.R-108-A**: If joining to Govt. service from other than Govt., service at the interest of Govt., joining time is allowed.
- If he is on leave before joining Govt., service pay drawn before going on leave is allowed.
- If waited for posting the period is treated as compulsory wait.

- Administrative Department of Secretariat will sanction compulsory wait up to 30 days.
- For compulsory wait exceeding 30 days reference to Finance Department is necessary.

Foreign Service

- **F.R-110**: No Govt., servant is transferred to Foreign Service without his will.
- If Foreign Service is outside India, sanction of President of India is required.
- **F.R-111**: The Govt., servant holds lien on the post from which he is transferred on Foreign Service.
- The Govt., servant on probation is permissible to be transferred to Foreign service.

- **F.R-112:** A Govt., servant if transferred to Foreign service while on leave, ceases to be on leave from the date of such transfer and draw leave salary.
- **F.R-113:** A Govt., servant shall remain in the same cadre in substantive or officiating cadre holding before his transfer to foreign service.
- Promotions in the Govt., service shall be considered.
- Performance in the foreign service is considered in promotions.

- **F.R-114**: The Govt., servant will draw pay and allowances in foreign service from the date of handing over charge in Govt., service.
- During foreign service, T.A admissible as per Govt., T.A.rules.
- H.R.A. and other compensatory allowances paid as admissible in foreign service.

- **F.R-115**: contribution towards cost of Pension must be paid by foreign employer.
- Contribution towards cost of leave salary must be paid.
- If not paid by the foreign employer the individual has to remit.
- If foreign service is out side India, the foreign employer has to pay L.S and P.C.

- **F.R-116**: L.S and P.C should be rounded off to the nearest rupee.
- P.C is classified in 4 groups.
- L.S. is 11% on the pay drawn during foreign service.
- **F.R-117**: P.C is prescribed for paying full Pension to the Govt., servant.
- L.S is prescribed for calculating leave salary.
- **F.R-119**: L.S and P.C are to be remitted to Govt., account annually with in (15) days from the end of each Financial year or on deputation expires.

- For late payment of L.S and P.C, 7.3% of interest is charged from the date of expiry of foreign service.
- L.S and P.C should be paid separately to separate Head of accounts.
- **F.R-120**: The Govt., servant in foreign service should not elect to withhold contribution to L.S and P.C
- **F.R-121**: A Govt., servant in foreign service should not accept Pension or Gratuity from the foreign employer without Govt., sanction.

- **F.R-122:** A Govt., servant on foreign service may not be granted leave other than the leave he is entitled in Govt., service.
- **F.R-123:** For the Govt., servants on foreign service out of India, leave has to be granted by the authority in consultation with the authority sanctioning the transfer.
- If foreign employer grants leave admissible in foreign service, leave salary is to be paid by him.
- No leave will be debited to his leave account.

- **F.R-124**: A Govt., servant in foreign service, if appointed to officiate in Govt., service, his pay will be regulated taking into consideration of his pay before going on foreign service.
- **F.R-125**: If a Govt., servant is repatriated from foreign service goes on leave, his leave salary, transit pay should be paid by the foreign employer.

- **F.R-126**: On repatriation to Govt., service his pay will cease to be paid by the foreign employer, and his contribution will be discontinued.

Maintenance of Service Registers

- Head of office should maintain Service Registers for Gazetted, Non-Gazetted and class-IV employees.
- Service Registers shall be supplied by Govt.,
- Will be under the custody of Head of office and transferred with him from office to office.
- Head of office to see that all entries are duly made and attested.

- Annual attestation of service book
- Certificate of character not to be entered
- Punishments to be entered
- Every step in govt. servants official life such as appointment, regularization, probation, date of Birth etc.,
- Promotions
- Increments, Pay fixations
- Leave taken
- Special tests passed by Govt., servant with number and date of notification

- Left hand thumb impression should be taken in the space provided
- Transfers
- Transfer to Foreign service
- Transfer from Non-gazetted to Gazetted
- Annual verification
- If terminated by dismissal, the S.R. is to be preserved for (5) years or till the Govt., servants demise whichever is earlier
- If resigned, or discharged, the S.R is to be preserved for (5) years or till demise

- If dismissed and re-instated, his S.R. is to be sent to the place where he is re-employed
- Employee can maintain a duplicate S.R.
- From the year 2000 a new S.R has been introduced by Govt., vide G.O. Ms. No.200 F & P (FW:FR-I) Dept., Dt.10-12-1999 which consists of separate pages allocated for the following items.
 - Educational qualifications
 - List of Family members
 - Nominations under G.I.S
 - Home Town Declaration
 - Option under F.R.-22 B

- Nomination under service Pension
- Appointments, promotions and reversions
- Service regularization & declaration of probation
- Incumbency particulars (transfers etc.,)
- Pay particulars, increments, pay fixations etc.
- Check list for service verification
- Verification of Service
- Leave account
- Memorandum of APEGIS, Subscription particulars
- Memorandum of GPF/PF – Part final withdrawals

- Memorandum of APGLI/LIC under SS Scheme.
- Recovery of HBA
- Incentive increments for higher qualifications
- LTC availments
- Appointment to AAS
- Departmental trainings
- Departmental Tests or Special Tests
- Details of Immovable property